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

**Agenda, Monday, July 15, 2013
Board Room
4:00 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of June 17, 2013,
Pages 5-8**
- III. Presentation – El Camino College Compton Educational Center**
- IV. Public Hearing - None**
- V. Public Comment on Consent Agenda**
- VI. Consent Agenda – Recommendation of Superintendent/President, Discussion
and Adoption**
 1. Academic Affairs
*See Academic Affairs Agenda,
Pages 9-21*
 2. Student and Community Advancement
*See Student Services Agenda,
Pages 22-35*
 3. Administrative Services
See Administrative Services Agenda, Pages 36-45
 4. *See Measure “E” Bond Fund Agenda,
Pages 46-51*
 5. Human Resources
*See Human Resources Agenda,
Pages 52-77*
 6. Superintendent/President
*See Superintendent/President Agenda,
Pages 78-82*

VII. Public Comment on Non-Agenda Items

VIII. Oral Reports

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

IX. Closed Session

- A. Existing Litigation, Brown Act, Section 54956.9(a)
 - 1. Case # BC400227
- B. Personnel Matters, Brown Act Section 54957
 - i. Public Employee Performance Evaluation - Superintendent/President

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

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

BOARD PRESENTATIONS AND REPORTS 2013-2014

<i>Month</i>	<i>Presentation</i>	<i>Report</i>
July	Compton Center	FTES – Both Locations
August	Budget	Notice of Public Hearing Quarterly Fiscal Status
September	SLO Status Report	Accreditation Follow-up Report
October	Enrollment Demographics	Staff Development/Diversity
November	Program Review Highlights	FTES – Both Locations Quarterly Fiscal Status
December	Foundation Annual Report	Success and Retention (including basic skills)
January	Community Advancement	Annual Financial Audit
February	Student Success Task Force Recommendations – Implementation Status	Quarterly Fiscal Status
March	STEM Title V	Accreditation Annual Report Full Time Equivalent Student (FTES) – Both Locations
April	Citizens Bond Oversight Committee	Measure E-Bond Annual Report
May	Accountability Reporting for Calif. Community Colleges (ARCC)	Quarterly Fiscal Status
June	Accreditation	Accreditation Self-Evaluation Report Tentative Budget Planning & Budget Calendar

Revised: May 22, 2013

EL CAMINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING OF
Monday, June 17, 2013

The Board of Trustees of the El Camino Community College District met at 4:00 p.m. on Monday, June 17, 2013, in the Board Room at El Camino College.

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

Also present were Dr. Thomas M. Fallo, Superintendent/President; Dr. Francisco Arce, Vice President/Academic Affairs; Ms. Linda Beam, Vice President/Human Resources; Dr. Jeanie Nishime, Vice President/Student and Community Advancement; Ms. Barbara Perez, Vice President/Compton Community Educational Center; and Mr. Rocky Bonura, Director/Business Services.

Minutes of the Regular Board Meeting of May 20, 2013

The Minutes of the Regular Board meeting of May 20, 2013 were approved.

Oath of Office

Ms. Brooke Matson, Student Member, took the Oath of Office.

2013 El Camino College Student Success Scorecard (ARCC)

It was moved by Trustee O'Donnell, seconded by Trustee Combs, that the Board accept the 2013 El Camino College Student Success Scorecard (ARCC). Student Member recorded a yes advisory vote. Motion carried unanimously.

Consent Agenda

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

Academic Affairs

Proposed Curriculum Changes Effective 2013/2014 Academic Year

Board Policy 4025 (Philosophy for Associate Degree & General Education) First Reading

Administrative Procedure 4025 (Philosophy for Associate Degree & General Education) Information Item

Board Policy 4225 (Course Repetition) Second Reading & Adoption

Administrative Procedure 4225 (Course Repetition) Information Item

Board Policy 4260 (Prerequisites and Co-Requisites) Second Reading & Adoption

Administrative Procedure 4260 (Prerequisites and Co-Requisites) Information Item

Student and Community Advancement

2013 Summer Youth Basketball Camp

International Travel

Grants

Board Policy 5010 (Admissions & Concurrent Enrollment) First Reading

Administrative Procedure 5010 (Admissions) Information Item

Administrative Procedure 5011 (Admissions and Concurrent Enrollment for High School and Other Young Students) Information Item

Administrative Procedure 5055 (Enrollment Priorities) Information Item

Administrative Services

Tentative Budget 2013-14

Resolution – District Appropriation Limit for 2013-14

Interfund Transfer

Year-End Appropriation

Five-Year Construction Plan 2013-2018

Contracts Under \$83,400

Personal Service Agreement

Amendments

International Student Health Insurance

Purchase Orders and Blanket Purchase Orders

Measure E 2002 Bond Fund

Category Budgets and Balances

2002 and 2012 Facilities Master Plan Budget Changes

Notice of Job Completion – CJ Pro, Inc.-Restroom Accessibility Renovation Phase II

Notice of Job Completion – Byrom-Davey, Inc.-Athletic Education & Fitness Complex Project Phase I

Change Order-Taisei Construction Corporation – Math Business Allied Health Building Project

Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

New Classification Specifications for Classified Position

President/Board of Trustees

Travel

Student Member recorded a yes advisory vote. Motion carried.

Stipends for Compton Educational Center

It was moved by Trustee O'Donnell, seconded by Student Member Matson, that the Board approve the stipends for work at the Compton Education Center, effective July 1, 2013 through June 30, 2014. All stipends may be rescinded with 30 days notice. Trustee O'Donnell voted no, Trustee Beverly abstained, Trustees Brown, Combs and Gen voted yes, Student Member Matson recorded a yes advisory vote. Motion carried.

Non-Consent Agenda

Tax Revenue Anticipation Note 2013-14

It was moved by Trustee Brown, seconded by Student Member Matson, that the Board of Trustees authorize the participation of the District in the issuance of a Tax Revenue Anticipation Note for the 2013-14 fiscal year, not to exceed \$ 5 million.

A complete copy can be viewed at:

http://www.elcamino.edu/administration/board/agendas/2013/TRAN_Note_6-17-13.pdf

Motion carried.

Resolution for Tax Revenue Anticipation Note 2013-14

It was moved by Trustee Combs, seconded by Trustee Brown, that the Board of Trustees adopt the resolution authorizing and approving:

1. The borrowing of funds for Fiscal Year 2013-14 not to exceed \$ 5 million,
2. The issuance and sale of a 2013-14 Tax Revenue Anticipation Note (TRAN), and
3. Participation in the Los Angeles County Schools Tax Revenue Anticipation Notes (TRAN) Program for the 2013-14 fiscal year.

A complete copy of the resolution can be viewed at:

http://www.elcamino.edu/administration/board/agendas/2013/TRAN_Resolution_6-17-13.pdf

Motion carried.

Public Comment

Luukia Smith spoke about Compton Educational Center stipends. Josh Casper and Jasmine Hormati congratulated new Student Member Matson.

Closed Session

The regular meeting adjourned to a closed session at 5:50 p.m. and ended at 6:05 p.m.

Ray Gen, Secretary of the Board

Thomas M. Fallo, Secretary to the Board

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

Page No.

- A. Proposed Curriculum Changes Effective 2013/2014 Academic Year.....10
- B. Board Policy 4025 (Philosophy for Associate Degree & General Education) –
Second Reading and Adoption.....17
(Administrative Procedure 4025 is presented for informational purposes only)
- C. Board Policy 4255 (Student Progress Early Alert and Referrals) –
Second Reading (Deletion)17

ACADEMIC AFFAIRS

A. PROPOSED NEW DEGREES EFFECTIVE 2013-2014 ACADEMIC YEAR

It is recommended that the Board approve new transfer degrees, effective 2013-2014 academic year.

BEHAVIORAL AND SOCIAL SCIENCES

NEW TRANSFER DEGREE

1. Elementary Teacher Education Degree for Transfer (AA-T)

The program is designed for students who wish to earn a multiple-subject teaching credential authorizing them to teach in grades K-5. Students will study a broad range of subjects to prepare them for teaching, including English, mathematics, science, social science, visual and performing arts, and human development. Upon successful completion of the program students will be prepared to transfer to a CSU and major in Liberal Studies. Competencies will be assessed regularly through projects, examinations, laboratory experiments, and presentations.

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 for Elementary Teacher Education AA-T

Required Core: 42 units		Units
BIOL 10	Fundamentals of Biology	4
CDEV 103	Child Growth and Development	3
COMS 1	Public Speaking	3
EDUC 201	Foundations in Education	3
ENGL 1A	Reading and Composition	4
ENGL 1B	Literature and Composition	3
GEOG 5	World Regional Geography	3
GEOL 6	Earth Science in Education	4
HIST 101	United States History to 1877	3
HIST 140	History of Early Civilizations	3
MATH 110	Structures and Concepts in Mathematics	3
POLI 1	Governments of the United States and California	3
PSCI 25	Exploring Physical Sciences	3
List A: 3 units		
COMS 4	Argumentation and Debate	3
ENGL 1C	Critical Thinking and Composition	3
PHIL 5	Critical Thinking and Discourse	3
PHIL 8	Introduction to Logic	3
PSYC 3	Critical Thinking and Psychology	3
List B: 3 units		
ART 1	Art and Visual Culture in Modern Life	3
DANC 1	Dance Appreciation	3
MUSI 11	Music Appreciation-Survey	3
THEA 1	Theatre Appreciation	3
Total Units: 48		

ACADEMIC AFFAIRS

BUSINESS

NEW TRANSFER DEGREE

1. **Business Administration Degree for Transfer (AS-T)**

The business administration program is designed to provide students with a foundation in basic accounting principles, business law, and macroeconomics and microeconomics theory. Students will be able to apply methodologies to assess fiscal and monetary policy in the marketplace and understand the basics of contract law. Upon successful completion of the program students will be prepared to transfer to a CSU and major in Business Administration. Competencies will be assessed through examination and projects.

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

Major Requirements for Business Administration AS-T

Required Core: 17-18 units		Units
BUS 1A	Financial Accounting	4
BUS 1B	Managerial Accounting	4
ECON 1	Principles of Economics: Macroeconomics	3
ECON 2	Principles of Economics: Microeconomics Theory	3

ACADEMIC AFFAIRS

LAW 4	Legal Environment of Business	4
or		
LAW 5	Contract, Sales and Commercial Paper	3

List A (select one): 4-5 units

MATH 140	Finite Mathematics for Business and Social Sciences	4
MATH 150	Elementary Statistics with Probability	4
MATH 160	Calculus I for the Biological, Management and Social Sciences	4
or		
MATH 190	Single Variable Calculus and Analytic Geometry I	5

List B (select two): 6-9 units

Any course from List A not already used

BUS 25	Introduction to Business	3
or		
BUS 28	Written Business Communications	3
CIS 13	Introduction to Computers	3

Total Units: 27-32

FINE ARTS

NEW TRANSFER DEGREES

There are two new transfer degrees in Art listed below:

1. Art History Degree for Transfer (AA-T)

The art program provides students with a comprehensive foundation in the history, theory, and practice of art. Each student acquires observational, compositional, technical, interpretative, and expressive competency through participation in an extensive range of studio art courses. Exposure to a culturally diverse art history curriculum prepares each student to analyze, assess, and discuss works of art from a variety of historical and style periods. Proficiencies are demonstrated through class projects, critiques, research papers, essays, and objective tests. Program assessment is measured by portfolios, juried and public exhibitions, program completion, transferability, and periodic program reviews. Students will be prepared to transfer to a CSU and major in art history, and pursue a variety of art-related careers.

ACADEMIC AFFAIRS

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.

Major Requirements for Art History AA-T

Required Core: 9 units

	Units
ART 102A History Western of Art - Prehistoric to Gothic	3
ART 102B History of Western Art - Proto-Renaissance to 19th Century	3
ART 102C History of Western Art - 19th Century to Contemporary Times	3

List A: 3 units

ART 205A History of Asian Art - India and Southeast Asia	3
or	
ART 205B History of Asian Art - China, Korea, and Japan	3
ART 207 Art History of Mexico and Central and South America	3
or	
ART 209 History of African Art	3

ACADEMIC AFFAIRS

List B: 3 units

ART 110	Drawing Fundamentals I	3
ART 130	Two-Dimensional Design I	3
ART 141	Digital Art	3
ART 160	Three-Dimensional Design	3
ART 161	Beginning Ceramics	3
ART 181	Beginning Sculpture	3
ART 217	Life Drawing I	3
ART 222	Fundamentals of Painting I	3
PHOT 1	Basic Photography	3

List C: 3 units

Any course from List A or B not already used

ART 106	Cross-Cultural Art	3
ART 109	Contemporary Art in World Cultures	3
ART 150	The Art of Photography	3
or		
PHOT 150	The Art of Photography	3
ART 208	History of American Art	3

Total Units: 18

2. Studio Arts Degree for Transfer (AA-T)

The art program provides students with a comprehensive foundation in the history, theory, and practice of art. Each student acquires observational, compositional, technical, interpretative, and expressive competency through participation in an extensive range of studio art courses. Exposure to a culturally diverse art history curriculum prepares each student to analyze, assess, and discuss works of art from a variety of historical and style periods. Proficiencies are demonstrated through class projects, critiques, research papers, essays, and objective tests. Program assessment is measured by portfolios, juried and public exhibitions, program completion, transferability, and periodic program reviews. Students will be prepared to transfer to a CSU and major in art history, and pursue a variety of art-related careers.

