

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



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

**Agenda, Tuesday, January 22, 2013
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 December 17, 2012,
Pages 5-16**
- III. Presentation**
 - A. Foundation Annual Report
Mike Goguen**
 - B. Ethics – Leisa Biggers**
- IV. Public Hearing – none**
- V. Annual Organizational Meeting
Page 17**
- VI. Public Comment on Consent Agenda**
- VII. Consent Agenda – Recommendation of Superintendent/President, Discussion
and Adoption**
 - 1. Academic Affairs
*See Academic Affairs Agenda,
Pages 18-35*
 - 2. Student and Community Advancement
*See Student Services Agenda,
Pages 36-39*
 - 3. Administrative Services
See Administrative Services Agenda, Pages 40-49
 - 4. *See Measure “E” Bond Fund Agenda,
Pages 50-56*

- 5. *See Human Resources Agenda,
Pages 57-69*
- 6. Superintendent/President
*See Superintendent/President Agenda,
Pages 70-74*

VIII. Public Comment on Non-Agenda Items

IX. Oral Reports

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

X. Closed Session

- A. Existing Litigation, Brown Act, Section 54956.9(a)
 - 1. Case # BC495392
- B. Labor Relations, Brown Act Section 54957.6, Ms. Linda Beam, District Negotiator
 - 1. El Camino College Federation of Teachers, Local 1388
 - 2. El Camino Classified Employees, Local 6142
- C. Personnel Matters, Brown Act Section 54957
 - 1. Public Employee Performance Evaluation - Superintendent/President

Board of Trustees Meeting Schedule for 2013
***4:00 p.m. Board Room**
(*unless otherwise noted)

- Tuesday, February 19, 2013 -*5:30 p.m.
- Monday, March 18, 2013
- Monday, April 15, 2013
- Monday, May 20, 2013
- Monday, June 17, 2013
- Monday, July 15, 2013
- Monday, August 19, 2013
- Tuesday, September 3, 2013
- Monday, October 21, 2013
- Monday, November 18, 2013
- Monday, December 16, 2013

Board Policy 1200 The El Camino College Mission, Philosophy, Values And Guiding Principles

Vision Statement

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

Mission Statement

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

Statement of Philosophy

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

Statement of Values

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

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

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

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

Diversity – We recognize and appreciate our similarities and differences.

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

Guiding Principles

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

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

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

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

Strategic Initiatives

- A. Enhance teaching to support student learning using a variety of instructional methods and services.
 - B. Strengthen quality educational and support services to promote student success.
 - C. Foster a positive learning environment and sense of community and cooperation through an effective process of collaboration and collegial consultation.
 - D. Develop and enhance partnerships with schools, colleges, universities, businesses, and community-based organizations to respond to the workforce training and economic development needs of the community.
 - E. Improve processes, programs, and services through the effective use of assessment, program review, planning, and resource allocation.
 - F. Support facility and technology improvements to meet the needs of students, employees, and the community.
 - G. Promote processes and policies that move the College toward sustainable, environmentally sensitive practices.
- Adopted: 1/16/01, Amended: 1/22/02, 6/18/07, 6/21/10

EL CAMINO COLLEGE
BOARD PRESENTATIONS AND REPORTS 2012-2013

<i>Month</i>	<i>Presentation</i>	<i>Report</i>
January	Foundation Ethics	Annual Financial Audit
February	Community Advancement	Full Time Equivalent Student (FTES) – Both Locations
March	Student Success	Quarterly Fiscal Status
April	Citizens Oversight Committee	Measure E-Bond Annual Report
May	Accountability Reporting for Calif. Community Colleges (ARCC)	Quarterly Fiscal Status
June	Title V grants (Graduation Initiative, STEM)	Tentative Budget Planning & Budget Calendar

January 11, 2013

EL CAMINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING OF
Monday, December 17, 2012

The Board of Trustees of the El Camino Community College District met at 4 p.m. on Monday, December 17, 2012, in the Board Room at El Camino College.

The following Trustees were present: Trustee William Beverly, President; Trustee Maureen O'Donnell, Vice President; Trustee Mary E. Combs, Secretary; Trustee Kenneth A. Brown, Member; Trustee Ray Gen, Member; and Student Member Jasmine Hormati.

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

Minutes of the Regular Board Meeting of November 19, 2012

The Minutes of the Regular Board Meeting of November 19, 2012 were approved.

Annual Organizational Meeting

This meeting was called as prescribed in Education Code Section 72125 for the purpose of organizing the Board of Trustees by the (A) election of a president, vice president, and secretary from the members of the Board, (B) select a Board Member as a representative to the Los Angeles County Committee on School District Organization, (C) select a Board Member as a representative to the Los Angeles County School Trustees Association, (D) select a Board member to review nominations for membership on the California Community College Trustees Board and make a recommendation to the Board of Trustees, (E) select a Board Member to serve on the El Camino Community College District Foundation; (F) appoint a Secretary to the Board; and to (G) set the time and place of Board Meetings; (H) (I) (J) establish the order of authority of chief administrative officers in the absence of the Superintendent/President; and to (K) approve signatures on change orders; to approve purchase orders; to approve warrants; to authorize personnel changes. In addition, it was called as a regular meeting.

- A. Election of Officers for Period December 17, 2012 through the Annual Organizational Meeting in December, 2013

President

It was moved by Trustee O'Donnell, seconded by Trustee Combs, that Trustee Beverly be elected President of the Board for the period December 17, 2012 through the Annual Organizational Meeting in December, 2013. Student Member recorded a yes advisory vote. Motion carried.

Vice President

It was moved by Trustee Combs, seconded by Trustee Brown, that Trustee Brown be elected Vice President for the Board for the period December 17, 2012 through the Annual Organizational Meeting in December, 2013. Student Member recorded a yes advisory vote. Motion carried.

Secretary

It was moved by Trustee Beverly, seconded by Trustee Brown, that Trustee Gen be elected Secretary of the Board for the period December 17, 2012 through the Annual Organizational Meeting in December, 2013. Student Member recorded a yes advisory vote. Motion carried.

B. Los Angeles County Committee on School District Organization

It was moved by Student Member Hormati, seconded by Trustee Brown, that Trustee Brown, be appointed as a representative to the Los Angeles County Committee on School District Organization. Student Member recorded a yes advisory vote. Motion carried.

C. Los Angeles County School Trustees Association

It was moved by Trustee Beverly, seconded by Trustee Combs, that the appointment of the representative to the Los Angeles County School Trustees Association for 2012-2013 be postponed to the January 22, 2013 Board meeting. Student Member recorded a yes advisory vote. Motion carried.

D. California Community College Trustees Board Election

It was moved by Student Member Hormati, seconded by Trustee Brown, that Trustee Combs continue appointment to review nominations for membership on the California Community College Trustees Board to make recommendations to the Board of Trustees. Student Member recorded a yes advisory vote. Motion carried.

E. El Camino Community College District Foundation

It was moved by Trustee Brown, seconded by Trustee Combs, that the appointment of a member to serve on the El Camino Community College District Foundation be postponed to the January 22, 2013 Board meeting. Student Member recorded a yes advisory vote. Motion carried.

F. Secretary to the Board for Period December 17, 2012 through the Annual Organizational Meeting in December, 2013

It was moved by Trustee O'Donnell, seconded by Trustee Gen, that Thomas M. Fallo be appointed Secretary to the Board for the period December 17, 2012, through the Annual Organizational Meeting in December, 2013. Student Member recorded a yes advisory vote. Motion carried.

G. Time, Date and Place of Board Meetings

It was moved by Trustee Brown, seconded by Trustee Combs, that the Board hold its regular meetings at *4:00 p.m. (*unless otherwise noted) on the third Monday of each month or as noted below, in the Board Room in the Administration Building at El Camino College. If an El Camino Community College District holiday falls on Monday, the Board meeting will be held on the following Tuesday. Dates for 2013 are as follows:

Tuesday, January 22, 2013	Monday, July 15, 2013
Tuesday, February 19, 2013 -5:30 p.m.	Monday, August 19, 2013
Monday, March 18, 2013	Tuesday, September 3, 2013
Monday, April 15, 2013	Monday, October 21, 2013
Monday, May 20, 2013	Monday, November 18, 2013
Monday, June 17, 2013	Monday, December 16, 2013

Student Member recorded a yes advisory vote. Motion carried.

H. Order of Administrative Authority in Absence of Superintendent/President

It was moved by Trustee Brown, seconded by Trustee Combs, that a Vice President be appointed to serve as Acting Superintendent/President of the El Camino Community College District in the absence of the Superintendent/President, the following order of authority is to be followed for period December 17, 2012, through the Annual Organizational Meeting in December, 2013:

Jo Ann Higdon, Barbara Perez, Jeanie Nishime, Linda Beam, Francisco M. Arce

Student Member recorded a yes advisory vote. Motion carried.

I. Acting Secretary to the Board of Trustees

It was moved by Trustee Brown, seconded by Trustee Combs, that in the absence of the Superintendent/President and Secretary to the Board of Trustees during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, the Vice Presidents will as Acting Secretary to the Board of Trustees of the El Camino Community College District in the following sequence of authority:

Jo Ann Higdon, Barbara Perez, Jeanie Nishime, Linda Beam, Francisco M. Arce

Student Member recorded a yes advisory vote. Motion carried.

J. Documents Authorized for Signature of Superintendent

It was moved by Trustee Brown, seconded by Trustee Combs, that the Acting Superintendent be permitted to sign documents authorized for signature of the Superintendent in his absence from the College during the period from December 17, 2012, through the Annual Organizational Meeting in December, 2013.

Student Member recorded a yes advisory vote. Motion carried.

K. Signature Authorization

It was moved by Trustee Brown, seconded by Trustee Combs, that the Board authorize signatures as follows:

1. Authority to Sign “A” and “B” Warrants

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Interim Director of Accounting to sign “A” and “B” warrants and other documents as authorized by the Board of Trustees, during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, one signature only being required. Josie Cheung, Accounting Officer and Sophie Dao, Accounting Officer are authorized for on-line approval of “B” warrants, during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013.

2. Authority to Sign Contracts

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; and Babatunde Atane, Interim Director of Accounting to be authorized to sign contracts during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, one signature only being required.

3. Authority to Sign Purchase Orders
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; and Babatunde Atane, Interim Director of Accounting to sign purchase orders for all District funds, the Auxiliary Services fund, Trust fund, and all Associated Student funds during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, one signature only being required.

4. Authority to Sign Purchase Orders for the Bookstore
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; Babatunde Atane, Interim Director of Accounting; and Julie Bourlier, Bookstore Director, to sign purchase orders for the bookstore fund during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, one signature only being required.

5. Authority to Sign Change Orders
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; and Babatunde Atane, Interim Director of Accounting be authorized to sign contract change orders during the period of December 17, 2012, through the Annual Organizational Meeting in December, 2013, one signature only being required.

6. Authority to Sign Notices of Employment and Orders for Salary Payments
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President - Human Resources;

Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Interim Director of Accounting to sign Notices of Employment and Orders for Salary Payments during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, one signature only being required.

7. Revolving Cash Fund – El Camino Community College District
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; Babatunde Atane, Interim Director of Accounting; Josie Cheung, Accounting Officer and Sophie Dao, Accounting Officer to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, two signatures required.
8. Registration Fund
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Interim Director of Accounting to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, two signatures required.
9. Cash Management Fund
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Interim Director of Accounting to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, two signatures required.

10. Trust Funds
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Interim Director of Accounting to draw money from and issue checks against Trust Funds of El Camino College on deposit in the Bank of America, Hawthorne Branch, during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, two signatures required.

11. Associated Students Bank Account
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Interim Director of Accounting to draw money from and issue checks against any funds of the Associated Students on deposit in the Bank of America, Hawthorne Branch, during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, any two signatures required.

12. Bookstore Fund
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; Babatunde Atane, Interim Director of Accounting; and Julie Bourlier, Bookstore Director to draw money from and issue checks against any funds of the Bookstore of El Camino College on deposit in the Bank of America, Hawthorne Branch, during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, any two signatures required.

13. Small Business Development Center Bank Account
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center;

Janice Ely, Business Manager; and Babatunde Atane, Interim Director of Accounting to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, two signatures required.

14. El Camino College Business Office Account
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Interim Director of Accounting to draw money from and issue checks against funds in the El Camino College Business Office account in the Bank of America, Hawthorne Branch, during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, two signatures required.
15. Auxiliary Services Fund
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Interim Director of Accounting to draw money from and issue checks against funds in the Auxiliary Services account in the Bank of America, Hawthorne Branch, during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, two signatures required.
16. Dental Self-Insurance Fund, Wells Fargo Bank Account
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Interim Director of Accounting to draw money from and issue checks against the Dental Self-Insurance Trust Account with Wells Fargo Bank for up to \$30,000, during the period December 17, 2012, through the Annual Organizational Meeting December, 2013, two signatures required.

