



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

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Student Member

Dr. Thomas M. Fallo
Superintendent,
El Camino Community College District
President,
El Camino College

El Camino College
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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.

Agenda, Monday, November 21, 2005

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 17, 2005**
- III. Presentations - none**
- IV. Public Hearings – none**
- V. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
 - A. Public Comment
 - B. Academic Affairs
*See Academic Affairs Agenda,
Pages 1-9*
Student and Community Advancement
*See Student & Community Advancement
Agenda, Pages 1-2*
Administrative Services
See Administrative Services Agenda, Pages 1-20
See Measure "E" Bond Fund Agenda, Pages 1-9
*See Human Resources Agenda,
Pages 1-11*
Superintendent/President
*See Superintendent/President Agenda,
Pages 1-5*
- VI. Public Comment on Non-Agenda Items**
- VII. Oral Reports**
 - A. Academic Senate Report
 - B. Board of Trustees Report
 - C. President's Report
- VIII. Closed Session**
 - A. Personnel Matters, Brown Act Section 54957
 - 1. Personnel Matters
2 cases

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 17, 2005

The Board of Trustees of the El Camino Community College District met at 4:30 p.m. on Monday, October 17, 2005, in the Board Room at El Camino College.

The following Trustees were present: Trustee William Beverly, President; Trustee Mary E. Combs, Secretary; Trustee Nathaniel Jackson, Member; and Mr. Philip Gomez, Student Member.

Also present were Dr. Thomas M. Fallo, Superintendent/President; Dr. Jeffrey Marsee, Vice President, Administrative Services; Dr. John Baker, Interim Vice President, Student and Community Advancement; and Dr. Francisco Arce, Interim Vice President, Academic Affairs.

Minutes of the Regular Board Meeting of September 12, 2005

The Minutes of the Regular Board Meeting of September 12, 2005 were approved.

Public Hearing for Full Contract Negotiations – El Camino Community District and the El Camino Police Officers Association

A Public Hearing for Full Contract Negotiations – El Camino Community College District and the El Camino Police Officers Association opened at 4:35 p.m. No comments were made. Public Hearing Closed at 4:40 p.m.

It was moved by Trustee Jackson, seconded by Trustee Combs, that the El Camino Community College District enter into Full Contract Negotiations with the El Camino Police Officers Association. Motion carried. Student Trustee Gomez recorded an advisory yes vote

Consent Agenda

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

Academic Affairs

Conference Attendance

Instructional Field Trips – Fall 2005

International Education/Study Abroad Program – Winter 2006

Student and Community Advancement

Field Trips

Student Conference

El Camino College Chorale

Forensic Team Tournaments – Fall 2005

Community Education Courses – Fall 2005
Destruction of Records
International Travel
Grants
Associated Collegiate Press Convention

Administrative Services

AB 2910 – Quarterly Fiscal Status Report
Contracts/Personal Service Agreements Valued at \$50,000 or Higher
Public Works Project – Change Orders/Modular Building Remodel (Humanities)
Public Works Project – Change Orders/Fuel Tank Replacement (Maintenance Yard)
Resolution – Statewide Educational Wrap-Up (SEWUP)
Proposition 39 Audit For Measure “E” Funds
~~Policy 6549 Capitalization of Fixed Assets – Second Reading & Adoption~~
~~Policy 6548 Depreciation of Fixed Assets – Second Reading & Adoption~~
~~Policy 6550 Disposal of Property Fixed Assets – Second Reading & Adoption~~
Purchase Orders
* Items pulled and no substitutions were made.

Measure E Bond Fund

Project Budgets
Bid 2005-04/Humanities Building – Demolition, Earthwork and Site Utilities
Purchase Orders

Human Resources

Employment and Personnel Changes
Temporary Non-Classified Service Employees

President/Board of Trustees

Travel
Signature Authorization
Board of Trustees’ Self-Evaluation

Motion carried. Student Trustee Gomez recorded an advisory yes vote

Public Comment

Angela Simon, ECCFT representative, distributed a list of questions and asked the Board to include them as part of its evaluation.

Closed Session

Meeting recessed to a closed session at 5:15 p.m. Meeting reconvened at 5:30 p.m. and immediately adjourned.

Mary E. Combs, Secretary of the Board

Thomas M. Fallo, Secretary to the Board

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

Page No.

A. Proposed Curriculum Changes – Effective 2006-2007 Academic Year 1

A. PROPOSED CURRICULUM CHANGES – EFFECTIVE 2006-2007 ACADEMIC YEAR

It is recommended that the Board approve the proposed curriculum revisions, effective the 2006-2007 academic year, listed below:

BEHAVIORAL AND SOCIAL SCIENCES DIVISION

CHANGE IN DESCRIPTIVE TITLE; COURSE REVIEW

Current Status/Proposed Change

1. History 18A – Women and American History from the Colonial Era to 1870 1877

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

Current Status/Proposed Change

1. History 18B – ~~Women and American~~ History of Women in the United States from 1870 1877 to the Present

~~In t~~This course students will examine is a chronological survey of the history of women in the United States from 1870 1877 to the present with special emphasis on the role. Focus is on the public and private lives of women and the changes in shaping American society. The contributions of women have experienced in their to the political, economic, political, and social status. Topics include the societal contributions of women as participants and leaders in the major historical events and movements 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.

CHANGE IN PROGRAM DESCRIPTION

1. Liberal Studies (Elementary Teaching)

Current Status/Proposed Change

This transfer degree is designed for students interested in pursuing who wish to earn a multiple-subject Teaching credential for teaching in an elementary school authorizing them to teach in grades K-5. Students will develop a foundation in study a broad range of subjects matter designed to prepare them for teaching, including english, mathematics, science, This includes cultural, economic, ethnic, political, and social science, issues in the United States as well as geological, geographical, and biological concepts and principles visual and performing arts, and human development. Competencies will be assessed regularly through projects, examinations, laboratory experiments, and presentations. Program assessment will be conducted by tracking student placement in teacher education preparation programs at the university level.

NEW COURSE

1. Anthropology 10 – Medical Anthropology
Units: 3 Lecture: 3 hours Faculty Load: 20%
Recommended Preparation: English 1A
Credit, degree applicable; Transfer CSU

This course is a cross-cultural survey of healing systems in traditional as well as modern societies. Emphasis will be placed on understanding culture specific perceptions of disease. Topics include healers and healing roles, perceptions of the body, the role of power in the organization of medical institutions, and applied medical anthropology.

BUSINESS DIVISION

CHANGES IN LECTURE/LAB HOURS, FACULTY LOAD, CATALOG DESCRIPTION; COURSE REVIEW

1. Computer Information Systems 13 – Introduction to Computers

Current Status/Proposed Change

Lecture: 2 hours Lab: ~~2~~ 3 hours Faculty Load: ~~23.333~~ 28.333%

This course is an introduction to computers and application software. It is designed ~~for the person with little or no computer experience~~ as both an introduction and an entry-level overview for other Computer Information Systems classes. The class covers operating systems, ~~computer security, application software, and hardware~~. Laboratory exercises focus on application software including spreadsheets, word processors, databases, presentation tools, and the use of the Internet. A programming language is used to teach ~~structure~~ design and logic.

FINE ARTS DIVISION

CHANGE IN CATALOG DESCRIPTION; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

1. Art 61ab – Beginning Ceramics

Current Status/Proposed Change

~~Survey of~~ This course covers the history and techniques of ceramics. ~~Basic methods of hand-building with clay and techniques for including forming, glazing, and decorating techniques and offers with an introduction to wheel-throwing. Also covered is a brief historical and cultural survey of ceramics.~~

2. Art 73ab – Introduction to Jewelry and Metalsmithing

Current Status/Proposed Change

This course is an ~~introduction to fundamental~~ the design and technical processes of jewelry and metalsmithing, ~~design and techniques~~. Emphasis placed on the ~~Construction techniques such as sawing, soldering, forming, casting, and design potential of metal fabrication surface embellishment are employed in combination with various metals and stones. Also covered are issues of contemporary aesthetics and their influence on jewelry design and construction.~~

November 21, 2005

Academic Affairs 2

3. Dance 89abcd – Advanced Dance Theatre

Current Status/Proposed Change

~~In this class operates as a dance company. Students organize production elements and rehearse as performing members of the a dance company. Dance performance techniques and artistic skills are emphasized. Choreography is by faculty, and guest artists, or advanced level dance students. Focus is on pre-professional experience in~~ Emphasis is also given to preparation for pre-professional auditions. Attendance at selected dance events at El Camino College sponsored by the South Bay Center for the Arts is required.

**CHANGES IN TRANSFER STATUS, CATALOG DESCRIPTION; COURSE OUTLINE
REVISED TO MEET TITLE 5 REQUIREMENTS**

1. Music 81A – Introduction to Electronic Music Studio

Current Status/Proposed Change

Transfer CSU, UC

~~Hands on instruction on synthesizers, computer programs and~~ In this course students are introduced to audio recording equipment. No theory or performance experience needed live sound reinforcement, signal processors, microphones, reference monitors, room acoustics, Musical Instrument Digital Interface (MIDI), computers, synthesizers, and software. Emphasis is placed on the technical and creative utilization of audio equipment in conjunction with the production of audio recordings and live sound reinforcement.

**CHANGES IN NUMBER, TRANSFER STATUS, CATALOG DESCRIPTION; COURSE
OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS**

Current Status/Proposed Change

1. Music 80abc - Fundamentals of Electronic Music

Transfer CSU, UC

~~Introduces This course provides instruction in the use of synthesizers, Musical Instrument Digital Interface (MIDI), computers, musical acoustics, sound design, and recording equipment. Taught in a studio, the course prepares the student for more advanced hands-on courses in the series. Physics of sound, survey of electronic music, demonstrations of current equipment software.~~ Emphasis is placed on technical, compositional, and performance skills utilizing digital synthesizers in conjunction with computers and music software.

HEALTH SCIENCES AND ATHLETICS DIVISION

INACTIVATE COURSES

1. Contemporary Health 4 – HIV/AIDS Awareness
2. Contemporary Health 99abc – Independent Study
3. First Aid 3 – Care and Prevention of Athletic Injuries
4. Nursing 64 – Nursing Process and the Family I
5. Nursing 65 – Nursing Process and the Family II
6. Physical Education 99abc – Independent Study

CHANGES IN NUMBER, CONDITIONS OF ENROLLMENT (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation), CATALOG DESCRIPTION; COURSE REVIEW

Current Status/Proposed Change

1. Nursing 67 251– Legal and Ethical Considerations in Nursing
In this course students will analyze the legal responsibilities specifically associated with the scope of nursing practice as defined by the Board of Registered Nursing will be analyzed. Other legal parameters and standards of law impacting the nursing profession will be identified and defined by illustrations of practice situations examined. Scenarios that pose ethical dilemmas and legal dilemmas for the registered nurse will be discussed debated using ethical theories and principles. Commonly occurring ethical dilemmas for nursing will be analyzed. Systematic resolution of ethical dilemmas will be emphasized.

RECLASSIFY MAJOR

1. Sign Language/Interpreter Training
Current Status/Proposed Reclassification
Associate in Science Arts Degree

CHANGES IN NUMBER, CATALOG DESCRIPTION; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

Current Status/Proposed Change

1. Physical Education 1abcd – Body Conditioning and Physical Fitness
Instruction and practice in physical conditioning This course is designed to provide students with a fitness foundation through the means of cardiorespiratory endurance training, muscular

strength and endurance training, and flexibility exercises and aerobics (heart conditioning) through running and other endurance activities. A student will be given a fitness assessment profile and then will develop an individualized exercise prescription. Student progress of fitness will be monitored and assessed regularly to assure completion of goals and objectives.

CHANGE IN LECTURE/LAB HOURS; COURSE REVIEW

1. Respiratory Care 176 – Introduction to Respiratory Care of the Non-Critically Ill Patient
Current Status/Proposed Change
Lecture: 2 hours Lab: 9 hours per week to be arranged
2. Respiratory Care 178 – Respiratory Care of the Critically Ill Patient I
Current Status/Proposed Change
Lecture: 7 hours Lab: 27 hours per week to be arranged (8 weeks course)
3. Respiratory Care 280 – Respiratory Care of the Critically Ill Patient II
Current Status/Proposed Change
Lecture: 4 hours Lab: 15 hours per week to be arranged
4. Respiratory Care 282 – Fundamentals of Perinatal and Pediatric Respiratory Care
Current Status/Proposed Change
Lecture: 2 hours Lab: 6 hours per week to be arranged
5. Respiratory Care 284 – Respiratory Care of the Critically Ill Patient III
Current Status/Proposed Change
Lecture: 4 hours Lab: 15 hours per week to be arranged
6. Respiratory Care 286 – Fundamentals of Pulmonary Rehabilitation and Home Respiratory Care
Current Status/Proposed Change
Lecture: 2 hours Lab: 3 hours per week to be arranged

NEW COURSES

1. Nursing 254 – Advanced Nursing Process I
Units: 7 Lecture: 3 hours Lab: 12 hours Faculty Load: 80%
Prerequisite: Nursing 250, Nursing 251, and Nursing 253 with a minimum grade of C in each prerequisite or equivalent
Credit, degree applicable; Transfer CSU
This course focuses on pathophysiologic concepts and nursing management essential to critical care and emergency nursing. Clients with acute and chronic cardiopulmonary, hepatic, renal, and multi-system failure will be selected for critical care clinical experiences. Leadership and management skills are introduced and applied in the clinical setting. Students apply the nursing process and prioritize nursing care for a group of clients with multiple need imbalances. The role of the nurse in the management of client care following a disaster is presented.

