

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



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

**Agenda, Tuesday, January 21, 2014
Board Room
4:00 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of December 16, 2013,
Pages 5-16**
- III. Presentation – First Year Experience**
- 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 17-32*
 2. Student and Community Advancement
*See Student Services Agenda,
Pages 33-37*
 3. Administrative Services
See Administrative Services Agenda, Pages 38-52
 4. *See Measure “E” Bond Fund Agenda,
Pages 53-59*
 5. *See Human Resources Agenda,
Pages 60-92*
 6. Compton Education Center
*See Compton Education Center Agenda,
Pages 93-95*
 7. Superintendent/President
*See Superintendent/President Agenda,
Pages 96-98*

VII. Public Comment on Non-Consent Agenda

VIII. Non-Consent Agenda, Pages 99-100

- A. Tax Revenue Anticipation Note 2013-14
- B. Resolution for Tax Revenue Anticipation Note 2013-14
(Resolution No. ECC 1-21-14)

IX. Public Comment on Non-Agenda Items

X. Oral Reports

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

XI. Closed Session

- A. Labor Relations, Brown Act Section 54957.6, Ms. Linda Beam, District Negotiator
 - 1. El Camino College Federation of Teachers, Local 1388
 - 2. El Camino Classified Employees Local 6142

<p>Board of Trustees Meeting Schedule for 2014 4:00 p.m. Board Room</p>

Tuesday, February 18, 2014
Monday, March 17, 2014
Monday, April 21, 2014
Monday, May 19, 2014
Monday, June 16, 2014
Monday, July 21, 2014
Monday, August 18, 2014
Monday, September 8, 2014
Monday, October 20, 2014
Monday, November 17, 2014
Monday, December 15, 2014

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	Honors Transfer Program (HTP)	FTES – Both Locations Quarterly Fiscal Status
December	Foundation Annual Report	Success and Retention (including basic skills)
January	First Year Experience (FYE)	Annual Factbook Annual Financial Audit
February	Student Success and Support Program Implementation Status	Sound Fiscal Management Accountability Reports
March	Student Achievement Goals	Accreditation Annual Report Full Time Equivalent Student (FTES) – Both Locations
April	Citizens Bond Oversight Committee	Measure E-Bond Annual Report Facilities Plan Upgrade
May	California Community College Accountability Scorecard	Student Success & Support Program Plan
June	Title V Grants	Accreditation Self-Evaluation Report Tentative Budget Commencement

Revised: December 13, 2013

EL CAMINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING OF
Monday, December 16, 2013

The Board of Trustees of the El Camino Community College District met at 4:00 p.m. on Monday, December 16, 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 Mary Combs, Secretary; Trustee Cliff Numark, Member; Trustee John Vargas, Member; and Student Member Brooke Matson.

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

Minutes of the Regular Board Meeting of November 18, 2013

The Minutes of the Regular Board meeting of November 18, 2013 were approved.

Oath of Office

Trustees Numark and Vargas took the Oath of Office.

Presentation: Foundation Annual Report

Mr. Mo Hakimi presented the Foundation Annual Report.

Annual Organizational Meeting

This meeting was called as prescribed in Education Code Section 72000 for the purpose of organizing the Board of Trustees to (A) elect a president, vice president, and secretary from the members of the Board, (B) select a Board member as a representative to the Los Angeles County Committee on School District Organization, (C) select a Board member as a representative to the Los Angeles County School Trustees Association, (D) select a Board member to review nominations for membership on the California Community College Trustees Board and make a recommendation to the Board of Trustees, (E) select a Board member to serve on the El Camino Community College District Foundation; (F) appoint a Secretary to the Board; and to (G) set the time and place of Board Meetings; (H) (I) (J) establish the order of authority of chief administrative officers in the absence of the Superintendent/President; and to (K) approve signatures on change orders; to approve purchase orders; to approve warrants; and to authorize personnel changes. In addition, it is called as a regular meeting.

A. Election of Officers for the Period December 16, 2013 through the Annual Organizational Meeting in December, 2014

President

It was moved by Trustee Brown, seconded by Trustee Combs, that Trustee Beverly be elected President of the Board for the period December 16, 2013 through the Annual Organizational Meeting in December, 2014. Student Member recorded a yes advisory vote. Motion carried.

Vice President

It was moved by Trustee Combs, seconded by Student Member Matson, that Trustee Brown be elected Vice President of the Board for the period December 16, 2013 through the Annual Organizational Meeting in December, 2014. Student Member recorded a yes advisory vote. Motion carried.

Secretary

It was moved by Trustee Beverly, seconded by Student Member Matson, that Trustee Combs be elected Secretary of the Board for the period December 16, 2013 through the Annual Organizational Meeting in December, 2014. Student Member recorded a yes advisory vote. Motion carried.

B. Los Angeles County Committee on School District Organization

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

C. Los Angeles County School Trustees Association

It was moved by Trustee Beverly, seconded by Trustee Vargas, that the Board appoint Trustee Numark as the representative to the Los Angeles County School Trustees Association for 2013-2014. Student Member recorded a yes advisory vote. Motion carried.

D. California Community College Trustees Board Election

It was moved by Trustee Beverly, seconded by Trustee Vargas, that the Board appoint Trustee Combs to review nominations for membership on the California Community College Trustees Board and make a recommendation to the Board of Trustees. Student Member recorded a yes advisory vote. Motion carried.

E. El Camino Community College District Foundation

It was moved by Trustee Beverly, seconded by Trustee Vargas, that the Board appoint Trustee Vargas to serve on the El Camino Community College District Foundation. Student Member recorded a yes advisory vote. Motion carried.

F. Secretary to the Board for the Period December 16, 2013 through the Annual Organizational Meeting in December, 2014
It was moved by Trustee Combs, seconded by Trustee Brown, that Thomas M. Fallo be appointed Secretary to the Board for the period December 16, 2013 through the Annual Organizational Meeting in December, 2014. Student Member recorded a yes advisory vote. Motion carried.

G. Time, Date and Place of Board Meetings
It was moved by Trustee Combs, seconded by Trustee Brown, that the Board hold its regular meetings at 4:00 p.m. on the third Monday of each month or as noted below, in the Board Room in the Administration Building at El Camino College. If an El Camino Community College District holiday falls on Monday, the Board meeting will be held on the following Tuesday. Dates for 2014 are as follows:

Tuesday, January 21, 2014	Monday, July 21, 2014
Tuesday, February 18, 2014	Monday, August 18, 2014
Monday, March 17, 2014	Monday, September 8, 2014
Monday, April 21, 2014	Monday, October 20, 2014
Monday, May 19, 2014	Monday, November 17, 2014
Monday, June 16, 2014	Monday, December 15, 2014

Student Member recorded a yes advisory vote. Motion carried.

H. Order of Administrative Authority in Absence of Superintendent/President
It was moved by Trustee Combs, seconded by Trustee Brown, that a Vice President be appointed to serve as Acting Superintendent/President of the El Camino Community College District in the absence of the Superintendent/President with the following order of authority to be followed for the period December 16, 2013 through the Annual Organizational Meeting in December, 2014:

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

Student Member recorded a yes advisory vote. Motion carried.

I. Acting Secretary to the Board of Trustees
It was moved by Trustee Combs, seconded by Trustee Brown, that in the absence of the Superintendent/President and Secretary to the Board of Trustees during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, it is recommended that the Vice Presidents serve as Acting Secretary to the Board of Trustees of the El Camino Community College District in the following sequence of authority:

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

Student Member recorded a yes advisory vote. Motion carried.

J. Documents Authorized for Signature of Superintendent

It was moved by Trustee Combs, seconded by Trustee Brown, that the Acting Superintendent be permitted to sign documents authorized for signature of the Superintendent in his absence from the College during the period from December 16, 2013 through the Annual Organizational Meeting in December, 2014. Student Member recorded a yes advisory vote. Motion carried.

K. Signature Authorization

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

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

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/Academic Affairs; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to sign “A” and “B” warrants and other documents as authorized by the Board of Trustees, during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, one signature only being required. Accounting Officers Josie Cheung and Sophie Dao are authorized for on-line approval of “B” warrants during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014.

2. Authority to Sign Contracts

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/Academic Affairs; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to be authorized to sign contracts during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, one signature only being required.

3. Authority to Sign Purchase Orders
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/Academic Affairs; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to sign purchase orders for all District funds, the Auxiliary Services fund, Trust fund, and all Associated Student funds during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, one signature only being required.

4. Authority to Sign Purchase Orders for the Bookstore
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/Academic Affairs; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/ Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Janice Ely, Business Manager; Babatunde Atane, Director of Accounting; and Julie Bourlier, Bookstore Director, to sign purchase orders for the bookstore fund during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, one signature only being required.

5. Authority to Sign Change Orders
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/Academic Affairs; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, be authorized to sign contract change orders during the period of December 16, 2013 through the Annual Organizational Meeting in December, 2014, one signature only being required.

6. Authority to Sign Notices of Employment and Orders for Salary Payments
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/Academic Affairs; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Janice Ely, Business

Manager; and Babatunde Atane, Director of Accounting, to sign Notices of Employment and Orders for Salary Payments during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, one signature only being required.

7. Revolving Cash Fund – El Camino Community College District
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/Academic Affairs; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Janice Ely, Business Manager; Babatunde Atane, Director of Accounting; Josie Cheung, Accounting Officer, and Sophie Dao, Accounting Officer, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, two signatures required.
8. Registration Fund
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/Academic Affairs; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, two signatures required.
9. Cash Management Fund
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/Academic Affairs; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, two signatures required.
10. Trust Funds
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/Academic Affairs; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services;

Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to draw money from and issue checks against Trust Funds of El Camino College on deposit in the Bank of America, Hawthorne Branch, during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, two signatures required.

11. Associated Students Bank Account

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/Academic Affairs; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to draw money from and issue checks against any funds of the Associated Students on deposit in the Bank of America, Hawthorne Branch, during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, any two signatures required.

12. Bookstore Fund

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/Academic Affairs; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Janice Ely, Business Manager; Babatunde Atane, Director of Accounting; and Julie Bourlier, Bookstore Director, to draw money from and issue checks against any funds of the Bookstore of El Camino College on deposit in the Bank of America, Hawthorne Branch, during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, any two signatures required.

13. Small Business Development Center Bank Account

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/Academic Affairs; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, two signatures required.

14. El Camino College Business Office Account
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/
Academic Affairs; Jeanie Nishime, Vice President/Student and Community
Advancement; Jo Ann Higdon, Vice President/Administrative Services;
Linda Beam, Vice President/Human Resources; Barbara Perez, Vice
President/Compton Community Educational Center; Janice Ely, Business
Manager; and Babatunde Atane, Director of Accounting, to draw money
from and issue checks against funds in the El Camino College Business
Office account in the Bank of America, Hawthorne Branch, during the
period December 16, 2013 through the Annual Organizational Meeting in
December, 2014, two signatures required.

15. Auxiliary Services Fund
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/
Academic Affairs; Jeanie Nishime, Vice President/Student and Community
Advancement; Jo Ann Higdon, Vice President/Administrative Services;
Linda Beam, Vice President/Human Resources; Barbara Perez, Vice
President/Compton Community Educational Center; Janice Ely, Business
Manager; and Babatunde Atane, Director of Accounting, to draw money
from and issue checks against funds in the Auxiliary Services account in
the Bank of America, Hawthorne Branch, during the period December 16,
2013 through the Annual Organizational Meeting in December, 2014, two
signatures required.

16. Dental Self-Insurance Fund, Wells Fargo Bank Account
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/
Academic Affairs; Jeanie Nishime, Vice President/Student and Community
Advancement; Jo Ann Higdon, Vice President/Administrative Services;
Linda Beam, Vice President/Human Resources; Barbara Perez, Vice
President/Compton Community Educational Center; Janice Ely, Business
Manager; and Babatunde Atane, Director of Accounting, to draw money
from and issue checks against the Dental Self-Insurance Trust Account with
Wells Fargo Bank for up to \$30,000, during the period December 16, 2013
through the Annual Organizational Meeting in December, 2014, two
signatures required.

17. National Direct/Federal Perkins Student Loan/Nursing Loan Billing Service
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/
Academic Affairs; Jeanie Nishime, Vice President/Student and Community
Advancement; Jo Ann Higdon, Vice President/Administrative Services;
Linda Beam, Vice President/Human Resources; Barbara Perez, Vice
President/Compton Community Educational Center; Janice Ely, Business

Manager; and Babatunde Atane, Director of Accounting, to draw money from and issue checks against any funds deposited in the Student Loan/Nursing Loan Billing Service account in City National Bank, during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, any two signatures required.

18. Computer Loan Revolving Cash Fund – El Camino Community College District

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/Academic Affairs; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Janice Ely, Business Manager; Babatunde Atane, Director of Accounting; Josie Cheung, Accounting Officer; and Sophie Dao, Accounting Officer, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, two signatures required.

19. El Camino College Self-Insurance Account for Property and Liability – Keenan and Associates

Continue the Self-Insurance Account for Property and Liability with the Union Bank, 21515 Hawthorne Boulevard, Torrance Branch, and that the following be authorized to sign for the account during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, facsimile signature up to \$5,000 or any two signatures together required.

El Camino College: Thomas M. Fallo, President; Jo Ann Higdon, Vice President/Administrative Services; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting.

Keenan and Associates: Keith Pippard, Vice President; Robert McCall, Senior Claims Examiner; Cedell Bush, Senior Claims Examiner; John Keenan – Facsimile; David Seres, Chief Financial Officer; Connie Koeller, Director, Financial Analysis; Suleman Moloo, Controller; and Arlene La Coste, Claims Manager.

20. Federal Student Financial Aid

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

President/Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to draw money from and issue checks against funds in the Federal Student Financial Aid account in the Bank of America, Hawthorne Branch, during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, two signatures required.

Student Member recorded a yes advisory vote. Motion carried.

Consent Agenda

It was moved by Trustee Numark, seconded by Trustee Vargas, that the Board defer acting on item VII, 4C (Contract – International Parking Design, Inc. – Lot C Parking Structure Project), until the next Board meeting with the request from staff to provide information to the extent available on why IPD was selected, the initial RFQ process used, and the amount for work that IPD is currently under contract. Trustees Beverly, Numark and Vargas voted yes; Trustee Combs voted no; and Trustee Brown abstained.

It was unanimously agreed that the following items would be tabled and brought back for discussion at a future Board meeting:

VII, 3F: Board Policy 3570 – (Restricted – Smoking Areas)

VII, 7B: 2014 Board of Trustees Goals

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

Academic Affairs

Proposed Curriculum Changes Effective 2014-2015 Academic Year
Information Item – FTES Projections

Student and Community Advancement

Destruction of Records

Grants

Administrative Services

Contracts Under \$83,400

Contracts Over \$83,400

Personal Services Agreements

Amendments

Notice of Completion – RAN Enterprises – Dust Collector Project

~~Board Policy 3570 (Restricted Smoking Areas) – First Reading~~ (Item pulled from agenda and no substitution was made.)

Purchase Orders and Blanket Purchase Orders

Measure E 2002 & 2012 Bond Fund

Category Budgets and Balances

2002 Measure E Project Budget Changes

~~Contract—International Parking Design, Inc., Lot C Parking Structure Project~~ (Item pulled from agenda and no substitution was made.)

Contract – Commline, Inc. – Industry & Technology Building Modernization Project

Contract Amendment – Hill Partnership, Inc. – Industry & Technology Building Modernization Project

Contract Amendment – tBP Architecture – Shops Building Replacement

Contract Amendment – LPA Architects – Athletic Education & Fitness Complex (Stadium) – Phase 2 Project

Informational Item – Science Technology Engineering & Math Center Project

Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

Revised Classification Specifications for Classified Position

New Classification Specifications for Classified Position

Revised Classification Specifications for Certificated Position

Revised Classification Specifications for Classified Administrator Position

Board Policy 3410 (Nondiscrimination) – First Reading

New - Administrative Procedure 3410 (Nondiscrimination) – Information Item

Board Policy 7110 (Delegation of Authority) – First Reading

New - Administrative Procedure 7110 (Delegation of Authority) – Information Item

New - Administrative Procedure 7150 (Evaluation) – Information Item

Board Policy 7351 (Retirement Classified Service) – Delete

New Board Policy 7510 (Domestic Partners) – First Reading

New Board Policy 7700 (Whistleblower) – First Reading

New Administrative Procedure 7700 (Whistleblower) – Information Item

Compton Educational Center

Accreditation Update – Information Item

President/Board of Trustees

Travel

~~2014 Board of Trustees Goals~~ (Item pulled from agenda and no substitution was made.)

