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**El Camino Community College District  
Board of Trustees  
Agenda, Monday, April 21, 2008  
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 March 10, 2008, Pages 4-6**
- III. Presentation – Accountability Reporting for the Community Colleges (ARCC) – Ms. Irene Graff**
- IV. Public Hearing – Negotiations – El Camino Community College District and the El Camino Police Officers Association for 2007/2008 Reopener Negotiations**
- V. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
  - A. Public Comment
    - 1. Academic Affairs  
*See Academic Affairs Agenda, Pages 6-26*
    - 2. Student and Community Advancement  
*See Student Services Agenda, Pages 27-61*
    - 3. Administrative Services  
*See Administrative Services Agenda, Pages 62-90*
    - 4. *See Measure “E” Bond Fund Agenda, Pages 91-106*
    - 5. *See Human Resources Agenda, Pages 107-129*
    - 6. Superintendent/President  
*See Superintendent/President Agenda, Page 130-138*

**VI. Public Comment on Non-Agenda Items**

**VII. Oral Reports**

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

**VII. Closed Session**

- A. Student Expulsion, Brown Act  
Section 54954.5
  - 1. Student Expulsion – 5 cases
- B. Personnel Matters, Brown Act Section  
54957
  - 1. Public Employee Performance Evaluation – President

<p><b>Board of Trustees Meeting Schedule for 2008</b> <b>4:00 p.m. Board Room</b></p>
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Monday, April 21, 2008  
Monday, May 19, 2008  
Monday, June 16, 2008  
Monday, July 21, 2008  
Monday, August 18, 2008  
Tuesday, September 2, 2008  
Monday, October 20, 2008  
Monday, November 17, 2008  
Monday, December 15, 2008

## 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  
MINUTES OF THE REGULAR MEETING OF  
Monday, March 10, 2008

The Board of Trustees of the El Camino Community College District met at 4:00 p.m. on Monday, March 10, 2008, in the Board Room at El Camino College.

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

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

Minutes of the Regular Board Meeting of February 19, 2008

The Minutes of the Regular Board Meeting of February 19, 2008 were approved.

Presentation – El Camino College Citizens' Bond Oversight Committee Annual Report – Mr. Chris Powell

The Board accepted the El Camino College Citizens' Bond Oversight Committee Annual Report.

Presentation – Student Learning Outcomes – Dr. Francisco Arce

Dr. Francisco Arce presented information on Student Learning Outcomes.

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

Board Policy 4100.1 – Catalog Rights – First Reading

Center for the Arts Presentation 2008/2009

Conference Attendance – Honors Transfer Program

Conference Attendance – Mathematics, Engineering, Science Achievement Program

Instructional Field Trip – Spring 2008

International Education/Study Abroad Program – Summer 2008

Proposed Curriculum Changes: Effective 2008-2009 Academic Year

Student Services

Student Field Trips

Student Conference

Community Education – Spring 2008

El Camino College Chorale Hawaii Concert Tour

Grants - Information

Administrative Services

Contracts Under \$72,400

Contracts \$72,400 or Higher

Information Item – General Fund Unrestricted – Special Program Funds 15

Purchase Orders and Blanket Purchase Orders

Measure E Bond Fund

Category Budgets and Balance

Contract – Southland Industries – Energy Management System Expansion

Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

Resolution – Equivalence of Minimum Qualifications

Notice and Scheduling of Hearing: Hearing Regarding Negotiation Between the El

Camino Community College District and the El Camino Police Officers' Association  
for 2007/2008 Reopener Negotiations

President/Board of Trustees

Absence of Board Member

California Community College Trustees Board Election

~~\*Citizens' Bond Oversight Committee~~

~~\*Item pulled and no substitutions were made.~~

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

Adjournment

Meeting recessed to a closed session at 5:47 p.m. and adjourned at 7:00 p.m.

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Maureen O'Donnell, Secretary of the Board

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Thomas M. Fallo, Secretary to the Board

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

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## **ACADEMIC AFFAIRS**

### **A. BOARD POLICY 4100.1 (CATALOG RIGHTS) – SECOND READING AND ADOPTION**

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

Board Policy 4100.1 – Catalog Rights

## ACADEMIC AFFAIRS

### Board Policy 4100.1

### Catalog Rights

The El Camino College Catalog specifies the general education, major, and unit requirements which the student must satisfy to qualify for an Associate Degree, ~~a Certificate of Competence, or a Certificate of Completion.~~ a Certificate of Achievement or a Certificate of Accomplishment. Students who have maintained continuous enrollment may choose to graduate under the catalog requirements in effect either 1) at the time they began attending El Camino College continuously or 2) at the time they graduate from El Camino College. For degree and certificate purposes, continuous enrollment is defined as enrolling at El Camino College at least one semester, (excluding summer and winter terms) each academic year and receiving a letter grade, a “W” (Withdrawal), CR/NC (Credit /No Credit), or Pass/No Pass on the transcript.

Previous Board Number: 5126

Renumbered: 4/18/05

El Camino College

Adopted: 9/20/93

Amended:



## **ACADEMIC AFFAIRS**

### **B. BOARD POLICY 4040 (LIBRARY SERVICES) – FIRST READING**

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

Board Policy 4040 – Library Services

## **ACADEMIC AFFAIRS**

### **Board Policy 4040**

### **Library Services**

It is the policy of El Camino College to maintain library services that are an integral part of the educational program. The district will provide the means to assure the planned and systematic acquisition and maintenance of library materials, resulting in a well-balanced collection having the depth, scope, and currency necessary to meet the needs of the El Camino College community.

The librarians, working in collaboration with other faculty, shall have primary responsibility for the identification, selection, coordination and provision of academic resources and services that meet the information needs of the El Camino College community. Donated materials will be evaluated using the same criteria as other materials.

Library resources shall be accessible to all users. Students and faculty involved in distance education or off-campus programs shall have electronic access to sufficient library resources to ensure successful completion of their academic coursework. The libraries shall be open during all terms in which classes are offered. Libraries shall operate under the supervision of library faculty during all open hours.

The District supports the American Library Association's Bill of Rights that affirms both library users' right to read what they choose and the library's responsibility to provide books and materials presenting a variety of points of view.

Procedures for implementing the policy will be developed in collegial consultation with the Academic Senate, as defined in CCR § 53200.

Reference: Education Code, Section 78100

Replaces Board Policy #6142

El Camino College

Adopted:

Amended:

**ACADEMIC AFFAIRS**

**C. BOARD POLICY 4045 (TEXTBOOK AND INSTRUCTIONAL MATERIALS) –  
FIRST READING**

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

Board Policy 4045 – Textbook and Instructional Materials

## ACADEMIC AFFAIRS

### BOARD POLICY 4045

### Textbooks and Instructional Materials

The ~~primary~~ responsibility for the selection of textbooks rests with the faculty teaching the subject.

For the purpose of this policy, the term textbook includes required or recommended learning materials, including books, laboratory manuals, workbooks, student supplements, or other printed, multi-media, or electronic material.

The official course outline of record sets forth the goals and objectives of each individual course of study. All texts and other materials utilized in the learning process shall be compatible with and evaluated in light of the course outline of record.

Textbooks should reflect professional standards in content and design as well as reasonable cost to students. In accordance with El Camino Board Policy 1600: Full Inclusion of People with Disabilities, instructors are encouraged to select and utilize instructional materials that are available in alternate format or whose copyright permission is easily obtainable.

In order to minimize cost to students, the usual period of adoption for texts will be two academic years. Special consideration for earlier change may be given under extenuating circumstances.

All texts shall fully meet the requirements of the California Education Code 78900 et. Seq.

Procedures for implementing the policy will be developed in collegial consultation with the Academic Senate, as defined in CCR § 53200.

Previous Board Policy Number: 6133

El Camino College  
Adopted:  
Amended:

## ACADEMIC AFFAIRS

### D. CENTER FOR THE ARTS PRESENTATIONS – 2007/2008

It is recommended that the Board approve the Center for the Arts presentations for the 2007/2008 season. Costs for each presentation are established as negotiated between the artist and his/her management representative and the District.

#### 2007/2008

#### Performance

#### Date

1. **Lula Washington Dance Recital**                      June 8, 2008                      Co-Sponsor  
**Payable to: Lula Washington Dance Theatre**  
Co-sponsor program for the Lula Washington Dance Theatre School. Dance school will cover all costs via ticket sales handled through El Camino College Center for the Arts ticketing system. After El Camino College Center for the Arts production costs and fees are determined for this production, this amount will be reduced from monies received and a check for the balance due to the Lula Washington Dance Theatre will be sent to the company. Dollar amount due will be determined after the production from Ticket Office income receipts and CFA costs/expenses incurred.
  
2. **San Pedro Ballet School**                                      June 21, 2008                      Co-Sponsor  
**Payable to: San Pedro Ballet School**  
Co-sponsor program for the San Pedro Ballet School. Dance school will cover all costs via ticket sales handled through El Camino College Center for the Arts ticketing system. After El Camino College Center for the Arts production costs and fees are determined for this production, this amount will be reduced from monies received and a check for the balance due to San Pedro Ballet School will be sent to the company. Dollar amount due will be determined after the production from Ticket Office income receipts and CFA costs/expenses incurred.
  
3. **Arts Nova Sinfonia**    May 9, 2008                      Co-Sponsor  
**Funds will be deposited into a fund 12 account**  
Arts Nova is a chamber orchestra with 25 members under the direction of Dr. Bill Doyle. They will perform works by Vivaldi, Bach, Daniel Ho, the Beatles and local LA composers. This performance will be a 50/50 take of the revenue after labor expenses. The performance will have special guest, 3-time Grammy winner Daniel Ho.

## **ACADEMIC AFFAIRS**

### **E. STANDARDS OF SCHOLARSHIP FOR CERTIFICATE OF ACHIEVEMENT AND CERTIFICATE OF ACCOMPLISHMENT**

It is recommended that the Board approve the Standards of Scholarship for Certificate of Achievement and Certificate of Accomplishment as noted below.

This action is a follow-up to the name change of certificates to Certificate of Achievement. In August 2007, the Board of Governors revised Title 5 regulations to require all colleges to rename their certificates to Certificate of Achievement. The new regulation also allows colleges to offer low-unit certificates other than the official Certificate of Achievement that must be approved by the system office. El Camino College created a low-unit certificate called a Certificate of Accomplishment. In today's action, it is recommended that the Board approve the Standards of Scholarship for Certificate of Achievement and Certificate of Accomplishment as follows:

#### **Certificate of Achievement**

A Certificate of Achievement is awarded to students who complete the prescribed program with a 2.0 grade point average.

A Certificate of Achievement with Honors is awarded to students who complete the prescribed program with a 3.0 grade point average.

A Certificate of Achievement with High Honors is awarded to students who complete the prescribed program with a 3.5 grade point average or above.

#### **Certificate of Accomplishment**

A Certificate of Accomplishment is awarded to students who complete the prescribed program with a 2.0 grade point average or above.

### **F. INSTRUCTIONAL FIELD TRIPS – SPRING 2008**

It is recommended that the Board approve the following field trips for Spring 2008:

May 9-11, 2008 – Ms. Jeanne Bellemin will accompany her Biology 16 (Field Entomology) class to UCR, James Reserve (near Idylwild). It is estimated that 15 students will participate on the field trip. Participants will depart from campus at 10:00 a.m. on 5/9 and will return on 5/11 at approximately 3:00 p.m. Transportation will be by van.

## **ACADEMIC AFFAIRS**

May 10-11, 2008 – Mr. James Osborne will accompany his Horticulture 44 (Ecology of Edible, Medicinal and Poisonous Plants) class to James Reserve, Mt. San Jacinto. It is estimated that 12 students will participate on the field trip. Participants will depart from campus at 9:00 a.m. on 5/10 and will return on 5/11 at approximately 4:00 p.m. Transportation will be by van.

### **G. OUT-OF-COUNTRY TRAVEL**

It is recommended that the Board approve Dr. Gloria Miranda's travel to Guadalajara, Mexico, from May 22-27, 2008, total expenses not to exceed \$1,200. The purpose of the trip will be as follows:

1. to complete the agreement for the Study Abroad 2009 winter program, inspect the facilities at the Center for Foreign Study (CEPE), and discuss all related liability needs for ECC students as well as related programmatic business operations;
2. to discuss videoconferencing collaborations with the Global Education through Technology (GETT) program;
3. to inspect possible University of Guadalajara facilities for a future continuing education program for South Bay area hospital and other allied health workers; and
4. to discuss the potential for creating an international center for future ECC educational and training endeavors, per the request of the university.

### **H. PROPOSED CURRICULUM CHANGES: EFFECTIVE 2008-2009 ACADEMIC YEAR**

It is recommended that the Board approve the proposed curriculum additions, inactivations, and revisions, which will become effective in the 2008-2009 academic year, as listed below.

#### **BUSINESS DIVISION**

##### **COURSE REVIEW FOR CURRENCY WITH TITLE 5 REQUIREMENTS**

1. Business 11 – Accounting for Small Business
2. Business 14 – Marketing
3. Business 24 – Small Business Management

## **ACADEMIC AFFAIRS**

4. Business 27 – Effective English for Business
5. Business 92 – Fundamentals of Exporting
6. Business 94 – International Trade Logistics
7. Business 97 – International Business Law

### **NEW DISTANCE EDUCATION COURSE VERSIONS FOR EXISTING COURSES**

1. Business 11 – Accounting for Small Business (Online)
2. Business 14 – Marketing (Online)
3. Business 24 – Small Business Management (Online)
4. Business 27 – Effective English for Business (Online)
5. Business 28 – Written Business Communications (Online)
6. Business 90 – International Business (Online)
7. Business 91 – International Marketing (Online)
8. Business 92 – Fundamentals of Exporting (Online)
9. Business 93 – Fundamentals of Importing (Online)
10. Business 94 – International Trade Logistics (Online)
11. Business 97 – International Business Law (Online)
12. Computer Information Systems 16 – Introduction to Visual Basic (Online)

### **DISTANCE EDUCATION COURSE VERSION UPDATES**

1. Business 54 – Microsoft Office – Integrated Software Applications (Online)



## ACADEMIC AFFAIRS

2. Business 55 – Advanced Microsoft Office – Integrated Software Applications (Online)

### **CHANGE IN CATALOG DESCRIPTION; COURSE REVIEW FOR CURRENCY WITH TITLE 5 REQUIREMENTS**

1. Business 28 – Written Business Communications

#### *Current Status/Proposed Change*

In this course students will study the theory and practice of functional writing to give them an understanding of the human relations aspects of communication, to help develop ~~logical~~ logical patterns of organizing ideas, and to aid in achieving clear, concise expression. Practice in writing various types of business letters and reports will be emphasized throughout the course.

#### *Recommendation:*

In this course students will study the theory and practice of functional writing to give them an understanding of the human relations aspects of communication, to help develop logical patterns of organizing ideas, and to aid in achieving clear, concise expression. Practice in writing various types of business letters and reports will be emphasized throughout the course.

2. Business 90 – International Aspects of Business

#### *Current Status/Proposed Change*

In this course students will study international business theories. Topics will include cross-cultural relations, comparative economic systems, comparative political systems, and international economics. Law and international trade, foreign exchange, letters of credit, export requirements, and emerging issues in international trade will also be covered.

#### *Recommendation:*

In this course students will study international business theories. Topics will include cross-cultural relations, comparative economic systems, comparative political systems, and international economics. Law and international trade, foreign exchange, letters of credit, export requirements, and emerging issues in international trade will also be covered.

3. Business 93 – Fundamentals of Importing

#### *Current Status/Proposed Change*

## ACADEMIC AFFAIRS

In this course students will analyze the balance of trade between the United States and other countries. Topics will include the effects of imports on the economy, employment, and the standard of living in the United States. Importing as a business, the import process, the role of the United States eCustoms, and distribution from the port of entry to United States markets will also be covered.

*Recommendation:*

In this course students will analyze the balance of trade between the United States and other countries. Topics will include the effects of imports on the economy, employment, and the standard of living in the United States. Importing as a business, the import process, the role of United States Customs, and distribution from the port of entry to United States markets will also be covered.

### **CHANGES IN DISCIPLINE, CONDITIONS OF ENROLLMENT (Prerequisite, Corequisite, Recommended Preparation, or Enrollment Limitation), CATALOG DESCRIPTION; COURSE REVIEW FOR CURRENCY WITH TITLE 5 REQUIREMENTS**

1. Business 54 – Microsoft Office – Integrated Software Applications

*Current Status/Proposed Change*

Discipline: Office Technologies/Business

Recommended Preparation: ~~Business 51B~~ or Business 52B or Computer Information Systems 13

Utilizing Microsoft Office ~~and other software programs~~, in a Windows environment, the student will learn how integrated software allows sharing of data in various office applications. ~~The student~~ Students will be introduced to spreadsheets, database, and graphics presentation applications and will learn how to integrate them with Word ~~for Windows~~. ~~Electronic communications and desktop publishing also are~~ documents and the World Wide Web. Managing email and contacts using personal information management software is also introduced.

*Recommendation:*

Discipline: Office Technologies/Business

Recommended Preparation: Business 52B or Computer Information Systems 13  
Utilizing Microsoft Office in a Windows environment, the student will learn how integrated software allows sharing of data in various applications. Students will be introduced to spreadsheets, database, and presentation applications and will

## ACADEMIC AFFAIRS

learn how to integrate them with Word documents and the World Wide Web. Managing email and contacts using personal information management software is also introduced.

### **CHANGE IN DISCIPLINE; COURSE REVIEW FOR CURRENCY WITH TITLE 5 REQUIREMENTS**

1. Business 55 – Advanced Microsoft Office – Integrated Software Applications  
*Current Status/Proposed Change*  
Discipline: Office Technologies/Business Education/Computer Information Systems

*Recommendation:*

Discipline: Office Technologies/Business Education/Computer Information Systems

### **CHANGE IN TRANSFER STATUS; COURSE REVIEW FOR CURRENCY WITH TITLE 5 REQUIREMENTS**

1. Business 91 – International Marketing  
*Current Status/Proposed Change*  
~~No Transfer CSU~~ Transfer CSU

*Recommendation:*

Transfer CSU

### **CHANGE IN DESCRIPTIVE TITLE, COURSE REVIEW FOR CURRENCY WITH TITLE 5 REQUIREMENTS**

*Current Status/Proposed Change*

1. Computer Information Systems 16 – Introduction to Visual Basic.~~Net~~

*Recommendation:*

Computer Information Systems 16 – Introduction to Visual Basic

## ACADEMIC AFFAIRS

### FINE ARTS DIVISION

#### CHANGE IN CATALOG DESCRIPTION; COURSE REVIEW FOR CURRENCY WITH TITLE 5 REQUIREMENTS

1. Dance 42ab – Modern Dance I

*Current Status/Proposed Change*

This course is the first in a sequence of two levels of modern dance. ~~This course~~ It focuses on the development of dance skills through modern dance movement,

emphasizing combinations on the floor and standing or traveling through space. Creative expression is included through exploration of dance skills. ~~This course is required of all dance majors.~~ Attendance is required at dance events sponsored by the Center for the Arts.

*Recommendation:*

This course is the first in a sequence of two levels of modern dance. It focuses on the development of dance skills through modern dance movement, emphasizing combinations on the floor and standing or traveling through space. Creative expression is included through exploration of dance skills. Attendance is required at dance events sponsored by the Center for the Arts.

#### CHANGE IN MAJOR

1. Film/Video

*Current Status/Proposed Change*

Film/Video 1, 3, 20, 22; 11-12 units from: English 38, Film/Video 4, 21, 24, 28ab, 32ab, 34ab, 36ab, 52, 53, 54abc, 95abcd (2-4 units), Photography 51  
Total Units: 23-24

*Recommendation:*

Film/Video 1, 3, 20, 22; 11-12 units from: English 38, Film/Video 4, 21, 24, 28ab, 32ab, 34ab, 36ab, 52, 53, 54abc, 95abcd (2-4 units), Photography 51  
Total Units: 23-24

#### CHANGE IN DESCRIPTIVE TITLE

*Current Status/Proposed Change*

1. Photography 151ab – ~~Elementary Digital~~ The Art of Photography Digital Laboratory

## ACADEMIC AFFAIRS

*Recommendation:*

Photography 151ab – The Art of Photography Digital Laboratory

### CHANGE IN TRANSFER STATUS

1. Speech Communication 9 – Readers' Theatre

*Current Status/Proposed Change*

~~No UC Transfer~~ Proposed UC Transfer

*Recommendation:*

Proposed UC Transfer

## HEALTH SCIENCES AND ATHLETICS DIVISION

### CHANGES IN LECTURE/LAB HOURS, FACULTY LOAD, CATALOG DESCRIPTION; COURSE REVIEW FOR CURRENCY WITH TITLE 5 REQUIREMENTS

1. Educational Development 40 – Assisted Computer Literacy

*Current Status/Proposed Change*

Lecture: ~~2~~ 1.5 hours      Lab: ~~2~~ 1.5 hours      Faculty Load: ~~23.33~~ 17.5%

~~This is an introductory computer course. It is designed to instruct disabled students with disabilities in the use of assistive computer technology, and special access software appropriate to the individual's functional limitations.~~ The student will acquire basic computer literacy skills with an emphasis on word processing in the Windows environment.

*Recommendation:*

Lecture: 1.5 hours      Lab: 1.5 hours      Faculty Load: 17.5%

This introductory computer course is designed to instruct students with disabilities in the use of assistive computer technology, appropriate to the individual's functional limitations. The student will acquire basic computer literacy skills with an emphasis on word processing in the Windows environment.

### CHANGES IN LAB HOURS, FACULTY LOAD; COURSE REVIEW FOR CURRENCY WITH TITLE 5 REQUIREMENTS

1. Physical Education 54abcd – Basic Weight Training

*Current Status/Proposed Change*

Lab: ~~2~~ 3 hours      Faculty Load:      ~~9.09~~ 13.625%

## ACADEMIC AFFAIRS

*Recommendation:*

Lab: 3 hours                      Faculty Load:                      13.625%

### **CHANGE IN CATALOG DESCRIPTION; COURSE REVIEW FOR CURRENCY WITH TITLE 5 REQUIREMENTS**

1. Educational Development 41abcd – Assisted Computer Technology Laboratory  
*Current Status/Proposed Change*

This is a computer laboratory course is designed to ~~assist students with disabilities~~ to enhance their computer skills of students with disabilities. Students will select disability-specific programs and/or assistive technology suited to their particular needs. They will ~~then further develop~~ improve their skills and competencies in personal computer usage.

*Recommendation:*

This computer laboratory course is designed to enhance computer skills of students with disabilities. Students will select disability specific programs and/or assistive technology suited to their particular needs. They will improve their skills and competencies in personal computer usage.

### **CHANGES IN LAB HOURS, FACULTY LOAD, CATALOG DESCRIPTION; CSU GENERAL EDUCATION REQUIREMENT; COURSE REVIEW FOR CURRENCY WITH TITLE 5 REQUIREMENTS**

1. Physical Education 4abcd – Basketball

*Current Status/Proposed Change*

Lab: ~~2~~ 3 hours                      Faculty Load: ~~9.09~~ 13.63%

This course offers instruction and practice in the skills of basketball for the ~~beginner~~ beginning to the advanced player. Offensive and defensive skills, such as footwork, dribbling, passing, receiving, and shooting, and rebounding will be covered. ~~In team tournament play, strategies and rules are taught along with defensive positioning and rebounding.~~ Rules of the game will be covered. ~~Specific conditioning for the along with game of basketball will also be incorporated~~ strategies and tournament play.

CSU – Area E – Lifelong Understanding and Self-Development

*Recommendation:*

Lab: 3 hours                      Faculty Load: 13.63%

## ACADEMIC AFFAIRS

This course offers instruction and practice in the skills of basketball for the beginning to the advanced player. Offensive and defensive skills, such as footwork, dribbling, passing, and shooting, are taught along with defensive positioning and rebounding. Rules of the game will be covered along with game strategies and tournament play.

CSU – Area E – Lifelong Understanding and Self-Development

### **CHANGES IN LAB HOURS, FACULTY LOAD, CATALOG DESCRIPTION; COURSE REVIEW FOR CURRENCY WITH TITLE 5 REQUIREMENTS**

#### 1. Physical Education 251abcd – Tennis

*Current Status/Proposed Change*

Lab: ~~2~~ 3 hours      Faculty Load: ~~9.09~~ 13.63%

This course offers tennis instruction, practice, and ~~match~~ competitive play ~~competition for the beginner, intermediate, that is suited for students at every skill level. Basic and advanced tennis player. Basic strokes, are taught at rules of the beginning level and more advanced instruction is offered as the student develops his/her game, proficiency. Also covered will be strategy, rules, scoring tactics, and etiquette strategies for singles and doubles play will be presented with the aim of improving the student's current ability level. Exercise training specific to the physical demands of tennis will be included along with discussions on the mental aspects of the sport and prevention of tennis-related injuries. Students successfully completing the course will acquire adequate skills and knowledge to enjoy tennis as a lifelong sport.~~

*Recommendation:*

Lab: 3 hours Faculty Load: 13.63%

This course offers tennis instruction, practice, and competitive play that is suited for students at every skill level. Basic and advanced strokes, rules of the game, tactics, and strategies for singles and doubles play will be presented with the aim of improving the student's current ability level. Exercise training specific to the physical demands of tennis will be included along with discussions on the mental aspects of the sport and prevention of tennis-related injuries. Students successfully completing the course will acquire adequate skills and knowledge to enjoy tennis as a lifelong sport.