17. National Direct/Federal Perkins Student Loan/Nursing Loan Billing Service
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Interim Director of Accounting to draw money from and issue checks against any funds deposited in the Student Loan/Nursing Loan Billing Service account in City National Bank, during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, any two signatures required.
18. Computer Loan Revolving Cash Fund – El Camino Community College District
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; Babatunde Atane, Interim Director of Accounting; Josie Cheung, Accounting Officer; and Sophie Dao, Accounting Officer to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, two signatures required.
19. El Camino College Self-Insurance Account for Property and Liability – Keenan and Associates
Continue the Self-Insurance Account for Property and Liability with the Union Bank, 21515 Hawthorne Boulevard, Torrance Branch, and that the following be authorized to sign for the account during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, facsimile signature up to \$5,000 or any two signatures together required.
- El Camino College: Thomas M. Fallo, President; Jo Ann Higdon, Vice President – Administrative Services; Janice Ely, Business Manager; and Babatunde Atane, Interim Director of Accounting.
- Keenan and Associates: David J. DeWenter, Chief Operating Officer; David Seres, Chief Financial Officer; Connie Koeller, Director, Financial Analysis; Suleman Moloo, Controller; and Arlene La Coste, Claims Manager.

20. Federal Student Financial Aid

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Interim Director of Accounting to draw money from and issue checks against funds in the Federal Student Financial Aid account in the Bank of America, Hawthorne Branch, during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, two signatures required.

Student Member recorded a yes advisory vote. Motion carried.

Closed Session

It was moved by Trustee Beverly, seconded by Trustee Brown that the Regular Meeting recess to a Closed Session at 4:26 p.m. Regular Meeting reconvened at 5:04 p.m.

Consent Agenda

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

Academic Affairs

Proposed Curriculum Changes Effective 2013-2014 Academic Year

Student and Community Advancement

Community Education Program for Winter/Spring 2013
Grants

Administrative Services

Contracts Under \$81,000
Contract Amendments
Purchase Orders and Blanket Purchase Orders

Measure E Bond Fund

Category Budgets and Balances
Contract – Alta Environment – Ongoing Abatement Services
Contract – Prestige Security Services – Athletic Education & Fitness Complex Phase 1
Change Order – Taisei Construction Corporation – Math Business Allied Health Project
Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

President/Board of Trustees

Travel

2013 Board of Trustee Goals

Board Policy 2200 – Board Duties and Responsibilities –Second Reading & Adoption

Board Policy 2430 – Delegation of Authority to Superintendent/President –Second Reading & Adoption

Administrative Procedure 2430 – Delegation of Authority to Superintendent/President – Information Item

Board Policy 2431 – Superintendent/President Selection –Second Reading & Adoption

Administrative Procedure 2435 – Evaluation of Superintendent/President – Information Item

Board Policy – 2740 – Board Education –Second Reading & Adoption

Board Policy – 2745 – Board Self-Evaluation –Second Reading & Adoption

Board Policy – 2365 – Recording – First Reading

Board Policy – 2716 – Political Activity Board Members – First Reading

Board Policy – 7370 – Political Activity – First Reading

Resolution No. 12-17-12 - Resolution of the Board of Trustees of the El Camino Community College District Certifying to the Board of Supervisors of Los Angeles County All Proceedings in the November 6, 2012, General Obligation Bond Election

Student Member recorded a yes advisory vote. Motion carried.

Retirement

It was moved by Trustee Beverly, seconded by Trustee Combs, that the Board accept the retirement of Dr. Thomas M. Fallo, Superintendent/President, and that a plaque be prepared and presented to him in recognition of his service to the District since 1991.

Student Member recorded a yes advisory vote. Motion carried.

Adjournment

Regular Meeting adjourned to a Committee of the Whole at 5:30 p.m.

Committee of the Whole

The Committee of the Whole opened at 5:30 p.m.

There was an extensive discussion and Board members agreed to schedule the following Special Board Meetings to address the Superintendent/President Search:

1. Monday, January 7, 2013, 4 p.m.
2. Wednesday, January 16, 2013, 4 p.m.

The Committee of the Whole closed at 6:42 p.m.

Public Comment

Luukia Smith and Jimmy Macareno addressed Consent Agenda. Luukia Smith, Nehasi Lee, Brooke Matson, Christina Gold, Nina Velasquez, and Julio Farias addressed Superintendent/President selection process. Dillon Horton addressed Superintendent/President selection process and public comment portion of agenda.

Ray Gen, Secretary of the Board

Thomas M. Fallo, Secretary to the Board

Annual Organizational Meeting

- A. Election of Officers: The following Officers were elected at the December 17, 2012 Annual Organizational Meeting
 - 1. Trustee Beverly, President
 - 2. Trustee Brown, Vice President
 - 3. Trustee Gen, Secretary

- B. The Following Representatives were appointed at the December 17, 2012 Annual Organizational Meeting
 - 1. Trustee Brown, Representative to the Los Angeles County Committee on School District Organization

 - 2. Trustee Combs, Representative to the California Community College Trustees Board Election

- C. The Board of Trustees is to appoint Representatives to the following organizations
 - 1. Los Angeles County School Trustees Association
It is recommended that the Board appoint a representative to the Los Angeles County School Trustees Association for 2012-2013.
Current Representative: William Beverly

 - 2. El Camino Community College District Foundation
It is recommended that the Board appoint a member to serve on the El Camino Community College District Foundation.
Current Representative: Kenneth Brown

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

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A. Child Development Center Closure Proposal.....19

B. Proposed Curriculum Changes Effective 2013-2014 Academic Year.....24

C. Sabbatical Leave of Absence – 2013-2014.....35

ACADEMIC AFFAIRS

A. CHILD DEVELOPMENT CENTER CLOSURE PROPOSAL – INFORMATION ITEM

Like many colleges, El Camino College offers child care services for students and staff to provide them with a safe place for their children while they attend classes or work at the college. Community members are also served by the ECC child care center. The child care services funding model is distinct from other student support services because the financial model is designed to cover the cost of services. The ECC model did not fully operate as such over the years, and recently not at all. It has become more difficult if not impossible for the Child Development Center to operate on a cost recovery basis. The District must either continue to increase general fund contributions to balance the annual budget deficit or close the Center. Because the Center does not cover the cost of operations it will be difficult to sustain. It is recommended that the Board of Trustees approve the closure of the Child Development Center.

Beginning with fiscal year 2003-2004 to 2012-2013, the District general fund transfer to the Child Development Center budget was \$1,450,595, as reported in the El Camino Community College District Final Budget books for the ten year period. Table 1 demonstrates the annual District general fund transfer to the Center budget covering a five year period. The original District contribution to the Center budget was \$25,000 per year beginning with fiscal year 1992-1993. This amount increased to \$50,000 in 1998-1999; and to \$75,595 in 2003-2004. For the last three fiscal years combined, the total District contribution was \$875,000.

The increase in the District contribution is due to the decline in state funding for child care centers, particularly the State Preschool Program and Cal WORKs program. There is no indication at this time that state funding for childcare centers will increase. The Center also experienced a significant decline in private fee-based enrollment during the last five years. In July 2012, the State Preschool Program began requiring parents to pay a portion of the child care fees. With the decline in state and local revenue, the annual deficit for the CDC has continued to significantly increase.

Local revenue was \$300,283 in 2007-2008 and dropped to \$179,822 in 2011-2012 - for a total annual revenue loss of \$120,461 in local revenue. As shown in Table 1, the general fund transfer increased significantly in the last two fiscal years with 2010-2011 reaching \$425,000. In 2012-2013 the general fund transfer remains at \$225,000 and could go up depending on spring 2013 enrollment.

ACADEMIC AFFAIRS

Table 1: Income and Expenses in Dollars

Income	2007-08	2008-09	2009-10	2010-2011	2011-12
Federal Food Program Income	\$10,363	\$10,986	\$8,474	\$9,596	\$10,567
State Income	\$165,215	\$163,140	\$191,700	\$197,091	\$169,316
Local Income	\$300,283	\$256,140	\$180,582	\$130,545	\$179,822
Total Income	\$475,861	\$430,266	\$380,756	\$337,232	\$359,705
Total Expenditures	\$522,339	\$571,496	\$579,798	\$556,158	\$576,246
Deficit	\$-46,478	\$-141,230	\$-199,042	\$-218,926	\$-216,541
General Fund Transfers	\$75,000	\$75,000	\$75,000	\$425,000	\$225,000

Background

The Child Development Center opened in fall 1992 to provide a child care center for ECC students and staff at an affordable cost. The CDC was also proposed as an educational center for child development program students to conduct classroom observations.¹

The Center is assigned to the Behavioral and Social Sciences Division, and is supervised a full-time Center Director, three full-time teachers, and two full time office clerical employees. Part time teaching assistants are employed on an as needed basis. The hours of operation are Monday through Friday from 6:45 a.m. to 5:30 p.m. twelve months per year.

ACADEMIC AFFAIRS

The size of the Center facility is 7,121 square feet. Three classrooms, a viewing area, two staff offices, a faculty work room and a small kitchen area for dispensing snacks comprise the CDC facility.² Children must be potty trained and be within the ages of 2 years 9 months to 5 years to enroll. Currently, ten ECC students use the Center for childcare purposes; no ECC staff members utilize the Center. Thirty six children are community members not affiliated with the college.

The clients served include subsidized and private fee based parents. Some parents are funded by state and federal preschool programs and others enroll on a fee basis. One group of children is paid for by the state, CalWORKS program and the federal CCAMPIS program (Child Care Access Means Parents in School). The other is privately paid for by ECC student parents and non student community members. The latter group pays the full fees and is not subsidized by grants or government supported. There is a sliding fee scale for part time child enrollment. The current rate for full-time children is \$165.00 per week. The average weekly rate in Los Angeles County, according to the California Department of Education³ is \$150.22. Some children are enrolled in the state funded preschool program as fee-based enrollment, resulting in duplicated headcount. Full-time student parents receive a 10 percent discount and pay \$150 per week. The Center does not use a formula to calculate FTE headcount enrollment. The State Preschool Program is subsidized by the State of California, Department of Education, Child Development Division. This funding is separate from CalWORKS funding.

A small portion of the Center's income is generated through state and federal food programs.⁴

Educational Role of the CDC and Relationship with the Child Development Instructional Program

When the CDC opened in 1992, Child Development faculty supporters intended for the Center to function as an observation laboratory for students in the Child Development instructional program. Although the Center is used for classroom observations by Child Development students, it is one option among many for laboratory observation experience. Student visits are restricted to small numbers and observation times are limited during the week. To satisfy the instructional program student laboratory observation assignments, students are permitted to use approved off-site locations. The effect of the Center's closure on the instructional program will be moderate.

ACADEMIC AFFAIRS

Enrollment Trends

The maximum number of students the Center is licensed to enroll is 86.⁵ Enrollment fluctuates throughout the year as children are withdrawn by their parents, and others are added. As noted, some children are duplicate enrollments.

In summer, only fee-based children are enrolled because state and federal funding is for the regular academic year only. The fee-based program typically includes children whose parents are ECC students, or members of the general community, outside the college.

From 2007 through 2011 state funded preschool enrollments were capped at 48 children. However, due to budget cutbacks the cap was lowered to 40 children beginning with the 2011/12 fiscal year. The Los Angeles County Office of Education funded 10 deaf and hard of hearing children from 1993 to 2008. When the program was abruptly terminated, the resulting loss was \$48,000 annually. These combined cuts had a deleterious effect on the Center enrollments.⁶

The number of fee-based children has declined during the last five years. Table 1 demonstrates the decline of government-funded and fee-based private enrollments.

Table 2: CDC Enrollment Trends 2008-2013

	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
State					
Preschool	51	52	51	44	30
Cal- WORKS	10	5	6	3	3
C- CAMPIS	14	11	12	13	6
Fee Base	51	43	16	26	15
TOTAL:	124	111	85	86	54

Note: the headcount represents duplicated children as some are counted in the State Preschool and Fee-Based enrollment. The Center does not use hourly formulas to calculate attendance. Regardless, the enrollment/participation has declined over time. SOURCE: CDC Program Review, 2012, p. 19 and CDC Director.

ACADEMIC AFFAIRS

Staffing

As previously noted, the Center is staffed by a full-time director, two full-time clerical staff members and three full time teachers. The Center Director is retiring in June 2013. All of the Center employees are twelve month employees.

The three teachers are represented by ECCFT through an agreement that is separate from the academic faculty. The Agreement between the El Camino College District and the El Camino College Federation of Teachers for the Child Development Center July 1, 2011 to June 30, 2014. The two classified staff are represented by the ECCE through the Agreement between the El Camino Community College District and the El Camino Classified Employees January 1, 2012 to December 31, 2014.

