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**El Camino Community College District
Board of Trustees
Agenda, Tuesday, February 19, 2013
Board Room
4:30 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Special Board Meeting of January 16, 2013 and the Regular Board Meeting of January 22, 2013, Pages 6-10**
- III. Presentation**
 - A. Student Learning Outcomes**
- IV. Annual Organizational Meeting
Page 11**
- V. Public Comment on Consent Agenda**
- VI. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
 1. Academic Affairs
*See Academic Affairs Agenda,
Pages 12-25*
 2. Student and Community Advancement
*See Student Services Agenda,
Pages 26-29*
 3. Administrative Services
See Administrative Services Agenda, Pages 30-40
 4. *See Measure "E" Bond Fund Agenda,
Pages 41-46*
 5. Human Resources
*See Human Resources Agenda,
Pages 47-59*
 6. Superintendent/President
*See Superintendent/President Agenda,
Pages 60-86*

VII. Non-Consent Agenda, Pages 87-89

- A. Resolution (# 2-19-13) Regarding Layoff of Child Development Center Employees Due to Lack of Work or Lack of Funds

VIII. Public Comment on Non-Agenda Items

IX. Oral Reports

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

X. Closed Session

- A. Existing Litigation, Brown Act, Section 54956.9(a)
 - 1. Case # B235293
- B. Labor Relations, Brown Act Section 54957.6, Ms. Linda Beam, District Negotiator
 - 1. El Camino College Federation of Teachers, Local 1388
- C. Student Expulsion, Brown Act Section 54954.5
 - 1. Student Expulsion – 1 case
- D. Personnel Matters, Brown Act Section 54957
 - i. Public Employee Performance Evaluation - Superintendent/President

Board of Trustees Meeting Schedule for 2013

***4:00 p.m. Board Room**

(*unless otherwise noted)

Monday, March 18, 2013

Monday, April 15, 2013

Monday, May 20, 2013

Monday, June 17, 2013

Monday, July 15, 2013

Monday, August 19, 2013

Tuesday, September 3, 2013

Monday, October 21, 2013

Monday, November 18, 2013

Monday, December 16, 2013

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

Vision Statement

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

Mission Statement

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

Statement of Philosophy

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

Statement of Values

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

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

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

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

Diversity – We recognize and appreciate our similarities and differences.

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

Guiding Principles

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

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

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

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

Strategic Initiatives

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

EL CAMINO COLLEGE
BOARD PRESENTATIONS AND REPORTS 2012-2013

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

January 11, 2013

EL CAMINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE SPECIAL MEETING OF
Tuesday, January 16, 2013

The Board of Trustees of the El Camino Community College District met at 4 p.m. on Tuesday, January 16, 2013, in the Board Room at El Camino College.

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

Also present were Dr. Thomas M. Fallo, Superintendent/President; Dr. Francisco Arce, Vice President, Academic Affairs; Ms. Linda Beam, Vice President, Human Resources; Ms. Jo Ann Higdon, Vice President, Administrative Services; Ms. Barbara Perez, Vice President, Compton Community Educational Center; and Dr. Regina Smith, Dean, Counseling.

Minutes of the Special Board Meeting of January 7, 2013

The minutes of the Special Board Meeting of January 7, 2013 were approved.

Search Consultant Presentations

Community College Search Services (CCSS)

Professional Personnel Leasing (PPL)

Ralph Andersen & Associates

Search Consultant Selection

It was moved by Trustee Combs, seconded by Trustee Brown, that the Board table the selection of a Search Consultant to the January 22, 2013 Board meeting in a Committee of the Whole.

Student Member recorded a yes advisory vote. Motion carried.

Screening Committee Considerations

It was moved by Trustee O'Donnell, seconded by Trustee Combs, that each Trustee appoint a Community Member from their current Trustee areas.

Student Member recorded a yes advisory vote. Motion carried.

It was moved by Trustee Combs, seconded by Trustee O'Donnell, that the Board accept the recommended President's Search Committee members.

Student Member recorded a yes advisory vote. Motion carried.

Public Comment

Luukia Smith, Dillan Horton, and Nehase Lee addressed the composition of the Superintendent/President hiring committee.

Closed Session

Meeting adjourned to a Closed Session at 6:19 p.m. which ended at 8:30 p.m.

Ray Gen, Secretary of the Board

Thomas M. Fallo, Secretary to the Board

EL CAMINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING OF
Tuesday, January 22, 2013

The Board of Trustees of the El Camino Community College District met at 4 p.m. on Tuesday, January 22, 2013, in the East Dining 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 Mary E. Combs, Member; Trustee Maureen O'Donnell, Member; and Student Member Jasmine Hormati.

Also present were Dr. Thomas M. 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 Community Educational Center.

Minutes of the Regular Board Meeting of December 17, 2012

The Minutes of the Regular Board Meeting of December 17, 2012 were approved.

Presentations

Mrs. Elizabeth Noble announced her commitment to contribute \$2 million to establish the Elizabeth and Joe Boyd Noble Endowed Chair for Business.

Mr. Mike Goguen presented the Foundation Annual Report.

Ms. Leisa Biggers presented Ethics information.

Child Development Center Closure Proposal – Informational Item

Employment

It was moved by Trustee Brown, seconded by Trustee Combs, that the Board accept the withdrawal of the Superintendent/President, Thomas M. Fallo's resignation and approve a new four (4) year employment contract, subject to agreed language changes, commencing on February 1, 2013.

Student Member recorded a yes advisory vote. Motion carried.

Trustees Brown and O'Donnell left the meeting at 6:53 p.m.

Annual Organizational Meeting

The Annual Organizational Meeting is postponed to the February 19, 2013 Board meeting.

Consent Agenda

It was moved by Trustee Combs, seconded by Student Member Hormati, that the Board adopt the items presented on the agenda in the following areas.

Academic Affairs

Proposed Curriculum Changes Effective 2013-2014 Academic Year
Sabbatical Leave of Absence – 2013-2014

Student and Community Advancement

Destruction of Records
Accreditation Self-Evaluation 2014 Timeline (Revised)

Administrative Services

AB 2910-Quarterly Fiscal Status Reports
Non-Resident Tuition Fee for 2013-2014
2011-2012 Audit Report
Contracts Under \$83,400
Personal Service Agreement
Amendment
Purchase Orders and Blanket Purchase Orders

Measure E 2002 Bond Fund

Category Budgets and Balances
Contract Amendment – Hill Partnership, Inc. Architects – Industry & Technology
Building Project
Contract Amendment – S&K Engineers – Parking Lot Lighting & Security Upgrades
Project
Change Order – HPS Mechanical – Electrical & Data Conversion Project
Change Order – Taisei Construction Corporation – Math Business Allied Health Project
Notice of Job Completion – HPS Mechanical Electrical & Data Conversion Project
Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes
Temporary Non-Classified Service Employees

President/Board of Trustees

Travel
Board Policy – 2365 – Recording – Second Reading and Adoption
Board Policy – 2716 – Political Activity Board Members – Second Reading and
Adoption
Board Policy – 7370 – Political Activity – Second Reading and Adoption

Student Member recorded a yes advisory vote. Motion carried.

Public Comment

Sean Donnell, Emily Rader, John Iracian, Toni Newman, Chris Wells, and Nathan Leon addressed Child Development Center Closure Proposal. Brooke Matson addressed public comments. Chris Gold, Luukia Smith, Chris Jeffries, Nathan Leon, Sean Donnell, Jacky Eckland, Emily Rader, Jeff Cohen, Luis Mancina, Mina Colunga, and Jimmy Macareno addressed Superintendent/President employment.

Closed Session

Regular Meeting adjourned to a Closed Session at 7:26 p.m. which ended at 8:20 p.m.

Ray Gen, Secretary of the Board

Thomas M. Fallo, Secretary to the Board

Annual Organizational Meeting

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

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

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

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

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

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

Page No.

- A. Center for the Arts Presentations – 2011-2012 and 2012-2013 Seasons.....13
- B. Child Care Center15
- C. Proposed Curriculum Changes Effective 2013-2014 Academic Year15
- D. Sabbatical Leave of Absence -- 2013-201425

ACADEMIC AFFAIRS

A. CENTER FOR THE ARTS PRESENTATIONS – 2011-2012 AND 2012-2013 SEASONS

It is recommended that the Board approve the presentations and revision below for Center for the Arts for the 2011-2012 and 2012-2013 seasons. Cost of the presentation is negotiated between the artist and his/her management representative and the District.

2011-2012 Performances

<u>Change of Artist Name</u>	<u>Date</u>	<u>Amount</u>
1. <i>Saguaro Piano Trio</i> Payable to: Henry Gronnier Saguaro Piano Trio will be replacing the Thornton String Quartet from USC due to one of the quartet members performing in an international competition and thus not being available to perform. Previously board approved on June 18, 2012.	March 30, 2013	\$2,500

2013-2014 Discovery Travel Cinema Series

Performances

1. <i>America – Sea to Shining Sea</i> Payable to: Stan Walsh Payable to: RJ Enterprises This travel lecture/film will travel across the USA from east to west showing its cities and landmarks.	August 26, 2013	\$2,000 1,480 520
2. <i>Vietnam</i> Payable to: Su Degn Payable to: RJ Enterprises The film will take us to Vietnam to view its culture and people from the past and to the present as it also looks to its future.	September 9, 2013	\$2,000 1,480 520
3. <i>Sailing Down to Rio on the QM2</i> Payable to: Doug Jones Payable to: Windoes Travelogues Enjoy a cruise on the QE2 and take in the ports-of-call along the way to Rio.	September 23, 2012	\$2,000 1,480 520

ACADEMIC AFFAIRS

- | | | | |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------|
| 4. | <i>Route 66</i>
Payable to: John Holod
Travel along the famous Route 66 and enjoy its memories before the superhighway age. See what has survived along the way from towns to old Americana architecture. | October 7, 2012 | \$2,000 |
| 5. | <i>More of America's Amazing Places American Natural Wonders</i>
Payable to: Bob Deloss
Payable to: RJ Enterprises | October 21, 2012 | \$2,000
1,480
520 |
| | This film continues to amaze our audiences with the natural wonders of America. | | |
| 6. | <i>Not a Day Goes By: Remembering Hell's Canyon</i>
Payable to: Patricia Keith
Payable to: Geo Cinema Group
Hell's Canyon is where the snake river cuts through the border of Idaho and Oregon, come explore its natural beauty and unique way of life. | November 4, 2012 | \$2,000
1,480
520 |
| 7. | <i>Cruising to Russia, St. Petersburg to Moscow</i>
Payable to: Clint Denn
Payable to: RJ Enterprises
Enjoy an intimate small boat river cruise from St. Petersburg to Moscow with all the sights in-between these famous cities. | January 13, 2014 | \$2,000
1,480
520 |
| 8. | <i>Central & South America</i>
Payable to: Marlin Darrah
Payable to: Windows Travelogues
Explore Central and South America and see the various cultures, people and the amazing cities and sights. | January 27, 2014 | \$2,000
1,480
520 |
| 9. | <i>Mexico: The Bad, The Great And the Ugly</i> | February 10, 2014 | \$2,000 |

ACADEMIC AFFAIRS

	Payable to: Bill Behrenbruch	1,480	
	Payable to: Windoes Travelogues	520	
	Come travel to Mexico and see its people and places that make its reputation.		
10.	<i>Lost Worlds of the Middle East</i>	February 24, 2014	\$2,000
	Payable to: Rick Ray		1,480
	Payable to: Geo Cinema Group		520
	Explore archeological sites to gain an understanding of the Middle East cultures.		
11.	<i>Sudan</i>	March 10, 2014	\$2,000
	Payable to: Karin Muller		1,480
	Payable to: Geo Cinema Group		520
	Explore the African country of Sudan its people and its culture.		
12.	<i>RVing Alaska's Inside Passage</i>	March 24, 2014	\$2,000
	Payable to: Jodie Gitner		
	Enjoy the ride through Alaska's beautiful scenic inside passage.		

B. CHILD DEVELOPMENT CENTER

It is recommended that the Board of Trustees authorize the closure of the Child Development Center effective June 30, 2013. All child care services will end on the last day of instruction in June 2013. The Center is unable to generate sufficient revenue to balance the cost of services. In the last three fiscal years combined, the total District contribution to keep the Center fiscally sound was \$875,000. Based on all of the information gathered to date on enrollment and potential enrollment, it is clear the Center does not have the ability to enroll sufficient children to maintain a fiscally sound operation. More important, the Center serves ten ECC students and is unable to attract sufficient full-time children for care.

C. PROPOSED CURRICULUM CHANGES EFFECTIVE 2013-2014 ACADEMIC YEAR

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

ACADEMIC AFFAIRS

BEHAVIORAL AND SOCIAL SCIENCES

NEW MAJOR

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

The degree provides students with a foundation in the science of historical inquiry. After completing the program requirements, students will gain an understanding of the methodologies and schools of interpretation utilized by historians to study the past. Students will also demonstrate knowledge of the primary cultural, economic, intellectual, political, social, and diplomatic institutions of the United States and the world. Competencies will be assessed through the evaluation of student term papers and projects, essays, and regularly scheduled examinations. The major prepares students for transfer to four year universities and training for careers in history or related fields such as in education, research, archival science, and government.