Major Requirements for Studio Arts AA-T

Required Core: 12 units		Units
ART 102B	History of Western Art - Proto-Renaissance to 19th Century	3

ACADEMIC AFFAIRS

ART 110	Drawing Fundamentals I	3
ART 130	Two-Dimensional Design I	3
ART 160	Three-Dimensional Design	3

List A: 3 units

ART 102A	History Western of Art - Prehistoric to Gothic	3
ART 102C	History of Western Art - 19th Century to Contemporary Times	3
ART 205A	History of Asian Art - India and Southeast Asia	3
or		
ART 205B	History of Asian Art - China, Korea, and Japan	3
ART 207	Art History of Mexico and Central and South America	3
or		
ART 209	History of African Art	3

List B: 9 units

ART 129	Fundamentals of Color	3
ART 132	Advertising Design I	3
ART 131	Lettering and Typography I	3
ART 141	Digital Art	3
ART 143	Digital Design and Publishing	3
ART 144	Three-Dimensional Computer Animation	3
ART 152	Rendering	3
ART 161	Beginning Ceramics	3
ART 181	Beginning Sculpture	3
ART 173	Introduction to Jewelry and Metalsmithing	3
ART 187	Printmaking I - Etching, Relief, and Lithography	3
ART 210	Drawing Fundamentals II	3
or		
ART 217	Life Drawing I	3
ART 218	Life Drawing II	3
ART 219	Watercolor Painting I	3
ART 220	Watercolor Painting II	3
ART 222	Fundamentals of Painting I	3
ART 223	Fundamentals of Painting II	3
ART 224	Life Painting I	3
ART 225	Life Painting II	3
ART 230	Two-Dimensional Design II	3

ACADEMIC AFFAIRS

ART 231	Lettering and Typography II	3
ART 232	Advertising Design II	3
ART 262	Intermediate Ceramics	3
ART 274	Jewelry Fabrication	3
ART 282	Life Sculpture	3
ART 283	Bronze Casting	3
PHOT 1	Basic Photography	3
PHOT 2	Intermediate Photography	4
PHOT 51	Elementary Photography	2

Total Units: 24

B. BOARD POLICY 4025 (PHILOSOPHY FOR ASSOCIATE DEGREE AND GENERAL EDUCATION) – SECOND READING AND ADOPTION

It is recommended that the Board accept for a second reading and adoption Board Policy 4025 (Pages 18-19). Administrative Procedure is presented for informational purposes only (Page 20).

C. BOARD POLICY 4255 (STUDENT PROGRESS EARLY ALERT AND REFERRALS) – SECOND READING (DELETION)

It is recommended that the Board accept for a second reading the deletion of Board Policy 4255 (Page 21).

ACADEMIC AFFAIRS

BP 4025

Philosophy for Associate Degree & General Education

~~El Camino College recognizes the importance of educating the individuals who will serve to the local, state, national, and international communities. The college's associate degree requirements lead students through a general education pattern designed to encourage the development of broad knowledge in core subjects and the acquisition of sufficient depth in a specific field of knowledge. The College, through the awarding of an associate degree, strives to create an environment which stimulates greater individual creativity and achievement, personal and social responsibility, as well as ethical and technological awareness. The degree requirements lead students through patterns of learning experiences designed to develop certain capabilities and insights through general education and sufficient depth in a specific field of knowledge.~~

~~El Camino College recognizes the need to provide a multi-dimensional, multicultural, and integrative general education curriculum as the core of the associate degree. With this objective in mind, El Camino College pledges to develop and maintain a general education curriculum that promotes critical thinking and analytical skills, clear and precise expression, cultural and artistic sensitivity, personal growth, health and self-understanding. General education curriculum will enhance appreciation and understanding of the scientific method and the relationships between science and other human activities. It will also develop an understanding of methods of inquiry regarding human behavior, foster an appreciation of how societies and social groups operate, and develop awareness of the ways people throughout the ages have responded to themselves and the world around them in artistic and cultural creations.~~

~~The awarding of an associate degree is intended to represent more than an accumulation of units. It recognizes a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the following:~~

- ~~• to think and to communicate clearly and effectively both orally and in writing;~~
- ~~• to use mathematics;~~
- ~~• to understand the modes of inquiry of the major disciplines;~~
- ~~• to be aware of other cultures and times;~~
- ~~• to achieve insights gained through experience in thinking about ethical problems;~~
- ~~• to develop the capacity for self-understanding; and~~
- ~~• to engage in lifelong learning.~~

ACADEMIC AFFAIRS

In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest. Each associate degree offered by the college shall contain a pattern of general education and major courses selected to assure the collection of experiences, capabilities, and insights.

Central to an Associate Degree, General Education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts, and methodologies both unique and shared by the various disciplines. College-educated individuals must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most importantly, General Education should lead to better self-understanding. Courses approved for inclusion in the general education requirements shall be evaluated as meeting this philosophy.

The Superintendent/President shall, in consultation with the Academic Senate, develop and submit to the Board for approval procedures to assure that courses used to fulfill general education and associate degree requirements meet the standards used in this policy.

Reference:

Title 5, Section ~~55805~~ 55061
Accreditation Standard II.A.3

Replaces Board Policy 6121

Adopted: 4/15/02

ACADEMIC AFFAIRS

AP 4025 Philosophy and Criteria for Associate Degree and General Education

Procedures for the selection of courses for the associate degree and general education requirements are located in the Curriculum Handbook, which is housed in the Office of Academic Affairs, division offices, and the College website.

References:

Title 5, section 55061
Accreditation Standard II.A.3

ACADEMIC AFFAIRS

BOARD POLICY 4255

Student Progress Early Alert and Referrals

The faculty of El Camino College, as a matter of professionalism, and in compliance with California Law, is fully committed to fostering student educational progress through early, individualized feedback and follow-up.

Previous Board Policy: 6131.1

El Camino College
Adopted: 4/17/95
Renumbered: 5/16/05

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

Page No.

- A. Board Policy 5010 (Admissions and Concurrent Enrollment) –
Second Reading and Adoption.....23
 - a. Administrative Procedure 5010 (Admissions) is presented for informational purposes only
 - b. Administrative Procedure 5011 (Admission and Concurrent Enrollment for High School and Other Young Students) is presented for informational purposes only

STUDENT AND COMMUNITY ADVANCEMENT

A. BOARD POLICY 5010 (ADMISSIONS AND CONCURRENT ENROLLMENT) – Second Reading and Adoption

It is recommended that the Board accept for second reading and adoption Board Policy 5010 (Admissions and Concurrent Enrollment) (Page 24). Administrative Procedure 5010 (Admissions) and Administrative Procedure 5011 (Admission and Concurrent Enrollment) are presented for informational purposes only (Pages 25-35).

BOARD POLICY 5010

ADMISSIONS AND CONCURRENT ENROLLMENT

It is the policy of the El Camino Community College District that the College shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:

I. General Admission

Any person over the age of 18 or possessing a high school diploma or its equivalent from the USA or other nation shall be admitted.

II. K-12 Concurrent Enrollment (Also refer to AP 5011)

A. Limitation of K-12 Concurrent Enrollment by Grade Level

Any student whose class level is equal to grades 11 or 12 is eligible to attend as a special part-time or full-time student for advanced scholastic or vocational courses provided they are not prohibited to attend by federal or state law.

B. Admission of K-10 Students

A student in K-10 may be admitted for attendance under very limited circumstances as identified by the District.

C. Admissions Procedures

The Superintendent/President shall establish procedures regarding ability to benefit and admission of high school and younger students.

D. Denial of Special Full-time or Part-time Enrollment

The denial of special full-time or part-time enrollment and the appeal process shall be identified in the District's procedures.

References: Education Code Section 76000, 76001, 76002, 48800, 48800.5,
Labor Code Section 3077

El Camino College
Adopted:

I. Designated Authority

The College's Director of Admissions and Records is the designated authority responsible for the College's student admissions process.

II. Admission of High School Graduates or the Equivalent

A. Graduates of High School

Graduates of high schools are eligible for admission to El Camino College and enrollment in any course for which they are qualified. Enrollment in a course is subject to prerequisites listed in the course description and availability. Certain two-year curricula have special admission requirements (ECS 76000).

B. High School Equivalency

Students who possess the equivalent of a high school diploma are eligible for admission to El Camino College. Such equivalents include the following:

- 1) The Certificate of Proficiency, based on completion of the High School Proficiency Examination with satisfactory scores.
- 2) The California High School Equivalency Certificate (GED).

III. Admission of Non-graduates of High School

Non-graduates of high school who are 18 years of age or over may be admitted to El Camino College if it appears that they can profit from instruction at the College level.

IV. Admission of Non-Resident Students

Students who are determined to be non-residents for tuition purposes at the time of application are eligible for admission to El Camino College. Residency status is determined at the time of admission application based on the rules and regulations specified in the Attendance and Accounting Manual published by the California Community Colleges Chancellor's Office.

Administrative Procedure 5010 – Admissions

Page 2 of 2

V. Transfer from Non-Regionally Accredited Collegiate Institution

1) Credit for Units

Credit will not be given for units completed at non-regionally accredited colleges or institutions.

VI. Publication of Admission Policies and Procedures

Admissions policies and procedures will be published in the College catalog, in the Class Schedule, and on the El Camino College website. Additional questions will be addressed directly to the Office of Admissions and Records.

Reference: Education Code 76000

I. Admission and Concurrent Enrollment of High School Students

High school students must apply and follow the admissions process every term (fall, spring, summer, winter).

A. Admission as Special Part-Time Student – 11th & 12th Grade Students

A student is considered to be in 11th grade once 10th grade is completed. For example, a student who has completed the 10th grade in the spring is considered to be in the 11th grade in the summer session following 10th grade.

1. Requirements for Admission – Required Authorization

El Camino College may admit as special part-time 11th or 12th grade students for advanced scholastic and vocational credit courses, provided the student has:

- a) Submitted an application for admissions online to El Camino College for the El Camino College Compton Center.
- b) Submitted a completed Concurrent Enrollment Application (CEA) form to the appropriate admissions office with the following requirements:
 - 1) Obtained written parental consent on the CEA form
 - 2) Obtained the written recommendation of the principal or designee and authorization of the governing board of the school which the student attends on the CEA form
 - 3) The student has signed the CEA form
 - 4) The authorized courses are specified
 - 5) The CEA form is submitted to Admissions by the deadline.

2. Requirements for Admission – Preparation and Opportunities

Enrollment in specific courses is subject to the following requirements.

**Administrative Procedure 5011- Admissions and Concurrent Enrollment of High
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- a) The student has demonstrated adequate preparation in the discipline to be studied.
- b) The student has availed himself or herself of all opportunities to enroll in equivalent courses through his or her school of attendance.

3. Limitations on Enrollment for 11th or 12th Grade Students

- a) As special part-time students, are limited to enroll in a maximum of eleven units in primary terms (fall and spring, eight units during intersession).
- b) May not enroll in a physical education activity course during an intersession.
- c) May not enroll in a physical education activity course without dean approval during a primary term (fall or spring semester).
- d) May not enroll in an El Camino College course to alleviate a high school deficiency.
- e) May be blocked from future participation in concurrent enrollment if the student drops courses or fails to make satisfactory academic progress.
- f) Will receive low enrollment priority.
- g) Applying for concurrent enrollment, are not guaranteed a seat in a class.
- h) Will be limited to register for only those classes approved on the CEA form. Registering for non-approved classes will result in loss of concurrent enrollment privileges, and forfeiture of most petitioning rights.
- i) Are generally limited to enrolling in two courses at the college. To enroll in more than two courses, a student must submit a petition to Admissions and Records and present documentation as to how the workload will be managed.
- j) Will be subject to all other policies and procedures of the college.

**Administrative Procedure 5011- Admissions and Concurrent Enrollment of High
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B. Admissions as Special Part-time 9th – 10th Grade Students

1. Admissions Requirement

El Camino College may admit as special part-time 9th – 10th grade students for advanced scholastic and vocational credit courses, provided the student has:

- a) Submitted an application for admissions online to El Camino College or the El Camino College Compton Center
- b) Submitted a completed Concurrent Enrollment Application (CEA) form to the appropriate admissions office with the following requirements:
 - 1) Obtained written parental consent on the CEA form
 - 2) Obtained the written recommendation of the principal or designee and authorization of the governing board of the school which the student attends on the CEA form
 - 3) The student has signed the CEA form
 - 4) The authorized courses are specified
 - 5) The CEA form is submitted to Admissions by the deadline
 - 6) Submitted complete, official academic transcripts
 - 7) A letter of support on school letterhead from the school principal or assistant principal explaining how admission to the college and enrollment in the course(s) specified will benefit the student
 - 8) Approval of appropriate academic division as described in this procedure
- c) For a course with a pre-requisite the student must submit one or both of the following:
 - 1) Evidence of completion of the pre-requisite course. It is the student's responsibility to clear pre-requisites prior to registering by all relevant deadlines.
 - 2) Acceptable performance on the El Camino College placement test. It is the student's responsibility to be properly assessed and tested prior to registering by all relevant deadlines.

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2. Approval of 9th – 10th Grade Enrollment

Submission of the above documents and completion of the above requirements does not guarantee approval to enroll in courses at El Camino College. The following requirements must also be met:

- a) All documents must be submitted to the dean(s) of the division(s) responsible for the courses listed on the Concurrent Enrollment form 30 days before the start of the term.
- b) The dean, at his/her discretion, may require an in-person meeting with the student.
- c) The dean of the division must be satisfied that all requirements have been met.
- d) Academic divisions/departments may restrict concurrently enrolled students in grades 9 – 10 based on course content.
- e) The student must be properly assessed through El Camino College's Assessment Office with the results included in the documents provided and in the timeframe established in Section I.B.4.(a) above.

3. Limitations on Enrollment for 9th and 10th Grade Students

- a) Are limited to enroll in a maximum of five units at El Camino College in a term.
- b) May not enroll in a physical education activity course during any term at El Camino College.
- c) May not enroll in an El Camino College course to alleviate a high school, primary or intermediate school grade deficiency.
- d) Will be blocked from future participation in concurrent enrollment if the student drops or withdraws from courses or fails to make satisfactory academic progress.
- e) Will receive low enrollment priority.
- f) Applying for concurrent enrollment does not guarantee a seat in a class.
- g) Students will be limited to register for only those classes approved on the CEA form. Registering for non-approved classes will result in loss of concurrent enrollment privileges, and forfeiture of most petitioning rights.

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4. Denial of 9th – 10th Grade Enrollment

If in the dean's professional judgment he/she finds that it would not be in the best interest of the student or the college for the student to enroll, then enrollment in that course will not be permitted.

C. Petitioning for Highly Gifted Students

A parent or guardian of a student may petition the superintendent/president to authorize admission of the child as a special part-time student on the grounds that the student is highly gifted. Written approval from the governing board of the district of attendance for such students is required. The petition from the parent and the written approval from the governing board of the district of attendance of the student must be no less than 45 days from the start of the term.

“Highly gifted” shall be defined as a gifted and talented child who has achieved a measured intelligence quotient of 150 or more points on an assessment of intelligence administered by qualified personnel or has demonstrated extraordinary aptitude and achievement in language arts, mathematics, science, or other academic subjects, as evaluated and confirmed by both the child's teacher and principal. The evaluation by the child's teacher and principal must be confirmed through an assessment of the child's ability, knowledge, skill, etc by a panel composed of one faculty member from the discipline appointed by the Academic Senate, one Academic Dean appointed by the Vice President of Academic Affairs, and chaired by the Director of Admissions & Records. In the absence of the Director of Admissions & Records, the Vice President of Student & Community Advancement shall appoint an alternate. The panel shall meet within fifteen business days upon receipt of a completed petition (including supporting documentation). The Chair of the panel shall notify the parent of the panel's findings and decisions.