The Center also employs teacher assistants as needed throughout the year. This group of employees assists the Center to maintain the required teacher to child ratios required by state regulations in the three classrooms. Up to nine teacher assistants are student parents and are employed to assist the teachers. The assistants' salaries are paid by Federal Work Study, CalWORKS and the CCAMPIS program.

Summary

A June 1, 2011, memo from the Dean of Behavioral and Social Sciences, Dr. Miranda, to Vice President Arce, documents the reduction in income to the CDC, noting that the goal at that time was for the center to break even. "It cannot continue to rely on large sums of money from the general fund to survive."⁷ As a consequence, an improvement plan was to be developed to increase fee-based enrollments. In spite of the concerted marketing campaign on campus and the surrounding community, the increase in enrollments fell short of its goal of 40 children, reaching only thirty-two.

An additional option for balancing the CDC budget discussed by the CDC director and the dean focused on reducing the program from twelve to ten months. The CDC director indicated in response that it would be unlikely that parents would wish to return to the Center if they needed summer services for their children. The summer period is exclusively fee-based and results in lower enrollment; nine to sixteen children. The issues regarding the status of the CDC are varied, and in part, include the physical isolation of the Center from the rest of the campus that reduces their visibility to the college community.

State preschool and local revenue has declined and efforts to raise fee-based enrollments did not generated sufficient income to alleviate the budget deficit. If fees were increased,

ACADEMIC AFFAIRS

potential clients would likely go to more affordable child care facilities. Additionally, the reduction in CalWORKS student referrals, the result of lower state funding, has negatively impacted the number of children enrolled this year. The CCAMPIS federal grant program helped pay for stipends to qualifying student parents, but did not help reduce the budget deficit for the Center.⁸ Based on the conditions noted above it is

recommended that the Child Development Center services close on June 14, 2013 when the State license expires. The employees will complete their assignments on June 30.

¹ El Camino College Report, March-April 1992, p.2.

² El Camino College Report, March-April 1992, p. 1.

³ California Department of Education, "Child Care Centers for Los Angeles County Maximum Reimbursement, July 1, 2012.

⁴ El Camino College District Final Budget, 2012-2013, p. 15.

⁵ Child Development Center Program Review, p. 2.

⁶ Child Development Center Improvement Plan and Goals Memo, Sandy Parvis to Dr. Francisco Arce, September 13, 2011.

⁷ "Child Development Center Improvement Plan" Memo to Dr. Francisco Arce from Dr. Gloria Miranda, June 1, 2011.

⁸ The CCAMPIS federal program runs for four years. 2012-2013 is the third of the four year grant. The award for this year totaled \$75,369 and represented a drop of approximately \$15,000 from previous years. The majority of the grant covers student parent stipends (\$42,181) and salaries for student workers (\$14,837).

B. PROPOSED CURRICULUM CHANGES EFFECTIVE 2013-2014 ACADEMIC YEAR

It is recommended that the Board approve the proposed curriculum changes, effective the 2013-2014 academic year, as listed below.

ACADEMIC AFFAIRS

BEHAVIORAL AND SOCIAL SCIENCES

NEW MAJOR

1. Associate in Arts in Political Science for Transfer (AA-T)

This degree provides students with an introduction to political science. Students will acquire knowledge of fundamental political theory, intergovernmental relations, international law, and the principal functions of the government of the United States as well as differing political systems. Upon successful program completion, students will be able to identify, explain and critically analyze different theories and political themes underlying contemporary issues and policymaking. This major prepares students for transfer to four year colleges and universities as part of preparation for careers in fields such as government, politics and law. Competencies will be assessed regularly through examinations, essays, projects, and reports.

The Associate in Arts for Transfer (AA-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing the AA-T are given priority consideration for admission to the CSU system, but not to a particular campus or major. In order to earn an AA-T degree, students must complete:

- 1) a minimum of 18 semester units in the major
- 2) a minimum 60 required semester units of CSU transferable coursework with a minimum GPA of 2.0
- 3) the CSU General Education Breadth requirements or Intersegmental General Education Transfer Curriculum (IGETC)

Students who have completed the AA-T will have a strong academic foundation in the field and will be prepared for upper division baccalaureate study at the university. The coursework will satisfy most of the lower-division requirements at many institutions within the California State University system. Students transferring to a UC, private, or out of state university should consult with an El Camino College counselor when planning to complete the degree since transfer requirements may be slightly different than those required for the AA-T.

Major Requirements

POLI 1 Governments of the United States and California

Units

3

List A (select three): 9-10 units

ACADEMIC AFFAIRS

POLI 2	Introduction to Comparative Politics	3
POLI 3	Introduction to Principles and Methods of Political Science	3
POLI 7	Political Theory	3
POLI 10	Introduction to International Relations	3
PSYC 9A	Introduction to Elementary Statistical Methods for the Study of Behavior	4
or		
SOCI 109	Introduction to Elementary Statistical Methods for the Study of Behavior	4
or		
MATH 150	Elementary Statistics with Probability	4

List B (select two): 6 units

Any course not selected in List A

POLI 2	Introduction to Comparative Politics	3
POLI 3	Introduction to Principles and Methods of Political Science	3
POLI 5	Ethnicity in the American Political Process	3
POLI 6	Civil Rights and Liberties in the United States	3
POLI 7	Political Theory	3
POLI 8	California State and Local Government and Intergovernmental Issues	3
POLI 10	Introduction to International Relations	3
ANTH 2	Introduction to Cultural Anthropology	3
ECON 1	Principles of Economics: Macroeconomics	3
ECON 2	Principles of Economics: Microeconomics Theory	3
ESTU 1	Introduction to Ethnic Studies	3
GLST 101	Introduction to Global Studies	3
HIST 101	United States History to 1877	3
HIST 102	United States History from 1877 to the Present	3
PSYC 5	General Psychology	3
SOCI 101	Introduction to Sociology	3
WSTU 1	Introduction to Women's Studies	3

Total Units 18 - 19

NEW COURSE

1. Political Science 7 – Political Theory

ACADEMIC AFFAIRS

Units: 3.0 Lecture: 3.0 Hours Lab: 0.0 Faculty Load: 20.00%

Recommended Preparation: Eligibility for English 1A

Grading Method: Letter

Credit Status: Associate Degree Credit

CSU transfer

Proposed UC Transfer

AA/AS General Education Requirement – Area 2B, 2C, 3

Proposed CSU General Education Requirement – Area C2, D8

Proposed IGETC General Education Requirement – Area 3B, 4H

In this course students will examine political theory as presented in the primary works of major Western thinkers from Plato to Marx. Fundamental issues to be explored include human nature, justice, power, the role of the state, and the legitimate scope of government.

HEALTH SCIENCES AND ATHLETICS

NEW MAJOR

1. Associate in Arts in Kinesiology for Transfer (AA-T)

The kinesiology program provides a foundation for the study of diverse dimensions of exercise science, sport, and movement studies. Upon completion of the program, students will be prepared to transfer and major in kinesiology. Students will have knowledge and skills for advancement into a number of kinesiology fields, such as adapted physical education, athletic training, coaching, exercise science, fitness specialist, kinesiotherapy, and teaching. Competency will be assessed by a student's ability to solve problems in exercise science, exercise program design and to demonstrate and/or evaluate movement skills, tactics, and strategies in various physical activities.

The Associate in Arts for Transfer (AA-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing the AA-T are given priority consideration for admission to the CSU system, but not to a particular campus or major. In order to earn an AA-T degree, students must complete:

- 1) a minimum of 18 semester units in the major
- 2) a minimum 60 required semester units of CSU transferable coursework with a minimum GPA of 2.0

ACADEMIC AFFAIRS

- 3) the CSU General Education Breadth requirements or Intersegmental General Education Transfer Curriculum (IGETC)
Students who have completed the AA-T will have a strong academic foundation in the field and will be prepared for upper division baccalaureate study at the university. The coursework will satisfy most of the lower-division requirements at many institutions within the California State University system. Students transferring to a UC, private, or out of state university should consult with an El Camino College counselor when planning to complete the degree since transfer requirements may be slightly different than those required for the AA-T.

Major Requirements		Units
PE 277	Introduction to Kinesiology and Physical Education	3
and		
Select Option 1 or Option 2		
Option 1		
ANAT 32	General Human Anatomy	4
PHYO 31	Human Physiology	4
or		
Option 2		
APHY 34A	Anatomy and Physiology I	4
APHY 34B	Anatomy and Physiology II	4
and		
Select a maximum of one course from any two to three categories for a total of 3 units.		
Aquatics		
PE 240	Beginning Swimming	1
PE 241	Intermediate/Advanced Swimming	1
PE 250	Techniques of Surfboarding Riding	1
Combative		
PE 220	Naginata: A Japanese Martial Art	1
PE 221	Combative Arts and Self Defense	1

ACADEMIC AFFAIRS

Fitness

PE 10	Body Conditioning and Physical Fitness	1
PE 54	Weight Training	1
PE 102	Functional Fitness and Aging	1
PE 245	Water Aerobics	1
PE 249	Swimming for Fitness	1
PE 254	Aerobic Fitness	1
PE 257	Yoga for Health and Fitness	1

Dance

DANC 10	Social and Ballroom Dance	1
DANC 130A	Modern Dance Technique I	2
DANC 168	Latin Social Dance	2
DANC 250	Pilates Mat Class	3

Individual Sports

PE 204	Badminton	1
PE 208	Bowling	1
PE 224	Golf	1
PE 251	Tennis	1

Team Sports

PE 4	Basketball	1
PE 74	Soccer	1
PE 239	Slo-Pitch Softball	1
PE 253	Volleyball	1

List A (select two): 6-10 units

CH 1	Personal and Community Health Issues	3
FAID 1	First Aid, Cardiopulmonary Resuscitation (CPR) and Basic Emergency Care	3
NFOO 11	Nutrition	3
PE 272	Care and Prevention of Athletic Injuries	3
PE 280	Exercise and Nutrition Programs for Fitness and Weight Management	3
CHEM 1A	General Chemistry I	5
CHEM 4	Beginning Chemistry	5
CHEM 21A	Survey of General and Organic Chemistry	4
PHYS 2A	General Physics	4

ACADEMIC AFFAIRS

PSYC 5	General Psychology	3
MATH 150	Elementary Statistics with Probability	4
or		
PSYC 9A	Introduction to Elementary Statistical Methods for the Study of Behavior	4
or		
SOCI 109	Introduction to Elementary Statistical Methods for the Study of Behavior	4

Total Units: 20 - 24

HUMANITIES

NEW MAJOR

1. Associate in Arts in English for Transfer (AA-T)

The English program develops the student's ability to read both prose and poetry with understanding and discernment. The student will acquire competence in writing college-level expository essays and applying research strategies. The student will also develop interpretive and analytical skills through exposure to a wide range of literature. Competencies will be assessed primarily by evaluating the student's critical thinking abilities as demonstrated through written work. Completion of the program prepares the English major for any profession or industry requiring strong communication skills as well as transfer.

The Associate in Arts for Transfer (AA-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing the AA-T are given priority consideration for admission to the CSU system, but not to a particular campus or major. In order to earn an AA-T degree, students must complete:

- 1) a minimum of 18 semester units in the major
- 2) a minimum 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0
- 3) the CSU General Education Breadth requirements or Intersegmental General Education Transfer Curriculum (IGETC)

Students who have completed the AA-T will have a strong academic foundation in the field and will be prepared for upper division baccalaureate study at the

ACADEMIC AFFAIRS

university. The coursework will satisfy most of the lower-division requirements at many institutions within the California State University system. Students transferring to a UC, private, or out of state university should consult with an El Camino College counselor when planning to complete the degree since transfer requirements may be slightly different than those required for the AA-T.

