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

**Agenda, Monday, June 15, 2009
Board Room
4:00 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of May 18, 2009,
Pages 4-6**
- III. Oath of Office – Mr. David Nordel**
- IV. Public Hearing – none**
- V. Consent Agenda – Recommendation of Superintendent/President,
Discussion and Adoption**
 - A. Public Comment
 - 1. Academic Affairs
*See Academic Affairs Agenda,
Pages 7-75*
 - 2. Student and Community Advancement
*See Student Services Agenda,
Pages 76-85*
 - 3. Administrative Services
See Administrative Services Agenda, Pages 86-97
 - 4. *See Measure “E” Bond Fund Agenda,
Pages 98-102*
 - 5. Human Resources
*See Human Resources Agenda,
Pages 103-148*
 - 6. Superintendent/President
*See Superintendent/President Agenda,
Pages 149-152*
- VI. Public Comment on Non-Agenda Items**

VII. Oral Reports

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

VIII. Closed Session

- A. Real Property Negotiations, Brown Act Section 54956.8
 - 1. 1 Case
- B. Labor Relations, Brown Act Section 54957.8
 - 1. El Camino Classified Employees, Local 6142
 - 2. Non-Represented Employees – Confidential, Supervisors, and Management
 - 3. American Federation of Teachers, Local 1388
 - 4. El Camino Police Officers Association
- C. Personnel Matters, Brown Act Section 54957
 - 1. Public Employee Performance Evaluation – President
- D. Student Expulsion, Brown Act Section 54954.5
 - 1. Student Expulsion – 1 case

Board of Trustees Meeting Schedule for 2009 4:00 p.m. Board Room

Monday, June 15, 2009
Monday, July 20, 2009
Monday, August 17, 2009
Tuesday, September 8, 2009
Monday, October 19, 2009
Monday, November 16, 2009
Monday, December 21, 2009

EL CAMINO COLLEGE STRATEGIC PLAN 2007 THROUGH 2010

Vision Statement

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

Mission Statement

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

Statement of Philosophy

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

Statement of Values

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

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

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

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

Diversity – We recognize and appreciate our similarities and differences.

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

Guiding Principles

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

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

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

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

Strategic Initiatives

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

EL CAMINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING OF
Monday, May 18, 2009

The Board of Trustees of the El Camino Community College District met at 4 p.m. on Monday, May 18, 2009, in the Board Room at El Camino College.

The following Trustees were present: Trustee Nathaniel Jackson, President; Trustee Ray Gen, Vice-President; Trustee Maureen O'Donnell, Secretary; Trustee William Beverly, Member; Trustee Mary E. Combs, Member; and Ms. Elise Yerelian, Student Member.

Also present were Dr. Thomas M. Fallo, Superintendent/President; Dr. Francisco Arce, Vice President, Academic Affairs; Mr. Bob Gann, Director of Facilities Planning and Services; Dr. Jeanie Nishime, Vice President, Student and Community Advancement; Ms. Barbara Perez, Vice President, Human Resources, and Dr. Lawrence Cox, Provost, El Camino College Compton Community Educational Center/Chief Executive Officer, Compton Community College District.

Minutes of the Regular Board Meeting of April 20, 2009, and amended Minutes of March 16, 2009

The Minutes of the Regular Board Meeting of April 20, 2009, and amended Minutes of March 16, 2009 were approved.

Tentative Budget 2009–2010

It was moved by Trustee Beverly, and seconded by Trustee O'Donnell, that the Tentative Budgets, including the General Fund-Unrestricted, General Fund-Restricted, Student Financial Aid, Child Development, Capital Outlay, General Obligation Bond, Workers' Compensation, Property and Liability Self-Insurance, Dental Self-Insurance, Special Reserve Fund-Retiree Health Premiums, and Bookstore Funds for the 2009–10 fiscal year be submitted to the Board for adoption at the June 15, 2009 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. Motion carried.

Accountability Reporting for the Community Colleges (ARCC)

It was moved by Trustee Beverly, and seconded by Trustee O'Donnell, that the Board accept the 2009 Accountability Reporting for the Community Colleges (ARCC) Customized College Report for El Camino College Report. Motion carried.

Consent Agenda

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

Academic Affairs

International Education/Study Abroad Program – Summer 2009
Memorandum of Understanding Between Paramount Unified School District and El Camino College

Student and Community Advancement

Community Education for Winter/Spring 2009
Destruction of Records
Grants
International Travel
Board Policy 5030 – Fees – Second Reading and Adoption
Administrative Procedure 5030 – Fees – Information Item

Administrative Services

Sixten and Associates Mandated Cost Claims
State Mandated Parking Revenues
Contracts Under \$76,000
Contracts Over 67,000
Bid 2008-10/Roofing Project
Purchase Orders and Blanket Purchase Orders

Measure E Bond Fund

Category Budgets and Balances
Contract – IDS Group, Inc. – Ongoing Engineering Services
Contract – KPFF Consulting Engineers – Ongoing Engineering Services
Bid Award – Best Roofing & Waterproofing – Marsee Auditorium Roof Replacement
Bid Award – Letner Roofing – South Gym Roof Replacement
Bid Award – Solar Integrated – Facilities & Warehouse White Coating
Contract Amendment – Flewelling & Moody – Bookstore Renovation
Change Order – Bomel Construction – Lot H Parking Structure & Athletic Complex
Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes
Temporary Non-Classified Service Employees
Resolution – Equivalence to Minimum Qualifications

President/Board of Trustees

Board Policy 2715 – Code of Ethics/Standards of Practice – First Reading
Motion carried. Student Trustee Yerelian recorded an advisory yes vote.

Other Item – Resolution in Support of Propositions 1A through 1F California Community Colleges

It was moved by Trustee Gen, seconded by Trustee Combs, that the Board adopt the Resolution in Support of Propositions 1A through 1F California Community Colleges. Motion failed. Trustee Jackson, O’Donnell, Beverly, Combs voted no. Trustee Gen voted yes. Student Trustee recorded an advisory abstention.

Public Comment

Nehasi Lee addressed forensics for Compton Center, High School Communication, Grants, Tentative Budget and Student Body Fees. Luukia Smith addressed conduct of the meeting.

Closed Session

Meeting adjourned to a Closed Session at 5:38 p.m.

Adjournment

Meeting adjourned at 6:20 p.m.

Maureen O’Donnell, Secretary of the Board

Thomas M. Fallo, Secretary to the Board

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

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ACADEMIC AFFAIRS

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

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

<u>Performance</u>	<u>Date</u>	<u>Amount</u>
1. Franc D’Ambrosio Payable to: Center Productions, Inc. Frank D’Ambrosio will perform a master class, Joy of Music, and a main stage concert for the school and community. Frank is not only the longest running Phantom from the Broadway-hit Phantom of the Opera, he also has many film credits on The Godfather III.	October 23, 2009	5,600
2. Van Cliburn Gold Metal Winner Payable to: Van Cliburn Foundation El Camino College Center for the Arts will present the Gold Metal winner of the Van Cliburn piano competition. The winner will be announced on June 7, 2009.	October 30, 2009	5,500
3. Cece Winans Payable to: Producers Inc. Grammy award winner Cece Winans will perform a variety of gospel songs along with the Joy of Music lecture.	November 14, 2009	25,000
4. Irish Christmas Payable to: Kerry Records Inc. Join us once again as we celebrate an Irish Christmas with the best of traditional Irish music, song, dance, and storytelling enhanced with joy and laughter.	December 11, 2009	Co-Sponsor
5. The Nutcracker Payable to: South Bay Ballet The Nutcracker is a time-honored ballet set to the score of Peter Tchaikovsky. Join Clara as she dreams of dancing with her Nutcracker Prince in the Land of Sweets.	December 19, 20, 2009	Co-Sponsor
6. Marilyn McCoo and Billy Davis Jr. Payable to: William Morris Agency Marilyn McCoo and Billy Davis, Jr. will be singing their rhythm and blues hits such as You Don’t Have to Be a Star, I believe in You and Me, and Hope We Get To Love In Time.	March 13, 2010	25,000

ACADEMIC AFFAIRS

7. **M-Pact** March 20, 2010 5,000
Payable to: Acts Inc.
Savor the sophisticated sound of the 2005 vocal group of the year, Los Angeles Music Awards. This 6 piece jazz ensemble seduces and captivates their audience by the human voice alone.
8. **Oleta Adams** April 24, 2010 12,500
Payable to: Michael Pick Agency
Oleta Adams, a smooth sumptuous contralto, is a Christian gospel and R & B Jazz vocalist. This multiple Grammy-nominated singer/songwriter will knock your socks off.
9. **Los Angeles Guitar Quartet** April 30, 2010 6,500
Payable to: Frank Salomon Agency 1,300
Payable to: Los Angeles Guitar Quartet 5,200
These four guys are the best at playing the guitar let alone when they play in sync. They will perform classical pieces like Pachelbel's "Loose" Canon, to Hungarian Rhapsody No.2.
10. **The Kingston Trio** May 14, 2010 17,500
Payable to Bob Shane f/s/o The Kingston Trio
Grammy Award winning and #1 hit folk makers have been around for decades. They will perform a concert, work with our students in a master class along with the Joy of Music lecture. They will be doing hits like "Tom Dooley," "Scotch and Soda" and "Where Have All the Flowers Gone."

B. PROPOSED CURRICULUM CHANGES: EFFECTIVE 2009-2010 ACADEMIC YEAR

BOARD INFORMATION ITEM – Recommendations for Curriculum Actions Requiring Board Approval

Academic Affairs will present the requests for Board approval of curriculum changes as usual, however, the format has changed significantly in order to reduce the amount of information that the Board must review. A major change was made in the organization and presentation of the course and program changes to organize the actions requested by topic area. In the future, a change in Board policy required by changes in Title 5 will identify curriculum actions that require Board approval and eliminate curriculum actions that no longer require Board approval. Below is a list of curriculum actions that will continue to require Board approval.

1. New programs and changes to existing programs (certificates and majors)
2. Program deletions
3. New courses (both credit and non-credit)
4. Stand Alone courses (courses not part of an approved major or certificates)

Below is a list of curriculum actions that will no longer require Board approval, thereby reducing the number of course changes that the Board will review and approve. The changes in the current agenda and in future agendas will assist the Board in their review and reduce their work load. A revised Board policy eliminating the list below from Board review and action will be presented to the Board in September or October of 2009. The Vice President of Academic Affairs, in consultation with the College Curriculum Committee, will review curriculum changes on the list eliminated from Board review and action.

1. Inactivation
2. Reactivation
3. Course Review
4. New Distance Education Version
5. Distance Education Update
6. Prerequisite
7. Corequisite
8. Recommended Preparation
9. Enrollment Limitation
10. Title and Number
11. Descriptive Title
12. Discipline
13. Grading Method
14. Credit Status
15. Transfer Status
16. Catalog Description
17. A.A./A.S. General Education Requirement
18. CSU General Education Requirement
19. IGETC General Education
20. Faculty Load*
21. Units*
22. Lecture/lab Hours*

*Revisions that have fiscal implications (such as an increase in lecture/lab hours, units, and/or faculty load) must have the written support of the College President prior to submission to the College Curriculum Committee.

It is recommended that the Board approve the proposed curriculum additions, inactivations, and revisions, effective the 2009-2010 academic year, as listed below.

ACADEMIC AFFAIRS

The curriculum presentation package was revised to simplify the Board's review of proposed curriculum changes. All curriculum changes by division are organized under topics as opposed to having a repetition of these topics under eight instructional divisions.

COURSE REVIEW

BEHAVIORAL AND SOCIAL SCIENCES DIVISION

1. Anthropology 50 – Special Topics in Anthropology
2. Child Development 50 - Special Topics in Child Development
3. Child Development 152 – Disabilities in the Developing Child
4. Child Development 154 – Role and Responsibilities of the Special Education Assistant
5. Economics 50 – Special Topics in Economics
6. History 50 – Special Topics in History
7. Human Development 50 – Special Topics in Human Development
8. Philosophy 50 – Special Topics in Philosophy
9. Political Science 50 – Special Topics in Political Science
10. Psychology 50 – Special Topics in Psychology
11. Sociology 50 – Special Topics in Sociology

BUSINESS DIVISION

1. Business 43 – Office Procedures
2. Business 50 – Special Topics in Business
3. Computer Information Systems 50 - Special Topics in computer Information Systems

ACADEMIC AFFAIRS

COURSE REVIEW

4. Law 50 - Special Topics in Law
5. Real Estate 50 - Special Topics in Real Estate

FINE ARTS DIVISION

1. Art 10ab – Drawing Fundamentals I
2. Art 18abcd – Life Drawing II
3. Art 50 – Special Topics in Art
4. Communication Studies 50 – Special Topics in Communication Studies
5. Dance 50 – Special Topics in Dance
6. Film/Video 50 - Special Topics in Film/Video
7. Music 43abcd – Beginning Woodwind Instruments
8. Music 44abcd – Beginning Brass Instruments
9. Music 45abcd – Beginning Percussion Instruments
10. Music 46abcd – Beginning String Instruments
11. Music 50 - Special Topics in Music
12. Music 60abcd – Woodwind Ensembles
13. Music 61abcd – Brass Ensembles
14. Music 62abcd – Percussion Ensembles
15. Music 63abcd – String Ensembles
16. Music 64abcd – Symphonic Band
17. Music 65abcd – College Community Band

ACADEMIC AFFAIRS

COURSE REVIEW

18. Music 67abcd – Big Band Jazz
19. Music 68abcd – Jazz Band
20. Music 69abcd – College Community Jazz Band
21. Music 70abcd – Symphony Orchestra
22. Music 71abcd – Chamber Orchestra
23. Music 72abcd – College Community Orchestra
24. Music 76abcd – Clarinet Choir
25. Photography 50 - Special Topics in Photography
26. Theatre 50 - Special Topics in Theatre

HEALTH SCIENCES AND ATHLETICS DIVISION

1. Contemporary Health 50 – Special Topics in Contemporary Health
2. Educational Development 50 – Special Topics in Educational Development
3. Nursing 50 - Special Topics in Nursing
4. Physical Education 50 - Special Topics in Physical Education
5. Radiologic Technology 50 - Special Topics in Radiologic Technology
6. Sign Language/Interpreter Training 20 – Interpreting Practicum
7. Sign Language/Interpreter Training Special 50 - Topics in Sign Language/Interpreter Training

INDUSTRY AND TECHNOLOGY DIVISION

1. Administration of Justice 50 – Special Topics in Administration of Justice

ACADEMIC AFFAIRS

COURSE REVIEW

2. Air Conditioning and Refrigeration 50 - Special Topics in Air Conditioning and Refrigeration
3. Architecture 50 - Special Topics in Architecture
4. Automotive Collision Repair/Painting 50 - Special Topics in Automotive Collision Repair/Painting
5. Automotive Technology 50 - Special Topics in Automotive Technology
6. Computer Aided Design/Drafting 50 - Special Topics in Computer Aided Design/Drafting
7. Construction Technology 50 - Special Topics in Construction Technology
8. Construction Technology 105 – Residential Light Steel Framing
9. Cosmetology 50 - Special Topics in Cosmetology
10. Electronics and Computer Hardware Technology 50 – Special Topics in Electronics and Computer Hardware Technology
11. Fashion 50 – Special Topics in Fashion
12. Fire and Emergency Technology 50 – Special Topics in Fire and Emergency Technology
13. Fire and Emergency Technology 130 – Basic Prehospital Care Principles
14. Fire and Emergency Technology 131 – Field Assessing and Reporting
15. Fire and Emergency Technology 132 – Prehospital Care Pharmacology
16. Fire and Emergency Technology 133 – Basic and Advanced Life Support
17. Machine Tool Technology 50 - Special Topics in Machine Tool Technology
18. Manufacturing Technology 50 – Special Topics in Manufacturing Technology

ACADEMIC AFFAIRS

COURSE REVIEW

19. Nutrition and Foods 15 – Nutrition for Infants and Young Children
20. Nutrition and Foods 50 – Special Topics in Nutrition and Foods
21. Quality Assurance 50 – Special Topics in Quality Assurance
22. Welding 50 – Special Topics in Welding

MATHEMATICAL SCIENCES DIVISION

1. Computer Science 50 – Special Topics in Computer Science
2. Mathematics 50 – Special Topics in Mathematics

NATURAL SCIENCES DIVISION

1. Astronomy 50 – Special Topics in Astronomy
2. Biology 50 - Special Topics in Biology
3. Chemistry 50 - Special Topics in Chemistry
4. Geography 50 - Special Topics in Geography
5. Geology 50 - Special Topics in Geology
6. Horticulture 50 - Special Topics in Horticulture
7. Oceanography 50 - Special Topics in Oceanography
8. Physical Science 50 - Special Topics in Physical Science

INACTIVATE COURSES

BUSINESS DIVISION

1. Real Estate 25 – Computer Applications in Real Estate

ACADEMIC AFFAIRS

INACTIVATE COURSES

HUMANITIES DIVISION

1. Communications 1abcd – Student Leadership

INDUSTRY AND TECHNOLOGY DIVISION

1. Culinary Arts 1 – Introduction to the Hospitality Industry
2. Culinary Arts 3 – Sanitation and Safety
3. Culinary Arts 5A – Quantity Food Preparation
4. Culinary Arts 5B – Food Preparation Management
5. Culinary Arts 10A – Baking Techniques I
6. Culinary Arts 10B – Baking Techniques II
7. Culinary Arts 15A – Catering and Garde Manger
8. Culinary Arts 15B – Catering Management
9. Culinary Arts 25 – Management by Menu
10. Culinary Arts 30 – Supervision in the Food Service Industry
11. Culinary Arts 35 – Food Service Facilities and Equipment
12. Culinary Arts 110abc – Specialty Beverage Technician Training I
13. Family and Consumer Studies 3 – Family and Consumer Studies Introduction to Macintosh
14. Family and Consumer Studies 20 – Textiles
15. Family and Consumer Studies 38 – Consumer Economics
16. Interior Design 3 – Interior Design Introduction to Macintosh

ACADEMIC AFFAIRS

INACTIVATE COURSES

17. Interior Design 20 – Textiles
18. Interior Design 45 – Color Design
19. Interior Design 120 – Interior Design Careers
20. Interior Design 170 – Space Planning for Interior Design
21. Interior Design 230 – Professional Practice in Interior Design
22. Quality Assurance 1 – Fundamentals of Quality Assurance
23. Quality Assurance 4 – Inspection Methods and Techniques
24. Quality Assurance 7 – Introduction to Non-Destructive Testing
25. Quality Assurance 8 – Techniques for Statistical Process Control
26. Quality Assurance 9 – Participative Management: Introduction to Self-Regulating Work Teams
27. Quality Assurance 10 – Quality Planning
28. Quality Assurance 50 – Special Topics in Quality Assurance
29. Quality Assurance 95abcd – Cooperative Work Experience Education

INACTIVATE MAJORS

INDUSTRY AND TECHNOLOGY DIVISION

1. Family and Consumer Studies – Associate in Arts Degree
2. Quality Assurance – Associate in Science Degree

ACADEMIC AFFAIRS

INACTIVATE CERTIFICATE OF ACHIEVEMENT

INDUSTRY AND TECHNOLOGY DIVISION

1. Quality Assurance

COURSE REVIEW; REACTIVATE COURSES

HUMANITIES DIVISION

1. Academic Strategies 50 – Special Topics in Academic Strategies
2. English 50 – Special Topics in English
3. English as a Second Language 50 - Special Topics in English as a Second Language
4. French 50 – Special Topics in French
5. Humanities 50 - Special Topics in Humanities
6. Japanese 50 - Special Topics in Japanese
7. Journalism 50 – Special Topics in Journalism
8. Spanish 50 – Special Topics in Spanish

COURSE REVIEW; CHANGES IN DESCRIPTIVE TITLE, CATALOG DESCRIPTION

BEHAVIORAL AND SOCIAL SCIENCES DIVISION

Recommendation:

1. Anthropology 8 – Ancient Civilizations of Mesoamerica
This course traces the development of the indigenous societies of Mesoamerica from the entry of humans into the Americas at the end of the Upper Paleolithic Period until the arrival and conquest by the Spaniards in the early sixteenth century. Special attention will be given to those societies that achieved chiefdom or state-level political complexity. Topics will include languages, writing systems, belief systems, political systems, economies, and the art of these peoples.

ACADEMIC AFFAIRS

COURSE REVIEW; CHANGES IN DESCRIPTIVE TITLE, CATALOG DESCRIPTION

MATHEMATICAL SCIENCES DIVISION

Recommendation:

1. Mathematics 160 – Calculus I for the Biological, Management and Social Sciences
This course includes the study of differentiation and integration of algebraic and exponential functions of one variable, definite integrals and applications. These topics are applied to practical problems in relevant disciplines, such as life sciences, economics or sociology.

Recommendation:

2. Mathematics 161 – Calculus II for the Biological, Management and Social Sciences
This course includes techniques of single-variable integration; both differential and integral multi-variable calculus, differential equations; and infinite sequences and series. These topics are applied to practical problems in relevant disciplines, such as life sciences, economics or sociology.

COURSE REVIEW; CHANGE IN CATALOG DESCRIPTION

BEHAVIORAL AND SOCIAL SCIENCES DIVISION

1. Psychology 8 – Social Psychology

Recommendation:

This course focuses on the scientific study of the psychological processes and interpersonal interactions in and between groups. The emphasis is on individual behavior rather than on the group as a unit. Topics include social cognition; social perception, attitudes; prejudice and discrimination; social and group influence; aggression and prosocial behavior; interpersonal attraction and intimate relationships; and gender and culture.

BUSINESS DIVISION

1. Real Estate 19 – Real Property Management

Recommendation:

This course covers various aspects of property management for income producing real property, including rights of the parties, personnel for on-site and off-site rental-income property, introduction to the legal contracts for rental property,

ACADEMIC AFFAIRS

COURSE REVIEW; CHANGE IN CATALOG DESCRIPTION

physical maintenance, and trust fund accounting fundamentals including security deposits.

Note: This course is approved by the California Department of Real Estate as one of the elective courses for the eight statutorily required college-level courses for the broker license and for the salesperson license, which also requires real estate principles and real estate practice.

FINE ARTS DIVISION

1. Art 17ab – Life Drawing I

Recommendation:

This course covers the art and technique of drawing from live models with an emphasis on anatomical structure, representation of gestures, foreshortening and proportion.

2. Dance 19ab – Beginning Dance

Recommendation:

This course is an introduction to basic dance techniques and terminology. It includes segments on body alignment, flexibility, strength, coordination and combinations common to ballet, jazz and modern dance. Attendance is required at selected dance events.

3. Music 3B – Theory and Musicianship II

Recommendation:

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

4. Music 23abcd Applied Music/Private Lessons

Recommendation:

This course is a recital workshop which includes a weekly private lesson. The student is required to practice on campus a minimum of six hours per week, to enroll and participate in a large performing ensemble class at El Camino College, and to attend selected musical events offered by the El Camino College Center for the Arts and in the community. Selected students may perform in a public recital and in occasional master classes.

ACADEMIC AFFAIRS

COURSE REVIEW; CHANGE IN CATALOG DESCRIPTION

5. Music 31B – Beginning Piano II

Recommendation:

This course is a continuation of Music 31A (Beginning Piano) using increasingly complex materials. Students will attend selected musical events at the El Camino College Center for the Arts and in the community.

6. Music 31C – Intermediate Piano I

Recommendation:

This course continues the development of musical, technical and functional skills using selected intermediate repertoire representative of the stylistic periods. Attendance at specified musical events at the El Camino College Center for the Arts and in the community is required.

7. Music 31D – Intermediate Piano II

Recommendation:

This course continues the development of musical, technical and functional skills using selected intermediate and intermediate/advanced repertoire representative of the style periods, the Baroque, Classic, Romantic and Contemporary. Attendance at specified musical events at the El Camino College Center for the Arts and in the community is required.

8. Music 90abcd – Intermediate Applied Music/Private Lessons

Recommendation:

This course for the continuing Applied Music student is a recital workshop which includes a weekly private lesson. The student is required to practice on campus a minimum of six hours per week, to enroll and participate in a large performing ensemble class at El Camino College, and to attend selected musical events offered by the El Camino College Center for the Arts and in the community. Selected students may perform in a public recital and occasional master classes.

ACADEMIC AFFAIRS

COURSE REVIEW; CHANGE IN CATALOG DESCRIPTION

HEALTH SCIENCES AND ATHLETICS DIVISION

1. Radiologic Technology A – Introduction to Radiologic Technology

Recommendation:

This course provides an introduction to Radiologic Technology as a profession including foundational skills necessary to prepare students planning to enter the Radiologic Technology A.S. Degree Program. Course topics includes educational and career pathways for radiologic technologists, program application procedures, radiographic and digital imaging equipment, principles of radiation production, exposure and quality, image processing, radiation safety, patient care, medical malpractice, professional ethics, and introduction to radiographic examinations.

HUMANITIES DIVISION

1. English as a Second Language 01 – Preparation for Naturalization and Citizenship

Recommendation:

This ESL course provides the non-native English speaker with the language skills needed to pass the reading, writing, and written portions of the U.S. Citizenship Immigration Services (USCIS) naturalization examination. Students will apply language skills to materials related to the interview process and to the history of the United States, the structure of American government, and the responsibilities of American citizens.

INDUSTRY AND TECHNOLOGY DIVISION

1. Fire and Emergency Technology 135 – Traumatic Emergencies

Recommendation:

This course covers the causes and treatment of bodily injuries due to trauma. Topics include maxillofacial and soft tissue injuries, burns, head, spinal, chest and abdominal wounds, emergency childbirth and multi-casualty incidents.

2. Fire and Emergency Technology 136 – Special Patient Emergencies

Recommendation:

This course focuses on emergencies which involve unresponsive patients, pediatrics to geriatrics, and methods for resuscitating these victims. Discussions include obstetrical and behavioral problems as well as circumstances surrounding paramedic critical incident stress.

ACADEMIC AFFAIRS

COURSE REVIEW; CHANGE IN CATALOG DESCRIPTION

3. Fire and Emergency Technology 137 – Emergency Medical Services (EMS) Legal Aspects/Documentation

Recommendation:

This course covers the laws and legal authority which govern the scope of practice for the paramedic. Also discussed are documentation techniques, paramedic report writing and skills competency testing.

MATHEMATICAL SCIENCES DIVISION

1. Computer Science 2 – Introduction to Data Structures

Recommendation:

In this course, the C++ computer language is used to demonstrate methods of representing and manipulating data. The student will learn the object oriented problem solving skills necessary to read, write, and correct complex computer programs, and to make important design decisions. Topics include lists, stacks, queues, trees, searching, sorting, modeling and algorithm analysis.

2. Engineering 1 – Introduction to Engineering

Recommendation:

This course is an orientation to the preparation, training, practice, obligations and ethics of the engineering profession, as well as an introduction to the various engineering disciplines. Speakers from various fields present opportunities and challenges in the engineering profession. Academic success strategies related to the study of engineering are emphasized.

COURSE REVIEW; CHANGES IN CONDITIONS OF ENROLLMENT (Prerequisite, Corequisite, Recommended Preparation, or Enrollment Limitation)

INDUSTRY AND TECHNOLOGY DIVISION

1. Fire and Emergency Technology 138 – Paramedic Clinical Internship

Recommendation:

Enrollment Limitation: admission to Paramedical Technician Program

Prerequisite: Fire and Emergency Technology 130, 131, 132, 133, 134, 135, 136 and 137 with a minimum grade of C in each prerequisite course

ACADEMIC AFFAIRS

COURSE REVIEW; CHANGES IN CONDITIONS OF ENROLLMENT (Prerequisite, Corequisite, Recommended Preparation, or Enrollment Limitation)

2. Fire and Emergency Technology 139 – Paramedic Field Internship

Recommendation:

Enrollment Limitation: admission to Paramedical Technician Program

Prerequisite: Fire and Emergency Technology 138 with a minimum grade of C

COURSE REVIEW; CHANGES IN CONDITIONS OF ENROLLMENT (Prerequisite, Corequisite, Recommended Preparation, or Enrollment Limitation), CATALOG DESCRIPTION

BEHAVIORAL AND SOCIAL SCIENCES DIVISION

1. Child Development 122 – Development of the School Age Child

Recommendation:

Prerequisite: Child Development 103 with a minimum grade of C or concurrent enrollment

This course focuses on the theories of middle childhood which spans the ages of five through fourteen. Emphasis is placed on the interrelationship between the physical, cognitive, and social/emotional domains of development. Topics include family, school, community, diversity, and special needs as they relate to the healthy development of school age children. This course also examines current developmental trends specific to middle childhood. Students will conduct observations in programs that serve school age children.

2. Child Development 123 – Principles and Practices of School Age Care Programs

Recommendation:

Prerequisite: Child Development 103 with a minimum grade of C or concurrent enrollment

This course focuses on the principles and methods of planning, implementing, and evaluating school age programs. The standards for developmentally appropriate practices and effective methods of guiding behavior will be examined. Topics will include adult/child relationships, diversity, environmental assessments, family and community involvement, career opportunities, and issues of advocacy as they relate to out-of-school programs. Students will develop and evaluate curriculum in the areas of math, science, creative arts, music, language arts, community service, and physical education. In addition, students will conduct observations in programs that serve school age children.

ACADEMIC AFFAIRS

COURSE REVIEW; CHANGES IN CONDITIONS OF ENROLLMENT (Prerequisite, Corequisite, Recommended Preparation, or Enrollment Limitation), CATALOG DESCRIPTION

BUSINESS DIVISION

1. Computer Information Systems 26 – Using Spreadsheets

Recommendation:

Recommended Preparation: Computer Information Systems 13 or equivalent experience

In this course students learn to use spreadsheets to solve business and information system problems in a graduated series of laboratory projects. The database, graphics features, macros, and advanced logical and financial functions of spreadsheets are utilized. The student will create and enhance charts, work with multiple worksheets and integrate spreadsheets with other Windows applications.

