

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, Monday, November 16, 2015
Board Room
4:00 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Closed Session**
 - A. Public Employee Appointment, Brown Act Section 54957
 - i. Superintendent/President
- III. Approval of Minutes, Pages v - xii**
 - A. Regular Board Meeting of October 19, 2015
 - B. Special Board Meeting of October 5, 2015
 - C. Special Board Meeting of October 6, 2015
 - D. Special Board Meeting of October 7, 2015
 - E. Special Board Meeting of October 17, 2015
 - F. Special Board Meeting of October 23, 2015
- IV. Employment of Superintendent/President of El Camino Community College District - Dena Maloney, Ed.D., Pages xiii - xiv**
 - A. Public Comment
 - B. Employment of Superintendent/President of El Camino Community College District – Dena Maloney, Ed.D.
- V. Break**
- VI. Presentation – Student Equity**
- VII. Public Comment on Consent Agenda**

VIII. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption

- A. Academic Affairs (AA)
*See Academic Affairs Agenda,
Pages AA 1- AA 24*
- B. Student and Community Advancement (SCA)
*See Student Services Agenda,
Pages SCA 1- SCA 32*
- C. Administrative Services (AS)
*See Administrative Services Agenda,
Pages AS 1- AS 15*
- D. *See Measure “E” Bond Fund Agenda, (E)
Pages E 1- E 5*
- E. Human Resources (HR)
*See Human Resources Agenda,
Pages HR 1- HR 55*
- F. Compton Education Center (CC)
*See Compton Education Center
Pages CC 1 – CC 3*
- G. Superintendent/President (P/B)
*See Superintendent/President Agenda,
Pages P/B 1 – P/B 8*

**IX. Committee of the Whole,
Pages CW 1- CW 6**

- A. Public Comment
- B. 2015 Board of Trustees Evaluation
- C. Discussion of 2016 Board Goals

X. Public Comment on Non-Agenda Items

XI. Oral Reports

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

Board of Trustees Meeting Schedule for 2015 4:00 p.m. Board Room

Monday, November 16, 2015
Monday, December 14, 2015

Mission Statement

El Camino College makes a positive difference in people's lives. We provide excellent comprehensive educational programs and services that promote student learning and success in collaboration with our diverse communities.

Vision Statement

El Camino College will be the college of choice for successful student learning that transforms lives, strengthens community, and inspires individuals to excel.

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.

BOARD PRESENTATIONS AND REPORTS 2015-2016

<i>Month</i>	<i>Presentation</i>	<i>Report</i>
July	Compton Center	FTES – Both Locations Outreach Plan
August	Annual Budget	Notice of Public Hearing Quarterly Fiscal Status
September	Enrollment Management	Accreditation Report
October	Student Equity Plan	Student Equity Plan
November	AB86 Adult Education	FTES – Both Locations Quarterly Fiscal Status
December	Foundation Annual Report	
January	Facilities Master Plan	Annual Financial Audit
February	Title IX	Sound Fiscal Management Accountability Reports Annual Factbook End of Year Activities
March	HSI STEM Grant	FTES (FTES) – Both Locations
April	Citizens Bond Oversight Committee	Measure E-Bond Annual Report Facilities Plan Upgrade
May	California Community College Accountability Scorecard and Student Achievement Goals	
June	Tentative Budget	Tentative Budget

June 17, 2015

EL CAMINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING OF
Monday, October 19, 2015

The Board of Trustees of the El Camino Community College District met at 4:00 p.m. on Monday, October 19, 2015, in the Board Room at El Camino College.

The following Trustees were present: Trustee William Beverly, President; Trustee Kenneth A. Brown, Vice President; Trustee John Vargas, Secretary; Trustee Mary E. Combs, Member; Trustee Cliff Numark, Member; and Student Member Eman Dalili.

Also present were: Dr. Thomas Fallo, Superintendent/President; Ms. Linda Beam, Vice President/Human Resources; Ms. Jo Ann Higdon, Vice President/Administrative Services; Dr. Jeanie Nishime, Vice President/Student and Community Advancement; Dr. Jean Shankweiler, Vice President/Academic Affairs; Dr. Keith Curry, Provost-CEO/Compton Education Center; and Ms. Barbara Perez, Vice President/Compton Education Center.

Minutes of the Regular Board Meeting of September 8, 2015 and the Special Board Meeting of September 16, 2015

It was moved by Trustee Vargas, seconded by Trustee Combs, that the Minutes of the Regular Board meeting of September 8, 2015 and the Special Board Meeting of September 16, 2015 be approved as presented.

Student Member Dalili recorded a yes advisory vote. Trustees Brown, Combs, Numark, and Vargas voted yes. Motion carried.

Presentation/Recognition

Ms. Monica Bender, ECC Swimmer, was introduced and congratulated for swimming the English Channel in 13 hours, 41 minutes.

Consent Agenda

It was moved by Trustee Vargas, seconded by Trustee Combs, that the Board adopt the items presented on the agenda as noted below.

Academic Affairs

Proposed Curriculum Changes Effective 2016-2017 Academic Year
Board Policy 4030 (Academic Freedom) – Final Reading and Adoption

Student and Community Advancement

Forensics Team Tournament

Student Conferences – Amendments

Music Association of California Community Colleges

Destruction of Records

Appointment of El Camino Community College Representative to the South Bay
Adult Consortium

Grants - Acceptance

International Travels

El Camino College School Calendars – 2016/2017 and 2017/2018

Administrative Services

AB 2910 – Quarterly Fiscal Status Report

Contracts Under \$86,000

Contracts Over \$86,000

Personal Service Agreements

Destruction of Records

Information Item

Purchase Orders and Blanket Purchase Orders

Measure E 2002 & 2012 Bond Fund

Category Budgets and Balances

Contract – Geotechnical Professionals, Inc. – Parking Structure Upgrade
Lot F & E Project

Information Item – Athletic Education and Fitness Complex – Stadium Phase 2

Change Order – Sinanian Development Inc. – Athletic Education & Fitness Complex
Stadium Phase 2

Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

New Classification Specification for Classified Position

Compton Educational Center

Appointment of El Camino Community College District Representative to the
Tri-City Adult Education Consortium

Student Conference

Compton Center Report

President and Board of Trustees

2015 Board of Trustees Evaluation

Board Policy 3540 (Sexual and Gender-Based Misconduct) – First Reading

Administrative Procedure 3540 (Sexual and Gender-Based Misconduct)
Information Item
Resolution Regarding California Community Colleges Chancellor's Office
Task Force Report on Accreditation

Student Member Dalili recorded a yes advisory vote. Trustees Brown, Combs, Numark, and Vargas voted yes. Motion carried.

Public Comment on Non-Agenda Items

Ms. Kate McLaughlin spoke about the upcoming National Media Conference.

Mr. Beverly arrived at 4:35 p.m.

Closed Session

Regular Meeting adjourned to a Closed Session at 4:57 p.m. which ended at 6:19 p.m.

John Vargas, Secretary of the Board

Thomas M. Fallo, Secretary to the Board

EL CAMINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE SPECIAL BOARD MEETING OF
Monday, October 5, 2015

The Board of Trustees of the El Camino Community College District met at 1:30 p.m. on Monday, October 5, 2015, in the Administration Building Room 100 at El Camino College.

The following Trustees were present: Trustee William Beverly, President; Trustee Kenneth A. Brown, Vice President; Trustee John Vargas, Secretary; Trustee Mary E. Combs, Member; and Trustee Cliff Numark, Member.

Closed Session

Meeting recessed to Closed Session at 1:30 p.m. and adjourned at 6:30 p.m.

John Vargas, Secretary of the Board

Thomas M. Fallo, Secretary to the Board

EL CAMINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE SPECIAL BOARD MEETING OF
Tuesday, October 6, 2015

The Board of Trustees of the El Camino Community College District met at 12:30 p.m. on Tuesday, October 6, 2015, in the Administration Building Room 100 at El Camino College.

The following Trustees were present: Trustee William Beverly, President; Trustee Kenneth A. Brown, Vice President; Trustee John Vargas, Secretary; Trustee Mary E. Combs, Member; and Trustee Cliff Numark, Member.

Closed Session

Meeting recessed to Closed Session at 12:30 p.m. and adjourned at 6:14 p.m.

John Vargas, Secretary of the Board

Thomas M. Fallo, Secretary to the Board

EL CAMINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE SPECIAL BOARD MEETING OF
Wednesday, October 7, 2015

The Board of Trustees of the El Camino Community College District met at 5:10 p.m. on Wednesday, October 7, 2015, in the Administration Building Room 100 at El Camino College.

The following Trustees were present: Trustee William Beverly, President; Trustee Kenneth A. Brown, Vice President; Trustee John Vargas, Secretary; Trustee Mary E. Combs, Member; and Trustee Cliff Numark, Member.

Closed Session

Meeting recessed to Closed Session at 5:10 p.m. and adjourned at 7:39 p.m.

John Vargas, Secretary of the Board

Thomas M. Fallo, Secretary to the Board

EL CAMINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE SPECIAL BOARD MEETING OF
Saturday, October 17, 2015

The Board of Trustees of the El Camino Community College District met at 8:30 a.m. on Saturday, October 17, 2015, at the Manhattan Beach Marriott, 1400 Parkview Avenue, Manhattan Beach, CA 90266, Presidential Parlor in Room 774.

The following Trustees were present: Trustee William Beverly, President; Trustee Kenneth A. Brown, Vice President; Trustee John Vargas, Secretary; Trustee Mary E. Combs, Member; and Trustee Cliff Numark, Member.

Closed Session

Meeting recessed to Closed Session at 8:30 a.m. and adjourned at 12 p.m.

John Vargas, Secretary of the Board

Thomas M. Fallo, Secretary to the Board

EL CAMINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE SPECIAL BOARD MEETING OF
Friday, October 23, 2015

The Board of Trustees of the El Camino Community College District met at 3:40 p.m. on Friday, October 23, 2015, in the Administration Building Room 100 at El Camino College.

The following Trustees were present: Trustee William Beverly, President; Trustee Kenneth A. Brown, Vice President; Trustee John Vargas, Secretary; Trustee Mary E. Combs, Member; and Trustee Cliff Numark, Member.

Closed Session

Meeting recessed to Closed Session at 3:45 p.m. and adjourned at 7:01 p.m.

John Vargas, Secretary of the Board

Thomas M. Fallo, Secretary to the Board

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

Page No.

A. Employment of Superintendent/President..... xiv

A. EMPLOYMENT OF SUPERINTENDENT/PRESIDENT

It is recommended that the Board of Trustees employ Dr. Dena Maloney in the position of Superintendent/President pursuant to an employment agreement from February 1, 2016 to June 30, 2019 at the starting salary of \$255,000 (prorated on a 12 month basis), with a monthly auto allowance of \$600.

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

Page No.

- A. Keck Graduate Institute – Information ItemAA 2
- B. Destruction of Records.....AA 6
- C. Proposed Curriculum Changes Effective 2016-2017 Academic Year.....AA 6

ACADEMIC AFFAIRS

A. KECK GRADUATE INSTITUTE – INFORMATION ITEM

The Keck Graduate Institute Memorandum of Understanding is presented for information purpose only.

In collaboration with the Keck Graduate Institute (KGI), a pathway to transition students from El Camino College (ECC) to KGI was developed to decrease the application barriers for students with Life Sciences coursework. This will be an opportunity for our transfer students to transition from a BS degree obtained at their transfer institution to a two-year Master of Bioscience degree at KGI. This pathway includes fewer application hurdles and early admission confirmation by December 15 of the senior year. ECC's role is to submit a letter confirming eligibility through ECC enrollment and coursework.

The development of the partnership is consistent with the goals of the Institutional HSI-STEM Grant. There are no costs associated with this partnership.

4 + 2 Master of Bioscience
Keck Graduate Institute - School of Applied Life Sciences

El Camino College students with coursework in the Life Sciences have the unique opportunity to transition from a BS degree to a two-year Master of Bioscience degree at the Keck Graduate Institute (KGI). This graduate degree emphasizes the translation of basic science and engineering into product development and commercialization and prepares professionals for leadership positions in bioscience industries.

In collaboration with the KGI, we have developed a pathway to transition students from El Camino College to KGI. This pathway includes fewer application hurdles (no standardized tests, no application fee, only one letter of recommendation, early fellowship consideration) and early admission confirmation by Dec. 15 of your senior year. The faculty contact at El Camino College for information is Teresa Palos, Ph.D., Professor, Biology and Microbiology, and she can be reached at tpalos@elcamino.edu.

STEPS TO TAKE BEFORE MARCH 15TH OF YOUR SENIOR YEAR:

1. Attend a visitation day at KGI (for dates refer to <http://www.kgi.edu>).
2. In collaboration with your academic advisor, develop a curriculum plan to ensure your eligibility for this program.
3. Complete either a 150 hour approved internship or research experience in the applied life sciences in a nonprofit, corporate or laboratory environment (e.g., NSF-REU).

STEPS TO APPLY:

1. Submit an online application to KGI.
2. Work with a KGI admission counselor to insure your application packet is complete.
3. Request a letter from the VP of Academic Affairs, Dr. Jean Shankweiler, to KGI verifying your eligibility.
4. Provide KGI with verification of your completed research/internship experience and hours or your NSF-REU experience.

STEPS TO TAKE AFTER YOUR ADMISSION DECISION:

1. Submit final, official transcripts from all universities before July 15 showing proof of graduation.

SUMMARY OF ELIGIBILITY REQUIREMENTS:

1. Complete all degree requirements for the BS in a Life Sciences major
2. Graduate with a cumulative GPA ≥ 3.3
3. Complete either a 150 hour approved internship or research experience in the applied life sciences in a nonprofit, corporate or laboratory environment (e.g., NSF-REU).

4. Students completing degrees in the following majors will automatically meet the course requirements:
 - a. *B.S. Biology*
 - b. *B.S. Biochemistry*
 - c. *B.S. Chemistry*
 - d. *B.S. Engineering*
 - e. *B.S. Biophysics*

***If you are not pursuing one of the listed degree programs, you may still qualify by having a KGI admissions counselor prequalify your coursework. Contact admissions@kgi.edu for more information.

Memorandum of Understanding

This Agreement is made between El Camino College and the Keck Graduate Institute (KGI).

Recital

El Camino College and KGI desire to establish a linkage program in Life Sciences with the undergraduate focus at El Camino College and any accredited transfer institution that includes matriculation to KGI's Master of Bioscience (MBS) program for qualified participants.

TERMS

The parties agree as follows:

1.0 Purpose

- 1.1 This Agreement provides a framework for the program developed by the academic and administrative units from the two Institutions.
- 1.2 The program will be announced in the Fall 2015 with the first group eligible to start Fall 2016

2.0 Term, Renewal and Termination

- 2.1 This Agreement will take effect on the October 1, 2015
- 2.2 Either party may terminate this Agreement by written notice to the other party at least one academic year in advance.
- 2.3 The parties agree that in the event of termination, any student who has enrolled at El Camino College in reliance on the existence of this program will be permitted to complete the program.

3.0 Student Participation

3.1 Students in the program will complete their four-year bachelor’s degree in science, and select pre-requisites for study at KGI toward the Master of Bioscience including the mandatory internship or research participation. A cumulative GPA of 3.3 is required to be eligible for the program.

Non-discrimination

The parties agree to comply with all federal, state and local rules, regulations, executive orders, and laws forbidding unlawful discrimination to which the Institution is subject.

4.0 Use of Institution’s Name: Advertising and Publicity

Neither party shall use the other institution’s name, or any name that is likely to suggest that it is related to the other institution, in any advertising, promotion or sales literature except to announce the existence of this program.

5.0 Non-Assignment

This Agreement may not be assigned by either party without the advance written consent of the other.

6.0 Institutional Eligibility under the Higher Education Act of 1965, as amended

Each party to this Agreement certifies to the other that it qualifies as eligible to participate in programs authorized by the HEA.

7.0 Notices

Any notice to either party to the Agreement must be in writing and shall be deemed given when mailed or hand delivered, when addressed as follows:

El Camino College	Keck Graduate Institute
Jean Shankweiler, Ph.D.	Dr. Sheldon Schuster
VP of Academic Affairs	President
16007 Crenshaw Blvd. Torrance, CA 90506	535 Watson Drive, Claremont, CA 91711
(310) 660-3593, Ext. 3119	(909) 607-0192

The authorized representatives of both parties have executed two copies of the Agreement on this _____ day of _____ 2015.

Jean Shankweiler, Ph.D.	Dr. Sheldon Schuster
VP of Academic Affairs	President
x	x

B. DESTRUCTION OF RECORD

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

Learning Disability Files	2005	Box #100-102	A-Z
Special Resource Center Student Files	2004-2005	Box #103-110	A-Z
Regional Interpreter Training Consortium	2005	Box #111	A-Z
Special Resource Center Miscellaneous Files		Box #1-4	

Destroy date: 12/2014. Files are located in the Warehouse.

C. PROPOSED CURRICULUM CHANGES EFFECTIVE 2016-2017 ACADEMIC YEAR

The Chancellor’s Office requires colleges to maintain evidence of district board approval for curricular actions. These curricular actions include new courses and programs as well as changes to existing curriculum. Faculty conduct reviews of existing curriculum to ensure compliance with local standards and Title 5 regulations. Courses are reviewed according to the College Curriculum Committee’s six- year and two-year review cycles. Courses designated as Career and Technical Education (CTE) are reviewed every two years.

The curricular actions listed below are approved by the College Curriculum Committee. It is recommended that the Board approve the proposed curriculum actions, effective the 2016-2017 academic year.

BEHAVIORAL AND SOCIAL SCIENCES

Change in Course Number

Current Status/Proposed Changes

1. Human Development ~~40110~~ – Strategies for Creating Success in College and in Life

Course Review; Distance Education Review

1. Anthropology 4 – Language and Culture
2. Anthropology 6 – Native Peoples of North America
3. Anthropology 9 – Women, Culture, and Society
4. Anthropology 11 – Anthropology of Religion, Magic and Witchcraft

5. Economics 5 – Fundamentals of Economics
6. History 112 – History of the Chicano in the United States
7. History 162 – History of Early Britain
8. History 163 – History of Modern Britain
9. History 176 – History of Asian Civilizations from 1600 to the Present
10. Political Science 3 – Introduction to Principles and Methods of Political Science
11. Political Science 6 – Civil Rights and Liberties in the United States
12. Psychology 8 – Social Psychology

Course Review; Distance Education Review, Changes in Course Title, Catalog Description

Current Status/Proposed Changes

1. Anthropology 12 – Ancient Civilizations of the Old World

This course traces the emergence of ~~early states and ancient empires around the globe~~ earliest states of the Middle East, Asia, and Europe. The cultural achievements linked to state development are traced through a survey of evidence ~~from both~~ recovered from the archaeological and historical records. Students record, including the earliest written texts. Social and cultural antecedents of the earliest states in the Middle East will be explored. Students will be introduced to anthropological theories that seek to model and explain the appearance of features and institutions of state-level societies and empires.

Recommendation

Anthropology 12 – Ancient Civilizations of the Old World

This course traces the emergence of earliest states of the Middle East, Asia, and Europe. The cultural achievements linked to state development are traced through a survey of evidence recovered from the archaeological record, including the earliest written texts. Social and cultural antecedents of the earliest states in the Middle East will be explored. Students will be introduced to anthropological theories that seek to model and explain the features and institutions of state-level societies.

Course Review; Distance Education Review, Changes in Course Number, Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

Current Status/Proposed Changes

1. Human Development ~~20~~ 107 – Navigating the Transfer Process
 Recommended Preparation: English 84 or English as a Second Language ~~52C~~ 52B
 and
 English A or English as a Second Language 53C

Recommendation

Human Development 107 – Navigating the Transfer Process

Recommended Preparation: English 84 or English as a Second Language 52B
and

English A or English as a Second Language 53C

Course Review; Distance Education Review, Changes in Course Number, Course Discipline, Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

Current Status/Proposed Changes

1. Human Development & 101 – Orientation to College and Educational Planning
Course Discipline: Education ~~and~~ or Psychology or Counseling

Recommended Preparation: English 84 or English as a Second Language ~~52C~~ 52B
and

English A or English as a Second Language 53C

Recommendation

Human Development 101 – Orientation to College and Educational Planning

Course Discipline: Education or Psychology or Counseling

Recommended Preparation: English 84 or English as a Second Language 52B
and

English A or English as a Second Language 53C

Current Status/Proposed Changes

2. Human Development & 105 – Career and Life Planning
Course Discipline: Education ~~and~~ or Psychology or Counseling

Recommended Preparation: English 84 or English as a Second Language ~~52C~~ 52B
and

English A or English as a Second Language 53C

Recommendation

Human Development 105 – Career and Life Planning

Course Discipline: Education or Psychology or Counseling

Recommended Preparation: English 84 or English as a Second Language 52B
and

English A or English as a Second Language 53C

Inactivate Course

1. Human Development 12 – Strategies for Success in the Workplace

BUSINESS

CTE Two-Year Course Review; Changes in Units, Lecture Contact Hours; Faculty Load

1. Law 19 – Law and Computers

Current Status/Proposed Changes

Units: ~~2.0~~ 3.0 Lecture hours: ~~1.0~~ 2.0 Lab hours: 2.0 Faculty Load: ~~16.67%~~ 23.33%

Recommendation

Units: 3.0 Lecture hours: 2.0 Lab hours: 2.0 Faculty Load: 23.33%

2. Paralegal Studies 1 – Introduction to Paralegal Studies

Current Status/Proposed Changes

Units: ~~2.0~~ 3.0 Lecture hours: ~~2.0~~ 3.0 Lab hours: 0 Faculty Load: ~~13.33%~~ 20.00%

Recommendation

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

Change in Major; Course Requirements

1. Business Administration AS-T Degree

Current Status/Proposed Changes

Major Requirements

Units

Required Core: 17-18 units

BUS 1A Financial Accounting 4

BUS 1B Managerial Accounting 4

ECON 1 Principles of Economics: Macroeconomics 3

ECON 2 Principles of Economics: Microeconomics Theory 3

LAW 4 Legal Environment of Business 4

or

LAW 5 Business Law 3

List A (select one): 4-5 units

MATH 140 Finite Mathematics for Business and Social Sciences 4

MATH 150 Elementary Statistics with Probability 4

MATH 160 Calculus I for the Biological, Management and Social Sciences 4

<u>or</u>		
<u>MATH 165</u>	<u>Calculus for Business and Social Sciences</u>	<u>5</u>
<u>or</u>		
MATH 190	Single Variable Calculus and Analytic Geometry I	5
List B (select two): 6-7 units		
CIS 13	Computer Information Systems	3
BUS 25	Introduction to Business	3
<u>or</u>		
BUS 28	Written Business Communications	3
<u>or</u>		
Any 4 unit Math course from List A not already completed		
Total Units: 27 - 30		

Change in Major; Program Description, Course Requirements, Total Units

1. Paralegal Studies A.A. Degree

Current Status/Proposed Changes

The program is designed to train students to assist lawyers in private firms, legal departments of companies, or governmental agencies. Upon successful completion of the program requirements, the student will have the ability to apply theories and principles of law to prepare and interpret legal documents, draft pleadings including court forms, prepare for litigation, and apply legal ethics and case management techniques in a legal environment. Students will also develop skills for client interaction and legal research, including online legal research. Competency will be assessed regularly by examinations and assignments. This program is approved by the American Bar Association.

Program Prerequisite: Entrance to the program is gained by successful completion of Law 11, Introduction to Legal Research.

Major Requirements:		Units
Required Core: 21-22 units		
PARA 1	Introduction to Paralegal Studies	<u>2</u> <u>3</u>
LAW 4	Legal Environment of Business	4
<u>or</u>		
LAW 5	Business Law	3
LAW 11	Introduction to Legal Research	3
LAW 16	Civil Procedure	3
LAW 17	Legal Research and Writing	3
LAW 19	Law and Computers	<u>2</u> <u>3</u>
LAW 20	Paralegal Seminar	3

12-13 units from:

LAW 6	Agency, Corporation, and Partnerships	3
LAW 12	Probate Procedures	3
LAW 13	Family Law	3
LAW 14	Tort Law	3
LAW 15	Civil and Criminal Evidence	3
LAW 18	Wills, Trusts and Estate Planning	3
LAW 95 ^{abcd}	Cooperative Work Experience Education (Legal Assistant)	3-4
RE 12A	Legal Aspects Real Estate	3
Total Units 31-33 <u>33-35</u>		

In-Residence Requirements:

A total of 15 units of Legal Specialty courses including Law 11, 17, 20; and six additional units selected from: Law 12, 13, 14, 15, 16, 18, or 19 must be taken at El Camino College for the degree.

Change in Certificate; Course Requirements, Total Units

1. Paralegal Studies Certificate of Achievement

Current Status/Proposed Changes

A certificate will be awarded to those possessing an Associate, Bachelor or higher degree or who will be completing a degree concurrently with the certificate requirements. Students may earn this certificate by completing the major courses with a B average or better.

Program Prerequisite: Entrance to the program is gained by successful completion of Law 11, Introduction to Legal Research.

