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

**Agenda, Monday, November 16, 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 October 19, 2009,
Pages 4-6**
- III. Presentation – none**
- IV. Public Hearing – Negotiations
El Camino Community College District
and the El Camino College Employees,
Local 6142, CFT, AFT, AFL-CIO**
- V. Consent Agenda – Recommendation of Superintendent/President, Discussion
and Adoption**
 - A. Public Comment
 1. Academic Affairs
*See Academic Affairs Agenda,
Pages 7-8*
 2. Student and Community Advancement
*See Student Services Agenda,
Pages 9-38*
 3. Administrative Services
See Administrative Services Agenda, Pages 39-48
 4. *See Measure "E" Bond Fund Agenda,
Pages 49-50*
 5. Human Resources
*See Human Resources Agenda,
Pages 51-62*
 6. Superintendent/President
*See Superintendent/President Agenda,
Pages 63-67*

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

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

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, October 19, 2009

The Board of Trustees of the El Camino Community College District met at 4 p.m. on Monday, October 19, 2009, in the Board Room at El Camino College.

The following Trustees were present: Trustee Ray Gen, Vice-President; Trustee Maureen O'Donnell, Secretary; and Trustee William Beverly, Member. Trustee Combs and Trustee Jackson were absent due to illness. Student Member Nordel was absent.

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

Minutes of the Regular Board Meeting of September 8, 2009

The Minutes of the Regular Board Meeting of September 8, 2009 were approved.

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

Conference Attendance – Mathematics, Engineering, Science Achievement Program

Student and Community Advancement

Fall 2009 Forensics Team Tournaments

Community Education Program

Grants

International Travel

El Camino College Summer School Calendar 2010 – Revision

Expulsions – 2009-6, 2009-7, 2009-8

Administrative Services

AB 2910 – Quarterly Fiscal Status Reports

Contracts Under \$76,700

Bids

Notices of Completion

Memorandum of Understanding – California Manufacturing Technology Consulting

Declaration of Surplus Property

Purchase Orders and Blanket Purchase Orders

Measure E Bond Fund

Category Budgets and Balances

Rejection of Bid Protest – Business Building Demolition Project

Rejection Bid 2008-13 – Restroom Accessibility Renovation

Bid Award 2009-4 – Tri-Span, Inc. Business Building Demolition Project

Change Order – HPS Mechanical – Phase 3 Infrastructure

Change Order – Mackone Development, Inc. – Bookstore Renovation

Notice of Job Completion – CIDS Enterprises, Inc. – Community Advancement Modular Relocation

Notice of Job Completion – Pyro-Comm Systems, Inc. – Community Advancement Modular Relocation

Notice of Job Completion – TMP Services – Community Advancement Relocation

Notice of Job Completion – Best Roofing & Waterproofing – Marsee Auditorium Replacement

Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

Notice & Scheduling of Hearing: Negotiations – El Camino Community College District and the El Camino College Employees, Local 6142, CFT, AFT, AFL-CIO

New Classification Specifications for Classified Positions

Board Policy 3430 – Prohibition of Sexual and Other Forms of Harassment – First Reading

President/Board of Trustees

Travel

2008-2009 Board of Trustees Goals and Evaluation

Motion carried.

Contracts Over \$76,700

It was moved by Trustee Beverly, seconded by Trustee O'Donnell, that the District develop a Memorandum of Understanding with Bovis Land Lease to provide College Advocate/Owner's Representative services, including selected contract management and project management services effective October 22, 2009 through November 30, 2009, while detailed information regarding the proposed five-year contract is prepared and presented to the Board of Trustees.

Motion carried.

Closed Session

Meeting adjourned to closed session at 5:30 p.m

Adjournment

Meeting adjourned at 5:55 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**

Page No.

A. Center for the Arts Presentations – 2009/2010 Season8

ACADEMIC AFFAIRS

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

It is recommended that the Board approve the cancellation of the following four performances presented by the Center for the Arts for the 2009/2010 season:

<u>Performance</u>	<u>Date</u>
1. Marilyn McCoo & Billy Davis Jr.	March 13, 2010
2. M-PACT	March 20, 2010
3. Cece Winans	April 24, 2010
4. The Kingston Trio	May 14, 2010

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

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B. Grant – Information.....	10
C. Grant – Acceptance.....	11
D. International Travel.....	11
E. Board Policy 5500 – Academic Honesty & Standards of Conduct.....	12

STUDENT AND COMMUNITY ADVANCEMENT

A. JOURNALISM ASSOCIATION OF COMMUNITY COLLEGES REGIONAL CONFERENCE

It is recommended that the Board approve attendance of the following students at the Journalism Association of Community Colleges Regional Conference, October 23-24, 2009, California State University Fullerton, Fullerton, California.

Expenses for \$1,400 to be paid from Auxiliary Services funds – Union Conference Account.

Advisors: Lori Medigovich, Kate McLaughlin, Gary Kohatsu

Stephanie Alcorn, Jorge Camarillo, Toney Fernandez, Maria Cristina Gonzalez, Jose Gonzalez, Jennifer Hua, Danielle Hutton, Nick Ingram, Fernando Jimenez, Nick Kemalyan, Yvonne Lopez, Erika Maldonado, Roxanna Martinez, Bilijana Milasin, Jose Tony Pinto, Andrea Ruse, Haipha Simon, Hannah Townsley, Rommel Miles Villalon, Mihiri Weerasinghe

B. GRANT – INFORMATION

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

National Science Foundation – Building Solutions for Information Technology Education (Building-SITE.org). The proposed project seeks to develop a comprehensive online resource to support and promote best practices in Building Information Modeling (BIM) education and BIM processes in the Architecture, Engineer, and Construction (AEC) and Facility Management Industries. The primary goal of this multidisciplinary project is to provide easy and efficient access to educational and industry materials, publications, information, contacts and other resources related to BIM and Green Building for faculty and students in two-year degree programs for design. The goal will also include construction, technical trades, architecture, engineering, and project management for four-to-six year degree programs as well as for industry practitioners. A web-based system will be constructed and maintained to collect, sort and disseminate information. Project Director: Douglas Glenn, Industry & Technology

Amount of Grant Funding from Granting Agency	\$712,023
Amount of College Match (Cash)	<u>-0-</u>
Total Amount of Grant	\$712,023
Indirect Rate:	\$52,742.40 (8%)
Performance Period:	June 1, 2010 through May 31, 2013

STUDENT AND COMMUNITY ADVANCEMENT

C. GRANT – ACCEPTANCE

It is recommended that the Board accept the following grant:

U.S. Department of Commerce – Market Development Cooperator Program/Green Export Enabler Program (GEEP). “Green” Export Enabler Program (GEEP) seeks to increase global competitiveness and exports of California green technologies to China. The following are client-specific deliverables:

1. Customized on-site competitiveness audit and consultation 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
7. A “Green” Technology Center in Hong Kong.

Project Director: Maurice Kogon, Center for International Trade Development/
Business Training Center

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

Indirect Rate: None

Performance Period: October 1, 2009 through September 30, 2010

*Match: Partners, ECC in-kind (from other grants)

D. INTERNATIONAL TRAVEL - AMENDMENT

It is recommended that the Board approve amending the travel dates for international travel for Leonid Rachman to participate in the Moscow and St. Petersburg, Russia, Recruiting Fairs from April 8 through 19, 2010 to April 1, through April 12, 2010, at a cost of \$5,500. All expenses are paid from the International Student Program funds. No other changes
Previously Board Approved: October 19, 2009.

STUDENT AND COMMUNITY ADVANCEMENT

E. **BOARD POLICY 5500 – ACADEMIC HONESTY & STANDARDS OF CONDUCT – First Reading**

It is recommended that the Board accept for first reading: Board Policy 5500 – Academic Honesty & Standards of Conduct. Administrative Procedure 5520 – Student Discipline & Due Process Procedure and Administrative Procedure 5530 – Student Rights and Grievances are included for information.

STUDENT AND COMMUNITY ADVANCEMENT

Board Policy 5500

Standards of Student Conduct

I. Standard of Conduct

A. General Policy

~~Conduct at El Camino College must conform to the laws of the State of California, District Policies, and campus rules and regulations. The El Camino College faculty, staff and administration are dedicated to maintaining an optimal learning environment; the standards of behavior as outlined in this policy are essential to the maintenance of a quality college environment. These standards will apply to all students on campus, other college property or while attending any college sponsored event. Violation of such laws, policies, rules and regulations or behavior adversely affecting suitability as a student, will lead to disciplinary action. Disciplinary actions as noted in Section II, may be taken against any person who engaged in behavior defined as misconduct as listed in Section B.~~

B. Misconduct

- ~~1. Dishonesty, including but not limited to cheating, plagiarism or knowingly furnishing false information to the College.~~
- ~~2. Forgery, alteration, or misuse of college documents, records, or identification.~~
- ~~3. Violation of college policies or off-campus regulations, including but not limited to campus regulations concerning student organizations, the use of college facilities, or time, place, and manner of public expression.~~
- ~~4. Possession or use of alcoholic beverage on college property or at any college-sponsored event except where allowed as noted in Section 25608 of the Business and Professions Code.~~
- ~~5. Possession or use of any weapon, firearm or explosives.~~
- ~~6. The use, sale, or possession on campus of or presence on campus under the influence of any controlled substance, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code.~~

- ~~7. Continued disruptive behavior, continued willful disobedience, profanity or vulgarity, or continued defiance of the authority of or abuse or, college personnel or to anyone on campus.~~
- ~~8. Willful misconduct which results in injury or death to a student or college personnel.~~
- ~~9. Assault, battery, sex crimes including sexual assault or rape, or any threat of force or violence upon a student or college personnel.~~
- ~~10. Sexual harassment which includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.~~
- ~~11. Participation in hazing or commitment of any act that tends to injure, degrade or disgrace a student or college personnel.~~
- ~~12. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other authorized college activities including but not limited to its community service functions or to authorized activities held off campus. Obstruction or disruption includes but is not limited to the use of skateboards, bicycles, radios, and roller skates.~~
- ~~13. Unauthorized entry to or use of college facilities, equipment or supplies.~~
- ~~14. Theft or deliberate damage to property of a college staff member, a student, or a visitor to the college including but not limited to the Library, Bookstore, and Food Service areas.~~
- ~~15. Defacing or damaging any college real or personal property.~~
- ~~16. Failure to comply with the directions of a member of the college certificated personnel, college management or supervisor personnel, or campus police acting within the scope of his or her duties.~~
- ~~17. Smoking in any area where prohibited by law or by regulation of the Governing Board.~~

~~18. The commission of any act constituting a crime under California law, on the campus or at a college-sponsored event.~~

~~19. Persistent, serious misconduct not listed in Items 1-18 above.~~

~~II. Disciplinary Action~~

~~Disciplinary action appropriate to the misconduct as defined above may be taken by an instructor (see Items II B 1 and 5 below), the Dean of Student Services or his or her designee (see Items II, B 1, 2, 3, 4, 6, 7 below), and the Board of Trustees (see Item II B 8 below).~~

~~A. Notify Campus Police — Misconduct as noted in Section I, B Subsections 4, 5, 6, 7, 8, 9, 13, 14, 15, 18 above should be brought to the immediate attention of the Campus Police, or local police department/security force for courses taught off campus. This does not preclude a staff member from calling Campus Police for any other misconduct that warrants such action. Campus Police are to be called immediately and a police report will be written with notices to the Dean of Student Services.~~

~~B. Discipline — The following types of disciplinary action may be taken or pursued by the college.~~

~~1. Warning — A verbal or written notice, given to the student by a faculty member, the Dean of Student Services or any college manager that continuation or repetition of the specified conduct may be cause for other disciplinary action.~~

~~2. Reprimand — A written reprimand for violation of specified regulations sent to the student by the Dean of Student Services, noting that continued violations may result in further disciplinary action. The Dean of Student Services shall place a copy of this reprimand in the student file.~~

~~3. Restitution — a letter from the Dean of Student Services requesting reimbursement for damage or misappropriation of property will be sent to the student. A copy of this letter will be sent to the student file and the Vice President of Student & Personnel Services. Reimbursement may take the form of appropriate service to repair or otherwise compensate for the damage.~~