**Administrative Procedure 5011- Admissions and Concurrent Enrollment of High
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D. Denial of Request for Special Enrollment

The Board designates the Vice President of Student & Community Advancement to review appeals of denial for special enrollment of a student who has been identified as highly gifted. If a request for special part-time or special full-time enrollment is denied for a student who has been identified as high gifted, the parent may petition to the Vice-President of Student & Community Advancement within ten days for review. If the appeal is denied, the Vice-President of Student & Community Advancement shall provide written findings and reasons for the denial within 60 days. A recommendation regarding the request for admission and the denial shall be submitted to the Board at a regularly scheduled meeting that falls at least 30 days after the request for admission has been submitted. The Board will maintain a record of the findings and reasons for denial of a request for admission by a student identified as highly gifted.

E. Other Concurrent Enrollment Requirements

1. Pursuing Enrollment Opportunities at the School of Attendance

K-12 students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance.

2. Course Open to the Entire Population

Courses in which high school and other young students are permitted to enroll will be open to the entire college population.

3. College-Level Courses

Courses in which concurrently enrolled student enroll will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline.

**Administrative Procedure 5011- Admissions and Concurrent Enrollment of High
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4. Fees

- a) California Resident Students
Enrollment fees are waived for California residents.
- b) Non-California Resident Students
Non-California residents, out-of-state, and out-of-country students will pay the appropriate tuition, the enrollment fees, and capital outlay fees.
- c) Concurrently enrolled students shall be responsible for parking fees if they choose to park on campus.

5. Responsibility to Register

It is the responsibility of the concurrently enrolled student to register online during the regular registration cycle or online during the add period by the deadlines specified for that term and class. Failure to register or add by the deadlines will result in the student being denied enrollment in the courses in question.

6. Drop for No-Show

Students not attending the first day of class may be dropped from the class.

7. Student Code of Conduct

All students, including Concurrently Enrolled students, are subject to the student code of conduct. It is the responsibility of the student to read and understand the student code of conduct and all relevant policies and procedures. Refer to Board Policy 5500 and Administrative Procedure 5500 – Academic Honesty & Standards of Conduct.

8. FERPA

All students, including Concurrently Enrolled students and minors, are protected by the Family Education Rights and Privacy Act (FERPA). Neither the parent (nor any other family member), nor a representative from the student's school may inquire about the student or obtain information on the student's academic

**Administrative Procedure 5011- Admissions and Concurrent Enrollment of High
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performance, enrollment, or attendance without the express written consent of the student.

9. Deadlines

Concurrently enrolled students must meet all deadlines for admissions, registration, adding, dropping, or withdrawing.

10. Registration Appointment Date and Time

Special part-time and special full-time students will register during open registration after DSPS, EOPS, Veterans, Continuing and new and returning students have registered.

11. Home Study Programs

Students enrolled in Home Study Programs must provide proof that the Home Study Program is registered with the State of California.

12. Health Center

Health Center fees are not charged and; therefore, concurrently enrolled students are not eligible for Health Center Services.

13. Right to Restrict Enrollment

Content in some classes may not be suitable for minors. El Camino College reserves the right to restrict concurrently enrolled students from classes if it is determined that the student does not have the ability to benefit from enrollment or for reasons of health and safety, appropriateness of course, preparedness of the student, seat availability, registration priority, or college policy.

F. Earning Credit for Classes

Students admitted as CE students will earn credit for the classes they complete in the same manner as regularly enrolled community college students.

**Administrative Procedure 5011- Admissions and Concurrent Enrollment of High
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II. Apportionment for Concurrently Enrolled Students

A. Apportionment for K-12 Students

1. Eligibility to Enroll

K-12 students are eligible to enroll in classes that are open to the general public and which are advertised as such in the college catalog, the semester or intersession schedule of classes and through any addenda of the college catalog or schedule of classes.

2. Recording for Apportionment

Enrollments for K-12 students will be recorded for apportionment purposes in the same manner as regular students.

3. Offering Classes on a High School Campus

Additional classes offered by the college on a high school campus after the District's regular schedule of classes has been published, and the classes are advertised to the general public through electronic media only, must be advertised for a minimum of 30 continuous days prior to the first meeting of the classes.

4. Timing of Classes on a High School Campus

Classes offered on a high school campus will not be held during the time the campus is closed to the general public as defined by the school board.

III. Ownership of Documents

All documents submitted to El Camino College become the property of El Camino College.

References: Education Code Sections 48800, 48800.5, 76001, 76002

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:** **ACTION CONTRACTORS, INC.**
Services: Contractor will provide plumbing, electrical and general building maintenance repairs for the District's Business Training Center (BTC).
Requesting Dept.: Student and Community Advancement – BTC
Date(s): 7/1/13 – 6/30/14
Financial Terms: Cost not to exceed \$5,000
- 2. Contractor:** **EL SEGUNDO JANITORIAL SERVICES**
Services: Contractor will provide janitorial services for the District's BTC.
Requesting Dept.: Student and Community Advancement – BTC
Date(s): 7/1/13 – 6/30/14
Financial Terms: Cost not to exceed \$14,000
- 3. Contractor:** **GIDDA'S HOME HEALTH SERVICES**
Services: Contractor will provide part-time work activity opportunities to CalWORKs students to work as medical office clerks, home health aides, and certified nursing assistants.
Requesting Dept.: Student and Community Advancement – Counseling and Student Services - CalWORKs
Date(s): 7/1/13 – 6/30/14
Financial Terms: No cost to the District
- 4. Contractor:** **JUAN DIAZ**
Services: Contractor will maintain the grounds around the building and the parking area of the District's BTC.
Requesting Dept.: Student and Community Advancement – BTC
Date(s): 7/1/13 – 6/30/14
Financial Terms: Cost not to exceed \$2,700

5. **Contractor:** **LEARNING GARDEN PRESCHOOL**
Services: Contractor will provide part-time work activity opportunities for CalWORKs students to work as preschool teachers and teacher assistants.
Requesting Dept.: Student and Community Advancement – Counseling and Student Services
Date(s): 7/1/13 – 6/30/14
Financial Terms: No cost to the District
6. **Contractor:** **RONALD AMIE QUICKBOOKS INSTRUCTOR**
Services: Contractor will conduct QuickBooks Workshop Series for ECC Small Business Development Center (SBDC).
Requesting Dept.: Student and Community Advancement – Community Advancement – SBDC
Date(s): 7/1/13 – 12/31/13
Financial Terms: Cost not to exceed \$3,500
Funded by Small Business Administration
7. **Contractor:** **SOUTH BAY ENTREPRENEURIAL CENTER, INC.**
Services: Contractor will lease office space to ECC SBDC to conduct one-on-one advising sessions for small business owners and start-up businesses in the Torrance and South Bay area.
Requesting Dept.: Student and Community Advancement – Community Advancement – SBDC
Date(s): 7/1/13 – 6/30/14
Financial Terms: Cost not to exceed \$6,000
Funded by Small Business Administration
8. **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.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 7/1/13 – 6/30/14
Financial Terms: Cost not to exceed \$20,208
Funded by Employment Training Panel (ETP) grant (ET11-0204, ET11-0806 AB118, ET12-0143 and ET13-0125)

9. **Contractor:** **SPACE EXPLORATION TECHNOLOGIES (SPACE X)**
Services: Contractor will receive a total of 20 hours of Structured Query Language training.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 7/1/13 – 6/30/14
Financial Terms: Projected Gross Income \$8,710
10. **Contractor:** **VOCATIONAL TRAINING INTERNATIONAL, INC.**
Services: Contractor will provide welding instruction for inmates at the Federal Correctional Institution at Terminal Island.
Requesting Dept.: Student and Community Advancement – Workplace Learning Resource Center (WpLRC)
Date(s): 7/1/13 – 6/30/14
Financial Terms: Cost not to exceed \$35,000
Funded by the Federal Correctional Institution
11. **Contractor:** **WORKFORCE COMPUTER TRAINING**
Services: Contractor will develop and deliver customized on-site training to contracted companies, including but not limited to computer skills such as Excel and Access on as-needed basis.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 7/1/13 – 6/30/14
Financial Terms: Cost not to exceed \$50,000
Funded by contracted companies

B. CONTRACTS OVER \$83,400

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

1. **Contractor:** **CERRITOS COMMUNITY COLLEGE DISTRICT**
Services: Contractor will provide technical skills training through a sub-grantee agreement.
Requesting Dept.: Student and Community Advancement – Community Advancement – Center for Applied Competitive Technologies (CACT)

Date(s): 7/1/13 – 6/30/14

Financial Terms: Cost not to exceed \$157,000

Funded by a grant from the California Manufacturers and Technology Association

2. Contractor:

FIFTY & FIVE LLC

Services: Contractor will provide specialized services to engage current and potential social media users regarding ECC's present and future programs and services. Services include advertising on various social media outlets.

Requesting Dept.: President's Office – Public Relations and Marketing

Date(s): 7/1/13 – 6/30/14

Financial Terms: Cost not to exceed \$115,000

3. Contractor:

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Services: Contractor will promote and provide technical skills training including machine tool technology and welding.

Requesting Dept.: Student and Community Advancement – Community Advancement – CACT

Date(s): 7/1/13 – 6/30/14

Financial Terms: Cost not to exceed \$150,000

Funded by a grant from the California Manufacturers and Technology Association

4. Contractor:

ORBITAL SCIENCES CORP

Services: Contractor will receive training in manufacturing technology and related areas.

Requesting Dept.: Student and Community Advancement – Community Advancement – CACT

Date(s): 7/1/13 – 6/30/14

Financial Terms: Projected Gross Income \$350,000

Funded by subgrantee agreement from Orbital Sciences Corp

C. PERSONAL SERVICE AGREEMENT

1. Contractor:

MARK HULLIBARGER

Services: Contractor will perform the tuning, repair, maintenance and voicing of the seven grand pianos used in Marsee Auditorium, Campus Theatre and Haag Recital Hall.

Requesting Dept.: Academic Affairs – Fine Arts – Center for the Arts
Date(s): 7/1/13 – 6/30/14
Financial Terms: Cost not to exceed \$3,078

D. AMENDMENTS

1. Contractor: **CERRITOS 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 – CACT
Date(s): 9/1/12 – 8/31/14
Financial Terms: Cost not to exceed \$125,000 (originally Board approved 10/15/12 for \$75,000)
 Funded by ETP (ET13-0125, Reference ET12-0702)

E. Bid Award 2012-16 2013 Ford E-350 XL Series 12 Passenger Wagons
 It is recommended that Bid Number 2012-16 be awarded to the following vendor in accordance with the specifications, terms and conditions of the above named bid for four (4) 2013 Ford E-350 XL Series 12 Passenger Wagons for District use.

<u>Recommended Bidder</u>	<u>Bid Amount</u>
South Bay Ford Lincoln 5100 W. Rosecrans Avenue Hawthorne, CA 90250	\$97,615.84

Note: Ten (10) competitive bids were solicited of which South Bay Ford Lincoln was the only respondent.

F. PURCHASE ORDERS

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

P.O. Number P.O. Cost	Vendor Name	Site Name	Description
Fund 11	Unrestricted - El Camino		
P0603300	Glidden Professional	Grounds	Non-Instruct Supplies \$1,083.29
P0603312	Lawndale Chamber of	Public Relations &	Conferences Mgmt \$50.00
P0603316	Brown & Bigelow, Inc.	Out of State	Non-Instruct Supplies \$778.12

P0603317	Brown & Bigelow, Inc.	Out of State	Non-Instruct Supplies	\$3,739.47
P0603319	L.A. County EMS	Paramedic Academy	Contract Services	\$22,541.97
P0603320	Ryugakusite.Com, Inc.	VP-SCA	Contract Services	\$1,000.00
P0603321	Ryugaku Journal, Inc.	VP-SCA	Contract Services	\$3,000.00
P0603322	New World Overseas	VP-SCA	Contract Services	\$250.00
P0603323	Maxway Education	VP-SCA	Contract Services	\$250.00
P0603324	ISCnet Study Abroad	VP-SCA	Contract Services	\$250.00
P0603325	International Education &	VP-SCA	Contract Services	\$250.00
P0603326	Del Amo Learning	VP-SCA	Contract Services	\$500.00
P0603327	CJR Education	VP-SCA	Contract Services	\$4,250.00
P0603331	International Education	VP-SCA	Contract Services	\$2,000.00
P0603332	FACCC-Education	Accounting Use Only	Account Receivable	\$2,985.00
P0603333	Carrick Enterprises, Inc	Student Learning	Non-Instruct Supplies	\$1,468.00
P0603334	Thomson Gale	Div Office Instr.	Publications-Magazines	\$4,296.25
P0603337	CDW-G	Information Technology	Non-Instruct Supplies	\$738.69
P0603338	Quickstart Intelligence	Information Technology	In-Service Training	\$1,744.00
P0603339	Dr. Thomas M. Fallo	Presidents Office	Non-Instruct Supplies	\$421.74
P0603341	Mr. Joseph W. Holliday	Transportation	Gasoline	\$54.44
P0603343	Community College	Accounting Use Only	Account Receivable	\$6,508.00
P0603356	Ms. Janice E. Ely	Fiscal Services	Non-Instruct Supplies	\$27.24
P0603357	U.S. Bank	Institutional Services	Escrow/adminstrtn fees - Bond	\$250.00
P0603358	Overseas Educational	VP-SCA	Contract Services	\$1,000.00
P0603359	EduAbroad/Shimamura	VP-SCA	Contract Services	\$500.00
P0603360	ACPI American	VP-SCA	Contract Services	\$250.00
P0603361	Ms. Kimberly Wilkinson	Ctr for Arts Production	Non-Instruct Supplies	\$998.65
P0603367	A & O Study Abroad	VP-SCA	Contract Services	\$250.00
P0603368	Amar Enkhtaiwan	VP-SCA	Contract Services	\$500.00
P0603376	Hyland Software, Inc.	Information Technology	Maintenance Contracts	\$29,400.00
P0603381	Westwood Building	Construction	Instructional Supplies	\$54.26
P0603382	Law Offices of Larry	Institutional Services	Legal	\$3,937.50
P0603383	Public Agency Law	Institutional Services	Legal	\$6,696.91
P0603384	Ms. Kimberly Wilkinson	Ctr for Arts Production	Non-Instruct Supplies	\$82.50
P0603385	Pump Man	Facilities/Planning/Servi	Repairs Noninstructional	\$1,958.00
P0603388	Los Angeles Sentinel	Public Relations &	Multi Media Advertising	\$4,053.00
P0603389	Herald Publications	Public Relations &	Multi Media Advertising	\$4,000.00
P0603394	Jacobsen West	Facilities/Planning/Servi	Non-Instruct Supplies	\$650.40
P0603403	Ellucian Inc	Information Technology	Maintenance Contracts	\$28,775.00
P0603404	Dept.Of Toxic Substance	Hazmat	Waste Disposal	\$317.50
P0603414	Ryugaku Journal, Inc.	International Students	Multi Media Advertising	\$1,100.00
P0603416	Mr. Derek E. Poepoe	Ctr for Arts Promo	Non-Instruct Supplies	\$85.04
P0603417	Torrance Postmaster	Ctr for Arts Promo	Multi Media Advertising	\$2,222.63
P0603418	Universal Placement	VP-SCA	Contract Services	\$250.00
P0603419	Trang Viet Anh Company	VP-SCA	Contract Services	\$250.00
P0603420	Xpedx	Warehouse	Inventories, Stores, Prepaid I	\$4,490.08
P0603421	The Great Nation Group	VP-SCA	Contract Services	\$500.00
P0603422	Global Partners, Inc.	VP-SCA	Contract Services	\$250.00
P0603423	ELS Educational	VP-SCA	Contract Services	\$500.00
P0603424	Du Hoc & Du Lich My	VP-SCA	Contract Services	\$250.00
P0603425	Chinese Student &	VP-SCA	Contract Services	\$1,250.00
P0603426	The Center for Advanced	VP-SCA	Contract Services	\$500.00
P0603431	Progressive Technology	Information Technology	Maintenance Contracts	\$4,073.28
P0603432	Sichuan Service	VP-SCA	Contract Services	\$1,250.00
P0603433	Kim Lay Travel Agent	VP-SCA	Contract Services	\$500.00
P0603434	Cong Ty Tnhh Giao	VP-SCA	Contract Services	\$250.00