### **NEW COURSES**

#### 1. Physical Education 47abcd – Introduction to Indoor Rock Climbing

Unit: 1      Lecture: .5 hour      Lab: 1.5 hours      Faculty Load: 10.15%

## ACADEMIC AFFAIRS

Credit, degree applicable; Transfer CSU; Proposed UC Transfer

This course provides instruction and practice for developing rock climbing skills and fitness. Instruction will include: climbing ethics, preparation, safety, and knowledge of equipment, climbing techniques and the mental approach to climbing. Conditioning exercises are incorporated to build muscular strength, muscular endurance, flexibility, and balance for rock climbing. This class will also facilitate critical thinking and problem solving skills.

### 2. Physical Education 218abcd – Introduction to Coastal Saltwater Fishing

Unit: 1      Lecture: .5 hour      Lab: 1.5 hours      Faculty Load: 10.15%

Credit, degree applicable; Transfer CSU; Proposed UC Transfer

This course examines the concepts, applications, and techniques of coastal fishing. The use of tackle, equipment, and different types of bait for different types of fishing techniques will be explored. This course will also examine the different types of fishing techniques necessary for offshore fishing, drift fishing, fly casting, and surf and beach casting. Regulations associated with coastal fishing will be covered. An overview of the issues dealing with conservation concerns will be included. Students must provide their own fishing tackle as recommended during the first class meeting. The class will meet at various off-campus fishing locations in the South Bay.

Note: A valid California State ocean fishing license is required.

## INDUSTRY AND TECHNOLOGY DIVISION

### CHANGE IN MAJOR

#### 1. Architecture

*Current Status/Proposed Change*

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

Architecture 100, 104, 120abcd\*, 150A, 150B, 170, 171, 199ab\*; plus four courses from the following: Architecture 121abcd\*, 125abcd\*, 158, 172, 180abcd\* (\*one semester of)

Total Units: 35-36

*Recommendation:*

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



## ACADEMIC AFFAIRS

Architecture 100, 104, 120abcd\*, 150A, 150B, 170, 171, 199ab\*; plus four courses from the following: Architecture 121abcd\*, 125abcd\*, 158, 172, 180abcd\* (\*one semester of)

Total Units: 35-36

### CHANGE CERTIFICATE OF COMPLETION TO CERTIFICATE OF ACHIEVEMENT

1. Machine Tool Technology – CNC Machine Operator Option

### CHANGE CERTIFICATE OF COMPETENCE TO CERTIFICATE OF ACHIEVEMENT

1. Machine Tool Technology – Machinist Option
2. Machine Tool Technology – Numerical Control Programmer Option

## MATHEMATICAL SCIENCES DIVISION

### CHANGE IN CATALOG DESCRIPTION; COURSE REVIEW FOR CURRENCY WITH TITLE 5 REQUIREMENTS

1. Mathematics 40 – Elementary Algebra

#### *Current Status/Proposed Change*

This course ~~reviews introductory algebraic concepts and~~ in elementary algebra includes the study of real numbers, ~~the solutions and applications of linear equations, quadratic equations, and linear inequalities, as well as systems and systems of linear equations,~~ and introduces Other topics include coordinate graphing of linear equations, factoring techniques, and simplification of rational and radical expressions, ~~and the solution of quadratic equations.~~

#### *Recommendation:*

This course in elementary algebra includes the study of real number solutions and applications of linear equations, quadratic equations, linear inequalities, and systems of linear equations. Other topics include coordinate graphing of linear equations, factoring techniques, and simplification of rational and radical expressions.

## **ACADEMIC AFFAIRS**

### **DISTANCE EDUCATION COURSE VERSION UPDATE**

1. Mathematics 40 – Elementary Algebra (Online)

### **COURSE REVIEW FOR CURRENCY WITH TITLE 5 REQUIREMENTS**

1. Mathematics 190 – Single Variable Calculus and Analytical Geometry

### **NATURAL SCIENCES DIVISION**

### **INACTIVATE COURSES**

1. Biology 1A – Introductory Biology I
2. Biology 1B – Introductory Biology II

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

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## STUDENT SERVICES

### A. STUDENT FIELD TRIPS

It is recommended that the Board approve the following student field trips sponsored by El Camino College Language Academy, Compton Educational Center, Project Success, Puente, Transfer Center and Women in Technology Program. The purposes of the trips are to provide cultural enrichment and transfer information. Other chaperones that may be called upon as needed for the Transfer Center are: Theresa Barragan, Rigoberto Castro, Blanca Prado, Rene Lozano Kelsey Lino, Lori Suekawa, Elaine Moore, Bill Cooper, Lisa Raufman, Tri Le Tiffanie Hong, Griselda Castro, Lori Losorelli, Sabra Sabio, and Junette Fariolen.

#### Compton Educational Center – Transfer Center – Elizabeth Martinez and Macheo Shabaka

April 7-11, 2008. Northern California Universities Tour. Estimated students 35. Depart April 7, 2008, 9:30 a.m.; return April 11, 2008, 1 a.m. Lodging, meals, transportation in the amount of \$5,198 to be paid from Compton Educational Center student funds.

#### El Camino College Language Academy – Destyn LaPorte, Marisa Kindweiler, Steve Makshanoff, Robert Puglisi

May 2, 2008 – Universal Studios, Universal City, California. Estimated students 72. Depart 11 a.m.; return 6 p.m. Transportation by bus at a cost of \$1,000 to be paid from El Camino College Language Academy funds.

#### Transfer Center – Theresa Barragan

April 12, 2008 – UC Santa Barbara tour, Santa Barbara, California. Estimated students 50. Depart 7 a.m.; return 5 p.m. Transportation by bus at a cost of \$300 \$1,050 to be paid from Transfer Center, Puente Program and First Year Experience funds. (Previously Board approved March 10, 2008.)

April 25, 2008 – UCLA Stomp Conference Center, Los Angeles, California. Estimated students 50. Depart 8 a.m.; return 3 p.m. Transportation by bus at a cost of \$300. \$653 to be paid from Puente Program funds. (Previously Board approved March 10, 2008.)

May 16, 2008 – CSU Long Beach Tour, Long Beach, California. Estimated students 50. Depart 8 a.m.; return 3 p.m. Transportation by bus at a cost of \$430 to be paid from Project Success.

Women in Technology – Idania Reyes, Karen Hess, Josefina Bedolla  
April 22, 2008 – Kinder Morgan, Long Beach, California. Estimated students 15.  
Depart 12 noon; return 5 p.m. Transportation by college vans.

Architecture Club Field Trip – Dan Richardson  
May 1-4 2008 – Queen Creek, Arizona. Estimated students 20. Expenses in the amount of \$1,400 to cover meals, rental of vans and gasoline. Lodging will be provided by Arizona State University.

**B. STUDENT CONFERENCES**

It is recommended that the Board approve attendance at the following student conferences:

1. Student Senate for California Community Colleges – May 2-4, 2008, Spring General Assembly, Westin Bonaventure Hotel, Los Angeles, California. Expenses in the amount of \$2,500 to cover conference registration, lodging, and meals to be paid from Associated Students Organization conference account. Adviser – Harold Tyler.

Kaysha Morgan, Roxanna Seyedin, Ngoc Lim, Anum Baig, Ivana Poste  
Megan McLean

Alternates: Ashley Bachmann, Vincent Armstrong, Christina Jack, Phillip Bryant, Ivette Diaz, Michael Pearlson, Dean Paily, Angelina Nader, Cassie Liao, Elysia Galindo-Ramirez, Seong Hong, Jatou Gaye, Hassan Washington, Abdulshafil Ahmed, Elise Yerelian, Adaobi Enemouh, Clarissa Jones

2. Journalism Association of Community College’s Annual Convention – April 3-5, 2008, Wilshire Grand Hotel, Los Angeles, California. Registration, lodging, and other expenses in the amount of \$4,949 will be paid from Auxiliary Services. Students will pay for their own transportation. Advisers: Don Treat, Lori Medigovich and Kate McLaughlin.

Stephanie Box, Aaron Dobruck, Cleo Gordon, Nick Ingram, Filip Jerycke  
Miyu Kataoka, Matt Lopez, John Maioriello, Rachael McCaskill  
Andrea Mena, Angela Sabrowsky, Pearl Sheets, Cristian Vasquez

**C. 2008 SUMMER YOUTH CAMPS**

It is recommended that the Board approve the following 2008 Summer Youth Camps sponsored by the Health, Sciences and Athletics Division:

1. 2008 Summer Football Passing League

June 25, July 2, July 9, July 16, and July 23, 2008, 5 p.m. – 9 p.m. on designated Mondays and Wednesdays. Summer Camp Directors: Gene Engle and Kevin Duncan.

Total Income:	\$1,400
Total Expenses:	<u>\$1,400</u>
Net Income	0

2. 2008 High School Water Polo League

June 21 through July 26, 2008, 6:30 p.m. – 10 p.m. – Thursdays only. Summer Camp Director: Corey Stanbury. Referees will be provided by the United States Water Polo Association.

Total Income:	\$1,600
Total Expenses:	<u>1,497</u>
Net Income	\$ 103

3. 2008 Summer Youth Soccer Camp

Session #1 – August 11-15, 2008 – 9a.m. – 12 p.m.

Session #2 – August 18-22, 2008 – 9 a.m. – 12 p.m.

Summer Camp Director: Albert Britton

Other Assistants: Andrew Britton, Jaymie Baquero, Stephanie Hall, Samira Yakubu, Jean Welsome

Total Income:	\$7,000
Total Expenses:	<u>5,008</u>
Total Income:	\$1,992

4. 2008 Summer Youth Swim Lessons

Session #1 – June 9-19, 2008 - 3 p.m. – 6:30 p.m.

Session #2 – June 23 – July 3, 2008 – 2:30 p.m. – 6 p.m.

Session #3 – July 7 – 17, 2008 – 2:30 p.m. – 6 p.m.

Session #4 – July 21 – 31, 2008 – 2:30 p.m. – 6 p.m.

Summer Camp Director: Corey Stanbury

Staff: Carolyn Biedler

Total Income:	\$52,920
Total Expenses:	<u>30,362</u>
Total Income:	\$22,558

**D. EOPS/CalWORKs/CARE RECOGNITION BANQUET (Revised)**

It is recommended that the Board approve a change in the date of the EOPS/CalWORKs/CARE Recognition Banquet which will now be held ~~May 17, 2008~~ May 9, 2008, at the South End Racquet Club, Torrance, California. No other changes.

(Previously Board approved February 19, 2008)

**E. COMMUNITY EDUCATION – Fall 2007**

It is recommended that the Board ratify approval of the Community Education courses as shown on pages 36-61.

**F. COMMUNITY EDUCATION – SPRING 2008**

It is recommended that the Board approve a pay rate correction fee for the following Community Education course for Spring 2008:

Class Title	Instructor	Salary Fee	Class Fee	Start Date	Day	Times	End Date	Room
Make-up Secrets	Beintker, Katalina	40% Opt. A*	\$69	4/13/08	Sun	11 a.m. – 3 p.m.	4/13/08	Tech 256

\*Option A: 50% of the revenue collected for student enrollments after a 30% overhead fee is deducted from the gross amount of enrollment fees.

**G. GRANTS - INFORMATION**

It is recommended that the Board receive as information the following Grants:

1. U.S. Department of Education, Business and International Education Program – Business and International Education Program: Title VI, Part B. El Camino College seeks grant funds for an International Trade Compliance Initiative to raise the level of U.S. business compliance with international trade regulations and to strengthen curriculum and faculty competency in this field. El Camino College will be a key deliverable within a two-year grant period.

Amount of Grant Funding from Granting Agency	\$172,468
Amount of College Match	<u>388,463</u>
Total Amount of Grant	\$560,931
Indirect Rate	\$12,775 (8%)
Performance Period:	May 31, 2008 through June 30, 2010

2. U.S. Green Building Council – Excellence in Green Building Curriculum Incentive Grants. Through Incentive Grants and Recognition Awards, the Excellence in Green Building Curriculum Awards Program celebrates innovative curricular activities based on the guiding principles of the U.S. Green Building Council. The program recognizes pre-K through college-level curricula that advance the green building ideals of transforming how buildings and communities are designed, built and operated. The Green Gateway – Excellence in Green Building Curriculum – El Camino College intends to expand its educational programs by developing curricula to train deconstruction workers, photovoltaic installers, and heating, ventilation and air-conditioning technicians who can respond to the growing green construction industry.

Amount of Grant Funding from Granting Agency	\$20,000
Amount of College Match (In-kind)	<u>64,133</u>
Total Amount of Grant	\$84,133
Performance Period: July 1, 2008 through June 30, 2009	

3. U.S. Department of Labor – High-Growth Job Training Initiative Grants for the Energy Industry and Construction and Skilled Trades in the Energy Industry (Southern California Green Construction Technician Certification Project). The Energy Industry focus of the project is Renewable Energy and the skilled trade occupations of Carpentry and Electrician. The primary model the program will adopt is the Green Collar Jobs Training and Placement Program model developed by the Oakland Green Jobs Corp Program. The program targets workers with barriers to employment and utilizes an implementation strategy that requires a strong partnership between green business and job training programs. Key partners in the project include the South Bay Workforce Investment Board, Waste Management, Inc., ILN Energy Group, Certified Forest Products, Lazar Design/Build, Bentley Prince Street, Kulhaus, LLC, LEAN ARCH, Inc., and Rainville Design & Associates. The Green Construction Technician Certificate project partnership will in turn be overseen by the larger Green Jobs Coalition established by the South Bay Workforce Investment Board.

Amount of Grant Funding from Granting Agency	\$1,176,328
Amount of College Match (In-kind) (ECC & Partners)	<u>1,239,543</u>
Total Amount of Grant	\$3,461,871
Indirect Rate:	\$45,671 (4%)
Performance Period: July 1, 2008 through June 30, 2009	



4. California Community Colleges Chancellor’s Office – Career Technical Education Community Collaborative Packet (Community Collaborative, Workforce Innovation Partnerships & Supplemental). The purpose of this project is to establish a Community Collaborative between the colleges of Cerritos, Compton and El Camino, and enhance existing projects that comprise the following four program areas: 1) Career Exploration Development for 7<sup>th</sup> and 8<sup>th</sup> graders, 2) Career Technical Education Sectors, 3) Teacher and Faculty Externships in Business and Industry, 4) Career Technical Education Professional Development, and 5) Workforce Innovation Partnerships. The Supplemental grant will augment the 7<sup>th</sup> and 8<sup>th</sup> grade segment of the Career Technical Education Collaborative funding.

Amount of Grant Funding from Granting Agency	\$600,000
Amount of College Match (In-kind)*	<u>371,132</u>
Total Amount of Grant	\$971,132
Performance Period: June 1, 2008 through January 31, 2010	
Indirect Rate:	\$17,308 (4%)
*Matching funds: El Camino College, Cerritos College and Partners in-kind	

**H. GRANTS - AMENDMENTS**

It is recommended that the Board receive Amendments to the following grants:

1. Chancellor’s Office – Teacher Preparation Pipeline. The proposed project, in partnership with West High School in Torrance, California and Cal State University Long Beach Department of Professional Studies, will develop a new pathway for future Career & Technical Education teachers. In the Career & Technical Education pathway, 25 students will be identified and enrolled during Year 1 of the project; retention rate of students involved in the project is expected to be at least 80%. The amendment changes the performance period from March 15, 2007 through May 31, 2008 to June 1, 2007 through July 31, 2008.

Amount of Grant Funding from Granting Agency	\$119,652
Amount of College Match (In-kind)	<u>-0-</u>
Total Amount of Grant	\$119,652
Indirect Rate:	\$4,602 (4%)
Performance Period: June 1, 2007 through July 31, 2008	

2. Chancellor’s Office – Associate Degree Nursing – RN Programs Capacity Building Initiative (05-0113). The purpose of this grant is to increase the current capacity of the nursing program by 24 students. The additional 24 students will be admitted from the waiting list thereby decreasing the length of time for prospective students. Two existing rooms, an electronics lab and a classroom will be remodeled and they will be converted to a nursing skills lab, faculty office, storage area and an updated classroom with state-of-the-art technology capability. Funds will also be used to hire two additional instructors, a skills lab coordinator, lab assistants, tutors, and a clerical assistant.

Amount of Grant Funding from Granting Agency	\$490,020
Amount of College Match (Cash)*	<u>-0-</u>
Total Amount of Grant	\$490,020
Performance Period: April 1, 2006 through December 31, 2008	
Indirect Rate:	\$19,600.80 (4%)

**I. GRANTS - ACCEPTANCE**

It is recommended that the Board accept the following grant:

Chancellor’s Office – Career Technical Education – Equipment for Nursing and Allied Health Programs. The proposed one-year project seeks to utilize grant funds for the purpose of purchasing state-of-the-art equipment to modernize the nursing and radiological technology programs, so that the nursing student body may be provided state-of-the-art instruction. El Camino College Nursing Program will utilize the funds granted to establish a simulation laboratory.

Amount of Grant Funding from Granting Agency	\$90,229
Amount of College Match	<u>-0-</u>
Total Amount of Grant	\$90,229
Performance Period: April 1, 2008 through November 30, 2009	
Indirect Rate:	\$3,470.36 (4%)

**J. INTERNATIONAL TRAVELS**

It is recommended that the Board approve the following international travels:

1. Maurice Kogon, Director of Center for International Trade Development, and Bronwen Madden, Assistant Director, to travel to and participate in the Berlin Air Show 2008, May 23 – June 4, 2008, Berlin, Germany. The Center for International Trade Development's Industry-Driven grant for the Aerospace Export Training & Enabler Program provides funding to purchase booth space for CITD staff to attend the Berlin show. Contact will be made with potential clients and potential avenues for distribution of services. Expenses in the amount of \$10,400 each will be paid from the Aerospace Export Enabler Grant.
2. Leonid Rachman to participate in the American Educational Opportunities 2008 Fall Tour to Manila, Hong Kong, Kuala Lumpur, Singapore, Jakarta, Penang, and Bangkok, September 10 – 28, 2008. The purpose of the trip is international student recruitment. Expenses in the amount of \$18,000 to be paid from International Student Recruitment funds.
3. Leonid Rachman to participate in the Tokyo Institute of International Education Educational (IIE) Fair, October 17-21, 2008. The purpose of the trip is to participate in the College Fair and visit Educational Advising Agencies in Tokyo. Expenses in the amount of \$5,200 to be paid from International Student Recruitment funds.
4. James Hoffman, project Director for Center for International Trade Development has been invited to travel to Hong Kong to conduct a 3-day seminar covering subjects on international business with a focus on trade development in California. The Hong Kong Trade Development Council will pay for airfare and hotels during the time of the seminar. Mr. Hoffman has also been invited by the Director of Trade of the Government of Bhutan to conduct a week of seminars in Bhutan (the world's youngest democracy) covering topics on international business with a focus on California. The period of time to conduct these seminars is during the time of May 6 through June 6, 2008. This time frame is being used because the dates of the seminars will be confirmed for dates during this time frame. Travel expenses in the amount of \$2,950 will be paid from the Center for International Trade Development fund.

**K. EXPULSIONS – 2008-1, 2008-2, 2008-3, 2008-4, 2008-5**

It is recommended that the Board approve expulsion of students' numbers 2008-1, 2008-2, 2008-3, 2008-4 and 2008-5, effective April 1, 2008.

### Fall07 Community Education Classes

<b>Class Title</b>	<b>Contract</b>	<b>Salary</b>	<b>Class Fee</b>	<b>Start Date</b>	<b>Day</b>	<b>Times</b>	<b>End Date</b>	<b>Room</b>
101 Tips and Tricks for the iMac and Macintosh	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
101 Tips and Tricks for the iMac and Macintosh	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
12 Steps to a Successful Job Search	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
12 Steps to a Successful Job Search	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
A to Z Grantwriting	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
A to Z Grantwriting	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Accounting Fundamentals I (online)	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Accounting Fundamentals I (online)	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Accounting Fundamentals II (online)	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Accounting Fundamentals II (online)	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Achieving Success with Difficult People (online)	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Achieving Success with Difficult People (online)	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Administrative Assistant Applications (online)	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Administrative Assistant Applications (online)	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Administrative Assistant Fundamentals (online)	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Administrative Assistant Fundamentals (online)	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online

<b>Class Title</b>	<b>Contract</b>	<b>Salary</b>	<b>Class Fee</b>	<b>Start Date</b>	<b>Day</b>	<b>Times</b>	<b>End Date</b>	<b>Room</b>
Advanced A+ Certification: Hardware 2 and Operating System 2	Education to Go	\$75/student	\$109	11/12/2007	W,F	Online	1/4/2008	Online
Advanced A+ Certification: Hardware 2 and Operating System 2	Education to Go	\$75/student	\$109	12/12/2007	W,F	Online	2/1/2008	Online
Advanced Fiction Writing	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Advanced Fiction Writing	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Advanced Grant Proposal Writing	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Advanced Grant Proposal Writing	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Advanced Microsoft Excel 2003	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Advanced Microsoft Excel 2003	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Advanced Microsoft Word 2003	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Advanced Microsoft Word 2003	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
An Introduction to Teaching ESL/EFL	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
An Introduction to Teaching ESL/EFL	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Appreciating European Art	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Appreciating European Art	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Assisting Aging Parents	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Assisting Aging Parents	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Basic A+ Certification: Hardware 1	Education to Go	\$75/student	\$119	11/12/2007	W,F	Online	1/4/2008	Online
Basic A+ Certification: Hardware 1	Education to Go	\$75/student	\$119	12/12/2007	W,F	Online	2/1/2008	Online
Become a Veterinary Assistant	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Become a Veterinary Assistant	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online

<b>Class Title</b>	<b>Contract</b>	<b>Salary</b>	<b>Class Fee</b>	<b>Start Date</b>	<b>Day</b>	<b>Times</b>	<b>End Date</b>	<b>Room</b>
Become a Veterinary Assistant III: Practical Skills	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Become a Veterinary Assistant III: Practical Skills	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Becoming a Grant Writing Consultant	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Becoming a Grant Writing Consultant	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Beginner's Guide to Getting Published	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Beginner's Guide to Getting Published	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
beginning access	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
beginning access	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Beginning Braille	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Beginning Braille	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Beginning Conversational French	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Beginning Conversational French	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Beginning SQL (Structured Query Language)	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Beginning SQL (Structured Query Language)	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Beginning Writer's Workshop	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Beginning Writer's Workshop	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Big Ideas in Little Books	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Big Ideas in Little Books	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Building Teams That Work	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Building Teams That Work	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Building Wealth	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online

<b>Class Title</b>	<b>Contract</b>	<b>Salary</b>	<b>Class Fee</b>	<b>Start Date</b>	<b>Day</b>	<b>Times</b>	<b>End Date</b>	<b>Room</b>
Building Wealth	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Business and Marketing Writing	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Business and Marketing Writing	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
C# Programming for the Absolute Beginner	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
C# Programming for the Absolute Beginner	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
C++ for the Absolute Beginner	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
C++ for the Absolute Beginner	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Canine Reproduction for Breeders	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Canine Reproduction for Breeders	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Certificate in Complementary and Alternative Medicine	Education to Go	\$145/student	\$199	11/12/2007	W,F	Online	1/4/2008	Online
Certificate in Complementary and Alternative Medicine	Education to Go	\$145/student	\$199	12/12/2007	W,F	Online	2/1/2008	Online
Certificate in End of Life Care	Education to Go	\$138/student	\$199	11/12/2007	W,F	Online	1/4/2008	Online
Certificate in End of Life Care	Education to Go	\$138/student	\$199	12/12/2007	W,F	Online	2/1/2008	Online
Certificate in Gerontology	Education to Go	\$138/student	\$199	11/12/2007	W,F	Online	1/4/2008	Online
Certificate in Gerontology	Education to Go	\$138/student	\$199	12/12/2007	W,F	Online	2/1/2008	Online
Certificate in Growth and Development Through the Lifespan	Education to Go	\$149/student	\$199	11/12/2007	W,F	Online	1/4/2008	Online
Certificate in Growth and Development Through the Lifespan	Education to Go	\$149/student	\$199	12/12/2007	W,F	Online	2/1/2008	Online
Certificate in Issues in Oxygenation	Education to Go	\$151/student	\$199	11/12/2007	W,F	Online	1/4/2008	Online
Certificate in Issues in Oxygenation	Education to Go	\$151/student	\$199	12/12/2007	W,F	Online	2/1/2008	Online

