

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, February 17, 2009
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 January 20, 2009, Pages 4-5**
- III. Presentation – El Camino Community College District Accreditation - Francisco Arce**
- IV. Public Hearing – none**
- V. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
 - A. Public Comment
 - 1. Student and Community Advancement
See Student Services Agenda, Pages 6-23
 - 2. Administrative Services
See Administrative Services Agenda, Pages 24-33
 - 3. *See Measure “E” Bond Fund Agenda, Pages 34-38*
 - 4. *See Human Resources Agenda, Pages 39-47*
 - 5. Superintendent/President
See Superintendent/President Agenda, Pages 48-49
- VI. Committee of the Whole, Page 50**
 - A. Public Comment
 - 1. CEO Succession

VII. Public Comment on Non-Agenda Items

VIII. Oral Reports

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

IX. Closed Session

- A. Personnel Matters, Brown Act Section 54957
 - 1. 1 case
- B. Personnel Matters, Brown Act Section 54957
 - 1. Public Employee Performance Evaluation – President

<p>Board of Trustees Meeting Schedule for 2009 4:00 p.m. Board Room</p>

Tuesday, February 17, 2009
Monday, March 16, 2009
Monday, April 20, 2009
Monday, May 18, 2009
Monday, June 15, 2009
Monday, July 20, 2009
Monday, August 17, 2009
Tuesday, September 8, 2009
Monday, October 19, 2009
Monday, November 16, 2009
Monday, December 21, 2009

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
Tuesday, January 20, 2009

The Board of Trustees of the El Camino Community College District met at 4:00 p.m. on Tuesday, January 20, 2009, in the Board Room at El Camino College.

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

Also present were Dr. Thomas M. Fallo, Superintendent/President; Dr. Francisco Arce, Vice President, Academic Affairs; Ms. Jo Ann Higdon, Vice President, Administrative Services; Dr. Arvid Spor, Dean, Enrollment Services; Ms. Barbara Perez, Vice President, Human Resources; and Dr. Lawrence Cox, Provost, El Camino College Compton Community Educational Center/Chief Executive Officer, Compton Community College District.

Minutes of the Regular Board Meeting of December 15, 2008

The Minutes of the Regular Board Meeting of December 15, 2008 were approved.

Consent Agenda

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

Academic Affairs

Proposed Curriculum Changes: Effective 2009-2010 Academic Year

Student and Community Advancement

Field Trip

Grants

Community Education – Winter and Spring 2009

Expulsions – 2009-1, 2009-2

Administrative Services

AB2910 – Quarterly Fiscal Status Report

Non-Resident Tuition Fee for 2009-2010

2007-2008 Audit Report

Destruction of Records

Contracts Under \$72,400

Contracts Over \$72,400

Purchase Orders and Blanket Purchase Orders

Measure E Bond Fund

Category Budgets and Balances

Bid Award 2008-6 – Best Quality Painting – Humanities Plaza Project

Informational Item – Math Business & Allied Health Building

Change Order – Bomel Construction – Lot H Parking Structure & Athletic Facilities

Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

Resolution – Equivalence to Minimum Qualifications

Revised Classification Specifications for Administrator Position

President/Board of Trustees

Travel

Board of Trustee Goals for 2008-2009.

Motion carried.

Sabbatical Leaves of Absence – 2009/2010

It was moved by Trustee O'Donnell, seconded by Trustee Beverly, that the Board approve the Sabbatical Leaves of Absence during 2009-2010 as listed in the Board agenda. Motion carried with four votes. Trustee Beverly abstained.

Adjournment

Meeting adjourned at 7:22 p.m.

Maureen O'Donnell, Secretary of the Board

Thomas M. Fallo, Secretary to the Board

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

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STUDENT AND COMMUNITY ADVANCEMENT

A. FIELD TRIPS

It is recommended that the Board approve the following student field trips sponsored by Project Success and the Transfer Center. The purposes of the trips are to enhance cultural enrichment and visit various universities.

Project Success – Brian Mims

February 20, 2009 – California African American Museum, Los Angeles, California. Estimated students 25. Depart 12:15pm; return 5:15pm. Transportation by bus at a cost of \$468.

Transfer Center – Blanca Prado and Theresa Barragan

The following are being approved as back-up drivers or chaperones:

Rene Lozano, Kelsey Lino, Sue Oda-Omori, Lori Suekawa, Elaine Moore, Bill Cooper, Lisa Raufman, Tri Le, Tiffani Hong, Griselda Castro, Lori Losorelli, Sabra Sabio and Junette Fariolen.

March 6, 2009 – Cal Poly Pomona, Pomona, California. Estimated students 22. Depart 7 am; return 4pm. Transportation by college vans.

March 6, 2009 – UC Riverside, Riverside, California. Estimated students 45. Depart 7:30am; return 3:30pm. Transportation by bus at a cost of \$744.

March 16, 2009 – OTIS College of Art and Design, Los Angeles, California. Estimated students 22. Depart 9 am; return 3 pm. Transportation by college vans.

March 20, 2009 – Cal Arts, Valencia, California. Estimated students 22. Depart 8am; return 3pm. Transportation by college vans.

March 21, 2009 – San Diego State University, San Diego, California. Estimated students 22. Depart 6am; return 6pm. Transportation by college vans.

March 25, 2009 – Art Center, Pasadena, California. Estimated students 22. Depart 9am; return 4pm. Transportation by college vans.

March 30, 2009 – USC Roski School of Fine Arts, Los Angeles, California. Estimated students 22. Depart 8am; return 3pm. Transportation by college vans.

April 4, 2009 – UC Santa Barbara. Santa Barbara, California. Estimated students 22. Depart 7am; return 5pm. Transportation by college vans.

STUDENT AND COMMUNITY ADVANCEMENT

B. COMMUNITY EDUCATION – Fall 2008

It is recommended that the Board approve the following Fall 2008 instructor changes:

<u>Course Title</u>	<u>Contract</u>	<u>Salary</u>	<u>Class Fee</u>
Start Your Own Balloon Decorating Business #210120	Younger, Ruth Baker, Carolyn	40%	\$39
From First Draft to Final Draft Screenplay #710051	Charles, Claudette Towns, James	40%	\$69
From First Draft to Final Draft Screenplay #710051	Charles, Claudette Towns, James	40%	\$69
A Matter of Balance: Managing Concerns About Falls of Older Adults	Webb, Zerlina Henry, Jeff	\$25 p/h	\$14
A Matter of Balance: Managing Concerns About Falls of Older Adults	Webb, Zerlina Costello, Regine	\$25 p/h	\$14

STUDENT AND COMMUNITY ADVANCEMENT

C. GRANTS - ACCEPTANCE

It is recommended that the Board accept the following grants:

1. Chancellor's Office – Entrepreneurship Career Pathways Projects (Youth Entrepreneur Program). This is a continuation of a previously funded augmentation to the Center for International Trade Development (CITD) Center grant. The California Community Colleges Economic and Workforce Development Project, through the Small Business Development Initiative, offered grants to each California Small Business Development Center and Center for International Trade Development that prepared a plan for providing entrepreneurial education curricular and activities to youths who are enrolled in feeder high schools and/or the affiliated community college. The project is designed to replace misconceptions of vocational education and blue collar jobs with increased youth awareness of self-employment as a legitimate lifetime career path and youth aspirations to create their businesses that will provide them with a living wage.

Project Director: Maurice Kogon

Amount of Grant Funding from Granting Agency	\$50,000
Amount of College Match (Cash)	<u>-0-</u>
Total Amount of Grant	\$50,000
Indirect Rate	\$2,000 (4%)
Performance Period:	December 1, 2008 through January 31, 2010

2. Chancellor's Office – Workplace Learning Resource Center SB70 – Center for Technical Education Initiative Hub Grant. The goal of the project is to promote the Economic Workforce Development model of integrating business and emerging industries with Career Technical Education (CTE) programs and courses provided in high schools. In addition, the Economic Workforce Development networks of initiatives and centers should be responsive to needs that the liaison brings back from the traditional Career Technical Education programs and courses in the community college system.

Project Director: Phillip Sutton

Amount of Grant Funding from Granting Agency	\$187,500
Amount of College Match (Cash)	<u>-0-</u>
Total Amount of Grant	\$187,500
Indirect Rate	\$7,500 (4%)
Performance Period:	December 1, 2008 through January 31, 2010

STUDENT AND COMMUNITY ADVANCEMENT

D. BOARD POLICY 4300 – FIELD TRIP AND EXCURSIONS – First Reading

It is recommended that the Board accept the following policy for a first reading:

Board Policy 4300 – Field Trip and Excursions. Administrative Procedures 4300 are appended.