2. Computer Information Systems 28 – Using Database Applications

Recommendation:

Recommended Preparation: Computer Information Systems 13 or equivalent experience

This course offers the student advanced instruction in relational databases in a Windows environment. The student designs and develops a database from user specifications. Topics include analyzing source documents, normalizing a database, techniques of effective design and creating and implementing all tables and database objects. Applications used are typical business operations such as inventory and human resources.

3. Real Estate 31 – Mortgage Loan Brokering and Lending

Recommendation:

Recommended Preparation: Real Estate 11 or concurrent enrollment or California Department of Real Estate (DRE) license or equivalent experience; Business 15

This course introduces the student to the principles and operations of the mortgage loan brokering field. The emphasis is on the lending rules for residential property. Students learn lending laws of Regulation Z, usury laws, disclosures, maximum fees and charges, agency relationships, advertising laws, Housing and Urban Development (HUD) and Real Estate Settlement Procedures Act (RESPA) calculations and the loan process. This course partially satisfies the California requirements for the Real Estate Salesperson and California Real Estate Broker licenses.

ACADEMIC AFFAIRS

COURSE REVIEW; CHANGES IN CONDITIONS OF ENROLLMENT (Prerequisite, Corequisite, Recommended Preparation, or Enrollment Limitation), CATALOG DESCRIPTION

Note: This course is approved by the California Department of Real Estate as one of the elective courses for the eight statutorily required college-level courses for the broker license and for the salesperson license, which also requires real estate principles and real estate practice.

FINE ARTS DIVISION

1. Music 3A – Theory and Musicianship I

Recommendation:

Prerequisite: Music 1 with a minimum grade of C or equivalent

Recommended Preparation: Music 2A; Music 31A or equivalent; eligibility for English 1A or ESL 52C

In this course designed for the music major, students acquire knowledge of tonal harmony and develop corresponding aural skills. Four-part voice leading principles, harmonic progression, Roman numeral analysis, musical form, and non-chord tones are emphasized. Appropriate exercises in sight-singing and dictation will accompany written work.

2. Music 3C – Theory and Musicianship III

Recommendation:

Prerequisite: Music 3B with a minimum grade of C or equivalent

Recommended Preparation: Music 15A or Music 15B

This course is a continuation of Music 3B and expands the study of tonal music by enlarging the harmonic vocabulary to include the remaining chords. Small form will be reviewed as a precursor to sonata form, and students will study enharmonic modulation, modes, instrumental transposition, and orchestral score reading.

Appropriate exercises in sight-singing and dictation will accompany written work.

HEALTH SCIENCES AND ATHLETICS DIVISION

1. Sign Language/Interpreter Training 264 – Sign to Voice Laboratory

Recommendation:

Prerequisite: Sign Language/Interpreter Training 18B with a minimum grade of C

Corequisite: Sign Language/Interpreter Training 19

ACADEMIC AFFAIRS

COURSE REVIEW; CHANGES IN CONDITIONS OF ENROLLMENT (Prerequisite, Corequisite, Recommended Preparation, or Enrollment Limitation), CATALOG DESCRIPTION

This course provides advanced practice in a lab setting. It will enhance sign to voice interpreting and translating skills. Students will participate in exercises and activities designed to increase comprehension skills and spoken presentations. Students will also practice both sign to voice consecutive and simultaneous interpreting.

HUMANITIES DIVISION

1. Photography 11ab – Advanced Photojournalism

Recommendation:

Prerequisite: Journalism 6 or Photography 10 with a minimum grade of C or equivalent

This course provides instruction and laboratory experience in the taking and processing of photographs for publication in the college newspaper, newspaper website and news magazine. Students also receive experience in news, feature and sports photo editing, photo essay page design and layout, as well as digital photography and photo scanning techniques using Photoshop.

Note: The course may be taken two semesters for either Journalism or Photography credit.

Note: Photography 11ab is the same as Journalism 7ab.

MATHEMATICAL SCIENCES DIVISION

1. Engineering 9 – Engineering Mechanics - Statics

Recommendation:

Prerequisite: Physics 1A and Mathematics 191 with a minimum grade of C

In this course, students will explore resultants and components of concurrent forces; moments of forces with respect to points and axes; equivalent systems of forces and moments; equilibria of particles and rigid bodies in two and three dimensions; distributed forces; centroids and centers of gravity; analysis of structures; forces in beams; friction moments and products of inertia, and energy methods.

ACADEMIC AFFAIRS

COURSE REVIEW; CHANGES IN CONDITIONS OF ENROLLMENT (Prerequisite, Corequisite, Recommended Preparation, or Enrollment Limitation), TRANSFER STATUS, CATALOG DESCRIPTION

BEHAVIORAL AND SOCIAL SCIENCES DIVISION

1. Child Development 111 – Pediatric First Aid and CPR

Recommendation:

Transfer CSU

Recommended Preparation: Child Development 110

This course offers students certification in pediatric cardio pulmonary resuscitation (CPR) and first aid, which includes, but is not limited to, the assessment and interpretation of emergency situations and safe responses to those situations. Students will learn the proper methods for the control of bleeding and shock, maintenance of airways, breathing and circulation, the care of burns, frostbite, poisonings and other first aid techniques.

Note: This course satisfies the pediatric CPR and first aid requirements for child care programs under current Title 22 regulations.

COURSE REVIEW; DISTANCE EDUCATION UPDATE; CHANGES IN CONDITIONS OF ENROLLMENT (Prerequisite, Corequisite, Recommended Preparation, or Enrollment Limitation), CATALOG DESCRIPTION

BEHAVIORAL AND SOCIAL SCIENCES DIVISION

1. Economics 1 – Principles of Economics: Macroeconomics

Recommendation:

Prerequisite: Mathematics 73 or 80 with a minimum grade of C or qualification by testing (El Camino College Mathematics Placement Test) and assessment

Recommended Preparation: Economics 5; eligibility for English 1A

This course introduces students to the principles that explain the operation of the national economy. Topics to be analyzed include consumption of products, exchange, aggregate output, the money supply, national income, price level, economic growth, international trade, international finance, and macroeconomic policies.

Note: Economics or Business majors should consult with a counselor to determine which intermediate algebra course is appropriate for the major.

ACADEMIC AFFAIRS

COURSE REVIEW; DISTANCE EDUCATION UPDATE; CHANGES IN NUMBER, CATALOG DESCRIPTION, CSU GENERAL EDUCATION REQUIREMENT, IGETC GENERAL EDUCATION

BEHAVIORAL AND SOCIAL SCIENCES DIVISION

Recommendation:

1. History 101 – United States History to 1877
This course is a chronological survey of American history from the first Americans to 1877, focusing on American social, intellectual, political, economic, and diplomatic institutions. Major topics in the course include colonization, slavery, the American Revolution, Native Americans, the Civil War and Reconstruction.
CSU General Education Requirement – Area C2
IGETC General Education Requirement – Area 4

COURSE REVIEW; CHANGES IN NUMBER, CSU GENERAL EDUCATION REQUIREMENT, IGETC GENERAL EDUCATION

BEHAVIORAL AND SOCIAL SCIENCES DIVISION

Recommendation:

1. History 112 – History of the Chicano in the United States
CSU General Education Requirement - Area C2
IGETC General Education Requirement - Area 3

COURSE REVIEW; DISTANCE EDUCATION UPDATE; CHANGES IN DESCRIPTIVE TITLE, CATALOG DESCRIPTION, CSU GENERAL EDUCATION REQUIREMENT

BEHAVIORAL AND SOCIAL SCIENCES DIVISION

Recommendation:

1. Human Development 5 – Career and Life Planning
CSU General Education Requirement - Area E
This course provides an introduction to career and life planning, including an exploration of core values, skills, personality traits, life stages and experiences. Students will develop a career and life plan by applying career planning

ACADEMIC AFFAIRS

COURSE REVIEW; DISTANCE EDUCATION UPDATE; CHANGES IN DESCRIPTIVE TITLE, CATALOG DESCRIPTION, CSU GENERAL EDUCATION REQUIREMENT

techniques and decision-making strategies. Emphasis will be placed on awareness of psychological, sociological, and physiological factors related to career and life satisfaction.

NEW DISTANCE EDUCATION COURSE VERSIONS

BEHAVIORAL AND SOCIAL SCIENCES DIVISION

1. Anthropology 8 – Ancient Civilizations of Mesoamerica (Online)
2. History 112 – History of the Chicano in the United States (Online)
3. Psychology 8 – Social Psychology (Online)

INDUSTRY AND TECHNOLOGY DIVISION

1. Nutrition and Foods 15 – Nutrition for Infants and Young Children (Online)

COURSE REVIEW; DISTANCE EDUCATION UPDATE; CHANGES IN DESCRIPTIVE TITLE, CATALOG DESCRIPTION

BUSINESS DIVISION

Recommendation:

1. Business 24 – Introduction to Small Business Entrepreneurship
This course is designed to provide a systematic approach to planning, developing, and operating a small business. Students will focus on building skills needed to initiate and manage business ventures. The course will emphasize developing the expertise needed to analyze consumer and business trends and to use this information in planning and developing a business venture. Areas of concentration include the principles of developing new products, acquiring financing, drafting a business plan, advertising, taxation, accounting, legal forms of organizations, and e-commerce in a global environment.

ACADEMIC AFFAIRS

COURSE REVIEW; DISTANCE EDUCATION UPDATE; CHANGE IN CATALOG DESCRIPTION

BUSINESS DIVISION

1. Business 60A – Microcomputer Keyboarding

Recommendation:

In this course the student will learn the touch keyboarding method for alphabetic and numeric/symbol keys on micro-computers. Students will develop the fundamental computer skills necessary to input information efficiently and accurately.

2. Real Estate 11 – Real Estate Principles

Recommendation:

This course covers various aspects of real estate, including an introduction to legal aspects, title and escrow procedures, property management, appraisal, finance, and the ownership of real property. Students develop basic vocabulary and test-taking skills in partial preparation for state examination for a California Department of Real Estate licenses.

Note: The California Department of Real Estate (DRE) requires completion of this course prior to taking the California Real Estate salesperson examination and has approved this course for credit for the DRE broker's license requirement.

3. Real Estate 13 – Real Estate Practice

Recommendation:

In this course students will be introduced to the standard forms used in the real estate industry and will learn techniques necessary to close a residential real estate transaction. Students will develop skills in partial preparation for the state examination for a California Department of Real Estate (DRE) license, with emphasis placed on advertising, listings, finance, appraisal, escrow and the tax aspects of real property ownership.

Note: The California Department of Real Estate (DRE) requires completion of this course prior to taking the California Real Estate Salesperson Examination and has approved this course for credit for the DRE broker's license requirement.

ACADEMIC AFFAIRS

COURSE REVIEW; DISTANCE EDUCATION UPDATE; CHANGE IN CATALOG DESCRIPTION

4. Real Estate 14A – Real Estate Finance I

Recommendation:

This course provides instruction on the various aspects of finance, including fixed and variable rate loans, conventional and government financing programs, and creative financing options. Students will calculate unpaid loan balance, interest, and loan qualifying ratios.

Note: This course is approved by the California Department of Real Estate as one of the mandatory eight statutorily required college-level courses for the broker license and for the salesperson license, which also requires real estate principles and real estate practice.

NEW COURSES

FINE ARTS DIVISION

1. Communication Studies 22abcd – Forensics – Individual Events

Units: 2 Lecture: 1 hour Lab: 3 hours Faculty Load: 21.67%

Recommended Preparation: eligibility for English 1A

Enrollment Limitation: audition

Credit, degree applicable; Letter grade; Transfer CSU

This course provides training for individual forensics events for intercollegiate speech competition. The student will receive instruction and direction for the preparation, creation, and performance of interpretation of literature programs, limited preparation speeches, and general public address.

2. Communication Studies 23abcd – Forensics – Team Events

Units: 2 Lecture: 1 hour Lab: 3 hours Faculty Load: 21.67%

Recommended Preparation: eligibility for English 1A

Enrollment Limitation: audition

Credit, degree applicable; Letter grade; Transfer CSU

This course provides Team Forensics events training for intercollegiate speech competition. The student will receive instruction and direction for the creation and performance of Readers Theater. Students will receive instruction and preparation for current event debates and Limited Preparation Parliamentary Debate.

ACADEMIC AFFAIRS

COURSE REVIEW; CHANGES IN TITLE AND NUMBER, DISCIPLINE, DIVISION

FINE ARTS DIVISION

Recommendation:

1. Communications Studies 6abcd – Student Leadership
Discipline: Communication Studies/Counseling
Division: Fine Arts

COURSE REVIEW; CHANGES IN DESCRIPTIVE TITLE, TRANSFER STATUS, CATALOG DESCRIPTION

FINE ARTS DIVISION

Recommendation:

1. Art 147abcd –Motion Graphics
Proposed UC Transfer
This course covers techniques for creating digital movies and performing non-linear editing. Topics include history and overview of analog and digital video, analyzing selected works of commercial and fine art videos, using sound effects and music, effective use of transitions, and incorporating still images and text. Also included are file formats, compression options, and hardware required for output to multimedia sources and the World Wide Web. An original digital video project will be created by each student.

COURSE REVIEW; CHANGES IN CONDITIONS OF ENROLLMENT (Prerequisite, Corequisite, Recommended Preparation, or Enrollment Limitation), GRADING METHOD, CATALOG DESCRIPTION

HEALTH SCIENCES AND ATHLETICS DIVISION

1. Educational Development 10abcd – English Grammar for Deaf and Hard of Hearing Students
Recommendation:
Grading Method: Pass/No Pass
Recommended Preparation: None
This course introduces deaf and hard-of-hearing student to the basic principles of grammar, sentence structure, and vocabulary. Students will develop clear, concise sentences and write short paragraphs.

ACADEMIC AFFAIRS

COURSE REVIEW; CHANGES IN CONDITIONS OF ENROLLMENT (Prerequisite, Corequisite, Recommended Preparation, or Enrollment Limitation), GRADING METHOD, CATALOG DESCRIPTION

Note: This course is taught in American Sign Language and designed for students who are deaf and hard-of-hearing.

2. Educational Development 11abcd – Writing and Reading for Deaf and Hard of Hearing Students

Recommendation:

Grading Method: Pass/No Pass

Recommended Preparation: None

This is a comprehensive writing and reading course for deaf and hard-of-hearing students. It incorporates the use of the writing process, developing writing skills, building basic reading skills and vocabulary development. Students will write in response to selected short stories and personal experiences presented in the sign language. Emphasis is placed on the development of efficient writing and reading skills that include pre-reading strategies, making inferences, using contextual clues and identifying the main idea.

Note: This course is taught in American Sign Language and designed for students who are deaf and hard-of-hearing.

COURSE REVIEW; CHANGES IN CATALOG DESCRIPTION, CSU GENERAL EDUCATION REQUIREMENT

HEALTH SCIENCES AND ATHLETICS DIVISION

1. Physical Education 74abcd - Soccer

Recommendation:

This course offers soccer instruction, practice, and competitive play that is suited for students of every skill level. Basic and advanced technical skills, laws of the game, tactics and strategies and set plays will be presented with the aim of improving the student's current ability level. Exercise training specific to the physical demands of soccer will be included along with discussions on the mental aspects of the sport and prevention of soccer related injuries. Students successfully completing this course will acquire the skills and knowledge to enjoy soccer as a lifelong sport.

CSU General Education Requirement - Area E

ACADEMIC AFFAIRS

COURSE REVIEW; CHANGES IN CATALOG DESCRIPTION, CSU GENERAL EDUCATION REQUIREMENT

2. Physical Education 240abcd – Beginning Swimming

Recommendation:

This course is designed for the beginner swimmer. Instruction and practice will emphasize the fundamentals and stroke mechanics of freestyle, backstroke, elementary backstroke, and side stroke. Beginning diving skills and treading water along with basic water safety and rescues will be demonstrated and practiced.

CSU General Education Requirement - Area E

3. Physical Education 241abcd – Intermediate/Advanced Swimming

Recommendation:

This course is designed for intermediate and advanced swimmers. Emphasis is on refinement of freestyle, backstroke, elementary backstroke, and sidestroke through instruction and practice. Butterfly and breaststroke skills, as well as flip turns, will be introduced.

CSU General Education Requirement - Area E

COURSE REVIEW; CHANGES IN CONDITIONS OF ENROLLMENT (Prerequisite, Corequisite, Recommended Preparation, or Enrollment Limitation), DESCRIPTIVE TITLE, CATALOG DESCRIPTION, CSU GENERAL EDUCATION REQUIREMENT

HEALTH SCIENCES AND ATHLETICS DIVISION

Recommendation:

1. Physical Education 101abcd –Physical Fitness and Aging

Recommended Preparation: None

This course is designed to develop an understanding of the benefits and health-enhancing values of exercise for older adults. Strength training, cardiorespiratory fitness and stretching exercises will be performed to enhance physical fitness, bone density, body composition and posture. Training strategies suited for older adults and physical fitness assessments will also be implemented.

CSU General Education Requirement - Area E

ACADEMIC AFFAIRS

COURSE REVIEW; CHANGES IN CONDITIONS OF ENROLLMENT (Prerequisite, Corequisite, Recommended Preparation, or Enrollment Limitation), DESCRIPTIVE TITLE, CATALOG DESCRIPTION, CSU GENERAL EDUCATION REQUIREMENT, COURSE LENGTH

HEALTH SCIENCES AND ATHLETICS DIVISION

Recommendation:

1. Physical Education 102abcd –Functional Fitness and Aging

Course Length: Full Term

Prerequisite: None

This course is designed to develop an understanding of the benefits and health-enhancing values of functional fitness associated with older adults. Balance, mobility, agility and coordination type exercises will be discussed and practiced to promote physical fitness, functional independence, and to reduce the risk of falling. Strength training, cardiovascular exercise and stretching will be performed as they are contributing factors to functional fitness. Training strategies suited for older adults and functional assessments will also be implemented.

CSU General Education Requirement - Area E

COURSE REVIEW; DESCRIPTIVE TITLE, CATALOG DESCRIPTION, CSU GENERAL EDUCATION REQUIREMENT

HEALTH SCIENCES AND ATHLETICS DIVISION

Recommendation:

1. Physical Education 238abcd –Slow Pitch Softball

This course offers instruction in slow pitch softball, practice, and competitive play suited for students of every skill level. Basic and advanced technical skills, rules of the game, tactics and strategies and situational play will be presented. Exercise training specific to the physical demands of slow pitch softball will be included, as well as discussions on the health aspects of the sport and the prevention of related injuries. Students successfully completing this course will acquire the skills and knowledge to enjoy slow pitch softball as a lifelong sport.

CSU General Education Requirement - Area E

ACADEMIC AFFAIRS

COURSE REVIEW; CHANGES IN DISCIPLINE, CONDITIONS OF ENROLLMENT (Prerequisite, Corequisite, Recommended Preparation, or Enrollment Limitation), CATALOG DESCRIPTION

HUMANITIES DIVISION

1. Journalism 7ab – Advanced Photojournalism

Recommendation:

Discipline: Journalism, Photographic Technology/Commercial Photography/Photography

Prerequisite: Journalism 6 or Photography 10 with a minimum grade of C or equivalent

This course provides instruction and laboratory experience in the taking and processing of photographs for publication in the college newspaper, newspaper website and news magazine. Students also receive experience in news, feature and sports photo editing, photo essay page design and layout, as well as digital photography and photo scanning techniques using Photoshop.

Note: This course may be taken two semesters for either Journalism or Photography credit.

Note: Journalism 7ab is the same as Photography 11ab.

REACTIVATE COURSE; COURSE REVIEW; CHANGES IN DISCIPLINE, CATALOG DESCRIPTION

HUMANITIES DIVISION

1. Photography 10 – Basic Photojournalism

Recommendation:

Discipline: Journalism/Photography

This course provides instruction in the elementary aspects of photography with emphasis on principles and techniques of photojournalism, including camera use, news photography, feature photography, sports photography, photo essays, and caption writing. Emphasis is placed on preparing students to take photographs for campus student publications using digital cameras and computer software such as Photoshop.

Note: This is the same course as Journalism 6.

ACADEMIC AFFAIRS

CHANGE IN CERTIFICATE OF ACHIEVEMENT

HUMANITIES DIVISION

1. Journalism

Current Status/Proposed Change

A Certificate of Achievement will be granted upon completion of the courses listed below. At least 15 units must be completed at El Camino College.

Journalism 1, Journalism 2 or ~~5~~ 4, Journalism 3ab (one semester), Journalism ~~7ab~~ 6 (or Photography ~~11ab~~ 10) (~~one semester~~), Journalism 9abcd (one semester), Journalism 11abcd (two semesters), Journalism 12, Journalism 14abcd (one semester) English ~~1B or 1C~~; three courses from: ~~Journalism 3ab, 4, 7ab or Photography 11ab, 9abcd, 11abcd, 96abcd~~

Total Units: ~~34-38~~ 24-25

Recommendation:

A Certificate of Achievement will be granted upon completion of the courses listed below. At least 15 units must be completed at El Camino College.

Journalism 1, Journalism 2 or 4, Journalism 3ab (one semester), Journalism 6 (or Photography 10), Journalism 9abcd (one semester), Journalism 11abcd (two semesters), Journalism 12, Journalism 14abcd (one semester)

Total Units: 24-25

2. Photography

Current Status/Proposed Change

A Certificate of Achievement will be awarded to the student who completes the following courses: Photography 10 (or Journalism 6) or 51; 1, 2, 3, 23A and least 9 units from the following: Photography 4, 11ab (or Journalism 7ab) (one semester), 23B, 54, 57, and 60ab (one semester). ~~In addition, the student will be required to submit a portfolio of his/her photographic work to a faculty committee for evaluation of his/her competence and may be required to perform manipulative tests. Upon recommendation of the committee, the certificate will be awarded.~~ At least 50% of the courses for the certificate must be taken at El Camino College.

Total Units: 26

ACADEMIC AFFAIRS

CHANGE IN CERTIFICATE OF ACHIEVEMENT

Recommendation:

A Certificate of Achievement will be awarded to the student who completes the following courses: Photography 10 (or Journalism 6) or 51; 1, 2, 3, 23A and least 9 units from the following: Photography 4, 11ab (or Journalism 7ab) (one semester), 23B, 54, 57, and 60ab (one semester). At least 50% of the courses for the certificate must be taken at El Camino College.

Total Units: 26

CHANGE IN MAJOR

HUMANITIES DIVISION

1. Journalism – Associate in Arts

Current Status/Proposed Change

Journalism 1, 3ab (one semester), ~~5~~ 6 (or Photography 10), Journalism 11abcd (two semesters), 12, 14abcd (one semester) ~~or Photography 51~~; two courses from: Journalism 2, 4, 7ab (or Photography 11ab) (one semester), 9abcd (one semester), ~~11abcd, 96abcd (one semester)~~, Economics 1, Political Science 5, 8, ~~Speech Communication 5~~

Total Units: 24-27

Recommendation:

Journalism 1, 3ab (one semester), 6 (or Photography 10), Journalism 11abcd (two semesters), 12, 14abcd (one semester); two courses from: Journalism 2, 4, 7ab (or Photography 11ab) (one semester), 9abcd (one semester), 96abcd (one semester), Economics 1, Political Science 5, 8

Total Units: 24-27

2. Photography – Associate of Science

Current Status/Proposed Change

A minimum of 12 units must be completed at El Camino College.

Photography 10 (or Journalism 6) or 51; Photography 1, 2, 3, 23A; a minimum of six units from: Photography 4, 11ab[≠] (or Journalism 7ab[≠]) (one semester), 23B, 54, 57, 60ab* (one semester), Art 141abcd[≠] (one semester), Film/Video 22; three units from: Art 37ab, 142abcd, Business 11, 12, Physics 11 (~~*Only one semester of the course will be credited toward the major requirements.~~)

Recommended Electives: Art 1, ~~2, 3, 4~~, 10ab, ~~87ab~~, 143abcd; Business 20, 24

Total Units: ~~25~~-26

ACADEMIC AFFAIRS

CHANGE IN MAJOR

Recommendation:

A minimum of 12 units must be completed at El Camino College.

Photography 10 (or Journalism 6) or 51; Photography 1, 2, 3, 23A; a minimum of six units from: Photography 4, 11ab (or Journalism 7ab) (one semester), 23B, 54, 57, 60ab* (one semester), Art 141abcd (one semester), Film/Video 22; three units from: Art 37ab, 142abcd, Business 11, 12, Physics 11

Recommended Electives: Art 1, 10ab, 143abcd; Business 20, 24

Total Units: 26

C. BOARD POLICY 4270 (SUBSTITUTE COURSES FOR HEALTH EDUCATION) – FIRST READING

It is recommended that the Board accept for a first reading the deletion of Board Policy 4270, as attached.

D. BOARD POLICY 4312 (SOLICITING FUNDS FROM STUDENTS) – FIRST READING

It is recommended that the Board accept for a first reading the deletion of Board Policy 4312, as attached.

E. BOARD POLICY 4320 (PUBLIC PERFORMANCE BY STUDENTS) – FIRST READING

It is recommended that the Board accept for a first reading the deletion of Board Policy 4320, as attached. Administrative Procedure 4320 will replace Board Policy 4320 and is presented for informational purpose only.

F. BOARD POLICY 4230 (GRADING AND ACADEMIC RECORD SYMBOLS) – FIRST READING

It is recommended that the Board accept for a first reading the revisions to Board Policy 4230, as attached.

ACADEMIC AFFAIRS

G. BOARD POLICY 4250 (PROBATION, DISMISSAL AND READMISSION) – FIRST READING

It is recommended that the Board accept for a first reading the revisions to Board Policy 4250, as attached. Administrative Procedure 4250 is presented for informational purpose only.

H. BOARD POLICY 4260 (PREREQUISITES AND CO-REQUISITES) – FIRST READING

It is recommended that the Board accept for a first reading the revisions to Board Policy 4260, as attached. Administrative Procedure 4260 is presented for informational purpose only.

I. BOARD POLICY 4400 (COMMUNITY SERVICES PROGRAMS) – FIRST READING

It is recommended that the Board accept for a first reading the revisions to Board Policy 4400, as attached.

~~BOARD POLICY 4270~~ ~~Substitute Courses for Health Education~~

~~When the parents or guardian of a minor student, or a student over 21 years of age state in writing that a course in community and personal hygiene or health education is contrary to the religious beliefs of the student, the student may be excused from such course and permitted to substitute one of the following courses:~~

Anatomy 32	Principles of Human Anatomy	4 semester units
Biology 10	Fundamentals of Biology	4 semester units
Home Economics 17	Nutrition	2 semester units
Microbiology 33	General Microbiology	4 semester units
Physiology 31	Human Physiology	4 semester units
Zoology 1A	General Invertebrate Zoology	4 semester units
Zoology 1B	General Vertebrate Zoology	4 semester units
Zoology 2	Elements of Zoology	3 semester units

~~Nursing students may meet the health education requirement for graduation by substituting the instruction received in Nursing 1, Nursing 2, and Nursing 4.~~

~~Previous Board Policy Number: 6122~~

El Camino College
Adopted 2/11/63
Amended 4/27/64

~~BOARD POLICY 4312~~ ~~Soliciting Funds from Students~~

~~Once each academic year a general Welfare Drive will be conducted by the students and the money raised distributed to various agencies as determined by the Associated Students Council and approved by the Vice President – Student and Personnel Services. No other drive for student funds will be permitted unless specifically authorized by action of the Board of Trustees.~~

~~Previous Board Policy and Rules Number: 1423~~

El Camino College
Adopted: 2/9/59
Amended: 5/10/65
Renumbered: 4/18/05

~~BOARD POLICY 4320~~ ————— ~~Public Performances by Students~~

~~Musical and/or other programs may be presented by College performing classes and/or other students for non-college organizations. Requests for such presentations must be approved by the appropriate dean and the instructor in charge of the affected class.~~

~~The College may charge an honorarium for the presentation (s).~~

~~Previous Board Policy Number: 1421~~

Administrative Procedure 4320 Public Performance by Students

Musical or other programs may be presented by College performing classes or other students for non-college organizations. Requests for such presentations must be approved by the appropriate dean and the instructor of the class.

The College may charge an honorarium for the presentation.

This Administrative Procedure replaces BP 4320, Public Performance by Students.

BOARD POLICY 4230

Grading and Academic Record Symbols

Semester Unit of Credit

College work at El Camino College is measured in terms of semester units. One unit of credit is awarded for approximately 54 hours of lecture, study or laboratory work. The amount of credit awarded shall be adjusted in proportion to the number of hours of lecture, study or laboratory work.

~~In lecture courses, one unit of credit is assigned for a minimum of 16 hours of class time and a minimum of 32 hours of study and preparation time. In laboratory or shop-based classes, one unit of credit is assigned for a minimum of 48 hours of in-class work.~~

~~In accordance with Title 5, one credit hour requires a minimum of 48 hours of lecture, study, or laboratory work.~~

Grades, Grade Points, and Grade Point Average

Grade points are numerical values which indicate the scholarship level of letter grades. Grade point average equals total grade points divided by total units attempted for credit courses in which letter grades have been assigned. Grade points are assigned according to the following scale:

A-Excellent	4 points for each unit
B-Good	3 points for each unit
C-Satisfactory	2 points for each unit
D-Passing, less than satisfactory	1 point for each unit
F-Failing	0 points for each unit
P – Pass (at least satisfactory – units awarded not counted in grade point average)	See Note 1
NP – No Pass (less than satisfactory, or failing – units not counted in grade point average)	See Note 1
I-Incomplete	See Note 2
IP-In Progress	See Note 3
W-Withdrawal	See Note 4
MW-Military Withdrawal	See Note 5

Notes:

1. Pass-No Pass (formerly Cr/NC for Credit/No Credit) A certain number of courses are offered only on a P/NP basis while some others are offered on a P/NP or letter grade option depending on which the student selects by the fourth week of a 16-week class or 25% of a class. A student earning a P grade will receive unit credit toward graduation if the course is degree-applicable. Unit credit earned in P/NP courses will not be considered when calculating grade point average. Designation of P/NP or option P/NP grading is included in the course description. All grades in credit courses except W and P/NP will be considered in determining the grade point average. While NP and W grades are not used in grade point determination, a student with an excessive number of withdrawals or NPs is subject to probation or dismissal regulations.

