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

**Agenda, Monday, November 18, 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 October 21, 2013,
Pages 5-7**
- III. Recognitions**
- IV. Presentation – Honors Transfer Program**
- V. Public Comment on Consent Agenda**
- VI. Consent Agenda – Recommendation of Superintendent/President, Discussion
and Adoption**
 1. Academic Affairs
*See Academic Affairs Agenda,
Pages 8-9*
 2. Student and Community Advancement
*See Student Services Agenda,
Pages 10-12*
 3. Administrative Services
See Administrative Services Agenda, Pages 13-24
 4. *See Measure “E” Bond Fund Agenda,
Pages 25-30*
 5. Human Resources
*See Human Resources Agenda,
Pages 31-59*
 6. Superintendent/President
*See Superintendent/President Agenda,
Pages 60-64*

VII. Public Comment on Non-Consent Agenda

VIII. Non-Consent Agenda, Pages 65-67

- A. Resolution (# 11-18-13) Regarding Layoff of Child Development Center Employees Due to Lack of Work or Lack of Funds

IX. Public Comment on Non-Agenda Items

X. Oral Reports

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

XI. Closed Session

- A. 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
- B. Anticipated Litigation, Brown Act Section 54956.9 – Significant Exposure to Litigation
 - 1. 1 Case

<p>Board of Trustees Meeting Schedule for 2013 4:00 p.m. Board Room</p>

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

BOARD PRESENTATIONS AND REPORTS 2013-2014

<i>Month</i>	<i>Presentation</i>	<i>Report</i>
July	Compton Center	FTES – Both Locations
August	Budget	Notice of Public Hearing Quarterly Fiscal Status
September	SLO Status Report	Accreditation Follow-up Report
October	Enrollment Demographics	Staff and Student Diversity
November	Honors Transfer Program (HTP)	FTES – Both Locations Quarterly Fiscal Status
December	Foundation Annual Report	Success and Retention (including basic skills)
January	First Year Experience (FYE)	Annual Financial Audit
February	Student Success and Support Program Implementation Status	Sound Fiscal Management Accountability Report
March	Student Achievement Goals	Accreditation Annual Report Full Time Equivalent Student (FTES) – Both Locations
April	Citizens Bond Oversight Committee	Measure E-Bond Annual Report Facilities Plan Upgrade
May	Scorecard	Student Success & Support Program Plan
June	Title V Grants	Accreditation Self-Evaluation Report Tentative Budget Commencement

Revised: October 14, 2013

EL CAMINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING OF
Monday, October 21, 2013

The Board of Trustees of the El Camino Community College District met at 4:00 p.m. on Monday, October 21, 2013, in the Board Room at El Camino College.

The following Trustees were present: Trustee William Beverly, President; Trustee Kenneth A. Brown, Vice President; Trustee Ray Gen, Secretary; Trustee Maureen O'Donnell, Member; and Student Member Brooke Matson. Trustee Mary Combs was absent due to illness.

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

Minutes of the Regular Board Meeting of September 3, 2013

It was moved by Trustee Brown, seconded by Student Trustee Matson, that the Minutes of the Regular Board meeting of September 3, 2013 be approved as written. Motion carried.

Presentation

Ms. Irene Graff gave an informational presentation on Enrollment Demographics.

Consent Agenda

It was moved by Trustee Beverly, seconded by Student Trustee Matson, that item VI-I-B (Child Development Center) be considered separately from the Consent Agenda. Motion carried.

It was moved by Student Trustee Matson, seconded by Trustee Beverly, that item VI-I-B (Child Development Center) be discussed before the rest of the Consent Agenda. Motion carried.

Consent Agenda – Child Development Center

The following proponents of the Center spoke in support of keeping the Center open:

Sean Donnell
Chris Gold

Lindsay Perez
Veronica Robles

Miriam Jauregui
Nancy Lemus
Michelle Moen
Jennifer Montgomery
Toni Lee Newman

Judy Salmon
Jessica Simundson
Luukia Smith
Janet Young

It was moved by Trustee O'Donnell, seconded by Student Trustee Matson, that the Center remain open until June 2014, at which time it will be re-evaluated for its progress on growth and fiscal recovery. Student Trustee recorded a no advisory vote. Trustees Beverly, Brown and Gen voted no. Motion failed.

It was moved by Trustee Gen, seconded by Trustee Brown, that the Center be closed on June 30, 2014 but that the Board would be open to reviewing new input and reports of the most current funding, recruitment and restructuring of summer. Student Trustee Matson recorded an advisory no vote. Trustees Brown, Gen and O'Donnell voted no. Trustee Beverly voted yes. Motion failed.

It was moved by Trustee Beverly, seconded by Trustee Gen, that the Board accept the recommendation to close the Center, effective June 30, 2014. Student Trustee Matson recorded a no advisory vote. Trustees Beverly, Brown and Gen voted yes. Trustee O'Donnell voted no. Motion carried.

Consent Agenda

It was moved by Trustee Beverly, seconded by Student Trustee Matson, that the Board adopt the items presented on the agenda in the following areas:

Academic Affairs

Center for the Arts Presentation – 2013-2014 Season
Information Item – Board Policy and Administrative Procedure 5070 (Attendance)
Mathematics, Engineering, Science Achievement – Grant Award Renewal
Sabbatical Leave of Absence – 2013-2014

Student and Community Advancement

Forensics Team Tournaments for 2013/2014
Student Conferences
Music Association of California Community Colleges
International Travel
Grants – Application
El Camino Community College District School Year Calendar 2014/2015

Administrative Services

AB 2910 – Quarterly Fiscal Status Reports
Contracts Under \$83,400

Contracts Over \$83,400
Personal Service Agreement
Amendment
Memorandum of Understanding
Purchase Orders and Blanket Purchase Orders

Measure E 2002 & 2012 Bond Fund

Category Budgets and Balances
Change Order – Caltec Corporation – Bookstore Buyback Project
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
New Classification Specifications for Classified Position
Revised Classification Specifications for Classified Position
Revised Classification Specifications for Classified Position

President/Board of Trustees

2013 Board of Trustees Evaluation
Citizens' Bond Oversight Committee

Student Member recorded a yes advisory vote. Motion carried.

Closed Session

Regular Meeting adjourned to a Closed Session at 7:30 p.m. which ended at 7:50 p.m.

Ray Gen, Secretary of the Board

Thomas M. Fallo, Secretary to the Board

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

Page No.

A. Proposed Curriculum Changes Effective 2014-2015 Academic Year.....9

B. Destruction of Records.....9

ACADEMIC AFFAIRS

A. PROPOSED CURRICULUM CHANGES EFFECTIVE 2014-2015 ACADEMIC YEAR

It is recommended that the Board approve the proposed curriculum changes, effective the 2014-2015 academic year, as listed below.

HEALTH SCIENCES AND ATHLETICS

NEW COURSE

1. Contemporary Health 5 – Contemporary Women's Health
Units: 3.0 Lecture: 3.0 Hours of Lab: 0 Faculty Load: 20.00%
Recommended Preparation: eligibility for English 1A
Grading Method: Letter
Credit Status: Associate Degree Credit
CSU Transfer
Proposed UC Transfer
El Camino College AA/AS General Education Requirement – Area 5
Proposed CSU General Education Requirement – Area E

This course is designed to investigate the many sociological, psychological, and physiological aspects related to women's health. Topics include the life challenges women face, such as body image, abuse, nutrition and exercise, sexual and reproductive health, consumerism, and mental health.

B. DESTRUCTION OF RECORDS

It is recommended that the Board authorize the destruction of the records listed below. These documents have met the required retention period in accordance with California Code of Regulations, California Community Colleges Subchapter 2.5, Article 2, period of Retention 59026.

1. SRC Student Files 2002-2003 Box #80-88 A-Z Destroy date: 12/2013

Files are located in the Academic Affairs Office.

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

Page No.

A. Destruction of Records.....11

B. Grant – Application & Acceptance.....11

C. Grant – Acceptance.....12

STUDENT AND COMMUNITY ADVANCEMENT

A. DESTRUCTION OF RECORDS

It is recommended that the Board of Trustees approve destruction of the following Disposable/Class 3 records in accordance with Code of Federal Regulations, Retention and Access Requirements for Records, Section 74.53 and Sections 215.53 (a & b), respectively. The documents have met the required retention period.

State Grants – 2008-2009 and preceding years

Federal Grants – 2008-2009 and preceding years

B. GRANT – APPLICATION AND ACCEPTANCE

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

California Community Colleges Chancellor’s Office Student Services and Special Programs Historically Black Colleges and Universities (HBCU) Transfer Agreement Project. The objective of this grant is to develop statewide transfer agreements between selected HBCU institutions and the California Community Colleges (CCC) Chancellor’s Office that facilitate the transfer of California community college students who wish to complete their baccalaureate degree at a HBCU, including the efficient transfer of CCC coursework. This project will work in collaboration with the Umoja Community of California to develop statewide Transfer Admissions Agreements with at least five (5) HBCUs whom El Camino already has established relationships. Transfer Agreements will ensure the full acceptance of general education classes from community colleges.

Administrator: Regina Smith

Amount of Grant Funding from Granting Agency:	\$ 40,000
Amount of College Match:	<u>\$109,773</u>
Total Amount of Project Funding:	\$149,773
Source of Matching Funds:	Dean and Faculty In-Kind
Indirect Rate:	\$1,538 4%
Performance Period:	November 16, 2013 through June 30, 2015

C. GRANT – ACCEPTANCE

It is recommended that the Board of Trustees approve acceptance of the following grant:

California Community Colleges Chancellor’s Office Workforce and Economic Development Division. Capacity Building Incentive Funding Opportunity, 13-157-009 Global Trade and Logistics Sector. The Workforce and Economic Development Division is pleased to extend the opportunity to the El Camino Community College District to receive Capacity Building Incentive funding in the amount of \$99,750 within the Global Trade and Logistics Sector. Based on the key talent and objectives identified in the District’s submitted 2013-14 Global Trade and Logistics Deputy Sector Navigator Application, funding compliance shall be in accordance with the terms and conditions of the 2013-14 Deputy Sector Navigator Grant Request for Application (RFA).

Administrator: Bronwen Madden

Amount of Grant Funding from Granting Agency:	\$99,750
Amount of College Match:	\$ -0-
Total Amount of Project Funding:	\$99,750
Source of Matching Funds:	N/A
Indirect Rate:	\$3,836.54 4%
Performance Period:	November 1, 2013 through June 30, 2014

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

Page No.

A	Replacement of Stale-Dated Warrant.....	14
B	Contracts Under \$83,400.....	14
C	Purchase Orders and Blanket Purchase Orders	18

Administrative Services

A. Replacement of Stale-Dated Warrant

It is recommended that the Board of Trustees authorize the Payroll Department of L.A.C.O.E. to issue a replacement for stale-dated warrant no. 5595246 in the amount of \$755.48, issued January 28, 2010, to Jerry J. Muraoko. Board approval is required by L.A.C.O.E. for stale-dated warrants over two years.