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

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

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

ACADEMIC AFFAIRS

Major Requirements		Units
HIST 101	United States History to 1877	3
HIST 102	United States History from 1877 to the Present	3
List A: 6 units		
HIST 140	History of Early Civilizations	3
HIST 141	History of Modern Civilizations	3
List B (one course from each group): 6 units		
Group 1:		
HIST 143	Twentieth Century World History	3
HIST 145	History of World Religions	3
HIST 152	History of Latin America through Independence	3
HIST 154	A History of Mexico	3
HIST 175	History of Asian Civilizations to 1600	3
HIST 176	History of Asian Civilizations from 1600 to the Present	3
HIST 177	History of Japan	3
HIST 178	History of China	3
HIST 183	Introduction to African History, Prehistory to 1885	3
HIST 184	Introduction to African History, 1885 to the Present	3
ART 205A	History of Asian Art - India and Southeast Asia	3
ART 205B	History of Asian Art - China, Korea, and Japan	3
ART 106	Cross-Cultural Art	3
ART 207	Art History of Mexico and Central and South America	3
ART 209	History of African Art	3
ENGL 18	Survey of Women Writers: Middle Ages to the Present	3
ENGL 28	Images of Women in Literature	3
ENGL 31	Mythology and Folklore	3
ENGL 35	World Literature: 3500 BCE to 1650 CE	3
ENGL 36	World Literature: 1650 CE to Present	3
ENGL 42	Chicano and Latino Literature	3
ENGL 43	African American Literature	3
PHIL 14	Asian Philosophy	3
SLAN 15	American Sign Language I	3
SLAN 16	American Sign Language II	3
SLAN 17A	American Sign Language III	3
SLAN 17B	American Sign Language IV	3
SLAN 202	Deaf Culture	3
HIST 105	Women and American History from the Colonial Era to 1877	3

ACADEMIC AFFAIRS

HIST 106	Women and American History from 1877 to the Present	3
HIST 110	The African American in the United States to 1877	3
HIST 111	The African American in the United States from 1877 to the Present	3
HIST 112	History of the Chicano in the United States	3
HIST 114	History of the Asian American in the United States	3
HIST 122	United States Social History: Cultural Pluralism in America	3
HIST 143	Twentieth Century World History	3
HIST 145	History of World Religions	3
HIST 152	History of Latin America through Independence	3
HIST 154	A History of Mexico	3
HIST 175	History of Asian Civilizations to 1600	3
HIST 176	History of Asian Civilizations from 1600 to the Present	3
HIST 177	History of Japan	3
HIST 178	History of China	3
HIST 183	Introduction to African History, Prehistory to 1885	3
HIST 184	Introduction to African History, 1885 to the Present	3
CHIN 1	Elementary Chinese I	4
CHIN 2	Elementary Chinese II	4
CHIN 24	Introduction to Chinese Language and Culture	3
FREN 1	Elementary French I	4
FREN 2	Elementary French II	4
FREN 3	Intermediate French I	4
FREN 4	Intermediate French II	4
FREN 5	Advanced French I	3
FREN 6	Advanced French II	3
FREN 24	Introduction to French and Francophone Cultures	3
GERM 1	Elementary German I	4
GERM 2	Elementary German II	4
GERM 3	Intermediate German I	4
ITAL 1	Elementary Italian I	4
ITAL 2	Elementary Italian II	4
ITAL 24	Introduction to Italian Culture	3
JAPA 1	Elementary Japanese I	4
JAPA 2	Elementary Japanese II	4
JAPA 3	Intermediate Japanese I	4
JAPA 4	Intermediate Japanese II	4
JAPA 25	Cultural Aspects of the Japanese Language	3
SPAN 1	Elementary Spanish I	4

ACADEMIC AFFAIRS

SPAN 2	Elementary Spanish II	4
SPAN 3	Intermediate Spanish I	4
SPAN 4	Intermediate Spanish II	4
SPAN 5	Advanced Spanish I	3
SPAN 6	Advanced Spanish II	3
SPAN 24	Introduction to Spanish and Latin American Language and Cultures	3
SPAN 52A	Spanish for Native Speakers	3
SPAN 52B	Spanish for Native Speakers	3
Group 2:		
ASTU 7	History of American Popular Culture	3
ANTH 2	Introduction to Cultural Anthropology	3
ANTH 3	Introduction to Archaeology	3
ANTH 4	Language and Culture	3
ANTH 6	Native Peoples of North America	3
ANTH 7	Native Peoples of South America	3
ANTH 8	Ancient Civilizations of Mesoamerica	3
ANTH 9	Women, Culture, and Society	3
ANTH 10	Medical Anthropology	3
ANTH 11	Anthropology of Religion, Magic and Witchcraft	3
ANTH 12	Ancient Civilizations of the World	3
COMS 5	Mass Communication	3
COMS 14	Introduction to Intercultural Communication	3
ECON 1	Principles of Economics: Macroeconomics	3
ECON 2	Principles of Economics: Microeconomics Theory	3
ECON 5	Fundamentals of Economics	3
ESTU 1	Introduction to Ethnic Studies	3
GEOG 2	Cultural Geography	3
GEOG 5	World Regional Geography	3
GEOG 7	Geography of California	3
GLST 101	Introduction to Global Studies	3
HIST 105	Women and American History from the Colonial Era to 1877	3
HIST 106	Women and American History from 1877 to the Present	3
HIST 110	The African American in the United States to 1877	3
HIST 111	The African American in the United States from 1877 to the Present	3
HIST 112	History of the Chicano in the United States	3
HIST 114	History of the Asian American in the United States	3

ACADEMIC AFFAIRS

HIST 122	United States Social History: Cultural Pluralism in America	3
HIST 143	Twentieth Century World History	3
HIST 145	History of World Religions	3
HIST 152	History of Latin America through Independence	3
HIST 154	A History of Mexico	3
HIST 175	History of Asian Civilizations to 1600	3
HIST 176	History of Asian Civilizations from 1600 to the Present	3
HIST 177	History of Japan	3
HIST 178	History of China	3
HIST 183	Introduction to African History, Prehistory to 1885	3
HIST 184	Introduction to African History, 1885 to the Present	3
JOUR 12	Mass Media and Society	3
POLI 1	Governments US/Calif	3
POLI 2	Intro to Comparative Politics	3
POLI 3	Introduction to Principles and Methods of Political Science	3
POLI 5	Ethnicity in the American Political Process	3
POLI 6	Civil Rights and Liberties in the United States	3
POLI 7	Political Theory	3
POLI 8	California State and Local Government and Intergovernmental Issues	3
POLI 10	Intro-International Relations	3
PSYC 2	Psychology for Effective Living	3
PSYC 5	General Psychology	3
PSYC 10	African American Psychology	3
PSYC 21	Introduction to the Psychology of Consciousness	3
PSYC 22	Sport Psychology	3
or		
PE 275	Sport Psychology	3
SLAN 202	Deaf Culture	3
SOCI 101	Introduction to Sociology	3
SOCI 102	The Family	3
SOCI 104	Social Problems	3
SOCI 107	Issues of Race and Ethnicity in the United States	3
SOCI 108	Global Perspectives on Race and Ethnicity	3
SOCI 112	Introduction to Criminology	3
WSTU 1	Introduction to Women's Studies	3

Total Units: 18

ACADEMIC AFFAIRS

HEALTH SCIENCES AND ATHLETICS

NEW COURSES

1. Nursing 150A – Beginning Nursing Process and Fundamental Skills I
Units: 4.0 Lecture: 5.0 Hours Lab: 9.0 to be arranged Faculty Load: 78.33%
(9 week course)
Enrollment Limitation: Admission to Nursing Program
Grading Method: Letter
Credit Status: Associate Degree Credit
CSU Transfer

In this course, students gain the skills and knowledge necessary to provide basic nursing care to the individual and family. Concepts of basic human needs and structural variables such as age, sex, and ethnicity are studied. Select psychomotor skills such as dressing changes and medication administration are practiced in the skills and simulation labs in preparation for clinical practice.

2. Nursing 150B – Beginning Nursing Process and Fundamental Skills II
Units: 3.5 Lecture: 3.0 Hours Lab: 12.0 to be arranged Faculty Load: 80.00%
(9 week course)
Prerequisite: Nursing 150A with a minimum grade of C
Grading Method: Letter
Credit Status: Associate Degree Credit
CSU Transfer

In this course, students will focus on the skills and knowledge needed to assess and care for a patient in the hospital setting. Emphasis will be placed on the nursing process, therapeutic communication, and providing basic care to the individual. Fundamental nursing skills such as medication administration will be carried out in the clinical setting. Particular emphasis will be placed on caring for the geriatric population. The nurse's ethical and legal responsibilities of patient care within the hospital setting will also be addressed.

ACADEMIC AFFAIRS

CHANGE IN MAJOR; PROGRAM PREREQUISITES, COURSE REQUIREMENTS, UNITS

1. Nursing A.S. Degree

Current Status/Proposed Changes

Program Prerequisites for the Associate Degree

Nursing Program (All Students)

1. Complete the following courses with a minimum of a 2.5 GPA:
 - a. Anatomy 30 or Anatomy 32 and Physiology 31; or Anatomy and Physiology 34A and Anatomy and Physiology 34B
 - b. Microbiology 33 (All science courses must have been completed within seven years prior to the date the application for the nursing program is submitted.)
 - c. English 1A (not included in the required basic science 2.5 minimum GPA)
 - d. Mathematics 73 or 80 or pass the Mathematics Competency Exam (not included in the required basic science 2.5 minimum GPA)
2. Nursing 48 and Nursing 145 with a minimum grade of C
3. Complete Degrees of Reading Power Test (DRP) with a passing score of 60 or greater.

Additional Prerequisites for Generic Students:

1. Cumulative GPA of 2.5 in all courses completed since high school.
2. Complete the Test of Essential Academic Skills (TEAS) with a state recommended passing score. If a prospective student receives a score below the state recommended score, the student will be required to complete remediation and then retake the TEAS test.

Additional Prerequisites for Upward Mobility Students:

1. Possession of a current California LVN/LPN license and employment as an LVN/LPN in a bedside nursing position for at least one year.
2. Successful completion of a Challenge Exam.

All general education courses and nursing courses must be completed with a minimum grade of C. Please contact a nursing counselor to determine course equivalencies.

Major Requirements

Units

Generic Curriculum

NURS 48 ————— Dosage Calculations ————— 2

ACADEMIC AFFAIRS

NURSE 145	Introduction and Preparation for Nursing	2
NURS 150	Beginning Nursing Process and Fundamental Skills	7.5
NURS 150A	Beginning Nursing Process and Fundamental Skills I	4
NURS 150B	Beginning Nursing Process and Fundamental Skills II	3.5
NURS 151	Human Development and Health	2
NURS 152	Introduction to Nursing Pharmacology	1
NURS 153	Intermediate Nursing Process I	4.5
NURS 154	Intermediate Nursing Process and Mental Health	4
NURS 155	Health Assessment	1
NURS 156	Advanced Nursing Pharmacology	1
NURS 250	Intermediate Nursing Process and the Family	5.5
NURS 251	Legal and Ethical Considerations in Nursing	1
NURS 253	Intermediate Nursing Process II	4.5
NURS 254	Advanced Nursing Process I	7
NURS 255	Advanced Nursing Process II - Clinical Preceptorship	2.5
ENGL 1B	Literature and Composition	3
PSYC 5	General Psychology	3
SOCI 101	Introduction to Sociology	3

Total Units: ~~54.5~~ 50.5

HUMANITIES

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

Current Status/Proposed Changes

- English as a Second Language 53C – ~~Introduction to Composition~~ Advanced Essay Writing and Grammar
 Units: 4.0 Lecture: 5.0 Hours Lab: 0 Faculty Load: 33.33%
 Prerequisite: English as a Second Language ~~53B~~ ~~52B~~ ~~or qualifying score on test.~~
~~For non-native speakers of English with a minimum grade of C or qualification by~~
assessment
Recommended Preparation: English as a Second Language 52B
CSU Transfer
Proposed UC Transfer

ACADEMIC AFFAIRS

~~A preparatory course for English 1A. Emphasis is on the formal aspects of English composition, including organization, topic sentences, transitions. Grammar problems evidenced in student writing will be treated.~~

This course strengthens college-level writing skills in preparation for English 1A for students learning English as a second language. Students read articles, essays, poetry, and works of fiction or non-fiction. They write well-developed essays in response to their reading. Students review basic grammar and develop advanced grammar and sentence skills. Students are introduced to and use MLA style and research skills to write a short research-based essay.

INDUSTRY AND TECHNOLOGY

NEW COURSES

1. Environmental Technology 101 – Theory and Relevancy of Global Environmental Awareness

Units: 3.0 Lecture: 3.0 Hours Lab: 0 Faculty Load: 20.00%

Recommended Preparation: eligibility for English 1A

Grading Method: Letter

Credit Status: Associate Degree Credit

Transfer CSU

This introductory course explores topics of sustainability. The topics range from a historical framework of environmentalism to urban ecology, the theories of regenerative landscape, landscape urbanism and deconstructivism in a post-industrial economy. Class discussion will include the role of commerce and governmental regulation and how it affects the emerging green economy. Additional topics include a 21st century view of how we interpret opportunities for revitalization and renovation of our urban spaces.

2. Environmental Technology 103 – Environmental Technology Materials and Methodologies

Units: 3.0 Lecture: 2.0 Hours Lab: 4.0 Faculty Load: 33.33%

Prerequisite: Environmental Technology 102 with a minimum grade of C

Recommended Preparation: eligibility for English 1A

Grading Method: Letter

Credit Status: Associate Degree Credit

Transfer CSU

ACADEMIC AFFAIRS

This course is the third in a series of courses that reviews the principles of sustainability and fosters an understanding of environmental awareness. This course introduces green alternative methodologies and the processes of using ecological and green products into everyday life. The principles of 'cradle to cradle' and regenerative processes will be examined and applied, in how we allocate, recycle and re-use our resources.

3. Environmental Technology 165 – Sustainable and Regenerative Practices in Site and Landscape Development

Units: 3.0 Lecture: 2.0 Hours Lab: 4.0 Faculty Load: 33.33%
Recommended Preparation: eligibility for English 1A and Architecture 150A
Grading Method: Letter
Credit Status: Associate Degree Credit
Transfer CSU

This course explores sustainable and regenerative principles for site and landscape development. The course covers strategies for hillside development, grading and drainage including retention systems and Standard Urban Storm Water Mitigation Plan (SUSMP) methodologies. Other topics included are paving design including permeable paving, wall systems, water and energy efficient irrigation and lighting systems, as well as, drought tolerant landscape planting strategies.

D. SABBATICAL LEAVE OF ABSENCE – 2013-2014

It is recommended that the Board approve the following revision:

One Semester Full-Pay Sabbatical

Jeffrey Cohen Spring 2014

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

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STUDENT AND COMMUNITY ADVANCEMENT

A. FORENSICS TEAM TOURNAMENT

It is recommended that the Board of Trustees ratify participation of the following students at the Sunset Cliffs Classic Forensic Team Tournament February 2-3, 2013, Point Loma Nazarene, San Diego, California. Expenses not to exceed \$2,000 are to be paid from Auxiliary and District accounts, as well as fundraising.

Professors Francesca Bishop, Diana Crossman, and Dr. Mark Crossman – Faculty

Carter Beck, Nicholas Bishop, Jonathan Deatherage, Joy DeGuzman, Janine Douglass Gertsch, Andrew Escalante, Dylan Jewell, Lawrence Lan, Frank Masi, Brooke Matson, Morgan McNally, Mario Mejia, Ashley Milton, Josh Obear, Harrison Shieh, Crystal Smith

B. DESTRUCTION OF RECORDS

It is recommended that the Board of Trustees approve destruction of the following records for the Foster Care Program. The records are classified as Class 3 and were maintained for the required retention period in accordance with Title 5, California Code of Regulations. California Community Colleges, Article 2, Sections 59023-59026.

1. Early Start to Emancipation Program Files (2004)
2. Independent Living Program (2005)
3. Foster Care Programs (2006-2008)
4. Foster Care Curriculum (2005-2006)
5. Foster Care Personnel Files (2006-2008)
6. Foster Care Phone Records (2006-2007)
7. Federal Grants (2004-2008)
8. State Grants (2006-2008)

C. GRANT - INFORMATION

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

U. S. Department of Homeland Security Federal Emergency Management Agency – Assistance to Firefighters Grant Program Fire Prevention and Safety (FP&S) Grants. The Department of Homeland Security (DHS) Federal Emergency Management Agency's (FEMA) Grant Programs Directorate is responsible for the implementation and administration of the Assistance to Firefighters Grant (AFG) Program. The purpose of the AFG Program is to enhance the safety of the public and firefighters with respect to fire and fire-related hazards, reach high-risk target

groups and mitigate the incidence of death and injuries caused by fire and fire-related hazards, and improve firefighter safety.