Major Requirements		Units
ENGL 1B	Literature and Composition	3
ENGL 1C	Critical Thinking and Composition	3

List A (select two): 6 units

ENGL 15A	Survey of British Literature	3
ENGL 15B	Survey of British Literature	3
ENGL 35	World Literature: 3500 BCE to 1650 CE	3
ENGL 36	World Literature: 1650 CE to Present	3
ENGL 40A	American Literature	3
ENGL 40B	American Literature	3

List B (select one): 3 units

or any course from List A not already selected

ENGL 20	Shakespeare's Plays - Tragedies and Romances	3
ENGL 21	Shakespeare's Plays - Comedies and Histories	3
ENGL 24A	Creative Writing: Introduction to Poetry	3
ENGL 25A	Creative Writing: Introduction to the Craft of Fiction	3
ENGL 31	Mythology and Folklore	3
ENGL 42	Chicano and Latino Literature	3
ENGL 43	African American Literature	3
ENGL 44	The Literature of American Ethnic Groups	3

List C (select one): minimum 3 units

or any course from List A or List B not already selected

CHIN 1	Elementary Chinese I	4
CHIN 2	Elementary Chinese II	4
ENGL 98	College Literary Magazine Editing and Publishing	3
FREN 1	Elementary French I	4
FREN 2	Elementary French II	4
FREN 3	Intermediate French I	4

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FREN 4	Intermediate French II	4
FREN 5	Advanced French I	3
FREN 6	Advanced French II	3
GERM 1	Elementary German I	4
GERM 2	Elementary German II	4
GERM 3	Intermediate German I	4
HUMA 1	An Introduction to Humanities	3
ITAL 1	Elementary Italian I	4
ITAL 2	Elementary Italian II	4
JAPA 1	Elementary Japanese I	4
JAPA 2	Elementary Japanese II	4
JAPA 3	Intermediate Japanese I	4
JAPA 4	Intermediate Japanese II	4
SPAN 1	Elementary Spanish I	4
SPAN 2	Elementary Spanish II	4
SPAN 3	Intermediate Spanish I	4
SPAN 4	Intermediate Spanish II	4
SPAN 5	Advanced Spanish I	3
SPAN 6	Advanced Spanish II	3
ENGL 12	Introduction to Fiction	3
ENGL 23	Twentieth Century Literature	3
ENGL 26	The Literature of Science Fiction	3
ENGL 27	Children's Literature	3
ENGL 28	Images of Women in Literature	3
ENGL 30	The English Bible as Literature	3
ENGL 34	The Short Story	3
ENGL 39	Literature and Film	3
ENGL 41B	Survey of Film: 1950 to the Present	3
ENGL 47	California Literature	3
ENGL 48	Modern Literature of Latin America	3
ENGL 78	Creative Writing: Screenwriting	3
JOUR 1	News Writing and Reporting	3
Total Units: 18 - 19		

MATHEMATICAL SCIENCES

NEW COURSES

1. Mathematics 37 – Basic Accelerated Mathematics

ACADEMIC AFFAIRS

Units: 5.0 Lecture: 4.5 Hours Lab: 3.5 Faculty Load: 47.50%
Grading Method: Pass/No Pass
Credit Status: Non-Degree Credit

This accelerated course provides students who place below the elementary algebra level the opportunity to develop numeracy skills, strengthen mathematical reasoning skills, and complete elementary algebra in a single semester. There are three levels of mathematics in this course, taught in an integrated fashion: basic arithmetic skills; fundamentals of algebra, with an emphasis on linear equations; and the remaining topics found in a typical elementary algebra course. This course has multiple exit levels, based on a student's demonstrated competencies. Students engage in student success activities, including creating an education plan with a counselor, and participation in supplemental instruction.

Note: This course is not recommended for students who place at or above the elementary algebra level.

2. Mathematics 67 – General Education Algebra

Units: 4.0 Lecture: 3.0 Hours Lab: 3.0 Faculty Load: 35.00%
Prerequisite: Mathematics 23 or Mathematics 25 with a minimum grade of C or Mathematics 37 with a grade of P or qualification by testing (El Camino College Mathematics Placement Test) and assessment
Grading Method: Letter
Credit Status: Associate Degree Credit
CSU transfer

Proposed UC transfer

Using data and real-world applications, students in this accelerated course reinforce their numeracy skills and learn algebra and other quantitative reasoning skills needed for transfer-level general education mathematics courses.

Note: Mathematics 67 is intended for students who place at the elementary algebra level. Mathematics 67 is a prerequisite course only for Mathematics 110, 111, 115, 120, 140, and 150. Mathematics, computer science, science, engineering, and business students should not take Mathematics 67. These students should be directed to Mathematics 80.

NATURAL SCIENCES

NEW MAJOR

1. Associate in Arts in Geography for Transfer (AA-T)

ACADEMIC AFFAIRS

The program is designed to provide students the opportunity to obtain a degree upon successful completion of the requirements of a geography transfer major. The geography student will apply fundamental concepts and principles of natural and cultural systems as studied in a spatial context. Competencies will be assessed by examining the student's ability to explain the relationships between people, places, and environments. Students will also map spatial distributions of natural and cultural features.

The Associate in Arts for Transfer (AA-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing the AA-T are given priority consideration for admission to the CSU system, but not to a particular campus or major. In order to earn an AA-T degree, students must complete:

- 1) a minimum of 18 semester units in the major
- 2) a minimum 60 required semester units of CSU transferable coursework with a minimum GPA of 2.0
- 3) the CSU General Education Breadth requirements or Intersegmental General Education Transfer Curriculum (IGETC)

Students who have completed the AA-T will have a strong academic foundation in the field and will be prepared for upper division baccalaureate study at the university. The coursework will satisfy most of the lower-division requirements at many institutions within the California State University system. Students transferring to a UC, private, or out of state university should consult with an El Camino College counselor when planning to complete the degree since transfer requirements may be slightly different than those required for the AA-T.

Major Requirements		Units
GEOG 2	Cultural Geography	3
GEOG 1	Physical Geography	3
GEOG 6	Physical Geography Laboratory	1
List A (select two): 6-7 units		
GEOG 5	World Regional Geography	3
GEOG 7	Geography of California	3
GEOG 8	Introduction to Geographic Information Systems	4
GEOG 9	Weather and Climate	3

ACADEMIC AFFAIRS

List B: 6 units

ANTH 2	Introduction to Cultural Anthropology	3
GEOL 1	Physical Geology	3
Total Units: 19 - 20		

C. SABBATICAL LEAVES OF ABSENCE – 2013-2014

It is recommended that the Board approve the following faculty members for Sabbatical Leaves of Absence during 2013-2014:

One Semester Full-Pay Sabbatical

Debra Breckheimer	Fall 2013
Tom Cody	Fall 2013
Eugene Engle	Spring 2014
Milan Georgevich	Fall 2013
Pete Marcoux	Fall 2013
*Gregg Scott	Fall 2013
Elizabeth Shadish	Fall 2013

*Item withdrawn during the Board meeting.

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

Page No.

- A. ~~*Community Education Program for Winter/Spring 2013~~ Destruction of Records
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- B. Accreditation Self-Evaluation 2014 Timeline (Revised).....37

* Item corrected during the Board meeting.

STUDENT AND COMMUNITY ADVANCEMENT

A. ~~*COMMUNITY EDUCATION PROGRAM FOR WINTER/SPRING 2013~~ **DESTRUCTION OF RECORDS**

1. It is recommended that the Board of Trustees approve destruction of the following records from Admissions and Records in accordance with Title 5, California Code of Regulations. California Community Colleges. Article 2, Section 59022. These records were maintained for the required retention period and are classified as Class 3 – Disposable. The records are prior to Fall 2008:
 - a. K-12 forms
 - b. Enrollment Verifications
 - c. Student Reinstatements
 - d. Student Add/Drop Forms
 - e. Scanned Admissions Applications
 - f. Miscellaneous Outdated Computer Reports

2. It is recommended that the Board of Trustees approve destruction of Placement Testing Records and accompanying materials for Assessment and Testing for January 1 through December 31, 2007. These records were maintained for the required retention period and are classified as Class 3 – Disposal Records, Title 5, California Code of Regulations. California Community Colleges. Article 2, Sections 59023-59026.

B. **2014 ACCREDITATION SELF-EVALUATION TIMELINE (REVISED)**

It is recommended that the Board of Trustees approve the Revised 2014 Accreditation Self-Evaluation Timeline as shown below: ***Strike out version below provided during board meeting.**

ACCREDITATION SELF-EVALUATION 2014 TIMELINE (Deletions struck; additions italics and bold)

September 2012	Select team leaders for Accreditation Standards I, IIA, IIB, IIC, IIIA, IIIB, IIIC, IIID, IV
October/November 2012	Provide Training for team leaders (Oct. 30 for CEC, Nov. 1 for ECC)
November 21, 2012	Populate all standards with team members

December 21, 2012	Each team will: <ul style="list-style-type: none"> • Assign sub-standards to team members • Outline the topics to be covered in the Descriptive Summary • Outline the evidence need to support the narrative
March 21, 2013	Complete the descriptive narrative for all parts of each standard <i>Complete Introduction and address 21 Eligibility Requirements</i>
<i>April 30, 2013</i>	<i>Complete the Findings and Evidence section for each standard</i>
<i>May 31, 2013</i>	Complete the Findings and Evidence Section <i>Self-evaluation section for each standard</i>
Summer 2013	Begin editing of Self Evaluation <i>Editors integrate El Camino and Compton self-evaluations into one cohesive document</i>
Fall 2013	Identify sources of evidence to link within document; identify improvement Plans to include in report; finalize report
<i>August 22 & 23, 2013</i>	<i>FLEX Accreditation workshops at both locations</i>
<i>September 1, 2013</i>	<i>Post first draft of Self-Evaluation on the web</i>
<i>October 2013</i>	<i>Open Forum</i>
<i>October 31, 2013</i>	<i>All teams review first draft for accuracy and provide additional edits. Identify sources of evidence to link within document; identify Improvement Plans to include in report; finalize report</i>
<i>November 30, 2013</i>	
<i>December 10, 2013</i>	<i>Editors complete second draft of self-evaluation</i>

Spring 2014	<i>Post second draft of Self-Evaluation on web</i>
<i>February 11 & 20, 2014</i>	Post draft online of the entire document and begin consultation process
April 30, 2014	<i>Hold accreditation forums at both locations</i>
	Complete consultation process for Self-Evaluation Report
May 30, 2014	Final editing of Self-Evaluation Report
June 2014	Board Approves Self-Evaluation Report
July 2014	Self-Evaluation Report copied and bound
August 2014	Mail Self-Evaluation Report to ACCJC
September 2014	Prepare for team visit (reserve meeting rooms, make hotel reservations)
October/November 2014	Accreditation Team Visit

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. AB 2910 – Quarterly Fiscal Status Reports

It is recommended the Board of Trustees receive the following Quarterly Financial Status Report for the quarter ending December 31, 2012. AB 2910, Chapter 1486, Statutes of 1986, requires that California community college districts report quarterly on their financial condition.

The report for December 31, 2012, is shown on the following Quarterly Financial Status Report for General Fund-Unrestricted (11).

FISCAL YEAR 2012-2013

Quarter Ended (Q2) December 31, 2012

<u>General Fund</u>	<u>2012-13 Budget</u>	<u>Year-to-Date Actuals</u>	<u>Percentage</u>
INCOME			
Federal	\$125,000	\$31,330	25.06%
State	56,135,167	22,056,929	39.29%
Local	38,593,664	9,712,439	25.17%
Interfund Transfers	<u>1,390,000</u>	<u>0</u>	0%
Total Income	\$96,243,831	\$31,800,698	
APPROPRIATIONS			
Academic Salaries	\$43,073,071	\$19,440,681	45.13%
Classified Salaries	24,431,328	10,726,768	43.91%
Staff Benefits	20,375,329	9,597,396	47.10%
Supplies/Books	1,227,000	526,064	42.87%
Other Operating Expenses	6,803,188	4,059,637	59.67%
Capital Outlay	79,600	73,728	92.62%
Other Outgo	<u>5,840,000</u>	<u>5,150,000</u>	88.18%
Total Appropriations	\$101,829,516	\$49,574,274	48.68%
Net Revenue	<u>(\$5,585,685)</u>	<u>(\$17,773,576)</u>	

B. Non- Resident Tuition Fee for 2013-2014

It is recommended the Board of Trustees adopt the non-resident tuition fee for the fiscal year 2013-14, commencing with the summer session of 2013, in the amount of \$184 per

unit of course work pursuant to Education Code Section 76140. Non-resident students are residents of a state other than California, or residents of a foreign country.

It is also recommended the Board of Trustees adopt a non-resident capital outlay fee for the fiscal year 2013-2014, commencing with summer session 2013, in the amount of \$32 per unit of course work, pursuant to Education Code Section 76141 (a). The additional fee for all non-resident students is permitted to be charged for capital outlay purposes. This fee was previously charged only to foreign non-resident students. Education Code Section 76141 (a) now requires that this fee be charged to all non-resident students. El Camino College will set aside these additional dollars for the purpose of capital outlay, maintenance, and equipment.

C. 2011-2012 Audit Report

It is recommended the Board accept the annual financial audit report prepared by Vavrinek, Trine, Day and Co. for the El Camino Community College District. Copies of the audit report for the 2011-2012 fiscal year have been distributed to the Board of Trustees. The District received an unqualified opinion on its financial statements for 2011-2012. The public may review the audit report in the Office of the Vice President-Administrative Services, Administration Room ADM 106, or on the web at: http://www.elcamino.edu/administration/board/agendas/2013/ECCD_Audit_June_30_2012.pdf.