2.I-Incomplete

A student may receive a notation of “I” (Incomplete) and a default grade when a student did not complete his or her academic work for unforeseeable, emergency, and justifiable reasons. The Incomplete grade to be assigned by the instructor and designated on the student’s transcript will be IB, IC, ID, or IF. Collectively, these grades will be referred to as an “I” grade. The written record containing the conditions for removal of the “I” will be held for the student in the Records Office through the sixth week of the next regular semester. If the student does not complete the required work by the end of the sixth week, the “I” will automatically be removed and the default grade will be assigned. Any extension of the time for completion of the required work must be approved by the division dean. The student should petition for the extension of time on a form provided by the Admissions Office.

3. IP-In Progress

The “IP” symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is “in progress,” but that assignment of an evaluative symbol (grade) must await its completion. The “IP” symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student’s permanent record for the term in which the course is completed. The “IP” shall not be used in calculating grade point averages. If a student enrolled in an “open-entry, open-exit” course is assigned an “IP” at the end of an attendance period and does not reenroll in that course during the subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade-A through F, P or NP) to be recorded on the student’s permanent record for the course.

4. W-Withdrawal

It is the student's responsibility to process a withdrawal. A student may also be dropped by the instructor if the student has excessive absences. Withdrawal from classes is authorized through the 12th week of instruction in a 16 week class, or 75% of a class, whichever is less. If a student remains in class beyond the published withdrawal date an evaluative symbol (grade-A through F, P or NP) or an "I" (Incomplete) shall be assigned. A student who must withdraw after the published withdrawal date due to extenuating circumstances may petition for assignment of a "W." Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

No notation ("W" or other) shall be made on the academic record of the student who withdraws prior to the close of the fourth week of a 16-week class, or 30% of a class, whichever is less. Any withdrawal occurring after the published No Notation date shall be recorded as a "W" on the student's record.

The "W" shall not be used in calculating grade point averages, but excessive "W's" shall be used as factors in probation and dismissal procedures.

5. MW –Military Withdrawal

"Military Withdrawal" occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, the student may be assigned "MW." Military withdrawals shall not be counted in the limitation on excessive withdrawals nor in progress probation and dismissal calculations.

Notes:

- The Grade Change process is now covered by BP 4231. Adopted by Board 12/17/07.
- The Probation and Dismissal portion of this policy is now covered by BP 4250. Recommended for adoption 6/09.
- The Course Repetition portion of this policy is now covered by BP 4225. Adopted by the Board 7/17/06.
- The Academic Renewal portion of this policy is now covered by BP 4240. Adopted by Board 8/21/06.
- Reviewed by Educational Policies Committee 20 March 2008.

Previous Board Policy Number: 6130

El Camino College

Adopted: 4/11/83

Amended: 5/14/84, 1/27/86, 1/26/87, 11/23/87, 3/13/89, 4/10/89, 5/9/91, 6/22/98

Renumbered: 4/18/05

El Camino College has two types of probation: Academic Probation and Progress Probation. The purpose of probation is to encourage a student having academic difficulties to seek appropriate guidance and support in formulating and achieving goals.

1. Placement on Academic Probation

- ~~a. A student who has attempted at least 12 semester units, as shown by the academic record, shall be placed on academic probation following any semester when the grade point average for total units attempted at El Camino College is less than 2.0 (grade C).~~
- ~~b. Students who are placed on academic probation should see a counselor prior to registration for the semester subsequent to their receiving notice.~~
- ~~c. When a student is placed on academic probation for the fall semester, the student's program shall be limited to no more than 12 units plus one unit of physical education, if needed for graduation.
When a student is placed on academic probation for the spring semester, the student may be required to reduce the current program to 12 units plus one unit of physical education, if needed for graduation. This determination will be made by the counselor during the required meeting following receipt of notice of academic probation.
When a student is placed on academic probation for the spring semester, that student may enroll in no more than four units in the following summer session.~~

1. Placement on Academic Probation

A student who has attempted at least 12 semester units, as shown by the academic record, will be placed on Academic Probation when the grade point average for total units attempted at El Camino College is less than 2.0.

~~2. Removal from Academic Probation~~

~~A student shall be removed from academic probation upon earning a grade point average of 2.0 (grade C) or higher in total units attempted at El Camino College.~~

2. Removal from Academic Probation

A student will be removed from Academic Probation when the cumulative grade point average is 2.0 or higher in total units attempted at El Camino College.

3. Progress Probation

a. Placement on Progress Probation

~~A student who has enrolled in a total of at least 12 semester units as shown by the official academic record, shall be placed on progress probation when the percentage of all units in which a student has enrolled and for which entries of “W,” “I,” and “NC” are recorded reaches or exceeds fifty percent (50%). To drop a course and not have a grade entry appear on the official academic record or be counted as units attempted, action must be taken prior to the close of the fourth week of a semester course, the first week of a six week course, or the second week of an eight or nine week course.~~

3. Placement on Progress Probation

A student who has enrolled in 12 or more semester units as shown by the official academic record will be placed on Progress Probation if entries of “W,” “I,” “NC” and/or “NP” account for 50% or more of the total units attempted. Courses dropped prior to the “No Notation” deadline are not considered “units attempted” and do not receive entries as “W” “I,” or “NC/NP.”

4. Removal from Progress Probation

~~A student on progress probation because of an excess of units for which entries of “W,” “I,” and “NC” are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).~~

4. Removal from Progress Probation

A student will be removed from Progress Probation when the percentage of entries of “W,” “I,” “NC” and/or “NP” drops below 50% of the total units attempted.

5. Disqualification and Dismissal

a. Disqualification Because of Repeated Academic Probation

~~A student placed on academic probation will be dismissed when in the subsequent semesters the student’s cumulative grade point average is less than 1.75. Dismissal will only occur following each spring semester.~~

b. Disqualification Because of Repeated Progress Probation

~~A student placed on progress probation will be dismissed when in subsequent semesters the percentage of units in which the student has been enrolled, for which entries of “W,” “I,” and “NC” are recorded, reaches or exceeds fifty percent (50%). Dismissal will only occur following each spring semester.~~

~~A disqualified student who returns after an absence of one or more semesters shall be permitted to enroll on continuing progress probation.~~

c. A summer session will not count as the one semester of disqualification.

5. Dismissal Because of Academic Probation

A student on Academic Probation will be dismissed if the student earned a cumulative grade point average of less than 1.75 in all graded credit units attempted in each of 3 consecutive semesters. Terms shorter than 16 weeks will not be considered a semester. A semester in which the student does not take any courses will not be counted as a semester.

6. Dismissal Because of Progress Probation

A student on Progress Probation will be dismissed if the percentage of units in which the student has been enrolled for which entries of “W,” “I,” “NC and/or “NP” remains at or above 50% for three consecutive semesters. Terms shorter than 16 weeks will not be considered a semester. A semester in which the student does not take any courses will not be counted as a semester.

7. Appeal of Probation or Dismissal

A student who believes that there are extenuating circumstances that warrant an exception to the probation and dismissal standards set forth in this policy may submit a written appeal in compliance with administrative procedures.

~~6. Readmission Following Disqualification~~

~~A disqualified student who returns after an absence of one or more semesters shall be permitted to enroll on continuing probation. To enroll, a student must see a counselor prior to the school established registration period in order to arrange a program of courses in accordance with the student’s aptitude and achievement ability.~~

~~7. Readmission Following Probation or Continuing Probation and Voluntary Withdrawal~~

~~A student on probation who withdraws voluntarily from college, either before the probation semester or during it, and later applies for readmission shall be readmitted in the same status as existed at withdrawal. However, a student may petition to apply accredited college work that was completed while in absence from El Camino toward improving the academic probation status at El Camino.~~

8. Readmission Following Dismissal

A student who has been dismissed may return after sitting out at least one 16 week semester. A readmitted student will remain on probation until the cumulative average is above 2.0 and/or the percentage of “W,” “I,” and “NC/NP” entries is below 50%.

8. Incomplete Marks

~~“I” marks (incomplete) are not used in grade point calculations. However, for academic probation purposes, the grade assigned based on incomplete work is used to determine academic status.~~

9. Right of Petition

~~The student may appeal probation or disqualification status by petition if the individual feels an error has been made or there were extenuating circumstances. The petition shall be filed in the Admissions Office.~~

10. Change of Status

~~The academic probation status may not be changed because of “academic renewal” or “course repetition” as defined in another section of this publication~~

Reference: Ed. Code Section 70902 (b) (3)
Title 5, Section 55031, 55032, 55033, 55034

Note: The strikeout portions are from a section of BP 4230 – Formerly Standards of Scholarship. Amendments recommended for Board adoption 6/09.

BP 4250 replaces the relevant portions of BP 4230.

El Camino College
Adopted

Administrative Procedure 4250: Probation, Disqualification and Dismissal

1. A student who is placed on Academic or Progress Probation or who is dismissed from the college will be notified in writing and will be informed of college support services available.
2. A student who is on Academic or Progress Probation is limited to no more than 12 units in any semester of 16 weeks or more, and no more than 4 units in any session shorter than 16 weeks (i.e. winter or summer session).
3. A student who is on Academic or Progress Probation or who is returning to El Camino after having been dismissed is advised to see a counselor before registering for subsequent semesters.
4. The student has the right to appeal dismissal..
 - a. The student must file the written petition of appeal with the Admissions Office within the time limit noted on the dismissal letter. If the student fails to file a written petition within the specified period, the student waives all future rights to appeal the dismissal and must sit out that semester.
 - b. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons.
 - c. Petitions will be reviewed by the Reinstatement Committee. The student will be notified of the Committee's action in a timely manner.
 - d. The student may appeal the Committee's decision in writing to the Dean of Counseling within 21 days of the date of notification. The decision of the Dean of Counseling is final.
5. A readmitted student will remain on probation until the cumulative average is 2.0 or above and/or the percentage of "W," "I," and "NC/NP" entries are below 50%. A student who withdraws from ECC voluntarily while on probation will be readmitted in the same status that existed at the time of withdrawal

Reference: Title 5, Section 55754, 55755

BOARD POLICY 4260

Prerequisites and Co-Requisites

The President/Superintendent is authorized to establish prerequisites, co-requisites and advisories on recommended preparation for courses in the curriculum. All such pre-requisites, co-requisites and advisories shall be established in accordance with the standards set out in Title 5 and with mutual agreement from the Academic Senate. Any pre-requisites, co-requisites or advisories shall be necessary and appropriate for achieving the purpose for which they are established. The procedures shall include a procedure by which a pre-requisite or co-requisite may be challenged by a student on grounds permitted by law. Pre-requisites, co-requisites and advisories shall be identified in District publications available to students.

Reference: Title 5 Sections 55000 and 55003

This Board Policy and its related Administrative Procedure replace Board Policy 4260.1.

See Administrative Procedure 4260.

El Camino College

Adopted:

~~BOARD POLICY 4260.1 Prerequisites and Other Limitations on Enrollment~~

~~The El Camino Community College District adopts the following policy in order to provide for the establishing, reviewing, and challenging of prerequisites, corequisites, advisories on recommended preparation, and certain limitations on enrollment in a manner consistent with law and good practice. The Board recognizes that, if these prerequisites, corequisites, advisories, and limitations are established unnecessarily or inappropriately, they constitute unjustifiable obstacles to student access and success and, therefore, the Board adopts this policy which calls for caution and careful scrutiny in establishing them. Nonetheless, the Board also recognizes that it is as important to have prerequisites in place where they are a vital factor in maintaining academic standards as it is to avoid establishing prerequisites where they are not needed. For these reasons, the Board has sought to establish a policy that fosters the appropriate balance between these two concerns.~~

~~I. College Policies and Procedures~~

~~A. Information in the Catalog and Schedule of Classes.~~

~~The College shall provide the following explanations both in the college catalog and in the schedule of classes:~~

- ~~1. Definitions of prerequisites, corequisites, and limitations on enrollment including the differences among them and the specific prerequisites, corequisites, and limitations on enrollment which have been established.~~
- ~~2. Procedures for a student to challenge prerequisites, corequisites, and limitations on enrollment and circumstances under which a student is encouraged to make such a challenge. The information about challenges must include, at a minimum, the specific process, including any deadlines, the various types of challenge that are established in law, and any additional types of challenge permitted by the college.~~
- ~~3. Explanation of advisories on recommended preparation, the right of a student to choose to take a course without meeting the advisory, and circumstances under which a student is encouraged to exercise that right.~~

~~B. Challenge Process~~

~~The College shall establish a procedure by which any student who does not meet a prerequisite or corequisite or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence of qualification and/or need may seek entry into the class as follows:~~

- ~~1. If space is available in a course when a student files a challenge to the prerequisite or corequisite, the district shall reserve a seat for the student and~~

~~resolve the challenge within five (5) working days. If the challenge is upheld or the district fails to resolve the challenge within the five (5) working day period, the student shall be allowed to enroll in the course. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for that subsequent term.~~

2. ~~Grounds for challenges shall include the following:~~

~~a. Those grounds for challenge specified in Section 55201(f) of Title 5:~~

- ~~1. The prerequisite or corequisite has not been established in accordance with the district's process for establishing prerequisites and corequisites.~~
- ~~2. The prerequisite or corequisite is in violation of this Article.~~
- ~~3. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.~~
- ~~4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite.~~
- ~~5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available.~~
- ~~6. Such other grounds for challenge as may be established by the district governing board.~~

~~b. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students. The student shall be allowed to enroll in such a course if otherwise he or she would be delayed by a semester or more in attaining the degree or certificate specified in his or her Student Educational Plan.~~

~~c. The student seeks to enroll in a course which has a prerequisite established to protect health and safety, and the student demonstrates that he or she does not pose a threat to himself or herself or others.~~

3. ~~The College shall formally establish a challenge procedure including:~~

~~a. Who determines whether the challenge is valid. For challenges concerning academic qualifications, the initial determination should be made by someone who is knowledgeable about the discipline, preferably someone qualified to teach in the discipline, but not the~~

~~person who is the instructor of the section in which the student wishes to enroll.~~

- ~~b. What possibility of appeal exists. If the validity of the challenge is determined by one person and not a committee, there must be an opportunity to appeal.~~
- ~~c. The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student's challenge should be upheld are or ought to be in the College's own records, then the College has the obligation to produce that information.~~

~~C. Curriculum Review Process~~

~~The curriculum review process at the College shall:~~

- ~~1. Establish a curriculum committee and its membership in a manner that is mutually agreeable to the College Administration and the Academic Senate.~~
- ~~2. Establish prerequisites, corequisites, and advisories on recommended preparation (advisories) only upon the recommendation of the Academic Senate. The Academic Senate delegates this task to the College Curriculum Committee without forfeiting its rights or responsibilities under Sections 53200-53204 of Title 5. Certain limitations on enrollment must be established in the same manner. (See II.C. below.)~~
- ~~3. Establish prerequisites, corequisites, advisories on recommended preparation, and limitations on enrollment only if:
 - ~~a. The faculty in the discipline or, if the College has no faculty member in the discipline, the faculty in the department do all of the following:
 - ~~1. Approve the course; and,~~
 - ~~2. As a separate action, approve any prerequisite or corequisite, only if:
 - ~~a. The prerequisite or corequisite is an appropriate and rational measure of a student's readiness to enter the course or program; as demonstrated by a content review including, at a minimum, all of the following:
 - ~~i. Involvement of faculty with appropriate expertise;~~
 - ~~ii. Consideration of course objectives set by relevant department(s). The curriculum review process should be done in a manner that is in accordance with accreditation standards.~~
 - ~~iii. Analysis of a detailed course syllabus and course outline of record, tests, related instructional~~~~~~~~~~

- materials, course format, type and number of examinations, and grading criteria;
 - iv. ~~Specification of the body of knowledge and/or skills which are deemed necessary at entry and/or concurrent with enrollment;~~
 - v. ~~Identification and review of the prerequisite or corequisite which develops the body of knowledge and/or measures skills identified under iv.~~
 - vi. ~~Matching of the knowledge and skills in the targeted course (identified under iv.) and those developed or measured by the prerequisite or corequisite (i.e., the course or assessment identified under v.); and~~
 - vii. ~~Documentation that the above steps were taken.~~
- b. ~~The prerequisite or corequisite meets the scrutiny specified in one of the following: H.A.1.a. through H.A.1.g. and specify which.~~

3. ~~Approve any limitation on enrollment that is being established for an honors course or section, for a course that includes intercollegiate competition or public performance, or so that a cohort of students will be enrolled in two or more courses, and, in a separate action, specify which.~~

4. ~~Approve that the course meets the academic standards required for degree applicable courses, non-degree applicable courses, non-credit courses, or community service respectively.~~

- a. ~~Review the course outline to determine if a student would be highly unlikely to receive a satisfactory grade unless the student had knowledge or skills not taught in the course. If the student would need knowledge or skills not taught in the course itself, then the course may be approved for degree applicable credit only if all requirements for establishing the appropriate prerequisite have been met excepting only approval by the College Curriculum Committee.~~

- ~~b. Review the course outline to determine whether receiving a satisfactory grade is dependent on skills in communication or computation. If receiving a satisfactory grade is sufficiently dependent on such skills, then the course may be approved for degree applicable credit only if all requirements have been met for establishing a prerequisite or corequisite of not less than eligibility for enrollment in a degree applicable course in English or mathematics respectively.~~
- ~~c. A course which should have a prerequisite or corequisite as provided in (a) or (b) but for which one or more of the requirements for establishing a prerequisite have not been met may only:

 - ~~i. Be reviewed and approved pursuant to the standards for non-degree applicable credit, non-credit, or community service (Section 55002); or~~
 - ~~ii. Be revised and reviewed as required to meet the criteria for establishing the necessary prerequisites or corequisites.~~~~

~~b. The College Curriculum Committee also reviews the course and prerequisite in a manner that meets each of the requirements specified in I.c.3.a.(1)-(4).~~

~~D. Program Review~~

~~As a regular part of the Program Review process, or at least every six years, the College shall review each prerequisite, corequisite, or advisory to establish that each is still supported by the faculty in the discipline or department and by the College Curriculum Committee and is still in compliance with all other provisions of this policy and with the law. Prerequisites or corequisites established between July 6, 1990 and November 4, 1993 and sequential prerequisites established prior to July 6, 1990 shall be reviewed by July 1, 1999. Any prerequisite or corequisite which is successfully challenged under subsections (1), (2) or (3) of Section 55201(f) shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of this policy and with the law.~~

~~E. Implementation of Prerequisites, Corequisites, and Limitations on Enrollment~~

~~Implementation of prerequisites, corequisites, and limitations on enrollment must be done in a consistent manner and not left exclusively to the classroom instructor. Every attempt shall be made to enforce all conditions a student~~

must meet to be enrolled in the class through the registration process so that a student is not permitted to enroll unless he or she has met all the conditions or has met all except those for which he or she has a pending challenge or for which further information is needed before final determination is possible of whether the student has met the condition.

F. Instructor's Formal Agreement to Teach the Course in Accordance With the Course Outline of Record

The College shall establish a procedure so that courses for which prerequisites or corequisites are established will be taught in accordance with the course outline of record, particularly those aspects of the course outline that are the basis for justifying the establishment of the prerequisite or corequisite. The procedure shall be established by consulting collegially with the Academic Senate and, if appropriate, the local bargaining unit.

II. Review of Individual Courses

If the student's enrollment in a course or program is to be contingent on his or her having met the proposed prerequisite(s) or corequisite(s), then such a prerequisite or corequisite must be established as follows. If enrollment is not blocked, then what is being established is not a prerequisite or corequisite, but rather, an advisory on recommended preparation and must be identified as such in the schedule and catalog. Establishing advisories does not require all the following steps. (See II.B below.)

A. Prerequisites and Corequisites:

1. Levels of Scrutiny

Prerequisites and corequisites must meet the requirements of at least one of the following subsections:

a. Standard Prerequisites or Corequisites

The College may establish satisfactory completion of a course as a prerequisite or corequisite for another course provided that, in addition to obtaining the review of the faculty in the discipline or department and the College Curriculum Committee as provided above, the College specifies as part of the course outline of record at least three (3) of the campuses of the University of California and the California State University which reflect in their catalogs that they offer the equivalent course with the equivalent prerequisite(s) or corequisite(s). Any combination of University of California campuses and California State University campuses is acceptable in satisfaction of this requirement.

b. Sequential Courses Within and Across Disciplines

A course may be established as a prerequisite or corequisite for another course provided that, in addition to the review by faculty in the department or discipline and by the College Curriculum Committee as

~~described above, skills, concepts, and/or information taught in the first course are presupposed in the second course, and a list of the specific skills and/or knowledge a student must possess in order to be ready to take the second course is included in its outline of record.~~

~~e. Courses in Communication or Computation Skills~~

~~Prerequisites establishing communication or computational skill requirements may not be established across the entire curriculum unless established on a course by course basis. A course in communication or computation skills, or eligibility for enrollment in such a course, may be established as a prerequisite or corequisite for any course other than another course in communication or computation skills if, in addition to the review by the faculty in the discipline or department and by the College Curriculum Committee as provided above, the following is also done:~~

- ~~1) A list of the specific skills a student must possess in order to be ready to take the course is included in the course outline of record; and~~
- ~~2) Research is conducted as provided in II.A.1.g.~~
- ~~3) The prerequisite or corequisite may be established for a period of not more than two years while the research is being conducted provided that a determination is made that a student who lacks the particular skills is highly unlikely to receive a satisfactory grade because a sufficient percentage of the grade is directly dependent on these skills. This determination must be approved both by the faculty in the discipline as provided in I.C.3.b and must be based on a review of the syllabus as well as samples of tests and other assignments on which the grade is based.~~

~~d. Cut Scores and Prerequisites~~

~~Whether or not research is required to establish a prerequisite, data collected to validate assessment instruments and cut scores is always relevant to reviewing the prerequisites for the associated courses. If such data are insufficient to establish the cut scores, any course prerequisites established for the same course or courses may not be printed in subsequent catalogs and schedules nor enforced in subsequent semesters until the problems are resolved, and sufficient data exist to establish the cut scores. In such a case, the collection of this data shall be done in the manner prescribed in II.A.1.g of this policy in addition to other requirements of law. Such a prerequisite may be changed to an advisory on recommended preparation while the problems are being resolved.~~

~~e. Programs~~

In order to establish a prerequisite for a program, the proposed prerequisite must be approved as provided for a course prerequisite in regard to at least one course that is required as part of the program.

f. Health and Safety

A prerequisite or corequisite may be established provided that, in addition to the review by faculty in the department or division and by the College Curriculum Committee as provided above:

- 1) The course for which the prerequisite is proposed is one in which the student might endanger his or her own health and safety or the health and safety of other; and
- 2) The prerequisite is that the student possess what is necessary to protect his or her health and safety and the health and safety of others before entering the course.

g. Recency and Other Measures of Readiness

Recency and other measures of readiness may be established as a prerequisite or corequisite only if, in addition to the review by the faculty in the discipline or department and by the College Curriculum Committee as provided above the following is also done:

- 1) A list of the specific skills a student must possess in order to be ready to take the course is included in the course outline of record.
- 2) Data are gathered according to sound research practices in at least one of the following areas:
 - a. The extent to which students, those currently enrolled in the course or those who have completed it, believe the proposed prerequisite or corequisite is necessary.
 - b. Comparison of the faculty members' appraisal of students' readiness for the course to whether students met the proposed prerequisite or corequisite. The faculty appraisal could be done at any time in the semester that the College determines is appropriate and should be based on independent assignments, quizzes and exams, participation in class, or other indicators that the student was or was not ready to take the course.
 - c. Comparison of student performance in the course to their scores on assessment instruments in the manner required to validate an assessment instrument and cut scores for the course in question as described in II.A.1.d.
- 3) The standard for any comparison done pursuant to II.A.1.g(2) (a) - (d) shall be that a student is highly unlikely to receive a

~~satisfactory grade in the course unless the student has met the proposed prerequisite or corequisite. The research design, operational definition, and numerical standards, if appropriate, shall be developed by research personnel, discipline faculty, and representatives of the Academic Senate. If the evidence fails to meet the standard established, the College may establish the proposed prerequisite or corequisite as an advisory on recommended preparation and may seek to establish it as a prerequisite or corequisite only by following the process described in this policy and any applicable college policies.~~

- ~~4) If the College Curriculum Committee has determined as provided in I.C.3.a. (4)(a) or (b) that a new course needs to have a prerequisite or corequisite, then the prerequisite or corequisite may be established for a single period of not more than two years while research is being conducted and a determination is being made provided that:~~
- ~~a. All other requirements for establishing the prerequisite or corequisite have been already met; and~~
 - ~~b. Students are informed that they may enroll in the course although they do not meet the prerequisite. However, students who lack the prerequisite may not constitute more than 20% of those enrolled in any section of the course.~~
 - ~~c. Prerequisites and corequisites which are exempt from review at the time they are, or were established, as provided in Section 55201(d) of Title 5, are not eligible for this exception, and the research must be conducted during the six years before they must be reviewed. (See I.D. above.)~~

~~2. Additional Rules~~

~~The following additional rules, as specified by Section 55202 of Title 5, apply to the establishment of prerequisites and corequisites:~~

- ~~a. Prerequisites, corequisites, and advisories on recommended preparation must be identified in college publications available to students as well as the course outline of any course for which they are established.~~
- ~~b. Prerequisites establishing communication or computational skill requirements may not be established across the entire curriculum unless established on a course by course basis.~~

- ~~e. The determination of whether a student meets a prerequisite shall be based on successful completion of an appropriate course or on an assessment using multiple measures. Any assessment instrument used shall be selected and used in accordance with the provisions of Subchapter 6 (commencing with Section 55500) of Chapter 6 of this Division.~~
- ~~d. If a prerequisite requires precollegiate skills in reading, written expression, or mathematics, the governing board of a district shall ensure that precollegiate basic skills courses designed to teach the required skills are offered with reasonable frequency and that the number of sections available is reasonable given the number of students who are required to meet the associated skills prerequisites and who diligently seek enrollment in the prerequisite course.~~
- ~~e. Whenever a corequisite course is established, sufficient sections shall be offered to reasonably accommodate all students who are required to take the corequisite. A corequisite shall be waived as to any student for whom space in the corequisite course is not available.~~
- ~~f. No exit test may be required to satisfy a prerequisite or corequisite unless it is incorporated into the grading for the prerequisite or corequisite course.~~
- ~~g. The determination of whether a student meets a prerequisite shall be made prior to his or her enrollment in the course requiring the prerequisite, provided, however, that enrollment may be permitted pending verification that the student has met the prerequisite or corequisite. If the verification shows that the student has failed to meet the prerequisite, the student may be involuntarily dropped from the course if the applicable enrollment fees are promptly refunded. Otherwise a student may only be involuntarily removed from a course due to excessive absences or as a result of disciplinary action taken pursuant to law or to the student code of conduct.~~

~~B. Advisories on Recommended Preparation~~

~~The College may recommend that a student meet a standard of readiness at entry only if recommended by the faculty in the discipline or department and by the College Curriculum Committee as provided in I.C. above. This process is required whether the College used to describe such recommendations in its catalog or schedule as “prerequisites,” or “recommended,” or by any other term.~~

C. Limitations on Enrollment

The types of limitation on enrollment specified below may only be established through the curriculum review process by the discipline or department faculty and the College Curriculum Committee specified above including the requirement to review them again at least every six years, for example, as part of program review. The following requirements must also be met in order to establish these particular limitations on enrollment.

1. Performance Courses

The College may establish audition or try-out as a limitation on enrollment for courses that include public performance or intercollegiate competition such as, but not limited to, band, orchestra, theater, competitive speech, chorus, journalism, dance, and intercollegiate athletics provided that:

- a. For any certificate or associate degree requirement which can be met by taking this course, there is another course or courses which satisfy the same requirement; and
- b. The College includes in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other courses which meet the same requirement.
- c. Limitations on enrollment established as provided for performance courses shall be reviewed during program review or at least every six years to determine whether the audition or try-out process is having a disproportionate impact on any historically underrepresented group and, if so, a plan shall be adopted to seek to remedy the disproportionate impact. If disproportionate impact has been found, the limitation on enrollment may not be printed in subsequent catalogs or schedules nor enforced in any subsequent term until such a plan has been endorsed by the department and the college administration and put into effect. (See also Sections 55502(e) and 55512 of Title 5.)

2. Honors Courses

A limitation on enrollment for an honors course or an honors section of a course may be established if, in addition to the review by the faculty in the discipline or department and by the College Curriculum Committee as provided above, there is another section or another course or courses at the college which satisfy the same requirements. If the limitation is for an honors course and not only for an honors section, the College must also include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same associate degree or certificate requirement.

3. Blocks of Courses or Sections

~~Blocks of courses or blocks of sections of courses are two or more courses or sections for which enrollment is limited in order to create a cohort of students. Such a limitation on enrollment may be established if, in addition to review by the faculty in the discipline or department and by the College Curriculum Committee as provided above, there is another section or another course or courses which satisfy the same requirement. If the cohort is created through limitations on enrollment in the courses rather than limitations on specific sections of courses, then the college must include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which satisfy the same associate degree or certificate requirement.~~

~~Previous Board Policy Number: 6124~~

~~El Camino College~~

~~Adopted: 6/20/94~~

~~Renumbered: 4/18/05~~

ADMINISTRATIVE PROCEDURE 4260: Prerequisites and Co-Requisites

The following provides for the establishing, reviewing, and challenging of prerequisites, co-requisites, advisories on recommended preparation, and certain limitations on enrollment in a manner consistent with law and good practice. If prerequisites, co-requisites, advisories, and limitations are established unnecessarily or inappropriately, they constitute unjustifiable obstacles to student access and success. Therefore, this procedure calls for caution and careful scrutiny in establishing them. Nonetheless, it is as important to have prerequisites in place where they are a vital factor in maintaining academic standards as it is to avoid establishing prerequisites where they are not needed. For these reasons, the El Camino College District has sought to foster the appropriate balance between these two concerns.