Dr. Stephanie Rodriguez, Administrator

Amount of Grant Funding from Granting Agency:	\$237,747
Amount of College Match:	\$ <u>-0-</u>
Total Amount of Project Funding:	\$237,747
Source of Matching Funds: (N/A)	
Indirect Rate:	\$6,925 (3%)
Performance Period:	March 1, 2013 through September 30, 2013

D. GRANT – ACCEPTANCE

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

American Library Association (ALA) Public Programs Office National Endowment for the Humanities (NEH) – Bridging Cultures Bookshelf: Muslim Journeys. This is a non-monetary grant award. The National Endowment for the Humanities awarded a set of 25 hardcover books from the *Bridging Cultures Muslim Journeys* Bookshelf. Additional items in the Bookshelf package include a collection of short videos on Islamic arts (on DVD); three films, *Prince Among Slaves*, *Islamic Art: Mirror of the Invisible World*, and *Koran by Heart*, with public performance rights; and a one-year subscription to Oxford Islamic Studies Online. Each awardee also received supplementary materials for program promotion, including bookplates, bookmarks, and posters.
Alice Cornelio, Administrator

Amount of Grant Funding from Granting Agency:	\$0
Amount of College Match:	\$0
Total Amount of Project Funding:	\$0
Source of Matching Funds	N/A
Indirect Rate:	\$0
Performance Period:	January 1, 2013 through June 30, 2013

E. GRANT – INFORMATION AND ACCEPTANCE

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

Board of Governors – California Community Colleges Chancellor’s Office via the U. S. Department of Labor – Workplace Learning Resource Center SB 70 – Career Technical Education (CTE) Initiative HUB Grant. The project goal is to promote the integration of business and emerging industries with Career Technical Education (CTE) programs and courses provided in high schools.

Phillip Sutton, Administrator

Amount of Grant Funding from Granting Agency	\$150,000
Amount of College Match:	<u>\$ -0-</u>
Total Amount of Grant:	\$150,000
Source of Matching Funds:	N/A
Indirect Rate:	\$5,769 (4%)
Performance Period:	November 1, 2012 through November 30, 2014

F. EXPULSION

It is recommended that the Board of Trustees approve student Expulsion #1 for the 2012/2013 school year in accordance with El Camino College Board Policy 5500 Academic Honesty & Standards of Conduct, Sections II, V, VI, and VII; Administrative Procedure 5520, Student Discipline and Due Process.

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

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Administrative Services

A. Contracts Under \$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:** AEG
Services: Contractor will receive customized training that will include Business Skills, Computer Skills, and Continuous Improvement.
Requesting Dept.: Student and Community Advancement – Community Advancement – Workplace Learning Resource Center (WpLRC)
Date(s): 2/20/13 – 6/30/14
Financial Terms: No cost to the District
- 2. Contractor:** AMERICAN FUNDING INNOVATORS, INC.
Services: Contractor will provide setup, access and maintenance of their online grants management software GrantNavigator.
Requesting Dept.: Student and Community Advancement – Community Advancement – Grants
Date(s): 3/1/13 – 2/28/14 with four optional one-year renewal periods, not to exceed five years
Financial Terms: Cost not to exceed \$12,000 per year
Funded by ECC Grant’s Office
- 3. Contractor:** ASIA-EUROPE CO., LTD (VIETNAM),
V.I. GLOBAL PARTNERS, LLC (WASHINGTON),
YORK EDUCATIONAL SERVICES (RUSSIA)
Services: Contractors will serve as F-1 Visa educational agents to recruit F-1 Visa students for ECC.
Requesting Dept.: Student and Community Advancement – Community Advancement – International Student Program
Date(s): 7/1/12 – 6/30/13 with four optional one-year renewal periods, not to exceed five years
Financial Terms: The fee shall be \$250 for each student per consecutive semester completed, not to exceed \$500

4. **Contractor:** **BARSTOW COMMUNITY COLLEGE DISTRICT**
Services: Contractor will provide several training services to various companies. Training will include, but not limited to, Business and Management Skills, and Continuous Improvement, Manufacturing Skills, and Advanced Technology.
Requesting Dept.: Student and Community Advancement – Community Advancement – Center for Applied Competitive Technologies (CACT)
Date(s): 2/20/13 – 8/31/14
Financial Terms: Cost not to exceed \$75,000
 Funded by ETP (agreement ET13-0125, reference EET12-0702)
5. **Contractor:** **C&C ASSOCIATES, INC. (LOS ANGELES, CA)**
Services: Contractor will serve as F-1 Visa educational agents to recruit F-1 Visa Students for ECC.
Requesting Dept.: Student and Community Advancement – Admissions and Records – El Camino Language Academy
Date(s): 2/1/13 – 1/31/14 with four optional one-year renewal periods, not to exceed five years
Financial Terms: One-time fee of \$500 per student for either fall or spring semester; and \$300 fee for summer
6. **Contractor:** **CERRITOS COMMUNITY COLLEGE DISTRICT**
Services: Contractor will train high school students in Solidworks and/or Machine Tool Technology.
Requesting Dept.: Student and Community Advancement – Community Advancement – CACT
Date(s): 12/1/12-2/28/14
Financial Terms: Cost not to exceed \$72,900
 Funded by Workforce Innovation Partnership (WIP) grant from the Chancellor’s Office of California Community Colleges
7. **Contractor:** **CITY OF LONG BEACH**
Services: Contractor will assist ECC in marketing its multiple-employer contracts with the ETP to new customers.
Requesting Dept.: Student and Community Advancement – Community Advancement – WpLRC
Date(s): 2/20/13 – 6/30/15
Financial Terms: Cost not to exceed \$50,000
 Funded by ETP (contract ET13-0125)

8. **Contractor:** **GOLD COAST MEDIA GROUP**
Services: Contractor will create a logistic video of the Banana Boat entering the Port of Hueneme and how the bananas reach their final retail marketplace.
Requesting Dept.: Student and Community Advancement – Community Advancement – Center for International Trade Development (CITD)
Date(s): 2/20/13 – 6/30/13
Financial Terms: Cost not to exceed \$4,000
Funded by Rapid Training Fund Grant
9. **Contractor:** **INTERACT COMMUNICATIONS, INC.**
Services: Contractor will provide detailed report after performing an online survey of media, web and social media preferences of students and community.
Requesting Dept.: President’s Office – Public Relations and Marketing
Date(s): 2/20/13 – 2/19/14
Financial Terms: Cost not to exceed \$3,500
10. **Contractor:** **LINK-SYSTEMS INTERNATIONAL**
Services: Contractor will provide the District’s Compton Educational Center online and offline tutorial services via their NetTutor website, which students will access via links from ECC course websites.
Requesting Dept.: Academic Affairs – Learning Resources
Date(s): 11/1/12 – 6/30/13
Financial Terms: Cost not to exceed \$2,800
11. **Contractor:** **VICENTI LLOYD STUTZMAN, LLP**
Services: Contractor will perform an annual independent Financial and Performance audit of the Proposition 39 bond measure for fiscal years ended June 30, 2013, 2014, 2015.
Requesting Dept.: Fiscal Services
Date(s): 4/1/13 – 6/30/15
Financial Terms: Cost not to exceed \$38,000 (2012-2013, \$12,500; 2013-2014, \$12,500; 2014-2015, \$13,000)

B. Amendment

- 1. Contractor:** **LONG BEACH COMMUNITY COLLEGE DISTRICT**
Services: Contractor will provide training services to companies using ECC's ETP funds.
Requesting Dept.: Student and Community Advancement - CACT
Date(s): 2/22/12 – 6/26/13 (date amended from 2/22/12-2/28/13, originally Board approved 2/21/12)
Financial Terms: Cost not to exceed \$75,000
Funded by ETP
- 2. Contractor:** **SPACEDATA**
Services: Contractor will provide development, maintenance, and technical solutions for Advanced Customized Training Solutions/ETP database, and the Office 365 SharePoint website integration; resolve immediate technical issues; and guarantee the replication, security, and validity of all information collected, compiled, and processed for the California ETP contracts.
Requesting Dept.: Student and Community Advancement – Community Advancement
Date(s): 10/16/12 – 6/30/13
Financial Terms: Cost not to exceed \$24,000 (cost amended from \$12,000, originally Board approved on 10/15/12)
Funded by ETP

C. Destruction of Records – Information Technology Services

It is recommended the Board of Trustees approve the destruction of the following Disposable/Class 3 records for the 2012-2013 fiscal year and all preceding years, which have met the retention period. The inventory list of items to be destroyed is electronic media and paper reports, which may contain sensitive FERPA information which is to be kept confidential and destroyed. A sample of such contents would be old backup tapes, media, and MIS reports from the ITS prior mainframe legacy systems prior to 1999 and kept as history.

1100 Data Reels
600 Hard Drives
6 Boxes of Data Tapes

Cost not to exceed: \$15,350
The files are presently located in the ITS Division.

D. 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				
P0601712	Amazon.Com	Institutional Research	Publications/ Periodicals	\$35.12
P0601713	Amazon.Com	Institutional Research	Publications/ Periodicals	\$39.27
P0601714	Redondo Beach	Public Relations &	Conferences Mgmt	\$45.00
P0601715	Advertising Age	Public Relations &	Publications/ Periodicals	\$149.00
P0601716	Ross Video Limited	Instructional Television	Other Services And Expenses	\$1,200.00
P0601717	NCSCBHEP	Presidents Office	Conferences Mgmt	\$345.00
P0601720	JRCERT	Rad Tech	Dues And Memberships	\$1,890.00
P0601722	SESAC Inc.	Ctr for Arts Production	License Fee/Site Licenses	\$1,143.54
P0601723	Rain Master Irrigation	Facilities/Planning/Serv	Repairs Noninstructional	\$477.60
P0601726	Foundation Center, the	BTC Grants	Dues And Memberships	\$295.00
P0601728	Image IV Systems	English	Instructional Supplies	\$82.98
P0601729	Regina R. Smith	Counseling Office	Publications/ Periodicals	\$157.51
P0601730	California Pro Sports	Physical Education	Instructional Supplies	\$476.19
P0601731	ACCCA	Administrative Services	Conferences Mgmt	\$125.00
P0601733	Virtual Graffiti Inc.	Information Technology	Maintenance Contracts	\$3,478.00
P0601734	JW Pepper of Los	Music Library	Non-Instruct Supplies	\$412.39
P0601737	Monterey Graphics	Human Resources	Other Services And Expenses	\$52.32
P0601738	ACCCA	V.P. Academic Affairs	Conferences Mgmt	\$395.00
P0601740	Identification and	District Photo Id Cards	Non-Instruct Supplies	\$3,425.80
P0601741	Monterey Graphics	District Photo Id Cards	Non-Instruct Supplies	\$1,144.50
P0601747	Orange County Sheriff's	Campus Police	In-Service Training	\$110.00
P0601748	ECCTYC	Div Office Humanities	Publications/ Periodicals	\$250.00
P0601750	Monterey Graphics	Financial Aid	Non-Instruct Supplies	\$45.00
P0601752	Monterey Graphics	Ed & Community	Multi Media Advertising	\$4,417.75
P0601754	SpaceData	Ed & Community	Dues And Memberships	\$552.00
P0601759	Matthew Bender	Div Office Instr.	Library Books	\$536.03
P0601761	Dulan's Soul Food	Div Office BSSC	Other Services And Expenses	\$1,090.00
P0601766	Dell Marketing L. P.	Div Office Nat Sciences	Non-Instruct Supplies	\$42.19
P0601767	Samy's Camera	Physics	Instructional Supplies	\$124.19
P0601770	Point Loma Nazarene	Speech	Other Services And Expenses	\$1,190.00
P0601771	Zones, Inc.	Technical Services	Repairs Parts And Supplies	\$5,161.57
P0601772	ACCCA	Div Office Fine Arts	Conferences Mgmt	\$395.00
P0601773	PIHRA	Ed & Community	Conferences Mgmt	\$2,470.00
P0601774	Brodart Co	Music Library	Non-Instruct Supplies	\$229.15
P0601782	Mouser Electronics	Astronomy	Instructional Supplies	\$229.07
P0601784	Inside Higher Ed	Human Resources	Multi Media Advertising	\$3,650.00
P0601785	IDERA	Information Technology	Maintenance Contracts	\$5,932.30
P0601787	California Boiler, Inc.	Facilities/Planning/Serv	Repairs Noninstructional	\$5,200.00
P0601788	Air Treatment	Facilities/Planning/Serv	Repairs Noninstructional	\$3,241.66
P0601792	Xpedx	Warehouse	Inventories, Stores, Prepaid I	\$2,056.60
P0601794	Blackbaud, Inc.	Ctr for Arts Ticket Office	Maintenance Contracts	\$10,559.37
P0601796	Los Angeles County	Hazmat	Waste Disposal	\$760.00

P0601798	SurveyMonkey.Com	Staff Development	Non-Instruct Supplies	\$299.00
P0601800	Dell Marketing L. P.	Information Technology	Non-Instruct Supplies	\$1,529.97
P0601802	Techsmith	Instructional Television	Instructional Supplies	\$447.50
P0601803	Hyatt Regency	Div Office Fine Arts	Conferences Mgmt	\$411.30
P0601807	Law Offices of Larry	Institutional Services	Legal	\$3,543.75
P0601811	Dell Marketing L. P.	Div Office Nat Sciences	Non-Instruct Supplies	\$87.18
P0601814	Harland Technology	Information Technology	Maintenance Contracts	\$2,571.00
P0601815	Science Kit & Boreal	Physics	Instructional Supplies	\$645.53
P0601816	Virtual Graffiti Inc.	Information Technology	Maintenance Contracts	\$2,890.39
P0601817	Dell Computer	Information Technology	Maintenance Contracts	\$1,500.00
P0601818	Sargent Welch	Physics	Instructional Supplies	\$662.07
P0601821	Shoplet.Com	Ed & Community	Non-Instruct Supplies	\$1,003.89
P0601827	Sigurdson Sales &	Copy Center	Repairs Parts And Supplies	\$1,057.37
P0601829	Complete Office	First Year Experience	Non-Instruct Supplies	\$329.14
P0601831	Sammy's Camera	Copy Center	Repairs Parts And Supplies	\$272.50
P0601832	Carolina Biological	Life Sciences	Instructional Supplies	\$1,038.80
P0601833	Amazon.Com	Life Sciences	Instructional Supplies	\$318.06
P0601839	Fisher Scientific	Chemistry	Instructional Supplies	\$530.24
P0601840	Kimberly Wilkinson	Ctr for Arts Production	Non-Instruct Supplies	\$158.72
P0601842	Spectrum Products	Physical Education	Repairs Parts And Supplies	\$55.00
P0601843	Star Trac	Physical Education	Repairs Parts And Supplies	\$96.75
P0601845	Uline Shipping Supply	Art Department	Instructional Supplies	\$833.00
P0601851	E.G. Brennan & Co.,	Admissions/Recors	Repairs Noninstructional	\$190.75
P0601861	Full Compass	Div Office Fine Arts	Instructional Supplies	\$54.51
P0601863	Grainger	Art Department	Instructional Supplies	\$39.79
P0601865	Monterey Graphics	Facilities/Planning/Serv	Non-Instruct Supplies	\$52.32
P0601868	Affordable Library	Div Office Instr.	Instructional Supplies	\$119.90
P0601869	Brodart Co	Div Office Instr.	Instructional Supplies	\$20.38
P0601871	Thomson West	Purchasing and	Publications/ Periodicals	\$80.66
P0601873	Magna Publications,	English	Instructional Supplies	\$107.91
P0601877	Innovative Interfaces,	Information Technology	Maintenance Contracts	\$6,588.00
P0601878	Air Treatment	Facilities/Planning/Serv	Repairs Noninstructional	\$4,333.84
P0601883	Thomas Brown	Facilities/Planning/Serv	Non-Instruct Supplies	\$869.68
P0601889	Abtech Systems,	Information Technology	Maintenance Contracts	\$6,872.00
P0601890	Abtech Systems,	Information Technology	Maintenance Contracts	\$19,296.67
P0601894	VWR International	Life Sciences	Instructional Supplies	\$2,386.96
P0601895	Bioquip Products	Life Sciences	Instructional Supplies	\$198.38
P0601896	Amazon.Com	Staff Development	Other Books	\$694.33
P0601897	The Great Nation	VP-SCA	Contract Services	\$500.00
P0601898	Maxway Education	VP-SCA	Contract Services	\$250.00
P0601899	CES Central Education	VP-SCA	Contract Services	\$250.00
P0601900	Cami Uhak	VP-SCA	Contract Services	\$750.00
P0601901	Ace Overseas	VP-SCA	Contract Services	\$250.00
P0601902	AAS Education	VP-SCA	Contract Services	\$250.00
P0601910	Redleaf Press	History	Instructional Supplies	\$62.40
P0601911	University of Michigan	History	Instructional Supplies	\$26.75
P0601913	Cal Tech Copier, Inc.	Institutional Research	Maintenance Contracts	\$321.55
P0601914	Campus Food Services	Div Office BSSC	Other Services And Expenses	\$234.40
P0601915	Glen Products	Div Office Instr.	Non-Instruct Supplies	\$65.50
P0601916	Riverside Community	Information Technology	In-Service Training	\$360.00
P0601918	Krames Staywell	Health,Safety and Risk	Non-Instruct Supplies	\$357.10
P0601920	ACCCA	Public Relations &	Conferences Mgmt	\$445.00
P0601921	Community College	Public Relations &	Conferences Mgmt	\$60.00
P0601922	Stay Safe Supply	Copy Center	Instructional Supplies	\$1,203.54
P0601926	Redondo Technology	Physical Education	Instructional Supplies	\$163.50