Certificate Requirements		Units
Required Core: 21-22 units		
PARA 1	Introduction to Paralegal Studies	2 <u>3</u>
LAW 4	Legal Environment of Business	4
or		
LAW 5	Business Law	3
LAW 11	Introduction to Legal Research	3
LAW 16	Civil Procedure	3
LAW 17	Legal Research and Writing	3
LAW 19	Law and Computers	2 <u>3</u>
LAW 20	Paralegal Seminar	3

12-13 units from:

LAW 6	Agency, Corporation, and Partnerships	3
LAW 12	Probate Procedures	3

LAW 13	Family Law	3
LAW 14	Tort Law	3
LAW 15	Civil and Criminal Evidence	3
LAW 18	Wills, Trusts and Estate Planning	3
LAW 95 abcd	Cooperative Work Experience Education (Legal Assistant)	3-4
RE 12A	Legal Aspects Real Estate	3
Total Units: 31-33 <u>33-35</u>		

In-Residence Requirements:

A total of 15 units of Legal Specialty courses including Law 11, 17, 20; and six additional units selected from: Law 12, 13, 14, 15, 16, 18, or 19 must be taken at El Camino College for the certificate.

Inactivate Course

1. Law 6 – Agency, Corporation, and Partnerships

FINE ARTS

Changes in Course Number

Current Status/Proposed Changes

1. Communication Studies ~~1~~ 100 – Public Speaking
2. Communication Studies ~~4~~ 120 – Argumentation and Debate
3. Communication Studies ~~12~~ 130 – Interpersonal Communication
4. Communication Studies ~~3~~ 140 – Small Group Communication
5. Communication Studies ~~8~~ 250 – Oral Interpretation of Literature
6. Communication Studies ~~14~~ 260 – Introduction to Intercultural Communication
7. Communication Studies ~~5~~ 265 – Mass Communication
8. Communication Studies ~~11~~ 270 – Communication Studies

Course Review; Change in Course Number

Current Status/Proposed Changes

1. Communication Studies ~~22abcd~~ 292abcd – Forensics - Individual Events

HEALTH SCIENCES AND ATHLETICS

Course Review; Nonsubstantive Changes

1. Recreation 207 – Introduction to Recreation

New Distance Education Online/Hybrid Course

- 1. Recreation 207 – Introduction to Recreation

HUMANITIES

Course Review; Changes in Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

- 1. English 12 – Introduction to Fiction

Current Status/Proposed Changes

~~Recommended Preparation~~ Prerequisite: eligibility for English 1A

Recommendation

Prerequisite: eligibility for English 1A

Course Review; Distance Education Review, Changes in Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

- 1. English 28 – Images of Women in Literature

Current Status/Proposed Changes

~~Recommended Preparation~~ Prerequisite: eligibility for English 1A

Recommendation

Prerequisite: eligibility for English 1A

Change in Major; Course Requirements

- 1. French A.A. Degree

Current Status/Proposed Changes

Major Requirements

Units

FREN 4 Intermediate French II 4

4-11 units from:

FREN 1 Elementary French I 4

FREN 2 Elementary French II 4

FREN 3 Intermediate French I 4

FREN 5 Advanced French I 3

FREN 6 Advanced French II 3

FREN 21ab Beginning Conversational French 2

FREN 22ab Intermediate Conversational French 2

a minimum of 3 units from:

ART 102B	History of Western Art - Proto-Renaissance to 19th Century	3
ART 102C	History of Western Art - 19th Century to Contemporary Times	3
BUS 90	International Aspects of Business	3
BUS 91	International Marketing	3
ENGL 15A	Survey of British Literature I	3
ENGL 15B	Survey of British Literature II	3
ENGL 35	World Literature: 3500 BCE to 1650 CE	3
ENGL 36	World Literature: 1650 CE to Present	3
FREN 24	Introduction to French and Francophone Cultures	3
HIST 140	History of Early Civilizations	3
HIST 141	History of Modern Civilizations	3
Total Units: 18		

2. Japanese A.A. Degree

Current Status/Proposed Changes

Major Requirements

Units

JAPA 4	Intermediate Japanese II	4
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4-11 units from:

JAPA 1	Elementary Japanese I	4
JAPA 2	Elementary Japanese II	4
JAPA 3	Intermediate Japanese I	4
JAPA 21	Beginning Conversational Japanese	2
JAPA 22	Intermediate Conversational Japanese	2

a minimum of 3 units from:

ANTH 2	Introduction to Cultural Anthropology	3
ART 205B	History of Asian Art - China, Korea, and Japan	3
BUS 90	International Aspects of Business	3
BUS 91	International Marketing	3
ENGL 35	World Literature: 3500 BCE to 1650 CE	3
ENGL 36	World Literature: 1650 CE to Present	3
HIST 175	History of Asian Civilizations to 1600	3
HIST 176	History of Asian Civilizations from 1600 to the Present	3
JAPA 25	Cultural Aspects of the Japanese Language	3
PHIL 7 107	Philosophy of Religion	3
POLI 2	Introduction to Comparative Politics	3
POLI 10	Introduction to International Relations	3
Total Units: 18		

3. Spanish A.A. Degree
Current Status/Proposed Changes

Major Requirements		Units
SPAN 4	Intermediate Spanish II	4
4-11 units from:		
SPAN 1	Elementary Spanish I	4
SPAN 2	Elementary Spanish II	4
SPAN 3	Intermediate Spanish I	4
SPAN 5	Advanced Spanish I	3
SPAN 6	Advanced Spanish II	3
SPAN 21ab	Beginning Conversational Spanish	2
SPAN 22ab	Intermediate Conversational Spanish	2
SPAN 52A	Spanish for Native Speakers <u>I</u>	3 <u>4</u>
SPAN 52B	Spanish for Native Speakers <u>II</u>	3 <u>4</u>
a minimum of 3 units from:		
ANTH 7	Native Peoples of South America	3
ART 207	Art History of Mexico and Central and South America	3
BUS 90	International Aspects of Business	3
BUS 91	International Marketing	3
ENGL 42	Chicano and Latino Literature	3
ENGL 48	Modern Literature of Latin America	3
HIST 112	History of the Chicano in the United States	3
HIST 154	A History of Mexico	3
SPAN 24	Introduction to Spanish and Latin American Language and Cultures	3
Total Units: 18		

New Certificate

- English as a Second Language Certificate of Accomplishment
 The English as a Second Language program prepares students for college-level English courses and employment in English-speaking environments.
 By completing the certificate requirements, the student will gain proficiency in reading, writing, speaking, and understanding American English. Competency will be assessed by the student successfully meeting all the outcomes in the courses required by the certificate.

Certificate Requirements		Units
ESL 51C	Advanced Listening, Speaking, and Pronunciation	4
ESL 52C	Advanced Reading	4
ESL 53C	Advanced Essay Writing and Grammar	4
Total Units: 12		

Inactivate Courses

1. English 50RWA – Integrated Reading and Writing
2. Spanish 50 – Special Topics in Spanish

INDUSTRY AND TECHNOLOGY

CTE Two-Year Course Review; Nonsubstantive Changes

1. Automotive Collision Repair/Painting 2C – Automotive Refinishing Applications

CTE Two-Year Course Review; Changes in Catalog Description, Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

1. Administration of Justice 133 – Fingerprint Classification and Investigation

Current Status/Proposed Changes

~~Recommended Preparation: eligibility for English 84~~

This course covers the basic principles of fingerprints, including lifting, classification, and identification. The history of fingerprint, ~~Henry and Battley systems, and the legal aspects of~~ and scientific basis for fingerprints are studied in relation to current practices and procedures.

Recommendation

This course covers the basic principles of fingerprints, including lifting, classification, and identification. The history and scientific basis for fingerprints are studied in relation to current practices and procedures.

Change in Major; Course Requirements

1. Construction Technology Option A.S. Degree

Current Status/Proposed Changes

Major Requirements

Required Core: 18 units

CTEC 100	Building Fundamentals	4
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CTEC 110	Additions and Remodeling	4
CTEC 172	Residential Electrical Wiring	4
CTEC 180	Residential Plumbing	4
CTEC 200	General Cabinet Making	2

complete 16 units from:

ARCH 179	Design/Build Studio	4
CTEC 105	Residential Light Steel Framing	2
CTEC 121	Concrete and Formwork	4
CTEC 122	Rough Framing	4
CTEC 131	Roof Framing	4
CTEC 132	Stair Framing	4
CTEC 141	Interior Subcrafts	4
CTEC 142	Exterior Subcrafts	4
CTEC 150	Contract Estimating	3
CTEC 160	Business and Legal Aspects of Contracting	3
CTEC 201	Upper Residential Cabinets	2
CTEC 202	Base Residential Cabinets	2
CTEC 203	Dedicated Use Cabinets	2

Total Units: 34

Recommended Electives:

ARCH 150A - Architectural Drafting I

BUS 17 - Personal Finance

CIS 13 - Computer Information Systems

~~CTEC 95abd~~ - Cooperative Work Experience Education

2. Engineering Technology Option A.S. Degree

Current Status/Proposed Changes

Major Requirements		Units
Required Core: 26 units		
ETEC 10	Principles of Engineering Technology	3
or		
ETEC 10A	Principles of Engineering Technology I	1.5
and		
ETEC 10B	Principles of Engineering Technology II	1.5
ETEC 12	Introduction to Engineering Design	3
or		
ETEC 12A	Introduction to Engineering Design I	1.5
and		
ETEC 12B	Introduction to Engineering Design II	1.5

ETEC 14	Electronics for Engineering Technologists	3
or		
ETEC 14A	Electronics for Engineering Technologists I	1.5
and		
ETEC 14B	Electronics for Engineering Technologists II	1.5
ETEC 16	Computer Integrated Manufacturing	3
or		
ETEC 16A	Computer Integrated Manufacturing I	1.5
and		
ETEC 16B	Computer Integrated Manufacturing II	1.5
CHEM 1A	General Chemistry I	5
MATH 190	Single Variable Calculus and Analytic Geometry I	5
PHYS 2A	General Physics	4
two courses from: 3-7 units		
CIS 13	Introduction to Computers	3
ECHE 110	Introduction to Direct and Alternating Current Circuits	3
ENGR 1	Introduction to Engineering	2
ENGR 9	Engineering Mechanics - Statics	3
ETEC 18	Engineering Design and Development	3
or		
ETEC 18A	Engineering Design and Development I	1.5
and		
ETEC 18B	Engineering Design and Development II	1.5
MTT 101	Introduction to Conventional and CNC Machining	4
MTEC 70	Basic Robotics	2
MTEC 75	Integrated Robotic and Automated Technologies	3
or		
MTEC 75A	Integrated Robotic and Automated Technologies I	1.5
and		
MTEC 75B	Integrated Robotic and Automated Technologies II	1.5
<u>ETEC 15</u>	<u>Aerospace Engineering</u>	<u>3</u>
or		
<u>ETEC 15A</u>	<u>Aerospace Engineering I</u>	<u>1.5</u>
and		
<u>ETEC 15B</u>	<u>Aerospace Engineering II</u>	<u>1.5</u>
Total Units 29-33		

Change in Major; Course Requirements, Total Units

1. Engineering Technician Option A.S. Degree
Current Status/Proposed Changes

Major Requirements Units

Required Core: 16 units

ETEC 10	Principles of Engineering Technology	3
or		
ETEC 10A	Principles of Engineering Technology I	1.5
and		
ETEC 10B	Principles of Engineering Technology II	1.5
ETEC 12	Introduction to Engineering Design	3
or		
ETEC 12A	Introduction to Engineering Design I	1.5
and		
ETEC 12B	Introduction to Engineering Design II	1.5
ETEC 14	Electronics for Engineering Technologists	3
or		
ETEC 14A	Electronics for Engineering Technologists I	1.5
and		
ETEC 14B	Electronics for Engineering Technologists II	1.5
ETEC 16	Computer Integrated Manufacturing	3
or		
ETEC 16A	Computer Integrated Manufacturing I	1.5
and		
ETEC 16B	Computer Integrated Manufacturing II	1.5
MTT 101	Introduction to Conventional and CNC Machining	4
three courses from: 8-9 units <u>5-9 units</u>		
ETEC 18	Engineering Design and Development	3
or		
ETEC 18A	Engineering Design and Development I	1.5
and		
ETEC 18B	Engineering Design and Development II	1.5
MTT 16	General Metals	3
CADD 28	Parametric Three Dimensional (3D) Modeling and Assemblies	2
ECHE 22	Basic Electronic Fabrication	3
MTEC 70	Basic Robotics	2
MTEC 75	Integrated Robotic and Automated Technologies	3
or		
MTEC 75A	Integrated Robotic and Automated Technologies I	1.5
and		
MTEC 75B	Integrated Robotic and Automated Technologies II	1.5
WELD 15	Basic Welding for Allied Fields	3
<u>ETEC 15</u>	<u>Aerospace Engineering</u>	<u>3</u>

<u>or</u>		
<u>ETEC 15A</u>	<u>Aerospace Engineering I</u>	<u>1.5</u>
<u>and</u>		
<u>ETEC 15B</u>	<u>Aerospace Engineering II</u>	<u>1.5</u>
Total Units	24-25 <u>21-25</u>	

Change in Certificate; Course Requirements

1. Construction Technology Certificate of Achievement
Current Status/Proposed Changes

Certificate Requirements		Units
Required Core: 18 units		
CTEC 100	Building Fundamentals	4
CTEC 110	Additions and Remodeling	4
CTEC 172	Residential Electrical Wiring	4
CTEC 180	Residential Plumbing	4
CTEC 200	General Cabinet Making	2
complete 16 units from:		
ARCH 179	Design/Build Studio	4
CTEC 105	Residential Light Steel Framing	2
CTEC 121	Concrete and Formwork	4
CTEC 122	Rough Framing	4
CTEC 131	Roof Framing	4
CTEC 132	Stair Framing	4
CTEC 141	Interior Subcrafts	4
CTEC 142	Exterior Subcrafts	4
CTEC 150	Contract Estimating	3
CTEC 160	Business and Legal Aspects of Contracting	3
CTEC 95abcd	Cooperative Work Experience Education	(2 - 4)
CTEC 201	Upper Residential Cabinets	2
CTEC 202	Base Residential Cabinets	2
CTEC 203	Dedicated Use Cabinets	2
Total Units: 34		

Change in Certificate; Course Requirements, Total Units

1. Engineering Technician Certificate of Achievement
Current Status/Proposed Changes

Certificate Requirements**Units**

Required Core: 16 units

ETEC 10	Principles of Engineering Technology	3
or		
ETEC 10A	Principles of Engineering Technology I	1.5
and		
ETEC 10B	Principles of Engineering Technology II	1.5
ETEC 12	Introduction to Engineering Design	3
or		
ETEC 12A	Introduction to Engineering Design I	1.5
and		
ETEC 12B	Introduction to Engineering Design II	1.5
ETEC 14	Electronics for Engineering Technologists	3
or		
ETEC 14A	Electronics for Engineering Technologists I	1.5
and		
ETEC 14B	Electronics for Engineering Technologists II	1.5
ETEC 16	Computer Integrated Manufacturing	3
or		
ETEC 16A	Computer Integrated Manufacturing I	1.5
and		
ETEC 16B	Computer Integrated Manufacturing II	1.5
MTT 101	Introduction to Conventional and CNC Machining	4
three courses from: <u>5-9 units</u>		
ETEC 18	Engineering Design and Development	3
or		
ETEC 18A	Engineering Design and Development I	1.5
and		
ETEC 18B	Engineering Design and Development II	1.5
MTT 16	General Metals	3
CADD 28	Parametric Three Dimensional (3D) Modeling and Assemblies	2
ECHT 22	Basic Electronic Fabrication	3
MTEC 70	Basic Robotics	2
MTEC 75	Integrated Robotic and Automated Technologies	3
or		
MTEC 75A	Integrated Robotic and Automated Technologies I	1.5
and		
MTEC 75B	Integrated Robotic and Automated Technologies II	1.5
WELD 15	Basic Welding for Allied Fields	3

<u>ETEC 15</u>	<u>Aerospace Engineering</u>	<u>3</u>
or		
<u>ETEC 15A</u>	<u>Aerospace Engineering I</u>	<u>1.5</u>
and		
<u>ETEC 15B</u>	<u>Aerospace Engineering II</u>	<u>1.5</u>
Total Units 26-28	<u>21-25</u>	

2. Engineering Technology Certificate of Achievement
Current Status/Proposed Changes

Certificate Requirements		Units
Required Core: 26 units		
ETEC 10	Principles of Engineering Technology	3
or		
ETEC 10A	Principles of Engineering Technology I	1.5
and		
ETEC 10B	Principles of Engineering Technology II	1.5
ETEC 12	Introduction to Engineering Design	3
or		
ETEC 12A	Introduction to Engineering Design I	1.5
and		
ETEC 12B	Introduction to Engineering Design II	1.5
ETEC 14	Electronics for Engineering Technologists	3
or		
ETEC 14A	Electronics for Engineering Technologists I	1.5
and		
ETEC 14B	Electronics for Engineering Technologists II	1.5
ETEC 16	Computer Integrated Manufacturing	3
or		
ETEC 16A	Computer Integrated Manufacturing I	1.5
and		
ETEC 16B	Computer Integrated Manufacturing II	1.5
CHEM 1A	General Chemistry I	5
MATH 190	Single Variable Calculus and Analytic Geometry I	5
PHYS 2A	General Physics	4
two courses from: <u>3-7 units</u>		
CIS 13	Computer Information Systems	3
ECHT 110	Introduction to Direct and Alternating Current Circuits	3
ENGR 1	Introduction to Engineering	2
ENGR 9	Engineering Mechanics - Statics	3
ETEC 18	Engineering Design and Development	3

or		
ETEC 18A	Engineering Design and Development I	1.5
and		
ETEC 18B	Engineering Design and Development II	1.5
MTT 101	Introduction to Conventional and CNC Machining	4
MTEC 70	Basic Robotics	2
MTEC 75	Integrated Robotic and Automated Technologies	3
or		
MTEC 75A	Integrated Robotic and Automated Technologies I	1.5
and		
MTEC 75B	Integrated Robotic and Automated Technologies II	1.5
<u>ETEC 15</u>	<u>Aerospace Engineering</u>	<u>3</u>
or		
<u>ETEC 15A</u>	<u>Aerospace Engineering I</u>	<u>1.5</u>
and		
<u>ETEC 15B</u>	<u>Aerospace Engineering II</u>	<u>1.5</u>
Total Units 30-33 <u>29-33</u>		

Inactivate Course

1. Electronics and Computer Hardware Technology 64 – Electric Power Industry Safety

MATHEMATICAL SCIENCES

Inactivate Courses

1. Computer Science 50 – Special Topics in Computer Science
2. Mathematics 50 – Special Topics in Mathematics

NATURAL SCIENCES

Course Review; Nonsubstantive Changes

1. Biology 10 – Fundamentals of Biology

Course Review; Distance Education Review

1. Anatomy 32 – General Human Anatomy

Course Review; Change in Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

1. Geography 9 – Weather and Climate

Current Status/Proposed Changes

Recommended Preparation: ~~eligibility for English 84~~ 82

Recommendation

Recommended Preparation: English 82

Course Review; Distance Education Review, Changes in Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

1. Biology 15 – Environmental Aspects of Biology

Current Status/Proposed Changes

Recommended Preparation: ~~eligibility for English 84~~ 82

Recommendation

Recommended Preparation: English 82

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

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A. Destruction of Records	SCA 3
B. Grant – Application	SCA 3
C. Grant – Acceptance	SCA 4
D. Board Policy 3280 – Grants – First Reading	SCA 4, 7
E. Administrative Procedure 3280 – Grants – Information Item.....	SCA 4, 8
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G. Board Policy 5110 – Counseling – First Reading	SCA 4, 12
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I. Board Policy 5120 – Transfer Center – First Reading	SCA 5, 15
J. Administrative Procedure 5120 – Transfer Center – Information Item....	SCA 5, 16
K. Board Policy 5150 – Extended Opportunity Programs and Services – First Reading	SCA 5, 17
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M. Board Policy 5200 – Student Health Services – First Reading.....	SCA 5, 21
N. Board Policy 5210 – Communicable Disease – First reading.....	SCA 5, 22
O. Administrative Procedure 5210 – Communicable Disease – Information Item.....	SCA 5, 23

- P. Board Policy 5405.1 – Student Political Organizations – First Reading .. SCA 6, 24
- Q. Board Policy 5800 – Prevention of Identity Theft in Student Financial Transactions – First Reading SCA 6, 25
- R. Administrative Procedure 5800 – Prevention of Identity Theft in Student Financial Transactions – Item of Information..... SCA 6, 26

A. DESTRUCTION OF RECORDS

It is recommended that the Board of Trustees approve destruction of the following Placement Testing Records and Accompanying Materials for the year 2010 (January 1, 2010 through December 31, 2010). The records were maintained for the required retention period of four years. Reference: Title 5 California Code of Regulations. California Community Colleges. Article 2. Sections 59023-59026.

B. GRANT – APPLICATION

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

The California Wellness Foundation – Expanding Education and Employment Pathways, Increasing Educational Opportunities for Resilient Youth. El Camino College has proposed a Warrior Scholars Program with two primary objectives: (1) provide a student-focused program that will deliver customized services to meet the individual needs of current and former foster youths; (2) exist as a data-driven entity to demonstrate the need for programs and services aimed for foster youths. This program will provide foster youths with the services of case management; access to school supplies, uniforms, tools and equipment; mentoring and tutoring; remedial skill development in English and mathematics; transitional college programs and services; and the establishment of an on-campus center to serve as a one-stop-shop for foster youths.

Alexis Estwick, Administrator

Amount of Grant Funding from Granting Agency	\$204,000
Amount of College Match (in-kind)	\$ <u> -0- </u>
Total Amount of Grant	\$204,000
Source of Matching Funds:	N/A
Indirect Rate	\$ 0 (0%)
Performance Period:	June 1, 2016 through May 31, 2018

C. GRANT – ACCEPTANCE

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

California Community Colleges Chancellor’s Office Student Services and Special Programs – Historically Black Colleges and Universities (HBCU) Transfer Agreement Project – Augmentation – Amendment 1. The HBCU Transfer Agreement Project has been awarded an additional \$112,174 in addition to the original grant award of \$73,000. The total amount awarded for this grant is \$185,174. This grant is an augmentation of the first grant and the funds will be utilized to expand the number of statewide Transfer Admissions Agreements from nine to a total of 15 HBCUs.

Dipte Patel, Administrator

Amount of Grant Funding from Granting Agency	\$ 73,000
Additional Encumbered Amount from Agency	\$112,174
Matching Funds	<u>\$ 97,239</u>
Total Amount of Grant	\$282,413
Indirect Rate	\$7,122 (4%)
Performance Period:	July 1, 2015 through June 30, 2016

D. BOARD POLICY 3280 – GRANTS – FIRST READING

It is recommended that the Board accept for first reading Board Policy 3280 as shown.

E. ADMINISTRATIVE PROCEDURE 3280 – GRANTS – INFORMATION ITEM

Administrative Procedure 3280 is presented for informational purposes only.

F. ADMINISTRATIVE PROCEDURE 5013 – STUDENTS IN THE MILITARY

Administrative Procedure 5013 is presented for informational purposes only.

G. BOARD POLICY 5110 – COUNSELING – FIRST READING

It is recommended that the Board accept for first reading Board Policy 5110 as shown.

H. ADMINISTRATIVE PROCEDURE 5110 – COUNSELING

Administrative Procedure 5110 is presented for informational purpose only.

I. BOARD POLICY 5120 – TRANSFER CENTER – FIRST READING

It is recommended that the Board accept for first reading Board Policy 5120 as shown.

J. ADMINISTRATIVE PROCEDURE 5120 – TRANSFER CENTER – INFORMATION ITEM

Administrative Procedure 5120 is presented for informational purposes only.

K. BOARD POLICY 5150 – EXTENDED OPPORTUNITY PROGRAMS AND SERVICES – FIRST READING

It is recommended that the Board accept for first reading Board Policy 5150 as shown.

L. ADMINISTRATIVE PROCEDURE 5150 – EXTENDED OPPORTUNITY PROGRAMS AND SERVICES – INFORMATION ITEM

Administrative Procedure 5150 is presented for informational purposes only.

M. BOARD POLICY 5200 – STUDENT HEALTH SERVICES – FIRST READING

It is recommended that the Board accept for first reading Board Policy 5200 as shown.

N. BOARD POLICY 5210 – COMMUNICABLE DISEASE– FIRST READING

It is recommended that the Board accept for first reading Board Policy 5210 as shown.

O. ADMINISTRATIVE PROCEDURE 5210 – COMMUNICABLE DISEASE – INFORMATION ITEM

Administrative Procedure 5210 is presented for informational purposes only.

P. BOARD POLICY 5405.1 – STUDENT POLITICAL ORGANIZATIONS – FIRST READING

It is recommended that the Board accept for first reading deletion of Board Policy 5405.1 as shown.

Q. BOARD POLICY 5800 – PREVENTION OF IDENTITY THEFT IN STUDENT FINANCIAL TRANSACTIONS – FIRST READING

It is recommended that the Board accept for first reading Board Policy 5800 as shown.

R. ADMINISTRATIVE PROCEDURE 5800 – PREVENTION OF IDENTITY THEFT IN STUDENT FINANCIAL TRANSACTIONS – INFORMATION ITEM

Administrative Procedure 5800 is presented for informational purposes only.

Board Policy 3280

Grants

The Board will be informed about all grant applications made and grants received by the District.

The Superintendent/President shall establish procedures to assure timely application and processing of grant applications and funds, and that the grants that are applied for directly support the mission and purposes of the District.