~~1. It shall be the policy of El Camino College to conduct field trips or designate alternate class sites to extend the educational value of the instructional program under procedures established for that purpose.~~

~~2. Definitions~~

~~a. An Instructional Field Trip, referred to as Field Trip, shall be defined as a trip away from the El Camino College campus for a specified period of time that provides for registered students to attend a designated program that is in conjunction with a course of instruction and for which the instructor arranges transportation that is provided by the District.~~

~~b. An Alternate Class Site Meeting shall be defined as one in which the regularly scheduled class location is changed and for which students arrange their transportation. The class shall be conducted entirely at the specified site (the class may not be moved during the class period between several sites). It is intended to replace a regularly scheduled class. An alternate class site meeting must be located within a 50-mile radius of the District and last no more than seven hours.~~

~~4. All field trips shall require the approval of the Division Dean, the V.P. of Academic Affairs and the Board of Trustees. Alternate class site meetings require the approval of the Division Dean.~~

~~5. For field trips the District shall provide transportation by use of District equipment or contracted transportation. When District equipment is used, the Board of Trustees, through its designated representatives, shall secure liability insurance as appropriate.~~

~~6. The following activities do not come under the scope of this policy and must be coordinated with the Area of Student and Community Advancement: athletic activities, field trips in the Counseling Division, activities in which student organizations, clubs, etc. participate and all non-District sponsored events.~~

~~7. A certificated employee, who is the representative of the District, shall supervise each field trip or alternate class site meeting. This instructor shall~~

~~be responsible for directing the trip while in transit and for the enforcement of administrative rules and regulations.~~

- ~~8. The District shall have liability insurance to protect itself and its employees in the performance of their approved, legitimate duties as described in the relevant procedures. In addition, the District shall provide or make available medical, hospital service or accident insurance for students participating in field trips or alternate site class meetings.~~
- ~~9. Field trips and alternate class site meetings are intended to serve as extensions of the classroom whereby authorized faculty and students are provided with opportunities to “travel to locations where materials of instruction may be observed and studied directly in their functional settings.”~~
- ~~10. All persons attending field trips or alternate class site meetings “shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness, or death during or by reason of the field trip or excursion. All adults taking out of state field trips or excursions and all parents or guardians of students taking out of state field trips or excursions shall sign a statement waiving such claims.” (Title 5 §55450)~~
- ~~11. “No group shall be authorized to take a field trip or excursion authorized by this section if any student who is a member of such an identifiable group will be excluded from participation in the field trip or excursion because of lack of sufficient funds.” (Title 5 §55450) All students shall be given an equal opportunity to participate.~~
- ~~12. Every effort shall be made to allow students with disabilities to participate in field trips and alternate class site meetings. In the event that a student with a disability is unable to participate, an alternate activity shall be provided.~~

Reference:

~~—— Title 5, Section 55450~~

~~Replaces Board Policy #6132~~

~~El Camino College~~

~~Adopted: 3/10/03~~

STUDENT AND COMMUNITY ADVANCEMENT

BOARD POLICY 4300

FIELD TRIPS AND EXCURSIONS

The Superintendent/President shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or coo-curricular activity.

The Superintendent/President, under authorization from the Board of Trustees, may authorize field trips and excursions for students in connection with courses of instruction or college-related social, educational, cultural, athletic or musical activities to and from places in California, or any other state, the District of Columbia, or a foreign country. The Superintendent/President may delegate the authority to the appropriate vice President.

The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from District funds. No student shall be prevented from making a field trip or excursion which is integral to the completion of the course because of lack of sufficient funds.

Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

Reference: Title 5, Section 55220

El Camino College
Adopted: 3/10/03
Amended:

STUDENT AND COMMUNITY ADVANCEMENT

ADMINISTRATIVE PROCEDURES 4300 (Page 1 of 10)

FIELD TRIPS AND EXCURSIONS

I. Definitions

- A. Field Trip shall be defined as an instructional trip which provides for registered students to attend a designated program of instruction away from the El Camino College campus for a specified period of time and for which the instructor arranges transportation.
- B. An Alternate Class Site Meeting shall be defined as one in which the regularly scheduled class location is changed and for which students arrange their own transportation.

A field trip within the boundaries of the District or within a fifty (50) mile radius of the campus may be designated as a class held at an alternate site off-campus, if the period of instruction is to run for seven (7) or fewer hours.

- C. An Excursion shall be defined as an instructionally-related social, educational, cultural, athletic, or band activity.
- D. The District may provide transportation by use of District equipment or contracted transportation to the sites of approved field trips/excursions. When District equipment is used the governing board shall secure liability insurance as appropriate.
- E. The following activities must be coordinated with, and approved by the Area of Student and Community Advancement:
 - 1. Athletic activities
 - 2. Off-campus activities where student organizations, clubs, etc.
 - 3. Participation in recreational/sports activities and events
 - 4. Dances
 - 5. Picnics
 - 6. Approved and calendared non-District sponsored activities.

STUDENT AND COMMUNITY ADVANCEMENT

ADMINISTRATIVE PROCEDURES 4300 (Page 2 of 10)

FIELD TRIPS AND EXCURSIONS

II. Procedures for Field Trips and Excursions

A. Planning and Approval Procedures for Field Trips

1. Notice of required field trips should be provided in advance on the instructor's syllabus. The instructor must submit properly completed forms to his/her division dean at least four (4) weeks prior to the date of the event.
2. All field trips in excess of 50 miles must be approved by the Vice President of Academic Affairs or designee. Immediately after field trips have been approved, it shall be the duty of the responsible vice president to inform the dean.
3. No class or group may be authorized to take a field trip under this policy if any student who is a member of such an identifiable group would be excluded from participation in the field trip because of lack of funds or disability. All students shall be given an equal opportunity to participate.
4. All field trips shall be supervised by an employee of the District.
5. If the field trip is canceled, immediate notification shall be given to the responsible dean.
6. Only regularly-enrolled members of the class may participate in the field trip.
7. Reconnaissance: If instructor reconnaissance is deemed necessary in preparation for the field trip, approval and District transportation shall be obtained from the responsible dean.
8. Immediately prior to departure, an accurate roster of all participants shall be left with the Campus Police Office.

STUDENT AND COMMUNITY ADVANCEMENT

ADMINISTRATIVE PROCEDURES 4300 (Page 3 of 10)

FIELD TRIPS AND EXCURSIONS

B. Planning and Approval Procedures for Excursions

1. A completed "Excursion Approval Form" with a copy of the minutes showing approval of the excursion by the club shall be submitted to the Office of Student Development/Life at least four (4) weeks prior to the event.
2. All excursions in excess of 50 miles must receive prior approval by the Vice President, Student & Community Advancement or designee.
3. Other co-curricular excursions must be approved by the appropriate Dean/Director and submitted to the Office of the Vice President, Student and Community Advancement.

C. Transportation

1. The instructor/employee must schedule the use of District-owned vehicles through Campus Police, the Facilities Division or the Health Sciences & Athletics Division. The instructor/employee must complete appropriate vehicle-use forms and submit them to his/her Dean or Director at least four (4) weeks prior to the event.
2. All field trips and excursions shall proceed directly to the location designated in the original application using the safest route unless emergency or hazardous conditions shall make it unsafe to do so. When such conditions arise, the only acceptable alternative is to return to the College by the shortest safe route available. It shall be the duty of the employee designated as the responsible representative to determine when conditions are too hazardous to continue the trip.

STUDENT AND COMMUNITY ADVANCEMENT

ADMINISTRATIVE PROCEDURES 4300 (Page 4 of 10)

FIELD TRIPS AND EXCURSIONS

D. Regulations

1. The employee designated as the responsible representative shall make such counts or checks of students during field trips/excursions as may be deemed necessary for the safe return of all students and other personnel.
2. All students participating in field trips/excursions shall be subject to the supervision and discipline of the employee designated as the responsible representative (See Board Policy 5138).
3. It shall be the duty of the employee designated as the responsible representative of the District to notify all selected students of the starting time and location of the trip, and under the jurisdiction of his/her Dean/Director, to complete any other arrangements necessary for the purpose and safety of the trip.
4. Designated District employees, in order to reduce their liability, must exercise "ordinary care and skill." Ordinary care and skill mean that District authorities must ascertain the following:
 - a. All persons who drive District or contracted rental vehicles must undergo the District's Safe Driver training prior to departure and pass certification requirements to operate a 12-passenger van.
 - b. Drivers will rotate every three hours and will observe posted speed limits.
 - c. All drivers of personal vehicles transporting participants must have completed the District's Safe Driver training.
 - d. Drivers, at the time of the proposed driving, are not physically ill, under disabling medication, or otherwise physically or emotionally unfit to safely drive the vehicle.

STUDENT AND COMMUNITY ADVANCEMENT

ADMINISTRATIVE PROCEDURES 4300 (Page 5 of 10)

FIELD TRIPS AND EXCURSIONS

- e. The District-owned vehicles in question have been inspected by designated District employees and such employees are reasonably satisfied that the vehicles are safe, having established a reasonable inspection system and by requiring meticulous adherence to that system.
- f. Contracted vehicles must be inspected by the designated responsible employee for safety, including all lighting systems, license plate, registration, brakes, and spare tires. Verification of the registration and appropriate license plates must also be conducted.
- g. Each District vehicle must carry a current copy of the District's insurance certificate and procedures for necessary actions in the event of an accident. In addition, prior to departure each driver is responsible for securing (and inspecting the contents of) a first aid kit for each vehicle. (See Section V.B and V.D. of this Procedure)

III. Procedures for Alternate Class Sites

A. Planning and Approval Procedures

- 1. It is recommended that the instructor notify his/her division dean at least one (1) or more weeks prior to the date of the event.
- 2. All alternate class sites shall be supervised by a certificated employee of the District.
- 3. If the alternate class site is canceled, immediate notification shall be given to the responsible dean and the students.
- 4. Only regularly-enrolled members of the class and auditors may participate in the alternate class site.