2. Nursing 255 – Advanced Nursing Process II – Clinical Preceptorship

Units: 2.5 Lecture: 0 Lab: 135 hours to be arranged over four weeks Faculty Load: 37.5%

Prerequisite: Nursing 254 with a minimum grade of C or equivalent

Credit, degree applicable; Transfer CSU

This course will provide a clinical preceptorship experience for the advanced student nurse and the inactive Registered Nurse (RN) as well as the foreign Registered Nurse (RN) in transition. The student works under the supervision of a clinical nurse preceptor. This experience assists the student to make a smooth transition from the learner role to the entry level Registered Nurse role in a realistic clinical setting. Opportunities will be provided to implement leadership and management skills as well as decision making and priority setting utilizing legal and ethical principles.

HUMANITIES DIVISION

CHANGES IN CATALOG DESCRIPTION, GENERAL EDUCATION REQUIREMENT; COURSE REVIEW

1. French 24 – Introduction to French and Francophone Cultures

Current Status/Proposed Change

This course provides an introduction to the cultural aspects of the French language through a study of French and Francophone culture, geography, social institutions, literature, art, architecture, and music. This course Topics includes a comparison of French and other Western languages and cultures.

IGETC General Education Requirement – Area 3.B.

CHANGES IN TRANSFER STATUS, CATALOG DESCRIPTION, GENERAL EDUCATION REQUIREMENT; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

1. Spanish 24 – Introduction to Spanish and Latin American Language and Cultures

Current Status/Proposed Change

Transfer CSU, UC

This course is designed to provides an introduction to the basics of Spanish and Latin American cultures as reflected in cultural aspects of the Spanish language, literature, philosophy, arts, religion, folklore, and foods. In order to develop insights into the origins of today's through a study of Spanish and Latin American culture, the course will include the presentation of Hispanic culture from pre-Roman times and the Latin American culture from pre-Columbian times to the present. The geography, social institutions, literature, art, architecture, and music. Topics course will also focus on the differences between the Hispanic/Latin American include a comparison of Spanish and non-Hispanic cultural mores and attitudes other Western languages and cultures.

CSU General Education Requirement – Area C.2.
IGETC General Education Requirement – Area 3.B.

INDUSTRY AND TECHNOLOGY DIVISION

INACTIVATE COURSES

1. Interior Design 28 – Visual Merchandising
2. Interior Design 35 – Applied Color Theory
3. Nutrition and Foods 14 – Contemporary Foods
4. Nutrition and Foods 20 – Healthy Cooking and Eating

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

1. Quality Assurance 1 – Fundamentals of Quality Assurance

Current Status/Proposed Change

Recommended Preparation: eligibility for English 2R and Mathematics 40 or Mathematics 41B

This course provides the student with an overview of all major aspects of the quality assurance field. The course ~~covers these aspects by introducing~~ introduces modern concepts and techniques in quality assurance, and how they relate to engineering and manufacturing requirements, and the most current technological developments. Specific methods of collecting and evaluating quality data are examined.

CHANGES IN NUMBER, DISCIPLINE, 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. Quality Assurance 4A – Inspection Methods and Techniques

Discipline: Manufacturing Technology/Materials Testing Technology

Recommended Preparation: eligibility for English 2R and Mathematics 40 or Mathematics 41B

This course ~~covers the~~ is a study of product quality assurance as it relates to inspection techniques and methods. The primary focus of this course is on the handling, care, and reading of measuring equipment. Measurement repeatability, reproducibility, and uncertainty are examined in detail.

CHANGE IN DISCIPLINE; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

1. Quality Assurance 7 – Introduction to Non-Destructive Testing

Current Status/Proposed Change

Discipline: Manufacturing Technology/~~Materials Testing Technology~~

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

1. Quality Assurance 8 – Techniques for Statistical Process Control

Current Status/Proposed Change

Discipline: Manufacturing Technology/~~Materials Testing Technology~~

Recommended Preparation: ~~eligibility for Technical Mathematics 2 or testing (qualifying score on Technical Mathematics Placement Test) and assessment~~ Technical Mathematics 1; eligibility for English 2R

~~This course illustrates with examples and problems, the value of~~ examines various quality control data analysis techniques used in quality control. Students learn how to use and recognize ~~when to~~ distinguish between cases requiring the use of variables and attributes control charts. Other graphing techniques, such as frequency distribution analysis, are ~~covered to ensure that~~ presented in order to provide students learn with adequate tools to extract the information that ~~the~~ from inspection datasets contains. ~~Students will also learn~~ Also covered are problem solving, sampling plan design and implementation, and ~~how to perform a~~ process capability study studies. ~~The course constantly stresses the need to establish a quality system for making it right the first time.~~

MATHEMATICAL SCIENCES DIVISION

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

Current Status/Proposed Change

1. Mathematics 110 – ~~Structures and Concepts in~~ Mathematics for Elementary School Teachers – The Real Number System

~~This~~ As an introduction to the use of logical, quantitative, and spatial reasoning in the discipline of mathematics, students in this course, designed for preservice elementary school teachers, examines six content areas: Numeration (historical development of numeration systems); examine the mathematical topics of set theory, (sets, operations of sets, Venn Diagrams); numeration, number theory, (divisibility, primes and composites, greatest common divisor, least common multiple); Patterns (arithmetic and geometric); Properties functions, graphs, patterns and the structure of real numbers, (whole numbers, integers, rational numbers, and models for teaching binary operations); and Problem Solving (strategies and models). Students investigate

the interrelationships among these topics, with an emphasis on algebraic, geometric and kinesthetic modeling, inductive and deductive logic, and proofs using pictures. Designed for pre-service elementary school teachers, this course is appropriate for all students interested in a deeper understanding of the structure of mathematics.

CSU General Education Requirement – Area B.4.

NATURAL SCIENCES DIVISION

CHANGE IN GENERAL EDUCATION REQUIREMENT; COURSE REVIEW

1. Biology 12 - Field Zoology
IGETC General Education Requirement – Area 5.B.

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

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A. INTERNATIONAL TRAVEL

It is recommended that the Board approve international travel for Ms. Bozena Morton, Director of Resource Development/Grants Development & Management to travel to Mykolayiv and Kiev, Ukraine, January 16-20, 2006. Ms. Morton will assist in the development of concrete plans for including Kiev Mohyla Academy and Petro Mohyla State University in Mykolayiv as partners in the Global Education Through Technology (GETT) project. No expense to the District.

B. GRANT - INFORMATION

It is recommended that the Board receive for information the following Grant:

National Science Foundation – Advanced Aerospace Manufacturing Education Project. The Advanced Aerospace Manufacturing Education Initiative project addresses a need for technical training and education in an industry that is critical to the national interests and will incorporate the best practices from similar projects funded by NSF and others that have been aimed at other industries. El Camino College in partnership with the Oregon Institute of Technology and Purdue University will develop and implement curricula. Project participants Boeing, Lockheed Martin, Vought Aircraft and Northrop Grumman will be responsible for implementation of current technology in the manufacturing of aircraft, and the planning for implementation of future technologies.

Amount of Grant Funding from Granting Agency	\$886,130
Amount of College Match (in-kind)	<u>\$ -0-</u>
Total Amount of Grant	\$886,130
Indirect Rate:	\$0 (0%)
Performance Period:	July 1, 2006 through June 30, 2009

C. GRANTS - ACCEPTANCE

It is recommended that the Board accept the following grants.

1. Chancellor’s Office – Centers for Applied Competitive Technologies – Economic & Workforce Development Program. The Centers for Applied Competitive Technologies project will increase outreach capabilities and track results for 05/06 and 06/07 funding years. Plans include increasing the size of existing Employment Training Program (ETP) contracts to over \$1.0 million, expanding the number of on-site training programs delivered, and the number of employees directly served, and increase revenue generated by partner colleges and universities. The CACT and its regional partners will also continue to identify funding opportunities to expand the Aerospace Industry Manufacturing Technician (AIM Tech) Certification program.

Amount of Grant Funding from Granting Agency	\$ 268,312
*Amount of College Match (cash) in-kind	<u>\$ 282,000</u>
Total Amount of Grant	\$ 550,312

Indirect Rate: \$10,319.68 (4%)
Performance Period: January 1, 2006 through August 31, 2007

*Source of Matching Funds: Office supplies, training materials, operating expenses and services. Matching funds of \$94,000 for year one, 2005/2006 and \$188,000 for year two, 2006/2007 for a total of \$282,000.

2. Department of Education – Child Care Access Means Parents in School (CCAMPIS).
Funding requested for this project in the amount of \$75,000 will be combined with current El Camino College Child Development program funds to provide resources for subsidized child care for the equivalent of nine children per year, based on the center’s sliding fee scale. Some of the children will attend full time, some part time, based on the needs of individual student parents.

Amount of Grant Funding from Granting Agency	\$ 75,000
*Amount of College Match (cash) in-kind	<u>\$ 75,000</u>
Total Amount of Grant	\$ 150,000

Indirect Rate: \$5,555.52 (8%)
Performance Period: October 1, 2006 through September 30, 2007
*Source of Matching Funds: Personnel salaries, fringe benefits.

D. SOUTH BAY CHILDREN’S CHOIR

It is recommended that the Board approve participation of the following students in a performance tour and clinic/performance at the California Music Educator’s State Convention in Sacramento, California from March 10-12, 2006. The approximate cost per person is \$300 totaling \$9000. All hotel and transportation expenses for students and staff will be paid for through the choir’s El Camino College Foundation account. Chaperones will cover their own expenses. Participants will pay for their own meals. Staff: Diane Simons and Eun Hyoung Nam. Parent Chaperones: Sharon Insalata, Sharon Smyth-Greenhalgh, Lillian Jakubczyk, Barbara Mathews, Laura Petersen, Carie Bonillo, and John Lubin.

Michelle Ackerman, Suzett Avendano, Michelle Bacon, Carli Bonillo, Amy Calderon, Nicole Cloar, Alice Crehan, Colleen Greenhalgh, Lilly Insalata, Ashley Jakubczyk, Christine Kim, Michelle Kim, Caroline Lee, Sydney Lubin, Cristina Luca, Jennifer Lung, Mary Obray, Katie Peters, Rachael Peters, Zoe Petersen, Rosie Rice, Krista Rotondo, Liv Scott, Hanna Shim, Stephanie Smith, Lauren Song, and Kyra Sweeney.

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

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A. AB 2910 - QUARTERLY FISCAL STATUS REPORTS

It is recommended that the Board of Trustees receive the following Quarterly Financial Status Report for the quarter ending September 30, 2005.

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

Starting with the quarter ending September 30, 1987, and quarterly thereafter, districts are required to prepare a Quarterly Financial Status Report, certified for accuracy by the district chief executive officer and chief business officer, and present this report to the governing board. 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, 2005, is shown on the following Quarterly Financial Status Report.

**FISCAL YEAR 2005-06
Quarter Ended (Q1) September 30, 2005**

<u>General Fund</u>	<u>2005-06 Budget</u>	<u>Year-to-Date Actuals</u>	<u>Percentage</u>
INCOME			
Federal	\$ 3,385,202	\$ 97,630	2.88%
State	68,427,223	18,894,645	27.61%
Local	34,613,774	5,922,746	17.11%
Interfund Transfers	<u>592,266</u>	<u>30,000</u>	<u>5.07%</u>
Total Income	\$107,018,465	\$ 24,945,021	23.31%
APPROPRIATIONS			
Academic Salaries	\$ 44,377,352	\$ 5,156,292	11.62%
Classified Salaries	27,451,721	4,372,098	15.93%
Staff Benefits	19,168,574	2,277,043	11.88%
Supplies/Books	2,671,500	464,803	17.40%
Other Operating Expenses	10,315,719	2,967,314	28.76%
Capital Outlay	1,207,330	139,728	11.57%
Other Outgo	<u>2,180,000</u>	<u>217,008</u>	<u>9.95%</u>
Total Appropriations	\$107,372,196	\$15,594,286	14.52%

B. BUDGET ADJUSTMENTS

It is recommended that approval be given to make adjustments to the 2005-06 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 12, 2005, Board of Trustees meeting.

Subsequent to the approval of the 2005-06 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. The combination of these adjustments will result in a zero net change to the total appropriations for 2005-06.