Reference: Education Code Section 70902

Replaces Board Policy 3580

El Camino College
Adopted: 4/16/01
Amended:

Establish criteria for grant applications

1. Only current employees of the District may initiate approval of a grant application through the Grant Approval Form.
2. Proposed grant projects must directly support the purposes of the District (as outlined in Board Policy 1200).
3. All proposed grant applications must have approval from the President's Cabinet prior to submission (with the exception of the exclusively grant supported Economic & Workforce Development Programs).

Identify required approvals

1. All employees must complete a Grant Approval Form (available for download here: www.elcamino.edu/administration/grants)
2. Grant Approval Forms are submitted to the relevant area's Dean and Vice President for signature/approval, then forwarded to the President's Cabinet for review and/or signature/approval

Assure timely application for, and processing of, grant applications and funds

1. Once a proposed project's Grant Approval Form is approved by Cabinet, relevant area staff will coordinate with the District's Grants Development & Management office to create a development plan and timeline for submission of the grant application
2. After a grant is awarded, the primary individual responsible for management of the project will be the designated Project Director, coordinated with the District's Grants Development & Management office
3. Project Directors will coordinate with their assigned Accountant and the Accounting office for budgeting matters, as well as other District divisions/departments as needed (e.g. Facilities, Fiscal Services, Human Resources, Information Technology Services, Institutional Research & Planning, Public Relations & Marketing)

Reference:

Education Code Section 70902
November 16, 2015

NEW

Administrative Procedure 5013

Students in the Military

I. Residence Determinations for Military Personnel & Dependents

A. Members of the Armed Forces

A student who is a member of the armed forces of the United States stationed in California on active duty, except a member of the armed forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification. Such student shall retain resident classification in the event that the member of the armed forces is thereafter transferred on military orders to a place outside of California or thereafter retires from active duty, so long as the student remains continuously enrolled in the District.

B. Dependents: Spouse and Children

An undergraduate student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification. Such student shall retain resident classification if he/she is thereafter transferred on military orders to a place outside of California, so long as the student remains continuously enrolled in the District.

C. Timeframe of Discharge

A veteran who was discharged or released from at least 90 days of active service less than three years before the date of enrollment in a course commencing on or after July 1, 2015, and his/her dependents, regardless of the veteran's state of residence is entitled to resident classification. Resident classification shall also apply to veteran's dependents.

D. Civil Service Employee

A parent who is a federal civil service employee and his/her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.

E. Evidence of Assignment

A student claiming the residence classifications provided for in this procedure must provide a statement from the student's commanding officer or personnel officer providing evidence of the date of the assignment to California, and that the assignment to active duty in California is not for educational purposes. A student claiming the residence classifications provided for here for the dependent of military personnel shall provide a statement from the military person's commanding officer or personnel officer that the military person's duty station is in California on active duty as of the residence determination date, or has been transferred outside of California on active duty after the residence determination date, or that the military person has retired from active duty after the residence determination date. (Title 5 Sections 54041 and 54042)

II. Military Nonresident Tuition Exemption

A. Active Duty Nonresident Exemption

A Nonresident member of the Armed Forces of the United States stationed in California on active duty (except those assigned for education purposes to state-supported institutions of higher education) and their eligible dependents are exempt from paying nonresident tuition until they are no longer stationed in California or discharged from their military service.

B. Discharged Member of the Armed Forces Nonresident Exemption

A nonresident member of the Armed Forces of the United States stationed in California on active duty for more than one year immediately prior to being discharged shall be exempt from paying nonresident tuition for up to one year (The one-year exemption shall be used by the student within two years of being discharged) if he or she files an affidavit stating that he or she intends to establish residency in California as soon as possible.

C. Use or Intent to Use GI Bill Education Benefits

A student or prospective student and their eligible dependents using, or is intending to use, "GI Bill education benefits" shall be exempt from paying nonresident tuition while enrolled as a student.

D. Dishonorable or Bad Conduct Discharge

A former member of the Armed Forces of the United States who received a dishonorable or bad conduct discharge shall not be eligible for any exemption.

III. Withdrawal Policies for Members of the Military

A. Military Orders Compelling Withdrawal from Courses

A student who is a member of an active or reserve United States military service and who receives orders compelling a withdrawal from courses shall be permitted to withdraw upon verification of such orders. A withdrawal symbol may be assigned which may be a “W” or a “MW.”

B. Progress Probation, Dismissal, “FW” Grade

Military withdrawal shall not be counted in progress probation, dismissal calculations, or in calculating the permitted number of withdrawals. In no case may a military withdrawal result in a student being assigned an “FW” grade.

C. Full Refund of Tuition and Fees

Students who are required to report to military duty are entitled to a full refund of fees.

References:

Education Code Sections 68074, 68075, and 68075.5;
Title 5 Sections 55023, 55024 54041, 54042, 54050, and 58620
Military and Veterans Code Section 824

November 16, 2015

Board Policy 5110

COUNSELING

Counseling services are an essential part of the educational mission of the District. Through the educational planning process, counseling shall be required for all first-time students enrolled in more than six units, and students on academic or progress probation. The Superintendent/President shall assure the provision of counseling services including academic, career, and personal counseling that is related to the student's education.

Reference:

Education Code Section 72620 Title 5,
Section 51018

El Camino College
Adopted: May 20, 2002
Amended:

NEW
Administrative Procedure 5110

Counseling

1. The counseling services available in the District's counseling program include at least the following:
 - A. Educational Planning Process
 - I. Academic counseling to assess student readiness, goals, and skill levels.
 - II. Career counseling to provide guidance to students in assessing interests, personality, values, skills, and career readiness for majors and current and future employment trends.
 - III. Personal counseling to assess personal, family, employment and other social concerns that may pertain to strengthening student success.
 - IV. Coordination with other student and academic support services and instructional resources to enhance student success, including but not limited to programs for students with special needs, veterans, foster youth, skills testing programs, financial assistance programs, tutoring and Supplemental Instruction.
 - B. Development of a Student Educational Plan (SEP) to assist students in preparing for career, transfer, or associate degree readiness that reinforces academic support services, goal attainment, and skill development.
2. Confidentiality of Counseling Information
Information of a personal nature disclosed by a student 12 years of age or older in the process of receiving counseling from a counselor is confidential, and shall not become part of the student record without the written consent of the person who disclosed the confidential information. However, the information shall be disclosed when permitted by applicable law, including but not limited to disclosure as necessary to report child abuse or neglect; reporting to the Superintendent/President or designee when the counselor has reason to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or other persons living in the college community; reporting information to the Superintendent/President or designee as necessary when the student indicates that a crime involving the likelihood of personal injury or significant or substantial property loss(es) will or has been committed; reporting information to one or more persons specified in a written waiver by the student.
3. Counseling services and procedures shall be reviewed at least every four years to assure quality, efficiency, and accountability.

4. Members of the counseling staff shall be assigned specific times to counsel students directly and to participate in other approved District functions.
5. To the extent feasible, the District will provide all students, regardless of their class attendance schedules, the opportunity to use comparable counseling services.
6. Appointments
 - A. Counseling appointment times may be adjusted based on student demand. During periods of high demand, alternative modes of delivery such as group, walk-in, and classes may be used in lieu of individual appointments.
 - B. During registration and other periods of high demand, priority for appointments may be given to fully matriculated students, new students, or students at risk.
 - C. Students who miss three consecutive scheduled appointments without canceling will be denied appointment privileges for the remainder of the term. Such students may participate in walk-in counseling during this period.
7. In order to help assure student success, mandatory interventions in the form of workshops, classes, and/or individual counseling sessions will be designed for high-risk students. Students failing to comply with these mandates may be subject to a loss of registration priority or other penalties imposed by the District.
8. Employees other than counselors may participate in an organized advisory program provided they are supervised by a District counselor or a College administrator assigned to that general function.

References:

Education Code Sections 72620 and 72621;
Title 5 Section 51018

November 16, 2015

NEW
Board Policy 5120

TRANSFER CENTER

The El Camino Community College District shall recognize transfer as one of its primary missions. The Transfer Center shall be committed to the development of activities and services that identify and increase the number of students who choose to transfer and are prepared to transfer, and shall monitor the effectiveness of those services.

Reference:

Title 5, Section 51027

El Camino College
Adopted: May 20, 2002
Amended:

NEW

Administrative Procedure 5120

Transfer Center

The District has a transfer center plan that complies with the requirements of Title 5. The plan identifies appropriate target student populations and is designed to increase the transfer applications of underrepresented students among transfer students.

1. The Transfer Center plan is designed to increase knowledge of transfer requirements and improve transfer preparedness among current, prospective and underrepresented students. The institution's student learning outcomes are incorporated in the Center's services and programs: counseling and advisement, transfer admission guarantee programs, meetings with representatives from regionally accredited baccalaureate level institutions, orientations, transfer-related workshops, and campus tours to universities.
2. The Transfer Center serves as the focal point of transfer activities and maintains resources to facilitate the transition from the College to baccalaureate level institutions. It contains a library of transfer-related materials, computers for student use and a counseling and advisement area. In addition to the many publications that are available electronically and in hard copy format, the Center also maintains an extensive website of transfer-related resources.
3. Transfer Center staff develops, implement and direct transfer-related services, programs, and activities.
4. District personnel, university representatives and students serve on an advisory committee and meet periodically to review programs and services.
5. Annual reports and strategic plans are prepared. A report to the California Community Colleges Chancellor's Office is submitted annually. Periodic surveys are conducted with students and staff and results are evaluated for planning purposes.
6. Transfer path requirements for each articulated baccalaureate major are available on the Transfer Center website and by consulting with counselors, advisors, and university representatives.

References:

Education Code Sections 66720-66744;
Title 5 Section 51027

November 16, 2016

Board Policy 5150

Extended Opportunity Programs and Services

Support services and programs that are in addition to the traditional student services programs shall be provided in order to assist students who have language, social, and economic disadvantages to succeed academically in the District.

The Extended Opportunity Programs and Services (EOP&S) is established to provide services that may include, but are not limited to, outreach, recruitment, orientation, assessment, tutorial services, counseling and advising, and financial aid.

The Superintendent/President or designee shall assure that the EOP&S program conforms to all requirements established by the relevant law and regulations.

References:

Education Code Sections 69640-69656;
Title 5 Sections 56200 et seq.

El Camino College
Adopted: January 22, 2002
Amended:

NEW

Administrative Procedure 5150

**Extended Opportunity
Programs and Services**

El Camino College is committed to supporting students' mastery of basic skills and to providing programs and services that foster student success. The College shall provide support services and programs that are over, above, and in addition to the traditional student services and programs of the College in order to assist socioeconomically and educationally disadvantaged students succeed in achieving their educational goals.

The Extended Opportunity Programs and Services (EOPS) is charged to recruit and retain college students to help prepare them to transfer to a four year university or complete an associate degree or vocational certificate in order to acquire meaningful employment as a result of their educational experience at the College.

EOPS shall be provided by a certificated director, instructors and counselors, and other support staff employed by the governing board of the district. All staff funded by EOPS who are not supervised by the EOPS Director shall be accountable to the EOPS Director for services rendered to EOPS students pursuant to the approved EOPS program plan. The EOPS Plan includes program goals that support College goals, planned objectives and supporting activities, annual budget, and evaluation of prior year outcomes related to program standards.

Led by a full-time director, the EOPS program is held accountable by an EOPS advisory committee that ensures compliance with California Education Code and California Administrative Code Title 5. Periodic reviews and evaluations of the programs and services are to be conducted accompanied by the submission of related reports reflecting accurate data collection. The EOPS program creates and maintains documentation on all student participants in adherence to state law and implementing guidelines. Student records are kept electronically using District software and paper-based for auditing purposes. The EOPS program works with the District's Information Technology Services and the Office of Institutional Research & Planning to collect data required by the Chancellor's Office on an annual basis including, but not limited to, Management Information System (MIS) and EOPS Program Plan.

To receive programs and services authorized by this chapter, a student must: (a) be a resident of California pursuant to the provisions of Part 41 commencing with Section 68000 of the Education Code; (b) be enrolled full-time when accepted into the EOPS Program. The EOPS Director may authorize up to 10% of EOPS students accepted to be enrolled for 9 units; (c) not have completed more than 70 units of degree applicable credit

course work in any combination of post secondary higher education institutions; (d) qualify to receive a Board of Governors Grant pursuant to Section 58620 (1) or (2); and (e) be educationally disadvantaged as determined by the EOPS Director or designee. In making that determination, the EOPS Director shall consider one or more of the following factors:

1. Not qualified at the college of attendance for enrollment into the minimum level English or mathematics course that is applicable to the associate degree;
2. Not have graduated from high school or obtained the General Education Diploma (G.E.D.);
3. Graduated from high school with a grade point average below 2.50 on a 4.00 scale;
4. Been previously enrolled in remedial education; and
5. Other factors set forth in the District's submitted to the Chancellor's Office pursuant to Section 56270 of this part.

Academic and financial support services shall include, but are not limited to, counseling, advising, cognitive and non-cognitive assessment, orientation services, registration assistance, seminars, tutorial assistance services, child care referrals, recruitment, retention services, outreach services, basic skills instruction, career employment services, direct financial aid, multicultural activities, transfer services, vocational guidance and transportation assistance.

To remain eligible to receive programs and services, students shall: (a) apply for state and/or federal financial aid pursuant to the applicable rules and procedures of the college of attendance; (b) maintain academic progress toward a certificate, associate degree, or transfer goal pursuant to the academic standards established by the college of attendance applicable to all credit enrolled students; (c) file an initial EOPS contract for programs and services; (d) within two months of acceptance into the EOPS program, provide income documentation from state or federal income tax forms, or public assistance documentation pursuant to Section 58620 (2) of this part, or other documentation as required for financial aid by the college of attendance.

Each college receiving EOPS funds shall provide access services to identify EOPS eligible students and facilitate their enrollment in the College. Access services shall include at minimum: (a) outreach and recruitment to increase the number of potential EOPS eligible students who enroll at the College; (b) orientation to familiarize EOPS eligible students with: the location and function of college and EOPS programs and services; the College Catalog, application, and registration process, with emphasis on

academic and grading standards, college terminology (e.g., grade point, units), course add and drop procedures and related rules; financial aid application procedures; and transfer procedures to four-year institutions; (c) registration assistance for priority enrollment pursuant to Section 58108 of this Part.

Financial assistance in the form of EOPS grants and work study shall be awarded in accordance with the provisions of this Article to EOPS eligible students for the purpose of reducing potential student loan indebtedness, or to reduce unmet financial need, after Pell grants and other state, federal, or institutional financial aid has been awarded to the student. EOPS grants are awarded to eligible students on a first come, first served basis contingent on program funding.

The EOPS plan shall incorporate the priorities of this Section in the order presented when serving students from among those who are eligible pursuant to Section 56220. The purpose of these priorities is to ensure that colleges strive to achieve and maintain a racial, ethnic, and gender composition among income eligible students served which matches the racial, ethnic, and gender composition by income group of eighteen years and above who reside in the College service area. The EOPS program shall provide over, above and in addition to services than what is already being provided by the College.

The College shall participate annually in an evaluation of the effectiveness of the program which shall be conducted by the Chancellor's Office. The annual evaluation may include on-site operational review, audits, and measurements of student success in achieving their educational objectives.

References:

Education Code Sections 69640-69656;
Title 5 Sections 56200 et seq.

November 16, 2015

Board Policy 5200

STUDENT HEALTH SERVICES

Student health services shall be provided in order to contribute to the educational aims of students by promoting physical and emotional well-being through health oriented programs and services. The scope of health programs and services, including proper confidentiality practices, shall be sufficiently broad to meet the health care needs of the student body. Title 5, Section 54708 specifies allowable expenses of student health fees.
Reference: Education Code Section 76401 and Title 5, Sections 54702, 54708

El Camino College
Adopted: May 20, 2002
Amended:

No Changes Recommended

Board Policy 5210

COMMUNICABLE DISEASE

The Superintendent/President shall assure that procedures necessary to assure cooperation with local public health officials in measures necessary for the prevention and control of communicable diseases in students are established.

Reference: Education Code Section 76403

Replaces Board Policy 3606

El Camino College
Adopted: May 20, 2002
Board Review:

NEW

Administrative Procedure 5210

Communicable Disease

The District shall comply with all state and federally mandated health requirements relative to infectious disease, including:

1. Cooperation with local health officers in measures necessary for the prevention and control of communicable disease in students and
2. Compliance with any immunization programs required by State Department of Health Services regulations.

The Student Health Center provides:

1. Health education and intervention for communicable disease prevention, including disease reporting to the Los Angeles County Office of Public Health.
2. Standard immunizations required and/or recommended for the prevention of communicable diseases.

References:

Education Code Section 76403

November 16, 2015

Recommend - Deletion

~~BOARD POLICY 5405.1~~ ————— ~~Student Political Organizations~~

~~Education Code Section 25512 (changed to 76067), Student Political Organization Activity:~~

~~“Any student political organization which is affiliated with the official youth division of any political party that is on the ballot of the State of California may hold meetings on a community college campus and may distribute bulletins and circulars concerning its meetings, provided that there is no endorsement of such organization by the school authorities and no interference with the regular educational program of the school.”~~

~~The following rules and regulations are to be followed:~~

~~Student political organizations shall be regulated by Board Policy 5132. (Changed to 5401 on 5/16/05.)~~

~~There shall be no collection on campus of funds for off campus political campaigns or for the benefit of specific candidates or issues.~~

~~No person or persons may be excluded from membership because of race, religion, sex, or national origin.~~

~~Previous Board Policy Number: 5136~~

~~El Camino College
Adopted: 8/27/62
Amended: 9/14/70~~

NEW

Board Policy 5800

**Prevention of Identity Theft in Student
Financial Transactions**

The College is required to provide for the identification, detection, and response to patterns, practices, or specific activities (“Red Flags”) that could indicate identity theft of students when the College serves as a creditor in relation to its students. When applicable, the Superintendent/President or designee is directed to develop procedures to implement an Identity Theft Prevention Program (ITPP) to control reasonably foreseeable risks to students from identity theft.

Reference:

15 U.S. Code Section 1681m(e);

Fair and Accurate Credit Transactions Act (FACT Act or FACTA)

El Camino College
Adopted:

NEW

Administrative Procedure 5800

**Prevention of Identity Theft in
Student Financial Transaction**

I. The Purpose of the Identity Theft Prevention Program

The purpose of this Identity Theft Prevention Program (ITPP) is to control reasonably foreseeable risks to students from identity theft, by providing for the identification, detection, and response to patterns, practices, or specific activities (“Red Flags”) that could indicate identity theft.

II. Definitions

- a) “Identity theft” is a fraud attempted or committed using identifying information of another person without authority.
- b) A “creditor” includes government entities that defer payment for goods, issued loans, or issued student debit cards. Government entities that defer payment for services provided are not considered creditors for purposes of this ITPP.
- c) “Deferring payments” refers to postponing payments to a future date and/or installment payments on fines or costs.
- d) A “covered account” includes one that involves multiple payments or transactions.
- e) “Person” means any individual who is receiving goods, receives a loan, and/or is issued a debit card from the College and is making payments on a deferred basis for said goods, loan, and/or debit card.
- f) Detection or discovery of a “Red Flag” implicates the need to take action under this ITPP to help prevent, detect, and correct identity theft.

III. Detecting “Red Flags” for Potential Identity Theft

Risk Factors for Identifying “Red Flags”

The College will consider the following factors in identifying relevant “Red Flags:”

- a) The types of covered accounts the College offers or maintains;
 - b) The methods the College provides to open the College’s covered accounts;
 - c) The methods the College provides to access the College’s covered accounts;
- and

- d) The College's previous experience(s) with identity theft.

Sources of "Red Flags"

The College will continue to incorporate relevant "Red Flags" into this ITPP from the following sources:

- a) Incidents of identity theft that the College has experienced;
- b) Methods of identity theft that the College identifies that reflects changes in identity theft risks; and
- c) Guidance from the College's supervisors who identify changes in identity theft risks.

Categories of "Red Flags"

The following Red Flags including alerts, notifications, or warnings from a Consumer Reporting Agency have been identified for the College's covered accounts:

- a) A fraud or active duty alert is included with a consumer report the College receives as part of a background check.
- b) A consumer reporting agency provides a notice of credit freeze in response to a request for a consumer report.
- c) A consumer reporting agency provides a notice of address discrepancy. An address discrepancy occurs when an address provided by a student substantially differs from the one the credit reporting agency has on file. See Section (V)(9) for specific steps that must be taken to address this situation.
- d) A consumer report indicates a pattern of activity that is inconsistent with the history and usual pattern of activity of an applicant; such as:
 - i. A recent and significant increase in the volume of inquiries;
 - ii. An unusual number of recently established credit relationships;
 - iii. A material change in the use of credit, especially with respect to recently established credit relationships; or
 - iv. An account that was closed for cause or identified for abuse of account privileges by a creditor or financial institution.

Suspicious Documents

- a) Documents provided for identification appear to have been forged or altered.
- b) The photograph or physical description on the identification is not consistent with the appearance of the applicant or customer presenting the identification.

- c) Other information on the identification is not consistent with information provided by the person opening a new covered account or customer presenting the identification.
- d) Other information on the identification is not consistent with readily accessible information that is on file with the College, such as a signature card or a recent check.
- e) An application appears to have been altered or forged, or gives the appearance of having been destroyed or reassembled.

Suspicious Personally Identifying Information

- a) Personal identifying information provided is inconsistent when compared against external information sources used by the College.

For example:

- i. The address does not match any address in the consumer report; or
 - ii. The Social Security Number (SSN) has not been issued, or is listed on the Social Security Administration's Death Master File.
- b) Personal identifying information provided by a person is not consistent with other personal identifying information provided by the person. For example, there is a lack of correlation between the SSN range and date of birth.
- c) Personal identifying information is associated with known fraudulent activity as indicated by internal or third-party sources use by the College.

For example:

- i. The address on an application is the same as the address provided on a fraudulent application; or
 - ii. The telephone number on an application is the same as the telephone number provided on a fraudulent application.
- d) Personal identifying information provided is of a type commonly associated with fraudulent activity as indicated by internal or third-party sources used by the College.

For example:

- i. The address on the application is fictitious, a mail drop, or a prison; or
 - ii. The telephone number is invalid, or is associated with a pager or answering service.

- e) The SSN provided is the same as that submitted by other persons currently being served by the College.
- f) The address or telephone number provided is the same or similar to the account number or telephone number submitted by an unusually large number of other persons being served by the College.
- g) The person opening the covered account fails to provide all required personal identifying information on an application or in response to notification that the application is incomplete.
- h) Personal identifying information provided is not consistent with personal identifying information that is on file with the College.
- i) The person opening the covered account cannot provide authenticating information beyond that which generally would be available from a wallet or consumer report.

Unusual Use Of – Or Suspicious Activity Relating To – A Covered Account:

- a) A new covered account is used in a manner that is commonly associated with known patterns of fraud patterns. For example, a person makes a first payment, but there are no subsequent payments made.
- b) A covered account is used in a manner that is not consistent with established patterns of activity on the account.

For example, there is:

- i. Nonpayment when there is no history of late or missed payments; or
 - ii. A material change in electronic fund transfer patterns in connection with a payment.
- c) A covered account that has been inactive for a reasonably lengthy period of time is suddenly used or active.
 - d) Mail sent to the person holding the covered account is returned repeatedly as undeliverable although transactions continue to be conducted in connection with the person's covered account.
 - e) The College is notified that the person is not receiving paper account statements.
 - f) The College is notified of unauthorized transactions in connection with a person's covered account.

Notices From Customers/Persons, Victims of Identity Theft, Law Enforcement Authorities, or Other Businesses About Possible Identity Theft in Connection with Covered Accounts:

- a) The College is notified by a person with a covered account, a victim of identity theft, a law enforcement authority, or any other person, that it has opened a fraudulent account for a person engaged in identity theft.

IV. Measures to Detect “Red Flags”

The College shall do the following to aid in the detection of “Red Flags:”

- a) When a new covered account is open, the College shall obtain identifying information about, and information verifying the identity of, the student or other person seeking to open a covered account. Two forms of identification shall be obtained (at least one of which must be photo identification).

The following are examples of the types of valid identification that a person may provide to verify the identity of the person seeking to open the covered account: valid state-issued driver’s license, valid state-issued identification card, current passport, a Social Security Card, current residential lease, or copy of a deed to the person’s home or invoice/statement for property taxes.

- a) Persons with covered accounts who request a change in their personal information on file, such as a change of address, will have the requested changes verified by the College.

The person shall provide at least one written form of verification reflecting the requested changes to the personal information. For example, if an address change is requested, then documentation evidencing the new address shall be obtained. If a telephone number change is requested, then documentation evidencing the new telephone number, such as a telephone bill, shall be obtained.

V. Preventing and Mitigating Identity Theft

One or more of the following measures, as deemed appropriate under the particular circumstances, shall be implemented to respond to “Red Flags” that are detected:

- a) Monitor the covered account for evidence of identity theft;
- b) Contact the person who holds the covered account;
- c) Change any passwords, security codes, or other security devices that permit access to a covered account;
- d) Reopen the covered account with a new account number;
- e) Not open a new covered account for the person;
- f) Close an existing covered account;
- g) Not attempt to collect on a covered account or not sell a covered account to a debt collector;
- h) Notifying law enforcement;

- i) Where a consumer reporting agency provides an address for a consumer that substantially differs from the address that the consumer provided, the College shall take the necessary steps to for a reasonable belief that the College knows the identity of the person for whom the College obtained a credit report, and reconcile the address of the consumer with the credit reporting agency, if the College establishes a continuing relationship with the consumer, and regularly, and in the course of business, provides information to the credit reporting agency; or
- j) Determine that no response is warranted under the particular circumstances.