1. Information in the Catalog and Schedule of Courses.

The college shall provide the following explanations both in the college catalog and in the schedule of courses:

- A. Definitions of prerequisites, co-requisites, and limitations on enrollment including the differences among them and the specific prerequisites, co-requisites, and limitations on enrollment that have been established.
- B. Procedures for a student to challenge prerequisites, co-requisites, and limitations on enrollment and circumstances under which a student is encouraged to make such a challenge. The information about challenges must include, at a minimum, the specific process including any deadlines, the various types of challenge that are established in law, and any additional types of challenge permitted by the college.
- C. Definitions of advisories on recommended preparation, the right of a student to choose to take a course without meeting the advisory, and circumstances under which a student is encouraged to exercise that right.
- D. Definitions of contract course, co-requisite, noncredit basic skills course, non-degree-applicable basic skills courses, prerequisite and satisfactory grade.

2. Challenge Process

- A. Any student who does not meet a prerequisite or co-requisite or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:
 1. If space is available in a course when a student files a challenge to the prerequisite or co-requisite, the District shall reserve a seat for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the District fails to resolve the challenge within the five (5) working-day period, the student shall be allowed to enroll in the course.
 2. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if

the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for that subsequent term.

B. Grounds for challenge shall include the following:

1. Those grounds for challenge specified in Title 5, Section 55201(f).
2. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students. The student shall be allowed to enroll in such a course if otherwise he or she would be delayed by a semester or more in attaining the degree or certificate specified in his or her educational plan.
3. The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates that he or she does not pose a threat to himself or herself or others.
4. The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student's challenge should be upheld are or ought to be in the college's own records, then the college has the obligation to produce that information.

C. Curriculum Review Process

The curriculum review process shall at a minimum be in accordance with all of the following:

1. Establish a curriculum committee and its membership in a manner that is mutually agreeable to the college administration and the academic senate.
2. Establish prerequisites, co-requisites, and advisories on recommended preparation (advisories) only upon the recommendation of the academic senate except that the academic senate may delegate this task to the curriculum committee without forfeiting its rights or responsibilities under Section 53200-53204 of Title 5. Certain limitations on enrollment must be established in the same manner.
3. Establish prerequisites, co-requisites, advisories on recommended preparation, and limitations on enrollment only if:
 - a) The faculty in the discipline or, if the college has no faculty member in the discipline, the faculty in the ~~department~~ division do all of the following:
 - (1) Approve the course; and,
 - (2) As a separate action, approve any prerequisite or co-requisite, only if:
 - (a) The prerequisite or co-requisite is an appropriate and rational measure of a student's readiness to enter the

course or program as demonstrated by a content review including, at a minimum, all of the following:

- (i) involvement of faculty with appropriate expertise;
- (ii) consideration of course objectives set by relevant department(s). The curriculum review process should be done in a manner that is in accordance with accreditation standards.
- (iii) be based on a detailed course syllabus and outline of record, tests, related instructional materials, course format, type and number of examinations, and grading criteria;
- (iv) specification of the body of knowledge and/or skills which are deemed necessary at entry and/or concurrent with enrollment;
- (v) identification and review of the prerequisite or co-requisite which develops the body of knowledge and/or measures skills identified under iv.
- (vi) matching of the knowledge and skills in the targeted course (identified under iv.) and those developed or measured by the prerequisite or co-requisite (i.e., the course or assessment identified under v.); and
- (vii) maintain documentation that the above steps were taken.

(b) The prerequisite or co-requisite meets the scrutiny specified in one of the procedures for review of individual courses (see below), and specify which.

- (3) Approve any limitation on enrollment that is being established for an honors course or section, for a course that includes intercollegiate competition or public performance, or so that a cohort of students will be enrolled in two or more courses, and, in a separate action, specify which.
- (4) Approve that the course meets the academic standards required for degree applicable courses, non-degree applicable courses, non-credit courses, or community service respectively.
- (5) Review the course outline to determine if a student would be highly unlikely to receive a satisfactory grade unless the student had knowledge or skills not taught in the course. If the student would need knowledge or skills not taught in the course itself, then the course may be approved for degree applicable credit only if all requirements for establishing the appropriate prerequisite have been met excepting only approval by the curriculum committee.

- (6) Review the course outline to determine whether receiving a satisfactory grade is dependent on skills in communication or computation. If receiving a satisfactory grade is sufficiently dependent on such skills, then the course may be approved for degree applicable credit only if all requirements have been met for establishing a prerequisite or co-requisite of not less than eligibility for enrollment to a degree-applicable course in English or mathematics, respectively.
 - b) A course which should have a prerequisite or co-requisite as provided in (5) or (6) but for which one or more of the requirements for establishing a prerequisite have not been met may only:
 - (1) Be reviewed and approved pursuant to the standards for non-degree applicable credit, non-credit, or community service; or
 - (2) Be revised and reviewed as required to meet the criteria for establishing the necessary prerequisites or co-requisites.
 - c) The curriculum committee also reviews the course and prerequisite in a manner that meets each of the requirements specified above.
- 4. Program Review. As a regular part of the program review process or at least every six years, the college shall review each prerequisite, co-requisite, or advisory to establish that each is still supported by the faculty in the discipline or department and by the curriculum committee and is still in compliance with all other provisions of this policy and with the law. Any prerequisite or co-requisite that is still supported shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of this policy and with the law.
- 5. Implementing Prerequisites, Co-requisites, and Limitations on Enrollment. Implementation of prerequisites, co-requisites, and limitations on enrollment must be done in a consistent manner and not left exclusively to the classroom instructor. Every attempt shall be made to enforce all conditions a student must meet to be enrolled in the course through the registration process so that a student is not permitted to enroll unless he or she has met all the conditions or has met all except those for which he or she has a pending challenge or for which further information is needed before final determination is possible of whether the student has met the condition.
- 6. Instructor's Formal Agreement to Teach the Course as Described. ~~Each~~ The college shall establish a procedure so that courses for which prerequisites or co-requisites are established will be taught in accordance with the course outline, particularly those aspects of the course outline that are the basis for justifying the establishment of the prerequisite or co-requisite. The process shall be established by consulting collegially with the ~~local~~ academic senate and, ~~if appropriate~~, the local bargaining unit.

Review of Individual Courses

If the student's enrollment in a course or program is to be contingent on his or her having met the proposed prerequisite(s) or co-requisite(s), then such a prerequisite or co-requisite must be established as follows. If enrollment is not blocked, then what is being established is not a prerequisite or co-requisite but, rather, an advisory on recommended preparation and must be identified as such in the schedule and catalog. Establishing advisories does not require all the following steps.

1. Prerequisites and Co-requisites

A. Levels of Scrutiny. Prerequisites and co-requisites must meet the requirements of at least one of the following subsections:

1. The Standard Prerequisites or Co-requisites. The college may establish satisfactory completion of a course as prerequisite or co-requisite for another course provided that, in addition to obtaining the review of the faculty in the discipline or department and the curriculum committee as provided above, the college specifies as part of the course outline of record at least three of the campuses of the University of California and the California State University which reflect in their catalogs that they offer the equivalent course with the equivalent prerequisite(s) or co-requisite(s). Any combination of University of California campuses and California State University campuses is acceptable in satisfaction of this requirement.
2. Sequential Courses Within and Across Disciplines. A course may be established as a prerequisite or co-requisite for another course provided that, in addition to the review by faculty in the department or discipline and by the curriculum committee as described above, skills, concepts, and/or information taught in the first course are presupposed in the second course, and a list of the specific skills and/or knowledge a student must possess in order to be ready to take the second course is included in its outline of record.
3. Courses in Communication or Computation Skills. Prerequisites establishing communication or computational skill requirements may not be established across the entire curriculum unless established on a course by course basis. A course in communication or computation skills, or eligibility for enrollment in such a course, may be established as a prerequisite or co-requisite for any course other than another course in communication or computation skills if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, the following is also done:
 - a) A list of the specific skills a student must possess in order to be ready to take the course is included in the course outline of record; and
 - b) Research is conducted as provided above.

The prerequisite or co-requisite may be established for a period of not more than two years while the research is being conducted provided that a determination is made that a student who lacks the particular skills is highly unlikely to receive a satisfactory grade because a sufficient percentage of the grade is directly dependent on these skills. This determination must be approved both by the faculty in the discipline and by the curriculum committee as provided above and must be based on a review of the syllabus as well as samples of tests and other assignments on which the grade is based.

4. Cut Scores and Prerequisites. Whether or not research is required to establish a prerequisite, data collected to validate assessment instruments and cut scores is always relevant to reviewing the prerequisites for the associated courses. If such data are insufficient to establish the cut scores, any course prerequisites established for the same course or courses may not be printed in subsequent catalogs and schedules nor enforced in subsequent semesters until the problems are resolved, and sufficient data exist to establish the cut scores. In such a case, the collection of these data shall be done in the manner prescribed above in addition to other requirements of law. Such a prerequisite may be changed to an advisory on recommended preparation while the problems are being resolved.
5. Programs. In order to establish a prerequisite for a program, the proposed prerequisite must be approved as provided for a course prerequisite in regard to at least one course that is required as part of the program.
6. Health and Safety. A prerequisite or co-requisite may be established provided that, in addition to the review by faculty in the department or division and by the curriculum committee as provided above:
 - a) The course for which the prerequisite is proposed is one in which the student might endanger his or her own health and safety or the health and safety of others; and
 - b) The prerequisite is that the student possesses what is necessary to protect his or her health and safety and the health and safety of others before entering the course.
7. Recency and Other Measures of Readiness. Recency and other measures of readiness may be established as a prerequisite or co-requisite only if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, the following is also done:
 - a) A list of the specific skills a student must possess in order to be ready to take the course is included in the course outline of record.
 - b) Data are gathered according to sound research practices in at least one of the following areas:

- (1) The extent to which students, those currently enrolled in the course or those who have completed it, believe the proposed prerequisite or co-requisite is necessary.
 - (2) Comparison of the faculty members' appraisal of students' readiness for the course to whether students met the proposed prerequisite or co-requisite. The faculty appraisal could be done at any time in the semester that the college determined was appropriate and based on independent assignments, quizzes and exams, participation in courses or other indicators that the student was or was not ready to take the course.
 - (3) Comparison of students' performance at any point in the course with completion of the proposed prerequisite or co-requisite.
 - (4) Comparison of student performance in the course to their scores on assessment instruments in the manner required to validate an assessment instrument and cut scores for the course in question as described above.
- c) The standard for any comparison done shall be that a student is highly unlikely to receive a satisfactory grade in the course unless the student has met the proposed prerequisite or co-requisite. The research design, operational definitions, and numerical standards, if appropriate, shall be developed by research personnel, discipline faculty, and representatives of the academic senate. If the evidence fails to meet the standard established, each college may establish the proposed prerequisite or co-requisite as a recommended preparation and may seek to establish it as a prerequisite or co-requisite only by following the process described in this policy and any applicable college policies.
- d) If the curriculum committee has determined as provided in these procedures that a new course needs to have a prerequisite or co-requisite, then the prerequisite or co-requisite may be established for a single period of not more than two years while research is being conducted and a determination is being made, provided that:
- (1) All other requirements for establishing the prerequisite or co-requisite have already been met; and
 - (2) Students are informed that they may enroll in the course although they do not meet the prerequisite. However, students who lack the prerequisite may not constitute more than 20% of those enrolled in any section of the course.

Prerequisites and co-requisites that are exempt from review at the time they are, or were, established are not eligible for this exception, and the research must be conducted during the six years before they must be reviewed.

B. Additional Rules. Title 5, Section 55202 specifies additional rules, which are to be considered part of this document as though reproduced here.

2. Advisories on Recommended Preparation.

The college may recommend that a student meet a standard of readiness at entry only if recommended by the faculty in the discipline or department and by the curriculum committee as provided in above. This process is required whether the college used to describe such recommendations in its catalog or schedule as "prerequisites," or "recommended," or by any other term.

3. Limitations on Enrollment.

The types of limitation on enrollment specified below may only be established through the curriculum review process by the discipline or department faculty and the curriculum committee specified above, including the requirement to review them again at least every six years; for example, as part of program review. The following requirements must also be met in order to establish these particular limitations on enrollment.

A. Performance Courses. The college may establish audition or try-out as a limitation on enrollment for courses that include public performance or intercollegiate competition such as but not limited to band, orchestra, theater, competitive speech, chorus, journalism, dance, and intercollegiate athletics provided that:

1. For any certificate or associate degree requirement which can be met by taking this course, there is another course or courses which satisfy the same requirement; and
2. The college includes in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same requirement.

Limitations on enrollment established as provided for performance courses shall be reviewed during program review or at least every six years to determine whether the audition or try-out process is having a disproportionate impact on any historically under-represented group and, if so, a plan shall be adopted to seek to remedy the disproportionate impact. If disproportionate impact has been found, the limitation on enrollment may not be printed in subsequent catalogs or schedules nor enforced in any subsequent term until such a plan has been endorsed by the department and the college administration and put into effect.

B. Honors Courses. A limitation on enrollment for an honors course or an honors section of a course may be established if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, there is another section or another course or courses at the college which satisfy the same requirements. If the limitation is for an honors course and not only for an honors section, the college must also include in the course outline of record a list of each certificate or associate degree requirement that the course

meets and of the other course or courses which meet the same associate degree or certificate requirement.

Blocks of Courses or Sections. Blocks of courses or blocks of sections of courses are two or more courses or sections for which enrollment is limited in order to create a cohort of students. Such a limitation on enrollment may be established if, in addition to review by the faculty in the discipline or department and by the curriculum committee as provided above, there is another section or another course or courses that satisfy the same requirement. If the cohort is created through limitations on enrollment in the courses rather than limitations on specific sections of courses, then the college must include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which satisfy the same associate degree or certificate requirement.

Reference:

Title 5, Sections 55000 et seq.

BOARD POLICY 4400

Community Services Programs

~~The District shall maintain a community services program for the purpose of personal and professional development. Such classes shall be designated as community education classes open for admission to all adults. Some classes will be open to age appropriate minors who can benefit from the program.~~

~~Students registered in community services classes shall be charged a fee not to exceed the cost of maintaining the classes. Community services classes are not for credit classes.~~

~~Reference:~~

~~Education Code Section 78300~~

~~Administrative Procedure 4400~~

BOARD POLICY 4400

Community Services

The College may offer Community Services programs, known as Community Education classes, for the purpose of personal and professional development. Community Education classes are not-for-credit classes designed to contribute to the physical, mental, moral, economic, or civic development of the individuals enrolled in them.

Classes are open for admission to adults and some classes are open to, or limited to, age-appropriate minors who may benefit from the classes.

General fund monies are not expended to establish and maintain Community Education offerings. Students enrolled in Community Education offerings may be charged a fee not to exceed the cost of maintaining community education classes, or classes may be provided for remuneration by contract, or with contributions or donations of individuals or groups.

Reference:

Education Code Section 78300 et seq; Title 5, Sections 55002, 55160(b)

Approved by Educational Policies Committee May 7, 2009

Approved by Academic Senate May 19, 2009

El Camino College

Adopted: 12/20/04

Amended:

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

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STUDENT AND COMMUNITY ADVANCEMENT

A. 2009 SUMMER HIGH SCHOOL BASKETBALL LEAGUE

It is recommended that the Board approve the following Summer Camp sponsored by the Health, Sciences and Athletics Division:

2009 Summer High School Basketball League

June 15, 22, 29, July 6, 13, 20, 2009 – Mondays, 4 p.m. – 9 p.m.

Summer Camp Director: Michael Fenison

B. DESTRUCTION OF RECORDS

1. It is recommended that the Board approve destruction of records from Admissions and Records and Fine Arts Division in accordance with Board Policy 3310, Title 5, and Education Code Sections 59020 through 59029. The records have been maintained for the required retention period through 2002:

Admissions & Records

- a. Active Enrollment Reports
- b. Add/drop Slips
- c. Bubble Grade Sheets
- d. First Census Add Forms
- e. K-12 Forms
- f. Late Add Petitions
- g. No-Show Reports
- h. Pink Instructor Drop Slips
- i. Positive Attendance Rosters
- j. Re-instatement Petitions
- k. Verification Requests

Fine Arts

- a. Rosters
- b. Instructor Evaluations
- c. Bubble Grade Sheets

STUDENT AND COMMUNITY ADVANCEMENT

2. It is recommended that the Board approve destruction of the following student records, 1999 through 2003, for CalWORKs. The records have been maintained for the required retention period in accordance with California Code of Regulations, California Community Colleges, Subchapter 2.5, Article 2, Period of Retention:

CalWORKs Applications, Student Comments Log, Copies of Social Security Cards, Identification Cards, Student Educational Plans, Electronic Benefits Transfer (EBT) cards, Student Class Printouts, Progress Reports, Training Verification, Student Transcripts Job Referrals and Work Study Contracts

3. It is recommended that the Board approve destruction of the following student records, 1999-2003, for CalWORKs. The records have been maintained for the required retention period in accordance with Board Policy 3310 and Title 5, Section 59025:
 - a. Hourly Staff Timesheets, Payroll Accounting Records, Budget Related Forms, Special Event Invoices

C. GRANTS - INFORMATION

It is recommended that the Board receive for information the following grant proposals:

1. National Science Foundation – Introduction to Nanotechnology Lecture and Laboratory Course Development. The proposed project seeks to develop and pilot-test an Introduction to Nanotechnology program for community college students. The program will focus on the use of DNA in nanotechnology and provide extensive hands-on laboratory experience. Specific outcomes of the project are: 1) Theoretical program content tied to laboratory experiences. Two new courses will be developed and approved by the College Curriculum Committee, 2) A fully equipped nanotechnology lab at the El Camino College Compton Center, and 3) A set of laboratory exercises/sessions and a comprehensive lab manual.

Project Director: Cliff Johnson, Industry & Technology

Amount of Grant Funding from Granting Agency	\$199,926
Amount of College Match	<u>-0-</u>
Total Amount of Grant	\$199,926
Indirect Rate - None	
Performance Period:	October 1, 2009 through September 30, 2012

STUDENT AND COMMUNITY ADVANCEMENT

2. National Science Foundation – Math TEST Teaching Laboratory Project. The proposed project seeks funding to work with local elementary math teachers. The project includes: 1) Establishing a Teaching Laboratory (a physical space at the college campus), 2) Development of a one-unit laboratory course for pre-service elementary and middle school teachers and, 3) Providing for pre-professional experiences for future teachers, including mathematics teaching in actual K-8 classrooms, memberships in professional organizations, and presentations at professional conferences and meetings.

Project Director: Judy Kasabian, Mathematical Sciences

Amount of Grant Funding from Granting Agency	\$199,476
Amount of College Match	<u>-0-</u>
Total Amount of Grant	\$199,476
Indirect Rate	\$14,776 (8%)
Performance Period:	January 1, 2010 through December 31, 2011

3. U.S. Department of Education – Globally Focused Inclusive Early Education Project. The proposed Globally Focused Inclusive Early Education Project is designed to develop innovative international curricula for students seeking bachelor degrees in Early Childhood Education. The goal is to prepare future teachers, through videoconferencing, mobility, peer pairing and internships, to meet the needs of young children and their families in typical early childhood programs and early elementary school settings in today's increasingly interconnected world. Students will be provided with international perspectives in their chosen field, addressing specific practices for children with diverse abilities as well as diverse cultural and linguistic backgrounds.
- Project Director: Janet Young, Behavioral & Social Sciences

Amount of Grant Funding from Granting Agency	\$194,000
Amount of College Match	<u>-0-</u>
Total Amount of Grant	\$194,000
Indirect Rate:	None
Performance Period:	October 1, 2009 through September 30, 2010

STUDENT AND COMMUNITY ADVANCEMENT

4. Stuart Foundation – Teacher Education Program (TEP). The proposed project seeks funding to expand its scope into a comprehensive Center for Careers in Education and to establish a satellite program at the El Camino Compton Educational Center in order to better meet the needs of future educators in the community.

Project director: Cheryl Kroll, Behavioral & Social Sciences

Amount of Grant Funding from Granting Agency	\$186,000
Amount of College Match	<u>-0-</u>
Total Amount of Grant	\$186,000
Indirect Rate: None	
Performance Period: Fall 2009	

5. Excelencia in Education – Transfer Academy. The proposed Transfer Academy seeks to extend the most effective transfer-related interventions for students beyond their first college year and increase the number of Latino students who successfully complete the transfer process. Students will be supported in their efforts to transfer to highly selective universities.

Project Director: Cynthia Mosqueda, Counseling & Student Services

Amount of Grant Funding from Granting Agency	\$50,000
Amount of College Match	<u>27,000</u>
Total Amount of Grant	\$77,000
Indirect Rate: None	
Performance Period: Fall 2009	

6. U.S. Department of Education – Global Connections: Education, Experience and Service. The Global Connections: Education, Experience and Service project will create a new Associate of Arts degree/transfer program in Global Studies at El Camino College. The project will integrate already existing elements with newly developed courses and services into a comprehensive program consisting of three interdependent components.

Project Director: Kell Stone, Behavioral & Social Sciences

Amount of Grant Funding from Granting Agency	\$178,918
Amount of College Match (In-Kind)	<u>82,864</u>
Total Amount of Grant	\$261,782
Indirect Rate	\$13,253.20 (8%)
Performance Period: July 1, 2009 through June 30, 2011	

STUDENT AND COMMUNITY ADVANCEMENT

7. National Science Foundation – Introduction to Nanotechnology Lecture and Laboratory Course Development. The proposed project seeks to develop an introductory Nanotechnology program for community college students. The focus is on the use of DNA in nanotechnology and extensive hands-on laboratory experience.

Project Director: Cliff Johnson, Industry & Technology

Amount of Grant Funding from Granting Agency	\$193,908
Amount of College Match	<u>-0-</u>
Total Amount of Grant	\$193,908

Indirect Rate: None
Performance Period: October 1, 2009 through September 30, 2011

8. National Science Foundation – Introduction to Nanotechnology Program. The project proposes to develop and pilot-test an Introduction to Nanotechnology program for community college students. The focus will be on the use of DNA in nanotechnology and extensive hands-on laboratory experience.

Project Director: Cliff Johnson, Industry & Technology

Amount of Grant Funding from Granting Agency	\$642,313
Amount of College Match	<u>-0-</u>
Total Amount of Grant	\$642,313

Indirect Rate \$47,578.72 (8%)
Performance Period: July 1, 2010 through June 30, 2013

9. U. S. Department of Education – Child Care Access Means Parents in School. The proposed project seeks funding of \$92,273 annually to provide resources to subsidize child care for the equivalent of 12 children per year, based on the Child Development Center’s sliding fee scale.

Project Director: Sandra De Mos, Child Development Center

Amount of Grant Funding from Granting Agency	\$92,273
Amount of College Match	<u>-0-</u>
Total Amount of Grant	\$92,273

Indirect Rate \$6,672.40 (8%)
Performance Period: October 1, 2009 through September 30, 2013

STUDENT AND COMMUNITY ADVANCEMENT

10. U.S. Department of Commerce – Market Development Cooperator

Program/Green Export Enabler Program. The “Green” Export Enabler Program seeks to increase global competitiveness and exports of California green technologies to China. The program will offer: 1) Customized on-site competitiveness audit and consultant with optional lean manufacturing and/or Six Sigma training, 2) Customized export readiness assessment, 3) Workshop training on all aspects of exporting to China, 4) Customized market research and planning for China, 5) Promotional and matchmaking events in California and China, 6) Customized partner searches in China, and 7) A Representative Green Technology Center in Hong Kong.

Project Director: Maurice Kogon, Center for International Trade Development

Amount of Grant Funding from Granting Agency	\$ 392,155
Amount of College Match (In-Kind)	<u>844,091</u>
Total Amount of Grant	\$1,236,246

Indirect Rate: None

Performance Period: October 1, 2009 through September 31, 2012

D. GRANTS - ACCEPTANCE

It is recommended that the Board accept the following grants:

1. Chancellor’s Office – Amendment #2 – Career Technical Education Teacher Preparation Pipeline. In the 2007-2008 grant cycle, El Camino College laid the foundation for three Career Technical Education teacher pathways for: 1) A Family and Consumer Sciences Single Subject Credential, 2) An Industrial Technology Education Single Subject Certification, and 3) A more general Designated Subject Credential. For the 2008-2009 grant cycle, these pipelines are being refined, which includes the creation of 2+2 agreements and the development of recruitment strategies to create a steady flow of new Career Technical Education students. Note: The original performance period shall be extended to and including June 30, 2009. A Final Report and Final Report of Expenditures must be received at the Chancellor’s Office on or before July 31, 2009.

Project Director: Naomi Tokuda, Behavioral & Social Sciences

Amount of Grant Funding from Granting Agency	\$199,465
Amount of College Match	<u>-0-</u>
Total Amount of Grant	\$199,465

Indirect Rate: None

Performance Period: June 1, 2008 through June 30, 2009

STUDENT AND COMMUNITY ADVANCEMENT

2. Chancellor’s Office – Career Technical Education – Teacher Preparation Pipeline. Through the Career & Technical Education Pathways program, there will be an increased awareness of the program and recruitment of students and the identifying of enrollment goals. During 2009-2010, the project will expand its partners to include the South Bay Center for Counseling and Exxon-Mobil. The recruitment campaign targets the following goals: Meeting with 300 high school students, 100 current El Camino College students, 100 industry-experienced adults either working or retired, and 300 returned veterans. Project Director: Naomi Tokuda, Behavioral & Social Sciences

Amount of Grant Funding from Granting Agency	\$225,000
Amount of College Match	<u>-0-</u>
Total Amount of Grant	\$225,000
Indirect Rate	\$8,653.84 (4%)
Performance Period:	July 1, 2009 through June 30, 2010

3. California Community Colleges Chancellor’s Office – Responsive Training Fund for Incumbent Workers. The Responsive Training Fund for Incumbent Workers project is designed to address the strategic priority areas of business and workforce improvement. El Camino College’s Center for Applied Competitive Technologies will collaborate with industry partner, Honeywell Industries, Inc., to develop and deliver a program of instruction, which focuses on specific skill sets requested by the company. The Center for Applied Competitive Technology will develop and pilot non-credit manufacturing curriculum designed specifically for Honeywell, Inc., incumbent workers, with input and evaluation from representatives of said industry. It is estimated that 350 current employees will be trained at no cost to the employees. Project Director: David Gonzales, Center for Applied Competitive Technologies.

Amount of Grant Funding from Granting Agency	\$272,057
Amount of College Match	<u>-0-</u>
Total Amount of Grant	\$272,057
Match – Industry Partner (Honeywell, Inc.)	\$586,836
Indirect Rate	\$10,464 (4%)
Performance Period:	June 1, 2009 through June 30, 2010

STUDENT AND COMMUNITY ADVANCEMENT

4. California Community Colleges Chancellor's Office – Responsive Training Fund for Incumbent Workers. U.S. and foreign trade regulations have a major impact on California's international trade, mostly restrictive and highly punitive if ignored. California's international trade is heavily based on sectors that are mostly impacted by international trade regulations – agriculture, aerospace, electronics, information technologies and medical equipment. Compliance training is critically needed to overcome fears, raise compliance levels, and minimize inadvertent violations. The training will be delivered in three forms: 1) group seminars open to all participants, 2) company-specific workshops tailored to management needs, and 3) customized training to help companies set up in-house compliance systems. A minimum of 25 businesses and 300 employees from the most impacted industries will receive the training in one form or another.

Project Director: Maurice Kogon, Center for International Trade Development

Amount of Grant Funding from Granting Agency	\$134,268
Amount of College Match (In-Kind)	<u>134,876</u>
Total Amount of Grant	\$269,144
Match – Industry Partners	\$123,722
Indirect Rate	\$5,164 (4%)
Performance Period:	June 1, 2009 through June 30, 2010

5. California Community Colleges Chancellor's Office – Economic and Workforce Development/Career Pathway Projects. Two grants are being awarded: 1) El Camino College Center for Applied Competitive Technologies for the El Camino campus in the amount of \$99,000, and 2) El Camino College Center for Applied Competitive Technologies for the El Camino Compton Educational Center campus in the amount of \$71,000. The Economic and Workforce Development/Career Pathway Projects will address the following objectives: 1) Align existing technical preparation programs and curriculum between high schools and community colleges, 2) Provide accelerated education and training for those students who choose to be prepared for employment opportunities in aerospace manufacturing careers, 3) Support professional development in-service workshops for instructors, 4) Explore new and more relevant career and technical practicum models that integrate coursework and student pre-apprenticeship programs in high wage, high growth sectors,

STUDENT AND COMMUNITY ADVANCEMENT

5) Expand personal linkages and exchanges between community colleges, high schools and the private sector, and 6) Upgrade the technical skills of community college, high school teachers and faculty as related to industry.

Project Director: David Gonzales, Center for Applied Competitive Technologies

Amount of Grant Funding from Granting Agency	\$170,000
Amount of College Match	<u>-0-</u>
Total Amount of Grant	\$170,000
Indirect Rate	\$6,539 (4%)
Performance Period:	June 1, 2009 through June 30, 2010

E. INTERNATIONAL TRAVEL

It is recommended that the Board approve international travel for Leonid Rachman to participate in the American Educational Opportunities “The Asian Specialists” Student Recruitment Tours, to Manila, Hong Kong, Kuala Lumpur, Singapore, Jakarta, Penang and Bangkok, September 8-28, 2009. The purpose of the trip is to recruit international students. Expenses in the amount of \$20,500 to be paid from International Student Program funds.

F. EXPULSION - 2009-5

It is recommended that the Board approve expulsion of student number 2009-5, effective June 1, 2009.

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

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Administrative Services

A. TENTATIVE BUDGET 2009-10

It is recommended that the Tentative Budget be approved for the following funds: General Fund-Unrestricted, General Fund-Restricted, General Fund-Compton Center Related, General Fund-Special Projects, Student Financial Aid, Workers' Compensation, Child Development, Capital Outlay, General Obligation Bond, Property and Liability Self-Insurance, Dental Self-Insurance, Special Reserve Fund-Retiree Health Premiums, and Bookstore Funds for the 2009–10 fiscal year.