Student Member recorded a yes advisory vote. Motion carried.

Public Comment

Ms. Leslie Constanza addressed the Child Development Center closure.

Closed Session

Regular Meeting adjourned to a Closed Session at 7:15 p.m. which ended at 7:45 p.m.

Mary E. Combs, Secretary of the Board

Thomas M. Fallo, Secretary to the Board

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

Page No.

A. Proposed Curriculum Changes Effective 2014-2015 Academic Year18

B. Sabbatical Leave of Absence 2014-2015.....32

A. PROPOSED CURRICULUM CHANGES EFFECTIVE 2014-2015 ACADEMIC YEAR

It is recommended that the Board approve the proposed curriculum changes, new course and course reactivations. In addition to the new and reactivated curriculum, there are substantive and non-substantial curricular changes. Substantive changes include changes to credit units and associate degree credit status. Non-substantial curricular changes include changes to course numbers, descriptive titles, and transfer status.

BUSINESS

Substantive Review Change

Course Review; Changes in Descriptive Title, Lecture Hours, Lab Hours, Faculty Load, Catalog Description, Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

Current Status/Proposed Changes

1. Computer Information Systems 13 – ~~Introduction to Computers~~ Computer Information Systems

Units: 3.0 Lecture: ~~2.0~~ 3.0 Hours of Lab: ~~3.0~~ 2.0 Faculty Load: ~~28.33%~~ 30.00%
~~Recommended Preparation: eligibility for English 84~~

Prerequisite: eligibility for English 84 and Business 15 or Mathematics 23 with a minimum grade of C or qualification by testing (El Camino College Mathematics Placement Test) and assessment

~~This course is an introduction to computers, system software and application software and is a prerequisite for other Computer Information Systems classes. The class covers computer literacy, operating systems, computer security, application software, and hardware. Laboratory exercises focus on Microsoft operating systems, file management, Word, Excel, Access, PowerPoint, and the use of the Internet.~~
introduces students to the concepts and technologies used in processing information in an organization. Topics include information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware, and applications. Students will apply these concepts and methods through hands-on projects developing computer-based solutions using application software.

Recommendation

Computer Information Systems 13 – Computer Information Systems 13
Units: 3.0 Lecture: 3.0 Hours of Lab: 2.0 Faculty Load: 30.00%

Prerequisite: eligibility for English 84 and Business 15 or Mathematics 23 with a minimum grade of C or qualification by testing (El Camino College Mathematics Placement Test) and assessment

This course introduces students to the concepts and technologies used in processing information in an organization. Topics include information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware, and applications. Students will apply these concepts and methods through hands-on projects developing computer-based solutions using application software.

FINE ARTS

Non-Substantial Change in Course Number (Effective 2013-2014)

1. Art 4 101 – Art and Visual Culture in Modern Life
2. Art 2 102A – History of Western Art – Prehistoric to Gothic
3. Art 3 102B – History Western Art – Proto-Renaissance to 19th Century
4. Art 4 102C – History of Western Art – 19th Century to Contemporary Times
5. Art 5A 205A – History of Asian Art and Southeast Asia
6. Art 5B 205B – History of Asian Art - China, Korea, and Japan
7. Art 6 106 – Cross-Cultural Art
8. Art 7 207 – Art History of Mexico and Central and South America
9. Art 9 209 – History of African Art
10. Art 10ab 110 – Drawing Fundamentals I
11. Art 11abed 210 – Drawing Fundamentals II
12. Art 17ab 217 – Life Drawing I
13. Art 18abed 218 – Life Drawing II
14. Art 19ab 219 – Watercolor Painting I
15. Art 20abed 220 – Watercolor Painting II
16. Art 22ab 222 – Painting I
17. Art 23abed 223 – Painting II
18. Art 24ab 224 – Life Painting I
19. Art 25abed 225 – Life Painting II
20. Art 29ab 129 – Fundamentals of Color
21. Art 31abed 160 – Three-Dimensional Design
22. Art 34ab 194 – Gallery Management and Artist Career Issues
23. Art 37ab 130 – Two-Dimensional Design I
24. Art 38abed 230 – Two-Dimensional Design II
25. Art 39ab 132 – Advertising Design I
26. Art 40abed 232 – Advertising Design II
27. Art 41ab 131 – Lettering and Typography I
28. Art 42abed 231 – Lettering and Typography II

29. Art ~~43~~133 – Graphic Design I
30. Art ~~52~~152 – Rendering
31. Art ~~53~~153 – Illustration I
32. Art ~~54~~253 – Illustration II
33. Art ~~61~~161 – Beginning Ceramics
34. Art ~~62~~262 – Intermediate Ceramics
35. Art ~~63~~263 – Advanced Ceramics
36. Art ~~73~~173 – Introduction to Jewelry and Metalsmithing
37. Art ~~74~~274 – Jewelry Fabrication
38. Art ~~75~~275 – Jewelry Casting
39. Art ~~81~~181 – Beginning Sculpture
40. Art ~~82~~282 – Life Sculpture
41. Art ~~83~~283 – Bronze Casting
42. Art ~~87~~187 – Printmaking I - Etching, Relief, and Lithography
43. Art ~~88~~288 – Printmaking II - Etching, Relief, and Lithography
44. Art ~~89~~289 – Printmaking III - Silkscreen/Lithography
45. Art ~~108~~208 – History of American Art
46. Art ~~141~~141 – Digital Art Foundation
47. Art ~~142~~142 – Digital Imaging and Photography
48. Art ~~143~~143 – Digital Design & Publishing
49. Art ~~144~~144 – Three-Dimensional Computer Animation
50. Art ~~145~~145 – Multimedia Design
51. Art ~~146~~146 – Web Design
52. Art ~~147~~147 – Motion Graphics
53. Art ~~195~~195 – Portfolio and Career Planning for Artists and Designers
54. Communication Studies ~~6~~6 – Student Leadership
55. Dance ~~1~~101 – Dance Appreciation
56. Dance ~~3~~103 – History of Dance in 20th Century
57. Dance ~~5~~105 – Music for Dance
58. Dance ~~9~~166 – Flamenco Dance
59. Dance ~~10~~167 – Social and Ballroom Dance
60. Dance ~~12~~164 – World Dance
61. Dance ~~16~~165 – African Dance
62. Dance ~~17~~265 – Intermediate African Dance
63. Dance ~~19~~110 – Beginning Dance
64. Dance ~~20~~150 – Body Conditioning for Dance Techniques
65. Dance ~~21~~250 – Pilates Mat Class
66. Dance ~~22~~140 – Jazz Dance I
67. Dance ~~23~~240 – Jazz Dance II
68. Dance ~~25~~262 – Commercial Dance
69. Dance ~~26~~162 – Hip Hop Dance
70. Dance ~~32~~120A – Ballet Technique I
71. Dance ~~33~~220A – Ballet Technique II

72. Dance ~~35abcd~~ 221 – Ballet Variations
73. Dance ~~42ab~~ 130A – Modern Dance Technique I
74. Dance ~~43abcd~~ 230A – Modern Dance Technique II
75. Dance ~~51ab~~ 168 – Latin Social Dance
76. Dance ~~52abcd~~ 268 – Intermediate Latin Social Dance
77. Dance ~~61ab~~ 161 – Tap Dance I
78. Dance ~~62abcd~~ 261 – Tap Dance II
79. Dance ~~70abcd~~ 170 – Improvisation
80. Dance ~~71ab~~ 171 – Choreography I
81. Dance ~~72abcd~~ 271 – Choreography II
82. Dance ~~83abcd~~ 183abcd – Dance Workshop Ensemble
83. Dance ~~87abcd~~ 287abcd – Concert Dance Ensemble
84. Dance ~~89abcd~~ 289abcd – Advanced Dance Theatre
85. Film ~~28ab~~ 28 – Television Production
86. Film ~~32ab~~ 32 – Production II
87. Film ~~34ab~~ 34 – Camera and Lighting
88. Film ~~36ab~~ 36 – Editing
89. Film ~~54abe~~ 54 – Regional Cinemas
90. Music ~~1~~ 101 – Music Fundamentals
91. Music ~~2A~~ 102A – Beginning Sightsinging
92. Music ~~2B~~ 102B – Advanced Sightsinging
93. Music ~~3~~ 103 – Introduction to Music Theory
94. Music ~~3A~~ 103A – Theory and Musicianship I
95. Music ~~3B~~ 103B – Theory and Musicianship II
96. Music ~~3C~~ 203 – Theory and Musicianship III
97. Music ~~5~~ 105 – Commercial/Jazz Theory Musicianship
98. Music ~~8A~~ 208A – Counterpoint I
99. Music ~~8B~~ 208B – Counterpoint II
100. Music ~~11~~ 111 – Music Appreciation Survey
101. Music ~~12~~ 112 – Music Cultures of World
102. Music ~~13~~ 113 – Survey of Jazz
103. Music ~~15A~~ 215A – Music History/Literature
104. Music ~~15B~~ 215B – Music History/Literature
105. Music ~~16~~ 116 – History of Rock Music
106. Music ~~17~~ 117 – Music of the Beatles
107. Music ~~18ab~~ 120 – Voice Class I
108. Music ~~19abcd~~ 220 – Voice Class II
109. Music ~~20abcd~~ 259abcd – Music Production Workshop
110. Music ~~23abcd~~ 190abcd – Applied Music/Private Lessons
111. Music ~~30ab~~ 130 – Beginning Jazz Improvisation
112. Music ~~31A~~ 131A – Beginning Piano I
113. Music ~~31B~~ 131B – Beginning Piano II
114. Music ~~31C~~ 231A – Intermediate Piano I

115. Music ~~31D~~ 231B – Intermediate Piano II
116. Music ~~32abcd~~ 232 – Advanced Piano
117. Music ~~40abcd~~ 223 – The Singer as Actor
118. Music ~~41abcd~~ 222 – Opera Workshop
119. Music ~~43abcd~~ 143 – Beginning Woodwind Instruments
120. Music ~~44abcd~~ 144 – Beginning Brass Instruments
121. Music ~~45abcd~~ 145 – Beginning Percussion Instruments
122. Music ~~46abcd~~ 146 – Beginning String Instruments
123. Music ~~47ab~~ 147A – Beginning Guitar I
124. Music ~~48abcd~~ 247 – Intermediate Guitar
125. Music ~~51abcd~~ 151abcd – Mixed Chorus
126. Music ~~52abcd~~ 152abcd – Concert Choir
127. Music ~~53abcd~~ 253abcd – Chorale
128. Music ~~55abcd~~ 155abcd – College Community Choir
129. Music ~~57abcd~~ 257abcd – Women's Chorus
130. Music ~~60abcd~~ 260abcd – Woodwind Ensembles
131. Music ~~61abcd~~ 261abcd – Brass Ensembles
132. Music ~~62abcd~~ 262abcd – Percussion Ensembles
133. Music ~~64abcd~~ 265abcd – Symphonic Band
134. Music ~~67abcd~~ 266abcd – Big Band Jazz
135. Music ~~68abcd~~ 267abcd – Jazz Band
136. Music ~~70abcd~~ 268abcd – Symphony Orchestra
137. Music ~~76abcd~~ 263abcd – Clarinet Choir
138. Music ~~80abe~~ 180 – Fundamentals of Electronic Music
139. Music ~~81A~~ 181A – Introduction to Electronic Music Studio
140. Music ~~81B~~ 181B – Electronic Music Studio
141. Music ~~82abe~~ 182 – Digital Audio Recording for Commercial Music
142. Music ~~83abcd~~ 183 – Keyboarding for Commercial Music
143. Music ~~84~~ 284 – Commercial Music Business Studies
144. Music ~~85ab~~ 285 – Songwriting for Commercial Music
145. Music ~~90abcd~~ 290 – Intermediate Applied Music or Private Lessons
146. Photography ~~151ab~~ 151 – The Art of Photography Digital Laboratory
147. Theatre ~~1~~ 103 – Introduction to the Theatre
148. Theatre ~~4~~ 104 – Dramatic Literature
149. Theatre ~~8~~ 113 – Introduction to Acting
150. Theatre ~~14A~~ 114 – Fundamentals of Acting
151. Theatre ~~14B~~ 214A – Intermediate Acting
152. Theatre ~~15abcd~~ 215 – Improvisation
153. Theatre ~~16abcd~~ 216 – Acting: Auditioning and Cold Reading
154. Theatre ~~22ab~~ 217 – Acting Shakespeare
155. Theatre ~~40A~~ 240 – Fundamentals of Stage Direction
156. Theatre ~~70abcd~~ 270abcd – Beginning Theatre Production
157. Theatre ~~74abcd~~ 274abcd – Musical Theatre Production

- 158. Theatre ~~75abcd~~ 175abcd – Student Performance/Production Workshop
- 159. Theatre ~~84~~ 184 – Stagecraft
- 160. Theatre ~~88~~ 188 – Fundamentals of Stage Makeup
- 161. Theatre ~~90~~ 185 – Introduction to Stage Lighting
- 162. Theatre ~~94~~ 189 – Costuming for the Stage
- 163. Theatre ~~97abcd~~ 197abcd – Technical Theatre Production
- 164. Theatre ~~98ab~~ 297abcd – Advanced Technical Theatre Production
- 165. Theatre ~~190ab~~ 190 – Operation of Intelligent Lighting Fixtures
- 166. Theatre ~~191ab~~ 191 – Repair and Maintenance of Intelligent Lighting Systems
- 167. Theatre ~~192ab~~ 192 – Setup of Intelligent Lighting Systems
- 168. Theatre ~~193ab~~ 193 – Programming and Lighting Design with Intelligent Lighting Systems
- 169. Theatre ~~194ab~~ 294 – Computer Applications for the Entertainment Lighting Industry
- 170. Theatre ~~195~~ 295 – Industry Analysis and Portfolio Planning for the Entertainment Lighting Industry

Non-Substantial Change to Inactivate Course

- 1. Dance 50 – Special Topics in Dance
- 2. Music 50 – Special Topics in Music

HEALTH SCIENCES AND ATHLETICS

Substantive Review Change

Course Review; Changes in Course Number, Units, Lecture Hours, Lab Hours, Faculty Load, Catalog Description

Current Status/Proposed Changes

- 1. Sign Language/Interpreter Training ~~15~~ 111 – American Sign Language I
 Units: ~~3.0~~ 4.0 Lecture: ~~2.0~~ 4.0 Hours of Lab: ~~3.0~~ 0 Faculty Load: ~~28.33~~ 26.66%
 This beginning course, taught within the context of deaf culture, introduces students to signing and comprehending elementary American Sign Language (ASL). Through a visual-gestural approach and multimedia activities, students develop basic vocabulary and grammar that deal with everyday topics. Note: This course is comparable to two years of high school sign language.

Recommendation

Sign Language/Interpreter Training 111 – American Sign Language I
 Units: 4.0 Lecture: 4.0 Hours of Lab: 0 Faculty Load: 26.66%

This beginning course, taught within the context of deaf culture, introduces students to signing and comprehending elementary American Sign Language (ASL). Through a visual-gestural approach and multimedia activities, students develop basic vocabulary and grammar that deal with everyday topics. Note: This course is comparable to two years of high school sign language.

Course Review; Changes in Course Number, Units, Lecture Hours, Lab Hours, Faculty Load, Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

Current Status/Proposed Changes

1. Sign Language/Interpreter Training ~~16~~ 112 – American Sign Language II
Units: ~~3.0~~ 4.0 Lecture: ~~2.0~~ 4.0 Hours of Lab: ~~3.0~~ 0 Faculty Load: ~~28.33~~ 26.66%
Prerequisite: Sign Language/Interpreter Training ~~15~~ 111 with a minimum grade of C

Recommendation

Sign Language/Interpreter Training 112 – American Sign Language II
Units: 4.0 Lecture: 4.0 Hours of Lab: 0 Faculty Load: 26.66%
Prerequisite: Sign Language/Interpreter Training 111 with a minimum grade of C

Current Status/Proposed Changes

2. Sign Language/Interpreter Training ~~17A~~ 113 – American Sign Language III
Units: ~~3.0~~ 4.0 Lecture: ~~2.0~~ 4.0 Hours of Lab: ~~3.0~~ 0 Faculty Load: ~~28.33~~ 26.66%
Prerequisite: Sign Language/Interpreter Training ~~16~~ 112 with a minimum grade of C

Recommendation

Sign Language/Interpreter Training 113 – American Sign Language III
Units: 4.0 Lecture: 4.0 Hours of Lab: 0 Faculty Load: 26.66%
Prerequisite: Sign Language/Interpreter Training 112 with a minimum grade of C

Course Review; Changes in Course Number, Units, Lecture Hours, Lab Hours, Faculty Load, General Education Requirement, Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation), Catalog Description

Current Status/Proposed Changes

1. Sign Language/Interpreter Training ~~17B~~ 114 – American Sign Language IV
Units: ~~3.0~~ 4.0 Lecture: ~~2.0~~ 4.0 Hours of Lab: ~~3.0~~ 0 Faculty Load: ~~28.33~~ 26.66%
Proposed IGETC – Area 3B
Prerequisite: Sign Language/Interpreter Training ~~17A~~ 113 with a minimum grade of C

This course, taught within the context of deaf culture, is a continuation of the study of American Sign Language (ASL) III. Further ~~studies~~ study of conversational and narrative techniques for advanced practice will help students develop language fluency at the advanced level. This course provides an expanded review of ASL vocabulary, syntactical structures, grammatical patterns and current linguistic research.