4. ~~Disciplinary Probation~~ — Exclusion from college activities or services set forth in the notice of disciplinary probation. It may include one or both of the following and may be imposed upon an individual or groups of students.
- a. ~~Removal from any or all college organization offices.~~
 - b. ~~Denial of privileges or participation in any or all college or student sponsored activities or services. Disciplinary probation may be imposed for a period not to exceed one year. Repetition of conduct resulting in disciplinary probation may be cause for suspension or further disciplinary action. A written statement from the Dean of Student Services will state those activities from which the student will be excluded. A copy of the disciplinary probation letter will be sent to the student file, the Vice President of Student & Personnel Services, and Campus Police.~~
5. ~~Removal by Instructor~~ — In addition to an instructor's right to drop a student permanently from a class when the student is no longer participating i.e. lack of attendance in the course, an instructor may remove (suspend) a student from his or her class for the day of the incident and the next class meeting. During this period of removal, a conference should be held with the instructor and the student to attempt to resolve the situation that lead to the student's removal and the student shall not be returned to the class from which he or she was removed without the concurrence of the instructor of the class.
- a. ~~If a student is suspended for one class meeting, no additional formal disciplinary procedures are necessary.~~
 - b. ~~If a student is suspended from class for the day of the incident and the next class meeting, the instructor shall send a written report of the action to his or her dean who shall forward this information to the Dean of Student Services, the Vice President of Student & Personnel Services, and the President. If the student removed by an instructor is a minor, the President's designee (Dean of Student Services) shall ask a parent or guardian of the student to attend a parent conference regarding the removal as soon as possible. If the instructor or the parent or guardian so requests, a college administrator shall attend the conference.~~

- ~~e. The instructor may recommend to his or her dean that a student be suspended for longer than two class meetings. If the dean, instructor and student cannot resolve the problem, the suspension will be referred to the President or the President's designee (Dean of Student Services) for possible actions described in Section 6 of this item.~~
- ~~d. During the period following the initial suspension from class for the day of the incident and the following class meeting, the student shall be allowed to return to the class until due process and the disciplinary procedures are completed unless the student is further suspended as a result of actions taken as defined in Section 6 of this item.~~
- ~~6. Suspension The President or the President's designee (Dean of Student Services) may suspend a student as follows:~~
- ~~a. From one or more classes for a period of up to ten days of instruction; or~~
- ~~b. From one or more classes for the remainder of the term; or~~
- ~~c. From one or more classes and activities of the community college for one or more terms. The Dean of Student Services shall send the notice of suspension to the student, the student file, the Vice President of Student & Personnel Services, the President of the College and the Campus Police. Whenever a minor is suspended from the College, the parent or guardian shall be notified in writing by the President or the President's designee (Dean of Student Services).~~
- ~~7. Immediate Suspension Any College Manager, or delegated authority during non-school hours, may immediately suspend a student from the campus in an emergency action to protect lives or property and to insure the maintenance of order. Within twenty-four (24) hours or the next regular work day of the suspension, the manager shall send the Dean of Student Services a written report of the suspension. The Dean of Student Services shall send a written notice to the suspended student, informing the student of his or her right to a hearing within ten (10) days of the suspension. A copy of this notice will be sent to the student~~

~~—file, the Vice President of Student and Personnel Services, the President,
—and Campus Police.~~

~~—Immediate suspension will be enforced for the following types of
—student misconduct:~~

- ~~• Possession or use of any weapon, firearms or explosives.~~
- ~~• Willful misconduct which results in injury or death to a student or college personnel, and~~
- ~~• Assault, battery, sex crimes including sexual assault or rape.~~

~~When there is probable cause to believe that a student has committed any of the above actions, that student will be immediately suspended from the campus by any college manager during school hours, or delegated authority during non school hours. Within 24 hours of, or the next regular work day after the suspension, the manager shall send the Dean of Student Services a written report of the suspension. The Dean of Student Services will then send a written notice to the suspended student, informing the student that he or she has been suspended for the remainder of the semester at a minimum and that he or she has the right to a hearing within ten days of the suspension.~~

- ~~8. Expulsion — Expulsion is the termination of student status for an indefinite period of time. The Board of Trustees is authorized to expel a student for good cause when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others. The notice of expulsion will be sent to the student with copies to the student file, the Dean of Student Services, the Vice president of Student & Personnel Services, the President, and Campus Police. The expulsion of a student shall be accompanied by a hearing if requested by the student.~~

~~Previous Board Policy Number: 5138~~

~~El Camino College Policy~~

~~Adopted: 11/24/69~~

~~Amended: 9/7/78, 8/21/89, 6/22/92, 5/16/94~~

~~Renumbered: 4/18/05~~

STUDENT AND COMMUNITY ADVANCEMENT

Board Policy 5500

Academic Honesty & Standards of Conduct

ACADEMIC HONESTY

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

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

STANDARDS OF CONDUCT

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

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

I. DISHONESTY

- a. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty including but not limited to:
 - i. Representing the words, ideas, or work of another as one's own in any academic exercise including the use of commercial term paper companies or online sources for essays, term papers, or research papers, whether free or paid.
 - ii. Copying from another student or former student or allowing another student to copy from one's work.

- iii. Allowing another individual to assume one's identity or assuming the identity of another individual.
 - iv. Changing answers on a previously scored test, assignment, or experiment with the intent to defraud.
 - v. Inventing data for the purpose of completing an assignment, a laboratory experiment, or case study analysis with the intent to defraud.
 - vi. Obtaining or copying exams or test questions [[CVJ1]when prohibited by the instructor[s2].
 - vii. Giving or receiving information during an examination or test by any means such as sign language, hand signals or secret codes, or through the use of any electronic device.
 - viii. Using aids such as notes, calculators, or electronic devices unless specifically authorized by the instructor.
 - ix. Handing in the same paper or other assignment in more than one class [[CVJ3]when prohibited by the instructor[s4].
 - x. Any other action which is not an honest reflection of a student's own academic work.
- b. Other forms of dishonesty, including but not limited to forgery or attempted forgery of any academic record; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.
 - c. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.

II. DISRUPTIVE BEHAVIOR, INAPPROPRIATE CONDUCT AND EXPRESSION

- a. Disruptive behavior, willful disobedience, profanity or vulgarity, or the open defiance of the authority of, or abuse of, college personnel.
- b. Any acts of aggression including verbal or physical actions that are intended to create fear, apprehension, or bodily harm.
- c. Lewd, indecent, or obscene conduct on District-owned or -controlled property, or at District-sponsored or -supervised functions.

- d. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, other college property, or while attending any college-sponsored event, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
- e. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other authorized college activities including but not limited to its community service functions or to authorized activities held off campus. Obstruction or disruption includes but is not limited to the use of skateboards, bicycles, radios and roller skates
- f. Failure to comply with the directions of a member of the college certificated personnel, college management or supervisory personnel, college staff member, or campus police acting within the scope of his or her duties.

III. DRUGS, ALCOHOL AND SMOKING

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

IV. THEFT, ROBBERY AND DAMAGE

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

V. HARRASSMENT AND THREATENING/VIOLENT BEHAVIOR

- a. Causing, attempting to cause, or threatening to cause physical injury to another person including but not limited to: assault, battery, sex crimes including sexual assault or rape[CVJ5].

- b. Committing sexual harassment as defined by law or by District policies and procedures.
- c. Engaging in harassing, hazing, or injurious behavior for any reason or discriminatory behavior based on race, sex, (i.e., gender) sexual orientation, religion[s6], age, national origin, disability, or any other status protected by law.
- d. Willful misconduct which results in injury or death to a student or to college personnel.

VI. WEAPONS AND MISUSE OF FACILITIES

- a. Possession, sale or otherwise furnishing any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from the appropriate State agency and a District employee, which is concurred in by the college president.
- b. Unauthorized entry to or use of college facilities, equipment or supplies.

VII. MISCELLANEOUS

- a. Persistent or habitual serious misconduct where other means of correction have failed to bring about proper conduct.
- b. The commission of any act constituting a crime under California law, on campus or any district-owned property or at any college-sponsored event[CVJ7][CVJ8].

References:

Education Code Sections 66300, 66301, 76033

Accreditation Standard II.A.7.b

El Camino College

Adopted: 9/7/78, 8/21/89, 6/22/92, 5/16/94

Renumbered: 4/18/05

DISCIPLINARY ACTION

Disciplinary action appropriate to the misconduct as defined in BP 5500 may be taken by an instructor (see items C-1 and 5 below), the Director of Student Development or his or her designee (see items C-1, 2, 3, 4, 6, and 7 below), and the Board of Trustees (see item C8 below).

A. Consequences for Academic Dishonesty

When an instructor has determined that there is evidence of dishonesty in any academic work, the student may receive a failing grade for that piece of work and disciplinary action may be pursued. Any or all of the following actions may be imposed:

1. The instructor may assign a failing grade (no credit) to an examination or assignment in which academic dishonesty occurred.
2. The instructor may remove the student from the class or activity for the day of the incident and one additional class day as stipulated in C.5 of this procedure.
3. The instructor may complete the appropriate reporting forms (Disciplinary Form C – Academic Dishonesty Report Form and/or Disciplinary Form B – Notice of Suspension from Class/Lab/Library) and submit them along with a copy of the evidence to the Director of Student Development or his or her designee. This information will be placed in the student file.
4. If there is evidence of serious or repeated violations of academic honesty, the college may pursue additional disciplinary action in accordance with the disciplinary measures outlined in this procedure.

B. Notify Campus Police

Misconduct as noted in BP 5500 sections II, III, IV, V and VI should be brought to the immediate attention of the Campus Police or local police department/security force (for courses taught off campus). This does not preclude a staff member from calling Campus Police for any other misconduct that warrants such action. Campus Police are to be called immediately and a police report will be written with notice to the Director of Student Development, or his or her designee.

C. Discipline

The following types of disciplinary action may be taken or pursued by the college:

1. Warning - A verbal or written notice, given to the student by a faculty member, the Director of Student Development, or his or her designee, or any college manager or delegated authority that continuation or repetition of the specified conduct may be cause for other disciplinary action. A copy of such

action shall be sent to the Director of Student Development, or his or her designee and placed in the student file.

2. Reprimand - A written reprimand for violation of specified regulations sent to the student by the Director of Student Development, or his or her designee, noting that continued violations may result in further disciplinary action. The Director of Student Development, or his or her designee shall place a copy of this reprimand in the student file.
3. Restitution - A letter from the Director of Student Development, or his or her designee, requesting reimbursement for damage or misappropriation of property will be sent to the student. A copy of this letter will be sent to the student file, Dean of Enrollment Services, and the Vice President of Student and Community Advancement. Reimbursement may take the form of appropriate service to repair or otherwise compensate for the damage.
4. Disciplinary Probation - Exclusion from college activities or services set forth in the notice of disciplinary probation. It may include one or all of the following and may be imposed upon an individual or groups of students.
 - a. Removal from any or all college organization offices.
 - b. Denial of privileges or participation in any or all college or student-sponsored activities or services. Disciplinary probation may be imposed for a period not to exceed one year. Repetition of conduct resulting in disciplinary probation may be cause for suspension or further disciplinary action. A written statement from the Director of Student Development, or his or her designee, will state those activities from which the student will be excluded. A copy of the disciplinary probation letter will be sent to the student file, Dean of Enrollment Services, Vice President of Student and Community Advancement, and Campus Police.
 - c. Requirement to complete one or more counseling or behavioral modification programs or classes including but not limited to drug/alcohol diversion program, anger management workshop, interpersonal communication workshop, life-skills class, Special Resources Center program and academic or psychological counseling appointments.
5. Removal by Instructor – In cases of academic dishonesty or disruptive behavior, an instructor may remove (suspend) a student from his or her class for the day of the incident and the next class meeting. During this period of removal, a conference shall be held with the instructor and the student in an attempt to resolve the situation that led to the student’s removal.
 - a. If a student is suspended for one class meeting, no additional formal disciplinary procedures are necessary. A record of the suspension should be sent to the Director of Student Development, or his or her designee and placed in the student file.

