

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



**El Camino Community College District
Board of Trustees
Agenda, Tuesday, January 19, 2010
Board Room
4:00 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of December 21, 2009,
Pages 4-14**
- III. Presentation – none**
- IV. Public Hearing – none**
- V. Public Comment on Consent Agenda**
- VI. Consent Agenda – Recommendation of Superintendent/President, Discussion
and Adoption**
 1. Academic Affairs
*See Academic Affairs Agenda,
Pages 15-20*
 2. Student and Community Advancement
*See Student Services Agenda,
Pages 21-41*
 3. Administrative Services
See Administrative Services Agenda, Pages 42-50
 4. *See Measure “E” Bond Fund Agenda,
Pages 51-58*
 5. *See Human Resources Agenda,
Pages 59-66*
 6. Superintendent/President
*See Superintendent/President Agenda,
Pages 67-68*
- VII. Public Comment on Non-Agenda Items**

VIII. Oral Reports

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

IX. Closed Session

- A. Labor Relations, Brown Act
Section 54957
 - 1. Federation of Teachers, Local 1388
- B. Anticipated Litigation, Brown Act Section 54956.9 - Significant Exposure to Litigation
 - 1. 1 case
- C. Existing Litigation, Brown Act
Section 54956
 - 1. Case # YC 057938

Board of Trustees Meeting Schedule for 2010 4:00 p.m. Board Room

Tuesday, January 19, 2010
Tuesday, February 16, 2010
Monday, March 15, 2010
Monday, April 19, 2010
Monday, May 17, 2010
Monday, June 21, 2010
Monday, July 19, 2010
Monday, August 16, 2010
Tuesday, September 7, 2010
Monday, October 18, 2010
Monday, November 15, 2010
Monday, December 20, 2010

EL CAMINO COLLEGE STRATEGIC PLAN 2007 THROUGH 2010

Vision Statement

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

Mission Statement

El Camino College offers quality, comprehensive educational programs and services to ensure the educational success of students from our diverse community.

Statement of Philosophy

Everything El Camino College is or does must be centered on its community. The community saw the need and valued the reason for the creation of El Camino College. It is to our community that we must be responsible and responsive in all matters educational, fiscal and social.

Statement of Values

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

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

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

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

Diversity – We recognize and appreciate our similarities and differences.

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

Guiding Principles

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

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

Cooperation among our many partners including other schools and colleges, businesses and industries, and individuals is vital for our success.

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

Strategic Initiatives

1. Offer excellent educational and student support services:
 - a) Enhance college services to support student learning using a variety of instructional delivery methods and services.
 - b) Maximize growth opportunities and strengthen programs and services to enhance student success.
 - c) Strengthen partnerships with schools, colleges and universities, businesses and community-based organizations to provide workforce training and economic development for our community.
2. Support self-assessment, renewal, and innovation:
 - a) Use student learning outcomes and assessment to continually improve processes, programs and services.
 - b) Use research-based evidence as a foundation for effective planning, budgeting and evaluation processes.
3. Modernize the infrastructure to support quality programs and services:
 - a) Use technological advances to improve classroom instruction, services to students and employee productivity.
 - b) Improve facilities to meet the needs of students and the community for the next fifty years.

EL CAMINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING OF
Monday, December 21, 2009

The Board of Trustees of the El Camino Community College District met at 4 p.m. on Monday, December 21, 2009, in the Board Room at El Camino College.

The following Trustees were present: Trustee Ray Gen, Vice-President; Trustee Maureen O'Donnell, Secretary; Trustee William Beverly, Member; Trustee Mary E. Combs, Member; and Ms. Lisa Brown, Student Member. Trustee Nathaniel Jackson was absent due to illness.

Also present were Dr. Thomas M. Fallo, Superintendent/President; Dr. Francisco Arce, Vice President, Academic Affairs; Mr. Bob Gann, Director, Facilities and Planning; Dr. Jeanie Nishime, Vice President, Student and Community Advancement; and Ms. Barbara Perez, Vice President, Human Resources.

Minutes of the Regular Board Meeting of November 16, 2009

The Minutes of the Regular Board Meeting of November 16, 2009 were approved.

Oath of Office

Student Member Lisa Brown, Trustee Ray Gen and Trustee Maureen O'Donnell took the oath of office.

Recess

Meeting recessed at 4:13 p.m. and reconvened at 4:18 p.m.

Annual Organizational Meeting

This meeting was called as prescribed in Education Code Section 72125 for the purpose of organizing the Board of Trustees by the (A) election of a president, vice president, and secretary from the members of the Board, (B) select a Board Member as a representative to the Los Angeles County Committee on School District Organization, (C) select a Board Member as a representative to the Los Angeles County School Trustees Association, (D) select a Board Member to serve on the El Camino Community College District Foundation; (E) appoint a Secretary to the Board; and to (F) set the time and place of Board Meetings; (G) (H) (I) establish the order of authority of chief administrative officers in the absence of the Superintendent/President; and to (J) approve signatures on change orders; to approve purchase orders; to approve warrants; to authorize personnel changes. In addition, it was called as a regular meeting.

A. Election of Officers for Period December 21, 2009 through the Annual Organizational Meeting in December, 2010

President

It was moved by Trustee Beverly, seconded by Trustee Combs, that Trustee Gen be elected President. Motion carried. Student Trustee Brown recorded a yes advisory vote.

Vice President

It was moved by Trustee Gen, seconded by Trustee O'Donnell, that Trustee Beverly be elected Vice President. Motion failed.

It was moved by Trustee O'Donnell, seconded by Trustee Gen, that Trustee Combs be elected Vice President. Motion failed.

It was moved by Trustee Beverly, seconded by Trustee Combs, that Trustee O'Donnell be elected Vice President. Motion carried. Student Trustee Brown recorded a yes advisory vote.

Secretary

It was moved by Trustee O'Donnell, seconded by Trustee Combs, that Trustee Beverly be elected Secretary. Motion carried. Student Trustee Brown recorded a yes advisory vote.

B. Los Angeles County Committee on School District Organization

It was moved by Trustee Gen, seconded by Trustee Beverly, that Trustee Combs be appointed as a representative to the Los Angeles County Committee on School District Organization. Motion carried. Student Trustee Brown recorded a yes advisory vote.

C. Los Angeles County School Trustees Association

It was moved by Trustee Gen, seconded by Trustee Beverly, that Trustee Gen be appointed as a representative to the Los Angeles County School Trustees Association for 2009-2010. Motion carried. Student Trustee Brown recorded a yes advisory vote.

D. California Community College Trustees Board Election

It was moved by Trustee Beverly, seconded by Trustee Combs, that Trustee O'Donnell be appointed to review nominations for membership on the California Community College Trustees Board and make a recommendation to the Board of Trustees. Motion carried. Student Trustee Brown recorded a yes advisory vote.

E. El Camino Community College District Foundation
It was moved by Trustee Beverly, seconded by Trustee Gen, that Trustee Beverly be named as representative to the El Camino Community College District Foundation. Motion carried. Student Trustee Brown recorded a yes advisory vote.

F. Secretary to the Board for Period December 21, 2009 through the Annual Organizational Meeting in December, 2010
It was moved by Trustee Beverly, seconded by Trustee O'Donnell, that Thomas M. Fallo be appointed Secretary to the Board for the period December 21, 2009, through the Annual Organizational Meeting in December, 2010. Motion carried. Student Trustee Brown recorded a yes advisory vote.

G. Time, Date and Place of Board Meetings
It was moved by Trustee Beverly, seconded by Trustee O'Donnell, that the Board hold its regular meetings at 4:00 p.m. on the third Monday of each month or as noted below, in the Board Room in the Administration Building at El Camino College. If an El Camino Community College District holiday falls on Monday, the Board meeting will be held on the following Tuesday. Dates for 2010 are as follows:

Tuesday, January 19, 2010	Monday, July 19, 2010
Tuesday, February 16, 2010	Monday, August 16, 2010
Monday, March 15, 2010	Tuesday, September 7, 2010
Monday, April 19, 2010	Monday, October 18, 2010
Monday, May 17, 2010	Monday, November 15, 2010
Monday, June 21, 2010	Monday, December 13, 2010

Motion carried. Student Trustee Brown recorded a yes advisory vote.

H. Order of Administrative Authority in Absence of Superintendent/President
It was moved by Trustee Beverly, seconded by Trustee O'Donnell, that a Vice President be appointed to serve as Acting Superintendent/President of the El Camino Community College District in the absence of the Superintendent/President, the following order of authority is to be followed for period December 21, 2009, through the Annual Organizational Meeting in December, 2010:

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

Motion carried. Student Trustee Brown recorded a yes advisory vote.

I. Acting Secretary to the Board of Trustees

It was moved by Trustee Beverly, seconded by Trustee O'Donnell, that in the absence of the Superintendent/President and Secretary to the Board of Trustees during the period December 21, 2009, through the Annual Organizational Meeting in December, 2010, it is recommended that the Vice Presidents serve as Acting Secretary to the Board of Trustees of the El Camino Community College District in the following sequence of authority:

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

Motion carried. Student Trustee Brown recorded a yes advisory vote.

J. Documents Authorized for Signature of Acting Superintendent

It was moved by Trustee Beverly, seconded by Trustee O'Donnell, that the Acting Superintendent be permitted to sign documents authorized for signature of the Superintendent in his absence from the College during the period from December 21, 2009, through the Annual Organizational Meeting in December, 2010.

Motion carried. Student Trustee Brown recorded a yes advisory vote.

K. Signature Authorization

It was moved by Trustee Beverly, seconded by Trustee O'Donnell, that the Board authorize signatures as follows:

1. Authority to Sign "A" and "B" Warrants

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; Janice Ely, Business Manager; and to sign "A" and "B" warrants and other documents as authorized by the Board of Trustees, during the period December 21, 2009, through the Annual Organizational Meeting in December, 2010, one signature only being required. Josie Cheung, Accounting Officer and Shelton Bass, Accounting Officer authorized for on-line approval of "B" warrants, during the period December 21, 2009, through the Annual Organizational Meeting in December, 2010.

2. Authority to Sign Contracts

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; to be authorized to sign contracts during the period

December 21, 2009, through the Annual Organizational Meeting in December, 2010, one signature only being required.

3. Authority to Sign Purchase Orders
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; to sign purchase orders for all District funds, the Auxiliary Services fund, Trust fund, and all Associated Student funds during the period December 21, 2009, through the Annual Organizational Meeting in December, 2010, one signature only being required.
4. Authority to Sign Purchase Orders for the Bookstore
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; Janice Ely, Business Manager; and Julie Bourlier, Bookstore Director, to sign purchase orders for the bookstore fund during the period December 21, 2009, through the Annual Organizational Meeting in December, 2010, one signature only being required.
5. Authority to Sign Change Orders
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; Rocky Bonura, Director of Business Services; and Janice Ely, Business Manager; be authorized to sign contract change orders during the period of December 21, 2009, through the Annual Organizational Meeting in December, 2010, one signature only being required.
6. Authority to Sign Notices of Employment and Orders for Salary Payments
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President - Human Resources; and Janice Ely, Business Manager; to sign Notices of Employment and Orders for Salary Payments during the period December

21, 2009, through the Annual Organizational Meeting in December, 2010, one signature only being required.

7. Revolving Cash Fund – El Camino Community College District
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; Janice Ely, Business Manager; Josie Cheung, Accounting Officer, and Shelton Bass, Accounting Officer to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 21, 2009, through the Annual Organizational Meeting in December, 2010, two signatures required.
8. Registration Fund
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; and Janice Ely, Business Manager; to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 21, 2009, through the Annual Organizational Meeting in December, 2010, two signatures required.
9. Cash Management Fund
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; and Janice Ely, Business Manager; to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 21, 2009, through the Annual Organizational Meeting in December, 2010, two signatures required.
10. Trust Funds
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; and Janice Ely, Business Manager; to draw money from and issue checks against Trust Funds of El Camino College on deposit in the Bank of America, Hawthorne Branch, during the period December 21,

2009, through the Annual Organizational Meeting in December, 2010, two signatures required.

11. Associated Students Bank Account
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; and Janice Ely, Business Manager; to draw money from and issue checks against any funds of the Associated Students on deposit in the Bank of America, Hawthorne Branch, during the period December 21, 2009, through the Annual Organizational Meeting in December, 2010, any two signatures required.
12. Bookstore Fund
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; Janice Ely, Business Manager; and Julie Bourlier, Bookstore Director to draw money from and issue checks against any funds of the Bookstore of El Camino College on deposit in the Bank of America, Hawthorne Branch, during the period December 21, 2009, through the Annual Organizational Meeting in December, 2010, any two signatures required.
13. Small Business Development Center Bank Account
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; and Janice Ely, Business Manager; to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 21, 2009, through the Annual Organizational Meeting in December, 2010, two signatures required.
14. El Camino College Business Office Account
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; and Janice Ely, Business Manager; to draw money from and issue checks against funds in the El Camino College Business Office

account in the Bank of America, Hawthorne Branch, during the period December 21, 2009, through the Annual Organizational Meeting in December, 2010, two signatures required.