VI. Updating the ITPP

The College shall update this ITPP on an annual basis to reflect changes in risks to persons with covered accounts, and/or to reflect changes in risks to the safety and soundness of the College from identity theft, based on the following factors:

- a) The experiences of the College with identity theft;
- b) Changes in methods of identity theft;
- c) Changes in methods to detect, prevent, and mitigate identity theft;
- d) Changes in the types of covered accounts that the College maintains; or
- e) Changes in the business arrangements of the College, including service provider arrangements.

VII. Methods for Administering the ITPP

Oversight of the ITPP by the College's Superintendent/President or designee shall include:

- a) Assigning specific responsibility for the ITPP's implementation;
- b) Reviewing reports prepared by the staff regarding compliance of the ITPP; and
- c) Approving material changes to the ITPP as necessary to address changing identity theft risks.

VIII. Reports

- a) In General. Staff responsible for the development, implementation, and administration of this ITPP shall report to the Board of Trustees on an annual basis.
- b) Contents of Report. The report shall address material matters to the ITPP and evaluate the following issues: the effectiveness of the policies and procedures in addressing the risk of identity theft in connection with opening new covered accounts and with respect to existing covered accounts; service provider

- arrangements; significant incidents involving identity theft and management's response; and recommendations for material changes to the ITPP.
- c) Oversight of Service Provider Arrangements. Whenever the College engages a service provider to perform an activity in connection with one or more covered accounts the College shall take steps to ensure that the activity of the service provider is conducted in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft. To that end, the College shall require our service contractors, by contract, to have policies and procedures to detect relevant "Red Flags" that may arise in the performance of the service provider's activities, and either report the "Red Flags" to the College, or to take appropriate steps to prevent or mitigate identity theft.

Reference:

15 U.S. Code Section 1681m(e);
Fair and Accurate Credit Transactions Act (FACT Act or FACTA)

November 16, 2015

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

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A. CONTRACTS UNDER \$86,000

It is recommended the Board of Trustees, in accordance with Board Policy 6340, 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:** **ALLFAST FASTENING SYSTEMS, INC.**
Services: Contractor will receive business skills, computer skills and continuous improvement training, beginning with a Frontline Leadership class.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 10/7/15 – 5/3/17
Financial Terms: Projected gross income \$50,000
Funded by Employment Training Panel (ETP) ET15-0427
- 2. Contractor:** **CALIFORNIA STATE UNIVERSITY LONG BEACH**
Services: El Camino College Athletics trainers will provide clinical education for students enrolled in California State University Long Beach Athletic Training Program.
Requesting Dept.: Academic Affairs – Health Sciences and Athletics
Date(s): 11/17/15 – 9/30/20
Financial Terms: No cost to the District
- 3. Contractor:** **FEDERAL BUREAU OF PRISONS, METROPOLITAN DETENTION CENTER LOS ANGELES**
Services: Contractor's inmates will receive Blueprint for Workplace Success training sessions administered by the District.
Requesting Dept.: Student and Community Advancement – Community Advancement – Workplace Learning Resource Center
Date(s): 10/13/15 – 11/30/15
Financial Terms: Projected gross income \$2,040

4. **Contractor:** **POLYPEPTIDE LABORATORIES, INC.**
Services: Contractor will receive business skills, computer skills and continuous improvement training, beginning with a Frontline Leadership class.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 10/22/15 – 5/3/17
Financial Terms: Projected gross income \$50,000
 Funded by ETP (ET15-0427)
5. **Contractor:** **TL MACHINE, INC.**
Services: Contractor will receive business skills, computer skills and continuous improvement training, beginning with a Frontline Leadership class.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 10/9/15 – 5/3/17
Financial Terms: Projected gross income \$50,000
 Funded by ETP (ET15-0427)

b. Services Received by District or Its Designee:

1. **Contractor:** **ACCESS AMERICAN EDUCATION (VIETNAM); GEOS TORONTO (CANADA)**
Services: Contractor will recruit F-1 Visa Students for ECC.
Requesting Dept.: Student and Community Advancement – Admissions and Records – International Student Program
Date(s): 11/16/15 (Effective upon Board approval and continuing month-to-month up to but not exceeding five years)
Financial Terms: The fee shall be \$250 per student per consecutive semester cycle completed, not to exceed \$500 per student. If applicable, a fee for high-volume admissions at the end of a two consecutive semester cycle will be paid in addition to the regular fee.
2. **Contractor:** **CERRITOS COLLEGE FOUNDATION**
Services: Contractor will provide support services for ECC's ETP agreements.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 10/19/15 – 6/30/16

Financial Terms: Cost not to exceed \$25,000
Funded by ETP agreements ET15-0427 and ET16-0802

- 3. Contractor:** **DESIMONE ENGINEERING**
Services: Contractor will provide training in Certified Quality Engineering for Northrop Grumman.
Requesting Dept.: Student and Community Advancement – Community Advancement – Center for Applied Competitive Technologies (CACT)
Date(s): 11/1/15 – 12/31/15
Financial Terms: Cost not to exceed \$4,850
Funded by Northrop Grumman
- 4. Contractor:** **GOURMET BLENDS CORP.**
Services: Contractor will provide part-time work activity opportunity to CalWORKs students to work in sales.
Requesting Dept.: Student and Community Advancement – Student Support Services – CalWORKs
Date(s): 11/16/15 – 6/30/16
Financial Terms: No cost to the District
- 5. Contractor:** **LONG BEACH COMMUNITY COLLEGE DISTRICT**
Services: Contractor will provide Advanced Technology and Commercial Skills training per the ETP Core Programs training, using ECC’s ETP funds.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 9/23/15 – 9/7/17
Financial Terms: Cost not to exceed \$85,000
Funded by ETP (ET16-0802)
- 6. Contractor:** **PRIMA MEDICAL WASTE MANAGEMENT**
Services: Contractor will provide Blood Borne Pathogen training for all Medical Assistant students, as well as medical waste disposal as generated from the Medical Assistant job training classes.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 11/17/15 – 11/17/16 with four optional one-year renewal periods, not to exceed five years
Financial Terms: Cost not to exceed \$3,000 per year

- Funded by Contract and Community Education
7. **Contractor:** **RANCHO SANTIAGO COLLEGE**
Services: Contractor will partner with Information Technology/Digital Media Sector to develop marketing materials to recruit students for the Computer Retail Sales and Support Certificate programs.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 10/20/15 – 6/30/16
Financial Terms: Cost not to exceed \$5,000
 Funded by California Community Colleges Chancellor's Office Sector Navigator Grant for Retail, Hospitality and Tourism
8. **Contractor:** **SAINT MARY MEDICAL CENTER**
Services: Contractor will provide access and assist faculty with supervision of qualified paramedic students in a clinical setting for 20 eight-hour shifts in an emergency room.
Requesting Dept.: Academic Affairs – Industry and Technology
Date(s): 9/23/15 – 9/22/16 with four optional one-year renewal periods, not to exceed five years
Financial Terms: No cost to the District
9. **Contractor:** **VOCATIONAL TRAINING INTERNATIONAL**
Services: Contractor will assist in fulfilling welding instruction contract for inmates at the Federal Correctional Institution at Terminal Island.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 12/1/15 – 6/30/16
Financial Terms: Cost not to exceed \$80,000
 Funded by contract with Federal Bureau of Prisons Terminal Island
10. **Contractor:** **WESTERN OREGON UNIVERSITY, SPECIAL EDUCATION**
Services: Contractor will increase the number of qualified interpreters available to meet the diverse needs of deaf, hard of hearing and deaf-blind vocational rehabilitation customers.

Requesting Dept.: Academic Affairs – Health Sciences and Athletics –
Special Resource Center
Date(s): 10/1/15 – 11/6/15
Financial Terms: Projected gross income \$18,000

B. CONTRACTS OVER \$86,000

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

a. Services Provided by District or Its Designee:

1. **Contractor:** **FEDERAL BUREAU OF PRISONS,
TERMINAL ISLAND**
Services: The inmate population will receive on-site skills training in Welding.
Requesting Dept.: Student and Community Advancement – Community Advancement – Workplace Learning Resource Center
Date(s): 12/1/15 – 11/30/2020
Financial Terms: Projected gross income \$782,880
Base year income \$141,960

2. **Contractor:** **LONG BEACH COMMUNITY COLLEGE
DISTRICT**
Services: ECC will use contractor funds to provide programs and services to small businesses in the form of training workshops and one-on-one confidential consulting in the South Bay and surrounding cities.
Requesting Dept.: Student and Community Advancement – Small Business Development Center (SBDC)
Date(s) 7/1/15 – 6/30/16
Financial Terms: Projected gross income \$90,500
Funded by SBDC California Governor’s Office
Capital Infusion Grant Program Agreement
(CN99727.2)

b. Services Received by District or Its Designee:

Contractor: **SOUTH BAY WORKFORCE INVESTMENT
BOARD**
Services: Contractor will train ECC Micro-region consortium partners how to integrate work-based learning into

courses and workplace learning experience such as internships, job shadowing and guest speakers.

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

Date(s): 12/1/15 – 6/30/16

Financial Terms: Cost not to exceed \$211,368
Funded by a sub-agreement from Long Beach Community College California Pathways Trust Grant

C. PERSONAL SERVICE AGREEMENTS

a. Services Provided by District or Its Designee:

None

b. Services Received by District or Its Designee:

1. **Contractor:** BRUCE H. LEEDS
Services: Contractor will conduct International Traffic in Arms Regulations training on site for Martinez and Turek, Inc.

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

Date(s): 11/16/15 – 6/30/16

Financial Terms: Cost not to exceed \$1,000
Funded by Orbital Science’s Mentor Protégé Grant

2. **Contractor:** KENJUS WATSON
Services: Contractor will provide Intergroup Dialogue (IGD) training for ECC Student Equity planning and implementation.

Requesting Dept.: Academic Affairs – Student Equity Program

Date(s): 12/4/15

Financial Terms: Cost no to exceed \$2,500
Funded by Student Equity Plan Grant

D. AMENDMENTS

a. Services Provided by District or Its Designee:

None

b. Services Received by District or Its Designee:

1. **Contractor:** **LENNOX MATH, SCIENCE AND TECHNOLOGY ACADEMY**
Services: Contractor will provide expanded Engineering Technology/Advanced Manufacturing Pathways including new course offerings, additional trained teachers, and new class setup for engineering technology classes.
Requesting Dept.: Student and Community Advancement – Community Advancement – Career Pathways
Date(s): 10/20/15 – 6/30/16
Financial Terms: Cost not to exceed \$143,300 (correction of typo on Board agenda of 10/19/15)
Funded by a sub-agreement from Long Beach Community College California Career Pathways Trust Grant

2. **Contractor:** **SOLDERING BIZ**
Services: Contractor will provide 40 hours of entry level conductor and soldering trainings on behalf of the ECC CACT, and additional hands-on training including IPC training.
Requesting Dept.: Student and Community Advancement – Community Advancement – CACT
Date(s): 12/1/14 – 11/30/15
Financial Terms: Cost not to exceed \$258,500 (Cost increase only: Board initially approved on 11/17/14 the cost of \$215,000)
Funded by CACT H1-B sub-grantee agreement

E. CHANGE ORDER – C.I. SERVICES, INC. – NATURAL SCIENCE ROOF PROJECT

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

1. Contractor was directed to reroof \$17,445
restroom area of Natural Science. Work
was not on original plan. District
request.

Total Change Order Amount	<u>\$17,445</u>
Original Contract Amount	\$176,000
Prior Changes	0
This Change Order Amount	<u>17,445</u>
New Contract Amount	<u>\$193,445</u>

F. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS

It is recommended all purchase orders be ratified as shown.

P.O.	Vendor Name	Site Name	Description	P.O. Cost Number
Fund 11 - Unrestricted - El Camino				
P0900929	Redondo Technology	Nursing	Non-Instruct Supplies	\$942.85
P0900939	School Health	Health,Safety and Risk	Non-Instruct Supplies	\$668.16
P0900943	CDW-G	Technical Services	Repairs Parts And Supplies	\$462.16
P0900951	Air Treatment	HVAC Shop	Non-Instruct Supplies	\$272.50
P0900952	Sir Speedy	International Students	Multi Media Advertising	\$136.25
P0900954	Izorline International, Inc.	Physics	Instructional Supplies	\$332.45
P0900955	Dell Marketing L. P.	Div Office Business	Non-Instruct Supplies	\$326.95
P0900956	Staples Advantage	History	Other Services And Expenses	\$3,047.64
P0900957	Ggg Demolition, Inc.	Facilities/Planning/Servi	Repairs Noninstructional	\$3,000.00
P0900958	Monterey Graphics	VP-SCA	Non-Instruct Supplies	\$54.94
P0900959	Monterey Graphics	Presidents Office	Non-Instruct Supplies	\$54.94
P0900960	Monterey Graphics	VP-SCA	Non-Instruct Supplies	\$54.94
P0900961	Monterey Graphics	Automotive Technology	Instructional Supplies	\$54.94
P0900972	Freestyle Photographic	Photography	Instructional Supplies	\$585.01
P0900973	Amazon.Com Corporate	Div Office Fine Arts	Instructional Supplies	\$190.28
P0900974	Taser International	Campus Police	New Equipment	\$9,588.60
P0900985	Solarwinds.Net	Information Technology	Maintenance Contracts	\$445.81
P0900986	Fisher Scientific	Anthropology	Instructional Supplies	\$41.58
P0900992	Franjeans Flag Specialty	Div Office BSSC	Non-Instruct Supplies	\$276.55
P0900996	Amazon.Com Corporate	Ed & Community	Non-Instruct Supplies	\$257.46
P0900999	Southern California	Counseling/Student	Dues And Memberships	\$100.00
P0901001	McMaster Carr	Health,Safety and Risk	Non-Instruct Supplies	\$790.36
P0901002	American Express Travel	Counseling/Student	Conferences Classified	\$263.00
P0901003	National Association	Out of State	Dues And Memberships	\$275.00
P0901006	ARTstor	Div Office Instr.	Publications-Magazines	\$2,775.00
P0901014	Otto Frei	Art Department	Instructional Supplies	\$609.65
P0901016	UTELOGY	Information Technology	License Fee/Site Licenses	\$40,000.00
P0901017	Fast Deer Bus Charter	Transfer Center	Transportation	\$750.00
P0901018	Fast Deer Bus Charter	Transfer Center	Transportation	\$980.00
P0901025	Amazon.Com Corporate	Audio/Visual	Repairs - Instructional	\$139.52
P0901030	American Express Travel	Financial Aid	Travel And Conference	\$212.00
P0901036	Amazon.Com Corporate	Sociology	Instructional Supplies	\$56.68
P0901037	Calif Instit for Nursing	Nursing	Dues And Memberships	\$350.00
P0901039	PAR	Career Center	Non-Instruct Supplies	\$301.86
P0901045	American Express Travel	Grants Dev & Mgmt.	Transportation/ Mileage	\$400.00
P0901072	AA Comm Workforce Dev	Presidents Office	Dues And Memberships	\$15,490.00
P0901073	Ellucian Inc	Information Technology	Maintenance Contracts	\$1,000.00
P0901075	PCC Forensics T/A	Speech Communication	Other Services And Expenses	\$1,040.00

P0901082	Matthew Bender & Co.	Div Office Instr.	Library Books	\$1,115.11
P0901084	EBSCO SUBSCRIPTION	Div Office Instr.	Publications-Magazines	\$3,189.24
P0901093	Solarwinds.Net	Information Technology	Maintenance Contracts	\$599.00
P0901097	Costco Wholesale	Ctr for Arts Ticket Office	Non-Instruct Supplies	\$110.00
P0901102	Dr. Vi T. Pham	Accreditation Support	Conferences Mgmt	\$1,162.40
P0901103	Kap7 International, Inc.	Physical Education	Instructional Supplies	\$378.59
P0901106	Campus Food Services	Accreditation Support	Conferences Mgmt	\$752.00
P0901107	BOG's - California	Information Technology	Maintenance Contracts	\$3,900.00
P0901108	Ellucian Live	Information Technology	Maintenance Contracts	\$3,000.00
P0901109	Dell Marketing L. P.	Ctr for Arts Production	New Computer	\$1,903.37
P0901110	NCMPR	Public Relations	Instructional Supplies	\$350.00
P0901116	CPP Consulting	Career Center	Other Services And Expenses	\$195.00
P0901125	Penergy, Inc	Facilities/Planning/Servi	Maintenance Contracts	\$4,958.00
P0901126	Xpedx	Copy Center	Instructional Supplies	\$306.95
P0901129	Commission	Resp Therapy	Dues And Memberships	\$1,900.00
P0901130	Kap7 International, Inc.	Physical Education	Instructional Supplies	\$570.18
P0901141	Demco	Div Office Instr.	Instructional Supplies	\$376.79
P0901142	Intelliresponse, Inc	Public Relations	License Fee/Site Licenses	\$27,500.00
P0901143	Inglewood Chamber	Public Relations	Dues And Memberships	\$500.00
P0901147	Full Compass Systems	Ctr for Arts Production	Non-Instruct Supplies	\$34.23
P0901149	HCD	Facilities/Planning/Servi	Other Services And Expenses	\$64.00
P0901150	Seton Nameplate Co.	Health,Safety and Risk	Non-Instruct Supplies	\$434.28
P0901152	American Express	Purchasing and	Dues And Memberships	\$55.00
P0901153	LDP Associates, Inc	Information Technology	Maintenance Contracts	\$20,095.00
P0901154	Dell Marketing L. P.	Technical Services	Repairs Parts And Supplies	\$858.21
P0901168	Mid City Mailing Services	Institutional Services	Postage	\$3,183.00
P0901172	NaBITA	Health,Safety and Risk	Dues And Memberships	\$639.00
P0901174	McMaster Carr	Health,Safety and Risk	Non-Instruct Supplies	\$263.94
P0901177	Time Clock Sales	Purchasing and	Maintenance Contracts	\$236.00
P0901178	S.O.S. Survival Products	Health,Safety and Risk	Non-Instruct Supplies	\$1,381.60
P0901181	Western Assoc for	Transfer Center	Dues And Memberships	\$45.00
P0901183	Ms. Andrea R. Micallef	Art Department	Instructional Supplies	\$99.00
P0901187	Pyramid Backline	Ctr for Arts Production	Other Rentals	\$500.00
P0901188	Card Integrators	Information Technology	Maintenance Contracts	\$2,284.00
P0901189	CDW-G	Technical Services	Repairs Parts And Supplies	\$141.90
P0901192	Grainger	Health,Safety and Risk	Non-Instruct Supplies	\$178.80
P0901195	Brodart Co	Music Library	Instructional Supplies	\$375.01
P0901199	Air Treatment	Facilities/Planning/Servi	Repairs Noninstructional	\$3,418.24
P0901200	Ms. Francesca C. Bishop	Speech Communication	Conferences Other	\$294.52
P0901201	University of Pacific	Speech Communication	Conferences Other	\$530.00
P0901202	Michael Smith	Music	Contract Services	\$200.00
P0901203	Jane S. Lee	Music	Contract Services	\$200.00
P0901204	Linda Zoolalian	Music	Contract Services	\$200.00
P0901205	Craig Richey	Music	Contract Services	\$200.00
P0901214	Lucks Music Library	Music	Instructional Supplies	\$368.27
P0901215	Liberty Paper	Warehouse	Inventories	\$16,114.56
P0901216	Macario A. Lopez	Music	Contract Services	\$300.00
P0901218	American Express Travel	Ctr for Arts Instr/Admin	Travel And Conference	\$1,092.00
P0901222	Grossmont	Speech Communication	Conferences Other	\$797.00
P0901224	J.J. Keller & Assoc	Human Resources	Other Services And Expenses	\$2,550.00
P0901226	Brodart Co	Music Library	Instructional Supplies	\$175.38
P0901227	Quickstart Intelligence	Information Technology	In-Service Training	\$4,192.50
P0901228	Specialized Products	Information Technology	Non-Instruct Supplies	\$667.62
P0901236	Career Cruising	Career Center	Other Services And Expenses	\$725.00

P0901237	Ms. Linda Beam	Recruitment	Other Services And Expenses	\$3,172.38
P0901240	AYU Tech Solutions LLC	Information Technology	Maintenance Contracts	\$2,065.80
P0901241	Harland Technology	Information Technology	Maintenance Contracts	\$100.00
P0901255	Miriam Cutler	Ctr for Arts Instr/Admin	Contract Services	\$500.00
P0901258	Jameco Electronics	Machine Tool	Instructional Supplies	\$193.96
P0901261	Johnstone Supply	Air Conditioning	Instructional Supplies	\$309.02
P0901262	Diablo Valley College	CIS	Dues And Memberships	\$300.00
P0901267	Marissa Roth	Div Office Fine Arts	Contract Services	\$200.00
P0901271	HF Group, LLC	Div Office Instr.	Bookbinding	\$1,000.00
P0901275	Ingram Library Service	Div Office Instr.	Library Books	\$27.10
P0901280	Anixter	Information Technology	Non-Instruct Supplies	\$5,755.20
P0901285	American Express Travel	V.P. Academic Affairs	Conferences Mgmt	\$239.00
P0901291	American Express Travel	Financial Aid	Travel And Conference	\$1,067.00
P0901292	Enterprise Rentals	V.P. Academic Affairs	Conferences Mgmt	\$47.20
P0901294	Assessment Technology	Nursing	Instructional Supplies	\$2,750.00
P0901309	National League	Nursing	Dues And Memberships	\$1,655.00
P0901312	Fast Deer Bus Charter	Transfer Center	Transportation	\$700.00
P0901320	Daktronics	Physical Education	Repairs Parts And Supplies	\$128.10
			Fund 11 Total: 110	\$222,196.53

Fund 12 - Restricted - El Camino

P0900715	SparkFun Electronics	Prop 39-Prog	Instructional Supplies	\$7,834.54
P0900721	Backwoods Solar Electric	Prop 39-Prog	Instructional Supplies	\$2,868.15
P0900723	Backwoods Solar Electric	Prop 39-Prog	Instructional Supplies	\$4,040.75
P0900903	Allstar Fire Equipment	Fire Tech Donations	Instructional Supplies	\$5,395.23
P0900916	Dell Marketing L. P.	Title III- H S I - STEM	Non Inst Comp	\$7,268.75
P0900919	Assist Design	Title III- H S I - STEM	Non-Instruct Supplies	\$893.80
P0900944	Elsevier	Community Education	Non-Instruct Supplies	\$1,441.46
P0900947	Dell Marketing L. P.	VATEA Early Childhood	New Equipment - Instructional	\$1,623.79
P0900948	CDW-G	Title III- H S I - STEM	Non Inst Comp	\$311.25
P0900949	The Apple Store	Title III- H S I - STEM	Non Inst Comp	\$9,028.49
P0900950	Leland	(STCW) Standards	Non-Instruct Supplies	\$111.18
P0900962	Entenmann Rovin Co.	Parking Services	Non-Instruct Supplies	\$759.10
P0900993	Safeguard - So.	Parking Services	Non-Instruct Supplies	\$1,858.76
P0900995	Wonderlic, Inc	StudentSuccess	Non-Instruct Supplies	\$1,500.00
P0900997	Midas Auto Repair - Aap	Parking Services	Repairs Non Instr	\$447.31
P0901007	Fast Deer Bus Charter	El Camino Language	Student Transportation Rental	\$650.00
P0901009	Kantola Productions, Llc	Contract Training	Non-Instruct Supplies	\$746.75
P0901010	Lexipol Llc	Parking Services	Self Insurance Legal Fees	\$2,850.00
P0901011	Emblem Enterprises, Inc.	Parking Services	Non-Instruct Supplies	\$1,637.03
P0901012	Mid City Mailing Services	StudentSuccess	Postage	\$1,282.95
P0901024	Campus Food Services	StudentSuccess	In-Service Training	\$1,306.15
P0901026	Accommodating Ideas	DSPS	Contract Services	\$2,929.95
P0901031	Summer L. Kennedy	El Camino Language	Field Trip Expense	\$154.00
P0901033	Torrance Postmaster	StudentSuccess	Postage	\$30,000.00
P0901034	Shari Saidiner	El Camino Language	Printing	\$35.85
P0901035	Ms. Lindsey Ludwig	El Camino Language	Other Instr Supplies	\$544.22
P0901040	CCCCIO	Retail/Hospitality/Tourist	Conferences Other	\$250.00
P0901041	Tomark Sports, Inc.	HSA	New Equipment - Instructional	\$7,402.19
P0901042	Campus Food Services	StudentSuccess	In-Service Training	\$180.50
P0901043	Campus Food Services	StudentSuccess	In-Service Training	\$180.50
P0901046	Ms. Georgianna F.	Artes de El Camino	Non-Instruct Supplies	\$495.36