- b. If a student is suspended from class for the day of the incident and the next class meeting, the instructor shall send a written report of the action to his or her dean who shall forward this information to the Director of Student Development, or his or her designee. The Director of Student Development, or his or her designee, shall send copies to the Vice President of Student and Community Advancement and the President. If the student removed by an instructor is a minor, the Director of Student Development, or his or her designee, shall ask a parent or guardian of the student to attend a parent conference with the instructor regarding the removal as soon as possible. A college administrator shall attend the conference if any party (instructor, parent, or guardian) so requests.
 - c. The instructor may recommend to his or her dean that a student be suspended for longer than two class meetings. If the dean, instructor, and student cannot resolve the problem, the recommendation for a suspension of more than two class sessions will be referred to the Director of Student Development, or his or her designee, for possible actions described in Section 6 of this procedure.
 - d. During the period following the initial suspension from class for the day of the incident and the following class meeting, the student shall be allowed to return to the class until due process and the disciplinary procedures are completed unless the student is further suspended as a result of actions taken as defined in Section 6 of these procedures.
6. Suspension - The Director of Student Development, or his or her designee, may suspend a student as follows:
- a. From one or more classes for a period of up to ten days of instruction; or
 - b. From one or more classes for the remainder of the term; or
 - c. From one or more classes and activities of the community college for one or more terms not to exceed a period of two years. The Director of Student Development, or his or her designee, shall send the notice of suspension to the student, the student file, Dean of Enrollment Services, Vice President of Student and Community Advancement, President, and Campus Police. Whenever a minor is suspended from the College, the parent or guardian shall be notified in writing by the Director of Student Development, or his or her designee.
7. Immediate Suspension - Any college manager or college delegated authority during non-school hours, may immediately suspend a student from the campus in an emergency action to protect lives or property and to insure the maintenance of order. Within twenty-four (24) hours or the next regular work day of the suspension, the college manager or college delegated authority shall send to the Director of Student Development, or his or her designee, a written report of the suspension. The Director of Student Development, or his or her designee, shall send a written notice to the suspended student, informing the student of his or her

right to a hearing within ten (10) business days of the suspension. A copy of this notice will be sent to the student file, Dean of Enrollment Services, Vice President of Student and Community Advancement, President, and Campus Police.

Immediate suspension will be enforced for the following types of student misconduct:

- Possession or use of any weapon, firearms, or explosives.
- Willful misconduct which results in injury or death to a student or college personnel.
- Assault, battery, sex crimes, including sexual assault, or rape.

When there is probable cause to believe that a student has committed any of the above actions, that student will be immediately suspended from the campus by any college manager or college delegated authority. Within twenty-four (24) hours of, or the next regular work day after the suspension, the manager or college delegated authority shall send to the Director of Student Development, or his or her designee, a written report of the suspension. The Director of Student Development, or his or her designee, will then send a written notice to the suspended student, informing the student that he or she has been suspended for the remainder of the semester at a minimum and/or up to two years at a maximum and that he or she has the right to a hearing within ten (10) business days of the suspension.

8. Expulsion - The termination of student status for an indefinite period of time. The Board of Trustees is authorized to expel a student for good cause when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others. The notice of expulsion will be sent to the student with copies to the student file, Director of Student Development, Dean of Enrollment Services, Vice President of Student and Community Advancement, President, and Campus Police. The expulsion of a student shall be accompanied by a hearing if requested by the student.

DUE PROCESS DISCIPLINARY PROCEDURES

A. LODGING OF CHARGES

1. Charges of misconduct against a student, as defined in Sections I through VII of Board Policy 5500, may be lodged by any person who has personal knowledge of facts indicating that the student participated in the alleged misconduct. Such a witness shall hereinafter be referred to as the “complainant” and the person being charged as the “accused.”
2. The complainant must first lodge his or her charge(s) with a responsible manager at the level of director or above.

3. The responsible manager will review the charge(s). The manager will then either:
 - a. attempt to informally resolve the issue(s) or
 - b. recommend disciplinary action.
4. If the responsible manager recommends disciplinary action, he or she will forward the charge(s) to the Director of Student Development, or his or her designee. The Director of Student Development, or his or her designee shall review the charge(s) and make an independent determination as to whether or not the conduct charged amounts to misconduct as defined in Items I through VII of Board Policy 5500 and whether disciplinary action should be brought against the accused.
5. If disciplinary action is appropriate, the Director of Student Development, or his or her designee or appropriate administrator shall give the accused a written notice of the lodging of charges, the specified acts of misconduct and the proposed disciplinary action. The accused will be notified of his or her right to request a hearing within five (5) business days. A copy of this policy will be included with the notice. If the student does not request a hearing, the proposed disciplinary action will be taken.

B. HEARING OF CHARGES

1. Scheduling of Hearing
 - a. Students who are placed on immediate suspension - If the student has been suspended prior to a hearing, the hearing shall be commenced within fifteen (15) business days of the ordered suspension.
 - b. Students who have not been placed on immediate suspension:
 - (1) The accused shall receive written notice of the charge(s) giving rise to the proposed disciplinary action.
 - (2) The accused has five (5) [CVJ9]business days after receipt of written notice of the charge(s) to request a hearing before the Disciplinary Hearing Committee. Failure to request such a hearing in writing within this five day period, or failure to appear at such hearing will constitute a waiver of his or her right to a hearing pursuant to these procedures. Unless the hearing may result in expulsion, the accused is not entitled to representation by counsel. If the accused wishes to be represented by counsel at an expulsion hearing, the accused shall provide written notice in the request for hearing of the intention to be represented. If the accused is a minor, he or she shall be entitled to be accompanied by his or her parent or guardian at any hearing before the Disciplinary Hearing Committee.
 - (3) The Disciplinary Hearing Committee shall be chaired by the Director of Student Development, or his or her designee who will serve as the hearing officer and have as members one representative

from each of the following groups: the Academic Senate, the Classified Employees, the Student Senate, and College Management.

- (4) If the accused requests a hearing, the Director of Student Development, or his or her designee shall schedule a disciplinary hearing to take place within fifteen (15) business days of the receipt by him or her of the written request for a hearing.
- (5) The Director of Student Development, or his or her designee shall give the accused and members of the Disciplinary Hearing Committee written notice of the time, place and date set for the hearing.
- (6) If the accused does not request a hearing, the Director of Student Development, or his or her designee may finalize the disciplinary action with the exception of expulsion, which must be recommended to the Vice President of Student and Community Advancement. If the Vice President determines that expulsion is appropriate, he or she will recommend expulsion to the Board of Trustees for final approval.

2. How Hearing is to be Conducted

- a. The public shall be excluded from this hearing.
- b. The hearing shall be recorded by either an audio recording or stenographic recording.
- c. The hearing officer may conduct the hearing in any manner he or she deems appropriate, provided the accused is given the opportunity to confront the witnesses testifying against him or her and to offer the statements of any supporting witnesses.
- d. If the Disciplinary Hearing Committee finds adequate support for the charge(s), it shall take appropriate disciplinary action pursuant to Section I.C of this procedure.
- e. When the Disciplinary Hearing Committee reaches a decision, the accused shall be given written notice in a timely manner[s10] of the decision, the disciplinary action, if any, to be taken, and the right to appeal the decision to the Vice President of Student and Community Advancement.

C. REVIEW BY THE VICE PRESIDENT OF STUDENT AND COMMUNITY ADVANCEMENT

1. The accused may seek review of the decision of the Disciplinary Hearing Committee by delivering to the Vice President of Student and Community Advancement, no later than five (5) business days after notice to the accused of the Disciplinary Hearing Committee's decision, a signed statement containing:
 - a. A statement that the accused appeals the decision; and
 - b. A brief statement of why the accused considers the decision to be in error.

2. The Vice President of Student and Community Advancement shall examine all documents received and shall grant review of the matter only if he or she determines from these documents that the decision of the Disciplinary Hearing Committee was in error or the sanctions imposed were excessive in light of the seriousness of the charge(s).
3. If the Vice President of Student and Community Advancement determines that review is not appropriate, he or she shall, within ten (10) business days after receipt of the accused's request for review, send written notice to the accused denying review and affirming the decision of the Disciplinary Hearing Committee.
4. If the Vice President of Student and Community Advancement determines that review is appropriate, he or she shall, within ten (10) business days after receipt of the request for review, schedule a meeting giving the accused at least five (5) business days written notice thereof with the accused and the hearing officer, at which time the accused will be allowed to present his or her objections to the Disciplinary Hearing Committee's decision, and the hearing officer will be allowed to respond thereto.
5. After such a meeting, the Vice President of Student and Community Advancement may reverse, revise or modify the decision and the disciplinary sanctions therein imposed on the accused, or the Vice President may let the decision and disciplinary sanctions stand.

D. GENERAL PROVISIONS

1. If students or other persons are suspended or expelled from the campus, they shall not appear on the campus without permission from the Vice President of Student and Community Advancement [CVJ11] or designee and must have a Campus Police escort.
2. The time limits specified in the Due Process and Disciplinary Procedures may be shortened or extended if there is a mutual written concurrence between the parties.
3. Failure of the accused to appeal any determination at any step to another step within the specified time limits shall be deemed acceptance by the accused of the last determination rendered.
4. Written notice to an accused pursuant to these procedures shall be sufficient if sent by first class mail to the last known address of the accused currently on file with the college. Notice shall be deemed given on the day of said mailing. Notice shall be in the English language.

5. In the absence of the Director of Student Development, a designee may be appointed by the Vice President of Student and Community Advancement.
6. No student shall be removed, suspended or expelled unless the conduct for which the student is disciplined is related to college activity or college attendance. In addition, no student may be removed, suspended, or expelled for parking violations.
7. The President or the President's designee (Campus Police) shall, upon the suspension or expulsion of any student, notify the appropriate law enforcement authorities of Los Angeles County or the City of Torrance of any acts of the student which may be in violation of Section 245 of the California Penal Code - Assault with a deadly weapon or force likely to produce great bodily injury.

STUDENT AND COMMUNITY ADVANCEMENT

ADMINISTRATIVE PROCEDURE 5530

STUDENT RIGHTS AND GRIEVANCES

The purpose of this procedure is to provide a prompt and equitable means for resolving student grievances. These procedures shall be available to any student who reasonably believes a College decision or action has adversely affected his or her status, rights or privileges as a student. The procedures shall include, but not be limited to, grievances regarding:

1. Sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972
2. Sexual harassment as defined in Board Policy 3430
3. Financial aid
4. Illegal discrimination
5. The exercise of rights of free expression protected by State and Federal constitutions and Education Code Section 76120.

This procedure does not apply to the following:

1. Student disciplinary actions covered under Board Policy 5500 and Administrative Procedure 5520.
2. Police citations (i.e. “tickets”). Complaints about citations must be directed to the District’s Campus Police Department.
3. Course grades to the extent permitted by Education Code Section 76224(a). Grade appeals are addressed in Board Policy 4231 and Administrative Procedures 4231.

Definitions:

1. Party: The student or any persons claimed to have been responsible for the student’s alleged grievance, together with their representatives. “Party” shall not include the Grievance Hearing Committee or the College Grievance Officer.
2. Superintendent/President: The Superintendent/President or a designated representative of the Superintendent/President.
3. Student: Any currently enrolled student, a person who has filed an application for admission to the College, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).
4. Respondent: Any person claimed by a grievant to be responsible for the alleged grievance.

5. Business Day: Unless otherwise provided, business day shall mean a day Monday to Friday, excluding public holidays and weekends, during which the College is in session and regular classes are held.
6. Grievance Officer. Appointed by the Superintendent/President or designated representative to assist students in seeking resolution by informal means.

Grievance Hearing Committee:

The Superintendent/President or designee shall at the beginning of each semester, including any summer session, establish a standing panel of members of the College community, including students, classified staff, faculty members and administrators, from which one or more Grievance Hearing Committees may be appointed. The panel will be established with the advice and assistance of the Associated Students Organization, Classified Employees and the Academic Senate, who shall each submit names to the Superintendent/President for inclusion on the panel. A Grievance Hearing Committee shall be constituted in accordance with the following:

1. It shall include one student, one instructor, one member of the classified service and one College administrator selected from the panel described above.
2. No person shall serve as a member of a Grievance Hearing Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner. Any party of the grievance may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the Superintendent/President or designee who shall determine whether cause for disqualification has been shown. If the Superintendent/President or designee feels that sufficient ground for removal of a member of the committee has been presented, the Superintendent/President or designee shall remove the challenged member or members and substitute a member or members from the panel described above. This determination is subject to appeal as defined below.
3. The Grievance Officer shall sit with the Grievance Hearing Committee but shall not serve as a member nor vote. The Grievance Officer shall coordinate all scheduling of hearings, shall serve to assist all parties and the Hearing Committee to facilitate a full, fair and efficient resolution of the grievance, and shall avoid an adversarial role.

