

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 20, 2006
Board Room
4:30 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of October 16, 2006, Pages 4 - 7**
- III. Presentations – none**
- IV. Public Hearing – Notice of Intent to Enter Into Energy Services Contract and to Lease and/or Purchase of Energy Conservation Facilities Construction, Item K, Page 49**
- V. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
 - A. Public Comment
 - B.
 - 1. Academic Affairs
See Academic Affairs Agenda, Pages 8-22
 - 2. Student and Community Advancement
See Student Services Agenda, Pages 23-30
 - 3. Administrative Services
See Administrative Services Agenda, Pages 31-44
 - 4. *See Measure "E" Bond Fund Agenda, Pages 45-52*
 - 5. *See Human Resources Agenda, Pages 53-69*
 - 6. Superintendent/President
See Superintendent/President Agenda, Pages 70-72
- VI. Non-Consent Agenda**
 - A. Public Comment
 - B. 2005-2006 Board of Trustees Goals and Evaluation, Pages 73-75
 - C. Policy on Board Support for Political Issues, Page 76

VII. Oral Reports

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

VIII. Public Comment on Non-Agenda Items

IX. Closed Session

- A. Labor Relations, Brown Act Section 54957.8
 - 1. El Camino Classified Employees, Local 6142
 - 2. Non-Represented Employees – Confidential, Supervisors, and Management
 - 3. American Federation of Teachers, Local 1388
- B. Existing Litigation, Brown Act Section 54956.9
 - 1. 1 Case

Board of Trustees Meeting Schedule for 2006 4:30 p.m.
--

- Monday, January 23, 2006
- Tuesday, February 21, 2006
- Monday, March 20, 2006
- Monday, April 17, 2006
- Monday, May 15, 2006
- Monday, June 19, 2006
- Monday, July 17, 2006
- Monday, August 21, 2006
- Tuesday, September 5, 2006
- Monday, October 16, 2006
- Monday, November 20, 2006
- Monday, December 18, 2006

EL CAMINO COLLEGE STRATEGIC PLAN 2004-2007

Vision Statement

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

Mission Statement

The mission of El Camino College is to meet the educational needs of its diverse community and ensure student success by offering quality, comprehensive educational opportunities.

Statement of Philosophy

Everything El Camino College is or does must be centered on its community, for without the community, we have no students, no faculty or staff, no reason to exist. It is our community that saw the need and valued the reason for the creation of El Camino College. Therefore, it is to our community that we must be responsible and responsive in all matters educational, fiscal and social.

Statement of Values

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

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

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

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

Diversity – We recognize and appreciate our similarities and differences.

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

Guiding Principles

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

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

Cooperation among our many partners is vital for our success—whether they be other schools and colleges, businesses and industries, or individuals.

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

Strategic Goals 2004-2007

1. Support and constantly improve the quality of our educational offerings.
2. Promote student-centered learning to increase student success.
3. Support innovative practices that enhance the educational experience.
4. Foster a climate that promotes integrity and accountability.
5. Support and develop effective and motivated employees.
6. Improve and enhance internal and external communication.
7. Incorporate flexibility into institutional structure and process.

EL CAMINO COMMUNITY COLLEGE DISTRICT
MINUTES OF THE REGULAR MEETING OF
Monday, October 16, 2006

The Board of Trustees of the El Camino Community College District met at 4:30 p.m. on Monday, October 16, 2006, in the Board Room at El Camino College.

The following Trustees were present: Trustee William Beverly, President; Trustee Mary E. Combs, Vice President; Trustee Nathaniel Jackson, Secretary; Trustee Ray Gen, Member; Trustee Maureen O'Donnell, Member; and Mr. Julian Peters, Student Member.

Also present were Dr. Thomas M. Fallo, Superintendent/President; Dr. Francisco Arce, Vice President, Academic Affairs; Dr. John Baker, Interim Vice President, Student Services; Dr. Jeffrey Marsee, Vice President, Administrative Services; and Dr. Doris Givens, Provost, El Camino College Compton Educational Center.

Minutes of the Regular Board Meeting of September 5, 2006

The Minutes of the Regular Board Meeting of September 5, 2006 were approved as amended.

Consent Agenda

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

Academic Affairs

Center for the Arts Presentations – 2007/2008

Conference Attendance – Mathematics, Engineering, Science Achievement (MESA) Program

Instructional Field Trips – Fall 2006

International Education/Study Abroad Program – Winter 2007

Proposed Curriculum Changes – Effective 2006/2007 Academic Year – Fall 2006

Sabbatical Leave of Absence – 2006/2007

Student Services

Student Field Trips

Community Education – Fall 2006

Forensics Team Tournaments for Fall 2006

Journalism Association of Community Colleges Southern California Conference

State Student Senate Conference

California Community College Student Affairs Association Fall 2006 Leadership Conference

Grants

Administrative Services

Enrollment Fee Decrease
Contracts Under \$65,100
Contract Amendment – LPA, Inc.
Declaration of Surplus Property
Purchase Orders and Blanket Purchase Orders

Measure E Bond Fund

Citizens' Bond Oversight Committee Calendar
Category Budgets and Balance
Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes
Temporary Non-Classified Service Employees
Reinstatement of Classification Specifications for Administrator Position
Revision of Classification Specifications for Administrator Positions
New Classification Specifications for Administrator Position
Memorandum of Understanding Between the El Camino Community College District and the El Camino College Federation of Teachers
Memorandum of Understanding Between the El Camino Community College District and the El Camino Classified Employees
Stipend for Transition Work Done By El Camino Classified Employees for the Compton Educational Center
Stipend for Transition Work Done By Administrators for the Compton Educational Center

President and Board of Trustees

Special Assessment Fee – Accrediting Commission for Community and Junior Colleges
Board of Trustees' Self-Evaluation
Revised Board Policy 3410 – Non-Discrimination – First Reading, and Procedure 3410 – Unlawful Discrimination and Sexual Harassment Complaints – Presented for Informational Purposes Only
Student Equity Plan – August, 2006

Motion carried. Student Trustee Peters recorded an advisory yes vote.

Director, Human Resources

At the request of Trustee Combs, this item was pulled from the Consent Agenda. It was moved by Trustee Combs, seconded by Trustee Beverly, that the Board reinstate classification specifications for the Director, Human Resources, as shown on attachments. This position classification will sunset when El Camino College employee

returns from El Camino College Compton Center to Assistant Director, Human Resources, El Camino College. Motion carried.

Potential Assignments

(2) – Video Taping of Board Meetings

It was moved by Trustee O'Donnell, seconded by Trustee Gen that the Board move into an agreement with Darren P. Doerschel, Systems Integration Consultant, to advise the Board on establishment of video taping capability in both the Board Room and Marsee Auditorium.

Motion failed. Trustees Gen and O'Donnell voted yes. Trustees Beverly, Combs and Jackson voted no. Student member Peters recorded a no advisory vote.

At the request of Trustee Beverly, the following potential assignments were removed from the Consent Agenda and the Board established the following priorities:

Category A

- (3) Course Repeatability
- (4) Distance Education Program
- (9) Compton Center Report

Category B

- (1) Re-Examination of District voting structure.
- (5) District Communication Policy.

Category C

- (6) Leave of Absence Report.

Category D

- (7) Staff Replacement and Training Policy.

Public Comment

Ms. Luukia Smith addressed a personnel matter and expressed appreciation for opportunity to attend Accreditation Self-Study Training.

Dean Blackburn and Mrs. Mary Haag spoke of books and materials presented to the Music Library.

Dr. Don Brown, President, El Camino College Federation of Teachers, spoke of Mrs. Haag's gift and salary negotiations.

Dr. Angela Simon, Past President, El Camino College Federation of Teachers, spoke of budget process and budget.

Mr. Najasi Lee, student, spoke of name of Compton Center and dedication of Learning Center.

Ms. Ann Ashcraft, Humanities, Administrative Assistant, addressed work being done for Compton Center.

Dave Westberg, Mathematics Instructor, addressed salary negotiations.

Meeting adjourned at 7:20 p.m.

Nathaniel Jackson, Secretary of the Board

Thomas M. Fallo, Secretary to the Board

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

Page No.

A.	Proposed Curriculum Changes – Effective 2007 Spring Semester	9
B.	Proposed Curriculum Changes – Effective 2007-2008 Academic Year	13

Academic Affairs

A. PROPOSED CURRICULUM CHANGES – EFFECTIVE 2007 SPRING SEMESTER

It is recommended that the board approve the proposed curriculum revisions and additions, effective the 2007 spring semester, listed below:

BEHAVIORAL AND SOCIAL SCIENCES DIVISION

NEW COURSES

1. Child Development 34 – Observing and Guiding Children
Units: 3 Lecture: 3 hours Faculty Load: 20.00%
Credit, degree applicable; Transfer CSU
Prerequisite: Child Development 3 with a minimum grade of C or equivalent
In this course, students will examine guidance techniques as they apply to children from birth to age twelve in individual and group settings. Students will analyze, through observation and research, common behavioral issues and the possible underlying influences on behavior. The role of the teacher in promoting an environment which fosters appropriate behavior will be examined. Students will be required to conduct observations in local school programs.

2. Ethnic Studies 1 – Introduction to Ethnic Studies
Units: 3 Lecture: 3 hours Faculty Load: 20.00%
Credit, degree applicable; Transfer CSU
Recommended Preparation: eligibility for English 1A
This course provides a multidisciplinary introduction and analysis of ethnic groups in the United States. Various theories and perspectives will be examined to better comprehend the effects of institutional racism, marginalization, socio-economic and political discrimination, and ethnocentrism on American ethnic and racial groups.

3. Sociology 112 – Introduction to Criminology
Units: 3 Lecture: 3 hours Faculty Load: 20.00%
Credit, degree applicable; Transfer CSU
Recommended Preparation: Sociology 101; eligibility for English 1A
This course introduces students to the scientific analysis of crime and criminality. Sociological concepts and theories are used to analyze the nature, extent, and cause of crime; theoretical explanations for criminal behavior will be discussed. The dynamics of law, social control, treatment processes, and victimology will be evaluated.

FINE ARTS DIVISION

NEW COURSE

1. Dance 9ab – Flamenco Dance

Unit: 1 Lab: 3 hours Faculty Load: 15.00%

Credit, degree applicable; Transfer CSU

This course introduces Flamenco dance through the practice of steps and choreography as well as the study of music, costumes, and cultures from selected countries. Emphasis is placed on basic Flamenco dance footwork as well as necessary skills for stylistic expression.

HUMANITIES DIVISION

REACTIVATE; CHANGES IN NUMBER, CONDITIONS OF ENROLLMENT (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation), CATALOG DESCRIPTION; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

Current Status/Proposed Change

1. English ~~RA 80~~ – Basic Language Skills

~~Prerequisite Recommended Preparation: Qualifying score on English Placement Test qualification by testing (English Placement Test) and assessment~~

~~A This course for students needing remediation in word attack skills, spelling vocabulary development, is designed to improve reading comprehension and speed, study skills, and writing simple sentences—as determined by scores on the English Placement Test. necessary for college success. Special emphasis will be placed on reading comprehension, strategies for understanding written words, study and test taking skills, and vocabulary expansion. As writing is a natural extension of the reading process, students also will learn the basic structure of sentences and will learn to recognize main ideas, relationships between main ideas and supporting detail, and patterns of organization in various types of reading material. Emphasis will be placed on: spelling with phonics approach, basic vocabulary words, and syllable, word, and phrase patterns.~~

Recommendation

English 80 – Basic Language Skills

Recommended Preparation: qualification by testing (English Placement Test) and assessment

This course is designed to improve reading and study skills necessary for college success. Special emphasis will be placed on reading comprehension, strategies for understanding written words, study and test taking skills, and vocabulary expansion. As writing is a natural extension of the reading process, students also will learn the basic structure of sentences and will learn to recognize main ideas, relationships between main ideas and supporting detail, and patterns of organization in various types of reading material.

REACTIVATE; CHANGES IN NUMBER, DESCRIPTIVE TITLE, CONDITIONS OF ENROLLMENT (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation), CATALOG DESCRIPTION; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

Current Status/Proposed Change

1. English ~~WA C~~ – Basic ~~Writing: Vocabulary and Sentences~~ English Skills
~~Prerequisite~~ Recommended Preparation: ~~qualifying score on the Writing Assessment Test qualification by testing (English Placement Test) and assessment~~
~~English WA is designed for~~ This course introduces students who need vocabulary to the basic principles of grammar and sentence-writing skills to prepare them for writing structure. Students develop clear, concise sentences and write short paragraphs and essays in other composition courses. Usage, spelling, and grammar will be taught as needed to develop writing skills based on brief reading assignments, observations, and experience.

Recommendation

English C – Basic English Skills

Recommended Preparation: qualification by testing (English Placement Test) and assessment

This course introduces students to the basic principles of grammar and sentence structure. Students develop clear, concise sentences and write short paragraphs based on brief reading assignments, observations, and experience.

NEW COURSES

1. English as a Second Language 02A – Conversation and Grammar Level I
Units: 0 Lecture: 5 hours Faculty Load: 33.333%
Non-Credit
Recommended Preparation: concurrent enrollment in English as a Second Language 03A
This Level I conversation and grammar course provides focused practice on English grammar forms and structures through listening, speaking, reading, and writing activities. Emphasis is on the verb “be,” the simple present tense, nouns, adjectives, prepositions, statements, and questions. Capitalization and punctuation rules are also introduced and applied in writing simple sentences.
2. English as a Second Language 02B – Conversation and Grammar Level II
Units: 0 Lecture: 5 hours Faculty Load: 33.333%
Non-Credit
Recommended Preparation: qualification by assessment or completion of English as a Second Language 02A; concurrent enrollment in English as a Second Language 03B
This Level II conversation and grammar course provides focused practice on English grammar forms and structures through listening, speaking, reading, and writing activities. Emphasis is on prepositions of time, possessive nouns and adjectives, present progressive

Academic Affairs

and simple past tense, modals of ability and suggestion, imperatives, and punctuation rules.

3. English as a Second Language 02C – Conversation and Grammar Level III

Units: 0 Lecture: 5 hours Faculty Load: 33.333%

Non-Credit

Recommended Preparation: qualification by assessment or completion of English as a Second Language 02A and 02B; concurrent enrollment in English as a Second Language 03C

This Level III conversation and grammar course provides focused practice on English grammar forms and structures through listening, speaking, reading, and writing activities. Emphasis is on verb tenses, direct/indirect objects, modals, comparatives, superlatives, count and non-count nouns, and quantifiers.

4. English as a Second Language 03A – Reading and Writing Level I

Units: 0 Lecture: 5 hours Faculty Load: 33.333%

Non-Credit

Recommended Preparation: concurrent enrollment in English as a Second Language 02A

This Level I reading and writing course is designed to improve reading comprehension, increase vocabulary, and improve critical thinking and writing skills. Students will write descriptive and chronologically ordered paragraphs.

5. English as a Second Language 03B – Reading and Writing Level II

Units: 0 Lecture: 5 hours Faculty Load: 33.333%

Non-Credit

Recommended Preparation: qualification by assessment or completion of English as a Second Language 03A; concurrent enrollment in English as a Second Language 02B

This Level II reading and writing course is designed to improve reading comprehension, increase vocabulary, and improve critical thinking and writing skills. Students will write descriptive, instructional, biographical, narrative, and subjective paragraphs.

6. English as a Second Language 03C – Reading and Writing Level III

Units: 0 Lecture: 5 hours Faculty Load: 33.333%

Non-Credit

Recommended Preparation: qualification by assessment or completion of English as a Second Language 03B; concurrent enrollment in English as a Second Language 02C

This Level III reading and writing course is designed to improve reading comprehension, increase vocabulary, and improve critical thinking and writing skills. Students will write paragraphs using chronological order, emphatic order, and spatial order.

MATHEMATICAL SCIENCES DIVISION

NEW DISTANCE EDUCATION COURSE VERSION

Academic Affairs

1. Mathematics 40 – Elementary Algebra (Online)

B. PROPOSED CURRICULUM CHANGES – EFFECTIVE 2007-2008 ACADEMIC YEAR

It is recommended that the Board approve the proposed curriculum revisions, additions, and inactivations, effective the 2007-2008 academic year, listed below:

BEHAVIORAL AND SOCIAL SCIENCES DIVISION

INACTIVATE COURSES

1. Education 180 – Family, School, Community Partnerships
2. Psychology 11 – Child Psychology

CHANGES IN DESCRIPTIVE TITLE, CATALOG DESCRIPTION, IGETC GENERAL EDUCATION REQUIREMENT; COURSE REVIEW

Current Status/Proposed Change

1. American Studies 1 – ~~An~~ Introduction to American Studies
~~This interdisciplinary course is an interdisciplinary introduction to the~~ explores through a chronological and thematic study of cultural history the evolving meaning of what it is to be an American, culture. Utilizing both the popular and the high arts, there will be an examination of the creation/evolution of Students evaluate American experiences, beliefs, and myths and cultural memory. Special attention will be paid to both the conflicts between, and confluence of, democracy and diversity in by analyzing sources that include novels, films, architecture, music, and art. The ways in which American culture. Americans' search for personal meaning and national purpose will be analyzed against the backdrop of United States history literature impacts and reflects the national character and experience will also be discussed.
IGETC General Education Requirement – Area 4: Social and Behavioral Sciences.