Recommendation

Sign Language/Interpreter Training 114 – American Sign Language IV

Units: 4.0 Lecture: 4.0 Hours of Lab: 0 Faculty Load: 26.66%

Proposed IGETC – Area 3B

Prerequisite: Sign Language/Interpreter Training 113 with a minimum grade of C

This course, taught within the context of deaf culture, is a continuation of the study of American Sign Language (ASL) III. Further study of conversational and narrative techniques for advanced practice will help students develop language fluency at the advanced level. This course provides an expanded review of ASL vocabulary, syntactical structures, grammatical patterns and current linguistic research.

Non-Substantial Change in Course Number (Effective 2013-2014)

1. Physical Education ~~1~~¹⁰ – Body Conditioning and Physical Fitness
2. Physical Education ~~2~~² – Walking for Fitness
3. Physical Education ~~3~~³ – Boot Camp Fitness Training
4. Physical Education ~~4~~⁴ – Basketball
5. Physical Education ~~7~~⁷ – Baseball
6. Physical Education ~~14~~¹⁸ – Boxing
7. Physical Education ~~47~~⁴⁷ – Introduction to Indoor Rock Climbing
8. Physical Education ~~54~~⁵⁴ – Weight Training
9. Physical Education ~~74~~⁷⁴ – Soccer
10. Physical Education ~~101~~¹⁰¹ – Physical Fitness and Aging
11. Physical Education ~~102~~¹⁰² – Functional Fitness and Aging
12. Physical Education ~~204~~²⁰⁴ – Badminton
13. Physical Education ~~208~~²⁰⁸ – Bowling
14. Physical Education ~~220~~²²⁰ – Naginata - A Japanese Martial Art
15. Physical Education ~~221~~²²¹ – Combative Arts and Self Defense
16. Physical Education ~~224~~²²⁴ – Golf
17. Physical Education ~~238~~²³⁹ – Slow Pitch Softball
18. Physical Education ~~240~~²⁴⁰ – Beginning Swimming
19. Physical Education ~~241~~²⁴¹ – Intermediate/Advanced Swimming
20. Physical Education ~~242~~²⁴⁷ – Swimming, Lifeguard Training
21. Physical Education ~~243~~²⁴⁸ – Swimming, Water Safety Instructor

22. Physical Education ~~244~~ 244 – Springboard Diving
23. Physical Education ~~245~~ 245 – Water Aerobics
24. Physical Education ~~246~~ 249 – Swimming for Fitness
25. Physical Education ~~250~~ 250 – Techniques of Surfboard Riding
26. Physical Education ~~251~~ 251 – Tennis
27. Physical Education ~~253~~ 253 – Volleyball
28. Physical Education ~~256~~ 257 – Yoga for Health and Fitness
29. Physical Education ~~282~~ 282 – Primary Prevention of Cardiovascular and Related Diseases
30. Physical Education ~~285~~ 285 – Continuing Fitness, Nutrition, and Weight Management Programs
31. Physical Education ~~300~~ 254 – Aerobic Fitness

Non-Substantial Change to Inactivate Course

1. Nursing 128 - Maternal-Infant Vocational Nursing
2. Nursing 129 - The Childrearing Family for Vocational Nurses
3. Nursing 130 - Advanced Vocational Nursing I
4. Nursing 131 - Professional Issues for Vocational Nurses
5. Nursing 132 - Advanced Vocational Nursing II
6. Nursing 133 - Transition to Licensed Vocational Nurse

HUMANITIES

New Course

1. English 50RWA – Integrated Reading and Writing
 Units: 5.0 Lecture: 4.0 Hours of Lab: 2.0 Faculty Load: 36.67%
 Prerequisite: credit in English B and credit in English 82 or qualification by testing (English Placement Test) and assessment
 Grading Method: Pass/No Pass
 Credit Status: Associate Degree Credit

This course prepares students for transfer-level reading and writing tasks. The course integrates the reading and writing processes and includes weekly one-on-one focused tutorial support. Students practice analyzing and evaluating primarily non-fiction texts as the basis for composing well-developed expository essays. Students develop skills in reading comprehension, vocabulary, essay writing, sentences structure, research techniques, and source documentation.

Reactivate; Course Review; Change in Course Number

1. English ~~32ab~~32 – Creative Writing: A Workshop in Fiction
 Units: 3.0 Lecture: 3.0 Hours of Lab: 0 Faculty Load: 20.00%
 Prerequisite: English 25A with a minimum grade of C or Pass
 Grading Method: Letter grade and pass/no pass
 Credit Status: Associate Degree Credit
 Transfer CSU

This course develops advanced skills in the craft of fiction writing. Students discuss and apply complex strategies for constructing characters, establishing conflict, and developing plot within fiction. Students then assess and critique their own and other students' original stories.

Substantive Review Change

Course Review; Changes in Descriptive Title, Units, Lecture Hours, Faculty Load

Current Status/Proposed Changes

1. Spanish 52A – Spanish for Native Speakers I
 Units: ~~3.0~~ 4.0 Lecture: ~~3.0~~ 5.0 Hours of Lab: 0 Faculty Load: ~~20.00%~~ 33.33%

Recommendation

Spanish 52A – Spanish for Native Speakers I
 Units: 4.0 Lecture: 5.0 Hours of Lab: 0 Faculty Load: 33.33%

Current Status/Proposed Changes

2. Spanish 52B – Spanish for Native Speakers II
 Units: ~~3.0~~ 4.0 Lecture: ~~3.0~~ 5.0 Hours of Lab: 0 Faculty Load: ~~20.00%~~ 33.33%

Recommendation

Spanish 52B – Spanish for Native Speakers II
 Units: 4.0 Lecture: 5.0 Hours of Lab: 0 Faculty Load: 33.33%

Non-Substantial Change in Course Number (Effective 2013-2014)

1. Academic Strategies ~~1ab~~ 1 – Individualized Academic Strategies
2. Academic Strategies ~~20ab~~ 20 – Prewriting Workshop
3. Academic Strategies ~~22ab~~ 22 – Vocabulary Building for College Students
4. Academic Strategies ~~23ab~~ 23 – Spelling Techniques
5. Academic Strategies ~~25ab~~ 25 – Thinking Skills for College Courses
6. Academic Strategies ~~30ab~~ 30 – Test-Taking Strategies
7. Academic Strategies ~~31ab~~ 31 – Study Techniques

8. Academic Strategies ~~33ab~~ 33 – Memory Techniques
9. Academic Strategies ~~35ab~~ 35 – Listening and Notetaking Strategies
10. Academic Strategies ~~36ab~~ 36 – Sentence Errors and Punctuation
11. Academic Strategies ~~40ab~~ 40 – Mathematics Anxiety Workshop
12. Chinese ~~21ab~~ 21 – Beginning Conversational Chinese
13. Chinese ~~22ab~~ 22 – Intermediate Conversational Chinese
14. English ~~38ab~~ 78 – Creative Writing: Screenwriting
15. English ~~98abed~~ 98 – College Literary Magazine Editing and Publishing
16. French ~~21ab~~ 21 – Beginning Conversational French
17. French ~~22ab~~ 22 – Intermediate Conversational French
18. Italian ~~21ab~~ 21 – Beginning Conversational Italian
19. Italian ~~22ab~~ 22 – Intermediate Conversational Italian
20. Japanese ~~21ab~~ 21 – Beginning Conversational Japanese
21. Japanese ~~22ab~~ 22 – Intermediate Conversational Japanese
22. Spanish ~~21ab~~ 21 – Beginning Conversational Spanish
23. Spanish ~~22ab~~ 22 – Intermediate Conversational Spanish
24. Journalism ~~3ab~~ 8 – Advanced Reporting and News Editing

Non-Substantial Change to Inactivate Course

1. English 7 - Speed and Power Reading
2. English 100 - Supervised Tutoring: Writing Center Laboratory
3. English as a Second Language 50 - Special Topics in English as a Second Language
4. Journalism 50 - Special Topics in Journalism
5. Spanish 24 - Introduction to Spanish and Latin American Language and Cultures

INDUSTRY AND TECHNOLOGY

Substantive Review Change

Course Review; Changes in Descriptive Title, Units

Current Status/Proposed Changes

1. Fire and Emergency Technology 60A – Basic Chemistry for Hazardous Materials
Total Units: ~~2.0~~ 1.0 Lecture: 40.0 hours to be arranged (one week course)

Recommendation

Fire and Emergency Technology 60A – Basic Chemistry for Hazardous Materials
Total Units: 1.0 Lecture: 40.0 hours to be arranged (one week course)

Non-Substantial Change in Course Number (Effective 2013-2014)

1. Automotive Collision Repair/Painting ~~6abed~~ 6 – Automotive Collision Repair Applications
2. Architecture ~~120abed~~ 119 – Computer Aided Architectural Drafting
3. Architecture ~~121abed~~ 121 – Three-Dimensional Architectural Computer Aided Design
4. Architecture ~~125abed~~ 125 – Advanced Three-Dimensional Architectural Computer Aided Design
5. Architecture ~~180abed~~ 179 – Design or Build Studio
6. Architecture ~~199abed~~ 199 – Architecture Design Studio
7. Computer Aided Design/Drafting ~~10abed~~ 7 – Wireframe with Surfaces, Solid Modeling and Assemblies
8. Computer Aided Design/Drafting ~~28abed~~ 28 – Parametric Solid Modeling and Assemblies
9. Computer Aided Design/Drafting ~~31abed~~ 31 – Orientation to CATIA
10. Computer Aided Design/Drafting ~~32abed~~ 32 – Product Modeling with CATIA
11. Computer Aided Design/Drafting ~~33abed~~ 33 – Analyses and Simulations with CATIA
12. Computer Aided Design/Drafting ~~37abed~~ 37 – Advanced CATIA Functions
13. Electronics and Computer Hardware Technology ~~146ab~~ 146 – CompTIA Network+ Certification Preparation for Computer Hardware Systems
14. Electronics and Computer Hardware Technology ~~148ab~~ 148 – CompTIA Security+ Certification Preparation for Computer Hardware Systems
15. Environmental Technology ~~102~~ – Sustainable Energy and Renewable Building Sciences and Technologies
16. Fashion ~~4ab~~ 4 – Computer Fashion Illustration
17. Fashion ~~10ab~~ 10 – Clothing Construction I
18. Fashion ~~11ab~~ 11 – Clothing Construction II
19. Fashion ~~15ab~~ 15 – Fashion Sketching
20. Fashion ~~16ab~~ 16 – Fashion Illustrating
21. Fashion ~~17ab~~ 17 – Decorative Textiles
22. Fashion ~~24abe~~ 24 – Tailoring
23. Fashion ~~29ab~~ 29 – Computer Pattern Design or Patternmaking
24. Fashion ~~42abed~~ 44 – Fashion Show Production and Promotions
25. Machine Tool Technology ~~16ab~~ 16 – General Metals
26. Machine Tool Technology ~~47abed~~ 47 – NIMS Level I Credential Preparation
27. Machine Tool Technology ~~101abed~~ 101 – Introduction to Conventional and CNC Machining
28. Machine Tool Technology ~~103abed~~ 103 – Conventional and CNC Turning
29. Machine Tool Technology ~~105abed~~ 105 – Conventional and CNC Milling
30. Machine Tool Technology ~~107abed~~ 107 – Advanced Manufacturing Processes
31. Welding ~~2abe~~ 5 – Basic Welding Technology
32. Welding ~~15ab~~ 15 – Basic Welding for Allied Fields

33. Welding ~~23ab~~ 23 – Advanced Arc Welding Specialty Lab
34. Welding ~~28ab~~ 28 – American Welding Society (AWS) D1.1 Certification Test Preparation
35. Welding ~~40abed~~ 40 – Gas Tungsten Arc Welding (GTAW)
36. Welding ~~45ab~~ 45 – Structural Fabrication

Non-Substantial Change to Inactivate Course

1. Administration of Justice 60 – Search Warrants
2. Administration of Justice 67 – Continuing Professional Training
3. Air Conditioning and Refrigeration 50 – Special Topics in Air Conditioning and Refrigeration
4. Automotive Collision Repair/Painting 4abcd – Automotive Collision Repair: Collision Damage
5. Automotive Collision Repair/Painting 5abcd – Automotive Collision Repair: Painting
6. Electronics and Computer Hardware Technology 50 – Special Topics in Electronics and Computer Hardware Technology
7. Electronics and Computer Hardware Technology 191ab – Introduction to Microprocessors and Interfacing
8. Electronics and Computer Hardware Technology 192 – Robotics and Machine Control

MATHEMATICAL SCIENCES

Reactivate; Course Review; Changes in Course Number, Conditions of Enrollment (Prerequisite, Corequisite, Recommended Preparation, or Enrollment Limitation)

Current Status/Proposed Changes

1. Computer Science ~~15P~~ 16 – Assembly Language Programming for the IBM PC and Compatibles
 Units: 4.0 Lecture: 3.0 Hours Lab: 3.0 Faculty Load: 35.00%
 Prerequisite: Computer Science 1 or ~~5 3 or 10~~ or Computer Information Systems 80 with a minimum grade of C in prerequisite or equivalent and Mathematics 180 with a minimum grade of C or concurrent enrollment
 Grading Method: Letter
 Credit Status: Associate Degree Credit
 Transfer CSU
 Proposed UC Transfer
 This course includes detailed coverage of Assembly Language programming, based on the IBM compatible personal computer. Topics include hexadecimal arithmetic, two's complement arithmetic, memory organization, addressing modes, procedure calls, the stack frame, macros, calling assembly language procedures from Pascal or

C/C++, recursion, BIOS and DOS interrupts, the floating point unit and instructions, and the debugger.

Recommendation

Computer Science 16 – Assembly Language Programming for the IBM PC and Compatibles

Units: 4.0 Lecture: 3.0 Hours Lab: 3.0 Faculty Load: 35.00%

Prerequisite: Computer Science 1 or 3 or Computer Information Systems 80 with a minimum grade of C in prerequisite or equivalent and Mathematics 180 with a minimum grade of C or concurrent enrollment

Grading Method: Letter

Credit Status: Associate Degree Credit

Transfer CSU

Proposed UC Transfer

This course includes detailed coverage of Assembly Language programming, based on the IBM compatible personal computer. Topics include hexadecimal arithmetic, two's complement arithmetic, memory organization, addressing modes, procedure calls, the stack frame, macros, calling assembly language procedures from Pascal or C/C++, recursion, BIOS and DOS interrupts, the floating point unit and instructions, and the debugger.

Non-Substantial Change to Inactivate Course

1. Mathematics 50C – Intermediate Algebra for Statistics
2. Mathematics 50D – Basic Accelerated Mathematics
3. Mathematics 100 - Supervised Tutoring: Mathematics

NATURAL SCIENCES

Non-Substantial Change in Course Number (Effective 2013-2014)

1. Astronomy ~~13ab~~ 13 – Astronomical Optics
2. Geography ~~20abed~~ 20 – Geography Field Studies

Non-Substantial Change to Inactivate Course

1. Geography 50 – Special Topics

B. SABBATICAL LEAVE OF ABSENCE – 2014-15

It is recommended that the Board approve the following faculty members for Sabbatical Leaves of Absence during 2014-15:

Full Year Sabbatical

Kathy Morgan Fall 2014/Spring 2015 - formal classwork to pursue an advanced degree in Nursing education.