B. 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:** **ARAMARK SPORTS AND ENTERTAINMENT SERVICES, LLC**
Services: Contractor will provide facilities and services for 16 Science, Technology, Engineering, and Math (STEM) instructors at the Asilomar Conference Grounds during a week-long faculty development workshop.
Requesting Dept.: Academic Affairs – Natural Sciences
Date(s): 7/7/14 – 7/12/14
Financial Terms: Cost not to exceed \$20,875
Funded by Title III HIS-STEM grant in partnership with Mt. St. Mary's College
2. **Contractor:** **BOSTON REED COMPANY**
Services: Contractor will provide online-based and classroom-based programs in Electronic Health Records Specialist (online), Clinical Medical Assistant (classroom-based) and Pharmacy Technician (classroom-based) to Community Education students.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 11/1/13 – 6/30/14
Financial Terms: Projected gross income \$8,000
3. **Contractor(s):** **C&C ASSOCIATES, INC. (USA); DAQUPRAFORA INTERCAMBIO E TURISMO (Brazil); DIBEC (Japan); D-SIDE STUDY ABROAD (Japan); ELS EDUCATIONAL SERVICES INC.**

(Worldwide); GLOBAL PARTNERS EDUCATION NETWORK (Japan); KWANGHWAMOON OVERSEAS STUDIES (S. Korea); LINKTURS (Russia); TRANG VIET ANH LTD., CO. (Vietnam); USTUDY (Israel); WINTECH INC. (Japan)

Services: Contractor will serve 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 – International Student Program

Date(s): 11/19/13 – 11/18/18

Financial Terms: The fee shall be \$250 per student per consecutive semester completed, not to exceed \$500 per student. A fee for high-volume admissions at the end of a two consecutive semester cycle will be paid in addition to the regular fee.

4. Contractor:

CITY COLLEGE OF SAN FRANCISCO

Services: Contractor will provide Alternative and Renewable Fuel and Vehicle Technology Program training to various cities and municipalities in Southern California.

Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education

Date(s): 8/5/13 – 8/4/15

Financial Terms: Cost not to exceed \$75,000
Funded by Employment Training Panel (ETP)

5. Contractor:

DEL AMO HOSPITAL

Services: Contractor will provide ECC students enrolled in Nursing, Radiologic Technology, and Respiratory Therapy programs the benefits of educational facilities for practical experience in clinical services.

Requesting Dept.: Academic Affairs – Health Sciences and Athletics

Date(s): 12/1/13 – 11/30/18

Financial Terms: No cost to the District

6. Contractor:

ESCOFFIER ONLINE INTERNATIONAL CULINARY ACADEMY

Services: Contractor will provide online culinary course programs to train Community Education students via access to an Escoffier/Contract and Community Education co-branded website.

Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education

Date(s): 12/1/13 – 6/30/14
Financial Terms: Projected gross income \$5,000

7. **Contractor:** **KPFF CONSULTING ENGINEERS**
Services: Contractor will provide Civil Engineering Services for various projects throughout campus.
Requesting Dept: Administrative Services – Facilities Planning and Services
Date: 12/1/13 – 11/30/14
Financial Terms: Cost Not to Exceed \$25,000

8. **Contractor:** **LCC3 CONSTRUCTION SERVICES, INC.**
Services: Contractor will provide DSA Project Closeout Consulting Services for various projects throughout campus.
Requesting Dept: Administrative Services – Facilities Planning and Services
Date: 12/1/13 – 11/30/14
Financial Terms: Cost Not to Exceed \$60,000

9. **Contractor:** **LENNOX SCHOOL DISTRICT**
Services: Contractor's students will receive pre-engineering instruction provided through El Camino College partnership of schools offering Project Lead the Way curriculum under the District's Engineering Technology Program.
Requesting Dept.: Academic Affairs – Industry and Technology
Date(s): 7/1/13 – 6/30/14 with four optional one-year renewal periods
Financial Terms: No cost to the District

10. **Contractor:** **LONG BEACH COMMUNITY COLLEGE DISTRICT**
Services: Contractor will provide Alternative and Renewable Fuel and Vehicle Technology Program training to various cities and municipalities in Southern California.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 11/19/13 – 8/4/15
Financial Terms: Cost not to exceed \$75,000
Funded by Employment Training Panel (ETP)

11. **Contractor:** **NORTHROP GRUMMAN CORPORATION**
Services: Contractor's employees will receive Certified Quality Engineer exam preparation training.
Requesting Dept.: Student and Community Advancement – Community Advancement – Center for Applied Competitive Technologies
Date(s): 11/19/13 – 12/6/13

Financial Terms: Projected gross income \$9,000

12. **Contractor:** **PALOS VERDES PENINSULA UNIFIED SCHOOL DISTRICT**
- Services:** Contractor's students will receive pre-engineering instruction provided through El Camino College partnership of schools offering Project Lead the Way curriculum under the District's Engineering Technology Program.
- Requesting Dept.:** Academic Affairs – Industry and Technology
- Date(s):** 7/1/13 – 6/30/14 with four optional one-year renewal periods
- Financial Terms:** No cost to the District
13. **Contractor:** **THE TRAINING SOURCE**
- Services:** Contractor will develop and deliver customized on-site training to contracted companies, including but not limited to computer skills such as Excel and Access on as needed basis.
- Requesting Dept.:** Student and Community Advancement – Community Advancement – Contract and Community Education
- Date(s):** 10/22/13 – 6/30/14
- Financial Terms:** Cost not to exceed \$20,000
Funded by contracted companies
14. **Contractor:** **TORRANCE UNIFIED SCHOOL DISTRICT**
- Services:** Contractor's students will receive pre-engineering instruction provided through El Camino College partnership of schools offering Project Lead the Way curriculum under the District's Engineering Technology Program.
- Requesting Dept.:** Academic Affairs – Industry and Technology
- Date(s):** 7/1/13 – 6/30/14 with four optional one-year renewal periods
- Financial Terms:** No cost to the District
15. **Contractor:** **UNIVERSAL PLACEMENT PROGRAM (USA)**
- Services:** Contractor will serve as F-1 Visa educational agents to recruit F-1 Visa Students for the ECC Language Academy.
- Requesting Dept.:** Student and Community Advancement – Admissions and Records – El Camino Language Academy
- Date(s):** 11/19/13 – 11/18/14 with four optional one-year renewal periods
- Financial Terms:** One-time fee of \$500 per student for either fall or spring semester; and \$300 fee for summer

C. 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			
P0700986	Council for Resource	BTC Grants	Conferences Mgmt	\$595.00
P0700987	American Express Travel	BTC Grants	Transportation/ Mileage	\$364.70
P0700991	Thomson West	Div Office Instr.	Library Books	\$279.59
P0700994	HCD	Facilities/Planning/Servi	Other Services And Exp	\$64.00
P0700995	Cal Tech Copier, Inc.	Institutional Research	Maintenance Contracts	\$325.00
P0700996	American Express Travel	First Year Experience	Conferences Mgmt	\$259.80
P0700998	Complete Office	Facilities/Planning/Servi	New Equipment	\$762.95
P0700999	The NCHERM Group	Staff Development	Webinars/Teleconf Training	\$249.99
P0701000	CI Solutions	Information Technology	License Fee/Site Licenses	\$1,874.75
P0701001	Campus Food Services	VP-SCA	In-Service Training	\$156.69
P0701003	Commission on Accreditation	Resp Therapy	Dues And Memberships	\$1,700.00
P0701008	Airport Van Rental	Transfer Center	Transportation	\$237.68
P0701009	Calif Instit for Nursing	Nursing	Dues And Memberships	\$350.00
P0701010	California Organization	Nursing	Dues And Memberships	\$100.00
P0701012	Amazon.Com Corporate	Physical Education	Instructional Supplies	\$314.08
P0701013	Medco Sports Medicine	Physical Education	Instructional Supplies	\$79.79
P0701014	Amazon.Com Corporate	Physical Education	Instructional Supplies	\$219.61
P0701015	Entertainment Lighting	Ctr for Arts Production	Repairs Parts And Supplies	\$158.05
P0701016	Eastbay	Physical Education	Instructional Supplies	\$805.43
P0701018	California Pro Sports	Physical Education	Instructional Supplies	\$356.54
P0701024	Hyland Software, Inc.	Information Technology	Maintenance Contracts	\$700.00
P0701025	Solarwinds.Net	Information Technology	Maintenance Contracts	\$599.00
P0701026	CPPyConsulting	Career Center	Other Services And Exp	\$195.00
P0701031	ACBO	Administrative Services	Conferences Mgmt	\$285.00
P0701032	Public Agency Law	Institutional Services	Legal	\$2,352.00
P0701033	Performance Pipeline	Facilities/Planning/Servi	Repairs Noninstructional	\$3,750.00
P0701034	Midwest Library Service	Div Office Instr.	Library Books	\$6,783.41
P0701035	Midwest Library Service	Div Office Instr.	Library Books	\$7,324.55
P0701037	Primex Wireless	Electric Shop	Non-Instruct Supplies	\$1,375.15
P0701040	Solarwinds.Net	Information Technology	Maintenance Contracts	\$395.00
P0701042	AYU Tech Solutions LLC	Information Technology	Maintenance Contracts	\$2,065.80
P0701043	Amazon.Com Corporate	Ctr for Arts Production	Non-Instruct Supplies	\$58.32
P0701044	Milestone Products	Fire Academy	Instructional Supplies	\$767.10
P0701045	Grizzly Industrial	Machine Tool	Instructional Supplies	\$579.03
P0701047	Costco Wholesale	Ctr for Arts Ticket Office	Non-Instruct Supplies	\$110.00
P0701049	Lynette M. Watanabe	Ctr for Arts Instr/Admin	Contract Services	\$500.00
P0701051	Graybar Electric	Information Technology	Non-Instruct Supplies	\$933.75
P0701052	Apple, Inc.	Film/Video	Instructional Supplies	\$379.32
P0701053	PCC Forensics T/A	Speech Communication	Other Services And Exp	\$845.00
P0701061	Grants Professionals	BTC Grants	Dues And Memberships	\$199.00
P0701067	Xpedx	Warehouse	Inventories, Stores	\$2,989.24
P0701071	Thomson Reuters	Div Office Instr.	Library Books	\$305.00
P0701072	Lexis NexisyMatthew	Div Office Instr.	Library Books	\$973.24
P0701073	Dell Marketing L. P.	Division Office Math	Instructional Supplies	\$414.15