STUDENT AND COMMUNITY ADVANCEMENT

ADMINISTRATIVE PROCEDURES 4300 (Page 6 of 10)

FIELD TRIPS AND EXCURSIONS

5. The activities conducted at the alternate class site may or may not apply to the student's grade.
6. Students shall be notified of the alternate class site at least two (2) meetings in advance and shall be convened and dismissed at the alternate class site.

B. Transportation

1. Students shall travel to the alternate class site in the same manner in which they travel to attend the regularly assigned class.
2. The instructor shall NOT arrange private transportation for students either to or from the alternate class site.

C. Regulations

1. All students participating at the alternate class site shall be subject to the supervision and discipline of the certificated employee designated as the responsible representative. (See Board Policy 5138)
2. It shall be the duty of the certificated employee designated as the responsible representative of the District to notify all selected students of the starting time, location, and duration of the alternate class site meeting, and under the jurisdiction of his/her dean, to complete any other arrangements necessary to the purpose and safety of the meeting.
3. Designated District employees, in order to reduce their liability, must exercise "ordinary care and skill" when conducting a class at an alternate class site.

STUDENT AND COMMUNITY ADVANCEMENT

ADMINISTRATIVE PROCEDURES 4300 (Page 7 of 10)

FIELD TRIPS AND EXCURSIONS

IV. Insurance and Liabilities for Field Trips, Excursions and Alternate Class Sites

- A. The Director of Business Services shall ensure that the District has sufficient insurance to protect the District and its employees from liability in the performance of their approved, legitimate duties under these procedures.
- B. The District shall provide or make available medical, hospital service, or accident insurance for students participating in field trips, excursions, and alternate class site meetings.
- C. All participants in voluntary field trips, excursions, and alternate class site meetings are deemed to have waived all liability claims against the District.
 1. All participants and the parents/guardians of minor student participants must sign a statement advising them of this waiver.
 2. A Field Trip/Excursion Waiver Form must be filled out and signed by each participant prior to the departure of each field trip/excursion.
 3. The Waiver, Release and Indemnity Agreement (hereafter referred to as ("Waiver Form")) shall be submitted to the appropriate office prior to departure.
- D. An employee of the District shall be present for the entire duration of the field trip, excursion or alternate class site meeting. He/She will have the same liability coverage as for on-campus activities.

STUDENT AND COMMUNITY ADVANCEMENT

ADMINISTRATIVE PROCEDURES 4300 (Page 8 of 10)

FIELD TRIPS AND EXCURSIONS

V. Emergencies and Inappropriate Activities for Field Trips, Excursions and Alternate Class Sites

A. Misconduct

1. The instructor/employee shall inform students prior to the field trip, excursion or alternate class site meeting that misconduct could result in suspension from the trip, additional discipline, and/or that participants may be sent home during a trip if their conduct is deemed detrimental to the purpose and safety of the group. The student is responsible for the cost of transportation home.
2. The instructor may supplement the standards of conduct identified in Board Policy 5138 with additional regulations, which must be explained prior to the event.
3. The instructor shall exercise the same amount of care that a "reasonable person" would exercise in any incidents involving student misconduct or questionable legal activities.
4. Should a problem or concern arise during the field trip, excursion or alternate class site meeting, the instructor shall notify his/her dean and Office of Student Development/Life immediately upon the return to campus and initiate the appropriate course of action.

B. Accidents involving a student, District employee, or vehicle

1. The employee shall obtain prompt emergency treatment for any injured individuals.
2. If the injury needs immediate care, the employee shall call 911 and have the individual transported to the paramedic-designated hospital. If the employee has any doubts, he/she is to follow the most conservative path – call for help and send the individual to the hospital as soon as possible.

STUDENT AND COMMUNITY ADVANCEMENT

ADMINISTRATIVE PROCEDURES 4300 (Page 9 of 10)

FIELD TRIPS AND EXCURSIONS

3. The District provides accident coverage for all students. This insurance is secondary to the individual's own medical coverage. In an emergency, this insurance may be used to get the student treated in any hospital. In a non-emergency situation, care must be taken to refer the student to the appropriate medical facility. All first aid kits should contain the District's medical insurance form.
4. If a vehicle is involved in an accident, the passengers and injured should be removed to a point of safety. The nearest law enforcement agency should be contacted. Employee(s) and students should not leave the scene of the accident until the accident is reported to the law enforcement officials and the disposition of passengers and vehicle has been arranged.
5. In the event of a mechanical breakdown or other road emergencies, the employee should contact Campus Police to determine the best means to get the vehicle back to campus.
6. The appropriate accident report form shall be completed and filed immediately upon return.

C. Illness

1. Each participant shall be cautioned that health care is his/her personal responsibility. (Students should be warned about this in advance.)
2. A student who appears to be ill prior to the trip or who becomes ill may be sent home upon the decision of the employee. The student may be responsible for the cost of transportation home in such an instance.

D. First Aid Kits:

A first aid kit shall be in the possession of the instructor for all field trips.

STUDENT AND COMMUNITY ADVANCEMENT

ADMINISTRATIVE PROCEDURES 4300 (Page 10 of 10)

FIELD TRIPS AND EXCURSIONS

VI. Fees, Costs and Reimbursement for Field Trips/Excursions and Alternate Class Sites

- A. All fees or related costs required of participants in field trips shall be clearly listed in advance of enrollment in the course. The refund policy shall conform to the District's general refund policies.
- B. District representatives shall be reimbursed for authorized and/or emergency expenses.

Reference:

Title 5, Section 55220

Approved:

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

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Administrative Services

A. 2009 TAX AND REVENUE ANTICIPATION NOTES (TRANS)

It is recommended that the Board of Trustees authorize the District to participate in the issuance of a mid-year Tax and Revenue Anticipation Note for the 2008-09 fiscal year, not to exceed \$10 million.

B. AUDIT SERVICES

It is recommended that the Board of Trustees approve the first year of a five-year agreement for audit services to be performed by Vavrinek, Trine, Day & Co, LLP. The fiscal year-end audit will be performed for the period July 1, 2008, to June 30, 2009. The amount is not to exceed \$61,000.

C. CONTRACTS UNDER \$76,700

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: CALIFORNIA STATE UNIVERSITY,
LOS ANGELES (CSULA)
Services: El Camino College (ECC) students will be able to take a cross enrollment course, Manufacturing 360, on-site at El Camino College, as part of CSULA's BS degree in Industrial Technology Education.
Requesting Dept.: Behavioral & Social Sciences and Industry & Technology
Date(s): Spring 2009
Financial Terms: No Cost to the District
2. Contractor: COMPTON COMMUNITY COLLEGE
DISTRICT (CCCD)
Services: In accordance with the Disabled Students Programs and Services (DSPS), the El Camino Community College District will provide the coordination of interpreting and real-time captioning services to CCCD.
Requesting Dept.: Special Resource Center
Date(s): 12/1/08 – 6/30/09
Financial Terms: Projected Gross Income: \$30,000

3. Contractor: NORTHROP GRUMMAN SYSTEMS CORPORATION.
 Services: Employees will receive training in various occupational skills as identified in the contract.
 Requesting Dept.: Workplace Learning Resource Center (WpLRC) Community Advancement
 Date(s): 2/17/09 – 6/30/11
 Financial Terms: Federal Funds

4. Contractor: PENTEL OF AMERICA LTD.
 Services: Employees will receive twenty-four (24) hours of business skills, continuous improvement and computer training.
 Requesting Dept.: Center for Applied Competitive Technologies (CACT) – Community Advancement
 Date(s): 2/18/09 – 6/30/09
 Financial Terms: Projected Gross Income \$5,079. This course is self-supporting.

5. Contractor: UNIVERSAL COLLEGE OF BEAUTY, INC.
 Services: Provide cosmetology instruction for El Camino College Compton Educational Center students
 Requesting Dept.: Academic Affairs
 Date(s): 8/1/08 to 6/30/10
 Financial Terms: Cost will be paid by Compton Community College District at a rate of \$2.25 per hour per student for student instruction.