<b>Class Title</b>	<b>Contract</b>	<b>Salary</b>	<b>Class Fee</b>	<b>Start Date</b>	<b>Day</b>	<b>Times</b>	<b>End Date</b>	<b>Room</b>
Certificate in Legal and Ethical Issues in Nursing	Education to Go	\$117/student	\$199	11/12/2007	W,F	Online	1/4/2008	Online
Certificate in Legal and Ethical Issues in Nursing	Education to Go	\$117/student	\$199	12/12/2007	W,F	Online	2/1/2008	Online
Certificate in Pain Assessment and Management	Education to Go	\$119/student	\$199	11/12/2007	W,F	Online	1/4/2008	Online
Certificate in Pain Assessment and Management	Education to Go	\$119/student	\$199	12/12/2007	W,F	Online	2/1/2008	Online
Certificate in Perinatal Issues	Education to Go	\$75/student	\$199	11/12/2007	W,F	Online	1/4/2008	Online
Certificate in Perinatal Issues	Education to Go	\$75/student	\$199	12/12/2007	W,F	Online	2/1/2008	Online
Certificate in Spirituality, Health, and Healing	Education to Go	\$115/student	\$199	11/12/2007	W,F	Online	1/4/2008	Online
Certificate in Spirituality, Health, and Healing	Education to Go	\$115/student	\$199	12/12/2007	W,F	Online	2/1/2008	Online
Communicating Like a Leader	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Communicating Like a Leader	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
CompTIA Security+ Certification Prep	Education to Go	\$75/student	\$119	11/12/2007	W,F	Online	1/4/2008	Online
CompTIA Security+ Certification Prep	Education to Go	\$75/student	\$119	12/12/2007	W,F	Online	2/1/2008	Online
Computer Skills for the Workplace	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Computer Skills for the Workplace	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Confidentiality of Health Information	Education to Go	\$150/student	\$189	11/12/2007	W,F	Online	1/4/2008	Online
Confidentiality of Health Information	Education to Go	\$150/student	\$189	12/12/2007	W,F	Online	2/1/2008	Online
Constitutional Law: Bill of Rights	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Constitutional Law: Bill of Rights	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online



<b>Class Title</b>	<b>Contract</b>	<b>Salary</b>	<b>Class Fee</b>	<b>Start Date</b>	<b>Day</b>	<b>Times</b>	<b>End Date</b>	<b>Room</b>
Creating a Home Network	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Creating a Home Network	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Creating a Sense of Place	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Creating a Sense of Place	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Creating a Small or Home Office Network	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Creating a Small or Home Office Network	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Creating a Successful Business Plan	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Creating a Successful Business Plan	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Creating User Requirements Documents	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Creating User Requirements Documents	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Creating Web Graphics with Photoshop CS3	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Creating Web Graphics with Photoshop CS3	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Creating Web Pages	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Creating Web Pages	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Creating Web Pages II	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Creating Web Pages II	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Creating Your Own Nonprofit	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Creating Your Own Nonprofit	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Customer Service Fundamentals	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Customer Service Fundamentals	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Debt Elimination Techniques That Work	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Debt Elimination Techniques That Work	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online

<b>Class Title</b>	<b>Contract</b>	<b>Salary</b>	<b>Class Fee</b>	<b>Start Date</b>	<b>Day</b>	<b>Times</b>	<b>End Date</b>	<b>Room</b>
Demystifying Forensic Science: A Writer's Guide	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Demystifying Forensic Science: A Writer's Guide	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Design Projects for Adobe Illustrator CS2	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Design Projects for Adobe Illustrator CS2	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Designing Effective Websites	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Designing Effective Websites	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Differentiated Instruction in the Classroom	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Differentiated Instruction in the Classroom	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Discover Digital Photography	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Discover Digital Photography	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Distribution and Logistics Management	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Distribution and Logistics Management	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Drawing for the Absolute Beginner	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Drawing for the Absolute Beginner	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Effective Business Writing	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Effective Business Writing	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Effective Selling	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Effective Selling	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Employment Law Fundamentals	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Employment Law Fundamentals	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
English Composition	Education to Go	\$150/student	\$189	11/12/2007	W,F	Online	1/4/2008	Online

<b>Class Title</b>	<b>Contract</b>	<b>Salary</b>	<b>Class Fee</b>	<b>Start Date</b>	<b>Day</b>	<b>Times</b>	<b>End Date</b>	<b>Room</b>
English Composition	Education to Go	\$150/student	\$189	12/12/2007	W,F	Online	2/1/2008	Online
Enhancing Language Development in Childhood	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Enhancing Language Development in Childhood	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Everyday math	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Everyday math	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Evidence Law	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Evidence Law	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Fundamentals of Supervision and Management	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Fundamentals of Supervision and Management	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Fundamentals of Supervision and Management II	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Fundamentals of Supervision and Management II	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Fundamentals of Technical Writing	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Fundamentals of Technical Writing	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
GED Preparation	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
GED Preparation	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Genealogy Basics	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Genealogy Basics	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Get Assertive	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Get Assertive	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Get Funny!	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Get Funny!	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Get Grants!	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Get Grants!	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Get Paid to Travel	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online

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Get Paid to Travel	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
GMAT Preparation	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
GMAT Preparation	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Goodbye to Shy	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Goodbye to Shy	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Grammar Refresher	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Grammar Refresher	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
GRE Preparation - Course 1	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
GRE Preparation - Course 1	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
GRE Preparation - Course 2	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
GRE Preparation - Course 2	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Growing Plants for Fun and Profit	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Growing Plants for Fun and Profit	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Guiding Kids on the Internet	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Guiding Kids on the Internet	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Hack Your Way to Security	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Hack Your Way to Security	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Handling Medical Emergencies	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Handling Medical Emergencies	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Human Anatomy and Physiology	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Human Anatomy and Physiology	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Imaging for the Web Using Fireworks MX 2004	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Imaging for the Web Using Fireworks MX 2004	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online

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Individual Excellence for Career Enhancement	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Individual Excellence for Career Enhancement	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Instant Italian	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Instant Italian	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Integrating Technology in the K-5 Classroom	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Integrating Technology in the K-5 Classroom	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Intermediate A+ Certification: Operating Systems 1	Education to Go	\$75/student	\$109	11/12/2007	W,F	Online	1/4/2008	Online
Intermediate A+ Certification: Operating Systems 1	Education to Go	\$75/student	\$109	12/12/2007	W,F	Online	2/1/2008	Online
Intermediate Braille Transcription	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Intermediate Braille Transcription	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Intermediate C# Programming	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Intermediate C# Programming	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Intermediate Microsoft Access 2003	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Intermediate Microsoft Access 2003	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Intermediate Microsoft Excel 2003	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Intermediate Microsoft Excel 2003	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Intermediate Microsoft Word 2003	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Intermediate Microsoft Word 2003	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Intermediate Networking	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online

<b>Class Title</b>	<b>Contract</b>	<b>Salary</b>	<b>Class Fee</b>	<b>Start Date</b>	<b>Day</b>	<b>Times</b>	<b>End Date</b>	<b>Room</b>
Intermediate Networking	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Intermediate Oracle	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Intermediate Oracle	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Intermediate Photoshop CS2	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Intermediate Photoshop CS2	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Intermediate Visual Basic .NET	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Intermediate Visual Basic .NET	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Intermediate Visual Basic 2005	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Intermediate Visual Basic 2005	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Interpersonal Communication	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Interpersonal Communication	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to Adobe FrameMaker 7.1	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to Adobe FrameMaker 7.1	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to Algebra	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to Algebra	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to Alice 2.0 Programming	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to Alice 2.0 Programming	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to ASP.NET	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to ASP.NET	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to Biology	Education to Go	\$150/student	\$189	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to Biology	Education to Go	\$150/student	\$189	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to Business	Education to Go	\$150/student	\$189	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to Business	Education to Go	\$150/student	\$189	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to Business Analysis	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online

<b>Class Title</b>	<b>Contract</b>	<b>Salary</b>	<b>Class Fee</b>	<b>Start Date</b>	<b>Day</b>	<b>Times</b>	<b>End Date</b>	<b>Room</b>
Introduction to Business Analysis	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to CoreIDRAW X3	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to CoreIDRAW X3	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to Criminal Law	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to Criminal Law	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to Criminal Law II	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to Criminal Law II	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to Crystal Reports 10	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to Crystal Reports 10	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to CSS and XHTML	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to CSS and XHTML	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to Database Development	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to Database Development	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to Dreamweaver 8	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to Dreamweaver 8	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to Dreamweaver MX 2004	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to Dreamweaver MX 2004	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to Flash 8	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to Flash 8	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to Flash MX 2004	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to Flash MX 2004	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to Internet Writing Markets	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to Internet Writing Markets	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online

<b><u>Class Title</u></b>	<b><u>Contract</u></b>	<b><u>Salary</u></b>	<b><u>Class Fee</u></b>	<b><u>Start Date</u></b>	<b><u>Day</u></b>	<b><u>Times</u></b>	<b><u>End Date</u></b>	<b><u>Room</u></b>
Introduction to Java Programming	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to Java Programming	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to Journaling	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to Journaling	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to JSP Programming	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to JSP Programming	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to Linux	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to Linux	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to Macroeconomics	Education to Go	\$150/student	\$189	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to Macroeconomics	Education to Go	\$150/student	\$189	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to Microsoft Access 2003	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to Microsoft Access 2003	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to Microsoft Access 2007	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to Microsoft Access 2007	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to Microsoft Excel 2003	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to Microsoft Excel 2003	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to Microsoft Excel 2007	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to Microsoft Excel 2007	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to Microsoft FrontPage 2003	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to Microsoft FrontPage 2003	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to Microsoft Outlook 2003	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online



<b>Class Title</b>	<b>Contract</b>	<b>Salary</b>	<b>Class Fee</b>	<b>Start Date</b>	<b>Day</b>	<b>Times</b>	<b>End Date</b>	<b>Room</b>
Introduction to Microsoft Outlook 2003	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to Microsoft Outlook 2007	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to Microsoft Outlook 2007	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to Microsoft PowerPoint 2003	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to Microsoft PowerPoint 2003	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to Microsoft Project 2003	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to Microsoft Project 2003	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to Microsoft Publisher 2003	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to Microsoft Publisher 2003	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to Microsoft Visio 2003	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to Microsoft Visio 2003	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to Microsoft Word 2003	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to Microsoft Word 2003	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to Microsoft Word 2007	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to Microsoft Word 2007	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to Natural Health and Healing	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to Natural Health and Healing	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to Networking	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to Networking	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online

<b>Class Title</b>	<b>Contract</b>	<b>Salary</b>	<b>Class Fee</b>	<b>Start Date</b>	<b>Day</b>	<b>Times</b>	<b>End Date</b>	<b>Room</b>
Introduction to Nonprofit Management	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to Nonprofit Management	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to Oracle 8	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to Oracle 8	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to PC Security	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to PC Security	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to PC Troubleshooting	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to PC Troubleshooting	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to Perl Programming	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to Perl Programming	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to Photoshop CS2	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to Photoshop CS2	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to Photoshop CS3	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to Photoshop CS3	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to PHP and MySQL	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to PHP and MySQL	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to QuickBooks 2005	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to QuickBooks 2005	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to QuickBooks 2007	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to QuickBooks 2007	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to Stock Options	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to Stock Options	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online

<b>Class Title</b>	<b>Contract</b>	<b>Salary</b>	<b>Class Fee</b>	<b>Start Date</b>	<b>Day</b>	<b>Times</b>	<b>End Date</b>	<b>Room</b>
Introduction to the Game Industry	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to the Game Industry	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to the Internet	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to the Internet	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to Visual Basic .NET	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to Visual Basic .NET	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to Visual Basic 2005	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to Visual Basic 2005	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to Windows Vista	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to Windows Vista	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Introduction to Windows XP	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Introduction to Windows XP	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Keys to Effective Communication	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Keys to Effective Communication	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Leadership Development	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Leadership Development	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Learn to Buy and Sell on eBay	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Learn to Buy and Sell on eBay	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Legal Nurse Consulting	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Legal Nurse Consulting	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Listen to Your Heart, and Success Will Follow	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Listen to Your Heart, and Success Will Follow	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
LSAT Preparation - Course 1	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online

<b>Class Title</b>	<b>Contract</b>	<b>Salary</b>	<b>Class Fee</b>	<b>Start Date</b>	<b>Day</b>	<b>Times</b>	<b>End Date</b>	<b>Room</b>
LSAT Preparation - Course 1	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
LSAT Preparation - Course 2	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
LSAT Preparation - Course 2	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Luscious, Low-Fat, Lightning-Quick Meals	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Luscious, Low-Fat, Lightning-Quick Meals	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Making Movies with Windows XP	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Making Movies with Windows XP	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Managerial Accounting	Education to Go	\$150/student	\$189	11/12/2007	W,F	Online	1/4/2008	Online
Managerial Accounting	Education to Go	\$150/student	\$189	12/12/2007	W,F	Online	2/1/2008	Online
Manufacturing Applications	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Manufacturing Applications	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Manufacturing Fundamentals	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Manufacturing Fundamentals	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Marketing Tools for Actors	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Marketing Tools for Actors	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Marketing Your Business on the Internet	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Marketing Your Business on the Internet	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Marketing Your Business on the Internet	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Marketing Your Business on the Internet	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Marketing Your Nonprofit	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Marketing Your Nonprofit	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Mastery of Business Applications	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Mastery of Business Applications	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online

<b>Class Title</b>	<b>Contract</b>	<b>Salary</b>	<b>Class Fee</b>	<b>Start Date</b>	<b>Day</b>	<b>Times</b>	<b>End Date</b>	<b>Room</b>
Mastery of Business Fundamentals	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Mastery of Business Fundamentals	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Math for Business and Finance	Education to Go	\$150/student	\$189	11/12/2007	W,F	Online	1/4/2008	Online
Math for Business and Finance	Education to Go	\$150/student	\$189	12/12/2007	W,F	Online	2/1/2008	Online
Medical Coding	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Medical Coding	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Medical Information Management and Office Practice	Education to Go	\$150/student	\$189	11/12/2007	W,F	Online	1/4/2008	Online
Medical Information Management and Office Practice	Education to Go	\$150/student	\$189	12/12/2007	W,F	Online	2/1/2008	Online
Medical Mathematics	Education to Go	\$150/student	\$189	11/12/2007	W,F	Online	1/4/2008	Online
Medical Mathematics	Education to Go	\$150/student	\$189	12/12/2007	W,F	Online	2/1/2008	Online
Medical Terminology: A Word Association Approach	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Medical Terminology: A Word Association Approach	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Microsoft Excel 2003 in the Classroom	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Microsoft Excel 2003 in the Classroom	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
ms	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
ms	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Music Made Easy	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Music Made Easy	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Mystery Writing	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Mystery Writing	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online

<b>Class Title</b>	<b>Contract</b>	<b>Salary</b>	<b>Class Fee</b>	<b>Start Date</b>	<b>Day</b>	<b>Times</b>	<b>End Date</b>	<b>Room</b>
Network+ Certification Prep	Education to Go	\$75/student	\$119	11/12/2007	W,F	Online	1/4/2008	Online
Network+ Certification Prep	Education to Go	\$75/student	\$119	12/12/2007	W,F	Online	2/1/2008	Online
Outdoor Survival Techniques	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Outdoor Survival Techniques	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Performing Payroll in QuickBooks	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Performing Payroll in QuickBooks	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Personal Finance	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Personal Finance	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Photographing People with Your Digital Camera	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Photographing People with Your Digital Camera	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Photoshop 7 for the Absolute Beginner	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Photoshop 7 for the Absolute Beginner	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Photoshop CS2 for the Digital Photographer	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Photoshop CS2 for the Digital Photographer	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Photoshop CS3 for the Digital Photographer	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Photoshop CS3 for the Digital Photographer	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Photoshop Elements 3.0 for the Digital Photographer	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Photoshop Elements 3.0 for the Digital Photographer	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Photoshop Elements 4.0 for the Digital Photographer	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online

<b>Class Title</b>	<b>Contract</b>	<b>Salary</b>	<b>Class Fee</b>	<b>Start Date</b>	<b>Day</b>	<b>Times</b>	<b>End Date</b>	<b>Room</b>
Photoshop Elements 4.0 for the Digital Photographer	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Photoshop Elements 4.0 for the Digital Photographer II	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Photoshop Elements 4.0 for the Digital Photographer II	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Photoshop Elements 5.0 for the Digital Photographer	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Photoshop Elements 5.0 for the Digital Photographer	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Photoshop Elements 5.0 for the Digital Photographer II	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Photoshop Elements 5.0 for the Digital Photographer II	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Photoshop Elements Projects	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Photoshop Elements Projects	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Pleasures of Poetry	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Pleasures of Poetry	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
PMP Certification Prep 2	Education to Go	\$75/student	\$119	11/12/2007	W,F	Online	1/4/2008	Online
PMP Certification Prep 2	Education to Go	\$75/student	\$119	12/12/2007	W,F	Online	2/1/2008	Online
PMP Certification Prep I	Education to Go	\$75/student	\$119	11/12/2007	W,F	Online	1/4/2008	Online
PMP Certification Prep I	Education to Go	\$75/student	\$119	12/12/2007	W,F	Online	2/1/2008	Online
PowerPoint in the Classroom	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
PowerPoint in the Classroom	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online

<b>Class Title</b>	<b>Contract</b>	<b>Salary</b>	<b>Class Fee</b>	<b>Start Date</b>	<b>Day</b>	<b>Times</b>	<b>End Date</b>	<b>Room</b>
Prepare for the GED Language Arts, Writing Test	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Prepare for the GED Language Arts, Writing Test	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Prepare for the GED Math Test	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Prepare for the GED Math Test	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Principles of Marketing	Education to Go	\$150/student	\$189	11/12/2007	W,F	Online	1/4/2008	Online
Principles of Marketing	Education to Go	\$150/student	\$189	12/12/2007	W,F	Online	2/1/2008	Online
Principles of Sales Management	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Principles of Sales Management	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Professional Sales Skills	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Professional Sales Skills	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Project Management @ e-Speed	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Project Management @ e-Speed	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Project Management Applications	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Project Management Applications	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Project Management Fundamentals	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Project Management Fundamentals	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Publish It Yourself: How to Start and Operate Your Own Publishing Business	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Publish It Yourself: How to Start and Operate Your Own Publishing Business	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Purchasing Applications	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online



<b>Class Title</b>	<b>Contract</b>	<b>Salary</b>	<b>Class Fee</b>	<b>Start Date</b>	<b>Day</b>	<b>Times</b>	<b>End Date</b>	<b>Room</b>
Purchasing Applications	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Purchasing Fundamentals	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Purchasing Fundamentals	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
QuickBooks 2007 for Contractors	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
QuickBooks 2007 for Contractors	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
QuickBooks for Contractors	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
QuickBooks for Contractors	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Ready, Set, Read!	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Ready, Set, Read!	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Real Estate Investing	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Real Estate Investing	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Research Methods for Writers	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Research Methods for Writers	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Resume Writing Workshop	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Resume Writing Workshop	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Romance Writing Secrets	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Romance Writing Secrets	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
SAT/ACT Preparation - Part 1	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
SAT/ACT Preparation - Part 1	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
SAT/ACT Preparation - Part 2	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
SAT/ACT Preparation - Part 2	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Secrets of Better Photography	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Secrets of Better Photography	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Secrets of the Caterer	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Secrets of the Caterer	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online

<b><u>Class Title</u></b>	<b><u>Contract</u></b>	<b><u>Salary</u></b>	<b><u>Class Fee</u></b>	<b><u>Start Date</u></b>	<b><u>Day</u></b>	<b><u>Times</u></b>	<b><u>End Date</u></b>	<b><u>Room</u></b>
Six Sigma: Total Quality Applications	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Six Sigma: Total Quality Applications	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Skills for Making Great Decisions	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Skills for Making Great Decisions	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Solving Classroom Discipline Problems	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Solving Classroom Discipline Problems	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Speed Reading the Merrill Ream Way	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Speed Reading the Merrill Ream Way	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Speed Spanish	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Speed Spanish	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Speed Spanish II	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Speed Spanish II	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Speed Spanish III	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Speed Spanish III	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Start and Operate your own Home-Based Business	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Start and Operate your own Home-Based Business	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Start Your Own Consulting Practice	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Start Your Own Consulting Practice	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Start Your Own eBay Drop Off Store	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Start Your Own eBay Drop Off Store	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Start Your Own Small Business	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online

<b>Class Title</b>	<b>Contract</b>	<b>Salary</b>	<b>Class Fee</b>	<b>Start Date</b>	<b>Day</b>	<b>Times</b>	<b>End Date</b>	<b>Room</b>
Start Your Own Small Business	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Successful Construction Business Management	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Successful Construction Business Management	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Supply Chain Management Applications	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Supply Chain Management Applications	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Supply Chain Management Fundamentals	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Supply Chain Management Fundamentals	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Survival Kit for New Teachers	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Survival Kit for New Teachers	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Teaching Math: Grades 4-6	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Teaching Math: Grades 4-6	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Teaching Science: Grades 4-6	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Teaching Science: Grades 4-6	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
The Classroom Computer	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
The Classroom Computer	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
The Craft of Magazine Writing	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
The Craft of Magazine Writing	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
The Keys to Effective Editing	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
The Keys to Effective Editing	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
The Magic of Hypnosis	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
The Magic of Hypnosis	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Theme Park Engineering	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Theme Park Engineering	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online

<b>Class Title</b>	<b>Contract</b>	<b>Salary</b>	<b>Class Fee</b>	<b>Start Date</b>	<b>Day</b>	<b>Times</b>	<b>End Date</b>	<b>Room</b>
Total Quality Fundamentals	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Total Quality Fundamentals	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Travel Writing	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Travel Writing	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Understanding Adolescents	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Understanding Adolescents	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Understanding the Human Resources Function	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Understanding the Human Resources Function	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Using the Internet in the Classroom	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Using the Internet in the Classroom	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Where Does All My Money Go?	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Where Does All My Money Go?	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Wine Appreciation for Beginners	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Wine Appreciation for Beginners	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Winning Strategy for the Courtroom	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Winning Strategy for the Courtroom	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Wireless Networking	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Wireless Networking	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Workers' Compensation	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Workers' Compensation	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Wow, What a Great Event!	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Wow, What a Great Event!	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Write Fiction Like a Pro	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Write Fiction Like a Pro	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online

<b>Class Title</b>	<b>Contract</b>	<b>Salary</b>	<b>Class Fee</b>	<b>Start Date</b>	<b>Day</b>	<b>Times</b>	<b>End Date</b>	<b>Room</b>
Write Your Life Story	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Write Your Life Story	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Writeriffic 2: Advanced Creativity Training for Writers	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Writeriffic 2: Advanced Creativity Training for Writers	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Writeriffic: Creativity Training for Writers	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Writeriffic: Creativity Training for Writers	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Writing Effective Grant Proposals	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Writing Effective Grant Proposals	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Writing for Children	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Writing for Children	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Writing for ESL	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Writing for ESL	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Writing Great Technical Documents	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Writing Great Technical Documents	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online
Your Screenwriting Career	Education to Go	\$55/student	\$89	11/12/2007	W,F	Online	1/4/2008	Online
Your Screenwriting Career	Education to Go	\$55/student	\$89	12/12/2007	W,F	Online	2/1/2008	Online

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

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## 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 March 31, 2008. AB 2910, Chapter 1486, Statutes of 1986, requires that California community college districts report quarterly on their financial condition.

The report for March 31, 2008, is shown on the following Quarterly Financial Status Report for General Fund-Unrestricted (11).

This third quarter report reflects revenue receipts at 70% of the budgeted amount. Expenditures are also reported at approximately 70% of the budgeted amount. Budgeted Net Revenues reflects the adopted budget deficit of \$3,000,000. This \$3,000,000 represents the \$3,000,000 of special contract funds received for the Compton Educational Center partnership. These funds are included in the Other Outgo line of Expenditures as a transfer to the Special Contract Programs Fund (15).

FISCAL YEAR 2007-08  
 Quarter Ended (Q3) March 31, 2008

<u>General Fund- Unrestricted (11)</u>	<u>2007-08 Budget</u>	<u>Year-to-Date Actuals</u>	<u>Percentage</u>
<b>INCOME</b>			
Federal	\$ 181,000	\$ 108,630	60.02%
State	74,033,832	54,674,918	73.97%
Local	32,159,500	22,789,196	70.86%
Interfund Transfers	450,000	0	0%
Total Income	\$106,824,332	\$77,662,744	
<b>APPROPRIATIONS</b>			
Academic Salaries	\$ 48,008,974	\$ 32,923,656	68.58%
Classified Salaries	25,707,885	16,549,968	64.38%
Staff Benefits	17,411,555	12,116,035	69.59%
Supplies/Books	1,585,594	884,169	55.76%
Other Operating Expenses	10,735,279	6,615,642	61.63%
Capital Outlay	617,080	190,468	30.87%
Other Outgo	5,757,965	4,455,006	77.37%
Total Appropriations	\$109,824,332	\$ 73,734,944	
Net Revenues	<u>\$ (3,000,000)</u>	<u>\$ 3,927,800</u>	

**B. INFORMATION ITEM – GENERAL FUND UNRESTRICTED – SPECIAL PROGRAM FUNDS (15)**

The following report shows the amount budgeted and expended to date in the General Fund Unrestricted – Special Program funds (15).