P0701080	Southern California	Ed & Community	Dues And Memberships	\$500.00
P0701081	American Express	Purchasing and	Dues And Memberships	\$55.00
P0701082	Galaxy Enterprises, Inc.	Cosmetology	Instructional Supplies	\$163.50
P0701083	Stay Safe Supply	Copy Center	Instructional Supplies	\$1,282.67
P0701084	Fast Deer Bus Charter	Transfer Center	Transportation	\$525.00
P0701086	Hawthorne Chamber	Public Relations	Dues And Memberships	\$125.00
P0701087	Torrance Chamber of	Public Relations	Conferences Mgmt	\$30.00
P0701088	El Segundo Chamber	Public Relations	Conferences Mgmt	\$50.00
P0701089	Etudes, Inc.	Div Office Fine Arts	Conferences Faculty	\$550.00
P0701091	Thyssenkrupp Elevator	Facilities/Planning/Servi	Repairs Noninstructional	\$1,680.00
P0701092	University Music Service	Music	Instructional Supplies	\$156.40
P0701093	College Art Association	Div Office Fine Arts	Dues And Memberships	\$600.00
P0701095	Time Clock Sales	Purchasing and	Maintenance Contracts	\$236.00
P0701097	NCMPR	Public Relations	Instructional Supplies	\$140.00
P0701099	Aardvark Clay and	Art Department	Instructional Supplies	\$1,308.65
P0701100	Rio Grande Tool Co.	Art Department	Instructional Supplies	\$1,499.48
P0701102	iFurn.Com	P.O.S.T.	Instructional Supplies	\$335.88
P0701107	Redondo Technology	Nursing	Instructional Supplies	\$1,226.25
P0701110	OfficeMax a Boise	Testing Center	New Equip - Noninstr	\$277.93
P0701112	Regency Investigations	Human Resources	Other Services And Exp	\$181.88
P0701113	Law Offices-Larry Frierson	Institutional Services	Other Restatements	\$6,356.25
P0701120	KLM Bioscientific	Life Sciences	Instructional Supplies	\$651.69
P0701136	VWR International	Earth Sciences	Instructional Supplies	\$157.34
P0701141	Public Agency Law	Institutional Services	Legal	\$2,659.30
P0701143	Battery Specialties	Audio/Visual	Instructional Supplies	\$131.48
P0701144	Entertainment Lighting	Ctr for Arts Production	Non-Instruct Supplies	\$174.12
P0701149	Thomas Brown	Facilities/Planning/Servi	Non-Instruct Supplies	\$71.65
P0701159	Council of Chief	Div Office Instr.	Publications-Magazines	\$150.00
P0701160	Thomson Reuters	Div Office Instr.	Library Books	\$3,477.92
P0701161	Midwest Library Service	Div Office Instr.	Library Books	\$1,781.09
P0701162	A-1 Office Concepts	Presidents Office	New Equipment -	\$368.92
P0701163	Fortune	Presidents Office	Publications/ Periodicals	\$22.00
P0701165	KLM Bioscientific	Life Sciences	Instructional Supplies	\$550.20
P0701171	Campus Food Services	Information Technology	Non-Instruct Supplies	\$10.90
P0701184	Fred Pryor Seminars	V.P. Academic Affairs	Conferences Classified	\$79.00
P0701185	Monterey Graphics	Facilities/Planning/Servi	Non-Instruct Supplies	\$52.32
P0701186	International Smog	Facilities/Planning/Servi	Repairs Noninstructional	\$312.00
P0701188	Freestyle Photographic	Photography	Instructional Supplies	\$424.03
P0701193	Council for Resource	BTC Grants	Dues And Memberships	\$325.00
P0701203	Monterey Graphics	Out of State	Non-Instruct Supplies	\$104.64
P0701204	College Art Association	Div Office Fine Arts	Conferences Faculty	\$510.00
P0701208	Hardy Diagnostic	Life Sciences	Instructional Supplies	\$4,124.76
P0701213	Monterey Graphics	Presidents Office	Non-Instruct Supplies	\$49.05
P0701214	KLM Bioscientific	Life Sciences	Instructional Supplies	\$351.48
P0701230	Scantron	Div Office BSSC	Other Instr Supplies	\$382.61
P0701231	Monterey Graphics	Economics	Instructional Supplies	\$49.05
P0701233	NCMPR	Public Relations	Conferences Mgmt	\$150.00
P0701236	Ohlone	CIS	Dues And Memberships	\$250.00
P0701241	Mid City Mailing Services	Ctr for Arts Promo	Multi Media Advertising	\$385.00
P0701246	Grossmont	Speech Communication	Other Services And Exp	\$921.00
P0701248	Redondo Beach	Public Relations	Conferences Mgmt	\$90.00
P0701251	CDW-G	Ctr for Arts Promo	Non-Instruct Supplies	\$302.87
P0701256	L.A. County Ems	Paramedic Academy	Contract Services	\$47,576.43

P0701257	Abtech Systems,	Information Technology	Maintenance Contracts	\$113,952.00
P0701259	Hitt Marking Devices	Div Office Instr.	Non-Instruct Supplies	\$108.66
P0701260	Ingram Library Service	Div Office Instr.	Library Books	\$26.60
P0701261	Southern California	Counseling Office	Dues And Memberships	\$75.00
P0701262	A-1 Office Concepts	SRC Accessibility Fund	Instructional Supplies	\$464.80
P0701263	NCSCBHEP	Presidents Office	Conferences Mgmt	\$385.00
P0701264	Campus Food Services	SRC Accessibility Fund	Conferences Faculty	\$43.87
P0701266	Sitler's Suppliers, Inc.	Ctr for Arts Production	Non-Instruct Supplies	\$773.00
P0701268	Redondo Technology	Nursing	Instructional Supplies	\$310.65
P0701291	American Express Travel	Technology	Aft Contract Committee	\$217.80
P0701297	South Coast Air Quality	Hazmat	Other Services And Exp	\$7,423.28
			Fund 11 Total: 108	\$251,838.11

Fund 12 Restricted - El Camino

P0700984	Fast Deer Bus Charter	CTE IV	Transportation/ Mileage	\$619.00
P0700985	CSI Fullmer	Faculty & Staff Diversity	New Equipment	\$533.47
P0700988	International Education	El Camino Language	Contract Services	\$500.00
P0700990	Loyola Marymount	Kent Cooke Foundation	Other Services and Exp	\$581.79
P0700992	Campus Food Services	EOPS CARE	Bus Passes and Food	\$10,000.00
P0701002	CCCAOE	WPLRC Industry Driven	Conferences Mgmt	\$395.00
P0701007	Destyn M. LaPorte	El Camino Language	Other Instr Supplies	\$443.67
P0701019	California Placement	CalWORKs	Non-Instruct Supplies	\$70.00
P0701022	Learning Resources	Community Education	Dues and Memberships	\$640.00
P0701027	Skillpath Seminars	EOPS CARE	Non-Instruct Supplies	\$123.15
P0701029	California Placement	CalWORKs	Non-Instruct Supplies	\$70.00
P0701059	Joseph Weichman	Adv. Mfg. Sector	Conferences Other	\$403.30
P0701060	Ricoh Corp	SBDC Program Income	Copiers	\$382.41
P0701062	AACU	Title III- H S I - STEM	Conferences Other	\$3,150.00
P0701064	CPCA	Parking Services	In-Service Training	\$425.00
P0701066	Universal Placement	El Camino Language	Contract Services	\$500.00
P0701068	AIEFyAmerican Int'l	El Camino Language	Multi Media Advertising	\$500.00
P0701069	Zones, Inc.	VATEA I&T	Instr.CompEquip	\$2,077.40
P0701079	PCM-G, Inc.	El Camino Language	New Equip - Noninstr	\$413.11
P0701085	The College Board	Student Success	Non-Instruct Supplies	\$38,750.00
P0701111	Gomanna Choi	Model	Other Services and Exp	\$25.00
P0701114	PCMG, Inc	VATEA I&T	New Equipment – Instr	\$1,479.88
P0701115	CCS Presentation	VATEA I&T	New Equipment - Instr	\$684.47
P0701118	American Express Travel	Title III- H S I - STEM	Conferences Other	\$318.80
P0701127	Ryugaku Journal, Inc.	El Camino Language	Contract Services	\$1,500.00
P0701130	Overseas Educational	El Camino Language	Contract Services	\$500.00
P0701131	AACU	Title III- H S I - STEM	Conferences Other	\$150.00
P0701132	Airport Van Rental	MESA Program	Transportation	\$129.71
P0701133	National Science	Title III- H S I - STEM	Conferences Other	\$305.00
P0701134	Monterey Graphics	CalWORKs	Non-Instruct Supplies	\$52.32
P0701137	American Express Travel	Retail/Hospitality/Touris	Conferences Other	\$144.20
P0701148	Compansol	StudentSupptSvcs	Non-Instruct Supplies	\$299.00
P0701151	School Savers	Basic Skills	Non-Instruct Supplies	\$13,816.46
P0701154	Apple, Inc.	VATEA Medial / TV	Instr.CompEquip	\$47,601.16
P0701164	Barnes & Nobles at	DSPS	Instructional Supplies	\$909.96
P0701168	Japanese American	TitleV-Improving	Transportation	\$144.00
P0701169	Campus Food Services	TitleV-Improving	Non-Instruct Supplies	\$364.06
P0701170	Campus Food Services	TitleV-Improving	Non-Instruct Supplies	\$377.14
P0701172	Midas Auto Repair	Parking Services	Repairs Non Instr	\$727.44

P0701173	B & H Inglewood Tow	Parking Services	Repairs Non Instr	\$50.00
P0701174	Van Lingen Towing	Parking Services	Repairs Non Instr	\$2,260.00
P0701176	Bob Lee's Automotive	Parking Services	Repairs Non Instr	\$186.70
P0701177	Lexipol Llc	Parking Services	Legal Subscription	\$2,850.00
P0701178	City of Torrance	Parking Services	Other Services	\$763.00
P0701187	Bothwell Automotive, Inc.	Parking Services	Repairs Non Instr	\$400.92
P0701192	Fast Deer Bus Charter	El Camino Language	Student Transportation Rental	\$750.00
P0701194	ECCCD Center for the	Kent Cooke Foundation	Other Services and Exp	\$150.00
P0701195	Right Tek	Parking Services	New Equipment	\$189.32
P0701197	Police Bike Store.Com	Parking Services	New Equipment	\$199.46
P0701198	Amazon.Com Corporate	Parking Services	New Equipment	\$59.38
P0701207	Student Insurance	El Camino Language	Other	\$4,032.00
P0701222	Assessment Technology	EGADNP 12/13-13/14	License Fee/Site Licenses	\$2,009.96
P0701225	Midas Auto Repair	Parking Services	Repairs Non Instr	\$636.45
P0701226	Manhattan Beach	Parking Services	New Equipment	\$965.64
P0701227	Los Angeles Superior	Parking Violations DMV	Other Services and Exp	\$4,559.50
P0701232	Board of Governors, Calif	CalWORKs	Conferences Other	\$100.00
P0701234	USC Hospitality	MESA Program	Conferences - Student	\$470.88
P0701237	Westhost, Inc.	El Camino Language	Multi Media Advertising	\$29.85
P0701239	Campus Food Services	Contract Training	Non-Instruct Supplies	\$2,065.78
P0701243	Campus Food Services	MediCal Administrative	Non-Instruct Supplies	\$376.05
P0701245	Ms. Valerie E. Doby	CalWORKs	Conferences Other	\$493.64
P0701247	Fast Deer Bus Charter	MESA Program	Transportation	\$756.00
P0701249	Fast Deer Bus Charter	TitleV-Improving	Transportation	\$510.00
P0701255	Dibec, Inc	El Camino Language	Contract Services	\$1,300.00
P0701265	Campus Food Services	First Year Experience	Other Services and Exp	\$165.46
P0701267	Samy's Camera	Art Dept Donations	Non-Instruct Supplies	\$309.30
P0701269	Motorola, Inc.	Parking Services	New Equipment	\$2,092.47
P0701270	Bothwell Automotive, Inc.	Parking Services	Repairs Non Instr	\$305.62
P0701271	Entenmann Rovin Co.	Parking Services	New Equipment	\$451.70
P0701293	American Express Travel	CalWORKs	Conferences Other	\$321.80
P0701296	American Express Travel	CalWORKs	Conferences Other	\$321.80
			Fund 12 Total: 71	\$160,238.58

Fund 15 General Fund -Special Programs

P0701142	Intelliresponse, Inc	Public Relations	License Fee/Site Licenses	\$27,500.00
P0701158	Vector Resources, Inc.	Campus Police	Contract Services	\$480.00
P0701221	Code Blue Corporation	Information Technology	New Equipment	\$151.80
			Fund 15 Total: 3	\$28,131.80

Fund 41 Capital Outlay

P0701090	Department of General	DSA Certification	Testing & Inspection	\$98.00
			Fund 41 Total: 1	\$98.00

Fund 47 Bond Fund-Series 2012C-ECC

P0701147	Division of State	Shops Building	Architecture & Engineering	\$49.00
P0701150	Division of State	Science Complex	Architecture & Engineering	\$391.00
P0701206	Los Angeles County	Lot F Parking Structure	Permit Processing Fees	\$2,356.00
			Fund 47 Total: 3	\$2,796.00

Fund 62 Property & Liability

P0701139	El Camino Community	Purchasing and	Liability - Self Insurance	\$2,498.53
P0701140	Jingrui Wang	Purchasing and	Benefits Paid	\$805.00
P0701196	Jeremy H. Lawrence	Purchasing and	Benefits Paid	\$59.95
P0701254	Keenan & Associates	Purchasing and	Excess Insurance	\$895.31
			Fund 62 Total: 4	\$4,258.79