P0603435	LUhak	VP-SCA	Contract Services	\$250.00
P0603438	Ms. Lois J. Hernandez	BTC Grants	Non-Instruct Supplies	\$51.31
P0603443	Governet	Information Technology	Maintenance Contracts	\$2,000.00
P0603451	Xerox Capital Services,	Testing Center	Maintenance Contracts	\$553.68
P0603457	Ms. Debbie E. Turano	Operations	Pest Control	\$375.00
P0603460	Dr. Thomas M. Fallo	Presidents Office	Non-Instruct Supplies	\$28.85
P0603461	Campus Food Services	Presidents Office	Other Services And Expenses	\$12.54
P0603462	Campus Food Services	Presidents Office	Other Services And Expenses	\$1,611.84
P0603469	RSDýRefrigeration	Facilities/Planning/Servi	Non-Instruct Supplies	\$891.74

Fund 11 Total: 66

\$165,355.92

Fund 12 Restricted - El Camino

P0603314	Campus Food Services	MediCal Administrative	Non-Instruct Supplies	\$162.96
P0603315	Balloon Expressions	Kent Cooke Foundation	Other Services And Expenses	\$324.99
P0603318	Medical Billing	MediCal Administrative	Contract Services	\$4,900.00
P0603335	Bothwell Automotive, Inc.	Parking-Student	Repairs Non Instr	\$232.23
P0603336	Leo Scheib Paint &	Parking-Student	Repairs Non Instr	\$250.00
P0603340	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$15.00
P0603342	Los Angeles Superior	Parking Violations DMV	Other Services And Expenses	\$9,884.50
P0603369	Van Lingen Towing	Parking-Student	Repairs Non Instr	\$25.00
P0603370	B & H Inglewood Tow	Parking-Student	Repairs Non Instr	\$25.00
P0603371	Bothwell Automotive, Inc.	Parking-Student	Repairs Non Instr	\$660.77
P0603372	Laura M. Narvaez	EOPS CARE	Contract Services	\$449.27
P0603380	The Open Company	CA Step Project	Non-Instruct Supplies	\$480.00
P0603391	American Express Travel	EGADNP-12-116-011	Conferences Faculty	\$531.80
P0603406	Learning Academy	El Camino Language	Contract Services	\$1,500.00
P0603407	Destyn M. LaPorte	El Camino Language	Field Trip Expense	\$170.00
P0603408	Destyn M. LaPorte	El Camino Language	Multi Media Advertising	\$650.00
P0603409	Campus Food Services	EOPS CARE	Non-Instruct Supplies	\$827.13
P0603410	Campus Food Services	EOPS	Non-Instruct Supplies	\$162.96
P0603411	Compton Community	Title III- H S I - STEM	Other Services And Expenses	\$1,800.00
P0603412	Total Reader, Llc	TitleV-Improving	Non-Instruct Supplies	\$1,400.00
P0603427	Study in the Usa	El Camino Language	Multi Media Advertising	\$1,000.00
P0603428	Bothwell Automotive, Inc.	Parking-Student	Repairs Non Instr	\$500.00
P0603429	Rio Hondo College	Parking-Student	In-Service Training	\$9.20
P0603430	Campus Food Services	Puente Reporting	Non-Instruct Supplies	\$1,534.72
P0603436	Sidedoor Studio, The	El Camino Language	Multi Media Advertising	\$380.00
P0603442	Ryugakusite.Com, Inc.	El Camino Language	Contract Services	\$1,000.00
P0603446	Campus Food Services	Kent Cooke Foundation	Other Services And Expenses	\$355.40
P0603453	Campus Food Services	First Year Experience	Other Services And Expenses	\$60.17
P0603454	Campus Food Services	Kent Cooke Foundation	Other Services And Expenses	\$97.77
P0603455	Campus Food Services	Title III- H S I - STEM	Non-Instruct Supplies	\$752.10
P0603463	Rio Hondo College	Parking-Student	In-Service Training	\$18.40

Fund 12 Total: 31

\$30,159.37

Fund 15 General Fund -Special Programs

P0603290	B & H Photo-Video	Administrative Services	New Equipment -	\$4,018.26
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Fund 15 Total: 1

\$4,018.26

Fund 41 Capital Outlay

P0603445 Aqua-Serv Engineers Building Systems Non-Instruct Supplies \$19,358.40

Fund 41 Total: 1

\$19,358.40

Fund 62 Property & Liability

P0603313 Student Insurance Health,Safety and Risk HOSPITAL & MEDICAL \$500.00

Fund 62 Total: 1

\$500.00

Fund 79 Auxiliary Services

P0603328 Chicken Maison MESA Program Non-Instruct Supplies \$1,500.00
P0603329 Campus Concerts Fine Arts Non-Instruct Supplies \$3,390.00
P0603344 Anne L. Palmer Fine Arts Non-Instruct Supplies \$50.00
P0603345 Sandra J. Nitchman Fine Arts Non-Instruct Supplies \$100.00
P0603346 Jose Torres Daniel Fine Arts Non-Instruct Supplies \$50.00
P0603347 Deborah B. Minnichelli Fine Arts Non-Instruct Supplies \$100.00
P0603348 Joshua J. Gusman Fine Arts Non-Instruct Supplies \$100.00
P0603349 Christopher D. Hinojosa Fine Arts Non-Instruct Supplies \$100.00
P0603362 Joseph J. Derthick Fine Arts Non-Instruct Supplies \$76.00
P0603363 Amy L. Wolff Fine Arts Non-Instruct Supplies \$125.00
P0603364 Victoria R. Carr Fine Arts Non-Instruct Supplies \$100.00
P0603365 Bianca A. Lara Fine Arts Non-Instruct Supplies \$100.00
P0603366 James Atkinson Fine Arts Non-Instruct Supplies \$140.00
P0603386 Allyson Bates Fine Arts Non-Instruct Supplies \$100.00
P0603387 Campus Food Services Honors Program Non-Instruct Supplies \$1,131.91
P0603390 Karen Lawrence Fine Arts Non-Instruct Supplies \$100.00
P0603405 Ms. Kate L. McLaughlin Humanities Non-Instruct Supplies \$213.10
P0603448 Campus Food Services First Year Experience Non-Instruct Supplies \$839.13
P0603449 Campus Food Services Counseling Office Non-Instruct Supplies \$200.56
P0603450 Kevin Leman Fine Arts Non-Instruct Supplies \$100.00

Fund 79 Total: 20

\$8,615.70

Fund 82 Scholarships & Trust/Agency

P0603393 Campus Food Services Special Resource Fundraising \$87.75

Fund 82 Total: 1

\$87.75

PO Funds Total: 121

228,095.40

Fund 11 Unrestricted - El Camino

B0603311 Ellucian Inc Information Technology Maintenance Contracts \$24,000.00
B0603375 Wave Community Public Relations & Multi Media Advertising \$11,531.25
B0610982 Viatron Systems, Inc. 2010-13 VP-Admin Svc Contract Services \$10,431.00
B0610985 Ellucian Inc Information Technology Maintenance Contracts \$24,750.00

Fund 11 Total: 6

\$70,712.25

Fund 12 Restricted - El Camino

B0610981	E.C.C. Public Information	CCAMPIS prior year	Reproduction -	\$125.00
B0610986	ECCD Petty Cash	MESA Program	Non-Instruct Supplies	\$365.18

Fund 12 Total: 2

\$490.18

Fund 41 Capital Outlay

B0603241	RAN Enterprises	Building Systems	Buildings	\$149,083.38
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Fund 41 Total: 1

\$149,083.38

Fund 79 Auxiliary Services

B0610987	E.C.C. Public Information	Counseling Office	Non-Instruct Supplies	\$164.00
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Fund 79 Total: 1

\$164.00

BPO Funds Total: 10

224,949.81

Grand Total POs and BPOs: 131

453,045.21

P.O. Number	P.O. Cost	Vendor Name	Site Name	Description
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Fund 44 GO Bond Series 2006B

P0603260	Lowe's	Athletic Educ/Fitness	Site Improvements	\$4,576.91
P0603373	John Deere Company	Athletic Educ/Fitness	Group II Equipment	\$9,365.55
P0603395	SEWUP/ JPA	Lot F Parking Structure	Contract Services	\$37,908.48
P0603437	Environmental Recovery	Industry & Technology	Contract Services	\$2,905.00

Fund 44 Total: 4

\$54,755.94

PO Funds Total: 4

54,755.94

Fund 44 GO Bond Series 2006B

B0610975	KPFF Consulting	Shops Building	Architecture & Engineering	\$45,000.00
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Fund 44 Total: 1

\$45,000.00

BPO Funds Total: 1

45,000.00

Grand Total POs and BPOs: 5

99,755.94

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

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Administrative Services – Measure E Bond Fund

A. CATEGORY BUDGETS AND BALANCES

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

The following table reports Measure E expenditures and commitments through June 30, 2013, at the July 2013 Board meeting.

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
<u>Additional Classrooms and Modernization</u>				
Acquisitions	\$705,867	\$705,867	\$0	\$0
Architectural Barrier Removal Phase 2	18,520	18,520	0	0
<u>Athletic Education and Fitness Complex</u>				
New Stadium	48,846,456	6,970,601	1,624,427	40,251,428
New Main Gym & P.E.	34,979,151	0	0	34,979,151
Demo P.E./Mens Locker Room	1,360,210	0	0	1,360,210
Demo North Gym/Fitness Plaza Ph. 2	2,977,845	0	0	2,977,845
New Pools, Locker Rooms/Classrooms	33,459,378	0	0	33,459,378
Bookstore/Cafeteria Conversion to Admin.	10,868,608	9,878,484	770,352	219,772
Bookstore Phase 2	2,994,600	0	0	2,994,600
Math Business & Allied Health Building	37,076,392	36,202,493	720,339	153,560
Central Plant	14,545,000	14,328,781	0	216,219
Child Development Center Phase 2	30,470	30,470	0	0
Crenshaw Blvd. Frontage Enhancement	13,373	13,373	0	0
Fire Academy Structure	164,893	164,893	0	0
Fire Program Facility	1,651	1,651	0	0
Humanities Complex Replacement	30,357,591	30,043,758	313,834	-1
Learning Resource Center Addition	5,067,287	5,043,165	24,122	0
MBB Parking Structure & Entrance	30,351,841	106,257	0	30,245,584
Remodeling Phase One-Three	851,513	851,513	0	0
Science Complex Renovation STEM	10,369,136	7,157,000	2,086,726	1,125,410
Student Services Center	40,359,209	2,008,093	0	38,351,116
Temporary Space and Relocation Costs	3,844,653	3,621,962	12	222,679
Signage and Wayfinding	1,295,309	643,774	5,146	646,389
Demo Tech Arts	2,033,821	0	0	2,033,821
Demo Shops Building	2,769,780	0	0	2,769,780
Demo Communications & SSVC	3,229,825	0	0	3,229,825
New Student Activities Center	24,945,387	0	0	24,945,387
Demo Student Activities & Add New Quad	5,894,110	0	0	5,894,110
Architectural Planning Contingency	1,100,000	478,283	32,277	589,440
Total Additional Classrooms/Modernization	<u>\$350,511,876</u>	<u>\$118,268,939</u>	<u>\$5,577,235</u>	<u>\$226,665,702</u>

Campus Site Improvements: Accessibility, Safety / Security

Asphalt Resurfacing - All Lots	\$400,000	\$14,975	\$0	\$385,025
Emergency Generators and Distribution	116,173	116,173	0	0
Emergency Power to Security Lighting	4,289	4,289	0	0
Entrance - Redondo Beach Blvd. to Lot H	30,208	30,208	0	0
Fencing Replacement and Additions	105,777	5,777	0	100,000
Landscaping/Irrigation System Replacements	549,932	49,932	0	500,000
Lighting - Upgrade / Replace All Lots	3,059,807	2,467,251	29,370	563,186
Lot F Parking Structure Improvements	31,506,656	1,096,092	3,400,579	27,009,985
Lot F Repairs	1,927,800	0	0	1,927,800
Lot H Parking Structure	24,371,895	24,122,154	0	249,741
Paving Replacement - All Walks/Driveways	1,110,695	753,303	17,005	340,387
Pedestrian Walks at MBB/Lot E	7,898	7,898	0	0
Security Video	2,007,831	1,114,906	40,058	852,867
Voice / Data / Signal Site Duct Bank	117,130	117,130	0	0