Recommendation

Introduction to American Studies

This interdisciplinary course explores through a chronological and thematic study of cultural history the evolving meaning of what it is to be an American. Students evaluate American experiences, beliefs, and myths by analyzing sources that include novels, films, architecture, music, and art. The ways in which American literature impacts and reflects the national character and experience will also be discussed.
IGETC General Education Requirement – Area 4: Social and Behavioral Sciences.

CHANGE IN IGETC GENERAL EDUCATION REQUIREMENT; COURSE REVIEW

1. American Studies 3 – The American Immigrant Experience

Academic Affairs

Current Status/Proposed Change

IGETC General Education Requirement – Area 4: Social and Behavioral Sciences.

Recommendation

IGETC General Education Requirement – Area 4: Social and Behavioral Sciences.

2. History 8 – History of California

Current Status/Proposed Change

IGETC General Education Requirement – Area 3: Arts and Humanities,

B. Humanities; Area 4: Social and Behavioral Sciences

Recommendation

IGETC General Education Requirement – Area 3: Arts and Humanities,

B. Humanities; Area 4: Social and Behavioral Sciences

3. Sociology 102 – The Family

Current Status/Proposed Change

IGETC General Education Requirement – Area 4: Social and Behavioral Sciences

Recommendation

IGETC General Education Requirement – Area 4: Social and Behavioral Sciences

CHANGES IN DESCRIPTIVE TITLE, CATALOG DESCRIPTION, CSU GRADUATION REQUIREMENT; COURSE REVIEW

Current Status/Proposed Change

1. History 9 – United States History: of the Indians of North America The American Indian Experience

Current Status/Proposed Change

This course is a surveys of the history of the ~~Indians of North America from their origins to the present. The development of representative societies of Mexico, the United States and Canada, and their relations with various~~ with an emphasis on native peoples of North America. Topics include the impact of European powers are examined, with primary focus on the Indians contact, trade, and colonization as well as the impact of the United States. Indian responses to the expansion of the United States in the eighteenth and nineteenth centuries, and the state of Indian tribes and nations in the twentieth and early twenty first centuries will be discussed political, economic, and social policies on Native Americans. Emphasis is placed on the attempts of American Indians to protect their sovereignty and revitalize their societies.

This course meets the criteria of the CSU graduation requirement for United States History, Constitution, and American Ideals.

Recommendation

United States History: The American Indian Experience

This course is a survey of the history of the United States with an emphasis on native peoples of North America. Topics include the impact of European contact, trade, and colonization as well as the impact of United States political, economic, and social policies on Native Americans. Emphasis is placed on the attempts of American Indians to protect their sovereignty and revitalize their societies.

Academic Affairs

This course meets the criteria of the CSU graduation requirement for United States History, Constitution, and American Ideals.

Current Status/Proposed Change

2. History 16A – The African American in the United States, 1600 to 1877

This course is a survey of the ~~development of the African American community from the colonial period~~ history of the United States to 1877. ~~The course emphasizes historical, cultural, social, economic, and political facts as they relate to~~ with particular emphasis on the role of African Americans in shaping American experience as well as the historical experience of the American society, as a whole. The contributions of African Americans to the economic, political, social, and cultural development of the nation will be examined.

This course meets the criteria of the CSU graduation requirement for United States History, Constitution, and American Ideals.

Recommendation

The African American in the United States to 1877

This course is a survey of the history of the United States to 1877 with particular emphasis on the role of African Americans in shaping American society. The contributions of African Americans to the economic, political, social, and cultural development of the nation will be examined.

This course meets the criteria of the CSU graduation requirement for United States History, Constitution, and American Ideals.

COURSE OUTLINE ADJUSTED TO MEET CSU GENERAL EDUCATION CRITERIA

1. History 12B – Introduction to African History, 1885 to the Present

CHANGE IN CATALOG DESCRIPTION; COURSE REVIEW

1. History 22 – Twentieth Century World History

Current Status/Proposed Change

~~The~~ This course examines the political, economic, and social development of the world from the beginnings of World War I to the present. ~~It focuses~~ Focus is placed on the factors that contributed to the outbreak of World War I and World War II, and issues that remained unresolved by their ~~settlements, and treaties.~~ New challenges introduced by these conflicts will be examined including the Cold War, decolonization and state building in Africa and Asia, the collapse of the Union of Soviet Socialist Republics (USSR), and the world's increasing interdependence.

Recommendation

This course examines the political, economic, and social development of the world from the beginnings of World War I to the present. Focus is placed on the factors that contributed to the outbreak of World War I and World War II, and issues that remained unresolved by their treaties. New challenges introduced by these conflicts will be examined including the Cold

War, decolonization and state building in Africa and Asia, the collapse of the Union of Soviet Socialist Republics (USSR), and the world's increasing interdependence.

CHANGES IN CATALOG DESCRIPTION, IGETC GENERAL EDUCATION REQUIREMENT; COURSE REVIEW

1. Psychology 12 – Human Sexuality

Current Status/Proposed Change

~~Psychology 12~~ This course is the scientific study of human sexuality. ~~The course approaches the study~~ Emphasis is placed on analysis of sexuality from a psychological, sociological, anthropological and biological theoretical frameworks. Topics stressed include the ~~various definitions of sexuality;~~ the history of sex; the scientific research methods used to study sex; and the psychobiology of sex; This course also examines cultural views of sex and gender; sexual behavior and relationships; ~~sexuality across the lifespan;~~ and sex as a social and medical issue. ~~This course also involves extended discussion on the relationship between human sexuality and human nature.~~

IGETC General Education Requirement – Area 4: Social and Behavioral Sciences.

Recommendation

This course is the scientific study of human sexuality. Emphasis is placed on analysis of sexuality from a psychological theoretical framework. Topics include the history of sex, the scientific research methods used to study sex, and the psychobiology of sex. This course also examines cultural views of sex and gender, sexual behavior and relationships, and sex as a social and medical issue.

IGETC General Education Requirement – Area 4: Social and Behavioral Sciences.

CHANGES IN CSU GENERAL EDUCATION REQUIREMENT; IGETC GENERAL EDUCATION REQUIREMENT; COURSE REVIEW

1. Psychology 21 – Introduction to the Psychology of Consciousness

Current Status/Proposed Change

CSU General Education Requirement – Area D: Social, Political and Economic Institutions and Behavior; Historical Background, 9. Psychology

IGETC General Education Requirement – Area 4: Social and Behavioral Sciences

Recommendation

CSU General Education Requirement – Area D: Social, Political and Economic Institutions and Behavior; Historical Background, 9. Psychology

IGETC General Education Requirement – Area 4: Social and Behavioral Sciences

CHANGE IN MAJOR

1. History

Current Status/Proposed Change

History 1A, 1B, 3, 4; three courses from: History 5A, 5B, 8, 9, ~~11, 12,~~ 12A, 12B, 14A, 14B, 16A, 16B, 17, 18A, 18B, 19, 22, 25, 30, 32, Political Science 1, 2, 3, 5, 6

Academic Affairs

Total Units: 21

Recommendation

History 1A, 1B, 3, 4; three courses from: History 5A, 5B, 8, 9, 12A, 12B, 14A, 14B, 16A, 16B, 17, 18A, 18B, 19, 22, 25, 30, 32, Political Science 1, 2, 3, 5, 6

Total Units: 21

NEW COURSE

1. Anthropology 4 – Language and Culture
Units: 3 Lecture: 3 Faculty Load: 20.00%
Recommended Preparation: eligibility for English 1A
Credit, degree applicable; Transfer CSU
This course introduces students to the anthropological study of language and non-verbal human communication. Using a cross-cultural perspective, students will examine the relationship between culture and the ways in which humans communicate. Topics include language structure, acquisition, diversity, and change.

BUSINESS DIVISION

NEW COURSES

1. Business 93 – Fundamentals of Importing
Units: 3 Lecture: 3 Faculty Load: 20.00%
Recommended Preparation: Business 90 with a minimum grade of C or equivalent experience
Credit, degree applicable; Transfer CSU
In this course students will analyze the balance of trade between the United States and other countries. Topics will include the effects of imports on the economy, employment, and the standard of living in the United States. Importing as a business, the import process, the role of the United States customs, and distribution from the port of entry to United States markets will also be covered.
2. Business 94 – International Trade Logistics
Units: 3 Lecture: 3 Faculty Load: 20.00%
Recommended Preparation: Business 90 with a minimum grade of C or equivalent experience
Credit, degree applicable; Transfer CSU
In this course students will examine logistical and documentary aspects of moving goods internationally from source to final destination. Emphasis will be placed on all modes of transportation involved in doing business on a global basis as well as the shipping and other documents required for specific trade transactions. Topics will also include international commercial terms (Incoterms) commonly used for pricing and transport of goods as well as the roles of freight forwarders, carriers, and other providers of logistics and document-preparation services.

Academic Affairs

3. Business 97 – International Business Law

Units: 3 Lecture: 3 Faculty Load: 20.00%

Recommended Preparation: Business 90 with a minimum grade of C or equivalent experience

Credit, degree applicable; Transfer CSU

In this course students will study legal and regulatory aspects of international business. Emphasis is on the tariff and non-tariff measures used by governments to regulate trade, multilateral and bilateral treaties, and agreements to facilitate trade. Other topics will include the United States and international agencies charged with administering and enforcing specific trade laws and regulations.

CHANGE IN CERTIFICATE OF COMPETENCE

1. Business – Business Management

Current Status/Proposed Change

A Certificate of Competence will be awarded to the student completing the requirements of one of the following options with a minimum grade average of B.

Business Management Option:

Business 1A or 11; Business 14 or 21; Business 20, 22, 24, 25, 29; Business 27 or 28, Law 5

Total Units: 27-28

Retail Management Option:

A minimum of 15 units must be completed at El Camino College ~~and a grade point average of 3.0 or B is necessary in the required 30-31 units.~~ Business 1A or 11; Business 14, 15, 19, 20, 21, 22, 28, 29; Computer Information Systems 13

Total Units: 30-31

International Business Option:

A minimum of 12 units must be completed at El Camino College.

Business 25, 90, 91, 92, 93, 94, 97; two courses from: Anthropology 2, Business 20, Computer Information Systems 30

Total Units: 27

Recommendation

A Certificate of Competence will be awarded to the student completing the requirements of one of the following options with a minimum grade average of B.

Business Management Option:

Business 1A or 11; Business 14 or 21; Business 20, 22, 24, 25, 29; Business 27 or 28, Law 5

Total Units: 27-28

Retail Management Option:

Academic Affairs

A minimum of 15 units must be completed at El Camino College. Business 1A or 11; Business 14, 15, 19, 20, 21, 22, 28, 29; Computer Information Systems 13
Total Units: 30-31

International Business Option:

A minimum of 12 units must be completed at El Camino College.
Business 25, 90, 91, 92, 93, 94, 97; two courses from: Anthropology 2, Business 20, Computer Information Systems 30
Total Units: 27

CHANGE IN CERTIFICATE OF COMPLETION

1. Business – Business Management

Current Status/Proposed Change

A Certificate Completion will be awarded to the student completing the requirements of one of the following options with a minimum grade average of C.

Business Management Option:

Business 1A or 11; Business 14 or 21; Business 20, 22, 24, 25, 29; Business 27 or 28; Law 5
Total Units: 27-28

International Business Option:

A minimum of 12 units must be completed at El Camino College.
Business 25, 90, 91, 92, 93, 94, 97; two courses from: Anthropology 2, Business 20, Computer Information Systems 30
Total Units: 27

Recommendation

A Certificate Completion will be awarded to the student completing the requirements of one of the following options with a minimum grade average of C.

Business Management Option:

Business 1A or 11; Business 14 or 21; Business 20, 22, 24, 25, 29; Business 27 or 28; Law 5
Total Units: 27-28

International Business Option:

A minimum of 12 units must be completed at El Camino College.
Business 25, 90, 91, 92, 93, 94, 97; two courses from: Anthropology 2, Business 20, Computer Information Systems 30
Total Units: 27

FINE ARTS DIVISION

CHANGE IN CSU GENERAL EDUCATION REQUIREMENT; COURSE REVIEW

1. Speech Communication 4 – Argumentation and Debate

Current Status/Proposed Change

CSU General Education Requirement – Area A. Communication in the English Language and Critical Thinking, ~~4~~ 3.

Recommendation

CSU General Education Requirement – Area A. Communication in the English Language and Critical Thinking, 3.

CHANGES IN TRANSFER STATUS, CSU GENERAL EDUCATION REQUIREMENT, IGETC GENERAL EDUCATION REQUIREMENT; COURSE REVIEW

1. Speech Communication 12 – Interpersonal Communication

Current Status/Proposed Change

Transfer UC

CSU General Education Requirement – Area A. Communication in the English Language and Critical Thinking, 1.

IGETC General Education Requirement – Area 1. English Communication, Group C.

Recommendation

Transfer UC

CSU General Education Requirement – Area A. Communication in the English Language and Critical Thinking, 1.

IGETC General Education Requirement – Area 1. English Communication, Group C.

INDUSTRY AND TECHNOLOGY DIVISION

CHANGE IN MAJOR

1. Administration of Justice

Current Status/Proposed Change

At least 50% of the major requirements for the Associate in Science degree must be completed at El Camino College.

Administration of Justice 100, 103, 115, 130, 131, 135, 170; plus a minimum of six units from the following: Administration of Justice 70, 95/96abcd (2-4 units), 107, 109, 111, 125, 126, 133, 134, 136, 150, 155, ~~180~~

Total Units: 27-32

Recommendation

Academic Affairs

At least 50% of the major requirements for the Associate in Science degree must be completed at El Camino College.

Administration of Justice 100, 103, 115, 130, 131, 135, 170; plus a minimum of six units from the following: Administration of Justice 70, 95/96abcd (2-4 units), 107, 109, 111, 125, 126, 133, 134, 136, 150, 155

Total Units: 27-32

CHANGE IN CERTIFICATE OF COMPLETION

1. Administration of Justice

Current Status/Proposed Change

A Certificate of Completion will be granted to students completing the courses in one of the following options, Administration of Justice, Reserve Police Officer Academy or Security Officer, with a grade average of C. At least 50% of the courses required for the Certificate of Completion must be completed at El Camino College.

Administration of Justice Option:

Administration of Justice 100, 103, 115, 130, 131, 135, 170; plus a minimum of six units from the following: Administration of Justice 70, 95/96abcd (2-4 units), 107, 109, 111, 125, 126, 133, 134, 136, 150, 155, ~~180~~

Total Units: 27-32

Reserve Police Officer Academy Option (pending approval by the California Community College System Office):

Administration of Justice 150, 155

Total Units: 19

Security Officer Option:

Administration of Justice 70, 115, 135, 140, Computer Information Systems 13

Total Units: 14

Recommendation

A Certificate of Completion will be granted to students completing the courses in one of the following options, Administration of Justice, Reserve Police Officer Academy, or Security Officer, with a grade average of C. At least 50% of the courses required for the Certificate of Completion must be completed at El Camino College.

Administration of Justice Option:

Administration of Justice 100, 103, 115, 130, 131, 135, 170; plus a minimum of six units from the following: Administration of Justice 70, 95/96abcd (2-4 units), 107, 109, 111, 125, 126, 133, 134, 136, 150, 155

Total Units: 27-32

Academic Affairs

Reserve Police Officer Academy Option (pending approval by the California Community College System Office):

Administration of Justice 150, 155

Total Units: 19

Security Officer Option:

Administration of Justice 70, 115, 135, 140, Computer Information Systems 13

Total Units: 14

MATHEMATICAL SCIENCES DIVISION

NEW COURSE

1. Mathematics 12 – Basic Arithmetic Skills

Units: 4 Lecture: 4 Faculty Load: 26.667%

Credit, not degree applicable

This introductory arithmetic course is designed to develop number and operation sense using whole numbers, fractions, decimals, and percents, as well as develop problem-solving skills. Topics include writing whole numbers and decimals in various forms, estimation, ratios, proportions, and applications.

Note: Students enrolled in this course are required to participate in individual and group activities.

Agenda for the El Camino Community College District Board of Trustees
From
Student and Community Advancement
John Baker, Ed. D., Interim Vice President

	<u>Page No.</u>
A. Student Field Trips.....	24
B. International Travel.....	24
C. El Camino College School Calendar 2007/2008	24

STUDENT AND COMMUNITY ADVANCEMENT

A. **STUDENT FIELD TRIPS**

It is recommended that the Board approve the following student field trips sponsored by Project Success. The purposes of the trips are to provide transfer and orientation information.

Project Success – Elaine Moore

November 30, 2006 – California State University Long Beach, Long Beach, California.
Estimated students – 35. Depart 8:00am; return 1:00pm. Transportation by bus.

February 16, 2007 – California State University Dominguez Hills, Carson, California.
Estimated students – 35. Depart 8:30am; return 1:00pm.