EL CAMINO COMMUNITY COLLEGE DISTRICT					
GENERAL FUND UNRESTRICTED - SPECIAL CONTRACT FUNDS (15)					
2007-08 FINAL BUDGET and 2007-08 EXPENDITURES TO DATE					
AS OF MARCH 31, 2008					
Account Number	Description		2007-2008 Final Budget	2007-2008 Actual Expenditures as of 3/31/2008	% Spent
<b>EXPENDITURES / APPROPRIATIONS - By Project</b>					
Project Number	Project Description				
<b>Academic Affairs Area</b>					
1021	Student Learning Outcomes		\$ 65,000	\$ 42,728	66%
1022	Accreditation Support		75,000	47,090	63%
1501	Behavioral/Social Sciences Div Office Hourly Staff		5,126	2,723	53%
1513	Honors Program - Counselors and Hourly Staff		97,709	35,670	37%
1601	Business Division Office - Hourly Staff		14,365	-	0
1604	Law Conferences		5,000	-	0
1701	Fine Arts Division Office - Hourly Staff		10,000	-	0
1701	Fine Arts Division Office Remodel		17,000	16,547	97%
1743	Forensics Team Transportation and Expenses		3,500	-	0
1800	Humanities - Faculty Special Assignments		103,516	12,667	12%
1801	Humanities - Student and Hourly Staff		13,200	-	0
1803	Writing Center - Hourly Instructor & Staff		55,900	-	0
1822	Journalism Tutorial Lab		5,050	-	0
1901	Industry & Technology Student and Hourly Staff		5,300	586	11%
1919	Family Consumer Studies Hourly Staff		6,100	2,868	47%
2001	Natural Sciences Div Office Student/Hourly Staff		15,000	323	2%
2004	Life Sciences Instructional Aides		5,000	-	0
2052	Chemistry - Instructional Aides		4,000	-	0
2053	Earth Sciences - Instructional Aides		3,500	-	0
2054	Physics		3,000	-	0
2101	Mathematics Div Office Clerical and Hourly Staff		37,500	3,638	10%
2126	Mathematics Instructional Aides		20,000	-	0
2202	Physical Education Div Office Hourly Staff		22,935	-	0
2204	Athletics - Men's/Women's Sports		78,000	54,304	70%
2601	Instructional Services Division Office Hourly Staff		35,000	-	0
2601	Instructional Services Division - Library Books		100,000	64,737	65%
2607	ITV - Faculty Special Assignment and Hourly Help		70,000	13,118	19%
2609	Learning Center Hourly Staff		12,000	-	0
	<b>Total Academic Affairs Area</b>		<b>887,701</b>	<b>296,999</b>	<b>33%</b>

EL CAMINO COMMUNITY COLLEGE DISTRICT					
GENERAL FUND UNRESTRICTED - SPECIAL CONTRACT FUNDS (15)					
2007-08 FINAL BUDGET AND 2007-08 EXPENDITURES TO DATE					
AS OF MARCH 31, 2008					
Account Number	Description		2007-2008 Final Budget	2007-2008 Actual Expenditures as of 3/31/2008	% Spent
<u>Public Information</u>					
5200	Public Information - Postage		50,000	50,000	100%
5201	Copy Center - Overtime		429	429	100%
	Total Public Information		50,429	50,429	100%
<u>Student Services Area</u>					
6000	Student Services Office Contract Services/Dues		23,680	6,000	25%
6100	Admissions/Records Division Office Hourly Staff		55,000	29,203	53%
6150	International Students - Contract Services		28,500	-	0%
6210	Transfer Center - Transportation		3,500	3,500	100%
6255	Puente Project		25,000	16,902	68%
6256	Project Success		80,000	23,651	30%
6501	Institutional Research Supplies/Dues/ Equipment		30,000	22,541	75%
7600	Enrollment Management		116,505	73,908	63%
7612	First Year Experience		172,612	96,594	56%
7620	Financial Aid Hourly Staff		20,000	7,084	35%
7670	Student Development Division Office Student Help		20,000	9,188	46%
	Total Student Services Area		574,797	288,571	50%
<u>Administrative Services Area</u>					
8102	Institutional Services - GASB		900,000	900,000	100%
8102	Institutional Services - Transportation		5,000	558	11%
8550	Staff Development		75,000	51,025	68%
8800	Facilities Staff, Overtime and Equipment Repair		301,160	118,830	39%
	Total Administrative Services Area		1,281,160	1,070,413	84%
TOTAL EXPENDITURES / APPROPRIATIONS			\$2,794,087	\$ 1,706,412	61%

### C. BUDGET ADJUSTMENTS

It is recommended that approval be given to make adjustments to the 2007-08 General Fund Unrestricted expenditures as outlined below. These changes within expenditure categories have no impact on the final total budget amount approved at the September 4, 2007, Board of Trustees meeting.

Subsequent to the approval of the 2007-08 budget, the Vice President of Administrative Services completed a staffing position control analysis of all current full-time budgeted positions and reviewed all other salary and non-salary accounts. Changes to salary accounts and adjustments to non-salary accounts resulted in the amendments as presented. The combination of these adjustments will result in a zero net change to the total appropriations for 2007-08.

### Summary of Adjustments to Final Budget 2007-08

FUND: 11 - General Fund Unrestricted

<b>GL</b>		<b>Revised Budget</b>	<b>Adjustments</b>	<b>Revised Budget</b>
<b>Acct</b>	<b>Description</b>	<b>1/31/2008</b>	<b>To Budget</b>	<b>03/31/2008</b>
11xx	Instructional Salaries, Regular	24,636,073	-15,714	24,620,359
12xx	Non-Instructional Salaries, Regular	6,244,581	25,827	6,270,408
13xx	Instructional Salaries-Non-Regular	16,529,196	-151,956	16,377,240
14xx	Non-Instructional Salaries, Non-Regular	599,124	16,555	615,679
21xx	Non-Instructional Salaries, Regular	20,617,788	0	20,617,788
22xx	Instructional Aides, Regular F/T	1,865,660	700	1,866,360
23xx	Non-Instructional Salaries, Student-P/T	3,224,437	-43,974	3,180,463
31xx	STRS Fund	3,486,010	0	3,486,010
32xx	PERS Fund	2,239,978	0	2,239,978
33xx	OASDI & Medicare	2,392,424	0	2,392,424
34xx	Health & Welfare	7,550,503	0	7,550,503
35xx	SUI	36,857	0	36,857
36xx	Workers' Comp Ins	981,117	0	981,117
37xx	Local Retirement	110,000	0	110,000
38xx	Alternative Retirement Plan	304,290	0	304,290
39xx	Other Benefits	310,376	0	310,376
42xx	Other Books	12,274	-51	12,223
43xx	Instructional Supplies	619,806	-13,220	606,586
44xx	Non-Instructional Repair Parts	93,883	-649	93,234
45xx	Non-Instructional Supplies	799,631	12,398	812,029
46xx	Gasoline	60,000	0	60,000
51xx	Personal & Contract Services	1,807,939	87,190	1,895,129
52xx	Travel & Conferences	402,739	14,846	417,585
53xx	Dues & Memberships	129,309	-175	129,134
54xx	Insurance	780,000	0	780,000
55xx	Utilities	3,700,110	-20,300	3,679,810
56xx	Rents, Leases & Repairs	1,765,178	-49,556	1,715,622

57xx	Legal & Regulatory	288,260	0	288,260
58xx	Other Services & Exp	1,840,678	102,311	1,942,989
59xx	Miscellaneous	21,066	0	21,066
591x	Other Program Services	0	0	0
61xx	Site Improvement	0	0	0
63xx	Library Books	51,800	0	51,800
64xx	Equipment	565,280	47,517	612,797
73xx	Interfund Transfers	5,756,980	-11,749	5,745,231
76xx	Payments for Students	985	0	985
Report Total		109,824,332	0	109,824,332

**D. TRANSFER AGREEMENT BETWEEN EL CAMINO COMMUNITY COLLEGE DISTRICT AND THE COMPTON COMMUNITY COLLEGE DISTRICT FOR LAW ENFORCEMENT SERVICES**

It is recommended that the Board of Trustees approve the transfer agreement between El Camino College and Compton Community College for law enforcement services. Approval of this agreement would initiate the process to begin the transfer and the start of a contract for services on or after May 1, 2008.

At the January, 2008 Board of Trustees meeting for the Compton Community College District the Special Trustee approved a memorandum of understanding between the College and the sworn members of its police department that approved terms for the process to merge those employees into the service of the El Camino Community College Police Department.

Subsequently, a Transfer Agreement between the two Districts has been created that provides the terms of the relationship to provide law enforcement services. The terms include the yearly cost to be charged, the level of service requested and limits of liability exposure for both Districts. The agreement is open ended and shall continue until terminated with 180 days notice by either party.

**E. CONTRACTS UNDER \$72,400**

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 his authorized designee, has executed the necessary documents.

1. **Contractor:** AIR NEW ZEALAND

- Services:** 20 employees are to receive 2 hours of Communications training.
- Requesting Dept.:** Contract Education
- Dates:** 4/22/08 – 6/30/08
- Financial Terms:** Projected Income \$400/Projected Expenses \$190/Projected Net \$210.
2. **Contractor:** CIPS MARKETING GROUP, INC.
- Services:** 8 employees are to receive 40 hours training in Frontline Leadership.
- Requesting Dept.:** Workplace Learning Resource Center (WpLRC)
- Dates:** 6/3/08 – 6/30/08
- Financial Terms:** Projected Income \$7,526/Projected Expenses \$3,800/Projected Net \$3,726.
3. **Contractor:** DEPENDABLE HAWAIIAN EXPRESS (DHX)
- Services:** 14 employees will receive 24 hours of training in Business Writing.
- Requesting Dept.:** Workplace Learning Resource Center (WpLRC)
- Dates:** 4/22/08 – 6/30/08
- Financial Terms:** Projected Income \$5,389; Projected Expenses \$2,780; Projected Net \$2,609.
4. **Contractor:** DEPENDABLE HAWAIIAN EXPRESS (DHX)
- Services:** 13 employees will receive 24 hours of training in Access Computer Skills.
- Requesting Dept.:** Workplace Learning Resource Center (WpLRC)
- Dates:** 4/22/08 – 6/30/08
- Financial Terms:** Projected Income \$5,004; Projected Expenses \$2,540; Projected Net \$2,464.
5. **Contractor:** DEPENDABLE HAWAIIAN EXPRESS (DHX)
- Services:** 15 employees will receive 24 hours of training in Strategic Planning.
- Requesting Dept.:** Workplace Learning Resource Center (WpLRC)
- Dates:** 4/22/08 – 6/30/08
- Financial Terms:** Projected Income \$5,774; Projected Expenses \$2,900; Projected Net \$2,874.
6. **Contractor:** DEPENDABLE HAWAIIAN EXPRESS (DHX)
- Services:** 15 employees will receive 24 hours of training in Intercultural Communications.
- Requesting Dept.:** Workplace Learning Resource Center (WpLRC)

- Dates:** 4/22/08 – 6/30/08  
**Financial Terms:** Projected Income \$5,774; Projected Expenses \$2,900; Projected Net \$2,874.
7. **Contractor:** DEPENDABLE HAWAIIAN EXPRESS (DHX)  
**Services:** 15 employees will receive 24 hours of training in Project Management.  
**Requesting Dept.:** Workplace Learning Resource Center (WpLRC)  
**Dates:** 4/22/08 – 6/30/08  
**Financial Terms:** Projected Income \$9,624; Projected Expenses \$5,000; Projected Net \$4,624.
8. **Contractor:** DOROTHY MAE MEDICAL CLINIC  
**Services:** Use of facility by students enrolled in the El Camino College nursing program to gain practical experience in clinical services.  
**Requesting Dept.:** Academic Affairs – Nursing Department  
**Dates:** 4/1/08 – 3/31/12  
**Financial Terms:** None
9. **Contractor:** DOWDEN ASSOCIATIONS, INC.  
**Services:** Consult and advise El Camino College in a joint effort to develop a successful institutional development application for submission to Hispanic Speaking Institutions (HSI) Strengthening Institutions Program under Section J of the College Cost Reduction and Access Act (CCRA).  
**Requesting Dept.:** Student Services Division – El Camino College  
**Dates:** 10/1/08 – 9/30/10  
**Financial Terms:** Costs at \$30,000/year – Grand Total not to exceed (NTE) \$60,000
10. **Contractor:** DOWDEN ASSOCIATIONS, INC.  
**Services:** Consult and advise the Compton Education Center in a joint effort to develop a successful institutional development application for submission to Predominantly Black Institutions (PBI) under Section J of the College Cost Reduction and Access Act (CCRA).  
**Requesting Dept.:** Academic Affairs – Compton Center Grants Office  
**Dates:** 10/1/08 – 9/30/10  
**Financial Terms:** Costs at \$30,000/year – Grand Total NTE \$60,000
11. **Contractor:** DOWDEN ASSOCIATIONS, INC.

- Services:** Consult and advise the Compton Education Center in a joint effort to develop a successful institutional development application for submission to Hispanic Speaking Institutions (HSI) Strengthening Institutions Program under Section J of the College Cost Reduction and Access Act (CCRA).
- Requesting Dept.:** Academic Affairs – Compton Center Grants Office
- Dates:** 10/1/08 – 9/30/10
- Financial Terms:** Costs at \$30,000/year – Grand Total NTE \$60,000
- 12. Contractor:** FLEWELLING & MOODY
- Services:** Provide complete construction documents and specifications for bidding, bid services and construction administration for the landscaping at the science complex area.
- Dates:** Completed
- Financial Terms:** Cost \$5,000/Reimbursable Expense \$100  
Grand Total \$5,100.
- 13. Contractor:** ERIN G. GRADY
- Services:** Conduct an assessment of the Compton Educational Center Child Development Center to determine program compliance with Title 22 regulations.
- Requesting Dept.:** Behavioral and Social Sciences
- Dates:** 7/1/07 – 8/25/07
- Financial Terms:** Cost \$5,000.
- 14. Contractor:** HKPS CO., LTD, VIETNAM
- Services:** Recruit F-1 Visa Students for El Camino College.
- Requesting Dept.:** Admissions and Records – International Students Program
- Dates:** 9/1/07 – 6/30/08
- Financial Terms:** Projected Income \$4,300; Projected Expenses \$500; Projected Net \$3,800.
- 15. Contractor:** CORRINE HOISINGTON
- Services:** Provide faculty training in Vista and Office 2007.
- Requesting Dept.:** Business Division
- Dates:** 2/6/2008 and 2/7/2008
- Financial Terms:** Cost: \$3,200 - BPO #110911
- 16. Contractor:** INSTITUTE OF READING

- Services:** Use of District classrooms and the District's name in marketing materials.
- Requesting Dept.:** Community Education
- Date:** 6/14/08
- Financial Terms:** Projected Income: \$11,800
- 17. Contractor:** LEONARDO WORLD LLC
- Services:** Act as agent for suppliers of services providing programs and travel arrangements for the Eastern Europe Study Abroad Program to Prague, Poland, Slovakia, Budapest, Croatia, Slovenia and Austria.
- Requesting Dept.:** Behavioral & Social Sciences
- Dates:** 6/10/08 – 6/30/08
- Financial Terms:** None
- 18. Contractor:** LITTLE COMPANY OF MARY
- Services:** Facilitate authorized student participation in the emergency room for 8 hour shifts and provide supervision of the students to allow them to participate in procedures appropriate for their training.
- Requesting Dept.:** Fire and Emergency Technology-Industry & Technology Division
- Dates:** 12/1/07 – 11/30/12
- Financial Terms:** None
- 19. Contractor:** RAO OVERSEAS CONSULTANCY PVT., LTD INDIA
- Services:** Recruit F-1 Visa Students for El Camino College.
- Requesting Dept.:** Admissions and Records – International Students Program
- Dates:** 2/25/08 – 6/30/08
- Financial Terms:** Projected Income \$4,300; Projected Expenses \$500; Projected Net \$3,800.
- 20. Contractor:** SPIRIT HOME HEALTH CARE
- Services:** Use of facility by students enrolled in the El Camino College nursing program to gain practical experience in clinical services.
- Requesting Dept.:** Academic Affairs – Nursing Department
- Dates:** 4/1/08 – 3/31/12
- Financial Terms:** None



21. **Contractor:** TDG AEROSPACE, INC.  
**Services:** Will participate in the “Aerospace Export Training and Enabler Program” (AETEP) offered by the El Camino College Center for International Trade Development (ECC-CITD).  
**Requesting Dept.:** ECC Center for International Trade Development  
**Dates:** 4/21/08 – 6/30/08  
**Financial Terms:** Projected Income \$1,000
22. **Contractor:** TELEDYNE MICROELECTRONICS TECHNOLOGIES  
**Services:** 20 employees are to receive 60 hours of training in supervision and 40 hours of computer training.  
**Requesting Dept.:** Workplace Learning Resource Center (WpLRC)  
**Dates:** 4/22/08 – 6/30/08  
**Financial Terms:** Projected Income \$26,940; Projected Expenses \$14,550/Projected Net \$12,440
23. **Contractor:** THE BRITISH EDUCATION OFFICE, LTD  
**Services:** Recruit F-1 Visa Students for El Camino College.  
**Requesting Dept.:** Admissions and Records – International Students Program  
**Dates:** 9/1/07 – 6/30/08  
**Financial Terms:** Projected Income \$4,300; Projected Expenses \$500; Projected Net \$3,800.
24. **Contractor:** THE COMMUNITY COLLEGE FOUNDATION  
**Services:** Provide general oversight, administration, coordination and supervision for the Partnering for Permanence and Safety, Model Approaches to Partnerships in Parenting (PS-MAPP) Program.  
**Requesting Dept.:** Work Force Office  
**Dates:** 2/1/08 – 1/31/09  
**Financial Terms:** Projected Income \$24,300 – State Funded Program

**F. CONTRACTS OVER \$72,400**

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

- 1. Contractor:** GREENTREE SYSTEMS, INC.  
**Services:** Assist the El Camino College and the Compton Education Center Human Resources implement a new applicant tracking system and an on-line application process, to be hosted by Greentree Systems.

**Requesting Dept.:** El Camino College Human Resources

**Dates:** 5/1/08 – 4/30/12

**Financial Terms:** Total Cost \$ 99,328 to be paid as shown below.

	<u>ECC</u>	<u>CEC</u>
Year 1: 08/09	\$33,457 (1 payment for both)	
Year 2: 09/10	\$17,957	\$4,000
Year 3: 10/11	\$17,957	\$4,000
Year 4: 11/12	\$17,957	\$4,000

- 2. Contractor:** TAIT RADIO COMMUNICATIONS  
**Services:** Using the Western States Contracting Alliance (WSCA) contract #02702-Phase 1 for Tait Products, equipment upgrade, the District will purchase necessary equipment for the expansion of the Narrowband UHF Simulcast Radio System for communication of the El Camino College Police Department and Compton Community College Police Department. Compton will reimburse

ECC.

**Requesting Dept.:** El Camino Police Department

**Dates:** 05/01/08 – 11/01/08

**Financial Terms:** \$211,160

- 3. Contractor:** UNIVERSIDAD POLITECHNICA DE NICARAGUA (UPOLI)  
**Services:** Through a U.S. State Department partnership grant, the El Camino College Business Training Center and Managua, in-country training program has been established which will provide for 30 Nicaraguan community, business, and youth leaders to be housed in the Los Angeles area and to receive training in (a) entrepreneurial practices; (b) leadership, (c) understanding of economic and business practices that promote business growth; and develop and expand

exports to California, through training and workshops, with businesses in the South Bay of Los Angeles area.

**Requesting Dept.:** Contract Education

**Date:** 3/21/08 – 06/30/08

**Financial Terms:** \$108,040 to be paid through grant as follows:

**P.O.  
Number**

\$70,000 – March 2008

**Fund 11**

\$38,040 – August 2008

**G. BID No. 2007-08/ATHLETIC/FIELD TRIP BUS TRANSPORTATION**

It is recommended that the Board of Trustees award the bus transportation contract to the following contractor in accordance with the specifications, terms and conditions of the above-named bid. This award will provide transportation services for the District on such days, as the need exists, to and from such points as required for athletic and field trips, for events approved by the Board. The term of this service is for a period of three (3) years.

FAST DEER BUS CHARTER

Cost \$161,370

(Includes transportation costs over a three (3) year period based on prior years usage)

**Other Bidders**

Pacific Coachways

\$216,150

“No Bid” Responses: 1

**H. INTERNATIONAL STUDENT HEALTH INSURANCE**

It is recommended that the Board approve Student Health Insurance Agency as the new contract carrier for the District’s international student health insurance program. The District, through the International Student Program, requires all of its students to purchase health insurance from a carrier contracted by the District. The cost for the coverage will be \$720 per student per year. There is no cost to the District. The contract will be effective August 1, 2008 through July 31, 2009.