Fund 71 Associated Students

P0701145	Vex Robotics, Inc	Student Affairs	ASB Exp.	\$209.25
P0701209	California Pro Sports	Student Affairs	ASB Exp.	\$548.29
P0701238	Campus Food Services	Student Affairs	ASB Exp.	\$499.98
			Fund 71 Total: 3	\$1,257.52

Fund 72 Student Representation Fee

P0701103	Hyatt Regency Monterey	Student Affairs	Conferences - Student	\$986.92
P0701104	Board of Governors, Calif	Student Affairs	Conferences - Student	\$580.00
P0701175	American Express Travel	Student Affairs	Conferences - Student	\$887.40
			Fund 72 Total: 3	\$2,454.32

Fund 79 Auxiliary Services

P0700997	D3 Sports	Resp Therapy	Non-Instruct Supplies	\$2,104.35
P0701005	Soccer Central	Health Sciences	Non-Instruct Supplies	\$163.50
P0701011	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$626.75
P0701020	Soccer Central	Health Sciences and	Non-Instruct Supplies	\$74.12
P0701021	California Newspaper	Humanities	Non-Instruct Supplies	\$100.00
P0701023	JACC Treasurer	Humanities	Non-Instruct Supplies	\$880.00
P0701028	Fast Deer Bus Charter	Counseling Office	Non-Instruct Supplies	\$1,108.91
P0701036	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$90.25
P0701038	Oakland Marriott City	Counseling Office	Non-Instruct Supplies	\$294.46
P0701039	Campus Food Services	Counseling Office	Non-Instruct Supplies	\$43.87
P0701041	Foundation for California	Counseling Office	Non-Instruct Supplies	\$125.00
P0701046	American Express Travel	Counseling Office	Non-Instruct Supplies	\$814.80
P0701050	Ms. Constance	Fine Arts	Non-Instruct Supplies	\$54.48
P0701119	KD Precision	Health Sciences and	Non-Instruct Supplies	\$2,899.41
P0701121	Mr. Bryan E. Bates	Fine Arts	Non-Instruct Supplies	\$200.00
P0701122	Ms. Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$1,100.00
P0701123	Fast Deer Bus Charter	Honors Program	Non-Instruct Supplies	\$525.00
P0701124	Screenworks, Inc.	Counseling Office	Non-Instruct Supplies	\$469.84
P0701125	Ms. Kate L. McLaughlin	Humanities	Non-Instruct Supplies	\$266.54
P0701146	Victor Raphael	Fine Arts	Non-Instruct Supplies	\$1,200.00
P0701240	Torrance Postmaster	Fine Arts	Non-Instruct Supplies	\$537.94
P0701250	ASU School of Film	Fine Arts	Non-Instruct Supplies	\$1,255.00
P0701294	Campus Food Services	Counseling Office	Non-Instruct Supplies	\$828.40
P0701295	Campus Food Services	Counseling Office	Non-Instruct Supplies	\$93.80
			Fund 79 Total: 24	\$15,856.42

Fund 81 Student Organizations

P0701135	Vex Robotics, Inc	Student Affairs	A/P Manual.Gen.	\$1,131.37
			Fund 81 Total: 1	\$1,131.37

Fund 82 Scholarships & Trust/Agency

P0701004	Eastbay	Health Sciences and	Fundraising	\$815.34
P0701006	Soccer Central	Health Sciences and	Fundraising	\$1,602.30
P0701098	Screenworks, Inc.	Health Sciences and	Fundraising	\$1,246.19
P0701105	Tomark Sports, Inc.	Health Sciences and	Fundraising	\$1,400.92
P0701138	California Pro Sports	Health Sciences and	Fundraising	\$1,663.12
P0701166	Dawn Sign Press	Special Resource	Fundraising	\$277.74
P0701167	Interpreting Consolidated	Special Resource	Fundraising	\$39.90
P0701235	California Pro Sports	Health Sciences and	Fundraising	\$1,172.86
			Fund 82 Total: 8	\$8,218.37

PO Funds Total: 229 476,279.28

Fund 11 Unrestricted - El Camino

B0710647	ECCD Petty Cash	Ctr for Arts Promo	Non-Instruct Supplies	\$2,000.00
B0710648	E.C.C. Public Information	Ctr for Arts Promo	Multi Media Advertising	\$1,000.00
B0710650	Providence Medical	Human Resources	Other Services and Exp.	\$10,000.00
B0710652	Cynosure New Media	Information Technology	Contract Services	\$51,450.00
B0710653	Kelly Paper Company	VP-SCA	Non-Instruct Supplies	\$300.00
B0710660	Campus Food Services	Human Resources	Other Services and Exp	\$500.00
B0710666	NAPA	Automotive Collision	Instructional Supplies	\$600.00
B0710670	Bluewater Grill	TECHNOLOGY	Contract Services	\$2,500.00
B0710681	McMaster Carr	Automotive Technology	Instructional Supplies	\$800.00
B0710685	UTELOGY	Instructional Television	Other Services and Exp	\$3,000.00
			Fund 11 Total: 10	\$72,150.00

Fund 12 Restricted - El Camino

B0710649	ECCD Petty Cash	WPLRC Technical	Non-Instruct Supplies	\$2,000.00
B0710651	ECCD Petty Cash	MESA Program	Non-Instruct Supplies	\$500.00
B0710664	Non Profit Navigators	WRIEC Year 4	Contract Services	\$10,900.00
B0710665	A & A Ready Mix	VATEA I&T	New Equipment - Instr	\$1,275.00
B0710672	Paper Direct	(STCW) Standards for	Non-Instruct Supplies	\$600.00
B0710677	ECCD Petty Cash	CCAMPIS prior year	Instructional Supplies	\$175.00
B0710678	ECCD Petty Cash	Adv. Mfg. Sector	Non-Instruct Supplies	\$100.00
B0710679	ECCD Petty Cash	Community	Non-Instruct Supplies	\$250.00
			Fund 12 Total: 9	\$15,800.00

Fund 41 Capital Outlay

B0710657	Montgomery Hardware	Door&Window Syst	Buildings	\$10,183.07
			Fund 41 Total: 1	\$10,183.07

Fund 47 Bond Fund-Series 2012C-ECC

B0710659	Beck & Graboski	Student Services	Architecture & Engineering	\$33,500.00
			Fund 47 Total: 1	\$33,500.00

Fund 79 Auxiliary Services

B0710661	E.C.C. Public Information	Fine Arts	Non-Instruct Supplies	\$192.50
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Fund 79 Total: 1	\$192.50
BPO Funds Total: 22	131,825.57
Grand Total POs and BPOs: 251	608,104.85

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

	<u>Page No.</u>
A. Category Budgets and Balances.....	26
B. Bid Award 2013-1 – Athletic Education & Fitness Complex (Stadium) – Phase 2 Project – Sinanian Development, Inc.....	26
C. Contract – Alta Environmental – Athletic Education & Fitness Complex (Stadium) – Phase 2 Project.....	27
D. Contract – AMEC Environment & Infrastructure, Inc. Athletic Education & Fitness Complex (Stadium) – Phase 2 Project.....	27
E. Contract – Heider Engineering Services, Inc. – Athletic Education & Fitness Complex (Stadium) – Phase 2 Project.....	27
F. Contract – KPFF Consulting Engineers – Athletic Education & Fitness Complex (Stadium) – Phase 2 Project.....	28
G. Contract – Leighton Consulting, Inc. – Geotechnical Services.....	28
H. Contract – School Construction Compliance, LLC – Athletic Education & Fitness Complex (Stadium) – Phase 2 Project.....	29
I. Contract – The Vinewood Company – Athletic Education & Fitness Complex (Stadium) – Phase 2 Project.....	29
J. Notice of Job Completion – Taisei Construction Corporation – Math Business Allied Health Building Project.....	29
K. Purchase Orders and Blanket Purchase Orders.....	30

Administrative Services – Measure E Bond Fund

A. CATEGORY BUDGETS AND BALANCES

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

The following tables report 2002 and 2012 Measure E expenditures and commitments through October 31, 2013, at the November 2013 Board meeting.

2002 Measure E Expenditures:

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Additional Classrooms and Modernization	\$205,620,530	\$119,698,075	\$4,710,862	\$81,211,593
Campus Site Improvements	64,910,391	32,172,512	1,445,394	31,292,486
Energy Efficiency Improvements	2,700,980	2,700,980	0	0
Health and Safety Improvements	128,723,855	77,525,870	40,397,007	10,800,978
Information Technology and Equipment	24,751,372	13,787,800	1,375	10,962,197
Physical Education Facilities Improvements	572	572	0	0
Unallocated Interest (as of 12/4/12)	429,487	0	0	429,487
TOTAL	<u>\$427,137,187</u>	<u>\$245,885,809</u>	<u>\$46,554,638</u>	<u>\$134,696,739</u>

2012 Measure E Expenditures:

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Additional Classrooms and Modernization	\$144,868,429	\$0	\$0	\$144,868,429
Health and Safety Improvements	205,131,571	0	0	205,131,571
TOTAL	<u>\$350,000,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$350,000,000</u>

B. BID AWARD 2013-1 – ATHLETIC EDUCATION & FITNESS COMPLEX (STADIUM) – PHASE 2 PROJECT – SINANIAN DEVELOPMENT, INC.

It is recommended Bid No. 2013-1 be awarded to the following responsive vendor in accordance with the specifications, terms and conditions of the above-named bid for the Athletic Education & Fitness Complex (Stadium) – Phase 2 Project.

<u>RECOMMENDED BIDDER</u>	<u>BID AMOUNT</u>
Sinianian Development, Inc.	\$32,880,000

<u>OTHER BIDDERS</u>	
T.B. Penick & Sons, Inc.	\$34,992,955
S.J. Amoroso Construction	\$36,487,000

Pinner Construction Co., Inc.	\$38,524,000
Harik Construction, Inc.	\$38,647,000

C. CONTRACT – ALTA ENVIRONMENTAL – ATHLETIC EDUCATION & FITNESS COMPLEX (STADIUM) - PHASE 2 PROJECT

It is recommended the Board of Trustees approve entering into a contract with ALTA Environmental to provide abatement services for the Athletic Education & Fitness Complex (Stadium) – Phase 2 Project. These services will include, but are not limited to, asbestos and lead abatement, bid services and abatement monitoring.

Based upon prior experiences performing this type of work, this firm is recommended. Also, its staff and consultants have demonstrated expertise and qualifications to perform the services.

Dates of Service: December 2013 – January 2016

Cost: Not to exceed \$22,000, includes reimbursable costs.

D. CONTRACT - AMEC ENVIRONMENT & INFRASTRUCTURE, INC. – ATHLETIC EDUCATION & FITNESS COMPLEX (STADIUM) - PHASE 2 PROJECT

It is recommended the Board of Trustees approve entering into a contract with the above firm to provide geotechnical inspection and testing services for the Athletic Education & Fitness Complex (Stadium) - Phase 2 Project.

This firm is recommended based upon its prior experiences performing this type of work, the demonstrated expertise and the qualifications of its staff to perform the services and competitive fee structure.

Date of Service: December 2013 – December 2016

Cost: Not to exceed \$175,000, includes reimbursable costs.

E. CONTRACT – HEIDER ENGINEERING SERVICES, INC. – ATHLETIC EDUCATION & FITNESS COMPLEX (STADIUM) - PHASE 2 PROJECT

It is recommended the Board of Trustees approve entering into a contract with Heider Engineering Services, Inc. to provide special testing and inspection services for the Athletic Education & Fitness Complex (Stadium) – Phase 2 Project.

This firm is recommended based upon its prior experiences performing this type of work, the demonstrated expertise and the qualifications of its staff to perform the services and competitive fee structure.

Dates of Service: January 2014 – January 2016

Cost: Not to exceed \$325,000, includes reimbursable costs.