One Semester Full-Pay Sabbatical

Ellen Antoine Fall 2014 - Independent study in the political, social, and economic changes occurring in Europe.

Mark Crossman Fall 2014 - Update textbook, Burden Proof: An Introduction to Argumentation and Guide to Parliamentary Debate.

Chris Gold Fall 2014 - Enroll in courses to improve skills in online teaching.

Lars Kjeseth Fall 2014- Independent study in mathematics to improve online instruction in conceptual problem solving.

Jenny Simon Fall 2014 - Independent study to develop a test bank for ESL 52A and 52B.

One Semester Half-Pay Sabbatical

Matthew Ebner Fall 2014 - Independent study to update course material in geography courses.

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

Page No.

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- B. Grant – Application & Acceptance.....34

A. COMMUNITY EDUCATION PROGRAM FOR WINTER/SPRING 2014

It is recommended that the Board of Trustees approved the Community Education Program for Winter/Spring 2014 as shown on attached pages.

B. GRANT – APPLICATION AND ACCEPTANCE

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

Solano Community College, Small Business Sector Navigator Grant, California Community Colleges, Economic and Workforce Development Program. Faculty Entrepreneurship Champion Mini-Grants. The California Community Colleges Chancellor’s Office selected Solano Community College to host the Small Business Sector Navigator Grant, a statewide leadership position that will be working with the small business programs of all 112 community colleges across the state. The Sector Navigators (SNs) are part of the new “Doing What Matters for Jobs and the Economy” framework that the Chancellor’s Office is implementing in Fiscal Year 2013-2014. The SNs will provide technical assistance to colleges developing credit, non-credit, and not-for-credit programs in the area of small business and entrepreneurship. Ten Faculty Entrepreneurship Champion Mini-Grants are funded totaling \$4,200 each (no matching funds are required). The El Camino College’s (ECC) Faculty Entrepreneurship Champion Mini-Grant was awarded to Melissa Som de Cerff, ECC Instructor of Business Management, who will develop an Entrepreneurship Associates in Science Degree and Entrepreneurship Certificate of Achievement under the umbrella of the Business Division at ECC.

Administrator: Virginia Rapp

Amount of Grant Funding from Granting Agency:	\$4,200
Amount of College Match:	<u>\$ -0-</u>
Total Amount of Project Funding:	\$4,200
Source of Matching Funds:	N/A
Indirect Rate:	N/A
Performance Period:	December 19, 2013 through June 30, 2014

Community Education Classes	
Winter Spring 2014	
Course Name	Tuition Fee
Academic Chess (Ages 5 - 13)	\$79
Alcohol & Drug Counselor CAADAC- Approved Training Program	\$4,900
Become a Notary Public - Renewing Notaries ONLY	\$50
Become a Notary Public--Prep Class	\$99
Become a Professional Child Visitation Monitor	\$185
Become a Professional Organizer	\$39
Belly Dance (Beginning)	\$75
Best of the Internet	\$49
BLS for the Healthcare Provider	\$59
Bollywood Dance Fitness	\$75
Candle Making	\$39
Clutterology--Eliminate Clutter in Your Life and Get Organized	\$39
Computer Basics Boot Camp for Older Adults	\$49
Computer Basics for Technophobes! (a slower, simpler version of Boot Camp)	\$49
Dance of the Seven Veils: A Romantic Belly Dance Workshop	\$69
Do-It-Yourself Solar For Homeowners	\$89
Drums "R" Fun	\$99
ECG (Electrocardiogram) Recognition and Basic Pharmacology	\$139
Fitness Center Membership	\$49
Food Manager Certification	\$89
Glycerin Soap Making	\$39
Heartsaver--CPR and AED Course	\$35
Heartsaver--First Aid Course	\$35
Intermediate Spanish	\$159
Intermediate Tap Dance	\$139
Introduction to Voiceovers	\$54
Life Drawing Marathons	\$20
Make-Up Artist 101 Certificate Seminar	\$350
Medical Billing & Coding Health Information Management Series Information session	\$0
Medical Billing and Reimbursement (Course 6 of 7)	\$389
Medical Coding Certification Prep Course:AAPC Certified Professional Coder (CPC) Exam	\$799
Medical Coding CPT (Course 5 of 7)	\$110
Medical Coding ICD-9-CM (Course 4 of 7)	\$110

Community Education Classes	
Winter Spring 2014	
Course Name	Tuition Fee
Medical Information Technology (Course 7 of 7)	\$110
Medical Office Procedures (Administrative) (Course 3 of 7)	\$389
Medical Terminology 1 (Course 1 of 7)	\$279
Medical Terminology 2 (Course 2 of 7)	\$279
Microsoft Word and Excel	\$49
Theatre excursion: Palm Springs Follies FINAL FAREWELL! With Optional Buffet Lunch	\$109
Partner Yoga	\$39
Personal Trainers Certification Course	\$599
Pharmacy Technician Certification Board (PTCB) Exam Prep	\$399
Pharmacy Technician Internship	\$439
Pharmacy Technician Training Program Information Session	\$0
Pharmacy Technician Training Program Part 1: Introduction to pharmacy	\$599
Pharmacy Technician Training Program Part 2	\$275
Pharmacy Technician Training Program Part 3: Introduction to anatomy, physiology and biology	\$275
Pharmacy Technician Training Program Part 4: Dosage calculations	\$275
Pharmacy Technician Training Program Part 5: Community Pharmacy	\$275
Pharmacy Technician Training Program Part 6: Institutional Pharmacy	\$275
Pharmacy Technician Training Program Part 7: Screen, measure and fill prescriptions	\$275
Pharmacy Technician Training Program Part 8:	\$275
Retirement Planning Today	\$39
Estate excursion: ROBINSON GARDENS & ESTATE	\$79
Secrets Of Digital Photography	\$35
Self-Hypnosis Stress Reduction & Relaxation Techniques	\$45
Spanish For Beginners	\$159
Ten Years After History Event: Facebook Launches	\$20
Ten Years After History Event: Oldsmobile Ceases Production	\$20
Ten Years After History Event: 9/11 Commission Report Released	\$20
Tap Dance for Beginners	\$139
The Business of Bartending	\$149
The Deliberate Musician--Mental Skills Training (Grades 6-12)	\$149

Community Education Classes	
Winter Spring 2014	
Course Name	Tuition Fee
Academy of magical arts excursion: THE MAGIC CASTLE With Brunch	\$119
Los Angeles history excursion: THE PAPER CHASE Federal Reserve Bank & L.A. Times	\$59
Think Healthy, Be Thin, Stay Thin through Self-Hypnosis	\$45
Train excursion: Fillmore & Western Railway MURDER MYSTERY TRAIN With Included Train Lunch	\$107
Used Vehicle Dealer CertificationStart an Auto Wholesale Business!	\$89
Yoga for Health & Relaxation--Beginning	\$88
Yoga For Health & Relaxation--Intermediate	\$88

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

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A. AB 2910 – Quarterly Fiscal Status Reports

It is recommended that the Board of Trustees receive the following Quarterly Financial Status Report for the quarter ending December 31, 2013. AB 2910, Chapter 1486, Statutes of 1986, requires that California Community College Districts report quarterly on their financial condition.

The report for December 31, 2013, is shown on the following Quarterly Financial Status Report for General Fund-Unrestricted (11).

FISCAL YEAR 2013-2014

Quarter Ended (Q2) December 31, 2013

<u>General Fund</u>	<u>2013-14 Budget</u>	<u>Year-to-Date Actuals</u>	<u>Percentage</u>
INCOME			
Federal	\$140,000	\$31,754	22.68%
State	62,839,980	33,127,751	52.72%
Local	40,757,190	12,667,791	31.08%
Interfund Transfers	<u>0</u>	<u>0</u>	
Total Income	\$103,737,170	\$45,827,296	
APPROPRIATIONS			
Academic Salaries	\$45,697,683	\$21,903,440	47.93%
Classified Salaries	26,277,227	9,978,542	37.97%
Staff Benefits	18,506,815	9,356,263	50.56%
Supplies/Books	1,356,000	559,814	41.28%
Other Operating Expenses	9,160,319	5,353,538	58.44%
Capital Outlay	1,115,000	192,991	17.31%
Other Outgo	<u>6,515,597</u>	<u>3,682,750</u>	56.52%
Total Appropriations	\$108,628,641	\$51,027,338	
Net Revenue	<u>(\$4,891,471)</u>	<u>(\$5,200,042)</u>	

Change made during Board meeting.

B. Non-Resident Tuition Fee For 2014-15

It is recommended the Board of Trustees adopt the non-resident tuition fee for the fiscal year 2014-15, commencing with the summer session of 2014, in the amount of \$193 per unit of course work pursuant to Education Code Section 76140. Non-resident students are residents of a state other than California, or residents of a foreign country.

It is also recommended the Board of Trustees adopt a non-resident capital outlay fee for the fiscal year 2014-15, commencing with the summer session of 2014, in the amount of \$42 per unit of course work, pursuant to Education Code Section 76141 (a). The additional fee for all non-resident students is permitted to be charged for capital outlay purposes. This fee was previously charged only to foreign non-resident students. Education Code Section 76141 (a) now requires that this fee be charged to all non-resident students. El Camino College will set aside these additional dollars for the purpose of capital outlay, maintenance, and equipment.

C. 2012-2013 Audit Report

It is recommended the Board accept the annual financial audit report prepared by Vavrinek Trine, Day and Co. for the El Camino Community College District. Copies of the audit report for the 2012–2013 fiscal year have been distributed to the Board of Trustees. The District received an unmodified opinion on its financial statements for 2012-13. The public may review the audit report in the Office of the Vice President-Administrative Services, in Administration Room ADM 106, or on the web at:

http://www.elcamino.edu/administration/board/agendas/2014/ECCD_Audit_6-30-13.pdf

*** change made during Board meeting.**

D. Destruction Of Records

It is recommended that the Board of Trustees authorize the destruction of Class III disposable records for fiscal years 2004-2008 for Fiscal Services Division. These records have met the retention period requirements and are not in conflict with Education Code Title 5, Education Code Sections 59020 through 59029.

<u>General Description</u>	<u>Years Inclusive</u>	<u>Statutory Destroy Date</u>
Budget Transfers – 3 boxes	2006-07	2012
Fee Programs/Reports – 3 boxes	2004-2007	2012
Bank Reconciliations – 1 box	2008	2012
Journal Entries – 1 box	2007-2008	2012

E. Contracts Under \$84,100

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.

a. Services Provided by District or its designee

- 1. Contractor:** **HERMOSA BEACH FIRE DEPARTMENT**
Services: Contractor will receive fire fighter in-service training for designated participants enrolled in the District's Fire and Emergency Technology Program.
Requesting Dept.: Academic Affairs – Industry and Technology
Date(s): 1/1/14 – 12/31/14 with four optional one-year renewal periods
Financial Terms: Projected gross income \$54,004 per year
Funded by FTES Fund 11
- 2. Contractor:** **MANHATTAN BEACH FIRE DEPARTMENT**
Services: Contractor will receive fire fighter in-service training for designated participants enrolled in the District's Fire and Emergency Technology Program.
Requesting Dept.: Academic Affairs – Industry and Technology
Date(s): 1/1/14 – 12/31/14 with four optional one-year renewal periods
Financial Terms: Projected gross income \$12,000 per year
Funded by Full Time Equivalent Students (FTES) Fund 11

b. Services Received by District or its designee

- 1. Contractor:** **CALIFORNIA HOSPITAL MEDICAL CENTER**
Services: Contractor will provide ECC students enrolled in Nursing, Radiologic Technology, and Respiratory Therapy programs the benefits of educational facilities for practical experience in clinical services.
Requesting Dept.: Academic Affairs – Health Sciences and Athletics
Date(s): 2/13/14 – 2/12/16
Financial Terms: No cost to the District

2. **Contractor:** **CENTURY CENTER FOR ECONOMIC OPPORTUNITY YOUTHBUILD**
Services: Contractor will recruit up to 20 YouthBuild high school students who will receive 28 hours of not-for-credit Automotive Collision/Repair and Painting workshops.
Requesting Dept.: Student and Community Advancement – Community Advancement – Career Pathways
Date(s) 1/24/14 – 3/21/14
Financial Terms: Projected gross income \$4,110
3. **Contractor:** **CIVIC COUCH**
Services: Contractor will provide occasional event photography for events and award ceremonies at El Camino College.
Requesting Dept.: President’s Office – Public Relations and Marketing
Date(s): 1/1/14 – 6/30/14
Financial Terms: Cost not to exceed \$4,500
4. **Contractor:** **DEPARTMENT OF VETERANS AFFAIRS**
Services: Contractor will provide a Vocational Rehabilitation Counselor to El Camino College for interaction and assistance of veterans participating in the VA’s Vocational Rehabilitation and employment service.
Requesting Dept.: Student and Community Advancement – Admissions and Records
Date(s): 1/22/14-1/21/16 with optional two-year renewal period
Financial Terms: No cost to the District
5. **Contractor:** **LOS ANGELES REGIONAL EXPORT COUNCIL c/o LOS ANGELES CHAMBER OF COMMERCE**
Services: Contractor will provide development support in the creation of a digital knowledge community website focused on various aspects of global trade that will be used by the California Center for International Trade Development (CITD) network and the community colleges to train and educate students on various aspects of global trade. This is a community partnership with the Global Trade & Logistics Sector Navigator.
Requesting Dept.: Student and Community Advancement – Community Advancement – CITD
Date(s): 11/19/13 – 6/30/14

- Financial Terms:** Cost not to exceed \$72,115
Funded by a grant from the California Community Colleges Chancellor's Office
6. **Contractor:** **OMG CENTER FOR COLLABORATIVE LEARNING**
Services: Contractor will provide external evaluation of the Career Advancement Academy (CAA) grant.
Requesting Dept.: Student and Community Advancement – Community Advancement
Date(s): 2/1/14 – 12/31/14
Financial Terms: Cost not to exceed \$20,903
Funded by a grant from the California Community Colleges Chancellor's Office
7. **Contractor:** **ON COURSE WORKSHOP**
Services: Contractor will provide three-day training to faculty and staff on teaching and learning strategies.
Requesting Dept.: Human Resources – Staff Development
Date(s): 1/8/14 – 1/10/14
Financial Terms: Cost not to exceed \$11,950
Funded by Professional Development
8. **Contractor:** **SHASTA COLLEGE**
Services: Contractor will develop, schedule, recruit and coordinate two community college Faculty/Student Symposium events to be held in the Northern and Southern California for the California Community Colleges Chancellor's Office Economic and Workforce Development program's statewide priority sectors of Retail, Hospitality and Tourism.
Requesting Dept.: Student and Community Advancement – Community Advancement – Workplace Learning Resource Center (WpLRC)
Date(s): 2/1/14 – 6/30/14
Financial Terms: Cost not to exceed \$25,000
Funded by a grant from California Retail, Hospitality, and Tourism Industry

9. **Contractor:** **SIX D OHIO GROUP LLC**
Services: Contractor will provide training on Strategic Planning, Strategic Deployment, and Leadership Team Alignment on site for Martinez and Turek, Inc.
Requesting Dept.: Student and Community Advancement – Community Advancement – Center for Applied Competitive Technologies (CACT)
Date(s): 1/1/14 – 6/30/14
Financial Terms: Cost not to exceed \$12,750
Funded by the Mentor Protégé grant
10. **Contractor:** **THE RP GROUP**
Services: Contractor will be keynote speech for Spring 2014 Professional Development/Flex Day.
Requesting Dept.: Human Resources – Staff Development
Date(s): 1/16/14
Financial Terms: Cost not to exceed \$1,350
Funded by Professional Development Fund 11
11. **Contractor:** **THE TRAINING SOURCE**
Services: Contractor will provide California Employment Training Panel (ETP) Regular Core Programs training to companies.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 12/17/13 – 12/15/15
Financial Terms: Cost not to exceed \$50,000
Funded by ETP (ET14-0217 two-year core contract)

F. Contracts Over \$84,100

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

a. Services provided by District or its designee

1. **Contractor:** **BEVERLY HILLS FIRE DEPARTMENT**
Services: Contractor will receive fire fighter in-service training for designated participants enrolled in the District's Fire and Emergency Technology Program.
Requesting Dept.: Academic Affairs – Industry and Technology
Date(s): 1/1/14 – 12/31/14 with four optional one-year renewal periods

Financial Terms: Projected gross income \$169,225 per year
Funded by FTES Fund 11

2. **Contractor:** **CITY OF EL SEGUNDO**
Services: Contractor will receive fire fighter in-service training for designated participants enrolled in the District's Fire and Emergency Technology Program.
Requesting Dept.: Academic Affairs – Industry and Technology
Date(s): 1/1/14 – 12/31/14 with four optional one-year renewal periods
Financial Terms: Projected gross income \$103,911 per year
Funded by FTES Fund 11

- ~~3. **Contractor:** **LONG BEACH UNIFIED SCHOOL DISTRICT (LBUSD)**
Services: Contractor in partnership with schools offering Project Lead the Way curricula will provide pre-engineering instructions for students at LBUSD's California Academy of Math and Sciences (CAMS) through the District's Industry and Technology Division.
Requesting Dept.: Academic Affairs – Industry and Technology
Date(s): 2/1/14 – 6/30/14 with four optional one-year renewal periods
Financial Terms: Projected gross income \$250,435
Funded by FTES Fund 11~~

~~*Item pulled from agenda and no substitutions were made.~~

G. Bid Award – Allied Health Building Project (CEC)

It is recommended the Board of Trustees approve an award of bid to the low bidder, AMG Associated, Inc., in the total amount of \$9,608,612 for the Allied Health Building project located at the El Camino Community College District – Compton Educational Center. The award is contingent upon approval by the California Community College Chancellor's Office and the State of California Department of Finance. This bid was contingently approved by the Special Trustee of the Compton Community College District on their December 17, 2013 Board meeting.