15. Auxiliary Services Fund
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; and Janice Ely, Business Manager; to draw money from and issue checks against funds in the Auxiliary Services account in the Bank of America, Hawthorne Branch, during the period December 21, 2009, through the Annual Organizational Meeting in December, 2010, two signatures required.
16. Dental Self-Insurance Fund, Wells Fargo Bank Account
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; and Janice Ely, Business Manager; to draw money from and issue checks against the Dental Self-Insurance Trust Account with Wells Fargo Bank for up to \$30,000, during the period December 21, 2009, through the Annual Organizational Meeting December, 2010, two signatures required.
17. National Direct/Federal Perkins Student Loan/Nursing Loan Billing Service
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; and Janice Ely, Business Manager; to draw money from and issue checks against any funds deposited in the Student Loan/Nursing Loan Billing Service account in City National Bank, during the period December 21, 2009, through the Annual Organizational Meeting in December, 2010, any two signatures required.
18. Computer Loan Revolving Cash Fund – El Camino Community College District
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human

Resources; Janice Ely, Business Manager; Josie Cheung, Accounting Officer; and Shelton Bass, Accounting Officer to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 21, 2009, through the Annual Organizational Meeting in December, 2010, two signatures required.

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

Continue the Self-Insurance Account for Property and Liability with the Union Bank, 21515 Hawthorne Boulevard, Torrance Branch, and that the following be authorized to sign for the account during the period December 21, 2009, through the Annual Organizational Meeting in December, 2010, facsimile signature up to \$5,000 or any two signatures together required.

El Camino College: Thomas M. Fallo, President; Jo Ann Higdon, Vice President – Administrative Services; and Janice Ely, Business Manager.

Keenan and Associates: David J. DeWenter, Chief Operating Officer; David Seres, Chief Financial Officer; Connie Koeller, Director, Financial Analysis; Suleman Moloo, Controller; and Arlene La Coste, Claims Manager.

20. El Camino College Student Financial Aid Fund – El Camino Community College District

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; Janice Ely, Business Manager; Josie Cheung, Accounting Officer; and Shelton Bass, Accounting Officer to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 21, 2009, through the Annual Organizational Meeting in December, 2010, two signatures required.

Motion carried. Student Trustee Brown recorded a yes advisory vote.

El Camino College Foundation Annual Report

Mr. Don Greco, President, El Camino College Foundation, presented the Foundation's Annual Report.

Consent Agenda

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

Academic Affairs

Center for the Arts Presentations – 2009/2010 Season
FTES Goals and Projections – INFORMATION ITEM
International Education/Study Abroad Program – Winter 2010

Student and Community Advancement

Grants

Board Policy 5310 – Student Grievance – First Reading
Board Policy 5500 – Academic Honesty & Standards of Conduct – Second Reading & Adoption
Expulsion – 2009-9

Administrative Services

Contracts Under \$76,700
Declaration of Surplus Property
Information Item – Five-Year Budget Assumptions and Projections
Purchase Orders and Blanket Purchase Orders

Measure E Bond Fund

Category Budgets and Balances
Contract – CTL Environmental – Ongoing Abatement Services
Change Order – GDL Construction – Humanities Plaza Project
Change Order – HPS Mechanical – Phase 3 Infrastructure
Change Order – Mackone Development, Inc. – Bookstore Building Renovation
Change Order – Pierre Sprinkler & Landscaping – Reclaim Water Project
Request for Proposal – CCS Presentation Systems – Social Science Relocation
Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes
Temporary Non-Classified Service Employees
New Classification Specifications for Vice President position

President/Board of Trustees

Absence of Board Members
Travel

Motion carried. Student Trustee Brown recorded a yes advisory vote.

Public Comment

Mr. Lee addressed Associated Student Body funds, Student Grievance procedure and revised Agreement between El Camino College and Compton Community College District. Mr. Hayes addressed Brown Act and Student Trustee position.

Adjournment

Meeting adjourned at 5:40 p.m.

William Beverly, Secretary of the Board

Thomas M. Fallo, Secretary to the Board

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

Page No.

A. Board Policy 4250 (Probation, Dismissal and Readmission) – First Reading..... 16

B. Proposed Curriculum Changes: Effective 2010-2011 Academic Year..... 16

C. Sabbatical Leaves of Absence – 2010-2011..... 18

ACADEMIC AFFAIRS

A. BOARD POLICY 4250 (PROBATION, DISMISSAL AND READMISSION) – FIRST READING

It is recommended that the Board accept for a first reading the revisions to Board Policy 4250, as attached.

B. PROPOSED CURRICULUM CHANGES: EFFECTIVE 2010-2011 ACADEMIC YEAR

It is recommended that the Board approve the proposed curriculum additions, effective the 2010-2011 academic year, as listed below. The curriculum presentation package was revised to simplify the Board's review of proposed curriculum changes. All curriculum changes by division are organized under topics as opposed to having a repetition of these topics under eight instructional divisions.

NEW COURSES

BEHAVIORAL AND SOCIAL SCIENCES DIVISION

1. Anthropology 12 – Ancient Civilizations of the World
Units: 3 Lecture: 3 hours Faculty Load: 20.00%
Recommended Preparation: eligibility for English 1A
Credit, degree applicable; Letter grade; Transfer CSU; Proposed Transfer UC
This course traces the emergence of early states and ancient empires around the globe. The cultural achievements linked to state development are traced through a survey of evidence from both the archaeological and historical records. Students will be introduced to anthropological theories that seek to model and explain the appearance of state-level societies and empires.
2. History 114 – History of the Asian American in the United States
Units: 3 Lecture: 3 hours Faculty Load: 20.00%
Recommended Preparation: eligibility for English 1A
Credit, degree applicable; Letter grade; Transfer CSU; Proposed Transfer UC
This course surveys Asian American history in the United States from 1848 to the present, focusing on the historical interaction of diverse Asian American groups with American politics, culture, society and the economy. Unique Asian American communities and the historical factors that have formed and shaped them will also be examined.

ACADEMIC AFFAIRS

3. History 190 – History of the Middle East
Units: 3 Lecture: 3 hours Faculty Load: 20.00%
Recommended Preparation: eligibility for English 1A
Credit, degree applicable; Letter grade; Transfer CSU; Proposed Transfer UC
This course provides an introduction to the political, economic, social, and cultural development of the Middle East from the earliest civilizations to the present. Topics include Muhammad and the origins of Islam, the early Islamic Empires, the development of Islamic civilization, and state building in the modern era.

FINE ARTS DIVISION

1. Film/Video 51 – Film and Popular Music in Post-World War II America
Units: 3 Lecture: 3 hours Faculty Load: 20.00%
Recommended Preparation: eligibility for English 1A
Credit, degree applicable; Letter grade; Transfer CSU; Proposed Transfer UC
This course surveys the intersection of popular cinema with popular music in American culture and society since World War II. It focuses on the historical, aesthetic, social-political, economic, and technological developments that have shaped the evolution of both popular music and film. Emphasis is placed on how these art forms reflect and impact the cultural and social issues of their times.

NATURAL SCIENCES DIVISION

1. Biology 104 – Molecular Biology Laboratory
Units: 1 Lab: 3 hours Faculty Load: 15.00%
Prerequisite: Biology 103 with a minimum grade of C or equivalent or concurrent enrollment
Credit, degree applicable; Letter grade; Transfer CSU; Proposed Transfer UC
This course provides basic techniques in protein and nucleic acid experimentation. The content reinforces concepts presented in the Fundamentals of Molecular Biology course. Methodologies covered include protein purification and quantitation, determination of enzymatic activity, SDS-PAGE, Western Blotting, ELISA, DNA extraction and quantitation, agarose gel electrophoresis, DNA recombination, transformation of E. coli, clone selection and screening, PCR, and Southern Blotting.
2. Biotechnology 1 – Basic Techniques of Biological Technology
Units: 2.5 Lecture: 1 hour Lab: 5 hours Faculty Load: 31.67%
Prerequisite: Chemistry 4 with a minimum grade of C or equivalent
Recommended Preparation: eligibility for English 1A

ACADEMIC AFFAIRS

Credit, degree applicable; Letter grade; Transfer CSU; Proposed Transfer UC
This course provides fundamental skills for the biotechnology laboratory. This is the first of two courses in biotechnology techniques. The content covers standard notebook preparation for industry and academia; solution and media preparation; sterile technique; bacterial propagation; basic techniques of DNA extraction and manipulation; the use and maintenance of basic laboratory equipment; quality control and laboratory safety.

3. Biotechnology 2 – Advanced Techniques of Biological Technology
Units: 2.5 Lecture: 1 hour Lab: 5 hours Faculty Load: 31.67%
Prerequisite: Biotechnology 1 with a minimum grade of C
Credit, degree applicable; Letter grade; Transfer CSU; Proposed Transfer UC
This course provides advanced skills for the biotechnology laboratory. This is the second of two courses in biotechnology techniques. Methodologies include protein purification with column chromatography and quantitation with a spectrophotometer; protein characterization with SDS-PAGE and Western Blotting; ELISA; PCR; and Southern Blotting. Bioinformatics introduction and instruction are carried out with internet databases. Skills learned in the first biotechnology course are reinforced, including the use and maintenance of basic laboratory equipment, the practice of quality control and laboratory safety.

C. SABBATICAL LEAVES OF ABSENCE – 2010-2011

It is recommended that the Board approve the following faculty members for Sabbatical Leaves of Absence during 2010-2011:

One Semester Sabbatical

Anne Cummings	Spring 2011
Traci Granger	Fall 2010
Linda Ho	Spring 2011
Margaret Miranda	Spring 2011
Inna Newbury	Fall 2010
Emily Rader	Fall 2010
Evelyn Uyemura	Fall 2010
Joy Zhao	Spring 2011

ACADEMIC AFFAIRS

BOARD POLICY 4250

Probation, Dismissal and Readmission

El Camino College has two types of probation: Academic Probation and Progress Probation. The purpose of probation is to encourage a student having academic difficulties to seek appropriate guidance and support in formulating and achieving goals.

1. Placement on Academic Probation

A student who has attempted at least 12 semester units, as shown by the academic record, will be placed on Academic Probation when the grade point average for total units attempted at El Camino College is less than 2.0.

2. Removal from Academic Probation

A student will be removed from Academic Probation when the cumulative grade point average is 2.0 or higher in total units attempted at El Camino College.

3. Placement on Progress Probation

A student who has enrolled in 12 or more semester units as shown by the official academic record will be placed on Progress Probation if entries of “W,” “I,” “NC” and/or “NP” account for 50% or more of the total units attempted. Courses dropped prior to the “No Notation” deadline are not considered “units attempted” and do not receive entries as “W” “I,” or “NC/NP.”

4. Removal from Progress Probation

A student will be removed from Progress Probation when the percentage of entries of “W,” “I,” “NC” and/or “NP” drops below 50% of the total units attempted.

5. Dismissal Because of Academic Probation

A student on Academic Probation will be dismissed if the student earned a cumulative grade point average of less than ~~1.75~~ 2.0 in all graded credit units attempted in each of 3 consecutive semesters. However, if a student achieves a 2.0 or higher during the most recent regular (Fall, Spring) semester while on probation, the student will continue on probation, but will not be subject to dismissal. Terms shorter than 16 weeks (i.e. Winter, Summer) will not be considered a semester. A semester in which the student does not take any courses will not be counted as a semester.

6. Dismissal Because of Progress Probation

A student on Progress Probation will be dismissed if the percentage of units in which the student has been enrolled for which entries of “W,” “I,” “NC and/or “NP” remains at or above 50% for three consecutive semesters. Terms shorter than 16 weeks will not be considered a semester. A semester in which the student does not take any courses will not be counted as a semester.

7. Appeal of Probation or Dismissal

A student who believes that there are extenuating circumstances that warrant an exception to the probation and dismissal standards set forth in this policy may submit a written appeal in compliance with administrative procedures.

8. Readmission Following Dismissal

A student who has been dismissed may return after sitting out at least one 16 week semester. A readmitted student will remain on probation until the cumulative average is above 2.0 and/or the percentage of “W,” “I,” and “NC/NP” entries is below 50%.