Summary of Adjustments to Final Budget 2005-06

FUND: 11 – General Fund Unrestricted

GL		2005-06	Adjustments	Revised
Acct	Description	Final Budget	To Budget	Budget
11xx	Instr Salaries, Regular	\$ 23,073,008	\$ 540,397	\$ 23,613,405
12xx	Non-Instr Sal, Regular	5,638,336	(495,902)	5,142,434
13xx	Instr Sal, Non-regular	12,742,400	0	12,742,400
14xx	Noninstr Sal, Non-regular	626,469	0	626,469
21xx	Noninstr Sal, Regular	17,840,341	(191,002)	17,649,339
22xx	Instr Aides, Reg F/T	1,099,140	0	1,099,140
2240	Instr Aides, Reg P/T	648,837	(192,081)	456,756
23xx	Noninstr Sal, Student-P/T	2,745,368	(200,368)	2,545,000
31xx	STRS Fund	3,128,248	(21,773)	3,106,475
32xx	PERS Fund	1,787,686	(28,108)	1,759,578
33xx	OASDI & Medicare	2,308,574	(5,308)	2,303,266
34xx	Health & Welfare	7,862,151	0	7,862,151
35xx	SUI	408,674	(120,681)	287,993
36xx	Workers' Comp Ins	1,183,345	(41,113)	1,142,232
37xx	Local Retirement	102,000	0	102,000
38xx	Alternative Retirement Plan	160,000	40,000	200,000
39xx	Other Benefits	633,220	0	633,220
42xx	Other Books	6,000	0	6,000
43xx	Instr Supplies	870,000	0	870,000
44xx	Non Instr Repair Parts	72,000	0	72,000
45xx	Non Instr Supplies	819,500	0	819,500
46xx	Gasoline	48,000	12,000	60,000
51xx	Personal & Contract Svcs	546,200	135,000	681,200
52xx	Travel & Conferences	292,380	0	292,380

53xx	Dues & Memberships	83,000	0	83,000
54xx	Insurance	780,000	0	780,000
55xx	Utilities & Hskp Services	2,809,400	571,768	3,381,168
56xx	Rents, Leases & Repairs	1,244,329	113,671	1,358,000
57xx	Legal & Regulatory	555,000	0	555,000
58xx	Other Services & Exp	1,605,500	7,000	1,612,500
59xx	Miscellaneous	0	0	0
63xx	Library Books	300	1,500	1,800
64xx	Equipment	176,000	(125,000)	51,000
73xx	Interfund Transfers	1,720,000	0	1,720,000
	Report Total	\$ 93,615,406	0	\$ 93,615,406

C. DESTRUCTION OF RECORDS

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

- 1 box Trust Fund invoices and checks, destruction date 12/05
- 2 boxes Cash Receipts, destruction date 12/05

D. AMEND AUDITOR CONTRACT FOR 2004-05

It is recommended that the Board of Trustees amend the maximum cost of the 2004-05 audit contract approved February 22, 2005, with Vavrinek, Trine, and Day from \$43,500 to \$51,600 to reflect additional services required by the state and requested by the District.

E. DEPOSIT INTO BOND FUND

It is recommended that the Board of Trustees authorize the acceptance of the refunding income in the amount of \$6,866,755.80 for deposit in the General Obligation Bond Fund (Fund 42). This money will provide additional funds to pay for bond projects. A portion of these funds (\$1,000,000) will be spent on equipment to be used for instructional and support services.

F. TRANSFER OF FUNDS FROM THE COMMUNITY ADVANCEMENT PROGRAM TO THE GENERAL FUND UNRESTRICTED (FUND 11)

It is recommended that the Board of Trustees authorize the transfer of \$100,000 from the Community Advancement program to the General Fund Unrestricted (Fund 11). The office of the Student and Community Advancement Vice President will receive \$50,000 to fund special programs. The office of the Academic Affairs Vice President will receive \$50,000 for library books.

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G. CONTRACTS/PERSONAL SERVICE AGREEMENT VALUED AT \$50,000 OR HIGHER

It is recommended that the Board of Trustees, in accordance with Board Policy 6340, approve the District entering into the following agreements with the following contractors and that the Vice President-Administrative Services, or his designee, be authorized to execute the necessary documents.

ELS Group, The -- Continued services of consultant, John Baker, as Interim Vice President, Student Services and Community Advancement. Mr. Baker will continue to provide professional and technical services and advice to the Superintendent/President in matters pertaining to administrative aspects of Student Services and Community Advancement. Dates of Service: 1/1/2006 - 6/30/2006, or until the position is filled, whichever comes first. Account: #11-55110-00-660000-6000. \$11,000 monthly to ELS on blanket purchase order #87841. Total Cost: 66,000

International Search Partners (ISP) -- For recruitment for the Vice President of Student Services and Community Advancement. Recruitment fee: \$9,900 to be paid at \$1,650 per month on blanket purchase order #87844. Total Cost: \$9,900

H. INFORMATION

The District has entered into an agreement with Keenan & Associates to provide a comprehensive Hazardous Materials Compliance Program (HMCP). California Code of Regulations, Title 8, Cal/OSHA, Hazard Communication (Section 5194) and Hazardous Waste Operations & Emergency Response (Section 5192) require an inventory be maintained of all hazardous materials in the workplace. The development, administration, implementation, and documentation of an updated formal Hazard Communication Program will satisfy Cal/OSHA requirements and avoid any associated discrepancies and/or penalties. The HMCP includes completion and submittal of Business Emergency Operations Plans required by the local Los Angeles County Fire Department on an annual basis.

The total cost of the Comprehensive Hazardous Materials Inventory and Hazardous Material Business Plan & Chemical Disclosures is \$14,000 and will be funded through the El Camino Community College District/Southern California Community College District/Joint Powers Authority (SCCCD/JPA) Safety Credit Fund. The term of the Agreement is January 1, 2006 through December 31, 2006.

I. NEW BOARD POLICIES – SECOND READING AND ADOPTION/AMENDMENT

It is recommended that the Board accept the following Board policies for second reading and adoption:

~~6525~~ 6549 Capitalization of Fixed Assets
~~6526~~ 6548 Depreciation of Fixed Assets

It is recommended that the Board amend Policy 6550 - Disposal of Fixed Assets – to include GASB 35 requirements. (second reading)

These policies are shown below.

Board Policy ~~6525~~ 6549 Capitalization of Fixed Assets

In order to comply with governmental accounting standards, the Superintendent/President shall establish threshold amounts and procedures for the capitalization of the District's fixed assets.

~~The District's fixed assets will be capitalized according to the following threshold limits:~~

~~Land: _____ Historical Cost amount
Buildings: _____ \$25,000
Equipment: _____ \$5,000
Improvements: _____ any value determined to increase the value and extend the useful life of the building or site.~~

Reference:
GASB 34/35

El Camino Community College District
Adopted: 7/12/76
Amended: 4/98
Renumbered: 4/18/05
Amended:

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(Please note: Electronic version of old BP 6525 – not available electronically.)

Procedure 6549

Accounting for Capitalization of

Fixed Assets

All capitalized fixed assets will be recorded on a District Capitalized Fixed Assets spreadsheet. Additions and deletions to the spreadsheet will be recorded annually at year-end. Additions and deletions will be supported by documentation and Datatel financial system reports.

- 1) Fiscal Services examines general ledger accounts for land, building, equipment, vehicle and site and building improvement expenditures.
- 2) Fiscal Services determines by purchase price which items to capitalize for land, building and equipment.
- 3) Fiscal Services adds these values as "Additions" to the capitalized fixed asset spreadsheet.
- 4) Fiscal Services verifies items have been added to financial system inventory and fixed asset system.
- 5) Fiscal Services examines construction in progress projects to determine if there are building and site improvement projects that should be capitalized based on the criteria of whether the project expense adds to the value and/or useful life of the building or site.
- 6) Construction in progress amounts are added as "Additions" to the capitalized fixed asset spreadsheet.
- 7) Once construction in progress projects are completed, the capitalized amount of the project is removed from the Construction in Progress account as a "Deletion" and added to either Site Improvements or Buildings as an "Addition" on the capitalized fixed asset spreadsheet.

Board Policy ~~6526~~ 6548

Depreciation of Fixed Assets

The Superintendent/President shall establish ~~policy and~~ procedures to depreciate the District's capitalized fixed assets in accordance with governmental accounting standards.

~~The District's capitalized fixed assets will be depreciated annually using the straight line method of depreciation, according to the following useful life limits:~~

Land: _____ No gain or loss until sold
Buildings: _____ 50 year life
Equipment: _____ Various useful life limits from 3 to 25 years
Site Improvements: _____ 20 years

Reference:
GASB 34/35

El Camino Community College District
Adopted:

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Procedure 6548 Depreciation of Fixed Assets

1) Fiscal Services will maintain records of depreciation for each category of fixed assets. Each record should include at least the following information:

Acquisition Date
Description
Original Cost
Useful Life
Annual Depreciation
Accumulated Depreciation
Remaining Value

2) Fiscal Services determines the values for these categories based on purchase and payment documents, a prescribed useful life and the straight line methodology of depreciation.

3) At year-end, the annual depreciation for each fixed asset will be calculated and added to the accumulated depreciation total for that item. The remaining value will be calculated.

4) Once an item is fully depreciated, it will remain on the fixed asset list as a possession of the district until disposed of, but will not accumulate further annual depreciation.

5) A general fixed asset record will be kept by Fiscal Services listing the total historical cost, the total accumulated depreciation, and the remaining book value of each category of fixed asset.

Board Policy 6550

Disposal of Property and Fixed Assets

In order to comply with governmental accounting standards, the Superintendent/President is delegated authority by the Board to declare as surplus such personal property and capitalized fixed assets of the District as which are no longer useful for District purposes, and shall establish procedures to dispose of such property and fixed assets in accordance with applicable law. All sales of surplus personal property shall be reported to the Board on a periodic basis. This policy shall not be construed as authorizing any representative of the District to dispose of surplus real property or capitalized fixed assets at any time without the Superintendent/President's authorization.

Reference:

Education code Section 70902 (b) (6)
GASB 34/35

El Camino Community College District
Adopted: June 11, 2001
Replaced Board Policy #3599
Amended:

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(Please note: Electronic version of old BP 6550 – not available electronically.)

Procedure 6550 Accounting for Disposal of Property and Fixed Assets

- 1) Property and fixed Assets may be disposed of via any of the following methods coordinated through the Facilities department and according to facilities disposal policy and procedure:
 - a) Sale
 - b) Auction
 - c) Return
 - d) Trade-In
 - e) Scrapped
 - f) Lost/stolen
- 2) Property and fixed assets disposal records are to be forwarded from Facilities and Operations to Fiscal Services.
- 3) Fiscal Services will reduce property and fixed asset category value by the original cost of the items disposed of.
- 4) Fiscal Services will adjust the Capital Assets GASB 34-35 records retaining property and fixed asset disposal records to support the deduction in property and fixed asset values.
- 5) Facilities department will record the disposal on the financial system, noting the disposal date, method of disposal, and disposal price if item is sold, auctioned or traded-in.
- 6) Facilities will deposit any monies received for the sale, auction or salvage value of property and fixed assets with Fiscal Services.

J. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS

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

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
P0080829	Costco Wholesale Membership	Artes de El Camino	Dues And Memberships	\$80.00
P0080830	S & B Food Services Catering Serv	Faculty & Staff Dive	Non-Instruct Supplies	\$82.27
P0080831	Yosemite Community College Dist.	Faculty & Staff Dive	Conferences Mgmt	\$1,500.00
P0080832	Law Fire Protection Company	Operations	Repairs Noninstructional	\$7,108.84
P0080833	Yamada Service Center	Operations	Non-Instruct Supplies	\$562.90
P0080834	Ultramax Ammunition	Parking-Student Perm	Non-Instruct Supplies	\$2,074.00
P0080835	Entenmann Rovin Co.	Parking-Student Perm	Other Services And Expense	\$557.00
P0080836	Community College League of Calif	Human Resources	Dues And Memberships	\$2,500.00
P0080837	S & B Food Services Catering Serv	Student Affairs	ASB Exp.	\$554.63
P0080838	Quality Business Machines	Purchasing and Busin	Repairs Noninstructional	\$45.00
P0080839	Caped Convention, 2005	VTEA Special Resource	Conferences Other	\$345.00
P0080840	S & B Food Services Catering Serv	Counseling Office	Non-Instruct Supplies	\$843.03
P0080841	National Emergency Number Assoc.	Parking-Student Perm	Dues And Memberships	\$60.00
P0080842	Honors Transfer Council Of Califo	Honors Program	Dues And Memberships	\$50.00
P0080843	California Pro Sports	Health Sciences and	Fundraising	\$603.53
P0080844	Sims Welding Supply	VATEA I&T	New Equipment - Instructi	\$7,151.59
P0080845	Home Shop Machinist	Machine Tool Technol	Publications Periodicals	\$53.95
P0080846	Stereophile Professional Rate	Electronics	Publications Periodicals	\$10.00
P0080847	The Journal of Light Construction	Construction Technol	Publications Periodicals	\$34.95
P0080848	Mass Press	Family Consumer Stu	Instructional Supplies	\$118.96
P0080849	Refrigeration Training Service	Air Conditioning	Instructional Supplies	\$658.68
P0080850	Boise Cascade	Family Consumer Stu	Instructional Supplies	\$51.96
P0080851	Pacific Diazo Products	Architectural Techno	Instructional Supplies	\$159.34
P0080852	Snap-On Industrial	Automotive Technology	Instructional Supplies	\$854.35
P0080853	Harold L. Tyler	Student Affairs	Non-Instruct Supplies	\$85.32
P0080854	Xpedx Paper & Graphics	Copy Center	Non-Instruct Supplies	\$666.82
P0080855	Kevin P. Daly	Student Affairs	ASB Exp.	\$50.00
P0080856	School World	Copy Center	Instructional Supplies	\$146.59
P0080857	American Express Travel Related S	Fiscal Services	Conferences Mgmt	\$170.40
P0080858	Caped Convention, 2005	DSPS	Conferences Classified	\$125.00
P0080859	Image Solutions	Admissions/Records	Non-Instruct Supplies	\$14,203.04
P0080860	Cal Osha Reporter	Health, Safety	Publications Periodicals	\$427.00
P0080861	Office Max A Boise Company	Purchasing and Busin	Non-Instruct Supplies	\$101.21

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P0080862	American Express Travel	California Virtual	Transportation/ Mileage	\$209.40
P0080863	Scantron Corporation	Div Office Nat Science	Non-Instruct Supplies	\$141.58
P0080864	Mass Press	Human Resources	Other Services And Expense	\$140.62
P0080865	Mass Press	Financial Aid	Non-Instruct Supplies	\$70.31
P0080866	American Express Travel	Administration	Travel And Conference Exp	\$292.80
P0080867	California Pro Sports	Health Sciences	Non-Instruct Supplies	\$133.66
P0080869	Torrance Chamber of Commerce	Community Advancement	Conferences Mgmt	\$225.00
P0080870	S & B Food Services Catering Serv	EOPS	Non-Instruct Supplies	\$400.00
P0080871	Milken Institute	Community Advancement	Conferences Mgmt	\$590.00
P0080872	Jolene S. Combs	Humanities	Non-Instruct Supplies	\$643.60
P0080873	Xcel Mechanical Systems, Inc.	Facilities/Planning	Repairs Noninstructional	\$3,154.00
P0080874	Allsteel c/o Corporate Business	Facilities/Planning	New Equipment - Noninstru	\$934.07
P0080875	Pacific Coachways	VTEA Special Resource	Contract Services	\$491.43
P0080876	Chemsearch	Automotive Shop	Non-Instruct Supplies	\$346.40
P0080877	Fancy Floors, Inc.	Carpenter Shop	Non-Instruct Supplies	\$441.66
P0080878	John E. Phillips Plumbing Inc.	Facilities/Planning	Repairs Noninstructional	\$224.50
P0080879	S & B Food Services Catering Serv	Community Advancement	Non-Instruct Supplies	\$2,000.00
P0080880	Hot Spot Promotions	Community Advancement	Non-Instruct Supplies	\$498.00
P0080881	HCD	Facilities/Planning	Legal	\$40.00
P0080885	Shachihata X-Stamper	Human Resources	Other Services And Expense	\$29.73
P0080886	Quality Business Machines	Admissions/Records	Repairs Noninstructional	\$17.86
P0080887	American Express Travel	Information Technolo	Transportation/ Mileage	\$202.40
P0080888	Mira Costa High School	Public Information	Multi Media Advertising	\$300.00
P0080889	North High School	Public Information	Multi Media Advertising	\$800.00
P0080890	S & B Food Services Catering Serv	Trust Career Expo	Fundraising	\$292.28
P0080891	L.A. County Office of Educ.	CCAMPIS year 1	Conferences Other	\$512.00
P0080892	L.A. County Office of Educ.	Institutional Service	County Contracts	\$2,000.00
P0080893	Newspapers in Education National	Public Information	Multi Media Advertising	\$500.00
P0080894	Jist Publishing.	Job Placement	Non-Instruct Supplies	\$26.54
P0080895	California Pro Sports	Health Sciences	Fundraising	\$1,682.77
P0080896	Linda Lew	Job Placement	Non-Instruct Supplies	\$8.30
P0080897	R & D Printing	Health Sciences	Non-Instruct Supplies	\$421.09
P0080898	Bob Campbell Designs	Machine Tool Technol	Instructional Supplies	\$280.21
P0080899	Geckodrive, Inc.	Machine Tool Technol	Instructional Supplies	\$379.97
P0080900	Dent Fix Corporation	Automotive Collision	Repairs Parts And Supplies	\$395.90
P0080901	CCS Presentation Systems, Inc.	Environmental Tech-D	New Equipment - Instructi	\$3,237.04
P0080902	Rosa Lamoreaux	Artes de El Camino	Contract Services	\$33.00
P0080903	Aztec Tents and Events	Counseling Office	Non-Instruct Supplies	\$202.50
P0080904	Travel Adventure Cinema	Discovery Series	Multi Media Advertising	\$299.00
P0080905	Sue Oda-Omori	Counseling Office	Non-Instruct Supplies	\$38.64
P0080906	Enterprise Rent-A-Car	Transfer Center	Transportation	\$99.99
P0080907	Boise Cascade	ILP	Instructional Supplies	\$203.77

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P0080908	Western Graphix	Parking-Student Perm	Non-Instruct Supplies	\$22.00
P0080909	The Procurement Connection	Purchasing and Busin	Non-Instruct Supplies	\$240.00
P0080910	Mass Press	Physical Education	Instructional Supplies	\$59.48
P0080911	Mass Press	Physical Education	Instructional Supplies	\$59.48
P0080912	Mass Press	Physical Education	Instructional Supplies	\$59.48
P0080914	Center for Education & Employ.	Student Affairs	Non-Instruct Supplies	\$299.95
P0080916	Amazon.Com Corporate Credit	Div Office BSSC	Other Instr Supplies	\$29.22
P0080917	National Safety Council	Health, Safety	Dues And Memberships	\$374.75
P0080918	KHL Engineered Packaging Solution	Copy Center	Instructional Supplies	\$611.08
P0080919	Xerox Corporation	Copy Center	Instructional Supplies	\$3,893.75
P0080920	Pro Telecom, Llc	Univ- Silesia, Cieszy	New Computer Equipmnt-Ins	\$563.25
P0080921	Shachihata X-Stamper	Admissions/Records	Non-Instruct Supplies	\$94.62
P0080922	E.D. Luce Packaging	Life Sciences	Instructional Supplies	\$914.82
P0080923	Sonshine Print Shop	Ed & Community Devel	Non-Instruct Supplies	\$123.41
P0080924	Carolina Biological	Life Sciences	Instructional Supplies	\$778.89
P0080925	Greenwood Publishing Group	Admissions/Records	Other Books	\$89.95
P0080926	Fisher Scientific	Life Sciences	Instructional Supplies	\$2,545.06
P0080927	S & B Food Services Catering Serv	Counseling Office	Non-Instruct Supplies	\$665.00
P0080928	Golden Pacific Healthcare Product	Cosmetology	Instructional Supplies	\$76.21
P0080929	VWR Scientific	Life Sciences	Instructional Supplies	\$1,167.00
P0080930	Mass Press	Counseling Office	Non-Instruct Supplies	\$59.48
P0080931	Doubletree Hotel	CACT COCCC	Conferences Mgmt	\$170.50
P0080932	Community Technology Centers' Net	00-01 P4E INGLEWOOD	Dues And Memberships	\$100.00
P0080933	Matson Printing	SBA Contract Jan-Dec	Printing	\$351.28
P0080934	Eureka - California Career Infosy	Career Center	Other Services And Expense	\$2,328.46
P0080935	NCMPR	Public Information	Non-Instruct Supplies	\$105.00
P0080936	Mass Press	Recruitment/School	Non-Instruct Supplies	\$297.40
P0080937	NurseWeek Event Guide	Nursing: Adv. Certif	Multi Media Advertising	\$400.00
P0080938	Dell Marketing L. P.	Title V ECC/SMC Acti	Replacement Computer Equip	\$6,864.07
P0080939	Cavanaugh & Associates D.U.I	Parking-Student Perm	In-Service Training	\$425.00
P0080940	Xpedx Paper & Graphics	Copy Center	Non-Instruct Supplies	\$470.22
P0080941	American Express Travel	Administration	Travel And Conference Exp	\$292.80
P0080943	Jones & Mayer	Institutional Service	Legal	\$122.50
P0080944	A. R. Zeff's	Facilities/Planning	Repairs Noninstructional	\$770.00
P0080947	Certified Document Destruction	Division Ofc Student	Non-Instruct Supplies	\$134.50
P0080948	Wire One Technologies, Inc.	Audio/Visual	Instructional Supplies	\$177.38
P0080949	Wausau Tile, Inc.	Improve Compus Appea	Non-Instruct Supplies	\$2,440.98
P0080950	SPSS Inc.	V.P. Academic Affair	Non-Instruct Supplies	\$2,165.94
P0080951	Mass Press	WPLRC PIC Aerospace	Non-Instruct Supplies	\$59.48
P0080952	K-12 Specialties, Inc.	CDC	Instructional Supplies	\$388.40
P0080953	Destyn M. LaPorte	ECLA 04-05 new locat	Field Trip Expense	\$186.33
P0080954	Enterprise Rent-A -Car of Los Ang	Purchasing and Busin	Contract Services	\$219.95

P0080955	Inx International Ink Co.	Copy Center	Non-Instruct Supplies	\$170.06
P0080956	Xpedx Paper & Graphics	Copy Center	Non-Instruct Supplies	\$2,426.37
P0080958	American Association of Community	President's Office	Dues And Memberships	\$10,775.00
P0080959	Bank of America	President's Office	Non-Instruct Supplies	\$20.31
P0080960	Lasercare	Ctr for Arts Product	Repairs Parts And Supplies	\$400.00
P0080961	Konica Minolta Business Solutions	Facilities/Planning	Non-Instruct Supplies	\$97.27
P0080962	Academic Senate for California Co	I&T General Donation	Non-Instruct Supplies	\$100.00
P0080963	ACC Church News	Ctr for Arts Promo	Multi Media Advertising	\$3,000.00
P0080964	L.A. Focus	Ctr for Arts Promo	Multi Media Advertising	\$1,000.00
P0080965	Johnson Company	Health, Safety	Non-Instruct Supplies	\$1,037.55
P0080966	WCET WCET Annual Conference	California Virtual	Conferences Other	\$695.00
P0080967	Xpedx Paper & Graphics	Administrative Serv.	Non-Instruct Supplies	\$133.13
P0080968	Super Sport Body & Paint	Purchasing and Busin	Benefits And Claims Paid	\$835.31
P0080969	Pacific Coachways	ECLA 04-05	Field Trip Expense	\$500.00
P0080970	NAFSA: Association of Intnl. Educ	ECLA 04-05	Dues And Memberships	\$315.00
P0080971	Ron Jacobs	DSPS	Conferences Mgmt	\$154.21
P0080972	Boise Cascade	V.P. Academic Affairs	New Equipment - Noninstru	\$760.74
P0080973	Hec Ramsey Enterprises	Parking-Student Perm	Non-Instruct Supplies	\$600.79
P0080974	Little Company of Mary Health Ser	Parking-Student Perm	Other Services And Expense	\$35.00
P0080975	SCMH - Southern California Materi	Parking-Student Perm	Other Services And Expense	\$783.77
P0080976	Pacific Coachways	EOPS	Transportation	\$538.73
P0080977	Delphin Computer Supply	V.P. Academic Affair	Non-Instruct Supplies	\$207.84
P0080978	South Bay Ford	Parking-Student Perm	Repairs Non Instr	\$117.04
P0080979	California Association for Local	WPLRC Technical Inst	Dues And Memberships	\$80.00
P0080980	Monterey Graphics	Student Affairs	Non-Instruct Supplies	\$4,573.56
P0080981	NCMPR	Public Information	Conferences Mgmt	\$200.00
P0080982	Cclc/Coa Publications Denise Wilk	Public Information	Conferences Mgmt	\$185.00
P0080983	Redondo Union High School	Public Information	Multi Media Advertising	\$1,000.00
P0080984	R S Elevator Corporation	Facilities/Planning	Maintenance Contracts	\$1,017.87
P0080985	Lab Safety Supply Company	Facilities/Planning	Non-Instruct Supplies	\$32.06
P0080986	Inglewood Airport Area Chamber	Public Information	Dues And Memberships	\$500.00
P0080987	South Coast Air Quality Managemen	Hazmat	Waste Disposal	\$82.11
P0080988	Thomson West	Purchasing and Busin	Non-Instruct Supplies	\$184.02
P0080989	Delphin Computer Supply	Art Department	Instructional Supplies	\$213.25
P0080990	Pointe Magazine	Theatre/Dance	Non-Instruct Supplies	\$31.95
P0080991	Artscene	Fine Arts	Non-Instruct Supplies	\$315.00
P0080992	Photography Lighting Co.	Recruitment/School	Non-Instruct Supplies	\$169.95
P0080993	Tattoo Mfg., Inc.	Recruitment/School	Non-Instruct Supplies	\$374.20
P0080994	California School for the Deaf	SRC Donations	Instructional Supplies	\$100.00
P0080995	Konica Minolta Business Systems	Information Technolo	Non-Instruct Supplies	\$810.81
P0080996	Miriam J. Alario	Fine Arts	Non-Instruct Supplies	\$500.00
P0080997	Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$400.00