The low bid is within the project budget.

RECOMMENDED BIDDER
AMG Associated Inc.

BID AMOUNT
\$9,608,612

OTHER BIDDERS

Minako America Corporation	\$9,800,000
Pinner Construction Co, Incorporated	\$10,007,000
Harik Construction, Incorporated	\$10,084,000
T. B. Penick & Sons Incorporated	\$10,640,616
Morillo Construction, Incorporated	\$10,677,808
2H Construction	\$10,840,000
AP Construction Group, Incorporated	\$10,900,000
AWI Builders Incorporated	\$10,929,000
P.H. Hagopian Contractor Incorporated	\$10,955,853
Novus Construction	\$11,014,692

FUNDING

As information, the project is funded with State Construction Act Funds and Compton Community College District Measure CC Bond Funds. 30.0% of the original project budget estimate is provided by Compton Community College District Measure CC Bond Funds as a local match.

H. Personal Service Agreements

- 1. Contractor:** **MINDSWING CONSULTING**
- Services:** Contractor will develop and manage Internet and print based branding and marketing products and materials for the Retail, Hospitality and Tourism Industry sectors under the Chancellor’s Office Economic and Workforce Development Program and its “Doing What Matters for Jobs and the Economy.”
- Requesting Dept.:** Student and Community Advancement – Community Advancement – WpLRC
- Date(s):** 2/1/14 – 6/30/14
- Financial Terms:** Cost not to exceed \$35,000
Funded by a grant from California Retail, Hospitality, and Tourism Industry

I. Amendments

a. Services provided by District or its designee

- 1. Contractor:** **SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.**

Services: Contractor will receive accelerated Manufacturing Tech Welding training. (originally Board approved 2/21/12, and amended 6/17/13)

Requesting Dept.: Student and Community Advancement – Community Advancement – Career Pathways

Date(s): 12/1/13 – 3/31/15

Financial Terms: Projected gross income \$45,507 (reduced from \$74,800)

b. Services received by District or its designee

1. **Contractor:** **LINK-SYSTEMS INTERNATIONAL, INC.**
Services: Contractor will provide online and offline tutorial services via their NetTutor website, which students will access via links from ECC course websites.
Requesting Dept.: Academic Affairs – Learning Resource
Date(s): 10/24/11 – 10/23/12 with four optional one-year renewal periods not to exceed 5 years (previously Board approved on 2/21/12 for a one-year period; renewal periods incorrectly omitted)
Financial Terms: Cost not to exceed \$5,000 per year

2. **Contractor:** **SCHOOLSFIRST FEDERAL CREDIT UNION**
Services: Contractor will continue to provide Automated Teller Machines (ATMs) at designated locations on campus. This Amendment also allows the contractor to waive the SchoolsFirst FCU surcharge fee for all student loan debit card transactions.
Requesting Dept.: Administrative Services
Date(s): 12/1/13 – 11/30/16 (originally Board approved 7/20/09)
Financial Terms: No cost to the District

J. Purchase Orders And Blanket Purchase Orders

It is recommended all purchase orders be ratified as shown.

P.O. Number Fund 11	Vendor Name	Site Name	Description	P.O. Cost
	Unrestricted - El Camino			
P0701499	CDW-G	Information Technology	New Equipment	\$3,101.34
P0701549	Los Angeles County Fire	Hazmat	Waste Disposal	\$4,343.00
P0701553	Monterey Graphics	I&T Div Ofc	Non-Instruct Supplies	\$295.40
P0701554	Ms. Debbie E. Turano	Operations	Pest Control	\$125.00
P0701561	ACCCA	Counseling Office	Conferences Mgmt	\$625.00

P0701562	Amazon.Com Corporate	Ed & Community	Non-Instruct Supplies	\$278.28
P0701579	TeamWorkSales	Family Consumer	Repairs - Instructional	\$162.50
P0701582	South Coast Higher	Transfer Center	Dues And Memberships	\$50.00
P0701586	Wolfram Research Inc	Information Technology	License Fee/Site Licenses	\$18,070.81
P0701587	Total Compensation	Institutional Services	Other Services And Expenses	\$7,300.00
P0701590	Echo 360	Instructional Television	Other Services And Expenses	\$3,958.00
P0701592	Constant Contact	Ed & Community	Multi Media Advertising	\$168.00
P0701594	Harland Technology	Information Technology	License Fee/Site Licenses	\$3,088.00
P0701600	CEB Passport Program	Legal Assistance	Dues And Memberships	\$2,469.00
P0701601	AAFPE Headquarters	Legal Assistance	Dues And Memberships	\$450.00
P0701603	Ms. Kimberly Wilkinson	Ctr for Arts Production	Non-Instruct Supplies	\$125.07
P0701605	Dell Computer	Information Technology	Maintenance Contracts	\$9,467.43
P0701608	Midwest Library Service	Div Office Instr.	Library Books	\$2,031.69
P0701609	H.W. Wilson	Div Office Instr.	Library Books	\$495.00
P0701611	AEO Tour	International Students	Conferences Mgmt	\$14,570.00
P0701637	Mrs. Jo A. Higdon	Administrative Services	Conferences Mgmt	\$9.00
P0701638	Midwest Library Service	Div Office Instr.	Library Books	\$2,039.36
P0701640	Barracuda Networks	Information Technology	Maintenance Contracts	\$14,194.00
P0701641	Torrance Chamber of	Public Relations	Multi Media Advertising	\$1,300.00
P0701648	Apple Higher Education	Public Relations	Non-Instruct Supplies	\$7,507.59
P0701655	Bennett Gardening	Facilities/Planning/Servi	Repairs Noninstructional	\$550.00
P0701656	Office Depot	Life Sciences	Instructional Supplies	\$789.21
P0701661	Ash Enterprises	Astronomy	Maintenance Contracts	\$6,300.00
P0701662	South Bay Wildlife	Life Sciences	Contract Services	\$272.50
P0701664	Executive Mental Health,	Human Resources	Other Services And Expenses	\$1,980.00
P0701668	Midwest Library Service	Div Office Instr.	Library Books	\$1,809.85
P0701669	ADT Security Services	Div Office Instr.	Other Services And Expenses	\$371.40
P0701670	Demco	Div Office Instr.	Instructional Supplies	\$32.56
P0701680	LDP Associates, Inc	Information Technology	Maintenance Contracts	\$19,320.00
P0701681	Amazon.Com Corporate	Health,Safety and Risk	New Equipment -	\$1,090.25
P0701689	Discount Linens	Physical Education	Instructional Supplies	\$653.38
P0701690	Grainger	Physical Education	Instructional Supplies	\$1,462.67
P0701692	Creation Engine, Inc.	Art Department	Instructional Supplies	\$224.68
P0701703	National Gym Supply	Physical Education	Repairs Parts And Supplies	\$24.83
P0701707	Greentree Systems	Human Resources	Maintenance Contracts	\$11,895.66
P0701708	CA Chamber of Commerce	Human Resources	Publications/ Periodicals	\$50.99
P0701715	Genesis Inc.	TECHNOLOGY	Non-Instruct Supplies	\$255.78
P0701718	Fred Pryor Seminars	Human Resources	Professional Growth ECCE	\$119.00
P0701720	Techsmith	Instructional Television	Other Services And Expenses	\$89.50
P0701721	Mr. Leonid Rachman	International Students	Conferences Mgmt	\$2,366.38
P0701722	Chauffeurs Unlimited	Ctr for Arts Promo	Other Services And Expenses	\$159.50
P0701723	Blackbaud, Inc.	Ctr for Arts Ticket Office	Maintenance Contracts	\$11,100.62
P0701724	Industrial Metal Supply	Ctr for Arts Production	Non-Instruct Supplies	\$206.59
P0701725	J.D. Fields Lumber	Ctr for Arts Production	Non-Instruct Supplies	\$2,053.76
P0701740	McKesson Medical	Nursing	Instructional Supplies	\$395.51
P0701743	Xpedx	Warehouse	Inventories	\$3,782.30
P0701744	Monterey Graphics	Human Resources	Other Services And Expenses	\$52.32
P0701745	Image IV Systems	Div Office Humanities	Copiers	\$71.69
P0701752	Mr. Derek E. Poepoe	Ctr for Arts Promo	Non-Instruct Supplies	\$289.78
P0701753	Ms. Kimberly Wilkinson	Ctr for Arts Production	Non-Instruct Supplies	\$952.90
P0701755	Cal Tech Copier, Inc.	Purchasing and	Repairs Noninstructional	\$187.50
P0701770	Accrediting	Presidents Office	Dues And Memberships	\$1,308.80
P0701771	Hispanic Assoc of Colleges	Presidents Office	Dues And Memberships	\$9,575.00

P0701783	Unicon, Inc.	Information Technology	Maintenance Contracts	\$5,000.00
P0701794	ACTLAy Learning Center	Div Office Instr.	Other Services And Expenses	\$35.00
P0701797	Midwest Library Service	Div Office Instr.	Library Books	\$2,235.30
P0701798	Fast Deer Bus Charter	Outreach and School	Transportation	\$1,875.00
P0701800	Foundation Center	BTC Grants	Dues And Memberships	\$295.00
P0701802	Community College League	Public Relations	Conferences Mgmt	\$500.00
P0701803	Interact	Public Relations	Non-Instruct Supplies	\$800.00
P0701814	Community College League	Public Relations	Conferences Mgmt	\$80.00
P0701817	Zmags	Public Relations	License Fee/Site Licenses	\$4,800.00
			Fund 11 Total: 67	\$191,638.68

Fund 12 Restricted - El Camino

P0701548	Assist Design	MESA Program	Non-Instruct Supplies	\$1,502.57
P0701550	Campus Food Services	Adminstration	Workshop Sponsorship	\$190.75
P0701552	CDW-G	SBDC Program Income	New Equip - Noninstr	\$259.88
P0701555	The Apple Store	MESA Program	New Equip - Noninstr	\$2,445.37
P0701560	S and B Compton	CMTA-H1B	Non-Instruct Supplies	\$697.00
P0701564	Zones, Inc.	MESA Program	New Equip - Noninstr	\$2,762.61
P0701565	Campus Food Services	EOPS	Non-Instruct Supplies	\$313.38
P0701566	Earl W. Washington	EOPS CARE	Contract Services	\$500.00
P0701569	Ms. Susan D. Brouillette	WRIEC Year 4	Non-Instruct Supplies	\$91.50
P0701572	Hobart Institute of Welding	VATEA I&T	Non-Instruct Supplies	\$1,054.04
P0701573	B & H Photo-Video	VATEA Medial / TV	Instr.CompEquip	\$20,708.75
P0701575	Firstline Security	Parking Services	License Fee/Site Licenses	\$893.63
P0701576	American Express Travel	Adminstration	Travel And Conference	\$855.20
P0701583	Sharon Lee	MESA Program	Student Stipends	\$100.00
P0701584	Anderson Business	I&T General Donations	Repairs - Instructional	\$237.50
P0701585	Campus Food Services	Faculty & Staff Diversity	Non-Instruct Supplies	\$564.08
P0701588	Hk Parts.Net	Parking Services	Non-Instruct Supplies	\$587.37
P0701589	Digital Printing Systems	Parking Services	Non-Instruct Supplies	\$779.78
P0701593	Assist Design	EOPS CARE	Non-Instruct Supplies	\$2,341.85
P0701599	American Express Travel	Retail/Hospitality/Touris	Conferences Other	\$226.80
P0701602	Monterey Graphics	Community	Non-Instruct Supplies	\$52.32
P0701614	American Express Travel	Adminstration	Travel And Conference	\$812.96
P0701659	College of the Canyons	Retail/Hospitality/Touris	Conferences Other	\$200.00
P0701660	Courtyard San Francisco	Retail/Hospitality/Touris	Conferences Other	\$344.00
P0701666	Bothwell Automotive, Inc.	Parking Services	Repairs Non Instr	\$3,250.23
P0701667	Bob Lee's Automotive	Parking Services	Repairs Non Instr	\$131.03
P0701672	Entenmann Rovin Co.	Parking Services	Non-Instruct Supplies	\$1,238.13
P0701675	Texthelp Sytems, Inc	DSPS	Instructional Supplies	\$600.00
P0701676	ER Graphic Solutions	CMTA-H1B	Printing	\$327.00
P0701679	Amazon.Com Corporate	(STCW) Standards for	Other Books	\$309.68
P0701683	Campus Food Services	EOPS CARE	Non-Instruct Supplies	\$275.77
P0701684	Robert L. Long	EOPS CARE	Contract Services	\$120.00
P0701688	NASFAA	Adminstration	Training	\$415.00
P0701705	Avery M. Marshall	Title III- H S I - STEM	Contract Services	\$150.00
P0701706	Ad Infin Item	MESA Program	Non-Instruct Supplies	\$955.62
P0701709	Melissa's Party Supply	CMTA-H1B	Conferences Other	\$160.00
P0701712	Emergency First	(STCW) Standards for	Other Books	\$567.73
P0701717	Mouser Electronics	Natural Sci	New Equipment	\$2,479.24
P0701727	Quality Council of Indiana	CMTA-H1B	Other Books	\$996.60
P0701733	Max J. Amaya Munoz	Title III- H S I - STEM	Non-Instruct Supplies	\$75.00
P0701737	Bob Lee's Automotive	Parking Services	Repairs Non Instr	\$44.07

P0701738	Van Lingen Towing	Parking Services	Repairs Non Instr	\$25.00
P0701739	Los Angeles Superior	Parking Violations DMV	Other Services And Expenses	\$9,837.50
P0701741	Monterey Graphics	Parking Services	Non-Instruct Supplies	\$515.24
P0701742	North Star Graphics	Parking Services	Repairs Non Instr	\$475.00
P0701747	McMaster Carr	VATEA I&T	New Equipment - Instructional	\$1,604.95
P0701748	Sims Welding Supply	VATEA I&T	New Equipment - Instructional	\$3,229.88
P0701749	Redondo Technology	SBDC Program Income	Non-Instruct Supplies	\$697.60
P0701750	Tube Service Company	VATEA I&T	New Equipment - Instructional	\$4,492.55
P0701751	McMaster Carr	VATEA I&T	New Equipment - Instructional	\$212.46
P0701756	Destyn M. LaPorte	El Camino Language	Field Trip Expense	\$1,215.79
P0701757	Ryugakusite.Com, Inc.	El Camino Language	Contract Services	\$1,600.00
P0701772	Dept of Homeland	El Camino Language	Other Services And Expenses	\$655.00
P0701773	Campus Food Services	First Year Experience	Other Services And Expenses	\$37.61
P0701775	Campus Food Services	First Year Experience	Other Services And Expenses	\$300.84
P0701776	Fast Deer Bus Charter	South Bay Children's	Transportation	\$1,078.65
P0701787	Bothwell Automotive, Inc.	Parking Services	Repairs Non Instr	\$19.00
P0701801	Chronicle of Higher Edu	SBDC Program Income	Publications/ Periodicals	\$87.00
P0701815	American Express Travel	Retail/Hospitality/Touris	Conferences Other	\$259.80
P0701816	American Express Travel	EOPS	Conferences Mgmt	\$180.80
P0701819	American Express Travel	CalWORKs	Conferences Other	\$173.80
			Fund 12 Total: 61	\$77,314.91