Reference: Ed. Code Section 70902 (b) (3)
Title 5, Section 55031, 55032, 55033, 55034
BP 4250 replaces the relevant portions of BP 4220.
El Camino College
Adopted: 7/20/09

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

	<u>Page No.</u>
A. Grants – Information.....	22
B. Grants – Acceptance.....	23
C. Counseling and Student Services Division Planning Session.....	27
D. Community Education Program for Winter/Spring 2010.....	27
E. Board Policy 5310 – Student Grievance – Second Reading & Deletion.....	27

STUDENT AND COMMUNITY ADVANCEMENT

A. GRANTS – INFORMATION

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

1. California Community College Economic and Workforce Development – Youth Entrepreneur Program (YEP). The El Camino College Small Business Development Center proposes to educate and train young adults ages 14-27 on the principals of entrepreneurship and small business ownership by offering the following: 1) One or two 15-week Buzz on Biz Young Entrepreneur Academies that utilize NXLevel curriculum, 2) Implementation of a virtual International Business Practice Firm which is a simulated company set up and run by students with assistance of a teacher/facilitator, and 3) Business Plan Competition/ Graduation Luncheon.
Starleen Van Buren, Project Director

Amount of Grant Funding from Granting Agency	\$35,000
Amount of College Match (In-kind)	<u>-0-</u>
Total Amount of Grant	\$35,000
Indirect Rate:	\$1,346 (4%)
Performance Period:	January 1, 2010 through June 30, 2010

2. Department of Education – Compton Education Center – TRIO Student Support Services. The proposed project seeks to continue to operate a five-year grant servicing 160 low income, first generation, foster care or aging out of foster care, and disabled students. The project will provide counseling, priority registration, tutorial services, financial aid processing assistance, financial literacy, grant aid, and study skills instruction.
Macheo Shabaka, Project Director

Amount of Grant Funding from Granting Agency	\$290,517
Amount of College Match (In-kind)	<u>-0-</u>
Total Amount of Grant	\$290,517
Indirect Rate:	\$18,702.16 (8%)
Performance Period:	September 1, 2010 through August 31, 2011

STUDENT AND COMMUNITY ADVANCEMENT

3. Department of Education – El Camino College TRIO – Student Support Services: Science, Technology, Engineering, Mathematics (STEM). The proposed Student Support Services STEM program will build upon the proven strategies of the Mathematics, Engineering, and Science Achievement (MESA) program, which has been operating at El Camino College since 1999 and has been remarkably successful in assisting first generation and low income students in pursuing careers in STEM. The Student Support Services STEM program will expand services provided by MESA by adding services recommended by the published “best practices” of Student Support Services program to motivate eligible students to continue their pursuit to overcome academic and financial obstacles in order to transfer.
Arturo Hernandez, Project Director

Amount of Grant Funding from Granting Agency	\$220,000
Amount of College Match (In-kind)	<u>-0-</u>
Total Amount of Grant	\$220,000
Indirect Rate: \$16,296.32 (8%)	
Performance Period: September 1, 2010 through August 31, 2011	

B. GRANTS - ACCEPTANCE

It is recommended that the Board accept the following grants:

1. California Community Colleges Chancellor’s Office – Center for Applied Competitive Technologies (CACT). Due to mid-year reduced amounts by the Chancellor’s Office, this is the annual renewal grant for the El Camino College Center for Applied Competitive Technologies. The term of this grant shall be July 1, 2009, to and including June 30, 2010. Centers for Applied Competitive Technologies enhance the competitiveness of California’s small and medium-sized manufacturers by facilitating the transfer and adoption of advanced and environmentally-sound manufacturing technologies and techniques.
David Gonzales, Project Director

Amount of Grant Funding from Granting Agency	\$101,670
Amount of College Match (In-kind)	<u>101,670</u>
Total Amount of Grant	\$203,340
Indirect Rate: \$3,310 (4%)	
Performance Period: July 1, 2009 through June 30, 2010	

STUDENT AND COMMUNITY ADVANCEMENT

2. California Community Colleges Chancellor's Office – Center for International Trade Development (CITD). Due to mid-year reduced amounts by the Chancellor's Office, this is an annual renewal grant for the El Camino College Center for International Trade Development. The term of this grant shall be July 1, 2009, to and including June 30, 2010.
Maurice Kogon, Project Director

Amount of Grant Funding from Granting Agency	\$101,670
Amount of College Match (In-kind)	<u>101,670</u>
Total Amount of Grant	\$203,340
Indirect Rate: \$3,910	(4%)
Performance Period: July 1, 2009 through June 30, 2010	

3. California Community Colleges Chancellor's Office – Career Technical Education. This Career Technical Education Community Collaborative Project will expand the Community Collaborative between Cerritos and El Camino Colleges and the El Camino College Compton Educational Center. Processes and activities are currently underway with the first funded CTE Community Collaborative project, and will be expanded to five additional high schools and six middle schools with this new round of funding. Our Career and Technical Education Community Collaborative was funded for both the CTE Community Collaborative Project at \$310,000 and for a portion of the CTE Supplemental application at \$79,000.
David Gonzales, Project Director

Amount of Grant Funding from Granting Agency	\$389,000
Amount of College Match (In-kind)	<u>349,811</u>
Total Amount of Grant	\$738,811
Indirect Rate: \$14,961	(4%)
Performance Period: February 1, 2010 through February 29, 2012	
Source of Matching Funds: El Camino and Cerritos Colleges & Partners In-kind	

STUDENT AND COMMUNITY ADVANCEMENT

4. California Community Colleges Chancellor's Office – Responsive Training Fund (RTF) Grant. This grant is funded at a reduced amount – a 49% reduction from the last RTF grant. The training for this grant will be delivered in three forms: 1) group seminars open to all participants, 2) company-specific workshops tailored to management needs and, 3) customized training to help companies set up in-house compliance systems.
Maurice Kogon, Project Director

Amount of Grant Funding from Granting Agency	\$ 66,591
Amount of College Match (In-kind)	<u>68,095</u>
Total Amount of Grant	\$134,686
Indirect Rate: \$5,164	(4%)
Performance Period: July 1, 2009 through June 30, 2010	
Source of Matching Funds: Industry Partners	

5. California Community Colleges Chancellor's Office – Responsive Training Fund (RTF) Grant. Training for the Incumbent Worker project is designed to address strategic priority areas of business and workforce improvement. Short-term training seminars will be provided to technicians and engineers at Honeywell. Training will be offered in flexible formats to meet participant needs, including group seminars and customized training. All training will be at no cost to the employees.
David Gonzales, Project Director

Amount of Grant Funding from Granting Agency	\$134,928
Amount of College Match (In-kind)	<u>134,928</u>
Total Amount of Grant	\$269,865
Indirect Rate: \$5,190	(4%)
Performance Period: July 1, 2009 through June 30, 2010	
Source of Matching Funds: Honeywell (Industry Partner)	

6. California Community Colleges Chancellor's Office Economic and Workforce Development – Small Business Development Center (SBDC). Due to mid-year reduced amounts by the Chancellor's Office, this annual renewal grant is being submitted for the period July 1, 2009 through June 30, 2010. The Small Business Development Center will grow businesses in this region through the delivery of one-on-one counseling, seminars, workshops, conferences, and other technical activities that contribute to the achievement and success of existing businesses.
Starleen Van Buren, Project Director

STUDENT AND COMMUNITY ADVANCEMENT

Amount of Grant Funding from Granting Agency	\$24,798
Amount of College Match (In-kind)	<u>24,798</u>
Total Amount of Grant	\$49,596

Indirect Rate: None
Performance Period: July 1, 2009 through June 30, 2010
Source of Matching Funds: El Camino College Business Training Center

7. California Community Colleges Business/CIS Education Statewide Advisory Committee – Statewide Discipline/Industry Collaborative for Business/CIS Education Mini-Grants. The purpose of this grant is to provide on-line learning resources to small, medium-size and international business students centered on trade compliance.
Maurice Kogon, Project Director

Amount of Grant Funding from Granting Agency	\$5,000
Amount of College Match (In-kind)	<u>-0-</u>
Total Amount of Grant	\$5,000

Indirect Rate: None
Performance Period: January 1, 2010 through December 31, 2010

8. California Community Colleges Chancellor’s Office Economic and Workforce Development – Workplace Learning Resource Center (WpLRC). Due to mid-year reduced amounts by the Chancellor’s Office, this is a renewal grant for the El Camino College Workplace Learning Resource Center. The term of this grant shall be from July 1, 2009 to and include June 30, 2010.
Phillip Sutton, Project Director

Amount of Grant Funding from Granting Agency	\$101,670
Amount of College Match (In-kind)	<u>101,670</u>
Total Amount of Grant	\$203,340

Indirect Rate: \$3,310 (4%)
Performance Period: July 1, 2009 through June 30, 2010

9. Chancellor’s Office – Mathematics, Engineering, and Science Achievement (MESA) (Fund for Student Success) Grant. Funding from this grant will support the recurrent implementation of several resources that encourage student academic and personal development. It will allow the El Camino College MESA Center to continue to maintain its services.
Arturo Hernandez, Project Director

STUDENT AND COMMUNITY ADVANCEMENT

Amount of Grant Funding from Granting Agency	\$ 50,568
Amount of College Match (In-kind)	<u>125,131</u>
Total Amount of Grant	\$175,699
Indirect Rate: \$1,944.92 (4%)	
Performance Period: July 1, 2009 through June 30, 2010	

C. **COUNSELING AND STUDENT SERVICES DIVISION PLANNING SESSION**

It is recommended that the Board approve the Counseling and Student Services Division Planning Session scheduled January 27, 2010, at Loyola Marymount University, Los Angeles, California, for 40 participants from the Counseling and Student Services Division. Expenses not to exceed \$200 to be paid from the Counseling Conference account. The purpose of the retreat is to develop strategic Goals and Objectives and review and establish new unit goals that will be included in the El Camino College Plan Builder 2010-2011 Annual Plan.

Dr. Regina Smith, Dean, Counseling and Student Services Division

D. **COMMUNITY EDUCATION PROGRAM FOR WINTER/SPRING 2010**

It is recommended that the Board approve the Community Education Program for Winter/Spring 2010 as shown on pages 28 through 30.

E. **BOARD POLICY 5310 – STUDENT GRIEVANCE – SECOND READING AND DELETION**

It is recommended that the Board accept for a second reading and adoption the deletion of Board Policy 5310, as attached. Administrative Procedure 5530, Student Rights and Grievances, will replace Board Policy 5310 and is presented for informational purposes only.

STUDENT AND COMMUNITY ADVANCEMENT

Community Education Classes Winter /Spring 2010			
<u>Course Title</u>	<u>Contract</u>	<u>Salary</u>	<u>Class Fee</u>
2-Day Film School Crash Course	Hollywood Film Institute	40%	\$395.00
Life Drawing Marathons	Life Painting Com	40%	\$18.00
Introduction to One Stroke Painting	April Numamoto	40%	\$35.00
Soap Making	Quayum Abdul	40%	\$39.00
Candle Making	Quayum Abdul	40%	\$39.00
Cake Decorating 101	Kirk Rossberg	40%	\$150.00
Introduction to Chinese Calligraphy & Characters	Simon Chen	40%	\$79.00
Learn to Play Ukulele	Mitchell Chang	40%	\$79.00
Exploring the Ukulele (Intermediate)	Mitchell Chang	40%	\$79.00
Beer Making - Home Brewing Basics	Mike Froehlich	40%	\$75.00
Vegetarian Cooking --- Easy & Nutritious	Dr. Mark Vinick	40%	\$39.00
Belly Dance: Basic Building Blocks, Class #1	Regine Costello	40%	\$75.00
Belly Dance: Intermediate Elements and Choreography, Class #2	Regine Costello	40%	\$75.00
Belly Dance: Putting it All Together-Preparing for Performance, #3	Regine Costello	40%	\$75.00
Pulitzer Prize Winning Literature	Jerry Binder	40%	\$64.00
Belly Dance (Beginning)	Regine Costello	40%	\$69.00
Drum Line 101	Karl Arrieta	40%	\$99.00
CPR and First Aid	Shah Mundell	40%	\$45.00
Become a Notary Public--Prep Class	Notary Public Seminars	40%	\$99.00
Become a Professional Child Visitation Monitor	Shirley Douglass	40%	\$169.00
Pharmacy Technician Training Program	Boston Reed College	\$1920 per student	\$2,625.00
The Business of Bartending	Kellie Nicholson	40%	\$120.00
Clinical Medical Assistant Training Program	Boston Reed College	\$1920 per student	\$2,625.00
Become a Notary Public - Renewing Notaries	Notary Public	40%	\$50.00

ONLY	Seminars		
Introduction to Voiceovers	Voices For All	40%	\$54.00
An Introduction to DJing	Diana Barraza	40%	\$65.00
Floristry Training Certificate Program: Part 1	Roxana Rodriguez	40%	\$159.00
Floristry Training Certificate Program: Part 2	Roxana Rodriguez	40%	\$159.00
Floristry Training Certificate Program: Part 3	Roxana Rodriguez	40%	\$159.00
Medical Billing and Reimbursement	Vickie Herbert	40%	\$199.00
Medical Office Procedures (Administrative)	Vickie Herbert	40%	\$199.00
Medical Coding ICD-9-CM	Vickie Herbert	40%	\$199.00
Medical Coding CPT	Vickie Herbert	40%	\$199.00
Medical Terminology 2	Vickie Herbert	40%	\$199.00
Negotiation 1: The Art of Getting What You Want - Course 1 of 4	Pearl Georgen	40%	\$39.00
Negotiation 2: How to Talk and What to Say-- Course 2 of 4	Pearl Georgen	40%	\$39.00
Negotiation 3: Mastery of the Art--Course 3 of 4	Pearl Georgen	40%	\$39.00
Negotiation 4: Resolving Critical Issues-- Course 4 of 4	Pearl Georgen	40%	\$39.00
Negotiation 5: Secrets of Effective Persuasion--Advanced Course 1 of 3	Pearl Georgen	40%	\$49.00
Negotiation 6: Power Strategies--Advanced Course 2 of 3	Pearl Georgen	40%	\$49.00
Negotiation 7: Multiplying Your Effectiveness--Advanced Course 3 of 3	Pearl Georgen	40%	\$49.00
Negotiation 8: Critical Thinking in Negotiations – Expert course 1 Of 3	Pearl Georgen	40%	\$49.00
Negotiation 9: Assertiveness - Saying it like you mean it! Expert Course 2 of 3	Pearl Georgen	40%	\$49.00
Negotiation 10: The Power Player - Expert Course 3 of 3	Pearl Georgen	40%	\$49.00
Understanding Accounting and Financial Statements	Kevin Farmer	40%	\$85.00
Child Care Health & Safety Training: For Child-Care Workers and Foster Parents	Paulette Young	40%	\$45.00
Food Handler Certification	Gevork Kazanchyan	40%	\$79.00
QuickBooks Fundamentals	Kevin Farmer	40%	\$89.00
QuickBooks Intermediate	Kevin Farmer	40%	\$89.00
QuickBooks Payroll	Kevin Farmer	40%	\$89.00