P0080998	Pauls Photo, Inc.	Physical Education	Repairs Parts And Supplies	\$186.00
P0080999	Charles F. Turner	Fine Arts	Non-Instruct Supplies	\$100.00
P0081001	Coastal Tool	Ctr for Arts Product	Repairs Parts And Supplies	\$61.63
P0081002	Kenneth W. Lefort	Fine Arts	Non-Instruct Supplies	\$100.00
P0081003	Spot Up, Inc.	Health Sciences	Fundraising	\$290.63
P0081006	Brown & Bigelow	Recruitment/School	Non-Instruct Supplies	\$1,860.00
P0081007	S & B Food Services Catering Serv	EOPS	Non-Instruct Supplies	\$915.14
P0081008	American Express Travel	MESA Leadership Dev	Conferences Mgmt	\$732.00
P0081011	American Express Travel	Univ- Silesia, Cieszy	Travel And Conference Exp	\$2,964.49
P0081012	Bob Lee's Automotive Center	Parking-Student Perm	Repairs Non Instr	\$255.31
P0081013	Scantron Corporation	Rad Tech	Instructional Supplies	\$190.37
P0081014	Mcmaster Carr	Ctr for Arts Product	Repairs Parts And Supplies	\$123.20
P0081015	CPP Consulting Psychologists Pres	Counseling Office	Non-Instruct Supplies	\$951.10
P0081016	Academy of Criminal Justice Scien	Administrative Of Ju	Dues And Memberships	\$132.00
P0081017	Mass Press	Counseling Office	Non-Instruct Supplies	\$59.48
P0081018	Destyn M. LaPorte	ECLA 04-05	Field Trip Expense	\$517.90
P0081019	Shafaa Restaurant	Student Affairs	ASB Exp.	\$300.00
P0081020	Al-Watan Halal Restaurant	Student Affairs	ASB Exp.	\$200.00
P0081021	American Express Travel	Global Experience	Conferences Mgmt	\$866.16
P0081022	S & B Food Services Catering Serv	Counseling Office	Non-Instruct Supplies	\$629.59
P0081023	Harvard Business Review	Counseling Office	Publications/ Periodicals	\$99.00
P0081024	S & B Food Services Catering Serv	Counseling Office	Non-Instruct Supplies	\$380.94
P0081025	Xpedx Paper & Graphics	EOPS	Non-Instruct Supplies	\$409.19
P0081026	S & B Food Services Catering Serv	Student Affairs	ASB Exp.	\$160.23
P0081027	Cactus Threads Embroidery Co.	Health Sciences	Fundraising	\$920.13
P0081028	Joseph M. Georges	California Virtual C	Non-Instruct Supplies	\$21.30
P0081029	American Express Travel	CalWORKs	Conferences Other	\$380.80
P0081030	Klingspor	Construction Tech Fu	Instructional Supplies	\$601.65
P0081031	HeliHobby	Electronics	Instructional Supplies	\$220.99
P0081032	Thomas Distributing	Electronics	Instructional Supplies	\$113.81
P0081033	Snap-On Industrial	Automotive Technology	Repairs Parts And Supplies	\$82.25
P0081034	American Express Travel	DSPS	Conferences Mgmt	\$250.14
P0081035	Mass Press	Student Affairs	Non-Instruct Supplies	\$59.48
P0081036	S D MYERS	Electric Shop	Repairs Noninstructional	\$546.00
P0081038	Margaret P. Flood	Fine Arts	Non-Instruct Supplies	\$250.00
P0081040	Zach Power, Inc.	Astronomy	Contract Services	\$9,834.36
P0081041	Bob Lee's Automotive Center	Parking-Student Perm	Repairs Non Instr	\$52.70
P0081042	American Express Travel	Administration	Travel And Conference Exp	\$146.40
P0081044	MBM Inc. (Micro Bio-Medics)	Parking-Student Perm	Non-Instruct Supplies	\$141.27
P0081045	Awards Plus	Student Affairs	ASB Exp.	\$138.02
P0081047	Circulating Air Inc.	Facilities/Planning	Repairs Noninstructional	\$840.00
P0081049	Kalmbach Publishing, Inc.	Astronomy	Publications Periodicals	\$109.20

P0081050	Dynamic Imaging	Architectural Techno	Repairs - Instructional	\$129.98
P0081052	Accrediting Commission Community	Presidents Office	Dues And Memberships	\$13,500.00
P0081055	Paper Direct, Inc.	Job Development Ince	Non-Instruct Supplies	\$81.36
P0081057	Public Agency Risk Managers Assoc Health, Safety		Dues And Memberships	\$100.00
P0081059	Xpedx	Copy Center	Non-Instruct Supplies	\$826.26
P0081060	Provantage	Health Sciences and	Fundraising	\$805.04
P0081061	Atlanta Thread & Supply Co.	Ctr for Arts Promo	Non-Instruct Supplies	\$96.06
P0081062	Association of Performing Arts	Artes de El Camino	Conferences Mgmt	\$560.00
P0081063	Association of Performing Arts	Div Office Fine Arts	Conferences Mgmt	\$560.00
P0081064	Ashley Paige	Ctr for Arts Promo	Contract Services	\$450.00
P0081065	Sue Oda-Omori	Counseling Office	Non-Instruct Supplies	\$106.08
P0081066	Redondo Beach Chamber	SBDC CITD	Transportation/ Mileage	\$100.00
P0081067	Hector G. Salazar	Artes de El Camino	Conferences Mgmt	\$296.90
P0081069	Mass Press	EOPS	Non-Instruct Supplies	\$59.48
P0081072	Time Clock Sales and Service	Purchasing and Busin	Repairs Noninstructional	\$111.59
P0081074	Mass Press	Foster Care Ed 03-04	Non-Instruct Supplies	\$118.97
P0081075	Child Welfare League of America	KEPS	Instructional Supplies	\$197.43
P0081076	Dynadirect.Com	Information Technolo	Non-Instruct Supplies	\$353.75
P0081077	Redondo Beach Chamber	Public Information	Conferences Mgmt	\$50.00
P0081078	Crucial Technology	Technical Services	Repairs Parts And Supplies	\$3,781.16
P0081079	Postmaster	Mailroom	Postage	\$3,256.00
P0081080	George Timock	Student Affairs	A/P Manual.Gen.	\$125.00
P0081081	Tony Ferguson	Student Affairs	A/P Manual.Gen.	\$2,200.00
P0081083	Mass Press	Title V ECC/SMC Acti	Non-Instruct Supplies	\$59.48
P0081084	Porta Phone Co.	Physical Education	Repairs Parts And Supplies	\$67.50
P0081085	California Pro Sports	Physical Education	Instructional Supplies	\$433.00
P0081087	Bozena Morton	Univ- Silesia, Cieszy	Travel And Conference Exp	\$341.34
P0081088	Bruce Spain	Div Office Fine Arts	Conferences Mgmt	\$296.90
P0081090	Patricia D. Mack	Fine Arts	Non-Instruct Supplies	\$75.00
P0081091	William Malcolm	Fine Arts	Non-Instruct Supplies	\$75.00
P0081092	American Express Travel	Global Experience	Conferences Mgmt	\$866.16
P0081093	Lyn K. Clemons	DSPS	Instructional Supplies	\$487.11
P0081095	Afni, Inc.	Purchasing and Busin	New Equipment - Noninstru	\$274.95
P0081096	American Express Travel	DSPS	Conferences Mgmt	\$268.40
P0081099	Concert Products, Inc.	Artes de El Camino	Contract Services	\$431.55
P0081103	Computerland of Silicon Valley	Information Technolo	Maintenance Contracts	\$4,688.83
P0081104	Thomson West	Health, Safety	Publications Periodicals	\$404.00
P0081107	Lighthouse Publishing	ECLA 04-05	Multi Media Advertising	\$2,660.00
P0081108	Yutaka Yamada	Student Affairs	ASB Exp.	\$100.00
P0081111	Naeyc (nat. Assoc. for the Educat	Careers in Child Car	Dues And Memberships	\$120.00
P0081114	S & B Food Services Catering Serv	Behavioral & Social	Non-Instruct Supplies	\$531.82
P0081116	American Express Travel	Specialty Beverage	Transportation/ Mileage	\$138.40

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P0081117	American Express Travel	CACT COCCC	Transportation/ Mileage	\$146.40
P0081118	American Express Travel	CACT COCCC	Transportation/ Mileage	\$257.83
Total:			245	\$199,426.94

Blanket Purchase Orders

B0087678	Mark Mitchell	SBA Contract Jan-Dec	PSA Contract Services	\$840.00
B0087753	Gourmet Creations	ILP	Contract Services	\$950.00
B0087754	Margaret Jacoby	SBDC - Gardena/Long	PSA Contract Services	\$280.00
B0087771	Dowden Associates	Title V ECC/SMC Mgmt	PSA Contract Services	\$13,950.00
B0087782	Southpaw Promotions	Public Information	Printing	\$15,729.81
B0087814	Support Station	ECLA 04-05	Contract Services	\$450.00
B0087815	Global Partners, Inc	ECLA 04-05	Contract Services	\$600.00
B0087822	Paul Gallagher	Administration	PSA Contract Services	\$22,000.00
B0087823	Mary Hibbard	Foster Care Ed 03-04	PSA Contract Services	\$518.00
B0087826	Thomas Augustine	ILP	PSA Contract Services	\$5,587.00
B0087832	Moore Medical Corp	Human Resources	Other Services And Expense	\$3,000.00
B0087833	Moore Medical Corp	Health, Safety	Non-Instruct Supplies	\$800.00
B0087835	University Elevator	Facilities/Planning	Maintenance Contracts	\$39,500.00
B0087836	E.C.C. Public Inform	Student Affairs	A/P Manual.Gen.	\$100.00
B0087837	Amc Discount Tickets	Fiscal Services	Non-Instruct Supplies	\$16,000.00
B0087838	National Promotions	Public Information	Printing	\$57,720.00
B0087839	S & B Food Services	V.P. Academic Affairs	Non-Instruct Supplies	\$500.00
B0087840	Karen Latuner-Hess	Community Advancement	PSA Contract Services	\$48,000.00
B0087845	Mid City Mailing Ser	Contract Education	Contract Services	\$5,000.00
B0087846	E.C.C.C.D. Bookstore	Ctr for Arts Promo	Non-Instruct Supplies	\$400.00
B0087847	Image Solutions	Admissions/Records	Postage	\$9,300.00
B0087849	E.C.C. Public Inform	Student Affairs	A/P Manual.Gen.	\$200.00
B0087850	ECCD Petty Cash	I&T Division	Non-Instruct Supplies	\$200.00
B0087851	E.C.C. Public Inform	SBA Contract Jan-Dec	Reproduction - Noninstruc	\$2,000.00
B0087852	Mid City Mailing Ser	SBDC COCCC	Postage	\$2,000.00
B0087854	Spinitar Presentatio	Staff Development	Repairs Noninstructional	\$500.00
B0087855	National Promotions	Public Information	Printing	\$3,444.00
B0087856	National Promotions	Public Information	Printing	\$15,282.00
B0087857	Lexis-Nexis	Law/Legal Assistance	Instructional Supplies	\$3,564.00
B0087858	CCS Presentation Sys	Audio/Visual	Instructional Supplies	\$1,000.00
B0087859	Brodart Co	Instructional Servic	Library Books	\$500.00
B0087861	Trent Newlon	Job Development Ince	PSA Contract Services	\$20,000.00
B0087862	City of Torrance Rev	Institutional Servic	Regulatory	\$704.22
B0087863	E.C.C. Public Inform	RITC 10/1/04 - 9/30	Reproduction - Noninstruc	\$500.00
B0087864	Mary Cunningham	Job Development Ince	PSA Contract Services	\$10,250.00
B0087866	E.C.C. Child Dev. Ce	Community Advancement	Other Services And Expense	\$15,000.00
B0087868	Santa Monica College	Santa Monica College	Contract Services	\$275,000.00

B0087869	S & B Food Services	Presidents Office	Other Services And Expense	\$10,000.00
B0087870	Debra Jones	RITP Prog Training	PSA Contract Services	\$1,000.00
B0087871	Pamela Boswell	RITP Prog Training	PSA Contract Services	\$1,000.00
B0087872	Maricela Magana	KEPS	PSA Contract Services	\$1,887.00
B0087874	Estwick & Associates	KEPS	Contract Services	\$3,293.00
B0087876	ECC BOOKSTORE	Job Placement	Non-Instruct Supplies	\$500.00
	Total :	43		\$609,049.03
	Total POs and BPOs :	288	TOTAL :	\$808,475.97

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

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A. PROJECT BUDGETS

The Facilities Needs Report prepared May 2002, established preliminary budgets for the renovation or replacement of the buildings reported in the categories identified below. The Needs Report was the basis for determining the amount of bond funding required to complete the facilities upgrade/modernization program. The preliminary budgets were revised February 17, 2004, when project scopes and timelines were further defined. Budgets were also revised as of May 16, 2005. Also included in the needs report was a listing compiled by division of equipment and technology that needed to be replaced or upgraded.