**I. PURCHASE ORDERS**

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

**Unrestricted - El Camino**

P0103167	Global Steel	Carpenter Shop	Non-Instruct Supplies	\$131.91
P0103190	Accrediting	President's Office	Dues And Memberships	\$376.14
P0103192	JRCERT Lockbox	Rad Tech	Dues And Memberships	\$1,500.00
P0103193	Vertical Systems, Llc	Facilities/Planning	Repairs Noninstructional	\$1,887.31
P0103195	Office Depot	Division Office Math	Instructional Supplies	\$37.70
P0103197	Grey House	Nursing	Other Books	\$178.61
P0103198	Office Depot	Information	Non-Instruct Supplies	\$152.09
P0103200	American Messaging	Nursing	Other Rentals	\$173.20
P0103201	Pacific Graphics	Ctr for Arts Promo	Multi Media Advertising	\$1,374.78
P0103202	Zones, Inc.	Fire Academy 06-07	Instructional Supplies	\$91.38
P0103203	CDW-G	English	Instructional Supplies	\$250.66
P0103204	Community College	VP-SCA	Publications/ Periodicals	\$21.00
P0103205	Mass Press	Institutional Research	Non-Instruct Supplies	\$118.96
P0103207	Naxos	Music Library	Library Books	\$303.08
P0103218	Video & Audio Center	Art Department	Instructional Supplies	\$1,846.09
P0103219	Crucial Technology	Information	Non-Instruct Supplies	\$137.14
P0103221	Office Max	Information	Non-Instruct Supplies	\$92.29
P0103222	SESAC Inc.	Ctr for Arts	Other Services	\$1,032.24
P0103224	Mass Press	Job Placement	Non-Instruct Supplies	\$59.48
P0103230	Signature Party	Civic Center	Repairs Noninstructional	\$4,481.54
P0103232	ACCCA	I&T Div Ofc	Conferences Mgmt	\$75.00
P0103233	Dreammaker	Counseling Office	Non-Instruct Supplies	\$81.19
P0103239	A Plus Window Tint	Facilities/Planning	Repairs Noninstructional	\$100.00
P0103243	San Dieguito Printer	Public Information	Printing	\$4,351.95
P0103244	Hitt Marking Devices	Financial Aid	Non-Instruct Supplies	\$55.66
P0103247	Michael D. Blada	Paint Shop	Non-Instruct Supplies	\$64.08
P0103248	Boise Cascade	Warehouse	Inventories, Stores, Prepaid	\$1,120.39
P0103249	AAA Flag & Banner	Facilities/Planning	Non-Instruct Supplies	\$162.38
P0103253	Calmet Services	Utilities	Waste Disposal	\$3,579.90
P0103254	Digi Key	Electronics	Instructional Supplies	\$473.98
P0103256	Best Roofing	Facilities/Planning	Repairs Noninstructional	\$3,385.00
P0103257	Action Contractors	Facilities/Planning	Repairs Noninstructional	\$1,638.00
P0103262	ASCAP	Ctr for Arts	Other Services	\$2,658.56
P0103263	Xpressprint	Ed & Community	Multi Media Advertising	\$4,483.73
P0103265	C & A Floorcoverings	Civic Center	Repairs Noninstructional	\$225.90
P0103266	Full Compass	Ctr for Arts	Non-Instruct Supplies	\$121.28
P0103267	Learning Tree	Information	Non-Instruct Supplies	\$1,079.00
P0103268	Ricoh Business	Admissions/Records	Non-Instruct Supplies	\$78.62
P0103269	Postmaster	Transition Center	Postage	\$23,000.00
P0103270	A-1 Printing	Ed & Community	Multi Media Advertising	\$5,282.60

P0103271	Zones, Inc.	Ed & Community	New Equip - Noninstr	\$2,408.86
P0103272	Zones, Inc.	Ed & Community	New Equip - Noninstr	\$728.33
P0103278	Kirk's Diesel	Fire Academy 06-07	Repairs - Instructional	\$710.00
P0103281	CVIS	Information	Contract Services	\$3,382.81
P0103283	Diversified Photo	Photography	Instructional	\$439.29
P0103288	California Community	Speech	Other Services	\$983.00
P0103290	Jupiterimages	Ed & Community	Multi Media Advertising	\$455.90
P0103291	Jupiterimages	Ed & Community	Multi Media Advertising	\$599.95
P0103293	Major League Music	Commencement	Other Rentals	\$1,000.00
P0103297	Amazon.Com	Construction	Instructional	\$37.79
P0103299	CCS Presentation	Div Office BSSC	Instructional	\$408.36
P0103300	Bone Clones	History	Instructional	\$368.15
P0103301	Registrar Recorder	Institutional Services	Escrow/adminstrtn fees	\$10.47
P0103303	Delphin Computer	V.P. Academic Affairs	Non-Instruct Supplies	\$189.44
P0103304	Peter M. Marcoux	Div Office Humanities	Non-Instruct Supplies	\$358.80
P0103305	Grainger	Technical Services	Repairs Parts And Supplies	\$1,934.65
P0103306	Woodsmith	Construction	Publications-Magazines	\$36.00
P0103307	BMI	Ctr for Arts	Other Services	\$2,491.78
P0103308	Vicenti, Lloyd,	Institutional Services	Audit	\$3,158.80
P0103309	Vicenti, Lloyd,	Institutional Services	Audit	\$1,257.25
P0103313	Dell Computer	Information	Maintenance Contracts	\$1,716.00
P0103331	NCS Pearson, Inc.	Information	Maintenance Contracts	\$1,755.82
P0103332	Verizon Wireless	Health, Safety	Telephone	\$96.25
P0103333	Verizon Wireless	Health, Safety	Telephone	\$69.42
P0103338	Anixter	Information	Non-Instruct Supplies	\$331.70
P0103340	School Tech	Physical Education	Instructional	\$487.59
P0103343	California Community	President's Office	Conferences Mgmt	\$125.00
P0103345	Carolina Biological	Life Sciences	Instructional	\$347.70
P0103346	CCS Presentation	Ed & Community	Non-Instruct Supplies	\$733.78
P0103347	VWR Scientific	Life Sciences	Instructional	\$12,923.13
P0103353	ADC Technologies	Ctr for Arts Ticket	Contract Services	\$362.50
P0103354	Ricoh Business	Div Office Fine Arts	Instructional	\$78.62
P0103357	Crucial Technology	Information	Non-Instruct Supplies	\$105.99
P0103360	Zones, Inc.	Div Office Business	Instructional	\$561.80
P0103363	Enterprise	Transfer Center	Transportation	\$64.94
P0103365	Sher Music Co.	Music	Instructional	\$90.94
P0103366	Films Media Group	History	Instructional	\$149.77
P0103369	Andrew W. Wolski	Ctr for Arts	Non-Instruct Supplies	\$41.87
P0103370	Educational	Physics	Instructional	\$176.99
P0103372	Mass Press	Ed & Community	Non-Instruct Supplies	\$59.48
P0103374	Usamobility	Information	Maintenance Contracts	\$192.21
P0103376	Anixter	Information	Non-Instruct Supplies	\$372.18
P0103377	Mid City Mailing	Ctr for Arts Promo	Multi Media Advertising	\$681.00
P0103381	Mark R. Crossman	Speech	Transportation	\$1,958.00
P0103383	Computerland of	Information	Maintenance Contracts	\$22,039.36
P0103384	Musician's Friend	Art Department	Repairs Parts And Supplies	\$647.34
P0103385	B & H Photo-Video	Art Department	Repairs Parts And Supplies	\$713.80
P0103393	Laguna Clay	Art Department	Instructional	\$261.40
P0103394	Quality Business	Writing Center	Non-Instruct Supplies	\$438.36
P0103395	CCS Presentation	Audio/Visual	Instructional	\$570.84
P0103396	The Tape Company	Audio/Visual	Instructional	\$520.81

P0103397	Watson Label	Div Office Instr.	Instructional	\$645.08
P0103398	Amazon.Com	History	Instructional	\$80.96
P0103406	Shiffler	Carpenter Shop	Non-Instruct Supplies	\$231.61
P0103408	Delphin Computer	English	Instructional	\$121.89
P0103413	Time Clock Sales	Admissions/Records	Maintenance Contracts	\$236.00
P0103414	Mark Hullibarger	Ctr for Arts	Center For The Arts	\$140.00
P0103419	Enterprise	Transfer Center	Transportation	\$64.94
P0103422	Cal Partitions, Inc	VP-SCA	New Equipment	\$2,040.00
P0103427	The Apple Store	Technical Services	Repairs Parts And Supplies	\$788.99
P0103428	Delphin Computer	Technical Services	Repairs Parts And Supplies	\$1,910.19
P0103431	Rockler	Ctr for Arts	Repairs Parts And Supplies	\$568.30
P0103432	CCS Presentation	Ctr for Arts	Repairs Parts And Supplies	\$572.49
P0103434	Boyce Forest	Ctr for Arts	Non-Instruct Supplies	\$669.50
P0103435	Southland Lumber	Ctr for Arts	Non-Instruct Supplies	\$439.71
P0103437	Foundation for	Information	Software	\$2,300.00
P0103448	Genesis Inc.	Technology	Non-Instruct Supplies	\$211.91
P0103449	Casbo	Fiscal Services	Non-Instruct Supplies	\$51.47
P0103450	Fisher Scientific	Earth Sciences	Instructional	\$148.13
P0103452	Any Laminating	Earth Sciences	Instructional	\$216.07
P0103453	Rand McNally	Earth Sciences	Instructional	\$361.82
P0103454	Xpedx Paper &	Copy Center	Instructional	\$1,759.27
P0103457	Amazon.Com	Fiscal Services	Non-Instruct Supplies	\$31.47
P0103462	Edvotek	Life Sciences	Instructional	\$116.12
P0103475	Discount Two-Way	Ctr for Arts	New Equipmen-Instr.	\$811.88
P0103477	Delphin Computer	Ctr for Arts Ticket	New Equipment -	\$1,686.54
P0103479	B & H Photo-Video	Ctr for Arts Promo	New Equipment -	\$8,786.65
P0103480	A1 Office Concepts	Ctr for Arts Ticket	New Equipment -	\$15,753.59
P0103484	Creation Engine, Inc.	Public Information	Instructional	\$41.39
P0103485	American Messaging	Nursing	Other Rentals	\$89.25
P0103490	Office Max	Division Office Math	Instructional	\$148.83
P0103496	Office Max	Ctr for Arts Ticket	Non-Instruct Supplies	\$820.53
P0103512	National Women's	Staff Development	Non-Instruct Supplies	\$95.00
P0103513	Professional Drum	Music	Instructional	\$504.88
P0103516	Yale Chase Materials	Facilities/Planning	Non-Instruct Supplies	\$2,932.04
P0103517	Image Solutions	Admissions/Records	Postage	\$27,579.87
P0103518	Zones, Inc.	Technical Services	Repairs Parts And Supplies	\$392.47
P0103520	Altus Network	Information	Maintenance Contracts	\$5,531.68
P0103522	West Coast Sound	Ctr for Arts	Other Rentals	\$2,071.25
P0103523	Pacific Coachways	Outreach and School	Transportation	\$980.00
P0103525	Office Depot	Information	Non-Instruct Supplies	\$152.09
P0103527	Sargent Welch	Physics	Instructional	\$192.69
P0103528	University Elevator	Facilities/Planning	Repairs Noninstructional	\$2,500.00
P0103529	Vantage Lighting	Audio/Visual	Instructional	\$414.10
P0103530	Dancetime	Film Rental	Instructional	\$145.20
P0103532	CCS Presentation	Ed & Community	New Equip - Noninstr	\$845.28
P0103533	Plato Learning	Information	Maintenance Contracts	\$3,676.17
P0103534	ASTD	Ed & Community	Dues And Memberships	\$180.00
P0103535	CCPRO	Public Information	Multi Media Advertising	\$120.00
P0103546	Concept Media	Nursing	Instructional	\$1,300.00
P0103547	CCS Presentation	Theatre/Dance	Non-Instruct Supplies	\$502.59
P0103549	Barnes & Noble	Music Library	Library Books	\$261.99

P0103556	Calmet Services	Utilities	Waste Disposal	\$3,479.10
P0103557	A Plus Window Tint	Facilities/Planning	Repairs Noninstructional	\$100.00
P0103558	Empire Cleaning	Operations	Non-Instruct Supplies	\$4,186.25
P0103559	Sanitek	Operations	Non-Instruct Supplies	\$122.17
P0103560	Champion Chemical	Operations	Non-Instruct Supplies	\$2,580.63
P0103561	Mid City Fire	Facilities/Planning	Repairs Noninstructional	\$300.00
P0103562	Mid City Fire	Civic Center	Repairs Noninstructional	\$5,500.00
P0103585	Construction	Copy Center	Instructional	\$45.98
P0103586	Capitol Enquiry, Inc.	Public Information	Non-Instruct Supplies	\$51.30
P0103589	El Camino College	Public Information	Conferences Mgmt	\$40.00
P0103590	Get Smart Products	Public Information	Non-Instruct Supplies	\$614.18
P0103593	Office Max	Facilities/Planning	Non-Instruct Supplies	\$17.30
P0103596	VWR Scientific	Chemistry	Instructional	\$1,032.70
P0103597	Buck Scientific	Chemistry	Instructional	\$204.85
P0103598	Sigma Aldrich	Chemistry	Instructional	\$93.73
P0103601	S & B Food Services	Transition Center	Conferences Mgmt	\$956.73
P0103603	Scaqmd	Rideshare	Filing Fee	\$890.42
P0103607	Nurse Educator	Nursing	Publications-Magazines	\$59.95
P0103612	Mcm Electronics	Technical Services	Repairs Parts And Supplies	\$2,294.06
P0103613	Rockler	Technical Services	Repairs Parts And Supplies	\$523.93
P0103614	Printer Works, the	Technical Services	Repairs Parts And Supplies	\$270.89
P0103623	EWDP Support	Ed & Community	Conferences Mgmt	\$345.00
P0103634	Mass Press	Ed & Community	Non-Instruct Supplies	\$59.48
P0103635	CRM Learning	Ed & Community	Non-Instruct Supplies	\$1,385.05
P0103636	Hitt Marking Devices	Community	Non-Instruct Supplies	\$58.86
P0103638	Adam Davidson	Ed & Community	Non-Instruct Supplies	\$58.00
P0103656	Pasco Scientific	Physics	Instructional	\$122.17
P0103657	All Electronics	Physics	Instructional	\$253.58
P0103660	Zones, Inc.	Civic Center Fine	Non-Instruct Supplies	\$231.95
P0103666	Pacific Coachways	Outreach and School	Transportation	\$5,880.00
P0103668	CCS Presentation	History	Instructional	\$368.42
P0103669	Computerland	Facilities/Planning	Non-Instruct Supplies	\$297.79
P0103673	Fastsigns	Div Office Humanities	Non-Instruct Supplies	\$102.84
P0103676	Forestry Suppliers,	Div Office BSSC	Instructional	\$1,393.06
P0103678	L.A. County Fire	Hazmat	Waste Disposal	\$4,072.00
P0103683	El Camino College	Writing Center	Non-Instruct Supplies	\$28.00
P0103688	Chauffeurs Unlimited	Ctr for Arts Promo	Multi Media Advertising	\$593.00
P0103694	BUTTE COLLEGE	Information	Conferences Mgmt	\$25.00
P0103696	Dell Computer	Information	Maintenance Contracts	\$30,431.50
P0103698	CDW-G	Information	Non-Instruct Supplies	\$2,476.76
P0103703	National Black	Human Resources	Multi Media Advertising	\$395.00
P0103704	Rotary Club	Administrative	Conferences Mgmt	\$82.00
P0103718	Cal Partitions, Inc	VP-SCA	New Equipment	\$845.00
P0103724	Carolina Biological	Life Sciences	Instructional	\$175.82
P0103725	Rio Grande	Art Department	Instructional	\$140.10
P0103726	B & H Photo-Video	Technical Services	Repairs Parts And Supplies	\$200.26
P0103727	CDW-G	Technical Services	Repairs Parts And Supplies	\$1,008.78
P0103728	CDW-G	Technical Services	Repairs Parts And Supplies	\$1,561.00
P0103729	Laguna Clay	Art Department	Instructional	\$261.40
P0103756	Msc Industrial Supply	Physics	Instructional	\$50.93
P0103757	Pbs Home Video Cat.	Film Rental	Instructional	\$223.23

P0103758	Ambrose Video	Film Rental	Instructional	\$261.45
P0103759	Amazon.Com	Film Rental	Instructional	\$56.26
P0103760	Annebery Media	Film Rental	Instructional	\$460.09
P0103761	Chief, Cds Library	Div Office Instr.	Library Books	\$30.00
P0103762	Matthew Bender	Div Office Instr.	Library Books	\$289.34
P0103763	Nolo Press	Div Office Instr.	Library Books	\$28.48
P0103764	Harris Infosource	Div Office Instr.	Library Books	\$213.62
P0103765	Lexis Nexis	Div Office Instr.	Library Books	\$413.65
P0103766	Heberman	Div Office Instr.	Library Books	\$30.95
P0103767	The Book House	Div Office Instr.	Library Books	\$776.38
P0103770	James Publishing	Counseling Office	Publications/ Periodicals	\$159.39
P0103773	Pyro-Comm	Facilities/Planning	Repairs Noninstructional	\$1,650.00
P0103775	Travers Tree Serivce	Grounds	Repairs Noninstructional	\$6,575.00
P0103776	H.A.S. Production	Ctr for Arts	Other Rentals	\$4,500.00
P0103777	A-1 Printing &	Ed & Community	Multi Media Advertising	\$5,282.60
P0103780	Light Source	Paint Shop	Non-Instruct Supplies	\$176.79
P0103781	Florence Filter Co.	HVAC Shop	Non-Instruct Supplies	\$12,470.83
P0103782	Graphic Awards, Inc.	Admissions/Records	Non-Instruct Supplies	\$5,383.25
P0103783	David Faulkner	Life Sciences	Contract Services	\$50.00
P0103785	Empire Cleaning	Operations	New Equipment	\$787.89
P0103786	Boise Cascade	Warehouse	Inventories, Stores, Prepaid	\$19,606.24
P0103792	Chronicle of Higher	Administrative	Non-Instruct Supplies	\$82.50
P0103794	Office Max	Administrative	New Equipment -	\$1,015.39
P0103796	Acco Engineered	Utilities	Lights And Power	\$7,848.00
P0103797	Monterey Graphics	Commencement	Indirect Supplies	\$5,393.71
P0103798	Laurie Watkins Dzign	Commencement	Indirect Supplies	\$805.00
P0103799	CCPRO	Public Information	Conferences Mgmt	\$475.00
P0103802	Phi Rho Pi	Speech	Other Services	\$1,568.00
P0103803	ALA Store	Div Office Instr.	Instructional	\$69.62
P0103810	Viasys Respiratory	Physical Education	Instructional	\$100.92
P0103811	Mayer Laboratories,	Physical Education	Instructional	\$230.83
P0103813	Datatel, Inc.	Information	Maintenance Contracts	\$480.00
P0103814	Griffith Observatory	Astronomy	Instructional	\$23.00
P0103817	Nancy A. Adler	Ctr for Arts	Non-Instruct Supplies	\$139.90
P0103818	Richard the Thread	Ctr for Arts	Non-Instruct Supplies	\$47.43
P0103819	Atlanta Thread	Ctr for Arts	Non-Instruct Supplies	\$261.06
P0103838	A1 Office Concepts	Div Office Business	Non-Instruct Supplies	\$172.12
P0103839	S & B Food Services	Div Office Business	Non-Instruct Supplies	\$275.00
P0103843	RW School Supply	History	Instructional	\$300.27
P0103855	Musician's Friend	Ctr for Arts Promo	Multi Media Advertising	\$215.42
P0103856	Wolters Kluwer	Rad Tech	Instructional	\$275.96
P0103858	Scantron	Div Office Business	Non-Instruct Supplies	\$197.95
P0103859	CDW-G	Div Office Business	Instructional	\$662.52
P0103860	Kimberly Wilkinson	Ctr for Arts	Non-Instruct Supplies	\$133.69
P0103861	Nesdoor	Facilities/Planning	Repairs Noninstructional	\$690.00
P0103864	Delphin Computer	V.P. Academic Affairs	Non-Instruct Supplies	\$309.69
P0103868	American Historical	History	Instructional	\$32.00
P0103871	A-1 Office Plus	Div Office BSSC	Non-Instruct Supplies	\$541.24
P0103875	West Coast Sound	Commencement	Other Rentals	\$3,182.28
P0103879	In Publications, Inc.	Ctr for Arts Promo	Multi Media Advertising	\$754.00
P0103880	In Publications, Inc.	Ctr for Arts Promo	Multi Media Advertising	\$754.00



P0103881	Easy Reader, the	Ctr for Arts Promo	Multi Media Advertising	\$420.00
P0103882	Delphin Computer	V.P. Academic Affairs	Non Inst Comp Eq	\$367.56
P0103884	David J. Murphy	Accounting	Instructional	\$97.41
P0103888	John Wiley & Sons	Counseling Office	Publications/ Periodicals	\$45.19
P0103889	American Council	Financial Aid	Non-Instruct Supplies	\$269.85
P0103891	Rotary Club	Presidents Office	Conferences Mgmt	\$90.00
P0103892	American Express	V.P. Academic Affairs	Conferences Classified	\$199.10
P0103898	Diversified Photo	Photography	Instructional	\$855.11
P0103904	California Community	Counseling Office	Publications/ Periodicals	\$21.00
P0103905	Council for Resource	Resource	Dues And Memberships	\$200.00
P0103906	ACCCA	Administrative	Transportation/ Mileage	\$125.00
P0103911	Llewellyn P. Chin	Job Placement	Non-Instruct Supplies	\$7.35
P0103913	Laughlin, Falbo, Levy	Institutional Services	Legal	\$60.00
P0103919	Pacific Coachways	Transfer Center	Transportation	\$806.01
P0103935	Thomson West	VP-SCA	Publications/ Periodicals	\$49.80
P0103940	H.A.S. Production	Ctr for Arts	Other Rentals	\$1,900.00
P0103941	Easy Reader, the	Ctr for Arts Promo	Multi Media Advertising	\$420.00
P0103943	Verizon Wireless	Health, Safety	Telephone	\$69.08
P0103944	Verizon Wireless	Health, Safety	Telephone	\$83.24
P0103946	Council for Resource	Community	Dues And Memberships	\$400.00
P0103947	ASTD	Ed & Community	Conferences Mgmt	\$1,250.00

**Fund 11 Total: 265**

**\$398,583.48**

**Fund 12 Restricted - El Camino**

P0103169	The Lightbulb	VP AA 0506 new	Computer Software Account	\$5,000.00
P0103191	Applied Security	TTIP Total Cost of	New Equipment -	\$17,281.77
P0103206	African American	Matriculation	Conferences Mgmt	\$75.00
P0103208	Oh So Ez	VTEA - Institutional	Conferences Other	\$225.00
P0103209	Mass Press	DSPS	Instructional	\$59.48
P0103210	New Readers Press	El Camino Language	Other Instr Supplies	\$451.40
P0103223	Naomi E. Tokuda	Teacher Preparation	Transportation/ Mileage	\$159.00
P0103231	Harbor Freight Tools	VATEA I&T	New Equipment -	\$1,936.72
P0103240	Culver Newlin Inc.	Behavioral & Soc Sci	New Equipmen-Instr.	\$3,858.57
P0103241	Crust Crawler Design	VATEA I&T	Instructional	\$947.87
P0103242	National Technology	JDIF/Maritime Basic	Conferences Mgmt	\$1,199.00
P0103258	CCS Presentation	Humanities	New Equipment	\$7,517.19
P0103259	Omni Hotel	JDIF/Work Ready	Conferences Other	\$149.00
P0103260	S & B Food Services	Faculty & Staff	Non-Instruct Supplies	\$1,260.23
P0103261	The Apple Store	I&T Division	Instr.CompEquip	\$516.24
P0103264	EWDP Support	WPLRC State	Conferences Mgmt	\$295.00
P0103273	American Express	WPLRC State	Transportation/ Mileage	\$182.60
P0103274	American Express	WPLRC State	Transportation/ Mileage	\$152.90
P0103275	Council for Resource	Community	Dues And Memberships	\$200.00
P0103276	Mcmaster Carr	Natural Sciences	Instructional	\$365.67
P0103282	Pacific Coachways	El Camino Language	Student Transportation	\$950.00
P0103284	Zones, Inc.	Global Experience	Non-Instruct Supplies	\$89.83
P0103289	Academic Superstore	Global Experience	Non-Instruct Supplies	\$248.92
P0103292	Computerland	VP AA 0506 new	Computer Software Account	\$13,684.02
P0103334	Delphin Computer	Honeywell Training	New Equipment	\$496.87
P0103337	Dell Computer	DSPS	Instructional	\$368.03
P0103341	Citea	Teacher Preparation	Dues And Memberships	\$195.00

P0103342	Thomson Healthcare	Parking-Student	Publications/ Periodicals	\$80.26
P0103344	Bob Lee's	Parking-Student	Repairs Non Instr	\$137.67
P0103348	Sirchie Fingerprint	Parking-Student	Non-Instruct Supplies	\$923.07
P0103359	Franklin Covey	EOPS	Non-Instruct Supplies	\$60.49
P0103373	Office Max	EOPS	Non-Instruct Supplies	\$101.76
P0103378	Van Lingen Towing	Parking-Student	Other Services	\$65.00
P0103379	Grainger	Parking-Student	New Equipment	\$205.82
P0103380	South Bay Ford	Parking-Student	Repairs Non Instr	\$262.84
P0103387	Zones, Inc.	Adv Aerospace	Non Inst Comp Eq	\$201.46
P0103389	Destyn M. LaPorte	El Camino Language	Publications/ Periodicals	\$289.93
P0103391	Delphin Computer	El Camino Language	New Equip - Noninstr	\$221.91
P0103399	Thinking Media	JDIF/Work Ready	License Fee/Site Licenses	\$8,025.00
P0103401	American Express	JDIF/Work Ready	Transportation/ Mileage	\$240.90
P0103402	American Express	JDIF/Work Ready	Transportation/ Mileage	\$240.90
P0103407	Thompson Publishing	Faculty & Staff	Publications/ Periodicals	\$537.50
P0103409	Thompson Publishing	Faculty & Staff	Publications/ Periodicals	\$428.50
P0103410	Hispanic Outlook	Faculty & Staff	Publications/ Periodicals	\$44.95
P0103412	A1 Office Concepts	DSPS	Instructional	\$94.03
P0103415	Best Buy Co., Inc.	Basic Skills	Instructional	\$162.76
P0103416	Share It	Basic Skills	Instructional	\$216.45
P0103417	B & H Photo-Video	Basic Skills	New Equipment	\$1,189.67
P0103421	Holiday Inn Capitol	WPLRC State	Conferences Mgmt	\$233.00
P0103423	EWDP Support	JDIF/Work Ready	Conferences Mgmt	\$295.00
P0103451	Grainger	VP AA 0506	New Equipment	\$1,447.43
P0103455	Charles R. Drew	Compton Title	Contract Services	\$12,412.50
P0103456	Charles R. Drew	Compton Title	Contract Services	\$7,912.50
P0103463	Discount School	CCAccessMeansPar	Instructional	\$564.76
P0103464	Lakeshore Learning	CCAccessMeansPar	Instructional	\$818.45
P0103474	CCCSFAAA	Adminstration	Travel And Conference	\$480.00
P0103476	Delphin Computer	JDIF/Work Ready	Other Services Expenses	\$1,399.67
P0103481	Naylor, Llc	El Camino Language	Multi Media Advertising	\$300.00
P0103486	House of Ink	Teacher Preparation	Instructional	\$4,199.87
P0103489	S & B Food Services	AACC Workshop	Non-Instruct Supplies	\$66.70
P0103497	EWDP Support	WPLRC State	Conferences Mgmt	\$345.00
P0103521	Andrew W. Wolski	Productions	Non-Instruct Supplies	\$80.11
P0103531	Delphin Computer	Honeywell Training	New Equipment	\$550.99
P0103536	American Express	YESS 07-08 email	Other Services - Compton	\$275.00
P0103537	American Express	YESS 07-08 email	Other Services - Compton	\$635.00
P0103545	Thomson/Heinle	WPLRC PIC	Other Books	\$616.10
P0103548	Schenker, Inc.	Aerospace Export	Conferences Mgmt	\$1,526.19
P0103553	El Camino College	CalWORKs	Non-Instruct Supplies	\$16.00
P0103554	S & B Food Services	EOPS CARE	Non-Instruct Supplies	\$582.36
P0103563	Black Business	SBDC - Caltrans	Other Services And	\$1,500.00
P0103564	NAEYC	Careers in Child Care	Dues And Memberships	\$70.00
P0103565	NAEYC	Careers in Child Care	Conferences Faculty	\$1,810.00
P0103566	American Express	WPLRC State	Transportation/ Mileage	\$250.99
P0103568	Pegasus Press Inc.	SBA Contract	Printing	\$1,114.97
P0103569	Nxlevel Education	SBDC - Non-Program	Non-Instruct Supplies	\$436.00
P0103570	Nxlevel Education	SBDC - Non-Program	Non-Instruct Supplies	\$1,234.00
P0103587	Uniform Warehouse	CCAccessMeansPar	Non-Instruct Supplies	\$774.00
P0103588	Virco Manufacturing	Natural Sci	New Equipmen-Instr.	\$2,145.66