F. CONTRACT – KPF CONSULTING ENGINEERS – ATHLETIC EDUCATION & FITNESS COMPLEX (STADIUM) – PHASE 2 PROJECT

It is recommended the Board of Trustees approve entering into a contract with the above firm to provide consulting services associated with the Qualified Storm Water Pollution Prevention Plan (SWPPP) for the Athletic Education & Fitness Complex (Stadium) – Phase 2 Project.

This firm is recommended based upon its prior experiences performing this type of work, the demonstrated expertise and the qualifications of its staff to perform the services and competitive fee structure.

Date of Service: January 2014 – January 2016

Cost: Not to exceed \$45,000, includes reimbursable costs.

G. CONTRACT – LEIGHTON CONSULTING, INC. – GEOTECHNICAL SERVICES

It is recommended the Board of Trustees approve entering into a contract with the above firm to provide geotechnical exploration testing services for the Gym Replacement Project, Lot F Parking Structure and the new Student Services building. Services to include, field exploration, geotechnical laboratory testing, geotechnical analyses and report preparation.

This firm is recommended based upon its prior experiences performing this type of work, the demonstrated expertise and the qualifications of its staff to perform the services and competitive fee structure.

Date of Service: January 2014 – January 2016

Cost: Not to exceed \$41,850, includes reimbursable costs.

H. CONTRACT – SCHOOL CONSTRUCTION COMPLIANCE, LLC – ATHLETIC EDUCATION & FITNESS COMPLEX (STADIUM) – PHASE 2 PROJECT

It is recommended the Board of Trustees approve entering into a contract with the above firm to provide labor compliance, prevailing wage and apprenticeship consultation services for the Athletic Education & Fitness Complex (Stadium) – Phase 2 Project.

This firm is recommended based upon its prior experiences performing this type of work, the demonstrated expertise and the qualifications of its staff to perform the services and competitive fee structure.

Date of Service: January 2014 – January 2016

Cost: Not to exceed \$78,645

I. CONTRACT – THE VINEWOOD COMPANY – ATHLETIC EDUCATION & FITNESS COMPLEX (STADIUM) – PHASE 2 PROJECT

It is recommended the Board of Trustees approve entering into a contract with The Vinewood Company to provide a Division of State Architects (DSA) certified inspector for the Athletic Education & Fitness Complex (Stadium) – Phase 2 Project.

The inspection firm was selected based upon previous experience, staff qualifications, responses to questions and the proposed fee structure.

Dates of Service: January 2014 – January 2016

Cost: Not to exceed \$290,832 invoiced monthly. The cost is based upon the consultant providing a DSA certified Class 1 inspector.

J. NOTICE OF JOB COMPLETION – TAISEI CONSTRUCTION CORPORATION – MATH BUSINESS ALLIED HEALTH PROJECT

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

Contractor

Taisei Construction Corporation
Purchase Order Number: B311035

Contract Amount

\$21,926,469

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

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

PO #	VENDOR NAME	SITE NAME	DESCRIPTION	COST
P701147	DSA	Shops Building	Architecture & Engineering	\$49.00
P701150	DSA	Science Complex	Architecture & Engineering	\$391.00
P701206	Los Angeles County	Lot F Parking Structure	Permit Processing Fees	\$2,356.00
B710659	Beck & Graboski	Student Services/Activities	Architecture & Engineering	\$33,500.00
			TOTAL POs AND BPOs	<u>\$36,296.00</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.....	32
B. Temporary Non-Classified Service Employees	41
C. Board Policy 3410 (Nondiscrimination) – First Reading (New Administrative Procedure 3410 is presented for informational purpose only).....	44
D. Board Policy 7110 (Delegation of Authority) – First Reading (New Administrative Procedure 7110 is presented for informational purpose only).....	44
E. New Administrative Procedure 7150 (Evaluation) is presented for informational purpose only).....	44
F. Board Policy 7351 (Retirement Classified Service) – Delete.....	44
G. New Board Policy 7510 (Domestic Partners) – First Reading.....	44
H. New Board Policy 7700 (Whistleblower) – First Reading (New Administrative Procedure 7700 is presented for informational purpose only)	44

~~*Items postponed to December 16, 2013 Board meeting.~~

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 1-10 and 1-17.

Academic Personnel:

1. Retirement - Cecilia "Lisa" Raufman, full-time Counselor, last day worked May 20, 2014, first day of retirement May 21, 2014 and that a plaque be presented to her in recognition of her service to the District since 1997.
2. Resignation - Rutina Taylor, full-time Counselor, effective October 15, 2013.
3. Change in Salary - Kurt Hull, full-time instructor of Business, from Class II, Step 12 to Class III, Step 12, effective January 18, 2014.
4. Special Assignment - Briita Halonen, full-time instructor of Humanities to facilitate the Peer Assisted Study Sessions (PASS) Project, to be paid \$60.18 an hour, not to exceed 9 hours or \$542 through the Graduation Initiative (Title V) grant, effective November 19 through December 30, 2013, in accordance with the Agreement, Article 10, Section 14(a).
5. Special Assignment - Jennifer Simon, full-time instructor of English, Humanities Division, to prepare for and conduct workshop for Summer Institute for Developmental Education (SIDE) Program under the Graduation Initiative, to be paid \$60.18 an hour for 5 hours, not to exceed \$301, effective August 1, 2012 through August 8, 2012, in accordance with the Agreement, Article 10, Section 14(a).
6. Special Assignment - Russell Serr, full-time instructor of Physical Education, Health Sciences & Athletics Division, to support Health Sciences & Athletics instructors in Student Learning Outcomes (SLOs), to be paid \$45.14 an hour, not to exceed 30 hours or \$1,354, effective November 19 through December 20, 2013, in accordance with the Agreement, Article 10, Section 14(a).
7. Special Assignment - The following full-time instructors to be compensated for reopener contract negotiations during the Fall Semester 2013, to be paid \$60.18 an hour, for a total of 150 hours, effective September 2013 through December 2013, in accordance with the Agreement, Article 3, Section 11(b).

<u>Instructor</u>	<u>Hours</u>	<u>Dollars</u>
Sean Donnell	60 hours	\$3,611
Julio Farias	45 hours	\$2,708
Kenneth Key	<u>45 hours</u>	<u>\$2,708</u>
TOTAL	150 hours	\$9,027

8. Employment - The following part-time/temporary counselors to be hired as needed, not to exceed 24 hours per week, effective December 1, 2013 through June 30, 2014, in accordance with the Agreement, Article 10, Section 9(e), to be paid through District, EOP&S or grant funds.

Amy Herrschaft	Stacie Nakamatsu
Sabrina Jenkins	Janice O'Neal
Ginger Davidson Keller	Veronica Quinonez
Carina Lin	Claudia Ramirez-Yaglian
Brandi Marsh	Tep Thoeurb
Moberly, Erik	Claudia Velazquez

9. Employment - The following part-time/temporary instructors to be hired as needed for the 2013 fall semester, not to exceed 67% FTE or 25 hours per week.

Health Sciences & Athletics

Abraham, Mansoureh
 Mohammad, Ajmal
 Wilson, Rashida

Humanities

Talavera-Hoferer, Margarita

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

Behavioral & Social Services

Abdelhamid, Mohammed	De La O, Ismael
Aguilera, Peter	DeHardt, Thomas
Arrieta, Jose	Din, Mediha
Black, Dustin	Fjeld, Darla
Buggs, Levenae	Franklin, Vikki
Clark, Geralin	Galvan, Eddie
Colchico, Alecsandria	Georges, Joseph
Collins, Michael	Glenn, Thomas
Considine, Daniel	Godfrey, Scott
Critelli, Michael	Gordon, Austin

Grood, Judy
Haghighi, Shahrokh
Harley, Paul
Hernandez, Maribel
Herrera, Raul
Herrera Thomas, Hong
Hoaby, Scott
Jaaska, Arne
Kato, Lorrie
Keskinel, Meric
Keville, Thomas
La Coe, Amy Marie
Lee, Christopher
Lee, Jung-eun
McDermott, John
Montes, Roberto
Monterroso, Doris
Nebbia, Gerardo
Nguyen, Hatien
Nguyen, Kim-Lien

Business

Alexander, Steven
Alford, Lovell
Baumgardner, Paulette
Bernal, Maureen
Blanshard, Arnold
Bliss, Jack
Carnahan, Douglas
Cowan, Jeffrey
Craig, John
Daniels, Loretta
DeLuca, Vincent
Dimaculangan, Edwin
Fork, Allan
Fredericks, Derf
Koch, Paula
Lu, Ming Chun
Martinez, Shantel
Maschler, Katherine

Fine Arts

Abdul-Jabbaar

Olson, Kirsten
Ortiz, Julieta
Pacas, Edgar
Pacheco, Cynthia
Panski, Saul
Parikh, Jalpa
Perstein, Allen
Pressman, H.Mark
Resnick, Kirsten
Reynolds, Bradley
Schilling, Jessica
Soto, Sergio
Stone, Kelly
Striepe, Karl
Swendson, Paul
Tahernia, Farshid
Thureson, Joan
Tucker, Jocelyn
Woods, Ventris
Yankey, Kofi

Matthews, Walker
McGovern, Donna
Miller, David
Miranda, Xavier
Muraoka, Jerry
Nagpal, Pavan
Nevin, Denise
Pao, Tammy
Perkins, Richard
Riggs, Norman
Rooks, Robert
Rorie, Paul
Saichek, William
Sherif, Sophia
Sherwood, David
Slawson, John
Williams, Brenda

Aitken, Deborah

Allen, Amy
Almo, Laura Kay
Almos, Carolyn
Antrim, Craig
Bahti, Cynthia
Baldwin, Ava
Barba, Jeannine
Bates, Larisa
Borgaro, Kim
Bronte, Andrea
Busch, Linda
Cabag, Valerie
Cornelius, Camille
Cox, Walter
Crum, Jeffrey
Cuomo, Anthony
Curtis Urlik, Joy
Dalton, Robert
DeLude, Sainte
Dillon, Rhonda
Dimson, Cheryl
Drobny, Mary
Einstein, Susan
Evans, Joseph
Ewing, Richard
Fagan, Suzanne
Foye, Jocelyn
Frazier, Virginia
Freedman, Jacqueline
Funderburk, Michelle
Hamanishi, Horoshi
Hammond, Jamie
Harris, Gloriane
Harrison, Ayla
Hayward, Kent
Hojo, Hiroko
Huth, Pamela
Janke, Kelly
Jensen, Karin
Jensen, Jill
Jordan, Angela
Katznelson, Marci
Keller-Konya, Amanda

Kemp, Margaret
Kenrick, Simon
Kheradyar, Emma
Kidd, Thomas
Kim, Leroy
LaCuran, Jennifer
Lobitz, Kristi
Looney, Norman
Malone, Sheila
Martin, Margot
Matthews, Julia
Miller, Michael
Millsap, Ruby
Minei, Ryota
Muto, Vicki
Nagano, Daryle
Ngo, Binh
Nieto, Dee Marie
Owens, Annette
Patterson, Ann
Potts, Gretchen
Prell, Jerry
Quinn, Michael
Quinonez, Imara
Riggs, Tina
Roberts, Karen
Roberts, Lois
Robertson, Gary
Robinson, Valerie
Romain, Ronald
Sadeghi-Tabrizi, Fariba
Sanchez, Victoria
Sheehan, Katherine
Sills, David
Simons, Diane
Sneed, Holly
Stahl, Christine
Ste Marie, Susan
Thayer, Karen
Thompson, Laura
Trepasso, Sandra
Turner, David
Wagner, Helene