The Tentative Budget for the Unrestricted and Restricted General Fund remains unchanged from that presented to the Board at the May Board Meeting. The recommended reductions to the Unrestricted General Fund total \$5 million and are listed on page 1.1 of the budget book. The Restricted General Fund will be reduced to the extent applicable once the precise reductions are identified by the State. For budget planning, certain restricted funds are being reduced by 50%. Fund 15 will provide sources of funds for both the Unrestricted and Restricted General Fund needs. A summary of proposed uses of Fund 15 and/or transfers from Fund 15 are listed on page 1.2 of the budget book. It is recommended that the Board approve the use of Fund 15 as a method of balancing the ever changing State budget that is expected to occur over these upcoming months.

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. The Tentative Budget is posted on the El Camino College web site in the Administration, Board of Trustees section.

B. RESOLUTION - DISTRICT APPROPRIATION LIMIT FOR 2009–10

It is recommended that the Board of Trustees adopt the resolution establishing the Appropriation Limit of \$133,481,137 for the 2009–2010 fiscal year. Article XIII B of the State Constitution as approved by the voters in November 1979 requires the establishment of an Appropriation Limit on "Proceeds of Taxes" revenues for public agencies, including school districts. The governing board must approve each year the appropriation limit for the District.

C. INTERFUND TRANSFERS

It is recommended that the Board of Trustees approve the following interfund transfers for 2009-10.

INTERFUND TRANSFERS

From: General Fund-Unrestricted (11)

To:	General Fund-Unrestricted Compton Center Related (14)	\$1,000,000
	General Fund-Unrestricted Special Programs (15)	3,000,000
	General Fund-Restricted (12) Parking	430,000

Child Development Fund (33)	75,000
Foundation-Scholarship	10,000
Auxiliary Services	<u>25,000</u>
	\$ 4,540,000

From: General Fund-Restricted (12)
 To: Capital Outlay (41)
 \$ 60,000

CONTRIBUTIONS TO OTHER FUNDS

From: General Fund-Unrestricted (11)	
To: Workers' Compensation Fund (61)	\$ 1,200,000
Property & Liability Self-Insurance Fund (62)	900,000
Dental Self-Insurance Fund (63)	<u>900,000</u>
Total Contributions to Other Funds from Fund 11	\$ 3,000,000

From: Bookstore Fund (51)
 To: Auxiliary Services Fund \$ 276,000

D. YEAR-END APPROPRIATION TRANSFERS 2008-09

It is recommended that the Board of Trustees authorize the County Superintendent of Schools to make appropriate transfers necessary at the close of the 2008-09 school year to permit the payment of obligations of the district during such school year.

E. CONTRACTS UNDER \$76,700

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

- Contractor: CALVARY BAPTIST CHURCH OF GARDENA (aka CROSSROAD SCHOOL)

Services: Use of facility for El Camino College Summer Kid's Camp – Grades 1 – 8.

Requesting Dept.: Community Advancement

Date(s): 7/6/09 – 8/14/09

Financial Terms: Cost of Facilities Rental: \$5,850 plus 10% of student fees
- Contractor: CHINA TRAVEL INTERNATIONAL USA (CTSI USA)

Services: Provide airfare and travel excursion to include insurance and accommodations for meals and lodging

- for El Camino College Summer Study Abroad Program participants.
- Requesting Dept.: Behavioral and Social Sciences
Date(s): 6/21/09 – 7/1/09
Financial Terms: Cost to the District: approximately \$2,500 (insurance costs)
3. Contractor: COMPTON COMMUNITY COLLEGE DISTRICT (CCCD)
Services: El Camino Community College to provide coordination of interpreting and real-time captioning services.
Requesting Dept.: Health Sciences and Athletics-Special Resource Center
Date(s): 7/1/09 - 6/30/10
Financial Terms: Projected Net Income: 0
4. Contractor: J.K.S. MARKET
Services: Provide part-time work activity opportunities for CalWORKs students.
Requesting Dept.: Counseling and Student Services
Date(s): 5/18/09 – 6/30/09
Financial Terms: No Cost to the District's Unrestricted General Fund
5. Contractor: JOYFUL EDUCATION SERVICE, INC.
Services: Students enrolled in the El Camino College summer school program will receive intense English language classes.
Requesting Dept.: The Language Academy – Student Services Area
Date(s): 7/20/09 – 8/6/09
Financial Terms: Projected Income: \$10,625
6. Contractor: LOS ANGELES COUNTY OFFICE OF EDUCATION (LACOE)
Services: Provide El Camino College access to a labor distribution file used by the District for various MIS reporting, Human Resources applications and download of payroll information into the District's Datatel financial system.
Requesting Dept.: Fiscal Services
Date(s): 7/1/09 – 6/30/14
Financial Terms: \$63,480 @ \$12,696 annually
(Automatically deducted quarterly from the District's County account)

7. Contractor: ANDREA MAJOR
 Services: Train prospective foster parents in the Partnering for Safety and Permanency-Model Approach to Partnerships in Parenting (PS-MAPP)
 Requesting Dept.: Workforce Office
 Date(s): 4/1/09 – 6/30/09
 Financial Terms: Cost \$1,707 (BPO #211130)
8. Contractor: SHANDONG UNIVERSITY, WEIHAI, CHINA
 Services: Host for the El Camino College English and History Summer Study Abroad Program.
 Requesting Dept.: Behavioral and Social Sciences
 Date(s): 7/2/09 – 7/18/09
 Financial Terms: No Cost to the District
9. Contractor: WEINGART WELLNESS AQUATIC CENTER BRANCH 580
 Services: Provide part-time work activity opportunities for El Camino College CalWorks students.
 Requesting Dept.: Counseling & Student Services
 Date(s): 5/13/09 – 6/30/09
 Financial Terms: No cost to the District's Unrestricted General Fund

F. CONTRACTS OVER \$76,700

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

- Contractor: LONG BEACH COMMUNITY COLLEGE DISTRICT (LBCCD)
 Services: As part of the college's mission of economic development, small business development centers exist to assist small business owners. Small businesses generate more jobs collectively than large businesses. As a sub-grantee through LBCCD, the El Camino College Small Business Development Center provides small businesses in the Greater South Bay area with one-on one business advising, training workshops and loan packaging services to help with the startup and building of their businesses.
 Requesting Dept.: Community Advancement
 Date: 1/1/09 – 12/31/09

Financial Terms: \$300,000 - Federally Funded Program
(El Camino College will receive 5% indirect charge for these services.)

G. MEMORANDUMS OF UNDERSTANDING (MOU)

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

1. COMMUNITY HEALTH WORKS, SAN FRANCISCO STATE UNIVERSITY (CSUSF) AND CITY COLLEGE OF SAN FRANCISCO

The purpose of this MOU is to establish a partnership between El Camino College and the Metro Health Academy (MHA) Fellows Program in support of the development of a team of ECC faculty/administrators to successfully adapt their core elements of the MHA model to an ECC MHA Program. No cost to the District.

2. THE UNIVERSITY OF MODENA AND REGGIO EMILIA (UNIMORE), ITALY

The purpose of this MOU is to establish an official partnership between El Camino College and UNIMORE's Early Childhood Education Program departments to establish faculty collaboration on educational materials, courses and methodologies leading to a joint on-line module that will be offered via the Global Education Through Technology Program, and to explore the options of student exchange.

H. BID AWARD: BID No. 2009-02/COPIER LEASE

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

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

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

Higher Education (WICHE) to expand the Xerox contract into the WICHE states became effective.

Date(s) of Service: 7/1/09 – 6/30/14

Financial Terms: Cost: \$180,963.36/annually (tax not included)

I. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS

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

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
Fund 11	Unrestricted - El Camino			
P0204320	ACBO	Administrative Serv.	Conferences Mgmt	\$285.00
P0204322	Krystal Klear Window	Facilities/Planning	Repairs Noninstructional	\$4,275.00
P0204325	Elise S. Yerelian	President's Office	Other Services And Expenses	\$2,000.00
P0204326	Kevin A. Douglass	President's Office	Other Services And Expenses	\$2,000.00
P0204331	Koa Akeya	President's Office	Other Services And Expenses	\$2,000.00
P0204332	Olawale O. Shodiya	President's Office	Other Services And Expenses	\$2,000.00
P0204333	Heather L. Anacker	President's Office	Other Services And Expenses	\$2,000.00
P0204334	Perry G. Oshio	President's Office	Other Services And Expenses	\$2,000.00
P0204335	Katelyn M. Curran	President's Office	Other Services And Expenses	\$2,000.00
P0204336	Torrance Chamber	Community	Dues And Memberships	\$230.00
P0204337	CDW-G	Information Tech.	Maintenance Contracts	\$13,520.49
P0204338	Louis & Company	Construction	Repairs Parts And Supplies	\$65.18
P0204342	Flag Marketing	Ctr for Arts Promo	Multi Media Advertising	\$1,500.00
P0204343	Verizon Wireless	Health, Safety	Telephone	\$85.15
P0204344	Verizon Wireless	Health, Safety	Telephone	\$35.37
P0204348	CDW-G	Information Tech.	Maintenance Contracts	\$1,122.00
P0204349	Ideal Glass & Mirror	Facilities/Planning	Repairs Noninstructional	\$325.00
P0204350	Jean M. Shankweiler	Technology	Contract Services	\$2,865.47
P0204357	Nextel/Sprint	Administrative Serv.	Telephone	\$82.83
P0204358	Brodart Co.	Audio/Visual	Instructional Supplies	\$348.23
P0204360	Vi T. Pham	Law/Legal Assistance	Transportation/ Mileage	\$581.21
P0204364	Mira Costa Baseball	Public Relations	Multi Media Advertising	\$450.00
P0204365	Csulb the Bulletin	Public Relations	Multi Media Advertising	\$270.56
P0204368	Enterprise Rent-A-Car	Life Sciences	Transportation	\$131.10
P0204378	Foundation -CCC	Information Tech.	Maintenance Contracts	\$2,000.00
P0204379	Anthony W. Hurley	President's Office	Other Services And Expenses	\$2,000.00
P0204388	Oracle Corporation	Information Tech.	Maintenance Contracts	\$500.00
P0204389	Monterey Graphics	Physical Education	Instructional Supplies	\$49.16
P0204390	M & N Trophies	Public Relations	Instructional Supplies	\$19.01
P0204393	Inglewood Today	Public Relations	Multi Media Advertising	\$700.00
P0204397	California Marking	Public Relations	Non-Instruct Supplies	\$104.88
P0204398	Annette V. Anderson	President's Office	Other Services And Expenses	\$2,000.00
P0204399	Cristina Mejia	President's Office	Other Services And Expenses	\$2,000.00
P0204401	Behavior Analysis	Campus Police	In-Service Training	\$472.00
P0204411	Boise Cascade	Financial Aid	Non-Instruct Supplies	\$133.20

P0204420	Bank of America	President's Office	Non-Instruct Supplies	\$170.50
P0204421	Bank of America	President's Office	Conferences Mgmt	\$560.00
P0204425	College of the Canyon	Ed & Community	Conferences Mgmt	\$50.00
P0204427	Bluechip Sports	VP-SCA	Contract Services	\$250.00
P0204428	Sigma-Aldrich	Life Sciences	Instructional Supplies	\$29.72
P0204429	Community College	Div Office Instr.	Publications-Magazines	\$1,000.00
P0204430	Council of Chief	Div Office Instr.	Other Services And Expenses	\$150.00
P0204431	Innovative Users Grou	Div Office Instr.	Other Services And Expenses	\$90.00
P0204432	Center for Study Abro	VP-SCA	Contract Services	\$250.00
P0204452	A Plus Window Tint	Facilities/Planning	Repairs Noninstructional	\$100.00
P0204456	Vicenti, Lloyd, Stutz	Institutional Services	Audit/Accredititation fees	\$5,737.80
P0204457	Konica Minolta	Welding	Repairs - Instructional	\$150.00
P0204458	Southbay Vacuum	Fire Academy 06-07	Repairs - Instructional	\$1,054.00
P0204464	Harland Technology	Information Tech.	Maintenance Contracts	\$210.00
P0204465	Engineering.Com	Information Tech.	Maintenance Contracts	\$5,275.00
P0204474	City of Hawthorne	Community	Other Services And Expenses	\$106.00
P0204476	Chronicle of Higher	Public Relations	Publications/ Periodicals	\$72.50
P0204478	Redondo Beach USD	Public Relations	Multi Media Advertising	\$300.00
P0204479	Full Compass	Ctr for Arts Production	New Equipmen-Instr.	\$1,107.80
P0204480	Empowering Parents	Counseling Office	Publications/ Periodicals	\$1,039.55
P0204481	El Segundo Chamber	Public Relations	Dues And Memberships	\$100.00
P0204486	UC Regents	Administrative Serv.	Conferences Mgmt	\$395.00
P0204487	P & O Movers	Ctr for Arts Production	Center For The Arts Technical	\$230.00
P0204488	South Bay Ford	Automotive Shop	Repairs Noninstructional	\$802.53
P0204489	Xpedx Paper	Warehouse	Inventories, Stores, Prepaid I	\$10,187.73
P0204495	Thomson Gale	Div Office Instr.	Library Books	\$446.54
P0204496	Doubletree Hotel	Ctr for Arts Promo	Other Services And Expenses	\$120.99
P0204498	XAP Inc.	Admissions/Records	Maintenance Contracts	\$3,677.00
P0204499	XAP Inc.	Admissions/Records	Maintenance Contracts	\$10,822.00
P0204513	A.M. Leonard	Facilities/Planning	Non-Instruct Supplies	\$74.98
P0204514	Boulevard Florist	Commencement	Other Rentals	\$148.95
P0204537	Los Angeles	Life Sciences	Contract Services	\$80.00
P0204539	AT&T California	Information Tech.	Maintenance Contracts	\$2,906.10
P0204542	Abate Tech.	Facilities/Planning	Non-Instruct Supplies	\$225.00
P0204544	Unisource Corp.	Operations	Non-Instruct Supplies	\$500.95
P0204565	Lawndale Chamber	Public Relations	Dues And Memberships	\$75.00
P0204566	Gardena Valley	Public Relations	Dues And Memberships	\$182.50
P0204568	Tutela, Inc.	Information Tech.	Maintenance Contracts	\$672.92
P0204569	Harland Technology	Information Tech.	Maintenance Contracts	\$612.00
P0204570	Abtech Support	Information Tech.	Maintenance Contracts	\$455.00
P0204575	Boise Cascade	Warehouse	Inventories, Stores, Prepaid I	\$6,240.36
P0204577	Stericycle, Inc.	Hazmat	Waste Disposal	\$1,073.05
P0204603	Ricoh Business	Automotive Tech.	Instructional Supplies	\$141.47
P0204606	Thompson Trophy	Commencement	Non-Instruct Supplies	\$393.30
P0204607	Vecchiarelli Brothers	Architectural	Instructional Supplies	\$619.07
P0204608	Fred Pryor Seminars	CADD	Instructional Supplies	\$28.27
P0204609	National TV Radio	Public Relations	Multi Media Advertising	\$12,135.00
P0204610	Ann M. Garten	Public Relations	Telephone	\$350.86
P0204613	El Segundo Chamber	Public Relations	Conferences Mgmt	\$50.00
P0204614	Campus Food Service	Commencement	Contract Services	\$22,545.66
P0204649	America's Trophy	Speech	Instructional Supplies	\$122.58
Fund 11 Total: 86				\$144,268.52

Fund 12 Restricted - El Camino

P0203771	Public Identity	EOPS CARE	Non-Instruct Supplies	\$2,455.22
P0203824	Carestream Health	CTE-Eq for	New Computer	\$21,303.00
P0204323	Sidedoor Studio, The	El Camino Language	Multi Media Advertising	\$67.50
P0204324	OCS America, Inc.	El Camino Language	Multi Media Advertising	\$244.61
P0204339	Canon Business	Fire Tech Donations	Instructional Supplies	\$275.03
P0204341	LA Area Chamber	CITD	Conferences Mgmt	\$285.00
P0204346	American Express	SBDC - Caltrans	Transportation/ Mileage	\$139.20
P0204347	Brite Carpet Cleaning	Community	Other Services And Expenses	\$338.00
P0204352	Merchandise Mart	Trade Exchange	Conferences Mgmt	\$2,709.00
P0204353	San Mateo Commun	CITD	Conferences Mgmt	\$500.00
P0204354	LA Area Chamber	CITD	Conferences Mgmt	\$130.00
P0204359	Torrance Unified	Teacher Preparation	Contract Services	\$705.60
P0204361	Wonders	EOPS CARE	Contract Services	\$599.00
P0204363	San Pedro Chamber	SBA Matching Funds	Dues And Memberships	\$140.00
P0204366	Party Pleasers	CalWORKS	Contract Services	\$599.00
P0204392	Foreign Trade	DOE Title VI B (ITCI)	Conferences Other	\$130.00
P0204400	Cengage Learning	VATEA I&T	Contract Services	\$3,850.00
P0204402	Valerie E. Doby	CalWORKS	Non-Instruct Supplies	\$89.00
P0204403	The College Board	Matriculation	Non-Instruct Supplies	\$49,999.95
P0204405	U.S. Armor Corp.	Parking-Student	New Equipment -	\$1,525.14
P0204408	Dezignz, Etc.	CalWORKS	Contract Services	\$317.17
P0204418	Ronald W. Way	Adv Aerospace Manuf	Reproduction	\$323.18
P0204422	Maurice Kogon	CITD - ECC Exp/Imp	Conferences Mgmt	\$404.43
P0204424	Campus Food Service	El Camino Language	Non-Instruct Supplies	\$399.53
P0204426	Lamar Photography	SBDC-YEP (COCCC)	Multi Media Advertising	\$491.63
P0204448	Magic's Auto Body	Parking-Student	Repairs Non Instr	\$826.50
P0204449	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$387.97
P0204451	American Express	Trade Exchange	Conferences Mgmt	\$1,147.00
P0204453	Branders.Com	CalWORKS	Non-Instruct Supplies	\$4,505.63
P0204454	E.C.C. Public	Administration	Printing	\$500.00
P0204462	TNT USA, Inc	(STCW) Standards	Other Books	\$532.88
P0204470	George Kolarov	ECP (YEP) Grant	Transportation/ Mileage	\$915.00
P0204473	Monterey Graphics	SBDC - Caltrans	Printing	\$195.93
P0204475	ITEP, Inc.	ECP (YEP) Grant	Conferences Other	\$500.00
P0204483	NACCE	SBDC-YEP (COCCC)	Professional Growth	\$39.00
P0204491	Donzaleigh Abernathy	CalWORKS	Contract Services	\$590.00
P0204518	Campus Food Service	VTEA Title II Tech	Other Services And Expenses	\$2,223.67
P0204519	Campus Food Service	Project Reach	Conferences Faculty	\$113.33
P0204520	Andrea Wagner	Career & Tech Ed	PSA Contract Services	\$500.00
P0204521	Jim Jones	Title V ECC/SMC Act	Contract Services	\$100.00
P0204522	South Bay Municipal	Parking Violations DM	Other Services And Expenses	\$10,134.00
P0204528	Campus Food Service	Career & Tech Ed	Non-Instruct Supplies	\$607.07
P0204533	Medcom Trainex	Congress. Direct Gran	Non-Instruct Supplies	\$5,654.96
P0204534	Elsevier/Focal Press	Congress. Direct Gran	Non-Instruct Supplies	\$1,061.44
P0204543	Student Insurance	El Camino Language	Other	\$18,675.00
P0204546	Regular Products	Project Reach	Instructional Supplies	\$1,753.46
P0204549	El Camino College	2+2+2=5 Program	Contributions	\$2,000.00
P0204552	Magic's Auto Body	Parking-Student	Repairs Non Instr	\$307.03
P0204553	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$188.72
P0204560	Lakeshore Learning	Title V ECC/SMC Act	Non-Instruct Supplies	\$2,957.10
P0204562	National Promotions	TitleV Activity -Oct	Printing	\$349.60
P0204564	Mitchell Williams	Teacher Preparation	Contract Services	\$200.00

P0204567	Pete Freeland	Career & Tech Ed	PSA Contract Services	\$500.00
P0204571	Mark McCormic	Career & Tech Ed	PSA Contract Services	\$500.00
P0204572	Lori S. Hillman	Career & Tech Ed	PSA Contract Services	\$500.00
P0204573	Jack Regan	Career & Tech Ed	PSA Contract Services	\$500.00
P0204574	Giti Azizi	Career & Tech Ed	PSA Contract Services	\$500.00
P0204579	Thomson West	Instructional Services	Library Books	\$5,309.55
P0204580	Nolo Press	Instructional Services	Library Books	\$76.44
P0204581	Thomson Gale	Instructional Services	Library Books	\$330.02
P0204582	Muaricio Castillo	Teacher Preparation	Contract Services	\$200.00
P0204583	Michael Ellena	Teacher Preparation	Contract Services	\$500.00
P0204585	American Express	MESA Program	Conferences Mgmt	\$220.20
P0204600	Campus Food Service	Project Reach	Conferences Faculty	\$325.40
P0204601	U.S. Armor Corp.	Parking-Student	New Equipment	\$1,525.14
P0204602	American Express	MESA Program	Conferences Mgmt	\$220.20
P0204604	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$1,162.06
P0204605	Bayside Medical Ctr	Parking-Student	Other Services And Expenses	\$150.00
P0204615	Campus Food Service	YESS Grant	Non-Instruct Supplies	\$703.90
P0204616	Hawthorne	CTE (grant)	Conferences Mgmt	\$200.00
P0204642	Abetta McQueen	Administration	Special Events-Direct Costs	\$359.34
P0204652	Viable, Inc.	Sign Language	New Equipment - Instructional	\$1,537.32

Fund 12 Total: 72 **\$160,305.05**

Fund 15 **General Fund -Special Programs**

P0204321	Fast Deer Bus Chart	Project Success	Transportation	\$460.00
P0204340	Soap Design	Contract Education	Multi Media Advertising	\$250.00
P0204356	Daily Breeze	Contract Education	Multi Media Advertising	\$945.00
P0204367	Ace Home Loans	CalWORKs	Contract Services	\$150.00
P0204469	New Wave Computer	Contract Education	Non Inst Comp Eq	\$679.54
P0204471	Hot Spot Promotions	Contract Education	Non-Instruct Supplies	\$1,171.56
P0204472	Fastsigns	Contract Education	Non-Instruct Supplies	\$466.48
P0204477	Elizabeth Espinosa	Puente Project	Contract Services	\$300.00
P0204497	Fast Deer Bus Chart	Project Success	Transportation	\$636.00

Fund 15 Total: 9 **\$5,058.58**

Fund 62 **Property & Liability**

P0204450	El Camino Commun	Purchasing	Liability - Self Insurance	\$9,466.90
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Fund 62 Total: 1 **\$9,466.90**

Fund 71 **Associated Students**

P0204362	Shade Hotel	Student Affairs	ASB Exp.	\$1,500.00
P0204511	Crown Trophy	Student Affairs	ASB Exp.	\$800.35
P0204612	Campus Food Service	Student Affairs	ASB Exp.	\$1,899.64

Fund 71 Total: 3 **\$4,199.99**

Fund 74 **Student Financial Aid**

P0204387	Doubletree Hotel	EOPS	Student Incentive Account	\$14,128.94
P0204391	Campus Food Service	EOPS	Student Incentive Account	\$411.15

P0204551	Awards to Remember	EOPS	Student Incentive Account	\$667.01
Fund 74 Total: 3				\$15,207.10

Fund 79 Auxiliary Services

P0204345	Alysa M. Brennan	Fine Arts	Non-Instruct Supplies	\$500.00
P0204355	Campus Food Service	Human Resources	Non-Instruct Supplies	\$500.00
P0204406	Artscene	Fine Arts	Non-Instruct Supplies	\$485.00
P0204407	Art Assist	Fine Arts	Non-Instruct Supplies	\$350.00
P0204409	Campus Food Service	Honors Program	Non-Instruct Supplies	\$902.28
P0204423	E.C.C. Public	Fine Arts	Non-Instruct Supplies	\$480.00
P0204447	HI Corporation	Resp Therapy	Non-Instruct Supplies	\$570.84
P0204468	Paradise Awards	Resp Therapy	Non-Instruct Supplies	\$180.26
P0204494	Planet Offiside Inc.	Health Sciences	Non-Instruct Supplies	\$349.60
P0204515	Torrance Postmaster	Fine Arts	Non-Instruct Supplies	\$546.20
P0204516	Mid City Mailing	Fine Arts	Non-Instruct Supplies	\$540.00
P0204517	Lori B. Medigovich	Humanities	Non-Instruct Supplies	\$731.82
P0204550	Michael A. Williams	EOP&S	Non-Instruct Supplies	\$125.77
P0204576	Jenifer Lynn	Fine Arts	Non-Instruct Supplies	\$200.00
P0204611	Campus Food Service	Student Affairs	Non-Instruct Supplies	\$477.00
P0204643	Paradise Awards	Health Sciences	Non-Instruct Supplies	\$123.23
P0204650	Christine S. Lopez	Fine Arts	Non-Instruct Supplies	\$300.00
P0204651	Jeffory E. Alexander	Fine Arts	Non-Instruct Supplies	\$25.00
P0204656	Phyllis S. Fowler	Fine Arts	Non-Instruct Supplies	\$200.00
Fund 79 Total: 19				\$7,587.00

Fund 82 Scholarships & Trust/Agency

P0204386	Paradise Awards	Health Sciences	Fundraising	\$523.09
P0204512	Embroiderme	Health Sciences	Fundraising	\$1,109.89
P0204599	Campus Food Service	Special Resource	Fundraising	\$262.90
P0204641	Campus Food Service	Trust Career Expo	Fundraising	\$266.53
Fund 82 Total: 4				\$2,162.41

PO Funds Total: 197 \$348,255.55

Fund 11 Unrestricted - El Camino

B0203748	Fast Deer Bus Chart	Outreach and School	Transportation	\$7,020.00
B0211300	Company of Experts	Staff Development	Contract Services	\$4,000.00
B0211308	E.C.C. Public	Automotive Collision	Instructional Supplies	\$115.00
Fund 11 Total: 3				\$11,135.00

Fund 12 Restricted - El Camino

B0204212	E.C.C. Public	Administration	Printing	\$100.00
B0211261	Colin Speirs	Terminal	PSA Contract Services	\$12,000.00
B0211293	Soap Design	Trade Exchange	Contract Services	\$400.00
B0211295	Tech Junkies, Llc	Head Start Partnership	Contract Services	\$6,500.00
B0211299	Kevin Farmer	SBDC - Caltrans	PSA Contract Services	\$750.00
B0211302	E.C.C. Public	TitleV Activity -Oct	Printing	\$375.60

B0211304	Bid Systems, Inc.	TitleV Activity -Oct	Contract Services	\$5,020.00
B0211305	Extreme	ECP (YEP) Grant	Contract Services	\$4,000.00
B0211309	E.C.C. Public	Project Reach	Instructional Supplies	\$67.20
Fund 12 Total: 9				\$29,212.80
 Fund 41 Capital Outlay				
B0211288	National Roofing	Repl Art Bldg Roof	Repairs Noninstructional	\$18,000.00
B0211289	Solar Integrated, Inc.	Repl Art Bldg Roof	Repairs Noninstructional	\$19,900.00
B0211290	Solar Integrated, Inc.	Repl Art Bldg Roof	Repairs Noninstructional	\$16,400.00
B0211291	Letner Roofing, Inc.	Repl Art Bldg Roof	Repairs Noninstructional	\$270,000.00
Fund 41 Total: 4				\$324,300.00
			BPO Funds Total: 16	\$364,647.80
			<u>Grand Total POs and BPOs: 213</u>	\$712,903.35

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

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Administrative Services – Measure E Bond Fund

A. CATEGORY BUDGETS AND BALANCES

GENERAL OBLIGATION BOND FUND CATEGORIES AND PROJECT SUMMARY

The following table reports Measure E expenditures and commitments through May 31, 2009.

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Additional Classrooms and Modernization	\$211,118,972	\$63,377,254	\$11,065,996	\$136,675,723
Campus Site Improvements	34,607,523	21,572,929	2,867,714	10,166,880
Energy Efficiency Improvements	2,818,000	2,752,255	15,543	50,201
Health and Safety Improvements	136,931,805	30,730,842	12,636,081	93,564,882
Information Technology and Equipment	34,776,156	11,233,733	280,375	23,262,049
P.E. Facilities Improvements	1,585,700	572	0	1,585,128
Contingency*	1,292,767	0	0	1,292,767
TOTAL	<u>\$423,130,923</u>	<u>\$129,667,585</u>	<u>\$26,865,710</u>	<u>\$266,597,629</u>

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

B. CONTRACT AMENDMENT – FLEWELLING & MOODY – SOCIAL SCIENCE MODERNIZATION

It is recommended that the Board of Trustees approve increasing the contract fee amount from \$900,000 to \$977,245.

At its July 16, 2007 meeting, the Board of Trustees approved a contract with the above firm for the architectural and engineering services necessary to renovate and modernize the Social Science building.

The recommended fee increase is for the three additional services. One is the performance of design services for Fixtures, Furniture and Equipment to be provided in conjunction with the architectural design. The second is for additional design work that was performed at the District's request. The additional design work was performed after the preliminary design was approved by the California Community Colleges Chancellor's Office and involved the reconfiguration of classrooms and faculty offices to improve the functionality of the building. The Chancellor's Office previously refused requests to change the design but upon appeal did consent to the change. The third is for landscaping and paving design services in the area adjacent to the Social Science Building.

C. CHANGE ORDER – GDL CONSTRUCTION INC.- HUMANITIES PLAZA PROJECT

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

1. At the District’s request, move existing 4 inch domestic water line to avoid site structural and planter wall concrete foundations.	\$22,735.00
2. At the District’s request, relocate temporary lighting from building site in order to provide continued usage.	\$6,820.00
Total Change Order Amount	\$29,555.00
Original Contract Amount	\$1,895,000.00
Prior Changes	0
This Change Order Amount	<u>29,555.00</u>
New Contract Amount	<u>\$1,924,555.00</u>

D. CHANGE ORDER – HPS MECHANICAL – PHASE 3 INFRASTRUCTURE

It is recommended that the Board of Trustees approve the following change order. This change order is in response to the District’s request. The change order amount of \$160,000 is a “not to exceed” amount since the exact cost is still being negotiated.