B. **INTERNATIONAL TRAVEL**

It is recommended that the Board approve international travel for Leonid Rachman to participate in the American Educational Opportunities Spring 2007 student recruitment tour to Hong Kong, Kuala Lumpur, Jakarta, Singapore, Penang, and Bangkok, March 9, 2007 through March 24, 2007. Expenses in the amount of \$16,700 to be paid from the International Student Conference account.

C. **EL CAMINO COLLEGE SCHOOL CALENDAR 2007/2008**

It is recommended that the Board approve the El Camino College School Calendar for 2007/2008 as shown on pages 25 through 30.

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR
2007-2008**

JULY 2007							NOVEMBER 2007							MARCH 2008						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
[1]	2	3	4*	5	[6]	[7]					1	2	3							1
[8]	9	10	11	12	[13]	[14]	4	5	6	7	8	9	10	2	3	4	5	6	7	8
[15]	16	17	18	19	[20]	[21]	11	12*	13	14	15	16	17	9	10	11	12	13	14	15
[22]	23	24	25	26	[27]	[28]	18	19	20	21	22*	23*	[24]	16	17	18	19	20	21	22
[29]	30	31					[25]	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

AUGUST 2007							DECEMBER 2007							APRIL 2008						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	[3]	[4]							1			1	2	3	4	[5]
[5]	6	7	8	9	[10]	[11]	2	3	4	5	6	7	8	[6]	(7)	(8)	(9)	(10)	(11)	12
[12]	(13)	(14)	(15)	(16)	(17)	[18]	9	10	11	12	13	14	[15]	13	14	15	16	17	18	19
[19]	(20)	(21)	(22)	{23}	{24}	25	[16]	(17)	(18)	(19)	(20)	(21)	[22]	20	21	22	23	24	25	26
26	27	28	29	30	31		[23]	24*	25*	[26]	[27]	[28]	[29]	27	28	29	30			
							[30]	31*												

SEPTEMBER 2007							JANUARY 2008							MAY 2008							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1			1*	2	3	4	[5]						1	2	3
2	3*	4	5	6	7	8	[6]	7	8	9	10	11	[12]	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	[13]	14	15	16	17	18	[19]	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	[20]	21*	22	23	24	25	[26]	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	[27]	28	29	30	31			25	26*	27	28	29	30	31	
30																					

OCTOBER 2007							FEBRUARY 2008							JUNE 2008						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6						1	[2]	1	2	3	4	5	6	[7]
7	8	9	10	11	12	13	[3]	4	5	{6}	{7}	8*	9	[8]	(9)	(10)	(11)	(12)	(13)	[14]
14	15	16	17	18	19	20	10	11	12	13	14	15	16	[15]	16	17	18	19	[20]	[21]
21	22	23	24	25	26	27	17	18*	19	20	21	22	23	[22]	23	24	25	26	[27]	[28]
28	29	30	31				24	25	26	27	28	29		[29]	30					

Spring Break – April 5 through April 11

Fall	Spring	Flex Days	Summer I	Summer II	Winter Session	No Classes
------	--------	-----------	----------	-----------	----------------	------------

- { } - Staff Development Flex Days – Campus Remains Open – Classes not in session
- [] - Campus Closed
- * - Holidays (Management, Faculty, Staff, Students)
- () - Campus Remains Open – Classes not in session

Board Approved: June 27, 2006

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR 2007-2008
SUMMER 2008**

JUNE 2008							JULY 2008							AUGUST 2008							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	[7]			1	2	3*	[4]	[5]							[1]	[2]
[8]	(9)	(10)	(11)	(12)	(13)	[14]	[6]	7	8	9	10	[11]	[12]	[3]	4	5	6	7	[8]	[9]	
[15]	16	17	18	19	[20]	[21]	[13]	14	15	16	17	[18]	[19]	[10]	(11)	(12)	(13)	(14)	(15)	[16]	
[22]	23	24	25	26	[27]	[28]	[20]	21	22	23	24	[25]	[26]	[17]	(18)	(19)	(20)	{21}	{22}	23	
[29]	30						[27]	28	29	30	31			24	25	26	27	28	29	30	
														31							

Summer Session ----- 2008

Six Weeks Session

**June 16 through July 24, 2008
June 23 through July 31, 2008**

Eight Weeks Session

June 16 through August 7, 2008

 [*] - Holiday (Faculty, Staff, Students)
 [] - Classes Not In Session - Campus Closed
 () - Classes Not In Session - Campus Remains Open

Summer Schedule – 2008

The 4-day, 8-hour a day workweek for classified and administrative employees will begin Monday, June 16, 2008 and end Thursday, August 7, 2008. Fridays are non-working days during this 8-week period.

Board Approved: June 27, 2006

EL CAMINO COMMUNITY COLLEGE DISTRICT

<u>SCHOOL YEAR</u>	<u>CALENDAR SCHEDULE</u>	<u>2007-2008</u>
--------------------	--------------------------	------------------

Fall Semester 2007

Faculty & Staff Development Flex Days	Thurs-Fri	August 23 & 24	2007
Mandatory Flex Day – 6 hours	Thursday	August 23	2007
Fall Semester Classes Begin	Saturday	August 25	2007
Weekday Classes Begin	Monday	August 27	2007
Labor Day Holiday, Campus Closed	Monday	September 3	2007
First Day to Apply for Graduation and Certificates (Fall)			2007
Last Day to Add (Fall Full Semester Courses)			2007
Last Day to Drop and Be Eligible for a Refund	Friday	September 7	2007
Active Enrollment Census			2007
Last Day to Drop Without Notation on Permanent Record			2007
Last Day to Apply for Graduation and Certificates (Fall)			2007
Mid-Term Classes Begin			2007
Veterans Day Holiday (Campus Closed)	Monday	November 12	2007
Last Day to Drop with a "W"			2007
Thanksgiving Day Holidays/Weekend (Campus Closed)	Thurs-Sun	November 22 - 25	2007
Fall Semester Ends	Friday	December 14	2007
Winter Recess (Campus Closed)	Mon-Tues	Dec 24, 2007 - Jan 1	2008
Winter Holidays (Campus Closed)	Mon-Tues	December 24-25	2007
New Year's Holidays (Campus Closed)	Mon-Tues	Dec 31, 2007 & Jan 1,	2007

Winter Session – 2008

Winter Session Classes Begin	Wednesday	January 2	2008
Last Day to Drop and Be Eligible for a Refund	Tuesday	January 8	2008
Last Day to Add			2008
Last Day to Drop Without Notation on Permanent Record			2008
Martin Luther King Holiday	Monday	January 21	2008
First Day to Apply for Graduation and Certificates (Spring)			2008
Last Day to Drop with a "W"			2008
Winter Session Classes End	Tuesday	February 5	2008
(Weekend classes are not held during Winter Session)			

Spring Semester – 2008

Faculty & Staff Development Flex Days	Wed-Thurs	February 6 & 7	2008
Mandatory Flex Day – 3 hours	Wednesday	February 6	2008
Lincoln's Day Holiday (Campus Closed)	Friday	February 8	2008
Spring Semester Classes Begin	Saturday	February 9	2008
Weekday Classes Begin	Monday	February 11	2008
Washington's Day Holiday, Campus Closed	Monday	February 18	2008
Last Day to Add (Full Semester Courses)			2008
Last Day To Drop and Be Eligible for a Refund	Friday	February 22	2008
Active Enrollment Census			2008
Last Day to Drop Without Notation on Permanent Record			2008
Last Day to Apply for Graduation and Certificates (Spring)			2008
Spring Recess (Faculty & Students)	Sat-Fri	April 5 – 11	2008
Observance of Cesar Chavez Day	Monday	April 7	2008
Mid-Term Classes Begin			2008
Last Day to Drop with a "W"			2008
Memorial Day Holiday, Campus Closed	Monday	May 26	2008
Graduation	Friday	June 6	2008
Spring Semester Ends	Friday	June 6	2008

Summer Sessions – 2008

First Six-Week Session

First Six-Week Session Begins	Monday	June 16	2008
Last Day to Drop and Be Eligible for a Refund	Thursday	June 19	2008
Last Day to Add			2008
Last Day to Drop Without Notation on Permanent Record			2008
Independence Day Holiday (Campus Closed)	Thursday	July 3	2008
Last Day to Drop with a “W”			2008
First Six-Week Session Ends	Thursday	July 24	2008

Second Six-Week Session

Second Six-Week Session Begins	Monday	June 23	2008
Last Day to Drop and Be Eligible for a Refund			2008
Last Day to Add			2008
Independence Day Holiday (Campus Closed)	Thursday	July 3	2008
Last Day to Drop Without Notation on Permanent Record			2008
Last Day to Drop with a “W”			2008
Second Six-Week Session Ends	Thursday	July 31	2008

Eight Week Session

Eight Week Session Begins	Monday	June 16	2008
Last Day to Drop and Be Eligible for a Refund	Thursday	June 19	2008
Last Day to Add			2008
Independence Day Holiday (Campus Closed)	Thursday	July 3	2008
Last Day to Drop Without Notation on Permanent Record			2008
Last Day to Drop with a “W”			2008
Eight Week Session Ends	Thursday	August 7	2008

Saturdays & Sundays – No Classes – 2007-2008

<u>Fall Semester</u>	<u>Spring Semester</u>
November 24 & 25, 2007	April 5, 2008

EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR 2007-2008
EIGHT-WEEK COURSE DATES

FALL 2007

First Eight Weeks

August 25 through October 19

Second Eight Weeks

October 20 through December 14

SPRING 2008

First eight Weeks

February 9 through April 4

Second Eight Weeks

April 12 through June 6

Board Approved: November 20, 2006

EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR 2007-2008
HOLIDAYS FOR 12-MONTH EMPLOYEES

1. Independence Day Holiday	Wednesday	July 4
2. Labor Day Holiday	Monday	September 3
3. Veterans Day Holiday	Monday	November 12
4. Thanksgiving Holiday	Thursday	November 22
5. Local Holiday	Friday	November 23
6. Local Holiday	Monday	December 24
7. Christmas Holiday	Tuesday	December 25
8. Local Holiday	Monday	December 31
9. New Year's Holiday	Tuesday	January 1
10. Martin Luther King's Holiday	Monday	January 21
11. Lincoln's Holiday	Friday	February 8
12. Washington's Holiday	Monday	February 18
13. Memorial Day Holiday	Monday	May 26

Board Approved: November 20, 2006

**Agenda for the El Camino Community College District Board of Trustees
from
Administrative Services
Jeff Marsee, Vice President**

	<u>Page No.</u>
A. AB 2910 – Quarterly Fiscal Status Reports	32
B. Summary of Adjustments to Final Budget 2006-07	33
C. Bid 2006-7/Carpet and Flooring.....	34
D. Resolution	34
E. Information.....	35
F. Purchase Orders and Blanket Purchase Orders	35

Administrative Services

A. AB 2910 - QUARTERLY FISCAL STATUS REPORTS

It is recommended that the Board of Trustees receive the following Quarterly Financial Status Report for the quarter ending September 30, 2006.

AB 2910, Chapter 1486, Statutes of 1986, requires that California community college districts report quarterly on their financial condition.

The report is to be reviewed by the District governing board at a regularly scheduled meeting and entered into the minutes of the meeting. Within five working days following the governing board meeting, the fiscal year status report and a copy of a report of the district's financial condition are to be submitted to the Chancellor's Office and the County Superintendent of Schools. The quarterly reports will be reviewed and districts will be notified if further action is necessary.

The report for September 30, 2006, is shown on the following Quarterly Financial Status Report for General Fund-Unrestricted (11) and General Fund-Restricted (12).

FISCAL YEAR 2006-07

Quarter Ended (Q1) September 30, 2006

<u>General Fund</u>	<u>2006-07 Budget</u>	<u>Year-to-Date Actuals</u>	<u>Percentage</u>
INCOME			
Federal	\$ 3,214,446	\$ 104,520	3.25%
State	77,339,221	21,747,023	28.12%
Local	37,136,916	6,428,911	17.31%
Interfund Transfers	<u>458,367</u>	<u>68,367</u>	14.92%
Total Income	\$118,148,950	\$ 28,348,821	
APPROPRIATIONS			
Academic Salaries	\$ 45,063,788	\$ 5,481,972	12.16%
Classified Salaries	28,438,228	4,597,475	16.17%
Staff Benefits	18,001,179	3,336,202	18.53%
Supplies/Books	2,804,253	304,368	10.85%
Other Operating Expenses	15,916,695	2,471,365	15.53%
Capital Outlay	2,359,042	91,753	3.89%
Other Outgo	<u>4,091,972</u>	<u>1,827,750</u>	<u>44.67%</u>
Total Appropriations	\$116,675,157	\$18,110,885	15.52%
Net Revenues	<u>\$ 1,473,793</u>	<u>\$10,237,936</u>	

B. SUMMARY OF ADJUSTMENTS TO FINAL BUDGET 2006-07

It is recommended that approval be given to make adjustments to the 2006-07 General Fund Unrestricted expenditures as outlined below. These changes within expenditure categories have no impact on the final total budget amount approved at the September 5, 2006, Board of Trustees meeting.

Subsequent to the approval of the 2006-07 budget, the Vice President of Administrative Services completed a staffing position control analysis of all current full-time budgeted positions and reviewed all other salary and non-salary accounts. Changes to salary accounts and adjustments to non-salary accounts resulted in the amendments as presented. In addition, please note a substantial dollar amount of the changes are reflective of the District's allocation of one-time funds as noted by the transfer of budget dollars from account 5910, Other Program Services, to the appropriate expenditure accounts. The combination of these adjustments will result in a zero net change to the total appropriations for 2006-07.

Summary of Adjustments to Final Budget 2006-07

FUND: 11 - General Fund Unrestricted

GL		2006-07	Adjustments	Revised Budget
Acct	Description	Adopted Budget	To Budget	9/30/2006
11xx	Instr Salaries, Regular	\$ 23,349,994		\$ 23,349,994
12xx	Non-Instr Salaries, Regular	5,678,033	56,000	5,734,033
13xx	Instr Salaries-Non-Regular	13,223,454		13,223,454
14xx	Non-Instr Salaries, Non-Regular	673,818	72,552	746,370
21xx	Non-Instr Salaries, Regular	18,240,240	41,000	18,281,240
22xx	Instr Aides, Regular F/T	1,781,249		1,781,249
23xx	Non-Instr Salaries, Student-P/T	2,810,662	363,392	3,174,054
31xx	STRS Fund	2,974,245		2,974,245
32xx	PERS Fund	1,880,665		1,880,665
33xx	OASDI & Medicare	2,373,084		2,373,084
34xx	Health & Welfare	7,121,080		7,121,080
35xx	SUI	328,787		328,787
36xx	Workers' Comp Ins	948,514		948,514
37xx	Local Retirement	95,945		95,945
38xx	Alternative Retirement Plan	240,000		240,000
39xx	Other Benefits	336,000		336,000
42xx	Other Books	10,785	(960)	9,825
43xx	Instr Supplies	658,955	790	659,745

44xx	Non-Instr Repair Parts	84,385		84,385
45xx	Non-Instr Supplies	821,021	4,294	825,315
46xx	Gasoline	75,000		75,000
51xx	Personal & Contract Svcs	1,581,084	(58,346)	1,522,738
52xx	Travel & Conferences	395,298	8,398	403,696
53xx	Dues & Memberships	108,125	660	108,785
54xx	Insurance	780,000		780,000
55xx	Utilities	4,206,287	165	4,206,452
56xx	Rents, Leases & Repairs	1,455,326	(2,980)	1,452,346
57xx	Legal & Regulatory	575,880		575,880
58xx	Other Services & Exp	1,585,000	574,481	2,159,481
59xx	Miscellaneous	16,600	(5,000)	11,600
5910	Other Program Services	2,500,000	(1,075,451)	1,424,549
63xx	Library Books	51,800		51,800
64xx	Equipment	121,720	21,005	142,725
73xx	Interfund Transfers	3,531,972		3,531,972
<u>Report Total</u>		<u>\$ 100,615,008</u>	<u>\$ 0</u>	<u>\$ 100,615,008</u>

C. BID 2006-7/CARPET AND FLOORING

It is recommended that the Board approve the award to C & A Floorcoverings, Inc., for the purchase and installation of carpet and flooring for rooms throughout the campus. Included are all of the labor, materials, tools, and equipment necessary to perform the work.

The authority for this purchase is made possible through the cooperative purchasing (piggybacking) provision of the Val Verde Unified School District Bid No. 0506-01, Board awarded, March 25, 2003. Term of contract may be extended annually through March 12, 2008, based on mutual agreement between the District and C & A Floorcoverings. Purchase and installation of carpet is considered a Public Works contract as defined in Section 1101 of the Public Contract Code and as such shall require documentation associated with Public Works prior to each work performed.

D. RESOLUTION - WITHDRAWAL FROM SCHOOLS EXCESS LIABILITY FUND (SELF) JPA

It is recommended that the Board of Trustees approve the notification of the District's intent to withdraw from the SELF JPA effective July 1, 2007, per the recommendation of the Statewide Association of Community Colleges (SWACC) JPA – an unrelated JPA. This recommendation is based upon an independent financial auditor's concern of the deteriorating financial condition of SELF. SWACC's coverage counsel has noted a number of inconsistencies in the coverage that could result in millions of dollars in uninsured losses to the District. Upon notification of

Administrative Services

withdrawal, the District will seek other insurance for excess liability coverage (\$5,000,000 to \$20,000,000).