The following table reports expenditures through October 31, 2005.

**GENERAL OBLIGATION BOND FUND CATEGORIES AND PROJECTS
(Thru 10/31/05) Datatel 11/1/05**

	REVISED BUDGET	TOTAL EXPENDITURES	BALANCE
<u>Additional Classrooms and Modernization</u>			
<u>(ACM)</u>			
Acquisitions (0201)	5,000,000	705,867	4,294,133
Architectural Barrier Removal Phase 2 (0202)	1,529,000	17,656	1,511,344
Athletic Education and Fitness Complex (0203)	15,718,000	255,680	15,462,320
Bookstore/Cafeteria Conversion to Administration (0204)	6,084,896	69,741	6,015,155
Business Building Replacement (0205)	10,926,189	133,256	10,792,933
Central Plant (0206)	10,858,000	179,609	10,678,391
Child Development Center Phase 2 (0207)	2,525,000	29,042	2,495,958
Crenshaw Blvd. Frontage Enhancement (0208)	1,100,000	12,751	1,087,249
Fire Academy Structure (0209)	791,375	9,223	782,152
Fire Program Facility (0210)	123,000	1,581	121,419
Humanities Complex Replacement (0212)	23,120,064	1,282,014	21,838,050
Learning Resource Center Addition (0213)	7,100,000	117,521	6,982,479
Manhattan Beach Blvd. Parking Structure and Entrance (0214)	216,232	681	215,551
Remodeling Phase Two (0216)	157,625	34,515	123,110

	REVISED BUDGET	TOTAL EXPENDITURES	BALANCE
Science Complex Renovation (0219)	6,721,738	6,289,052	432,686
Signage and Wayfinding (0224)	2,600,000	52,330	2,547,670
Student Services and Activities Replacement (0220)	31,928,118	385,719	31,542,399
Temporary Space and Relocation Costs (0221)	2,000,000	636,820	1,363,180
Master Planning (0223)		88,405	(88,405)
Reserve for Contingencies (0299)	37,748,071	-	37,748,071
Total Additional Classrooms and Modernization	174,963,183	10,650,416	164,312,767
<u>Campus Site Improvements: Accessibility, Safety / Security (CSI)</u>			
Asphalt Resurfacing - All Lots (0301)	400,000	14,732	385,268
Emergency Generators and Distribution (0302)	2,265,000	16,298	2,248,702
Emergency Power to Security Lighting (0303)	175,000	1,259	173,741
Entrance - Redondo Beach Blvd. to Lot H (0304)	400,000	4,258	395,742
Fencing Replacement and Additions (0305)	375,000	2,698	372,302
Landscaping and Irrigation System Replacements (0306)	2,540,000	40,863	2,499,137
Lighting - Upgrade / Replace All Lots (0308)	2,440,000	17,558	2,422,442
Lot F Parking Structure Improvements (0309)	1,632,000	11,743	1,620,257
Lot H Parking Structure (0310)	8,348,666	444,541	7,904,125
Paving Replacement - All Walks and Driveways (0311)	2,187,000	15,737	2,171,263
Pedestrian Walks at Manhattan Beach Blvd. and Lot E (0312)	81,600	587	81,013
Security Video (0313)	180,000	7,722	172,278
Voice / Data / Signal Site Duct Bank (0314)	1,945,181	83,449	1,861,732

	REVISED BUDGET	TOTAL EXPENDITURES	BALANCE
Reserve for Contingencies (0399)			
Total Campus Site Improvements: Accessibility, Safety / Security	24,727,231	661,448	24,065,783
<u>Energy Efficiency Improvements (EEI)</u>			
Energy Efficiency Improvements Phase Two (0402)	2,818,000	43,000	2,775,000
Reserve for Contingencies (0499)	215,653	-	215,653
Total Energy Efficiency Improvements	3,033,653	43,000	2,990,653
<u>Health and Safety Improvements (HSI)</u>			
Administration (0501)	4,367,732	67,144	4,300,588
Art & Behavioral Sciences (0502)	12,247,136	190,317	12,056,819
Auxiliary Warehouse (0504)	105,042	1,242	103,800
Communications (0507)	8,223,354	210,361	8,012,993
Construction Technology (0508)	943,970	15,469	928,501
Domestic Water System (0509)	2,488,800	67,114	2,421,686
Facilities and Receiving (0510)	1,985,416	133,120	1,852,296
Fire Alarm (0511)	780,800	8,583	772,217
Firelines (0512)	1,837,503	75,914	1,761,589
Hazardous Materials Abatement (0513)	200,000	64,994	135,006
Library (0515)	7,876,509	410,420	7,466,089
Marsee Auditorium (0516)	6,670,843	104,894	6,565,949
Math & Computer Sciences (0517)	10,761,643	168,784	10,592,859
Music (0518)	8,896,846	216,790	8,680,056
Natural Gas System (0519)	488,000	5,402	482,598

	REVISED BUDGET	TOTAL EXPENDITURES	BALANCE
North Gymnasium (0520)			
Physical Education and Men's Shower (0521)	4,216,871	62,616	4,154,255
Planetarium (0522)	559,465	12,257	547,208
Pool and Health Center (0523)	8,273,592	130,377	8,143,215
Primary Electrical Distribution System (0524)	13,460,000	455,741	13,004,259
Reimbursements (0525)	1,456,353	1,456,353	-
Security Systems (0526)	1,313,664	29,449	1,284,215
Sewer System (0527)	1,964,200	21,438	1,942,762
Social Sciences (0528)	7,415,520	143,366	7,272,154
Storm Drain System (0530)	1,083,909	11,876	1,072,033
Technical Arts (0531)	5,600,000	101,481	5,498,519
Shops (0533)	10,600,000	200,765	10,399,235
Reserve for Contingencies (0599)	8,337,328	-	8,337,328
Total Health and Safety Improvements	135,403,489	4,619,690	130,783,799
<u>Information Technology and Equipment</u>			
<u>(ITE)</u>			
Behavioral and Social Sciences (0601)	579,077	22,984	556,093
Business (0602)	1,123,650	438,401	685,249
Facilities Planning and Services (0603)	1,818,724	283,304	1,535,420
Fine Arts (0604)	2,805,096	328,212	2,476,884
Health Sciences and Athletics (0605)	1,203,993	177,688	1,026,305
Humanities (0606)	607,033	150,534	456,499
Industry and Technology (0607)	1,771,641	422,712	1,348,929

	REVISED BUDGET	TOTAL EXPENDITURES	BALANCE
Information Technology (0608)	14,557,510	1,784,540	12,772,970
Learning Resources (0609)	4,665,775	137,253	4,528,522
Math (0610)	688,661	134,997	553,664
Natural Sciences (0611)	3,002,285	585,119	2,417,166
Nursing (0612)	252,651	116,478	136,173
Student and Community Advancement (0613)	567,500	169,879	397,621
Interfund Transfer (0614)	141,150	141,150	-
Phase II, III, IV Purchases (0697)	12,686,900	-	12,686,900
Installation Contingency (0698)	4,464,194	-	4,464,194
Reserve for Contingencies (0699)	3,746,018	-	3,746,018
Total Information Technology and Equipment	54,681,858	4,893,250	49,788,608
<u>Physical Education Facilities Improvements (PEFI)</u>			
Baseball Field (0701)	1,091,800	-	1,091,800
North Field (0702)	481,600	-	481,600
Sand Volleyball (0703)	12,300	-	12,300
Reserve for Contingencies (0799)	121,349	-	121,349
Total Physical Education Facilities	1,707,049	-	1,707,049
	\$		\$
	394,516,463	\$ 20,867,803	373,648,660

B. PROPOSAL FOR LABOR COMPLIANCE PROGRAM CONTRACT

Re: Humanities Building Project/ Keenan and Associates

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Measure "E" Bond Fund – Administrative Services 6

It is recommended that Keenan and Associates be awarded the Labor Compliance Program contract for services. In accordance with current legislation and for applicable projects, districts must now ensure that laborers are paid prevailing wages and that apprentices are hired. Districts must obtain contractors' and subcontractors' payroll records, review them and conduct investigations and audits of such records when necessary, making withholdings when a violation occurs.

Based upon an estimated \$24 million project cost and estimated 18-month construction schedule, Keenan and Associates will be responsible for all aspects of the Labor Compliance Program under the direction of the District and the District's Project Manager, Maas Companies.

<u>P.O. #</u>	<u>Vendor</u>	<u>Total Amount</u>
TBD	Keenan and Associates	\$89,100

Other proposals received:

The Solis Group	\$107,000
LCC 3 Construction Services	\$250,000
WCS/Ca	Non-Responsive

C. CITIZENS' BOND OVERSIGHT COMMITTEE

The next meeting of the Citizens' Bond Oversight Committee is scheduled for January 25 at 9 a.m.

D. BID 2005-05/FIRE ALARM SYSTEM REPLACEMENT

It is recommended that the Bid 2005-05 be awarded to the following vendor for the Fire Alarm System replacement project (for Communications building, Women's Shower, Pool, Health Center and South Gym building) in accordance with the specifications, terms, and conditions of the above named bid.

<u>P.O</u>	<u>Vendor</u>	<u>Bid Amount</u>
TBD	Minako America Corp. [3]	\$587,000.00 including materials, delivery, and any applicable taxes

Other Bidders: None

"No Bid" Responses: None

Non-Responses: None

E. BID 2005-06/MAIN ELECTRICAL SYSTEM INFRASTRUCTURE REPLACEMENT

It is recommended that Bid 2005-06 be awarded to the following vendor for the Main Electrical System Infrastructure Replacement project in accordance with the specifications, terms, and conditions of the above named bid.

<u>P.O.</u>	<u>Vendor</u>	<u>Bid Amount</u>
TBD	Vector Resources Inc. [5]	\$3, 282,068.90

Other Bidders: Minako America Corp. \$3,977,770.00

“No Bid” Responses: 3

Non-Responses: Anderson & Howard; Beco Electric Co. Inc.; Carol Electric Co. Inc.; Chuck’s Electric Co. Inc.; Downey Electric; West-Star Construction; KDC Systems; Morrow-Meadows Corp.; Sasco Electric; Walker Electric Inc.; Sun Electric; DeYoung Power; A.I. Electric; Y M Construction.

F. PUBLIC WORKS, HUMANITIES HAZARDOUS MATERIAL ABATEMENT PROJECT CHANGE ORDERS

It is recommended that the contracts of the contractors listed below be changed by the amounts indicated due to the requested change orders.

- | | |
|---|-------------|
| 1. Removed Transite (asbestos-containing materials) Chalk Board
(Not identified in original building survey) | \$ 6,075.00 |
|---|-------------|

G. NOTICES OF JOB COMPLETION

It is recommended that the Board approve payment for the work performed on the project(s) listed below. The required work has been completed in accordance with the conditions and specifications of the subject bids and have been accepted by District representative David Miller. Payment is to be made as indicated below.

<u>Project Name / Vendor</u>	<u>Cost</u>
1. Hazardous Material Abatement / Marcor Remediation Inc. (Humanities building) PO # 89024 Bid # 2005-03	\$ 158,975.00

<u>Project Name / Vendor</u>	<u>Cost</u>
2. Fuel Dispenser Pump Replacement / Moine Bros. (Facilities yard) PO # 69086-A	\$ 65,536.50

<u>Project Name / Vendor</u>	<u>Cost</u>
3. Modular Bldg Remodel / BBS Construction PO # 79108 Bid # 2004-10	\$490,050.00

H. REQUEST FOR APPROVAL TO MAKE AN AWARD ON A BID PRIOR TO RATIFICATION

It is requested that the Board of Trustees ratify the award of a bid to upgrade the elevator in the Art & Behavioral Sciences building. The upgrade must occur over the Winter Recess when the impact of no elevator service on building users will be minimized. The necessary equipment to be used in the upgrade has a long lead time for delivery, and the bid must be awarded prior to the next Board meeting. The estimated cost of the bid award is \$90,000.