D. CONTRACTS OVER \$76,700

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

1. Contractor: PROPATH, INC.
 Services: Recruit and train unemployed workers for employment in aerospace manufacturing via the Manufacturing Certification Training Program developed for El Camino College.
 Requesting Dept.: Center for Applied Competitive Technologies (CACT)
 Date(s): 2/17/09 – 6/30/09
 Financial Terms: Cost \$6,120 per student; not to exceed \$250,000
 Source of Funding: South Bay Workforce Investment Board

E. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS

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

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
Fund 11 Unrestricted - El Camino				
P0202271	Abtech Systems	Information Tech.	Maintenance Contracts	\$17,283.20
P0202357	CSI Technology	Information Tech.	Maintenance Contracts	\$19,485.00
P0202365	Sigmanet	Information Tech.	Maintenance Contracts	\$441.23
P0202375	Rebecca T. Greer	Student Affairs	Non-Instruct Supplies	\$23.12
P0202384	E.G. Brennan & Co.	Admissions/Records	Repairs Noninstructional	\$43.25
P0202385	Leonid Rachman	International Students	Conferences Mgmt	\$850.00
P0202393	JRCERT Lockbox	Rad Tech	Dues And Memberships	\$1,800.00
P0202395	Adt Security Services	History	Other Services And Expenses	\$1,057.37
P0202396	South Bay Cities	Inglewood One Stop	Contributions	\$2,500.00
P0202422	Monterey Graphics	Div Office-Studnt	Non-Instruct Supplies	\$48.71
P0202423	Spectrum Products	Physical Education	Repairs Parts And Supplies	\$57.02
P0202428	Boise Cascade	I&T Div Ofc	Non-Instruct Supplies	\$126.11
P0202430	Woodworker West	Construction	Instructional Supplies	\$60.00
P0202431	Fine Woodworking	Construction	Publications-Magazines	\$34.95
P0202434	California Chamber	Human Resources	Publications/ Periodicals	\$50.88
P0202445	Department/Gen.Serv.	Facilities/Planning	Repairs Noninstructional	\$2,030.00
P0202452	Brinks Home Security	Div Office Instr.	Maintenance Contracts	\$335.40
P0202453	Away We Go Travel	Counseling Office	Conferences Faculty	\$174.20
P0202458	Universidad de	Study Abroad Program	Conferences Other	\$629.00
P0202459	New Wave Computer	Copy Center	Instructional Supplies	\$228.71
P0202473	Bank of America	Board Of Trustees	Conferences Mgmt	\$1,645.00
P0202474	Bank of America	President's Office	Non-Instruct Supplies	\$135.29
P0202475	Anderson Saw	Ctr for Arts Production	Repairs Parts And Supplies	\$236.36
P0202479	Daily Breeze	Public Relations	Publications/ Periodicals	\$166.40
P0202480	Staples	Public Relations	Non-Instruct Supplies	\$323.67
P0202481	Monterey Graphics	Course/Curriculum	Non-Instruct Supplies	\$48.71
P0202483	Monterey Graphics	Fiscal Services	Non-Instruct Supplies	\$779.40
P0202485	Hawthorne Chamber	Public Relations	Dues And Memberships	\$50.00
P0202486	Monterey Graphics	Div Office Fine Arts	Instructional Supplies	\$48.71
P0202488	Point Loma Nazarene	Speech	Other Services And Expenses	\$850.00
P0202489	Stephen L. Odoi	Theatre/Dance	Contract Services	\$250.00
P0202490	Roxanne Abilogu	Theatre/Dance	Contract Services	\$250.00
P0202494	Monterey Graphics	English	Instructional Supplies	\$97.42
P0202496	Time Clock Sales	Human Resources	Other Services And Expenses	\$98.53
P0202500	Amazon.Com	History	Instructional Supplies	\$113.66
P0202502	Pbs Video	History	Instructional Supplies	\$33.30
P0202504	Dell Computer	Inglewood One Stop	Non-Instruct Supplies	\$99.46
P0202505	Kater-Crafts	V.P. Academic Affairs	Non-Instruct Supplies	\$350.00
P0202513	Monterey Graphics	Div Office Fine Arts	Instructional Supplies	\$48.71
P0202527	Monterey Graphics	President's Office	Non-Instruct Supplies	\$48.71
P0202539	ACCCA	V.P. Academic Affairs	Conferences Mgmt	\$475.00
P0202542	Signature Party Rental	Civic Center	Repairs Noninstructional	\$4,514.34
P0202544	Pocket Nurse	Nursing	Instructional Supplies	\$323.58
P0202545	Medline Industries	Nursing	Instructional Supplies	\$1,323.41

P0202546	Kater-Crafts	Div Office Instr.	Bookbinding	\$2,999.69
P0202548	Mark Hullibarger	Ctr for Arts Production	Center For The Arts Technical	\$145.00
P0202550	Mouser Electronics	Physics	Instructional Supplies	\$73.00
P0202555	Prolighting	Physics	Instructional Supplies	\$1,239.13
P0202557	Full Compass	Ctr for Arts Production	Repairs Parts And Supplies	\$515.61
P0202558	Portable Power	Technical Services	Repairs Parts And Supplies	\$568.76
P0202559	Discount Two-Way	Technical Services	Repairs Parts And Supplies	\$1,886.91
P0202567	California Presenters	Div Office Fine Arts	Dues And Memberships	\$150.00
P0202576	Nina K. Oshio	Human Resources	Other Services And Expenses	\$29.82
P0202578	Monterey Graphics	Fire	Instructional Supplies	\$48.71
P0202582	Newark Electronics	Electronics	Instructional Supplies	\$60.00
P0202583	G & J Automotive	Automotive Tech.	Instructional Supplies	\$60.00
P0202587	Battery Specialties	Technical Services	Repairs Parts And Supplies	\$106.96
P0202591	The Printer Works	Technical Services	Repairs Parts And Supplies	\$617.65
P0202592	Mcm Electronics Part	Technical Services	Repairs Parts And Supplies	\$588.03
P0202593	CDW-G	Technical Services	Repairs Parts And Supplies	\$1,896.54
P0202594	CDW-G	Technical Services	Repairs Parts And Supplies	\$3,577.90
P0202598	Monterey Graphics	Student Affairs	Non-Instruct Supplies	\$194.84
P0202601	Leonardo World Llc	Study Abroad Prog	Other Services And Expenses	\$496.00
P0202603	Spinitar Presentation	Copy Center	Instructional Supplies	\$234.39
P0202612	Xerox Corporation	Copy Center	Instructional Supplies	\$237.33
P0202615	Monterey Graphics	Resource	Non-Instruct Supplies	\$48.71
P0202616	AssetWorks	Warehouse	Inventories, Stores, Prepaid	\$334.75
P0202618	International Code	Fire	Instructional Supplies	\$244.04
P0202619	Office Max	Fiscal Services	Non-Instruct Supplies	\$17.30
P0202625	Kelly Paper	Copy Center	Instructional Supplies	\$2,965.51
P0202632	Full Compass	Ctr for Arts Production	Repairs Parts And Supplies	\$987.00
P0202634	Western Arts Alliance	Div Office Fine Arts	Dues And Memberships	\$400.00
P0202643	Dell Computer	Information Tech.	Maintenance Contracts	\$1,857.57
P0202644	Altus Network	Information Tech.	Maintenance Contracts	\$822.00
P0202648	West Group Payment	Human Resources	Publications/ Periodicals	\$49.80
P0202659	Emerson Music	Music	Instructional Supplies	\$259.05
P0202661	Boise Cascade	Warehouse	Inventories, Stores, Prepaid	\$3,926.23
P0202662	Pasadena City College	Campus Police	Conferences Mgmt	\$120.00
P0202664	Ricoh Business	Division Office Math	Instructional Supplies	\$149.23
P0202668	Dell Computer	Ctr for Arts Ticket	New Equip - Noninstr	\$4,477.35
P0202672	Monterey Graphics	Div Office Fine Arts	Instructional Supplies	\$48.71
P0202673	American Express	Counseling Office	Conferences Faculty	\$174.20
P0202675	American Industrial	Plumbing Shop	Non-Instruct Supplies	\$386.87
P0202676	Michael D. Blada	Carpenter Shop	Non-Instruct Supplies	\$228.63
P0202677	American Express	Counseling Office	Conferences Faculty	\$174.20
P0202678	Abtech Support	Information Tech.	Non-Instruct Supplies	\$1,121.47
P0202679	Xpedx Paper	Copy Center	Non-Instruct Supplies	\$245.05
P0202680	Emerson Music	Music	Instructional Supplies	\$324.55
P0202687	Collegesource, Inc.	Admissions/Records	Non-Instruct Supplies	\$835.00
P0202689	LAEDC	Transition Center	Conferences Mgmt	\$130.00
P0202690	Harland Technology	Information Tech.	Maintenance Contracts	\$1,622.00
P0202691	Mcmaster Carr	Ctr for Arts Production	Non-Instruct Supplies	\$53.26
P0202694	A-1 Office Plus	Purchasing	Non-Instruct Supplies	\$205.68
P0202697	D & N Bruders	Cosmetology	Instructional Supplies	\$193.95
P0202707	Harland Technology	Information Tech.	Maintenance Contracts	\$559.00
P0202708	Datawatch Corp.	Institutional Research	Non-Instruct Supplies	\$266.22
P0202738	National Collegiate	Honors Program	Dues And Memberships	\$500.00
P0202739	Flag Marketing	Ctr for Arts Promo	Multi Media Advertising	\$2,000.00