Total Campus Site Improvements:

Accessibility, Safety / Security	<u>\$65,316,091</u>	<u>\$29,900,089</u>	<u>\$3,487,011</u>	<u>\$31,928,991</u>
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Energy Efficiency Improvements

Energy Efficiency Improvements Phase Two	<u>\$2,700,980</u>	<u>\$2,700,980</u>	<u>\$0</u>	<u>\$0</u>
Total Energy Efficiency Improvements	<u>\$2,700,980</u>	<u>\$2,700,980</u>	<u>\$0</u>	<u>\$0</u>

Health and Safety Improvements

New Administration	\$16,274,208	\$112,738	\$0	\$16,161,470
Art & Behavioral Sciences	60,838,909	369,585	0	60,469,324
Infrastructure Phase 1-	41,600,377	41,600,377	-899	899
Auxiliary Warehouse	1,301	1,301	0	0
Communications	219,262	219,262	0	0
Construction Technology	3,803,855	16,466	0	3,787,389
Domestic Water System	1,610,208	110,208	0	1,500,000
Facilities and Receiving	4,379,528	215,159	0	4,164,369
Fire Alarm	277,817	277,817	0	0
Firelines	119,905	119,905	0	0
Hazardous Materials Abatement	176,465	175,573	0	892
Restroom Access Compliance	2,200,000	1,987,424	38,983	173,593
Library	30,811,552	452,759	0	30,358,793
Marsee Auditorium	25,081,667	460,474	0	24,621,193
Industry & Technology Building	38,309,701	5,658,800	26,926,493	5,724,408
Music	52,585,730	240,600	0	52,345,130
Demo Pool/Health Center/South Gym	2,899,077	0	0	2,899,077
Natural Gas System	13,852	13,852	0	0
North Gymnasium	262,214	262,214	0	0
Physical Education and Men's Shower	78,178	78,178	0	0
Planetarium	1,037,633	12,815	0	1,024,818
Pool and Health Center	502,185	502,185	0	0
Primary Electrical Distribution System	5,061,211	5,061,211	0	0
Reimbursements	1,414,353	1,414,353	0	0

Security Systems	30,245	30,245	0	0
Sewer System	55,449	55,449	0	0
Social Sciences	4,584,449	4,551,273	16,722	16,454
Storm Drain System	30,644	30,644	0	0
Technical Arts	405,147	405,147	0	0
Shops	29,891,195	3,320,819	22,933,032	3,637,344
Demo Administration	1,770,584	0	0	1,770,584
Demo Art/Music/Theatre Bldg & Site	7,529,394	0	0	7,529,394
Total Health and Safety Improvements	<u>\$333,856,295</u>	<u>\$67,756,833</u>	<u>\$49,914,331</u>	<u>\$216,185,132</u>
<u>Information Technology and Equipment</u>				
Behavioral and Social Sciences	\$554,077	\$195,053	0	\$359,024
Business	643,650	489,657	0	153,993
Facilities Planning and Services	625,724	400,970	0	224,754
Fine Arts	1,094,948	959,764	0	135,184
Health Sciences and Athletics	926,427	772,110	0	154,317
Humanities	425,978	217,287	0	208,691
Industry and Technology	983,641	606,658	65,320	311,663
Information Technology	12,857,370	8,003,296	0	4,854,074
Learning Resources	3,025,003	515,255	0	2,509,748
Math	723,061	231,191	0	491,870
Natural Sciences	1,860,479	727,042	0	1,133,437
Nursing	252,651	116,478	0	136,173
Student and Community Advancement	560,796	260,216	0	300,580
Interfund Transfer	141,150	141,150	0	0
Campus Police	66,650	66,650	0	0
Purchasing	9,418	9,418	0	0
Installation Contingency	349	349	0	0
Total Information Technology and Equipment	<u>\$24,751,372</u>	<u>\$13,712,544</u>	<u>\$65,320</u>	<u>\$10,973,508</u>
<u>Physical Education Facilities Improvements</u>				
Baseball Field	\$572	\$572	\$0	\$0
North Field	0	0	0	0
Sand Volleyball	0	0	0	0
Reserve for Contingencies	0	0	0	0
Total Physical Education Facilities	<u>\$572</u>	<u>\$572</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$777,137,186</u>	<u>\$232,339,956</u>	<u>\$59,043,897</u>	<u>\$485,753,333</u>

B. CONTRACT – S & K ENGINEERS – LOT F PARKING STRUCTURE IMPROVEMENT PROJECT

It is recommended the Board of Trustees approve entering into a contract with the above firm to provide engineering services for the Lot F Parking Structure Improvement Project.

Dates of Service: June 2013 – October 2013

Cost: Not to exceed \$38,000

C. CONTRACT AMENDMENT– ALLANA BUICK & BERS – ATHLETIC EDUCATION & FITNESS COMPLEX (STADIUM) - PHASE 2

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

Additional peer review of the exterior building water-proofing system is required due to DSA requested changes on the submitted plans and specifications.	\$7,000
Total Increase in Contract Amount	<u>\$7,000</u>
Original Contract Amount	\$13,500
Prior Changes	0
This Change Contract Amendment Amount	<u>7,000</u>
New Contract Amount	<u>\$20,500</u>

D. CONTRACT AMENDMENT–AMEC ENVIRONMENT & INFRASTRUCTURE, INC. – SHOPS BUILDING REPLACEMENT PROJECT

It is recommended the Board of Trustees approve the following additional geotechnical, materials inspection and testing services.

Additional services required due to added scope. New requirements from California Water Board for on-site underground rain water retention.	\$44,650
Total Contract Amendment Amount	<u>\$44,650</u>
Original Contract Amount	\$27,505
Prior Changes	0.00
Contract Amendment Amount	<u>44,650</u>
New Contract Amount	<u>\$72,155</u>

E. NOTICE OF JOB COMPLETION – CALTEC CORPORATION – BOOKSTORE BUY-BACK PROJECT

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

<u>Contractor</u>	<u>Contract Amount</u>
Caltec Corporation	\$428,852.00

Purchase Order Number: B610631

F. 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
P603260	Lowe’s	Athletic Education & Fitness	Site Improvements	\$4,576.91
P603373	John Deere Company	Athletic Education & Fitness	Group II Equipment	9,365.55
P603395	SEWUP/JPA	Lot F Parking Structure	Contract Services	37,908.48
P603437	Environmental Recovery	Industry & Technology	Contract Services	2,905.00
B610975	KPFF Consulting	Shops Building	Architecture & Engineering	45,000.00
			TOTAL POs AND BPOs	<u>\$99,755.94</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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B. Temporary Non-Classified Service Employees	74

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 1-39 and 1-14.

Academic Personnel:

1. Employment - Elizabeth Hoefner Adamis, full-time instructor of Dance, Fine Arts Division, Class II, Step 4, Academic Salary Schedule, effective August 22, 2013.
2. Amend Employment - Kevin Degnan, full-time instructor of English, Humanities Division, Class II, Step 7 instead of Step 4, effective August 22, 2013.
3. Amend Employment - Megan Granich, full-time instructor of Mathematics, Class II, Step 9 instead of Step 4, effective August 22, 2013.
4. Amend Employment - Chelsea Henson, full-time instructor of English, Humanities Division, Class V, Step 4 instead of Class II, effective August 22, 2013.
5. Amend Employment - Xocoyotzin Herrera, full-time instructor of Ethnic Studies, Behavioral & Social Sciences Division, Class II, Step 9 instead of Step 4, effective August 22, 2013.
6. Amend Employment - Yuko Kawasaki, full-time instructor of Nursing, Health Sciences & Athletics Division, Class II, Step 7 instead of Step 4, effective August 22, 2013.
7. Amend Employment - Zachary Marks, full-time instructor of Mathematics, Class III, Step 4 instead of Class II, effective August 22, 2013.
8. Amend Employment - Colleen McFaul, full-time instructor of Radiologic Technology, Health Sciences & Athletics Division, Class IV, Step 4 instead of Class II, effective August 22, 2013.
9. Amend Employment - Brian Morrison, full-time instructor of Sign Language, Special Resources Center, Health Sciences & Athletics Division, Class II, Step 6 instead of Step 4, effective August 22, 2013.
10. Change in Salary - Joyce Dallal, full-time instructor of Art, Fine Arts Division, from Class III, Step 24 to Class IV, Step 24, effective August 1, 2013.

11. Special Assignment - William Melendez, full-time instructor of Fire & Emergency Technology, Industry and Technology Division, to coordinate the Fire Academy, to be paid \$60.18 an hour, not to exceed 40 hours or \$2,407, effective July 16 through August 24, 2013, in accordance with the Agreement, Article 10, Section 14(a).
12. Special Assignment - Stephen Leonelli, full-time instructor of Biology, Natural Sciences Division, to revise Biology labs, develop studio classroom methodologies and implement plan for Science, Technology, Engineering & Mathematics (STEM) grant project, to be paid \$60.18 an hour, not to exceed 60 hours or \$3,611, effective August 1, 2013 through December 13, 2013, in accordance with the Agreement, Article 10, Section 14(a).
13. Special Assignment- Susan Stolovy, full-time instructor, Natural Sciences Division, to develop and present shows for El Camino Planetarium as part of the Science, Technology Engineering and Mathematics (STEM) program, to be paid \$60.18 an hour, not to exceed 16 hours or \$963, effective August 24, 2013 through December 20, 2013, in accordance with the Agreement, Article 10, Section 14(a).
14. Special Assignment - Jeffrey Cohen, full-time instructor of Mathematics, to oversee and assist in the management of the National Science Foundation (NSF) Scholarship Grant, to be paid \$60.18 an hour, not to exceed \$5,000, effective August 1, 2013 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).
15. Special Assignment - The following full-time instructors, to participate on various hiring committees at the Compton Center, to be paid \$45.14 an hour not to exceed 20 hours or \$903 each, effective March 1 through June 30, 2013, in accordance with the Agreement, Article 20, Section 6(d).

Julio Farias
Judy Kasabian
Katherine Stephens
Chris Wells

16. Special Assignment - Steven Cocca & Hamza Hamza, full-time instructors, for program development and implementation for math preparation in Career & Technical Education (CTE) Pathways for Students Technology Engineering & Mathematics (STEM), be paid \$60.18 an hour, not to exceed 80 hours each or \$4,815, effective August 24 through December 20, 2013, in accordance with the Agreement, Article 10, Section 14(a).

17. Special Assignment - Russell Serr, full-time instructor of Physical Education, Health Sciences & Athletics Division, to support Division faculty in Student Learning Outcomes (SLOs), to be paid \$45.14 an hour, not to exceed 15 hours or \$678, effective June 17 through June 30, 2013, in accordance with the Agreement, Article 10, Section 14(a).
18. Special Assignment - Kathryn Homes and Julie Land, full-time Learning Disabilities Specialists, Special Resource Center, Health Sciences & Athletics Division, to provide services/accommodations to students with disabilities, to be paid \$45.14 an hour, not to exceed 50 hours or \$2,257, effective July 1, 2013 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).

Part-time instructors not to exceed a total of 67% FTE or 25 hours per week:

19. Special Assignment - Craig Neumann, part-time instructor of Fire & Emergency Technology, Industry & Technology Division, to help facilitate the delivery of courses to TSA and other duties as needed, to be paid \$60.18 an hour, not to exceed 200 hours or \$12,036, effective July 1, 2013 through June 30, 2014, in accordance with the Agreement, Article 10, Section 9(m).
20. Special Assignment - Shimonee Kadadkia, part-time instructor, Natural Sciences Division, to develop and present shows for El Camino Planetarium as part of the Science, Technology Engineering and Mathematics (STEM) program, to be paid \$60.18 an hour, not to exceed 16 hours or \$963, effective August 24, 2013 through December 20, 2013, in accordance with the Agreement, Article 10, Section 14(a).
21. Special Assignment - Maribel Hernandez, part-time Counselor, to present an interactive workshop to high school program Science, Technology, Engineering and Mathematics (STEM) students, to be paid \$60.18 an hour, not to exceed 5 hours or \$301, effective July 9 through July 30, 2013, in accordance with the Agreement, Article 10, Section 9(m).
22. Special Assignment - Laura Hinckley, part-time instructor of Mathematics, to prepare, teach and perform post-academy assessment for summer Math Academy to be paid \$60.18 an hour, not to exceed 134 hours or \$8,065, effective July 1 through September 30, 2013, in accordance with the Agreement, Article 10, Section 14(a).
23. Special Assignment - Amy LaCoe, part-time instructor of Human Development, Counseling Division, to prepare, teach and perform post-academy assessment for summer Math Academy for Science, Technology, Engineering & Mathematics (STEM) to be paid \$60.18 an hour, not to exceed 78 hours or \$4,695, effective

July 1 through September 30, 2013, in accordance with the Agreement, Article 10, Section 9(m).

- 24.** Special Assignment - Malinni Roeun, part-time instructor of Mathematics, to recruit, train, and manage day-to-day activities as the Coordinator of the summer Math Academies to be paid \$60.18 an hour, not to exceed 11 hours or \$662, effective July 1 through September 30, 2013, in accordance with the Agreement, Article 10, Section 9(m).
25. Special Assignment - Holly Schumacher, part-time Counselor, to work on Accreditation Self-Study report (summer & intersession), to be paid \$60.18 an hour, not to exceed 66 hours or \$4,000, effective July 1, 2013 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).
26. Special Assignment - Bridgitte Green, part-time instructor of Administration of Justice/Public Safety, Industry & Technology Division, to instruct caregivers attending Foster & Kinship Education (FKCE) for Community Advancement, to be paid \$37.00 an hour, not to exceed 100 hours or \$3,700, effective July 1, 2013 through June 30, 2014, in accordance with the Agreement, Article 10, Section 9(m).
- 27.** Special Assignment - Pete Moraga, part-time instructor of Technology, Industry & Technology Division, to conduct for-credit Auto-Computer Aided Design/Drafting (CAD) laboratory courses at FCI-Terminal Island for Community Advancement, to be paid \$71.31 an hour, not to exceed 216 hours or \$15,403, and conduct for-credit Auto-Computer Aided Design/Drafting (CAD) lecture courses at FCI-Terminal Island for Community Advancement, to be paid \$94.11 an hour, not to exceed 191 hours or \$17,975, effective July 1, 2013 through June 30, 2014, in accordance with the Agreement, Article 10, Section 9(m).
- 28.** Special Assignment - Roberto Pandolfi, part-time instructor of Engineering/Technology, Industry & Technology Division, to conduct for-credit courses in Business Math Metal Trades Blueprint Reading and Machine Shop Calculations at FCI-Terminal Island for Community Advancement, to be paid \$94.11 an hour, not to exceed 191 hours or \$17,975, effective July 1, 2013 through June 30, 2014, in accordance with the Agreement, Article 10, Section 9(m).
29. Special Assignment - Tisa Casas, part-time instructor of Educational Development, Special Resource Center, Health Sciences & Athletics Division, to assist with Disabled Students' Programs & Services (DSPS), to be paid \$45.14 an hour, not to exceed 150 hours or \$6,771, effective July 1, 2013 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).