Walsh, Carl
Wilkinson, Kimberly
Wolfgram, Juliann

Wong, Suzanne
Wright, Lucretia

Health Sciences & Athletics

Adoc, Raymund
Aja, Mary
Alcocer, Brandon
Alvillar, Marc
Bacon, David
Banks-Carson, Sivi
Baquero, Jaymie
Blount, Richard
Cass, Katheyn
Corbaley, Salomay
Delzeit, Linda
Diaz, Juan
Dohy, Heather
Fazalbhoy, Arshad
Galias, Diana
Gereau, Don
Hazell, Elizabeth
Henderson, Jennifer
Hojo, Hiroko
Holt, Kelly
Hood, William
Houck, Michael
Hughley, Kevin
Hussain, Naveed
Jackson, Michael
Johnson, Christina
Jones, Nicholas
Kirk, Matthew
Komai, Stacy

Lizarraga, Monica
Lopez, Valentino
Martinez, Elaine
Meissner, Christina
Mintz, Stan
Mizukami, Douglas
Moore, Josephine
Moore, Patrick
Nakano, Helen
Ogi, Mary
Omaboe, Norkor
Parker, Taryn
Peters, Kurt
Roman, Danielle
Rosario, Krysti
Shaw, Stephen
Sheil, Sean
Sipin, Elva
Stohrer, Susan
Sue, Darryl
Thomas, Mark
Trites, Matthew
Truong, Derek
Van Kanegan, Steven
Van Lue, Nick
Weiss, Joel
Wyatt, Karen
Yamashita, Mits
Zareski, Susan

Humanities

Ackerman, Amanda
Ahn, Rebecca
Amano-Tompkins, Karen
Amano-Tompkins, Tommy
Barrio De Mendoza, Maria
Bauer, Maria
Bergeron, Leanne

Blaho, Vicki
Bostick, Jason
Brutti, Ronald
Burruss, Nacilynn
Caloia, Cynthia
Chakhchir, Zeina
Collins, Kathleen

Coughlan, Georgiana
Crozier, Judith
Cuesta, Yolanda
Davies, Agnes
DeVaney, Allison
Gaydosh, Lisa
Gebhard, Tiffany
Griffin, Ellen
Guy, Latosha
Hall, Kathy
Hawley, Yvette
Hector, Jeremy
Hendricks, Greta
Herdzina, Susan
Hernandez, Irma
Hill, Jennifer
Hindman, Elizabeth
Holt, Jennifer
Hoovler, Patricia
Houssels, Miriam
Husain, Nida
Imbarus, Aura
Jimenez, Roberto
Kemitch, Francesca
Kermane, Bruce
Kirk, Angie
Knox, Laura
Kohatsu, Gary
Krizan, Kim
Kulczak, Sylwia
Lopez, Mari
Lorango, Debra
Lugo, Karen
Madigan, Meagan
Magabo, Susan
Margrave, Clinton
Mayromati, Anna
Mejia, Francisca
Merina, Dorian

Metzker, Gary
Millea, John
Minekawa, Yuki
Moran, Melissa
Motoike, Kathleen
Nozaki, Susan
Orozco, Luis
Otsuji, Sumino
Ozima, Megan
Pereyra, Bonita
Pescatori, Rossela
Peters, Jennifer
Peterson, Elyse
Phillips, Lana
Prada, Claudia
Puglisi, Robert
Quintero, Cynthia
Rest0 Luivette
Ribelles de La Vega, Silvia
Ricard, Natalie
Richardson, Shannon
Runkle, Kim
Schenk, Joyce Marie
Sharifi, Amir
Shibata, Grace
Sims, Shannon
Stevens, Christopher
Takamine, Eric
Takemori, Kanzo
Talavera-Hoferer, Margarita
Tino-Sandoval, Cindy
Tsuboi, Yukiko
Van Enoo, Sharon
Vertullo, Kathy
Walsh, Wendy
Wietting, John
Wright, Wendy
Zhao, Hailiang
Zucker, Alfred

Learning Resources

Colby, Anita

Fowler, John

Murphy, Margaret
Nelson, Eloise
Robles, Vincent

Sophos, Patricia
Thompson, Douglas

Mathematics

Avakyan, Vage
Avila, Adalinda
Bauman, Robert
Bayssa, Beyenne
Bollinger, Allen
Caldwell, Robert
Can, Minh
Chen, Wei-Feng
Cortez, Marilyn
Demmena, Dimetrios
Demmena, Zekarias
Dovner, Bruce
El-Adyad, Abdelwahab
Epstein, Jacob
Esmaeili, Farrah
Fanelli, Dominic
Faridpak, Farid
Feiner, Henri
Ferguson, Timothy
Ferrell, Winfred
Formanes, Manolita
Gebremicael, Binyam
George, Marguerite
Gill, Jack
Gizaw, Astatke
Hemmer, William
Hinckley, Laura
Ho, Raymond
Hoang, Anthony
Hoang, Thu-Hang
Hyman, Joseph
Khorram, Avid
Latto Jr., William
Le, Duc
Le, Loan
Lee, Michael
Martinez, Jose

Martinez, Steve
McDonnell, Perry
Miao, Wendy
Ndoumna, Emmanuel
Nguyen, Cuong
Nguyen, Diem
Nguyen, Hang Minh
O'Leary, Alice
Ortiz, Juan
Ovanessian, Aida
Owens, Delores
Pham, Ann
Phung, Quyen
Rahnavard, Mohammad
Reece, Russell
Robertson, Matthew
Roeun, Malinni
Roque, Tatiana
Saakian, Lernik
Sampson, Allen
Shihabi, Azzam
Sibner, Richard
Smith, Shane
Stillson, Alan
Tadele, Gizaw
Trinh, Thanh
Valle, Gerson
Villalobos, Jose
Wan, James
Wang, Er-Xiang
Wong, Rich
Woo, Jung
Xu, May
Yang, Christie
Yee, David
Zeitew, Michael

Natural Sciences

Altermatt, Robert
Arasasingham, Premilla
Balakin, Andrey
Bonness, Nicholas
Bouse, Robin
Brennan, Michael
Cowell, Charles
Donegan, Rebecca
Dong, Changming
Drew, Charles
Garcia, Diana
Janicki, Julie
Kadokia, Shimonee
Kadomoto, Norm
Kantz, Melvin
Ko, Hyunjin
Le, Octavian
Lee, Samuel
Len, Laurie
Lev, Natalia

Lew, Chih Min
Majewski, Adam
Masoudipour, Lida
Nagaya, Marie
Neumann, Patricia
Nguyen, Huyen
Oswald, Sanda
Palmer, Leon
Qian, Ansha
Reonisto, Peter
Sachdev, Vineeta
Sidhu, Rajinder
Speckman, Donna
Stewart, Thomas
Strohmaier, Kyle
Tajiboy, Rosmery
Truong, Thuy
Van Biezen, Michel
Villatoro, Karla
White, Todd

Special Resources Center

Blagdon, Trishmonisha
Blankenship, Martin
Casas, Tisa
Feeney, Kalen
Friedman, Rachel
Gomez, Barbara

Kaufman, Bonnilee
Kelly, Edward
Lenham, Sheila
LoParo, Robert
Teh, Poh-Gaik
Tullis, Lee Elle

Classified Personnel:

1. Retirement - Michael Carter, 50% Library Media Technician II, Range 26, Step E, Learning Resources, Academic Affairs Area, effective November 7, 2013, and that a plaque be presented to him in recognition of his service to the District since 1996.
2. Retirement - Celia Kang, Accounting Assistant III, Range 30, Step E, Fiscal Services Division, Administrative Services Division, effective December 31, 2013, and that a plaque be presented to her in recognition of her service to the District since 1991.

3. Retirement - Lois Hernandez, Buyer, Range 39, Step E, Business Services Division, Administrative Services Division, effective December 31, 2013, and that a plaque be presented to her in recognition of her service to the District since 1981.
4. Retirement - Roman Sandoval III, Telecommunications Technician, Range 37, Step E, Information Technology Services Division, Administrative Services Area, effective December 31, 2013, and that a plaque be presented to him in recognition of his service to the District since 2003.
5. Retirement - Cruz Velazquez, Lead Custodian, Range 24, Step E, Facilities Planning and Services Division, Administrative Services Area, effective December 14, 2013, and that a plaque be presented to him in recognition of his service to the District since 1998.
6. Retirement - Urania Yuan, Secretary, Range 26, Step E, Human Resources Division, Human Resources Area, effective December 31, 2013, and that a plaque be presented to her in recognition of her service to the District since 2001.
7. Resignation - Francine Vasilomanolakis, Trainer/Instructional Technology Specialist, Professional Development/Human Resources Division, Human Resources Area, effective November 1, 2013.
8. Work out of Classification - Nina Oshio, Human Resources Technician I, Range 4, Step E (Confidential Salary Schedule) to Human Resources Technician II, Range 6, Step E, (Confidential Salary Schedule), Human Resources Division, Human Resources Area, effective November 19, 2013 through June 30, 2014.
9. Amend Personal Leave of Absence from 16.67% to 7.5% - Julieta Ortiz, Student Services Specialist, Range 33, Step E, Enrollment Services Division, Student and Community Advancement Area, effective September 26 through December 13, 2013.
10. Personal Leave of Absence 14.25% - Kimberly Wilkinson, Costume Technician, Range 31, Step E, Fine Arts Division, Academic Affairs Area, effective January 22 through May 14, 2014.
11. Amend Employment - Samaria Davis, Night Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective November 5 instead of November 1, 2013.

12. Employment - Ronnie Baluyot, Custodial Supervisor, Range 10, Step A (Supervisory Salary Schedule), Facilities Planning and Services Division, Administrative Services Area, effective December 2, 2013.

Special Services Professional

13. Employment - Josefina Bedolla, Special Services Professional, Range 1, Step 3, of the Special Services Professional Salary Schedule, not to exceed \$55,640, Natural Sciences Division, Academic Affairs Area, effective February 1, 2014 through January 31, 2015.
14. Employment - Robert Bradshaw, Range 10, Step 4, the Special Services Professional Salary Schedule, not to exceed \$131,040, Administrative Services Area, effective January 1 through December 31, 2014.

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

15. Amend Employment - Daphney Belton, Night Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective September 18, 2013 through June 30, 2014 instead of October 31, 2013, not to exceed 25 hours per week.
16. Stacey Gutierrez - Human Resources Technician 1, Range 4, Step A (Confidential Salary Schedule), Human Resources Division, Human Resources Area, effective November 19, 2013 through June 30, 2014, not to exceed 25 hours per week.
17. Dean Koba - Accompanist - Percussion, Range 27, Step A, Fine Arts Division, Academic Affairs Area, effective September 3, 2013 through June 30, 2014, not to exceed 25 hours per week.

B. TEMPORARY NON-CLASSIFIED SERVICE EMPLOYEES

It is recommended that the Board authorize employment of the following Temporary Non-Classified Service Employees, subject to funding, not to exceed 170 days per year, 25 total work hours and/or the equivalent of 67% faculty load per week, effective November 19, 2013 through June 30, 2014, unless otherwise stated, as shown in items 1-11.

Instructional Aide Series

1. Instructional Aide II

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

Laura Saenz, \$9.25 per hour

2. Instructional Aide V

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

Patricia Kolpa, \$13.00 per hour

Program Aide Series

3. Program Aide IV

The following individual is to assist the instructor at the ECC Fire Academy for Standards of Training, Certification and Watchkeeping for Seafarers (**STCW**) program.

Nathan Carver, \$12.25 per hour

4. Program Aid VI

The following individual is to assist the Assistant Director of EOPS/CalWORKs/CARE, the Program Aide position will provide clerical support to the CalWORKs program and DPSS related services. Assist with office projects as needed.