Informal Resolution:

1. Each student who has a grievance shall make reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the local College administration.
2. The Superintendent/President or designated representative shall appoint an employee who shall assist students in seeking resolution by informal means. This person shall be called the Grievance Officer. The Grievance Officer and the student may also seek the assistance of the Associated Student Organization in attempting to resolve a grievance informally.
3. Informal meetings and discussion between persons directly involved in a grievance are essential at the onset of a dispute and should be encouraged at all stages. An equitable solution should be sought before persons directly involved in the case have stated official or public positions that might tend to polarize the dispute and render a solution more difficult.
4. At no time shall any of the persons directly or indirectly involved in the case use the fact of such informal discussion for strengthening the case for or against persons directly involved in the dispute or for any purpose other than the settlement of the grievance.
5. In an attempt to resolve a complaint informally, the student shall first request a meeting to discuss it with the Dean, Associate Dean or Director (hereinafter Administrator) of the division in which the matter in question resides. Upon such a request, the Administrator shall inform and confer with any staff members named by the student. In turn, the Administrator shall schedule a meeting with the student and, if requested, all involved parties not more than ten (10) business days from the date of request.
6. If at the end of five (5) business days following the student's first meeting with the Administrator, an informal resolution of the complaint is not reached, which is satisfactory to the student, the student shall have the right to request a grievance hearing.
7. This concludes the Informal Process.

Formal Resolution (Request for a Grievance Hearing)

The student may process any complaint not resolved by the Informal Process. As set forth above, the student can process a grievance as follows:

1. The student shall submit his or her written grievance, on a form provided by the College, to the appropriate Administrator.
2. In order to have a valid grievance, the written grievance must be submitted within thirty (30) business days after the student knew or should have known of the facts surrounding the grievance and the remedy sought by the student.
3. The grievance shall be signed and dated by the student and shall incorporate a statement that the student had first followed the provisions of the Informal Process.
4. Upon receipt of the written grievance, the Administrator shall promptly forward one copy to the Dean of Enrollment Services or designee.
5. Within fifteen (15) business days following receipt of the request for a grievance hearing, the Dean of Enrollment Services or designee shall appoint a Grievance Hearing Committee, as described above. The Grievance Hearing Committee shall meet in private and, without the parties present, select a chair and determine based on the Statement of the Grievance whether it presents sufficient grounds for a hearing.
6. If the hearing is warranted, it shall be based on the following:
 - a) The statement contains facts which, if true, would constitute a grievance under these procedures;
 - b) The grievant is a student as defined in these procedures, which include applicants and former students;
 - c) The grievant is personally and directly affected by the alleged grievance;
 - d) The grievance was filed in a timely manner;
 - e) The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.
7. If the grievance does not meet each of the above requirements, the Hearing Committee Chair shall notify the student in writing of the rejection of the Request for a Grievance hearing, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within ten (10) business days of the date the decision is made by the Grievance Hearing Committee.

8. Any appeal relating to a Grievance Hearing Committee decision that the Statement of Grievance does not present a grievance as defined in these procedures shall be made in writing to the Vice President of Student and Community Advancement within five (5) business days of that decision. The Vice President of Student and Community Advancement shall review the Statement of Grievance and Request for Grievance Hearing in accordance with the requirements for a grievance provided in these procedures, but shall not consider any other matters. The Vice President of Student and Community Advancement's decision on whether or not to grant a grievance hearing shall be final and not subject to further appeal.
9. If the Request for Grievance Hearing satisfies each of the requirements, the College Grievance Officer shall schedule a grievance hearing. All parties to the grievance shall be given not less than seven (7) business days' notice of the date, time and place of the hearing.
10. Such meeting shall take place not less than fifteen (15) business days from the date the written grievance is received.
11. The student will be allowed to have any witnesses and a non-legal support person with him or her. Staff members named by the student shall be asked to attend this meeting and will be allowed to have a non-legal co-worker with them. Neither the student's nor the staff member's support person will participate in the meeting.
12. By the end of the seventh (7th) business day following the date of the meeting, the Administrator shall provide the student and staff member(s) with a written decision.
13. This concludes the Formal Resolution Process.

Hearing Procedure:

1. The decision of the Grievance Hearing Committee Chair shall be final on all matters relating to the conduct of the hearing unless there is a vote of a majority of the other members of the panel to the contrary.
2. The members of the Grievance Hearing Committee shall be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins.

3. Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
4. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.
5. Unless the Grievance Hearing Committee determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant or grievants shall make the first presentation, followed by the respondent or respondents. The grievant(s) and respondent(s) may present rebuttal evidence. The burden shall be on the grievant or grievants to prove by substantial evidence that the facts alleged are true and that a grievance has been established as specified above.
6. Each party to the grievance may represent himself or herself, and may have the right to be represented by a person of his or her choice, except that an attorney shall not represent a party unless, in the judgment of the Grievance Hearing Committee, complex legal issues are involved. If a party wishes to be represented by an attorney, a request must be presented not less than five (5) business days prior to the date of the hearing. If one party is permitted to be represented by an attorney, the other party shall have the right to be represented by an attorney. The hearing committee may also request legal assistance through the Superintendent/President. A legal advisor provided to the hearing committee may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.
7. Hearings shall be closed and confidential unless all parties request that it be open to the public. Any such request must be made not less than five (5) business days prior to the date of the hearing.
8. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the committee agree to the contrary.
9. The hearing shall be recorded by the Grievance Officer by either audio recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. At the beginning of the hearing in the event the recording is by audio recording, the Grievance Hearing Committee Chair shall ask each person present to identify himself or herself by name, and thereafter shall ask witnesses to identify themselves by name. The

audio recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. Any party may request a copy of the audio recording.

10. All testimony shall be taken under oath. The Grievance Hearing Committee Chair shall administer the oath. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be audio recorded shall be considered unavailable.
11. Within ten (10) business days following the close of the hearing, the Grievance Hearing Committee shall prepare and send to the Dean of Enrollment Services or designee a written decision. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined above. The decision shall also include a specific recommendation regarding the relief to be afforded the grievant, if any. The decision shall be based only on the record of the hearing, and not on matters outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing.

Dean of Enrollment Services or Designee's Decision:

1. Within fifteen (15) business days following receipt of the Grievance Hearing Committee's decision and recommendations, the Dean of Enrollment Services or designee shall send to all parties his or her written decision, together with the Hearing Committee's decision and recommendations. The Dean of Enrollment Services or designee may accept or reject the findings, decisions and recommendations of the Hearing Committee. The factual findings of the Hearing Committee shall be accorded great weight. If the Dean of Enrollment Services or designee does not accept the decision or a finding or recommendation of the Hearing Committee, the Dean of Enrollment Services or designee shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The accused shall be given written notice of the decision, the disciplinary action, if any, to be taken, and the right to appeal.
2. The accused may seek review of the Dean Enrollment Services or Designee's decision by delivering to the Vice President of Student and Community Advancement, no later than ten (10) business days after notice to the accused of the Dean Enrollment Services or Designee's decision, a signed statement containing:

- a. A statement that the accused appeals the decision; and
- b. A brief statement of why the accused considers the decision to be in error.

Appeal

1. The Vice President of Student and Community Advancement shall examine all documents received and shall grant review of the matter only if he or she determines from these documents that the decision of the Dean Enrollment Services or Designee was in error or the sanctions imposed were excessive in light of the seriousness of the charge(s).
2. If the Vice President of Student and Community Advancement determines that review is not appropriate, he or she shall, within ten (10) business days after receipt of the accused's request for review, send written notice to the accused denying review and affirming the decision of the Dean of Enrollment Services or Designee .
3. If the Vice President of Student and Community Advancement determines that review is appropriate, he or she shall, within ten (10) business days after receipt of the request schedule a meeting with the accused and the Grievance Hearing Committee Chair, giving the accused at least five (5) business days written notice. The accused will be allowed to present his or her objections to the Dean of Enrollment Services or designee's decision, and the Grievance Hearing Committee Chair will be allowed to respond thereto.
4. After such meeting, the Vice President of Student and Community Advancement may reverse, revise or modify the decision and the disciplinary sanctions therein imposed on the accused, or the Vice President may let the decision and disciplinary sanctions stand.

Time Limits:

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

References:

Title IX of the Higher Education Amendments of 1972
Education Code Section 76120 and 76224 (a)

**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. 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.

1. **Contractor:** ACE HOME LOANS
Services: Provide part-time work activity opportunities for students enrolled in the District's CalWORKs Program.
Requesting Dept.: Counseling and Student Services
Date(s): 11/1/09 – 6/30/10
Financial Terms: No Cost to the District
2. **Contractor:** AIR NEW ZEALAND
Services: Contractor's employees will receive twenty hours of training in computer skills.
Requesting Dept.: Community Advancement
Date(s): 11/17/09 – 12/31/09
Financial Terms: Projected Gross Income \$4,500
3. **Contractor:** COMMUNITY LEGAL SERVICES
Services: Provide part-time work activity opportunities for students enrolled in the District's CalWORKs Program.
Requesting Dept.: Counseling and Student Services
Date(s): 10/1/09 – 6/30/10
Financial Terms: No cost to the District
4. **Contractor:** INTERSCHOLASTIC TRADING COMPANY, LLC
Services: Contractor will assist the District in selling surplus and used equipment in an on-line auction environment and through other surplus channels in compliance with California Education Codes.
Requesting Dept.: Facilities Planning and Services
Date(s): 11/17/09 – 11/17/10 with four one-year optional renewal periods. Contract not to exceed five years.
Financial Terms: The District will receive 52% of initial sales (of the first \$1,000 per item) and 72% of the amount above \$1,000 thereafter.
5. **Contractor:** RICHARD NICHOLSON

Services: Provide three workshops for both El Camino College and Compton Education Center students, faculty and staff on the various kinds of teaching credentials required by the California Commission on Teacher Credentialing, and provide one-on-one workshop sessions with students enrolled in the CTE Teacher Pipeline.

Requesting Dept.: Behavioral and Social Sciences

Date(s): 7/1/09 – 6/30/10

Financial Terms: Cost \$2,000 - Blanket P.O. #310452 (paid from the Career Technical Education – Teacher Preparation Pipeline grant)

6. **Contractor:** **OCCUPATIONAL THERAPY TRAINING PROGRAM**
Services: Program participants will receive 16 hours of computer skills training.

Requesting Dept.: Community Advancement – Workplace Learning Resource Center (WpLRC)

Date(s): 10/31/09 – 6/30/10

Financial Terms: Projected Gross Income \$2,000

7. **Contractor:** **PALOS VERDES PENINSULA UNIFIED SCHOOL DISTRICT**

Services: High school students will be provided on-site pre-engineering instruction through the District's Industry and Technology Program.

Requesting Dept.: Industry and Technology

Date(s): 7/1/09 – 6/30/10

Financial Terms: State funded program

B. CONTRACTS OVER \$76,700

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

Contractor: **CERRITOS COMMUNITY COLLEGE DISTRICT**

Services: Provide promotion services, curricula development and faculty training in support of the District's Career and Technical Education Community Collaborative Program for: college faculty, high schools, and middle schools.

Requesting Dept. Community Advancement

Date(s): 11/17/09 – 6/30/10

Financial Terms: Cost: \$156,567

Source of Funding: To be paid from Career Technical Education – Teacher Preparation Pipeline

C. MEMORANDUM OF UNDERSTANDING – BOVIS LEND LEASE

As directed by the Board of Trustees at the October 19 , 2009 Board meeting, it is requested that the Board of Trustees ratify the District entering into a Memorandum of Understanding (MOU) between the District and Bovis Lend Lease, Inc., to provide professional services as the District’s College Advocate/Owner Representative pertaining to El Camino Community College District’s construction program and other related matters. The MOU period allowed for negotiations with Bovis Lend Lease, Inc., with intent to enter into an agreement for these services.

Date(s) of Service: 10/22/09 – 11/30/09

Financial Terms: Cost Not to Exceed \$183,000

Requesting Dept.: Facilities Planning and Services

D. BOVIS LEND LEASE

It is requested that the Board of Trustees approve that the District enter into an agreement with the contractor. The contractor will provide Construction Manager/Program Manager services and other construction related services as requested by the District. Services are related to the Facilities Master Plan implementation, construction management services for project implementation and other state Capital projects.