D. Contracts Under \$83,400

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

- 1. Contractor: GUIDED BUSINESS PLAN**
Services: Contractor will facilitate a two-hour webinar on business plan writing for the Small Business Development Center (SBDC).
Requesting Dept.: Student and Community Advancement – Community Advancement – SBDC
Date(s): 1/2/13-6/30/13
Financial Terms: Cost not to exceed \$1,600
Funded by U.S. Small Business Administration
- 2. Contractor: JAMES RUSSELL**
Services: Contractor will commission a statement sculpture to be created and installed at the main entrance to campus, between the Math Business Allied Health (MBA) Building and the Administration Building. Funds for the sculpture will be

provided by the El Camino College Foundation, as well as from monies previously allocated for a specimen tree.

- Requesting Dept.:** Foundation & Administrative Services
Date(s): 2/1/13 – 2/1/14
Financial Terms: Cost not to exceed \$80,000
3. **Contractor:** **MELSA INTERNATIONAL, LLC (JAPAN)**
Services: Contractor will act as F-1 Visa Educational Agents to recruit F-1 Visa students for El Camino College.
Requesting Dept.: Student and Community Advancement – Admissions and Records – El Camino Language Academy
Date(s): 1/22/2013 – 1/21/2018
Financial Terms: A one-time fee of \$500 per student for either fall or spring semester completed or \$300 per student for summer session.
4. **Contractor:** **PIVOT MANAGEMENT CONSULTANTS**
Services: Contractor will provide training services to companies using ECC’s Employment Training Panel (ETP) funds.
Requesting Dept.: Student and Community Advancement – Community Advancement – Center for Applied Competitive Technologies (CACT)
Date(s): 1/23/13 – 8/31/14
Financial Terms: Cost not to exceed \$35,000
Funded by ETP
5. **Contractor:** **RONALD AMIE QUICKBOOKS INSTRUCTOR**
Services: Contractor will conduct QuickBooks Workshop Series for El Camino College SBDC.
Requesting Dept.: Student and Community Advancement – Community Advancement - SBDC
Date(s): 1/2/13 – 6/30/13
Financial Terms: Cost not to exceed \$3,500
6. **Contractor:** **SALLIE MAE CAMPUS SOLUTIONS**
Services: Contractor will provide direct electronic payment services (debit cards) for federal financial aid awards to students.
Requesting Dept.: Student and Community Advancement – Enrollment Services – Financial Aid
Date(s): 1/21/13 – 1/20/16, with 2 optional one-year periods
Financial Terms: Cost not to exceed 35 cents per electronic disbursement/
35 cents plus postage per check disbursement

E. Personal Services Agreement

- 1. Contractor:** **Gregory Everett**
Services: Contractor will provide screening of film “41st & Central: The Untold Story of the L.A. Black Panthers” and lecture for the Black History Month event.
Requesting Dept.: Academic Affairs – Behavioral and Social Sciences
Date(s): 2/19/13
Financial Terms: Cost not to exceed \$1,500
Funded by ECC Staff & Student Diversity
- 2. Contractor:** **CECIL L. MURRAY**
Services: Contractor will be principal speaker for Black History Month event on February 21, 2013.
Requesting Dept.: Academic Affairs – Behavioral and Social Sciences
Date(s): 2/21/13
Financial Terms: Cost not to exceed \$1,200
Funded by Office of Staff and Student Diversity

F. Amendment

- 1. Contractor:** **LONG BEACH COMMUNITY COLLEGE DISTRICT**
Services: Contractor will provide programs and services to small businesses in the form of training workshops and one-on-one confidential consulting in the South Bay and surrounding cities.
Requesting Dept.: Student and Community Advancement – Small Business Development Center (SBDC)
Date(s): 2/1/11 – 2/28/14 (amended from 2/1/11-1/31/13 previously Board approved on June 30, 2011)
Financial Terms: Projected gross income \$520,000 (increased from \$480,000)
Funded by Long Beach Community College District SBDC Network Services Agreement CN 99673.6

G. Purchase Orders And Blanket Purchase Orders

It is recommended all purchase orders be ratified as shown.

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
Fund 11 Unrestricted - El Camino				
P0601417	Lexis Nexis	Nursing	Other Books	\$167.19
P0601501	L.A. County Ems	Paramedic Academy	Contract Services	\$32,000.65
P0601502	UCLA Center for	Paramedic Academy	Contract Services	\$5,856.00
P0601503	Andrew W. Wolski	Ctr for Arts Production	Other Rentals	\$166.44
P0601504	Full Compass	Ctr for Arts Production	Non-Instruct Supplies	\$28.23
P0601505	Skirball Cultural Center	Study Abroad Program	Other Services And Expenses	\$50.00
P0601507	Butte-Glenn	Information Technology	Maintenance Contracts	\$17,266.68
P0601511	Law Offices of Larry Frierson	Institutional Services	Legal	\$15,243.75
P0601513	Campus Food Services	VP-SCA	In-Service Training	\$77.54
P0601520	James Marteney	Staff Development	Contract Services	\$250.00
P0601521	American Express	Counseling Office	Conferences Faculty	\$931.00
P0601524	Redondo Technology	Art Department	Instructional Supplies	\$250.11
P0601527	Virtual Graffiti Inc.	Information Technology	Maintenance Contracts	\$2,890.39
P0601529	Daily Breeze, the	Writing Center	Instructional Supplies	\$262.00
P0601530	Computerland	Information Technology	Maintenance Contracts	\$2,900.00
P0601532	AYU Tech Solutions	Information Technology	Maintenance Contracts	\$2,065.80
P0601536	Community College	Public Relations	Conferences Mgmt	\$395.00
P0601539	SchoolDude.com, Inc.	Facilities/Planning/Serv	Other Services And Expenses	\$5,195.64
P0601540	California Chamber of	Human Resources	Publications/ Periodicals And	\$50.89
P0601542	Xpedx	Copy Center	Instructional Supplies	\$611.72
P0601543	HPS Mechanical, Inc.	Facilities/Planning/Serv	Repairs Noninstructional	\$1,896.00
P0601544	AT&T Mobility	Operations	Telephone	\$265.07
P0601545	AAFPE Headquarters	Legal Assistance	Dues And Memberships	\$450.00
P0601546	Paralegal Today	Div Office Business	Instructional Supplies	\$56.00
P0601549	Zmags	Public Relations	License Fee/Site Licenses	\$3,500.00
P0601550	Master Teacher	English	Instructional Supplies	\$118.81
P0601551	Monterey Graphics	Physical Education	Instructional Supplies	\$52.20
P0601552	MKH Electronics	Physical Education	Repairs Parts And Supplies	\$69.50
P0601553	Dumbell Man Fitness	Physical Education	Repairs Parts And Supplies	\$302.50
P0601554	Sports Imports	Physical Education	Instructional Supplies	\$213.84
P0601556	Easy Reader	Ctr for Arts Promo	Multi Media Advertising	\$375.00
P0601559	AEO Tour	International Students	Conferences Mgmt	\$12,500.00
P0601560	USTUDY	International Students	Conferences Mgmt	\$2,055.00
P0601571	Cal Tech Copier, Inc.	Purchasing and	Repairs Noninstructional	\$512.38
P0601574	Kimberly Wilkinson	Ctr for Arts Production	Non-Instruct Supplies	\$1,301.17
P0601575	Amazon.Com	Ctr for Arts Production	Non-Instruct Supplies	\$427.82
P0601577	Law Office of Larry Frierson	Institutional Services	Legal	\$2,550.00
P0601582	Accca	Public Relations	Conferences Mgmt	\$125.00
P0601583	Thomson Reuters	Counseling Office	Publications/ Periodicals And	\$290.00
P0601591	College Reading	Div Office Instr.	Other Services And Expenses	\$95.00
P0601592	CCS Presentation	Audio/Visual	Instructional Supplies	\$8,988.19
P0601593	Orange Coast College	Speech	Other Services And Expenses	\$478.00
P0601594	Mt. San Antonio	Speech	Other Services And Expenses	\$442.00

P0601597	National Collegiate	Honors Program	Dues And Memberships	\$500.00
P0601601	Nancy A. Adler	Ctr for Arts Production	Non-Instruct Supplies	\$206.56
P0601602	International Smog	Facilities/Planning/Serv	Repairs Noninstructional	\$147.00
P0601621	Leonid Rachman	International Students	Conferences Mgmt	\$3,624.48
P0601622	Solarwinds.Net	Information Technology	Maintenance Contracts	\$395.00
P0601624	Association of	Public Relations	Conferences Mgmt	\$498.00
P0601636	CCFC Annual	Administrative Services	Conferences Mgmt	\$100.00
P0601648	Andrew W. Wolski	Ctr for Arts Production	Non-Instruct Supplies	\$151.72
P0601650	CI Solutions	Information Technology	License Fee/Site Licenses	\$325.00
P0601659	Echo 360	Instructional Television	Other Services And Expenses	\$3,958.00
P0601661	Monterey Graphics	Counseling Office	Non-Instruct Supplies	\$52.20
P0601662	Redondo Technology	Counseling Office	Non-Instruct Supplies	\$130.50
P0601663	Calif Instit for Nursing	Nursing	Dues And Memberships	\$1,758.00
P0601687	Matisse Catering	TECHNOLOGY	Contract Services	\$1,000.00
P0601689	Assist Design	Div Office BSSC	Other Services And Expenses	\$1,200.00
P0601690	Assist Design	Div Office BSSC	Other Services And Expenses	\$522.00
P0601691	Assist Design	Div Office BSSC	Other Services And Expenses	\$726.34
P0601692	Tyco Integrated Security	History	Other Services And Expenses	\$1,309.90
P0601693	HACU 26th Annual	VP-SCA	Dues And Memberships	\$9,575.00
P0601694	CI Solutions	Information Technology	License Fee/Site Licenses	\$28,525.00
P0601695	Sargent Welch	Chemistry	Instructional Supplies	\$5,460.19
P0601696	Industrial Metal Supply	Ctr for Arts Production	Non-Instruct Supplies	\$289.78
P0601697	Ejazzlines	Music	Instructional Supplies	\$285.77

Fund 11 Total: 66

\$184,462.95

Fund 12 Restricted - El Camino

P0601251	U.S. Armor Corp.	Parking-Student	New Equipment -	\$1,520.30
P0601411	4D Anatomy	Natural Sciences	Computer Software Account	\$163.11
P0601497	Bothwell Automotive,	Parking-Student	Repairs Non Instr	\$387.50
P0601498	Yosemite CCD	Faculty & Staff Diversity	Conferences Mgmt	\$2,450.00
P0601506	Campus Food Services	EOPS	Non-Instruct Supplies	\$465.86
P0601510	Destyn M. LaPorte	El Camino Language	Field Trip Expense	\$724.90
P0601514	FACCC-Education	TitleV-Improving	Other Services And Expenses	\$2,940.00
P0601515	Greystones Group	TitleV-Improving	Conferences Mgmt	\$475.00
P0601517	Safe Navigation	(STCW) Standards for	Other Books	\$1,322.40
P0601519	Fast Deer Bus Charter	South Bay Children's	Transportation	\$482.21
P0601522	American Express	Title III- H S I - STEM	Conferences Other	\$1,437.80
P0601531	Barnes & Nobles at RIT	DSPS	Instructional Supplies	\$1,085.20
P0601533	Joyful Education	El Camino Language	Contract Services	\$500.00
P0601555	Amazon.Com	Health Services	Other Books	\$198.94
P0601562	Susan Saxe-Clifford,	Parking-Student	Other Services And Expenses	\$375.00
P0601563	Campus Food Services	TitleV-Improving	Non-Instruct Supplies	\$1,348.50
P0601564	Monterey Graphics	Parking-Student	Non-Instruct Supplies	\$173.13
P0601565	SVM, Ip	EOPS CARE	Transportation Repair	\$15,260.00
P0601566	Bothwell Automotive,	Parking-Student	New Equipment -	\$152.50
P0601567	Los Angeles Superior	Parking Violations DMV	Other Services And Expenses	\$12,925.00
P0601568	MITI Manufacturing Co.	Parking-Student	New Equipment -	\$994.18
P0601569	Borden Decal Co., Inc.	Parking-Student	Non-Instruct Supplies	\$581.15
P0601570	Resolute Marine	Matching - IDRC, etc.	Contract Services	\$400.00
P0601584	Ergo Desktop	CITD - ECC Exp/Imp	Non-Instruct Supplies	\$5,489.71
P0601586	Cross Instrumentation	Strategic Priority	Non-Instruct Supplies	\$182.69
P0601587	DQE, Inc	Strategic Priority	Non-Instruct Supplies	\$2,346.45
P0601588	J.J. Keller & Assoc	Strategic Priority	Non-Instruct Supplies	\$112.17