Fund 15 General Fund -Special Programs

P0701607	Dell Marketing L. P.	Information Technology	New Equipment	\$17,330.88
P0701729	Dell Computer	Information Technology	New Equipment	\$10,010.12
			Fund 15 Total: 2	\$27,341.00

Fund 41 Capital Outlay

P0701568	Montgomery Hardware	Door&Window Syst	Buildings	\$1,165.45
P0701654	Perfect Mobile Home Inc.	ADA Restroom	Buildings	\$4,500.00
P0701665	Tandus Flooring, Inc.	Flooring Replacements	Buildings	\$34,367.56
P0701685	Industrial Caster	Building Systems	Non-Instruct Supplies	\$982.83
			Fund 41 Total: 4	\$41,015.84

Fund 62 Property & Liability

P0701563	Branden C. Bowles	Purchasing and	Benefits Paid	\$263.02
P0701799	El Camino Community	Purchasing and	Excess Insurance	\$1,649.90
			Fund 62 Total: 2	\$1,912.92

Fund 79 Auxiliary Services

P0701556	Ms. Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$344.46
P0701557	Ms. Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$148.75
P0701615	Monterey Graphics	Student Affairs	Non-Instruct Supplies	\$141.74
P0701616	Ms. Patricia Briles	Fine Arts	Non-Instruct Supplies	\$500.00
P0701617	Ms. Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$1,200.00
P0701657	Paradise Awards	Health Sciences	Non-Instruct Supplies	\$521.02
P0701673	Campus Food Services	Counseling Office	Non-Instruct Supplies	\$188.03
P0701674	Campus Food Services	Counseling Office	Non-Instruct Supplies	\$112.82
P0701693	Joseph J. Derthick	Fine Arts	Non-Instruct Supplies	\$125.00
P0701694	Marcella Gross	Fine Arts	Non-Instruct Supplies	\$50.00

P0701695	Christine Hayes	Fine Arts	Non-Instruct Supplies	\$75.00
P0701696	Neil Jansen	Fine Arts	Non-Instruct Supplies	\$75.00
P0701697	Karen Lawrence	Fine Arts	Non-Instruct Supplies	\$75.00
P0701698	Lourdes Lucero	Fine Arts	Non-Instruct Supplies	\$75.00
P0701699	Anibal M. Seminario	Fine Arts	Non-Instruct Supplies	\$50.00
P0701700	Jonathan J. Stehney	Fine Arts	Non-Instruct Supplies	\$75.00
P0701701	Hugo D. Vazquez Merritt,	Fine Arts	Non-Instruct Supplies	\$75.00
P0701702	Amy L. Wolff	Fine Arts	Non-Instruct Supplies	\$125.00
P0701713	Mr. Bryan E. Bates	Fine Arts	Non-Instruct Supplies	\$300.00
P0701714	Southland Lumber	Fine Arts	Non-Instruct Supplies	\$1,015.72
P0701774	Ms. Patricia Briles	Fine Arts	Non-Instruct Supplies	\$68.61
P0701822	Joseph J. Derthick	Fine Arts	Non-Instruct Supplies	\$300.00
P0701823	Ms. Vicki L. Muto	Fine Arts	Non-Instruct Supplies	\$200.00
P0701824	Campus Concerts	Fine Arts	Non-Instruct Supplies	\$975.00
P0701826	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$92.65
P0701827	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$689.43
Fund 79 Total: 26				\$7,598.23

Fund 81 Student Organizations

P0701663	Robot Events	Student Affairs	A/P Manual.Gen.	\$750.00
Fund 81 Total: 1				\$750.00

Fund 82 Scholarships & Trust/Agency

P0701570	Norcal Swim Shop	Health Sciences	Fundraising	\$466.26
P0701571	Embroidme	Health Sciences	Fundraising	\$1,023.51
P0701574	Paradise Awards	Health Sciences	Fundraising	\$315.88
P0701687	D3 Sports	Health Sciences	Fundraising	\$5,301.62
P0701691	California Pro Sports	Health Sciences	Fundraising	\$4,265.00
P0701711	Dawn Sign Press	Special Resource	Fundraising	\$313.29
Fund 82 Total: 6				\$11,685.56

PO Funds Total: 169 \$359,257.14

Fund 11 Unrestricted - El Camino

B0710689	Bennett Gardening	Grounds	Repairs Noninstructional	\$12,260.00
B0710711	Climatec	Facilities/Planning/Servi	Repairs Noninstructional	\$7,844.00
B0710739	Link-Systems	Tutorial Program	Contract Services	\$10,000.00
B0710744	Domestic Linen Supply	Art Department	Instructional Supplies	\$3,000.00
Fund 11 Total: 4				\$33,104.00

Fund 12 Restricted - El Camino

B0710734	ECCD Petty Cash	CMTA-H1B	Non-Instruct Supplies	\$200.00
B0710735	Nat'l Inst. for Metalworking	CAA (10-091-002)	Non-Instruct Supplies	\$1,020.00
B0710740	Enterprise Fleet Services	Parking Services	Other Rentals	\$2,250.00
Fund 12 Total: 3				\$3,470.00

Fund 15 General Fund -Special Programs

B0710742	Taller Dos Flores	Remodel Financial Aid	Remodeling	\$9,000.00
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B0710753	Vector Resources, Inc.	Information Technology	Contract Services	\$10,000.00
B0710755	Vector Resources, Inc.	Information Technology	Contract Services	\$5,198.23
			Fund 15 Total: 3	\$24,198.23
Fund 41		Capital Outlay		
B0710696	Archie Ivy, Inc.	Concrete Walkway	Site Improvements	\$9,681.00
B0710718	KPFF Consulting	Engineer Fees	Contract Services	\$25,000.00
B0710751	Advanced Masonry	Improve Campus	Site Improvements	\$7,234.00
			Fund 41 Total: 3	\$41,915.00
Fund 81		Student Organizations		
B0710741	ECCD Petty Cash	Student Affairs	A/P Manual.Gen.	\$300.00
			Fund 81 Total: 1	\$300.00
BPO Funds Total: 14				102,987.23
Grand Total POs and BPOs: 183				462,244.37

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

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A. CATEGORY BUDGETS AND BALANCES

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

The following tables report 2002 and 2012 Measure E expenditures and commitments through December 31, 2013, at the January 2014 Board Meeting.

2002 Measure E Expenditures:

CATEGORY	CURRENT BUDGET	EXPENDED	COMMITTED	BALANCE
<u>Additional Classrooms and Modernization</u>				
Acquisitions	\$705,867	\$705,867	\$0	\$0
Architectural Barrier Removal Phase 2	18,520	18,520	0	0
Athletic Education and Fitness Complex	45,846,456	7,134,684	35,057,867	3,653,905
Bookstore/Cafeteria Conversion to Admin	10,868,608	10,153,661	704,029	10,919
Math Business & Allied Health Building	37,576,392	36,390,330	657,105	528,957
Central Plant	14,545,000	14,343,830	502	200,668
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	30,355,936	30,048,527	307,409	0
Learning Resource Center Addition	5,067,287	5,043,165	24,122	0
Lot C Parking Structure	3,106,257	106,257	0	3,000,000
Remodeling Phase One-Three	851,513	851,513	0	0
Science Complex Renovation	10,369,136	8,422,499	990,177	956,460
Student Services Center	37,359,209	2,009,564	2,206,687	33,142,958
Temporary Space and Relocation Costs	3,844,653	3,638,783	236	205,634
Signage and Wayfinding	1,295,309	648,921	1,450	644,938
New Main Gym & P.E.	3,000,000	0	0	3,000,000
Architectural Planning Contingency	600,000	495,839	23,403	80,759
Total Add'l Classrooms/Modernization	<u>\$205,620,530</u>	<u>\$120,222,345</u>	<u>\$39,972,987</u>	<u>\$45,425,197</u>
<u>Campus Site Improvements: Accessibility, Safety/Security</u>				
Asphalt Resurfacing - All Lots	\$400,000	\$14,975	\$0	\$385,025
Emergency Generators and Distribution	116,173	116,173	0	0
Emergency Power to Security Lighting	4,289	4,289	0	0
Entrance - Redondo Beach Blvd. to Lot H	30,208	30,208	0	0
Fencing Replacement and Additions	105,777	5,777	0	100,000
Landscaping/Irrigation System	549,932	49,932	0	500,000
Lighting - Upgrade / Replace All Lots	3,059,807	2,456,134	28,387	575,286
Lot F Parking Structure Improvements	33,028,756	3,416,777	1,256,436	28,355,543
Lot H Parking Structure	24,371,895	24,186,719	0	185,176
Paving Replacement-Walks/Driveways	1,110,695	753,303	17,005	340,387
Pedestrian Walks at MB Blvd. & Lot E	7,898	7,898	0	0

CATEGORY	CURRENT BUDGET	EXPENDED	COMMITTED	BALANCE
Security Video	2,007,831	1,114,906	40,058	852,867
Voice / Data / Signal Site Duct Bank	<u>117,130</u>	<u>117,130</u>	<u>0</u>	<u>0</u>
Total Campus Site Improvements: Accessibility, Safety/Security	<u>\$64,910,391</u>	<u>\$32,274,219</u>	<u>\$1,341,887</u>	<u>\$31,294,286</u>
<u>Energy Efficiency Improvements</u>				
Energy Efficiency Improvements Phase Two	\$2,700,980	\$2,700,980	\$0	\$0
Total Energy Efficiency Improvements	<u>\$2,700,980</u>	<u>\$2,700,980</u>	<u>\$0</u>	<u>\$0</u>
<u>Health and Safety Improvements</u>				
Administration	\$112,738	\$112,738	\$0	\$0
Art & Behavioral Sciences	369,585	369,585	0	0
Infrastructure Phase 1-3	41,599,478	41,600,377	-899	0
Auxiliary Warehouse	1,301	1,301	0	0
Communications	219,262	219,262	0	0
Construction Technology	16,466	16,466	0	0
Domestic Water System	1,610,208	110,208	0	1,500,000
Facilities and Receiving	215,159	215,159	0	0
Fire Alarm	277,817	277,817	0	0
Firelines	119,905	119,905	0	0
Hazardous Materials Abatement	176,465	175,573	0	892
Restroom Access Compliance	2,200,000	1,986,674	38,983	174,343
Library	452,759	452,759	0	0
Marsee Auditorium	460,474	460,474	0	0
Industry & Technology Building	38,309,701	12,431,337	20,230,139	5,648,225
Music	240,600	240,600	0	0
Natural Gas System	13,852	13,852	0	0
North Gymnasium	262,214	262,214	0	0
Physical Education and Men's Shower	78,178	78,178	0	0
Planetarium	12,815	12,815	0	0
Pool and Health Center	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	16,752	16,424
Storm Drain System	30,644	30,644	0	0
Technical Arts	405,147	405,147	0	0
Shops	<u>29,891,195</u>	<u>10,563,995</u>	<u>15,892,599</u>	<u>3,434,602</u>
Total Health and Safety Improvements	<u>\$128,723,855</u>	<u>\$81,771,793</u>	<u>\$36,177,574</u>	<u>\$10,774,488</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	1,032,522	959,764	0	72,758
Health Sciences and Athletics	865,707	772,110	0	93,597
Humanities	425,978	217,287	0	208,691
Industry and Technology	983,641	671,978	0	311,663
Information Technology	12,957,510	8,013,234	1,375	4,942,901
Learning Resources	3,045,057	515,255	0	2,529,802

CATEGORY	CURRENT			
	BUDGET	EXPENDED	COMMITTED	BALANCE
Math	723,061	231,191	0	491,870
Natural Sciences	1,863,431	727,042	0	1,136,389
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
Phase II, III, IV Purchases	0	0	0	0
Installation Contingency	<u>349</u>	<u>349</u>	<u>0</u>	<u>0</u>
Total Information				
Technology/Equipment	<u>\$24,751,372</u>	<u>\$13,787,800</u>	<u>\$1,375</u>	<u>\$10,962,197</u>
<u>Physical Education Facilities</u>				
<u>Improvements</u>				
Baseball Field	\$572	\$572	\$0	\$0
North Field	0	0	0	0
Sand Volleyball	0	0	0	0
Reserve for Contingencies	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Physical Education Facilities	<u>\$572</u>	<u>\$572</u>	<u>\$0</u>	<u>\$0</u>
Unallocated Interest (as of 5/28/13)	<u>429,487</u>	<u>0</u>	<u>0</u>	<u>429,487</u>
TOTAL	<u>\$427,137,187</u>	<u>\$250,757,710</u>	<u>\$77,493,822</u>	<u>\$98,885,655</u>

2012 Measure E Expenditures:

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
<u>Additional Classrooms and</u>				
<u>Modernization</u>				
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 and 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
MBB Parking Structure & Entrance	30,245,584	0	0	30,245,584
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 Bldg	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	<u>2,973,338</u>	<u>0</u>	<u>0</u>	<u>2,973,338</u>
Total Additional				
Classrooms/Modernization	<u>\$144,868,429</u>	<u>\$0</u>	<u>\$0</u>	<u>\$144,868,429</u>
<u>Health and Safety Improvements</u>				
New Administration	\$16,161,470	\$0	\$0	\$16,161,470
Art & Behavioral Sciences	60,469,324	0	0	60,469,324
Construction Technology	3,787,389	0	0	3,787,389
Facilities and Receiving	4,164,369	0	0	4,164,369
Library	30,358,793	0	0	30,358,793
Marsee Auditorium	24,621,193	0	0	24,621,193
Music	52,345,130	0	0	52,345,130

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Demo Pool/HealthCenter/South Gym	2,899,077	0	0	2,899,077
Planetarium	1,024,848	0	0	1,024,848
Demo Administration	1,770,584	0	0	1,770,584
Demo Art/Music/Theatre Bldg & Site	<u>7,529,394</u>	<u>0</u>	<u>0</u>	<u>7,529,394</u>
Total Health and Safety Improvements	<u>\$205,131,571</u>	<u>\$0</u>	<u>\$0</u>	<u>\$205,131,571</u>
TOTAL	<u>\$350,000,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$350,000,000</u>

B. CONTRACT – INTERNATIONAL PARKING DESIGN, INC. (IPD) – LOT C PARKING STRUCTURE PROJECT

It is recommended the Board of Trustees approve entering into a contract with the above firm to provide architectural and engineering design services for the new Lot C Parking Structure Project.

International Parking Design, Inc. (IPD) was selected based upon; its experience and expertise performing this type of work and experience working with DSA.

The fee for services was negotiated considering the factors of project scope, level of complexity of the required work, estimated construction cost and the firm’s prior experience working with the district.