P0103602	City of Los	SBDC - Caltrans	Multi Media Advertising	\$500.00
P0103604	A Scooter 4 U, Inc.	DSPS	Repairs Noninstructional	\$512.00
P0103605	American Express	Trade Exchange	Transportation/ Mileage	\$2,782.41
P0103606	Global Holdings	Community	Contract Services	\$2,036.25
P0103608	L. A. Area Chamber	CITD	Dues And Memberships	\$510.00
P0103630	Xiaodong Shan	Global Experience	Other Books	\$399.36
P0103633	El Camino College	Faculty & Staff	Contract Services	\$2,000.00
P0103639	Academic Superstore	Global Experience	Instructional	\$952.49
P0103643	HP Express Services	CITD	Maintenance Contracts	\$909.00
P0103644	CCS Presentation	ITAR - Econ Dev	New Equipment -	\$1,091.27
P0103645	Motoart	Aerospace Export	Conferences Mgmt	\$1,800.00
P0103647	Alba T. Sandate	Family	Contract Services	\$500.00
P0103650	Postmaster	SBA Contract	Postage	\$205.00
P0103651	Botach Tactical	Parking-Student	Non-Instruct Supplies	\$60.08
P0103658	American Express	Trade Exchange	Transportation/ Mileage	\$470.47
P0103662	Long Beach City	SBA Contract	Conferences Other	\$125.00
P0103667	South Coast	SBDC - Caltrans	Multi Media Advertising	\$825.00
P0103670	Asian Business	SBDC - Caltrans	Conferences Other	\$100.00
P0103671	Gradshirts	MESA Program	Non-Instruct Supplies	\$331.25
P0103672	Inspiration Software,	Basic Skills	License Fee/Site Licenses	\$3,166.31
P0103677	E & H Trophy and	SRC Donations	Instructional	\$194.85
P0103679	South Bay Municipal	Parking Violations	Other Services	\$3,113.00
P0103681	Fastsigns	CSA WIRED - CACT	Printing	\$371.30
P0103682	Guidance Associates	Basic Skills	Non-Instruct Supplies	\$303.03
P0103685	Chief Supply	Parking-Student	New Equipment	\$204.88
P0103686	American Express	VTEA - Institutional	Conferences Other	\$810.60
P0103689	Holiday Inn Auburn	CACT COCCC	Conferences Mgmt	\$195.44
P0103690	Computerland	CSA WIRED - CACT	Software	\$127.74
P0103691	NAEYC	CCAccessMeansPar	Non-Instruct Supplies	\$525.00
P0103692	Mass Press	El Camino Language	Printing	\$59.48
P0103693	Dell Computer	TTIP Total Cost	New Equipment	\$15,700.00
P0103699	The Residence Inn	Trade Exchange	Conferences Mgmt	\$129.00
P0103700	Mass Press	Health Services	Non-Instruct Supplies	\$178.44
P0103701	CCS Presentation	Aerospace Export	New Equipment	\$3,041.62
P0103702	American Security Rx	Health Services	Non-Instruct Supplies	\$150.00
P0103715	Ewd Support	SBA Contract	Conferences Mgmt	\$295.00
P0103719	Fiesta Henderson	JDIF/Maritime Basic	Conferences Mgmt	\$356.11
P0103721	Hitt Marking Devices	Contract Education	Non-Instruct Supplies	\$58.86
P0103722	Learning Resources	Contract Education	Dues And Memberships	\$595.00
P0103723	Harcourt Assessment	DSPS	Instructional	\$981.46
P0103771	Elegant Event	EOPS	Non-Instruct Supplies	\$2,000.00
P0103788	Phillips Design	SBDC - Caltrans	Printing	\$704.50
P0103800	Los Angeles	Compton Title V	Publications/ Periodicals	\$99.95
P0103804	Nelly Rodriguez	Compton Title V	Non-Instruct Supplies	\$140.97
P0103805	Nelly Rodriguez	Compton Title V	Non-Instruct Supplies	\$291.63
P0103812	Torrance Memorial	Parking-Student	Other Services	\$427.70
P0103820	Van Lingen Towing	Parking-Student	Other Services	\$65.00
P0103821	Mills Ford	Parking-Student	Repairs Non Instr	\$230.57
P0103822	Lou's Golf and	Parking-Student	Repairs Non Instr	\$911.80
P0103823	Pacific Parking	Parking-Student	New Equipment	\$1,611.38
P0103836	S & B Food Services	VATEA Business	Non-Instruct Supplies	\$460.34

P0103846	Geralin Clark	AACC Workshop	Conferences Faculty	\$166.00
P0103848	S & B Food Services	El Camino Language	Non-Instruct Supplies	\$369.75
P0103851	Aawcc Conference	Administration	Travel And Conference	\$420.00
P0103865	Samy's Camera	Global Experience	Instructional	\$596.57
P0103866	Amazon.Com	WPLRC TERMINAL	Non-Instruct Supplies	\$1,155.00
P0103867	Mass Press	Teacher Preparation	Instructional	\$59.48
P0103869	GES Exposition	CACT/BEST	Conferences Other	\$452.76
P0103872	Ann Lopez	Staff Diversity	Contract Services	\$400.00
P0103874	American Express	CACT/BEST	Conferences Other	\$502.70
P0103878	ITEP, Inc.	High School	Conferences Other	\$500.00
P0103890	Paper Direct	El Camino Language	Other Instr Supplies	\$199.13
P0103896	Ideascope Inc.	CITD	Non-Instruct Supplies	\$181.08
P0103908	Center for the	Foster Care Ed 03-04	Instructional	\$886.88
P0103909	Idania Reyes	Women in Ind. &	Non-Instruct Supplies	\$181.21
P0103912	Sonshine Print Shop	DSPS	Reproduction	\$3,978.19
P0103918	Jenny Padilla	Title V ECC/SMC	Non-Instruct Supplies	\$552.51
P0103920	CCS Presentation	Basic Skills	New Equipment	\$3,011.88
P0103939	Casa Maria's	Matching - IDRC, etc.	Conferences Mgmt	\$280.37
P0103942	Network Solutions	SBA Contract	Multi Media Advertising	\$159.95

**Fund 12 Total: 148**

**\$183,352.43**

**Fund 15 General Fund -Special Programs**

P0103194	Coastline Community	Project Success	Non-Instruct Supplies	\$290.00
P0103196	The Effectiveness	Staff Development	Conferences Mgmt	\$55.00
P0103220	Rosario's Party	Div Office-Student	Non-Instruct Supplies	\$470.00
P0103245	Pacific Coachways	Adult Re-Entry	Transportation	\$420.00
P0103246	Pacific Coachways	Adult Re-Entry	Transportation	\$420.00
P0103250	Theresa M. Clifford	Div Office-Student	Non-Instruct Supplies	\$49.17
P0103252	U Haul of Gardena	Facilities/Planning	New Equipment -	\$369.69
P0103298	ACCCA	Staff Development	Conferences Mgmt	\$1,000.00
P0103336	Promo Direct	Staff Development	Non-Instruct Supplies	\$1,706.51
P0103386	Full Compass	Div Office Fine Arts	New Equipment -	\$1,924.75
P0103411	Pacific Coachways	Project Success	Transportation	\$363.00
P0103488	Anza Rents	Staff Development	Other Rentals	\$586.50
P0103519	CCS Presentation	Div Office-Student	Non Inst Comp Eq	\$13,836.80
P0103580	Coach America	Transfer Center	Transportation	\$5,445.00
P0103624	Pacific Coachways	Project Success	Transportation	\$430.00
P0103641	Cal Tech Copier, Inc.	Institutional Research	Repairs Noninstructional	\$756.67
P0103642	Orange Coast	Adult Re-Entry	Conferences Mgmt	\$40.00
P0103646	Pacific Coachways	Adult Re-Entry	Transportation	\$1,056.00
P0103664	Asphalt, Fabrication	Grounds	Repairs Noninstructional	\$9,700.00
P0103674	Community College	Institutional Research	Dues And Memberships	\$6,010.00
P0103774	Woodfin Suites Hotel	Transfer Center	Transportation	\$260.40
P0103784	Best Western All	Adult Re-Entry	Transportation	\$2,294.60
P0103808	Mark Hullibarger	Div Office Fine Arts	Maintenance Contracts	\$3,325.00
P0103849	JSTOR	Div Office Instr.	Library Books	\$3,800.00
P0103852	Theresa M. Clifford	First Year Exp	Non-Instruct Supplies	\$245.83
P0103862	Alfonso M. Pimental	Staff Development	Contract Services	\$250.00

**Fund 15 Total: 26**

**\$55,104.92**

<b>Fund 33</b>	<b>Child Development</b>			
P0103465	Lakeshore Learning	CDC Instr Materials	Instructional	\$728.34
P0103629	Mass Press	Child Development	General Office Supplies	\$59.48
P0103632	Department of Social	CDC	Other Services	\$600.00
<b>Fund 33 Total: 3</b>				<b>\$1,387.82</b>
<b>Fund 41</b>	<b>Capital Outlay</b>			
P0103199	CCS Presentation	Humanities Complex	Group II Equipment	\$3,805.45
P0103659	Westfall Commercial	Classroom & Office	Architecture & Engineering	\$14,150.91
P0103663	C & A	Flooring	Buildings	\$783.60
P0103665	C & A	Flooring	Buildings	\$2,794.82
P0103893	C & A	Flooring	Buildings	\$33,200.48
P0103894	National Roofing	Repair Roof	Repairs Noninstructional	\$600.00
<b>Fund 41 Total: 6</b>				<b>\$55,335.26</b>
<b>Fund 42</b>	<b>GO Bond Series 2003A</b>			
P0103368	CCS Presentation	Industry Technology	New Equipment	\$6,426.90
P0109065	Virco Manufacturing	Industry Technology	New Equipment	\$6,610.70
<b>Fund 42 Total: 2</b>				<b>\$13,037.60</b>
<b>Fund 62</b>	<b>Property &amp; Liability</b>			
P0103294	Keenan & Associates	Purchasing	Liability - Self Insurance	\$1,229.01
<b>Fund 62 Total: 1</b>				<b>\$1,229.01</b>
<b>Fund 72</b>	<b>Student Representation Fee</b>			
P0103599	American Express	Student Affairs	Advocacy Activities-ASO	\$619.00
<b>Fund 72 Total: 1</b>				<b>\$619.00</b>
<b>Fund 74</b>	<b>Student Financial Aid</b>			
P0103466	Empowering Parents	EOPS	Student Incentive Account	\$3,308.95
P0103524	Pacific Coachways	EOPS	Student Incentive Account	\$1,089.00
P0103526	Gotta Getta Gift, Inc.	EOPS	Student Incentive Account	\$2,162.53
P0103897	S & B Food Services	EOPS	Bus Passes and Food	\$374.37
P0103902	S & B Food Services	EOPS	Bus Passes and Food	\$1,247.91
<b>Fund 74 Total: 5</b>				<b>\$8,182.76</b>
<b>Fund 79</b>	<b>Auxiliary Services</b>			
P0103217	HI Corporation	Resp Therapy	Non-Instruct Supplies	\$1,626.47
P0103251	Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$1,000.00
P0103285	Tom Ralls	Fine Arts	Non-Instruct Supplies	\$82.00
P0103286	Danny T. Levin	Fine Arts	Non-Instruct Supplies	\$102.00
P0103287	Dominique Moody	Fine Arts	Non-Instruct Supplies	\$100.00
P0103295	Sign a Rama	Financial Aid	Non-Instruct Supplies	\$519.60
P0103349	Patricia D. Mack	Fine Arts	Non-Instruct Supplies	\$75.00
P0103350	Karen M. Lawrence	Fine Arts	Non-Instruct Supplies	\$65.00
P0103351	Geoffrey Dent	Fine Arts	Non-Instruct Supplies	\$60.00
P0103352	Sandra J. Nitchman	Fine Arts	Non-Instruct Supplies	\$60.00
P0103356	Allyson Bates	Fine Arts	Non-Instruct Supplies	\$80.00
P0103358	Deborah L. Gagnon	Fine Arts	Non-Instruct Supplies	\$80.00

P0103361	Richard E.	Fine Arts	Non-Instruct Supplies	\$90.00
P0103364	Marie Rodriguez	Fine Arts	Non-Instruct Supplies	\$80.00
P0103371	Rhoadell D. Sudduth	Fine Arts	Non-Instruct Supplies	\$300.00
P0103390	Wilshire Grand Hotel	Humanities	Non-Instruct Supplies	\$2,348.85
P0103392	JACC Treasurer	Humanities	Non-Instruct Supplies	\$2,600.00
P0103404	California Pro Sports	Health Sciences	Non-Instruct Supplies	\$593.80
P0103405	California Pro Sports	Resp Therapy	Non-Instruct Supplies	\$308.43
P0103420	S & B Food Services	Counseling Office	Non-Instruct Supplies	\$216.92
P0103433	Cal Western Paint	Fine Arts	Non-Instruct Supplies	\$751.72
P0103436	Charles F. Turner	Fine Arts	Non-Instruct Supplies	\$250.00
P0103447	Graphic Connection	Health Sciences	Non-Instruct Supplies	\$203.51
P0103482	Crowne Plaza Hotel	Fine Arts	Non-Instruct Supplies	\$2,136.00
P0103515	Art Scene	Fine Arts	Non-Instruct Supplies	\$765.00
P0103551	Competitive Aquatic	Resp Therapy	Non-Instruct Supplies	\$2,151.28
P0103552	Competitive Aquatic	Health Sciences	Non-Instruct Supplies	\$829.88
P0103591	Art Assist	Fine Arts	Non-Instruct Supplies	\$350.00
P0103600	S & B Food Services	Administrative	Non-Instruct Supplies	\$403.95
P0103610	The Residence Inn	Resp Therapy	Non-Instruct Supplies	\$1,574.10
P0103611	The Residence Inn	Resp Therapy	Non-Instruct Supplies	\$1,574.10
P0103625	Miriam J. Alario	Fine Arts	Non-Instruct Supplies	\$500.00
P0103626	Charles F. Turner	Fine Arts	Non-Instruct Supplies	\$175.00
P0103627	Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$1,000.00
P0103628	Kenneth W. Lefort	Fine Arts	Non-Instruct Supplies	\$25.00
P0103687	D & D Sporting	Resp Therapy	Non-Instruct Supplies	\$2,041.98
P0103789	Dawn C. Huntoon	Fine Arts	Non-Instruct Supplies	\$500.00
P0103790	Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$1,000.00
P0103791	Jason Lobell	Fine Arts	Non-Instruct Supplies	\$50.00
P0103793	Karl Warden	Fine Arts	Non-Instruct Supplies	\$250.00
P0103801	Phyllis S. Fowler	Fine Arts	Non-Instruct Supplies	\$200.00
P0103815	Phyllis S. Fowler	Fine Arts	Non-Instruct Supplies	\$400.00
P0103816	Willie Suzuki	Fine Arts	Non-Instruct Supplies	\$1,200.00
P0103863	Jolene S. Combs	Humanities	Non-Instruct Supplies	\$514.71
P0103870	Art Assist	Student Affairs	Non-Instruct Supplies	\$250.00
P0103876	Bernice L. Boseman	Fine Arts	Non-Instruct Supplies	\$305.55
P0103899	Alysa M. Brennan	Fine Arts	Non-Instruct Supplies	\$200.00
P0103900	Katisha P. Adams	Fine Arts	Non-Instruct Supplies	\$400.00
P0103901	Alysa M. Brennan	Fine Arts	Non-Instruct Supplies	\$200.00
P0103907	S & B Food Services	Administrative	Non-Instruct Supplies	\$182.41

**Fund 79 Total: 50**

**\$30,772.26**

**Fund 82 Scholarships & Trust/Agency**

P0103234	Doubletree, Ontario	Health Sciences	Fundraising	\$559.25
P0103255	Paradise Awards	Health Sciences	Fundraising	\$147.22
P0103339	Computerland	Health Sciences	Fundraising	\$213.35
P0103362	Days Inn	Health Sciences	Fundraising	\$1,155.00
P0103550	Competitive Aquatic	Health Sciences	Fundraising	\$2,036.70
P0103555	David Otta	Health Sciences	Fundraising	\$3,290.00
P0103567	Educational	Nursing	Fundraising	\$5,141.88
P0103695	All American Trophy	Health Sciences	Fundraising	\$1,114.98
P0103795	D & D Sporting	Health Sciences	Fundraising	\$2,546.57
P0103809	Paramount Fitness	Health Sciences	Fundraising	\$46.37

P0103857	S & B Food Services	Staff Development	Fundraising	\$665.55
			<b>Fund 82 Total: 11</b>	<b>\$16,916.87</b>
			<b>PO Funds Total: 518</b>	<b>\$764,521.41</b>

**Fund 11 Unrestricted - El Camino**

B0111090	Majestic Lighting	Machine Tool	Instructional	\$1,570.00
B0111092	Sonshine Print Shop	Copy Center	Instructional	\$500.00
B0111093	Kelly Paper	Copy Center	Instructional	\$2,500.00
B0111094	Kirk's Diesel	Fire Academy 06-07	Repairs - Instructional	\$700.92
B0111103	City of Hawthorne,	Inglewood One Stop	Building Rental	\$14,973.00
B0111104	Herff Jones, Inc.	Admissions/Recors	Non-Instruct Supplies	\$9,000.00
B0111117	Gerald Swiney	Construction	PSA Contract Services	\$3,000.00
B0111118	Expansys Inc.	Div Office Instr.	Instructional	\$230.00
B0111134	M & M Book Bindery	Copy Center	Instructional	\$875.00

**Fund 11 Total: 9****\$33,348.92****Fund 12 Restricted - El Camino**

B0111050	Cheryl Gully	Foster Care Ed 03-04	PSA Contract Services	\$444.00
B0111086	ECCD Petty Cash	Contract Education	Non-Instruct Supplies	\$500.00
B0111088	Sharonda Barksdale	model approaches to	PSA Contract Services	\$708.00
B0111096	E.C.C. Public	Basic Skills	Reproduction -	\$500.00
B0111100	Laura Weber	Global Experience	PSA Contract Services	\$475.00
B0111106	Meena Datta	WPLRC - ETP	PSA Contract Services	\$15,000.00
B0111107	Tonya Jaynes	Family	PSA Contract Services	\$1,400.00
B0111122	ECCD Petty Cash	Trade Exchange	Non-Instruct Supplies	\$100.00
B0111123	U.S. Investigations	Parking-Student	Contract Services	\$25,000.00
B0111126	ECCD Petty Cash	SBDC - Caltrans	Non-Instruct Supplies	\$1,000.00
B0111127	Universidad	Trade Exchange	Contract Services	\$70,000.00
B0111128	Small Manufacturers'	CACT - Quick Start	Contract Services	\$10,400.00
B0111129	Giovanna Brasfield	SBDC-YEP	PSA Contract Services	\$20,000.00
B0111130	Saddler Consulting	WPLRC Technical	Contract Services	\$6,000.00
B0111133	Estwick &	model approaches to	Contract Services	\$3,063.00
B0111136	Kurt J. Lindner	CACT/BEST	PSA Contract Services	\$1,950.00
B0111137	Randy Rappleyea	CACT/BEST	PSA Contract Services	\$4,000.00
B0111138	Kallman Worldwide,	Aerospace Export	Contract Services	\$45,540.00
B0111139	NPA	Contract Education	Contract Services	\$5,000.00
B0111140	Postmaster	Contract Education	Postage	\$175.00
B0111141	Sjm Industrial Radio	Contract Education	Other Rentals	\$1,500.00
B0111142	Oregon Institute of	Adv Aerospace	Other Services And	\$7,500.00
B0111144	Cowley College	Adv Aerospace	Other Services And	\$8,850.00
B0111145	ECCD Petty Cash	Matching - IDRC, etc.	Non-Instruct Supplies	\$500.00

**Fund 12 Total: 24****\$229,605.00****Fund 15 General Fund -Special Programs**

B0101589	Allsteel, Inc.	Div Office Fine Arts	New Equipment -	\$8,627.59
B0111095	ECCD Petty Cash	Staff Development	Non-Instruct Supplies	\$1,000.00
B0111097	Amazon.Com	Div Office Instr.	Library Books	\$3,000.00
B0111099	E.C.C. Public	Project Success	Non-Instruct Supplies	\$150.00

**Fund 15 Total: 4****\$12,777.59****Fund 41 Capital Outlay**

B0101257	Allsteel, Inc.	Humanities Complex	Group II Equipment	\$116,716.39
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**Fund 41 Total: 1****\$116,716.39**



<b>BPO Funds Total: 38</b>	<b>\$392,447.90</b>
<b><u>Grand Total Pos and BPOs: 556</u></b>	<b>\$1,156,969.31</b>

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

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## Administrative Services – Measure E Bond Fund

### A. CATEGORY BUDGETS AND BALANCES

The following table reports Measure E expenditures and commitments through March 31, 2008.