Tailored Tutoring: 2 to 1 (Grades 1-6)	Linda Wilson	75%	\$199.00
S.A.T. Boot Camp	Diane Serradell	\$31 per hour	\$359.00
S.A.T. Boot Camp -Mock Exam (Post)	Diane Serradell	\$31 per hour	\$0.00
S.A.T. Boot Camp - Mock-Exam (Pre)	Diane Serradell	\$31 per hour	\$0.00
Academic Chess (Ages 5 - 13)	Academic Chess	40%	\$79.00
Parent Education 101: Building Better Relationships With Your Children	Nina Smith	40%	\$39.00
Make-Up Artist 101 Certificate Seminar	Jennessy Tyler	\$230 per student	\$350.00
Chinese New Year in Chinatown!	Jenny Cho	40%	\$29.00
Introduction to Mandarin	Jenny Cho	40%	\$59.00
Walking Tour of Chinatown	Jenny Cho	40%	\$20.00
Yoga for Health & Relaxation--Beginning	Ron Berman	40%	\$79.00
Yoga For Health & Relaxation—Intermediate	Ron Berman	40%	\$79.00
Think Healthy, Be Thin, Stay Thin through Self-Hypnosis	Jethro Carter	40%	\$39.00
Acupressure Massage For All	Rod Krueckemeier	40%	\$69.00
Weight Training & Stretching (Beginning)	Jeff Henry	40%	\$59.00
Remake and Reshape Your Body with Nutrition	Julie Martin	40%	\$49.00
Wushu Shaolin Kung Fu	Patricia Kusaba	40%	\$120.00
Financial Portfolio: Building Your Financial Portfolio on \$25 a Month	Bobbie Christensen	40%	\$39.00
Retirement Planning Today	Larry Takahashi	40%	\$39.00
Digital Photography--Basics Boot Camp	Douglas Morrison	40%	\$24.00
Tai Chi for Older Adults	Yuet Har Chiew/Irene Oon	40%	\$39.00
Happy Me! A Fun Workout for Seniors	Ana Dulanto Teichmann	40%	\$35.00
Computer Basics Boot Camp for Older Adults	Dale Fedderson	40%	\$45.00
How to Survive Retirement	Candace Colescott	40%	\$29.00
Best of the Internet & MS Word	Dale Fedderson	40%	\$45.00
Ed2Go Online Courses	Online-Variou	Varies	Varies
Gatlin Education Online Courses	Online-Variou	Varies	Varies

STUDENT AND COMMUNITY ADVANCEMENT

~~BOARD POLICY 5310 — Student Grievance~~

I. ~~— Purpose and Definition~~

~~The purpose of this policy is to provide a due process procedure for review and resolution of student grievances. A grievance is defined as a student's claim that his or her legal rights, status, or privileges as a student have been adversely affected by a College decision or action. This includes but is not limited to filing a discrimination complaint on the basis of race, religious creed, color, national origin, ancestry, handicap, sex, or services as a Vietnam era veteran.~~

~~This policy does not apply to student disciplinary matters which are subject to Policy 5138 (changed to 5500 on 4/18/05) or to student grades.~~

II. Informal Resolution

~~In an attempt to resolve a complaint informally, the student shall first request a meeting to discuss it with the Dean, Associate Dean or Director (hereinafter Administrator) of the division in which the matter in question resides. Upon such a request the Administrator shall inform and confer with any staff members named by the student. In turn, the Administrator shall schedule a meeting with the student and if requested all involved parties, not more than ten (10) school days from the date of request.~~

III. Formal Resolution

~~Any complaint that is not resolved by the Informal Procedure as set forth in Section II and which constitutes a grievance as defined in Section I, may be processed by the student as follows:~~

A. Step One

~~The student shall submit his or her written grievance, on a form provided by the College, to the appropriate Administrator. In order to be considered valid, the written grievance must be submitted within thirty (30) school days after the student knew or should have known of the facts giving rise to the grievance. The grievance shall fully state the facts surrounding the grievance and the remedy sought by the student. The grievance shall be signed and dated by the student and shall incorporate a statement that the student had first followed the provisions of Section II.~~

~~Upon receipt of the written grievance, the Administrator shall (a) promptly forward one copy to the Dean of Student Services and (b) schedule a meeting with the student to review and discuss the grievance. The student will be allowed to have any witnesses and a non-legal support person with him or her. Staff members named by the student shall be asked to attend~~

~~5310 Student Grievance—Page 2~~

~~this meeting and will be allowed to have a non-legal co-worker with them. Neither the student's nor the staff member's support person will participate in the meeting.~~

~~Such meetings shall be scheduled to take place no later than the fifth (5th) school day from the date the written grievance is received. By the end of the fifth school day following the date of the meeting, the Administrator shall provide the student and staff member(s) with a written decision.~~

~~The written decision will terminate Step One.~~

~~B. Step Two~~

- ~~1) If the grievance is not satisfactorily resolved at Step One, the student may seek review of the decision of the Administrator by the Dean of Student Services. The student shall provide the Dean of Student Services with: a) a copy of the written grievance, b) a copy of the Step One decision, c) a written request to appeal the Step One decision, and d) a brief statement justifying the appeal. The written appeal must be filed with the Dean of Student Services no later than the end of the tenth (10th) school day after the decision in Step One has been issued.~~
- ~~2) Within five school days after receipt of the student's written appeal, the Dean of Student Services shall meet with the student. The Dean of Student Services may schedule a meeting with the participants as allowed in Step 1 after meeting with the student.~~
- ~~3) A written decision on the grievance appeal shall be transmitted to the student and staff members by the Dean of Student Services by the end of the fifth school day following the appeal meeting. Transmittal of the written decision will terminate Step Two.~~

~~C. Step Three~~

- ~~1) If the grievance is not resolved at Step Two, the student may submit a written request for a final appeal to the Vice President of Student & Personnel Services. The student's written request shall be submitted to the Dean of Student Services, no later than the end of the tenth (10th) school day after the decision in Step Two has been issued. The Dean of Student Services will forward the request to the~~

Vice President.

~~2) The Vice President of Student and Personnel Services will forward the request to the Superintendent President's Cabinet and attach a~~

~~**5310 Student Grievance Page 3**~~

~~copy of the grievance, the Dean of Student Services' decision, and a copy of the grievant's request to appeal to Step Three.~~

~~3) The Superintendent President's Cabinet shall review the written record within ten (10) work days of receipt of the appeal to Step Three. Upon conclusion of this review, the Superintendent President shall render a written decision to the student grievant with a copy to the Dean of Student Services. The decision of the Superintendent President shall be final.~~

~~IV. General Provisions~~

~~A. The time limits specified in this policy may be shortened or extended if there is mutual written concurrence between the parties.~~

~~B. As used in these procedures, "student" includes a person who has filed an application for admission to the College. A grievance by an applicant for admission shall be limited to a complaint regarding denial of admission.~~

~~C. At any step of the grievance procedure, the College may designate a substitute for the designated College officials. Additional management representatives may be designated by the College to be present at either Step One or Step Two meetings.~~

~~D. Failure of the student grievant to appeal a grievance determination at any step to another step within the specified time limits shall be deemed acceptance of the last determination rendered.~~

~~E. The grievant may appeal to the next step if a favorable decision was made but the necessary steps to implement the decision were not fulfilled.~~

~~F. It is the intent of this policy that the confidentiality of the discussions, including any documents or written records, be maintained by the participants.~~

~~G. It will not be mandatory for any staff member to attend the student grievance meetings nor will the student grievance procedure supersede staff member's contractual rights.~~

~~Previous Board Policy Number: 5140~~

~~El Camino College~~

~~Adopted: 9/25/78~~

~~Amended: 8/21/89, 4/26/93, 9/07/93~~

~~Renumbered: 4/18/05~~

STUDENT AND COMMUNITY ADVANCEMENT

ADMINISTRATIVE PROCEDURE 5530

STUDENT RIGHTS AND GRIEVANCES

The purpose of this procedure is to provide a prompt and equitable means for resolving student grievances. These procedures shall be available to any student who reasonably believes a College decision or action has adversely affected his or her status, rights or privileges as a student. The procedures shall include, but not be limited to, grievances regarding:

1. Sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972
2. Sexual harassment as defined in Board Policy 3430
3. Financial aid
4. Illegal discrimination
5. The exercise of rights of free expression protected by State and Federal constitutions and Education Code Section 76120.

This procedure does not apply to the following:

1. Student disciplinary actions covered under Board Policy 5500 and Administrative Procedure 5520.
2. Police citations (i.e. “tickets”). Complaints about citations must be directed to the District’s Campus Police Department.
3. Course grades to the extent permitted by Education Code Section 76224(a). Grade appeals are addressed in Board Policy 4231 and Administrative Procedures 4231.

Definitions:

1. **Party:** The student or any persons claimed to have been responsible for the student’s alleged grievance, together with their representatives. “Party” shall not include the Grievance Hearing Committee or the College Grievance Officer.
2. **Superintendent/President:** The Superintendent/President or a designated representative of the Superintendent/President.
3. **Student:** Any currently enrolled student, a person who has filed an application for admission to the College, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).
4. **Respondent:** Any person claimed by a grievant to be responsible for the alleged grievance.

5. Business Day: Unless otherwise provided, business day shall mean a day Monday to Friday, excluding public holidays and weekends, during which the College is in session and regular classes are held.
6. Grievance Officer. Appointed by the Superintendent/President or designated representative to assist students in seeking resolution by informal means.

Grievance Hearing Committee:

The Superintendent/President or designee shall at the beginning of each semester, including any summer session, establish a standing panel of members of the College community, including students, classified staff, faculty members and administrators, from which one or more Grievance Hearing Committees may be appointed. The panel will be established with the advice and assistance of the Associated Students Organization, Classified Employees and the Academic Senate, who shall each submit names to the Superintendent/President for inclusion on the panel. A Grievance Hearing Committee shall be constituted in accordance with the following:

1. It shall include one student, one faculty member, one member of the classified service and one College administrator selected from the panel described above.
2. No person shall serve as a member of a Grievance Hearing Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner. Any party of the grievance may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the Superintendent/President or designee who shall determine whether cause for disqualification has been shown. If the Superintendent/President or designee feels that sufficient ground for removal of a member of the committee has been presented, the Superintendent/President or designee shall remove the challenged member or members and substitute a member or members from the panel described above. This determination is subject to appeal as defined below.
3. The Grievance Officer shall sit with the Grievance Hearing Committee but shall not serve as a member nor vote. The Grievance Officer shall coordinate all scheduling of hearings, shall serve to assist all parties and the Hearing Committee to facilitate a full, fair and efficient resolution of the grievance, and shall avoid an adversarial role.

Informal Resolution:

1. Each student who has a grievance shall make reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall

attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the local College administration.

2. The Superintendent/President or designated representative shall appoint an employee who shall assist students in seeking resolution by informal means. This person shall be called the Grievance Officer. The Grievance Officer and the student may also seek the assistance of the Associated Student Organization in attempting to resolve a grievance informally.
3. Informal meetings and discussion between persons directly involved in a grievance are essential at the onset of a dispute and should be encouraged at all stages. An equitable solution should be sought before persons directly involved in the case have stated official or public positions that might tend to polarize the dispute and render a solution more difficult.
4. At no time shall any of the persons directly or indirectly involved in the case use the fact of such informal discussion for strengthening the case for or against persons directly involved in the dispute or for any purpose other than the settlement of the grievance.
5. In an attempt to resolve a complaint informally, the student shall first request a meeting to discuss it with the Dean, Associate Dean or Director (hereinafter Administrator) of the division in which the matter in question resides. Upon such a request, the Administrator shall inform and confer with any staff members named by the student. In turn, the Administrator shall schedule a meeting with the student and, if requested, all involved parties not more than ten (10) business days from the date of request.
6. If an informal resolution of the complaint is not reached, which is satisfactory to the student, the student shall have the right to request a grievance hearing.
7. This concludes the Informal Process.