**Resolution of the Board of Trustees of the
El Camino Community College District
Notice of Withdrawal from
Schools Excess Liability Fund JPA**

WHEREAS, California school districts need to maintain fiscally stable excess liability coverage to protect their agency against unforeseen liability claims; and

The District presently has \$5,000,000 in liability limits through its membership in the Southern California Regional Liability Excess Fund Joint Powers Authority; and

The District desires to seek alternative quotations for additional limits of liability and

In order for the District to be able to make an informed decision on this matter, it must give notice of withdrawal to the Schools Excess Liability Fund Joint Powers Authority by December 31, 2006.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of El Camino Community College District notifies the Schools Excess Liability Fund Joint Powers Authority of its intent to withdraw from that Joint Powers Authority effective July 1, 2007.

E. INFORMATION

In compliance with a new Federal requirement from the Department of Homeland Security (DHS), under Homeland Security Presidential Directive (HSPD)-5, Management of Domestic Incidents, the District has entered into an agreement with Emergency Planning Consultants (Carolyn Jean Harshman). The consultant will assist the District with emergency planning and preparedness to assure compliance with the new federal requirement, and with converting the California and ECC Standardized Emergency Management Systems (SEMS) with the new Federal National Incident Management Systems (NIMS). The project includes, but is not limited to, complete revision of a Hazard Analysis and Capability Assessment, a District Emergency Operations Plan and Emergency Operations Center Manual, Training and Exercise Program, and a Hazard Mitigation Plan. The project will be funded through the Southern California Community College District/Joint Powers Authority (SCCCD/JPA).

F. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS

It is recommended that all purchase orders and blanket purchase orders be ratified as shown. Purchase orders and blank purchase orders have been separated by fund as follows.

Fund 11	General Fund
Fund 12	General Restricted
Fund 33	Child Development
Fund 41	Capital Outlay Projects

Fund 62 Property & Liability Self Insurance
Fund 72 Student Representation
Fund 79 Auxiliary Services
Fund 81 Student Organization
Fund 82 Scholarships & Trust

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
Fund: 11	Unrestricted - El Camino			
P0090783	Any Laminating Service, Inc.	Earth Sciences	Instructional Supplies/Lo	\$127.21
P0090789	Office Max A Boise Company	Div Office Business	Non-Instruct Supplies	\$452.25
P0090793	Mcls (Metropolitan Cooperation	Div Office Instr. Se	Other Services And Expense	\$200.00
P0090795	Brinks Home Security, Inc.	Div Office Instr. Se	Other Services And Expense	\$55.90
P0090802	Run Tech Media	Div Office Instr. Se	Instructional Supplies/Lo	\$328.45
P0090803	Complete Business Systems	Div Office Instr. Se	Instructional Supplies/Lo	\$76.64
P0090804	Konica Minolta Business Solutions	I&T Div Ofc	Non-Instruct Supplies	\$49.14
P0090809	Mass Press	Div Office Business	Non-Instruct Supplies	\$59.48
P0090810	Ceb Passport Program	Div Office Business	Dues And Memberships	\$1,853.10
P0090812	LRP Publications	Admissions/Records	Other Books	\$114.50
P0090815	United Rentals	Grounds	Repairs Noninstructional	\$466.63
P0090816	CACCRAO	Admissions/Records	Dues And Memberships	\$200.00
P0090817	Mass Press	Construction Technol	Instructional Supplies/Lo	\$59.48
P0090819	Henri Venanzi	Ctr for Arts Instr/A	Contract Services	\$200.00
P0090820	Erin Wood	Ctr for Arts Instr/A	Contract Services	\$500.00
P0090822	Mark Hullibarger	Ctr for Arts Product	Center For The Arts Tech	\$130.00
P0090823	Boise Cascade	Warehouse	Inventories, Stores, Prep	\$915.80
P0090824	Calloway House	Music	Instructional Supplies/Lo	\$45.57
P0090826	Advanced Electronics	Facilities/Planning	Non-Instruct Supplies	\$659.50
P0090827	Xerox Corporation	Copy Center	Instructional Supplies/Lo	\$225.80
P0090828	Xpedx Paper & Graphics	Copy Center	Non-Instruct Supplies	\$478.55
P0090829	Xpedx	Copy Center	Non-Instruct Supplies	\$819.34
P0090830	Fancy Floors, Inc.	Carpenter Shop	Non-Instruct Supplies	\$474.15
P0090831	Bee Removers	Operations	Pest Control	\$215.00
P0090832	Boca Systems, Inc.	Ctr for Arts Ticket	Non-Instruct Supplies	\$1,670.24
P0090833	American Express Travel	Community Advancement	Transportation/ Mileage	\$224.10
P0090834	Mass Press	Job Placement	Non-Instruct Supplies	\$59.48
P0090837	American Express Travel	Community Advancement	Transportation/ Mileage	\$152.10
P0090840	Industrial Metal Supply	Ctr for Arts Product	Non-Instruct Supplies	\$156.24
P0090844	P & O Movers	Ctr for Arts Product	Center For The Arts Tech	\$80.00
P0090845	Honors Transfer Council Of Calif	Honors Program	Dues And Memberships	\$90.00
P0090846	T & J Tire Center	Automotive Shop	Non-Instruct Supplies	\$454.65

P0090847	Marshall Music	Music	Instructional Supplies/Lo	\$286.48
P0090848	Pacific Coachways	Transfer Center	Transportation	\$574.59
P0090851	Signature Party Rental	Transfer Center	Non-Instruct Supplies	\$257.25
P0090853	Rio Grande	Art Department	Instructional Supplies/Lo	\$1,080.59
P0090854	Unicon, Inc.	Information Technology	Computer Software Account	\$13,350.00
P0090855	Delphin Computer Supply	Human Resources	Other Services And Expense	\$95.26
P0090859	Hawthorne Suites	Community Advancement	Conferences Mgmt	\$192.10
P0090862	C.C.C.S.A.A.	Student Affairs	Conferences Mgmt	\$390.00
P0090863	Viasys Respiratory Care	Wellness Center	Instructional Supplies/Lo	\$140.73
P0090865	Xpedx Paper & Graphics	Copy Center	Non-Instruct Supplies	\$401.72
P0090867	Plastic Products Mfg.	Ctr for Arts Promo	Multi Media Advertising	\$96.39
P0090874	Edvotek	Life Sciences	Instructional Supplies/Lo	\$112.95
P0090875	South Bay Wildlife Rehabilitation	Life Sciences	Contract Services	\$250.00
P0090876	Hammond Music Service	Music	Instructional Supplies/Lo	\$89.60
P0090878	Cal Osha Reporter	Health, Safety	Publications-Magazines/Lo	\$427.00
P0090881	Printer Works, the	Technical Services	Repairs Parts And Supplies	\$412.81
P0090887	MagTek Inc.	Ctr for Arts Ticket	Non-Instruct Supplies	\$170.00
P0090888	ICM Inc.	Art Department	Repairs Parts And Supplies	\$60.07
P0090889	Francesca C. Bishop	Speech Communication	Instructional Supplies/Lo	\$158.11
P0090890	Sonshine Print Shop	Copy Center	Non-Instruct Supplies	\$3,193.38
P0090891	Laguna Clay Company	Art Department	Instructional Supplies/Lo	\$289.44
P0090894	West Coast Sound Service Inc.	Ctr for Arts Product	Other Rentals	\$280.00
P0090895	Industrial Metal Supply	Ctr for Arts Product	Non-Instruct Supplies	\$126.44
P0090896	Walser's	Photography	Instructional Supplies/Lo	\$253.76
P0090898	Highsmith Company Inc.	Div Office Instr. Se	Instructional Supplies/Lo	\$38.89
P0090900	Diversified Imaging Supply	Photography	Instructional Supplies/Lo	\$1,364.30
P0090904	CRM Learning	Ed & Community Devel	Non-Instruct Supplies	\$307.28
P0090909	Decision Technology	Information Technolo	Computer Software Account	\$30,310.00
P0090911	Mass Press	Community Advancement	Non-Instruct Supplies	\$59.48
P0090912	Cingular Wireless	Information Technology	Non-Instruct Supplies	\$329.92
P0090914	Harris Health Care, Inc.	Life Sciences	Instructional Supplies/Lo	\$181.89
P0090915	Spectrum Laboratory Products	Chemistry	Instructional Supplies/Lo	\$461.44
P0090917	Foothill-De Anza Community Colleg	Staff Development	Conferences Mgmt	\$54.00
P0090918	Graphic Media	Public Information	Instructional Supplies/Lo	\$328.37
P0090920	Full Compass	Ctr for Arts Product	New Equipmen-Instr.	\$3,498.61
P0090921	S. D. Meyers	Facilities/Planning	Repairs Noninstructional	\$586.00
P0090922	Pyro-Comm Systems, Inc.	Facilities/Planning	Repairs Noninstructional	\$600.00
P0090923	Inverter Technology	Facilities/Planning	Repairs Noninstructional	\$2,222.97
P0090925	Aqua-Serv Engineers Inc.	HVAC Shop	Non-Instruct Supplies	\$5,522.69
P0090942	Rand McNally	Earth Sciences	Instructional Supplies/Lo	\$382.80

P0090943	Journey Education Marketing	Earth Sciences	Instructional Supplies/Lo	\$553.23
P0090944	Real Software Inc.	Earth Sciences	Instructional Supplies/Lo	\$378.88
P0090945	Acs Divched Exam Institute Depart	Testing Center	Non-Instruct Supplies	\$78.14
P0090946	Daily Breeze, the	Purchasing and Busin	Multi Media Advertising	\$261.60
P0090947	Office Depot	Information Technology	Non-Instruct Supplies	\$649.28
P0090948	Abtech Systems, Inc/Nitech	Information Technology	Maintenance Contracts	\$9,099.00
P0090949	Verizon Wireless	Health, Safety	Telephone	\$84.54
P0090951	Nextel/Sprint	Health, Safety	Telephone	\$50.81
P0090953	Association for Institutional Res	Institutional Research	Maintenance Contracts	\$40.00
P0090955	Association for Institutional Res	Institutional Research	Maintenance Contracts	\$48.00
P0090956	PC Mall Gov Inc.	Technical Services	Repairs Parts And Supplies	\$769.03
P0090957	Scantron	Information Technolo	Maintenance Contracts	\$200.00
P0090958	Law Offices of Larry Frierson	Compton Center Speci	Legal	\$13,488.75
P0090959	Alzheimer's Association	Sociology	Instructional Supplies/Lo	\$32.37
P0090961	Xerox Corporation	Testing Center	Repairs Noninstructional	\$549.98
P0090964	BOG's - California Community Coll	Administrative Serv	Transportation/ Mileage	\$493.94
P0090965	Skyline Bookbinding	Ctr for Arts Product	Non-Instruct Supplies	\$85.24
P0090987	CCCCIO	V.P. Academic Affairs	Conferences Mgmt	\$600.00
P0090990	Graybar Electric	Information Technology	Non-Instruct Supplies	\$152.30
P0090991	Xerox Corporation	Copy Center	Instructional Supplies/Lo	\$2,100.59
P0090992	CCS Presentation Systems, Inc.	Information Technology	New Equipment - Instructi	\$1,398.44
P0090993	CSUN The University Crop.	Speech Communication	Other Services And Expense	\$440.00
P0090994	Boise Cascade	Div Office Fine Arts	Non-Instruct Supplies	\$101.29
P0090995	Law Offices of Larry Frierson	Compton Center Speci	Legal	\$18,112.50
P0091007	Specialized Products	Information Technology	Non-Instruct Supplies	\$391.16
P0091010	NPDA Carroll College	Speech Communication	Other Services And Expense	\$50.00
P0091013	Nasco Fitness	Division Office Math	Instructional Supplies/Lo	\$87.75
P0091017	Xpedx Paper & Graphics	Copy Center	Non-Instruct Supplies	\$511.10
P0091023	Superco Specialty Products	Art Department	Instructional Supplies/Lo	\$207.94
P0091027	Golden West Industries	Art Department	Instructional Supplies/Lo	\$382.42
P0091036	Xerox Sales	Art Department	Art Dept Copier Supplies	\$809.69
P0091044	Xpedx Paper & Graphics	Copy Center	Non-Instruct Supplies	\$551.18
P0091047	Accrediting Commission Community	President's Office	Dues And Memberships	\$1,182.64
P0091061	International Smog & Auto	Facilities/Planning	Repairs Noninstructional	\$158.75
P0091064	NLNAC	Nursing	Dues And Memberships	\$1,660.00
P0091065	Association of Performing Arts	Div Office Fine Arts	Dues And Memberships	\$373.00
P0091072	Pacific Coachways	Transfer Center	Transportation	\$734.54
P0091076	Amazon.Com Corporate Credit	Film Rental	Instructional Supplies/Lo	\$30.28
P0091077	Matthew Bender Publisher And Lexi	Div Office Instr. Se	Library Books	\$729.66
P0091078	Rosemary Swade	International Educat	Non-Instruct Supplies	\$88.00

P0091083	Delphin Computer Supply	President's Office	Non-Instruct Supplies	\$43.43
P0091086	Enterprise Rent-A-Car	Transfer Center	Transportation	\$75.76
P0091087	Enterprise Rent-A-Car	Transfer Center	Transportation	\$75.76
P0091088	Enterprise Rent-A-Car	Transfer Center	Transportation	\$75.76
P0091089	Career Cruising	Counseling Office	Non-Instruct Supplies	\$510.00
P0091097	National Center for Developmental	Division Office Math	Instructional Supplies/Lo	\$32.99
P0091098	Association of Performing Arts	Div Office Fine Arts	Conferences Mgmt	\$595.00
P0091099	Hispanic Outlook in Higher Educat	Human Resources	Publications/ Periodicals	\$44.95
P0091109	San Dieguito Printers	Public Information	Printing	\$19,327.00
P0091110	El Camino College Foundation	Public Information	Other Services And Expense	\$125.00
P0091111	Hermosa Beach Chamber	Public Information	Dues And Memberships	\$200.00
P0091120	A Plus Window Tint	Facilities/Planning	Repairs Noninstructional	\$100.00
P0091122	California Placement Association	Job Placement	Non-Instruct Supplies	\$100.00
P0091125	Mcmaster Carr	Chemistry	Instructional Supplies/Lo	\$54.41
P0091126	Konica Minolta Business Systems	Information Technology	Copiers	\$1,713.10
P0091127	California Community College Leag	Public Information	Conferences Mgmt	\$220.00
P0091128	Southland Industries	Facilities/Planning	Repairs Noninstructional	\$14,450.00
P0091130	GROSSMONT COLLEGE	Speech Communication	Other Services And Expense	\$895.00
P0091131	Inglewood Chamber of Commerce	Public Information	Dues And Memberships	\$500.00
P0091132	Scantron Corporation	Office Administration	Instructional Supplies/Lo	\$146.65
P0091134	City of Torrance Revenue Div.	Institutional Service	Regulatory	\$744.30
P0091143	Los Angeles County Office of Educ	Human Resources	Dues And Memberships	\$7,344.00
P0091144	S & B Food Services	Staff Development	In-Serv Training Mgmt	\$1,287.04
P0091147	Torrance Postmaster	Ctr for Arts Promo	Postage	\$1,927.58
P0091148	Mid City Mailing Services	Ctr for Arts Promo	Multi Media Advertising	\$665.00
P0091150	Minuteman Press	Health, Safety	Non-Instruct Supplies	\$542.39
P0091155	University Products	Anthropology	Instructional Supplies/Lo	\$262.93
P0091168	Daily Breeze, the	Purchasing and Busin	Multi Media Advertising	\$261.60
P0091169	Pyro-Comm Systems, Inc.	Facilities/Planning/	Repairs Noninstructional	\$260.00
P0091170	Thomson-West/Barclays	Health, Safety	Publications-Magazines/Lo	\$445.00
P0091171	Classic Cleaners and Laundry	Ctr for Arts Product	Non-Instruct Supplies	\$50.90
P0091172	Abate Tech. International	Facilities/Planning	Repairs Noninstructional	\$312.50
P0091173	Boise Cascade	Warehouse	Inventories, Stores, Prep	\$2,961.72
P0091174	Bee Removers	Operations	Pest Control	\$325.00
P0091176	Chief Neon Sign Company	Facilities/Planning	Repairs Noninstructional	\$285.00
P0091177	Calmet Services	Utilities	Waste Disposal	\$3,423.04

Fund 11 Total: 148 \$198,629.44

Fund: 12	Restricted - El Camino			
P0090784	Sidedoor Studio, The	El Camino Language	Multi Media Advertising	\$453.50
P0090791	Kelvin Technology	VATEA I&T	Instructional Supplies/Lo	\$337.30