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

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
<b><u>Additional Classrooms and Modernization (ACM)</u></b>				
Acquisitions	\$705,867	\$705,867	\$0	\$0
Architectural Barrier Removal Phase 2	18,582	18,582	0	0
Athletic Education and Fitness Complex	15,718,000	296,017	380,901	15,041,083
Bookstore/Cafeteria Conversion	14,100,000	724,151	158,372	13,217,477
Business Building Replacement	43,480,800	149,126	2,749,444	40,582,230
Central Plant (0206)	15,085,000	13,215,228	1,678,252	191,519
Child Development Center Phase 2	30,573	30,573	0	0
Crenshaw Blvd. Frontage Enhancement	700,000	13,418	0	686,582
Fire Academy Structure	791,375	164,925	13,379	613,071
Fire Program Facility	123,000	1,656	0	121,344
Humanities Complex Replacement	30,896,287	25,915,188	2,774,692	2,206,407
Learning Resource Center Addition	5,099,964	3,814,970	1,016,504	268,490
Manhattan Bch Blvd. Parking Structure	216,232	812	0	215,420
Remodeling Phase One-Three	876,554	638,148	232,664	5,742
Science Complex Renovation	6,721,738	6,517,546	9,968	194,224
Signage and Wayfinding	2,600,000	117,199	77,604	2,405,197
Student Services and Activities Replacement	26,492,800	1,746,847	1,872,656	22,873,296
Temporary Space and Relocation Costs	3,469,200	3,388,763	14,362	66,075
Master Planning	0	1,162,047	1,005,236	(2,167,283)
Activities Center	<u>24,718,000</u>	<u>0</u>	<u>0</u>	<u>24,718,000</u>
<b>Total Additional Classrooms and Modernization</b>	<b><u>\$191,843,972</u></b>	<b><u>\$58,621,062</u></b>	<b><u>\$11,984,035</u></b>	<b><u>\$121,238,875</u></b>
<b><u>Campus Site Improvements: Accessibility, Safety / Security (CSI)</u></b>				
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 - Redondo Beach Blvd. to Lot H	400,000	29,508	0	370,492
Fencing Replacement and Additions	375,000	5,777	0	369,223
Landscaping and Irrigation Replacements	2,540,000	42,403	0	2,497,597

**Administrative Services – Measure E Bond Fund**

<b>CATEGORY</b>	<b>BUDGET</b>	<b>EXPENDED</b>	<b>COMMITTED</b>	<b>BALANCE</b>
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	1,370,630	19,697,196	4,532,174
Paving Replacement -Walks and Driveways	2,187,000	61,062	0	2,125,938
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	<u>117,130</u>	<u>117,130</u>	<u>0</u>	<u>0</u>
<b>Total Campus Site Improvements:</b>				
<b>Accessibility, Safety / Security</b>	<b><u>\$35,907,523</u></b>	<b><u>\$1,862,954</u></b>	<b><u>\$19,697,196</u></b>	<b><u>\$14,347,373</u></b>

**Energy Efficiency Improvements (EEI)**

Energy Efficiency Improvements Phase Two	<u>\$2,818,000</u>	<u>\$1,714,483</u>	<u>\$74,636</u>	<u>\$1,028,881</u>
<b>Total Energy Efficiency Improvements</b>	<b><u>\$2,818,000</u></b>	<b><u>\$1,714,483</u></b>	<b><u>\$74,636</u></b>	<b><u>\$1,028,881</u></b>

**Health and Safety Improvements (HSI)**

Administration	\$4,367,732	\$ 98,409	\$0	\$4,269,323
Art & Behavioral Sciences	12,247,136	291,552	10,200	11,945,384
Infrastructure Phase 1	37,000,000	16,210,974	1,465,499	19,323,527
Auxiliary Warehouse	105,042	1,305	0	103,737
Communications	8,223,354	219,531	0	8,003,823
Construction Technology	943,970	16,505	0	927,465
Domestic Water System	110,208	110,208	0	0
Facilities and Receiving	1,985,416	156,440	0	1,828,976
Fire Alarm	279,694	277,817	0	1,877
Firelines	119,905	119,905	0	0
Hazardous Materials Abatement	200,000	100,352	16,320	83,328
Library	7,876,509	432,042	0	7,444,467
Marsee Auditorium	6,670,843	142,473	0	6,528,370
Math Science & New Tech Arts	12,600,000	202,227	0	12,397,773
Music	8,896,846	226,592	0	8,670,254
Natural Gas System	13,852	13,852	0	0
North Gymnasium	3,248,993	257,027	0	2,991,966
Physical Education and Men's Shower	4,216,871	67,293	0	4,149,578
Planetarium	559,465	12,838	0	546,627
Pool and Health Center	8,273,592	326,367	937	7,946,288
Primary Electrical Distribution System	5,480,458	5,038,634	130,490	311,334
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	323,919	957,000	6,134,601
Storm Drain System	30,644	30,644	0	0
Technical Arts	1,927,800	384,982	0	1,542,818
Shops	<u>10,600,000</u>	<u>213,338</u>	<u>0</u>	<u>10,386,662</u>

**Administrative Services – Measure E Bond Fund**

<b>CATEGORY</b>	<b>BUDGET</b>	<b>EXPENDED</b>	<b>COMMITTED</b>	<b>BALANCE</b>
<b>Total Health and Safety Improvements</b>	<b><u>\$144,935,897</u></b>	<b><u>\$26,775,271</u></b>	<b><u>\$2,580,447</u></b>	<b><u>\$115,580,180</u></b>
<b><u>Information Technology and Equipment (ITE)</u></b>				
Behavioral and Social Sciences	\$654,077	\$124,659	\$0	\$529,418
Business	1,143,650	477,596	0	666,054
Facilities Planning and Services	1,925,724	384,456	770	1,540,498
Fine Arts	2,870,096	413,202	22,499	2,434,395
Health Sciences and Athletics	1,269,987	259,372	2,101	1,008,514
Humanities	625,978	215,891	0	410,087
Industry and Technology	1,883,641	573,966	6,426	1,303,249
Information Technology	14,557,510	3,207,371	333,738	11,016,401
Learning Resources	4,940,775	260,085	325	4,680,365
Math	723,061	231,191	0	491,870
Natural Sciences	3,063,431	667,686	0	2,395,745
Nursing	252,651	116,478	0	136,173
Student and Community Advancement	645,925	221,664	767	423,494
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)
<b>Total Information Technology and Equipment</b>	<b><u>\$34,776,156</u></b>	<b><u>\$7,371,181</u></b>	<b><u>\$366,627</u></b>	<b><u>\$27,038,347</u></b>
<b><u>Physical Education Facilities Improvements (PEFI)</u></b>				
Baseball Field	\$1,091,800	\$0	\$0	\$1,091,800
North Field	481,600	0	0	481,600
Sand Volleyball	12,300	0	0	12,300
Reserve for Contingencies	0	0	0	0
<b>Total Physical Education Facilities</b>	<b><u>\$1,585,700</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$1,585,700</u></b>
<b>Unallocated Refunding Income</b>	<b><u>1,910,463</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>1,910,463</u></b>
<b>TOTAL</b>	<b><u>\$413,777,711</u></b>	<b><u>\$96,344,952</u></b>	<b><u>\$34,702,940</u></b>	<b><u>\$282,729,819</u></b>

**B. CONTRACT – FLEWELLING & MOODY ARCHITECTURAL SERVICES**

It is recommended the Board of Trustees approve entering into a contract with the above firm to provide architectural design services as needed for various projects, including classroom/office modifications and exterior architectural changes.

## **Administrative Services – Measure E Bond Fund**

This firm is being recommended based upon the demonstrated knowledge and qualifications of its staff to perform the services and competitive fee structure.

**Dates of Service:** May 1, 2008 though June 30, 2009.

**Cost:** Not to exceed \$50,000, including reimbursables, invoiced monthly.

### **C. CONTRACT – HEIDER ENGINEERING SERVICES INC. – LOT H PARKING STRUCTURE**

It is recommended the Board of Trustees approve entering into a contract with the above firm to provide special testing and inspection services for the Lot H Parking Structure Project.

Four testing and inspection firms responded to the District's request for proposals to provide special test and inspection services for construction projects. The firms were evaluated based upon previous experience, staff qualifications, references and the estimated fees. Three of the four firms were judged to be responsible and to have submitted responsive proposals. The selected firm is being recommended based upon the proposed fees which are the lowest of the three responsible firms. The fee is based upon an hourly fee schedule and unit pricing and the estimated amount of special inspections and material testing that will be required.

**Dates of Service:** May 1, 2008 though August 31, 2009.

**Cost:** Not to exceed \$400,000 invoiced monthly.

### **D. CONTRACT – HERSHEY SYSTEMS – DOCUMENT IMAGING SOLUTION**

It is recommended the Board of Trustees approve entering into a contract with the above firm to implement a single, integrated document scanning and retrieval solution. This firm was chosen because unlike the others, it also integrates with Datatel Colleague for initial deployment in Admissions and Records, Financial Aid, Enrollment Services, and Fiscal Services at El Camino College. The work will consist of pre-implementation work-flow analysis, data organization, set-up, software and hardware deployment and configuration, testing, and training. Low bid could not be accepted because neither vendor proposed a document imaging solution that was compatible with Datatel Colleague.



**Requesting Dept.:** Information Technology Services  
**Administrative Services – Measure E Bond Fund**

**Dates of Service:** 5/1/08 – 12/03/08

**Cost:** \$143,605.00

**Other Bidders:** Matrix \$127,343.00; ViaTron \$135,642.00; Questsys \$193,0500.00; Laserfiche \$260,634.00; OnBase \$272,500.00; Nolij \$298,680.00; ImageNow \$334,334.40

**E. CONTRACT – KEENAN & ASSOCIATES – LOT H PARKING STRUCTURE & ATHLETIC FACILITIES**

It is recommended the Board of Trustees approve entering into a contract with the above firm to provide the District's primary insurance, including General Liability, Builder's Risk, Workers' Compensation and Pollution Liability for the Lot H Parking Structure & Athletic Facilities Project. Coverage will be provided under the company's Statewide Educational Wrap-Up Program (SEWUP), a Joint Powers Authority comprised of a consortium of community colleges for the purpose of reducing insurance costs of major construction projects.

**Dates of Service:** 02/07/08 – 05/15/09

**Cost:** \$582,680

**F. CONTRACT– LCC3, INC. – VARIOUS PROJECTS**

It is recommended the Board of Trustees approve entering into a contract with the above firm to provide on site inspection services and Division of the State Architect (DSA) close out documentation for the following projects: Brick Veneer Replacement, Infrastructure Phases 1 & 2, and Food Service Modular Building.

LCC3 was previously selected to perform on site inspection services through a Request for Proposal. Current projects the firm is working on include Humanities Building (DSA close out) and Learning Resources.

**Dates of Service:** May 1, 2008 though September 30, 2008.

**Cost:** Not to exceed \$60,000 billed by hour and invoiced monthly.

**G. CONTRACT – AT&T/SBC DATACOMM – IP TELEPHONY SYSTEM**

It is requested that the Board of Trustees approve entering into a contract with the above firm to provide hardware and software, configuration, installation, testing  
**Administrative Services – Measure E Bond Fund**

and training per proposal #032808CMv2. The expansion and implementation of the new Voice Over Internet Protocol (Internet Protocol Telephony System) was previously approved by the Board on the October Board Agenda for the expansion and installation of a new IP Telephony Communication System campus wide. The new system will replace the college’s administrative Integrated Signal Digital Network (ISDN) telephone system and the staff Centrex telephone system with a single, secure platform for all communication (voice, video, and data) that will utilize the college’s data network infrastructure. The cost includes a unified communications system consisting of new phones and communications equipment, unified voicemail, and an emergency location signal system. It also includes emergency outbound dialing, three years of maintenance at \$63,252.00 a year, and professional services, installation, and end user training.

The purchase vehicle is Fast Open Contracts Utilization Services (FOCUS) contract #2005081. FOCUS is California’s national government-to-government purchasing program that allows schools and other public entities to acquire technology products and services quickly, easily, and at competitive rates. AT&T estimates the college will save \$300,000 a year on Centrex service charges beginning immediately upon the cutover to the new system.

**Requesting Department:** Information Technology Systems

**Dates of Service:** May 1, 2008 until cancelled

**Cost:** \$2,340,540.52

**H. CHANGE ORDER – HUMANITIES REPLACEMENT PROJECT**

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

Change Orders reflect credit for unused allowances.

<b>CONTRACTOR</b>	<b>AMOUNT OF CHANGE ORDER</b>	<b>NEW CONTRACT AMOUNT</b>
Amtek Construction	-\$6,693	\$1,099,176
Baaksma Construction	-\$17,560	\$295,440

Bickerton Iron Works  
Borbon, Inc.

-\$7,596  
-\$21,548

\$616,373  
\$254,267

**Administrative Services – Measure E Bond Fund**

K & Z Cabinets	-\$13,100	\$122,798
Orange Builders	-\$13,522	\$400,530
Padua Glass	-\$23,246	\$1,190,169
T. B. Penick	-\$44,867	\$6,404,959
Southern Counties Masonry	-\$957	\$525,042

**I. CHANGE ORDER – ALCAL ROOFING – HUMANITIES REPLACEMENT PROJECT**

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

Add flashing and roofing material to the concrete top of access stairwells. The original finish was to be paint. It was judged to be desirable to roof this area for long term durability.

Total Change Order Amount	\$2,102
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Original Contract Amount	\$578,029
Prior Changes	5,434
This Change Order Amount	<u>2,102</u>
New Contract Amount	<u>\$585,565</u>

**J. CHANGE ORDER – S. H. FISH ELECTRIC, INC. – HUMANITIES REPLACEMENT PROJECT**

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

- |  |          |
|--|----------|
| 1. Back charge for damage to site drainage system.       | -\$436   |
| 2. Back charge for replacement of damaged ceiling tiles. | -\$9,003 |

**Administrative Services – Measure E Bond Fund**

- 3. Provide power to the interior cabin lights of the roof top air handling equipment. The need for power for these spaces was overlooked in the bid plans. Provide cabling and electrical hook-up to computer lab workstations. At the time of bid the type of workstation to be installed was not known, so this work could not be specified in the bid plans. Provide conduits with fire alarm and data cabling to points of connection different than shown on bid plans. This change was made to take advantage of the manholes and conduits installed in the Infrastructure Phase 1. This work was not in place at the time of bidding. \$81,482

Total Change Order Amount \$72,043

Original Contract Amount	\$2,671,000
Prior Changes	72,070
This Change Order Amount	<u>72,043</u>
New Contract Amount	<u>\$2,815,113</u>

**K. CHANGE ORDER – PACIFIC CARPETS – HUMANITIES REPLACEMENT PROJECT**

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

- Miscellaneous flooring repairs (water damage back-charged to T.B. Penick). \$2,894

Original Contract Amount	\$400,000
Prior Changes	0
This Change Order Amount	<u>2,894</u>
New Contract Amount	<u>\$402,894</u>

**L. CHANGE ORDER – PLUMBING, PIPING & CONSTRUCTION – HUMANITIES REPLACEMENT PROJECT**

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

- 1. Site drain repairs caused by others \$7,504

**Administrative Services – Measure E Bond Fund**

2. Added costs for the rerouting of storm drains in front of the Administration Building. The work on Humanities Project included the replacement of the east steps of the Administration Building. During excavation previously unknown storm drain lines were discovered.	\$7,995
Total Change Order Amount	\$15,499

Original Contract Amount	\$513,000
Prior Changes	28,243
This Change Order Amount	<u>15,499</u>
New Contract Amount	<u>\$556,742</u>

**M. CHANGE ORDER – PREFERRED CEILINGS – HUMANITIES REPLACEMENT PROJECT**

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

1. Costs to repair damaged ceiling tile (back-charged to S. H. Fish).	\$9,003
2. Credit for unused allowances.	-\$8,296
Total Change Order Amount	\$707

Original Contract Amount	\$728,900
Prior Changes	0
This Change Order Amount	<u>707</u>
New Contract Amount	<u>\$729,607</u>

**N. CHANGE ORDER – ACCO ENGINEERED SYSTEMS – CENTRAL PLANT PROJECT**

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

1. Delete boiler controls, optimize chiller water piping, delete insulation from pot feeders and expansion tank and delete soundproofing in chiller room.	-\$218,586
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**Administrative Services – Measure E Bond Fund**

2. Change asphalt surface to concrete in front of Central Plant and change heat detector locations.	\$11,756
3. Provide power to cooling tower water level controllers, makeup water solenoid valves and blow down. This work was not shown on the bid documents due to an oversight of the engineering design firm. A portion of the cost may be recoverable from the firm.	\$3,867
4. Add 50 pair cable and four (4) conductor fire alarm cables from Central Plant to Communication Building. The bid plans routed these cables to the Fieldhouse. Since future plans include replacing the Fieldhouse the termination point was changed to the Communications Building.	\$17,771
5. Assist with testing, filling, draining and treating the underground and in-building water systems. During the commissioning of the Central Plant, work was occurring to connect campus buildings to the new piping system installed in the Infrastructure Phase 1 project. During the changeovers it was necessary to perform the above work.	\$11,960
Total Change Order Amount	-\$173,232
Original Contract Amount	\$12,245,000
Prior Changes	88,788
This Change Order Amount	<u>-173,232</u>
New Contract Amount	<u>\$12,362,091</u>

**O. CHANGE ORDER – HPS MECHANICAL – INFRASTRUCTURE PHASE**  
**2**

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

## Administrative Services – Measure E Bond Fund

1. Delete pressure regulator and Energy Management System conduit routing. The energy management system is now routed over the campus wide fiber optic network. Add a set of chilled water control valves at the Technical Arts Building. The bid plans called for the control valves to be installed in the crawl space under the building. It was discovered the piping branched immediately upon entering the building, leaving insufficient room to install the control valves. It was then necessary to install control valves on both branches of the lines. Add vault for controls and delete eight (8) inches isolation valves at Student Services. This change was made to improve the accessibility of the controls for maintenance staff. Add additional communication conduits near Marsee Auditorium per master plan loop. The bid plans did not show the correct number of communication conduits. \$21,960
  
2. Delete sewer line. The engineering design firm made an error in calculating the flow lines of a portion of the existing sewer line. Upon further investigation it was determined the flow lines were adequate. Add communication conduits at MCS building. The bid plans did not show the correct number of communication conduits. Extend wet heat underground and downsize chilled water piping at MCS. Delete communication conduits at northwest MCS. The installation of the new telephone system makes these copper line conductor conduits unnecessary. -\$41,907
  
3. Additional asphalt pavement near Police Station. This was done at the owner's request since the existing paving was in very poor condition. \$8,876



**Administrative Services – Measure E Bond Fund**

- 4. Add structural reinforcing to allow for conduit openings in MCS south basement wall. The number and size of the penetrations through this concrete wall would reduce its load bearing capacity. It was necessary to add concrete support beams to maintain the capacity. Delete fire hydrant west of football stadium and delete the transformer vault pads at MCS and Bookstore. These deletions were made to avoid additional changes that would be necessary in the implementation of future projects. The deletions will be included in the appropriated future project. \$16,317

Total Change Order Amount \$5,246

Original Contract Amount	\$4,437,819
Prior Changes	0
This Change Order Amount	<u>5,246</u>
New Contract Amount	<u>\$4,437,819</u>

**P. NOTICES OF COMPLETION – HUMANITIES REPLACEMENT PROJECT**

It is recommended that the Board of Trustees approve the following notices of completion for the Humanities Replacement Project.

<b>CONTRACTOR</b>	<b>FINAL CONTRACT AMOUNT</b>
Airmasters	\$1,599,046
ALCAL Roofing	\$585,565
Amtek Construction	\$1,099,176
Baaksma Construction	\$295,440
Bennett Landscape	\$256,698
Bickerton Iron Works	\$616,373
Borbon, Inc.	\$254,267
Doja, Inc.	\$325,232
S. H. Fish, Inc.	\$2,815,113
Inland Building Company	\$235,000
K & Z Cabinets	\$122,798
MNZ Janitorial Services, Inc.	\$52,570
Orange Builders	\$400,530
Pacific Carpets	\$402,894
Padua Glass	\$1,190,169
T. B. Penick	\$6,404,959

**Administrative Services – Measure E Bond Fund**

Plumbing, Piping & Construction	\$556,742
Preferred Ceilings	\$729,607
Premier Tile & Marble	\$167,896
Southern Counties Masonry	\$525,042
Stumbaugh & Associates	\$45,235
Superior Wall Systems	\$1,485,836
Louis Todd Corporation	\$310,844

**Q. INFORMATION ITEM – PARKING MEASURES – FALL 2008 & SPRING 2009**

Two construction projects have decreased the campus’ parking capacity by 330 spaces. The perimeter road changes associated with the construction of the Humanities Building permanently reduced the number of parking spaces by 30. Construction of the Lot H Parking Structure temporarily reduces the number of on-site parking spaces by 300. Construction of the parking structure began in March 2008 and will continue until May 2009. During this period the demand for parking will be at its highest and exceed on-site capacity for two periods, Monday through Thursday during the first six weeks of the Fall 2008 and Spring 2009 semesters.

In order to alleviate the negative impact on students and staff, two measures will be taken: Temporarily pave the North Field and use it for parking and rent an off site parking area and provide shuttle service to and from campus.

The funding source and costs associated with field renovations and modifications and rental of an off-site parking area are as follows:

<b>FUNDING</b>	<b>COST</b>
Measure E Lot H Parking Structure & Athletic Facility	\$255,000
General Fund Restricted - Parking Services	<u>660,000</u>
<b>Total</b>	<b><u>\$915,000</u></b>

**R. 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.

**Administrative Services – Measure E Bond Fund**

<b>PO</b>	<b>VENDOR NAME</b>	<b>SITE</b>	<b>DESCRIPTION</b>	<b>PO COST</b>
P103229	Dynalectric	Central Plant	Buildings	\$1,400
P103235	Flynn Signs	Humanities Complex	Site Improvements	3,697
P103277	Applied Security	Learning Resource	Professional Services	3,368
P103296	Grainger	Humanities Complex	Group II Equipment	609
P103302	Kourey Geotechnical	Business Bldg.	Testing & Inspection	7,450
P103335	Alondra Golf Course	Lot H Parking Structure	Rents/Leases	3,000
P103367	Mel Smith Electric	Infrastructure Phase I	Site Improvements	8,710
P103403	Industrial High Voltage	Lot H Parking Structure	Site Improvements	17,240
P103429	Applied Security	Humanities Complex	Site Improvement	1,567
P103430	Los Angeles County	Lot H Parking Structure	Blue Printing	2,542
P103483	Commercial Fence	Central Plant	Site Improvements	12,695
P103491	Dell Computer	Information Technology	New Equipment	57,977
P103594	Senna Tree Company	Infrastructure Phase I	Site Improvements	3,200
P103595	ASAP Paving	Central Plant	Site Improvements	14,900
P103609	S & M Moving	Humanities Complex	Contract Services	461
P103637	CCS Presentation	Infrastructure Phase I	Group II Equipment	1,974
P103675	Keenan & Associates	Lot H parking Structure	Professional Services	57,787
P103772	Performance Pipeline	Humanities Complex	Site Improvements	1,805
P103778	CRP Plumbing Co.	Art & Behavioral Sci.	Buildings	14,726
P103779	Bennett Landscape	Landscape/Irrigation	Site Improvements	2,422
P103787	Marcor Remediation	Humanities Complex	Testing & Inspection	11,592
B111070	Cisco System	Information Technology	Professional Services	260,703
B111089	Pacific Coachways	Lot H Parking Structure	Transportation	24,120
B111102	Flynn Signs	Signage	Site Improvements	5,000
B111108	Heider Engineering	Lot H Parking Structure	Testing & Inspection	50,000
B111124	SEWUP/JPA	Lot H Parking Structure	Professional Services	524,893
B111125	Los Angeles County	Lot H Parking Structure	Blue Printing	10,000
			<b>Grand Total</b>	<b><u>\$1,103,838</u></b>

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

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A. Employment and Personnel Changes .....	108
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C. Resolution - Equivalence of Minimum Qualifications.....	119
D. <del>Approval by Board of Trustees: El Camino College Federation of Teachers, Local 1388, AFT, AFL-CIO Contract Ratification.....</del>	<del>120</del>

\* Item D pulled and no substitutions were made.

**A. EMPLOYMENT AND PERSONNEL**

It is recommended that the Board ratify/approve the employment and personnel changes for certificated, classified, special service professionals and temporary classified service employees as shown in items 1-32 and 1-32.

**Certificated:**

1. Resignation – Mr. Eric Flaten, full-time instructor of Mathematics, effective June 8, 2008.
2. Retirement – Mr. Andrew Young, full-time instructor of English as a Second Language (ESL), Humanities Division, last day worked June 6, 2008, first day of retirement, June 7, 2008, and that a plaque be prepared and presented to him in recognition of his service to the District since 1967.
3. Pre-Retirement – Ms. Kathryn Romero, full-time Counselor, to work a reduced load of 50% in Fall 2008 and 50% in Spring 2009, for five years beginning July 1, 2008 through June 30, 2013, in accordance with the Agreement, Article XVIII, Section 2(c).
4. Employment – Mr. Nelson Espinola, full-time EOP&S Counselor, Counseling Division, Class II, Step 4, Fiscal Salary Schedule, effective May 1, 2008.
5. Employment – Mr. Dexter Vaughn, full-time EOP&S Counselor, Counseling Division, Class II, Step 4, Fiscal Salary Schedule, effective May 1, 2008.
6. Employment – Mr. Greg George, full-time/temporary instructor of Architecture, Industry and Technology Division, Class II, Step 4, Academic Salary Schedule, effective February 9 through June 6, 2008.
7. Employment – Ms. Maria White, full-time/temporary instructor of Nursing, Health Sciences & Athletics Division, Class II, Step 4, Academic Salary Schedule, effective February 19 through July 5, 2008.
8. Employment – Mr. Jack Gill, full-time/temporary instructor of Mathematics, Class III, Step 9, Academic Salary Schedule, effective March 11 through June 6, 2008.
9. Employment – Dr. Donna Post, full-time/temporary Faculty Coordinator, Learning Resources Center, Class V, Step 4, Academic Salary Schedule, effective April 1 through June 30, 2008.

10. Amend Employment – Ms. Kathleen Rosales, full-time instructor of Nursing, Health Sciences & Athletics Division, from Class I, Step 4 to Class II, Step 5, Academic Salary Schedule, effective February 9, 2008.
11. Amend Employment – Mr. Stephen Port, Interim Chief of Police/Director of Public Services Instructional Programs effective June 12, 2007 through June 30, 2008, instead of December 31, 2007.
12. Change in Assignment – Ms. Nina Collins, from full-time/temporary instructor of Nursing to part-time instructor of Nursing, Health Sciences & Athletics Division, effective February 11 through June 6, 2008.
13. Change in Salary – Ms. Elise Geraghty, full-time instructor of Humanities, from Class II, Step 4 to Class III, Step 4, effective May 3, 2008.
14. Special Assignment – Dr. Joanna Nacheff, full-time instructor of Music, Fine Arts Division, to implement/coordinate Global Education Through Technology (GETT), to be paid \$60.18 an hour, not to exceed 49 hours or \$3,000, effective April 21 through June 6, 2008, in accordance with the Agreement, Article X, Section 14(a).
15. Special Assignment – Ms. Julie Gibler, part-time Nurse Practitioner, Health Sciences & Athletics Division, to help with athletic physicals, to be paid \$51.71 an hour, not to exceed 38 hours or \$2,000, effective April 22 through June 6, 2008, in accordance with the Agreement, Article X, Section 13(b).
16. Special Assignment – Ms. Rosesella Pescatori, part-time instructor of foreign languages, Humanities Division, to supervise the foreign language lab, to be paid \$45.14 an hour, not to exceed 12 hours per week or \$3,792, effective April 22 through June 6, 2008, in accordance with the Agreement, Article X, Section 9(m).
17. Special Assignment – Ms. Cathy Lakatos, part-time Counselor, to work on the development of a catalog of certificate programs for Career and Technical Education (CTE), to be paid \$45.14 an hour, not to exceed 150 hours or \$6,771, effective April 21 through June 30, 2008, in accordance with the Agreement, Article X, Section 9(m).
18. Special Assignment – Ms. Lisa Correa, part-time instructor of Nursing, Health Sciences & Athletics Division, to work as Education Specialist/Skills Lab Specialist and Tutor, to be paid \$45.14 an hour, not to exceed 23 hours per week or \$1,038 per week, effective February 11 through June 6, 2008, in accordance with the Agreement, Article X, Section 9(m).