P0901078	Cal Tech Copier, Inc.	Community	Repairs - Instructional	\$125.00
P0901080	ACCEySan Diego	Community Education	Conferences Mgmt	\$59.00
P0901081	Complete Office	EOPS	Non-Instruct Supplies	\$32.69
P0901083	The Sign Language	DSPS	Contract Services	\$455.00
P0901085	Delaware North	Retail/Hospitality/Tourist	Conferences Other	\$2,715.30
P0901090	Community	Foster Care Ed	Conferences Other	\$125.00
P0901094	Accommodating Ideas	DSPS	Contract Services	\$2,179.15
P0901095	Total Recall Captioning	DSPS	Contract Services	\$630.00
P0901096	Sterling Adaptives	DSPS	Computer Software	\$6,758.00
P0901105	I.A.T. Auto Repair	Parking Services	Repairs Non Instr	\$323.59
P0901111	Brite Carpet Cleaning	Community	Other Services And Expenses	\$1,988.25
P0901112	Amazon.Com Corporate	StudentSuccess	Non-Instruct Supplies	\$162.63
P0901113	Enterprise Rentals	Retail/Hospitality/Tourist	Conferences Other	\$104.42
P0901114	Fast Deer Bus Charter	StudentSuccess	Transportation	\$1,725.00
P0901115	Entertainment Lighting	Fine Arts	New Equipment - Instructional	\$33,689.19
P0901127	Fast Deer Bus Charter	StudentSuccess	Transportation	\$1,150.00
P0901136	California Assoc for	Health Services	License Fee/Site Licenses	\$250.00
P0901137	Dell Marketing L. P.	SBDC Program Income	Non Inst Comp	\$8,320.03
P0901139	Bothwell Automotive, Inc.	Parking Services	Repairs Non Instr	\$100.00
P0901140	Purple Communications,	DSPS	Contract Services	\$714.00
P0901144	B & H Inglewood Tow	Parking Services	Repairs Non Instr	\$285.00
P0901145	Total Recall Captioning	DSPS	Contract Services	\$360.00
P0901146	Theresa Traina	Aerospace Conference	Non-Instruct Supplies	\$216.36
P0901155	American Express Travel	Student Equity	Conferences - Student	\$495.00
P0901156	UMOJA Community	Student Equity	Conferences - Student	\$387.00
P0901157	American Express Travel	Student Equity	Conferences Faculty	\$235.00
P0901158	Oakland Marriott City	Student Equity	Conferences - Student	\$3,657.80
P0901160	Educational Student	Student Equity	Conferences Other	\$3,598.00
P0901161	Educational Student	Student Equity	Conferences - Student	\$14,990.00
P0901162	American Express Travel	Student Equity	Conferences Faculty	\$300.00
P0901163	American Express Travel	Student Equity	Conferences Faculty	\$151.00
P0901164	American Express Travel	Student Equity	Conferences - Student	\$966.00
P0901165	American Express Travel	Student Equity	Conferences Faculty	\$483.00
P0901167	Los Angeles Superior	Parking Violations DMV	Other Services And Expenses	\$4,950.00
P0901169	Community	Foster Care	Conferences Other	\$125.00
P0901175	Hk Parts.Net	Parking Services	Non-Instruct Supplies	\$1,377.21
P0901176	OpticsPlanet, Inc	Parking Services	Non-Instruct Supplies	\$44.90
P0901179	Brownells, Inc.	Parking Services	Non-Instruct Supplies	\$1,236.86
P0901180	Targets Online	Parking Services	Non-Instruct Supplies	\$1,218.14
P0901184	Purple Communications	DSPS	Contract Services	\$510.00
P0901185	Rio Hondo College	Parking Services	In-Service Training	\$36.80
P0901196	Edelweiss Chocolates	Community Education	Non-Instruct Supplies	\$225.00
P0901197	The Huntington	Community Education	Non-Instruct Supplies	\$3,135.88
P0901198	Fast Deer Bus Charter	Community Education	Non-Instruct Supplies	\$707.00
P0901206	American Express Travel	BFAP Administration	Travel And Conference	\$501.00
P0901207	Campus Food Services	Dig Media Arts Career	Other Services And Expenses	\$248.19
P0901211	Santa Clarita Community	Faculty & Staff Diversity	Training	\$250.00
P0901212	The University of Texas	StudentSuccess	Non-Instruct Supplies	\$15,550.00
P0901220	S and B Compton	CAA (10-091-002)	Non-Instruct Supplies	\$1,362.50
P0901233	Akilah Moore	Historically Blck	Conferences Other	\$353.98
P0901235	American Express Travel	Historically Blck	Conferences Other	\$185.96
P0901238	Campus Food Services	Historically Blck	Non-Instruct Supplies	\$165.47
P0901245	Jpt America, Inc.	Japanese Lang	Instructional Supplies	\$463.70
P0901263	Premier Steel	CAA (10-091-002)	Non-Instruct Supplies	\$2,015.96

P0901266	Enterprise Rentals	Retail/Hospitality/Touris	Conferences Other	\$81.10
P0901268	Campus Food Services	STCW	Non-Instruct Supplies	\$376.05
P0901269	Asia-Europe Co., Ltd.	El Camino Language	Contract Services	\$1,000.00
P0901272	Trillium Teams Inc	Mentor Protege	Conferences Other	\$4,190.00
P0901273	School Outfitters	Instructional Services	New Equipmen-Instr.	\$1,382.35
P0901282	International Student	El Camino Language	Other	\$9,837.00
P0901283	Ms. Lindsey Ludwig	El Camino Language	Field Trip Expense	\$551.93
P0901284	Campus Food Services	BFAP Adminstration	Training	\$1,197.09
P0901287	Ace Nagoya	El Camino Language	Contract Services	\$500.00
P0901288	Study Abroad	El Camino Language	Contract Services	\$1,000.00
P0901314	Ms. Elaine E. Moore	Historically Blck	Printing	\$817.50
P0901315	Boss Litho	StudentSuccess	Printing	\$11,998.00
P0901316	American Express Travel	Historically Blck	Conferences Other	\$2,224.82
P0901317	Study Abroad	El Camino Language	Contract Services	\$900.00
P0901318	Trang Viet Anh Company	El Camino Language	Contract Services	\$1,900.00
P0901319	Ryugaku Journal, Inc.	El Camino Language	Contract Services	\$1,200.00
P0901322	Fast Deer Bus Charter	Historically Blck	Conferences Other	\$3,035.00
P0901324	California Assoc	Health Services	License Fee/Site Licenses	\$250.00

Fund 12 Total: 103 \$260,862.81

Fund 15 - General Fund -Special Programs

P0901022	Fast Deer Bus Charter	Honors Program	Transportation	\$1,089.47
P0901135	Los Angeles	First Year Experience	Field Trip Expense	\$150.00
P0901148	Dell Marketing L. P.	Information Technology	New Equipment	\$9,374.27
P0901234	Fast Deer Bus Charter	First Year Experience	Field Trip Expense	\$570.00
P0901242	B & H Photo-Video	Campus Police	New Equipment	\$1,903.71
P0901323	Santa Ana College	First Year Experience	Conferences Mgmt	\$45.00

Fund 15 Total: 6 \$13,132.45

Fund 62 - Property & Liability

P0901138	El Camino Community	Purchasing	Self Insurance Legal Fees	\$22,882.26
P0901223	SWACC	Purchasing	Excess Insurance	\$12,933.00

Fund 62 Total: 2 \$35,815.26

Fund 71 -Associated Students

P0900994	Rushordertees.Com	Student Affairs	ASB Exp.	\$1,851.37
P0901191	Ms. Kristen B. Von Stein	Student Affairs	ASB Exp.	\$141.68

Fund 71 Total: 2 \$1,993.05

Fund 72 -Student Representation Fee

P0901209	Crowne Plaza Hotel	Student Affairs	Conferences - Student	\$1,302.48
P0901210	Board of Governors, Calif	Student Affairs	Conferences - Student	\$1,075.00
P0901219	American Express Travel	Student Affairs	Conferences - Student	\$788.00
P0901293	Mr. Gregory Toya	Student Affairs	Conferences - Student	\$72.00

Fund 72 Total: 4 \$3,237.48

Fund 79 - Auxiliary Services

P0901000	Campus Food Services	Counseling/Student	Non-Instruct Supplies	\$959.20
P0901004	Mr. Bryan E. Bates	Fine Arts	Non-Instruct Supplies	\$400.00

P0901005	Ms. Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$1,000.00
P0901008	CSULA - CSU	Fine Arts	Non-Instruct Supplies	\$2,770.00
P0901015	David J. Williams	Fine Arts	Non-Instruct Supplies	\$1,200.00
P0901028	UMOJA Community	Counseling/Student	Non-Instruct Supplies	\$774.00
P0901032	Pacific Graphics	Fine Arts	Non-Instruct Supplies	\$676.50
P0901044	Campus Food Services	Administrative Services	Non-Instruct Supplies	\$50.14
P0901076	Cory Sewelson	Fine Arts	Non-Instruct Supplies	\$100.00
P0901077	William R. Boschelli	Fine Arts	Non-Instruct Supplies	\$300.00
P0901079	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$1,284.84
P0901089	Campus Food Services	Fine Arts	Non-Instruct Supplies	\$720.76
P0901100	Associated Collegiate	Humanities	Non-Instruct Supplies	\$120.00
P0901101	American Express Travel	Humanities	Non-Instruct Supplies	\$550.00
P0901170	Redondo Technology	Humanities	Non-Instruct Supplies	\$468.70
P0901171	Mr. Rene E. Lozano	Counseling/Student	Non-Instruct Supplies	\$23.96
P0901190	Monterey Graphics	Student Affairs	Non-Instruct Supplies	\$776.63
P0901213	Campus Food Services	Fine Arts	Non-Instruct Supplies	\$601.68
P0901248	Ms. Kate L. McLaughlin	Humanities	Non-Instruct Supplies	\$180.34
P0901296	Samuel French, Inc.	Fine Arts	Non-Instruct Supplies	\$700.00
P0901297	Fast Deer Bus Charter	Counseling/Student	Non-Instruct Supplies	\$553.00

Fund 79 Total: 21 \$14,209.75

Fund 81 - Student Organizations

P0901295	Alpha Gamma Sigma	Student Affairs	A/P Manual.Gen.	\$105.00
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Fund 81 Total: 1 \$105.00

Fund 82 - Scholarships & Trust/Agency

P0901098	Ecolab Center	Health Sciences	Fundraising	\$2,834.42
P0901099	Sports Chalet Team	Health Sciences	Fundraising	\$2,044.05
P0901133	All American Trophy	Health Sciences	Fundraising	\$619.12
P0901274	Sports Chalet Team	Health Sciences	Fundraising	\$878.01
P0901286	Embroidme	Health Sciences	Fundraising	\$462.20
P0901289	Norcal Swim Shop	Health Sciences	Fundraising	\$935.48

Fund 82 Total: 6 \$7,773.28

PO Funds Total: 255 559,325.61

Fund 11 - Unrestricted - El Camino

B0910691	E.C.C. Public Information	Outreach and School	Non-Instruct Supplies	\$121.00
B0910694	E.C.C. Public Information	Division Office Math	Non-Instruct Supplies	\$150.00
B0910700	ECCD Petty Cash	Physics	Instructional Supplies	\$500.00
B0910701	Ecolab Equipment	Facilities/Planning/Servi	Repairs Noninstructional	\$1,000.00
B0910702	Kao USA Inc	Cosmetology	Instructional Supplies	\$1,500.00
B0910703	StylEnvy Nail Fashion	Cosmetology	Instructional Supplies	\$500.00
B0910704	Dermalogica, Inc.	Cosmetology	Instructional Supplies	\$1,000.00
B0910705	Grainger	Welding	Repairs Parts And Supplies	\$1,500.00
B0910706	Forest Plywood	Architectural	Instructional Supplies	\$500.00
B0910708	1099 Pro., Inc.	Fiscal Services	Contract Services	\$40,000.00
B0910711	E.C.C. Public Information	Study Abroad Program	Non-Instruct Supplies	\$92.00
B0910712	Annette Yee and	Institutional Services	Other Services And Expenses	\$5,000.00
B0910716	E.C.C. Public Information	First Year Experience	Non-Instruct Supplies	\$1,000.00
B0910723	E.C.C. Public Information	Health,Safety and Risk	Reproduction	\$75.00

B0910728	E.C.C. Public Information	Study Abroad Program	Non-Instruct Supplies	\$92.00
			Fund 11 Total: 15	\$53,030.00
Fund 12 - Restricted - El Camino				
B0910690	E.C.C. Public Information	BFAP Administration	Workshop Sponsorship	\$190.00
B0910695	Creation World Safety	CAA (10-091-002)	Contract Services	\$2,400.00
B0910696	Campus Food Services	CAA (10-091-002)	Non-Instruct Supplies	\$2,000.00
B0910697	Cerritos College	CAA (10-091-002)	Contract Services	\$10,000.00
B0910698	Lennox Academy of Math	AMETLL	Contract Services	\$143,300.00
B0910699	Chabot-Las Positas	Rio Hondo - SB 1070	Contract Services	\$12,626.00
B0910710	Campus Food Services	Model	Other Services And Expenses	\$990.00
B0910717	E.C.C. Public Information	CalWORKs	Printing	\$500.00
B0910730	Soldering Biz	CAA (10-091-002)	Contract Services	\$80,000.00
B0910732	Corporate Training	Cact CA Employee	Contract Services	\$70,000.00
B0910734	Ricoh Business Solutions	StudentSuccess	Copiers	\$7,868.40
			Fund 12 Total: 11	\$329,874.40
Fund 71 - Associated Students				
B0910715	E.C.C. Public Information	Student Affairs	ASB Exp.	\$200.00
			Fund 71 Total: 1	\$200.00
Fund 82 - Scholarships & Trust/Agency				
B0910733	Sports Chalet Team	Health Sciences	Fundraising	\$5,000.00
			Fund 82 Total: 1	\$5,000.00
			BPO Funds Total: 28	388,104.40
			Grand Total POs and BPOs: 283	947,430.01

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

	<u>Page No.</u>
A. Category Budgets and Balances.....	E 2
B. Contract – Leighton Consulting, Inc. – Fire Training Complex.....	E 2
C. Contract Amendment – Allana Buick & Bers - Athletic Education & Fitness Complex Phase II – Stadium Project.....	E 3
D. Contract Amendment – Heider Engineering Services, Inc. - Athletic Education & Fitness Complex Phase II – Stadium Project.....	E 3
E. Change Order – Sinanian Development, Inc. – Athletic Education & Fitness Complex Phase II – Stadium Project.....	E 4
F. Purchase Orders and Blanket Purchase Orders.....	E 4

Administrative Services – Measure E Bond Fund

A. CATEGORY BUDGETS AND BALANCES

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

The following tables report Measure E 2002 and Measure E 2012 expenditures and commitments through October 31, 2015, at the November 2015 Board Meeting.

2002 Measure E Expenditures:

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Additional Classrooms and Modernization	\$207,166,278	\$153,337,817	\$22,285,890	\$31,542,571
Campus Site Improvements	64,474,958	34,631,773	22,053,163	7,790,022
Energy Efficiency Improvements	2,700,980	2,700,980	0	0
Health and Safety Improvements	129,894,780	126,172,171	108,986	3,613,623
Information Technology and Equipment	24,751,372	16,356,571	0	8,394,801
Physical Education Facilities Improvements	572	572	0	0
Unallocated Interest (6/30/2015)	376,833	0	376,833	0
TOTAL	<u>\$429,365,773</u>	<u>\$333,199,884</u>	<u>\$44,448,040</u>	<u>\$51,341,016</u>

2012 Measure E Expenditures:

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

B. CONTRACT – LEIGHTON CONSULTING, INC. – FIRE TRAINING COMPLEX

It is recommended the Board of Trustees approve entering into a contract with the above firm to provide geotechnical testing and inspection services for the Fire Training Complex.

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

Date of Service: December 2015 – Project Completion

Cost: Not to exceed \$35,000, includes reimbursable costs.

C. CONTRACT AMENDMENT – ALLANA BUICK & BERS. –ATHLETIC EDUCATION & FITNESS COMPLEX PHASE II - STADIUM PROJECT

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

1. Amendment is required to finalize inspection services to oversee the waterproofing of decks/slabs for this project.	<u>\$21,000</u>
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Total Increase in Contract Amount	<u>\$21,000</u>
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Original Contract Amount	\$58,800
Prior Changes	0
This Contract Amendment Amount	<u>21,000</u>
New Contract Amount	<u>\$79,800</u>

D. CONTRACT AMENDMENT– HEIDER ENGINEERING SERVICES, INC. – ATHLETIC EDUCATION & FITNESS COMPLEX PHASE II - STADIUM PROJECT

It is recommended the Board of Trustees approve the following contract amendment for additional special inspection services.

1. Amendment is required to complete all special inspections required by DSA.	<u>\$115,000</u>
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Total Increase in Contract Amount	<u>\$115,000</u>
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Original Contract Amount	\$325,000
Prior Changes	0
This Contract Amendment Amount	<u>115,000</u>
New Contract Amount	<u>\$440,000</u>

E. CHANGE ORDER – SINANIAN DEVELOPMENT, INC. – ATHLETIC EDUCATION & FITNESS COMPLEX PHASE II - STADIUM PROJECT

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

1. Contractor was directed to provide labor, equipment and material to revise planting area at southeast side of site to receive asphalt and rubber track. District request.	\$25,698
2. Contractor was directed to provide labor, equipment and material to add exterior and interior wireless access points. District request.	114,176
3. Contractor was directed to provide labor, equipment and material to furnish video surveillance and associated equipment to conform with existing campus specifications. District request.	26,994
4. Contractor to provide credit for not providing the building mockup per plans and specifications; this work was waived by the Architect of Record.	<u>-82,300</u>
 Total Change Order Amount	 <u>\$84,568</u>
 Original Contract Amount	 \$32,880,000
Prior Changes	909,926
This Change Order Amount	<u>84,568</u>
New Contract Amount	<u>\$33,874,494</u>

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
P900237	HSG Inc.	ITEC	Group II Equipment	\$2,292.68
P900917	Wenger Corporation	Athletic Education/Fitness	Group II Equipment	\$52,700.21
P900940	Waxie Sanitary Supply	ITEC	Group II Equipment	\$5,600.00
P901027	Los Angeles County	Lot F Parking Structure	Permit Processing Fees	\$3,000.00
P901132	SEWUP-JPA	ITEC	Insurance	\$79,812.18

P901243	Graybar Electric	Athletic Education/Fitness	Group II Equipment	\$373.04
P901253	Zones, Inc.	Athletic Education/Fitness	Group II Equipment	\$2,902.21
P901311	Los Angeles County	Student Services	Permit Processing Fees	\$3,000.00
B910729	M. Arthur Gensler Jr.	Music	Architecture & Engineering	<u>\$52,000.00</u>
				<u>\$201,680.31</u>

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

	<u>Page No.</u>
A. Employment and Personnel Changes.....	HR 2
B. Temporary Non-Classified Service Employees.....	HR 7
C. Approved Salary Schedules for 2016.....	HR 9
D. Revised Salary Schedule for Student Workers and Temporary Non-Classified Employees 2016.....	HR 26
E. Revised Classification Specification for Supervisor Position.....	HR 30
F. Revised El Camino College Local Minimum Qualifications Master's List	HR 33

A. EMPLOYMENT AND PERSONNEL CHANGES

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- 21 and 1- 16.

Academic Personnel:

1. Retirement – John Featherstone, full-time instructor/Head Football Coach, Health Sciences & Athletics Division, effective January 4, 2016, first day retired January 5, 2016 and that a plaque be prepared and presented to him in recognition of his years of service to the District since 1985.
2. Retirement – Susan Oda Omori, full-time Counselor, Counseling & Student Success Division, effective December 11, 2015, first day retired December 12, 2015 and that a plaque be prepared and presented to her in recognition of her years of service to the District since 1989.
3. Retirement – Susan Marron, full-time instructor of Sign Language, Health Sciences & Athletics/Special Resource Center, effective May 12, 2016, first day retired June 1, 2016 and that a plaque be prepared and presented to her in recognition of her years of service to the District since 1999.
4. Employment – Howard Story, Interim Director, Learning Resource Center, Range 13, Step 6, Administrative Salary Schedule, effective November 13, 2015 through May 31, 2016.
5. Employment – Walter Cox, Associate Dean – Fine Arts, Range 13, Step 1, Administrative Salary Schedule, effective December 1, ~~2016~~ 2015 *
6. Employment – Amy Grant, Dean – Natural Sciences, Range 16, Step 1, Administrative Salary Schedule, effective December 1 ~~2016~~ 2015 *
7. Employment – Gary Greco, Director, Special Resource Center, Range 13, Step 1, Administrative Salary Schedule, effective January 4, 2016.
8. Employment – Randal Davis, Associate Dean, Industry & Technology Division, Range 13, Step 1, Administrator Salary Schedule, effective November 2, 2015.
9. Employment – Wanda Morris, Director of Nursing, Health Sciences & Athletics Division, Range 14, Step 6, Administrative Salary Schedule effective December 1, 2015.

* Change made during Board meeting.

10. Employment – Linda Ternes, Associate Dean, Mathematical Sciences Division, Range 13, Step 1, Administrator Salary Schedule, effective January 4, 2016.
11. Employment – Mary Toth, part-time Nurse Practitioner, Health Center/Health Sciences & Athletics, Class I, Step 6, Part-Time Faculty Salary Schedule, effective November 16, 2015 through May 13, 2016.
12. Change in Salary – Junaid Siddiqui, full-time instructor of Computer Information Systems, Business Division, Class V, Step 16, effective January 16, 2016.
13. Change in Salary – Maria White, full-time instructor of Nursing, Health Sciences & Athletics Division/Nursing, Class III, Step 14, effective August 20, 2015.
14. Amend Employment – John Ayala, Interim Director, Learning Resource Center, effective August 18, 2015 through November 12, 2015.
15. Special Assignment – Stephanie Bennett, full-time Counselor, Counseling & Student Success Division, to work as a Basic Skills counselors and offer intervention coordination, to be paid \$62.61 an hour, not to exceed 240 hours or \$15,027, effective November 1, 2015 through June 30, 2016, in accordance with Agreement, Article 10, Section 14(a).
16. Special Assignment – Dean Koba, part-time instructor of Music, Fine Arts Division, to rehearse and perform with Concert Jazz Band, to be paid \$62.61 an hour, not to exceed 2 hours or \$130, effective November 18, 2015 through November 20, 2015, in accordance with Agreement, Article 10, Section 13 (a).
17. Special Assignment – Atheneus Ocampo, full-time Counselor, Counseling & Student Success Division, to work as a Basic Skills counselors and offer intervention coordination, to be paid \$62.61 an hour, not to exceed 240 hours or \$15,027, effective November 1, 2015 through June 30, 2016, in accordance with Agreement, Article 10, Section 14(a).
18. Special Assignment – Gerald Seminatore, part-time instructor of Music, Fine Arts Division, to work as tenor soloist for Messsiah concert, to be paid \$62.61 an hour, not to exceed 3.4 hours or \$200, effective December 4, 2015, in accordance with Agreement, Article 10, Section 9(m).
19. Special Assignment – Steven Tyler, part-time instructor of Music, Fine Arts Division, to coach trombone section, rehearse and perform with Concert Jazz Band, to be paid \$62.61 an hour, not to exceed 4 hours or \$260, effective November 11, 2015 through November 20, 2015, in accordance with Agreement, Article 10, Section 13 (a).

20. Special Assignment – Ljubomir Velickovic, part-time instructor of Music, Fine Arts Division, to work as accompaniment for Messsiah concert, to be paid \$62.61 an hour, not to exceed 2.4 hours or \$150, effective December 4, 2015, in accordance with Agreement, Article 10, Section 9(m).
21. Special Assignment – Ljubomir Velickovic, part-time instructor of Music, Fine Arts Division, to work as accompaniment for Holiday Extravaganza choir concert, to be paid \$62.61 an hour, not to exceed 2.4 hours or \$150, effective December 6, 2015, in accordance with Agreement, Article 10, Section 9(m).
22. Special Assignment – Erin Wood, part-time instructor of Music, Fine Arts Division, to work as alto soloist for Messsiah concert, to be paid \$62.61 an hour, not to exceed 3.4 hours or \$200, effective December 4, 2015, in accordance with Agreement, Article 10, Section 9(m).
23. Special Assignment – The following instructors and counselors to attend the Student Equity Plan Professional Development training, to be paid \$46.95 an hour, not to exceed 8 hours or \$376 each instructor or counselor, effective November 16, 2015 through February 29, 2016, in accordance with Agreement, Article 10, Section 14(a).

Florence Baker	Lee Macpherson
Nikki Barber	Ed Matykiewicz
Debra Breckheimer	Brandi Marsh
Barbara Budrovich	Art Martinez
Griselda Castro	Ana Milosevic
Rose Cerofuci	Brian Mims
Steve Cocca	Cynthia Mosqueda
Monica Chaban	Atheneus Ocampo
Yun Chu	Sumino Otsuji
Kristie Daniel DiGregorio	Richard Perkins
Ross Duran	Malinni Rouen
Briita Halonen	Elena Savina
Maribel Hernandez	Greg Scott
Hong Herrera Thomas	Russell Serr
Xocoyotzin Herrera	Juli Soden
Kurt Hull	Jenny Simon
Elizabeth Jennison	Margaret Steinberg
Chris Jeffries	Claudia Striepe
Rachel Ketai	Jason Suarez
Scott Kishigemachi	Bruce Tran
Lars Kjeseth	Evelyn Uyemura
Phillip Lau	Pat Vacca

Daniel Valladares
Daniel Walker

Robert Williams

24. Employment – The following part-time temporary instructors to be hired as needed for the 2015 fall semester, not to exceed 67% FTE and/or 25 hours per week cumulative employment at ECC.