Provide and install security cameras in parking Lot F. Work to include, cameras (24), networking equipment, electrical equipment and installation.	\$160,000
Total Change Order Amount - Not to exceed	\$160,000
Original Contract Amount	\$9,382,373
Prior Changes	0
This Change Order Amount	<u>160,000</u>
New Contract Amount	<u>\$9,542,373</u>

E. CHANGE ORDER – MARINA LANDSCAPE, INC. – PARKING STRUCTURE LANDSCAPE PROJECT

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

At the District’s request, upgrade two sprinkler systems adjacent to the new installation in order to be compatible with new system. \$2,760

Total Change Order Amount \$2,760

Original Contract Amount	\$27,600
Prior Changes	0
This Change Order Amount	<u>2,760</u>
New Contract Amount	<u>\$30,360</u>

F. NOTICE OF JOB COMPLETION – MODULAR STRUCTURES INTERNATIONAL INC. – FOOD SERVICE MODULAR

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

<u>Contractor</u>	<u>Contract Amount</u>
Modular Structures International Inc.	\$179,054.27

Purchase Order Number: BPO 99267

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

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

P.O. #	VENDOR	SITE	DESCRIPTION	COST
P203745	CCS Presentation	Fine Arts	New Equipment/Inst.	\$5,285.48
P204410	Insignia	Signage	Site Improvements	9,786.62
P204460	Action Sales Food	Bookstore	Group I Equipment	11,897.35
P204466	Portable Storage Corp.	Math/Business/Allied Health	Group II Equipment	2,840.50
P204467	Portable Storage Corp.	Temporary Space	Group II Equipment	7,101.25
P204492	Marcor Remediation	Bookstore	Buildings	1,500.00
P204493	Ced/Metropolitan	Art & Behavioral Science	Non-Instructional Supply	1,891.25
P204545	Sunny Slope Trees	Lot H Parking & Athletics	Non-Instructional Supply	4,817.93
P204547	Mr. Wood Fence	Lot H Parking & Athletics	Site Improvements	3,375.00
P204548	Growest Nurseries	Lot H Parking & Athletics	Non-Instructional Supply	4,807.17
P204563	Atlas Sales & Rentals	Information Technology	Equipment Rental	3,254.25
P204586	Doja, Inc.	Humanities Complex	Site Improvements	6,612.50
P204619	Modular Space	Bookstore	Contract Services	365.00
P204620	Atlas Sales & Rentals	Bookstore	Group I Equipment	7,898.78

P204647	Wausau Tile, Inc.	Lot H Parking & Athletics	Group II Equipment	2,780.43
P204648	Unique Products	Lot H Parking & Athletics	Group II Equipment	8,390.40
B104925	Hershey Systems, Inc.	Information Technology	Professional Services	30,805.00
B211267	Vector Resources	Math/Business/Allied Health	Buildings	11,071.00
B211269	Keenan & Associates	Infrastructure Phase III	Contract Services	14,231.25
B211270	Keenan & Associates	Infrastructure Phase III	Contract Services	8,565.00
B211271	Keenan & Associates	Infrastructure Phase III	Contract Services	6,674.25
B211272	SEWUP/JPA	Infrastructure Phase III	Contract Services	258,962.00
B211281	Total Environmental	Bookstore	Equipment Rental	28,650.00
B211282	Letner Roofing, Inc.	Pool & Health Center	Buildings	102,000.00
B211283	Solar Integrated, Inc.	Facilities and Receiving	Buildings	29,200.00
B211287	S & K Engineers	Infrastructure Phase III	Architecture/Engineering	890,000.00
B211292	Best Roofing	Marsee Auditorium	Buildings	289,870.00
B211294	Marina Landscape	Lot H Parking & Athletics	Site Improvements	8,346.00
B211297	KPFF Consulting	Master Planning	Architecture/Engineering	150,000.00
B211301	IDS Group, Inc.	Master Planning	Architecture/Engineering	100,000.00
B211303	Bergelectric	Lot H Parking & Athletics	Buildings	3,377.00
			Grand Total POs and BPOs:	<u>\$2,014,355.41</u>

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

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B. Temporary Non-Classified Service Employees	131
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D. Revised Classification Specification for Administrator Position.....	145

A. EMPLOYMENT AND PERSONNEL

It is recommended that the Board ratify/approve the employment and personnel changes for academic, classified, special service professionals and temporary classified service employees as shown in items 1 -72 and 1 - 109.

Academic Personnel:

1. Retirement - Ms. Betty Littles, full-time instructor of English & Reading, Humanities Division, last day worked June 12, 2009, first day of retirement, June 13, 2009 and that a plaque be prepared and presented to her in recognition of her service to the District since 1977.
2. Resignation – Mr. Kamran Golestaneh, full-time instructor of Chemistry, Natural Sciences Division, effective August 13, 2009.
3. Rescind Pre-retirement - Ms. Joy Amling, full-time instructor of Accounting, Business Division, effective August 27, 2009.
4. Employment – Ms. Maria White, full-time instructor of Nursing, Health Sciences & Athletics Division, Class II, Step 4, effective August 27, 2009.
5. Employment – Ms. Margaret Kidwell-Udin, full-time instructor of Nursing, Health Sciences & Athletics Division, Class IV, Step 9, effective August 27, 2009.
6. Employment - Dr. Peter Doucette, full-time instructor of Chemistry, Natural Sciences Division, Class V, Step 4, Academic Salary Schedule, effective August 27, 2009.
7. Employment - Ms. Patricia Fairchild, full-time instructor of Automotive Collision, Repair/Painting, Industry and Technology Division, Class I, Step 4, Academic Salary Schedule, effective August 27, 2009.
8. Employment - Ms. Kate McLaughlin, full-time instructor of Journalism and English, Humanities Division, Class II, Step 4, Academic Salary Schedule, effective August 27, 2009.
9. Employment - Mr. Ashod Minasian, full-time instructor of Mathematics, Class II, Step 4, Academic Salary Schedule, effective August 27, 2009.
10. Employment - Dr. Soshanna Potter, full-time instructor of Chemistry, Natural Sciences Division, Class V, Step 4, Academic Salary Schedule, effective August 27, 2009.

11. Employment - Dr. Adkadiy Sheynshteyn, full-time instructor of Mathematics, Class V, Step 4, Academic Salary Schedule, effective August 27, 2009.
12. Employment - Ms. Rachel Williams, full-time instructor of English, Humanities Division, Class II, Step 4, Academic Salary Schedule, effective August 27, 2009.
13. Change in Assignment – Dr. Kim Baily, from full-time instructor of Nursing to Director of Nursing, Health Sciences & Athletics Division, Range 14, Step 5, effective July 1, 2009.
14. Change in Assignment - Ms. Connie Fitzsimons, from full-time instructor of Art, Fine Arts Division to Dean, Fine Arts, Range 16, Step 1, Administrator Salary Schedule, effective July 1, 2009.
15. Extend Change in Assignment - Dr. Barbara Jaffe, Associate Dean, Humanities Division to Academic Affairs, Range 13, Step 5, Administrator Salary Schedule, effective July 1, 2009 through June 30, 2010.
16. Extend Assignment – Ms. Cheryl Kroll, full-time instructor of English, Humanities Division, to continue to work 100% as Teacher Education Program (TEP) Counselor, Counseling Division, effective July 1, 2009 through June 30, 2010, in accordance with Agreement, Article X, Section 2(b).
17. Change in Salary - Ms. Charleen Zartman, full-time instructor of Health Sciences & Athletics, from Class III, Step 30 to Class IV, Step 30, effective August 27, 2009.
18. Amend Special Assignment - Ms. Inna Newbury, full-time instructor of English and Reading, Humanities Division, to produce training materials, develop a quick-start manual and conduct training of adjunct and full-time reading instructors on ParSCORE software and equipment, to be paid \$45.14 an hour, not to exceed 18 hours (instead of 6 hours) or \$813 (instead of \$271), effective April 21 through June 30, 2009, in accordance with the Agreement, Article 10, Section 14(c).
19. Amend Special Assignment – Mr. Jeff Jung, full-time instructor of English, Humanities Division, to design and program system for online tutoring and year end data compilation, to be paid \$45.14 an hour, each not to exceed 60 hours or \$2,708, effective August 25, 2008 through June 30, 2009, in accordance with Agreement, Article X, Section 14(a).
20. Special Assignment – Mr. Matthew Kline and Ms. Inna Newbury, full-time instructors in the Humanities Division, to advise, facilitate faculty member

participation in Bridge to Teacher Education Program (TEP) basic skills reading technology pilot project and gather data for feasibility report for Behavioral & Social Sciences Division, to be paid \$60.18 an hour, not to exceed 80 hours or \$4,815 each, effective July 1 through September 30, 2009, in accordance with the Agreement, Article 10, Section 14(a).

21. Special Assignment - Ms. Evelyn Uyemura, full-time instructor of English as a Second Language (ESL), Humanities Division, to co-chair accreditation self-study, to be paid \$60.18 an hour, not to exceed 132 hours or \$8,000, effective September 1 through December 18, 2009, in accordance with the Agreement, Article 10, Section 14(a).
22. Special Assignment - Ms. Janet Young, full-time instructor of Childhood Education, Behavioral & Social Sciences Division, to oversee the Federal Head Start Grant, to be paid \$60.18 an hour, not to exceed 480 hours or \$29,318, effective July 1, 2009 through June 30, 2010, in accordance with the Agreement, Article 10, Section 14(a).
23. Special Assignment - Ms. Jennifer Montgomery, full-time instructor of Childhood Education, Behavioral & Social Sciences Division, to continue as Head Start Activity Director, to be paid \$60.18 an hour, not to exceed 600 hours or \$36,108, effective July 1, 2009 through June 30, 2010, in accordance with the Agreement, Article 10, Section 14(a).
24. Special Assignment - Ms. Jennifer Montgomery, full-time instructor of Childhood Education, Behavioral & Social Sciences Division, to continue as TANF Liaison, to be paid \$60.18 an hour, not to exceed 120 hours or \$7,222, effective July 1, 2009 through June 30, 2010, in accordance with the Agreement, Article 10, Section 14(a).
25. Special Assignment - Mr. Kenneth Key, full-time Counselor, to attend 4/21/09 meeting and 5/1/09 training on Nursing for Compton Center Counseling Faculty, to be paid \$45.14 an hour, not to exceed 3.5 hours or \$158, effective April 20 through May 8, 2009, in accordance with the Agreement, Article 10, Section 14(c).
26. Special Assignment - The following instructors will serve on the Standard Review Committee and will review and approve courses to be presented to the College Curriculum Committee at the August 13, 2009 meeting, to be paid \$45.14 per hour, not to exceed 5 hours or \$226 each, in accordance with the Agreement, Article 10, Section 14(a).

Jason Davidson

Amy Himsel

S. Vincent Lloyd
Michael Odanaka (Compton
Educational Center)

Saul Panski (Compton Educational
Center)

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

Sean Donnell	85 hours	\$ 5,115
Angela Simon	50 hours	\$ 3,009
Donald Brown	40 hours	\$ 2,407
Elizabeth Shadish	10 hours	\$ 602
Kenneth Key	5 hours	\$ 301
Chris Jeffries	5 hours	\$ 301
Annette Owens	5 hours	\$ 301
TOTAL	200 hours	\$12,036

28. Special Assignment - The following part-time instructors of English, Humanities Division, to develop curriculum and teach English to California High School Exit Exam (CAHSEE) participants for Community Advancement, to be paid \$45.14 an hour, not to exceed 80 hours or \$3,612, effective July 1, 2009 through June 30, 2010, in accordance with the Agreement, Article 10, Section 9(m).

Bonnilee Kaufman

Dalia Juarez

29. Special Assignment - Ms. Trudy Meyer, full-time instructor of Mathematics, to prepare for and conduct an instructional workshop on effective uses of classroom tutors, to assist in the hiring of an assistant campus researcher, to assist in creating the upcoming action plan and expense reports for basic skills, to oversee the summer math academy and to oversee the materials being created by the Career & Technical Education (CTE)/Math instructors, to be paid \$60.18 an hour, not to exceed 100 hours or \$6,018, effective June 15 through August 30, 2009, in accordance with the Agreement, Article 10, Section 14(a).

30. Special Assignment - The following part-time instructors of Mathematics, to develop curriculum and teach Mathematics to California High School Exit Exam (CAHSEE) participants for Community Advancement, to be paid \$45.14 an hour, not to exceed 80 hours or \$3,612, effective July 1, 2009 through June 30, 2010, in accordance with the Agreement, Article 10, Section 9(m).

David Perez

David Yee

30. Special Assignment - The following full-time instructors of Mathematics, to develop further ETUDES-NG Cohort Workspaces and to lead cohort members in reviewing and revising existing activities and creating supplemental activities as well as assessment instruments, to test in sections of a variety of math classes for the joint Mathematics Title V Grant with Santa Monica College, to be paid \$60.18 an hour, not to exceed 50 hours or \$3,009 each for a grand total of 650 hours or \$39,117 effective July 1 through August 30, 2009, in accordance with the Agreement, Article 10, Section 14(a).

Greg Scott

Susan Bickford

Kaysa Laureano-Ribas

Jeffrey Cohen

Susan Tummers Stocum

Arturo Martinez

Jacquelyne Sims

Trudy Meyer

Arkadiy Sheynshteyn

Lars Kjeseth

Hamza Hamza

Michael Bateman

31. Special Assignment - The following part-time instructors of Mathematics, to develop further ETUDES-NG Cohort Workspaces and to lead cohort members in reviewing and revising existing activities and creating supplemental activities as well as assessment instruments, to test in sections of a variety of math classes for the joint Mathematics Title V Grant with Santa Monica College, to be paid \$60.18 an hour, not to exceed 40 hours or \$2,407 each for a grand total of 240 hours or \$14,443 effective July 1 through August 30, 2009, in accordance with the Agreement, Article 10, Section 9(m).

Tatiana Roque

Mohammad Rahnavard

Malinni Roeun

Junko Forbes

Alan Stillson

Russell Reece

32. Special Assignment - Dr. Judy Kasabian, full-time instructor of Mathematics, to coordinate and implement activities of National Science Foundation "Meeting of the Minds" Grant, to be paid \$60.18 an hour, not to exceed 125 hours \$7,523, effective July 11, 2008 through August 31, 2009, in accordance with the Agreement, Article 10, Section 14(a).

33. Special Assignment - Ms. Gaile Price, part-time instructor of Child Development, Behavioral & Social Sciences Division, to provide non-credit parenting instruction for inmates at the Federal Correctional Institute at Terminal Island for Community Advancement, to be paid \$58.00 an hour, not to exceed \$6,000, effective July 1, 2009 through June 30, 2010, in accordance with the Agreement, Article 10, Section 9(m).

34. Special Assignment - Mr. Kevin Huben, full-time instructor of Fire & Emergency Technology, Industry & Technology Division, to coordinate the Paramedic Training Program, to be paid \$60.18 an hour, not to exceed 50 hours or \$3,009, effective June 15 through August 13, 2009, in accordance with the Agreement, Article 10, Section 14(a).
35. Special Assignment - Mr. Richard Hughes, full-time instructor of Computer Aided Design Drafting (CADD), Industry & Technology Division, to teach not-for-credit classes under the Employment Training Panel Agreement through El Camino College/Center Applied Competitive Technologies (CACT), for Community Advancement, to be paid \$75.00 an hour, not to exceed 70 hours or \$5,250, effective July 1, 2009 through June 30, 2010, in accordance with the Agreement, Article 10, Section 14(c).
36. Special Assignment - Mr. Pete Moraga, part-time instructor of Industry and Technology, to conduct for-credit Auto-CADD (Computer Aided Design/Drafting) courses at FCI-Terminal Island for Community Advancement, to be paid Class II, Step 6, not to exceed \$18,000, Academic Part-time Salary Schedule, effective July 1, 2009 through June 30, 2010, in accordance with the Agreement, Article 10, Section 9(m).
37. Special Assignment - Mr. Roberto Pandolfi, part-time instructor of Industry and Technology, to conduct for-credit Business Math, Metal Trades, Blueprint Reading and Machine Shop Calculations courses at FCI-Terminal Island for Community Advancement, to be paid Class II, Step 6, not to exceed \$18,000, Academic Part-time Salary Schedule, effective July 1, 2009 through June 30, 2010, in accordance with the Agreement, Article 10, Section 9(m).
38. Special Assignment - Ms. Vicki Blaho, part-time instructor of English, Humanities Division, to develop curriculum and teach California High School Exit Exam (CAHSEE) participants for Community Advancement, to be paid \$45.14 an hour, not to exceed 80 hours or \$3,612, effective July 1, 2009 through June 30, 2010, in accordance with the Agreement, Article 10, Section 9(m).
39. Special Assignment - Ms. Lorenda Johnson, part-time Counselor, to create educational plans for ECC California High School Exit Exam (CAHSEE) prep students for Community Advancement, to be paid \$49.64 an hour, not to exceed 244 hours or \$12,113, effective July 1, 2009 through June 30, 2010, in accordance with the Agreement, Article 10, Section 9(m).
40. Special Assignment - The following part-time instructors, to teach to ECC Compton Center California High School Exit Exam (CAHSEE) participants for Community Advancement, to be paid \$45.14 an hour, not to exceed 55 hours or

\$2,483, effective July 1, 2009 through June 30, 2010, in accordance with the Agreement, Article 10, Section 9(m).

<u>Instructor</u>	<u>Discipline</u>
Mohammed Rahnavard	Math
Sumino Otsuji	English

41. Special Assignment - Mr. Michael Fenison, part-time instructor in Health Sciences & Athletics Division, to work the Summer High School Basketball League, to be paid \$750, effective June 15 through July 20, 2009, in accordance with the Agreement, Article 10, Section 9(m).
42. Special Assignment - Ms. Jennifer Annick and Ms. Dana Crotwell, full-time instructors of English, Humanities Division, to revise and update the English Department Handbook and develop an electronic version of it, to be paid \$45.14 an hour, not to exceed 35 hours each or \$1,580 each, effective June 16 through August 21, 2009, in accordance with the Agreement, Article 10, Section 14(a).
43. Special Assignment - Ms. Sara Blake, full-time instructor of English, Humanities Division, to work as Basic Skills Coordinator, to be paid \$60.18 an hour, not to exceed 50 hours or \$3,009, effective June 16 through August 21, 2009, in accordance with the Agreement, Article 10, Section 14(a).
44. Special Assignment - Ms. Sara Blake, full-time instructor of English, Humanities Division, to research, design and implement a basic skills website, to be paid \$30.10 an hour, not to exceed 100 hours or \$3,010, effective June 16 through August 21, 2009, in accordance with the Agreement, Article 10, Section 14(a).
45. Special Assignment - Ms. Barbara Budrovich, full-time instructor of English, Humanities Division, to supervise the writing center and Computer Assisted Instruction (CAI) lab for summer, to be paid \$45.14 an hour, not to exceed 100 hours or \$4,514, effective June 22 through August 4, 2009, in accordance with the Agreement, Article 10, Section 14(a).
46. Special Assignment - The following full-time instructors of foreign languages in the Humanities Division to administer credit by-examination, to be paid \$60.18 an hour, not to exceed a total of 140 hours or \$8,430 effective July 1 through June 30, 2010, in accordance with the Agreement, Article 10, Section 7(c).

Evelyne Berman
Alicia Class
Anne Cummings
Donna Factor

Tom Fonte
Nitza Llado
Takiko Morimoto
Francis Bernard Rang

Xiaodong (David) Shan
Carmen Sotolongo

Mercedes Thompson

47. Special Assignment - The following part-time instructors in Humanities, to administer credit by-examination, to be paid \$60.18 an hour, not to exceed a total of 20 hours or \$1,204, effective July 1 through August 13, 2009, in accordance with the Agreement, Article 10, Section 7(c).

Yolanda Cuesta
Antonio Fuentes
Antonio Gonzalez

Yaeko Hirano
Francisca Mejia
Rossella Pescatori

Claudia Prada
Cynthia Quintero
Nina Yoshida

48. Special Assignment - The following full-time instructors to conduct English as a Second Language (ESL) assessment interviews for the Assessment Center – Counseling and Student Services Division, to be paid \$45.14 an hour, not to exceed 8 hours per week or \$361 each, effective July 1, 2009 through June 30, 2010, in accordance with the Agreement, Article 10, Section 14(a).

Alicia Class
Nancy Currey
Matthew Kline

Nitza Llado
Rebecca Bergeman
Debbie Mochidome

Jenny Simon
Evelyn Uyemura

49. Special Assignment - The following part-time instructors to conduct English as a Second Language (ESL) assessment interviews for the Assessment Center – Counseling and Student Services Division, to be paid \$45.14 an hour, not to exceed 8 hours per week or \$361 each, effective July 1, 2009 through June 30, 2010, in accordance with the Agreement, Article 10, Section 9(m).

Maria Bauer
Vicki Blaho
David Cron
Rita Fork

Sudeepa Gulati
Aura Imbarus
Sheryl Kunisaki
Sana Nozaki

Jan Shimauro
Eric Takamine

50. Special Assignment - The following non-credit instructors of English 100 to supervise English 100 lab, Humanities Division, to be paid \$45.14 an hour, not to exceed 10 hours or \$452 each, effective July 1 through July 30, 2009, in accordance with the Agreement, Article 10, Section 9(m).

Sean Patrick

Mark Walch

Susan Wade

51. Special Assignment - Ms. Patricia Duncan, part-time instructor of Nursing, Health Sciences & Athletics Division, to work as education specialist - simulation facilitator, to be paid \$60.18 an hour, not to exceed 32 hours or \$1,926, effective

April 1 through June 30, 2009, in accordance with the Agreement, Article 10, Section 9(m).

52. Special Assignment - Ms. Monica Gross, full-time instructor of Nursing, Health Sciences & Athletics Division, to work as education specialist - simulation facilitator, to be paid \$60.18 an hour, not to exceed 32 hours or \$1,926, effective April 1 through June 30, 2009, in accordance with the Agreement, Article 10, Section 9(m).
53. Special Assignment – The following full-time instructors to perform Summer Curriculum Review as part of The Division Curriculum Committee to be paid \$12 per course reviewed. Only three members will be compensated for each course that is reviewed and approved per division, in accordance with Agreement Article X, Sec 14(a).

Behavioral and Social Sciences

Amy Himsel
Angela Simon
David McPatchell (Compton)

Business

Jacqueline Thompson	Randy Harris
Vi Pham	Kris Stauber

Fine Arts

Kevin O'Brien	Chris Wells
Dane Teter	

Health Sciences and Athletics

Sandra Bartiromo	Yasna Ouwerkirk
Monica Gross	Russell Serr
Tom Hicks	Tom Storer
Kelly Holt	Anne Sweeney (Compton)
Mark Lipe	Roy Mekaru

Humanities

Marilyn Anderson	Cynthia Somin
Sean Donnell	Chelvi Subramaniam (Compton)
Tom Fonte	Toni Wasserberger (Compton)
Suzanne Gates	

Industry and Technology

Walter Bentley (Compton)	Vera Bruce
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Vic Cafarchia
Eric Carlson
Patricia Gebert
Rick Hughes

Fred Lamm (Compton)
Albert Lugo
Vivian Nemie
Merriel Winfree

Mathematical Sciences

Jacquelyn Sims
Robert Horvath
Milan Georgevich

Susan Taylor
Carl Broderick

Natural Sciences

Jerry Brothen
Ken Gaines
Eyal Goldmann
Amy Grant

Steve Leonelli
S. Vincent Lloyd
Teresa Palos
Abiodun Osanyinpeju (Compton)

54. Special Assignment – The following full-time faculty will serve on the College Curriculum Committee to review and approve curriculum for the August 13, 2009 meeting, to be paid \$45.14 per hour for a maximum of five hours each, per the Agreement, Article X, Section 14(a):

Jason Davidson
Amy Himsel
Mark Lipe
S. Vincent Lloyd
Cynthia Mosqueda

Michael Odanaka (Compton)
Saul Panski (Compton)
Cynthia Somin
Jacquelyn Thompson

55. Special Assignment – Mr. Ken Key and Ms. Madeline Carteron, full-time counselors to provide counseling for students in STEM related careers and transfer information collection, to be paid \$45.14 an hour, not to exceed 64 hours or \$2,888, effective February 14, 2009 through June 12, 2009, in accordance with Agreement, Article X, Section 14(a).
56. Special Assignment – Ms. Susanna Meiers, part-time instructor of Art, Fine Arts Division, to coordinate Art Gallery Laboratory, Curator and Curriculum Preparations, to be paid \$53.26 an hour, not to exceed 480 hours or \$25,564.80, effective August 10 through December 23, 2009, in accordance with Agreement, Article X, Section 9(m).
57. Special Assignment – Mr. Michael Miller, part-time instructor of Art, Fine Arts Division, to coordinate Art Gallery Student Laboratory, Installation and Curriculum, to be paid \$53.26 an hour, not to exceed 224 hours or \$11,930.24,

effective August 10 through December 23, 2009, in accordance with Agreement, Article X, Section 9(m).

58. Special Assignment – The following part-time instructors in Fine Arts Division, to be hired as Applied Music Instructors effective July 1, 2009 through June 30, 2010, to be paid \$60.18 an hour, not to exceed 340 hours or \$20,462 per assignment, in accordance with the Agreement, Article X, Section 9(m).

Deborah Aitken – Piano
Anna Bosler – French Horn
Barry Cogart – String Brass
Robert Coomber – Lower Brass
John Dearman – Guitar
Rhonda Dillon – Voice
Barbara Dyer – Voice
Virginia Frazier – Violin/Viola
Matthew Greif – Guitar
Richard Hastings – Jazz Guitar
James Hovorka – Jazz Trumpet
Grant Hungerford – Trumpet
Maria Jacque – Flute
Rona Klinghofer – Voice

Dean Koba – Jazz Percussion
Kristi Lobitz – Piano
James Mack – Clarinet/Saxophone
Patricia Maki – Flute
Bethany Mennemeyer – Violin/Viola
Joseph Mitchell – Percussion
Victoria Muto – Voice
Ann Paterson – Jazz Saxophone/Oboe
Lois Roberts – Piano
Clinton Rusich – Jazz Piano
Mannon Robertshaw – Cello
Lloyd Sherman – Lower Bass
Eunee Yee - Piano

59. Special Assignment – The following part-time instructors in Health Sciences & Athletics Division, to be provide clinical supervision to respiratory care students effective June 22 through August 13, 2009, to be paid \$60.18 an hour, not to exceed 17 hours per week or \$1,023.06, for eight weeks for a grand total of \$8,184.48, in accordance with the Agreement, Article X, Section 9(m).

Doughlas Muzukami
Taryn Nicole Parker
Salomay Dyer

Elva Sipin
Raymond Adoc

60. Stipend Assignment – Mr. Mark Urista, part-time instructor of Speech in Fine Arts Division, to be a Assistant Forensics Coach, to be paid \$257.50 per week, not to exceed \$4,120, effective August 29 through December 18, 2009, in accordance with Agreement, Article X, Section 10(d).

61. Stipend Assignment – Mr. John DeMita, part-time instructor of Theatre in Fine Arts Division, to be a Fall 2009 Theatre Play Production Director, to be paid \$515 per week, not to exceed \$4,120, effective September 15 through November 5, 2009, in accordance with Agreement, Article X, Section 10(d).

62. Stipend Assignment – Ms. Ruby Millsap, part-time instructor of Dance in Fine Arts Division, to coordinate dance productions and direct presentations, to be paid \$515 per week, not to exceed \$4,120, effective October 12 through December 3, 2009, in accordance with Agreement, Article X, Section 10(d).
63. Stipend Assignment – Ms. Dawn Charman, full-time Radiological Technology Coordinator, and Dr. Louis Sinopoli, full-time Respiratory Care Coordinator, to coordinate the their respective programs, each to be paid \$5,000 for the Fall 2009 and Spring 2010 academic years and \$2,000 for the Summer 2010, in accordance with the Agreement, Article X, Section 14 (a).
64. Stipend Assignment – Mr. John Featherstone, full-time instructor in Health Sciences & Athletics, to coach football in the Fall 2009 Semester, to be paid 10% of his fall salary at the end of the football season, \$4,279 effective August 29 through December 18, 2009, in accordance with the Agreement, Article X, Section 11(a).
65. Stipend Assignment – The following full-time instructors in Health Sciences & Athletics, to be hired to coach effective August 15 through December 17, 2009, in accordance with the Agreement, Article X, Section 11(a).

<u>Coach</u>	<u>Team</u>	<u>Stipend</u>
John Britton	Soccer	\$1,021 (2 teams)
Eugene Engle	Football	\$553
John Featherstone	Football	\$533
Dean Lofgren	Cross Country	\$1,021 (2 teams)
LeValley Pattison	Women’s. Volleyball	\$553
Corey Stanbury	Water Polo	\$1,021 (2 teams)

66. Stipend Assignment – The following part-time instructors in Health Sciences & Athletics, to be hired to coach effective August 15, 2009 through March 16, 2010, in accordance with the Agreement, Article X, Section 11(a).

<u>Coach</u>	<u>Team</u>	<u>Stipend</u>
Edward Barrigan	Soccer	\$257.50
Jaymie Banquero	Woman’s. Soccer	\$257.50
Elizabeth Canales	Pep Squad	\$515
Michael Fenison	Men’s Basketball	\$515
Michael Houck	Women’s Basketball	\$515
Steve Shaw	Women’s Basketball	\$515
Lloyd Sherman	Pep Band	\$515
Sean Sheil	Cross Country	\$238

67. Special Assignment – The following Nurse Practitioners, Health Sciences & Athletics Division, to be hired to perform athletic physicals, effective July 1, 2009 though June 30, 2010, to be paid \$53.26 an hour, not to exceed 28 hours or \$1,500 (summer, fall, Spring), in accordance with Agreement, Article X, Section 13(b).

Full-time

Debbie Conover

Holly Fall

Deborah Herzik

Part-time

Melanie Bronstein

Theresa Wright

Linda Goldman

George Thompson, M.D.

Ellen Schmidt-Oliver

68. Extra Service Pay - The following full-time Librarians to be employed each scheduled day of the 2009 summer session, in accordance with the Agreement, Article 10, Section 13(b).