P0090792	Ronald W. Way	Adv Aerospace Manuf	Travel And Conference Exp	\$305.02
P0090798	Lucinda Aborn	WRIEC Year 1	Non-Instruct Supplies	\$202.50
P0090800	Pauline Annarino	WRIEC Year 1	Non-Instruct Supplies	\$809.64
P0090808	Bozena Morton	Univ - Silesia, Cieszy	Travel And Conference Exp	\$400.00
P0090811	Staybridge Suites	Univ - Silesia, Cieszy	Travel And Conference Exp	\$2,850.24
P0090813	CCS Presentation Systems, Inc.	MESA Program	New Equipment - Noninstruc	\$1,228.48
P0090814	Delphin Computer Supply	MESA Program	New Equipment - Noninstruc	\$622.45
P0090818	Johnstone Supply	VATEA I&T	Instructional Supplies/Lo	\$2,048.67
P0090821	American Express Travel	SBDC CITD	Transportation/ Mileage	\$174.60
P0090825	Pauline Annarino	WRIEC Year 1	Non-Instruct Supplies	\$73.58
P0090835	Mass Press	Women in Ind. & Tech	Non-Instruct Supplies	\$59.48
P0090836	Mass Press	Career & Tech Ed	Non-Instruct Supplies	\$59.48
P0090838	Paper Direct	SBDC CITD	Non-Instruct Supplies	\$32.94
P0090841	Little Company of Mary Health	Parking-Student Perm	Other Services And Expense	\$41.00
P0090842	Virco Manufacturing Corp.	MESA Program	New Equipment - Noninstruc	\$2,895.66
P0090843	Boise Cascade	MESA Program	New Equipment - Noninstruc	\$1,075.10
P0090849	American Express Travel	EOPS CARE	Conferences Other	\$118.60
P0090850	L. A. Area Chamber of Commerce	SBDC CITD	Conferences Mgmt	\$100.00
P0090852	Boise Cascade	EOPS	Non-Instruct Supplies	\$100.83
P0090857	Riverside Community College	Contract Education	Conferences Mgmt	\$60.00
P0090858	EWDP Support Services	WPLRC State Leaders	Conferences Mgmt	\$150.00
P0090860	Argo World Travel Inc.	Global Experience	Conferences Mgmt	\$352.90
P0090866	American Express Travel	EOPS	Conferences Mgmt	\$726.00
P0090868	School Specialty Inc.	Title V ECC/SMC Acti	Non-Instruct Supplies	\$104.64
P0090870	Lakeshore Learning Materials	Title V ECC/SMC Acti	Non-Instruct Supplies	\$451.09
P0090873	Lern Conferences	Contract Education	Conferences Mgmt	\$295.00
P0090877	Pacific Parking Systems, Inc.	Parking-Student Perm	New Equipment - Noninstruc	\$133.25
P0090879	Hyatt Regency Sacramento	EOPS	Conferences Mgmt	\$1,314.99
P0090880	Centinela Freeman Community	Centinela Freeman Co	Contributions	\$5,000.00
P0090902	American Express Travel	Community Advancement	Transportation/ Mileage	\$264.60
P0090905	Beata Oelszlaeger	Univ - Silesia, Cieszy	Travel And Conference Exp	\$805.00
P0090906	Jadwiga Mazur	Univ - Silesia, Cieszy	Travel And Conference Exp	\$805.00
P0090908	Monster.Com	Community Advancement	Multi Media Advertising	\$350.00
P0090913	Us Armor Corp	Parking-Student Perm	New Equipment - Noninstruc	\$700.16
P0090916	Allen C. Perlstein	Title V ECC/SMC Acti	Non-Instruct Supplies	\$177.24
P0090927	Bob Lee's Automotive Center	Parking-Student Perm	Repairs Non Instr	\$70.80
P0090928	Boise Cascade	Parking-Student Perm	Non-Instruct Supplies	\$56.68
P0090930	Sirchie Fingerprint Lab	Parking-Student Perm	Non-Instruct Supplies	\$306.23
P0090938	Beata Oelszlaeger	Univ - Silesia, Cieszy	Travel And Conference Exp	\$110.00
P0090941	Jadwiga Mazur	Univ - Silesia, Cieszy	Travel And Conference Exp	\$61.75

P0090960	NAEYC National Assoc for Ed.	Careers in Child Car	Dues And Memberships	\$35.00
P0090963	Enterprise Rent-A-Car	Univ - Silesia, Cieszy	Travel And Conference Exp	\$607.48
P0090983	S & B Food Services	EOPS	In-Service Training	\$927.46
P0090984	CCS Presentation Systems, Inc.	Univ - Silesia, Cieszy	New Computer Equipmnt-Ins	\$339.76
P0090988	Maurice Kogon	SBDC CITD	Multi Media Advertising	\$184.26
P0090989	Teacher Certification Publication	Title V ECC/SMC Acti	Non-Instruct Supplies	\$34.64
P0090996	City of Hawthorne, South Bay Work	Community Advancement	Contributions	\$1,000.00
P0090997	Bit of Europe Catering & Deli	Community Advancement	Conferences Mgmt	\$239.77
P0090998	Computerland of Silicon Valley	JDIF/WpLRC	Non-Instruct Supplies	\$71.45
P0090999	Berea L. Thompkins	Community Advancement	Contributions	\$500.00
P0091000	Danielle S. Simpson	Community Advancement	Contributions	\$500.00
P0091001	Melissa L. McNamara	Community Advancement	Contributions	\$500.00
P0091002	Tracie D. Bradley	Community Advancement	Contributions	\$500.00
P0091003	Silvia Aguilar	Community Advancement	Contributions	\$500.00
P0091004	Long Beach Area Chamber	SBA Contract Jan-Dec	Dues And Memberships	\$530.00
P0091005	Pegasus Press Inc.	SBA Contract Jan-Dec	Printing	\$201.35
P0091006	Lama Books	EOPS	Other Books	\$37.48
P0091020	Pacific Coachways	El Camino Language	Field Trip Expense	\$450.00
P0091024	O'Neil Printer Supplies	Parking-Student Perm	Non-Instruct Supplies	\$3,297.50
P0091025	Western Highway Products, Inc.	Parking-Student Perm	Site Improvements	\$657.09
P0091026	NENA Conference	Parking-Student Perm	Dues And Memberships	\$75.00
P0091033	James Publishing	Foster Care Ed 03-04	Instructional Supplies/Lo	\$79.69
P0091034	Office Max A Boise Company	Foster Care Ed 03-04	Instructional Supplies/Lo	\$192.66
P0091043	Spectrum Industries, Inc.	Math	New Equipment - Instructi	\$5,795.29
P0091048	CALNENA	Parking-Student Perm	In-Service Training	\$295.00
P0091052	Johnstone Supply	VATEA I&T	Instructional Supplies/Lo	\$565.50
P0091054	O'Neil Printer Supplies	Parking-Student Perm	Non-Instruct Supplies	\$1,110.85
P0091063	Westwood Building Supplies	Capacity Bldg for Nr	Construction Material	\$1,135.72
P0091079	California Space Authority	Community Advancement	Conferences Mgmt	\$1,275.00
P0091080	Hec Ramsey Enterprises	Parking-Student Perm	Non-Instruct Supplies	\$3,182.55
P0091081	Dreammaker Publishing	Community Advancement	Non-Instruct Supplies	\$1,071.68
P0091085	Dell Marketing L. P.	TTIP Total Cost	New Equipment - Noninstruc	\$29,996.83
P0091101	Medical Processor Services	HSA	New Equipmen-Instr.	\$519.13
P0091107	ADAS Furniture	Math	New Equipment - Instruc	\$3,695.85
P0091119	Lern Conferences	Contract Education	Non-Instruct Supplies	\$82.50
P0091141	Westhost, Inc.	El Camino Language	Multi Media Advertising	\$29.85
P0091142	International Education Service	El Camino Language	Multi Media Advertising	\$1,200.00
P0091145	CPA California Placement Assoc	CalWORKs	Non-Instruct Supplies	\$90.00
P0091146	Bozena Morton	Univ - Silesia, Cieszy	Instructional Supplies/Lo	\$432.57
P0091149	Bob Lee's Automotive Center	Parking-Student Perm	Repairs Non Instr	\$310.24

P0091151	Pocket Nurse	Capacity Bldg for Nr	Instructional Supplies/Lo	\$27.83
P0091152	Moore Medical Corp	Capacity Bldg for Nr	Instructional Supplies/Lo	\$172.24
P0091153	Nasco Fitness	Capacity Bldg for Nr	Instructional Supplies/Lo	\$527.16
P0091154	DV Medical Supply, Inc.	Capacity Bldg for Nr	Instructional Supplies/Lo	\$116.37
P0091158	National Center for Developmental	Title V ECC/SMC Acti	Non-Instruct Supplies	\$214.27
P0091160	New Century Education Corp.	VP AA 0506 new	Computer Software Account	\$13,334.56
P0091162	CCS Presentation Systems, Inc.	Capacity Bldg for Nr	Instructional Supplies/Lo	\$515.48
P0091163	Coursey Enterprises, Inc.	Capacity Bldg for Nr	Instructional Supplies/Lo	\$50.59
P0091178	Enterprise Rent-A-Car	MESA Program	Transportation	\$179.97
P0091179	MSDN Academic Alliance	VP AA 0506 new	Computer Software Account	\$399.00
P0091180	Thomson West	VP AA 0506 new	Computer Software Account	\$256.00

Fund 12 Total: 93 \$104,327.02

Fund: 41 Capital Outlay

P0090869	C & A Floorcoverings, Inc.	Flooring Replacement	Buildings	\$4,747.97
P0090931	Shade Structures Inc.	Courtyard Canopy-Sci	Site Improvements	\$13,020.00

Fund 41 Total: 2 \$17,767.97

Fund: 62 Property & Liability

P0091008	El Camino Community College	Purchasing and Busin	Liability - Self Insurance	\$4,267.05
P0091029	El Camino Community College	Purchasing and Busin	Liability - Self Insurance	\$14,230.89

Fund 62 Total: 2 \$18,497.94

Fund: 72 Student Representation

P0090861	C.C.C.S.A.A.	Student Affairs	Conferences - Student	\$3,900.00
----------	--------------	-----------------	-----------------------	------------

Fund 72 Total: 1 \$3,900.00

Fund: 79 Auxiliary Services

P0090801	Mary Trahey	Fine Arts	Non-Instruct Supplies	\$300.00
P0090856	JACC Treasurer	Humanities	Non-Instruct Supplies	\$1,300.00
P0090882	Steve Comba	Fine Arts	Non-Instruct Supplies	\$200.00
P0090885	Hely & Weber	Radiologic Tech Dona	Non-Instruct Supplies	\$1,046.13
P0090892	S & B Food Services	VP-SCA	Non-Instruct Supplies	\$126.95
P0090897	Sheet Music Plus	Fine Arts	Non-Instruct Supplies	\$364.08
P0090899	Artscene	Fine Arts	Non-Instruct Supplies	\$345.00
P0090934	Awards Plus	Student Affairs	Non-Instruct Supplies	\$534.75
P0090962	S & B Food Services	Counseling Office	Non-Instruct Supplies	\$591.60
P0091011	Spot Up, Inc.	Health Sciences	Non-Instruct Supplies	\$485.48
P0091014	Music Theatre International	Fine Arts	Non-Instruct Supplies	\$400.00
P0091049	Torrance Postmaster	Fine Arts	Non-Instruct Supplies	\$541.89
P0091050	Mid City Mailing Services	Fine Arts	Non-Instruct Supplies	\$320.00
P0091055	Mary Trahey	Fine Arts	Non-Instruct Supplies	\$500.00

P0091056	Collette Williams	Fine Arts	Non-Instruct Supplies	\$300.00
P0091057	Katisha P. Adams	Fine Arts	Non-Instruct Supplies	\$500.00
P0091058	Quami Adams	Fine Arts	Non-Instruct Supplies	\$500.00
P0091059	Alysa M. Brennan	Fine Arts	Non-Instruct Supplies	\$200.00
P0091090	S & B Food Services	Counseling Office	Non-Instruct Supplies	\$650.85
P0091104	Bernice L. Boseman	Fine Arts	Non-Instruct Supplies	\$200.00
P0091105	Charles F. Turner	Fine Arts	Non-Instruct Supplies	\$300.00
P0091106	Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$1,000.00
P0091117	Kenneth W. Lefort	Fine Arts	Non-Instruct Supplies	\$100.00
P0091118	Miriam J. Alario	Fine Arts	Non-Instruct Supplies	\$500.00
P0091157	S & B Food Services	Counseling Office	Non-Instruct Supplies	\$237.26

Fund 79 Total: 25 \$11,543.99

Fund: 82 Scholarships & Trust

P0090871	Three Star Promotions	Health Sciences	Fundraising	\$1,604.27
P0090872	Offside Soccer	Health Sciences	Fundraising	\$438.41
P0090886	Soccer Central	Health Sciences	Fundraising	\$441.66
P0090986	Soccer Central	Health Sciences	Fundraising	\$805.04
P0091018	Linda Lew	Trust Career Expo	Fundraising	\$18.80
P0091019	Patricia S. Kawashiri	Trust Career Expo	Fundraising	\$88.29
P0091021	Statement Shirts	Health Sciences	Fundraising	\$518.47
P0091022	Soccer Central	Health Sciences	Fundraising	\$1,736.83
P0091035	Amazing Balloons	Trust Career Expo	Fundraising	\$227.92
P0091161	S & B Food Services	Trust Career Expo	Fundraising	\$350.00

Fund 82 Total: 10 \$6,229.69

Funds Total: 281 \$360,896.05

Fund: 11 Unrestricted - El Camino

B0097590	ECCD Petty Cash	Div Office Instr. Se	Library Books	\$600.00
B0097596	Higheredjobs.Com	Human Resources	Multi Media Advertising	\$1,895.00
B0097601	Torrance Postmaster	Public Information	Postage	\$5,000.00
B0097603	Mid City Mailing Ser	Ed & Community Devel	Multi Media Advertising	\$750.00
B0097608	ECCD Petty Cash	Job Placement	Non-Instruct Supplies	\$300.00
B0097609	K-Mozart 105.1 Fm	Ctr for Arts Promo	Multi Media Advertising	\$8,500.00
B0097617	ACC Church News	Ctr for Arts Promo	Multi Media Advertising	\$3,600.00
B0097618	Los Angeles Sentinel	Ctr for Arts Promo	Multi Media Advertising	\$2,500.00
B0097619	Alfonso M. Pimentel	Student Affairs	Contract Services	\$400.00
B0097620	ECCD Petty Cash	Div Office Instr. Se	Instructional Supplies/Lo	\$200.00
B0097627	School Services	Institutional Service	Contract Services	\$1,200.00
B0097628	Dowden Associates	Resource Developm./G	Contract Services	\$13,950.00
B0097629	Xerox Corporation	Ctr for Arts Promo	Multi Media Advertising	\$3,000.00

B0097630	Blackbaud, Inc.	Ctr for Arts Ticket	Contract Services	\$8,779.93
B0097637	E.C.C. Public Inform	Division Ofc Student	Non-Instruct Supplies	\$100.00
B0097639	HUGHES SUPPLY, INC.	Construction Technol	Instructional Supplies/Lo	\$1,827.00
B0097641	Bay Cities Car Wash	Operations	Car Wash Service	\$300.00

Fund 11 Total: 17 \$52,901.93

Fund: 12 Restricted - El Camino

B0097591	Torrance Electronics	CACT - Quick Start P	Non-Instruct Supplies	\$2,000.00
B0097592	Deanna Quesada	Foster Care Ed 03-04	PSA Contract Services	\$444.00
B0097593	Estwick & Associates	Foster Care Ed 03-04	Contract Services	\$592.00
B0097594	Reginald McCoy	Foster Care Ed 03-04	PSA Contract Services	\$296.00
B0097595	Adeleke B. Peters	Foster Care Ed 03-04	PSA Contract Services	\$10,449.00
B0097600	Darick J. Simpson	SBDC COCCC	PSA Contract Services	\$2,250.00
B0097602	ECCD Petty Cash	SBA Contract Jan-Dec	Conferences Mgmt	\$500.00
B0097604	Sandy's Boston Pizza	Community Advancement	Non-Instruct Supplies	\$1,100.00
B0097605	S & B Food Services	Community Advancement	Non-Instruct Supplies	\$3,000.00
B0097606	E.C.C. Public Inform	VATEA Administration	Non-Instruct Supplies	\$200.00
B0097613	ECCD Petty Cash	ILP	Non-Instruct Supplies	\$900.00
B0097614	ECCD Petty Cash	ILP	Other Services And Expense	\$700.00
B0097615	ECCD Petty Cash	ILP	Instructional Supplies/Lo	\$1,500.00
B0097616	E.C.C. Public Inform	ILP	Reproduction Instruction	\$50.00
B0097631	ECCD Petty Cash	Centinela Freeman Co	Non-Instruct Supplies	\$100.00
B0097633	E.C.C.C.D. Child Dev	CCAccessMeansParent	Contract Services	\$47,420.00
B0097634	ECCD Petty Cash	MESA Program	Non-Instruct Supplies	\$1,000.00
B0097640	E.C.C. Public Inform	model approaches	Reproduction Instruction	\$200.00
B0097642	ECCD Petty Cash	Project Reach	Instructional Supplies/Lo	\$300.00

Fund 12 Total: 19 \$73,001.00

Fund: 33 Child Development

B0097598	Sysco Food Services	CDC	Instructional Supplies/Lo	\$1,000.00
----------	---------------------	-----	---------------------------	------------

Fund 33 Total: 1 \$1,000.00

Fund: 81 Student Organization

B0097597	E.C.C. Public Inform	Student Affairs	A/P Manual.Gen.	\$50.00
B0097632	E.C.C. Public Inform	Student Affairs	A/P Manual.Gen.	\$100.00

Fund 81 Total: 2 \$150.00

Funds Total: 39 \$127,052.93

Grand Total POs and BPOs: 320 GRAND TOTAL: \$487,948.98

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

	<u>Page No.</u>
A. Citizens' Bond Oversight Committee Calendar.....	46
B. Category Budgets and Balances.....	46
C. Final Project Proposal – Social Science Remodel for Efficiency.....	46
D. Rejection of Bid Protest – Bid 2006-4 Learning Resource Center Construction.....	47
E. Bid 2006-4 Learning Resource Center Construction.....	47
F. Rejection of Bid Protest – Bid 2006-6 *2006-5 Phase 1 Infrastructure Project.....	48
G. Bid 2006-5 Phase 1 Infrastructure Project.....	48
H. Bid 2006-6 Humanities Hazardous Materials Abatement.....	48
I. Notice of Job Completion - Circulating Air.....	49
J. Contract – Statewide Education Wrap-Up (Insurance) Program (SEWUP).....	49
K. Contract – Chevron Energy Solutions and ACCO Engineered Systems.....	49
L. Change Order – Humanities Building.....	50
M. Purchase Orders and Blanket Purchase Orders.....	51

* Change made during board meeting.