Counseling

Navarro, Salvador
Seranda, Bray
Chua, Jennifer R

Health Sciences & Athletics

Toth, Mary

Industry & Technology

Barela, Leonard
Malonzo, Mark
Marquez, Joshua

Classified Personnel:

1. Retirement – Victoria Lockridge, Supervisor – Assessment/Testing, Range 16, Step F (Supervisory Salary Schedule), Student Support Services Division, Student and Community Advancement Area, effective December 31, 2015, and that a plaque be presented for her years of service to the district since 1972.
2. Retirement – Gary Turner, Accounting Technician II, Range 34, Step F, Fiscal Services Division, Administrative Services Area, effective December 1, 2015, and that a plaque be presented for his years of service to the district since 2001.
3. Resignation – Somphone Chen, Instructional Services Advisor – DSPPS, Range 36, Step F. Special Resource Center/Health Sciences & Athletics Division, Academic Affairs Area, effective October 30, 2015.
4. Amend Change of Assignment – Ann Libadisos, Administrative Assistant I, Range 28, Step E, from Natural Sciences Division to Student Equity, Academic Affairs Area, effective September 1, 2015, instead of October 2, 2015 through June 30, 2017
5. Change of Assignment – Jill Dohy, 58% Student Services Operation Officer, Range 39, Step F, Special Resource Center/Health Sciences & Athletics Division, Academic Affairs Area, to work an additional 42% for Counseling and Student

Success Division, Student and Community Advancement Area, effective November 2, 2015.

6. Change of Assignment – Eboni Martin, from 100% to 50% Research Associate, Range 39, Step A, Institutional Research and Planning Division, Student and Community Advancement Area, effective October 1, 2015.
7. Work Out of Classification - Dorothy Fowler, Clerical Assistant, Range 22, Step F, to Student Services Technician, Range 28, Step D, Admissions & Records Division, Student and Community Advancement Area, effective November 17 through December 31, 2015.
8. Work Out of Classification, Keith Pipkins, Utility Worker, Range 23, Step F, to Skilled Trades Assistant, Range 28, Step E, Facilities Planning and Services Division, Administrative Services Division, effective November 2 through November 10, 2015.
9. Employment – Michael Good, Heating and Air Conditioning Mechanic, Range 39, Step C, Facilities Planning and Services Division, Administrative Services Division, effective December 1, 2015.
10. Employment – Pamela Jones, Human Resources Technician I, Range 4, Step A (Confidential Salary Schedule, Human Resources Division, Human Resources Area, effective October 26, 2015.
11. Employment – Ricardo Macias-Haro, Senior Network Systems Administrator, Range 49, Step A, Information Technology Services Division, Administrative Services Area, effective November 16, 2015.

Special Services Professional

12. Retirement – Pauline Annarino, Special Services Professional, Range 7, Step 6, Special Resource Center/Health Sciences & Athletics Division, Academic Affairs Area, effective November 7, 2015 and that a plaque be presented for her years of service to the district since 1999.
13. Employment – Robert Bradshaw, Special Services Professional, Range 10, Sep 6, Facilities Planning and Services Division, Administrative Services Area, effective January 1, 2016 through December 31, 2016.

Temporary Classified Services Employees – not to exceed 170 days per year, 25 total work hours and/or the equivalent of 67% faculty load per week:

14. Melissa Dazo – Cosmetology Assistant, Range 21, Step A, Industry & Technology Division, Academic Affairs Area, effective November 9, 2015 through June 30, 2016.
15. Alissa Huerta – Athletic Trainer, Range 35, Step A, Health Sciences & Athletics Division, Academic Affairs Area, effective November 11, 2015 through June 30, 2016.

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 per week and/or the equivalent of 67% faculty load per week, effective November 17, 2015 through June 30, 2016, unless otherwise stated, as shown in items 1-9.

Instructional Aide Series

1. Instructional Aide II

The following individuals are to provide basic tutoring, support services, computer and equipment maintenance, and accommodations for students at the rate of \$9.00 per hour.

Kelly Villasor

2. Instructional Aide III

The following individual is to provide intermediate level tutoring, support services, record maintenance, and other accommodations for students at the rate of \$10.50 per hour.

Javid Shaikh

3. Instructional Aide V

The following individual is to provide high level tutoring, student assistance, classroom support services, and online support at the rate of \$13.00 per hour effective 10/28/15.

Charles Spears

Program Aide Series

4. Program Aide VI

The following individual is to monitor computer users to ensure they are authorized for access, help students use the Digital Arts Lab, and maintain the lab at the rate of \$15.00 per hour effective 10/20/15 to 6/30/16.

Samuel O'Neal

The following individual is to assist the Instructional Specialist with logistics, class facilitation and other related duties that support the implementation of the Foster and Kinship Education Program at the rate of \$15.00 per hour effective 11/7/15 to 6/30/16

John Forbes-Barton

Theatre Aide Series

5. Theater Aide IV

The following individual is to perform technical theater duties for events at El Camino College, to be paid at the rate of \$12.75 per hour effective 11/1/15 to 6/30/16.

Margaret Dupont

Education Professional Series

6. Education Professional I

The following individual is to provide tutoring services, monitor the Math Study Center, and must possess a Bachelor's degree at the rate of \$20.00 per hour.

Alice O'Leary

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.

Kristina Bailey, \$20.00 per hour

Kim Runkle, \$27.00 per hour (eff. 10/20/15 to 6/30/16)

Program Professional Series

7. Program Professional III

The following individual will coordinate, supervise and maintain projects and programs of the adult education consortium as well as work collaboratively with the adult schools in the region and other partners at the rate of \$50.00 per hour.

Vivian Ibarra

Training Professional Series

8. 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 Model Approach to Partnerships in Parenting Program at the rate of \$37.00 per hour effective 11/1/15 to 6/30/16.

Lori Switanowski

9. Training Professional IV

The following individual is to assist businesses in a variety of services including consultation with business leaders to optimize company productivity, maximize employee performance, achieve profitable results, and develop custom tailored training solutions to address business goals and objectives at the rate of \$85.00 per hour.

David Gonzales

C. APPROVED SALARY SCHEDULES FOR 2016

The Following Salary schedules reflect the 1.02% Cost of Living Adjustment (COLA) increase effective January 1, 2016 as shown on pages 11-25:

El Camino College Classified Employees, Local 6142, CFT, AFT, AFL~CIO Salary Schedule

El Camino College Federation of Teachers, Local 1388, AFT, AFL~CIO Salary Schedules

El Camino College Unrepresented Employees Salary Schedules for Administrative, Supervisor, Confidential, Special Services Professional and Vice President

El Camino College POA Salary Schedule

D. REVISED SALARY SCHEDULES FOR STUDENTS AND TEMPORARY, NON-CLASSIFIED EMPLOYEES 2015

It is recommended that the Board approve the revised salary schedule for student workers and the Temporary Non-Classified Employees, effective December 20, 2015, to comply with the State of California's adoption of a new minimum wage rate of \$10.00 per hour as shown on pages 26 - 29.

E. REVISED CLASSIFICATION SPECIFICATION FOR SUPERVISORY POSITION

It is recommended that the board of trustees approve the revised classification specifications for Assessment/Testing Center Supervisor shown on pages 30-32.

F. REVISED EL CAMINO COLLEGE LOCAL MINIMUM QUALIFICATIONS MASTER'S LIST

It is recommended that the board of trustees approve the revised El Camino College Local Minimum Qualifications Master's List shown on pages 33-54.

**EL CAMINO COMMUNITY COLLEGE DISTRICT
CLASSIFIED SALARY RANGE SCHEDULE
Effective January 1, 2016**

Range	Step A	Step B	Step C	Step D	Step E	Step F	Step A Equivalent
1	1,970	2,072	2,169	2,267	2,375	2,493	11.37
2	2,018	2,115	2,239	2,322	2,428	2,549	11.64
3	2,072	2,169	2,267	2,375	2,488	2,613	11.95
4	2,115	2,239	2,322	2,428	2,550	2,677	12.20
5	2,169	2,267	2,375	2,488	2,607	2,738	12.51
6	2,239	2,322	2,428	2,550	2,677	2,811	12.92
7	2,267	2,375	2,488	2,607	2,740	2,876	13.08
8	2,322	2,428	2,550	2,677	2,814	2,955	13.40
9	2,375	2,488	2,607	2,740	2,871	3,015	13.70
10	2,428	2,550	2,677	2,814	2,942	3,088	14.01
11	2,488	2,607	2,740	2,871	3,015	3,166	14.35
12	2,550	2,677	2,814	2,942	3,085	3,240	14.71
13	2,607	2,740	2,871	3,015	3,168	3,327	15.04
14	2,677	2,814	2,942	3,085	3,240	3,401	15.44
15	2,740	2,871	3,015	3,168	3,324	3,489	15.81
16	2,814	2,942	3,085	3,240	3,398	3,569	16.23
17	2,871	3,015	3,168	3,324	3,482	3,657	16.56
18	2,942	3,085	3,240	3,398	3,570	3,749	16.97
19	3,015	3,168	3,324	3,482	3,657	3,840	17.39
20	3,085	3,240	3,398	3,570	3,755	3,943	17.80
21	3,168	3,324	3,482	3,657	3,840	4,032	18.28
22	3,240	3,398	3,570	3,755	3,940	4,137	18.69
23	3,324	3,482	3,657	3,840	4,034	4,236	19.18
24	3,398	3,570	3,755	3,940	4,143	4,350	19.61
25	3,482	3,657	3,840	4,034	4,246	4,458	20.09
26	3,570	3,755	3,940	4,143	4,359	4,577	20.60
27	3,657	3,840	4,034	4,246	4,455	4,677	21.10
28	3,755	3,940	4,143	4,359	4,567	4,795	21.66
29	3,840	4,034	4,246	4,455	4,686	4,921	22.15
30	3,940	4,143	4,359	4,567	4,807	5,047	22.73
31	4,034	4,246	4,455	4,686	4,927	5,173	23.27
32	4,143	4,359	4,567	4,807	5,063	5,316	23.90
33	4,246	4,455	4,686	4,927	5,188	5,447	24.50
34	4,359	4,567	4,807	5,063	5,324	5,590	25.15
35	4,455	4,686	4,927	5,188	5,454	5,727	25.70
36	4,567	4,807	5,063	5,324	5,597	5,876	26.35
37	4,686	4,927	5,188	5,454	5,739	6,026	27.03
38	4,807	5,063	5,324	5,597	5,889	6,184	27.73

Range	Step A	Step B	Step C	Step D	Step E	Step F	Step A Equivalent
39	4,927	5,188	5,454	5,739	6,045	6,347	28.42
40	5,063	5,324	5,597	5,889	6,205	6,515	29.21
41	5,188	5,454	5,739	6,045	6,360	6,678	29.93
42	5,324	5,597	5,889	6,205	6,530	6,856	30.71
43	5,454	5,739	6,045	6,360	6,697	7,031	31.46
44	5,597	5,889	6,205	6,530	6,872	7,217	32.29
45	5,739	6,045	6,360	6,697	7,045	7,398	33.11
46	5,889	6,205	6,530	6,872	7,239	7,602	33.97
47	6,045	6,360	6,697	7,045	7,417	7,787	34.87
48	6,205	6,530	6,872	7,239	7,618	7,998	35.80
49	6,360	6,697	7,045	7,417	7,802	8,192	36.69
50	6,530	6,872	7,239	7,618	8,018	8,419	37.67
51	6,697	7,045	7,417	7,802	8,224	8,635	38.64
52	6,872	7,239	7,618	8,018	8,444	8,867	39.65
53	7,045	7,417	7,802	8,224	8,653	9,086	40.64

Longevity Increments:

Add \$75 per month to step after 20 years of service

Add \$150 per month to step after 25 years of service

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SALARY SCHEDULE FOR FACULTY MEMBERS
EMPLOYED ON ACADEMIC YEAR BASIS
(175 DAYS)**

Effective January 1, 2016

STEP	CLASS I BACHELOR	CLASS II MASTERS	CLASS III MASTERS 24 UNITS	CLASS IV MASTERS 48 UNITS	CLASS V DOCTORATE
4	58,932	62,452	65,978	69,498	73,018
5	61,487	65,007	68,526	72,047	75,568
6	64,044	67,559	71,081	74,601	78,128
7	66,590	70,115	73,633	77,164	80,677
8	69,145	72,661	76,189	79,707	83,226
9	71,697	75,219	78,738	82,260	85,780
10	74,253	77,770	81,291	84,813	88,336
11		80,324	83,845	87,364	90,883
12		82,877	86,397	89,925	93,430
13				92,471	95,993
14				95,024	98,545
16	75,836	84,353	87,829	96,346	99,822
20	78,358	86,873	90,350	98,868	102,344
24	80,880	\$89,396	92,872	101,390	104,866
28	83,400	91,917	95,393	103,910	107,387
30	85,923	94,439	97,915	106,433	109,909

* Anniversary Increment as provided by Article 10, Section 18

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SALARY SCHEDULE FOR FACULTY MEMBERS
EMPLOYED ON FISCAL YEAR BASIS**

Effective January 1, 2016

STEP	CLASS I BACHELOR	CLASS II MASTERS	CLASS III MASTERS 24 UNITS	CLASS IV MASTERS 48 UNITS	CLASS V DOCTORATE
4	76,617	81,194	85,773	90,351	94,927
5	79,934	84,508	89,097	93,675	98,248
6	83,259	87,833	92,408	96,992	101,564
7	86,587	91,176	95,731	100,308	104,886
8	89,897	94,478	99,054	103,625	108,206
9	93,218	97,800	102,436	106,952	111,528
10	96,539	101,112	105,695	110,272	114,844
11		104,441	109,015	113,593	117,958
12		107,753	112,332	116,914	121,484
13				120,234	124,808
14				123,552	128,126
16	97,842	108,914	113,435	124,513	129,030
20	100,363	111,436	115,958	127,035	131,550
24	102,885	113,958	118,478	129,557	134,073
28	105,406	116,479	121,000	132,079	136,594
30**	107,928	119,001	123,522	134,599	139,115

* Anniversary Increment as provided by Article 10, Section 18

**EL CAMINO COMMUNITY COLLEGE DISTRICT
PART-TIME FACULTY SALARY SCHEDULE
Effective January 1, 2016**

<u>LECTURE</u> Step	<u>Class I – BA</u> Hourly	<u>Class II - MA</u> Hourly
1	77.48	82.10
2	80.85	85.47
3	84.21	88.84
4	87.55	92.18
5	90.92	95.54
6	94.26	98.90

<u>LAB</u> Step	<u>Class I – BA</u> Hourly	<u>Class II - MA</u> Hourly
1	58.72	62.22
2	61.26	64.76
3	63.80	67.31
4	66.34	69.85
5	68.84	72.39
6	71.43	74.94

<u>ACTIVITY</u> Step	<u>Class I – BA</u> Hourly	<u>Class II - MA</u> Hourly
1	55.80	59.15
2	58.23	61.56
3	60.64	63.99
4	63.06	66.40
5	65.48	68.79
6	67.91	71.23

<u>NON-INSTRUCTIONAL</u> Step	<u>Class I – BA</u> Hourly	<u>Class II - MA</u> Hourly
1	43.84	46.48
2	45.75	48.37
3	\$7.65 47.65*	50.26
4	\$9.55 49.55*	52.17
5	51.45	54.06
6	53.34	55.98

*Change made during Board meeting.

SPECIAL RATES OF PAY FOR FACULTY

Effective January 1, 2016

RATE I 63.25

Use for: Full-Time Faculty Substitute rate (Full-Time Faculty Substitute Rate for continuous substitute instruction/teaching in excess of two (2) weeks shall be at Rate I plus 15% of Rate I).

Part-Time Faculty Substitute rate.

Overload rate (Instruction only).

Clinical Psychologists

Preparation for and conduct of instructional courses, workshops or seminars.

Instructional services assigned by the District on days not otherwise required as part of the Faculty Member's contract of service.

Consulting services of a technical/complex nature in which the Faculty Member coordinates or supervises the work of others, and/or has responsibility for oversight, reporting or accountability of a particular project or function.

RATE II 47.43

Use for: Counselor, librarian, physician assistant, faculty coordinator, registered nurse and nurse practitioner duties, all of which involve student contact, in excess of 40 hours/per week during the academic year. See Article X, Section 13.

Substitute rate for counselors, librarians and nurses.

Assisting in the development of curriculum and conduct of research, if expressly approved in advance by the appropriate Vice President.

Administering or supervising assessment measures for students.

Conducting laboratory courses (e.g., computer laboratory, police and fire academy).

Certificated Tutors

Instructor of record for non-credit courses.

RATE III 31.63

Use for: Special assignments not included in Rate I or II, such as student supervision (not as instructor of record).

APPENDIX D-4

**SALARY SCHEDULE FOR COACHING STIPEND
PER SEMESTER FOR ONE CLASS HOUR PER WEEK
(BASED ON 18-WEEK SEMESTER)**

Effective January 1, 2016

FT	3,212 per year
PT	525 per week

**EL CAMINO COMMUNITY COLLEGE DISTRICT
ADMINISTRATOR SALARY SCHEDULE**

Effective January 1, 2016

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1	62,633	64,573	66,569	68,639	70,732	72,855
2	64,573	66,569	68,639	70,732	72,860	75,047
3	66,569	68,639	70,732	72,860	75,026	77,276
4	68,639	70,732	72,860	75,026	77,303	79,620
5	70,732	72,860	75,026	77,303	79,618	82,007
6	79,904	82,368	84,836	87,377	90,013	92,713
7	86,963	89,411	92,612	95,834	99,053	102,024
8	91,258	94,007	96,981	100,371	103,760	106,872
9	94,099	97,021	99,997	102,989	106,094	109,276
10	97,021	99,997	102,989	106,094	109,277	112,555
11	99,996	102,989	106,094	109,277	112,554	115,931
12	105,399	108,656	111,934	115,266	118,129	121,674
13	108,656	111,934	115,266	118,129	122,307	125,977
14	114,721	118,299	121,821	125,493	129,276	133,155
15	118,298	121,842	125,493	129,276	133,137	137,131
16	124,834	128,598	132,424	136,414	140,501	144,715
17	128,598	132,424	136,414	140,502	144,717	149,059
18	132,424	136,414	140,502	144,717	149,048	153,520
19	136,414	140,502	144,717	149,048	153,520	158,126

20	140,502	144,717	149,048	153,520	158,126	162,868
21	144,717	149,048	153,520	158,126	162,868	167,755
22	149,048	153,520	158,126	162,868	167,755	172,788

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SUPERVISOR SALARY SCHEDULE**

Effective: January 1, 2016

Range	Title	Step A	Step B	Step C	Step D	Step E	Step F
1		3,236	3,393	3,567	3,744	3,929	4,125
2		3,310	3,481	3,658	3,841	4,036	4,238
3		3,393	3,567	3,744	3,929	4,129	4,335
4		3,481	3,658	3,841	4,036	4,233	4,445
5		3,567	3,744	3,929	4,129	4,345	4,562
6		3,658	3,841	4,036	4,233	4,464	4,687
7		3,744	3,929	4,129	4,345	4,561	4,789
8		3,841	4,036	4,233	4,464	4,691	4,926
9		3,929	4,129	4,345	4,561	4,796	5,036
10	Custodial Supervisor	4,036	4,233	4,464	4,691	4,935	5,182
11		4,129	4,345	4,561	4,796	5,098	5,353
12		4,233	4,464	4,691	4,935	5,184	5,443
13	Head Custodial Operations Supv	4,345	4,561	4,796	5,098	5,320	5,586
14		4,464	4,691	4,935	5,184	5,453	5,726
15	Grounds/Operations Supervisor Operations Supervisor	4,561	4,796	5,098	5,320	5,588	5,868
16	Bookstore Supervisor Testing Office Supervisor Vocational Education Coordinator	4,691	4,935	5,184	5,453	5,735	6,022
17	Placement Office Supervisor	4,796	5,098	5,320	5,588	5,880	6,174
18	Planetarium Manager Theatre Manager	4,935	5,366	5,453	5,735	6,036	6,338
19	Publications Supervisor	5,098	5,320	5,588	5,880	6,193	6,502
20		5,184	5,453	5,735	6,036	6,360	6,678

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SUPERVISOR SALARY SCHEDULE**

Effective: January 1, 2016

Range	Title	Step A	Step B	Step C	Step D	Step E	Step F
21	Admissions & Records Supervisor HVAC/Plumbing Supervisor Industry & Technology Technician Supervisor Instructional Services Supervisor Science Laboratories Supervisor	5,320	5,588	5,880	6,193	6,515	6,840
22		5,453	5,735	6,036	6,360	6,692	7,026
23		5,588	5,880	6,193	6,515	6,858	7,202
24	Senior Accounting Supervisor Staff Development Coordinator Theatre Production Manager	5,735	6,036	6,360	6,692	7,040	7,392
25	Facilities Services Supervisor	5,880	6,193	6,515	6,858	7,224	7,585
26	Campus Police Sergeant Compton Center Police Sergeant	6,036	6,360	6,692	7,040	7,401	7,771
27	Financial Aid Supervisor Facilities Systems Supervisor	6,193	6,515	6,858	7,224	7,587	7,966
28	Booking/Promotion Manager Alternate Media Technology Supervisor DSPS Support Services Supervisor	6,360	6,692	7,040	7,401	7,876	8,269
29		6,515	6,858	7,224	7,587	8,074	,8478
30		6,692	7,040	7,401	7,876	8,276	8,690
31		6,858	7,224	7,587	8,074	8,479	8,903
32		7,040	7,401	7,876	8,276	8,693	9,127
33		7,224	7,587	8,074	8,479	8,912	9,358
34		7,401	7,876	8,276	8,693	9,137	9,594
35	Network Support Supervisor Supervisor, Technical Services	7,587	8,074	8,479	8,912	9,360	9,827

NOTE: Longevity: Add \$75 per month to step after 20 years of service.
Add \$150 per month to step after 25 years of service.

**EL CAMINO COMMUNITY COLLEGE DISTRICT
CONFIDENTIAL SALARY SCHEDULE**

Effective January 1, 2016

	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
3 (24) Human Resources Assistant	3,599	3,786	3,978	4180	4,399	4620
4 (25) Human Resources Technician I	3,697	3,890	4,079	4293	4,519	4,745
5 (26) Secretary	3,786	3,978	4,180	4,399	4,632	4864
6 (27) Human Resources Technician II	3,890	4,079	4,293	4,519	4,736	4,973
7 (28) Administrative Assistant I	3,978	4,180	4,399	4,631	4,856	5,098
8 (29) Employee Relations Specialist	4,079	4293	4,519	4,736	4,983	5,232
9 (30) Human Resources Technician III	4,185	4405	4,635	4,860	5,113	5,369
10 (31) Administrative Assistant II	4,293	4,519	4,736	4983	5,250	5,513
11 (33) No Current Position	4,519	4,736	4,983	5,250	5,520	5,797
12 (35) Assistant to Vice President Human Resources Analyst	4,736	4,983	5,250	5,520	5,807	6,098
13 (44) Executive Assistant to Superintendent	5,956	6,276	6,603	6,948	7,320	7,686

Longevity: Add \$75 per month to step after 20 years of service.
Add \$150 per month to step after 25 years of service.

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SPECIAL SERVICES PROFESSIONAL
DAILY/ANNUAL RATE SCHEDULE**

		Effective January 1, 2016					
Range		1	2	3	4	5	6
1	Daily	209	216	222	229	236	242
	Annual	54,387	56,282	57,906	\$59,799	61,422	63,265
2	Daily	226	235	242	249	257	264
	Annual	58,988	61,151	63,047	64,670	66,563	68,560
3	Daily	249	257	265	272	280	289
	Annual	64,670	66,563	68,729	70,622	72,787	74,971
4	Daily	272	279	288	296	305	314
	Annual	70,622	\$72,517	74,681	76,846	79,282	81,660
5	Daily	296	305	310	322	332	342
	Annual	76,846	79,282	80,634	83,881	86,587	89,184
6	Daily	322	332	343	354	364	375
	Annual	83,881	86,587	89,293	91,999	94,435	97,266
7	Daily	351	\$362	373	386	399	410
	Annual	91,187	93,892	96,869	100,387	103,634	106,743
8	Daily	386	397	409	420	432	445
	Annual	100,387	103,092	106,340	109,316	112,563	115,940
9	Daily	420	431	445	460	473	487
	Annual	109,316	112,293	115,810	119,328	122,845	126,531
10	Daily	480	495	509	\$524	540	557
	Annual	124,739	128,528	132,316	136,375	140,704	144,924

**EL CAMINO COMMUNITY COLLEGE DISTRICT
VICE PRESIDENT SALARY SCHEDULE**

Effective: January 1, 2016

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
153,350	162,245	171,654	181,610	192,143	201,750

**and COMPTON EDUCATION CENTER
SWORN POLICE OFFICERS SALARY SCHEDULE**

Effective January 1, 2016

	Step A	Step B	Step C	Step D	Step E
Monthly:	4,906	5,158	5,424	5,712	6,007
Hourly:	28.31	29.76	31.30	32.96	34.65

**El Camino College District
Student Worker Rates of Pay
Effective December 20, 2015**

POSITION TITLE	PAY RATE – HOURLY		DUTY LEVEL DESCRIPTION
	<i>Rate A</i>	<i>Rate B</i>	
Student Worker I	10.00	10.50	Provides basic help under supervision.
Student Worker II	11.00	11.50	Provides basic help. Duties require some experience, knowledge, and skills under supervision.
Student Worker III	12.00	12.50	Provides support with duties that require additional experience, knowledge, and skills with a more complex work load under moderate supervision
Student Worker IV	13.00	13.50	Provides support in a moderate capacity. Requires some specialized knowledge, training, and skills for specific functions. Should use independent judgment under light supervision.
Student Worker V	14.00	14.50	Provides support in an advanced capacity. Requires specialized knowledge, training, and skills for specific functions and complex tasks. Must use independent judgment with minimal supervision.
Student Worker VI	15.00	15.50	Provides support and assistance in a highly advanced capacity. Requires highly specialized knowledge, skills, or training for specific, high-level functions, complex tasks, and special assignments. Must use independent judgment with minimal supervision.
Student Representative	\$200 per month, prorated by the number of meetings attended		Student Representative – Board of Trustees

**EL CAMINO COMMUNITY COLLEGE DISTRICT
TEMPORARY, NON-CLASSIFIED (TNC) SERVICE EMPLOYEE
HOURLY RATES OF PAY**

Effective December 20, 2015

TNC Worker I – Provides basic help for basic tasks and duties under supervision.