P0601927	Bizshoppes.Com	Physical Education	Instructional Supplies	\$653.68
P0601928	Tomark Sports, Inc.	Physical Education	Instructional Supplies	\$209.37
P0601929	Vince G. Palacios	Information Technology	Non-Instruct Supplies	\$73.00
P0601932	Ralph Anderson &	Human Resources	Other Services And Expenses	\$524.08
P0601937	Wawak	Ctr for Arts Production	Non-Instruct Supplies	\$295.82
P0601947	Collegesource, Inc.	Admissions/Recors	Non-Instruct Supplies	\$1,530.00
P0601961	McNaughton-Brodart	Div Office Instr.	Library Books	\$165.14
P0601962	PSCFA	Speech	Conferences Other	\$892.00
P0601963	Western Regional	Honors Program	Dues And Memberships	\$75.00
P0601964	South Bay Heating & Air	Facilities/Planning/Serv	Repairs Noninstructional	\$7,900.00
P0601966	Josephine Press	Art Department	Repairs Parts And Supplies	\$350.00
P0601970	On Course Workshop	Staff Development	Conferences Faculty	\$7,968.75
P0601979	Southland Lumber	Ctr for Arts Production	Non-Instruct Supplies	\$809.61
P0601984	Xerox Corporation	Copy Center	Instructional Supplies	\$1,275.30
P0601985	Quality Business	Audio/Visual	Repairs - Instructional	\$688.02
P0601997	Monterey Graphics	Ed & Community	Computer Software Account	\$384.00

Fund 11 Total: 113

\$155,141.85

Fund 12 Restricted - El Camino

P0601644	Borden Decal Co., Inc.	Parking-Student	Non-Instruct Supplies	\$8,796.21
P0601718	Orange County Sheriff's	Parking-Student	In-Service Training	\$9.20
P0601719	South Bay Regional	Parking-Student	Repairs Non Instr	\$59.50
P0601721	Renny L. Bowden	(STCW) Standards for	Non-Instruct Supplies	\$13.09
P0601724	Insight Systems	YESS Grant	New Computer	\$1,310.63
P0601725	Daily Breeze, the	SBDC Program Income	Publications/ Periodicals	\$130.00
P0601727	Campus Food Services	CITD Int'l Trade Trng	Noninstructional Supplies	\$356.43
P0601735	Bronwen Madden	CA Step Project	Conferences Other	\$412.36
P0601736	Student Insurance	El Camino Language	Other	\$17,022.00
P0601739	Los Angeles Superior	Parking Violations DMV	Other Services And Expenses	\$10,053.50
P0601744	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$47.34
P0601745	Midas Auto Repair	Parking-Student	Repairs Non Instr	\$138.76
P0601751	West Virginia Univ	Cact CA Employee	Other Books	\$1,274.89
P0601756	Assist Design	Faculty & Staff Diversity	Non-Instruct Supplies	\$4,621.93
P0601757	Dell Computer	Industry Driven Reg.	Non-Instruct Supplies	\$102.01
P0601758	IBM Corporation	TitleV-Improving	Non-Instruct Supplies	\$2,210.00
P0601764	Campus Food Services	Faculty & Staff Diversity	Contract Services	\$308.58
P0601775	Monterey Graphics	EOPS	Non-Instruct Supplies	\$104.64
P0601786	KAMC	El Camino Language	Multi Media Advertising	\$550.00
P0601789	Oakland Marriott City	CACT Strategic Hub	Conferences Other	\$362.86
P0601790	CCCAOE	CACT Strategic Hub	Conferences Other	\$395.00
P0601791	American Express	CACT Strategic Hub	Transportation/ Mileage	\$234.80
P0601793	National Student	EOPS	Dues And Memberships	\$425.00
P0601797	Simple Truths, Llc	CalWORKs	Non-Instruct Supplies	\$80.00
P0601806	Amazon.Com	CA Step Project	Non-Instruct Supplies	\$163.89
P0601808	Amazon.Com	CA Step Project	Non-Instruct Supplies	\$118.05
P0601809	B & H Photo-Video	CA Step Project	Non-Instruct Supplies	\$185.22
P0601810	Adorama Camera Inc.	CA Step Project	Non-Instruct Supplies	\$75.60
P0601813	Apple, Inc.	CA Step Project	Non-Instruct Supplies	\$1,370.52
P0601819	Susan D. Brouillette	WRIEC Year 3	Non-Instruct Supplies	\$89.50
P0601822	Campus Food Services	Parking-Student	Non-Instruct Supplies	\$1,034.14
P0601823	Van Lingen Towing	Parking-Student	Repairs Non Instr	\$25.00
P0601825	Pacific Parking	Parking-Student	New Equipment -	\$722.60
P0601830	Network Solutions, Inc.	CACT Strategic Hub	Other Services And Expenses	\$1,591.80

P0601852	James P. Ellingson	(STCW) Standards for	Non-Instruct Supplies	\$112.25
P0601864	ACCCA	Matriculation	Conferences Mgmt	\$575.00
P0601872	National Council for	Strategic Priority	Conferences Mgmt	\$350.00
P0601880	Du Hoc & Du Lich My	El Camino Language	Multi Media Advertising	\$500.00
P0601881	Westhost, Inc.	El Camino Language	Multi Media Advertising	\$29.85
P0601909	A & O Study Abroad	El Camino Language	Contract Services	\$500.00
P0601923	Campus Food Services	TitleV-Improving	Non-Instruct Supplies	\$513.88
P0601924	California Association	SBDC Program Income	Dues And Memberships	\$80.00
P0601925	S and B Compton	CAA (10-091-002)	Non-Instruct Supplies	\$600.00
P0601934	Supertech	VTEA - Radiologic	New Equipment - Instructional	\$32,700.00
P0601935	American Express	Community Education	Transportation/ Mileage	\$247.80
P0601936	Amazon.Com	Sign Language	Instructional Supplies	\$448.91
P0601940	American Express	CalWORKs	Conferences Other	\$218.80
P0601941	Hobart Institute of	Terminal	Other Books	\$695.16
P0601945	Fastsigns	Community Education	Non-Instruct Supplies	\$294.30
P0601946	Campus Food Services	Matriculation	Non-Instruct Supplies	\$1,908.48
P0601950	Goodheart-Wilcox	WIP (10-292-720)	Other Books	\$203.83
P0601951	Dell Computer	TitleV-Improving	Non-Instruct Supplies	\$1,526.87
P0601953	Bothwell Automotive,	Parking-Student	Repairs Non Instr	\$600.00
P0601954	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$25.00
P0601955	B & H Inglewood Tow	Parking-Student	Repairs Non Instr	\$25.00
P0601956	Biometrics4ALL, Inc.	Livescan Prog.	Maintenance Contracts	\$455.00
P0601969	Campus Food Services	Kent Cooke Foundation	Non-Instruct Supplies	\$468.17
P0601981	Campus Food Services	Kent Cooke Foundation	Other Services And Expenses	\$262.63
P0601986	CCUG Conference	Parking-Student	Dues And Memberships	\$75.00
P0601987	CCUPCA	Parking-Student	Dues And Memberships	\$100.00

Fund 12 Total: 60

\$97,910.98

Fund 15 General Fund -Special Programs

P0601867	Ingram Library Service	Div Office Instr.	Library Books	\$260.86
P0601888	Thomson West	Div Office Instr.	Library Books	\$1,141.23
P0601891	Matthew Bender	Div Office Instr.	Library Books	\$1,780.82
P0601917	Midwest Library Service	Div Office Instr.	Library Books	\$822.55

Fund 15 Total: 4

\$4,005.46

Fund 33 Child Development

P0601938	Midland Fund Raising,	CDC Donations	Non-Instruct Supplies	\$31.35
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Fund 33 Total: 1

\$31.35

Fund 41 Capital Outlay

P0601781	Division of the State	DSA Certification	Testing & Inspection	\$1,000.00
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Fund 41 Total: 1

\$1,000.00

Fund 62 Property & Liability

P0601912	Keenan & Associates	Purchasing and	Liability - Self Insurance	\$1,200.00
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Fund 62 Total: 1

\$1,200.00

Fund 72 Student Representation Fee

P0601991	ASACC Business	Student Affairs	Advocacy Activities-ASO Rep	\$3,015.00
P0601993	American Express	Student Affairs	Advocacy Activities-ASO Rep	\$2,329.60
Fund 72 Total: 2				\$5,344.60

Fund 79 Auxiliary Services

P0601742	Monterey Graphics	Student Affairs	Non-Instruct Supplies	\$763.00
P0601743	Hugo D. Vazquez	Fine Arts	Non-Instruct Supplies	\$350.00
P0601762	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$92.44
P0601763	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$687.84
P0601812	Team Sports	Health Sciences and	Non-Instruct Supplies	\$1,216.58
P0601828	Monterey Graphics	Student Affairs	Non-Instruct Supplies	\$450.00
P0601853	Kenneth W. Lefort	Fine Arts	Non-Instruct Supplies	\$100.00
P0601854	Patricia Briles	Fine Arts	Non-Instruct Supplies	\$500.00
P0601855	Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$2,000.00
P0601856	Daily Breeze, the	Fine Arts	Non-Instruct Supplies	\$268.00
P0601862	M2 Productions	Resp Therapy	Non-Instruct Supplies	\$1,163.24
P0601874	Cleveland Golf	Health Sciences and	Non-Instruct Supplies	\$851.29
P0601876	Teamconnection	Resp Therapy	Non-Instruct Supplies	\$454.86
P0601992	VS Athletics	Resp Therapy	Non-Instruct Supplies	\$1,921.12
P0601994	Monterey Graphics	Student Affairs	Non-Instruct Supplies	\$2,022.77
P0601996	Campus Food Services	Counseling Office	Non-Instruct Supplies	\$95.05
\$12,936.19				Fund 79 Total: 16

Fund 82 Scholarships & Trust/Agency

P0601805	Team Sports	Health Sciences and	Fundraising	\$2,404.88
P0601838	D3 Sports	Health Sciences and	Fundraising	\$834.94
\$3,239.82				Fund 82 Total: 2

PO Funds Total: 200

\$280,810.25

Fund 11 Unrestricted - El Camino

B0610809	Pump Man	Facilities/Planning/Serv	Repairs Noninstructional	\$5,000.00
\$5,000.00				Fund 11 Total: 1

Fund 12 Restricted - El Camino

B0610802	Gregory M. Everett	Faculty & Staff Diversity	Contract Services	\$1,500.00
B0610803	ECCD Petty Cash	CA Step Project	Non-Instruct Supplies	\$100.00
B0610804	ECCD Petty Cash	CITD Int'l Trade Trng	General Office Supplies	\$200.00
B0610805	ECCD Petty Cash	CITD Int'l Trade Trng	Promotional Supplies	\$500.00

B0610806	Pivot Management	Cact CA Employee	Contract Services	\$35,000.00
B0610816	ECCD Petty Cash	CACT Strategic Hub	Conferences Other	\$300.00
B0610826	Certif-A-Gift	Staff Development -	Non-Instruct Supplies	\$2,445.22
B0610827	La Parent Magazine	Community Education	Multi Media Advertising	\$2,299.00
B0610828	E.C.C. Public	Community Education	Reproduction -	\$1,000.00
B0610829	American Red Cross	Parking-Student	In-Service Training	\$1,647.00
		\$44,991.22		Fund 12 Total: 10
			\$49,991.22	BPO Funds Total: 11
		\$330,801.47		<u>Grand Total POs and BPOs: 211</u>

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

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Administrative Services – Measure E 2002 Bond Fund

A. CATEGORY BUDGETS AND BALANCES

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

The following table reports Measure E expenditures and commitments through January 31, 2013, at the February 2013 Board meeting.

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Additional Classrooms and Modernization	\$198,311,568	\$114,564,544	\$5,208,846	\$78,538,178
Campus Site Improvements	71,641,518	28,875,298	3,901,140	38,865,080
Energy Efficiency Improvements	2,818,000	2,700,981	0	117,019
Health and Safety Improvements	129,099,541	65,186,013	1,844,408	62,069,120
Information Technology and Equipment	24,836,501	13,422,902	6,883	11,406,716
Physical Education Facilities Improvements	<u>572</u>	<u>572</u>	<u>0</u>	<u>0</u>
TOTAL	<u>\$426,707,700</u>	<u>\$224,750,310</u>	<u>\$10,961,277</u>	<u>\$190,996,112</u>

B. CONTRACT – LCC3 CONSTRUCTION SERVICES, INC. – DIVISION OF THE STATE ARCHITECT PROJECT CERTIFICATION SERVICES

It is recommended the Board of Trustees approve entering into a contract with the above firm to provide support services as needed to obtain Division of the State Architect certification for various projects.

This firm is being 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: March 2013 through February 2014

Cost: Not to exceed \$25,000

C. CONTRACT – SANDY PRINGLE ASSOCIATES – RESTROOM ACCESS COMPLIANCE PROJECT – PHASE 2

It is recommended the Board of Trustees approve entering into a contract with the above firm to provide inspection services for the Restroom Access Compliance Project – Phase 2.

Date of Service: February 2013

Cost: Not to exceed \$43,500

D. FUNDING EXTENSION – LEND LEASE, INC. – PROGRAM MANAGEMENT

It is recommended the Board of Trustees extend the current funding with Lend Lease, Inc.