Administrative Services – Measure E Bond Fund

A. CITIZENS' BOND OVERSIGHT COMMITTEE MEETING CALENDAR 2006-2007

Meetings will be held in the Boardroom at 3:00 PM on the following dates:

January 24, 2007
March 14, 2007
May 23, 2007

B. CATEGORY BUDGETS AND BALANCES

The following table reports Measure E expenditures and commitments through October 31, 2006.

GENERAL OBLIGATION BOND FUND CATEGORIES AND PROJECTS SUMMARY

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Additional Classrooms and Modernization (ACM)	175,871,183	22,227,829	26,068,936	127,574,418
Campus Site Improvements (CSI)	24,467,231	1,452,271	588,819	22,426,142
Energy Efficiency Improvements (EEI)	3,033,653	76,865	631,643	2,325,145
Health and Safety Improvements (HSI)	134,755,489	9,001,247	1,687,927	124,066,315
Information Technology and Equipment (ITE)	55,567,921	5,244,145	148,009	50,175,766
Physical Education Facilities Improvements (PEFI)	1,707,049	0.00	0.00	1,707,049
Refunding Income	<u>5,980,713</u>	<u>0.00</u>	<u>0.00</u>	<u>5,980,713</u>
TOTAL	<u>401,383,239</u>	<u>38,002,357</u>	<u>29,125,334</u>	<u>334,255,548</u>

C. FINAL PROJECT PROPOSAL – SOCIAL SCIENCE REMODEL FOR EFFICIENCY

It is recommended that the Board of Trustees approve submittal to the Office of the Chancellor of the California Community College System (System Office), a Final Project Proposal (FPP) to renovate and modernize the Social Science Building.

Background: The Board of Trustees June 19, 2006 meeting agenda contained an information item detailing El Camino Community College District's 2008 – 2012 Five

Year Capital Construction Plan submittal to the System Office. Included in the Five Year Plan is the project titled Social Science Remodel for Efficiency. The System Office will consider providing funding for this project provided an FPP is approved by the Board of Trustees and submitted.

Administrative Services – Measure E Bond Fund

Project: The purpose of this project is to renovate and modernize the Social Science Building. The building was built in 1960 and is 34,081 gross square feet in size. The cost of the proposed work is \$11,248,000. The System Office and the District will each fund 50% of the cost. The District's share of the cost would be provided from Measure E funding. Design of this project would start in the 2008-2009 budget year with construction planned to begin 2010.

D. REJECTION OF BID PROTEST – BID 2006-4 LEARNING RESOURCE CENTER CONSTRUCTION

It is recommended the Board of Trustees adopt the Vice President of Administrative Services' decision to reject the bid protest submitted by T.B. Penick & Sons, Inc. in relation to the Learning Resource Center construction project. Upon review and evaluation, it has been determined the issues expressed are not sufficient to agree with the bid protest.

E. BID 2006-4 LEARNING RESOURCE CENTER CONSTRUCTION

It is recommended that the following contractors be awarded contracts for the respective trades related to the construction of the Learning Resource Center, in accordance with specifications, terms, and conditions of the above-named bid.

Bid Package	Bid Package Description	Low Bidder	Bid Award Amount
1-1	Final Clean up	M N Z Janitorial Services	\$27,845
1-2	Demolition	Doja Inc.	\$677,000
2-2	Landscape	Martinez Landscape	\$105,414
3-1	Concrete	Frederick Towers	\$1,074,000
4-1	Masonry	Southern Counties Quality Masonry	\$519,000
5-1	Structural Steel	Plas-Tal	\$1,495,000
6-1	Finish Carpentry	K & Z Cabinet Co. Inc.	\$116,998
7-1	Roofing	Letner Roofing	\$250,000
7-2	Sheet Metal	No Bids; Budget Placeholder	\$83,915
8-1	Glass & Glazing	Padua Glass Enterprises, Inc.	\$441,700
9-1	Metal Framing	Superior Wall Systems, Inc.	\$1,549,720
9-2	Ceramic Tile	R&S Floor Coverings	\$56,126
9-3	Acoustical Ceiling	Performance Contracting	\$159,400
9-4	Flooring	R&S Floor Coverings	\$103,684
9-5	Painting	Industry Coatings	\$94,600
10-1	Misc. Specialties	Inland Building Companies	\$85,600

Administrative Services – Measure E Bond Fund

10-2	Toilet Partitions	Stumbaugh & Associates, Inc.	\$18,132
14-1	Elevators	Braaksm Construction	\$187,000
15-1	Fire Sprinklers	Qualco	\$217,848
15-2	Plumbing	H.L. Moe	\$419,416
15-3	HVAC	PPC	\$725,725
16-1	Electrical	S.H. Fish Electric	\$865,000
		TOTAL	<u>\$9,273,123</u>

The original budget for this project was \$7,100,000.

F. REJECTION OF BID PROTEST – BID 2006-6 * 2006-5 PHASE I INFRASTRUCTURE PROJECT * Change made during board meeting.

It is recommended the Board of Trustees adopt the Vice President of Administrative Services’ decision to reject the bid protest submitted by ARB, Inc. in relation to the Phase 1 Infrastructure Project. Upon review and evaluation, it has been determined the issues expressed are not sufficient to agree with the bid protest.

G. BID 2006-5 PHASE 1 INFRASTRUCTURE PROJECT

It is recommended that the following low bidder be awarded the contract for bid package 2006-5 for Phase 1 Infrastructure Project, in accordance with specifications, terms and conditions of the above-named bid. In Phase 1 of a 3-phase project designed to deliver underground utilities to campus buildings, the total cost for all three phases is estimated to be \$43,750,000. It is anticipated that the total project cost (Phase 1, 2, and 3) will exceed the original Master Plan budget of \$38,925,593.

<u>BPO</u>	<u>VENDOR</u>	<u>BID AMOUNT</u>
TBD	Mel Smith Electric, Inc.	\$10,790,000
Other Bidders:	ARB, Inc.	\$13,930,000

H. BID 2006-6 HUMANITIES HAZARDOUS MATERIALS ABATEMENT

It is recommended that the following contractor be awarded the contract for bid package 2006-6 for removal of hazardous materials in the remaining Humanities offices, classrooms and related areas, in accordance with specifications, terms and conditions of the above-named bid.

<u>BPO</u>	<u>VENDOR</u>	<u>BID AMOUNT</u>
TBD	Marcor Remediation, Inc.	\$135,000
Other Bidders:	Envirocon, Inc.	\$170,000

Administrative Services – Measure E Bond Fund

Miller Environmental, Inc.	\$172,000
Teg Lui Environmental	\$143,200

I. NOTICE OF JOB COMPLETION – CIRCULATING AIR

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

1.	<u>Project</u>	<u>Vendor</u>	<u>Contract Amount</u>
	Science Complex Renovation Bid #:2002-8/#15-3	Circulating Air	\$3,716,059

J. CONTRACT - STATEWIDE EDUCATIONAL WRAP-UP (INSURANCE) PROGRAM (SEWUP)

<u>Contractor</u>	<u>Dates of Service</u>	<u>Contract Amount:</u>
Keenan and Associates	11/1/06-11/1/07	\$332,459

The contractor will provide the District’s Owner Controlled Insurance Program (OCIP) for the Learning Resource Center (LRC) Construction Project under its Statewide Educational Wrap-Up Program (SEWUP) by providing and administering the primary insurance for the project. All premiums and coverage (General Liability, Workers’ Compensation, Pollution Liability, etc.) are paid by the District and are included in the project budget. This SEWUP Insurance Program is comprised of a consortium of community colleges for the purpose of reducing the insurance costs of major construction projects.

K. CONTRACT – CHEVRON ENERGY SOLUTIONS AND ACCO ENGINEERED SYSTEMS

It is recommended the Board of Trustees approve entering into a contract with the joint venture of Chevron Energy Solutions and ACCO Engineered Systems to construct the

Central Plant Project according to the plans and specifications of Request for Proposal #06-005.

Government Code 4217 gives public agencies the ability to procure energy conservation projects through a selection and negotiation process. The Central Plant qualifies as such a project and this procurement process was used.

Proposals were solicited from 17 firms. Four firms responded with proposals. Three firms were interviewed by a panel of District managers and project staff. The fourth firm was not interviewed because the cost of its proposal was significantly higher than the three firms interviewed.

Chevron Energy Solutions and ACCO Engineered Systems was selected based upon the judgment of the selection panel that its proposal represented the best value to the District.

Administrative Services – Measure E Bond Fund

The primary factors considered in making selection included price, the vendor’s prior experience with this type of project and the experience and expertise of the proposed project team.

The low proposal was not selected because:

1. The firm failed to demonstrate prior experience in similar projects.
2. The presentation of a value engineering proposal that would have required DSA approval that would have resulted in a timely and costly delay.

Dates of Service: November 21, 2006 though March 31, 2008.

Cost: Not to Exceed \$12,245,000.

Other Vendors: Honeywell Building Solutions - \$17,250,000, Southland Industries - \$13,998,000, Compass Energy Solutions - \$11,482,000

L. **CHANGE ORDER – HUMANITIES BUILDING**

It is recommended that the contracts of the prime trade contractors listed below be adjusted by the amounts indicated due to the design changes.

PP&C, Inc.		\$10,758 ¹
SH Fish Electric	\$ 1,250 ²	
	<u>\$42,724³</u>	
		\$43,974
K & Z Cabinet		\$175 ⁴
PP&C, Inc.		\$648 ⁵
Padua Glass		<u>(\$3,920)⁶</u>
TOTAL		<u>\$51,635</u>

¹ Relocate the janitor’s closet sinks and drinking fountains on the first, second, and third floors.

² Change light fixture type from 2’ x 4’ to 1’ x 4’ in the Intermediate Distribution Frame and Janitors Rooms on the first, second, and third floors; and provide four (4) additional electrical double duplex receptacles and four (4) combination telephone/data outlets in two offices.

³ Relocate three (3) groups of power, data and AV furniture connections from the walls to floor devices in ten classrooms. Provide three (3) floor pass throughs or boxes per room for ten classrooms.

⁴ Installation of dishwasher in Room 224 Staff Lounge is deleted. Plumbing for dishwasher to remain capped. At center of west wall, provide ½” water supply at +24” capped with chrome access cover plate.

⁵ Provide finished cabinet faces all three (3) sides where dishwasher was deleted.

⁶ Change twelve (12) 38” x 52” and eleven (11) 38” x 46” translucent glass panels and replace with 1’ insulated vision panels.

Administrative Services – Measure E Bond Fund

M. 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 that payment be authorized upon delivery and acceptance of the items or services ordered.

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
P0090903	Culver Newlin Inc.	Behavioral/Social Science	New Equipment	\$6,549.13
P0091175	McMaster Carr	Facilities Planning	New Equipment	\$1,215.98
P0099048	The Ochoa & Moore Law Firm	Temporary Space/Relocation	Legal -Bond Projects	\$10,453.04
P0099049	Division of the State Architect	Remodeling-Phase 3	Architecture & Engineering	\$8,645.20
P0099050	M & K Metal Co.	Science Complex	Buildings	\$1,868.08
P0099051	Prime Stripe	Health Sciences	New Equipment	\$7,923.90
P0099052	Akerman Senterfitt LLP Wickwire Gavin	Humanities Complex	Legal -Bond Projects	\$5,666.00
P0099053	Wickwire Gavin LLP	Master Planning	Legal -Bond Projects	\$6,998.42
P0099054	Vector Resources, Inc.	Temporary Space/Relocation	Buildings	\$9,493.55
P0099055	Allsteel, Inc. C/O: Interservice	Temporary Space/Relocation	Group II Equipment	\$9,345.48
P0099057	Discount Two-Way Radio	Purchasing	New Equipment	\$9,417.75
P0099058	KI c/o Interservice	Temporary Space/Relocation	Group II Equipment	\$370.99
P0099071	O.T.Y., Inc.	Temporary Space/Relocation	Site Improvements	\$370.63
P0099072	Unique Products	Temporary Space/Relocation	Site Improvements	\$5,845.50
P0099073	All American Inspection	Temporary Space/Relocation	Testing & Inspection	\$500.00
P0099074	Division of the State Architect	Temporary Space/Relocation	Architecture & Engineering	\$1,089.31
P0099076	CCS Presentation Systems, Inc.	Behavioral/Social Science	New Equipment	\$1,136.01
P0099077	Interservice	Temporary Space/Relocation	Group II Equipment	\$2,285.00
P0099078	Cole Parmer Instrument Co.	Natural Sciences	New Equipment	\$1,755.24
P0099079	C.W. Driver	Humanities Complex	Professional Services-Bond	\$3,000.00
P0099080	Maas Companies, LLC	Technical Arts	Professional Services-Bond	\$24,000.00

Administrative Services – Measure E Bond Fund

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
P0099084	Physics Enterprises	Natural Sciences	New Equipment	\$594.14
P0099085	VWR Scientific	Natural Sciences	New Equipment	\$4,099.37
P0099086	State Water Resources Control Board	Humanities Complex	Site Improvements	\$284.00
B0099012	C & A Floorcoverings	Central Plant	Buildings	\$6,413.70
B0099056	Sandy Pringle Associates	Lot H - Parking Structure	Testing & Inspection	\$365,000.00
B0099059	Maas Companies, LLC	Primary Electrical Distribution	Professional Services-Bond	\$326,500.00
B0099060	Maas Companies, LLC	Energy Efficiency Improvement	Professional Services-Bond	\$70,450.00
B0099061	Maas Companies, LLC	Lot H - Parking Structure	Professional Services-Bond	\$208,716.65
B0099062	Maas Companies, LLC	Signage and Wayfinding	Professional Services-Bond	\$65,000.00
B0099063	Maas Companies, LLC	Temporary Space/Relocation	Professional Services-Bond	\$86,730.00
B0099064	Maas Companies, LLC	Student Service/Activities Center	Professional Services-Bond	\$798,202.95
B0099065	Maas Companies, LLC	Remodeling-Phase 3	Professional Services-Bond	\$221,837.50
B0099066	Maas Companies, LLC	Learning Resource Center	Professional Services-Bond	\$177,500.00
B0099067	Maas Companies, LLC	Humanities Complex	Professional Services-Bond	\$772,407.18
B0099068	Maas Companies, LLC	Fire Academy Structure	Professional Services-Bond	\$19,784.38
B0099069	Maas Companies, LLC	Central Plant	Professional Services-Bond	\$254,950.00
B0099070	Maas Companies, LLC	Bookstore	Professional Services-Bond	\$152,122.40
Total POs and BPOs :		38	Grand Total:	\$3,648,521.48

**Agenda for the El Camino Community College District Board of Trustees
from
Human Resources - Administrative Services**

	<u>Page No.</u>
A. Employment and Personnel Changes	54
B. Temporary Non-Classified Service Employment.....	63
C. Revised Classification Specification for Supervisor Position.....	66

A. EMPLOYMENT AND PERSONNEL

It is recommended that the Board ratify/approve the employment and personnel changes for certificated, classified, special service professionals and temporary classified service employees as shown in items 1-33 and 1-31.