I. PURCHASE ORDERS

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 P.O. Cost	Vendor Name	Site Name	Description	
P0089027	Innovative Interfaces, Inc.	Instructional Service	New Equipment - Noninstruc	\$55,674.80
P0089028	Innovative Interfaces, Inc.	Instructional Service	New Equipment - Noninstruc	\$11,483.00
P0089031	Smith Emery Testing & Inspec.	Fire Academy Struc.	Testing & Inspection	\$4,000.00
	Total :	3		\$71,157.80
B0089022	Walker Parking Consu	Lot F Parking Struc	Professional Services-Bon	\$20,000.00
B0089026	Degenkolb Engineers	Fire Academy Struc	Architecture & Engineering	\$7,000.00
B0089029	C.W. Driver	Humanities Complex	Professional Services-Bon	\$1,600,000.00
B0089032	Division of the Stat	Lot H - Parking Struc	Architecture & Engineering	\$54,229.97
B0089033	Division of the Stat	Central Plant	Architecture & Engineering	\$55,300.00
	Total :	5		\$1,736,529.97
	Total POs and BPOs :	8	TOTAL :	\$1,807,687.77

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

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A. EMPLOYMENT AND PERSONNEL

It is recommended that the Board ratify/approve the employment and personnel changes for certificated, classified, special project temporary administrators and temporary classified service employees as shown in items 1-17 and 1-22.

Certificated Personnel:

1. Retirement – Ms. Georgina Coughlan, full-time instructor of English as a Second Language, Humanities, last day worked, effective January 14, 2006 and first day of retirement, January 15, 2006, and that a plaque be presented to her in recognition of her service to the District since September 1980.
2. Retirement – Dr. Terry Spearman, full-time instructor of Human Development, Behavioral and Social Sciences, last day worked August 3, 2006 and first day of retirement, August 4, 2006, and that a plaque be presented to him in recognition of his service to the District since September 1990.
3. Employment – Ms. Nina Yoshida, full-time/temporary instructor of Japanese, Humanities, Class IV, Step 7, effective February 8 through June 9, 2006.
4. Amend Employment – Ms. Valencia Rayford, full-time Counselor, Counseling, Class III, Step 6 (instead of Class II, Step 5), Fiscal Salary Schedule, effective July 1, 2005.
5. Extend Leave of Absence (paid medical) – Dr. Donald Goldberg, Dean of Mathematical Sciences, Mathematical Sciences, effective October 17, 2005 through February 1, 2006, instead of through December 31, 2005.
6. Change in Status – Mr. Edward Gropp, from part-time/on-call/hourly Counselor, Counseling & Matriculation, to part-time/temporary Counselor, effective November 22, 2005 through February 1, 2006, instead of through June 30, 2006.
7. Special Assignment – The following full-time instructors to participate in the Teacher Education Program Intervention Activities, to be paid \$51.69 an hour, not to exceed \$6,000, effective November 22, 2005 through June 16, 2006, in accordance with the Agreement Article X Section 14(c).

<u>Instructor</u>	<u>Discipline</u>
Eduardo Morales	Mathematics
Inna Newbury	English
Terry Spearman	Human Development
Claudie Striepe	Learning Resources
Susie Tummers	Mathematics
Janet Young	Child Development

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8. Special Assignment – The following part-time instructors to participate in the Teacher Education Program implementation, to be paid \$51.69 an hour, not to exceed \$6,000, effective November 22, 2005 through June 16, 2006, in accordance with the Agreement Article, X, Section 9(m).

<u>Instructor</u>	<u>Discipline</u>
Maria Armstrong	Academic Strategies
Kristie Daniel-Digregorio	Academic Strategies
Allen Perlstein	Education

9. Stipend Assignment – The following part-time dance faculty to receive a stipend for the choreography of the Fall Dance Concert, effective October 1, through December 2, 2005, in accordance with the Agreement, Article X, Section 9(m).

<u>Instructor</u>	<u>Stipend Amount</u>
Kristen Chew	\$200
Karen Jensen	\$400
Emma Kheradyar	\$400
Ruby Millsap	\$600

10. Stipend Assignment – Mr. Russell McMillin, full-time instructor of Art, who conducted ceramic sculpture workshops for the Clay Club, to be paid \$500, effective April 8 through May 20, 2005, in accordance with the Agreement, Article X, Section 14(c).

11. Stipend Assignment – Ms. Kristie DiGregorio, part-time instructor of Human Development, to prepare and present workshop for New Faculty Learning Academy, to be paid \$150, effective December 2, 2005, in accordance with the Agreement, Article X, Section 9(m).

12. Stipend Assignment – Mr. Rodolfo Otero, full-time instructor of Anthropology, to be guest speaker for the Anthropology Forum, to be paid \$75.00, effective October 28, 2005, in accordance with the Agreement, Article X, Section 14(c).

13. Stipend Assignment – Ms. Carol Imai, full-time Counselor, to facilitate team building workshop for EOP&S/CalWORKS, CARE Staff, to be paid \$400, effective October 25, 2005, in accordance with the Agreement, Article X, Section 14(a).

14. Employment – The following part-time/temporary instructors to be hired as needed for the 2005 Fall Semester.

Mathematics

Sargsyan Emil
Arkadiy Sheynshteyn

Satish Singhal

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15. Employment– The following part-time/temporary substitute instructors to be hired as needed for the 2005 Fall Semester.

Community Advancement

Wendy Kahan

16. Employment– The following part-time/temporary instructors to be hired as needed for the 2006 Winter Intersession.

Behavioral & Social Science

Thomas Glenn, Class IV, Step 12
Patrick Griffin, Class V, Step 8
Shahrokh Haghghi, Class V, Step 14
Marc Mestyaneck, Class II, Step 5
Robroy Meyers, Class II, Step 5
Ricky Murray, Class II, Step 6

Jill Pfeiffer, Class IV, Step 8
Francis Schulte, Class III, Step 10
Sharyn Seaton, Class II, Step 8
Lorrie Shiota, Class II, Step 4
Kell Stone, Class II, Step 4

Business

Jessica Stoudenmire, Class II, Step 4

Fine Arts

Peter Abilogu, Class III, Step 5
Dana Bisignano, Class II, Step 4
Kristin Chew, Class I, Step 4
Carola de la Rocha, Class I, Step 4
Norman Looney, Class IV, Step 20

Margot Martin, Class V, Step 7
Ruby Millsap, Class II, Step 8
Michael Quinn, Class II, Step 9
Lloyd Sherman, Class IV, Step 4

Health Sciences & Athletics

Lucinda Bramlet, Class II, Step 5
Linda Delzeit, Class II, Step 9
Margaret Kidwell-Udin, Class II,
Step 8

Nadia Lopez, Class II, Step 4
Kathleen Rosales, Class I, Step 4

Humanities

Kathleen Collins, Class III, Step 8
Yolanda Cuesta, Class II, Step 9
Natalie Ricard, Class IV, Step 10

Eric Takamine, Class II, Step 4
Alfred Zucker, Class V, Step 20

Industry & Technology

Sharon Higgins, Class II, Step 6
William Johnson, Class II, Step 8
James Mock, Class I, Step 4

Sue Ellen Warren, Class II, Step 4
Shirley Williams, Class II, Step 4

Mathematics

Vage Avakyan, Class V, Step 20
Aida Awainisyan, Class V, Step 4

Robert Caldwell, Class II, Step 12
Henri Feiner, Class II, Step 5

Winfred Ferrell, Class II, Step 7
Manolita Formanes, Class II, Step 6
Erxiang Wang, Class II, Step 9

Ellis Shamash, Class V, Step 6
Alan Stillson, Class IV, Step 7

Special Resource Center

Geralin Clark, Class III, Step 4
Edward Kelly, Class I, Step 5

Dipte Patel, Class II, Step 4

17. Employment– The following part-time/temporary instructors to be hired as needed for the 2006 Spring Semester.

Behavioral & Social Science

Robert Murchison

Jayne Petrich

Community Advancement

Ahern Joan
Suwannee Srisatidnarakul

Agba Terry

Health Sciences & Athletics

Scott Janus

John Lazar

Humanities

Eleni Hioureas

Classified Personnel:

1. Resignation – Ms. Teresa Newman, Program Coordinator, Range 36, Step E, Community Education/Community Advancement Division, Student and Community Advancement Area, effective October 28, 2005, plus accrued vacation.
2. Termination – Ms. Urania Ralph, Senior Clerical Assistant, Range 24, Step B, Special Resource Center/Health Sciences & Athletics Division, Academic Affairs Area, effective November 11, 2005.
3. Personal Leave of Absence 7.5% - Mr. Edward Gropp, Bookstore Sales Assistant, Range 19, Step E, Bookstore Division, Administrative Services Area, effective October 19, 2005 through February 1, 2006, and an additional 30% leave effective November 22, 2005 through February 1, 2006 for counseling assignment/Outreach and School Relations.
4. Personal Leave of Absence 10% - Ms. Ruth Sanchez, Assistant to Vice President, Range 12, Step E, (Confidential Salary Schedule) Administrative Services Area, effective February 11 through June 9, 2006.

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5. Personal Leave of Absence 100% - Ms. Vanessa Whitman, Administrative Assistant II, Range 31, Step E, Counseling and Student Services Division, Student and Community Advancement Area, effective October 25, 2005 through January 25, 2006.
6. Amend Change in Assignment – Ms. Dianne Martinez, Student Services Advisor, Range 35, Step E, from 50% to 100% Transfer Center/Counseling and Student Services Division, Student and Community Advancement Area, effective November 22, 2005 through June 30, 2006.
7. Amend Work Out of Classification – Ms. Junnette Fariolen, Clerical Assistant, Range 22, Step B, to work out of classification 50% as Secretary, Range 26, Step A, Transfer Center/Counseling and Student Services Division, Student and Community Advancement Area, effective November 22, 2005 through June 30, 2006.
8. Amend Work Out of Classification - Ms. Myrna Mendoza, Secretary, Range 26, Step E, to work 50% Student Services Advisor, Range 35, Step B, 50% Administrative Assistant II, Range 31, Step D, Counseling and Student Services Division, Student and Community Advancement Area, effective November 1, 2005 through June 30, 2006.
9. Amend Work Out of Classification – Ms. Lisa Perez, Student Services Technician, Range 28, Step D, to work 50% as Student Services Advisor, Range 35, Step B, Counseling and Student Services Division, Student and Community Advancement Area, effective November 22, 2005 through June 30, 2006.
10. Amend Work Out of Classification – Ms. Martha Perez, 50% Clerical Assistant, Range 22, Step B, to work an additional 50% as Student Services Technician, Range 28, Step A, Counseling and Student Services Division, Student and Community Advancement Area, effective November 22, 2005 through June 30, 2006.
11. Extend Change of Assignment - Mr. Rocky Bonura, Director - Risk Management, Range 11, Step 5, Safety and Health/Human Resources Division, to Director - Purchasing and Business Services, Range 13, Step 5, Administrative Services Area, effective January 1, 2006 through June 30, 2006.
12. Work Out of Classification - Ms. Laurie Pelayo, Library Media Technician II, Range 26, Step E, to Library Media Technician IV, Range 32, Step C, Learning Resources, Academic Affairs Area, effective November 22, 2005 through June 30, 2006.

Special Project Temporary Administrator:

13. Mr. Philip Sutton - Special Project Temporary Administrator, Center for Applied Competitive Technologies/Community Advancement Division, Student and Community Advancement Area, to be paid \$312 a day, Range 5, Step 5, of the Special Project Temporary Administrator Daily Rate Schedule, not to exceed \$54,080, effective November 1, 2005 through June 30, 2006.

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Temporary Classified Services Employees:

14. Ms. Xiomara Arguello - Custodian, Range 20, Step A, Facilities Planning & Services Division, Administrative Services Area, to work 40 hours per week, effective November 22, 2005.
15. Ms. Donna Emery - Staff Development Coordinator, Range 24, Step E, (Supervisory Salary Schedule), Staff Development/Human Resources Division, Administrative Services Area, effective January 2 through June 30, 2006, to work 10 – 40 hours per week, to continue operations in the Staff Development Office, not to exceed 470 hours.
16. Mr. Marcus Grantham - Custodian, Range 20, Step A, Facilities Planning & Services Division, Administrative Services Area, to work 40 hours per week, effective November 22, 2005.
17. Ms. Betty Kane – Administrative Assistant II, Range 31, Step A, Vice President’s Office, Student and Community Advancement Area, effective November 7, 2005, not to exceed 470 hours.
18. Ms. Regina Lee – Clerical Assistant, Range 22, Step A, EOP&S, Counseling and Student Services Division, Student and Community Advancement Area, to work 24 to 40 hours per week, effective November 22, 2005.
19. Ms. Yoko Nishikawa – Clerk, Range 17, Step A, Assessment/Testing Center/Enrollment Services Division, Student and Community Advancement Area, to assist in clerical work and in the lab, 20 – 40 hours per week, effective November 22, 2005 – June 30, 2006.
20. Mr. Ezekiel Ortega – Toolroom/Instructional Equipment Attendant, Range 24, Step A, Industry & Technology Division, Academic Affairs Area, to work as needed, up to 12 hours per week, effective November 22, 2005.
21. Ms. Shirley Snider - Administrative Assistant II, Range 31, Step A, Vice President’s Office, Academic Affairs Area, effective to assist 20 hours per week with schedule development and FTES project effective October 15, 2005, not to exceed 470 hours.
22. Amend Assignment - Mr. Phillip Sutton, 50% Interim Director of Grants, Range 13, Step 1, Resource Development, Student and Community Advancement Area, effective July 1, 2005 to October 31, 2005 instead of June 30, 2006.