Dates of Service: March 2013 – May 2013

Cost: Not to Exceed \$411,600

E. CHANGE ORDER – JENN/MATT, INC. – SECONDARY SERVER ROOM PROJECT

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

Contractor was directed to provide and install two monitor modules to connect the Clean Agent Fire Suppression System to the existing campus fire alarm network. College request.	\$1,776.35
Total Change Order Amount	<u>\$1,776.35</u>
Original Contract Amount	\$75,460.00
Prior Changes	0
This Change Order Amount	<u>1,776.35</u>
New Contract Amount	<u>\$77,236.35</u>

F. CHANGE ORDER – BYROM-DAVEY, INC.– ATHLETIC EDUCATION & FITNESS COMPLEX - PHASE 1

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

1. Contractor was directed to provide credit for labor and unused material associated with the reduction of the footing per recommendation from the architect of record.	-\$26,980
2. Contractor was directed to provide labor and material to remove and haul off uncertified fill.	<u>\$237,000</u>

Total Change Order	<u>\$210,020</u>
Original Contract Amount	\$2,810,095
Prior Changes	0
This Change Order Amount	<u>210,020</u>
New Contract Amount	<u>\$3,020,115</u>

G. CONTRACT AMENDMENT – SANDY PRINGLE ASSOCIATES – BOOKSTORE/CAFETERIA BUYBACK PROJECT

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

Additional Inspection services for the above project; amendment includes up to 3 hours of inspector time per day until end of April 2013 when project shall be completed.	\$5,000
Total Increase in Contract Amount	<u>\$5,000</u>
Original Contract Amount	\$150,000
Prior Changes	58,500
This Contract Amendment Amount	<u>5,000</u>
New Contract Amount	<u>\$213,500</u>

H. CONTRACT AMENDMENT – FLEWELLING & MOODY – BOOKSTORE/CAFETERIA BUYBACK PROJECT

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

Additional design services to provide CCTV, Access Control and Queuing Systems per District's request.	\$3,490
Total Increase in Contract Amount	<u>\$3,490</u>
Original Contract Amount	\$587,075
Prior Changes	312,208
This Contract Amendment Amount	<u>3,490</u>
New Contract Amount	<u>\$902,773</u>

I. CONTRACT AMENDMENT – SANDY PRINGLE ASSOCIATES – PRACTICE FIELD PROJECT

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

Additional inspection services for the above project; amendment includes two additional months of services through 3/14/2013.	\$29,150
Total Increase in Contract Amount	<u>\$29,150</u>
Original Contract Amount	\$87,450
Prior Changes	0
This Contract Amendment Amount	<u>29,150</u>
New Contract Amount	<u>\$116,600</u>

J. CONTRACT AMENDMENT – SCHOOL CONSTRUCTION COMPLIANCE, LLC – MATH BUSINESS ALLIED HEALTH PROJECT

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

Additional services to provide labor compliance on the above project.	\$15,100
Total Increase in Contract Amount	<u>\$15,100</u>
Original Contract Amount	\$60,800
Prior Changes	0
This Contract Amendment Amount	<u>15,100</u>
New Contract Amount	<u>\$75,900</u>

K. CONTRACT AMENDMENT – FLEWELLING & MOODY – RESTROOM ACCESS COMPLIANCE PROJECT - PHASE 2

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

Additional services for Construction Administration consisting of ten meetings from 11/28-2/14, three hours per meeting. Time originally allotted for this activity extended beyond original contract time.	\$6,000
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Total Increase in Contract Amount	<u>\$6,000</u>
Original Contract Amount	\$160,000
Prior Changes	43,300
This Contract Amendment Amount	<u>6,000</u>
New Contract Amount	<u>\$209,300</u>

L. 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
P601603	Climatec	Central Plant	Group II Equipment	\$5,250.00
P601688	Inland Rigging	Temporary Space Relocation	Contract Services	8,780.00
P601746	SEWUP/JPA	Math Business Allied Health	Contract Services	1,036.00
P601749	Montgomery Hardware	Temporary Space Relocation	Construction Material	2,030.46
P601783	Vector Resources, Inc.	Temporary Space Relocation	Buildings	8,458.25
P601835	DGS	Shops Building	Architecture & Engineering	2,548.00
P601836	L.A. Air Conditioning	Math Business Allied Health	Buildings	14,585.00
P601844	SEWUP/JPA	Math Business Allied Health	Contract Services	1,036.00
P601866	RSD	Math Business Allied Health	Group II Equipment	6,173.47
P601879	Uline Shipping Supply	Temporary Space Relocation	Non-Instructional Supplies	288.00
P601904	Action Contractors, Inc.	Lot F Parking Structure	Building	3,175.00
P601907	Allsteel, Inc.	Math Business Allied Health	Group II Equipment	11,389.24
P601942	CSI Fullmer	Temporary Space Relocation	Contract Services	2,567.69
P601944	SEWUP/JPA	Athletic Education/Fitness	Contract Services	120.00
B610801	Prestige Security	Athletic Education/Fitness	Contract Services	10,000.00
B610807	Safway Services, LLC	Lot F Parking Structure	Construction Material	41,100.00
B610808	Safway Services, LLC	Lot F Parking Structure	Buildings	10,000.00
B610815	Alta Environmental	Master Planning	Testing & Inspection	50,000.00
			TOTAL POs AND BPOs	<u>\$178,537.11</u>

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

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C. Notice and Scheduling of Hearing: Hearing Regarding Negotiations Between the Federation of Teachers, Local 1388, AFT, AFL~CIO and El Camino Community College District for 2013-2014 Reopener Negotiations as Requested by the Federation of Teachers.....	56

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 1-22 and 1-7.

Academic Personnel:

1. Pre-Retirement - Mr. John Ruggirello, full-time instructor of Electronics & Computer Hardware, Industry & Technology Division, to work a reduced load of 80% in Fall 2013 and 80% in Spring 2014, for five years beginning Fall 2013 through Spring 2018, effective August 22, 2013 in accordance with the Agreement, Article 18, Section 2(c).
2. Employment Contract Addendum - The Board of Trustees approves the employment contract addendum with Superintendent/President, Thomas M. Fallo, commencing February 1, 2013 as shown on pages 58-59.
3. Employment - Mr. Walter Cox, full-time/temporary instructor of Art, Fine Arts Division, Class II, Step 4, effective February 9 through June 7, 2013.
4. Employment - Ms. Cynthia Bahti, full-time/temporary instructor of Communication Studies, Fine Arts Division, Class III, Step 9, effective February 9 through June 7, 2013.
5. Change in Salary - Ms. Kate Beley, full-time Counselor, from Class III, Step 20 to Class IV, Step 20, effective March 1, 2013.
6. Leave of Absence (20%, personal, unpaid) - Dr. Emily Rader, full-time instructor of History, Behavioral & Social Sciences Division, effective February 9 through June 7, 2013.
7. Special Assignment - Ms. Susanna Meiers, part-time instructor of Art, Fine Arts Division, to work as art gallery curator and prepare curriculum and laboratory, to be paid \$53.26 an hour, not to exceed 480 hours or \$25,565, effective January 22 through June 14, 2013, in accordance with the Agreement, Article 10, Section 9(m).
8. Special Assignment - Mr. Michael Miller, part-time instructor of Art, Fine Arts Division, to work in art gallery student laboratory, to perform installations and prepare curriculum, to be paid \$53.26 an hour, not to exceed 224 hours or \$11,930

effective January 22 through June 14, 2013, in accordance with the Agreement, Article 10, Section 9(m).

9. Special Assignment - The following counselors to provide counseling intervention for students in 29 sections of Math, to be paid \$45.18 an hour, not to exceed a total of 360 hours or \$16,265 paid from basic skills, effective February 20 through June 7, 2013, in accordance with the Agreement, Article 10, Section 14(a).

Nikki Barber	Kelsey Iino
Mary Beth Barrios	Janice Ishikawa
Stephanie Bennett	Pinsopearui Lor
Anna Brochet	Gerald Lorenzetti
Mario Escalante	Atheneus Icanoi
Bernadette Flameno	Sabra Sabio

10. Special Assignment - The following part-time instructors to attend instructional team meetings for the Career Advancement Academy (CAA) and have additional hours to plan contextualized lessons for their CAA classes, to be paid \$60.18 an hour, not to exceed 50 hours or \$3,009, effective March 1 through June 30, 2013, in accordance with the Agreement Article 10, Section 9(m).

Richard Chase, Industry & Technology
Sumino Otsuji, Humanities

11. Special Assignment - The following instructors to conduct research, plan and deliver presentations, meet with faculty and conduct a half-day workshop, to be paid \$60.18 per hour through the Graduation Initiative Title V, effective February 20 through June 30, 2013, in accordance with the Agreement Article 10, Section 14(a).

	<u>Not to Exceed Hours</u>	<u>Not to Exceed Dollars</u>
Dana Crotwell	15	\$903
Darrell Thompson	7.5	451
Leah Pate	7.5	451

12. Special Assignment - Dr. Matthew Kline, full-time instructor of Humanities, to recruit and train Learning Team facilitators/participants and oversee reporting and evaluation of the Learning Team Project under Title V, to be paid \$60.18 an hour, not to exceed 50 hours or \$3,009, effective February 20 through June 30, 2013, in accordance with the Agreement, Article 10, Section 14(a).

13. Special Assignment - Mr. Arturo Martinez, full-time instructor of Mathematics, to recruit and train Learning Team facilitators/participants and oversee reporting and

evaluation of the Learning Team Project under Title V, to be paid \$60.18 an hour, not to exceed 50 hours or \$3,009, effective February 20 through June 30, 2013, in accordance with the Agreement, Article 10, Section 14(a).

14. Special Assignment - Mr. Eduardo Munoz, full-time instructor of Political Science, Behavioral & Social Sciences Division, to work with division faculty to develop and assess Student Learning Outcomes (SLOs), Program Learning Outcomes (PLOs) and train faculty in Curricunet, to be paid \$45.14 an hour, not to exceed 35 hours or \$1,580, effective February 20 through June 7, 2013, in accordance with the Agreement, Article 10, Section 14(a).
15. Stipend Assignment - Ms. Nancilyn Burruss, part-time instructor of Humanities, to coordinate the Peer Assisted Study Sessions Project (PASS), by evaluating best practices, collecting and evaluating program resources to appraise project's viability and conducting training workshops for other faculty involved in the PASS project, to be paid \$1,200 from the Graduation Initiative Title V grant, effective February 20 through June 30, 2013, in accordance with the Agreement, Article 10, Section 14(a).
16. Stipend Assignment - The following instructors of Humanities, to facilitate the Peer Assisted Study Sessions Project (PASS) by assessing program resources, creating project guidelines, collecting data and documenting achievements in a factfinding report, to be paid \$903 each from the Graduation Initiative Title V grant, effective February 20 through June 30, 2013, in accordance with the Agreement, Article 10, Section 14(a).

Briita Halonen
Peter Marcoux

17. Stipend Assignment - Ms. Christine Stahl, part-time instructor of Theatre, Fine Arts Division, to design hair and make-up for Play #3, to be paid \$1,200, effective January 22 through March 15, 2013, in accordance with the Agreement, Article 10, Section 14(a).
18. Stipend Assignment - The following full-time instructors of Mathematics, to participate in professional development in the Graduation Initiative Math Learning Teams affective domain training workshops, to be paid \$1,500 each under the Graduation Initiative Grant, effective February 20 through June 30, 2013, in accordance with the Agreement, Article 10, Section 14(a).

Eduardo Barajas
Susan Bickford
Susanne Bucher

Anna Hockman
Lars Kjeseth
Alice Martinez

Ambika Silva
Susan Taylor

Jose Villalobos
Ruth Zambrano

19. Stipend Assignment - The following instructors of Humanities, to facilitate the Graduation Initiative Title V Learning Teams, to be paid \$1,000 each under the Graduation Initiative Grant, effective February 20 through June 30, 2013, in accordance with the Agreement, Article 10, Section 14(a).

Full-time:

Briita Halonen
Rachel Ketai

Jennifer Simon

Part-time:

Kathy Hall
Angie Kirk

Dianne Pearce
Robert Puglisi

20. Stipend Assignment - The following instructors in Humanities to participate in Graduation Initiative Learning Teams, to be paid \$800 each under the Graduation Initiative Grant, effective February 20 through June 30, 2013, in accordance with the Agreement, Article 10, Section 14(a).

Full-time:

Jennifer Annick
Sara Blake
Debra Breckheimer
Nancy Currey

Ashley Gallagher
Stephanie Merz
Christina Nagao
Rachel Williams

Part-time:

Vicki Blaho
Nancilyn Burruss
Laura Knox

Kim Krizan
Sumino Otsuji
Megan Ozima

21. Stipend Assignment - Mr. Brent Crayon, part-time instructor of Music, Fine Arts Division, to direct musical, to be paid \$515 per week for 8 weeks, not to exceed \$4,120, effective February 9 through March 30, 2013, in accordance with the Agreement, Article 10, Section 9(m).
22. Employment - The following part-time/temporary instructors to be hired as needed for the 2013 spring semester:

Behavioral & Social Sciences

Jung-Eun (Julie) Lee

Karen Roberts

Health Science & Athletics

Andrew Alvillar

Marc Alvillar

Nina Collins

Robert Haynes

Michael Jackson

Stacy Lacaillade

Kurt Peters

Alexandra Roberts

Humanities

Jeffrey Favre

Anna Mavromati

Luis Orozco

Industry & Technology

Scott Botma

Richard Martinez

David Rodriguez

Natural Sciences

Adam Majewski

Laura Neurauter

Thuy Truong

Classified Personnel:

1. Retirement - Mr. Donald Johnson, Custodian, Range 20, Step E, Facilities Planning and Services Division, Administrative Services Area, effective March 4, 2013 and that a plaque be presented to him in recognition of his service to the District since 1989.
2. Resignation - Mr. Anthony Kane, Custodian, Range 20, Step E, Facilities Planning and Services Division, Administrative Services Area, effective February 18, 2013.
3. Separation - Ms. Isabelle Pena, Administrative Assistant II, Range 31, Step B, Industry and Technology Division, Academic Affairs Area, effective January 28, 2013, plus accrued vacation.
4. Personal Leave of Absence 14.25% - Ms. Kimberly Wilkinson, Costume Technician, Range 31, Step E, Fine Arts Division, Academic Affairs Area, effective February 11 through June 12, 2013.
5. Change of Assignment - Ms. Susan Brouillette, from 100% to 90% Administrative Assistant II, Range 31, Step E, Special Resource Center/Health Sciences & Athletics Division, Academic Affairs Area, effective March 1 through May 31, 2013.
6. Change of Assignment - Ms. Mayra Thrush, from 100% to 90% Senior Clerical Assistant, Range 24, Step E, Special Resource Center/Health Sciences & Athletics Division, Academic Affairs Area, effective March 1 through May 31, 2013.

Special Services Professional

7. Ms. Josefina Bedolla - Special Services Professional, Range 1, Step 2, of the Special Services Professional Salary Schedule, not to exceed \$54,080, Natural Sciences Division, Academic Affairs Area, effective February 1, 2013 through January 31, 2014.

B. TEMPORARY NON-CLASSIFIED SERVICE EMPLOYEES

It is recommended that the Board authorize employment of the following Temporary Non-Classified Service Employees, subject to funding, as shown in items 1-14.

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

Instructional Aide Series

1. Instructional Aide VI

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

Roger Cannon, \$15.00 per hour

Office Aide Series

2. Office Aide I

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

Elisa Garcia, \$8.25 per hour

3. Office Aide II

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

Theresa Hardin, \$9.50 per hour

4. Office Aide III

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

Rosanna Merrill, \$10.50 per hour

5. Office Aide V

The following individual is to assist students with online registration, provide assistance to the Student Services Advisor with the Student Success/SEP workshops and prerequisite clearances, develop and maintain student databases, and coordinate and maintain social network outreach as it related to SEP and Student Success.

Jonathan Lucas, \$13.00 per hour

6. Office Aide V

The following individual is to perform complex tasks related to Title V Graduation Initiative Projects, provide guidance and leadership on grant data collection, as well as utilize independent judgment and problem solving skills related to grant administration.

Nayeli Oliva, \$13.25 per hour

The following individual is to assist the Business Education office staff and faculty with clerical work, daily operations, customer service, maintenance of data and various programs, and supporting division staff as needed.