Requesting Dept. Administrative Services

Date: 12/01/09 – 6/30/14

Financial Terms: Not to exceed \$6,396,693

E. 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			
P0301001	New Wave Computer	Technical Services	Repairs Parts And Supplies	\$1,545.84
P0301018	Anixter	Information Tech.	Non-Instruct Supplies	\$3,022.76
P0301020	Graybar Electric	Information Tech.	Non-Instruct Supplies	\$2,553.72
P0301034	Fujitec America, Inc.	Facilities/Planning	Repairs Noninstructional	\$217.00
P0301035	Bruce E. Hoerning	Carpenter Shop	Non-Instruct Supplies	\$228.32
P0301041	Pump Man	Facilities/Planning	Repairs Noninstructional	\$1,885.00
P0301042	CCCAOE	Ed & Community	Conferences Mgmt	\$395.00
P0301048	New Wave Computer	V.P. Academic Affairs	Non Inst Comp Eq	\$201.94
P0301049	Fisher Scientific	Life Sciences	Instructional Supplies	\$302.73
P0301052	CCCAOE	V.P. Academic Affairs	Conferences Mgmt	\$395.00

P0301053	Klein Environmental	Physical Education	Instructional Supplies	\$873.36
P0301054	Dynatronics, Corp.	Physical Education	Instructional Supplies	\$393.26
P0301055	BSN/Conlin Sports	Physical Education	Instructional Supplies	\$329.53
P0301056	Law Offices of Larry	Institutional Services	Legal	\$56.25
P0301067	CCCAOE	Ed & Community	Dues And Memberships	\$45.00
P0301068	National Promotions	Copy Center	Printing	\$3,316.65
P0301070	Verizon Wireless	Health, Safety	Telephone	\$162.03
P0301075	Xerox Corporation	Copy Center	Non-Instruct Supplies	\$573.77
P0301076	Xpedx Paper	Copy Center	Non-Instruct Supplies	\$1,092.67
P0301080	Time Clock Sales	Financial Aid	Maintenance Contracts	\$92.56
P0301082	NCMPR	Public Relations	Non-Instruct Supplies	\$100.00
P0301083	The Tape Company	Audio/Visual	Instructional Supplies	\$1,236.38
P0301085	Ann M. Garten	Public Relations	Conferences Mgmt	\$50.00
P0301086	Datatel, Inc.	Information Tech.	Transportation/ Mileage	\$1,000.00
P0301087	Norman S. Wright	Facilities/Planning	Repairs Noninstructional	\$1,646.25
P0301088	Zones, Inc.	Information Tech.	Non-Instruct Supplies	\$486.41
P0301089	Anixter	Information Tech.	Non-Instruct Supplies	\$91.83
P0301090	Virtual Graffiti Inc.	Information Tech.	Maintenance Contracts	\$4,344.12
P0301091	Scantron	Information Tech.	Non-Instruct Supplies	\$1,880.85
P0301097	South Bay Latino	Community	Dues And Memberships	\$200.00
P0301098	American Express	Information Tech.	Transportation/ Mileage	\$307.20
P0301099	Harland Technology	Information Tech.	Non-Instruct Supplies	\$51.79
P0301108	American Express	Purchasing	Dues And Memberships	\$55.00
P0301111	CDW Computer	Div Office Fine Arts	Non-Instruct Supplies	\$207.06
P0301112	Cal Tech Copier, Inc.	Institutional Research	Maintenance Contracts	\$525.00
P0301113	Hitt Marking Devices	Div Office Fine Arts	Non-Instruct Supplies	\$50.30
P0301115	Ricoh Corp	Div Office Fine Arts	Non-Instruct Supplies	\$89.53
P0301119	Ahern Rentals	Ctr for Arts Production	Repairs Parts And Supplies	\$206.33
P0301123	Wolters Kluwer Health	Nursing	Publications-Magazines	\$114.00
P0301131	American Association	Construction	Dues And Memberships	\$148.00
P0301132	Innovative Interfaces	Information Tech.	Maintenance Contracts	\$27,852.00
P0301135	Namifiers	VP-SCA	Non-Instruct Supplies	\$36.75
P0301137	Frontiers News	Ctr for Arts Promo	Multi Media Advertising	\$754.00
P0301138	Shop Floor	Machine Tool	Maintenance Contracts	\$92.31
P0301139	Beverly Hills Fire Dept.	Fire	Contract Services	\$9,717.50
P0301141	Torrance Postmaster	Public Relations	Postage	\$50,000.00
P0301142	Manhattan Beach	Public Relations	Dues And Memberships	\$45.00
P0301143	NCMPR	Public Relations	Non-Instruct Supplies	\$110.00
P0301144	Community College	Public Relations	Conferences Mgmt	\$440.00
P0301158	Torrance Postmaster	Ctr for Arts Promo	Postage	\$2,006.91
P0301159	Torrance Postmaster	Ctr for Arts Promo	Postage	\$2,006.91
P0301160	Mid City Mailing	Ctr for Arts Promo	Multi Media Advertising	\$676.00
P0301161	Mid City Mailing	Ctr for Arts Promo	Multi Media Advertising	\$676.00
P0301169	Pender's Music Co.	Music	Instructional Supplies	\$243.04
P0301174	CDW-G	Technical Services	Repairs Parts And Supplies	\$2,573.77
P0301175	Roger's Systems	Technical Services	Repairs Parts And Supplies	\$1,198.98
P0301179	Ricoh Americas	Fiscal Services	Non-Instruct Supplies	\$22.34
P0301193	Ringside Inc.	Physical Education	Instructional Supplies	\$3,194.02
P0301194	Monterey Graphics	President's Office	Non-Instruct Supplies	\$49.39
P0301198	Henri Venanzi	Ctr for Arts Instr/Admin	Contract Services	\$300.00
P0301199	American Manage	Ed & Community	Dues And Memberships	\$225.00
P0301200	Chronicle of Higher	Ed & Community	Dues And Memberships	\$72.50
P0301201	Maralynne Mann	Ctr for Arts Instr/Admin	Contract Services	\$200.00
P0301202	Victor Pesavento	Ctr for Arts Instr/Admin	Contract Services	\$200.00
P0301203	Emily Reppun	Ctr for Arts Instr/Admin	Contract Services	\$200.00

P0301204	Whole Lot of Whimsey Art Department		Instructional Supplies	\$124.40
P0301217	Lomita Business	Financial Aid	Maintenance Contracts	\$219.73
P0301219	Noel Levitz, Inc.	Staff Development	Non-Instruct Supplies	\$288.75
P0301221	West Coast Sound	Ctr for Arts Production	Other Rentals	\$2,658.75
P0301223	Full Compass	Ctr for Arts Production	Non-Instruct Supplies	\$283.16
P0301224	Reliance	Information Tech.	Maintenance Contracts	\$7,668.00
P0301230	Monterey Graphics	Warehouse	Inventories, Stores, Prepaid I	\$2,086.62
P0301232	Mark Costello	Grounds	Non-Instruct Supplies	\$94.63
P0301238	CDW-G	Div Office Business	Instructional Supplies	\$980.80
P0301242	Academic Senate	Academic Senate	Dues And Memberships	\$4,452.48
P0301243	Shredder Specialties	Admissions/Records	Repairs Noninstructional	\$430.83
P0301245	American Express	TECHNOLOGY	Aft Contract Committee	\$203.20
P0301246	Boise Cascade	Div Office Business	Instructional Supplies	\$400.28
P0301250	Scantron	Div Office Nat Science	Non-Instruct Supplies	\$30.31
P0301253	Ikon Office Solutions	Outreach and School	Non-Instruct Supplies	\$210.72
P0301254	Teac America, Inc.	Ctr for Arts Production	Repairs Parts And Supplies	\$90.00
P0301257	New Horizons	Staff Development	Conferences Mgmt	\$530.00
P0301266	Fast Deer Bus Chart	Transfer Center	Transportation	\$926.50
P0301273	Amazon.Com	Public Relations	Non-Instruct Supplies	\$22.68
P0301274	Shredder Specialties	VP-SCA	Repairs Noninstructional	\$408.58
P0301277	National League	Nursing	Dues And Memberships	\$1,875.00
P0301278	Shiffler Equipment	Carpenter Shop	Non-Instruct Supplies	\$38.96
P0301279	National League	Nursing	Dues And Memberships	\$1,500.00
P0301281	Kater-Crafts	Div Office Instr.	Bookbinding	\$2,398.88
P0301282	Alisha C. Shoemaker	Ctr for Arts Instr/Admin	Contract Services	\$100.00
P0301285	Hitt Marking Devices	Physical Education	Instructional Supplies	\$40.15
P0301288	Ward's Natural Sci.	Earth Sciences	Instructional Supplies	\$354.98
P0301289	Law Fire Protection	Facilities/Planning	Repairs Noninstructional	\$6,293.25
P0301290	International Textile	Family Consumer	Dues And Memberships	\$55.00
P0301291	Beauty Systems	Cosmetology	Instructional Supplies	\$562.60
P0301293	Namifiers	VP-SCA	Non-Instruct Supplies	\$41.35
P0301307	M & K Metal Co.	Welding	Instructional Supplies	\$869.99
P0301316	Monterey Graphics	Warehouse	Inventories, Stores, Prepaid I	\$1,843.89
P0301317	Konica Minolta	Automotive Tech.	Maintenance Contracts	\$480.00
P0301326	American Express	I & T Div Ofc	Conferences Faculty	\$161.20
P0301328	New Wave Computer	VP-SCA	Non-Instruct Supplies	\$97.68
P0301329	Mark Hullibarger	Ctr for Arts Production	Center For The Arts Technical	\$145.00
P0301331	Christopher Ramirez	Ctr for Arts Instr/Admin	Contract Services	\$100.00
P0301332	Karen L. Hoglan	Ctr for Arts Instr/Admin	Contract Services	\$200.00
P0301333	Celeste Hines	Ctr for Arts Instr/Admin	Contract Services	\$250.00
P0301335	National Archive	Div Office Instr.	Publications-Magazines	\$8,964.61
P0301342	Home Depot	Facilities/Planning	Repairs Noninstructional	\$271.08
P0301359	Los Angeles	Life Sciences	Contract Services	\$72.00

Fund 11 Total: 108

\$182,190.90

Fund 12 Restricted - El Camino

P0300807	Craig Medical	CTE-Eq	New Equipment - Instructional	\$685.94
P0300921	Cengage Learning	CTE-Eq	New Equipment - Instructional	\$1,325.00
P0301013	A-1 Office Concepts	EOPS	Non-Instruct Supplies	\$128.41
P0301043	Southern California	Egypt Initiative	Other Services And Expenses	\$29.51
P0301046	Johanna L. Zamora	STEM transfer-Hispan	Conferences - Student	\$300.00
P0301047	American Express	STEM transfer-Hispan	Conferences - Student	\$1,116.80
P0301057	ITEP, Inc.	RTF #08-332-042	Contributions	\$1,000.00