Donald Brown

Edward Martinez

Claudia Striepe

Alice Cornelio

Noreth Men

Moon Ichinaga

Vincent Robles

69. Employment - The following part-time/substitute teachers for the Child Development Center, Behavioral & Social Sciences Division, to be hired as needed, effective July 1, 2009 through June 30, 2010.

Instructor

Class & Step

Janice Pea

Class II, Step A

Marie Pinos

Class I, Step A

Nancy Ramirez

Class I, Step 1

Nadia Rodriguez

Class II, Step A

Kay Young

Class IV, Step A

70. Employment – The following part-time Clinical Psychologist to be hired as needed in Student Health Services, to be paid \$60.18, not to exceed a total of 40 hours per week, effective July 1, 2009 through June 30, 2010, to be paid in accordance with Agreement, Article X, Section 9(e).

Instructor

Not to Exceed Hours Per Week

Ruth Taylor

28 hours

Sally Emery

12 hours

71. Employment – The following part-time Nurse Practitioners to be hired as needed in Student Health Services, not to exceed a total of 35 hours per week, effective

July 1, 2009 through June 30, 2010, to be paid in accordance with the Agreement, Article X, Section 9(m).

Melanie Bronstein
Linda Goldman

Ellen Schmidt-Oliver
Theresa Wright

72. Employment - The following part-time/temporary instructors to be hired as needed for the 2009 Summer session.

Behavioral & Social Science

Jalpa Parikh, Class IV, Step 5

Fine Arts

Aminah Abdul-Jabbaar, Class IV, Step 4

Jonathon Grasse, Class V, Step 9

Leroy Kim, Class I, Step 9

Daryle Nagano, Class II, Step 11

Holly Sneed, Class IV, Step 5

Suzanne Wong, Class II, Step 9

Humanities

Laura Holden, Class II, Step 4

Susan Magabo, Class II, Step 6

Joyce Schenk, Class IV, Step 24

Industry & Technology

Eugene Rock, Class II, Step 12

Mathematical Sciences

Scott Bullock, Class III, Step 6

Delores Owens, Class III, Step 20

Shane Smith, Class II, Step 6

May Xu, Class IV, Step 14

Christie Yang, Class III, Step 10

Natural Sciences

Melvin Kantz, Class V, Step 7

Classified Personnel

1. Retirement – Mr. John C. Fox, Library Media Technician III, Range 28, Step E, Learning Resources, Academic Affairs Area, effective June 1, 2009 and that a plaque be presented to him for his years of service to the District since 1994

2. Personal Leave of Absence 6.2% - Ms. Kathleen Collins, 83.33% Secretary, Range 26 Step E, Humanities Division, Academic Affairs area, effective June 22 through July 30, 2009.
3. Personal Leave of Absence 14.25% - Ms. Kimberly Wilkinson, Costume Technician, Range 31, Step E, Fine Arts Division, Academic Affairs Area, effective August 29, 2009 through December 18, 2010.
4. Amend Personal Leave of Absence from 31.67 to 16.67% - Ms. Jeannine Barba, Student Services Specialist, Range 33, Step E, Enrollment Services Division, Student and Community Advancement Area, effective May 18 through June 12, 2009.
5. Work Out of Classification – Mr. Lovell Alford, Academic Affairs Analyst, Range 34, Step B, to Curriculum Advisor, Range 36, Step B, Vice President’s Office, Academic Affairs Area effective July 1 through September 30, 2009.
6. Amend Temporary Employment – Ms. Kristi Adams, Project Specialist, Range 32, Step A, Natural Sciences Division, effective June 1 instead of May 19, 2009 through September 30, 2010.
7. Extend Employment – Ms. Elena Arzoian, 80% Cosmetology Assistant, Range 19, Step E, Industry & Technology Division, Academic Affairs Area, to cover summer school, effective June 22 through August 13, 2009.
8. Extend Employment - Ms. Lisa George, Library Media Technician III, Range 28, Step E, Learning Resources, Academic Affairs Area, to cover lab during summer session, effective June 23 through August 13, 2009.
9. Extend Employment - Ms. Rebecca Wilson, Computer Laboratory Specialist, Range 36, Step E, Learning Resources, Academic Affairs Area, to cover lab during summer session, effective June 23 through August 13, 2009.
10. Promotion – Mr. Ulysses * Dunlap, Night Custodian, Range 20, Step C, to Custodial Supervisor, Range 10, Step A (Supervisory Salary Schedule), Facilities Planning and Services Division, Administrative Services Area, effective July 1, 2009. *Item changed during Board meeting.
11. Promotion - Ms. Kathleen Gleason, Assistant Director of Development – Annual and Alumni Giving, Range 5, Step 5, to Executive Director - Foundation, Range 15, Step 1, Student and Community Advancement Area, effective July 1, 2009.

12. Stipend - The following employees to receive a \$50 per month stipend for carrying a cell phone for after-work hours for emergencies, effective July 1, 2009 through June 30, 2010:

Georgianna Levine	Center for the Arts/Fine Arts	Academic Affairs
Jerry Root	Center for the Arts/ Fine Arts	Academic Affairs
Hector Salazar	Center For the Arts/Fine Arts	Academic Affairs

13. Work Out of Classification – Ms. Maria Cortez, Clerical Assistant, Range 22, Step E, to Senior Clerical Assistant, Range 24, Step E, Behavioral & Social Sciences Division, Academic Affairs Area, effective July 1 2009 through June 30, 2010.

14. Work Out of Classification - Ms. Terri Dixon, Accounting Assistant II, Range 30, Step E, to Lead Accounting Technician, Range 34, Step D, Fine Arts Division, Academic Affairs Area, effective July 1, 2009 through June 30, 2010.

15. Work Out of Classification – Ms. Debra Robertson, Bookstore Technical Assistant, Range 29, Step E Bookstore Division, Administrative Services Area, to Bookstore Supervisor, Range 16, Step B (Supervisory Salary Schedule), to oversee daily operation of the Compton Bookstore, effective July 1 through December 31, 2009.

16. Employment – Ms. Cristallea Byun, Director of Contract & Community Education, Range 11, Step 4 (Administrative Salary Schedule), Community Advancement Division, Student and Community Advancement Area, effective July 1, 2009.

Special Services Professional

17. Re-Employment - Ms. Pauline Annarino, Special Services Professional, Range 6, Step 3, of the Special Services Professional Salary Schedule, not to exceed \$83,200, Special Resource Center/Health Sciences & Athletics Division, Academic Affairs Area, effective July 1, 2009 through June 30, 2010.

18. Re-Employment – Ms. Michelle Arthur, Special Services Professional, Range 5, Step 5, of the Special Services Professional Salary Schedule not to exceed \$83,200, Community Advancement Division, Student and Community Advancement Area, effective July 1, 2009 through June 30, 2010.

19. Re-Employment – Ms. Roberta Becka, Special Services Professional, Range 8, Step 4, of the Special Services Professional Salary Schedule, not to exceed \$105,040 Community Advancement Division, Student and Community Advancement Area, effective July 1 2009 through June 30, 2010.

20. Re-Employment – Ms. Josefina Bedolla, Special Services Professional, Range 2, Step 3, of the Special Services Professional Salary Schedule, not to exceed \$60,580, Community Advancement Division, Student and Community Advancement Area, effective July 1, 2009 through June 30, 2010.
21. Re-Employment – Ms. Cathy Brinkman, Special Services Professional, Range 8, Step 3, of the Special Services Professional Salary Schedule, not to exceed \$102,180, Community Advancement Division, Student and Community Advancement Area, effective July 1, 2009 through June 30, 2010.
22. Re-Employment - Mr. Llewellyn Chin, Special Services Professional, Range 1, Step 1, of the Special Services Professional Salary Schedule, not to exceed \$52,260, Community Advancement Division, Student and Community Advancement area, effective July 1, 2009 through June 30, 2010.
23. Re-Employment - Ms. Denise DiPasquale, Special Services Professional, Range 4, Step 3, of the Special Services Professional Salary Schedule, not to exceed \$71,760, Community Advancement Division, Student and Community Advancement Area, effective July 1, 2009 through June 30, 2010.
24. Re-Employment - Mr. David Gonzales, Special Services Professional, from Range 8, Step 3, of the Special Services Professional Salary Schedule, not to exceed \$17,030 Community Advancement Division, Student and Community Advancement Area, effective July 1 through August 30, 2009.
25. Re-Employment – Ms. Destyn LaPorte, Special Services Professional, Range 5, Step 3, of the Special Services Professional Salary Schedule, not to exceed \$77,480, Community Advancement Division, Student and Community Advancement Area, effective July 1, 2009 through June 30, 2010.
26. Re-Employment - Ms. Karen Latuner, Special Services Professional, Range 2, Step 3, of the Special Services Professional Salary Schedule, not to exceed \$60,580, Community Advancement Division, Student and Community Advancement Area, effective July 1, 2009 through June 30, 2010.
27. Re-Employment - Ms. Bronwen Madden, Special Services Professional, Range 6, Step 1, of the Special Services Professional Salary Schedule, not to exceed \$85,800, Community Advancement Division, Student and Community Advancement Area, effective July 1, 2009 through June 30, 2010.
28. Re-Employment – Mr. Rodolfo Ramos Jr., Special Services Professional, Range 8, Step 3 of the Special Services Professional Salary Schedule, not to exceed \$102,

- 180, Information Technology Services Division, administrative Services Area, effective July 1, 2009 through June 30, 2010.
29. Re-Employment - Ms. Claudia Saddul, Special Services Professional, Range 8, Step 3, of the Special Services Professional Salary Schedule, not to exceed \$102,180, Enrollment Services Division, Student and Community Advancement Area effective July 1, 2009 through June 30, 2010.
 30. Re-Employment - Ms. Melanie Sharp, Special Services Professional, Range 4, Step 4, of the Special Services Professional Salary Schedule, not to exceed \$73,840, Community Advancement Division, Student and Community Advancement Area, effective July 1, 2009 through June 30, 2010.
 31. Re-Employment - Mr. Wadhy A. Solano, 80% Special Services Professional, Range 9, Step 1, of the Special Services Professional Salary Schedule, not to exceed \$85,000, Behavioral and Social Sciences Division, Academic Affairs Area, effective July 1, 2009 through June 30, 2010.
 32. Re-Employment – Mr. Fredrick Sturner, Special Services Professional, Range 10, Step 5, of the Special Services Professional Salary Schedule, not to exceed \$135,200, Facilities Planning and Services Division, administrative Services Area, effective July 1, 2009 through June 30, 2010.
 33. Re-Employment - Mr. Philip Sutton, Special Services Professional, Range 8, Step 4, of the Special Services Professional Salary Schedule, not to exceed \$17,507, Community Advancement Division, Student and Community Advancement Area, effective July 1, 2009 through August 30, 2009.
 34. Re-Employment - Ms. Elena Tokuda, Special Services Professional, Range 9, Step 1, of the Special Services Professional Salary Schedule, not to exceed \$98,980, Behavioral & Social Sciences Division, Academic Affairs Area, effective July 1, 2009 through June 30, 2010.
 35. Re-Employment/Change of Assignment – Ms. Nancy Tonner, Special Services Professional, Range 1, from Step 3 to Step 4 of the Special Services Professional Salary Schedule, not to exceed \$57,460, Community Advancement Division, Student and Community Advancement Area, effective July 1, 2009 through June 30, 2010.
 36. Re-Employment - Ms. Alicia Zambrano, Special Services Professional, Range 2, Step 3, of the Special Services Professional Salary Schedule, not to exceed \$60,580, Community Advancement Division, Student and Community Advancement Area, effective July 1, 2009 through June 30, 2010.

37. Re-Employment - Ms. Conseulo Zandate, Special Services Professional, Range 2, Step 4 of the Special Services Professional Salary Schedule, not to exceed \$62,140, Community Advancement Division, Student and Community Advancement Area, effective July 1, 2009 through June 30, 2010.

Temporary Classified Services Employees

38. Ms. Miriam Alario - Theatre Technician, Range 31, Step E, and Stage Manager, Range 38, Step A, Fine Arts Division, Academic Affairs, as needed for events, effective July 1, 2009 through June 30, 2010 (Retired Annuitant).
39. Ms. Laura Almo – Promotions Assistant, Range 28, Step A, Center for the Arts/Fine Arts, Academic Affairs, to work on call as needed for promotions, for CFA events, effective April 1 through June 30, 2009.
40. Ms. Arlene Alvarez - Clerk, Range 17, Step A, Community Advancement, Student and Community Advancement Area, to assist with basic office duties, Monday through Thursday 8:00 a.m. - 4:30 .m. , effective July 1, 2009 through June 30, 2010.
41. Ms. Brenda Alvarez - Clerk, Range 17, Step A, EOP&S/Counseling and Student Services, Student and Community Advancement Area, to provide clerical assistance to EOP&S, 40 hours per week, effective July 1, 2009 through June 30, 2010.
42. Ms. Maria Armstrong - Clerk, Range 17, Step A, Fine Arts Division, Academic Affairs Area, to provide routine clerical duties, as needed effective July 1, 2009 through June 30, 2010.
43. Ms. Aster Assefa - Clerical Assistant, Range 22, Step A, Mathematical Sciences Division, Academic Affairs Area, to provide clerical support for division office, Monday through Friday, 8:30 a.m. – 3:30 p.m., effective July 1, 2009 through June 30, 2010.
44. Ms. Donna Baldwin – Senior Clerical Assistant, Range 24, Step A, Behavioral and Social Sciences Division, Academic Affairs Area, to assist coordinator and counselor, help plan events for teacher education program, Monday through Thursday, 8:15 a.m. – 4:45 p.m., effective July 1, 2009 through June 30, 2010.
45. Mr. Seth Barnard – Toolroom/Instructional Equipment Attendant, Range 24, Step A, Industry & Technology Division, Academic Affairs Area, to provide lab

support/check out tools and equipment to students, four days per week, effective July 1, 2009 through June 30, 2010.

46. Ms. Katherine Blanchard – Sound Technician, Range 36, and Stage Manager, Range 38, Step A, Fine Arts/Center for the Arts Division, Academic Affairs Area, to perform technical duties related to preparation and production of events as needed effective July 1, 2009 through June 30, 2010.
47. Mr. David Brown - Project Specialist, Range 32, Step A, Counseling & Student Services Division, Student and Community Advancement Area, to monitor budget, process timesheets, create reports, input data, 40 hours per week, effective July 1, 2009 through June 30, 2010.
48. Ms. Kim Cameron - Student Services Advisor, Range 35, Step A, Counseling and Student Services Division, Student and Community Advancement Area, to assist case advisement and student support activities, Monday through Friday, 8 a.m. – 4:30 p.m., effective July 1, 2009 through June 30, 2010.
49. Ms. Robin Cash - Library Media Technician III, Range 28, Step A, Learning Resources, Academic Affairs Area, to provide media and distance education services, effective July 1, 2009 through June 30, 2010.
50. Ms. Mary Anne Chappellear - Program Clerk, Range 17, Step A, Fine Arts Division, Academic Affairs Area, to provide clerical support, not to exceed 20 hours per week, effective July 1, 2009 through June 30, 2010.
51. Mr. Michael Chung - Clerical Assistant, Range 22, Step A, Behavioral & Social Sciences Division, Academic Affairs Area, hours vary up to 40 hours per week, to type documents, create and maintain spreadsheets, effective July 1, 2009 through June 30, 2010.
52. Ms. Julia Cibes – 50% Clerical Assistant, Range 22, Step A, Counseling and Student Services Division, Student and Community Advancement Area, to provide clerical support, Monday through Thursday, 22 hours per week, effective July 1, 2009 through June 30, 2010.
53. Ms. Julia Dishon – Program Clerk, Range 17, Step E, Fine Arts Division, Academic Affairs Area, to provide clerical support as needed for program and events, not to exceed 20 hours per week, effective July 1, 2009 through June 30, 2010 (Retired Annuitant).
54. Ms. Judith Elliott - Accounting Assistant II, Range 27, Step A, Fiscal Services Division, Administrative Services Area, to assist in counting money and balancing

drawers during peak periods as needed, effective July 1, 2009 through June 30, 2010 (Retired Annuitant).

55. Ms. Angela Farthing - Clerical Assistant, Range 22, Step A, Admissions and Records Division, Student and Community Advancement Area, to provide clerical assistance for International Students program, Monday – Friday, as needed, hours vary, effective July 1, 2009 through June 30, 2010.
56. Ms. Angeles Funes - 50% Student Services Advisor, Range 35, Step A, and 50% Senior Clerical Assistant, Range 24, Step A, Counseling and Student Services Division, Student and Community Advancement Area, to provide clerical support, Monday through Thursday, 32 hours per week, effective July 1, 2009 through June 30, 2010.
57. Ms. Lorena Gomez – Clerical Assistant, Range 22, Step A, Special Resource Center/Health Sciences & Athletics Division, Academic Affairs Area, to perform clerical duties, on call as needed for DSPS program effective July 1, 2009 through June 30, 2010.
58. Ms. Rebecca Greer – Clerical Assistant, Range 22, Step A, Enrollment Services Division, Student and Community Advancement Area, to assist with clerical duties, and schedule events, Monday through Thursday, effective July 1, 2009 through June 30, 2010.
59. Mr. Matthew Grigsby – Accounting Asst II, Range 27, Step A, Center for the Arts/Fine Arts Division, Academic Affairs Area, to assist in box office, to work as needed effective July 1, 2009 through June 30, 2010.
60. Mr. William Guerra – 60% Clerical Assistant, Range 22, Step A, Enrollment Services Division, Student and Community Advancement Area, to work Tuesday through Thursday, 24 hours a week, to provide front office support, effective July 1, 2009 through June 30, 2010.
61. Mr. Jonathan Harris - Student Services Advisor, Range 35, Step A, Counseling and Student Services Division, Student and Community Advancement Area, to provide case advisement and student support activities, Monday through Friday, 8 a.m. – 4:30 p.m. effective July 1, 2009 through June 30, 2010.
62. Ms. Wanda Holt – Clerical Assistant, Range 22, Step A, CARE/Counseling and Student Services Division, Student and Community Advancement Area, to provide clerical assistance to CARE program, 40 hours per week, effective July 1, 2009 through June 30, 2010.

63. Ms. Tiffanie Hong - 50% Clerical Assistant, Range 22, Step A, and 50% Secretary, Range 26, Step A, Counseling and Student Services Division, Student and Community Advancement Area, to provide clerical and secretarial support, Monday through Thursday, 32 hours per week, effective July 1, 2009 through June 30, 2010.
64. Mr. Matthew Hutcherson – Toolroom/Instructional Equipment Attendant, Range 24, Step A, Industry & Technology Division, Academic Affairs Area, to provide lab support/check out tools and equipment to students, four days per week, effective July 1, 2009 through June 30, 2010.
65. Ms. Miriam Jauregui - Clerical Assistant, Range 22, Step A, Admissions and Records Division, Student and Community Advancement Area, residency verification and pre-req clearance, Monday – Friday, as needed, hours vary, effective July 1, 2009 through June 30, 2010.
66. Ms. Alice Kennedy – Accounting Assistant II, Range 27, Step A, and Accounting Assistant III, Range 30, Step A, Fine Arts Division, Academic Affairs Area, on call as needed, effective July 1, 2009 through June 30, 2010.
67. Ms. Louise Kirst – Project Specialist, Range 32, Step A, Fine Arts Division, Academic Affairs Area, to provide support, effective July 1, 2009 through June 30, 2010.
68. Ms. Michelle Krawczyk – Theatre Technician, Range 31, Step A, and Sound Technician, Range 36, Step A, Fine Arts/Center for the Arts Division, Academic Affairs Area to work on-call as needed for the fiscal year effective July 1, 2009 through June 30, 2010.
69. Ms. Mildred Larsen - Accounting Assistant II, Range 27, Step E, Bookstore Division, Administrative Services Area, to work as needed assisting during rush periods, effective July 1, 2009 through June 30, 2010 (Retired Annuitant).
70. Ms. Estella Lee - Accounting Officer, Range 39, Step E, Fiscal Services Division, Administrative Services Area, to work on special projects as needed, effective July 1, 2009 through June 30, 2010 (Retired Annuitant).
71. Mr. Kenneth Lefort – Sound Technician, Range 36, Step A, and Stage Manager, Range 38, Step A, Fine Art/Center for the Art Division, Academic Affairs Area, to work as needed, effective July 1, 2009 through June 30, 2010.
72. Ms. Carole Marks – Administrative Assistant II, Range 31, Step E, Vice President’s Academic Affairs Area, to create and update SLO Database, three

days/12 hours per week, effective July 1, 2009 through June 30, 2010 (Retired Annuitant).

73. Ms. Sunnie R. Medina – Senior Clerical Assistant, Range 24, Step A, Vice President’s Office, Student and Community Advancement Area, to provide assistance, maximum of 40 hours per week, schedule will vary Monday through Friday effective July 1, 2009 through June 30, 2010.
74. Ms. Susan McLeod – Secretary, Range 26, Step A, Natural Sciences Division, Academic Affairs Area, to perform a variety of duties related to the Honors Transfer Program, to work as needed, effective July 1, 2009 through June 30, 2010.
75. Ms. Myrna Mendoza – 25% Accounting Technician, Range 32, Step A, Counseling & Student Services Division, Student and Community Advancement Area, to provide accounting support Monday through Thursday, 10 hours per week, effective July 1, 2009 through June 30, 2010.
76. Ms. Julie Anne Meredith - Senior Clerical Assistant, Range 24, Step A, Health Sciences and Athletics Division, Academic Affairs area, to work on curriculum, budgets, timesheets and ordering, 40 hours per week effective July 1, 2009 through June 30, 2010.
77. Ms. Harumi Nakao – Lead Accounting Technician, Range 34, Step D, Bookstore Division, Administrative Service Area, to work as needed, two days per week, assisting the cashiers and the accounting assistant with daily deposits, effective July 1, 2009 through June 30, 2010 (Retired Annuitant).
78. Ms. Sandra Nash - Student Services Technician, Range 28, Step A, Special Resource Center/Health Sciences & Athletics Division, Academic Affairs Area, on-call as needed for DSPS program, effective July 1, 2009 through June 30, 2010.
79. Ms. Hoang-Linh Nguyen – Data Entry Operator, Range 18, Step A, Financial Aid/Enrolment Services Division, to do data entry 40 hours per week, effective July 1, 2009 through June 30, 2010.
80. Ms. Quyen Nguyen – Accounting Assistant II, Range 28, Step A, Fiscal Services Division, Administrative Services Area, to process payroll, 40 hours per week, effective July 1 through October 31, 2009
81. Mr. Ezekiel Ortega – Toolroom/Instructional Equipment Attendant, Range 24, Step A, Industry & Technology Division, Academic Affairs Area, to provide lab

support/check out tools and equipment to students, three days per week, effective July 1, 2009 through June 30, 2010.

82. Ms. Lorena Perez – Student Services Advisor, Range 35, Step A, Care/Counseling and Student Services Division, Student and Community Advancement Area, to coordinate CARE, 40 hours per week, effective July 1, 2009 through June 30, 2010.
83. Ms. Brenda Peterson - Clerical Assistant, Range 22, Step A, Admissions and Records Division, Student and Community Advancement Area, to assist with on-line applications and verifications, Monday – Friday, as needed, hours vary, effective July 1, 2009 through June 30, 2010.
84. Ms. Nancy Quezada - Clerical Assistant, Range 22, Step A, CalWORKS/Counseling and Student Services Division, Student and Community Advancement Area, to perform clerical and front desk duties, Monday through Friday 7:30 a.m. – 4:30 p.m., effective July 1, 2009 through June 30, 2010.
85. Ms. Jane Richmond – 60% Senior Clerical Assistant, Range 24, Step A, Staff Development/Human Resources Division, Administrative Services Area, three to four days per week, effective July 1, 2009 through June 30, 2010.
86. Ms. Lizet Salazar - Clerical Assistant, Range 22, Step A, CalWORKS/Counseling and Student Services Division, Student and Community Advancement Area, to perform clerical and front desk duties, Monday through Friday 7:30 a.m. – 4:00 p.m., effective July 1, 2009 through June 30, 2010.
87. Ms. LaTasha Short – Project Specialist, Range 32, Step A, CalWorks/Counseling and Student Services Division, Student and Community Advancement Area, Monday through Friday, 8 a.m. to 4:30 p.m., effective July 1, 2009 through June 30, 2010.
88. Ms. Phan Tran – Clerical Assistant, Range 22, Step A, Behavioral & Social Sciences Division, Academic Affairs Area, to maintain website, type documents, create spreadsheets, Monday through Friday as needed, effective July 1, 2009 through June 30, 2010.
89. Mr. David Treat - 60% Trainer/Instructional Technology Specialist, Range 41, Step A, Staff Development/Human Resources Division, Human Resource Area, 2 - 4 hours a week as needed, effective July 1, 2009 through December 31, 2010.

90. Ms. Helen Wada – Clerical Assistant, Range 22, Step A, Humanities Division, Academic Affairs Area, to assist dean with clerical tasks Monday through Friday, hours vary, effective July 1, 2009 through June 30, 2010.
91. Ms. Yalonda Wade – Calworks Job Developer/Placement Advisor, Range 35, Step A, Counseling and Student Services Division, Student and Community Advancement Area, to provide job development and placement services, Monday through Friday 9 a.m. to 5 p.m., July 1, 2009 through June 30, 2010.
92. Ms. Sachi Watari - Clerical Assistant, Range 22, Step E, Enrollment Services Division, Student and Community Advancement Area, to work Monday and Friday, 16 hours a week, to provide front office support, effective July 1, 2009 through June 30, 2010 (Retired Annuitant).
93. Mr. David Wright – Science Lab Supervisor, Range 21, Step A, (Supervisory Salary Schedule) Natural Sciences Division, Academic Affairs Area, to perform a variety of duties related to running labs and equipment needed, 15 hours per week, effective July 1, 2009 through June 30, 2010.
94. Ms. Kimberly Young - Senior Clerical Assistant, Range 24, Step A, Behavioral & Social Sciences Division, Academic Affairs Area, to work as needed on CurricWare course development project, effective July 1, 2009 through June 30, 2010.
95. Ms. Jean Zane – Financial Aid Advisor, Range 35, Step E, Financial Aid/Enrollment Services Division, Student and Community Advancement Area, to advise students, 24 hours per week, effective July 1, 2009 through June 30, 2010 (Retired Annuitant).
96. The following individuals to work as Accompanist-Piano, Range 32, Step A, Fine Arts Division, Academic Affairs Area, to provide piano accompaniment as needed, not to exceed 20 hours her week, effective July 1, 2009 through June 30, 2010:

Manuel Arellano
 Patricia Breitag
 Hsin-Yi Chang
 Chih-Hsien Chien
 Donald Fredrickson
 Cheryl Graue
 Lisa Hamilton

Hee Jin Kim
 Eun Hyoung Nam
 Sherry Reed
 Barbara Scales
 Charles H.B. Turner
 Cindy Tseng
 Eunee Yee

96. The following individuals to work as Administrative Assistant I, Range 28, Step A, Vice President's Office, Academic Affairs Area, to assist with curriculum, catalog production and Schedule development, 40 hours per week, effective July 1, 2009 through June 30, 2010:

Sarah Black

Tracy Wilson

97. The following individuals to work as Bookstore Sales Assistant, Range 19, Step A, Bookstore Division, Administrative Services Area, 40 hours per week, cashiering and assisting customers, effective July 1, 2009 through June 30, 2010.

Lanicesha Dodson
Stacie Leong

Karyl Newman

98. The following individuals to work as Clerk, Range 17, Step A, Assessment/Testing Center/Enrollment Services Division, Student and Community Advancement Area, to work 32 – 40 hours per week, performing clerical work and assisting in CPT lab effective July 1, 2009 through June 30, 2010:

Shin Hee Chong
Juan Guerra

Yoko Nishikawa
Nisha Patel

Carmen Valley

99. The following individuals to work as Clerical Assistant, Range 22, Step A, Calworks/Counseling and Student Services Division, Student and Community Advancement Area, to perform clerical and general office duties, Monday through Friday, 8 a.m. – 4:30 p.m. effective July 1, 2009 through June 30, 2010:

Charlene Jordan

Clara Weston

100. The following individuals to work as Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, 40 hours per week, effective July 1, 2009 through June 30, 2010:

Dolores Bernal
Maurilio Caro
Damion Crawford
Maria Delgado

Julia Flores
Steve Marselle
Sharon Pointer
Enrique Quinones

Susana Reyes
Marcus Ross

101. The following individuals to work as Dispatch Clerk, Range 25, Step A, Campus Police Division, Administrative Services Area, to work on-call as needed, hours and days vary, effective July 1, 2009 through June 30, 2010:

Martha Cognac

Michael Doucette

Jeffrey Williams

102. The following individuals to work as PBX Operator/Receptionist, Range 21, Step A, Switchboard/Human Resources Division, Administrative Services Area, 1 – 40 hours per week on as as-needed basis, to cover the switchboard and receptionist desk effective July 1, 2009 through June 30, 2010:

Karla Allen

Nola Pinter

Essie Blackman

Katherine West

Dena Langowski

Elizabeth Matusak

103. The following individuals to work as Promotion Assistant, Range 28, Step A, Fine Arts Division, Academic Affairs Area, on an on-call, as needed basis, for promotions, and hospitality for Center of the Arts events, not to exceed 35 hours per week, effective July 1, 2009 through June 30, 2010:

Patrick Fisher

Derek Poepoe

104. The following individuals to work as 50% Reprographics Operator, Range 22, Step A, Public Information Division, President's Office Area, to perform bindery work and operator copiers 2 – 3 days per week, effective July 1 through December 15, 2009, February 1 through June 20, 2010:

Janice Davis

Pamela Scottini

105. The following individuals to work as Stage Manager, Range 38, Step A, Fine Arts/Center for the Arts Division, Academic Affairs Area, as needed, to perform technical duties related to preparation and production of events as needed:

Bryan Bates

Andrew Wolski

106. The following individuals to work as Sound Technician, Range 36, Step A, Fine Arts/Center for the Arts Division, Academic Affairs Area, to perform sound technical duties related to preparation and production of events as needed effective July 1, 2009 through June 30, 2010:

Erik Bleuer

Phillip Manor

Patrick Pearsall

James DeFrisco

Brendan Moir

Barak Weinstein

Julie Ferrin

Kimberly Neal

107. The following individuals to work as Theatre Assistant, Range 20, Step A, Fine Arts/Center for the Arts Division, Academic Affairs Area, to perform technical

duties related to preparation and production of events, on call, as needed July 1, 2009 through June 30, 2010:

Michael Boswell
Tadg Galleran
Jason Lobell

Matthew Mellinger
Kristal Walker

108. The following individuals to work as Theatre Technician, Range 31, Step A, Fine Arts Division, Academic Affairs Area, on an on-call, as needed basis, to perform skilled and technical duties related to preparation and production of events and performances in the Center for the Arts venues effective July 1, 2009 through June 30, 2010:

Matthew Alquiza
Janelle Asti
Louise Bale
William Benson
David Gragg

Terri Hung
Dawn Huntoon
Anne Marin
Khin Kyaw Maung
Nadia Reed

Claudette Rizhallah
John Swaffield
Aki Vasquez
Eric Zimmerman

109. The following individuals to work as Theatre Technician, Range 31, and Stage Manager, Range 38, Step A, Fine Arts/Center for the Arts Division, Academic Affairs Area, to perform technical duties related to preparation and production of events as needed effective July 1, 2009 through June 30, 2010:

Madeline Burke
Marcelo Cacciagioni
Thomas Carter
Alonzo McDonald

Ian Mitchell
Steve Norris
Robert Ory
Dewain Robinson

B. TEMPORARY NON-CLASSIFIED SERVICE EMPLOYEES

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

Campus Police Aide Series

1. Campus Police Aide II

The following individual is responsible for non-hazardous police services to the students, staff, and faculty of El Camino College.