David Treat, \$13.00 per hour

Program Aide Series

7. Program Aide IV

The following individual is to assist instructors with the Emergency Medical Technology and Fire Academy specialized programs.

Sarah Craig, \$12.25 per hour

8. Program Aide VI

The following individual is to perform a variety of duties to support the outreach and recruitment efforts of EOPS, both on and off campus activities, and assist with office projects as needed.

Nancy Sanchez, \$18.00 per hour

Sports Aide Series

9. Sports Aide VI

The following individual is to be responsible for providing a safe and effective environment for exercise training and supervise the Fitness Center.

Jacob Notch, \$15.00 per hour

Theater Aide Series

10. Theater Aide I

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

Angela Songco, \$8.50 per hour

11. Theater Aide II

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

Raisa Mataalii, \$9.25 per hour

12. Theater Aide IV

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

Martha Solis, \$12.50 per hour

Sonia Solis, \$12.50 per hour

Program Professional Series

13. Program Professional I

The following individual is to serve as the primary contact person for all ETP administrative functions including maintaining full compliance with all ETP laws, rules, regulations, and contract terms.

Diane Palmer, \$25.00 per hour

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

Lovell Alford, \$30.00 per hour (eff. 12/15/12 to 1/22/13)

Training Professional Series

14. 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.

Trina Williams, \$37.00 per hour

C. NOTICE AND SCHEDULING OF HEARING: HEARING REGARDING NEGOTIATIONS BETWEEN THE FEDERATION OF TEACHERS, LOCAL 1388, AFT, AFL~CIO AND EL CAMINO COMMUNITY COLLEGE DISTRICT FOR 2013-2014 REOPENER NEGOTIATIONS AS REQUESTED BY THE FEDERATION OF TEACHERS

It is recommended that the Board of Trustees schedule a Public Hearing at the March 2013 Board Meeting to reopen negotiations between the Federation of Teachers and El Camino Community College District. As stated in Article 25, Section 5 of the Federation Bargaining Agreement, reopener negotiations would automatically include Article 10

(Compensation), Article 17 (Health Benefits) and each side is able to select one additional article. The Federation has identified Article 8, Hours and Working Conditions as its reopener.

EL CAMINO COMMUNITY COLLEGE DISTRICT
EMPLOYMENT AGREEMENT ADDENDUM
Dr. Thomas M. Fallo

It is specifically agreed and understood that the purpose and intent of this modification to the employment agreement is that the services of Thomas M. Fallo be secured through January 31, 2016 and that the financial concessions granted to Fallo are a material consideration in securing such a promise.

The parties acknowledge that the provisions of this agreement will conform to the provisions of California Government Code Sections 3511.2 and 53243.2.

Therefore, in the event that Dr. Fallo retires or resigns from employment with the District prior to January 31, 2016 for no reason or for any reason other than Dr. Fallo's medical disability to perform the duties of the Superintendent/President, or should he leave the District's employment for any reason other than termination of the Employment Agreement by the Board of Trustees prior to that date, the salary adjustments contained herein shall be deemed to be unearned, and the salary shall revert to its level and status in existence prior to the date hereof. The term "medical disability" means that the Superintendent/President is unable to perform the important duties of his position for a period of not less than 90 calendar days from the date of occurrence of the disability or condition. It is mutually agreed that the Board of Trustees may obtain its own independent assessment of the Superintendent/President's medical disability. Any such assessment shall be retained in confidence and used only for the purpose of determining medical disability. To that extent, the Board may publicly state that there is or is not a medical disability to perform the duties of the Superintendent/President.

Should Dr. Fallo retire or resign without meeting the exception noted above, he shall repay, restore, or reimburse to the District the gross amount of any increase received by him pursuant to this amendment which is in excess of the greater of the actual cost of living or other salary increases awarded to the Classified Employees or the Faculty during the term of this agreement through the date of termination. Such repayment shall be paid to the district within 90 calendar days of separation.

It is further agreed that Fallo shall provide to the District a notification of his intended retirement date at least one year prior to the effective date of retirement and failure to do so shall be considered a material breach of this agreement.

El Camino Community College
District Board of Trustees
February 19, 2013

El Camino Community College District
Superintendent/President
February 19, 2013

William Beverly, President

Thomas M. Fallo

Kenneth Brown, Vice President

Ray Gen, Secretary

Maureen O'Donnell, Member

Mary Combs, Member

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

- A. TravelPage 61
- B. Agreement Between the El Camino Community College District and
The Compton Community College District – First Reading.....Page 61

A. Travel

It is recommended that the Board approve the attendance of Thomas M. Fallo at the Statewide Association of Community Colleges and Schools Association for Excess Risk, Market Analysis and Insurance Placement Meetings in New York, New York on March 11-15, 2013, at no cost to the District.

B. Agreement Between the El Camino Community College District and the Compton Community College District – First Reading

It is recommended that the Board of Trustees accept for a first reading the Agreement Between the El Camino Community College District and the Compton Community College District as shown on the following pages.

**AGREEMENT BETWEEN THE
EL CAMINO COMMUNITY COLLEGE DISTRICT AND THE
COMPTON COMMUNITY COLLEGE DISTRICT**

This Agreement is made and entered into on the ___ day of _____, 2013, by and between the El Camino Community College District (hereinafter referred to as “El Camino”), acting by and through its Superintendent/President, and the Compton Community College District (hereinafter referred to as “Compton District”), acting by and through the Special Trustee appointed by the Chancellor of the California Community Colleges (hereinafter referred to as “Chancellor”) to serve as the Compton District’s governing board. Collectively, referred to as “The Parties”.

In recognition of the importance of a future independently accredited college within Compton District and the importance of the Accrediting Commission for Community and Junior Colleges’ (ACCJC) Eligibility Requirements, this Agreement addresses the mutual interest of the parties in ultimately achieving accredited status. El Camino is required to meet the ACCJC Standards, Eligibility Requirements, and the Commission policies continuously. In consideration of the mutual commitments contained herein, the parties agree as follows:

1. This Agreement, and the parties’ implementation of it, is intended to provide a set of binding mutual understandings to achieve the following goals:
 - A. Provide the students and residents of the Compton District with access to accredited community college programs and services that address their educational needs and contribute to the overall welfare and development of the community. Through El Camino and its Center on the Compton District’s facilities in Compton, California known as the “El Camino College Compton Community Educational Center,” also known as the “El Camino College Compton Center,” and hereinafter referred to as the “Center”;
 - B. Specify the various rights and responsibilities of each party in providing those programs and services;
 - C. Create the conditions under which the Compton District will have a genuine opportunity to establish a newly accredited college;*
 - D. Advance effective, mutually respectful relationships between and among the State Chancellor/Special Trustee, Superintendent/President of El Camino, ACCJC, faculty, staff, students and administrators of El Camino and the Compton District;

* Obtaining accreditation for the Center will be a multi-year process. Based on the *Eligibility, Candidacy and Initial Accreditation Manual* published by the Accrediting Commission for Community

and Junior Colleges, the parties have outlined the steps required to gain accreditation and an anticipated time frame. The outline is appended to this Agreement as Attachment A, for information purposes only.

- E. Ensure the current structure is consistent with the ACCJC Standards and Eligibility Requirements and provide El Camino with the responsibility and authority needed to develop and transform the Center to an accredited institution within El Camino conforming to the accreditation requirements of the ACCJC;
 - F. Continue to safeguard El Camino College's positive accreditation status while moving the Center to an accredited college within El Camino;
 - G. Understand that El Camino is entrusted to move the Center to an accredited institution within El Camino and as such, El Camino must have complete authority for that task; and
 - H. Once the Center becomes an accredited college within the El Camino Community College District, a major substantive change proposal for revising the authority would be prepared by the Superintendent/President of El Camino College, President of Compton College, and Chancellor's Special Trustee. The parties, working with the Chancellor's Special Trustee, would need to prepare the Compton District in assuming authority over Compton College by assuring that the operation of Compton College is consistent with ACCJC Standards, Eligibility Requirements, and Commission policies.
2. All programs and services of the Center provided under this Agreement shall be offered exclusively by El Camino. During the term of this Agreement the Compton District shall assist El Camino and not interfere with the process that requires status as an accredited institution. The Compton District shall also refrain from engaging in any activity that would pose a demonstrable risk to El Camino's reputation and accreditation. Compton District shall cooperate with El Camino in its efforts to secure accreditation, and shall comply with every reasonable request of El Camino with respect to El Camino's efforts to maintain ACCJC Standards and Eligibility Requirements.
 3. On an annual basis, the Superintendent/President and the Special Trustee will meet with the ACCJC and the Chancellor to discuss progress toward the Center meeting all Eligibility Requirements and Accreditation Standards as necessary for obtaining institutional accreditation.

El Camino and the Center

4. As authorized by Chapter 50 of the Statutes of 2006 (AB 318, Dymally) (and any amendments thereto), El Camino shall manage the Center. The educational programs

and services offered by El Camino at the Center shall consist of credit and non-credit offerings, and student support services. Students enrolling in classes at the Center shall be students of El Camino, shall receive credit from El Camino for classes they successfully complete, and shall receive certificates or degrees they earn from El Camino. El Camino shall maintain student records related to the attendance of students in classes, in accordance with all applicable state and federal laws.

5. The Center, and all of its educational programs and services, shall be under the exclusive management and authority of El Camino. As used in this Agreement, the Center's programs and services determined by El Camino, including but not limited to the following: credit and non-credit courses and programs; library and learning resource center services; counseling and matriculation services; admissions and records; financial aid; student life; categorical programs such as EOPS, DSPS, CalWorks, GAIN, and TANF; transfer center services; athletics; international students; relations with schools; and special programs and services such as the Foster/Kinship Care Program.
6. Subject to funding, El Camino may include the following among the programs and services it provides at the Center:
 - A. EOPS, Special Resources Center (DSPS), CalWorks, GAIN, TANF and other categorical programs (as well as federally supported programs and grants to Hispanic-Serving Institutions under Title V of the Higher Education Act) that are separate from and independent of similar programs provided at El Camino's Torrance campus;
 - B. An Associated Student Body (ASB) organization at the Center that is separate from and independent of the Associated Student's Organization at El Camino and that assesses and benefits from its own fees; and
 - C. The Center intercollegiate athletic teams are separate from and independent of the athletic teams at El Camino's campus. Unless otherwise agreed to by the parties, the teams shall be designated as the "Compton Tartars."
7. The educational programs and student support services offered at the Center shall be clearly identified as exclusively programs and services of El Camino, and El Camino shall have full authority over all aspects of the programs and services offered at the Center, including but not limited to, curriculum development and approval, program review, student assessment, student services and institutional planning for the Center. Furthermore, as more fully specified in Sections 12.A, 12.B, 13 and 17, below, El Camino shall have authority over faculty and staff qualifications and evaluation of their performance.

8. El Camino, in consultation with its Academic Senate shall ensure that faculty employed by the Compton District but assigned to provide educational and support services at the Center are accorded appropriate professional standing in academic and professional matters as they relate to the Center, including but not limited to, curriculum development and approval, program review, student assessment, student services and institutional planning for the Center.
9. El Camino shall comply with all state and federal requirements to ensure that qualified students enrolled at the Center remain eligible for state and federal financial assistance.
10. As authorized by the Education Code, Compton District shall collect fees as follows:
 - A. Non-resident tuition fees, materials fees, Associated Student Body (ASB) fees, and ASB Student Representation fees, which shall be set by El Camino upon the recommendation of Compton District.
 - B. Parking fees and facility use fees, which will be set by Compton District.
11. El Camino shall appoint a full-time Vice President, Compton Center (hereinafter referred to as the Vice President) to serve as the Chief Instructional and Chief Student Services Officer of the Center (Attachment B – Description of VP, Compton Center position). Once the Eligibility Application is approved by ACCJC, there will be a transition period and the function and duties of the Vice President, Compton Center will be performed by the Compton District CEO.
12. El Camino and Compton District shall agree upon a staffing plan for the Center that identifies every position that will be needed to provide services at the Center and that specifies which of the positions the Compton District will fund. The parties shall implement the staffing plan as follows:
 - A. To the extent the parties determine necessary and appropriate, the Compton District shall propose assignment of its current employees to provide services at the Center pursuant to the staffing plan. Before any individual employee is assigned to provide services at the Center, El Camino, in its sole discretion, shall have the right to review employee qualifications and to determine if the assignment is an appropriate one. If El Camino determines that the assignment is appropriate, the employee shall remain an employee of the Compton District and shall not become an employee of El Camino, but he or she will provide services at the Center under the day-to-day supervision of El Camino. If El Camino determines that the assignment is not appropriate and declines to accept the employee, he or she shall not be assigned to provide services for El Camino at the Center.

B. When new employees need to be hired by Compton District pursuant to the staffing plan, Compton District shall promptly undertake reasonable efforts to recruit qualified employees for those positions using hiring procedures adopted by Compton District following consultation with El Camino. The Superintendent/ President of El Camino or designee may choose to participate in final interviews for faculty and managers.

13. El Camino, acting through its Vice President, shall have the primary right to direct the activities of the Compton District employees assigned to provide educational and student support services at the Center consistent with the Compton District's contractual and legal rights and obligations as the employer of those individuals. The El Camino Vice President and the Compton District CEO shall work in a collegial and collaborative manner regarding these activities. Using evaluation procedures applicable to Compton District employees, El Camino shall also provide employee performance assessments to the Compton District regarding the services provided by the Compton District's employees. If El Camino finds that it is necessary to do so, El Camino may reassign a Compton District employee back to the Compton District after providing the Compton District with a reasonable opportunity to remedy any circumstances that El Camino believes warrants the reassignment.
14. Nothing in this agreement shall be construed to limit El Camino's ability to assign its own employees to oversee activities or to manage the educational and student support services at the Center, or to hire employees of any type or class as otherwise authorized by law as needed to provide oversight of activities or the management of educational and student support services at the Center. Any person who provides services pursuant to this section shall remain an employee of El Camino and shall not be deemed to be an employee of the Compton District nor shall any such employee gain any status with the Compton District for any purpose. It is understood by the parties that El Camino will assign its employees to provide services at the Center only if they voluntarily accept the assignment. El Camino and the Compton District may also enter into inter-jurisdictional agreements with each other to exchange employees needed for an interim period for a specific job classification.
15. As an alternative to delegating management of a Compton District operation to El Camino, as specified above, the parties may agree that El Camino will assume full responsibility for the operation (including staffing, equipment, and supplies) and that it will provide the Compton District with all relevant services associated with the operation as a service provider. Any such agreement shall be approved by the Special Trustee and shall take the form of a written agreement that specifies all of the terms and conditions of the services to be provided by El Camino and the compensation payable to El Camino for those services.