Formal Resolution (Request for a Grievance Hearing)

The student may process any complaint not resolved by the Informal Process. As set forth above, the student can process a grievance as follows:

1. The student shall submit his or her written grievance, on a form provided by the College, to the Grievance Officer (Dean of Enrollment Services or designee) within thirty (30) business days following the student's first meeting with an Administrator.
2. The grievance shall be signed and dated by the student and shall incorporate a statement that the student had first followed the provisions of the Informal Process.
3. Within fifteen (15) business days following receipt of the request for a grievance hearing, the Dean of Enrollment Services or designee shall appoint a Grievance Hearing Committee, as described above. The Grievance Hearing Committee shall meet in private and, without the parties present, select a chair and determine based on the Statement of the Grievance whether it presents sufficient grounds for a hearing.
4. If the hearing is warranted, it shall be based on the following:
 - a) The statement contains facts which, if true, would constitute a grievance under these procedures;
 - b) The grievant is a student as defined in these procedures, which include applicants and former students;
 - c) The grievant is personally and directly affected by the alleged grievance;
 - d) The grievance was filed in a timely manner;
 - e) The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.
5. If the grievance does not meet each of the above requirements, the Hearing Committee Chair shall notify the student in writing of the rejection of the Request for a Grievance hearing, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within ten (10) business days of the date the decision is made by the Grievance Hearing Committee.
6. Any appeal relating to a Grievance Hearing Committee decision that the Statement of Grievance does not present a grievance as defined in these procedures shall be made in writing to the Vice President of Student and Community Advancement within five (5) business days of that decision. The Vice President of Student and Community Advancement shall review the Statement of Grievance and Request for Grievance Hearing in accordance with the requirements for a grievance provided in these procedures, but shall not consider any other matters. The Vice President of Student and Community Advancement's decision on whether or not to grant a grievance hearing shall be final and not subject to further appeal.

7. If the Request for Grievance Hearing satisfies each of the requirements, the College Grievance Officer shall schedule a grievance hearing. All parties to the grievance shall be given not less than seven (7) business days' notice of the date, time and place of the hearing.

Hearing Procedure:

1. The decision of the Grievance Hearing Committee Chair shall be final on all matters relating to the conduct of the hearing unless there is a vote of a majority of the other members of the panel to the contrary.
2. The members of the Grievance Hearing Committee shall be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins.
3. Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
4. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.
5. Unless the Grievance Hearing Committee determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant or grievants shall make the first presentation, followed by the respondent or respondents. The grievant(s) and respondent(s) may present rebuttal evidence. The burden shall be on the grievant or grievants to prove by substantial evidence that the facts alleged are true and that a grievance has been established as specified above.
6. Each party to the grievance may represent him or herself, and may have the right to be represented by a person of his or her choice, except that an attorney shall not represent a party unless, in the judgment of the Grievance Hearing Committee, complex legal issues are involved. If a party wishes to be represented by an attorney, a request must be presented not less than five (5) business days prior to the date of the hearing. If one party is permitted to be represented by an attorney, the other party shall have the right to be represented by an attorney. The hearing committee may also request legal assistance through the Superintendent/President. A legal advisor provided to the hearing committee may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

7. Hearings shall be closed and confidential unless all parties request that it be open to the public. Any such request must be made not less than five (5) business days prior to the date of the hearing.
8. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the committee agree to the contrary.
9. The hearing shall be recorded by the Grievance Officer by either audio recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. At the beginning of the hearing in the event the recording is by audio recording, the Grievance Hearing Committee Chair shall ask each person present to identify him or herself by name, and thereafter shall ask witnesses to identify themselves by name. The audio recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. Any party may request a copy of the audio recording.
10. All testimony shall be taken under oath. The Grievance Hearing Committee Chair shall administer the oath. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be audio recorded shall be considered unavailable.
11. Within ten (10) business days following the close of the hearing, the Grievance Hearing Committee shall prepare and send to the Dean of Enrollment Services or designee a written decision. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined above. The decision shall also include a specific recommendation regarding the relief to be afforded the grievant, if any. The decision shall be based only on the record of the hearing, and not on matters outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing.

Dean of Enrollment Services or Designee's Decision:

1. Within fifteen (15) business days following receipt of the Grievance Hearing Committee's decision and recommendations, the Dean of Enrollment Services or designee shall send to all parties his or her written decision, together with the Hearing Committee's decision and recommendations. The Dean of Enrollment Services or designee may accept or reject the findings, decisions and recommendations of the

Hearing Committee. The factual findings of the Hearing Committee shall be accorded great weight. If the Dean of Enrollment Services or designee does not accept the decision or a finding or recommendation of the Hearing Committee, the Dean of Enrollment Services or designee shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The accused shall be given written notice of the decision, the disciplinary action, if any, to be taken, and the right to appeal.

2. The accused may seek review of the Dean of Enrollment Services or Designee's decision by delivering to the Vice President of Student and Community Advancement, no later than ten (10) business days after notice to the accused of the Dean Enrollment Services or Designee's decision, a signed statement containing:
 - a. A statement that the accused appeals the decision; and
 - b. A brief statement of why the accused considers the decision to be in error.

Appeal

1. The Vice President of Student and Community Advancement shall examine all documents received and shall grant review of the matter only if he or she determines from these documents that the decision of the Dean Enrollment Services or Designee was in error or the sanctions imposed were excessive in light of the seriousness of the charge(s).
2. If the Vice President of Student and Community Advancement determines that review is not appropriate, he or she shall, within ten (10) business days after receipt of the accused's request for review, send written notice to the accused denying review and affirming the decision of the Dean of Enrollment Services or Designee .
3. If the Vice President of Student and Community Advancement determines that review is appropriate, he or she shall, within ten (10) business days after receipt of the request schedule a meeting with the accused and the Grievance Hearing Committee Chair, giving the accused at least five (5) business days written notice. The accused will be allowed to present his or her objections to the Dean of Enrollment Services or designee's decision, and the Grievance Hearing Committee Chair will be allowed to respond thereto.
4. After such meeting, the Vice President of Student and Community Advancement may reverse, revise or modify the decision and the disciplinary sanctions therein imposed

on the accused, or the Vice President may let the decision and disciplinary sanctions stand.

5. The Vice President's decision shall be in writing and shall include a statement of reasons for the decision. The Vice President's decision shall be final.

Time Limits:

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

References:

Title IX of the Higher Education Amendments of 1972
Education Code Section 76120 and 76224 (a)

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

	<u>Page No.</u>
A. AB 2910 – Quarterly Fiscal Status Reports	43
B. Non-Resident Tuition Fee for 2010-2011	44
C. 2008-2009 Audit Report.....	44
D. Contracts Under \$78,500.....	44
E. Change Order.....	46
F. Purchase Orders and Blanket Purchase Orders	46

Administrative Services

A. AB 2910 - QUARTERLY FISCAL STATUS REPORTS

It is recommended that the Board of Trustees receive the following Quarterly Financial Status Report for the quarter ending December 31, 2009. AB 2910, Chapter 1486, Statutes of 1986, requires that California community college districts report quarterly on their financial condition.

The report for December 31, 2009, is shown on the following Quarterly Financial Status Report for General Fund-Unrestricted (11).

FISCAL YEAR 2009-10 **Quarter Ended (Q2) December 31, 2009**

<u>General Fund</u>	<u>2009-10 Budget</u>	<u>Year-to-Date Actuals</u>	<u>Percentage</u>
INCOME			
Federal	\$ 189,000	\$488,001	258.20%
State	69,288,032	35,525,675	51.27%
Local	37,661,938	18,846,348	50.04%
Interfund Transfers	<u>0</u>	<u>0</u>	
Total Income	\$107,138,970	\$54,860,024	
APPROPRIATIONS			
Academic Salaries	\$ 48,617,011	\$19,315,730	39.73%
Classified Salaries	24,154,861	10,570,565	43.76%
Staff Benefits	19,093,089	8,388,342	43.93%
Supplies/Books	1,552,422	520,341	33.52%
Other Operating Expenses	10,878,558	4,861,100	44.69%
Capital Outlay	51,600	15,308	29.67%
Other Outgo	<u>5,640,000</u>	<u>5,088,906</u>	90.23%
Total Appropriations	\$109,987,541	\$48,760,292	
Net Revenues	<u>\$ (2,848,571)</u>	<u>\$ 6,099,732</u>	

B. NON-RESIDENT TUITION FEE FOR 2010-2011

It is recommended that the Board of Trustees adopt the non-resident tuition fee for the fiscal year 2010-2011, commencing with the summer session of 2010, in the amount of \$183 per unit of course work pursuant to Education Code Section 76140. Non-resident students are residents of a state other than California.

It is also recommended that the Board of Trustees adopt a foreign non-resident tuition fee for the fiscal year 2010-2011, commencing with summer session 2010, in the amount of \$213 per unit of course work, pursuant to Education Code Section 76141 (a). Foreign non-resident students are both citizens and residents of a foreign country.

The additional \$30 for foreign non-resident students is permitted to be charged for capital outlay purposes. El Camino College will set aside these additional dollars for the purpose of capital outlay, maintenance, and equipment.

The 2009-2010 tuition fee rate is \$190 per unit for non-resident students and \$221 per unit for foreign non-resident students. The 2010-2011 adjustments to the rates are based on formulas provided by the State Chancellor's Office using reported statewide averages, District FTES and expenditures, and rates charged by neighboring districts.

C. 2008-2009 AUDIT REPORT

It is recommended that the Board accept the annual financial audit report prepared by Vavrinek Trine, Day and Co. for the El Camino Community College District. Copies of the audit report for the 2008–2009 fiscal year have been distributed to the Board of Trustees. The District received an unqualified opinion on its financial statements for 2008-09. The public may review the audit report in the Office of the Vice President-Administrative Services, in Administration Room ADM 106, or on the web at: <http://elcamino.edu/administration/board/>.

D. CONTRACTS UNDER \$78,500

It is recommended that the Board of Trustees, in accordance with Board Policy 6340, ratify the District entering into the following agreements. The Vice President of Administrative Services, or an authorized designee, has executed the necessary documents.

- 1. Contractor:** EAST LOS ANGELES DOCTORS' HOSPITAL
Services: Based upon need, the contractor will receive twenty-four hours up to forty hours of various training in business skills, computers and continuous improvement.
Requesting Dept.: Community Advancement – Workplace Learning Resource Center (WpLRC)
Date(s): 1/21/10 – 6/30/10
Financial Terms: Projected Gross Income \$52,641.

2. **Contractor:** JONATHAN LOUIS
Services: On an as needed basis, the contractor will receive twenty-four hours up to forty hours of training as identified in business skills, computers, and continuous improvement.
Requesting Dept.: Community Advancement - WpLRC
Date(s): 1/20/10 – 6/30/10
Financial Terms: Projected Gross Income \$40,000.

3. **Contractor:** LENNOX SCHOOL DISTRICT
Services: Students will receive in-class instructions in pre-engineering.
Requesting Dept.: Industry and Technology
Date(s): 8/31/09 – 6/30/10
Financial Terms: No cost to the District. (Project Lead The Way)

4. **Contractor:** MEMORIAL HOSPITAL OF GARDENA
Services: Contractor will receive, as needed, from twenty-four hours to forty hours of various training in business skills, computers and continuous improvement.
Requesting Dept.: Community Advancement – WpLRC
Date(s): 1/20/10 – 6/30/10
Financial Terms: Projected Gross Income \$52,641.

5. **Contractor:** SALLIE MAE BUSINESS OFFICE SOLUTIONS (A DIVISION OF SALLIE MAE, INC.)
Services: Provide Electronic Payment Gateway Services for disbursement of federal financial aid awards directly to students by debit card.
Requesting Dept.: Enrollment Services – Financial Aid Office
Date(s): 2/1/10 – 1/31/11
Financial Terms: Not to exceed \$25,000 per year.

6. **Contractor:** SOUTHERN CALIFORNIA REGIONAL OCCUPATION CENTER (SCROC)
Services: Provide students enrolled in its Administrative Office Program with office experience at the Inglewood Center.
Requesting Dept.: Community Advancement
Date(s): 1/19/10 – 1/19/15
Financial Terms: No cost to the District

7. **Contractor:** TORRANCE MEMORIAL MEDICAL CENTER
Services; Provide emergency room training for students enrolled in the District's paramedic training program.
Requesting Dept.: Industry and Technology
Date(s): 3/17/09 – 3/17/12
Financial Terms: No cost to the District

E. CHANGE ORDER – BID #2008-10/ ART/BEHAVIORAL SCIENCE REROOFING - LETNER ROOFING

It is recommended that the Board of Trustees approve the following change order. Upon removal of the roof, it was discovered that the lightweight concrete would not adhere to the hot asphalt and base. Base sheet needs to be installed.