Certificated Personnel:

1. Amend Retirement – Mr. Dan Heitmann, full-time instructor of Management, Business, first day of retirement, effective January 13, 2007 (not 2006), and that a plaque be prepared and presented to him in recognition of his service to the District since 1976.
2. Amend Pre-Retirement – Ms. Cheryl Beverly, full-time, twelve month Counselor, Counseling working 100% July 1, 2006 through January 31, 2007 and 0% from February 1 through June 30, 2007, in accordance with the Agreement, Article XVIII, Section 2(c) for two years, ending June 30, 2008.
3. Employment – Mr. Perry McDonnell, full-time/temporary instructor of Mathematical Sciences, Class III, Step 5, Academic Salary Schedule, effective October 9 through December 15, 2006.
4. Extend Assignment – Ms. Dipte Patel, part-time instructor of Education Development and on-call Counselor, to work as Interim Director, Special Resource Center, Range 13, Step 1, effective January 2 through January 31, 2007.
5. Extend Assignment - Mr. Tom Hazell, full-time instructor of Health Sciences & Athletics, to work 50% as Faculty Coordinator, Athletics at Compton Educational Center, effective December 16, 2006 through June 8, 2007.
6. Extend Assignment – Mr. Rory Natividad, full-time/temporary Faculty Coordinator/Athletic Director, Health Sciences & Athletics, Class II, Step 9, Fiscal Salary Schedule, effective January 1 through January 31, 2007.
7. Leave of Absence (personal, unpaid) – Dr. Linda Arroyo, full-time Counselor, effective January 1 through June 30, 2007.
8. Leave of Absence (FMLA) – Dr. Regina Smith, Dean of Counseling, effective October 3 through November 14, 2006.
9. Leave of Absence – Ms. Jennifer White-Geller, full-time instructor of Nursing, Health Sciences & Athletics to take (45%) Family Medical Leave of Absence and (35%) unpaid leave of absence, effective August 28 through December 15, 2006, instead of a 65% reduced load as indicated on the August 21, 2006 Board Agenda.
10. Amend Special Assignment – The following full-time instructors to work with the Dean of Health Sciences and Athletics and the Vice President, Academic Affairs, to develop the Student Learning Outcomes and assessment program for the College. This will include developing workshops, training programs, and identifying resources for the faculty to being the implementation of Student Learning

Outcomes, to be paid \$55.65 an hour (instead of \$41.74), effective May 25 through August 23, 2006, in accordance with the Agreement, Article X, Section 14(c).

<u>Name</u>	<u>Discipline</u>	<u>Not to Exceed Hours</u>	<u>Not to Exceed Dollars</u>
Jenny Simon	English	80	\$4,452 (instead of \$3,340)
Lars Kjeseth	Mathematics	50	\$2,783 (instead of \$2,087)

11. Special Assignment – Mr. George Karnazes, part-time instructor of Fire & Emergency Technology, Industry & Technology, to provide instruction in the Fire Academy, to be paid \$41.74 an hour, not to exceed 24 hours or \$1,002, effective November 21 through December 15, 2006, in accordance with the Agreement, Article X, Section 9(m).
12. Special Assignment – Mr. Willie Brownlee, full-time instructor of Art, Fine Arts, to assist in the development of curriculum and conduct research for Compton Educational Center, to be paid \$41.74 an hour, not to exceed 9.5 hours or \$397, effective September 7 through December 15, 2006, in accordance with Appendix D-3 of the MOU dated September 21, 2006.
13. Special Assignment – Mr. Kevin O’Brien, full-time instructor of Film/Video, Fine Arts, to assist in the development of curriculum and conduct research for Compton Educational Center, to be paid \$41.74 an hour, not to exceed 18 hours or \$752, effective September 7 through December 15, 2006, in accordance with Appendix D-3 of the MOU dated September 21, 2006.
14. Special Assignment – Mr. Francis Teter, full-time instructor of Music, Fine Arts, to assist in the development of curriculum and conduct research for Compton Educational Center, to be paid \$41.74 an hour, not to exceed 15 hours or \$626, effective September 7 through December 15, 2006, in accordance with Appendix D-3 of the MOU dated September 21, 2006.
15. Special Assignment – Mr. Rex Wells, full-time instructor of Speech, Fine Arts, to assist in the development of curriculum and conduct research for Compton Educational Center, to be paid \$41.74 an hour, not to exceed 18 hours or \$752, effective September 7 through December 15, 2006, in accordance with Appendix D-3 of the MOU dated September 21, 2006.
16. Special Assignment – Mr. Paul Yun, full-time instructor of Mathematics, to provide curriculum consultation with Compton Educational Center, using advanced software, to be paid \$41.74 an hour, not to exceed 6 hours or \$251, effective November 21, 2006 through February 7, 2007, in accordance with Appendix D-3 of the MOU dated September 21, 2006.
17. Special Assignment – The following full-time instructors in Humanities, to review Compton Educational Center English as a Second Language (ESL) non-credit course proposals for Compton, to be paid \$41.74 an hour, effective September 14 through September 19, 2006, in accordance with Appendix D-3 of the MOU dated September 21, 2006.

<u>Name</u>	<u>Discipline</u>	<u>Not to Exceed Hrs.</u>	<u>Not to Exceed \$’s</u>
Marilyn Anderson	English	2	\$ 84
Thomas Fonte	Foreign Language	3	\$126
Matthew Kline	ESL	1.5	\$ 63

18. Special Assignment – Ms. Rebecca Loya, full-time instructor of English as a Second Language (ESL), Humanities, to evaluate Compton Educational Center English as a Second Language (ESL) assessment test and review non-credit ESL course proposals for Compton, to be paid \$41.74 an hour, not to exceed 30 hours or \$1,253, effective August 25, 2006 through June 30, 2007, in accordance with Appendix D-3 of the MOU dated September 21, 2006.
19. Special Assignment – Ms. Jolene Combs, full-time instructor of Journalism, Humanities, to assess Compton Educational Center journalism program and review English curriculum, to be paid \$41.74 an hour, not to exceed 7.5 hours or \$314, effective August 7 through September 14, 2006, in accordance with Appendix D-3 of the MOU dated September 21, 2006.
20. Special Assignment – Ms. Suzanne Gates, full-time instructor of English, Humanities, to provide complex consulting services related to Compton partnership, to be paid \$55.65 an hour, not to exceed 37.5 hours or \$2,087, effective July 16, 2006 through June 30, 2007, in accordance with Appendix D-3 of the MOU dated September 21, 2006.
21. Special Assignment – Ms. Suzanne Gates, full-time instructor of English, Humanities, to serve as faculty resource for English composition curriculum related to Compton partnership to be paid \$41.74 an hour, not to exceed 37.5 hours or \$1,565, effective September 6, 2006 through June 30, 2007, in accordance with Appendix D-3 of the MOU dated September 21, 2006.
22. Special Assignment – Dr. Barbara Jaffee, full-time instructor of English as a Second Language (ESL), Humanities, to consult and liase with Compton faculty and evaluate course equivalences for summer 2006, to be paid \$41.74 an hour, not to exceed 19 hours or \$794, effective July 1 through August 16, 2006, in accordance with Appendix D-3 of the MOU dated September 21, 2006.
23. Special Assignment – Ms. Lori Medigovich, full-time instructor of Journalism, Humanities, to review Compton Educational Center English as a Second Language (ESL) non-credit course proposals and assess Compton’s journalism program, to be paid \$41.74 an hour, not to exceed 7.5 hours or \$314, effective August 7 through September 19, 2006, in accordance with Appendix D-3 of the MOU dated September 21, 2006.
24. Special Assignment – Ms. Sheryl Kunisaki, part-time instructor of English as a Second Language (ESL), Humanities, to evaluate Compton Educational Center’s English as a Second Lanaguage (ESL) assessment test, to be paid \$41.74 an hour, not to exceed 30 hours or \$1,253, effective August 25, 2006 through June 30, 2007, in accordance with Appendix D-3 of the MOU dated September 21, 2006.
25. Special Assignment – Dr. Francis Rang, full-time instructor of Foreign Language, Humanities, to review and assess Compton Educational Center Spanish curriculum, to be paid \$41.74 an hour, not to exceed 2 hours or \$84, effective July 10 through July 12, 2006, in accordance with Appendix D-3 of the MOU dated September 21, 2006.
26. Special Assignment – Mr. Lyman Hong, full-time instructor of English, Humanities, to review Compton Educational Center English curriculum, to be paid \$41.74 an hour, not to exceed 1.5 hours or \$63, effective September 14, 2006, in accordance with Appendix D-3 of the MOU dated September 21, 2006.

27. Special Assignment – Ms. Cynthia Somin, full-time instructor of English, Humanities, to review and assess Compton Educational Center English courses as division representative, to be paid \$41.74 an hour, not to exceed 13 hours or \$543, effective July 1 through September 23, 2006, in accordance with Appendix D-3 of the MOU dated September 21, 2006.
28. Special Assignment – Ms. Evelyn Uyemura, full-time instructor of English as a Second Language (ESL), Humanities, to assess Compton Educational Center ESL program and course equivalencies in consultation with full-time ESL faculty, to be paid \$41.74 an hour, not to exceed 6 hours, or \$251, effective August 28 through October 4, 2006, in accordance with Appendix D-3 of the MOU dated September 21, 2006.
29. Special Assignment – Mr. Edward Martinez, full-time Librarian, Learning Resources, to work on Compton Education Center curriculum as needed, to be paid \$41.74 an hour, not to exceed \$500, effective October 1 through December 15, 2006, in accordance with Appendix D-3 of the MOU dated September 21, 2006.
30. Stipend Assignment - The following part-time instructors of Dance, Fine Arts, to choreograph Fall Dance, effective October 1 through December 1, 2006, in accordance with the Agreement, Article X, Section 9(m).

<u>Name</u>	<u>Amount</u>
Hiroshi Hamanishi	\$400
Karin Jensen	\$500
Dana Maue	\$400

31. Stipend Assignment – The following full-time coaches, Health Sciences & Athletics, to be hired Spring 2007, to be paid a weekly stipend, in accordance with the Agreement, Article X, Section 11(a).

COACH	TEAM	STIPEND
J. Britton	Badmitton	\$511
T. Granger	W. Swimming	\$511
D. Lofgren	M&W Track & Field	\$944
C. Stanbury	M&W Swimming	\$944

32. Stipend Assignment – The following part-time coaches, Health Sciences & Athletics, to be hired Spring Semester 2007, to be paid a weekly stipend in accordance with the Agreement, Article X, Section 11(e).

COACH	TEAM	STIPEND
R. Berg	W. Softball	\$476
R. Blount	M. Volleyball	\$476
S. Calderon	W. Softball	\$476
D. Diego	W. Track & Field	\$238
K. Hughley	M&W Track & Field	\$476
S. Janus	Golf	\$476
N. Fernley	Baseball	\$476
S. Sheil	M&W Track & Field	\$476

S. VanKanegan	M&W Tennis	\$952
---------------	------------	-------

33. Employment - The following part-time/temporary instructors to be hired as needed for the 2007 Winter Session.

Behavioral & Social Science

Marie Butler, Class V, Step 28
 Thomas Glenn, Class IV, Step 13
 Austin Gordon, Class V, Step 7
 Thomas Keville, Class II, Step 10
 Robroy Meyers, Class II, Step 6
 Ricky Murray, Class II, Step 8
 Gaile Price, Class II, Step 5

Kirsten Resnick, Class III, Step 5
 Francis Schulte, Class III, Step 11
 Sharyn Seaton, Class II, Step 9
 Kell Stone, Class II, Step 5
 Mari Womack, Class V, Step 6
 Paulette Young, Class I, Step 4

Business

Noel Craven, Class IV, Step 12
 Katherine Maschler, Class II, Step 5
 Jerry Muraoka, Class V, Step 10
 Norman Riggs, Class IV, Step 4

Robert Rooks, Class I, Step 7
 Douglas Westoff, Class V, Step 4
 Stephen Whitson, Class IV, Step 5

Fine Arts

Peter Abilogu, Class III, Step 5
 Dana Bisignano, Class II, Step 6
 Robert Dalton, Class II, Step 6
 Carola de la Rocha, Class IV, Step 5
 Chellana Dinsmore, Class III, Step 4
 Jamie Hammond, Class II, Step 4
 Karin Jensen, Class IV, Step 7

Norman Looney, Class IV, Step 20
 Margot Martin, Class V, Step 9
 Dana Maue, Class II, Step 4
 Ruby Millsap, Class II, Step 8
 Daryle Nagano, Class II, Step 8
 Lloyd Sherman, Class IV, Step 4

Health Sciences & Athletics

Linda Delzeit, Class II, Step 9

Humanities

Kathleen Collins, Class III, Step 8
 Yolanda Cuesta, Class II, Step 10
 Agnes Davies, Class II, Step 5
 Jennifer Hill, Class III, Step 6

Aura Imbarus, Class II, Step 8
 Natalie Ricard, Class IV, Step 11
 Helen Sabin, Class III, Step 7

Industry & Technology

Sharon Higgins, Class II, Step 6
 Eugene Rock, Class II, Step 10
 Dave Taneman, Class II, Step 4

Sue Ellen Warren, Class II, Step 9
 Shirley Williams, Class II, Step 4
 David Winkler, Class II, Step 4

Mathematical Sciences

Michael Bateman, Class II, Step 4

Robert Caldwell, Class II, Step 12

Manolita Formanes, Class II, Step 7
Loan Le, Class II, Step 6
Arkadiy Sheynshteyn, Class V, Step 4

Alan Stillson, Class IV, Step 7
Erxiang Wang, Class II, Step 11
Christie Yang, Class III, Step 7

Natural Sciences

Natalia Lev, Class II, Step 5
Richard Slocum, Class V, Step 9

Special Resource Center

Myisha Blackman, Class III, Step 4

Classified Personnel:

1. Amend Retirement – Mr. Robert Kang, Police Services Technician, Range 25, Step E, Campus Police Division, Administrative Services area, effective October 20 instead of October 17, 2006.
2. Retirement – Mr. Ruben Baeza, Skilled Trades Assistant, Range 26, Step E, Facilities Planning and Services Division, Administrative Services area, effective December 29, 2006 and that a plaque be prepared and presented to him in recognition of his service to the District since 1995.
3. Retirement – Mr. William Benson, Carpenter, Range 35, Step E, Facilities Planning and Services Division, Administrative Services area, effective January 23, 2007 and that a plaque be prepared and presented to him in recognition of his service to the District since 1968.
4. Retirement – Ms. Lynnda Nelson, Director – Bookstore, Range 11, Step 5, Bookstore Division, Administrative Services area, effective December 30, 2006 and that a plaque be prepared and presented to her in recognition of her service to the District since 1971.
5. Separation – Ms. Jennie Hernandez, Financial Aid Assistant, Range 24, Step E, Financial Aid/Enrollment Services Division, Student and Community Advancement area, effective November 1, 2006, and that she be placed on the 39-month re-employment list.
6. Personal Leave of Absence 100% - Ms. Astrid Hagen, Staff Interpreter, Range 34, Step C, Special Resource Center/Health Sciences and Athletics Division, Academic Affairs area, effective November 1, 2006 through April 30, 2007.
7. Amend Personal Leave of Absence 100% - Mr. Rory Natividad, Senior Athletic Trainer, Range 37, Step E, Health Sciences & Athletics Division, Academic Affairs area, effective July 1, 2006 through January 31, 2007, instead of December 31, 2006.
8. Stipend – Ms. Carolee Casper, Senior Clerical Assistant, Range 24, Step E, Public Information Division, President’s Office, to be paid a lump sum of \$2,352 for duties performed out of classification from November 1, 2005 – November 30, 2006.
9. Stipend – Ms. Beverly Knapp, Clerical Assistant, Range 22, Step E, Behavioral & Social Sciences Division, Academic Affairs area, to be paid a lump sum of \$2,208 for duties performed out of classification from November 1, 2005 – November 30, 2006.

10. Stipend – Ms. Lois Peck, Accounting Assistant II, Range 27, Step E, Industry & Technology Division, Academic Affairs area, to be paid a lump sum of \$2,520 for duties performed out of classification from November 1, 2005 – November 30, 2006.
11. Change of Assignment – Ms. Grace Felarca, from 80% to 50% Senior Clerical Assistant, Range 24, Step E and from 20% to 50% Accounting Assistant II, Range 27, Step E, Campus Police Division, Administrative Services area, to reflect accurate time spent performing duties as a result of the classification study, effective November 1, 2005.
12. Amend Classification/Range Change – The following Lead Custodian, from Range 21, to Range 24, Step E, Facilities Planning and & Services Division, Administrative Services area, effective November 1, 2005, reallocation based on classification study:

Cheri Farrier	Ricky Harris
---------------	--------------
13. Reassignment – Mr. Tyler Robbins, Assistant Director, Financial Aid and Scholarships, to work 100% at Compton Education Center, Enrollment Services, Student and Community Advancement area, effective October 9, 2006 through January 31, 2007.
14. Reassignment – Ms. Ora Bryant, to work 60% Assistant Director of Facilities Planning & Services, Range 8, Step 1 (Administrator Salary Schedule) for Compton Educational Center, Facilities and Planning Services, Administrative Services area, effective October 17, 2006 through June 30, 2007.
15. Amend Work Out of Classification – Ms. Martha Perez, 50% Clerical Assistant, Range 22, Step C, to work an additional 50% as Student Services Technician, Range 28, Step A, Counseling and Student Services Division, Student and Community Advancement area, effective July 1 through December 31, 2006 instead of June 30, 2007.
16. Amend Work Out of Classification - Ms. Sharin K. Nakayama, Lead Interpreter Specialist, Range 38, Step D, to DSPS Support Services Supervisor, Range 27, Step A, (Supervisor Salary Schedule), Special Resource Center/Health Sciences & Athletics Division, Academic Affairs area, effective August 22, 2006 through February 28, 2007 instead of December 15, 2006.
17. Change in Classification – Mr. Ricky Harris, Lead Custodian, Range 24, Step E, to Custodian, Range 20, Step E, Facilities, Planning and Services Division, Administrative Services area, effective December 1, 2006.
18. Promotion – Mr. Rocky Bonura, from Director, Risk Management, Range 11, Step 5, Human Resources Division, to Director of Business Services, Range 13, Step 5, Administrative Services area, effective December 1, 2006.