TNC Worker II – Provides basic help for basic tasks and duties under supervision. Some work experience may be required as well as duties that include responsibility for more complex functions and tasks with minimal direct supervision.

TNC Worker III – Requires experience and specialized knowledge. Duties may include a variety of advanced tasks pertaining to more complex work and/or skills. Must be capable of using independent judgment and be able to serve as a lead to others who are less skilled.

TNC Worker IV – Considerable experience required. Should have specialized knowledge or training for specific functions. Requires independent judgment and communication skills as well as knowledge of relevant College policies. Must have ability to work independently.

TNC Worker V – Extensive experience required. Must have specialized knowledge or training for specific functions as well as judgment and problem solving skills and the ability to handle complex tasks and provide guidance and leadership. Must have knowledge of relevant College policies.

Title	Rate A	Rate B
TNC Worker I	10.00	11.00
TNC Worker II	12.00	13.00
TNC Worker III	14.00	15.00
TNC Worker IV	16.00	17.00
TNC Worker V	18.00	19.00

CAMPUS POLICE AIDE SERIES

Assists Campus Police with duties essential to the support of non-hazardous police services for the students, staff, and faculty.

INSTRUCTIONAL AIDE SERIES

Assists with instructional support services which may include tutoring, teacher assistance, laboratory aid and other duties associated with supporting instruction.

OFFICE AIDE SERIES

Assists with office and division support which may include general office tasks, customer service, computer assistance, cashiering, stocking supplies and other duties.

PROGRAM AIDE SERIES

Assists with duties that are related to daily operation and maintenance of a program and/or project.

SPORTS AIDE SERIES

Assists the athletic department with duties related to supporting various sports programs and events.

THEATER AIDE SERIES

Assists the Center for the Arts with duties which may include ushering, ticket taking, greeting theater patrons and working backstage as part of the technical crew.

PROFESSIONAL SERIES

Highly experienced professionals with consummate, specialized skills. Professional Certification or Bachelor's or Master's degree preferred:

Professional I - \$20.00 to \$33.00 per hour

Professional II - \$34.00 to \$47.00 per hour

Professional III - \$48.00 to \$61.00 per hour

Professional IV - \$62.00 and up per hour

Professional Series titles are used for employees who are experienced professionals in their respective fields, having duties not similar to Classified employees.

Assistive Linguistics Professional: sign-language interpreting, real-time captioning

Education Professional: modeling, tutoring, preparing curriculum for not-for-credit classes

Medical Professional: Physician, Nurse, Psychologist, & Chiropractic duties

Program Professional: coordination, supervision, or maintenance of projects/programs

Training Professional: provides training, expertise, leadership, & professional services

Professional Series employees working as a medical specialist (Psychological Assistant, Chiropractor, Clinical Psychologist, and Physician) must furnish a valid license and certification of malpractice insurance for no less than \$1,000,000.

RESTRICTIONS

Short term employees may not exceed 170 working days within the fiscal year. This is to be a cumulative figure. Multiple jobs from various job locations within a single days counts only as one day. Hiring managers must continually monitor and confirm that less than 170 working days is maintained.

Short term employees may not exceed 25 working hours per week. This is to be a cumulative figure, the sum being the combined hours of all multiple work locations per week. Hiring managers and staff must continually monitor and confirm that less than 25 working hours per week is maintained.

Short term employees cannot perform the same duties as the duties listed on Classified employee job descriptions.

EL CAMINO COMMUNITY COLLEGE DISTRICT

POSITION: ASSESSMENT/TESTING CENTER OFFICE SUPERVISOR

DEFINITION: BASIC FUNCTION

Under the general direction of the ~~Divisional~~ assigned Dean; plan, organize, and coordinate ~~supervises~~ the daily activities of the Assessment/Testing Center Office; work with academic and student services entities to provide applicable assessment testing on- and off-campus; coordinate and participate in specialized and technical work; provide office management; and hire, train, supervise, and evaluate the performance of assigned personnel; and ~~performs other related as may be assigned.~~

EXAMPLES OF DUTIES AND RESPONSIBILITIES: REPRESENTATIVE DUTIES

1. ~~Plans, organizes, and coordinates~~ supervises the work of the Assessment/Testing Center staff, which includes the administration of tests, the proctoring of tests, the processing of tests, the dissemination of testing information to staff and students, and the screening of students for the purpose of determining which tests they should take.
2. Develops testing schedules and work schedules of testing staff.
3. Interacts with staff members who use testing services, ~~in particular~~ including, but not limited to, divisional deans, directors, teaching faculty, and counselors.
4. ~~Is~~ Serves as a resource to faculty and staff regarding available testing instruments, their purpose, and possible usefulness for the College.
5. ~~Advises faculty and staff regarding the use of achievement, aptitude interest, and personality instruments.~~ Ensures the accurate, timely, and efficient operations and activities of the Assessment/Testing Center.
6. Answers questions from students and staff regarding tests and test scoring.
7. Co-ordinates the uploading of test scores between test scoring equipment and software in the Assessment/Testing Center Office and the College's student information system. ~~main frame database.~~
8. ~~Utilizes a PC driven scoring system and computer terminal to record and retrieve test scores.~~
9. Keeps accurate records of past testing periods for audits, management information system submissions, and metrics reporting.
10. Organizes and prepares all materials for placement testing of large groups on- and off-campus.

11. Develops and prepares statistical and other reports. Prepares a variety of narrative and statistical records and reports related to assigned activities including, but not limited to, program plans, program reviews, and service area outcomes.
12. Responsible for the selection, training, and evaluation of Assessment/Testing Center Office staff.
13. Develops goals and operating procedures for the Assessment/Testing Center Office in conjunction with the supervising Dean.
14. Maintains control of budget for testing, proctoring, tutoring, and assigned personnel.
15. Provides technical direction and information on matters pertaining to the interpretation of federal, state, and local regulations, policies, and procedures; researches, interprets, and clarifies Assessment/Testing Center policies as requested.
16. Operates a computer and other office equipment to ensure the delivery of applicable services to students and colleagues.
17. Attends and participates in meetings, workshops, trainings, and conferences as assigned; maintains current knowledge of laws and regulations related to assigned activities; serves on assigned committees.
18. Performs related duties as assigned.

JOB QUALIFICATIONS:

Knowledge Of:

Applicable regulations, policies, and procedures.

Testing instruments and procedures;

Modern office practices, and procedures, and equipment;

Supervision and training principles;

Effective oral and written communication skills;

Operation of a computer and assigned software.

Interpersonal skills using tact, patience, and courtesy.

Principles and techniques of supervision and training.

Record-keeping techniques.

Ability to:

Plan, organize, and coordinate the day-to-day activities of the Assessment/Testing Center.

Communicate oral and written instructions clearly;

Organize and control the administration of the testing process;

Make judgments and decisions in regard to testing.;

Interpret policies and procedures.;

Keep information and materials secure and confidential.;

Explain the use of certain tests to determine ~~admission~~ placement for specific classes.;

Propose testing budget based on past usage, available funding monies, and projected usage.;

Work well with students and personnel of diverse backgrounds.;

Establish and maintain effective working relationships with others.;

Work with a personal computer and applicable software.

Meet schedules and timelines.

Work confidentially with discretion.

Maintain records and prepare complex statistical reports.

EXPERIENCE/ EDUCATION AND EXPERIENCE:

~~Completion of a baccalaureate~~ Bachelor's degree and two years of full-time paid experience performing duties similar to those described above or ~~any combination of~~ an associate degree and four years of applicable training, education, and experience that would provide the desired knowledge, skills, and ability to carry out successfully the assignments of the position.

Supervisor Salary Range 16

~~Board Approved: August 31, 1987~~

**El Camino College Local Minimum Qualifications
Master's List**

Board Approved May 19, 2014

Revised:

Discipline

Local Qualifications

Academic Strategy

Master's degree in educational development, education, English, reading, mathematics, educational psychology or closely related field, with extensive coursework in reading, study skills or learning theory; OR the equivalent.

Accounting

Master's in accountancy or business administration with accounting concentration OR Bachelor's in business with accounting emphasis or business administration with accounting emphasis or economics with an accounting emphasis AND Master's in business, business administration, business education, taxation, or finance OR the equivalent.

(NOTE: A Bachelor's degree with a CPA license is an alternative qualification for this discipline, pursuant to Title 5 Section 53410.1.)

**Adapted Computer
Technology: Disabled
Students Programs and
Services**

*Master's or equivalent foreign degree, in the category of disability, special education, education, psychology, educational psychology, or rehabilitation counseling; **AND** fifteen semester units of upper division or graduate study in adapted computer technology

*This is a paraphrased version of title 5 §53414(d)(1) and (2). If there is any conflict between the paraphrased language and the title 5 language, the title 5 language shall prevail.

Agriculture	Master's in agriculture, agriculture science, education with a specialization in agriculture or other agricultural area (including: agricultural business, agricultural engineering, agricultural mechanics, agronomy, animal science, enology, environmental (ornamental) horticulture, equine science, forestry, natural resources, plant science, pomology, soil science, viticulture, or other agriculture science) OR the equivalent.
Anthropology	Master's in anthropology or archeology OR the equivalent.
Art	Master's in fine arts, art, or art history OR Bachelor's in any of the above AND Master's in humanities OR the equivalent.
Art History	Master's in art history, history of art and architecture, or visual culture/visual studies OR Bachelor's in art history and master's in history OR master's in art with a recorded emphasis or concentration in art history OR the equivalent
Astronomy	Master's in astronomy or astrophysics OR Bachelor's in either of the above AND Master's in physics, math, geophysics, engineering OR the equivalent.
Biological Sciences	Master's in any biological science OR Bachelor's in any biological science AND Master's in biochemistry, biophysics, or marine science OR the equivalent.
Business	Master's in business, business management, business administration, accountancy, finance, marketing, or business education OR Bachelor's in any of the above AND Master's in economics, personnel management, public administration, or JD or LL.B. degree OR Bachelor's in economics with a business emphasis AND Master's in personnel management, public administration, or JD or LL.B. degree OR the equivalent.

Business Education	Master's in business, business administration, or business education OR Bachelor's in any of the above AND Master's in vocational education OR the equivalent.
Chemistry	Master's in chemistry OR Bachelor's in chemistry or biochemistry AND Master's in biochemistry, chemical engineering, chemical physics OR the equivalent.
Chicano Studies	Master's in Chicano Studies or ethnic studies OR the equivalent
Child Development/ Early Childhood Education	Master's in child development, early childhood education, human development, family and consumer studies with a specialization in child development/early childhood OR Bachelor's in any of the above AND Master's in educational psychology with a specialization in child development, social work, educational supervision, elementary education, special education, psychology, bilingual/bicultural education, , family life studies, or family and consumer studies OR the equivalent.
Classics	Master's in classics OR bachelor's in classics AND master's in history (with a concentration in ancient Mediterranean areas), English literature, comparative literature, or classical archaeology OR the equivalent.
Communications Studies (Speech Communications)	Master's in speech, communication studies, speech communication, or organizational communication OR the equivalent.
Computer Science	Master's in computer science or computer engineering OR Bachelor's in either of the above AND Master's in information science, computer information systems, information systems, mathematics, or engineering OR the equivalent.

Counseling

Master's in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, marriage and family therapy, or marriage, family and child counseling, OR the equivalent.

Counseling: Disabled Students Programs and Services

*Possession of a master's degree, or equivalent foreign degree, in rehabilitation counseling. **OR** Possession of a master's degree, or equivalent foreign degree, in special education, and twenty-four or more semester units in upper division or graduate level course work in counseling, guidance, student personnel, psychology, or social work; **OR** a master's degree in counseling, guidance, student personnel, psychology, career development, or social welfare; and either twelve or more semester units in upper division or graduate level course work specifically in counseling or rehabilitation or individuals with disabilities, or two years of full-time experience, or the equivalent, in one or more of the following: (A) counseling or guidance for students with disabilities; or (B) Counseling and /or guidance in industry, government, public agencies, military or private social welfare organizations in which the responsibilities of the position were predominantly or exclusively for persons with disabilities.

*This is a paraphrased version of title 5 §53414(a). If there is any conflict between the paraphrased language and the title 5 language, the title 5 language shall prevail.

Counseling: EOPS

*Master's in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development, or the equivalent; **AND** EOPS counselors hired after October 24, 1987, shall:

(1) Have completed a minimum of nine semesters units of college course work predominantly relating to ethnic minorities or persons handicapped by language, social, or economic disadvantages **OR** (2) Have completed six semester units or the equivalent of a college-level counseling practicum or counseling field-work courses in a community college EOPS program, or in a program dealing predominantly with ethnic minorities or persons handicapped by language, social, or economic disadvantages **AND** In addition, an EOPS counselor hired after October 24, 1987, shall have two years of occupational experience in work relating to ethnic minorities or persons handicapped by language, social, or economic disadvantages.

*This is a paraphrased version of title 5 §56264. If there is any conflict between the paraphrased language and the title 5 language, the title 5 language shall prevail.

Dance

Master's in dance, physical education with a dance emphasis, or theater with dance emphasis, **OR** Bachelor's in any of the above **AND** Master's in physical education, any life science, physiology, theater arts, kinesiology, humanities, performing arts, or music **OR** the equivalent.

Deaf and Hearing Impaired: Disabled Students Programs and Services

*Master's or equivalent foreign degree, in the category of disability, special education, education, psychology, educational psychology, or rehabilitation counseling; **AND** fifteen semester units of upper division or graduate study in deaf and hearing impaired.

*This is a paraphrased version of title 5 §53414(d)(1) and (2). If there is any conflict between the paraphrased language and the title 5 language, the title 5 language shall prevail.

**Developmental
Disabilities: Disabled
Students Programs and
Services**

*Master's or equivalent foreign degree, in the category of disability, special education, education, psychology, educational psychology, or rehabilitation counseling; **AND** fifteen semester units of upper division or graduate study in developmental disabilities.

*This is a paraphrased version of title 5 §53414(d)(1) and (2). If there is any conflict between the paraphrased language and the title 5 language, the title 5 language shall prevail.

Dietetics

See Nutritional Sciences/Dietetics.

Drama/Theater Arts

Master's or Master of Fine Arts in drama/theater arts/performance **OR** the equivalent.

Earth Science

Master's in geology, geophysics, earth sciences, meteorology, oceanography, or paleontology **OR** Bachelor's in geology **AND** Master's in geography, physics, or geochemistry **OR** the equivalent.

Ecology

Master's in ecology or environmental studies **OR** the equivalent **OR** See Interdisciplinary Studies.

Economics

Master's in economics **OR** Bachelor's in economics **AND** Master's in finance **OR** the equivalent.

Education

Master's in education **OR** the equivalent.

Engineering

Master's in any field of engineering **OR** Bachelor's in any of the above **AND** Master's in mathematics, physics, computer science, chemistry, or geology **OR** the equivalent.

Engineering Technology

Master's in any field of engineering technology or engineering **OR** Bachelor's degree in either of the above **AND** Master's degree in physics, mathematics, computer science, biological science, or chemistry, **OR** Bachelor's degree in industrial technology, engineering technology or engineering **AND** a professional engineer's license **OR** the equivalent.

English	Master's in English, literature, comparative literature, or composition OR Bachelor's in any of the above AND Master's in linguistics, TESL, speech, education with a specialization in reading, creative writing, or journalism OR the equivalent.
ESL	Master's in TESL, TESOL, applied linguistics with a TESL emphasis, linguistics with a TESL emphasis, English with a TESL emphasis, or education with a TESL emphasis OR Bachelor's in TESL, TESOL, English with a TESL certificate, linguistics with a TESL certificate, applied linguistics with a TESL certificate, or any foreign language with a TESL certificate AND Master's in linguistics, applied linguistics, English, composition, bilingual/bicultural studies, reading, speech, or any foreign language OR the equivalent.
Ethnic Studies	Master's in the ethnic studies field OR master's in American Studies/Ethnicity, Latino Studies, La Raza Studies, Central American Studies, Latin American Studies, Cross Cultural Studies, Race and Ethnic Relations, Asian-American Studies, or African-American Studies OR the equivalent OR See Interdisciplinary Studies.
Family and Consumer Studies/ Home Economics	Master's in family and consumer studies, life management/home economics, or home economics education OR Bachelor's in any of the above AND Master's in child development, early childhood education, human development, gerontology, fashion, clothing and textiles, housing/interior design, foods/nutrition, or dietetics and food administration OR the equivalent.
Film Studies	Master's degree in film, drama/theater arts, or mass communication OR Bachelor's degree in any of the above AND Master's degree in media studies, English, or communication OR the equivalent.

Foreign Languages	Master's in the language being taught OR Bachelor's in the language being taught AND Master's in another foreign language OR the equivalent.
Geography	Master's in geography OR Bachelor's in geography AND Master's in geology, history, meteorology, or oceanography OR the equivalent OR See Interdisciplinary Studies.
Gerontology	Master's in gerontology OR the equivalent OR See Interdisciplinary Studies.
Health	Master's in health science, health education, biology, nursing, physical education, kinesiology, exercise science, dietetics, nutrition, or public health OR Bachelor's in any of the above AND Master's in any biological science OR the equivalent.
Health Services Director/ Heath Services Coordinator/College Nurse	<p>*Master's in nursing and a California Public Health Nurse certificate; OR Bachelor's in nursing, a California Public Health certificate, and a master's in health education, sociology, psychology, counseling, health care administration, public health, or community health.</p> <p>Note: Other health services personnel shall not be subject to statewide minimum qualifications; however, all personnel shall possess appropriate valid, current licensure or certification to practice in California when required by law. Ancillary personnel shall work under appropriate supervision when required by their license laws.</p> <p>*This is a paraphrased version of title 5 §53411. If there is any conflict between the paraphrased language and the title 5 language, the title 5 language shall prevail.</p>
History	Master's in history OR the equivalent.

Humanities	Master's in humanities OR the equivalent OR See Interdisciplinary Studies.
Instructional Design/ Technology	Master's in instructional design/technology or educational technology OR the equivalent.
Interdisciplinary Studies	Master's in the interdisciplinary area OR Master's in one of the disciplines included in the interdisciplinary area, provided that the local faculty determine that the instructor's coursework was broad enough to provide an ample basis for offering such a course.
Journalism	Master's in journalism or communication with a specialization in journalism OR Bachelor's in either of the above AND Master's in English history, communication, literature, composition, comparative literature, any social science, business, business administration, marketing, graphics, or photography OR the equivalent.
Kinesiology	Master's in kinesiology, physical education, exercise science, education with an emphasis in physical education, physiology of exercises or adaptive physical education OR bachelor's in any of the above AND master's in any life science, dance, physiology, health education, recreation administration or physical therapy OR the equivalent.
Law	JD or LLB plus admission to the California Bar and 2 years experience practicing law OR meet qualification in the discipline of the application OR the equivalent.
Learning Assistance Instructors	*Any master's degree level discipline in which learning assistance or tutoring is provided at the college where the coordinator is employed; OR a master's degree in education, educational psychology, or instructional psychology, or other master's degree with emphasis in adult learning theory.

Note: Minimum qualifications do not apply to tutoring or learning assistance for which no apportionment is claimed.

*This is a paraphrased version of title 5 §53415. If there is any conflict between the paraphrased language and the title 5 language, the title 5 language shall prevail.

**Learning Disabilities:
Disabled Students
Programs and Services**

*Master's, or equivalent foreign degree, in the category of disability, special education, education, psychology, educational psychology, or rehabilitation counseling; **AND** Fifteen semester units of upper division or graduate study in learning disabilities.

*This is a paraphrased version of title 5 §53414(d)(1) and (2). If there is any conflict between the paraphrased language and the title 5 language, the title 5 language shall prevail.

Library Science

Master's in library science, library and information science, OR the equivalent.

Linguistics

Master's in linguistics or applied linguistics OR Bachelor's in linguistics AND Master's in TESOL, anthropology, psychology, sociology, English, or any foreign language OR the equivalent.

Management

Master's in business administration, business management, business education, marketing, public administration, or finance OR Bachelor's in any of the above AND Master's in economics, accountancy, taxation, or law OR the equivalent.

Marketing

Master's in business administration, business management, business education, marketing, advertising, or finance OR Bachelor's in any of the above AND Master's in economics, accountancy, taxation, or law OR the equivalent.

Mass Communication	Master's in radio, television, film, mass communication, or, journalism OR Bachelor's in any of the above AND Master's in drama/theater arts, communication, communication studies, business, telecommunications, or English the equivalent.
Mathematics	Master's in mathematics or applied mathematics OR Bachelor's in either of the above AND Master's in statistics, physics, or mathematics education OR the equivalent.
Music	Master's in music OR the equivalent.
Nursing	Master's in nursing OR Bachelor's in nursing AND Master's in health education or health science OR the equivalent. OR The minimum qualifications as set by the Board of Registered Nursing, whichever is higher.
Nutritional Science/ Dietetics	Master's in nutrition, dietetics, or dietetics and food administration OR Bachelor's in any of the above AND Master's in chemistry, public health, or family and consumer studies/home economics OR the equivalent (NOTE: A Bachelor's in nutrition, dietetics, or dietetics and food administration, and certification as a registered dietitian, is an alternative qualification for this discipline, pursuant to Title 5 Section 53410.1.)
Peace Studies	Master's in peace studies, peace and conflict studies, peace and justice studies, OR the equivalent
Philosophy	Master's in philosophy OR the equivalent.
Photography	Master's in photography, fine arts, or art OR Bachelor's in any of the above AND Master's in art history or humanities OR the equivalent.

**Physical Disabilities:
Disabled Students
Programs and Services**

*Master's, or equivalent foreign degree, in the category of the disability, special education, education, psychology, educational psychology, or rehabilitation counseling: **AND** Fifteen semester units of upper division or graduate study in physical disabilities.

*This is a paraphrased version of title 5 §53414(d). If there is any conflict between the paraphrased language and the title 5 language, the title 5 language shall prevail.

Physical Education

Master's in physical education, exercise science, education with an emphasis in physical education, kinesiology, physiology of exercise, or adaptive physical education, OR Bachelor's in any of the above AND Master's in any life science, dance, physiology, health education, recreation administration, or physical therapy OR the equivalent.

**Physical Education
(Adapted): Disabled
Students Program and
Services**

*Master's in physical education, exercise science, education with an emphasis in physical education, kinesiology, physiology of exercise, or adaptive physical education, OR Bachelor's in any of the above AND Master's in any life science, dance, physiology, health education, recreation administration, or physical therapy OR the equivalent; **AND** fifteen semester units of upper division or graduate study in adapted physical education.

*This is a paraphrased version of title 5 §53414(b). If there is any conflict between the paraphrased language and the title 5 language, the title 5 language shall prevail.

Physical Science

See Interdisciplinary Studies.

Physics

Master's in physics OR Bachelor's in physics AND Master's in astronomy, astrophysics or engineering OR the equivalent.

Political Science	Master's in political science, government, or international relations OR Bachelor's in any of the above AND Master's in economics, history, public administration, sociology or social science with an emphasis in political science, any ethnic studies, JD OR the equivalent.
Psychology	Master's in psychology OR the equivalent.
Reading	Master's in education with a specialization in reading or teaching reading OR Bachelor's in any academic discipline AND twelve semester units of course work in teaching reading AND Master's in English, literature, linguistics, applied linguistics, composition, comparative literature, TESL, or psychology OR the equivalent.
Recreation Administration	Master's in recreation administration or physical education OR Bachelor's in either of the above AND Master's in dance, gerontology, or public administration, OR the equivalent.
Religious Studies	Master's in religious studies, theology, or philosophy OR Bachelor's in any of the above AND Master's in humanities OR the equivalent.
Social Science	Master's in social science OR the equivalent OR See Interdisciplinary Studies.
Sociology	Master's degree in sociology OR bachelor's degree in sociology AND master's degree in anthropology, any ethnic studies, social work, or psychology OR the equivalent.
Speech Communication	See Communication Studies.
Speech Language Pathology	Master's in speech pathology, speech language pathology, speech language and hearing sciences, communicative disorders and sciences, communication sciences and disorders, or education with a concentration in speech pathology; OR the equivalent.