Requesting Dept: Facilities Planning and Services
Date(s):

Original Contract Amount:	\$270,000
Prior Change Orders:	\$ 0
Base Sheet Installation:	+ \$ 9,607
Additional ½ inch of Roofing Insulation:	+ \$ <u>7,545</u>
Total Change Order Amount:	\$ 17,152
New Contract Amount:	<u>\$287,152</u>

F. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS

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

Number	Vendor Name	Site Name	Description	P.O. Cost
Fund 11	Unrestricted - El Camino			
P0301742	Presstek, Inc.	Copy Center	Repairs Parts And Supplies	\$161.61
P0301744	Time Magazine	Speech	Dues And Memberships	\$100.00
P0301745	The Economist	Speech	Dues And Memberships	\$145.00
P0301750	Blackbaud, Inc.	Ctr for Arts Ticket	Contract Services	\$9,709.61
P0301756	Carolina Biological	Life Sciences	Instructional Supplies	\$739.62
P0301759	CDW-G	Cosmetology	Instructional Supplies	\$227.53
P0301760	City of Inglewood	Fire Academy 06-07	Instructional Supplies	\$1,153.51
P0301762	Monterey Graphics	CADD	Instructional Supplies	\$49.39
P0301783	Bron Tapes of San	Audio/Visual	Instructional Supplies	\$263.65
P0301791	Tri-Best Visual Display	Physical Education	Instructional Supplies	\$2,031.61
P0301793	Michael D. Blada	Carpenter Shop	Non-Instruct Supplies	\$246.74
P0301794	B & H Photo-Video	Facilities/Planning	Non-Instruct Supplies	\$309.36
P0301797	El Camino College	English	Contract Services	\$200.00
P0301798	Marshall Music	Music	Instructional Supplies	\$648.62
P0301803	Datatel, Inc.	Information Tech.	Maintenance Contracts	\$1,250.00
P0301806	Graybar Electric	Information Tech.	Non-Instruct Supplies	\$584.64
P0301809	CSN Stores	Art Department	Instructional Supplies	\$1,629.85
P0301810	American 3B Scientific	Physics	Instructional Supplies	\$938.37
P0301811	Uline Shipping Supply	Art Department	Instructional Supplies	\$866.57

P0301812	All Magnetics, Inc.	Physics	Instructional Supplies	\$141.70
P0301815	Iparadigms	Information Tech.	Maintenance Contracts	\$21,165.00
P0301816	McMaster Carr	Physics	Instructional Supplies	\$314.27
P0301820	Resource Network	Staff Development	Non-Instruct Supplies	\$596.27
P0301821	Chase Morrin	Ctr for Arts Instr/Admin	Contract Services	\$598.00
P0301822	Paperclip	VP-SCA	Publications/ Periodicals	\$166.00
P0301824	Soultone Cymbals	Music	Instructional Supplies	\$75.34
P0301826	Image IV Systems	Div Office Humanities	Copiers	\$311.95
P0301827	Bron Tapes of San	Student Affairs	Non-Instruct Supplies	\$34.36
P0301829	Mark Hullibarger	Ctr for Arts Production	Center For The Arts Technical	\$145.00
P0301831	Architectural Record	Architectural	Instructional Supplies	\$35.00
P0301832	Dwell	Architectural	Instructional Supplies	\$18.00
P0301839	Full Compass	Ctr for Arts Production	Non-Instruct Supplies	\$197.55
P0301840	Monterey Graphics	Ed & Community	Non-Instruct Supplies	\$246.94
P0301841	Bose Corporation	Ed & Community	Other Services And Expenses	\$1,042.59
P0301842	American College	Ed & Community	Dues And Memberships	\$220.00
P0301843	SurveyMonkey.Com	Ed & Community	Dues And Memberships	\$300.00
P0301851	Bruce E. Hoerning	Carpenter Shop	Non-Instruct Supplies	\$83.77
P0301853	International Smog	Facilities/Planning	Repairs Noninstructional	\$280.00
P0301854	Creation Engine, Inc.	Facilities/Planning	Non-Instruct Supplies	\$894.46
P0301857	P & O Movers	Music	Repairs Parts And Supplies	\$275.00
P0301858	Monterey Graphics	Presidents Office	Non-Instruct Supplies	\$49.39
P0301878	RSCCD	Admissions/Records	Conferences Mgmt	\$325.00
P0301881	SoCal Proshop	Physical Education	Instructional Supplies	\$898.00
P0301891	Presstek, Inc.	Copy Center	Repairs Parts And Supplies	\$45.75
P0301899	RSCCD	Information Tech.	Transportation/ Mileage	\$260.00
P0301903	Woodhaven Sports	Physical Education	Instructional Supplies	\$216.45
P0301905	D & D Sporting Goods	Physical Education	Instructional Supplies	\$342.09
P0301911	ACCCA	Public Relations	Conferences Mgmt	\$295.00
P0301912	Association	Public Relations	Conferences Mgmt	\$648.00
P0301915	New Wave Computer	Ed & Community	Non-Instruct Supplies	\$767.15
P0301916	California Community	VP-SCA	Dues And Memberships	\$300.00
P0301920	Adt Security Services	History	Other Services And Expenses	\$1,115.53
P0301921	Monterey Graphics	Counseling Office	Non-Instruct Supplies	\$49.39
P0301922	Community College	Public Relations	Conferences Mgmt	\$128.00
P0301923	Community College	Public Relations	Conferences Mgmt	\$385.00
P0301931	Industrial High Voltage	Facilities/Planning	Repairs Noninstructional	\$400.00
P0301953	Xerox Corporation	Warehouse	Inventories, Stores, Prepaid I	\$295.35

Fund 11 Total: 57

\$54,916.98

Fund 12 Restricted - El Camino

P0301743	Northeast Wisconsin	Parking-Student	In-Service Training	\$395.00
P0301746	Badge Printers of	Parking-Student	Non-Instruct Supplies	\$293.80
P0301747	Taser International	Parking-Student	Other Services And Expenses	\$274.38
P0301753	Campus Food Service	YESS Grant	Non-Instruct Supplies	\$504.85
P0301757	Sars Software	Matriculation	Non-Instruct Supplies	\$5,670.00
P0301758	A-1 Office Plus	DSPS	Instructional Supplies	\$97.41
P0301771	Destyn M. LaPorte	El Camino Language	Other Instr Supplies	\$428.13
P0301772	The Rachus Institute	VATEA I&T	Instructional Supplies	\$5,536.06
P0301773	Silicon Solar, Inc.	VATEA I&T	Instructional Supplies	\$5,950.29
P0301775	Paton Group	STEM transfer-Hispan	Computer Software Account	\$1,262.13
P0301776	Okino Computer	STEM transfer-Hispan	Computer Software Account	\$1,125.00
P0301777	Tigerdirect.Com	STEM transfer-Hispan	New Equipment - Instructional	\$1,553.07

P0301778	Transportation	Ref & Lane Tech(Smg	Instructional Supplies	\$824.55
P0301780	Nextengine, Inc.	STEM transfer-Hispan	New Equipment - Instructional	\$2,194.02
P0301781	Dell Marketing Lp	STEM transfer-Hispan	Instructional Supplies	\$56.59
P0301784	Independent Foundar	STEM transfer-Hispan	Instructional Supplies	\$483.85
P0301785	Time Clock Plus	STEM transfer-Hispan	Computer Software Account	\$2,654.85
P0301786	Foamlinx LLC	STEM transfer-Hispan	New Equipment - Instructional	\$2,193.90
P0301790	Bronwen Madden	Matching - IDRC, etc.	Conferences Mgmt	\$40.23
P0301792	Campus Food Service	CalWORKs	Non-Instruct Supplies	\$108.54
P0301795	Campus Food Service	EOPS CARE	Non-Instruct Supplies	\$1,024.04
P0301796	Campus Food Service	CalWORKs	Non-Instruct Supplies	\$151.46
P0301799	Lomita Business	DSPS	Repairs Noninstructional	\$339.29
P0301804	Southern California	Egypt Initiative	Other Services And Expenses	\$29.13
P0301807	Southern California	Egypt Initiative	Other Services And Expenses	\$9.31
P0301808	Time Warner Cable	Egypt Initiative	Other Services And Expenses	\$114.34
P0301818	Women in Internation	Center Int'l Trade Dev	Dues And Memberships	\$155.00
P0301830	Amazon.Com	MDC-Parenting	Other Books	\$152.12
P0301835	Intuit, Inc.	Contract Education	License Fee/Site Licenses	\$668.40
P0301836	Kerry Records	Artes de El Camino	Contract Services	\$5,703.90
P0301879	Campus Food Service	El Camino Language	Non-Instruct Supplies	\$245.17
P0301880	International Educat	El Camino Language	Multi Media Advertising	\$645.00
P0301887	Ultramax Ammunition	Parking-Student	Non-Instruct Supplies	\$1,532.11
P0301888	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$236.00
P0301889	New Wave Computer	VATEA I&T	New Equipment - Instructional	\$349.01
P0301893	Darrell Miller	Parking-Student	In-Service Training	\$20.00
P0301894	CLEARs	Parking-Student	Dues And Memberships	\$50.00
P0301895	CCUG Conference	Parking-Student	Dues And Memberships	\$50.00
P0301896	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$518.53
P0301897	B & H Towing	Parking-Student	Repairs Non Instr	\$33.50
P0301917	Thomson Gale	Instructional Services	Library Books	\$699.79
P0301918	Nolo Press	Instructional Services	Library Books	\$33.15
P0301925	Campus Food Service	Foster Care Ed 03-04	Other Services And Expenses	\$139.47
P0301946	Ngoc O. Tran	Administration	Training	\$312.48
P0301952	Sandra J. Parvis	CCAMPIS prior year	Dues And Memberships	\$100.00
P0301954	Amazon.Com	MDC-Parenting	Other Books	\$34.65

Fund 12 Total: 46

\$44,992.50

Fund 15 General Fund -Special Programs

P0301779	Thomson West	Div Office Instr.	Library Books	\$871.96
P0301782	Matthew Bender	Div Office Instr.	Library Books	\$766.60
P0301817	Jean M. Shankweiler	TECHNOLOGY	Contract Services	\$1,000.00
P0301870	Committee on	Accreditation Support	Dues And Memberships	\$1,500.00
P0301886	Accrediting	Accreditation Support	Dues And Memberships	\$851.70
P0301924	A-1 Office Concepts	Div Office-Student	New Computer	\$163.53

Fund 15 Total: 6

\$5,153.79

Fund 33 Child Development

P0301947	Red Apple	CDC Donations	Non-Instruct Supplies	\$2,106.64
----------	-----------	---------------	-----------------------	------------

Fund 33 Total: 1

\$2,106.64

Fund 41 Capital Outlay

P0301754	Unisource Corp.	Library Addition-Cap	Group II Equipment	\$9,104.32
			Fund 41 Total: 1	\$9,104.32
Fund 62 Property & Liability				
P0301852	Self Insurance Plans	Purchasing	Liability - Self Insurance	\$16,629.89
P0301855	Shirley A. Hernandez	Purchasing	Liability - Self Insurance	\$630.42
P0301904	El Camino Communit	Purchasing	Liability - Self Insurance	\$558.56
			Fund 62 Total: 3	\$17,818.87
Fund 74 Student Financial Aid				
P0301926	Fatina A. Lagway	HRSA-Scholarships	Nursing Scholarships	\$5,000.00
P0301927	Irma Rodriguez	HRSA-Scholarships	Nursing Scholarships	\$5,000.00
P0301928	Emmanuel K. Kanga	HRSA-Scholarships	Nursing Scholarships	\$5,000.00
P0301929	Irma M. Montes	HRSA-Scholarships	Nursing Scholarships	\$5,000.00
P0301930	Kaitlyn J. Miller	HRSA-Scholarships	Nursing Scholarships	\$5,000.00
			Fund 74 Total: 5	\$25,000.00
Fund 79 Auxiliary Services				
P0301763	Xerox Corporation	Financial Aid	Non-Instruct Supplies	\$122.54
P0301774	Journalism Associat	Humanities	Non-Instruct Supplies	\$50.00
P0301787	Fernando M. Aguiar, III	Fine Arts	Non-Instruct Supplies	\$150.00
P0301823	Susan B. Einstein	Fine Arts	Non-Instruct Supplies	\$329.25
P0301825	Campus Concerts	Fine Arts	Non-Instruct Supplies	\$150.00
P0301882	Super Sports, Inc.	Health Sciences	Non-Instruct Supplies	\$2,407.82
P0301884	Ewing Irrigation	Health Sciences	Non-Instruct Supplies	\$1,071.16
P0301892	Matthew Thomas	Fine Arts	Non-Instruct Supplies	\$1,200.00
P0301900	Deborah B. Minnichelli	Fine Arts	Non-Instruct Supplies	\$85.00
P0301919	Buddy's All Stars Inc.	Health Sciences	Non-Instruct Supplies	\$391.29
			Fund 79 Total: 10	\$5,957.06
Fund 82 Scholarships & Trust/Agency				
P0301741	Montgomery Hardwar	Special Resource	Fundraising	\$194.81
P0301788	ATI Assessment	Nursing	Fundraising	\$1,494.00
P0301838	Buddy's All Stars Inc.	Health Sciences	Fundraising	\$3,657.12
P0301860	ATI Assessment	Nursing	Fundraising	\$23,653.57
P0301861	Thi Mong T. Nguyen	Trust Career Expo	Fundraising	\$103.75
P0301883	Campus Food Service	Trust Career Expo	Fundraising	\$1,495.00
P0301885	Buddy's All Stars Inc.	Health Sciences	Fundraising	\$1,813.07
			Fund 82 Total: 7	\$32,411.32
			PO Funds Total: 136	\$197,461.48
Fund 11 Unrestricted - El Camino				
B0310883	Public Agency Law	Purchasing	Legal	\$10,026.74
			Fund 11 Total: 1	\$10,026.74