P0202740	San Diego Mesa	Honors Program	Dues And Memberships	\$50.00
			Fund 11 Total: 99	\$101,071.41

Fund 12 Restricted - El Camino

P0202010	V & V Manufacturing	Parking-Student	Non-Instruct Supplies	\$73.18
P0202350	New Wave Computer	Ref & Lane Tech	New Equipment - Instructional	\$204.59
P0202366	Hodge Products	MESA Program	Non-Instruct Supplies	\$580.66
P0202367	Apple Computer, Inc.	MESA Program	New Equipment -	\$2,155.02
P0202368	Borden Decal Co., Inc.	Parking-Student	Non-Instruct Supplies	\$9,514.18
P0202370	San Diego Police	Parking-Student	Non-Instruct Supplies	\$660.51
P0202371	South Bay Municipal	Parking Violations DM	Other Services And Expenses	\$4,885.00
P0202372	Imagewest	VATEA Medial / TV	New Equipment - Instructional	\$507.12
P0202373	CDW-G	VATEA Medial / TV	Computer Software Account	\$86.36
P0202374	Zones, Inc.	VATEA Medial / TV	New Equipment - Instructional	\$2,197.42
P0202377	Mid City Mailing	Matching - IDRC, etc.	Multi Media Advertising	\$300.00
P0202379	Susan Saxe-Clifford	Parking-Student	Other Services And Expenses	\$375.00
P0202381	Amtrak	ECP (YEP) Grant	Transportation/ Mileage	\$2,039.00
P0202382	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$1,708.91
P0202383	LaserMax, Inc.	Parking-Student	New Equipment	\$1,223.07
P0202394	A-1 Office Concepts	DSPS	Instructional Supplies	\$46.49
P0202397	Best Buy	Foster Care Ed 03-04	Instructional Supplies	\$658.92
P0202421	PDI	Administration	Other Services And Expenses	\$6,054.00
P0202424	Campus Food Serv.	ITAR - Econ Dev	Non-Instruct Supplies	\$293.96
P0202425	Copy R Office Solution	Head Start Partner	Instructional Supplies	\$10.32
P0202426	Ricoh Americas	YESS Grant	Instructional Supplies	\$53.71
P0202427	National Promotions	Career & Tech Ed	Printing	\$2,267.84
P0202429	Kirk's Diesel	Fire Tech Donations	Repairs - Instructional	\$2,719.01
P0202432	Campus Food Serv.	El Camino Language	Non-Instruct Supplies	\$1,281.19
P0202433	Educational Testing	El Camino Language	Other Instr Supplies	\$1,081.00
P0202435	Ad Infin Item	Head Start Partner	Instructional Supplies	\$6,338.37
P0202437	CCS Presentation	Sign Language	New Equipment - Instructional	\$11,027.33
P0202438	Monterey Graphics	Matriculation	Non-Instruct Supplies	\$876.78
P0202439	Sylvia Masuda	VATEA Journalism	Contract Services	\$500.00
P0202440	TWI Group Inc.	Aerospace Export IDR	Conferences Mgmt	\$6,564.79
P0202444	South Bay Municipal	Parking Violations DM	Other Services And Expenses	\$5,003.00
P0202446	National Coalition	CTE grant	Dues And Memberships	\$1,200.00
P0202447	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$20.00
P0202448	Bayside Medical Ctr	Parking-Student	Other Services And Expenses	\$158.17
P0202449	San Diego Police	Parking-Student	Non-Instruct Supplies	\$1,273.02
P0202450	Pacific Parking	Parking-Student	Non-Instruct Supplies	\$761.10
P0202451	Thomson West	Instructional Services	Library Books	\$3,494.00
P0202461	CPOA	Parking-Student	Conferences Mgmt	\$380.00
P0202462	E.C.C. Industry	JDIF/Maritime Basic	Non-Instruct Supplies	\$370.00
P0202477	El Camino College	Centinela Freeman	Other Services And Expenses	\$204.50
P0202478	Away We Go Travel	MESA Program	Conferences Mgmt	\$250.20
P0202484	El Camino College	YESS Grant	Instructional Supplies	\$100.00
P0202491	El Camino College	Centinela Freeman	Other Services And Expenses	\$60.00
P0202492	Aacc	WPLRC Industry	Conferences Mgmt	\$250.00
P0202493	Scantron	Basic Skills	New Equipment - Instructional	\$20,834.49
P0202497	CPOA	Parking-Student	In-Service Training	\$190.00
P0202501	American Association	Career & Tech Ed	Conferences Other	\$350.00
P0202506	Away We Go Travel	CITD	Transportation/ Mileage	\$368.40
P0202507	El Camino College	Community	Contributions	\$600.00
P0202529	Empowering People	MDC-Parenting	Other Books	\$1,013.96

P0202530	Marlton School for Def	Sign Language	Contract Services	\$500.00
P0202531	Links Sign Language	Sign Language	Contract Services	\$500.00
P0202532	Career Transition	Sign Language	Contract Services	\$500.00
P0202543	Apple Computer, Inc.	Congress. Direct Grnt	Instr.CompEquip	\$3,542.79
P0202549	Orange County Sheriff	Parking-Student	In-Service Training	\$50.00
P0202553	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$794.47
P0202554	Brian Zimmerman	Parking-Student	Non-Instruct Supplies	\$4,477.97
P0202556	Ultramax Ammunition	Parking-Student	Non-Instruct Supplies	\$950.44
P0202560	Emblem Enterprises	Parking-Student	Non-Instruct Supplies	\$326.01
P0202561	Dooley Enterprises	Parking-Student	Non-Instruct Supplies	\$3,353.05
P0202562	U.S. Armor Corp.	Parking-Student	New Equipment	\$755.59
P0202563	CCPOA	Parking-Student	In-Service Training	\$20.00
P0202564	U.S. Armor Corp.	Parking-Student	New Equipment	\$3,022.36
P0202565	Van Lingen Towing	Parking-Student	Other Services And Expenses	\$33.50
P0202566	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$2,083.88
P0202568	American Association	Career & Tech Ed	Conferences Other	\$350.00
P0202569	V & V Manufacturing	Parking-Student	Non-Instruct Supplies	\$352.47
P0202570	American Association	Career & Tech Ed	Conferences Other	\$350.00
P0202571	American Association	Career & Tech Ed	Conferences Other	\$350.00
P0202572	California Community	Foster Care Ed 03-04	Conferences Other	\$200.00
P0202580	Tool Boxes Direct	I&T Division	Instructional Supplies	\$1,303.80
P0202581	Tackle Warehouse	I&T Division	Instructional Supplies	\$162.24
P0202584	Away We Go Travel	MESA Program	Conferences Mgmt	\$309.20
P0202586	Samy's Camera	VATEA Medial / TV	New Equipment - Instructional	\$5,063.21
P0202589	Away We Go Travel	CITD	Transportation/ Mileage	\$338.40
P0202595	Campus Food Service	EOPS CARE	Non-Instruct Supplies	\$1,000.00
P0202596	Noel Levitz, Inc.	Staff Development	Non-Instruct Supplies	\$2,095.13
P0202602	Step Publishers	MDC-Parenting	Other Books	\$395.00
P0202604	National Student	EOPS	Contract Services	\$425.00
P0202605	South Bay Ford	Parking-Student	Repairs Non Instr	\$1,064.39
P0202606	Susan Saxe-Clifford	Parking-Student	Other Services And Expenses	\$375.00
P0202607	Lowes	Parking-Student	New Equipment	\$602.04
P0202610	Namifiers	Matriculation	Non-Instruct Supplies	\$66.00
P0202620	Campus Food Service	VATEA Counseling	Conferences Other	\$250.00
P0202627	American Express	SBDC - Caltrans	Transportation/ Mileage	\$198.20
P0202628	American Express	SBDC - Caltrans	Transportation/ Mileage	\$169.20
P0202629	Marshall & Swift	Instructional Services	Library Books	\$499.16
P0202635	Zoll Medical Corp.	CTE-Eq	New Equipment - Instructional	\$151.55
P0202636	Edwards Medical	CTE-Eq	New Equipment - Instructional	\$1,081.40
P0202637	WALLCUR INC	CTE-Eq	New Equipment - Instructional	\$338.78
P0202638	Nasco Fitness	CTE-Eq	New Equipment - Instructional	\$1,089.01
P0202639	Hospital Systems Inc.	CTE-Eq	New Equipment - Instructional	\$345.16
P0202640	Hill Rom	CTE-Eq	New Equipment - Instructional	\$536.92
P0202641	Coursey Enterprises	CTE-Eq	New Equipment - Instructional	\$233.75
P0202642	South Bay Ballet	Artes de El Camino	Contract Services	\$2,474.52
P0202646	Student Insurance	El Camino Language	Other	\$20,160.00
P0202647	Westhost, Inc.	El Camino Language	Multi Media Advertising	\$29.85
P0202649	Pocket Nurse	CTE-Eq	New Equipment - Instructional	\$6,094.96
P0202651	Small Manufacturers	CTE grant	New Equipment	\$21,108.75
P0202652	The Evergreen State	Basic Skills	Conferences Faculty	\$7,350.00
P0202658	El Camino College	Centinela Freeman	Other Services And Expenses	\$40.00
P0202667	Dell Computer	Productions Donations	Non Inst Comp Eq	\$1,119.34
P0202671	Monterey Graphics	Matriculation	Non-Instruct Supplies	\$48.71
P0202684	Monterey Graphics	CAHSEE (COCCC)	Non-Instruct Supplies	\$210.08
P0202685	Wilmington Chamber	SBA Contract Jan-Dec	Dues And Memberships	\$100.00
P0202695	Mcmaster Carr	Ref & Lane Tech	Instructional Supplies	\$1,246.08