P0601589	Grainger	Strategic Priority	Non-Instruct Supplies	\$274.05
P0601590	Nina K. Oshio	Staff Development -	Non-Instruct Supplies	\$554.78
P0601596	Trang Viet Anh	El Camino Language	Contract Services	\$1,000.00
P0601608	Texthelp Systems, Inc	VATEA Special	Computer Software Account	\$5,027.06
P0601609	Mid City Mailing	WRIEC Year 3	Postage	\$2,500.00
P0601618	Assist Design	Kent Cooke Foundation	Non-Instruct Supplies	\$1,371.88
P0601629	Pauline Annarino	WRIEC Year 3	Non-Instruct Supplies	\$302.13
P0601630	Hitt Marking Devices	Community Education	Non-Instruct Supplies	\$27.69
P0601631	Barnes & Noble	Community Education	Non-Instruct Supplies	\$7,828.37
P0601632	North Beach Group Llc	Community Education	Contract Services	\$350.00
P0601643	NENA	Parking-Student	Dues And Memberships	\$130.00
P0601645	B & H Inglewood Tow	Parking-Student	Repairs Non Instr	\$25.00
P0601646	Provantage	Parking-Student	Non-Instruct Supplies	\$382.83
P0601647	Complete Office	YESS Grant	New Equip - Noninstr \$5k less	\$321.88
P0601651	Washington Hilton	TitleV-Improving	Conferences Mgmt	\$1,282.40
P0601652	Enterprise Rentals	TitleV-Improving	Conferences Mgmt	\$429.55
P0601653	Bothwell Automotive,	Parking-Student	Repairs Non Instr	\$200.42
P0601654	CopWare	Parking-Student	Publications/ Periodicals And	\$55.71
P0601655	American Express	TitleV-Improving	Conferences Mgmt	\$452.60
P0601656	Campus Food Services	EOPS CARE	Non-Instruct Supplies	\$1,813.41
P0601657	El Segundo Chamber	SBDC Program Income	Dues And Memberships	\$100.00
P0601665	Anthro Corp.	Nursing	New Equipmen-Instr. \$5k less	\$2,104.94
P0601666	Studiocode Business	EGADNP-10-0116	Instructional Supplies	\$2,000.00
P0601685	Pocket Nurse	Nursing	New Computer	\$21,761.85
P0601698	Fire Protection	(STCW)	Other Books	\$2,359.46

Fund 12 Total: 52

\$107,149.71

Fund 15 General Fund -Special Programs

P0601537	Midwest Library Svs	Div Office Instr.	Library Books	\$781.47
P0601538	Midwest Library Svs	Div Office Instr.	Library Books	\$849.86
P0601627	World Book School	Div Office Instr.	Library Books	\$999.41
P0601628	Midwest Library Svs	Div Office Instr.	Library Books	\$1,972.38
P0601660	Midwest Library Svs	Div Office Instr.	Library Books	\$7,372.49

Fund 15 Total: 5

\$11,975.61

Fund 33 Child Development

P0601500	Midland Fund Raising,	CDC Donations	Non-Instruct Supplies	\$973.50
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Fund 33 Total: 1

\$973.50

Fund 41 Capital Outlay

P0601462	Genesis Floor	Flooring Replacements	Buildings	\$1,646.60
P0601496	RSD	Building Systems	Buildings	\$3,696.22
P0601576	Pyro-Comm Systems,	Building Systems	Buildings	\$2,801.23
P0601658	Tandus Flooring, Inc.	Flooring Replacements	Buildings	\$2,775.56

Fund 41 Total: 4

\$10,919.61

Fund 62 Property & Liability

P0601649	Ron Regua	Purchasing	Benefits Paid	\$519.09
				Fund 62 Total: 1
				\$519.09

Fund 79 Auxiliary Services

P0601516	Robert S. Hilton	Fine Arts	Non-Instruct Supplies	\$350.00
P0601578	Linda A. Michelou	Fine Arts	Non-Instruct Supplies	\$150.00
P0601579	Kris Mettala	Fine Arts	Non-Instruct Supplies	\$150.00
P0601580	Laura Stickney	Fine Arts	Non-Instruct Supplies	\$200.00
P0601581	Campus Food Services	Administrative Services	Non-Instruct Supplies	\$96.30
P0601598	D3 Sports	Health Sciences and	Non-Instruct Supplies	\$1,002.57
P0601600	Michael L. Miller	Fine Arts	Non-Instruct Supplies	\$700.00
P0601607	Jose Torres Daniel	Fine Arts	Non-Instruct Supplies	\$50.00
P0601610	Alan Peck	Fine Arts	Non-Instruct Supplies	\$150.00
P0601625	Norcal Swim Shop	Health Sciences and	Non-Instruct Supplies	\$77.69
P0601626	D3 Sports	Resp Therapy	Non-Instruct Supplies	\$740.59
P0601641	Ringor	Resp Therapy	Non-Instruct Supplies	\$1,685.79
				Fund 79 Total: 12
				\$5,352.94

Fund 82 Scholarships & Trust/Agency

P0601499	California Pro Sports	Health Sciences and	Fundraising	\$641.40
P0601528	Interpreting	Special Resource	Fundraising	\$34.90
P0601561	D3 Sports	Health Sciences and	Fundraising	\$817.58
P0601620	Campus Food Services	Health Sciences and	Fundraising	\$2,112.69
P0601635	D3 Sports	Health Sciences and	Fundraising	\$271.00
				Fund 82 Total: 5
				\$3,877.57

PO Funds Total: 146
\$325,230.98

Fund 11 Unrestricted - El Camino

B0610776	Bennett Gardening	Grounds	Repairs Noninstructional	\$7,530.00
B0610780	Fast Deer Bus Charter	Athletics-	Non-Instruct Supplies	\$10,500.00
B0610782	George T. Hall	HVAC Shop	Non-Instruct Supplies	\$700.00
				Fund 11 Total: 3
				\$18,730.00

Fund 12 Restricted - El Camino

B0610774	Link-Systems	Title III- H S I - STEM	Contract Services	\$5,000.00
B0610775	GS Consultants	Matriculation	Contract Services	\$15,600.00
B0610785	E.C.C. Public	WIP (10-292-720)	Non-Instruct Supplies	\$19.06
B0610790	E.C.C. Public	YESS Grant	Reproduction Instructional	\$300.00
B0610795	Center for Applications	Matriculation	Contract Services	\$27,000.00

				Fund 12 Total: 5
		\$47,919.06		
Fund 82	Scholarships & Trust/Agency			
B0610788	D3 Sports	Health Sciences and	Fundraising	\$12,000.00
				Fund 82 Total: 1
		\$12,000.00		
			\$78,649.06	BPO Funds Total: 9
				<u>Grand Total POs and BPOs: 155</u>
		\$403,880.04		

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

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Administrative Services – Measure E 2002 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 December 31, 2012, at the January 2013 Board meeting.

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
<u>Additional Classrooms and Modernization</u>				
Acquisitions	\$705,867	\$705,867	\$0	\$0
Architectural Barrier Removal Phase 2	18,520	18,520	0	0
Athletic Education and Fitness Complex	42,223,638	4,898,688	3,199,273	34,125,676
Bookstore/Café Conversion/Administration	10,868,608	9,472,582	354,476	1,041,550
Math Business & Allied Health Building	36,942,427	34,459,926	2,186,278	296,224
Central Plant	14,545,000	14,306,440	3,175	235,385
Child Development Center Phase 2	30,470	30,470	0	0
Crenshaw Blvd. Frontage Enhancement	13,373	13,373	0	0
Fire Academy Structure	164,893	164,893	0	0
Fire Program Facility	1,651	1,651	0	0
Humanities Complex Replacement	30,552,368	30,040,756	313,834	197,779
Learning Resource Center Addition	5,099,964	5,043,165	24,122	32,677
MBB Parking Structure & Entrance	106,257	106,257	0	0
Remodeling Phase One-Three	851,513	851,513	0	0
Science Complex Renovation	8,869,136	7,013,357	42,789	1,812,990
Student Services/Activities Replacement	41,077,921	2,008,093	0	39,069,828
Temporary Space and Relocation Costs	3,844,653	3,516,561	17,801	310,291
Signage and Wayfinding	1,295,309	635,996	21,035	638,278
Architectural Planning Contingency	1,100,000	142,187	367,149	590,664
Total Additional Classrooms/Modernization	<u>\$198,311,568</u>	<u>\$113,430,295</u>	<u>\$6,529,932</u>	<u>\$78,351,341</u>
<u>Campus Site Improvements: Accessibility, Safety / Security</u>				
Asphalt Resurfacing - All Lots	\$400,000	\$14,975	\$0	\$385,025
Emergency Generators and Distribution	116,173	116,173	0	0
Emergency Power to Security Lighting	4,289	4,289	0	0
Entrance - Redondo Beach Blvd. to Lot H	30,208	30,208	0	0
Fencing Replacement and Additions	105,777	5,777	0	100,000
Landscaping/Irrigation Replacements	1,049,932	49,932	0	1,000,000
Lighting - Upgrade / Replace All Lots	3,059,807	2,401,380	380,093	278,334
Lot F Parking Structure Improvements	39,259,883	62,176	3,346,000	35,851,707
Lot H Parking Structure	24,371,895	24,127,185	0	244,710
Paving Replacement: All Walks/Driveways	1,110,695	753,303	26,174	331,218
Pedestrian Walks at MBB & Lot E	7,898	7,898	0	0

Security Video	2,007,831	934,544	344,928	728,359
Voice / Data / Signal Site Duct Bank	117,130	117,130	0	0
Total Campus Site Improvements: Accessibility, Safety / Security	<u>\$71,641,518</u>	<u>\$28,624,968</u>	<u>\$4,097,196</u>	<u>\$38,919,355</u>

Energy Efficiency Improvements

Energy Efficiency Improvements Phase Two	<u>\$2,818,000</u>	<u>\$2,756,836</u>	\$0	\$61,164
Total Energy Efficiency Improvements	<u>\$2,818,000</u>	<u>\$2,756,836</u>	<u>\$0</u>	<u>\$61,164</u>

Health and Safety Improvements

Administration	\$112,740	\$112,738	\$0	\$2
Art & Behavioral Sciences	369,585	369,585	0	0
Infrastructure Phase 1-3	42,970,718	41,553,847	117,807	1,299,064
Auxiliary Warehouse	1,301	1,301	0	0
Communications	219,262	219,262	0	0
Construction Technology	16,466	16,466	0	0
Domestic Water System	2,610,208	110,208	0	2,500,000
Facilities and Receiving	215,159	215,159	0	0
Fire Alarm	277,817	277,817	0	0
Firelines	119,905	119,905	0	0
Hazardous Materials Abatement	176,465	175,573	0	892
Restroom Access Compliance	2,200,000	1,608,996	441,338	149,666
Library	452,759	452,759	0	0
Marsee Auditorium	460,474	460,474	0	0
Industry & Technology Building	34,309,701	4,018,229	1,279,604	29,011,868
Music	240,600	240,600	0	0
Natural Gas System	13,852	13,852	0	0
North Gymnasium	262,214	262,214	0	0
Physical Education and Men's Shower	78,178	78,178	0	0
Planetarium	12,815	12,815	0	0
Pool and Health Center	505,821	502,185	0	3,636
Primary Electrical Distribution System	5,062,019	5,061,211	0	808
Reimbursements	1,414,353	1,414,353	0	0
Security Systems	30,245	30,245	0	0
Sewer System	55,449	55,449	0	0
Social Sciences	4,584,449	4,547,575	22,008	14,866
Storm Drain System	30,644	30,644	0	0
Technical Arts	405,147	405,147	0	0
Shops	31,891,195	2,358,554	410,069	29,122,573
Total Health and Safety Improvements	<u>\$129,099,541</u>	<u>\$64,725,339</u>	<u>\$2,270,826</u>	<u>\$62,103,376</u>

Information Technology and Equipment

Behavioral and Social Sciences	\$554,077	\$195,053	\$0	\$359,024
Business	643,650	489,657	0	153,993
Facilities Planning and Services	625,724	400,970	0	224,754
Fine Arts	1,094,948	959,764	-3,760	138,944

Health Sciences and Athletics	926,427	772,665	0	153,762
Humanities	425,978	217,287	0	208,691
Industry and Technology	983,641	601,511	0	382,130
Information Technology	12,857,370	7,771,360	10,643	5,075,368
Learning Resources	3,025,003	515,255	0	2,509,748
Math	723,061	231,191	0	491,870
Natural Sciences	1,860,479	673,930	0	1,186,549
Nursing	252,651	116,478	0	136,173
Student and Community Advancement	645,925	260,216	0	385,709
Interfund Transfer	141,150	141,150	0	0
Campus Police	66,650	66,650	0	0
Purchasing	9,418	9,418	0	0
Phase II, III, IV Purchases	0	0	0	0
Installation Contingency	349	349	0	0
Total Information Technology/Equipment	<u>\$24,836,501</u>	<u>\$13,422,902</u>	<u>\$6,883</u>	<u>\$11,406,716</u>
<u>Physical Education Facilities Improvements</u>				
Baseball Field	\$572	\$572	\$0	\$0
North Field	0	0	0	0
Sand Volleyball	0	0	0	0
Reserve for Contingencies	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Physical Education Facilities	<u>\$572</u>	<u>\$572</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$426,707,700</u>	<u>\$222,960,913</u>	<u>\$12,904,836</u>	<u>\$190,841,951</u>