P0301058	Fast Deer Bus Chart	RTF #08-332-042	Transportation/ Mileage	\$780.00
P0301072	Augusoft	Contract Education	License Fee/Site Licenses	\$9,000.00
P0301074	Association	Contract Education	Dues And Memberships	\$60.00
P0301077	The Gas Company	Egypt Initiative	Other Services And Expenses	\$7.60
P0301081	Foundation Center	Community	Publications/ Periodicals	\$295.00
P0301084	Monterey Graphics	EOPS CARE	Non-Instruct Supplies	\$49.39
P0301100	National Promotions	Teacher Preparation	Instructional Supplies	\$1,640.76
P0301101	FIRST	Teacher Preparation	Instructional Supplies	\$5,000.00
P0301102	VWR Scientific	STEM transfer-Hispan	New Equipment - Instructional	\$18,817.96
P0301103	Bio-Rad Laboratories	STEM transfer-Hispan	New Equipment - Instructional	\$10,827.48
P0301104	Dell Computer	STEM transfer-Hispan	Instr.CompEquip less than \$5k	\$10,791.85
P0301105	Bio-Rad Laboratories	STEM transfer-Hispan	New Equipment - Instructional	\$4,199.15
P0301106	Dell Computer	Japanese Lang	Instr.CompEquip less than \$5k	\$1,542.79
P0301109	Infousa	TitleV Activity -Oct	Other Services And Expenses	\$219.92
P0301110	Fast Deer Bus Chart	El Camino Language	Student Transportation Rental	\$756.26
P0301117	The Apple Store	VATEA Medial / TV	New Computer	\$74,162.19
P0301118	El Camino College	El Camino Language	Field Trip Expense	\$4,900.00
P0301120	Jones & Mayer	Parking-Student	Self Insurance Legal Fees	\$190.00
P0301121	James C. Wilson	Parking-Student	Other Services And Expenses	\$175.00
P0301122	South Bay Training	Parking-Student	In-Service Training	\$130.00
P0301124	Vector Resources, Inc.	Parking-Student	New Equipment -	\$225.12
P0301125	CDW Computer	Parking-Student	Maintenance Contracts	\$1,740.00
P0301126	The Badger	Parking-Student	Non-Instruct Supplies	\$433.74
P0301127	USA Collision Center	Parking-Student	Repairs Non Instr	\$1,200.00
P0301128	South Bay Ford	Parking-Student	Repairs Non Instr	\$56.52
P0301129	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$1,030.17
P0301136	Sal Aguilar Printing	TitleV Activity -Oct	Printing	\$82.82
P0301140	Namifiers	Community	Non-Instruct Supplies	\$66.82
P0301145	PACRAO	Veterans Education	Travel And Conference	\$420.00
P0301149	NCCCCF	TitleV Activity -Oct	Conferences Other	\$149.00
P0301150	Quality Business	Community	Other Services And Expenses	\$50.00
P0301162	Lexipol Llc	Parking-Student	Self Insurance Legal Fees	\$2,850.00
P0301164	American Express	RTF #08-332-042	Transportation/ Mileage	\$394.20
P0301165	National Imprint Corp	Parking-Student	Non-Instruct Supplies	\$482.12
P0301167	CDW-G	Parking-Student	New Equipment	\$388.52
P0301177	Student Insurance	El Camino Language	Other	\$3,120.00
P0301180	Image IV Systems	Basic Skills	New Equipment - Instructional	\$297.48
P0301183	IAT-Brothers Auto	Parking-Student	Repairs Non Instr	\$321.83
P0301184	Stuart Parks Forensic	Parking-Student	In-Service Training	\$650.00
P0301185	Bayside Medical Ctr	Parking-Student	Other Services And Expenses	\$150.00
P0301186	South Bay Municipal	Parking Violations DM	Other Services And Expenses	\$7,241.00
P0301187	Emblem Enterprises	Parking-Student	Non-Instruct Supplies	\$546.58
P0301188	Health Services	Health Services	Dues And Memberships	\$150.00
P0301196	American Express	STEM transfer-Hispan	Conferences - Student	\$261.20
P0301197	Campus Food Service	YESS Grant	Instructional Supplies	\$533.14
P0301220	Western Graphics	Head Start Partnership	Instructional Supplies	\$592.65
P0301222	Campus Food Service	RTF #08-332-042	Non-Instruct Supplies	\$2,000.00
P0301225	Crowne Plaza Hotel	WPLRC State	Conferences Mgmt	\$84.00
P0301231	American Nautical	CTLI (COCCC)	Other Books	\$3,565.23
P0301233	Charito Y. Flores	STEM transfer-Hispan	Conferences - Student	\$150.00
P0301239	Monterey Graphics	CalWORKS	Non-Instruct Supplies	\$148.17
P0301240	Fast Deer Bus Chart	STEM transfer-Hispan	Transportation	\$716.97
P0301248	Emergency First	(STCW) Standards	Other Books	\$894.46
P0301251	Wyndham	DOE Title VI B (ITCI)	Conferences Other	\$205.16
P0301252	See Point Technology	Natural Sciences	New Computer	\$7,112.59
P0301261	Paper Direct	Matching - IDRC, etc.	Non-Instruct Supplies	\$35.28

P0301262	Dun & Bradstreet, Inc.	RTF #08-332-042	License Fee/Site Licenses	\$2,000.00
P0301263	EBSCO	Instructional Services	Publications-Magazines	\$8,309.74
P0301264	The Gale Group	Instructional Services	Library Books	\$737.33
P0301267	Dell Marketing L. P.	STEM transfer-Hispan	Instructional Supplies	\$132.45
P0301268	Fast Deer Bus Chart	STEM transfer-Hispan	Transportation	\$886.39
P0301269	Spectrum Industries	STEM transfer-Hispan	Non Inst Comp Eq	\$2,780.72
P0301270	ECCCD Center	STEM transfer-Hispan	Non-Instruct Supplies	\$800.00
P0301271	B & H Photo-Video	STEM transfer-Hispan	Non Inst Comp Eq	\$241.06
P0301272	Assist Design	STEM transfer-Hispan	Non-Instruct Supplies	\$910.93
P0301276	E.C.C. Industry	CTLI (COCCC)	Non-Instruct Supplies	\$740.00
P0301280	Ricoh Corp	Title V Activity -Oct	Other Services And Expenses	\$851.20
P0301311	American Express	Administration	Training	\$95.00
P0301312	American Express	Administration	Training	\$95.00
P0301313	Westhost, Inc.	El Camino Language	Multi Media Advertising	\$29.85
P0301314	Time Warner Cable	Egypt Initiative	Other Services And Expenses	\$114.37
P0301330	Orange County Sheriff	Parking-Student	In-Service Training	\$50.00
P0301338	S & B Foods	TitleV Activity -Oct	Non-Instruct Supplies	\$180.00
P0301339	Mimousa Language	El Camino Language	Contract Services	\$500.00
P0301343	Executive Fire	Fire Tech Donations	Repairs - Instructional	\$1,837.50
P0301344	Gall's Inc	Fire Tech Donations	Instructional Supplies	\$4,241.85
P0301349	R & D Printing	STEM transfer-Hispan	Non-Instruct Supplies	\$685.94
P0301354	Ryugaku Journal, Inc.	El Camino Language	Contract Services	\$1,800.00
P0301355	Time Warner Cable	Egypt Initiative	Other Services And Expenses	\$114.34

Fund 12 Total: 86

\$214,609.45

Fund 15 General Fund -Special Programs

P0301033	Sports Medicine	Athletics	Non-Instruct Supplies	\$933.00
P0301039	XAP Inc.	Admissions/Records	Maintenance Contracts	\$937.75
P0301116	Dell Computer	Div Office-Student	New Computer	\$2,348.04
P0301130	Dell Computer	V.P. Academic Affairs	New Computer	\$52,916.27
P0301241	South Bay Heating/Air	Administrative Service	New Equipment	\$7,400.00
P0301325	New Wave Computer	Div Office-Student	New Equipment	\$592.65
P0301336	Thomson West	Div Office Instr.	Library Books	\$2,920.45

Fund 15 Total: 7

\$68,048.16

Fund 62 Property & Liability

P0301069	Keenan & Associates	Purchasing	Liability - Self Insurance	\$2,000.00
P0301153	El Camino Communit	Purchasing	Liability - Self Insurance	\$2,081.42
P0301178	Keenan & Associates	Purchasing	Liability - Self Insurance	\$2,355.07

Fund 62 Total: 3

\$6,436.49

Fund 71 Associated Students

P0301037	Campus Food Service	Student Affairs	ASB Exp.	\$100.00
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Fund 71 Total: 1

\$100.00

Fund 72 Student Representation Fee

P0301235	Academic Senate	Student Affairs	Conferences - Student	\$880.00
P0301236	American Express	Student Affairs	Conferences - Student	\$1,094.00
P0301237	American Express	Student Affairs	Conferences - Student	\$931.00

				Fund 72 Total: 3	\$2,905.00
Fund 79	Auxiliary Services				
P0301073	Sport Chalet	Resp Therapy	Non-Instruct Supplies		\$2,388.48
P0301079	Soccer Central	Resp Therapy	Non-Instruct Supplies		\$791.43
P0301151	Kim Deshazo	Fine Arts	Non-Instruct Supplies		\$260.00
P0301152	Kim Deshazo	Fine Arts	Non-Instruct Supplies		\$240.00
P0301170	William J. Georges	Fine Arts	Non-Instruct Supplies		\$500.00
P0301171	Kim Deshazo	Fine Arts	Non-Instruct Supplies		\$1,000.00
P0301172	Charles F. Turner	Fine Arts	Non-Instruct Supplies		\$200.00
P0301173	Kenneth W. Lefort	Fine Arts	Non-Instruct Supplies		\$100.00
P0301195	Oriental Trading	Student Affairs	Non-Instruct Supplies		\$324.08
P0301205	Foundation	Student Affairs	Non-Instruct Supplies		\$500.00
P0301206	American Express	Student Affairs	Non-Instruct Supplies		\$988.00
P0301207	Journalism Associat	Humanities	Non-Instruct Supplies		\$1,400.00
P0301228	Amk Design	Radiologic Tech	Non-Instruct Supplies		\$685.94
P0301244	Wyndham Hotel San	Student Affairs	Non-Instruct Supplies		\$355.16
P0301255	Amy L. Wolff	Fine Arts	Non-Instruct Supplies		\$210.00
P0301258	Campus Food Service	Counseling Office	Non-Instruct Supplies		\$513.08
P0301259	Fast Deer Bus Chart	Counseling Office	Non-Instruct Supplies		\$435.00
P0301260	Graphic Inks	Counseling Office	Non-Instruct Supplies		\$481.80
P0301284	Phyllis S. Fowler	Fine Arts	Non-Instruct Supplies		\$200.00
P0301318	Richard E. Allehouse	Fine Arts	Non-Instruct Supplies		\$100.00
P0301319	Patricia D. Mack	Fine Arts	Non-Instruct Supplies		\$95.00
P0301320	Karen Lawrence	Fine Arts	Non-Instruct Supplies		\$75.00
P0301321	Sandra J. Nitchman	Fine Arts	Non-Instruct Supplies		\$70.00
P0301322	Deborah B. Minnichelli	Fine Arts	Non-Instruct Supplies		\$70.00
P0301323	Geoffrey Dent	Fine Arts	Non-Instruct Supplies		\$70.00
P0301324	Carolyn Correnti	Fine Arts	Non-Instruct Supplies		\$65.00
P0301334	American Express	Student Affairs	Non-Instruct Supplies		\$270.20
P0301340	Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies		\$500.00
P0301350	Joseph J. Derthick	Fine Arts	Non-Instruct Supplies		\$190.00
				Fund 79 Total: 29	\$13,078.17
Fund 81	Student Organizations				
P0301256	Enterprise Rent-A-Car	Student Affairs	A/P Manual.Gen.		\$592.55
				Fund 81 Total: 1	\$592.55
Fund 82	Scholarships & Trust/Agency				
P0301050	RJL Systems	Health Sciences	Fundraising		\$2,084.28
P0301078	Soccer Central	Health Sciences	Fundraising		\$791.43
P0301134	Tomark Sports, Inc.	Health Sciences	Fundraising		\$164.71
P0301146	Real Volleyball	Health Sciences	Fundraising		\$1,111.58
P0301166	Del Rey Party Rentals	Trust Career Expo	Fundraising		\$836.18
P0301226	Sport Chalet	Health Sciences	Fundraising		\$818.71
P0301327	Boise Cascade	Health Sciences	Fundraising		\$210.01
				Fund 82 Total: 7	\$6,016.90

PO Funds Total: 245

\$493,977.62

Fund 11 Unrestricted - El Camino

B0310682	ECCD Petty Cash	Financial Aid	Non-Instruct Supplies	\$200.00
B0310690	ECCD Petty Cash	Div Office Instr.	Library Books	\$700.00
B0310691	Sidedoor Studio, The	Public Relations	Contract Services	\$5,000.00
B0310692	E.C.C. Public	Health, Safety	Reproduction	\$315.00
B0310703	CCS Presentation	Audio/Visual	Repairs - Instructional	\$1,500.00
B0310709	KUSC Fm 91.5	Ctr for Arts Promo	Multi Media Advertising	\$5,000.00
B0310710	Frontiers News	Ctr for Arts Promo	Multi Media Advertising	\$3,000.00
B0310712	Midwest Library	Div Office Instr.	Library Books	\$35,000.00
B0310736	ECCD Petty Cash	Counseling Office	Non-Instruct Supplies	\$300.00
B0310742	Sally's Beauty Supply	Cosmetology	Instructional Supplies	\$200.00
B0310743	Crenshaw Wholesale	Construction	Instructional Supplies	\$1,800.00
B0310747	E.C.C. Public	Study Abroad Program	Other Services And Expenses	\$162.50
B0310750	UCLA Center	Paramedic Academy	Contract Services	\$7,488.00
B0310751	Manhattan Beach Fire	Fire	Contract Services	\$3,025.00
B0310752	L.A. County Ems	Paramedic Academy	Contract Services	\$64,791.71
B0310753	UCLA Center	Paramedic Academy	Contract Services	\$4,296.00
Fund 11 Total: 16				\$132,778.21