P0202699	Quality Business	Community	Other Services And Expenses	\$191.80
P0202705	Campus Food Service	El Camino Language	Non-Instruct Supplies	\$254.21
P0202706	4 Imprint	Capacity Bldg	Instructional Supplies	\$328.56
P0202709	Third Degree	Parking-Student	In-Service Training	\$395.00
P0202741	International House	Fine Arts	New Equipmen-Instr.	\$4,700.48

Fund 12 Total: 111 **\$209,621.98**

Fund 15 General Fund -Special Programs

P0202476	Anza Rents	Staff Development	Other Rentals	\$666.50
P0202528	CCS Presentation	Welding	New Equipment	\$2,063.52
P0202540	Premier	New Student Welcom	Non-Instruct Supplies	\$12,458.99
P0202597	Promo Direct	Staff Development	Non-Instruct Supplies	\$1,470.85
P0202608	Fast Deer Bus Chartr	Project Success	Transportation	\$468.00
P0202617	Sims Welding Supply	Welding	New Equipment	\$622.44
P0202654	Soap Design	Contract Education	Multi Media Advertising	\$1,100.00
P0202674	ImpressGDP, Inc.	New Student Welcom	Non-Instruct Supplies	\$537.13
P0202733	Life After 50	Contract Education	Multi Media Advertising	\$1,050.00
P0202735	National Promotions	Contract Education	Printing	\$3,300.54
P0202736	Melissa Data Corp.	Contract Education	Multi Media Advertising	\$550.00
P0202742	Fastsigns	Contract Education	Non-Instruct Supplies	\$219.36

Fund 15 Total: 12 **\$24,507.33**

Fund 33 Child Development

P0202386	Red Apple	CDC Donations	Non-Instruct Supplies	\$2,362.77
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Fund 33 Total: 1 **\$2,362.77**

Fund 62 Property & Liability

P0202487	National Notary	Purchasing	Conferences Mgmt	\$23.20
P0202633	Keenan & Associates	Purchasing	Liability - Self Insurance	\$3,819.80
P0202645	El Camino Communit	Purchasing	Liability - Self Insurance	\$7,226.55

Fund 62 Total: 3 **\$11,069.55**

Fund 74 Student Financial Aid

P0202653	California Student Aid	Prior Year SCAL GRT	SCAL GRANTS	\$581.00
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Fund 74 Total: 1 **\$581.00**

Fund 79 Auxiliary Services

P0202378	Dramatists Play	Fine Arts	Non-Instruct Supplies	\$103.25
P0202443	California Inn/Roadwy	Health Sciences	Non-Instruct Supplies	\$167.97
P0202551	Byron Batista	Fine Arts	Non-Instruct Supplies	\$800.00
P0202552	Embroidme	Health Sciences	Non-Instruct Supplies	\$116.67
P0202573	Dawn C. Huntoon	Fine Arts	Non-Instruct Supplies	\$300.00
P0202574	Balle de Match	Health Sciences	Non-Instruct Supplies	\$131.08
P0202575	Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$1,500.00
P0202577	Coastal Sol	Health Sciences	Non-Instruct Supplies	\$1,261.81
P0202599	Lori B. Medigovich	Humanities	Non-Instruct Supplies	\$1,491.62

P0202600	Associated Collegiate	Humanities	Non-Instruct Supplies	\$139.00
P0202621	Teamconnection	Resp Therapy	Non-Instruct Supplies	\$1,744.99
P0202626	Battery Specialties	Fine Arts	Non-Instruct Supplies	\$630.73
P0202686	Off-Broadway West	Fine Arts	Non-Instruct Supplies	\$2,000.00
P0202711	Campus Food Service	Administrative Service	Non-Instruct Supplies	\$144.20

Fund 79 Total: 14 **\$10,531.32**

Fund 82 Scholarships & Trust/Agency

P0202380	Monterey Graphics	Health Sciences	Fundraising	\$48.71
P0202436	Campus Food Service	Fiscal Services	Fundraising	\$479.75
P0202442	Competitive Aquatic	Health Sciences	Fundraising	\$920.34
P0202460	Austin Plastics	Health Sciences	Fundraising	\$21.52
P0202588	Coastal Sol	Health Sciences	Fundraising	\$2,726.87

Fund 82 Total: 5 **\$4,197.19**

PO Funds Total: 246 **\$363,942.55**

Fund 11 Unrestricted - El Camino

B0211039	KPSS, Inc.	Cosmetology	Instructional Supplies	\$498.81
B0211046	E.C.C. Public	Theatre/Dance	Multi Media Advertising	\$200.00
B0211071	Neptune's Reef	Div Office Nat Science	Maintenance Contracts	\$1,000.00
B0211075	KPSS, Inc.	Cosmetology	Instructional Supplies	\$400.00
B0211086	Pocket Nurse	Nursing	Instructional Supplies	\$4,984.24
B0211089	Litz USA Student	VP-SCA	Contract Services	\$2,750.00
B0211090	Ryugaku Journal, Inc.	VP-SCA	Contract Services	\$1,750.00

Fund 11 Total: 7 **\$11,583.05**

Fund 12 Restricted - El Camino

B0211026	Paul's Speedometer	Parking-Student	Other Services And Expenses	\$150.00
B0211036	Adrienne Michelson	Parking-Student	PSA Contract Services	\$5,000.00
B0211037	E.C.C. Public	Specialty Beverage	Reproduction Instructional	\$2,231.65
B0211038	Campus Food Service	Teacher Preparation	Instructional Supplies	\$1,000.00
B0211040	Tracy S. Clark	Sign Language	PSA Contract Services	\$700.00
B0211045	ECCD Petty Cash	DOE Title VI B (ITCI)	Non-Instruct Supplies	\$24.65
B0211048	Janet H. Levine	Compton Title V Activ	PSA Contract Services	\$34,060.00
B0211049	Susan Newcomb	Title V ECC/SMC Act	PSA Contract Services	\$200.00
B0211051	E.C.C. Public	CAHSEE (COCCC)	Reproduction	\$500.00
B0211054	ECCD Petty Cash	CAHSEE (COCCC)	Bus Passes and Food	\$350.00
B0211069	CRC Sign Language	DSPS	Contract Services	\$12,500.00
B0211073	Gregory D. Cash	SBDC COCCC	PSA Contract Services	\$4,500.00
B0211076	Estwick & Associates	MDC-Parenting	Contract Services	\$4,000.00
B0211077	Angel in Disguise	(STCW) Standards	Contract Services	\$3,000.00
B0211078	John M. Grimes	Terminal	PSA Contract Services	\$4,000.00
B0211083	Maria Villareal	CTE grant	PSA Contract Services	\$1,062.00

Fund 12 Total: 16 **\$73,278.30**

Fund 15 General Fund -Special Programs

B0211085	John M. Powers	Contract Education	PSA Contract Services	\$700.00
Fund 15 Total: 1				\$700.00

Fund 81 Student Organizations

B0211070	E.C.C. Public	Student Affairs	A/P Manual.Gen.	\$75.00
B0211082	E.C.C. Public	Student Affairs	A/P Manual.Gen.	\$200.00
Fund 81 Total: 2				\$275.00

BPO Funds Total: 26 \$85,836.35

Grand Total POs and BPOs: 272 \$449,778.90

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

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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 January 31, 2009.