The Compton District

16. The Compton District shall provide District facilities available to El Camino without charge and shall name those facilities the “El Camino College Compton Community Educational Center.”
17. The Special Trustee shall appoint a full-time CEO (Attachment C – Description of Compton District CEO position) for the Compton District. The CEO will serve as the chief executive and operational officer for the Compton District. The CEO will report to the State Special Trustee. Once eligibility is granted by the ACCJC, to the El Camino College Compton Center this position title will change to Provost/CEO. As Provost, the Provost/CEO will report to the Superintendent/ President of El Camino; as CEO to the Special Trustee. Upon achieving accreditation status by ACCJC, the El Camino College Compton Center will become known as Compton College and the Provost/CEO position title will change to President/CEO. As President the President/CEO will report to the Superintendent/President of El Camino; as CEO to the Special Trustee. The Superintendent/President of El Camino and the Special Trustee will mutually agree on the selection of the President/CEO.
18. The Special Trustee and the Superintendent/President of El Camino shall conduct an annual evaluation of the Compton District CEO. Such evaluation shall comply with any requirements set forth in the contract of employment with the Compton District CEO.
19. The Compton District shall remain responsible for the salary and benefits of its employees assigned to provide educational and student support services at the Center. El Camino shall remain responsible for the salary and benefits of its employees assigned to provide educational and student support services at the Center. Neither party shall have any responsibility for the salary or benefits of the other party’s employees.
20. The Compton District shall continue to be responsible for ensuring that all of its permanent records are retained and stored as required by state and federal law.
21. All real property leases securing the Compton District bonds shall be leased by the Compton District, and not the Center or El Camino.
22. The Compton District shall be responsible for all retiree benefits, as well as retiree benefits offered its employees prior to the date its accreditation was revoked.
23. The Compton District shall receive apportionment for El Camino courses provided at the Center.

24. Every Compton District employee who is assigned to provide services at the Center shall do so pursuant to Education Code Section 74293. No such employee shall be deemed to be an employee of El Camino nor shall any such employee gain any status with El Camino for any purpose.

Accreditation Plan

25. The parties acknowledge that a fundamental long-term goal of this Agreement is to establish a newly accredited college in the Compton District. The Compton District will assist and cooperate with El Camino to initiate an application for eligibility. In furtherance of that goal, the parties shall develop an overall plan under which the Center will prepare for accreditation and complete all of the work necessary to enable El Camino, as a goal, to initiate an application for eligibility within five (5) years of this Agreement.
26. Under direction from the El Camino Superintendent/President, the Compton District CEO shall manage the following operations, subject to the authority of the Special Trustee, in conformance with authority under AB 318: business and administrative activities including accounting services (accounts receivable, accounts payable, general accounting and maintenance of the general ledger, and cashier services); budget development and administration; financial, credit and debt management; payroll services; purchasing, receiving and asset management; auxiliary services (including bookstore and cafeteria operations, grants administration); risk management and insurance; management information services; facilities maintenance and operations; construction and other capital improvement projects; human resources and labor relations; community and governmental relations that relate primarily to the Compton District and not of the Center (including, but not limited to, organization and operations of the Compton District and the office of the Special Trustee; and all other business, legal and administrative activities that relate primarily to the management of the Compton District).

The Compton District shall not enter into any contract, employ any consultant or independent contractor, or employ any employee with management or supervisory duties that may have impact on the Center, without first securing the approval of the Superintendent/President, or designee.

The Compton District CEO shall provide sufficient resources and personnel knowledgeable in the rules, processes and deadlines of the State Capital Outlay Program. These employees will ensure that the legislatively established project scope, budget and schedule will be adhered to resulting in the timely completion of the project(s).

27. If the El Camino Superintendent/President determines that actions of the Compton District will negatively impact the operations of the Center, the Superintendent/President and the Special Trustee, shall meet with the Compton District CEO to resolve the concerns.
28. El Camino management of Compton District operations pursuant to Section 25, the following shall apply:
- A. All employees assigned to work in the operation shall remain employees of the Compton District and shall not gain any status with El Camino for any purposes.
 - B. El Camino may assign its own employees to assist in providing services needed in the operation, or may hire employees of any type or class as otherwise authorized by law as needed to provide oversight of the Compton District; nor shall any such employee gain any status with the Compton District for any purpose. It is understood by the parties that El Camino will assign its employees to provide services at the Compton District only if they voluntarily accept the assignment.
 - C. The Compton District shall remain responsible for the salary and benefits of its employees working in the operation and El Camino shall remain responsible for the salary and benefits of its employees working in the operation.
 - D. In managing the operation of the Compton District, El Camino requires that no funds of the Compton District are expended or committed without approval of the Special Trustee, or an appropriate Compton District official acting under delegated authority from the Special Trustee.

Budget Development and Monitoring

29. El Camino, in consultation with Compton District, shall set up an annual budget development procedure that includes a budget development calendar, defines the roles and responsibilities of Compton District and El Camino officials involved in the process, and identifies the manner in which appropriate collegial consultation will occur. Following that procedure El Camino will develop a budget for the Center and the operations it manages pursuant to Sections 26 and 28, above. The budget, which shall be updated annually, shall be based upon enrollment projections and other operational goals agreed upon by the parties and shall consist of:
- A. an operating budget for the Center for the upcoming fiscal year;
 - B. an operating budget for the operations El Camino manages pursuant to Sections 26 and 28, above, for the upcoming fiscal year; and

C. a projected budget for the Center for each of the two succeeding fiscal years.

30. Before adopting the annual budget, the Special Trustee shall determine if the Superintendent/President concurs with the proposed budget. If the Superintendent/President concurs, the Special Trustee shall adopt the budget as specified in section 31. If the Superintendent/President does not concur, the Special Trustee shall either modify the budget as necessary to obtain the Superintendent/President's concurrence, or adopt the budget without the concurrence. In the latter case, El Camino will be deemed to have given notice of termination of this Agreement on the date of the budget's adoption and the termination procedure set forth in Section 46 shall be automatically invoked.
31. Once the Special Trustee adopts the annual budget, the Compton District shall, as a first priority, fund the Center's operating budget for the current fiscal year and the current operating budget for the operations El Camino manages pursuant to this agreement. El Camino shall provide fiscal and administrative oversight for the operation of the Center and all matters related to the Center.
32. Once the annual budget is adopted by the Special Trustee, the Superintendent/President, Special Trustee and the Compton District CEO shall monitor the Compton District budget for fiscal stability, and for purposes of assuring that the budget allows for progress toward an independently accredited college. As such, all contracts in consultation with the Special Trustee shall be pre-approved by the Superintendent/President prior to the Special Trustee taking action. Contracts deemed to jeopardize fiscal stability of the Compton District and/or accreditation of an independent college, by the Superintendent/President, shall not be approved by the Special Trustee.

Furthermore, any contract agreement with a term longer than one year in duration and/or any contract exceeding \$83,400 (Competitive Bid Limit, per the Public Contract Code (PCC) Section 20111(a)) shall be pre-approved by the Chancellor of the California Community Colleges, or designee prior to the Special Trustee taking action.

33. If the parties are unable to reach concurrence on this Agreement's contract provisions and/or the adopted budget, the parties are required to meet jointly with the Chancellor of the California Community Colleges for dispute resolution.

Recruitment, Retention, Marketing and Enrollment

34. The parties agree that student enrollment at the Center is an important, quantifiable measure of service to the community, and recognize that the Center's enrollment will ultimately determine the Compton District's entitlement to State apportionment. As a consequence, El Camino acknowledges that the Compton District has a substantial

interest in monitoring enrollment at the Center and agrees to exercise best efforts to match enrollment to available apportionment funding.

35. The El Camino Vice President in consultation with the Compton District CEO shall prepare annual short and long-term recruitment, retention, marketing and enrollment management plans for the Center which shall be presented to the Superintendent/President for review and approval. The process by which the various plans are developed shall provide for broad participation by the Compton District faculty, staff, students and administrators.
36. By April 15 of each academic year the Compton District CEO and Vice President shall establish an enrollment goal for the Center for the subsequent academic year. Through the budget development process the Compton District shall identify the funding necessary to achieve that goal and ensure that the funding is made available.
37. El Camino shall record attendance at the Center according to rules and regulations prescribed by the Board of Governors of the California Community Colleges and shall submit accurate and timely attendance reports to the Chancellor's Office. Before submitting any such report, however, El Camino shall provide the Compton District with an opportunity to review the report.

Miscellaneous

38. Under the terms of this Agreement, and in accordance with AB318 the parties acknowledge that all authority that would otherwise be vested in the Compton District's Governing Board by law is delegated to the Special Trustee.
39. El Camino shall be entitled to an annual administrative fee of \$50,000 for its services under this Agreement, payable at the beginning of each fiscal year. Upon the Compton District's receipt of El Camino's invoice for the fee, the Compton District shall remit the fee to El Camino within 30 days.
40. Effective in 2006 and increased annually by inflation thereafter, the Chancellor, acting under his authority under title 5, California Code of Regulations Section 58771, shall authorize annually the amount of \$4,000,000.00 as an increase in revenue to El Camino.
41. The Superintendent/President and Special Trustee will set the compensation for the Compton District CEO. Total compensation means salary, benefits, and other remuneration. This compensation will be consistent with the experience required and responsibilities of the position.

42. The Compton District shall defend and indemnify El Camino, its officers, employees or agents, in connection with any and all claims, actions or lawsuits that arise in any manner from the acts or omissions of the Compton District, its officers, employees or agents in the performance of this agreement, and El Camino shall defend and indemnify the Compton District, its officers, employees or agents, in connection with any and all claims, actions or lawsuits that arise in any manner from the acts or omissions of El Camino, its officers, employees or agents in the performance of this agreement. It is expressly understood that in the event of a claim, action, or lawsuit based upon an act or omission of a Compton District employee assigned to provide services at the Center under this agreement, the Compton District employee shall not be deemed to be an agent of El Camino unless the act or omission giving rise to the claim, action or lawsuit was one required by El Camino or taken at the explicit direction of an El Camino supervisor or manager.
43. During the term of this Agreement, each party shall maintain in effect a policy or policies of insurance issued by one or more insurance companies and/or a memorandum or memoranda of coverage issued by a joint powers authority providing the coverage identified below:
- A. Liability to a third party for bodily injury, sickness, or disease and for physical injury to tangible property and/or for loss of use of tangible property not physically injured that is neither expected nor intended from the standpoint of the insured or of the covered party. The policy limit or limit of liability for such coverage shall be at least \$1,000,000 per occurrence with an aggregate limit of no less than \$5,000,000.
 - B. Liability to a third party for “personal injury” offense(s) as defined by the applicable policy of insurance or memorandum of coverage. The policy limit or limit of liability for such coverage shall be at least \$1,000,000 per occurrence or claim with an aggregate limit of no less than \$5,000,000.
 - C. Liability to a third party for “errors and omissions” as defined by the applicable policy of insurance or memorandum of coverage. The policy limit or limit of liability for such coverage shall be at least \$1,000,000 per occurrence or claim with an aggregate limit of no less than \$5,000,000.
 - D. Automobile Liability with the following limits: Primary Bodily Injury limits of \$1,000,000 per occurrence and Primary Property Damage limits of \$5,000,000 per occurrence or combined single limits of Primary Bodily and Primary Damage of \$10,000,000 per occurrence.
 - E. Workers’ Compensation Insurance with the limits established and required by the State of California.

F. Employer's Liability with limits of \$5,000,000 per claim.

44. During the term of this Agreement, each party shall cause the other party and its elected and appointed officers, directors, employees and agents to be named as additional insured under the policy or policies of insurance providing the coverage identified above for claims arising out of actual or alleged acts or omissions on the part of the other party, its elected and appointed officers, employees and agents and/or cause the other party, its officers, employees and agents to be named as a covered party or as an additional covered party under the memorandum or memoranda of coverage providing the coverage identified above for claims arising out of actual or alleged acts or omissions on the part of the other party, its elected and appointed officers, employees and agents. However, this provision shall not apply to the coverage for "errors and omissions."
45. By July 1 of each year, each party shall provide to or cause to be provided to the other party a certificate or certificates of insurance identifying the policy or policies of insurance to which the other party has been named as an additional insured and/or certificate or certificates of coverage or similar document(s) identifying the memorandum or memoranda of coverage to which each party has been named as an additional covered party. Each such policy or memorandum shall state that not less than thirty (30) days' written notice shall be given to the other party prior to cancellation; and, shall waive all rights of subrogation. Each party shall immediately notify the other party in the event of material change in, or failure to renew, each policy or memorandum.
46. This Agreement shall take effect immediately and shall remain in effect until it is terminated. Either party may initiate termination of this Agreement by giving 180 days written notice to the other party, and to the Board of Governors of the California Community Colleges, of its intent to terminate. No termination pursuant to this section shall take effect until the end of the semester following the expiration of the notice period provided under this section so as to protect students from a mid-term interruption of educational services. Regardless of which party may initiate the termination of this Agreement, all parties shall meet with the President of ACCJC in order to completely understand the implications of terminating the partnership and the process required by ACCJC regarding the closure of the Center.
47. Notwithstanding anything in Section 46 to the contrary, in the event El Camino initiates termination of this Agreement by giving notice to the Compton District and the Board of Governors of its intent to terminate pursuant to the preceding section, the Chancellor shall meet with the Superintendent/President of El Camino to determine if the proposed termination by El Camino relates to factors that can be resolved with the Chancellor's assistance. If that is not the case, and if El Camino declines to withdraw

its notice of termination within ninety days after it was initially given to the Compton District and the Board of Governors, the Special Trustee shall immediately act to terminate the agreement pursuant to Education Code Section 74292(1) (2), which explicitly authorizes the Special Trustee to initiate termination of agreements with a partner district. Thereafter, the Special Trustee, the Chancellor and the Board of Governors of the California Community Colleges shall be deemed to have waived any and all rights whatsoever that they may have to require El Camino to continue to provide services as a partner district. This waiver provision is irrevocable and its inclusion in this agreement has been relied upon by El Camino as a material inducement for its willingness to enter into this Agreement.

48. Any notice required to be delivered under this Agreement to the other party must be in writing and shall be effective (i) when personally delivered to the other party or (ii) three business days after deposit in the United States mail, postage fully prepaid and addressed to the respective party as set forth below (or to such other address and to such other persons as the parties may hereafter designate by written notice to the other):

To the Compton District:

Special Trustee
COMPTON COMMUNITY COLLEGE DISTRICT
1111 E. Artesia Boulevard
Compton, CA 90221

To El Camino:

Superintendent/President
EL CAMINO COMMUNITY COLLEGE DISTRICT
16007 Crenshaw Boulevard
Torrance, CA 90506

To the Chancellor and Board of Governors:

Chancellor
CALIFORNIA COMMUNITY COLLEGES
1102 Q Street
Sacramento, CA 95811

49. This Agreement represents the entire understanding between the parties and supersedes all prior agreements, written or oral. This Agreement may be amended or modified only by an agreement in writing signed by both the Compton District and El Camino.

IN WITNESS WHEREOF, the parties have executed this agreement on, _____, **2013.**

COMPTON COMMUNITY COLLEGE DISTRICT

By _____
Thomas E. Henry
Special Trustee

EL CAMINO COMMUNITY COLLEGE DISTRICT

By _____
Thomas M. Fallo
Superintendent President

I have reviewed this Agreement and assent to its terms. I also confirm that the Special Trustee has the power to sign it and, acting in accordance with the authority I have granted her under the law, to bind the Compton Community College District to the terms set forth in the agreement.