A. TEMPORARY NON-CLASSIFIED SERVICE EMPLOYEES:

It is recommended that the Board authorize employment of the following Temporary Hourly employees, subject to funding, as shown in items 1-28.

1. Marcus Odell Anderson – Interpreter III, \$21.75 per hour, Sunday through Saturday (days vary), 7:00 am to 10:00 pm (hours vary), effective October 25, 2005 through June 30, 2006, Special **November 21, 2005** **Human Resources – Administrative Services 6**

Resource Center (SRC)/Health Sciences and Athletics, Academic Affairs area, to provide accommodations for students with disabilities in accordance with Title 5, Disabled Students' Programs & Services (DSPS) Regulations, Section 56026 (District and SRC funded).

2. Jaymie Baquero – Paraprofessional, \$12.00 per hour, Monday through Friday (days vary), arrange 32 hours per week (hours vary), effective November 22, 2005 through June 30, 2006, Health Sciences and Athletics, Academic Affairs area, to check athletes' eligibility on a daily basis, arrange transportation for teams, responsible for team schedules and pictures, and other duties as needed (District funded).
3. Rigoberto Castro - Paraprofessional, \$12.00 per hour, Monday through Friday (days vary), arrange 30 hours per week (hours vary), effective November 22, 2005 through June 30, 2006, Title 5/Enrollment Services, Student and Community Advancement area, to work with selected students to increase knowledge of college requirements, success skills strategies, enrollment procedures, and transfer information, and assist in recruiting, developing, and implementing academic and support programs (Title 5 funded).
4. Steven Cocca – Professional IV, \$78.00 per hour, Monday through Friday (days vary), 8:00 am to 5:00 pm (hours vary), effective November 22, 2005 through June 30, 2006, Workplace Learning Resource Center (WPLRC), Student and Community Advancement area, to teach a basic Electronics Fabrication course (WPLRC funded).
5. Renee Dorn – Paraprofessional, \$15.00 per hour, to arrange 3 days a week (days vary), hours to vary, effective November 22, 2005 through June 30, 2006, Foundation, Student and Community Advancement area, to assist with managing current programs such as President's Circle, Annual Campaign and Direct Mail, and assist with managing upcoming Foundation events and the Foundation database (District funded).
6. Jose Jauregui – Paraprofessional, \$10.00 per hour, Monday through Thursday (days vary), 7:45 am to 7:00 pm (hours vary), effective November 22, 2005 through June 30, 2006, International Student Program (ISP), Student and Community Advancement area, to assist with data entry, online applications, and electronic mail (District funded).
7. Kyle Kamrath – Teacher's Assistant III, \$7.50 per hour, Monday through Friday (days vary), arrange fifteen (15) hours per week, effective October 19, 2005 through June 30, 2006, Fine Arts, Academic Affairs area, under direction of instructor, to assist with students in Ceramic classes (District funded).
8. Nick Keeling – Paraprofessional, \$17.00 per hour, Monday through Friday, 7:00 am to 9:00 am, effective October 20, 2005 through June 30, 2006, Health Sciences and Athletics, Academic Affairs area, to provide supervision of students in Exercise Science Lab (District funded).
9. Edward Kelly – Professional II, \$35.00 per hour, Monday through Friday (days vary), 7:00 am to 10:00 pm (hours vary), effective November 22, 2005 through June 30, 2006, Special Resource Center (SRC)/Health Sciences and Athletics, Academic Affairs area, to provide accommodations for students with disabilities in accordance with Title 5, Disabled Students' Programs and Services (DSPS) Regulations, Section 56026 (District and SRC funded).

10. Sharen Kokaska – Professional II, \$28.00 per hour, Thursday, 1:00 pm to 4:00 pm, effective November 22, 2005 through June 30, 2006, Special Resource Center (SRC)/Health Sciences and Athletics, Academic Affairs area, to provide accommodations for students with disabilities in accordance with Title 5, Disabled Students’ Programs and Services (DSPS) Regulations, Section 56026 (District and SRC funded).
11. Joanna Lampkins – Tutor I, \$7.50 per hour, Monday through Saturday (days vary), arrange fifteen (15) hours per week (hours vary), effective November 20, 2005 through June 30, 2006, Learning Resources, Academic Affairs area, to provide tutoring in Learning Resources (District funded).
12. Brian Lim – Tutor II, \$8.50 per hour, Monday through Friday (days vary), 12:00 pm to 7:00 pm (hours vary), effective November 22, 2005 through June 30, 2006, Learning Resources, Academic Affairs area, to provide tutoring services in Learning Resources (District and Vocational and Technical Education Act (VTEA) funded).
13. Fidela Mazariego – Ticket Clerk, \$9.25 per hour, Monday through Sunday (days vary), arrange up to fifteen (15) hours per week, effective November 28, 2005 through June 30, 2006, Center for the Arts/Fine Arts, Academic Affairs area, to perform a variety of tasks related to ticket sales and general office procedures (District and Center for the Arts funded).
14. Kevin Montes – Paraprofessional, \$8.50 per hour, days vary, arrange to ten (10) hours per week to vary, effective November 22, 2005 through June 30, 2006, Title V/Enrollment Services, Student and Community Advancement area, to assist with group tutoring and academic assistance in Supplemental Instruction program (Title V funded).
15. Linda Nelson – Paraprofessional, \$13.00 per hour, Monday through Thursday, arrange 30 hours per week (hours vary), effective November 22, 2005 through June 30, 2006, Cosmetology/Industry and Technology, Academic Affairs area, to assist instructors working with students on various lab projects and manage the use of products and equipment for class projects (District funded).
16. Kathleen Rosales – Professional IV, \$58.00 per hour, Monday through Friday (days vary), 8:00 am to 5:00 pm (hours vary), effective November 22, 2005 through June 30, 2006, Workplace Learning Resource Center (WPLRC), Student and Community Advancement area, to be responsible for course development and instruction of selected courses for the working Registered Nurse (RN) and/or Licensed Vocational Nurse (LVN) (WPLRC funded).

17. Gerald Schlosser – Tutor VII, \$18.50 per hour, Monday through Thursday (days vary), 9:00 am to 5:00 pm (hours vary), effective November 22, 2005 through June 30, 2006, Learning Resources, Academic Affairs area, to provide tutoring services in Learning Resources (District and Vocational and Technical Education Act (VTEA) funded).
18. Stephanie Schleicher – Professional I, \$27.50 per hour, Tuesday and Thursday, 9:00 am to 11:00 am, effective November 22, 2005 through June 30, 2006, Special Resource Center (SRC)/Health Sciences and Athletics, Academic Affairs area, to provide accommodations for students with disabilities in accordance with Title 5, Disabled Students' Programs & Services (DSPS) Regulations, Section 56026 (District and SRC funded).
19. Elizabeth Schwartz - Paraprofessional, \$10.00 per hour, days vary, hours vary, effective November 22, 2005 through June 30, 2006, Title V/Enrollment Services, Student and Community Advancement area, to assist with group tutoring and academic assistance in Supplemental Instruction program (Title V funded).
20. Sean Smith – Stage Assistant IV, \$9.00 per hour, days vary, hours vary, effective November 22, 2005 through June 30, 2006, Center for the Arts/Fine Arts, Academic Affairs area, to work as stage crew for Fine Arts events, including lighting, costumes, carpentry, scenic painting, and sound (Fine Arts and District funded).
21. Laura Stein – Teacher Assistant IV, \$11.50 per hour, Sunday through Saturday (days vary), 7:00 am to 10:00 pm (hours vary), effective November 21, 2005 through June 30, 2006, Special Resource Center (SRC)/Health Sciences and Athletics, Academic Affairs area, to provide accommodations for students with disabilities in accordance with Title 5, Disabled Students' Programs and Services (DSPS) Regulations, Section 56026 (District and SRC funded).
22. Darlene Stevenson – Interpreter III, \$21.75 per hour, Sunday through Saturday (days vary), 7:00 am to 10:00 pm (hours vary), effective November 21, 2005 through June 30, 2006, Special Resource Center (SRC)/Health Sciences and Athletics, Academic Affairs area, to provide accommodations for students with disabilities in accordance with Title 5, Disabled Students' Programs and Services (DSPS) Regulations, Section 56026 (District and SRC funded).
23. Adrian O. Walters – Coaching Assistant, \$16.25 per hour, Monday through Friday (days vary), three to five hours per week (hours vary), effective October 17, 2005 through June 30, 2006, Health Sciences and Athletics, Academic Affairs area, to assist with coaching the Men's Basketball team with all aspects of practice and competition (District funded).
24. Tiffaney Williams – Timer-Men's Basketball, \$10.00 per hour, days vary, hours vary up to twelve (12) hours per week, effective November 22, 2005 through June 30, 2006, Health Sciences and Athletics, Academic Affairs area, to operate the time clock and electrical control board for athletic events at ECC and other related work as required (District funded).

25. The following individuals are to work as Paraprofessional, \$15.00 per hour, Monday through Thursday (days vary), 9:00 am to 4:30 pm (hours vary), effective November 22, 2005 through June 30, 2006, Special Resource Center (SRC)/Health Sciences and Athletics, Academic Affairs area, to conduct assessments with students who have possible learning disabilities (SRC funded).

Carla Calderon

Lulit Mehari

26. The following individuals are to work as Police Cadet I, \$8.00 per hour, Tuesday and Thursday, 8:00 am to 12:00 pm, effective November 22, 2005 through June 30, 2006, Campus Police, Administrative Services area, to be responsible for non-hazardous police services to the students, staff, and faculty of El Camino College (Campus Police and District funded).

Rudy Artiga

Alexander Leavitt

27. The following individuals are to work as Reader, \$6.75 per hour, Monday through Friday (days vary), 7:00 am to 11:00 pm (hours vary), effective November 22, 2005 through June 30, 2006, Humanities, Academic Affairs area, to grade written student assignments according to the instructor's standards regarding form, content, and other requirements (District funded).

Art Hsieh

Phyllis Mathis

Bennette Turpanjian

28. The following individuals are to work as Tutor VII, \$18.50 per hour, Monday through Friday (days vary), arrange ten (10) hours per week, effective November 28, 2005 through June 30, 2006, Nursing/Health Sciences and Athletics, Academic Affairs area, to provide tutoring services in the Nursing Department (District funded).

Katia Ribeiro

Gerald Schlosser

B. CLASSIFIED PROFESSIONAL GROWTH

It is recommended that the Board ratify/approve the attendance of the following classified employee's conference and/or seminar paid from the Classified Professional Growth Fund as listed below:

SkillPath Seminars: The Essentials of Communicating with Diplomacy and Professionalism
Crowne Plaza Hotel, Irvine, CA - Trish Bonacic on Dec. 1-2, 2005 for \$397.00.

C. VOLUNTEERS:

The following persons have volunteered to perform unsalaried services for the El Camino Community College District pursuant to Education Code Section 72401 and 82365. In accordance with Labor Code Section 3364.5, Workers Compensation coverage is being provided for the following persons.

Nancy Bautista
Gloria DeMorales
John Fernando
John Flynn
Lauren Fujioki
Len Hilacion
Juliane Hoskins

Cathy Keihle
Elizabeth Lopez
Nancie Mack
Linda Richardson
Joyce Ouchi
Monica Ruth
Bob Sanborn

Briana Schweizer
La Tonnia Slater
Julie Toshimitsu
Jessie Valencia
Tracey Washington
Derrick Won

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. 2004-2005 Board of Trustee Goals and Evaluation | Page 1 |
| B. 2005-2006 Board of Trustee Goals and Evaluation | Page 4 |
| C. Absence of Board Member | Page 5 |

EL CAMINO COLLEGE

Agenda for the El Camino Community College District Board of Trustees Meeting

A. 2004-2005 Board of Trustee Goals and Evaluation

Each year the Board of Trustees establishes goals and evaluates its performance on the previous year's goals. 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 2004-2005**

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

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

B. 2005-2006 Board of Trustee Goals and Evaluation

Each year the Board of Trustees establishes goals and evaluates its performance on the previous year's goals. 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.

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

- VI. Effect implementation of the November 5, 2002 Measure E bond election.
 - D. Continue updating College Facilities Master Plan.
 - E. Implement construction program.
 - F. Monitor and approve construction program.

- VII. 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.

- VIII. 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.
 - D. Attend a conference on Trustee responsibilities.
 - E. Submit materials from various sources to fellow Trustees.
 - F. Read Trustee education materials send by various organizations.

C. Absence of a Board Member

It is recommended that the Board excuse Trustee Lila S. Hummel from the October 17, 2005 Board Meeting with no loss of salary.