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Additional Classrooms/Modernization	\$191,843,972	\$61,522,893	\$4,833,942	\$125,487,137
Campus Site Improvements	35,907,523	17,933,949	5,995,959	11,977,615
Energy Efficiency Improvements	2,818,000	2,702,499	15,543	99,958
Health and Safety Improvements	144,935,897	30,091,923	1,840,437	113,003,538
Information Technology and Equipment	34,776,156	10,704,616	684,464	23,387,076
P.E. Facilities Improvements	1,585,700	0	0	1,585,700
Unallocated Refunding Income	1,910,463	0	0	1,910,463
TOTAL	<u>\$413,777,711</u>	<u>\$122,955,880</u>	<u>\$13,370,345</u>	<u>\$277,451,487</u>

**B. CHANGE ORDER – AIREMASTERS AIR CONDITIONING –MCS
COMPUTER ROOM HVAC UPGRADE**

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

- | | |
|--|-------------|
| 1. Provide additional insulated heating and cooling ducts and registers for MCS 105. Test and balance air flow. This work was performed at the District’s request. | \$11,925.79 |
| 2. Provide electrical power & control to the pump motor of the new 60 gallon diesel tank. This work was not included in the bid documents due to an engineering oversight. | \$5,357.65 |
| 3. Reroute chilled water lines in order to place the chilled water distribution unit. Field conditions differed from drawings. | \$2,745.89 |

Total Change Order Amount	\$20,029.33
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Original Contract Amount	\$675,000.00
Prior Changes	0
This Change Order Amount	<u>20,029.33</u>
New Contract Amount	<u>\$695,029.33</u>

C. CHANGE ORDER – BOMEL CONSTRUCTION CO. – LOT H PARKING STRUCTURE & ATHLETIC FACILITIES

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

- | | |
|---|---------|
| 1. Domestic waterline and irrigation line revisions at tennis courts and softball field, per civil engineer’s request. | \$9,468 |
| 2. New irrigation line across Stadium Way to service future landscape area, per District’s request. | \$9,335 |
| 3. Seal side inlets on two existing catch basins and adjust two existing manholes to grade, per civil engineer’s request. | \$4,380 |
| 4. Perform electrical high voltage coordination study for permanent power to the Parking Structure, per District’s request. | \$2,337 |
| 5. Provide enclosure around Marsee Auditorium generator, per District’s request. | \$962 |

Total Change Order Amount	\$26,482
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Original Contract Amount	\$19,290,000
Prior Changes	695,690
This Change Order Amount	<u>26,482</u>
New Contract Amount	<u>\$20,012,172</u>

D. CHANGE ORDER – SOUTHLAND INDUSTRIES – ENERGY MANAGEMENT SYSTEM UPGRADE PHASE 2

It is recommended that the Board of Trustees approve the following change order for Southland Industries. During the performance of the contract work the following work was performed at the District’s request to repair existing equipment.

<u>Student Services Center</u>	\$13,929.00
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Air Handler #1

1. Remove the defective outside air flow transmitter and install a new flow transmitter to accurately measure the amount of outside air being introduced to the system.
2. Remove existing and install and calibrate a new heating static pressure transmitter.

3. Remove existing and install and calibrate a new cooling air static pressure transmitter.

Air Handler #2

1. Remove the existing defective 4” transmitter probe and install a new air flow monitor station that will provide an accurate cross section reading of the outside air flow.

Air Handler #3

1. Remove and install a new return air damper assembly. The existing assembly is missing blades and non-operational.
2. Repair damage to existing duct work near the return and exhaust dampers.
3. Remove and install a new outside air damper. The existing damper does not have full range of motion.

Library \$10,094.00

1. Remove the existing hot water heating coil that is plugged on variable air volume box #5 and install a new heating coil.
2. Remove the defective smoke fire damper actuator on variable air volume box #6 and install a new actuator.
3. Remove the defective smoke fire damper actuator on variable air volume box #7 and install a new actuator.
4. Repair the split duct work by variable air volume box #1.
5. Repair and replace missing or damaged piping insulation.

Total Change Order Amount \$24,023.00

Original Contract Amount	\$1,384,942.00
Prior Changes	0
This Change Order Amount	<u>24,023.00</u>
New Contract Amount	<u>\$1,408,965.00</u>

E. 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
P0202150	Sigmanet	Lot H Parking/Athletics	Group II Equipment	\$26,776.24
P0202376	Summit Installation	Information Technology	Buildings	2,312.00
P0202454	Mr. Wood Fence	Lot H Parking/Athletics	Site Improvements	14,400.00
P0202482	Corona Clay Co.	Infrastructure Phase 3	Non-Instruct Supplies	4,671.56
P0202609	Crenshaw Lumber	Infrastructure Phase 3	Non-Instruct Supplies	1,000.41
P0202611	Cumming Corporation	Student Services Center	Architecture/Engineering	4,320.00
P0202630	Department/Gen. Serv.	Temporary Space	Architecture/Engineering	7,850.93
P0202660	Department/Gen. Serv.	Infrastructure Phase 3	Architecture/Engineering	82.23
P0202670	Southern California	Lot H Parking/Athletics	Site Improvements	838.54
P0202698	M & K Metal Co.	Infrastructure Phase 3	Non-Instruct Supplies	365.47
P0202710	ADT Security Services	Information Technology	New Equipment -	37,057.43
B0202159	S & K Engineers	Art & Behavioral	Architecture/Engineering	5,000.00
B0211014	Sports Field Services,	Lot H Parking/Athletics	Site Improvements	11,500.00
B0211027	Portable Storage Corp.	Temporary Space	Equipment Rental	6,000.00
B0211041	Sundt Construction Inc.	MBA Bldg	Architecture/Engineering	45,000.00
B0211044	Cumming Corporation	Infrastructure Phase 3	Architecture/Engineering	17,445.00
B0211079	Ford Graphics	Humanities Complex	Blue Printing/Construction	2,500.00
B0211093	Atlas Sales & Rentals	Information Technology	Equipment Rental	12,990.00
<u>Grand Total POs and BPOs:</u>				<u>\$200,109.81</u>

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

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A. Employment and Personnel Changes	40
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A. EMPLOYMENT AND PERSONNEL

It is recommended that the Board ratify/approve the employment and personnel changes for academic, classified, special service professionals and temporary classified service employees as shown in items 1-19 and 1-8.

Academic Personnel:

1. Retirement - Mr. George Rodriguez, full-time instructor of Welding, Industry & Technology Division, last day worked May 29, 2009, first day of retirement May 30, 2009, and that a plaque be presented to him in recognition of his service to the District since 1981.
2. Pre-retirement - Ms. Joy Amling, full-time instructor of Accounting, Business Division, to work a reduced load of 100% in Fall 2009 and 0% in Spring 2010, for five years beginning Fall 2009 through Spring 2014, in accordance with the Agreement, Article 18, Section 2(c).
3. Pre-retirement - Ms. Carol Imai-Bowsfield, full-time Counselor, to work a reduced load of 50% in Fall 2009 and 50% in Spring 2010, for five years beginning Fall 2009 through Spring 2014, in accordance with the Agreement, Article 18, Section 2(c).
4. Pre-retirement - Mr. Timothy Meza, full-time instructor of Construction Technology, Industry & Technology Division, to work a reduced load of 50% in Fall 2009 and 50% in Spring 2010, for five years beginning Fall 2009 through Spring 2014, in accordance with the Agreement, Article 18, Section 2(c).
5. Amend Employment - Mr. Rene Lozano, full-time Counselor, from Class II, Step 4 to Class II, Step 6, Fiscal Salary Schedule, effective August 1, 2008.
6. Employment - Ms. Octavia Hyacinth, full-time/temporary instructor of Nursing, Health Sciences & Athletics Division, to be paid Class II, Step 4, Academic Salary Schedule, effective February 17 through June 12, 2009.
7. Employment - Ms. Margaret Kidwell-Udin, full-time/temporary instructor of Nursing, Health Sciences & Athletics Division, to be paid Class IV, Step 8, Academic Salary Schedule, effective February 17 through June 12, 2009.
8. Employment - Ms. Mary Kitzmiller, full-time/temporary instructor of Nursing, Health Sciences & Athletics Division, to be paid Class I, Step 4, Academic Salary Schedule, effective February 17 through June 12, 2009.

9. Employment - Mr. Thomas Stewart, full-time/temporary instructor of Chemistry, Natural Sciences Division, Class II, Step 6, Academic Salary Schedule, effective February 14 through June 12, 2009.
10. Special Assignment - Ms. Bonnilee Kaufman, part-time Disabilities Specialist, Special Resource Center, Health Sciences & Athletics Division, to conduct activities for Disabled Students Programs & Services (DSPS), to be paid \$30.10 an hour, not to exceed 1155 hours or \$4,666, effective February 14 through June 12, 2009, in accordance with the Agreement, Article 10, Section 14(a).
11. Special Assignment - Mr. Eric Carlson, full-time instructor of Technology, Industry & Technology Division, to conduct aerospace industry research and develop training modules, to be paid \$45.14 an hour, not to exceed 250 hours or \$11,285, effective February 18 through June 12, 2009, in accordance with the Agreement, Article 10, Section 14(a).
12. Special Assignment - Ms. Lynn Fielding, part-time instructor of Geology, Natural Sciences Division, to work as lab assistant for the Welding Department in Industry and Technology, to be paid \$30.10 an hour, not to exceed 160 hours or \$4,816, effective February 14 through June 12, 2009, in accordance with the Agreement, Article 10, Section 9(m).
13. Special Assignment - The following part-time instructors of Nursing, Health Sciences & Athletics Division, to perform simulation facilitation debriefs, to be paid \$60.18 an hour, not to exceed 32 hours each per semester or \$1,926, effective February 17 through June 30, 2009, in accordance with the Agreement, Article 10, Section 14(a).