Fund 12 Restricted - El Camino

B0310680	APICS	Cact CA Employee	Contract Services	\$20,000.00
B0310685	Jonathan Brennan	Staff Development	PSA Contract Services	\$3,900.00
B0310704	Campus Food Service	Teacher Preparation	Instructional Supplies	\$1,000.00
B0310707	Campus Food Service	CTE (grant	Non-Instruct Supplies	\$1,300.00
B0310713	ECCD Petty Cash	RTF #08-332-042	Non-Instruct Supplies	\$500.00
B0310716	Charles Lowe	Community	PSA Contract Services	\$6,000.00
B0310723	ECCD Petty Cash	YESS Grant	Instructional Supplies	\$500.00
B0310725	E.C.C. Public	YESS Grant	Reproduction Instructional	\$400.00
B0310734	Campus Food Service	RTF #08-332-042	Non-Instruct Supplies	\$1,800.00
B0310737	Impact Training, Inc.	WPLRC - ETP	Contract Services	\$15,000.00
B0310739	Asmara U.S.A., Inc.	RTF #08-332-042	Contract Services	\$11,975.00
B0310740	Los Angeles Customs	RTF #08-332-042	Contract Services	\$7,000.00
Fund 12 Total: 12				\$69,375.00

Fund 15 General Fund -Special Programs

B0310684	Landauer Inc.	Accreditation Support	Other Services And Expenses	\$2,500.00
Fund 15 Total: 1				\$2,500.00

BPO Funds Total: 29

\$204,653.21

Grand Total POs and BPOs: 274

\$698,630.83

**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 October 31, 2009.

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Additional Classrooms and Modernization	\$211,118,972	\$67,106,981	\$7,644,150	\$136,367,841
Campus Site Improvements	34,607,523	24,566,307	194,204	9,847,012
Energy Efficiency Improvements	2,818,000	2,752,255	14,214	51,531
Health and Safety Improvements	136,931,805	35,195,580	7,361,961	94,374,264
Information Technology and Equipment	34,776,156	11,507,428	33,393	23,235,335
Physical Education 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>\$141,129,125</u>	<u>\$15,247,922</u>	<u>\$266,753,877</u>

* Includes unallocated refunding income and interest through 12/2008

B. 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
P301036	HCD	Temporary Space/Relocation	Permit Processing Fees	\$106.00
P301040	Insignia	Signage and Wayfinding	Site Improvements	4,633.65
P301163	CED/Metropolitan	Bookstore Building	Construction Material	594.85
P301218	Five Star Electrical	Bookstore Building	Equipment Rental	566.73
P301234	Western Illuminated	Bookstore Building	Construction Material	1,456.65
B310681	HPS Mechanical, Inc.	Infrastructure Phase III	Site Improvements	10,579.00
B310726	Tri Span, Inc.	Math/Business/Allied Health	Buildings	575,000.00
B310749	Sign a Rama	Signage and Wayfinding	Site Improvements	1,000.00
			TOTAL POs AND BPOs	<u>\$593,936.88</u>

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

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C. Board Policy 3430 (Prohibition of Sexual and Other Forms of Harassment) Second Reading and Adoption.....	60

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 1-22 and 1-14.

Academic Personnel:

1. Deceased - Ms. Robin Valle, full-time instructor of Art, Fine Arts Division, effective June 15, 2009.
2. Retirement - Dr. Linda Gallucci, full-time Counselor, last day worked July 15, 2010, first day of retirement, July 16, 2010, and that a plaque be presented to her in recognition of her service to the District since 1985.
3. Leave of Absence (personal 100%) - Dr. Donna Grogan, full-time instructor of Real Estate, Business Division, effective November 9 through November 19, 2009.
4. Special Assignment - Mr. Jack Selph, full-time instructor of Construction Technology, Industry & Technology Division, to conduct not-for-credit Community Education Class - Woodturning Club, to be paid \$60.18 an hour, not to exceed 83 hours or \$5,000, effective July 1, 2009 through June 30, 2010, in accordance with the Agreement, Article 10, Section 14(a).
5. Special Assignment - The following full-time instructors to participate on Compton Center evaluation committees, to be paid \$45.14 an hour, not to exceed 5 hours or \$258 each per evaluation committee, plus mileage, effective September 15, 2009 through June 30, 2010, in accordance with the Agreement, Article 10, Section 14(a).

Thomas Fonte
Mary Moon

Lisa Raufman
Lori Suekawa

6. Special Assignment - Ms. Lynn Fielding, part-time instructor of Welding, Industry & Technology Division, to develop short term certificates in Welding and a Green Technology Certificate in Welding, Air Conditioning and Electronics, to be paid \$60.18 an hour, not to exceed 165 hours or \$10,000, effective October 1, 2009 through June 30, 2010, in accordance with the Agreement, Article 10, Section 9(m).

- 7. Special Assignment - The following full-time instructors of Mathematics, to develop further the Portal Sharepoint and other platforms for sharing existing cohort activities, supplemental activities and assessment instruments from cohort work over the last three years for the joint Mathematics Title V Grant with Santa Monica College, to be paid \$60.18 an hour, not to exceed 30 hours each or \$1,805 for a grand total of 420 hours or \$25,276 effective November 16, 2009 through February 13, 2010, in accordance with the Agreement, Article 10, Section 9(m).

Instructor

Michael Bateman	Eduardo Morales
Susan Bickford	Greg Scott
Jeffrey Cohen	Arkadiy Sheynshteyn
Hamza Hamza	Jqcquelyn Sims
Arturo Martinez	Susan Tummers Stocum
Trudy Meyer	Susan Taylor
Ashod Minasian	Lijun Wang

- 8. Special Assignment - The following part-time instructors of Mathematics, to develop further the Portal Sharepoint and other platforms for sharing existing cohort activities, supplemental activities and assessment instruments from cohort work over the last three years for the joint Mathematics Title V Grant with Santa Monica College, to be paid \$60.18 an hour, not to exceed a grand total of 360 hours or \$21,665 effective November 16, 2009 through February 13, 2010, in accordance with the Agreement, Article 10, Section 9(m).

<u>Instructor</u>	<u>Not to exceed hours</u>	<u>Not to exceed dollars</u>
Junko Forbes	30	\$1,805
Wendy Miao	30	\$1,805
Mohamad Rahnvard	30	\$1,805
Malinni Roeun	30	\$1,805
Tatiana Roque	30	\$1,805
Jose Villalobos	90	\$5,416
May Xu	60	\$3,610
David Yee	60	\$3,611

- 9. Special Assignment - Mr. Walter Cox, part-time instructor of Art, Fine Arts Division, to develop Advertising Design and Marketing Certificate, to be paid \$45.14 an hour, not to exceed 100 hours or \$4,514, effective October 20, 2009 through June 30, 2010, in accordance with the Agreement, Article 10, Section 9(m).
- 10. Special Assignment - Ms. Yunsun Lee, part-time instructor of Art, Fine Arts Division, to develop the Fashion Graphics Certificate and upgrade and set-up silkscreen area and equipment, to be paid \$45.14 an hour, not to exceed 100 hours

or \$4,514, effective October 20, 2009 through June 30, 2010, in accordance with the Agreement, Article 10, Section 9(m).

11. Special Assignment - The following part-time instructors will attend the 2009 Fall Regional BSI Meeting, “Maintaining and Enhancing Student Success in Difficult Times: Sustainable, Low-Cost Classroom Practices”, to be paid \$45.14 an hour, not to exceed \$632 each, effective October 29-30, 2009, in accordance with the Agreement, Article 10, Section 14(a).

<u>Instructor</u>	<u>Division</u>
Dalia Juarez	Humanities
Gaythri Manikandan	Mathematics

12. Special Assignment - Ms. Debra Breckheimer, full-time instructor in Humanities, to conduct research on syllabi templates based on skills and student success models for campus-wide faculty distribution and use, to be paid \$45.14 an hour, not to exceed 25 hours or \$1,129, effective November 17, 2009 through June 11, 2010, in accordance with the Agreement, Article 10, Section 14(a).
13. Special Assignment - Ms. Chris Jeffries, full-time counselor, Counseling Division, to serve as the vice president of Ed Policy for the Academic Senate, to be paid \$60.18 an hour, not to exceed 128 hours or \$7,703, effective August 29, 2009 through June 11, 2010, in accordance with the Agreement, Article 10, Section 14(a).
14. Stipend Assignment - Ms. Maria Jacque, part-time instructor of Music, Fine Arts Division, to perform as fall resident artist at musical recital, to be paid \$375, effective October 10, 2009, in accordance with the Agreement, Article 10, Section 9(m).
15. Stipend Assignment - Mr. Ed Kelly, part-time instructor of Sign Language, Special Resources Center/Health Sciences & Athletics Division, to implement Career Technical Education Act (CTEA) supported activities, to be paid \$1,000, effective November 17, 2009 through June 30, 2010, in accordance with the Agreement, Article 10, Section 14(a).
16. Stipend Assignment - Ms. Holly Lampe and Ms. Michelle Funderburk, part-time instructors of Dance, Fine Arts Division, to choreograph fall dance concert, to be paid \$500 each, effective November 17 through December 3, 2009, in accordance with the Agreement, Article 10, Section 14(a).
17. Stipend Assignment - Mr. William Georges, full-time instructor of Theatre, Fine Arts Division, to design light for the fall dance concert, to be paid \$1,000,

effective November 17 through December 3, 2009, in accordance with the Agreement, Article 10, Section 14(a).

18. Stipend Assignment - Ms. Deborah Aitken, part-time instructor of Music, Fine Arts Division, to perform as fall resident artist musician, to be paid \$375, effective October 10, 2009, in accordance with the Agreement, Article 10, Section (m).
19. Stipend Assignment - Ms. Rhona Klinghofer, part-time instructor of Music, Fine Arts Division, to be fall resident artist with accompanist, to be paid \$450, effective November 8, 2009, in accordance with the Agreement, Article 10, Section 9(m).
20. Stipend Assignment - The following instructors will present workshops at the Science, Technology, Engineering & Math (STEM) Student Conference, to be paid \$200 each, effective November 20, 2009, in accordance with the Agreement Article 10, Section 14(a).

<u>Full-time instructor</u>	<u>Division</u>
Steven Cocca	Industry & Technology
Judy Kasabian	Mathematics

<u>Part-time instructor</u>	<u>Division</u>
William Latto	Mathematics
Emmanuel Villaroman	Industry & Technology

21. Stipend Assignment - Ms. Traci Granger, full-time instructor of Health Sciences & Athletics, to participate in the Faculty Inquiry Partnership Program to be paid \$1,100 each, \$550 after completion of summer on-course training and fall semester implementation project, and the remaining \$550 upon completion of program at the end of Spring 2010, effective August 18, 2009 through June 30, 2010, in accordance with the Agreement, Article 10, Section 14(a).
22. Employment - The following part-time/temporary instructors to be hired as needed for the 2009 Winter session:

Behavioral & Social Science

Mohammed Abdelhamid, Class IV, Step 7	Jalpa Parikh, Class IV, Step 5
Van Chaney, Class III, Step 4	Kirsten Resnick, Class III, Step 6
Darla Fjeld, Class V, Step 4	Francis Schulte, Class III, Step 12
Thomas Glenn, Class IV, Step 14	Kell Stone, Class II, Step 7
Lawrence E. Guillow, Class V, Step 20	Mari Womack, Class V, Step 8
Robroy Meyers, Class II, Step 8	Kofi Yankey, Class II, Step 9
Gerardo Nebbia, Class II, Step 7	

Business

Loretta Daniels, Class I, Step 4
Vince Deluca, Class I, Step 5

Jerry Muraoka, Class V, Step 12
Amy Roberts, Class I, Step 4

Fine Arts

Ava Baldwin, Class II, Step 6
Walter Cox, Class III, Step 4
Michelle Funderburk, Class IV, Step 10
Lawrence Klepper, Class IV, Step 14
Holly Lampe, Class II, Step 6

Daryle Nagano, Class II, Step 11
Gary Robertson, Class II, Step 12
Thomas Stubblefield, Class II, Step 4
Helen Wagner, Class II, Step 12

Health Sciences & Athletics

Susan Calderon, Class II, Step 5
Nathan Fernley, Class II, Step 5

Krysti Rosario, Class I, Step 4
Sean Sheil, Class II, Step 8

Humanities

Natalie Ricard, Class IV, Step 14

Catherine Schaeffer, Class II, Step 4

Industry & Technology

Sharon Higgins, Class II, Step 9
Eugene Rock, Class II, Step 12

Dale Ueda, Class III, Step 5

Mathematical Sciences

Aida Ovanessian, Class V, Step 6

Natural Sciences

Natalia Lev, Class II, Step 8

Ebenezer Peprah, Class II, Step 4

Classified Personnel

1. Name Correction - Mr. Maurilio Caro, Custodian, Range 20, Step A, Facilities Planning & Services Division, Administrative Services Area, effective November 2, 2009.
2. Change of Assignment - Ms. Martha Perez from 50% to 100% Clerical Assistant, Range 22, Step E, to support matriculation Counseling and Student Services Division, Student and Community Advancement Area, effective November 17, 2009 through June 30, 2010.
3. Employment - Mr. Shelton Bass, Accounting Officer, Range 39, Step A, Fiscal Services Division, Administrative Service Area, effective December 1, 2009.