19. Employment – Ms. Darling Garcia, Administrative Assistant I, Range 28, Step A, Community Advancement Division, Student and Community Advancement area, effective December 1, 2006.
20. Employment – Ms. Kelleen Gasset, Senior Clerical Assistant, Range 24, Step A, Community Advancement Division, Student and Community Advancement area, effective December 1, 2006.

Special Services Professional

21. Ms. Josefina Bedolla - Special Services Professional, Range 1, Step 4, of the Special Services Professional Salary Schedule, not to exceed \$31,416, Community Advancement Division, Student and Community Advancement area, effective November 21, 2006 through June 30, 2007.
22. Mr. Llewellyn Chin - Special Services Professional, Range 1, Step 1, of the Special Services Professional Salary Schedule, not to exceed \$28,644, Community Advancement Division, Student and Community Advancement area, effective November 21, 2006 through June 30, 2007.
23. Mr. James Hoffman - Special Services Professional, Range 4, Step 3, of the Special Services Professional Salary Schedule, not to exceed \$66,300, Community Advancement Division, Student and Community Advancement area, effective November 21, 2006 through June 30, 2007.
24. Ms. Karen Latuner-Hess - Special Services Professional, Range 2, Step 3, of the Special Services Professional Salary Schedule, not to exceed \$33,110, Community Advancement Division, Student and Community Advancement area, effective November 21, 2006 through June 30, 2007.

Temporary Classified Services Employees

25. Ms. Winifred Baldonado – Clerical Assistant, Range 22, Step A, Health Sciences and Athletics Division, Academic Affairs area, to work 40 hours per week, effective November 21, 2006 through June 30, 2007.
26. Ms. Dora Gomez - Calworks Case Management/Services Coordinator, Range 26, Step A, Counseling and Student Services Division, Student and Community Advancement area, effective November 21, 2006 through March 31, 2007.
27. Mr. Erik Mendoza - Parking Services Technician, Range 25, Step A, Campus Police Division, Administrative Services area, to work 40 hours per week, effective November 21, 2006 through February 28, 2007.

28. Ms. Shirley Snider – Administrative Assistant II, Range 31, Step E, Staff and Student Diversity Division, President’s Office area, 40 hours per week, effective October 12, 2006 through December 15, 2006.
29. Ms. Yolanda Wade – Calworks Job Development and Placement Advisor, Range 35, Step A, Counseling & Student Services Division, Student and Community Advancement area, to work 24 – 32 hours per week, effective November 27, 2006.
30. Amend Employment – Ms. Theresa Clifford to Secretary, Range 26, Step A, instead of Clerical Assistant, Range 22, Step A, Enrollment Services Division, Student and Community Advancement area, 20 hours per week, effective October 17 through December 31, 2006.
31. Resign Employment – Mr. Eric Takamine, ESL Program Coordinator Range 36, Step A, Humanities Division, Academic Affairs area, effective September 6, 2006.

B. TEMPORARY NON-CLASSIFIED SERVICE EMPLOYEES

It is recommended that the Board authorize employment of the following Temporary Non-Classified Service Employees, subject to funding, as shown in items 1-23.

The following temporary non-classified service employees are hired for the 2006 – 2007 fiscal year effective November 21, 2006 through June 30, 2007, unless otherwise stated:

1. Gary Barnes – Teacher’s Assistant IV, \$11.50 per hour, Sunday through Saturday (days vary), hours vary as needed, effective October 17, 2006 through June 30, 2007, Fire Academy/Industry and Technology, Academic Affairs area, to assist in the Fire Academy program.
2. Timothy Coffelt – Teacher’s Assistant IV, \$11.50 per hour, Tuesday, Wednesday, and Thursday (days vary), hours vary as needed, effective October 17, 2006 through June 30, 2007, Emergency Medical Technology Program (EMT), Industry and Technology, Academic Affairs area, to assist instructor with teaching/testing in the EMT program.
3. Keiko Damiata – Paraprofessional, \$15.00 per hour, Monday through Friday (days vary), 9:00 a.m. to 5:00 p.m. (hours vary), effective December 4, 2006 through June 30, 2007, El Camino Language Academy (ECLA)/Community Advancement, Student & Community Advancement area, to provide clerical support to the El Camino Language Academy program.
4. Henri Feiner – Tutor VII, \$18.50 per hour, Monday through Friday (days vary), 11:00 a.m. to 1:00 p.m. (hours vary), effective October 30, 2006 through June 30, 2007, Mathematical Sciences, Academic Affairs area, to provide tutoring services in the Math Study Center.

5. Heidi Fuller – House Staff II, \$7.25 per hour, days and hours vary as needed, effective October 17, 2006 through June 30, 2007, Center for the Arts/Fine Arts, Academic Affairs area, to provide customer service for any given event in either the Marsee Auditorium, Campus Theatre, or Recital Hall.
6. Sharon Gee – Professional I, \$23.00 per hour, Monday through Friday (days vary), hours vary as needed, Careers in Child Care/Behavioral and Social Sciences, Academic Affairs area, to assist the Careers in Child Care program with various projects.
7. William Greco – Tutor II, \$8.50 per hour, Monday through Saturday (days vary), hours vary as needed, Learning Resources Unit, Academic Affairs area, to provide tutoring services in the Learning Resources Unit.
8. Brian Hayden – Program Assistant II, \$9.00 per hour, Tuesday and Thursday (days vary), 9:00 a.m. to 4:30 p.m. (hours vary), effective January 1, 2007 through June 30, 2007, Staff Development/Human Resources, Administrative Services area, to assist faculty & staff in the Innovation Center with a variety of software programs, assist with various Staff Development projects, and other duties as assigned.
9. Corey Kivett – Sports Statistician, \$6.75 per hour, days and hours vary as needed, effective October 15, 2006 through June 30, 2007, Health Sciences & Athletics, Academic Affairs area, to compile and maintain the sports statistics for the various athletic events.
10. Jessica Luquez – Paraprofessional, \$12.50 per hour, Monday, Wednesday, and Friday (days vary), 9:00 a.m. to 5:30 p.m. (hours vary), Careers in Child Care/Behavioral and Social Sciences, Academic Affairs area, to assist the Careers in Child Care staff with clerical and customer service support.
11. Martin Martirosian – Tutor VII, \$18.50 per hour, Tuesday, Wednesday, and Thursday (days vary), 9:00 a.m. to 11:30 a.m. (hours vary), effective October 23, 2006 through June 30, 2007, Mathematical Sciences, Academic Affairs area, to provide tutoring services in the Math Study Center.
12. Hai Ngo – Tutor VII, \$18.50 per hour, Monday and Wednesday (days vary), 2:00 p.m. to 5:00 p.m. (hours vary), effective February 10, 2007 through June 30, 2007, Mathematical Sciences, Academic Affairs area, to provide tutoring services in the Math Study Center.
13. Roberto Pandolfi – Professional III, \$55.00 per hour, Monday through Friday (days vary), 8:00 a.m. to 5:00 p.m. (hours vary), Workplace Learning Resource Center (WpLRC)/Community Advancement, Student & Community Advancement area, to work with the WpLRC in conducting contract education training.
14. Grant Parks – Program Assistant I, \$8.00 per hour, Monday through Friday (days vary), 8:00 a.m. to 4:30 p.m. (hours vary), Bookstore, Administrative Services area, to perform a variety of routine and repetitive tasks.

15. Teng-Hao Shiah – Teacher’s Assistant IV, \$11.50 per hour, Tuesday, Wednesday, and Thursday (days vary), hours vary as needed, Emergency Medical Technology Program (EMT)/ Industry and Technology, Academic Affairs area, to assist instructor with teaching/testing in the EMT program.
16. Andrew Swyschuk – Office Aide II, \$7.25 per hour, Monday through Thursday (days vary), arrange six (6) hours per week (hours vary), Fine Arts, Academic Affairs area, to assist in film/video production classes.
17. Erica Vega - Tutor VII, \$18.50 per hour, Monday through Friday (days vary), arrange ten (10) hours per week (hours vary), Nursing/Health Sciences and Athletics, Academic Affairs area, to tutor the students enrolled in the nursing program.
18. Phorious Whitmore - Paraprofessional, \$13.00 per hour, Monday, Wednesday, and Saturday (days vary), arrange ten (10) hours per week (hours vary), Nursing/Health Sciences and Athletics, Academic Affairs area, to assist the nursing division staff with clerical work, customer service, and other duties as assigned.
19. Jeffrey Williams – Police Communications Operator I, \$10.00 per hour, days and hours vary as needed, Campus Police, Administrative Services area, to be primarily responsible for maintaining minimum radio/telephone operations.
20. The following individuals are to work as a Coaching Assistant, \$16.25 per hour, Monday through Friday (days vary), hours vary as needed, effective October 15, 2006 through June 30, 2007, Health Sciences & Athletics, Academic Affairs area, to assist the coaching staff with the various athletic programs.

Kim Bly

Brian Pruitt

21. The following individuals are to work as a Police Cadet II, \$8.50 per hour, Monday through Friday (days vary), hours vary as needed, Campus Police, Administrative Services area, to be responsible for non-hazardous police services to the students, staff, and faculty of El Camino College.

David Arellano

Taylor Kronberger

22. The following individuals are to work as a Reader, \$6.75 per hour, Monday through Friday (days vary), hours vary as needed, Writing Center/Humanities, Academic Affairs area, to evaluate essays assigned in English 1A classes for grammar, content, and structure, and provide assessments through written documentation on the essays.

Emily Anderson

Laura Braun

23. The following individuals are to work as a Tutor I, \$7.50 per hour, Monday through Saturday (days vary), arrange ten (10) hours per week (hours vary), Learning Resources Unit, Academic Affairs area, to provide tutoring services in the Learning Resources Unit.

Andrew Kim

Cesar Vasquez

C. REVISED CLASSIFICATION SPECIFICATION FOR SUPERVISOR POSITION

It is recommended that the Board approve the revised classification specification for the Disabled Students Programs and Services (DSPS) Supervisor as shown on pages 67-69.

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS) SUPERVISOR

BASIC FUNCTION:

Under the direction of the Director, Special Resource Center (Disabled Students Programs and Services DSPS), plan, oversee and conduct student support services. Use sign language and other recognized methods to facilitate communication between students who are deaf or hard of hearing, and faculty, staff and other students. Analyze and determine support services labor needs and related budget for the support services for students with disabilities. Schedule, train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Provide technical direction and information on matters pertaining to the interpretation of regulations effecting services to students with disabilities; research, interpret and clarify DSPS policies as requested.

Prepare a variety of narrative and statistical records related to assigned activities.

Recruit, train, supervise, schedule and evaluate assigned staff; recommend various personnel actions including selection, discipline, termination, reassignment, promotions and others; participate on interview panels as requested; maintain time records for supervised personnel.

Identify and resolve problems related to students and the classroom support services.

Attend and conduct a variety of professional, regional and other meetings; chair assigned committees; develop agendas and provide appropriate follow-up.

Oversee the publication of the Support Services handbook for students and faculty.

Develop processes and procedures as needed to coordinate the support services function including the development of job descriptions, forms, grant applications, and other materials.

Operate a computer and other office equipment as assigned.

Develop and monitor an assigned budget to implement services within established guidelines; prepare a year-end expenditure and activities report for assigned funds and assure proper formatting of district and state reports.

Conduct in-service training for employees, faculty and hourly professionals and develop instructional resources.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Regulations, policies, Educational Code, DSPS regulation and other requirements related to community college service provision for students with disabilities.

Community college organization, operations, policies and objectives.

Fluent in American Sign Language and other sign systems.

Basic financial and statistical record keeping.

Technical and working knowledge of a variety of assistive listening devices, real time captioning and C-Print.

Specialize vocabulary, terminology, and basic information in a variety of subjects taught at the college level.

ABILITY TO:

Plan, organize and coordinate the day-to-day activities of the DSPS student support services.

Evaluate the need of the deaf student and match the reasonable support services.

Interpret, apply, explain and assure compliance with applicable policies, rules and regulations.

Train, supervise and evaluate personnel.

Operate a computer and assigned software to include word processing, spreadsheets, schedule/calendar, and power point programs.

Interpersonal skills using tact, patience and courtesy.

Modern office practices, procedures and equipment.

Business math.

Principles and techniques of supervision and training.

Oral and written communication skills.

Record-keeping techniques.

Communicate effectively in sign, orally and in writing.

Analyze situations accurately and adopt an effective course of action.

Maintain records and prepare complex statistical reports.

Organize, coordinate and oversee office activities.

Establish and maintain cooperative working relationships with others.

Meet schedules and time lines.

Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Experience in supervising others and scheduling workloads;

2500 hours of post-secondary interpreting.

RID/NAD certification Levels 4 or above.

ASL/PSE Interpreting skills.

Any combination equivalent to: Bachelor's of Arts/Science degree in a related field and three years increasingly responsible experience in a college Disabled Students Programs and Services office.
Completion of an Interpreter Training Program.

WORKING CONDITIONS:

Mainstreamed college setting.

Extensive interpersonal interaction.

Ability to perform the manual movements of American Sign Language fluently.

Sufficient visual acuity to see and translate signs produced by others into English.

Sufficient ability to hear English in order to translate conversation and classroom lectures;

Ability to sit and sign for up to two hours at a time.

Ability to carry up to 25 lbs.

Supervisor Salary Schedule - Range 28

Board Approved: November 20, 2006

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

- A. Board Policy 3410 – Non-Discrimination – Second Reading & Adoption.....Page 71

President and Board of Trustees

A. Board Policy 3410 – Non Discrimination – Second Reading & Adoption

It is recommended that the Board accept the following Board policy for second reading and adoption.

Board Policy 3410 - NON-DISCRIMINATION

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

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

The policy of the El Camino Community College District is to comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973 in the development, procurement, maintenance, or use of electronic or information technology and respond to and resolve unlawful discrimination complaints regarding accessibility. Such complaints will be treated as complaints of discrimination on the basis of disability.

Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination of contract.

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

Reference: California Government Code Sections 11135 through 11139.5; the Sex Equity in Education Act (Ed. Code Sections 11135 through 11139.5); the Sex Equity in Education Act (Ed. Code § 66250 et seq.); Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681);

Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12100 et seq.); and the Age Discrimination Act (42 U.S.C. § 6101).¹

President and Board of Trustees

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

RETALIATION

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

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

¹ If the federal statutes cited above would result in broader protection of the civil rights of individuals, then that broader protection or coverage shall be deemed incorporated by reference and shall prevail over conflicting provisions of Title 5, Section 59300, as cited.

El Camino College

Adopted:

Revised:

VI. Non-Consent Agenda

A. 2005-2006 Board of Trustee Goals and Evaluation.

Each year the Board of Trustees establishes goals and evaluates its performance on the previous years goals. The Community College League of California provides the evaluation instrument. The Board of Trustees remarks are publicly presented and members of the Board may discuss, amend or delete the recommended goals for the forthcoming year.

I. New Trustee Orientation

- A. Consider assigning or referring a mentor.
- B. Help new Trustee strengthen links to external community.
- C. Encourage new Trustee to seek Trustee educational opportunities.
- D. Encourage CEO availability to new Trustee.

II. Effect implementation of the November 5, 2002 Measure E successful bond election.

- A. Update College Facilities Master Plan.
- B. Implement construction program.
- C. Monitor and approve construction program.

III. Participate in community activities and events and bring observations to the Board for policy issues.

- A. Attend events in the community.
- B. Speak to community groups.
- C. Make Board presentations.
- D. Bring copies of community events and activities to other Board members.

IV. Participate in the operation of the College at Board Meetings.

- A. Speak freely and openly on policy issues.
- B. Solicit opinions of fellow Board members.
- C. Present ideas during discussion section of Board Meetings.

V. Continue a Trustee education program.

- A. Attend a conference on Trustee responsibilities.
- B. Submit materials from various sources to fellow Trustees.
- C. Read Trustee education materials send by various organizations.

**EL CAMINO COLLEGE BOARD OF TRUSTEES
SELF-EVALUATION QUESTIONNAIRE 2005-2006 -RESULTS**

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

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

B. Policy on Board Support for Political Issues

The agenda item is presented by Trustee Combs:

It is recommended that the El Camino Community College District Board of Trustees consider a process for taking positions on political issues.

If the Board of Trustees desires to support political issues, criteria and parameters should be developed to ensure the District's mission, vision and goals are the basis for determination.