Can Hoang, \$10.25

Instructional Aide Series

2. Instructional Aide I

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

Sarah Ascencio, \$8.00
Verna Bolton, \$8.00
Ryan Cleveland, \$8.00
Pirkko DeBar, \$8.00
Salvador Delgadillo, \$8.00
Ruth Dennis, \$8.00
Amber Dixon, \$8.00
Leslie Ocana, \$8.00

Donald Quok, \$8.25
Thessa Rogero, \$8.00
Behnaz Sarlak, \$8.00
Evan Sisson, \$8.25
Andrew Swyschuk, \$8.00
David Torres, \$8.00
Gary Uchino, \$8.00

3. Instructional Aide II

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

Susan Aleksic, \$9.25
Jessica Asbell, \$9.25
Amber Beck, \$9.25
Jill Bryant, \$9.25
Kristina Christian, \$10.00
Thushanie Hewapathirama, \$9.25
Kristine Jarmin, \$9.25
Matthew Kincaide, \$9.25
Gee Yung Lee, \$9.25

Elsyn Magana, \$10.00
George Malak, \$9.25
Siji Prabhakaran, \$9.50
Yohana Robles, \$10.00
Wendy Sparrow, \$9.25
Charles Spears, \$10.25 (also eff. Apr. 20, '09 – June 30, '09)
Ayanna Thompson, \$9.25
Mayra Velasquez, \$9.25

4. Instructional Aide III

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

Afifa Alawi, \$10.50
Aree Anne Kate Bernabeo, \$10.50
Mary Anne Chappellear, \$10.50
Jennifer Clarry, \$11.50
Roberto Flores, \$10.75

Shirley Fuller, \$10.50
Michael Martinez, \$10.75
Fiaigoa Misipeka, \$10.50
Shelley Spearman, \$10.75
Gabriel Valverde, \$10.50

5. Instructional Aide IV

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

Christopher Adam, \$11.75
Svetlana Alberani, \$11.75
Kasey Armstrong, \$11.75
Nikki Benjamin, \$12.25
Craig Dagen, \$11.75
Joseph Derthick, \$12.25
Joseph Fernandez, \$11.75
Jason Fournier, \$12.25
Jeffrey Kincaid, \$12.50
Karen Kerkhoff, \$11.75
Mary Kretzmar, \$12.25
Laura Maki, \$12.25

Yoko Nakase, \$12.25
Riza Nielsen, \$12.25
Jeffrey Perez, \$12.25
Maria Ramirez, \$11.75
Jesse Rodriguez, \$11.75
Steven Schrier, \$12.25
Mariko Takayama, \$11.75
Joan Treat, \$12.25
Benjamin Tzeng, \$12.25
Cesar Vasquez, \$12.25
Dennis Vaughn, \$12.25
Amy Wolff, \$12.25

6. Instructional Aide V

The following individuals are to provide high level tutoring, student assistance for technical skills development, help organize and coordinate various projects, organize and manage students participating in specified programs, and provide classroom support services and online support.

Sharon Almendarez, \$13.00
Joon Kim, \$13.00
Ander-David Kahwach, \$13.75

George Malak, \$13.0
Bobby Sagbigal, \$14.00
John Shawstad, \$13.75

The following individuals are to provide preparation, installation, and lighting for Art Gallery exhibitions.

Adrian Amjadi, \$14.00
Pirkko DeBar, \$14.00

Ruth Dennis, \$14.00
Kevin Tuxford, \$14.00

7. Instructional Aide VI

The following individual is to assist and provide instructional support services and accommodations for students with disabilities.

Jan DeAugustine-Peck, \$15.00

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

Jill M. Bryant, \$15.00
Judith Dezso, \$15.00
Huong Duong, \$16.00

Janette Kuvhenguhwa, \$16.00
Hector Ruiz, \$16.00

The following individuals are to provide high level support as tutors for varied academic subjects, \$19.00 per hour.

Ida Nazon

Gerold Schlosser

The following individuals are to assist students with their writing assignments in all phases of the composing process – understanding and responding to the topic, generating ideas, outlining, drafting, revising, and other duties as needed, \$15.00 per hour.

Emily Anderson
Barbara Beapre
Laura Braun
Robert Clifford
Judith Deszo
Badiah Haffejee

Tracy Hearn
Catherine Herold
Esther Lee
Sam Lee
Sarah Leinen
Daniel Pecchinino

Damara Popoola
Ryan Ritchie
Martha Williams-Hermon

The following individuals are to assist students with their writing assignments in all phases of the composing process – understanding and responding to the topic, generating ideas, outlining, drafting, revising, and other duties as needed, with additional experience, \$17.00 per hour.

Sean Patrick
Kim Runkle

Beth Shibata
Susan Wade

Mark Walch
Leah Weed

Office Aide Series

8. Office Aide I

The following individuals are to assist the staff with basic duties.

Ebony Chappell, \$9.00
Sean Gilmore, \$9.00
Christina Griswold, \$8.00
Robert Hoeck, \$8.00
Linda Inouye, \$9.00
Terry Reed, \$8.00

Nathaniel Roberts, \$8.00
Edith Shimane, \$9.00
Jennifer Sun, \$8.00
Kazuko Tatsumi, \$9.00
Collis Turner, \$8.00

9. Office Aide II

The following individuals are to assist with appointments and scheduling, basic office tasks, payment processing, media services, daily operations and maintenance, and supporting division staff as needed.

Ruben Avila, \$10.00
Michelle Baez, \$10.00
Heidi Fuller, \$9.50 (also eff. June 1, –
June 30, '09)
Ruben Guillen, \$10.00
Tracy Hearn, \$9.25

Nadia Hernandez, \$9.25
Emma Lomeli, \$9.75
Walter Martinez, \$10.00
Quy Nguyen, \$9.50
Michael Osborn, \$10.00
Tina Pleasant, \$9.50

Derek Reed, \$10.00
Mia Robinson, \$9.50
Sharon Shiromoto, \$10.00

Sonia Solis-Morales, \$9.50 (also eff.
June 1 – June 30, '09)

10. Office Aide III

The following individuals are to assist students with various processes; compile, input, and maintain data, payment process, and perform other duties as assigned.

Rose Brown, \$11.50
Laura Gibson, \$10.50
Jose Jauregui, \$11.25

Mary Lou Miranda, \$10.50
Veronica Munoz, \$10.50
Maria Reina, \$10.50

The following individuals are to process student payments in person, phone, web; calculate and check refunds; mail registration receipts, \$10.50 per hour.

Annette Abelin
Sam Abrams
Erlene Brooks
Melissa Guerrero
Tonya Howard
Sherrie Hoyer

Magdalena Hughes
Lovetta Kelley
Dena Langowski
Elizabeth Matusak
Fidela Mazariegos
Barbara Romano

Linda Saunders
John Snelling
Shanda Weston
Kevan Wilkes

11. Office Aide IV

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

Kathleen Jakob-Garcia, \$11.75
Richard McGreevy, \$12.00

Rose Velez, \$11.75
Lujuana Washington, \$12.50

12. Office Aide V

The following individual is to assist with scheduling, evaluations, and various clerical procedures and to support staff through extensive knowledge of department operations.

Ruth Ferrer, \$13.00

Gloria McPeake, \$13.75

13. Office Aide VI

The following individuals are to assist with compiling data, training, assist with the tutoring process and other needs, \$15.00 per hour.

Charissa Penn

Erika Yates

Program Aide Series

14. Program Aide I

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

Louvena Ford, \$8.00
Jonathan Lucas, \$8.00 (also eff. June 16, '09 – June 30, '09)

15. Program Aide II

The following individual is to provide assistance and research in support of programs and services.

Cindy Pelayo, \$10.25

16. Program Aide III

The following individuals are to serve as a technical resource and assist the staff with basic duties to support the needs of a program, function, or office and support department outreach and recruitment.

Arlene Alvarez, \$10.50 (also eff. May 20 – June 30, '09)	Norman Foster, \$11.00
Syreeta Clark, \$10.75	Christine Maekawa, \$10.50 (also eff. May 19 – June 30, '09)
James Evans, \$10.50	

17. Program Aide IV

The following individuals are to provide customer service and data management, to assist with a variety of general office duties and maintenance of files, and support department outreach and recruitment.

Louvena Ford, \$12.00	Diane Lombardo, \$11.75	Thu Van, \$12.75
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The following individual is to help with the organizing recruitment, publicity events, and other duties essential to the Career & Technical Education Teacher Pipeline program.

Caryn Yokota, \$12.50

The following individuals are to assist the instructor with the Emergency Medical Technology and Fire Academy specialized programs, \$12.25 per hour.

Paul Cabasa	Monika Manson	Dan Stayne
Timothy Flora	Tiffany Millasich	Jennifer Tucker
Eric Guzman	Jonathan Reyes	Michael Witzerman
Jeff Kimura	Ellery Sanders	

18. Program Aide V

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

Adrienne Lemon, \$13.00

Alejandro Ruiz, \$13.00 (also eff. May 19 – Jun. 30, '09)
Nancy Sanchez, \$14.00

The following individual is responsible for organizing and managing an academic workshop.

Zahra Ilkhani, \$13.50

The following individual is to function as the Designated School Official to interpret I-20 and international student regulations and provide clerical support.

Summer Kennedy, \$14.00

19. Program Aide VI

The following individuals are to provide administrative, technical, financial, and contractual assistance, assist with coordinating staff and room schedules and activities, delegate clerical tasks to lab assistants, and review and verify reports for various programs.

Elizabeth Bermudez, \$15.00	Lois LaBeaud, \$16.00
Rori Brucato Roje, \$19.00 (eff. May 11 '09 – Jun 30, '09)	Ruth Nunez, \$17.00
Nancy Cisneros, \$15.00	Diane Palmer, \$15.00
Cheryl Clemons, \$17.00	Thong Vo, \$16.00
Charlene Jordan, \$17.00	Michael Williams, \$17.00
Susanna Kwan, \$19.00	Debra Zavala, \$19.00

The following individual is to develop and implement recruitment and marketing activities for the California Work Opportunity and Responsibility to Kids program.

Regina Lee, \$18.00

The following individual is to supervise and coordinate employees and volunteers, manage auditions and travel arrangements for the Beginning Chorus program.

Susan Benson, \$17.00

The following individuals are to provide photo identification card services and customer service at front counter, supervise other ID staff, repair printer, order supplies, and assist as program coordinator \$19.00 per hour

Michael Carter

Lawrence Moreno

Richard Woods

Sports Aide Series

20. Sports Aide I-IV

The following individuals are to assist faculty and staff with basic tasks for practices and competition.

Joshua Clark, \$12.00
Mark Nielsen, \$10.50

Elias Perez, \$8.25
Richard Pieper, \$12.00

21. Sports Aide VI

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

Robert Baird
Denise Diego
Kevin Duncan
Robert Fernley
Kevin Frederick
Ronnie Green
Mike Grissett

Darryl Guerin
Ron Jenkins
Nick Jones
Derek Knight
Steve Marquin
Mark Neilsen
Ismael Ordonez

Kurt Peters
Mike Sakurai
Ken Talanoa
Adrian Walters
Char Wilson

Theater Aide Series

22. Theater Aide I

The following individuals are to assist the theater management and staff with basic theater duties for on-campus events, \$8.50 per hour

Verna Bolton
Giovanni Campos
Julia Durante
Alexis Fobbs
Heidi Fuller
Nicole Gesch

Rhianna Gesch
Melissa Guerrero
Effena Jackson
Shamber LeBlanc
Fidela Mazariegos
Chere Price

Claudette Rizkallah
Mia Robinson
Martha Solis
Sonia Solis
Gail Vasquez

23. Theater Aide II

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

Galia Assasa, \$9.25
Heidi Fuller, \$9.25
Joy Griffith, \$9.25
Melissa Guerrero, \$9.25
Evan Johnston, \$10.25
Randy Jones, \$9.25
Shamber LeBlanc, \$9.25

Fidel Mazariegos, \$9.25
Amalia Moreno, \$9.25
Anastasia Najee, \$9.25
Rea Ramos, \$9.25
Mia Robinson, \$9.25
Martha Solis, \$9.25
Sonia Solis, \$9.25

24. Theater Aide IV

The following individuals are to assist the theater management and staff with technical theater duties for on-campus events and manage and organize the front of house staff for any given event.

Agnes Garcia, \$12.75
Su Hiraga, \$12.50
Michelle Jang, \$11.75
Louse Kirst, \$12.50
Terry Klauck, \$12.50

Annie Meyer, \$12.50
Linda Mikell, \$12.50
Daneille Vander Linden, \$12.75
Christine Zarro, \$12.75

25. Theater Aide VI

The following individuals are to perform technical theater duties for events at El Camino College, \$15.00 per hour.

Christian LeMay
Tammy Minion

Georgina Morales
John Spence

Samuel Toebe

Professional Series

ASSISTIVE LINGUISTICS PROFESSIONAL SERIES

26. Assistive Linguistics Professional I

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

Veronica Arvizu, \$25.00

Elisabett Brambila, \$30.00

Joseph Calderon, \$32.50

Shela Cardenas, \$30.00

Kristen Del Rosario, \$30.00

Brian Diamond, \$30.00

Margarit Fesliyan, \$25.00

Lorena Gomez, \$20.00

Tamara Hill, \$25.00

Eduardo Huante, \$30.00

Caroline King, \$25.00

Shannon Leavitt, \$25.00

Sandra Lopez, \$20.00

Stefanie Meilinger, \$30.00

Kelsey Montgomery, \$20.00

Consuelo Morales, \$32.50

Mireya Padilla, \$30.00

Cynthia Parral, \$32.50

Lori Patton, \$30.00

Aldrena Rodgers, \$20.00

Janna Saavedra, \$30.00

D'yann Stewart, \$20.00

27. Assistive Linguistics Professional II

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

Rachael Abbatiello, \$40.00

Malakia Adunni, \$35.00

Krystal Armstrong, \$40.00
Lenora Arnwine, \$37.50
Pamela Ashe, \$40.00
Myisha Blackman, \$40.00
Robert LoParo, \$45.00
Ken Marumoto, \$35.00
Shawna Peacock, \$35.00
Alejandro Perez, \$35.00

Ancialyn Pinckney, \$35.00
Ethel Smith, \$35.00
Darlene Stevenson, \$35.00
Mona Tanji, \$35.00
Lee Elle Tullis, \$40.00
Lynette Vickers, \$40.00
Debbie Weber, \$35.00
Barbara Yancey, \$35.00

EDUCATION PROFESSIONAL SERIES

28. Education Professional I

The following individuals are to model for the Fine Arts life drawing and painting classes.

Xavier Alderette, \$25.00
Jonathan Beck, \$25.00
Timothy Beck, \$25.00
Jana Blackwell, \$25.00
Pamela Blackwell, \$25.00
Robert Brajnikoff, \$25.00
Karin Chekirda, \$25.00
Evelyn Clark, \$25.00
Trace Devai, \$25.00
Rebecca Humphrey, \$25.00

Steven Jacobsen, \$25.00
Christy Johnston, \$25.00
Krissy Krissanayuth, \$25.00
Randolph LeDoux, \$25.00
Paul Nahra, \$25.00
Helena Rowe, \$25.00
Kresten Savellano, \$25.00
Ernandes Silva, \$25.00
Gregory Smiley, \$23.00
Karen Wright, \$25.00

The following individuals are to provide individualized and small group learning skills in the English-Language Arts area on the California High School Exit Exam.

Stefan Bergman, \$20.00

Roman Czarny, \$20.00

The following individual is to work for the Workplace Learning Resource Center to work in conducting contract education training.

Paul Cabasa, \$32.00

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

Mark Burgin, \$20.00
Abdelwahab El-Abyad, \$20.00
Henri Feiner, \$20.00
Manolita Formanes, \$20.00
Laura Hinckley, \$20.00
Jeffery Post, \$20.00

Mohammad Rahnvard, \$20.00
Russell Reece, \$20.00
Lawrence Schreier, \$20.00
Ellis Shamash, \$20.00
Patricia Stoddard, \$20.00
Tim Vu, \$20.00

Eric Wang, \$30.00

29. Education Professional II

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

Maria Alvarez, \$40.00

Lily Gill, \$46.00

Stella Kabelitz, \$42.00

Maria Kindweiler, \$44.00

Susan Macias, \$46.00

Andres Moina, \$42.00

Bonnie Pereyra, \$46.00

Patricia Pollack, \$40.00

Robert Puglisi, \$46.00

Silvia Ribelles de la Vega, \$42.00

Faith Vietti, \$45.00

The following individual is to teach mathematics and English language arts courses under the California High School Exit Exam Prep Program and assist students to meet the passing requirements.

Juan Quinones, \$45.00

The following individuals are to conduct contract education training for the Workplace Learning Resource Center.

Remy Bowden, \$40.00

James Ellingson, \$40.00

Robert Pandolfi, \$45.00

The following individuals are to assist faculty by teaching the beginning or intermediate levels of the choir for the South Bay Children's choir, \$37.00 per hour

Bud Bisbee

Megan Eddy

Mary Herzbrun

Julie Huff-Corallo

Taryn Koch

Ellen Steinmetz

30. Education Professional III

The following individual is to provide professional instruction in the beginning chorus program using specialized knowledge of the Alexander technique.

Pamela Blanc, \$55.00

31. Education Professional IV

The following individuals are to conduct contract education training for the Workplace Learning Resource Center.

Vicki Blaho, \$75.00

Robert Pandolfi, \$70.00

Dale Ueda, \$70.00

Daniel Valladares, \$70.00

The following individual is to teach a not-for-credit contract education class in Basic Math and Statistical Process Control in a manufacturing environment, customizing instruction using customer provided examples and applications.

Robert Pandolfi, \$70.00

PROGRAM PROFESSIONAL SERIES

32. Program Professional I

The following individual is to work with the instructional staff or lab specialist to help students access the various programs for the computer assisted instruction, and maintenance of software and media materials.

Donna Helstrom, \$21.00

The following individual is to assist in the planning, implementation, monitoring, and evaluation of the Women in Industry and Technology program.

Dora Gomez, \$24.00

The following individual is to be responsible for coordinating a summer academic enrichment program.

Zenia Bobadilla, \$20.00

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

Angeline Dimicco, \$20.00

The following individuals are to plan, organize, and direct the operations and activities for recruitment and outreach of students in the California High School Exit Exam preparatory program at El Camino College and Compton Educational Center.

Johnny Conley, \$25.00

Angeline Dimicco, \$20.00

The following individuals are to coach the summer football passing league.

Kevin Duncan, \$25.00 (also eff. May 24 – June 30, '09)

Gifford Lindheim, \$25.00 (also eff. June 15 – June 30, '09)

The following individuals are to compile summary tables and graphs profiling demographic, academic performance and survey response data, and other duties to assist the department needs.

Heather Arata, \$20.00

Marci Myers, \$20.00

Rachel Ogden, \$20.00

33. Program Professional II

The following individual is to tabulate survey data, prepare aggregate data reports in graph and table format, and other duties to conduct validation studies.

Michael Wilson, \$34.00

34. Program Professional III

The following individuals are to meet with injured athletes and administer physical exams to athletes, \$56.00 per hour.

William Mealer, M.D.

George Thompson, M.D.

35. Program Professional IV

The following individual is to perform as principle investigator of the Advanced Technology Education Project funded by the National Science Foundation

Ronald Way, \$65.00

The following individual is to assist in the management of the Career Technical Education grant activities related to Project Lead the Way and the ECC Pre-Engineering Program.

Ronald Way, \$65.00

TRAINING PROFESSIONAL SERIES

36. Training Professional I

The following individuals are to provide training, expertise, leadership and professional services in the Police Reserve Academy, the Fire Academy, and Emergency Medical Technology program \$32.00 per hour.

Eric Baker

James Ellingson

Paul Koppes

Sergio Borbon

Daniel Engler

Stephen Loner

David Brock

Robert Franck

Adrian Oropesa

Michael Brownlie

Donovan Gallatin

Vincent Osorio

Paul Cabasa

Scott Hafdell

Jason Pedro

Clark Carney

Arturo Jimenez

John Pender

Timothy Dennis

Deana Johnson

Irma Rayas

Martine Detro

Thomas Kang

Willie Robinson

David Do

George Karnazes

Craig Ross

Jeff Donahue

Sterling Kim

Anthony Rotella

Oscar Serrano
Jeremy Sisante
Bradley Sweatt
Breanne Tillman

James Tulette
Christopher Valente
John Velasquez
Anthony Ward

David Winkler
Issac Yang

C. RESOLUTION – EQUIVALENCE TO MINIMUM QUALIFICATIONS

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

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

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

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

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

Elva Sipin, Respiratory Care

D. REVISED CLASSIFICATION SPECIFICATIONS FOR ADMINISTRATOR POSITION

It is recommended that the Board of Trustees approve the revised job classification specifications for the position of Director, Admissions and Records as shown on pages 146-148.

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR-ADMISSIONS AND RECORDS

BASIC FUNCTION:

Under the direction of the Vice President of Student and Community Advancement, administer the processes and operations of the Admissions and Records Division. This division includes ~~recruitment and the International Student Program.~~ Admissions, Records, Evaluations, Foreign Student Programs, the El Camino Language Academy and Veterans Services. This position will supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Plan, organize, control and direct the processes and operations of the Admissions and Records Office; interpret and apply Federal and State-mandated laws, regulations, legal opinions and advisories, and guidelines; recommend related policies, procedures and guidelines for the District. Included in these laws and regulations are the California Education Code, Title 5, Attendance Accounting, Family Educational Rights and Privacy Act (FERPA), Immigration, Student and Exchange Visitor Information System (SEVIS) and the Montgomery GI Bill.

Plan all admissions activities, schedule application for admission start and end dates for each term, work with campus divisions and special populations for variances to standard admissions process. Oversee online admissions process. Ensure paper application is in compliance with federal and state regulations.

Plan all registration activities, schedule students for telephone and web ~~in-person~~ appointments to register for classes; meet with various campus divisions involved in registration activities; manage the registration process; prepare related Admission and Records information for the catalog and class schedules.

Supervise and evaluate the performance of assigned staff.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

Prepare and maintain accurate State and federal reports including student attendance accounting records (AB540, positive attendance), student permanent records, student residency, faculty grades and attendance records; registration and enrollment statistics and other records as assigned; participate in audits of records as assigned.

Communicate with other administrators, personnel and contractors to coordinate activities, and processes, resolve issues and conflicts and exchange information.

Develop and prepare the annual preliminary budget for the Admissions and Records Division; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Develop, monitor and assess Student Learning Outcomes (SLOs) for the division.

Maintain relevant knowledge of computer technology and systems as it relates to Admissions and Records operations.

Attend and conduct a variety of meetings as assigned; participate on assigned committees.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the Admissions and Records Division.

Applicable laws, codes, regulations, policies and procedures including Title 5 \forall and Education Codes related to attendance accounting, residency, student and faculty rights, record-keeping and related matters.

Basic college curricula.

District organization, operations, policies and objectives.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Record-keeping techniques.

ABILITY TO:

Plan, organize and administer the processes and operations of the Admissions and Records Division.

Plan, schedule and manage registration activities.

Operate a personal computer with proficiency.

Supervise and evaluate the performance of assigned staff.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports and files related to assigned activities.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.

DIRECTOR – ADMISSIONS AND RECORDS (cont.)

Page 3

Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in a related field and five years administrative student service experience in an educational institution of which at least three years are in a supervisory capacity.

WORKING CONDITIONS:

May require off-site travel.
Work under tight timelines.

Administrator Salary Schedule Range 15
Board Approved: June 5, 2000
Revised & Board Approved: June 15, 2009

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

~~A. Board Policy 2715—Code of Ethics/Standards of Practice
—Second Reading & Adoption.....Page 150~~

* Item pulled and no substitutions were made.

~~A. Board Policy 2715 – Code of Ethics/Standards of Practice~~

~~It is recommended that the Board receive for First Reading Board Policy 5030—
Fees.~~

~~**Board Policy 2715** **Code of Ethics/Standards of Practice**~~

~~The Board maintains high standards of ethical conduct for its members. Members of the Board are responsible for the following Code of Ethics:~~

~~As a Board member, I am a member of a select group of people chosen by the citizens of the El Camino Community College District to perform a vital service. I have been granted a position of “trusteeship” over the District. I have an obligation to fulfill this trust to the best of my ability. To become a capable and successful Board member, I must be willing to devote the necessary hours to serve as trustee, attend Board meetings, college functions, conferences and workshops and to study thoroughly the issues and problems demanding decisions.~~

~~To this end, I pledge my best efforts under this Code of Ethics:~~

- ~~1. Trustees will confine Board action to policy determination, to assuring fiscal stability of the District, and to delegating authority to the Superintendent/President as the Board executive.~~

~~Knowing that under all circumstances, the Board of Trustees is legally responsible for effective operation of the District, trustees will use appropriate channels to conduct all college business. Although district employees, students and community residents may freely express their views to Board members, trustees will use discretion in involving themselves or in taking action in matters they have placed under the authority of the chief executive officer.~~

- ~~2. Trustees will oversee spending public funds appropriately, prudently and legally, including those relating to their own expenses.~~

~~Trustees will base their decisions on all information available to them in each situation. They will exercise special care to assure that their own expenses are authorized, legitimate, reasonable and directly related to their trusteeship.~~

- ~~3. Trustees will observe appropriate conduct at Board meetings to facilitate decision-making that reflects the best interests of the College and the community.~~

~~Trustees will take action only in public sessions. They will maintain confidentiality of privileged information. They will assure an atmosphere in which controversial issues may be presented fairly and one in which the dignity of each individual is maintained.~~

- ~~4. Trustees will encourage and welcome active involvement of students, employees and residents of the District.~~

~~Trustees will listen to their constituency with respect to establishing policy on College operation along with proposed developments and will consider their views when making deliberations and decisions.~~

- ~~5. Trustees will avoid any conflict of interest and will always act in a professional manner.~~

~~Trustees will not intentionally use their position for personal gain or personal prestige. They will fulfill their responsibilities without regard to prejudice, provinciality, partisanship or animosity, thereby bringing credit to the College through conduct in business, social, professional and personal relationships.~~

- ~~6. Trustees will abide by majority decisions of the Board, while retaining the right to seek changes in decisions through ethical and constructive channels. Trustees recognize that a single Board member has no legal authority as an individual and that decisions may be made only by a majority vote. Therefore, members will work together to maintain a spirit of cooperation and respect at all times regardless of differences of opinion and individual trustee decisions.~~

- ~~7. Trustees who violate the Board's code of ethics harm the Board and District. The Board will be prepared to investigate the factual basis behind any legitimate charge or complaint of Trustee misconduct. Charges by any person that a Trustee has violated laws and regulations governing Board behavior or the Board's Code of Ethics/Standards of Practice shall be directed to the Board President or the Board of Trustees itself.~~

~~If deemed appropriate, the Board President shall establish an ad hoc committee to examine the charges and recommend further courses of action to the Board. If a violation is determined to warrant disciplinary action, any of the following may be considered depending upon whether it is a first, second or subsequent occurrence and the severity of the issue.~~

- ~~A. Discussion with the Board President, or if the Trustee in question is the Board President, by the Board Vice President or next ranking Board officer.~~
- ~~B. To the extent the member's conduct has exposed the Board or the District to potential legal action, the Board President may arrange a confidential meeting between the Board President, the member and the District counsel to further discuss the issue.~~
- ~~C. Letter of Reprimand from the Board President, or if the Trustee in question is the Board President, by the Board Vice President or next ranking Board officer.~~

~~D. As deemed advisable, the Board shall schedule additional workshops or retreats on codes of ethics and the importance of upholding them.~~

~~E. As a final step, if all other steps have been unsuccessful, the Board may consider a Resolution of Censure.~~

~~Censure is an official expression of disapproval adopted by the Board of Trustees. A Board member may be subject to a Resolution of Censure by the Board of Trustees should it be determined that a serious violation of Trustee misconduct has occurred.~~

~~In the event that the alleged violation constitutes a violation of the laws of the State of California, the Board should consider whether to refer the violation to the Los Angeles County District Attorney or the Attorney General of California.~~

Reference:

~~Accreditation Standard 10.A.5 IV B.1 a, e, h.~~

El Camino College

Adopted: 4/16/01

Amended:

Replaces Board Policy # 9240

* Item pulled and no substitutions were made.