4. Employment - Mr. Edwin Brooks, Computer Systems Support Technician, Range 40, Step A, Information Technology Services, Administrative Services Area, effective November 2, 2009.
5. Employment - Mr. Robert Ferari, Library Media Technician III, Range 28, Step A, Learning Resources, Academic Affairs Area, effective December 1, 2009.

Special Services Professional

6. Ms. Kerry Bonner - Special Services Professional, Range 5, Step 2, of the Special Services Professional Salary Schedule, not to exceed \$76,180, Community Advancement Division, Student and Community Advancement Area, effective November 17, 2009 through November 16, 2010.
7. Extend Employment - Mr. Kenneth Lewis, Special Services Professional, Range 4, Step 1, of the Special Services Professional Salary Schedule, not to exceed \$54,288, Compton Center, Academic Affairs Area, effective October 1, 2009 through September 30, 2010.
8. Extend Employment - Ms. Nelly Rodriguez, Special Services Professional, Range 7, Step 3, of the Special Services Professional Salary Schedule, not to exceed \$93,080, Academic Affairs Area, effective October 1, 2009 through September 30, 2010.

Temporary Classified Services Employees

9. 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 Friday, 22 hours per week, effective November 17, 2009 through June 30, 2010.
10. 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 August 21 through September 8, 2009. (Retired Annuitant).
11. Ms. Tiffanie Hong - 50% Clerical Assistant, Range 22, 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 Friday, 32 hours per week, effective November 17, 2009 through June 30, 2010.
12. Mr. Leo Middleton - Director of Staff and Student Diversity, Range 13, Step 5, President's Office Area, to work on assigned projects as needed for the remainder of the fiscal year, effective December 1, 2009 through June 30, 2010.

13. Extend Employment - Ms. Quyen Nguyen, Accounting Assistant III, Range 30, Step A, Fiscal Services Division, Administrative Services Area, to process payroll, 40 hours per week, effective July 1 through November 30, 2009.
14. The following individuals to work as Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, 40 hours per week, effective November 17, 2009 through June 30, 2010:

Jose Cruz

Enrique Quinones

Marcus Ross

B. **TEMPORARY NON-CLASSIFIED SERVICE EMPLOYEES**

It is recommended that the Board authorize employment of the following Temporary Non-Classified Service Employees, subject to funding, as shown in items 1-9.

The following temporary, non-classified service employees are to be hired for the 2009-2010 fiscal year, paid hourly, effective October 20, 2009 through June 30, 2010, days and hours vary as needed, unless otherwise stated.

Campus Police Aide Series

1. Campus Police Aide III

The following individuals are responsible for non-hazardous services to the students, staff, and faculty at El Camino College.

Brian Hill, \$10.50

LeTecia McClendon, \$10.75

Instructional Aide Series

2. Instructional Aide II

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

Jeffrey Boren, \$9.25

3. Instructional Aide IV

The following individual is to provide teaching assistance, and instructional support services.

Michael Doucette, \$12.25

Office Aide Series

4. Office Aide II

The following individual is to assist with basic office tasks, payment processing, media services, daily operations and maintenance, and supporting division staff as needed.

Tina Pleasant, \$10.00

Program Aide Series

5. Program Aide VI

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

Elonda Austin-Perez, \$18.00

John Forbes, \$15.00

Sports Aide Series

6. 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.

Ernest Carr

Teila T. Robertson

Theater Aide Series

7. Theater Aide II

The following individuals are to assist the theater management and staff with theater duties for on-campus events, \$8.25.

Mirianet Monzon

Gloria Nance

PROFESSIONAL SERIES

Education Professional Series

8. Education Professional II

The following individuals are to assist a faculty member in teaching and to demonstrate the correct technique and style by playing an instrument; organize and lead a section of the orchestra, \$37.00 per hour.

Tonya Jaynes

Amanda Schulz

Training Professional Series

9. Training Professional I

The following individual is to conduct meetings, prepare curriculum, and provide participants with information on topics such as: life skills content for independence, welfare and probation systems, career education, and foster care system.

Anthony Tyler, \$37.00

C. **BOARD POLICY 3430 (PROHIBITION OF SEXUAL AND OTHER FORMS OF HARASSMENT) - SECOND READING AND ADOPTION**

It is recommended that the Board of Trustees accept for a second reading and adoption of Board Policy 3430, as attached.

Board Policy 3430

Prohibition of Sexual and Other Forms of Harassment

The District is committed to providing an academic and work environment that respects the dignity of individuals and groups.

The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation.

Harassment based on any of the following statuses is prohibited and will not be tolerated: race, color, religion, ancestry, national origin, disability, gender, gender identity, sexual orientation, or any other biases, or the perception that a person has one or more of the foregoing characteristics.

Sexual harassment violates state and federal laws, as well as this policy, and will not be tolerated. It is also illegal to retaliate against any individual for filing a complaint of sexual harassment or for participating in a sexual harassment investigation, and retaliation constitutes a violation of this policy.

Sexual harassment is further defined as unwelcome sexual advances, requests for sexual favors and other conduct of a sexual nature when:

1. submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;
2. submission to or rejection of the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
3. ~~the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or education environment~~ the conduct has the effect of having a severe or pervasive impact upon the individual's work or academic performance or of creating an intimidating or hostile work or educational environment; or
4. submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the Superintendent/President shall ensure that the institution undertakes education activities to counter discrimination and minimize and eliminate a hostile environment that impairs access to equal education opportunity [E. C. 66252]

The Superintendent/President shall establish procedures that define sexual harassment and other forms of harassment on campus. The Superintendent/President shall further establish procedures for employees, students, and other members of the campus

community that provide for the investigation and resolution of complaints regarding sexual harassment and discrimination, and procedures for students to resolve complaints of sexual and other harassment and discrimination. All complainants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related written procedures shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees in all administrative offices.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

Reference:

Education Code Sections 212.5; 66252; 66281.5

Replaces Board Policy # 4274

El Camino College

Adopted: 4/16/01

Amended:

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. Absence of Board Members.....Page 64
- B. 2008-2009 Board of Trustees Evaluation and Goals for 2009-2010.....Page 64

A. Absence of Board Members

It is recommended that the Board excuse Trustee Jackson and Trustee Combs from the October 19, 2009 Board Meeting with no loss of salary due to illness.

B. 2008-2009 Board of Trustees Evaluation and Goals for 2009-2010

Each year the Board of Trustees establishes goals and evaluates its performance on the previous year's goals. The Board of Trustees' remarks are publicly presented and members of the Board may discuss, amend or delete the recommended goals for the forthcoming years.

I. Participate in community activities and events and bring observations to the Board for policy issues.

- a. Attend events in the community.
- b. Speak to community groups.
- c. Make Board presentations.
- d. Bring copies of community events and activities to other Board members.
- e. Consider a Board meeting at Compton Center.

II. Participate in the operation of the College at Board Meetings.

- a. Speak freely and opening on policy issues.
- b. Solicit opinions of fellow Board members.
- c. Present ideas during discussion section of Board Meetings.

III. Continue a Trustee education program.

- a. Attend a conference on Trustee responsibilities.
- b. Submit materials from various sources to fellow Trustees.
- c. Read Trustee education materials sent by various organizations.

IV. Update the 2007 Facilities Master Plan.

- a. Monitor and approve Measure E Fiscal updates.
- b. Implement construction program.
- c. Review construction program activities.
- d. Develop a new Facilities Master Plan.

V. Fiscal Responsibilities.

- a. Monitor 2009-2010 Budget.
- b. Study, review and approve the 2010-2011 budget.
- c. Study, review and approve the 2008-09 annual financial audit.
- d. Respond to national, state and local fiscal changes.

VI. Accreditation

- a. Receive, review and participate in El Camino College's Accreditation reports and actions.
- b. Receive and participate in discussion of the Community College Survey of Student Engagement.
- c. Receive and participate in discussion of the Community College Survey of Faculty Engagement.
- d. Review Student Learning Outcomes update.

**EL CAMINO COLLEGE BOARD OF TRUSTEES
SELF-EVALUATION QUESTIONNAIRE 2008-2009 - RESULTS**

<u>Individual Trustees' appraisal of all members' activities.</u>	Strongly Agree	Agree	Disagree	Strongly Disagree	No Responses
Priorities and Planning					
1. Most of the issues occupying the Board's time and attention are directly related to the mission and goals of the institution.	RG, MO	MC, BB			
2. All members of the Board have a clear understanding of the vision of the college.	RG	MC, BB MO,			
3. All members of the Board can articulate the vision of the college to the diverse constituencies of the district.	RG	MC, BB			MO
Board and Chief Executive Officer Relations					
1. The Board and CEO maintain optimum communications.		MC, RG	BB		MO
2. The roles of the CEO and the Board are clearly defined.	RG	MC, BB		MO	
3. Trustees keep the CEO well informed of contacts with the community.		RG, MC	BB		MO
4. Trustees keep the CEO well informed of contacts with college employees.		RG, MC	RG, BB		MO
Board and College Relations					
1. Trustees are knowledgeable about the college's history.	RG	MC, BB			MO
2. Trustees are well versed concerning the college's strengths and weaknesses.	RG	MC, BB			MO
3. Trustees are knowledgeable about the mission of the college.	RG	MC, BB MO			
4. The Board is sensitive to the concerns of students.	RG, BB	MC			MO
5. The Board is sensitive to the concerns of employees.	RG, BB		MC		MO
6. The Board supports the college by attending various events.	RG	MO, BB			MC
Board and Community Relations					
1. Trustees are well informed concerning the needs of the community.	RG	MC, BB			MO
2. Trustees fairly and assertively represent the communities they serve.	RG	MC, BB			MO
3. Trustees use their community ties to promote a positive image of the college	RG, MO	MC, BB			
Board Agendas					
1. The Board Agendas always focus on policy issues.	RG	MC, MO	BB		
2. The Board Agendas always allow sufficient time and attention for discussion of legislative and state policy issues.		RG, MO MC, BB			
3. The Board Agendas are organized logically which facilitates efficient use of time.	RG, MO MC	BB			

	Strongly Agree	Agree	Disagree	Strongly Disagree	No Response
Board Organization and Dynamics					
1. Definitions of the roles of the Board chair and other officers are clearly understood by the Trustees.	RG	MC, BB MO			
2. The roles of the Board officers are conscientiously implemented.	RG	MC, BB MO			
3. All public meetings of the Board are conducted in compliance with the Brown Act.	RG, BB MC				MO
Board Decision-Making Processes	RG, BB	RG	MC		MO
1. Trustees demonstrate respect for the opinions of others at Board meetings.					
2. Board meetings are structured to assure that all relevant information is considered before making a decision.	RG, BB	MC, MO			
3. Board members are provided with adequate information needed to fully understand the issues.	RG	RG,MO MC, BB			
Trustee Development and Education	RG	MO, BB	MC		
1. Board members (including the Student Trustee) receive a thorough orientation to their roles and responsibilities.					
2. Board members have a thorough understanding of the district's mission and goals.	RG	MC, BB MO			
3. Board members are well informed and knowledgeable about legislative issues that may impact the college.		RG, MC, BB			MO
4. Board members are well informed and knowledgeable about state policy issues that may impact the college	RG	MC, BB			MO
5. Information about important issues is readily shared among Board members.	RG	BB			MO MC
Board Goals	RG	MC, BB MO			
1. The Board prepares an annual set of written goals and objectives.					
2. The annual objectives of the Board are measurable	RG		BB		MC MO
3. The Board has a set of clearly defined performance standards.	RG				MC MO BB
4. The Board's goals and objectives are clearly communicated to the college community.	RG	MC, BB			MO
Board Evaluation	RG	MC			MO BB
1. The Board systematically identifies and reports its accomplishments.					
2. The Board provides ample opportunity for college employees and citizens of the community to evaluate its performance.		RG, BB	RG		MC MO
3. The Board takes appropriate measures to assure that its self-evaluation is objective, impartial and constructive.		RG			MC MO BB