Berenice Cabrilo, \$15.00 per hour

Sports Aide Series

5. Sports Aide VI

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

James Powell, \$17.00 per hour

Matthew Egan, \$17.00 per hour

Theater Aide Series

6. Theater Aide I

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

Stacy Reid, \$8.25 per hour

Pragnash Patel, \$8.25 per hour

Education Professional Series

7. Educational Professional I

The following individual is to provide basic accompaniment for auditions, juries and class performances in the applied music programs.

Larry Steen, \$23.00 per hour

8. Educational Professional II

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

Kai Sanders, \$40.00 per hour

9. Education Professional V

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

Alice Wertz, \$45.00 per hour (eff. 9/1/13 to 6/30/14)

Program Professional Series

10. Program Professional I

The following individual is to work closely with the students and instructors and is responsible for the operation of the Health Sciences Simulation center. The simulation technologist sets up, operates, and manipulates patients care simulators, multimedia, computer and related equipment needed for simulating health conditions and responses as utilized in health science courses.

Dan Ogi, \$30.00 per hour

The following individuals are to assist compiling summary tables and graphs profiling demographic, academic performance and survey response data. Duties may include extraction and tabulation of data from local, state and national sources.

Esthela Chavez, \$20.00 per hour

Eboni Martin, \$20.00 per hour

Training Professional Series

11. Training Professional II

The following individual is to facilitate groups with youth at risk or foster youth using experiential training strategies and strength-based practices in the Foster and Kinship Care Education Program and the Youth Empowerment Strategies for Success Program.

LaCrietia Grate, \$37.00 per hour

C. BOARD POLICY 3410 (NONDISCRIMINATION) – FIRST READING

It is recommended that the Board accept for a first reading updated Board Policy 3410, as attached. The new Administrative Procedure is presented for informational purpose only.

D. BOARD POLICY 7110 (DELEGATION OF AUTHORITY) – FIRST READING

It is recommended that the Board accept for a first reading updated Board Policy 7110, as attached. The new Administrative Procedure is presented for informational purpose only.

E. ADMINISTRATIVE PROCEDURE 7150 (EVALUATION)

The new Administrative Procedure is presented for informational purpose only.

F. BOARD POLICY 7351 (RETIREMENT CLASSIFIED SERVICE) – DELETE

It is recommended that the Board delete Board Policy 7351 as attached.

G. BOARD POLICY 7510 (DOMESTIC PARTNERS) – FIRST READING

It is recommended that the Board accept for a first reading the new Board Policy 7510, as attached.

H. BOARD POLICY 7700 (WHISTLEBLOWER) – FIRST READING

It is recommended that the Board accept for a first reading the new Board Policy 7700, as attached. The new Administrative Procedure is presented for informational purpose only.

*Items postponed to December 16, 2013 Board meeting.

The policy of the El Camino Community College District is to provide an educational and employment environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to, discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, or retaliation in any program or activity that is administered by, funded directly by, or that receives any financial assistance from, the State Chancellor or Board of Governors of the California Community Colleges.

The policy of the El Camino Community College District also provides for an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment.

The policy of the El Camino Community College District is to comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973 in the development, procurement, maintenance, or use of electronic or information technology and respond to and resolve unlawful discrimination complaints regarding accessibility. Such complaints will be treated as complaints of discrimination on the basis of disability. Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination of contract. The Superintendent/President shall establish administrative procedures that ensure that all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

Reference: California Government Code Sections 11135 through 11139.5; the Sex Equity in Education Act (Ed. Code Sections 11135 through 11139.5); the Sex Equity in Education Act (Ed. Code § 66250 et seq.); Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12100 et seq.); and the Age Discrimination Act (42 U.S.C. § 6101).1

Authority: Cal. Code Regs., Title 5, § 59300; Gov. Code, § 59300; Gov. Code 11135-11139.5; Ed. Code, § 66250 et seq.; 42 U.S.C. § 2000d; 20 U.S.C. § 1681; 29 U.S.C. § 794; 42 U.S.C. § 12100 et seq.; 42 U.S.C. § 6101;

RETALIATION

It is unlawful for anyone to retaliate against someone who files an unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination policy.

Authority: 20 U.S.C. § 1681 et seq.; 34 C.F.R. § 106; Cal Code Regs., Title 5, § 59300 et seq., Revised Sexual Harassment Guidance: Harassment of Students by School Employees, other Students, or Third Parties, Title IX, Office for Civil Rights, January 19, 2001.

[†] If the federal statutes cited above would result in broader protection of the civil rights of individuals, then that broader protection or coverage shall be deemed incorporated by reference.

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Superintendent/President shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or because he/she is perceived to have one or more of the foregoing characteristics, or because of his/her association with a person or group with one or more of these actual or perceived characteristics.

See Administrative Procedure #3410.

References:

Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.;

Title 5 Sections 53000 et seq. and 59300 et seq.;

Penal Code Section 422.55;

Government Code Sections 12926.1 and 12940 et seq.

Accreditation Standard II.B.2.c

El Camino College

Adopted: 4/16/01

Amended: 12/20/06, TBD 2013

*Item postponed to December 16, 2013 Board meeting.

Education Programs

The District shall provide access to its services, classes and programs without regard to, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

All courses, including noncredit classes, shall be conducted without regard to the gender of the student enrolled in the classes. As defined in the Penal Code, "gender" means sex, and includes a person's gender identity and gender expression. "Gender expression" means a person's gender related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.

The District shall not prohibit any student from enrolling in any class or course on the basis of gender.

Academic staff, including but not limited to counselors, instructors and administrators shall not offer program guidance to students which differs on the basis of gender.

Insofar as practicable, the District shall offer opportunities for participation in athletics equally to male and female students.

Employment

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran.

All employment decisions, including but not limited to hiring, retention, assignment, transfer, evaluation, dismissal, compensation, and advancement for all position classifications shall be based on job related criteria as well as be responsive to the District's needs.

The District shall from time to time as necessary provide professional and staff development activities and training to promote understanding of diversity.

References for Education Programs:

Education Code Sections 66250 et seq., 200 et seq., and 72010 et seq.;

Penal Code Sections 422.55 et seq.;

Title 5 Sections 59300 et seq.;

Accreditation Standard II.B.2.c

References for Employment:

Education Code Sections 87100 et seq.;

Title 5 Sections 53000 et seq.;

Government Code Sections 11135 et seq. and 12940 et seq.

El Camino College

Adopted: TBD 2013

*Item postponed to December 16, 2013 Board meeting.

Board Policy 7110

Delegation of Authority

The Board delegates authority to the Superintendent/President to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and board policies and administrative procedures have been followed subject to confirmation or ratification by the Board.

The Board delegates authority to the Superintendent/President to establish non-administrative academic and classified positions as appropriate to meet the needs of the District.

The Board will consider the elimination or creation of educational administrator or classified administrator positions upon the recommendation of the Superintendent/President.

See Administrative Procedure 7110.

Reference:

Education Code Section 70902(d) and 72400

El Camino College

Adopted: 5-21-01

Amended: TBD 2013

*Item postponed to December 16, 2013 Board meeting.

Administrative Procedure 7110 **Delegation of Authority**
(New)

The District's Vice President of Human Resources is delegated responsibility from the Superintendent/President to authorize employment, develop job responsibilities, and perform other personnel actions provided that all federal and state law and regulations, Board Policies, and Administrative Procedures are followed.

Reference:

Education Code Section 70902(d)

El Camino College

Adopted: TBD 2013

*Item postponed to December 16, 2013 Board meeting.

**Administrative Procedure 7150
(New)**

Evaluation

The Superintendent/President will develop and maintain an evaluation tool for each employee category. Personnel shall be evaluated regularly, and are provided opportunities for professional development.

Faculty members and classified employees shall be evaluated in accordance with their respective negotiated labor agreements.

Reference:

Education Code Section 70902, 87626, and 87663-87683
Accreditation Standard III.A.1.b

El Camino College
Adopted: TBD 2013

*Item postponed to December 16, 2013 Board meeting.

Each classified employee shall be a member of the Public Employees' Retirement System (PERS) and Social Security (OASDI) according to the laws and regulations applicable at the time of employment.

I. Normal Retirement

A. Normal Retirement Age

A classified employee shall normally be retired the first day of the month following attainment of age sixty seven (67).

B. Request to Continue Beyond Normal Retirement Age

An employee who desires to continue employment beyond attaining age sixty seven (67) may submit a written request to continue employment to the Personnel Division on the approved form. Such request shall be submitted at least sixty (60) calendar days prior to the employee's attaining age sixty seven (67). The District may approve continuation of employment beyond the age of sixty seven (67) for a period of one year; such employment may be continued for additional one year periods thereafter upon submission of a written letter of request to the Personnel Division at least sixty (60) calendar days prior to the end of each year of certification. Failure to submit a request to continue within the specified time limits shall result in the employee's retirement the first day of the month after attaining the age of sixty seven (67) or at the expiration of a current certification to continue employment as is appropriate.

C. Certification of Competency

Upon receipt of the initial request to continue employment beyond age sixty seven (67), and upon each subsequent year's request to continue employment, the District shall conduct an investigation as is necessary to determine the competency of the employee. Such investigation shall include but shall not be limited to a physical and/or mental examination of the employee by a physician or other qualified person designated by the District. The cost of such examination shall be paid for by the District.

Prior to the District's determination of competency of the employee to continue in employment, the employee shall be notified of his right to request a meeting with the Dean of Personnel Administration or his designee to review the findings and to present a statement concerning his competency to continue working. Such meeting shall take place not less than ten (10) work days after the notice to the employee.

The employee requesting continued employment shall be notified of the determination made by the District. In the event the employee is determined to be competent to continue work, the District shall file with the Public Employees Retirement System a written request directed to PERS and signed by the employee to continue in employment beyond age 67 and a certification of the employee's competency to perform in his position, signed by the Superintendent President or his designee and approved by the Office of the Los Angeles County Superintendent of Schools.

II. Early Retirement

A classified employee may elect to retire early after attaining the age of fifty (50) and before attaining the normal retirement age upon giving written advance notice. The employee's service with the District shall be considered terminated due to his taking early retirement.

III. Disability Retirement

A classified employee who is determined to be disabled by the Public Employees' Retirement System (PERS) or by Social Security and who is approved for a disability allowance shall be considered upon approval to be terminated due to his disability retirement. An employee shall notify the District in writing of such approval and the effective date of beginning disability retirement.

IV. Voluntary Retirement Under PERS in Lieu of Layoff

A classified employee subject to layoff may elect to be retired under the Public Employees' Retirement System (PERS) in lieu of such layoff under the provisions of Policy 4283 - Reduction in Staff. (Renumbered to 7390 on 04/18/05.)

V. Retirement Contributions

Classified employees are required to contribute to the Public Employees' Retirement System (PERS) and to the Social Security System as required by law. The District will contribute such sums as required by law.

Previous Board Policy Number: 4284

El Camino College

Adopted: 11/24/58

Amended: 11/27/61, 6/22/70, 2/27/78

Renumbered: 05/16/05

*Item postponed to December 16, 2013 Board meeting.

Domestic partners registered with the California Secretary of State shall have, insofar as permitted by California law, all of the same rights, protections, and benefits, as well as the same obligations, responsibilities, and duties of married persons (spouses) under state law. Former domestic partners shall have all of the rights and obligations of former spouses. Surviving domestic partners shall have the same rights, protections, and benefits as are granted to a surviving spouse of a decedent.

Therefore, all references to “spouses” in the District’s policies or procedures shall be read to include registered domestic partners as permitted by California law.

See applicable collective bargaining agreements.

References:

Family Code Sections 297, 297.5, 298, 298.5, 299, 299.2, and 299.3

El Camino College

Adopted: TBD 2013

*Item postponed to December 16, 2013 Board meeting.

The Superintendent/President shall establish procedures regarding the reporting and investigation of suspected unlawful activities by district employees, and the protection from retaliation of those who make such reports in good faith and/or assist in the investigation of such reports. For the purposes of this policy and any implementing procedures, “unlawful activity” refers to any activity intentional or negligent that violates state or federal law, local ordinances, or District policy.