Brice Harris
Chancellor, California Community Colleges

Attachment - A

Requirements for Establishing Eligibility for Accreditation

Step 1- Establishing that the ACCJC Eligibility Requirements have been Met and Applying for Eligibility

Before making a formal application of any kind to the ACCJC, must first establish its eligibility, to become a Candidate for Accreditation. Criteria for establishing the Eligibility Requirements (ERs) include completing an assessment of the Center's relationship to the basic requirements for institutional eligibility and providing the Commission with a description (with relevant evidence) of how the institution meets standards in the following twenty-one areas:

Eligibility Requirements

- 1 Authority
- 2 Mission
- 3 Governing Board
- 4 Chief Executive Officer
- 5 Administrative Capacity
- 6 Operational Status
- 7 Degrees
- 8 Educational Programs
- 9 Academic Credit
- 10 Student Learning and Achievement
- 11 General Education
- 12 Academic Freedom
- 13 Faculty
- 14 Student Services
- 15 Admissions
- 16 Information and Learning Resources
- 17 Financial Resources
- 18 Financial Accountability
- 19 Institutional Planning and Evaluation
- 20 Integrity in Communication with the Public
- 21 Integrity in Relations with the Accrediting Commission

El Camino College is responsible for and is committed to the Center demonstrating that it meets the twenty-one basic criteria for institutional eligibility. When El Camino determines that the Center meets the Eligibility Requirements, El Camino will submit an eligibility application and supporting documented evidence asking for eligibility status for the Center. The Eligibility Application explains in detail how the institution meets each of the Eligibility Requirements and provides evidence to support the explanation.

Eligibility status is not a formal affiliation with the Commission, but it is a prerequisite, for an institution to be able to proceed to seek Candidacy status. If Eligibility is denied, the Commission will state which Eligibility Requirements the institution has failed to meet. If Eligibility is granted, the Commission notifies the institution in writing and develops a time frame for the institution's self-study for Candidacy.

(Time Line – 2006 to Point of Eligibility Application – This process can take several years, depending on the Center's adherence to and sustainability of the Eligibility Requirements)

Step 2 – Candidacy Status

Once eligibility is granted, ACCJC develops a time frame for the Institution's self-study in preparation for the Candidacy review. The El Camino College Superintendent/President communicates the acceptance of or makes suggestions for modifications to the time frame. The Commission responds identifying a visit date. The Commission also invites Center staff to attend training for institutions undertaking the self-study. The Center will apply for candidacy status by completing and submitting a Self-Study Report using the Standards of Accreditation, the Self Study Manual, and other Commission policies and resources. This report needs to be supported by evidence that must be retained for later review by a visiting accreditation team.

Following submission of the Self-Study Report, the Commission will send a team to visit the Center for the purpose of determining if the institution meets the standards, policies and eligibility criteria of the Commission. The Commission team will verify how well the institution meets or exceeds the Standards of Accreditation. The steps for Candidacy remain separate and distinct from the steps to achieve Initial Accreditation. The visiting team report shall identify any perceived deficiencies in meeting Standards of Accreditation and any eligibility deficiencies. At its next regular meeting the Commission may grant the Center candidacy or provide for an extension, deferral, denial, or termination of candidacy. If Candidacy is denied, the institution may reapply for Candidacy by submitting another Self-Study Report after two years. If Candidacy is granted, the Center will be expected to remain in compliance with the standards of accreditation during the entire candidacy period, generally a period of at least two years. If granted, a timetable for Initial Accreditation is arranged by the Commission.

An institution that has achieved Candidacy status is an institution that has demonstrated that it minimally meets the Standards of Accreditation and has a limited time (four years total) to fully meet or exceed Standards. Candidacy status is a formal status of affiliation with the Commission and is awarded for two years. Under no circumstance may Candidacy status exceed a total of four years.

(Time Line – Eligibility Application Granted to Submission of Self Study – This process can take several years, depending on the Center’s adherence to and sustainability of the Eligibility Requirements and Standards of Accreditation – Typically a Self Study takes Two Years)

Step 3 Achieving Initial Accreditation Status after Candidacy Status Granted

After at least two years as a candidate for accreditation, the Center will need to either apply for an extension of Candidacy beyond the initial two-year period, or apply for Initial Accreditation. To apply for Initial Accreditation, the Center must submit another Self-Study Report using the Standards of Accreditation, the Self Study Manual, and other Commission policies and resources. This Self Study Report is supported by evidence that the institution continues to meet the Eligibility Requirements as well as the ACCJC’s standards and policies. Following submission of the report, a team visits the institution for the purpose of ensuring the institution meets all standards of the Commission. Following the review of the self-study and team reports, the Commission will grant initial accreditation to a new college, extend the period of candidacy, or deny initial accreditation.

If initial accreditation is granted, the new college could be named “Compton College”. The new institution conducts a self-study and applies for reaffirmation every six years thereafter, which has several parts. These include a six-year comprehensive evaluation, a midterm evaluation in the third year, annual reports and annual fiscal reports to the Commission, and other progress and substantive change reports and visits as deemed necessary by the Commission.

The periodic self-study and comprehensive evaluation by a visiting team is a peer review of ongoing institutional good practices. An accredited institution is expected to meet or exceed Accreditation Standards and comply with Commission policies at all times.

Source: Eligibility, Candidacy and Initial Accreditation Manual, a publication of the Accrediting Commission for Community and Junior Colleges, August 2009.

Attachment B

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: VICE PRESIDENT, COMPTON CENTER

BASIC FUNCTION:

Under the direction of the Superintendent/President, serves as the chief academic and student services officer for the El Camino College Compton Education Center for the duration of the partnership. The vice president will provide leadership in the planning, development, and implementation of the District's instructional program, student services program and support services for the Center.

REPRESENTATIVE DUTIES:

Work collaboratively with the Compton Community College District CEO to assure Center institutional needs are met.

Develop, in conjunction with the CEO, enrollment goals that conform to the mission and priorities of the Center, allocate resources to attain those goals, and monitor achievement of the goals.

Work with the Vice Presidents of Academic Affairs and Student & Community Advancement and the leadership of the Compton Community College District to develop plans and procedures that enhance the academic and student services programs including the development of new programs and the redirection of existing programs to meet the instructional and student service needs of the Center's students.

Ensure that the operations at the Center are consistent with District policies and procedures, faculty and classified collective bargaining agreements, as well as applicable statutes and regulations including Title 5 (California Code of Regulations) and the Education Code.

Oversee the Center's educational programs, including academic affairs, accreditation activities, faculty initiatives, institutional effectiveness, workforce development, enrollment management and institutional research, including student and state databases.

Coordinate all activities in preparation of establishing eligibility for accreditation and serve as the liaison to the District's Accreditation Liaison Officer with the Accrediting Commission for California Community Colleges; monitor accreditation process and ensure that institutional self-studies are conducted and documented with appropriate constituency involvement.

Participate in budget planning, development, and implementation with responsibility for monitoring assigned budgets for academic affairs and student services.

Participate, together with the CEO and Superintendent/President, in the selection of all Center instructional and student services managers and faculty. Similarly, participate with the CEO in the selection of Compton District managers.

Work with academic and support staff, community organizations and regional businesses to identify educational needs and to foster effective relationships with and in support of the Center.

Supervise and evaluate the performance of assigned personnel, with input from the CEO, including the deans at the Center and faculty, classified and student employees in the academic and student services programs.

Guide the development of an effective professional development program at the Center.

Evaluate the effectiveness of the Center's overall instructional program and services and develop plans and policies for the improvement of this program by evaluating all curricula from educational, cost benefits, and personnel management perspectives.

Implement the academic program review process and ensure that all stakeholders have an opportunity to provide input into the development processes and incorporate the results into the planning process anticipating the personnel, facilities and equipment needs of each program and work closely with the CEO to address those needs.

Participate in planning the future of instruction at the Center by engaging academic personnel in educational master planning based upon a comprehensive program review; periodically assess community needs in relation to instruction; and identify data that support instructional planning.

Implement an effective operation of the Center in terms of class scheduling, budget development and monitoring, maintenance operations, personnel procedures, and coordination with programs at El Camino College.

Coordinate instructional needs with service areas such as Admissions and Records, Financial Aid, Public Information and Marketing, Counseling, Information Technology Services, Facilities Planning and Services, and Staff Development.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organizing, and directing an instructional program within an institution of higher education.

Budget preparation and controls.

Principles and practices of instruction, accreditation program review and planning.

Principles and practices of supervision and management.

Principles of class schedule development.

ABILITY TO:

Interpret and apply applicable statutes and regulations such as the Education Code and Title 5 (California Code of Regulations).

Provide overall leadership in planning, directing and evaluating an instructional program for the District.

Understand and be sensitive to the diverse academic, socioeconomic, cultural and ethnic backgrounds of students, including those with disabilities.

Work effectively within diverse student, staff, and community populations.

Communicate effectively orally and in writing..

Supervise the administration of the area budget.

Supervise and evaluate the performance of assigned staff.

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

Establish and maintain cooperative and effective working relationships with others.

Operate a personal computer and assigned software.

Analyze situations accurately and adopt an effective course of action.

Plan and organize work.

Meet schedules and timelines.

Work independently with little direction.

Use interpersonal skills and exercise tact, patience and courtesy.

Resolve problems effectively using conflict resolution skills.

Direct the maintenance of a variety of reports and files related to assigned responsibilities.

Develop creative solutions.

Promote scholarship and professional development.

EDUCATION AND EXPERIENCE:

Requires a master's degree and three years of full-time post-secondary teaching experience and three years of academic leadership experience at the dean's level or the equivalent at an accredited institution of higher education or a master's degree, post-secondary teaching experience and five years of academic leadership experience at the dean's level or the equivalent at an accredited institution of higher education.

DESIRABLE QUALIFICATIONS:

Possession of an earned doctorate from an accredited institution is preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Office work environment.

Attendance at multiple meetings.

Extended periods of sitting.

Attachment C

CHIEF EXECUTIVE OFFICER

POSITION DESCRIPTION:

Under the direction of the Special Trustee, the Chief Executive Officer (CEO) serves as the operational officer of Compton Community College District. The CEO currently reports directly to the Special Trustee of Compton Community College District and indirectly to the Superintendent/President of El Camino Community College District. Once eligibility is granted by the Accrediting Commission for Community and Junior Colleges (ACCJC) to the El Camino College Compton Center this position title will change to Provost/CEO reporting directly to the Superintendent/President of El Camino Community College and the Special Trustee of Compton Community College District. Upon achieving initial accreditation status by ACCJC, the El Camino College Compton Center will become known as Compton Community College and this position title will change to College President/CEO, reporting directly to the Superintendent/President of El Camino Community College and the Special Trustee of Compton Community College District.

ESSENTIAL DUTIES/FUNCTIONS:

- Work with the Special Trustee and the elected governing board of Compton Community College District in a way that provides adequate support for the board to follow its governing policies, upholds standards of practice, and promotes trustee and board development.
- Develop board meeting agendas that engage Special Trustees and the elected governing board of Compton Community College District in broad policy-level discussions and provide information and advice that assists the board in reaching wise policy decisions.
- Provide leadership and direction to the departments, offices and other operational units of the District.
- Work collaboratively with El Camino College to ensure effective support for, and close coordination with, the Center.
- Develop and oversee the execution of plans to enhance the quality of District operations.
- Anticipate the personnel, facilities and equipment needs of the District. Work closely with El Camino College to align those needs with personnel, facilities and equipment needs of the instructional and student services programs of the Center, and to address the needs of both the Center and the District in a reasonable and prudent manner.

- Encourage communication and orderly collaborative decision making within the District. In addition, together with El Camino College, encourage communication and orderly collaborative decision making between and among all faculty, staff and administrators working at both the Center and the District.
- Define organizational roles and relationships within the District so as to maximize their effectiveness.

ESSENTIAL DUTIES/FUNCTIONS (Continued):

- Develop, in conjunction with the El Camino College, the District's Annual Strategic Review, annual goals and an annual budget to support the achievement of the District's mission, goals and priorities. Allocate resources to attain those goals, and monitor achievement of the goals.
- Participate, together with El Camino College in the selection of District managers. Similarly, participate with the El Camino College in the selection of Center instructional and student services managers and faculty.
- Serve as the co-chair of the El Camino College Compton Center accreditation steering committee.
- Coordinate the evaluation of all District managers and staff.
- Guide the development of an effective professional development program at the District.
- Represent the District in community, state, and national activities.
- Provide active guidance, support and oversight to groups like the Measure CC Bond Citizens Oversight Committee, Foundation for the Compton Community College District, and the Special Trustee Advisory Committee.
- Perform related duties as assigned.

Once eligibility is granted by the Accrediting Commission for Community and Junior Colleges (ACCJC) to the El Camino College Compton Center the following duties will be added to this position:

- Work with the El Camino College Vice Presidents of Academic Affairs and Student & Community Advancement to develop plans and procedures that enhance the academic and student services programs including the development of new programs and the redirection of existing programs to meet the instructional and student service needs of the Center's students.
- Ensure that the operations at the Center are consistent with El Camino College and Compton Community College District policies and procedures, faculty and classified collective bargaining agreements, as well as applicable statutes and

regulations including Title 5 (California Code of Regulations) and the Education Code.

- Oversee the Center's educational programs, including academic affairs, accreditation activities, faculty initiatives, institutional effectiveness, workforce development, enrollment management and institutional research, including student and state databases.
- Participate in planning the future of instruction at the Center by engaging academic personnel in educational master planning based upon a comprehensive program review; periodically assess community needs in relation to instruction; and identify data that support instructional planning.
- In conjunction with the El Camino College Compton Center accreditation liaison, coordinate all activities needed for accreditation, monitor participation in those activities, and ensure that institutional self-studies are conducted and documented with appropriate constituency involvement.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organizing, and directing an institution of higher education.
- Principles and practices of supervision and management.
- Budget preparation and controls.
- Principles and practices of instruction, accreditation, program review and planning.

ABILITY TO:

- Interpret and apply applicable statutes and regulations such as the Education Code and Title 5 (California Code of Regulations).
- Provide overall leadership in planning, directing and evaluating programs and services for the District.
- Understand and be sensitive to the diverse academic, socioeconomic, cultural and ethnic backgrounds of students, including those with disabilities.
- Work effectively within diverse student, staff, and community populations.
- Communicate effectively orally and in writing.
- Supervise the administration of the institution's budget.
- Supervise and evaluate the performance of assigned staff.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a personal computer and assigned software.
- Analyze situations accurately and adopt an effective course of action.

- Plan and organize work.
- Meet schedules and timelines.
- Work independently with little direction.
- Use interpersonal skills and exercise tact, patience and courtesy.
- Resolve problems effectively using conflict resolution skills.
- Direct the maintenance of a variety of reports and files related to assigned responsibilities.
- Develop creative solutions.
- Promote scholarship and professional development.

REQUIRED QUALIFICATIONS:

- An earned master's degree from an accredited higher education institution.
- Successful senior administrative-level experience in progressively responsible, reasonably related executive positions.
- Demonstrate a strong record of achievement that includes administrative experience in educational institutions, business, industry, government and/or non-profit organizations.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students.

DESIRED QUALIFICATIONS:

- An earned doctorate degree from an accredited higher education institution
- Senior administrative leadership experience in higher education.
- Teaching/counseling experience in higher education.

WORKING CONDITIONS:

- Travel within and outside of the District in performing responsibilities and functions.
- Office work environment.
- Attendance at multiple meetings.
- Extended periods of sitting.

Non Consent Agenda

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A Resolution (# 2-19-13) Regarding Layoff of Child Development Center
 Employees Due to Lack of Work or Lack of Funds88

A. Resolution (# 2-19-13) 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. 2-19-13**

**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, Child Development Center expenses have resulted in an incursion to the District's general fund in excess of \$850,000 since 2010/2011; and

WHEREAS, this significant incursion results from the inadequate level of state and local enrollment funding to operate the Child Development Center; and

WHEREAS, the Board of Trustees has directed that the Child Development Center be closed at the conclusion of the current 2012-2013 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 subject to a 60-day layoff notice.

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

The following particular kinds of services shall be discontinued at the close of the 2012-2013 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.

PASSED, ADOPTED AND SIGNED this 19th day of February, 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