**Speech and Language
Disabilities (Pathology):
Disabled Students
Programs and Services**

*Master's, or equivalent foreign degree, in speech pathology and audiology, or in communication disorders; **AND** Licensure or eligibility for licensure as a speech pathologist or audiologist by the Medical Board of California.

*This is a paraphrased version of title 5 §53411(c). If there is any conflict between the paraphrased language and the title 5 language, the title 5 language shall prevail.

Theater Arts

See Drama/Theater Arts.

Women's Studies

Master's in women's studies OR the equivalent OR See Interdisciplinary Studies.

**Work Experience
Instructors or
Coordinators**

*The minimum qualifications in any discipline in which work experience may be provided at the college where the instructor or coordinator is employed.

*This is a paraphrased version of title 5 §53416. If there is any conflict between the paraphrased language and the title 5 language, the title 5 language shall prevail.

Non-Master's Disciplines List

Category 1 – List of disciplines in which a master's degree is not generally available but which requires a specific bachelor's or associate degree.

Discipline	Local Minimum Qualifications
Biotechnology	Bachelor's degree in the biological sciences, chemistry, biochemistry, or engineering, and two years of full-time related professional experience.
Citizenship: Noncredit Instruction	For a noncredit course in citizenship a bachelor's degree in any discipline, and six semester units in American history and institutions.

Computer Information Systems

Master's in computer science, computer information systems or business administration with an emphasis in computer information systems OR Bachelor's in any of the above and 5 years of appropriate work experience OR the equivalent.

**English as a second language (ESL):
Noncredit Instruction**

For a noncredit course in English as a second language (ESL) any of the following:

(1) A bachelor's degree in teaching English as a second language, or teaching English to speakers of other languages;

OR

(2) A bachelor's degree in education, English, linguistics, applied linguistics, any foreign language, composition, bilingual/bicultural studies, reading, or speech; and a certificate in teaching English as a second language, which may be completed concurrently during the first year of employment as a noncredit instructor;

OR

(3) A bachelor's degree with any of the majors specified in subparagraph (2) above; and one year of experience teaching ESL in an accredited institution; and a certificate in teaching English as a second language, which may be completed concurrently during the first two years of employment as a noncredit instructor;

OR

(4) Possession of a full-time, clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in ESL.

**Health and Safety:
Noncredit Instruction**

For a noncredit course in health and safety, a bachelor's degree in health science, health education, biology, nursing, dietetics, or nutrition; or an associate degree in any of those subjects, and four years of professional experience related to the subject of the course taught.

**Home Economics:
Noncredit Instruction**

For a noncredit course in home economics a bachelor's degree in home economics, life management, family and consumer studies, dietetics, food management interior design, or clothing and textiles; or an associated degree in any of those subjects, and four years of professional experience related to the subject of the course taught.

**Interdisciplinary-Basic
Skills: Noncredit
Instruction**

For an interdisciplinary noncredit basic skills course a bachelor's in any social science, humanities, mathematics, or natural science discipline or in liberal studies, as appropriate for the course.

**Mathematics- Basic
Skills: Noncredit
Instruction**

For a noncredit basic skills course in mathematics a bachelor's degree in mathematics.

**Older Adults: Noncredit
Instruction**

For a noncredit course intended for older adults, either pattern (1) or pattern (2) following:

(1) A bachelor's degree with a major related to the subject of the course taught, and either: (A) Thirty hours or two semester units of course work or class work in understanding the needs of the older adult taken at an accredited institution of higher education or approved by the district. This requirement may be completed concurrently during the first year of employment as a noncredit instructor;

OR

(B) One year of professional experience working with older adults;

OR

(2) An associate degree with a major related to the subject of the course taught; and two years of occupational experience related to the subject of the course taught; and sixty hours or four semester units of coursework or class work in understanding the needs of the older adult, taken at an accredited institution of higher education or approved by the district. This last requirement may be completed concurrently during the first year of employment as a noncredit instructor.

**Ornamental
Horticulture**

Bachelor's in ornamental horticulture, plant science or botany AND 2 years 'experience in ornamental horticulture OR the equivalent.

**Parent Education:
Noncredit Instruction**

For a noncredit course in parent education a bachelor's degree in child development, early childhood education, human development, family and consumer studies with a specialization in child development or early childhood education, educational psychology with a specialization in child development, elementary education, psychology, or family life studies; and two years of professional experience in early childhood programs or parenting education.

Pharmacy Technology

Any bachelor's degree and two years of professional experience, or any associate degree and six years of professional experience, or any associate degree, and an accredited Pharmacy Technician Certification (CPhT), and four years of professional experience.

**Reading – Basic Skills:
Noncredit Instruction**

For a noncredit basic skills course in reading and/or writing either: Bachelor's degree in English, literature, comparative literature, composition, linguistics, speech, creative writing, or journalism; **OR** Bachelor's degree in any discipline and twelve semester units of coursework in teaching reading.

Real Estate

Bachelor's in business or finance, CA BRE Broker license or CA BREA Certified Appraisal license AND 2 years' experience as a broker or appraiser OR Associate's in business, real estate, finance or real estate appraisal, CA BRE Broker license or CA BREA Certified Appraisal license and 6 years experience as a broker or appraiser.

**Specialized Instruction
(DSPS): Noncredit
Instruction**

The minimum qualifications for service as a faculty member to provide noncredit specialized instruction for students with disabilities shall be any one of the following: (1) The minimum qualifications for providing credit instruction for students with disabilities as specified in this section. **OR**
(2) A bachelor's degree with any of the following majors: education of students with specific or multiple disabilities; special education; psychology; physical education with an emphasis in adaptive physical education; communicative disorders; rehabilitation; computer-based education; other computer-related majors which include course work on adapted or assistive computer technology for students with disabilities; other

majors related to providing specialized instruction or services to persons with disabilities. **OR**

(3) An associate degree with one of the majors specified in subparagraph (2) above; and four years of experience providing specialized instruction or services to persons in the disability category or categories being served.

Specialized Instruction (DSPS) – Vocational: Noncredit Instruction

For noncredit vocational courses an associate degree or certificate of training; and four years of occupational experience related to the subject of the course taught; and two years of experience providing specialized instruction or services to persons in the disability category being served.

Vocational (short-term): Noncredit Instruction

(i) For a short term noncredit vocational course, any one of the following:

(1) Bachelor's degree; and two years of occupational experience related to the subject of the course taught; **OR**

(2) Associate degree; and six years of occupational experience related to the subject of the course taught;

OR (3) Possession of a full-time, clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in the subject matter;

OR (4) For courses in an occupation for which the district offers or has offered apprenticeship instruction, the minimum qualifications for noncredit apprenticeship instructors in that occupation, as specified in Section 53413.

Writing- Basic Skills: Noncredit Instruction

For a noncredit basic skills course in reading and/or writing either: a bachelor's degree in English, literature, comparative literature, composition, linguistics, speech, creative writing, or journalism; **OR**

A bachelor's degree in any discipline and twelve semester units of coursework in teaching reading.

Category 2 - Bachelor's degree and five years professional experience in the discipline and any certificate or license required to do that work OR any Associate's degree and six years professional experience and any certificate or license required to do that work. The professional experience required must be directly related to the faculty member's teaching assignment.

Discipline:

Administration of Justice

Air Conditioning, Refrigeration, Heating

Architecture

Auto Body Technology

Automotive Technology

Cabinet Making

Carpentry

Construction Technology

Cosmetology

Drafting

Electricity

Electromechanical Technology

Electronics

Emergency Medical Technologies

Engineering Support

Environmental Technologies

Fire Technology

Industrial Technology

Machine Tool Technology

Manufacturing Technology

Robotics

Telecommunication Technology

Welding

Category 3 - Bachelor's degree and two years, experience in the discipline and any certificate or license required to do that work OR any Associate's degree and six years, experience and any certificate or license required to do that work.

Discipline:

Addiction Paraprofessional Training	Court Interpreting
Aeronautics	Court Reporting
Agricultural Business and Related Services	Culinary Arts/Food Technology
Agricultural Engineering	Dental Technology
Agricultural Production	Diagnostic Medical Technology
Animal Training and Management	Diesel Mechanics
Appliance Repair	Dietetic Technician
Archaeological Technology	Electromicroscopy
Athletic Training	Electronic Technology
Aviation	Electroplating
Banking and Finance	Equine Science
Barbering	Estimating
Bicycle Repair	Fabric Care
Bookbinding	Fashion and Related Technologies
Broadcasting Technology	Flight Attendant Training
Building Codes and Regulations	Fluid Mechanics Technology
Building Maintenance	Folk Dance
Business Machine Technology	Forestry/Natural Resources
Cardiovascular Technology	Furniture Making
Ceramic Technology	Graphic Arts
Coaching	Gunsmithing
Commercial Art	Health Care Ancillaries
Commercial Music	Health Information Technology
Computer Service Technology	Heavy Duty Equipment Mechanics
Construction Management	Hotel and Motel Services
	Industrial Design

Industrial Maintenance
Industrial Relations
Industrial Safety
Insurance
Interior Design
Janitorial Services
Jewelry
Labor Relations
Legal Assisting
Library Technology
Licensed Vocational Nursing
Locksmithing
Marine Diving Technology
Martial Arts/Self Defense
Masonry
Materials Testing Technology
Media Production
Medical Instrument Repair
Military Studies
Mining and Metallurgy
Mortuary Science
Motorcycle Repair
Multimedia
Music Management
Music Merchandising
Musical Instrument Repair
Nursing Science/Clinical Practice
Occupational Therapy Assisting
Office Technologies

Photographic
Technology/Commercial
Photography
Physical Therapy Assisting
Piano Tuning and Repair
Plastics
Plumbing
Printing Technology
Private Security
Prosthetics and Orthotics
Psychiatric Technician
Public Relations
Radiation Therapy
Radiological Technology
Registered Veterinary Technician
Rehabilitation Technician
Respiratory Technician
Respiratory Technologies
Restaurant Management
Retailing
Sanitation and Public Health
Technology
Search and Rescue
Sheet Metal
Ship and Boat Building and Repair
Shoe Rebuilding
Sign Language, American
Sign Language/English Interpreting
Small Business Development
Small Engine Mechanics
Stagecraft

Steamfitting

Surgical Technology

Transportation

Travel Services

Upholstering

Vision Care Technology

Watch and Clock Repair

Agenda for the El Camino Community College District Board of Trustees
From
Compton Education Center
Keith Curry, Provost

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A. COMPTON CENTER REPORT

It is recommended the Board of Trustees receive for information the El Camino College Compton Center Report for the month of November 2015.

1. **Accreditation:** The ECC Compton Center Candidacy Application and Self-Evaluation is due to the Accrediting Commission for Community and Junior Colleges (ACCJC) in January 2017. We have proposed the weeks of March 6-9, 2017 or March 13-16, 2017 to ACCJC for our external evaluation review for candidacy by the ACCJC. On Friday, November 13, 2015 from 8:00 a.m.-1:00 p.m., we will hold our monthly Accreditation Self-Evaluation Workshop for all Standards team members.

The presenters for the November monthly Accreditation Self-Evaluation Workshop are from Santa Clarita Community College District, Ryan Theule, Vice President, Canyon Country Campus and Grants Development; and James Glapa-Grossklag, Dean, Educational Technology, Learning Resources and Distance Learning. The topic of their presentation is “How to Collect Evidence for the Self-Evaluation Report. A copy of the presentation is available at the following link: <http://www.compton.edu/campusinformation/accreditation/>

2. **Negotiations:** Compton Community College District concluded negotiations with both the Federation of Certificated Employees (Academic Faculty) and the Federation of Classified Employees. The Tentative Agreements with both of these bargaining units are for the period of July 1, 2014 through June 30, 2017. The Tentative Agreements with both of these bargaining units will be placed on the Tuesday, November 17, 2015 Compton Community College District Board of Trustees Agenda with a recommendation for ratification and approval.
3. **Institutional Effectiveness Partnership Initiative:** In the 2015-2016 year, the Compton Center will be receiving technical assistance in the area of Integrated Planning and Accreditation from the Institutional Effectiveness Partnership Initiative offered by the California Community College Chancellor’s Office. The first visit of the Partnership Resource Team with Compton Center and El Camino College staff was held on Thursday, November 5, 2015. The Partnership Resource Team included the following: Teresa Dreyfus, Superintendent/President, Rio Hondo College (Chair); Howard Kummerman, Dean, Institutional Research/Planning, Rio Hondo College; Chris Hill, Senior Dean, Planning/Institutional Effectiveness, Grossmont College; Mary Graham, faculty member, Cuyamaca College. We anticipate receiving a report from the first visit sometime in December 2015. In addition, we will be scheduling the Partnership Resource Team second site visit for sometime in the winter of 2016.

4. Faculty Hires: The Compton Center is pleased to announce the following tenure-track faculty positions will be hired for the 2016-2017 academic year:

- Anatomy/Physiology
- Communication Studies
- Cosmetology
- Counselor- Student Equity
- Counselor- Student Success and Support Programs (SSSP)
- English/Reading
- Spanish

The Compton Center is currently in the process of filling the following tenure-track faculty positions for spring 2015:

- Counselor- EOPS/CARE
- Faculty Coordinator/Counselor-First Year Experience Program

5. Compton Tartar Football: On Saturday, November 7, 2015, the Compton Tartar Football Team won their first football game since September 25, 2010 breaking a 54- game losing streak. The Compton Tartar Football Team won 24-7 against San Diego Mesa College.

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

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A. BOARD POLICY 3540 (SEXUAL AND GENDER-BASED MISCONDUCT) – SECOND READING AND ADOPTION

It is recommended that the Board receive amended Board Policy 3540 (Sexual and Gender-Based Misconduct) for second reading and adoption as shown on page P/B 3.

B. ADMINISTRATIVE PROCEDURE 3540 (SEXUAL AND GENDER-BASED MISCONDUCT) – INFORMATION ITEM

It is recommended that the Board receive proposed new Administrative Procedure 3540 (Sexual and Gender-Based Misconduct) as an information item as shown on pages P/B 4 – P/B 7.

Board Policy 3540

Sexual and Gender-Based Misconduct

Any sexual assault or gender-based misconduct or physical abuse, including but not limited to rape, sexual violence, sexual harassment, domestic violence, dating violence, and stalking, as defined by California law, whether committed by an employee, student, or member of the public, 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 or at another location, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of District policies and procedures, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.

The Superintendent/President shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual and other assaults receive appropriate information and treatment, and that educational information about preventing sexual violence is provided and publicized as required by law.

The procedures shall meet the criteria contained in Education Code Sections 67385, 67385.7, 67386, and 34 Code of Federal Regulations Section 668.46 and be made widely available to students through the District's website and other means.

References:

Education Code Section 67385, 67385.7, and 67386;

20 U.S. Code Section 1092(f);

34 Code of Federal Regulations Section 668.47(b)(11)

Replaces Board Policy 5148

El Camino College

Adopted: 3/19/05

NEW PROCEDURE

Administrative Procedure 3540

Sexual and Gender-Based Misconduct

Any sexual and gender-based misconduct or physical abuse, including, but not limited to sexual assault such as rape, dating violence, domestic violence, and stalking, as defined by California law, whether committed by an employee, student, or member of the public, 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 or at another location, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. (See also AP 5500 titled Standards of Student Conduct.)

“Sexual assault” includes but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

“Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

“Domestic violence” includes felony or misdemeanor crimes of violence committed by:

- a. a current or former spouse of the victim;
- b. a person with whom the victim shares a child in common;
- c. a person who is cohabitating with or has cohabitated with the victim as a spouse;
- d. a person similarly situated to a spouse of the victim under California law; or
- e. any other person against an adult or youth victim who is protected from that person's acts under California law.

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress.

“Affirmative consent” means affirmative, conscious, and voluntary agreement to engage in sexual activity.

It is the responsibility of each person involved in sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative

consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

This procedure, in addition to the procedures for unlawful discrimination and Title IX investigations from the Office of Staff & Student Diversity, are designed to ensure victims of sexual or gender-based misconduct receive treatment and information. (For physical assaults/violence, see also AP 3500, 3510, and 3515.)

All students and employees who allege they are the victims of sexual and gender-based misconduct shall be provided with information regarding options and assistance available to them. Information shall be available from the Office of Staff & Student Diversity, which shall maintain discretion and confidentiality, to the extent possible, regarding the identity and other information about alleged sexual assault victims.

The Title IX Coordinator shall make available to alleged victims of sexual or gender-based misconduct the following:

1. A copy of the District's policy and procedures regarding sexual or gender-based misconduct;
2. Information about the victim's option to:
 - a. notify proper law enforcement authorities, including on-campus and local police;
 - b. be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and
 - c. decline to notify such authorities;
3. A description of available services and resources, regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Services and resources may include:
 - a. transportation to a hospital by Campus Police, if necessary;
 - b. counseling by a Student Health Center psychologist or referral to a counseling center;
 - c. notice to applicable law enforcement, if desired;
 - d. assistance with the disciplinary process by the District Disciplinary Officer;
 - e. information about existing on- and off-campus counseling, mental health, victim advocacy, legal assistance and remedies, and other services for victims by the Title IX Coordinator;
4. Information about the importance of preserving evidence and the identification and location of witnesses to prove a criminal offense;
5. Information about the following procedures:
 - a. Criminal prosecution;
 - b. Civil prosecution;
 - c. District disciplinary procedures for students and employees;

d. Academic accommodations, if necessary.

The District shall investigate all complaints alleging sexual and gender-based misconduct under the procedures for unlawful discrimination and Title IX investigations from the Office of Staff & Student Diversity, regardless of whether a complaint is filed with local law enforcement. These procedures can be found at the Office of Staff and Student Diversity and on the District's website.

Using a preponderance of evidence standard, investigation refers to the fact-finding process the District uses to determine whether it is more likely than not that sexual and gender-based conduct occurred; and shall be adequate, reliable, impartial, and prompt and include the opportunity for both alleged victims and accused to present witnesses and other evidence.

The District shall maintain discretion and confidentiality, to its best ability, amongst the parties involved (including the alleged victim, alleged assailant, witness, or third-party reporter of sexual or gender-based misconduct), unless the parties specifically state otherwise. All inquiries from reporters or other media representatives about alleged incidents of sexual and gender-based misconduct shall be referred to the District's Office of Public Relations, which shall work with the Office of Staff & Student Diversity to assure that any applicable confidentiality and privacy rights are maintained.

All alleged victims and assailants shall be kept informed, through the Office of Staff & Student Diversity of any ongoing investigation. Information shall include the status of any student or employee disciplinary proceedings or appeals. Alleged victims of sexual or gender-based misconduct are required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality.

Based on its investigative findings, the District may impose sanctions following a determination by a District disciplinary proceeding regarding sexual and gender-based misconduct. Such disciplinary proceedings shall provide prompt, fair, and impartial resolution, where both the accuser and accused are entitled the same opportunities for an advisor and to present witnesses and other evidence.

Additionally, the Annual Security Report ("ASR") issued by the District shall include a statement regarding the District's programs to prevent sexual or gender-based misconduct and procedures that should be followed after an incident of sexual or gender-based misconduct has been reported, including a statement of the standard of evidence that will be used during any District proceeding arising from such a report. The ASR shall be published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and all other applicable state and federal laws.

Education and Prevention Information

The Title IX Coordinator shall:

1. Provide education and prevention information about sexual or gender-based misconduct. The information shall include the District's sexual and gender-based misconduct policy and prevention strategies including awareness raising campaigns, primary prevention, bystander intervention, and risk reduction.
2. Post sexual violence prevention and education information on the campus internet website regarding sexual and gender-based misconduct.

References:

Education Code Sections 67385, 67385.7, and 67386;
20 U.S. Code Section 1092(f);
34 Code of Federal Regulations Section 668.46(b)(11)

C. TRAVEL

It is recommended that the Board approve the following travel, with no loss of salary, transportation and necessary expenses paid:

1. Thomas M. Fallo, Bond Rating Meetings with Moody's and Standard and Poor's, San Francisco, CA, December 10, 2015.
2. Trustee Kenneth Brown, Community College League of California, Burlingame, CA, November 20, 2015.

Committee of the Whole

Page No.

A. Public Comment.....C/W 2

B. 2015 Board of Trustees Evaluation.....C/W 2

C. Discussion of 2016 Board Goals.....C/W 6

VII. COMMITTEE OF THE WHOLE

A. PUBLIC COMMENT

B. 2015 BOARD OF TRUSTEES EVALUATION

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 for discussion of those goals at the November meeting. At the November and December meetings, the Board establishes its goals for the subsequent year.

At the December 15, 2014 Board meeting it was determined that the annual Board self-evaluation would be split into two sections:

1. Evaluation of ongoing Board Duties & Responsibilities, per BP 2200, or those found in the current self-evaluation, and
2. Evaluation of specific and measurable goals, mostly in support of College priorities for 2015.

The adopted 2015 Board of Trustee goals are listed below for reference.

Board Duties & Responsibilities (BP 2200):

The Board is committed to fulfilling its responsibilities to:

1. Represent the public interest.
2. Establish policies for current and long-range academic and facilities plans and programs that are consistent with the institutional mission and promote orderly growth and development of the College.
3. Hire and evaluate the Superintendent/President.
4. Delegate power and authority to the Superintendent/President to effectively manage the District.
5. Assure fiscal health and stability.
6. Monitor institutional performance and educational quality.
7. Advocate for the District.

2015 Board of Trustee Goals to Support College Initiatives

It is recommended that the Board adopt the following goals for 2015:

- I. Accrediting Commission for Community and Junior Colleges (ACCJC)
 - a. Review and discuss findings and recommendations from the ACCJC January 2015 meeting and team report.
 - b. Review annual report on Actionable Improvement Plans (from Accreditation Self-Evaluation).

- c. Submit Eligibility Application for El Camino College Compton Center, January 2015

II. Implementation of Plans for Institutional Improvement:

- a. Actively support the implementation of College plans and priorities, such as the Strategic Plan, Master Plan, Enrollment Management Plan, Student Success & Support Program (SSSP) Plan, and Student Equity Plan.
- b. Liaise frequently and responsibly with District communities.

III. Selection and hiring of new Superintendent/President:

- a. Develop a procedure for new CEO selection.

**EL CAMINO COLLEGE BOARD OF TRUSTEES
SELF-EVALUATION QUESTIONNAIRE 2015 - RESULTS**

Individual Trustees' appraisal of all members' activities.					
Section 1					
Board Duties & Responsibilities (BP 2200)					
Did the Board fulfill its responsibilities to:	Strongly Agree	Agree	Disagree	Strongly Disagree	No Response
1. Represent the public interest.	MC ED CN JV	KB BB			
2. Establish policies for current and long-range academic and facilities plans and programs that are consistent with the institutional mission and promote orderly growth and development of the College.	JV	KB MC ED CN BB			
3. Hire and evaluate the Superintendent/President.	KB ED JV BB	MC CN			
4. Delegate power and authority to the Superintendent/President.	KB MC ED CN JV	BB			
5. Assure fiscal health and stability.	KB MC ED CN JV BB				
6. Monitor institutional performance and educational quality.	KB ED	MC CN JV BB			
7. Advocate for the District.	KB	MC ED CN JV BB			
Section 2					
2015 Board of Trustee Goals to Support College Initiatives					
Did the Board fulfill its responsibilities to:					
I. Accrediting Commission for Community and Junior Colleges (ACCJC)					
a. Review and discuss findings and recommendations from the ACCJC January 2015 meeting and team report.	KB MC CN	JV BB			ED
b. Review annual report on Actionable Improvement Plans (from Accreditation Self-Evaluation).	MC CN	KB JV BB			ED

**EL CAMINO COLLEGE BOARD OF TRUSTEES
SELF-EVALUATION QUESTIONNAIRE 2015 - RESULTS**

Page 2

	Strongly Agree	Agree	Disagree	Strongly Disagree	No Response
c. Submit Eligibility Application for El Camino College Compton Center, January 2015.	KB MC CN BB	JV			ED
II. Implementation of Plans for Institutional Improvement.					
a. Actively support the implementation of College plans and priorities, such as Strategic Plan, Master Plan, Enrollment Management Plan, Student Success & Support Program (SSSP) Plan, and Student Equity Plan.	MC	KB CN JV BB			ED
b. Liaise frequently and responsibly with District Communities.		KB CN MC JV BB			ED
III. Selection and hiring of new Superintendent/President.					
a. Develop a procedure for new CEO selection.	MC CN JV BB	KB ED			

C. DISCUSSION OF 2016 BOARD GOALS

It is recommended that the Board of Trustees discuss the following proposed goals for 2016. These goals are based upon revised ACCJC standards relative to elected Board of Trustees, and/or previous Board dialogues.

1. Board members will participate in appropriate professional development activities and best practices educational trainings, as recommended by the Accrediting Commission for Community and Junior Colleges (ACCJC) in an effort to strengthen overall and individual Board performance.
2. Board members will utilize the California Community College League's "Excellence in Trusteeship Program" which provides measurable professional development and training in best practices opportunities as recommended by the ACCJC.
3. The Board of Trustees will establish a formalized process to be utilized for all future Superintendent/President searches.