B. CONTRACT AMENDMENT – HILL PARTNERSHIP, INC. ARCHITECTS
– INDUSTRY & TECHNOLOGY BUILDING PROJECT

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

- | | |
|---|----------------|
| 1. Provide architectural coordination and electrical engineering services for the relocation of the police antenna and cabling. | \$6,400 |
| 2. Provide security consulting services for the security access control system. | <u>\$2,385</u> |

Total Increase in Contract Amount	<u>\$8,785</u>
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Original Contract Amount	\$2,287,635
Prior Changes	69,200
This Change Order Amount	<u>8,785</u>
New Contract Amount	<u>\$2,365,620</u>

C. CONTRACT AMENDMENT – S & K ENGINEERS – PARKING LOT LIGHTING & SECURITY UPGRADES PROJECT

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

Additional services for construction administration and structural engineering.	\$4,200
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Total Increase in Contract Amount	<u>\$4,200</u>
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Original Contract Amount	\$243,000
Prior Changes	0
This Change Order Amount	<u>4,200</u>
New Contract Amount	<u>\$247,200</u>

D. CHANGE ORDER – HPS MECHANICAL – ELECTRICAL & DATA CONVERSION PROJECT

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

1. Due to congested underground utilities northwest of the Bookstore, the contractor was required to furnish a traffic-rated utility box and lower chilled water lines to accommodate existing conditions. While this work was in progress, the opportunity was taken to install an additional conduit for future use and minimize disturbances.	\$13,673
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2. Credit for 5 trash dumpster rentals that were not used, per project contract section #01100-1.4-Q.	-2,056
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3. Credit of remaining project allowance.	<u>-4,303</u>
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Total Increase in Contract Amount	<u>\$7,314</u>
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Original Contract Amount	\$7,289,053
Prior Changes	371,622
This Change Order Amount	<u>7,314</u>
New Contract Amount	<u>\$7,667,989</u>

E. CHANGE ORDER – TAISEI CONSTRUCTION CORPORATION– MATH BUSINESS ALLIED HEALTH PROJECT

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

1. Contractor was directed to provide labor, material and equipment to modify framing/drywall to accommodate LED lighting around structural glass at stair # 2. Architectural error.	\$2,672
2. Contractor was directed to provide labor, materials and equipment for additional mullions required on curtain wall at grid line “L”. Unforeseen.	5,300
3. Contractor was directed to provide labor and materials to extend 3 elevator pit ladders from 3’-6” to 4’-0” per state’s elevator inspector. State inspector code requirement.	2,237
4. Contractor was directed to provide labor, materials and equipment to add stiffener plates at bridge girder embedment, stair # 2, per structural engineer’s recommendations. Architectural error.	1,979
5. Contractor was directed to provide labor and materials to add a false mullion at curtain wall at levels 2-4, stair # 3, where curtain wall meets concrete wall. Unforeseen.	2,757
6. Contractor was directed to provide labor and materials to install waterproofing at planters (3) on South side of building. Architectural error.	<u>1,024</u>
 Total Change Order Amount	 <u>\$15,969</u>
 Original Contract Amount	 \$20,666,000
Prior Changes	1,301,761
This Change Order Amount	<u>15,969</u>
New Contract Amount	<u>\$21,983,730</u>

F. NOTICE OF JOB COMPLETION – HPS MECHANICAL – ELECTRICAL & DATA CONVERSION PROJECT

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

<u>Contractor</u>	<u>Contract Amount</u>
HPS Mechanical	\$7,667,989.00

Purchase Order Number: BPO 410778

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

The following purchase orders have been issued in accordance with the District’s purchasing policy and authorization of the Board of Trustees. It is recommended that the following purchase orders for Measure E 2002 Bond expenditures be ratified and payment be authorized upon delivery and acceptance of the items or services ordered.

PO #	VENDOR NAME	SITE NAME	DESCRIPTION	COST
P601142	Com-Sec Incorporated	Math Business Allied Health	Group II Equipment	\$16,805.66
P601454	Statewide Traffic Safety	Temporary Space Relocation	Site Improvements	725.38
P601518	Dell Computer	Industry & Technology	Group II Equipment	1,700.85
P601523	Insignia	Signage and Wayfinding	Site Improvements	2,621.38
P601541	Southend Janitorial	Math Business Allied Health	Non-Instruction Supplies	16,941.47
P601547	SEWUP/JPA	Math Business Allied Health	Contract Services	1,036.00
P601642	DGS	Humanities Complex	Architecture & Engineering	20,636.48
B610772	American Technologies	Industry & Technology	Testing & Inspection	14,985.00
B610773	AMEC	Athletic Education/Fitness	Testing & Inspection	27,940.00
B610796	Smardan Supply	Temporary Space Relocation	Construction Material	5,000.00
B610797	Minko America	Temporary Space Relocation	Buildings	14,268.00
			TOTAL POs AND BPOs	<u>\$122,660.22</u>

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

	<u>Page No.</u>
A. Employment and Personnel Changes.....	58, 67
B. Temporary Non-Classified Service Employees	63

A. EMPLOYMENT AND PERSONNEL

It is recommended that the Board ratify/approve the employment and personnel changes for academic, classified, special services professionals and temporary classified service employees as shown in items 1-18 and 1-15.

Academic Personnel:

1. Employment - The Board of Trustees accepts the withdrawal of the Superintendent/President, Thomas M. Fallo's resignation and approves a new four (4) year employment contract, commencing on February 1, 2013.
2. Employment - The Board of Trustees approves the employment contract with Superintendent/President, Thomas M. Fallo, for four (4) years, commencing February 1, 2013. The employment contract includes the following changes: Base annual salary of \$312,905, salary modification for responsibilities related to managing the El Camino College Compton Educational Center. The automobile allowance is increased to \$11,000 annually and expense allowance increased to \$12,000 annually. The yearly tax sheltered annuity of \$7,500 shall be discontinued. The annual salary shall be increased by five percent (5%) on the anniversary of each contract year.
3. Retirement - Dr. Donald Goldberg, Dean of Mathematics, last day worked June 30, 2013, first day of retirement July 1, 2013 and that a plaque be prepared and presented to him in recognition of his service to the District since 2003.
4. Retirement - Mr. Lester Scharlin, full-time instructor of Life Sciences, Natural Sciences Division, last day worked January 15, 2013, first day of retirement January 16, 2013, and that a plaque be prepared and presented to him in recognition of his service to the District since 1972.
5. Pre-Retirement - Dr. Francis Rang, full-time instructor of Spanish, Humanities Division, to work a reduced load of 66 2/3% in Fall 2013 and 33 1/3% in Spring 2014, for five years beginning Fall 2013 through Spring 2018, effective August 22, 2013 in accordance with the Agreement, Article 18, Section 2(c).
6. Pre-Retirement - Ms. Moon Ichinaga, full-time Librarian, Learning Resources Division to work a reduced load of 80% in Fall 2013 and 80% in Spring 2014, for five years beginning Fall 2013 through Spring 2018, effective August 22, 2013 in accordance with the Agreement, Article 18, Section 2(c).

7. Pre-Retirement - Ms. Anne Cummings, full-time instructor of French and Italian, Humanities Division, to work a reduced load of 0% in Fall 2013 and 100% in Spring 2014, for five years beginning Fall 2013 through Spring 2018, effective August 22, 2013 in accordance with the Agreement, Article 18, Section 2(c).
8. Pre-Retirement - Dr. Patricia Vacca, full-time instructor of Computer Information Systems (CIS), Business Division to work a reduced load of 78.6% in Fall 2013 and 78.6% in Spring 2014, for five years beginning Fall 2013 through Spring 2018, effective August 22, 2013 in accordance with the Agreement, Article XVIII, Section 2(c).
9. Change in Salary - Mr. Yamonte Cooper, full-time Counselor, from Class III, Step 7 to Class IV, Step 7, effective February 1, 2013.
10. Leave of Absence (Personal, unpaid, 33.33%) - Ms. Martha Sandoval-Martinez, full-time instructor of Mathematics, effective February 6 through June 14, 2013.
11. Amend Special Assignment - Ms. Bonnie Kayser, Education Specialist in Nursing, Health Sciences & Athletics, to assist faculty instructor with fit testing and assist with Western Governor University activities, to be paid \$45.14 an hour, for an additional 50 hours, not to exceed a total of 150 hours or \$6,771, effective January 23 through June 30, 2013, in accordance with the Agreement, Article 10, Section 9(m).
12. Special Assignment - The following instructors of Nursing, Health Sciences & Athletics Division, to assist nursing students with skills for success in nursing courses, to be paid \$60.18 an hour, not to exceed 6 sessions at \$200 each for a grand total of \$2,400, effective January 23 through February 8, 2013, in accordance with the Agreement, Article 10, Section 14(a)

Full-time

Kathleen Stephens

Part-time

Amy Scarlet

13. Special Assignment - The following clinical instructors of Respiratory Care, Health Sciences & Athletics Division, to provide clinical supervision to respiratory care students, to be paid \$60.18 an hour, not to exceed 30 hours per week or \$1,805 for a grand total of \$28,886, effective February 9 through June 7, 2013, in accordance with the Agreement, Article 10, Section 9(m).

Raymond Adoc
 Salomay Dyer
 Douglas Mizukami

Patrick Moore
 Taryn Nicole Parker
 Elva Sipin

14. Special Assignment - Dr. Janet Young, full-time instructor of Childhood Education, Behavioral & Social Sciences Division, to complete Student Learning Outcomes (SLOs) Alignment Grid, to be paid \$45.14 an hour, not to exceed 80 hours or \$3,611, effective January 23 through February 7, 2013, in accordance with the Agreement, Article 10, Section 14(a).
15. Special Assignment - Ms. Lori Medigovich and Ms. Kate McLaughlin, full-time instructors of Journalism, Humanities Division, to supervise Journalism lab and student publications, to be paid \$45.14 an hour, not to exceed 120 hours or \$5,417 each, effective February 9 through June 7, 2013, in accordance with the Agreement, Article 10, Section 14(a).
16. Special Assignment - Mr. Christopher Stevens, part-time instructor of foreign languages, Humanities Division, to administer credit-by-examination in German, to be paid \$60.18 an hour, not to exceed 8 hours or \$482, effective February 9 through June 7, 2013, in accordance with the Agreement, Article 10, Section 9(m).
17. Special Assignment - Mr. Michael VanOverbeck, full-time Toolroom Attendant, Industry & Technology Division, to conduct not-for-credit Community Education classes, to be paid \$45.14 an hour, not to exceed 111 hours or \$5,000, effective January 1 through June 30, 2013, in accordance with the Agreement, Article 10, Section 9(m).
18. Stipend Assignment - Ms. Valerie Robinson, part-time instructor of Theatre, Fine Arts Division, to direct theatre musical production for Spring 2013, to be paid \$515 per week for 8 weeks, not to exceed \$4,120, effective February 9 through March 30, 2013, in accordance with the Agreement, Article 10, Section 14(a).
19. Employment - The following part-time/temporary instructors to be hired as needed for the 2013 winter session:
 - Fine Arts
 - Laura Almo, Class II, Step 4
20. Employment - The following part-time/temporary instructors to be hired as needed for the 2013 spring semester:
 - Behavioral & Social Sciences
 - Robert Montes
 - Kim-Lien Nguyen
 - Gregory Shirley

Business

Douglas Carnahan
Richard Perkins
Thomas Ramsey

Fine Arts

Dean Koba
Valerie Robinson

Health Science & Athletics

Laura Beamon
Juan Diaz
Linda Goldman
Annette Hart
Yuko Kawasaki

Christina Johnson
Josephine Moore
Ellen Schmidt Olaiivar
Charleen Zartman

Humanities

Karen Amano-Tompkins
Stefanie Elwood
Lisa Gaydosh
Nida Husain
Laura Knox
Melissa Moran
Luivette Resto
Silvia Ribelles de la Vega

Industry & Technology

James Lemmon

Special Resource Center

Martin Blankenship

Andy Lim

Kalen Feeney

Classified Personnel:

1. Retirement - Ms. Donna Post, Computer Lab Specialist, Range 36, Step E, Mathematical Sciences Division, Academic Affairs Area, effective January 1, 2013 and that a plaque be presented to her in recognition of her service to the District since 1999.
2. Personal Leave of Absence 100% - Ms. Leyna Bernal, Night Custodian, Range 20, Step E, Facilities Planning and Services Division, Administrative Services Area, effective January 22 through April 22, 2013.
3. Personal Leave of Absence 4% - Ms. Kathleen Collins, 83.33% Secretary, Range 26, Step E, Humanities Division, Academic Affairs Area, effective February 9 through June 7, 2013.
4. Separation - Ms. Blanca Caro Corona, Custodian, Range 20, Step E, Facilities, Planning and Services Division, Administrative Services Area, and that she be placed on the 39-month reemployment list, effective December 20, 2012.
5. Personal Leave of Absence 2.5% - Mr. Michael VanOverbeck, Range 24, Step E, Industry and Technology Division, Academic Affairs Area, effective January 25 through May 27, 2013.
6. Correction - Mr. Angel Arguello, full-time, 10 months per year, Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective January 2, 2013.
7. Amend Employment - Mr. Robert Brobst, Assistant Director Facilities Planning and Services, Range 8, Step 1 (Administrative Salary Schedule), Facilities Planning and Services Division, Administrative Services Area, effective January 7 instead of January 2, 2013.