Fund 12	Restricted - El Camino			
B0301713	Sprint	Community	Telephone	\$1,400.00
B0310840	Goldberg Consultants,	Small Bus. Admin	Contract Services	\$30,952.00
B0310843	Bonner Quorum	Community	Contract Services	\$6,300.00
B0310844	D. James Hancuff, PC	Community	Contract Services	\$15,792.00
B0310845	HR Confidential, Llc	Small Bus. Admin	Contract Services	\$28,152.00
B0310850	RDJ Consulting	Community	Contract Services	\$22,600.00
B0310853	Kevin Farmer	Community	PSA Contract Services	\$7,200.00
B0310854	Jan A. Cleverdon	SBDC Program Incom	PSA Contract Services	\$4,000.00
B0310855	Nathaniel R. Jemison	Small Bus. Dev. Ctr	PSA Contract Services	\$15,456.00
B0310856	Charles Lowe	Small Bus. Dev. Ctr	PSA Contract Services	\$25,200.00
B0310857	Inglewood Unified	Career Tech Ed -	Contract Services	\$3,000.00
B0310858	Campus Food Service	CTE II-grant	Non-Instruct Supplies	\$2,000.00
B0310871	Venture Ramp, Inc.	Career Tech Ed	Contract Services	\$9,900.00
	Fund 12 Total: 13			\$171,952.00
Fund 15	General Fund -Special Programs			
B0310860	Reliable Elevator	Administrative Service	New Equipment	\$36,558.00
	Fund 15 Total: 1			\$36,558.00
Fund 41	Capital Outlay			
B0310868	Academy Flooring	Flooring Replacement	Buildings	\$479.08
	Fund 41 Total: 1			\$479.08
Fund 79	Auxiliary Services			
B0310838	Custom Trophy	Humanities	Non-Instruct Supplies	\$600.00
B0310878	Campus Food Service	VP-SCA	Non-Instruct Supplies	\$500.00
	Fund 79 Total: 2			\$1,100.00
Fund 82	Scholarships & Trust/Agency			
B0310839	90 Degrees	Health Sciences	Fundraising	\$7,000.00
	Fund 82 Total: 1			\$7,000.00
	BPO Funds Total: 19			\$227,115.82
	<u>Grand Total POs and BPOs: 155</u>			\$424,577.30

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

	<u>Page No.</u>
A. Category Budgets and Balances.....	52
B. Change Order – GDL Construction – Humanities Plaza Project.....	54
C. Change Order – HPS Mechanical – Phase 3 Infrastructure.....	55
D. Change Order – Letner Roofing Co. – South Gym Roofing Project.....	55
E. Change Order – Mackone Development, Inc. – Bookstore Renovation.....	56
F. Change Order – Pierre Sprinkler & Landscaping – Reclaim Water Project.....	56
G. Change Order – Tri Span, Inc. – Business Demolition Project.....	57
H. Purchase Orders and Blanket Purchase Orders.....	57

Administrative Services – Measure E Bond Fund

A. CATEGORY BUDGETS AND BALANCES

GENERAL OBLIGATION BOND FUND CATEGORIES AND PROJECT SUMMARY

The following table reports Measure E expenditures and commitments through December 31, 2009.

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
<u>Additional Classrooms and Modernization</u>				
Acquisitions	\$705,867	\$705,867	\$0	\$0
Architectural Barrier Removal Phase 2	18,582	18,520	0	62
Athletic Education and Fitness Complex	15,718,000	317,610	0	15,400,390
Bookstore/Cafeteria Conversion	14,100,000	3,641,716	2,872,239	7,586,045
Math & Business Building Replacement	63,442,427	3,351,241	1,407,073	58,684,113
Central Plant	15,085,000	14,288,502	74,221	722,277
Child Development Center Phase 2	30,573	30,470	0	103
Crenshaw Blvd. Frontage Enhancement	13,373	13,373	0	0
Fire Academy Structure	791,375	164,893	0	626,482
Fire Program Facility	123,000	1,651	0	121,349
Humanities Complex Replacement	30,896,287	28,218,358	1,613,377	1,064,552
Learning Resource Center Addition	5,099,964	5,035,863	30,517	33,584
MBB. Parking Structure & Entrance	216,232	471	0	215,761
Remodeling Phase One-Three	876,554	831,523	0	45,031
Science Complex Renovation	6,721,738	6,600,374	0	121,364
Signage and Wayfinding	2,600,000	242,965	35,657	2,321,378
Student Service/Activities Replacement	26,492,800	1,883,163	0	24,609,637
Temporary Space and Relocation Costs	3,469,200	3,421,783	23,773	23,645
Activities Center	24,718,000	0	0	24,718,000
Total Additional Classrooms/Modernization	<u>\$211,118,972</u>	<u>\$68,768,344</u>	<u>\$6,056,856</u>	<u>\$136,293,772</u>
<u>Campus Site Improvements: Accessibility, Safety / Security</u>				
Asphalt Resurfacing - All Lots	\$400,000	\$14,975	\$0	\$385,025
Emergency Generators and Distribution	122,673	116,173	0	6,500
Emergency Power to Security Lighting	4,289	4,289	0	0
Entrance – RBB to Lot H	400,000	30,208	0	369,792
Fencing Replacement and Additions	375,000	5,777	0	369,223
Landscaping/Irrigation System Replacements	1,940,000	49,932	0	1,890,068
Lighting - Upgrade / Replace All Lots	2,440,000	59,807	0	2,380,193
Lot F Parking Structure Improvements	1,632,000	32,732	0	1,599,268
Lot H Parking Structure	25,600,000	24,769,525	183,536	646,940
Paving - All Walks/Driveways	1,487,000	61,062	0	1,425,938

Pedestrian Walks at MBBM & Lot E	81,600	637	0	80,963
Security Video	7,831	7,831	0	0
Voice / Data / Signal Site Duct Bank	117,130	117,130	0	0
Total Campus Site Improvements: Accessibility, Safety / Security	<u>\$34,607,523</u>	<u>\$25,270,078</u>	<u>\$183,536</u>	<u>\$9,153,909</u>

Energy Efficiency Improvements

Energy Efficiency Improvements Phase Two	\$2,818,000	\$2,752,255	\$14,214	\$51,531
Total Energy Efficiency Improvements	<u>\$2,818,000</u>	<u>\$2,752,255</u>	<u>\$14,214</u>	<u>\$51,531</u>

Health and Safety Improvements

Administration	\$4,367,732	\$111,553	\$1,187	\$4,254,992
Art & Behavioral Sciences	12,247,136	369,565	-54	11,877,625
Infrastructure Phase 1-3	37,000,000	25,681,638	4,924,390	6,393,972
Auxiliary Warehouse	105,042	1,301	0	103,741
Communications	219,262	219,262	0	0
Construction Technology	943,970	16,466	0	927,504
Domestic Water System	110,208	110,208	0	0
Facilities and Receiving	1,985,416	215,159	952	1,769,306
Fire Alarm	279,694	277,817	0	1,877
Firelines	119,905	119,905	0	0
Hazardous Materials Abatement	200,000	175,099	1,366	23,535
Library	7,876,509	452,758	0	7,423,751
Marsee Auditorium	6,670,843	447,374	0	6,223,469
Math Science & New Tech Arts	12,600,000	300,036	0	12,299,964
Music	8,896,846	240,600	0	8,656,246
Natural Gas System	13,852	13,852	0	0
North Gymnasium	3,248,993	262,095	0	2,986,898
Physical Education and Men's Shower	4,216,871	78,178	0	4,138,693
Planetarium	559,465	12,815	0	546,650
Pool and Health Center	8,273,592	483,469	13,835	7,776,288
Primary Electrical Distribution System	5,480,458	5,061,211	808	418,439
Reimbursements	1,456,353	1,414,353	0	42,000
Security Systems	30,245	30,245	0	0
Sewer System	55,449	55,449	0	0
Social Sciences	7,415,520	792,229	103,330	6,519,961
Storm Drain System	30,644	30,644	0	0
Technical Arts	1,927,800	397,447	7,700	1,522,653
Shops	10,600,000	213,338	0	10,386,662
Total Health and Safety Improvements	<u>\$136,931,805</u>	<u>\$37,584,065</u>	<u>\$5,053,512</u>	<u>\$94,294,227</u>

Information Technology and Equipment

Behavioral and Social Sciences	\$654,077	\$137,092	\$0	\$516,985
Business	1,143,650	477,596	0	666,054
Facilities Planning and Services	1,925,724	386,936	0	1,538,788
Fine Arts	2,870,096	440,986	0	2,429,110

Health Sciences and Athletics	1,269,987	298,264	-1,125	972,848
Humanities	625,978	217,287	0	408,691
Industry and Technology	1,883,641	586,941	0	1,296,700
Information Technology	14,557,510	7,250,094	49,666	7,257,751
Learning Resources	4,940,775	260,085	0	4,680,690
Math	723,061	231,191	0	491,870
Natural Sciences	3,063,431	666,422	0	2,397,009
Nursing	252,651	116,478	0	136,173
Student and Community Advancement	645,925	221,664	0	424,261
Interfund Transfer	141,150	141,150	0	0
Campus Police	68,500	66,650	0	1,850
Purchasing	10,000	9,418	0	582
Phase II, III, IV Purchases	0	0	0	0
Installation Contingency	0	349	0	-349
Total I.T. and Equipment	<u>\$34,776,156</u>	<u>\$11,508,601</u>	<u>\$48,540</u>	<u>\$23,219,014</u>
 <u>P.E. Facilities Improvements</u>				
Baseball Field	\$1,091,800	\$572	\$0	\$1,091,228
North Field	481,600	0	0	481,600
Sand Volleyball	12,300	0	0	12,300
Reserve for Contingencies	0	0	0	0
Total Physical Education Facilities	<u>\$1,585,700</u>	<u>\$572</u>	<u>\$0</u>	<u>\$1,585,128</u>
Contingency*	<u>\$1,292,767</u>	<u>\$0</u>	<u>\$0</u>	<u>\$1,292,767</u>
TOTAL	<u>\$423,130,923</u>	<u>\$145,883,916</u>	<u>\$11,356,659</u>	<u>\$265,890,349</u>

*Includes unallocated refunding income and interest through 12/2008.

B. CHANGE ORDER – GDL CONSTRUCTION – HUMANITIES PLAZA PROJECT- 2008-6

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

1. Remove existing catch basin and install new to match revised site grading. District request. \$6,456

2. Adjust existing electrical pull box to match revised site grading. District request. \$2,818

Total Change Order Amount \$9,274

Original Contract Amount	\$1,895,000
Prior Changes	112,683
This Change Order Amount	<u>9,274</u>
New Contract Amount	<u>\$2,016,957</u>

C. CHANGE ORDER – HPS MECHANICAL – PHASE 3 INFRASTRUCTURE - 2008-1A

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

1. Remove and replace 25 feet of existing 4” sewer line located west of the Library due to deterioration of the existing pipe. District request.	\$751
2. Repair leak in existing 4” gas line west of Library to eliminate a potentially hazardous condition. District request.	\$7,155
3. Remove and replace the existing hot water lines from the PE boiler room to the Pool heat exchanger due to poor condition of existing pipe. District request.	<u>\$31,334</u>
Total Change Order Amount	<u>\$39,240</u>

Original Contract Amount	\$9,382,373
Prior Changes	217,854
This Change Order Amount	<u>39,240</u>
New Contract Amount	<u>\$9,639,467</u>

D. CHANGE ORDER – LETNER ROOFING CO. – SOUTH GYM ROOFING PROJECT - 2008-10

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

1. At the roof level that adjoins the Physical Education South building, remove 1800 square feet of existing roofing and replace with new. District Request.	<u>\$5,000</u>
Total Change Order Amount	<u>\$5,000</u>

Original Contract Amount	\$102,000
Prior Changes	0
This Change Order Amount	<u>5,000</u>
New Contract Amount	<u>\$107,000</u>

E. CHANGE ORDER – MACKONE DEVELOPMENT, INC. – BOOKSTORE RENOVATION – 2008-11

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

1. Install lath and plaster instead of drywall at the ground floor restrooms and two offices. This change was necessary due to the existing wall framing differing from the building plans. District Request.	\$19,743
2. Demolish non code compliant wood-framed walls and provide new metal framed wall construction at the loading dock entry, dividing wall between stockroom and retail. Code Requirement.	\$54,983
3. Remove unstable soil, and provide compacted soil base to support the new concrete floor in the mechanical fan room. District Request.	\$12,365
Total Change Order Amount	<u>\$87,091</u>