Dates of Service: February 2014 – December 2016

Cost: Not to exceed \$1,200,000

C. CHANGE ORDER – HARIK CONSTRUCTION, INC. - LOT F PARKING STRUCTURE IMPROVEMENT PROJECT

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

Contractor to provide credit for allocated budget not used during the performance of the project.	-\$86,391
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Total Change Order Amount	<u>-\$86,391</u>
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Original Contract Amount	\$1,377,000
Prior Changes	0
This Change Order Amount	<u>-86,391</u>
New Contract Amount	<u>\$1,290,609</u>

**D. CHANGE ORDER – PINNER CONSTRUCTION COMPANY, INC.–
SHOPS BUILDING REPLACEMENT PROJECT**

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

- | | |
|--|----------------|
| 1. Contractor was directed to provide labor, material and equipment to install additional hydronic piping and valves as well as a vault for the future point of connection (POC) for the Athletic Education & Fitness Project. | \$74,538 |
| 2. Contractor was directed to provide labor, material and equipment to install an additional security camera and supporting infrastructure. | \$10,897 |
| 3. Contractor was directed to provide labor and material to add a 14' high vinyl shade cloth on the fence located at the midfield of the baseball field. | <u>\$8,088</u> |

Total Change Order Amount	<u>\$93,523</u>
Original Contract Amount	\$21,902,000
Prior Changes	0
This Change Order Amount	<u>93,523</u>
New Contract Amount	<u>\$21,995,523</u>

**E. NOTICE OF JOB COMPLETION – HARIK CONSTRUCTION, INC. –
LOT F PARKING STRUCTURE IMPROVEMENT 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> Harik Construction Inc.	<u>Contract Amount</u> \$1,290,609
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Purchase Order Number: B610976

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
P701418	Forms+Surfaces	Math Business Allied Health	Group II Equipment	\$79,374.35
P701558	West Coast Aerial	Signage and Wayfinding	Contract Services	1,450.00
P701559	Vector Resources, Inc.	Shops Building	Site Improvements	5,266.00
P701567	Cosco Fire Protection	Temporary Space Relocation	Testing & Inspection	420.00
P701580	Western State Design	Temporary Space Relocation	Contract Services	1,455.00
P701581	SWRCB Accounting	Athletic Education/Fitness	Permit Processing Fees	817.00
P701591	CED/Metropolitan	Central Plant	Construction Materials	14,505.29
P701606	Public Agency Law	Master Planning	Legal-Bond Projects	46,175.91
P701612	International Parking	Lot H Parking Structure	Architecture/Engineering	10,000.00
P701778	A-1 Office Concepts	Bookstore Building	Group II Equipment	309.56
P701779	CSI Fullmer	Bookstore Building	Group II Equipment	3,720.70
B710713	Alta Environmental	Athletic Education/Fitness	Testing & Inspection	22,000.00
B710714	AMEC	Athletic Education/Fitness	Testing & Inspection	175,000.00
B710715	Heider Engineering	Athletic Education/Fitness	Testing & Inspection	325,000.00
B710719	The Vinewood Company	Athletic Education/Fitness	Testing & Inspection	290,832.00
B710720	School Construction	Athletic Education/Fitness	Contract Services	78,645.00
B710736	Leighton Consulting, Inc.	Master Planning	Testing & Inspection	37,650.00
B710754	CommLine, Inc.	Industry & Technology	Buildings	<u>61,810.00</u>
			TOTAL POs AND BPOs	<u>\$1,154,430.81</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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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 1-27 and 1-19.

Academic Personnel:

1. Deceased - Louis Sinopoli, full-time instructor of Respiratory Care, Health Sciences & Athletics Division, January 8, 2014.
2. Employment - Octavia Hyacinth, Director of Nursing, Health Sciences & Athletics Division, Range 14, Step 3, Administrator Salary Schedule, effective January 22, 2014.
3. Employment - Patrick Moore, full-time/temporary instructor of Respiratory Care, Health Sciences & Athletics Division, Class I, Step 4, Academic Salary Schedule, effective January 16 through June 30, 2014.
4. Employment - Michael Anderson, full-time/temporary instructor of Automotive Technology, Class I, Step 4, Industry & Technology Division, Academic Salary Schedule, effective January 18 through May 16, 2014.
5. Amend Salary - Myrna Mendoza, full-time/temporary CalWORKS Counselor, Class II, Step 8, instead of Step 4, Academic Salary Schedule, effective November 1, 2013 through May 16, 2014.
6. Change in Salary - Guillermina Colunga, full-time instructor of Radiologic Technology, Health Sciences & Athletics Division, from Class II, Step 10 to Class IV, Step 10, Academic Salary Schedule, effective January 16, 2014.
7. Special Assignment - The following clinical instructors of Respiratory Care, Health Sciences & Athletics Division, to provide clinical supervision to respiratory care students to be paid \$60.18 an hour, and not to exceed 25 hours per week cumulative employment at ECC, effective January 18 through May 16, 2014, in accordance with the Agreement, Article 10, Section 9(m).

<u>Instructor</u>	<u>Not to Exceed Hours Per Week</u>
Raymond Adoc	7 hours
Salomay Dyer	2 hours
Douglas Mizukami	8 hours
Taryn Nicole Parker	5 hours
Elva Sipin	<u>2 hours</u>
Total hours per week	24 hours

8. Special Assignment - Shimonee Kadakia, part-time instructor of Astronomy, Natural Sciences Division, to develop and present shows for El Camino Planetarium as part of Science Technology Engineering & Mathematics (STEM) grant curriculum activities, to be paid \$60.18 an hour, not to exceed 50 hours or \$3,009, and not to exceed 25 hours per week cumulative employment at ECC, effective January 18 through May 16, 2014, in accordance with the Agreement, Article 10, Section 14(a).
9. Special Assignment - Steven Cocca, full-time instructor of Industry & Technology, to coordinate groups of Engineering Technology and Mathematics instructors for Science Technology Engineering & Mathematics (STEM) grant curriculum activities, to be paid \$60.18 an hour, not to exceed 54 hours or \$3,250, effective January 18 through May 16, 2014, in accordance with the Agreement, Article 10, Section 14(a).
10. Special Assignment - Susanna Meiers, part-time instructor of Art, Fine Arts Division, to work as art gallery curator and prepare curriculum and laboratory, to be paid \$53.26 an hour, not to exceed 480 hours or \$25,564, and not to exceed 25 hours per week cumulative employment at ECC, effective January 2 through May 23, 2014, in accordance with the Agreement, Article 10, Section 9(m).
11. Special Assignment - Michael Miller, part-time instructor of Art, Fine Arts Division, to work in art gallery student laboratory, to perform installations and prepare curriculum, to be paid \$53.26 an hour, not to exceed 224 hours or \$11,930 and not to exceed 25 hours per week cumulative employment at ECC, effective January 2 through May 23, 2014, in accordance with the Agreement, Article 10, Section 9(m).
12. Special Assignment - Craig Neumann, part-time instructor of Fire & Emergency Technology, Industry & Technology, to help facilitate the delivery of courses to TSA and other duties as necessary, to be paid \$60.18 an hour, not to exceed 100 hours or \$6,018, and not to exceed 25 hours per week cumulative employment at ECC, effective January 2 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).
13. Special Assignment - Victor de la Torre, part-time instructor of Technology, Industry & Technology Division, to develop modules on aircraft metals and assembly for the Aerospace Manufacturing Education Project, to be paid \$45.14 an hour, not to exceed 85 hours or \$3,837, and not to exceed 25 hours per week cumulative employment at ECC, effective January 18 through May 16, 2014, in accordance with the Agreement, Article 10, Section 9(m).

14. Special Assignment - Brent Kooiman, part-time instructor of Auto Collision Repair/Painting, Industry & Technology Division, to teach an auto body workshop for 15-20 youth build students for Community Advancement, to be paid \$60.18 an hour, not to exceed 28 hours or \$1,684, and not to exceed 25 hours per week cumulative employment at ECC, effective January 25 through June 30, 2014, in accordance with the Agreement, Article 10, Section 9(m).
15. Special Assignment - Phillip Yaghmai, part-time instructor of Machine Tool Technology, Industry & Technology Division, to create cross-disciplinary lessons with other Career Advancement Academy (CAA) instructors for Community Advancement, to be paid \$60.18 an hour, not to exceed 10 hours or \$602, and not to exceed 25 hours per week cumulative employment at ECC, effective February 1 through February 28, 2014, in accordance with the Agreement, Article 10, Section 9(m).
16. Special Assignment - Susan Bickford and Susan Taylor, full-time instructors of Mathematics, to provide mathematics assessment team review of testing process and MyMathTest.com administration, to be paid \$60.18 an hour, not to exceed 25 hours or \$1,505 each, for a grand total of \$3,010, effective December 17, 2013 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).
17. Special Assignment - Patricia Maki, part-time instructor of Music, Fine Arts Division, to perform at concert as Fall Resident Artist Musician, to be paid \$60.18 an hour, not to exceed 5.82 hours or \$383, and not to exceed 25 hours per week cumulative employment at ECC, effective October 27, 2013.
18. Special Assignment - The following part-time instructors of Dance, Fine Arts Division, to choreograph a dance for the Spring Concert, to be paid \$60.18 an hour, not to exceed 8 hours or \$475 each for a grand total of \$1,900, and not to exceed 25 hours per week cumulative employment at ECC, effective February 1 through April 5, 2014, in accordance with the Agreement, Article 10, Section 14(a).

Michelle Funderburk
Angela Jordan

Jennifer LaCuran
Imara Quinonez

19. Special Assignment - Joseph Evans, part-time instructor of Communications, Fine Arts Division, to work as Assistant Coach of Forensics, to be paid \$60.18 an hour, not to exceed 68.5 hours or \$4,122, and not to exceed 25 hours per week cumulative employment at ECC, effective January 18 through May 16, 2014, in accordance with the Agreement, Article 10, Section 9(m).

20. Special Assignment - The following full-time instructors to facilitate their respective divisions in Student Learning Outcomes (SLOs), to be paid \$45.14 an hour not to exceed 40 hours or \$1,806 each, effective January 22 through May 16, 2014, in accordance with the Agreement, Article 10, Section 14(a)

Susanne Bucher, Mathematics
Kevin Degnan, Humanities
Patricia Fairchild, Industry & Technology
Kurt Hull, Business
Stephanie Merz, Humanities
Ana Milosevic, Business
Eduardo Munoz, Behavioral & Social Sciences
Thomas Noyes, Natural Sciences
Russell Serr, Health Sciences & Athletics

21. Special Assignment - The following part-time instructors to facilitate their respective divisions in Student Learning Outcomes (SLOs), to be paid \$45.14 an hour not to exceed 40 hours or \$1,806 each, and not to exceed 25 hours per week cumulative employment at ECC, effective January 22 through May 16, 2014, in accordance with the Agreement, Article 10, Section 9(m).

Fariba Sadeghi-Tebrizi, Fine Arts
Sue Ellen Warren, Industry & Technology

22. Special Assignment - The following part-time instructors to participate in a 3-day On-Course Training and to participate in the Faculty Inquiry Partnership Program (FIPP), to be paid \$30.10 an hour, not to exceed 20 hours or \$602 each, and not to exceed 25 hours per week cumulative employment at ECC, effective January 8 through May 16, 2014, in accordance with the Agreement, Article 10, Section 9(m).

Mickey Harrison, Humanities
Hatien Nguyen, Behavioral & Social Sciences

23. Stipend Assignment - Kristie Daniel DiGregorio, full-time instructor of Human Development, Behavioral & Social Sciences, to attend a 3-day On-Course Training, to be paid \$300, effective January 8 through 10, 2014, in accordance with the Agreement, Article 10, Section 14(a).

24. Stipend Assignment - The following full-time instructors to attend a 3-day On-Course Training and to participate in the Faculty Inquiry Partnership Program (FIPP), to be paid a total of \$600 each, \$300 after completion of the first training and \$300 after the completion of the program at the end of the spring semester

2014, effective January 8 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).

Susanne Bucher, Mathematics
Seth Daugherty, Learning Resources
Ross Durand, Industry & Technology
Xocoyotzin Herra, Behavioral & Social Sciences
Anna Hockman, Mathematics
Felipe Leon, Behavioral & Social Sciences
Colleen McFaul, Health Sciences & Athletics
Mary McMillan, Learning Resources
Brain Morrison, Health Sciences & Athletics
Timothy Muckey, Industry & Technology
David Pahl, Business
Ambika Silva, Mathematics
Ryan Turner, Natural Sciences
Nina Yoshida, Humanities

25. Stipend Assignment - Roy Mekaru, full-time instructor of Respiratory Care, Health Sciences & Athletics Division, to coordinate the Respiratory Care program, to be \$5,000 at the end of the spring semester, effective January 18 through May 16, 2014, in accordance with the Agreement, Article 10, Section 14(a).

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

Veronica Quinonez
Tep Thoeurb

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

Behavioral & Social Sciences

Nair Backlar
Shireetha Gethers
Sonya Lott-Harrison
Zelida Keo-Trang

Worku Nida
Tommetta Shaw
Alberto Vigil

Fine Arts

Alisha Bauer
Kyung Eun Choi

Brent Crayon
Lawrence Edwards

Anne Farnsworth
George McMullen
Minodora Moldoveanu

Elyse Peterson
Michael Rocha
Liubomir Velickovic

Humanities

Consuelo Endrigo-Williams
Leslie Ferguson
Susan Johnson

Danielle Panto
Lugene Rosen
Mariko Takayama

Industry & Technology

Curt Mahoney

David Watson

Mathematics

Carrie Huang
Juan Leon
Terri Malouf
Mohammadreza Mirbeik
Sabzevary
Miguel Ornelas
Edgar Perez
James Stein Jr.
Chau Tran
J. Mark Tucker
Ruth Zambrano
Zhang-Yuan Zhang

Classified Personnel:

1. Amend Retirement - Semisi Moniati, Groundskeeper-Gardener I, Range 22, Step E, Facilities Planning and Services Division, Administrative Services Area, effective December 31, 2013 instead of January 2, 2014.
2. Retirement - Patricia Kawashiri, Student Services Technician, Range 28, Step E, Admissions & Records Division, Student and Community Advancement Area, effective December 31, 2013, and that a plaque be presented to her in recognition of her service to the District since 1997.
3. Military Leave of Absence 100% (Unpaid) - Francisco Esqueda, Police Officer, Range 1, Step E, Campus Police Division, Administrative Services Area, effective January 12 through February 10, 2014.
4. Personal Leave of Absence 50% - Theresa Barragan-Echeverria, Student Services Advisor, Range 35, Step E, Counseling & Student Services Area, Student and Community Advancement Area, effective January 22 through June 30, 2014.
5. Personal Leave of Absence 7.5% - Julieta Ortiz, Student Services Specialist, Range 33, Step E, Enrollment Services Division, Student and Community Advancement Area, effective January 18 through May 16, 2014.
6. Change of Assignment - Hector Salazar, Promotions Specialist, Range 35, Step E, from Fine Arts Division, Academic Affairs Area, to Public Relations & Marketing Division, President's Office Area, effective January 2, 2014.
7. Work Out of Classification 50% - Robin Elton, Senior Clerical Assistant, Range 24, Step E, to Administrative Assistant I, Range 28, Step D, Industry & Technology Division, Academic Affairs Area, effective January 15 through March 31, 2014.
8. Work Out of Classification - Dorothy Fowler, Clerical Assistant, Range 22, Step E, to Student Services Technician, Range 28, Step C, Admissions & Records Division, Student and Community Advancement Area, effective January 22 through June 30, 2014.
9. Work Out of Classification - Martha Perez, 50% Clerical Assistant, Range 22, Step E, to 100% Student Services Technician, Range 28, Step C, Counseling and Student Services Division, Student and Community Advancement Area, effective February 3 through June 30, 2014.

10. Work Out of Classification 50% - Jonelle Jones-Morrison, Clerical Assistant, Range 22, Step E, to Administrative Assistant I, Range 28, Step C, Industry & Technology Division, Academic Affairs Area, effective January 15 through March 31, 2014.
11. Work out of Classification - 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 January 5 through March 7, 2014.
12. Amend Employment - Unita Donahue, Accounting Assistant III, Range 30, Step A, Fiscal Services Division, Administrative Services Area, effective January 6 instead of January 2, 2014.
13. Employment - Clara Weston, Student Services Advisor, Range 35, Step A, Counseling and Student Services Division, Student and Community Advancement Area, effective January 22, 2014.

Special Services Professional

14. Employment - Stella Kabelitz, Special Services Professional, Range 6, Step 1, of the Special Services Professional Salary Schedule, not to exceed \$80,600, El Camino Language Academy (ECLA), Community Advancement Division, Student and Community Advancement Area, effective February 3 through June 30, 2014.

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

15. Amy Bormet - Accompanist-Piano, Range 32, Step A, Fine Arts Division, Academic Affairs Area, effective January 18 through May 16, 2014, not to exceed 25 hours per week.
16. Dantam Huynh - 50% Library Media Technician I, Range 24, Step A, Learning Resources, Academic Affairs, effective January 20 through June 30, 2014, not to exceed 25 hours per week.
17. Lissette Marquez - Senior Clerical Assistant, Range 24, Step A, Special Resource Center/Health Sciences and Athletics Division, Academic Affairs Area, effective January 6 through June 30, 2014, not to exceed 25 hours per week.
18. Martha Smith - Administrative Assistant II, Range 31, Step E, Health Sciences & Athletics Division, Academic Affairs Area, effective January 22 through June 30, 2014, not to exceed 25 hours per week. (Retired Annuitant)

19. Jacob Wendt - Accompanist-Percussion, Range 27, Step A, Fine Arts Division, Academic Affairs Area, effective January 18 through May 16, 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 January 22, 2014 through June 30, 2014, unless otherwise stated, as shown in items 1-15.