8. Correction - Mr. Jagaite Packard, full-time, 10 months per year, Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective January 14 instead of January 2, 2013.
9. Change in Classification/Assignment - Mr. Jeffrey Gass, from Bookstore General Merchandise Buyer, Range 39, Step E, Bookstore Division, to Buyer, Range 39, Step E, Business Services Division, Administrative Services Area, effective October 29, 2012.

Special Services Professional

10. Mr. Babatunde Atane - Special Services Professional, Range 7, Step 5, of the Special Services Professional Salary Schedule, not to exceed \$99,580, Administrative Services Area, effective February 1, 2013 through January 31, 2014.

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

11. Mr. Brent Belicki - Computer Systems, Support Technician, Range 37, Step A, Information Technology Division, Administrative Services Area, 40 hours per week, effective January 23 through June 30, 2013.
12. Mr. Thurman Brown - Computer Systems, Support Technician, Range 37, Step A, Information Technology Division, Administrative Services Area, 40 hours per week, effective January 23 through June 30, 2013.
13. Ms. Mercedes Garcia - Athletic Trainer, Range 35, Step A, Health Sciences & Athletics Division, Academic Affairs Area, to cover Men's & Women's Spring Intercollegiate Athletics, will vary up to 40 hours per week, effective February 1 through June 30, 2013.
14. Ms. Leticia Thorsen - Bookstores Sales Assistant, Range 19, Step A, Bookstore Division, Administrative Services Area, to assist in cashiering/accounting duties at the beginning of each semester, on-call as needed, effective February 1 through June 30, 2013.
15. Ms. Shelley Yoshida - Dispatch Clerk, Range 25, Step A, Campus Police Division, Administrative Services Area, on-call as needed, effective February 1 through June 30, 2013.

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 1-13.

The following Temporary, Non-Classified Service Employees are to be hired for the 2012-2013 fiscal year, paid hourly, effective February 1, 2013 through June 30, 2013, days and hours vary as needed, unless otherwise stated.

Campus Police Aide Series

1. Campus Police Aide III

The following individual is to be responsible for Live Scan fingerprinting operation and maintenance, non-hazardous police services to the students, staff, and faculty of El Camino College and other departmental duties.

Alexandra Sandoval, \$10.00 per hour

Instructional Aide Series

2. Instructional Aide I

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

Leo Rendon, \$8.00 per hour

3. Instructional Aide II

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

Matthew Trias, \$9.25 per hour

4. Instructional Aide V

The following individual is to assist students as a SuperTutor with class projects, assignments, exams, presentations, Internet research and software, manage the lending library, and train students to use equipment.

Nancy Alvarez, \$13.00 per hour

5. Instructional Aide VI

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

Sherry McCulloh, \$15.00 per hour

Richard Davis, \$15.00 per hour

Office Aide Series

6. Office Aide I

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

Mika Fulbright, \$9.00 per hour (eff. 1/20/13 to 6/30/13)

Elisa Garcia, \$8.00 per hour

7. Office Aide VI

The following individual is to serve as direct assistant to the Seeds Head Start Program administrators, apply highly specialized knowledge and skills in customer service, maintain inventory and needed supplies, and maintain the textbook lending library.

Lissette Marquez, \$17.00 per hour

Program Aide Series

8. Program Aide II

The following individual is to provide basic support services in the Humanities Academic Strategies Lab.

Stephanie Deal, \$9.25 per hour (eff. 2/1/13 to 6/7/13)

Sports Aide Series

9. Sports Aide II

The following individual is to receive, issue, store and maintain materials, locks, and towels used in comprehensive physical education and athletic programs.

Corey Beamon, \$10.00 per hour (eff. 1/22/13 to 6/30/13)

10. Sports Aide VI

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

Vincent Fiamengo, \$17.00 per hour

Theresa Higdon, \$17.00 per hour

Erica Shaw, \$17.00 per hour

Education Professional Series

11. Education Professional I

The following individuals are to provide tutoring assistance for students using the Foreign Language laboratory, monitor equipment and the facility, and assist with computer troubleshooting issues.

Andres Moina, \$26.00 per hour (eff. 2/1/13 to 6/7/13)

Phan Tran, \$26.00 per hour (eff. 2/1/13 to 6/7/13)

Program Professional Series

12. Program Professional I

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

Lovell Alford, \$30.00 per hour (eff. 1/23/12 to 6/30/13)

13. Program Professional II

The following individual is to code, enter, and verify data, provide technical support, assist with reporting tools, provide information related to special projects.

Kathy Way, \$35.00 per hour

EL CAMINO COMMUNITY COLLEGE DISTRICT
EMPLOYMENT AGREEMENT

This Agreement is entered into and is effective this first (1st) day of February 2013 by mutual understanding between the Board of Trustees of and on behalf of the El Camino Community College District, Los Angeles County, California ("District"), and Dr. Thomas M. Fallo ("Superintendent/President").

The District selected Dr. Thomas M. Fallo to serve as the Superintendent/President effective July 1, 1995.

The parties hereby agree to the following:

1. Contract Term. The District hereby employs the Superintendent/President for a period of four (4) years beginning February 1, 2013 and ending January 31, 2017.

On or before February 1, 2014 and yearly thereafter, the ending date of the contract shall be extended one additional year unless amended by either the Board of Trustees or the Superintendent/President.

The Superintendent/President shall be required to render twelve (12) months of full and regular service to the District during each annual period covered by this Agreement, except for absences and leaves authorized by this Agreement and Policies of the Board of Trustees. The Superintendent/President will focus his full-time energy to duties as specified in the Board-approved position description, which the Board will review annually as specified.

2. Powers and Duties. The Superintendent/President shall perform the duties prescribed for that office by the applicable laws of the State of California, the lawful rules and regulations of the Board of Governors of the California Community Colleges, and the policies and procedures of the Board of Trustees of the El Camino Community College District. Said laws, rules, regulations and policies are hereby made a part of the terms and conditions of this Agreement as though fully set forth herein.

All powers and duties that may lawfully be delegated to the Superintendent/President are to be executed in accordance with the laws, rules, regulations and policies set forth above. Such acts as may require approval or ratification by the Board of Trustees shall be referred by the Superintendent/President to said Board at the earliest possible opportunity. It is acknowledged that the Superintendent/President has furnished the District a valid and current certificate issued by the State of California empowering him to act in this capacity.

The Superintendent/President and the Board shall meet annually to mutually establish goals for the Superintendent/President and the District during each year of this Agreement. The Board and the Superintendent/President will meet each June during the term hereof in order to establish such goals and for evaluation of the Superintendent/President's performance using mutually agreed upon criteria.

3. Compensation. Effective February 1, 2013, the annual base salary of the Superintendent/President shall be \$312,905 for each complete year of service during the term of this Agreement, payable in equal monthly installments.
 - a. The annual salary shall be increased by five percent (5%) on February 1st of each contract year.
4. Automobile Allowance. The District shall pay the Superintendent/President an Automobile Allowance of nine hundred sixteen dollars and sixty-six cents (\$916.66) per month payable on the first day of each month succeeding any month in which services are rendered under this Agreement.
5. Expenses. The District will reimburse the President for actual out-of-pocket expenses incurred in connection with community and professional functions and activities related to his employment.

Additionally, the District shall pay Superintendent/President \$1,000 per month payable on the first day of each month succeeding any month in which services are rendered under this agreement for other expenses. This expense allowance is in addition to out-of-pocket expenses in relation to community and related functions as listed in the preceding paragraph.

6. Sabbatical Leave. Effective January 1, 1995, if the Superintendent/President has served the District as an employee for seven (7) consecutive years in capacity as Superintendent/President, he may be granted up to two (2) consecutive months of full pay sabbatical leave for the purpose of completing a project approved by the Board of Trustees. If approved, one (1) month accrued vacation may be added to the sabbatical leave.
7. Technological Support. The Superintendent/President is authorized for off-campus technological support for the purpose of completing work in a location other than that of the El Camino College site. The technological support may include, but is not limited to, computer, printer, fax, communications, etc. Unless otherwise approved, all equipment shall remain the property of the El Camino Community College District and the District shall maintain and upgrade technological support as needed to perform the duties and functions of the Superintendent/President at an off-site location.

8. Health and Welfare Benefits. It is understood and agreed that the Superintendent/President shall be afforded such health and welfare benefits as are granted to the District's Management employees.
9. Vacation. It is understood and agreed that the Superintendent/President shall be entitled to twenty (20) working days of paid vacation for each complete fiscal year of service pursuant to this Agreement. Additional days of vacation shall be pursuant to District policy. Said vacation shall be taken during the fiscal year at such time as is convenient to the District and the Superintendent/President. In the event that the Superintendent/President does not take all or part of his vacation during the term of this Agreement, the District shall pay, upon termination, for all accrued, but unused, vacation time according to District policy.
10. Sick Leave. Sick leave shall be earned and accumulated at the rate of twelve (12) days per fiscal year.
11. Agreement Modification or Termination. This Employment Agreement may be modified or terminated during the term thereof by the mutual consent of the contracting parties. Termination of Employment Agreement is governed by Government Code 53260.

El Camino Community College
 District Board of Trustees
 January 22, 2013

El Camino Community College District
 Superintendent/President
 January 22, 2013

 William Beverly, President

 Thomas M. Fallo

 Kenneth Brown, Vice President

 Ray Gen, Secretary

 Maureen O'Donnell, Member

 Mary Combs, Member

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. TravelPage 71

B. Board Policy 2365 – Recording – Second Reading and AdoptionPage 72

C. Board Policy 2716 – Political Activity Board Members – Second
Reading and Adoption.....Page 73

D. Board Policy 7370 – Political Activity – Second Reading and
Adoption.....Page 74

A. Travel

It is recommended that the Board approve travel for Trustees Ray Gen and Kenneth Brown to attend the Community College League of California Effective Trustee Workshop and Legislative Conference, January 25-28, 2013, Sacramento, CA with no loss of salary, transportation and necessary expenses paid.

B. Board Policy 2365 – Recording – Second Reading and Adoption

It is recommended that the Board accept amended Board Policy 2365 for a Second Reading and Adoption.

Board Policy 2365

Recording

~~If the Board causes any tape or video recording of a meeting, the recording~~
Any audio or video recording of an open and public Board meeting made by or at the direction of the Board, shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Sections 6250, et seq. The Superintendent/President is directed to enact administrative procedures to ensure that any such recordings are maintained for at least thirty days following the taping or recording.

Persons attending an open and public meeting of the Board may, at their own expense, record the proceedings with an audio or video tape recording or a still or motion picture camera or may broadcast the proceedings. However, if the Board finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, the Board President may direct such action to stop.

Reference:

Government Code Sections 54953.5, 54953.6; 6250
Education Code Section 72121(a);

El Camino College

Adopted: 4/16/01

Amended:

C. Board Policy 2716 – Political Activity – Board Members – Second Reading and Adoption

It is recommended that the Board accept Board Policy 2716 for a Second Reading and Adoption.

Board Policy 2716

Political Activity – Board Members

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

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

Reference:

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

El Camino College
Adopted:

D. Board Policy 7370 – Political Activity – Second Reading and Adoption

It is recommended that the Board accept amended Board Policy 7370 for a Second Reading and Adoption.

Board Policy 7370

Political Activity

Employees shall not use District funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including but not limited to, any candidate for election to the governing Board. This policy prohibits political activity during an employee's working hours, but shall not be construed to prohibit an employee from urging the support or defeat of a ballot measure or candidate during non-working time.

Nothing in this policy shall prevent:

- a. The dissemination of information concerning school tax and/or bond elections by the administrative staff insofar as authorized by the Education Code.
- b. The discussion and study of politics and political issues, when such discussion and study is appropriate to ~~classroom studies, such as history, current events, and political science~~ instruction and learning.
- c. The conducting of student and employee elections, and campaigning connected therewith.

Reference:

Education Code Sections 7054; 7056
Gov. Code 8314

El Camino College

Adopted: June 11, 2001

Amended:

Replaces Board Policies #4224 & 4340