30. Special Assignment - The following instructors of Nursing, Health Sciences & Athletics Division, to assist nursing students with skills to be successful in nursing courses, to be paid \$60.18 an hour, effective July 23 through August 15, 2013, in accordance with the Agreement, Article 10, Section 14(a).

<u>Instructor</u>	<u>Not to Exceed Hours</u>	<u>Not to Exceed Dollars</u>
George Chua	15	\$905
Nina Collins	3	\$185
Shiny Johnson	6	\$365
Yeon Kim	15	\$905
Mary Moon	12	\$725
Victoria Orton	6	\$365
Kathleen Rosales	15	\$905
Amy Scarlet	15	\$905
Kathy Stephens	6	\$365

31. Special Assignment - The following part-time clinical instructors of Respiratory Care, Health Sciences & Athletics Division, to provide clinical supervision to respiratory care students to be paid \$60.18 an hour, not to exceed 18 hours per week or \$1,083 each for a grand total of \$8,666, effective June 17 through August 8, 2013, in accordance with the Agreement, Article 10, Section 9(m).

Salomay Corbaley
 Douglas Mizukami
 Patrick Moore
 Taryn Parker
 Elva Sipin

32. Special Assignment - Robert Coomber, part-time instructor of Music, Fine Arts Division, to perform as summer resident artist at brass concert, to be paid \$60.18 an hour, not to exceed 8 hours or \$475, effective July 14, 2013, in accordance with the Agreement, Article 10, Section 14(a).
33. Special Assignment - Lawrence Steen, part-time instructor of Music, Fine Arts Division, to perform as summer resident artist at concert with Planet Afrobeat, to be paid \$60.18 an hour, not to exceed 1.5 hours or \$91, effective July 14, 2013, in accordance with the Agreement, Article 10, Section 14(a).
34. Special Assignment - Amy Allen, part-time instructor of Dance, Fine Arts Division, to perform as summer resident artist at dance concert, to be paid \$60.18 an hour, not to exceed 12.5 hours or \$750, effective July 13, 2013, in accordance with the Agreement, Article 10, Section 14(a).

35. Stipend Assignment - Virginia Rapp, Dean of Business to serve as the Interim Dean of Mathematics, to be paid \$1,000 month stipend, effective August 1, through December 31, 2013.
36. Stipend Assignment - The following full-time instructors to attend and participate in “STEM in the Field, Designing Interdisciplinary Curricula” workshop, to be paid \$1,000 each, effective August 3 through August 8, 2013, in accordance with the Agreement, Article 10, Section 14(a).

Lynn Beckett-Lemus
Jeffrey Cohen
Julienne Gard
Miguel Jimenez

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

Fine Arts

Raymund Adoc – Class I, Step 4
Joseph Evans – Class II, Step 4
Kent Hayward – Class IV, Step 10

Health Sciences & Athletics

Douglas Mizukami – Class I, Step 4
Patrick Moore – Class I, Step 4

Industry & Technology

Stephen Ellis – Class II, Step 4
Shelia Murray – Class II, Step 4

Mathematics

Zekarias Damma – Class II, Step 28
Gayathri Manikandan – Class III, Step 5
Cuong Nguyen – Class II, Step 4
Diem Nguyen – Class II, Step 10
Matthew Robertson – Class II, Step 12

Natural Sciences

Mohamad Abbani – Class V, Step 6

38. Amend Employment - The following part-time/temporary instructors to be hired as needed for the 2013 summer session, not to exceed 67% or 25 hours per week.

Health Sciences & Athletics

Colleen McFaul Class II, Step 5 instead of Step 4
Danielle Roman, Class II, Step 12 instead of Step 7

Humanities

Leah Pate - Class IV, Step 8 instead of Step 7

Mathematics

Hang Nguyen – Class V, Step 13 instead of Step 12

39. It is recommended that the Board of Trustees approve the following full-time faculty contracts for the 2013-2014 academic year. Base salaries listed do not include overload or special assignments/stipends.

Abbani, Mohamad	Natural Sciences	\$ 76,768
Ahmadpour, Alireza	Fine Arts	\$ 87,991
Alamillo, Lucy	Fine Arts	\$ 82,212
Allen, Stacey	Behavioral & Social Sciences	\$ 82,212
Alvillar, Andrew	Health Science & Athletics	\$ 59,426
Annick, Jennifer	Humanities	\$ 81,102
Ansite, Martha	Humanities	\$ 78,862
Antoine, Ellen R.	Behavioral & Social Sciences	\$100,498
Armao, Eugene	Humanities	\$ 86,695
Ashley, Vera	Industry & Technology	\$ 93,771
Bachmann, Susan M.	Humanities	\$100,498
Baily, Kim	Health Sciences & Athletics	\$ 93,771
Baker, Florence M.	Behavioral & Social Sciences	\$ 93,771
Barajas, Eduardo	Mathematical Sciences	\$ 66,718
Barrios, Mary Beth	Counseling	\$ 78,862
Bartiromo, Sandra	Health Sciences & Athletics	\$ 99,391
Barton, Richard	Business	\$ 85,584
Bateman, Michael	Mathematical Sciences	\$ 74,003
Baxter, Susan	Behavioral & Social Sciences	\$ 78,862
Beaudoin, Robert E.	Industry & Technology	\$ 87,826

Beckett-Lemus, Lynn	Mathematical Sciences	\$ 84,453
Beley, Kate	Health Sciences & Athletics	\$ 84,453
Bellemin, Jeanne M.	Natural Sciences	\$ 99,391
Bennett, Stephanie	Counseling	\$ 65,206
Bergeman, Rebecca	Humanities	\$ 78,862
Berman, Evelyne M.	Humanities	\$100,498
Berney, Daniel	Fine Arts	\$ 92,661
Bickford, Susan	Mathematical Sciences	\$ 90,421
Bishop, Francesca	Fine Arts	\$ 90,421
Blake, Sara Mayes	Humanities	\$ 97,147
Bloomberg, Randall	Fine Arts	\$ 78,862
Botello, Michael S.	Business	\$102,739
Braun, Michael C.	Behavioral & Social Sciences	\$102,739
Breckheimer, Debra	Humanities	\$ 81,102
Britton, (Albert) John	Health Sciences & Athletics	\$ 81,102
Brochet, Anna	Counseling	\$ 59,426
Broderick, Carl	Mathematical Sciences	\$ 86,695
Brown, Donald I.	Learning Resources	\$ 97,147
Brown, Maria	Behavioral & Social Sciences	\$ 91,183
Brownlee, Willie C.	Fine Arts	\$ 99,391
Bucher, Susanne	Mathematical Sciences	\$ 80,705
Budrovich, Barbara	Humanities	\$ 91,183
Bui, Thanh-Thuy T.	Natural Sciences	\$ 86,480
Cafarchia, Victor	Industry & Technology	\$ 83,341
Cannon, Elaine	Behavioral & Social Sciences	\$ 93,771
Carey, Bryan G.	Natural Sciences	\$ 75,846
Carlson, Eric David	Industry & Technology	\$ 85,569
Carr, Allison	Humanities	\$ 82,212
Carter, Tanja	Behavioral & Social Sciences	\$ 93,771

Castro, Griselda	Counseling	\$ 71,576
Cerofeci, Rose Ann	Humanities	\$ 78,275
Chaban, Monica	Business	\$ 85,569
Chambers-Salazar, Polli	Fine Arts	\$ 93,771
Charman, Dawn	Health Sciences & Athletics	\$ 92,661
Cheung, Matthew	Humanities	\$ 80,705
Class, Alicia	Humanities	\$ 96,015
Cocca, Steven P.	Industry & Technology	\$ 94,905
Cody, Thomas R.	Humanities	\$ 98,255
Cohen, Jeffrey	Mathematical Sciences	\$ 92,661
Cola, Tawnya	Counseling	\$ 59,426
Collette, Jaymie	Health Sciences & Athletics	\$ 90,421
Colunga, Guillermina	Health Sciences & Athletics	\$ 74,003
Conover, Deborah	Health Center	\$ 81,102
Cooper, Yamonte	Counseling	\$ 75,846
Corbin, Susan	Humanities	\$ 90,421
Cornelio, Alice	Learning Resources	\$ 78,862
Coroneus, John	Natural Sciences	\$ 69,481
Crossman, Diana Lee	Fine Arts	\$ 97,147
Crossman, Mark R.	Fine Arts	\$ 98,255
Crotwell, Dana	Humanities	\$ 92,661
Cummings, Anne C.	Humanities	\$ 97,147
Currey, Nancy	Humanities	\$ 78,862
Daily, Robert Lee	Business	\$102,739
Dallal, Joyce	Fine Arts	\$ 86,695
Daniel-Digregorio, Kristie	Behavioral & Social Sciences	\$ 86,480
Daugherty, Seth	Learning Resources	\$ 61,858
Davidson, Jason Andrew	Fine Arts	\$ 78,862
Degnan, Kevin	Humanities	\$ 66,718

Di Fiori, Sara	Natural Sciences	\$ 74,923
Donnell, Sean	Humanities	\$ 90,421
Doucette, Peter	Natural Sciences	\$ 86,480
Dowden, Frieda	Behavioral & Social Sciences	\$ 96,015
Doyle, William E.	Fine Arts	\$100,498
Durand, Ross	Industry & Technology	\$ 82,212
Ebiner, Matthew V.	Natural Sciences	\$ 94,905
Engle, Eugene A.	Health Sciences & Athletics	\$ 99,391
Evensizer, Jill S.	Mathematical Sciences	\$ 94,905
Factor, Donna	Humanities	\$ 98,255
Fairchild, Patricia	Industry & Technology	\$ 69,141
Fall, Holly	Health Center	\$ 85,584
Farias, Julio	Behavioral & Social Sciences	\$ 82,212
Featherstone, John B.	Health Sciences & Athletics	\$ 85,584
Fernandez, Gabriella	Business	\$ 66,718
Fernley, Nathan	Health Sciences & Athletics	\$ 66,718
Fields, Mark	Industry & Technology	\$ 61,858
Firestone, Randall	Behavioral & Social Sciences	\$ 86,480
Flameno, Bernadette	Counseling	\$ 70,066
Forbes, Junko	Mathematical Sciences	\$ 74,003
Freeman, Nancy A.	Natural Sciences	\$ 90,421
Fry, Gregory	Mathematical Sciences	\$ 90,421
Gaines, Kenneth O.	Counseling	\$ 97,147
Galbavy, Renee	Behavioral & Social Sciences	\$ 69,481
Gallagher, Jennifer Ashley	Humanities	\$ 73,426
Gard, Julienne	Natural Sciences	\$ 67,637
Gates, Suzanne	Humanities	\$ 93,771
Gebert, Patricia M.	Industry & Technology	\$ 87,826
Georges, William	Fine Arts	\$ 90,421

Georgevich, Milan	Mathematical Sciences	\$ 92,661
Ghyam, Massoud	Mathematical Sciences	\$ 98,255
Gibson, David Blair	Behavioral & Social Sciences	\$ 96,015
Glenn, Douglas S.	Industry & Technology	\$ 88,936
Gold, Christina A.	Behavioral & Social Sciences	\$ 93,771
Goldmann, Eyal	Natural Sciences	\$ 91,343
Granger, Traci S.	Health Sciences & Athletics	\$ 94,905
Granich, Megan	Mathematical Sciences	\$ 71,576
Grant, Amy Sue	Natural Sciences	\$ 93,771
Grogan, Donna L.	Business	\$ 98,255
Hacking, Perry	Natural Sciences	\$ 98,255
Hadley, Ollie	Business	\$100,498
Halonen, Briita	Humanities	\$ 74,923
Hamza, Hamza	Mathematical Sciences	\$ 93,771
Harris, William R.	Business	\$ 83,341
Hazell, Thomas Arthur	Health Sciences & Athletics	\$ 99,391
Henson, Chelsea	Humanities	\$ 69,481
Herrera,Xocoyotzin	Behavioral Social Sciences	\$ 71,576
Herschenhorn, Suzanne	Humanities	\$102,739
Herzig, Charles	Natural Sciences	\$ 93,771
Herzik, Deborah Stellar	Health Center	\$ 81,102
Hicks, Thomas Arnold	Health Sciences & Athletics	\$ 99,391
Himsel, Amy	Behavioral & Social Sciences	\$ 84,056
Hironaka, Hiram T.	Industry & Technology	\$ 99,391
Ho, Linda	Mathematical Sciences	\$ 78,862
Hoanzl, William M.	Health Sciences & Athletics	\$ 99,391
Hockman, Anna	Mathematical Sciences	\$ 65,206
Hofmann, Jr., Harold	Industry & Technology	\$ 84,453
Holliday, Joseph W.	Natural Sciences	\$ 94,905

Holmes, Kathryn E.	Health Sciences & Athletics	\$ 82,212
Hong, Lyman Gin	Humanities	\$ 90,421
Horvath, Robert L.	Mathematical Sciences	\$ 99,391
Houske, Laurie M.	Behavioral & Social Sciences	\$ 93,771
Huben, Kevin	Industry & Technology	\$ 94,905
Hughes, Richard C.	Industry & Technology	\$ 91,183
Hull, Kurt	Business	\$ 78,862
Hunt, Carmen Lupe	Fine Arts	\$ 99,391
Hurd, James L.	Fine Arts	\$102,739
Hyacinth, Octavia	Health Sciences & Athletics	\$ 88,904
Ichinaga, Moon	Learning Resources	\$ 92,661
Iino, Kelsey	Counseling	\$ 72,498
Inouye, Minehiro	Behavioral & Social Sciences	\$ 99,391
Isaacs, Brent	Humanities	\$ 92,661
Ishikawa, Janice	Counseling	\$ 74,923
Jaffe, Barbara	Humanities	\$ 98,255
James, William L.	Humanities	\$102,739
Jeffries, Christine M.	Counseling	\$ 83,341
Jimenez, Miguel	Natural Sciences	\$ 80,705
Jung, Jeffrey T.	Humanities	\$ 93,771
Kasabian, Judy	Mathematical Sciences	\$102,739
Ketai, Rachel	Humanities	\$ 76,768
Key, Kenneth F.	Counseling	\$ 85,584
Kidwell-Udin, Margaret	Health Sciences & Athletics	\$ 87,991
Kistler, Rosemarie	Humanities	\$ 85,584
Kjeseth, Lars	Mathematical Sciences	\$ 96,015
Kline, Matthew W.	Humanities	\$ 93,771
Kroll, Cheryl A.	Counseling	\$ 86,695
Kushigemachi, Scott	Humanities	\$ 66,718