Pat McGinley
 Yasna Ouwerkerk
 Kathleen Rosales
 Leila Miranda-Lavertu
 Margaret Kidwell-Udin
 Mary Moon
 Laura Shainian
 Teresa Martinez
 Kathy Stephens
 Heather Riley

Linda Scott
 Suzette Frio
 Phoebe Kim
 Marcy Hoss
 Guenever Parsley
 Karen Walter
 Mary Kitzmiller
 Victoria Orton
 Kitty Meese
 Steven Jones

14. Special Assignment - Ms. Mary Kitzmiller, part-time instructor of Nursing, Health Sciences & Athletics Division, to coordinate success strategies program, to be paid \$60.18 an hour, not to exceed 12 hours or \$722 a week, effective February 17

through June 30, 2009, in accordance with the Agreement, Article 10, Section 14(a).

15. Special Assignment - Mr. David Winkler, part-time instructor of Fire Academy, Industry & Technology Division, to conduct not-for-credit Fire Service Community Education Class, to be paid \$45.14 an hour, not to exceed 76 hours or \$3,431, effective January 26 through June 30, 2009, in accordance with the Agreement, Article 10, Section 9(m).
16. Stipend Assignment - Mr. Paul Culton, part-time instructor of Education Development and Sign Language, Special Resources Center, Health Sciences & Athletics Division, to present at ASL workshop, to be paid \$150, effective November 15, 2008, in accordance with the Agreement, Article 10, Section 14(a).
17. Stipend Assignment - Mr. William Georges, full time instructor of Theatre, Fine Arts Division, to work as Light Designer for Play #3, "Sweeny Todd," to be paid \$1,500, effective January 26 through March 12, 2009, in accordance with the Agreement, Article 10, Section 14(a).
18. Employment - Ms. Theresa Wright, part-time Nurse Practitioner to be hired as needed in Student Health Services, Class I, Step 1, not to exceed a total of 24 hours per week, effective February 19, 2009 through June 30, 2009, to be paid in accordance with the Agreement, Article X, Section 9(m).
19. Employment - The following part-time/temporary instructors to be hired as needed for the 2009 Spring Semester:

Business

Lee Feldman

Fine Arts

Kenshaka Ali
Richard Berger
Andrea Burnside
Jacqueline Freedman
Michael Golding
Kent Eric Hayward
Robert Hersh
Randy Jones

Margaret Kemp
Dean Koba
Yunsun Lee
Christoph Luty
Jory Schulman
Thomas Stubblefield
John Zamora

Health Sciences & Athletics

Alma Demarco
Susan Ferme
Carmen Loya

Guenever Parsley
Heather Riley
Susan Stohrer

Humanities

Shana Brenish
Rebecca Ebin
Serena Ott

Catherine Schaeffer
Christine Thuau
Shahrazad Zahedi

Industry & Technology

Marva Brooks
Roberto Medina Causey
Meredith Jackson

Arturo Jimenez
Clifford Johnson
Michael Marshall

Natural Sciences

Sulaiman Abdulmalek
Hassan Elfarissi
Chih Min Lew

Special Resource Center
Robert LoParo

Classified Personnel

1. Personal Leave of Absence 23.34% - Ms. Jeannine Barba, Student Services Specialist, Range 33, Step E, Enrollment Services Division, Student and Community Advancement Area, effective February 16 through June 12, 2009.
2. Personal Leave of Absence from 30% - Ms. Wendy Kahan, Toolroom/Instructional Equipment Technician, (10 month) Range 31, Step E, Industry & Technology Division, Academic Affairs Area, to teach, effective February 17 through June 12, 2009.
3. Employment - Mr. Anthony Tanori, Police Officer, Step A, Campus Police Division, Administrative Services Area, effective March 1, 2009.

Special Services Professional

4. Separation - Ms. Judith Norton, Special Services Professional, Range 6, Step 4, of the Special Services Professional Salary Schedule, Community Advancement Division, Student and Community Advancement Area, effective December 31, 2008.
5. Employment - Mr. Kenneth Lewis, Special Services Professional, Range 4, Step 2, of the Special Services Professional Salary Schedule, not to exceed \$67,860, Compton Center, Academic Affairs Area, effective February 18 through September 30, 2009.

Temporary Classified Services Employees

6. Amend Employment - Ms. Estella Lee, Accounting Officer, Range 39, Step E, Fiscal Services Division, Administrative Services Area, on call as needed, effective January 21, instead of February 1 through June 30, 2009 (Retired Annuitant).
7. Employment - Ms. Marcia Armstrong, Clerk, Range 17, Step A, Fine Arts Division, Academic Affairs Area, to provide routine clerical duties, effective February 18 through June 30, 2009.

8. Employment - Mr. David Treat, 80% Trainer/Instructional Technology Specialist, Range 41, Step A, Staff Development/Human Resources Division, Human Resources Area, effective February 18 through June 30, 2009.

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 1-8.

The following temporary non-classified service employees are hired for the 2009– 2010 fiscal year to be paid hourly, effective February 18, 2009 through June 30, 2009, days and hours vary as needed, unless otherwise stated.

INSTRUCTIONAL AIDE SERIES

1. Instructional Aide III

The following individual is to provide intermediate level tutoring, support services, and other specified accommodations for students.

Afifa Alawi, \$10.50, Humanities (February 14, 2009 – June 30, 2009)

2. Instructional Aide V

The following individual is responsible for organizing and managing an academic workshop for students participating in the MESA/AMP programs.

Zahra Ilkhani, \$13.50, Mathematics (February 23, 2009 – June 30, 2009)

3. Instructional Aide VI

The following individuals are responsible for organizing and managing students participating in specified programs, provide classroom support services, and assist with the production of alternate media.

Judith Dezso, \$15.00, Community Advancement (March. 17, 2009 – June 30, 2009)

Ramon Franco Jr., \$15.00, Enrollment Services (January 20, 2009 – June 30, 2009)

OFFICE AIDE SERIES

4. Office Aide II

The following individual is to provide assistance to students, faculty, staff, and the public, payment processing, and daily operations and maintenance.

Elizabeth Dosta, \$9.25, Admissions and Records

PROGRAM AIDE SERIES

5. Program Aide II

The following individuals are to assist with on-campus activities.

Megan Chan, \$9.50, Enrollment Services (February 11, 2009 – June 30, 2009)

Stacy Wilder, \$9.25, Enrollment Services (February 11, 2009 – June 30, 2009)

6. Program Aide IV

The following individual is to assist with the day to day operational duties of the Tutorial Center, including monitoring students, tracking student hours, and special assignments.

Louvena Ford, \$11.75, Extended Opportunities and Program Services

THEATER AIDE SERIES

7. Theater Aide IV

The following individual is to manage and organize the front of house staff for any given event either in the Marsee Auditorium, Campus Theatre, or Recital Hall.

Annie Meyer, \$12.50, Center for the Arts (February 20, 2009 – June 30 2009)

PROFESSIONAL SERIES

8. Professional IV

The following individual is responsible for the orientation and training of new Nursing faculty.

Susan Zareski, \$62.00, Nursing

C. RESOLUTION – EQUIVALENCE TO MINIMUM QUALIFICATIONS

It is recommended that the Board of Trustees approve a Resolution of the Board of El Camino Community College District authorized by the California Education Code Section 87359 as shown below:

WHEREAS, California Education Code Section 87359 provides that the governing board upon the advice and judgment of the Academic Senate may approve employment of instructors who possess qualifications at least equivalent to the minimum qualifications specified in the regulations of the Board adopted pursuant to Education Code Section 87356; and

WHEREAS, the El Camino College Policy "Equivalence to the Minimum Qualifications" was adopted June 11, 1990; and

WHEREAS, there are instructors on the staff at El Camino Community College who are eminently qualified to teach in their designated subject area.

NOW, THEREFORE, BE IT RESOLVED, that the El Camino Community College District Board of Trustees hereby approves the assignment of the below listed instructor to teach in the designated discipline(s) during employment at El Camino College:

Michael Marshall, Administration of Justice Explore Academy

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 Board Member

Page 49

A. Absence of Board Member

It is recommended that the Board excuse Trustee Combs from the January 20, 2009 Board Meeting with no loss of salary due to illness.

Committee of the Whole

Board of Trustees Goals for 2008-2009

At the January 20, 2009 Board Meeting, the Board of Trustees included a section in its Goals for 2008-2009 to address Board Policies. Following is draft Board Policy 2431 Superintendent/President Selection.

In a succession plan for a superintendent/president the two scenarios which need to be addressed are the unplanned versus planned vacancy. In the event of an unplanned vacancy, the focus is on identifying the criteria for selecting an interim president to provide the necessary leadership while a search is conducted for a permanent replacement. In a planned vacancy, the focus is on the selection process for the new superintendent/president.

Unplanned Vacancy Succession Plan –

The Board will:

1. Identify the key criteria for interim leadership.
2. Determine whether or not to fill the position internally or externally.
3. Appoint an interim.
4. Begin the recruitment process for a permanent replacement recognizing it will take 6 months or more to complete the process.

Planned Vacancy Succession Plan –

The Board will:

6 months out:

1. Determine whether or not to use a search firm.
2. Identify what the district needs in its new president.
3. Update the job description.

4 months out:

4. Identify the composition of the screening committee.
5. Prepare recruitment brochure.
6. Open recruitment.

2 months out:

7. Conduct interviews and reference checks.