Original Contract Amount	\$4,899,000
Prior Changes	57,908
This Change Order Amount	<u>87,091</u>
New Contract Amount	<u>\$5,043,999</u>

F. CHANGE ORDER – PIERRE SPRINKLER & LANDSCAPING – RECLAIM WATER PROJECT - 2008-12

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

1. Provide new domestic water hose bib at the Stadium. District request.	\$393
2. Provide and install a traffic-rated vault for the recycled water meter, West Basin Municipal Water District's requirement.	<u>\$4,426</u>
Total Change Order Amount	<u>\$4,819</u>

Original Contract Amount	\$62,133
Prior Changes	3,987
This Change Order Amount	<u>4,819</u>
New Contract Amount	<u>\$70,939</u>

G. CHANGE ORDER – TRI SPAN, INC.- BUSINESS DEMOLITION PROJECT – 2009-4

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

- | | |
|--|----------------|
| 1. Additional scope to provide demolition of ceiling(s) to access asbestos transite ceiling above. Abatement of all transite ceilings and abatement of all transite inside the main corridor. Unknown condition. | \$18,636 |
| 2. Additional scope of work to locate and connect the domestic water, fire water and hydronic water supplying the northern portion of the Music building. District request. | \$9,417 |
| 3. Additional scope of work to reconnect the canopy lighting at the music building. District Request. | <u>\$3,250</u> |

Total Change Order Amount	<u>\$31,303</u>
---------------------------	-----------------

Original Contract Amount	\$575,000
Prior Changes	0
This Change Order Amount	<u>31,303</u>
New Contract Amount	<u>\$606,303</u>

H. PURCHASE ORDERS (PO) AND BLANKET PURCHASE ORDERS (BPO)

The following purchase orders have been issued in accordance with the District’s purchasing policy and authorization of the Board of Trustees. It is recommended that the following purchase orders for Measure “E” expenditures be ratified and payment be authorized upon delivery and acceptance of the items or services ordered.

P.O. #	VENDOR	SITE	DESCRIPTION	COST
P301819	Consolidated	Lot H Parking & Athletics	Group II Equipment	\$4,793.88
P301876	CDW-G	Information Technology	New Equipment	15,147.38
P301950	Unisource Corporation	Humanities Complex	Group II Equipment	6,842.48
P301951	Waxie Sanitary Supply	Lot H Parking & Athletics	Group Ii Equipment	7,992.52
B310841	Christy Construction	Social Sciences	Buildings	11,168.00
B310842	Tri Span, Inc.	Social Sciences	Buildings	10,800.00
B310846	TMP Services, Inc.	Temporary Space/Relocation	Buildings	13,911.56
B310852	Bovis Lend Lease	Construction Management	Contract Services	183,000.00
B310863	The Daily Breeze	Advertising	Advertising-Bond Projects	10,000.00

B310864	CCS Presentation	Social Sciences	Contract Services	23,472.26
B310869	Koury Geotechnical	Math/Business/Allied Health	Testing & Inspection	5,978.00
B310882	RMA Group	Central Plant	Testing & Inspection	6,828.00
			TOTAL POs AND BPOs	<u>\$299,934.08</u>

Agenda for the El Camino Community College District Board of Trustees
from
Human Resources
Barbara Perez, Vice President

	<u>Page No.</u>
A. Employment and Personnel Changes.....	60
B. Temporary Non-Classified Service Employees	64

A. EMPLOYMENT AND PERSONNEL

It is recommended that the Board ratify/approve the employment and personnel changes for academic, classified, special services professionals and temporary classified service employees as shown in items 1-15 and 1-7.

Academic Personnel:

1. Retirement - Mr. Robert Kobashi, full-time instructor of Art, Fine Arts Division, last day worked December 18, 2009, first day of retirement December 19, 2009, and that a plaque be prepared and presented to him in recognition of his service to the District since 1970.
2. Change in Salary - Ms. Rose Cerofeci, full-time instructor of Reading, Humanities Division, from Class III, Step 5 to Class IV, Step 5, Academic Salary Schedule, effective January 16, 2010.
3. Change in Salary - Mr. Eduardo Morales, full-time instructor of Mathematics, from Class II, Step 12, to Class III, Step 12, effective January 16, 2010.
4. Extra Service Pay - The following full-time librarians to work each scheduled day of the 2010 winter session, in accordance with the Agreement, Article 10, Section 13(b).

Don Brown	Noreth Men
Alice Cornelio	Vincent Robles
Moon Ichinaga	Claudia Striepe
Edward Martinez	
5. Special Assignment - Mr. Jeremy Estrella, part-time instructor of Speech, Fine Arts Division, to provide assistance and guidance to students outside the classroom, to be paid \$30.10 an hour, not to exceed 21.33 hours or \$642, effective February 9 through June 3, 2010, in accordance with the Agreement, Article 10, Section 9(m).
6. Special Assignment - Ms. Kate McLaughlin, full-time instructor of Journalism, Humanities Division, to supervise Journalism lab, to be paid \$45.14 an hour, not to exceed 105 hours or \$4,740, effective February 13 through June 11, 2010, in accordance with the Agreement, Article 10, Section 14(a).
7. Special Assignment - Ms. Lori Medigovich, full-time instructor of Journalism, Humanities Division, to supervise Journalism lab, to be paid \$45.14 an hour, not to exceed 135 hours or \$6,094, effective February 13 through June 11, 2010, in accordance with the Agreement, Article 10, Section 14(a).

8. Special Assignment - Dr. Thomas Storer, part-time instructor of Physical Education, Health Sciences & Athletics Division, to coordinate the fitness center, to be paid \$60.18 an hour, not to exceed 160 hours or \$9,269, effective February 10 through June 11, 2010, in accordance with the Agreement, Article 10, Section 14(a).
9. Special Assignment - Mr. Kenneth Key, full-time Counselor, to coordinate with Math faculty to provide counseling intervention to students in basic skills math courses, to be paid \$44.22 an hour, not to exceed 64 hours or \$3,200, effective February 16 through June 11, 2010, in accordance with the Agreement, Article 10, Section 14(a).
10. Stipend Assignment - Ms. Vicki Muto, part-time instructor of Applied Music, Fine Arts Division, to perform as soloist at Messiah sing-along, to be paid \$200, effective December 11, 2009, in accordance with the Agreement, Article 10, Section 9(m).
11. Stipend Assignment - Ms. Nancy OBrien, part-time instructor of Music, Fine Arts Division, to perform as vocalist for rehearsal and performance of ECC Community Choir, to be paid \$200, effective December 12 through December 13, 2009, in accordance with the Agreement, Article 10, Section 9(m).
12. Stipend Assignment - The following full-time coaches, Health Sciences & Athletics Division, effective January 15 through May 7, 2010, in accordance with the Agreement, Article 10, Section 11(a).

<u>Coach</u>	<u>Team</u>	<u>Weekly Stipend</u>
John Britton	Badminton	\$ 553
Dean Lofgren	M&W Track & Field	\$1,021 (2 teams)
Corey Stanbury	M&W Swimming	\$1,021 (2 teams)

13. Stipend Assignment - The following part-time coaches, Health Sciences & Athletics Division, effective January 15 through May 7, 2010, in accordance with the Agreement, Article 10, Section 11(a).

<u>Coach</u>	<u>Team</u>	<u>Weekly Stipend</u>
Richard Blount	Men's Volleyball	\$ 515
Susie Calderon	Women's Softball	\$ 515
Kevin Hughley	M&W Track & Field	\$ 515

Nate Fernley	Baseball	\$ 515
Sean Sheil	M&W Track & Field	\$ 515
Steve Van Kanegan	M&W Tennis	\$1,030 (2 teams)

14. Employment - The following part-time librarians, Learning Resources Division, to be hired as needed for Spring 2010.

Anita Colby
 John Fowler
 Margaret Stevens
 Jane Terry
 Douglas Thompson

15. Employment - The following part-time/temporary instructors to be hired as needed for the 2010 Winter session:

Humanities

Jean Schoenberg, Class III, Step* **E**

Mathematical Sciences

Aida Ovanessian, Class V, Step 10

*Change read into record during Board meeting.

Classified Personnel:

1. Temporary Employment - Mr. Jaime Rodriguez, Research Associate, Range 39, Step A, Institutional Research, Student and Community Advancement Area, effective February 1, 2010 through January 31, 2011.

Special Services Professional

2. Amend Employment - Mr. Juan F. Pazos, Special Services Professional, Range 4, Step 1, of the Special Services Professional Salary Schedule, not to exceed \$67,860 instead of \$54,288, Academic Affairs Area, effective January 11 through September 30, 2010.
3. Mr. Babatunde Atane - Special Services Professional, Range 7, Step, 5 of the Special Services Professional Salary Schedule, not to exceed \$99,580, VP Administrative Services Area, effective February 1, 2010 through January 31, 2011.
4. Ms. Idania Reyes - Special Services Professional, Range 5, Step 2, of the Special Services Professional Salary Schedule, not to exceed \$2,637, Natural Sciences Division, Academic Affairs Area, effective January 19 through January 29, 2010.
5. Ms. Idania Reyes - Special Services Professional, Range 5, Step 3, of the Special Services Professional Salary Schedule, not to exceed \$77,480, Natural Sciences Division, Academic Affairs Area, effective February 1, 2010 through January 31, 2011.

Temporary Classified Services Employees

6. Ms. Carolyn Correnti - Accompanist/Piano, Range 32, Step A, Fine Arts Division, Academic Affairs Area, as needed, not to exceed 15 hours per week, effective January 21 through June 30, 2010.
7. Ms. Laurene Linka - Administrative Assistant I, Range 28, Step A, Academic Affairs Area, to work 40 hours per week in curriculum databases and support curriculum advisor, effective January 20 through June 30, 2010.

B. TEMPORARY NON-CLASSIFIED SERVICE EMPLOYEES

It is recommended that the Board authorize employment of the following Temporary Non-Classified Service Employees, subject to funding, as shown in items 1-10.

The following temporary, non-classified service employees are to be hired for the 2009-2010 fiscal year, paid hourly, effective January 20, 2010 through June 30, 2010, days and hours vary as needed, unless otherwise stated.

Campus Police Aide Series

1. Campus Police Aide III

The following individuals are responsible for non-hazardous services to the students, staff, and faculty at El Camino College.

Brian Hill, \$10.75

Can Hoang, \$10.75

Stephanie Avila, \$11.25

2. Campus Police Aide IV

The following individual is responsible for maintaining communications with the police officers on duty, log telephone and radio calls, respond to emergency services requests, and perform non-hazardous police services for the campus community.

Samuel Gil, \$12.75

3. Campus Police Aide V

The following individual is to assist sworn and non-sworn personnel of the El Camino Police Department in performing general law enforcement duties.

Matthew Ryan, \$13.25

Instructional Aide Series

4. Instructional Aide I

The following individual is to assist in the classroom, laboratory, or other facility with basic duties and accommodations.

Tatjana Quizon, \$8.00 (eff. Dec. 10, 2009 through Jun. 30, 2010)

5. Instructional Aide II

The following individual is to provide basic tutoring, support services and accommodations for students.

Sara Tung, \$9.25

Office Aide Series

6. Office Aide II

The following individual is to assist with basic office tasks, payment processing, media services, daily operations and maintenance, and supporting division staff as needed.

Mark Moore, \$9.50 (eff. Jan. 6, 2010 through Jun. 30, 2010)

Program Aide Series

7. Program Aide VI

The following individual is to assist the Instructional Specialist with classroom facilitation and logistics, and other related duties that support the implementation of the Foster & Kinship Care Education Program.

Lorrie Irving, \$17.00

The following individual is to provide administrative, technical, financial, and contractual assistance, assist with coordinating staff and room schedules and activities, delegate clerical tasks to lab assistants, and review and verify reports for various programs.

Elizabeth Bermudez, \$16.00 (eff. Nov. 20, 2009 through Jun. 30, 2010)

PROFESSIONAL SERIES

Education Professional Series

8. Education Professional I

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

Constance Ilg, \$25.00 (eff. Dec. 22, 2009 through Jun. 30, 2010)

Program Professional Series

9. Program Professional I

The following individuals are to assist the college researcher with demographic, academic outcomes, and survey research at El Camino College, \$25.00.

Heather Arata

Marci Myers

Training Professional Series

10. Training Professional IV

The following individuals are to develop training materials and to conduct training programs to facilitate employee development for Contract and Community Education.

Scott Botterud, \$85.00

Michael Trimble, \$125.00

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. Absence of a Board MemberPage 68

B. TravelPage 68

A. Absence of a Board Member

It is recommended that the Board excuse Trustee Jackson from the December 21, 2009 Board Meeting with no loss of salary due to illness.

B. Travel

It is recommended that the Board approve the following travel:

1. Thomas M. Fallo to attend the 37th Annual National Conference Renewal and Reinvestment in Higher Education: Implications for Academic Collective Bargaining, April 11-13, 2010, New York City, with no loss of salary, transportation and necessary expenses paid.