LaFond, Ronald A.	Natural Sciences	\$ 78,862
Land, Julia C.	Health Sciences & Athletics	\$ 87,991
Lau, Philip	Business	\$ 78,862
Laureano-Ribas, Kaysa	Mathematical Sciences	\$74,003
Leiby, Mary Ann	Humanities	\$ 96,015
Leonelli, Stephen L.	Natural Sciences	\$ 88,936
Lewis, Raymond W.	Industry & Technology	\$ 84,453
Lewis, Robert W.	Mathematical Sciences	\$ 94,905
Lipe, Mark E.	Health Sciences & Athletics	\$ 83,341
Lladós, Nitza	Humanities	\$100,498
Lloyd, Stephen V.	Natural Sciences	\$ 94,905
Loesener, Kristy Ann	Health Sciences & Athletics	\$ 85,584
Lofgren, Dean	Health Sciences & Athletics	\$ 83,341
Lozano, Rene	Counseling	\$ 79,783
MacPherson, Lee	Industry & Technology	\$ 78,862
Madden, Janet	Humanities	\$100,498
Maler, Norbert E.	Business	\$ 97,147
Mannen, Angela C.	Behavioral & Social Sciences	\$ 78,862
Marcoux, Peter	Humanities	\$ 90,421
Marks, Zachary	Mathematical Sciences	\$ 62,782
Marron, Susan	Health Sciences & Athletics	\$ 81,102
Marston, Douglas R.	Industry & Technology	\$ 77,379
Martinez, Alice	Mathematical Sciences	\$ 69,141
Martinez, Arturo	Mathematical Sciences	\$ 78,862
Martinez, Edward	Learning Resources	\$ 85,584
Martinez, Maria Teresa	Health Sciences & Athletics	\$ 78,862
Mascolo, Richard L.	Behavioral & Social Sciences	\$ 98,255
McCallum, Victoria	Humanities	\$ 90,421
McFaul, Colleen	Health Sciences & Athletics	\$ 66,131

McLaughlin, Kate	Humanities	\$ 69,141
McMahon, Jeffrey	Humanities	\$ 94,905
McMillin, Russell	Fine Arts	\$ 90,421
Medigovich, Lori B.	Humanities	\$ 83,341
Mekaru, Roy A.	Health Sciences & Athletics	\$ 97,147
Melendez, William	Industry & Technology	\$ 64,286
Mello, Christopher	Fine Arts	\$ 81,624
Men, Noreth	Learning Resources	\$ 78,862
Merz, Stephanie	Humanities	\$ 71,907
Meyer, Trudy	Mathematical Sciences	\$ 90,421
Micallef, Andrea Rose	Fine Arts	\$ 90,421
Miller, Timothy David	Business	\$102,739
Milosevic, Ana	Business	\$ 61,858
Mims, Brian	Counseling	\$ 59,426
Minasian, Ashod	Mathematical Sciences	\$ 71,576
Miranda, Margaret Lai-Won	Counseling	\$ 90,421
Mochidome, Debra	Humanities	\$ 78,862
Moen, Michelle	Behavioral & Social Sciences	\$ 71,576
Moina, Andres	Humanities	\$ 61,858
Montgomery, Jennifer	Behavioral & Social Sciences	\$ 78,862
Moon, Mary	Health Sciences & Athletics	\$ 92,661
Morales, Eduardo	Mathematical Sciences	\$ 93,771
Morgan, Kathy A.	Health Sciences & Athletics	\$ 83,341
Mori, Irene Shizue	Fine Arts	\$ 97,147
Morrison, Brian	Health Sciences & Athletics	\$ 64,286
Mosqueda, Cynthia	Enrollment Services	\$ 93,771
Munoz, Edurardo E.	Behavioral & Social Sciences	\$ 85,569
Nachef, Joanna	Fine Arts	\$ 96,015
Nagao, Christina	Humanities	\$ 71,907

Nemie, Vivian	Industry & Technology	\$ 90,421
Newbury, Inna Mae	Humanities	\$ 81,102
Newell, Renee	Industry & Technology	\$ 67,637
Ng, Jasmine	Mathematical Sciences	\$ 69,481
Nosworthy, Hedley T.	Fine Arts	\$ 94,905
Noyes, Thomas	Natural Sciences	\$ 93,771
Numrich, Kristine	Mathematical Sciences	\$ 90,421
O'Brien, Kevin	Fine Arts	\$ 92,661
Ocampo, Atheneus	Counseling	\$ 66,718
Oda Omori, Susan	Counseling	\$ 97,147
Orton, Victoria	Health Sciences & Athletics	\$ 93,771
Otero, Rodolfo A.	Behavioral & Social Sciences	\$ 88,904
Padilla, Jessica	Natural Sciences	\$ 82,212
Pahl, David	Business	\$ 65,206
Pajo, Cristina	Counseling	\$ 78,862
Palacios, Vince	Fine Arts	\$ 76,433
Palos, Teresa	Natural Sciences	\$ 91,343
Parks, Claudette	Humanities	\$ 83,341
Pattison, LeValley	Health Sciences & Athletics	\$ 82,212
Peppard, Bruce	Humanities	\$ 90,421
Pham, Vi	Business	\$ 81,624
Potter, Soshanna	Natural Sciences	\$ 79,194
Prieto, Susana	Natural Sciences	\$ 94,905
Quinones-Perez, Margaret	Counseling	\$ 98,255
Rader, Emily	Behavioral & Social Sciences	\$ 96,015
Rang, Francis Bernard	Humanities	\$100,498
Raufman, Cecilia (Lisa)	Counseling	\$ 98,255
Rayford, Valenica	Counseling	\$ 90,421
Richardson, Daniel	Industry & Technology	\$ 86,695

Rosales, Kathleen M.	Health Sciences & Athletics	\$ 82,212
Rowan, Darilyn	Fine Arts	\$ 83,341
Ruggirello, John	Industry & Technology	\$ 81,102
Sabio, Sabra	Counseling	\$ 85,569
Sandoval-Martinez, Martha	Mathematical Sciences	\$ 66,718
Santelman, Pamela B.	Fine Arts	\$ 82,212
Scarlata, Ronald	Fine Arts	\$ 97,147
Schaeffer, Janet	Health Sciences & Athletics	\$ 84,056
Schulz, Patrick	Fine Arts	\$ 86,480
Schwartz, Stephanie	Humanities	\$ 92,661
Scott, Gregory	Mathematical Sciences	\$ 88,936
Selph, Jack	Industry & Technology	\$ 84,453
Serr, Russell A.	Health Sciences & Athletics	\$ 81,102
Seyedin, Aban	Mathematical Sciences	\$ 85,584
Shadish, M. Elizabeth	Behavioral & Social Sciences	\$100,498
Shan, Xiaodong (David)	Humanities	\$ 88,936
Sharp, Adrienne S.	Humanities	\$ 94,905
Sheynshteyn, Arkadiy	Mathematical Sciences	\$ 79,194
Shibao, Robert	Natural Sciences	\$ 96,015
Siddiqui, Junaid	Business	\$ 78,862
Silva, Ambika	Mathematical Sciences	\$ 66,718
Simon, Angela	Behavioral & Social Sciences	\$ 96,015
Simon, Jenny	Humanities	\$ 91,343
Sims, Jacquelyn	Mathematical Sciences	\$ 90,421
Sinopoli, Louis M.	Health Sciences & Athletics	\$102,739
Soden, Juli	Behavioral & Social Sciences	\$ 93,771
Som de Cerff, Melissa	Business	\$ 62,782
Somin, Cynthia Frances	Humanities	\$ 83,341
Sotolongo, Carmen R.	Humanities	\$ 94,905

Stallings, Michael	Industry & Technology	\$ 97,147
Stanbury, Corey D.	Health Sciences & Athletics	\$ 94,905
Steinberg, Margaret	Natural Sciences	\$ 78,862
Stephens, Kathleen M.	Health Sciences & Athletics	\$ 85,584
Stockwell, Harry M.	Industry & Technology	\$ 97,147
Stolovy, Susan	Natural Sciences	\$ 69,481
Storms, Harrison	Fine Arts	\$ 92,661
Story, Howard G.	Learning Resources	\$ 109,260
Striepe, Claudia	Learning Resources	\$ 82,212
Stupy, Michael W.	Natural Sciences	\$ 81,102
Suarez, Jason	Behavioral & Social Sciences	\$ 90,421
Suekawa, Lori	Counseling	\$ 117,566
Swade, Rosemary	Fine Arts	\$ 83,341
Taylor, Ralph	Mathematical Sciences	\$ 78,862
Taylor, Rutina	Counseling	\$ 78,862
Taylor, Susan	Mathematical Sciences	\$ 86,695
Teter, Jr., Francis Duane	Fine Arts	\$ 98,255
Thompson, Darrell E.	Humanities	\$ 90,421
Thompson, Jacquelyn	Business	\$ 81,102
Tontcheva, Ana	Natural Sciences	\$ 84,056
Trench, Simon	Natural Sciences	\$ 98,255
Troesh, Joshua	Business	\$ 59,426
Tummers Stocum, Susan	Mathematical Sciences	\$ 81,102
Turner, Ryan	Natural Sciences	\$ 69,481
Uphoff, Robert C.	Health Sciences & Athletics	\$ 61,858
Uyemura, Evelyn	Humanities	\$ 82,212
Vacca, Patricia A.	Business	\$100,498
Valle, Anne	Natural Sciences	\$ 79,194
Vaughn, Dexter	Counseling	\$ 78,862

Verge, Arthur C.	Behavioral & Social Sciences	\$ 98,255
Walker, Daniel	Behavioral & Social Science	\$ 84,056
Wang, Lijun Pan	Mathematical Sciences	\$ 90,421
Wapner, Leonard M.	Mathematical Sciences	\$ 91,183
Waters, Marianne C.	Behavioral & Social Sciences	\$ 78,862
Waterworth, Stephan	Humanities	\$100,498
Wells, Rex	Fine Arts	\$ 90,421
Welsh, Lauralee	Humanities	\$ 92,661
White, Maria	Health Sciences & Athletics	\$ 78,862
Whitney, Karen	Fine Arts	\$ 82,212
Widman, Lance	Behavioral & Social Sciences	\$ 99,391
Williams, Rachel	Humanities	\$ 75,846
Winfree, Merriel	Industry & Technology	\$ 82,212
Wynne, Michael	Behavioral & Social Sciences	\$ 96,015
Yoshida, Nina	Humanities	\$ 80,705
Young, Janet	Behavioral & Social Sciences	\$ 98,255
Yun, Paul	Mathematical Sciences	\$ 90,421
Zhao, Yan	Humanities	\$ 98,255

Vice Presidents:

Arce, Francisco	V.P. Academic Affairs	\$188,320
Beam, Linda	V.P. Human Resources	\$159,017
Higdon, JoAnn	V.P. Administrative Services	\$188,320
Nishime, Jeanie	V.P. Student & Community Advancement	\$188,320
Perez, Barbara	V.P. Compton	\$188,320

Educational Administrators:

Anaya, Jose	Dean, Community Advancement	\$135,005
Barbone, Robert	Athletic Director	\$108,152
Garcia, William	Dean, Enrollment Services	\$135,005

Geraghty, Elise	Associate Dean, Humanities	\$110,757
Goldberg, Donald	Dean, Mathematics	\$135,005
Grigsby, Alice	Director, Learning Resources	\$117,523
Hayden, Diane	Associate Dean, Fine Arts	\$110,757
Klier, Robert	Associate Dean, Academic Affairs	\$107,556
Kyle, Theresa	Director, Nursing	\$117,056
Lew, Thomas	Dean, Humanities	\$135,005
Miranda, Gloria	Dean, Behavioral & Social Sciences	\$135,005
Natividad, Rory	Dean, Health Sciences & Athletics	\$135,005
Patel, Dipte	Director, Special Resource Center	\$117,523
Rapp, Virginia	Dean, Business	\$135,005
Reid, Dawn	Director, EOP&S/CalWORKS	\$108,152
Rodriguez, Stephanie	Dean, Industry & Technology	\$135,005
Shankweiler, Jean	Dean, Natural Sciences	\$135,005
Shrader, Daniel	Associate Dean, Industry & Technology	\$110,757
Smith, Regina	Dean, Counseling & Student Services	\$135,005
Trevis, Michael	Chief of Police & Director of Public Services Instructional Programs	\$127,929

Classified Administrators:

Biggers, Leisa V.	Director Staff & Student Diversity	\$113,508
Bonura, Rocky N.	Director, Business Services	\$117,523
Bourlier, Julie M.	Director, Bookstore	\$108,152
Box, Ramund E.	Police Lieutenant	\$ 99,071
Brobst, Robert H.	Assistant Director Facilities Planning /Services	\$ 87,689
Brown, Thomas E.	Director, Facilities Planning & Services	\$123,569
Cobb, Rebecca L.	Director, Student Development	\$101,944
Cooper, Hortense G.	Director, Financial Aid & Scholarship	\$117,523
Davidson, Eldon R.	Director Contract & Community Education	\$108,152
Dreizler, Robin	Director, Outreach & School Relations	\$ 99,701

Ely, Janice E.	Business Manager	\$135,005
Garten, Ann Marie	Director, Community Relations	\$127,929
Gleason, Kathleen M.	Executive Director, Foundation	\$127,929
Gonzales, David B.	Director, CACT	\$108,152
Graff, Irene M.	Director Research & Planning	\$117,523
Guess, Melissa L.	Assistant Director Financial Aid & Scholarship	\$ 96,084
Hernandez, Arturo	Director, MESA Program	\$ 86,492
Lindberg, Lynn A.	Director, Human Resources	\$113,508
Magee, Jeanette M.	Assistant Director EOP&S/CalWorks	\$ 99,701
Mulrooney, William	Director, Admissions & Records	\$127,929
Nasatir, Andrew D.	Assistant Director, Bookstore	\$ 95,178
Nieto, Esperanza C.	Assistant Director Admissions & Records	\$108,152
Reyes, Idania	Project Director Title V	\$101,944
Sedor, Betty L.	Assistant Director Community Ed Development	\$ 86,492
Spain, Bruce L.	Executive Director South Bay Center for the Arts	\$117,523
Sutton, Philip J	Director Workplace Learning Resource Center	\$108,152
Tokuda ,Elena N.	Director Career Pathways	\$ 96,961
Van Buren, Starleen K	Director, Small Business Services	\$108,152
Wagstaff, John F.	Director Information Technology Services	\$135,005
Warren, William E.	Assistant Director Information Technology Services	\$110,757

Classified Personnel:

1. Resignation - Angela Petruso, Project Specialist, Range 32, Step B, Community Advancement, Student and Community Advancement Area, effective July 15, 2013, plus accrued vacation.
2. Personal Leave of Absence 50% - Thi Mong Thu Van Nguyen, Student Services Advisor, Range 35, Step E, Counseling and Student Services Division, Student and Community Advancement Area, effective July 1, 2013 through June 30, 2014.
3. Change of Assignment - Martha Perez, from 50% to 100% Clerical Assistant Range 22, Step E, Counseling and Student Services Division, Student and Community Advancement Area, effective July 1, 2013 through June 30, 2014.