Instructional Aide Series

1. Instructional Aide I

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

Olive Edmund, \$8.50 per hour
Bianca Pina, \$8.50 per hour
Victor Pulido, \$8.50 per hour
Sheronn Walls, \$8.00 per hour

2. Instructional Aide II

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

Nicholas Alvarez-Jett, \$9.25 per hour
Richard Arechiga, \$9.25 per hour
Salvador Castro, \$9.25 per hour
Miguel Hernandez, \$9.25 per hour
Robert Munoz, \$9.25 per hour
Teresa Tuegh, \$9.25 per hour
Cynthia Viguereas, \$9.25 per hour

3. Instructional Aide V

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

Rachel Friedman, \$13.00 per hour

4. Instructional Aide VI

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

Constance Brigham, \$15.00 per hour (eff. 1/1/14 to 6/30/14)

Heather Wictum, \$15.00 per hour (eff. 1/1/14 to 6/30/14)

Office Aide Series

5. Office Aide I

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

Arielle Catoera, \$8.00 per hour

6. Office Aide II

The following individuals are 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.

Shalisha Barnett, \$10.00 per hour

Georgios Parapouras, \$9.25 per hour

7. Office Aide IV

The following individual is to assist with all department processes and to support staff through knowledge of department operations.

Kathleen Jakob-Garcia, \$12.25 per hour

8. Office Aide V

The following individual is to provide assistance at the front desk and assist with Learning Disability assessment scheduling and tracking.

Kasey Armstrong, \$15.00 per hour (eff. 12/17/13 to 6/30/14)

Program Aide Series

9. Program Aide IV

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

Dennis Velez, \$12.25 per hour

10. Program Aide VI

The following individual is to assist with outreach at local high schools and community agencies, disseminate specialized information and assist with the primary functions of day-to-day operations.

Carla Velasquez, \$18.00 per hour

The following individual is to coordinate employees and volunteers, and manage auditions and travel arrangements for the Beginning Chorus program.

Susan Benson, \$17.00 per hour (eff. 8/1/13 to 6/30/14)

The following individual is to provide technical manufacturing training assistance in corporate training and/or college classroom/laboratory setting.

Brandon Gonzalez, \$15.00 per hour

Theater Aide Series

11. Theater Aide VI

The following individual is to perform technical theater duties for the various events on campus.

Florencia Carrizo, \$15.00 per hour (eff. 12/16/13 to 6/30/14)

Assistance Linguistics Professional Series

12. Assistive Linguistics Professional I

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.

Cynthia Alarcon, \$25.00 per hour

Education Professional Series

13. Educational Professional I

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

Phan Tran, \$26.00 per hour (eff. 1/18/14 to 6/30/14)

Margarita Talavera-Hofferer, \$26.00 per hour (eff. 1/18/14 to 6/30/14)

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

Rachel Mestrovich, \$25.00 per hour

The following individual is to provide string accompaniment for the applied music program, choral groups, dance classes, voice classes, and/or special events.

Lawrence Steen, \$23.00 per hour (eff. 11/18/13 to 6/30/14)

14. Educational Professional II

The following individual is to teach beginning or intermediate levels of the choir.

Mary Herzbrun, \$37.00 per hour (eff. 8/1/13 to 6/30/14)

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

Roseanney Liu, \$40.00 per hour

Training Professional Series

15. Training Professional II

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

Patrick Imamura, \$37.00 per hour (eff. 1/1/14 to 6/30/14)

C. BOARD POLICY 3430 (PROHIBITION OF HARASSMENT) - FIRST READING

It is recommended that the Board accept for a first reading updated Board Policy 3430, as attached.

D. NEW ADMINISTRATIVE PROCEDURE 3430 (PROHIBITION OF HARASSMENT) - PRESENTED FOR INFORMATIONAL PURPOSE ONLY

It is recommended that the Board receive for informational purpose only.

E. BOARD POLICY 3410 (NONDISCRIMINATION) - SECOND READING AND ADOPTION

It is recommended that the Board accept for a second reading and adoption updated Board Policy 3410, as attached.

F. NEW ADMINISTRATIVE PROCEDURE 3410 (NONDISCRIMINATION) - PRESENTED FOR INFORMATIONAL PURPOSE ONLY.

It is recommended that the Board receive for informational purpose only.

G. BOARD POLICY 7110 (DELEGATION OF AUTHORITY) - SECOND READING AND ADOPTION

It is recommended that the Board accept for a second reading and adoption updated Board Policy 7110, as attached.

H. NEW ADMINISTRATIVE PROCEDURE 7110 (DELEGATION OF AUTHORITY) - PRESENTED FOR INFORMATIONAL PURPOSE ONLY

It is recommended that the Board receive for informational purpose only.

I. NEW ADMINISTRATIVE PROCEDURE 7150 (EVALUATION) - PRESENTED FOR INFORMATIONAL PURPOSE ONLY

It is recommended that the Board receive for informational purpose only.

J. NEW BOARD POLICY 7510 (DOMESTIC PARTNERS) - SECOND READING AND ADOPTION

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

K. NEW BOARD POLICY 7700 (WHISTLEBLOWER) - SECOND READING AND ADOPTION

It is recommended that the Board accept for a second reading and adoption the new Board Policy 7700, as attached.

L. NEW ADMINISTRATIVE PROCEDURE 7700 - (WHISTLEBLOWER) PRESENTED FOR INFORMATIONAL PURPOSE ONLY.

It is recommended that the Board receive for informational purpose only.

Board Policy 3430

Prohibition of Harassment

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence.

It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, or because he or she is perceived to any of the foregoing characteristics. ~~Harassment based on any of the following statuses is prohibited and will not be tolerated: race, color, religion, ancestry, national origin, disability, gender, gender identity, sexual orientation, or any other biases, or the perception that a person has one or more of the foregoing characteristics.~~

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3430. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

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

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

- ~~1. submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;~~

- ~~2. submission to or rejection of the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;~~
- ~~3. the conduct has the effect of having a severe or pervasive impact upon the individual's work or academic performance or of creating an intimidating or hostile work or educational environment; or~~
- ~~4. submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual.~~

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

To this end the Superintendent/President shall ensure that the institution undertakes mandated education activities and training activities to counter discrimination and to prevent, minimize and/or eliminate a any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Superintendent/President shall establish procedures that define ~~sexual harassment and other forms of~~ harassment on campus. The Superintendent/President shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding ~~sexual~~ harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All ~~complainants~~ participants are protected from retaliatory acts by the District, its employees, students, and agents.

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

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

See Administrative Procedure #3430.

References:

Education Code Sections 212.5, 44100, 66252, and 66281.5;

Government Code Section 12950.1;

Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e

Title I of the Affordable Care Act

El Camino College

Adopted: 4/16/01 (Replaced Board Policy #4274)

Amended: 11/16/09, TBD – 2014

The District is committed to providing an academic and work environment free of unlawful harassment. This procedure defines forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member, student, third party, or vendor within the District.

This procedure and the related policy protects students and employees in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, in District vehicles, or at a class or training program sponsored by the District at an off-campus location.

Definitions

General Harassment: Harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, or the perception that a person has any of these characteristics is illegal and violates District policy. Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct:

Verbal: Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race nationality, sexual orientation or other protected status.

Physical: Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape, sexual

assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

Visual or Written: The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.

Environmental: A hostile academic or work environment exists where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his/her immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

Sexual Harassment: In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature when:

1. submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;
2. submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
3. the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment; or
4. submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

This definition encompasses two kinds of sexual harassment:

"Quid pro quo" sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.

"Hostile environment" sexual harassment occurs when unwelcome conduct based on a person's gender is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment, unreasonably interfere with an individual's academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile. The harassment may impact more than one individual. A single or isolated incident of sexual harassment may be sufficient to create a hostile environment if it is severe, i.e. a sexual assault.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

Examples: Harassment includes, but is not limited to the following misconduct:

1. **Verbal:** Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's protected status, including but not limited to sex. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation of a sexual nature; or sexist, patronizing or ridiculing statements that convey derogatory attitudes about a particular gender.
2. **Physical:** Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures.

3. **Visual or Written:** The display or circulation of offensive sexually oriented or other discriminatory visual or written material. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.
4. **Environmental:** An academic or work environment that is permeated with racially or sexually-oriented talk, innuendo, insults or abuse not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. An environment may be hostile if unwelcome sexual behavior or other harassing behavior based on a protected status is directed specifically at an individual or if the individual merely witnesses unlawful harassment in his/her immediate surroundings. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

Consensual Relationships

Romantic or sexual relationships between supervisors and employees, or between administrators, faculty or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty or staff member must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the District has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

Academic Freedom

To the extent the harassment policies and procedures are in conflict with the District's policy on academic freedom, the harassment policies and procedures shall prevail. If the faculty member wishes to use sexually explicit materials in the classroom as a teaching technique, the faculty member must review that use with an administrator to determine whether or not this violates the sexual harassment policy.

Reporting:

The District designates the Office of Staff and Student Diversity as the area primarily responsible for the administration of this procedure. Individuals alleging incidents of unlawful harassment or those who become aware of unlawful harassment may contact the Director of Staff and Student Diversity to initiate the submission of a formal or informal complaint.

References:

Education Code Sections 212.5; 44100; 66281.5;
Title IX, Education Amendments of 1972; Title 5, Sections 59320 et seq.;
Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000e

El Camino College

Adopted: TBD - 2014

Board Policy 3410

Nondiscrimination

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

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

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

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

See Administrative Procedure #3410.

References:

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

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

Penal Code Section 422.55;

Government Code Sections 12926.1 and 12940 et seq.

Accreditation Standard II.B.2.c

El Camino College

Adopted: 4/16/01

Amended: 12/20/06; January 21, 2014

Education Programs

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

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

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

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

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

Employment

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

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

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

References for Education Programs:

Education Code Sections 66250 et seq., 200 et seq., and 72010 et seq.;
Penal Code Sections 422.55 et seq.;
Title 5 Sections 59300 et seq.;
Accreditation Standard II.B.2.c

References for Employment:

Education Code Sections 87100 et seq.;
Title 5 Sections 53000 et seq.;
Government Code Sections 11135 et seq. and 12940 et seq.

El Camino College

Adopted: January 21, 2014

Board Policy 7110

Delegation of Authority

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

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

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

See Administrative Procedure 7110.

Reference:

Education Code Section 70902(d) and 72400

El Camino College

Adopted: May 21, 2001

Amended: January 21, 2014

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

Reference:

Education Code Section 70902(d)

El Camino College
Adopted: January 21, 2014

Administrative Procedure 7150

Evaluation

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

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

References:

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

El Camino College
Adopted: January 21, 2014

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

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

See applicable collective bargaining agreements.

Reference:

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

El Camino College
Adopted: January 21, 2014

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

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

Furthermore, District employees shall not:

- 1) retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, refused to obey an illegal order; actions related to Title I of the Affordable Care Act, or
- 2) directly or indirectly use or attempt to use the official authority or influence of his or her position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the District. The District will not tolerate retaliation, and will take whatever action may be needed to prevent and correct activities that violate this policy, including discipline of those who violate it up to and including termination.

See Administrative Procedure #7700.

References:

Education Code Sections 87160-87164;
Labor Code Section 1102.5;
Government Code Section 53296;
Private Attorney General Act of 2004 (Labor Code Section 2698)
Title I of the Affordable Care Act

El Camino College
Adopted: January 21, 2014

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

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

Filing a Report of Suspected Unlawful Activities

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

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

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

Allegations of suspected unlawful activities should be made in writing so as to assure a clear understanding of the issues raised, but may be made orally. Such reports should be factual and contain as much specific information as possible. The receiving supervisor or administrator should elicit as much information as possible. If the report is made orally, the receiving supervisor or administrator shall reduce it to writing and make every attempt to get the reporter to confirm by his/her signature that it is accurate and complete.

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

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

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

Protection from Retaliation

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

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

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

Whistleblower Contact Information

Employees who have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees should contact the California Community Colleges Chancellor's Office or the District's Board of Trustees. Employees can contact the State Personnel Board with complaints of retaliation resulting from whistleblower activities. The State Personnel Board hotline is (916) 653-1403.

Other Remedies and Appropriate Agencies

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

References:

Education Code Sections 87160-87164;

Government Code Section 53296;

Labor Code Section 1102.5;

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

El Camino College

Adopted: January 21, 2014

Agenda for the El Camino Community College District Board of Trustees
from
Compton Education Center
Barbara Perez, Vice President

A. Consortium Resolution.....Page 94

A. CONSORTIUM RESOLUTION

It is recommended that the Board approve the participation of El Camino College Compton Center to establish and participate in an adult education consortium in response to AB86, Section 76, Article 3.

RESOLUTION TO ESTABLISH ADULT EDUCATION CONSORTIUM
IN PREPARATION FOR PLANNING AND IMPLEMENTATION GRANTS

Whereas, the partners of the *Southwest Los Angeles Adult Education Consortium* have a rich history of offering outstanding Adult Education and non-credit classes and programs to the residents of our community, having served as many as 31,100 students annually prior to the state's budget crisis.

Whereas, the 2013-2014 state budget provides \$25 million for Planning and Implementation grants to school districts and community college districts to create local consortia for Adult Education and develop program grant applications for 2015-16 funding.

Whereas, formal partnerships need to include at least one community college district and one school district to be eligible for receiving Planning and Implementation grants in the current 2013-14 fiscal year.

Whereas, the state is committed to providing additional funding for Adult Education beginning in fiscal year 2015-2016 separate from the Local Control Funding Formula.

Whereas, the allocations of program funding for Adult Education in 2015-16 will require the establishment of a local consortium in partnership with a community college district.

Whereas, the creation of a local consortium on Adult Education between Compton Unified School District, Lynwood Unified School District, Paramount Unified School District, Compton Community College District and El Camino College Compton Educational Center will lead to an enhancement of education opportunities for our community's adult population.

Therefore, be it resolved that the Board of Education hereby accept the *Southwest Los Angeles Adult Consortium* and the participation of Compton Unified School District, Lynwood Unified School District, Paramount Unified School District, Compton Community College District and El Camino College Compton Educational Center to ensure 2013-2014 Planning and Implementation grant funding as well as planning for additional Adult Education funding available in 2015-16.

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 97

B. 2014 Board of Trustees Goals.....Page 97

A. Travel

1. It is recommended that the Board approve travel for Student Trustee Brooke Matson to attend the Community College League of California Effective Trustee Workshop and Legislative Conference, January 24-27, 2014, Sacramento, CA, with no loss of salary, transportation and necessary expenses paid.
2. It is recommended that the Board amend its July 15, 2013 authorization for approval of the attendance of Thomas Fallo at the Statewide Association of Community Colleges and Schools Association for Excess Risk meetings, to include the Market Analysis and Insurance Placement Meetings in London, United Kingdom on March 12-14, 2014, with no loss of salary, at no cost to the District.

B. 2014 Board of Trustees Goals

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

It is recommended that the Board adopt the following 2014 Board of Trustee Goals.

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

- II. Participate in the operation of the College at Board Meetings.
 - a. Speak freely and openly on policy issues.
 - b. Solicit opinions of fellow Board members.
 - c. Present ideas during discussion section of Board Meetings.
 - e.d. Will only attempt to influence and take action at formal meetings.

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

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

- V. Fiscal Responsibilities.
 - a. Monitor ~~2012-2013~~ current Budget.
 - b. Study, review and approve the ~~2013-2014~~ 2014-2015 Budget.
 - c. Study, review and approve the ~~2011-2012~~ 2012-2013 annual financial audit.
 - d. Study and Respond to national, state and local fiscal changes.
 - e. Assure the financial stability of the District by maintaining adequate reserves and developing a plan for funding all future liabilities.

- VI. Accreditation.
 - a. Receive, review and participate in El Camino College's Accreditation reports and actions.
 - b. ~~Review~~Continue to monitor Student Learning Outcomes update.
 - c. Support the College's 2014 Self Evaluation Report process.
 - e.d. Consider initiating eligibility for the Compton Center.

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

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

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

Non Consent Agenda

Page No.

A.	Authorize the Tax and Revenue Anticipation Note – 2013-14	100
B.	Resolution for Tax and Revenue Anticipation Note – 2013-14 (Resolution No. ECC# 1-21-14)	100

A. **Authorize The Tax and Revenue Anticipation Note – 2013-14**

It is recommended the Board of Trustees authorize the participation of the District in the mid-year Los Angeles County Tax and Revenue Anticipation Note Pool 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/2014/TRAN%20Trust%201-21-14.pdf>

B. **Resolution For Tax and Revenue Anticipation Note – 2013-14 (Resolution No. ECC# 1-21-14)**

It is recommended 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 mid-year 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/2014/TRAN%20Resolution%201-21-14.pdf>