The procedures shall provide that individuals are encouraged to report suspected incidents of unlawful activities without fear of retaliation, that such reports are investigated thoroughly and promptly, remedies are applied for any unlawful practices and protections are provided to those employees who, in good faith, report these activities and/or assist the District in its investigation.

Furthermore, District employees shall not:

1) retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, refused to obey an illegal order; actions related to Title I of the Affordable Care Act, or

2) directly or indirectly use or attempt to use the official authority or influence of his or her position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the District. The District will not tolerate retaliation, and will take whatever action may be needed to prevent and correct activities that violate this policy, including discipline of those who violate it up to and including termination.

See Administrative Procedure #7700.

References:

Education Code Sections 87160-87164;

Labor Code Section 1102.5;

Government Code Section 53296;

Private Attorney General Act of 2004 (Labor Code Section 2698)

Title I of the Affordable Care Act

El Camino College

Adopted: TBD 2013

*Item postponed to December 16, 2013 Board meeting.

Individuals are encouraged to report suspected incidents of unlawful activities by District employees in the performance of their duties. Reports will be investigated promptly and appropriate remedies applied. Employees who, in good faith, reported such activities and/or assist the district in the investigation will be protected from retaliation.

This procedure sets out the processes for responding to and investigating reports of unlawful activities, as defined in BP 7700 titled Whistleblower Protection, and addressing complaints of retaliation for making such reports.

Filing a Report of Suspected Unlawful Activities

Any person may report allegations of suspected unlawful activities. Knowledge or suspicion of such unlawful activities may originate from academic personnel, staff, or administrators carrying out their assigned duties, internal or external auditors, law enforcement, regulatory agencies, customers, vendors, students, or other third parties.

Anonymous reports will be investigated to the extent possible. However, employees are strongly encouraged not to report anonymously because doing so impedes the District's ability to thoroughly investigate the claim and take appropriate remedial measures. As set forth fully below, retaliation against individuals who report suspected unlawful activities will not be tolerated.

Normally, a report by a District employee of allegations of a suspected unlawful activity should be made to the reporting employee's immediate supervisor or other appropriate administrator or supervisor within the operating unit. However, if the report involves or implicates the direct supervisor or others in the operating unit, the report may be made to any another District official whom the reporting employee believes to have either responsibility over the affected area or the authority to review the alleged unlawful activity on behalf of the District. When the alleged unlawful activity involves the Superintendent/President, the report should be made to the president of the board of trustees. When the alleged unlawful activity involves the board of trustees or one of its members, the report should be made to the Superintendent/President who will confer with the president of the board of trustees and/or legal counsel on how to proceed.

Allegations of suspected unlawful activities should be made in writing so as to assure a clear understanding of the issues raised, but may be made orally. Such reports should be factual and contain as much specific information as possible. The receiving supervisor or administrator should elicit as much information as possible. If the report is made orally,

the receiving supervisor or administrator shall reduce it to writing and make every attempt to get the reporter to confirm by his/her signature that it is accurate and complete.

Once the receiving supervisor or administrator has received and/or prepared a written report of the alleged unlawful activity, he/she must immediately forward to the

Superintendent/President. However, if this process would require submitting the report to an employee implicated in the report, the receiving supervisor or administrator should follow the reporting options outlined, above. The high level administrator or trustee who receives the written report pursuant to this paragraph is responsible for ensuring that a prompt and complete investigation is made by an individual with the competence and objectivity to conduct the investigation, and that the assistance of counsel and/or an outside investigator is secured if deemed necessary.

In the course of investigating allegations of unlawful conduct, all individuals who are contacted and/or interviewed shall be advised of the District's no retaliation policy. Each individual shall be: a) warned that retaliation against the reporter(s) and/or others participating in the investigation will subject the employee to discipline up to and including termination; and b) advised that if he or she experiences retaliation for cooperating in the investigation, then it must be reported immediately.

In the event that an investigation into alleged unlawful activity determines that the allegations are accurate, prompt and appropriate corrective action shall be taken.

Protection from Retaliation

When a person makes a good faith report of suspected unlawful activities to an appropriate authority, the report is known as a protected disclosure. District employees and applicants for employment who make a protected disclosure are protected from retaliation.

Any employee who believes he/she has been (1) subjected to or affected by retaliatory conduct for reporting suspected unlawful activity, or (2) for refusing to engage in activity that would result in a violation of law, should report such conduct to the appropriate supervisory personnel (if such supervisory personnel is not the source of or otherwise involved in the retaliatory conduct). Any supervisory employee who receives such a report, or who otherwise is aware of retaliatory conduct, is required to advise the Superintendent/President. If the allegations of retaliation, or the underlying allegations of unlawful conduct involve the Superintendent/President, the supervisor shall report to the highest level administrator and/or trustee who is not implicated in the reports of unlawful activity and retaliation.

All allegations of retaliation shall be investigated promptly and with discretion, and all information obtained will be handled on a "need to know" basis. At the conclusion of an investigation, as appropriate, remedial and/or disciplinary action will be taken where the allegations are verified and/or otherwise substantiated.

Whistleblower Contact Information

Employees who have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by a corporation or Administrative Procedure 7700 — Whistleblower Protection — Page 3

limited liability company to its shareholders, investors, or employees should contact the California Community Colleges Chancellor's Office or the District's Board of Trustees. Employees can contact the State Personnel Board with complaints of retaliation resulting from whistleblower activities. The State Personnel Board hotline is (916) 653-1403.

Other Remedies and Appropriate Agencies

In addition to the internal complaint process set forth above, any employee who has information concerning allegedly unlawful conduct may contact the appropriate government agency.

References:

Education Code Sections 87160-87164;

Government Code Section 53296;

Labor Code Section 1102.5;

Private Attorney General Act of 2004 (Labor Code Section 2698)

El Camino College

Adopted: TBD - 2013

*Item postponed to December 16, 2013 Board meeting.

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

- A. Absence of a Board Member.....Page 61
- B. 2013 Board of Trustees Evaluation and Goals.....Page 61

A. Absence of a Board Member

It is recommended that the Board of Trustees excuse the absence of Trustee Combs from the October 21, 2013 Board meeting due to illness.

B. 2013 Board of Trustees Evaluation and Goals

Each year the Board of Trustees establishes goals and evaluates its performance on the previous year's goals. In its October meeting the Board goals are re-presented for the previous year and a questionnaire is completed.

It is recommended that the Board review the evaluation results at the November meeting, and discuss the 2014 Board Goals at the December Board meeting for adoption in January.

- I. Participate in community activities and events and bring observations to the Board for policy issues.
 - a. Attend events in the community.
 - b. Speak to community groups.
 - c. Make Board presentations.
 - d. Bring copies of community events and activities to other Board members.
 - e. Consider a Board meeting at Compton Center.
 - f. Adopt a process to ensure Board representation at significant College events.

- II. Participate in the operation of the College at Board Meetings.
 - a. Speak freely and openly on policy issues.
 - b. Solicit opinions of fellow Board members.
 - c. Present ideas during discussion section of Board Meetings.

- III. Continue a Trustee education program.
 - a. Attend a conference on Trustee responsibilities.
 - b. Submit materials from various sources to fellow Trustees.
 - c. Read Trustee education materials sent by various organizations.
 - d. Develop a formalized College Student Trustee Orientation.

- IV. Support the 2012-13 Facilities Master Plan.
 - a. Monitor and approve 2002 and 2012 Measure E Fiscal updates.
 - b. Continue construction program.
 - c. Review construction program activities.
 - d. Determine the most effective process for community and Board oversight of 2012 Measure E.

- V. Fiscal Responsibilities.
 - a. Monitor 2012-2013 Budget.
 - b. Study, review and approve the 2013-2014 Budget.
 - c. Study, review and approve the 2011-2012 annual financial audit.
 - d. Respond to national, state and local fiscal changes.
 - e. Assure the financial stability of the District by maintaining adequate reserves and developing a plan for funding all future liabilities.

- VI. Accreditation.
 - a. Receive, review and participate in El Camino College's Accreditation reports and actions.
 - b. Review Student Learning Outcomes update.
 - c. Support the College's 2014 Self Evaluation Report process.

- VII. Support Student Access and Success.
 - a. Actively support El Camino College Foundation activities.
 - b. Develop community involvement in the Foundation.
 - c. Support the establishment of student achievement goals that encourage graduation, transfer and certificate completion.
 - d. Support student programs and services that expedite achievement and success.

- VIII. Required Board Training.
 - a. Ethics, per AB 1234.
 - b. Sexual Harassment.

- IX. Improve communication with all constituent groups and District Employees.
 - a. Solicit broader involvement in Board evaluations from community members.

**EL CAMINO COLLEGE BOARD OF TRUSTEES
SELF-EVALUATION QUESTIONNAIRE 2013**

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

**EL CAMINO COLLEGE BOARD OF TRUSTEES
SELF-EVALUATION QUESTIONNAIRE 2013**

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

Non- Consent Agenda

Page No.

A. Resolution (#11-18-13) Regarding Layoff of Child Development Center
Employees Due to Lack of Work or Lack of Funds.....66

A. Resolution (#11-18-13) Regarding Layoff of Child Development Center Employees Due to Lack of Work or Lack of Funds

It is recommended the Board of Trustees adopt the following resolution.

**EL CAMINO COMMUNITY COLLEGE DISTRICT
RESOLUTION NO. 11-18-13**

**RESOLUTION REGARDING LAYOFF OF CHILD DEVELOPMENT CENTER
EMPLOYEES DUE TO LACK OF WORK OR LACK OF FUNDS**

WHEREAS, economic conditions at the state level have a significant impact on the revenues and finances of the El Camino Community College District; and

WHEREAS, from July 1, 2010 to June 30, 2013 Child Development Center expenses have resulted in an incursion to the District's general fund in excess of \$875,000; and

WHEREAS, the significant incursion results from reduced levels of funding to operate the Child Development Center; for 2013-2014, the estimated general fund is subsidizing approximately \$250,000; and

WHEREAS, the Board of Trustees took action on October 21, 2013 directing that the Child Development Center be closed at the conclusion of the current 2013-2014 fiscal year; and

WHEREAS, Education Code section 79120 states that the statutory provisions of Education Code 8200, et seq. are applicable to the certificated employees assigned to the Child Development Center; and

WHEREAS, Education Code section 8366 states that employees of a child development program may be laid off for lack of work or lack of funds; and

WHEREAS, Education Code section 88017 permits the layoff of noncertificated staff without notice where there is a lack of funds or lack of work resulting from causes not foreseeable or preventable by the governing board.

THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED AS FOLLOWS:

The following particular kinds of services shall be discontinued at the close of the 2013-2014 fiscal year due to the lack of work or lack of funds:

PARTICULAR KINDS OF SERVICES TO BE DISCONTINUED

CERTIFICATED, THREE (3) POSITIONS:

Lead Teacher, Child Development Center (1)
Child Development Center Teacher (2)

CLASSIFIED, TWO (2) POSITIONS:

Child Development Center Technician (1)
Clerical Assistant (1)

BE IT FURTHER RESOLVED that the Superintendent/President or designated representative is directed to serve notices of layoff on the affected employees as a result of the discontinuance of the particular kinds of services specified in this Resolution. It is further recognized that the two classified employees may have bumping rights to other positions which may result in the layoff of other classified employees.

PASSED, ADOPTED AND SIGNED this 18th day of November, 2013, by the Board of Trustees of the El Camino Community College District, at Torrance, California.

BOARD OF TRUSTEES OF THE EL CAMINO
COMMUNITY COLLEGE DISTRICT

President

ATTEST:

Secretary to the Board