4. Promotion - Karen Lam, from Secretary, Range 26, Step E, to Assistant to Vice President, Range 12, Step A (Confidential Salary Schedule), Academic Affairs Area, effective July 16, 2013.
5. Stipend - Hector Salazar, Promotions Specialist, Range 35, Step E, Fine Arts/Center for the Arts Division, Academic Affairs Area to receive a \$50 per month stipend for carrying a cell phone for after-work hours for emergencies, effective July 1, 2013 through June 30, 2014.
6. Work out of Class - Albert Romero, Library Media Technician II, Range 26, Step E, to Library Media Technician IV, Range 32, Step C, Learning Resources, Academic Affairs Area, effective July 1 through August 31, 2013.
7. Correction - Extend Employment, Matthew Hutcherson, Toolroom/Instructional Equipment Attendant, Range 24, Step D, Industry and Technology Division, Academic Affairs Area, effective June 17 instead of June 24 through July 25, 2013.

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

8. Matthew Grigsby - Accounting Assistant II, Range 27, Step A, Fine Arts/Center for the Arts Division, Academic Affairs Area, to assist in ticket office, effective July 1, 2013 through June 30, 2014, not to exceed 25 hours per week.
9. Amy Herrschaft - Financial Aid Assistant, Range 24, Step A, Financial Aid/Enrollment Services Division, Student and Community Advancement Area, to assist students at front counter, effective August 1, 2013 through June 30, 2014, not to exceed 25 hours per week.
10. Ruth Ferrer - Data Entry Operator, Range 18, Step A, Nursing/Health Sciences & Athletics Division, Academic Affairs Area, to input and extract data, effective August 1, 2013 through June 30, 2014, not to exceed 25 hours per week.
11. Jonathan Reyes-Flores - Theatre Technician, Range 31, Step A, Fine Arts/Center for the Arts, Academic Affairs Area, on-call as needed for backstage crew lighting, effective August 1, 2013 through June 30, 2014, not to exceed 25 hours per week.
12. Cindy Nozat - Human Resources Technician I, Range 4, Step A (Confidential Salary Schedule), Human Resources Division, Human Resource Area, effective July 16, 2013 through June 30, 2014, not to exceed 25 hours per week.

13. Jackeline Sanchez - Library Media Technician 1, Range 24, Step A, Learning Resources, Academic Affairs Area, to cover periodicals/reserve desk, effective August 1, 2013 through June 30, 2014, not to exceed 25 hours per week.
14. Clara Weston - Student Services Technician, Range 28, Step A, EOPS/Counseling and Student Services Division, Student and Community Advancement Area, effective July 1, 2013 through June 30, 2014, not to exceed 25 hours per week.

B. TEMPORARY NON-CLASSIFIED SERVICE EMPLOYEES

It is recommended that the Board authorize employment of the following Temporary Non-Classified Service Employees, subject to funding, not to exceed 170 days per year, 25 total work hours and/or the equivalent of 67% faculty load per week, effective July 16, 2013 through June 30, 2014, unless otherwise stated, as shown in items 1-17.

Instructional Aide Series

1. Instructional Aide II

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

Jessica Asbell, \$9.25 per hour
Joshua Casper, \$9.25 per hour
Jenny Trang Cu, \$9.25 per hour
Danijela Kojic, \$9.25 per hour
Marleen Ledesma Lagunas, \$9.50 per hour (eff. 7/1/13 through 6/30/14)
Sandra Lopez, \$9.25 per hour
Dilian Rolins, \$9.25 per hour
John Silva, \$9.25 per hour
Rachel Stokes, \$9.25 per hour
Matthew Trias, \$9.25 per hour

2. Instructional Aide IV

The following individual is to provide teaching assistance, intermediate level tutoring, technical support, classroom set-up, care and repair of equipment and instruments, exhibition installation, instructional support services, and accommodations for students.

Kristopher Tolnai, \$12.25 per hour

3. Instructional Aide V

The following individual is to assist instructors with students on the floor with lab projects, maintain equipment, and dispense supplies.

Michael Martinez, \$13.25 per hour

4. Instructional Aide V

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

Michael Arzate, \$13.00 per hour

5. Instructional Aide VI

The following individuals are to supervise support staff, assist students in reading and pre-writing assignments, and organize and maintain facility for daily operations.

Karen Lugo, \$19.00 per hour

Sumino Otsuji, \$19.00 per hour

Cindy Tino-Sandoval, \$19.00 per hour

Office Aide Series

6. Office Aide I

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

Geral Purevkhoo, \$9.00 per hour

7. Office Aide II

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

Brandi Tolson, \$9.25 per hour (eff. 7/1/13 to 6/30/14)

8. Office Aide III

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

Sahar Hafiz, \$10.50 per hour

Program Aide Series

9. Program Aide I

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

Mark Nguyen, \$9.00 per hour (eff. 7/1/13 though 6/30/14)

10. Program Aide VI

The following individual is to assist as a program coordinator for the photo ID area and Associate Student Board (ASB) promotions.

Lawrence Moreno, \$19.00 per hour (eff. 7/1/13 through 6/30/14)

Theater Aide Series

11. Theater Aide I

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

Francisco Lopez, \$8.25 per hour

Assistance Linguistics Professional Series

12. Assistive Linguistics Professional II

The following individual is to provide language interpreting support services between Deaf and Hard-of Hearing students, staff and their hearing peers, the classroom instructor and other personnel, and must possess National Certification.

Lisa Jucha, \$42.50 per hour (eff. 7/1/13 through 6/30/14)

Educational Professional Series

13. Education Professional I

The following individual is to model for the Fine Arts life drawing and painting classes.

Violet Rangel, \$25.00 per hour

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

Rosemary Angel, \$29.00 per hour (eff. 7/1/13 through 6/30/14)

Barbara Lewis, \$29.00 per hour (eff. 7/1/13 through 6/30/14)

Dagmar Nelson, \$35.00 per hour (eff. 7/1/13 through 6/30/14)

14. Educational Professional II

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

Daniel Murray, \$38.00 per hour (eff. 7/1/13 though 6/30/13)

Program Professional Series

15. Program Professional I

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

Robert Haynes, \$25.00 per hour (eff. 8/5/13 though 6/30/14)

16. Program Professional III

The following individual is to provide writing and editing services, including interviewing students, alumni and employees for articles and news releases.

Mary Ann Harmon, \$75.00 per hour (eff. 7/1/13 through 6/30/14)

Training Professional Series

17. Training Professional II

The following individuals are 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.

Tina Scruggs, \$37.00 per hour

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. Travel.....Page 79
- B. Informational Item – Los Angeles County Registrar-Recorder County
Clerk Calendar of Events – Consolidated Elections November 5, 2013...Page 80

A. Travel

1. It is recommended that the Board approve the following travel for Thomas M. Fallo, with no loss of salary, at no cost to the District:
 - a. Statewide Association of Community Colleges, Joint Powers Authority (SWACC)
Fiscal year 2013-2014, to attend SWACC meetings with transportation and necessary expenses paid by Statewide Association of Community Colleges, Joint Powers Authority.
 - b. Schools Association for Excess Risk (SAFER)
Fiscal year 2013-2014, to attend SAFER meetings with transportation and necessary expenses paid by Statewide Association of Community Colleges, Joint Powers Authority.
 - c. California Manufacturing Technology Consulting (CMTC)
Fiscal year 2013-2014, to attend CMTC meetings with transportation and necessary expenses paid by California Manufacturing Technology Consulting.

2. It is recommended that the Board approve the following travel for Thomas M. Fallo, with no loss of salary, transportation and necessary expenses paid:
 - a. California Community Colleges Chief Executive Officers Meetings
Fiscal year 2013-2014 – State of California.
 - b. California State Legislative Session
Fiscal year 2013-2014 – Sacramento, California.
 - c. Association of Community Colleges Trustees Meetings
Fiscal year 2013-2014.
 - d. Community College League of California Meetings
Fiscal year 2013-2014 – State of California.
 - e. California Community Colleges – Board of Governor Meetings
Fiscal year 2013-2014 – State of California.
 - f. Association of California Community College Administrators
Fiscal year 2013-2014 – State of California.
 - g. Accrediting Commission for Community and Junior Colleges
Fiscal year 2013-2014 – State of California.

- h. Department of Education
Fiscal year 2013-2014 – Washington, D.C.
- i. Chancellor’s Office of the California Community Colleges
Fiscal year 2013-2014 – Sacramento, CA
- j. American Association of Community Colleges
Fiscal year 2013-2014 – Various Locations
- k. 41st Annual National Conference – A Joint Labor/Management Meeting
April 6-8, 2014, New York, NY

B. Informational Item – Los Angeles County Registrar-Recorder County Clerk Calendar of Events – Consolidated Elections November 5, 2013
The Los Angeles County Registrar-Recorder County Clerk Calendar Events – Consolidated Elections – November 5, 2013 is presented for informational purposes (Pages 81-82).

**TENTATIVE
 CALENDAR OF EVENTS
 LOCAL AND MUNICIPAL CONSOLIDATED ELECTIONS
 NOVEMBER 5, 2013
 IMPORTANT NOTICE**

**All documents are to be filed with and duties performed by the
 Registrar-Recorder/County Clerk unless otherwise specified.**

DATES	DATES
JULY 15 (M) AUG. 9 (F) E-113 E-88 5:00 P.M.	NOMINATION PERIOD – FILING DECLARATION OF CANDIDACY First and last day for candidates to file declarations of candidacy. CANDIDATE STATEMENTS During this period, candidates may file a candidate statement not to exceed the word limitation prescribed by the district governing body (200 or 400 words) for inclusion with the Official Sample Ballot. The statement shall be filed no later than the last day to file declarations of candidacy.
AUG. 9 (F) E-88 5:00 P.M.	DECLARATION OF CANDIDACY – DEADLINE DATE (UDEL AND SCHOOL JURISDICTIONS) Last day for candidates to file declarations of candidacy. CANDIDATE WITHDRAWAL (UDEL AND SCHOOL JURISDICTIONS) No candidate, including incumbents, whose declaration of candidacy has been filed, may withdraw after this date except when the nomination period has been extended for that office. CONSOLIDATION OF ELECTIONS Last day for local jurisdictions to file a resolution with the Board of Supervisors requesting consolidation with the election. A copy of the resolution must also be filed with the county elections official. CANDIDATE STATEMENTS Last day to file a candidate statement. ADOPTION OF SPECIAL MEASURE ELECTION RESOLUTION Last day for governing boards to adopt a resolution calling a special school district election to place a measure on the ballot. Copies shall be filed with the county elections official.
AUG. 10** (Sa) -AUG. 14 (W) E-87** E-83 5:00 P.M.	NOMINATION EXTENSION PERIOD (IF INCUMBENT DOES NOT FILE) If a declaration of candidacy for an incumbent is not filed by 5:00 p.m. on August 9 , the declaration period shall be extended until August 14, 5:00 p.m., for persons other than the incumbent. NOTE: The extension does not apply where there is no incumbent eligible to be elected.

**August 10, 17 and 24 (Saturdays) and August 11 and 18 (Sundays) – Office will be closed.

DATES	DATES
AUG. 10** (Sa) AUG. 19 E-87** (M) E-78 5:00 P.M.	PUBLIC EXAMINATION PERIOD During this period candidate statements, candidate names and ballot designations shall be open for public examination. A fee may be charged to any person obtaining a copy of the material. During this period any person may file a writ of mandate or an injunction to require any or all of the material in a candidate statement to be amended or deleted. For candidate names and ballot designations, a writ of mandate may be filed pursuant to E. C. § 13314. NOTE: If the nomination period is extended for a particular office, the examination period for that office shall be adjusted to August 15 through August 24** .
AUG. 14 (W) E-83 5:00 P.M.	CANDIDATE WITHDRAWAL – NOMINATION EXTENSION PERIOD Last day a candidate may withdraw declaration of candidacy papers when nomination period has been extended for that office.
AUG. 15 (Th) E-82 11:00 A.M.	RANDOMIZED ALPHABET DRAWING BY SECRETARY OF STATE The Secretary of State shall hold a public drawing to determine the order of candidate names on the ballot by randomly drawing each letter of the alphabet.
NOV. 5 (Tu) 8:00 P.M. ELECTION DAY	ELECTION DAY Polls open 7:00 a.m., close 8:00 p.m., VOTE BY MAIL BALLOTS RETURNED – 8:00 P.M. Last day for Vote By Mail ballots to be received or turned in personally by the voter at any polling place in the jurisdiction. An authorized representative may return the voted ballot under specified conditions. SEALING OF UNUSED BALLOTS At 8:00 p.m., immediately after the polls close, commence defacing or sealing all unused ballots and file an affidavit of the number of ballots destroyed or sealed.
DEC. 6 (F) E + 31	TAKING OF OFFICE (UDEL AND SCHOOL JURISDICTIONS) Officers, elected or appointed, take office on the first Friday in December next following the election.

**August 10, 17 and 24 (Saturdays) and August 11 and 18 (Sundays) – Office will be closed.