19. Special Assignment – Ms. Tisa Casas, part-time instructor of Human Development, Special Resource Center, Health Sciences & Athletics Division, to work on career development modules for students with disabilities, to be paid \$45.14 an hour, not to exceed 100 hours or \$4,514, effective March 11 through June 30, 2008, in accordance with the Agreement, Article X, Section 9(m).
20. Special Assignment – The following full-time instructors for participating on Compton hiring committees, to be paid \$45.14 an hour, plus mileage, effective July 1, 2007 through June 30, 2008, in accordance with the Agreement, Article X, Section 14(a).

<u>Instructor</u>	<u>Not to Exceed Hours</u>	<u>Not to Exceed Dollars</u>
Hiram Hironaka	16	\$ 723
Emily Rader	32	\$1,445
Evelyn Uyemura	8	\$ 362
Janet Young	40	\$1,806

21. Special Assignment – The following instructors in Humanities to participate in holistic scoring session as part of the division’s assessment review and program review processes tied to accreditation, to be paid \$30.10 an hour, not to exceed a total of 136 hours or \$4,094, effective March 18 through April 18, 2008, in accordance with the Agreement, Article X, Section 14(a).

Full-time:

Marilyn Anderson	Elise Geraghty
Jennifer Annick	Lyman Hong
Mimi Ansite	Brent Isaacs
Eugene Armao	Mary Ann Leiby
Susan Bachmann	Peter Marcoux
Jan Ball	Jeffrey McMahan
Debra Breckheimer	Inna Newbury
Barbara Budrovich	Adrienne Sharp
Mathew Cheung	Cynthia Silverman
Tom Cody	Darrell Thompson
Dana Crotwell	Laura Welsh
Suzanne Gates	Joy Zhao

Part-time:

Maria Bauer	Rita Fork
Shannon Bush	Paul Freeborn

Jennifer Ashley Gallagher  
Scott Kushigemachi  
Annie Liu

Michael Mangan  
Cindy Tino-Sandoval  
Genevieve Zuidervaart

22. Special Assignment – The following nurse practitioners, Health Sciences & Athletics Division, to be hired to perform athletic physicals, effective July 1, 2008 through June 30, 2009, to be paid \$53.26 an hour, not to exceed 39 hours or \$2,100 per semester (summer, fall, spring), in accordance with the Agreement, Article X, Section 13(b).

Full-time:

Debbie Conover  
Holly Fall  
Deborah Herzik

Part-time:

Melanie Bronstein  
Julie Gibler  
Linda Goldman

23. Stipend Assignment – The following full-time instructors in the Natural Sciences Division. to prepare and present demonstrations for the Onizuka Space Science Day, to be paid \$50 each, effective April 19, 2008, in accordance with the Agreement, Article X, Section 14(a).

Jeanne Bellemin  
Charles Cowell  
Amy Grant  
Perry Hacking  
Charles Herzig  
Francisco Izaguirre  
Miguel Jimenez

Norm Kadomoto  
Leon Leonardo  
Vincent Lloyd  
David Pierce  
Mike Stupy  
Ana Tontcheva  
David Vakil

24. Stipend Assignment – Mr. William Georges, full-time instructor of Theatre, Fine Arts Division, to design lighting for Play #4, to be paid \$1,500, effective April 1 through May 23, 2008, in accordance with the Agreement, Article X, Section 14(a).

25. Stipend Assignment – Dr. Mark Crossman, full-time instructor of Speech, Fine Arts Division, to accompany speech instructor during “Rapport – the Key to Communication, to be paid \$250, effective January 27, 2008, in accordance with the Agreement, Article X, Section 14(a).



26. Stipend Assignment – Mr. Harold Hofmann, full-time instructor of Machine Tool Technology, Industry & Technology Division, to complete the Labview and Nano technology training for Community Advancement, to be paid \$3,400, effective April 5 through May 2, 2008, in accordance with the Agreement, Article X, Section 14(a).
27. Stipend Assignment – Mr. Steven Cocca, full-time instructor of Electronics, Industry & Technology Division, to complete the Nano technology training for Community Advancement, to be paid \$2,400, effective April 5 through May 2, 2008, in accordance with the Agreement, Article X, Section 14(a).
28. Stipend Assignment – The following part-time instructors of Dance, Fine Arts Division, to choreograph for the Spring Dance Concert, to be paid \$400, effective March 3 through May 4, 2008, in accordance with the Agreement, Article X, Section 9(m).

Kim Borgaro  
 Kristin Chew  
 Hiroshi Hamanishi

Jaime Hammond  
 Dana Maue

29. Stipend Assignment – The following instructors of Mathematics to perform assessment and evaluation of basic skills courses, to be paid \$60.18 an hour, not to exceed 20 hours or \$6,018, effective April 22 through June 30, 2008, in accordance with the Agreement, Article X, Section 14(a).

Lars Kjeseth  
 Kaysa Laureano  
 Malinni Roeun

Gregory Scott  
 Paul Wozniak

30. Stipend Assignment – The following instructors of Mathematics, to assess and evaluate basic skills courses, to be paid \$60.18 an hour, not to exceed 20 hours each, not to exceed a total of \$16,850, effective January 2 through February 8, 2008, in accordance with the Agreement, Article X, Section 14(a).

Adalinda Avila  
 Michael Bateman  
 Henri Feiner  
 Megan Granich  
 Maribel Lopez  
 Steve Martinez  
 Ashod Minasian

Mohammad Rahnavard  
 Russell Reece  
 Tatiana Roque  
 Alan Stillson  
 Linda Ternes  
 Christie Yang  
 David Yee

31. Employment – Mr. Dilanga Manweera, part-time instructor of Fire & Emergency Technology, Industry & Technology Division, to be paid by UCLA Center for Pre-Hospital Care.
32. Employment - The following part-time/temporary instructors to be hired as needed for the 2008 Spring semester.

Health Sciences & Athletics

Heidi Lobstein

Industry & Technology

Margaret Johnson

Mathematical Sciences

Junko Forbes

Special Resource Center

Ricardo Castillo

**Classified Personnel:**

1. Retirement - Mr. Richard Hummell, Custodian, Range 20, Step E, Facilities Planning and Services Division, Administrative Services Area, effective March 15, 2008, and that a plaque be presented to him in recognition of his service to the District since 1996.
2. Retirement - Ms. Marianne Montgomery, Administrative Assistant II, Range 31, Step E, Health Sciences & Athletics Division, Academic Affairs Area, effective July 1, 2008 and that a plaque be presented to her in recognition of her service to the District since 1994.
3. Retirement - Ms. Easter White, Utility Worker, Range 23, Step E, Facilities Planning and Services Division, Administrative Services Area, effective April 30, 2008, and that a plaque be presented to her in recognition of her service to the District since 1995.
4. Resignation - Mr. Marc Scott, Police Officer, Range 1, Step C, Campus Police Division, Administrative Services Area, effective May 31, 2008.
5. Amend Personal Leave of Absence 25% - Mr. Albert Romero, Library Media Technician II, Range 26, Step E, Learning Resources, Academic Affairs Area, effective January 2 through February 10 instead of June 9, 2008.

6. Personal Leave of Absence 100% - Ms. Donna Post, Computer Lab Specialist, Range 36, Step E, Mathematical Sciences Division, Academic Affairs Area, effective April 1 through June 30, 2008.
7. Work Out of Classification - Ms. Cheri Farrier, Lead Custodian, Range 24, Step E, to Custodian Supervisor, Range 10, Step C (Supervisory Salary Schedule), Facilities Planning and Services Division, Administrative Services Area, effective March 1 through June 30, 2008.
8. Employment - Mr. Ernesto Patricio, Electrician, Range 37, Step A, Facilities Planning and Services Division, Administrative Services Area, effective May 1, 2008
9. Employment - Ms. Leyna Bernal, Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective April 1, 2008.
10. Employment - Ms. Patricia Jackson, Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective April 1, 2008.
11. Employment - Ms. Heather Parnock, Publications Supervisor, Range 19, Step A, (Supervisory Salary Schedule), Public Information Division, President's Office Area, effective June 2, 2008.
12. Employment - Mr. Larry Veazey, Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective April 1, 2008.

### **Special Services Professional**

13. Change in Status - Ms. Roberta Becka, Special Services Professional from Range 8, Step 2, to Step 3 of the Special Services Professional Salary Schedule, Community Advancement Division, Student and Community Advancement Area, effective June 1, 2008.
14. Change in Status - Mr. Phillip Sutton, Special Services Professional from Range 8, Step 2, to Step 3 of the Special Services Professional Salary Schedule, Community Advancement Division, Student and Community Advancement Area, effective June 1, 2008.
15. Change in Status - Ms. Starleen Van Buren, Special Services Professional from Range 7, Step 2, to Step 3 of the Special Services Professional Salary Schedule,

Community Advancement Division, Student and Community Advancement Area, effective June 1, 2008.

**Temporary Classified Services Employees:**

16. Rescind Employment - Mr. Juan Flores, Custodian, Range 20, Step A, Facilities Planning & Services Division, Administrative Services Area, to work 40 hours per week, effective March 11 through June 30, 2008.
17. Change in Classification - Mr. Michael Chung, from Clerk, Range 17, Step A, to Clerical Assistant, Range 22, Step A, Behavioral & Social Sciences Division, Academic Affairs Area, hours vary up to 40 hours per week, effective April 22 through June 30, 2008.
18. Employment - Ms. Monica Alarcon, 75% Clerical Assistant, Range 22, Step A, Business Division, Academic Affairs Area, effective March 11 through June 30, 2008.
19. Employment - Ms. Angelica Alvarez, Theatre Technician, Range 31, Step A, Fine Arts Division, Academic Affairs Area, on call as needed for ECC events, effective April 22 through June 30, 2008.
20. Employment - Mr. James Evans, Computer Lab Specialist, Range 36, Step A, Mathematical Sciences Division, Academic Affairs Area, 40 hours per week, effective March 27 through June 30, 2008.
21. Employment - Ms. Angela Farthing, Clerical Assistant, Range 22, Step A, Admissions and Records Division, Student and Community Advancement Area, effective April 22 through June 30, 2008.
22. Employment - Ms. Rebecca Greer, Clerical Assistant, Range 22, Step A, Enrollment Services Division, Student and Community Advancement Area, to work Monday through Friday, 8 – 3, as office receptionist, effective April 22 through June 30, 2008.
23. Employment - Ms. Briana Norton, 50% Clerk, Range 17, Step A, Business Division, Academic Affairs Area, effective March 11 through June 30, 2008.
24. Employment - Mr. Marvin Houston, Library Media Tech II Range 26, Step A, Learning Resources, Academic Affairs Area, to provide public access services Monday through Thursday 12 – 9:30 p.m., and Saturday 8 – 3 effective March 24, 2008.

25. Employment - Mr. Reynaldo Mallari, Exercise Test Technician, Range 31, Step A, Health Sciences & Athletics Division, Academic Affairs Area, effective April 22, 2008.
26. Employment - Mr. Phillip Manor, Sound Technician, Range 36, Step A, Fine Arts Division, Academic Affairs Area, on call as needed for ECC events, effective April 22 through June 30, 2008.
27. Employment - Ms. Cristina Morrison, Student Services Technician, Range 28, Step A, Community Advancement Division, Student and Community Advancement Area, to perform specialized duties for Community Education, 40 hours per week, effective April 22 through June 30, 2008.
28. Employment - Mr. Ernesto Patricio, Electrician, Range 37, Step A, Facilities Planning and Services Division, Administrative Services Area, effective April 1 through 30, 2008.
29. Employment - Ms. Heather Parnock, Publications Supervisor, Range 19, Step A, (Supervisory Salary Schedule), Public Information Division, President's Office Area, effective May 8 through May 31, 2008.
30. Employment - Ms. Kimberly Young, Senior Clerical Assistant, Range 24, Step A, Behavioral and Social Sciences Division, Academic Affairs Area, effective April 22, through June 30, 2008.
31. The following individuals to work as Custodian, Range, 20, Step A, Facilities Planning and Services Division, Administrative Services Area, 40 hours per week, effective April 22, 2008:

Daniel Crutchfield

Jose Galindo

Sharon Pointer

32. The following individuals to work as 50% Web Developer, Range 41, Step A, Public Information Division, President's Office Area, effective May 1, 2008 through June 30, 2008:

Sue Key

Juan Fregoso

**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 1-21.

The following temporary non-classified service employees are hired for the 2007 – 2008 fiscal year, effective April 22, 2008 through June 30, 2008, unless otherwise stated:

1. Susan Aleksic – Instructional Services Aide I, \$8.50 per hour, Monday through Saturday (days vary), 30 hours per week (hours vary), Learning Resources, Academic Affairs Area, to provide tutoring services in Learning Resources.
2. Donna Baldwin – Program Aide VI, \$19.00 per hour, Monday, Wednesday, and Thursday (days vary), 20 hours per week (hours vary), Behavioral and Social Sciences, Academic Affairs Area, as the Global Education Through Technology (GETT) Technical Specialist, to provide support to GETT faculty in setting up and maintaining video-connections with international partners.
3. Donna Baldwin – Program Aide II, \$9.25 per hour, Monday through Friday (days vary), hours vary as needed, Honors Transfer Program (HTP)/Behavioral and Social Sciences, Academic Affairs Area, to assist the staff with various projects and duties related to the HTP.
4. Elizabeth Bermudez – Program Aide VI, \$15.00 per hour, days and hours vary as needed, Math, Engineering, and Science Achievement Program/Natural Sciences, Academic Affairs Area, to assist with helping to coordinate and organize activities, student files, assist in the promotion and overall function of the program.
5. Jessica Briesacker – Office Systems Aide II, \$10.50 per hour, days and hours vary as needed, International Students Program Admissions and Records/Enrollment Services, Student and Community Advancement Area, to perform various clerical operations such as enrolling students by computer, process online applications, instruct students in application procedures and determine residency status.
6. Leland Burton – Instructional Services Aide VI, \$17.00 per hour, Monday through Thursday (days vary), six (6) hours per week (hours vary), Fine Arts, Academic Affairs Area, to model for the life drawing and painting classes.
7. Paul Cabasa – Training Professional I, \$32.00 per hour, Thursdays, eight (8) hours per week (hours vary), effective January 24, 2008 through June 30, 2008, Workplace Learning Resource Center (WpLRC)/Community Advancement, Student and Community Advancement Area, to work with the assigned instructor of the Standards for Training Certification and Watchkeeping (STCS), and to temporarily replace the Public Safety trainer for the El Camino Fire Academy.
8. Joseph Calderon – Assistive Linguistics Professional I, \$27.50 per hour, days and hours vary as needed, effective March 5, 2008 through June 30, 2008, Special

Resource Center /Health Sciences and Athletics, Academic Affairs Area, to provide accommodations for students with disabilities.

9. Christine Djapri – Instructional Services Aide V, \$14.00 per hour, Tuesday and Thursday, 20 hours per week (hours vary), Math, Engineering, and Science Achievement Program/Natural Sciences, Academic Affairs Area, to work as a facilitator in organizing and managing an Academic Excellence Workshop.
10. Sonali Jadhav – Program Aide III, \$10.50 per hour, Monday through Friday (days vary), 40 hours per week (hours vary), Center for International Trade Development/Community Advancement, Student and Community Advancement Area, to perform a variety of general and/or specialized clerical duties related to the office operations of a specially funded program.
11. Kristine Jarmin – Instructional Services Aide II, \$9.25 per hour, days and hours vary as needed, effective March 10, 2008 through June 30 2008, Special Resource Center /Health Sciences and Athletics, to provide accommodations for students with disabilities.
12. Andrew Kim – Instructional Services Aide III, \$10.50 per hour, Tuesday through Saturday (days vary), 20 hours per week (hours vary), Math, Engineering, and Science Achievement Program/Natural Sciences, Academic Affairs Area, to work as a facilitator in organizing and managing an Academic Excellence Workshop.
13. Jeff Kimura – Instructional Services Aide IV, \$12.25 per hour, Monday through Thursday (days vary), 30 hours per week (hours vary), Emergency Medical Technology (EMT) Program/Industry and Technology, Academic Affairs Area, assist instructor with teaching and testing in the EMT program.
14. Emma Lamas-Gonzalez – Instructional Services Aide IV, \$9.50 per hour, Monday through Saturday (days vary), 20 hours per week (hours vary), effective March 20, 2008 through June 30, 2008, Learning Resources, Academic Affairs Area, to perform a variety of complex library, learning resources, and media services duties.
15. Ky Le – Instructional Services Aide VI, \$16.00 per hour, Monday through Friday (days vary), 10 hours per week (hours vary), Math, Engineering, and Science Achievement Program/Natural Sciences, Academic Affairs Area, to work as a facilitator in organizing and managing an Academic Excellence Workshop.
16. George Malak – Instructional Services Aide I, \$8.00 per hour, Monday through Saturday (days vary), 10 hours per week (hours vary), Learning Resources, Student and Community Advancement Area, to provide tutoring services in Learning Resources.

17. Veronica Mendoza – Program Aide V, \$13.00 per hour, Monday through Friday (days vary), 40 hours per week (hours vary), Community Education/Community Advancement, Student and Community Advancement Area, to be responsible for the day-to-day operational duties of the program.
18. Elizabeth Powell – Instructional Services Aide I, \$8.00 per hour, Monday through Friday (days vary), 7:00 a.m. to 10:00 p.m. (hours vary), Humanities, Academic Affairs Area, to evaluate essays assigned in English 1A classes for grammar, content, and structure, and provide assessments through written documentation on the essays.
19. Matthew Ryan – Campus Police Aide II, \$10.00 per hour, days and hours vary as needed, Campus Police, Administrative Services Area, to be responsible for non-hazardous police services to the students, staff, and faculty of El Camino College.
20. Kyle Taylor – Program Aide I, \$9.00 per hour, days and hours vary as needed, Community Advancement, Student and Community Advancement Area, to assist with classroom setup and takedown for workshops and events, to process reports and forms for the Youth Empowerment Strategies for Success (YESS) program.
21. The following individuals are to work as Program Aide VI, \$19.00 per hour, days and hours vary as needed, Student Development/Enrollment Services, Student and Community Advancement Area, to provide photo identification card services and customer service at front counter, supervise other ID staff, repair printer, and order supplies.

Michael Carter

Lawrence Moreno

Richard Woods

### **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 instructors to teach in the designated discipline(s) during employment at El Camino College:

Dilanga Manweera, Fire & Emergency Technology

**D. APPROVAL BY BOARD OF TRUSTEES: EL CAMINO COLLEGE  
FEDERATION OF TEACHERS, LOCAL 1388, AFT, AFL-CIO  
CONTRACT RATIFICATION**

~~It is recommended that the Board of Trustees approve the Agreement between the El Camino College Federation of Teachers and the El Camino Community College District, to be effective July 1, 2007 through June 30, 2010, following the review of the “El Camino College Federation of Teachers, Local 1388, AFT, AFL-CIO Contract Negotiations Settlement Notification Component of the Statewide Criteria and Standards” as submitted in the attached item of this Non-Consent Agenda.~~

\* Item D pulled and no substitutions were made.

**TENTATIVE AGREEMENT  
BETWEEN EL CAMINO COMMUNITY COLLEGE DISTRICT  
AND THE EL CAMINO COLLEGE FEDERATION OF TEACHERS**

**On March 5, 2008, the District and the Federation reached the following tentative agreement\* on their package proposals. This Tentative Agreement is to become effective following ratification by both parties, except for Article 20 – Evaluation changes, which will become effective for the 2008-2009 academic year. The negotiation teams for both the District and the Federation support and recommend the ratification of this Tentative Agreement.**

<p><b>Global Changes:</b>  <u>Vice President, Student Services</u> in lieu of Vice President, Student and Community Advancement  <u>Associate Dean</u> in lieu of Assistant Dean  <u>Director of Learning Resources</u> in lieu of Dean of Instructional Services  <u>Disabilities Specialist</u> to be added to list referring to  Nurses, Librarians, Counselors and Faculty Coordinators  <u>Syllabi</u> in lieu of syllabuses.</p>
<p><b>ARTICLE 3 – RIGHTS OF THE FEDERATION</b></p>
<p>Sec. 2(a) – Delete “reduced service;” and replace with “representation <i>service</i> fee.”</p>
<p>Sec. 2(c) – When at any time a Faculty Member wants to become a Federation Member, the forms will be “<u>jointly</u>” approved by the District <u>and Federation</u>.</p>
<p>Sec. 2(h) – Add “<u>subsequently</u>” implement the provisions of subsection (c).</p>
<p>Sec. 2(j) – Federation retains right to choose counsel to defend.</p>
<p>Sec. 6 – Revise “ ... and will distribute a copy to each faculty member <del>employed as of July 1, 1997, and to each newly hired faculty member hired thereafter.</del> and will provide the Federation with 30 copies for its purposes.”</p>
<p>Sec. 13 – Add Federation’s <u>location and telephone number</u> to College Catalog and official Faculty Handbook.</p>
<p><b>ARTICLE 4 - INTRACOLLEGIATE RELATIONS</b></p>
<p><b>Sec. 8: Faculty Handbook</b>  Deleted reference to “part time” and made it a “faculty” handbook. Added:  <u>This handbook will be maintained on-line by the Human Resources Office.</u></p>

**ARTICLE 6 – CLASSIFICATION OF FACULTY MEMBERS**

Sec. 1- (a) **Contract (Probationary)** - A Part-Time Faculty Member exceeding sixty percent (60%) .....shall be placed on the full-time salary schedule if the substitute service is less than or equal to more than eight (8) consecutive weeks. ....

Sec. 1(b) – Add “Disabilities Specialist” to listed positions.

Sec. 3(a)(3) – Faculty Services Area “competency” [see also App. G]  
**COMPLETION NOT TIED TO THESE NEGOTIATIONS. PARTIES WILL CONTINUE TO WORK ON REVISION OF THIS SECTION OF THE CONTRACT. RATIFICATION OF NEW CONTRACT NOT CONTINGENT ON COMPLETION OF PROJECT.**

Sec. 3(a)(1) – Use globally “FSAs”

Sec. 3(a)(2) – Add: “Disabilities Specialist”

Sec. 3(a)(4) – Add: “documented” before “work experience”

Sec. 4 – Revised: “Program needs and past successful experience in the District ~~and affirmative action goals~~ will be among the factors considered in determining class assignments for Part-Time Faculty Members.”

Sec. 4 - Add “Part-Time Faculty” language. Part-time faculty should be considered to be an integral part of their departments and are encouraged to participate in department and college activities and , at the discretion of the District, afforded utilization of supplies, equipment, and professional development activities.

Sec. 5(b) Delete:  
*The District and Federation shall meet and negotiate a Memorandum of Understanding to clarify special assignments, teaching and non-teaching load for Part-Time Faculty. The goal for completion of this task is the conclusion of the Academic Year 2002. Sections 4 and 5 of this Article shall remain in full effect until the Memorandum of Understanding is ratified and adopted.*

Sec. 6(c) If, without good cause, a regular (permanent) Faculty Member fails ~~prior to July 1 of any year~~ to notify the District of ~~an~~ his/her ~~intention to remain or not to remain~~ in the service of the District by June 30 of any year, and if a notice of employment. ....

**ARTICLE 7- CALENDAR**

Section 2 – Committee Recommendations  
.... Consisting of fall and spring semesters, summer and winter sessions, .....

**ARTICLE 8 – HOURS AND WORKING CONDITION**

Sec. 1 – Change “will” to “ <b><i>shall</i></b> ”
Sec. 2 – Insert item numbers (only) - (1), (2), (3), (4), (5), (6) dividing up solid paragraph.
Sec. 2 – Revise sentence: “Each Instructor shall have office or <b><i>otherwise scheduled on campus</i></b> class hours of a minimum of <del>two and one-half (2-1/2)</del> <b><i>two (2)</i></b> hours per day, four (4) days per week Monday through Friday.” Add new language: “ <b><i>Each Instructor is responsible for holding all scheduled class meetings and office hours throughout the term.</i></b> ”
Sec. 3(a) – Technical language change, “will” to “ <b><i>shall</i></b> ” and capitalize “I” in Instructor. Add “ <b><i>per week.</i></b> ”
Sec. 5 – Delete “for each tax dollar expended.” Add to sentence .....first census count each semester of <b><i>596 hours for a 16 week term.</i></b> Add “ <b><i>Division Load</i></b> ” to last sentence.
Sec. 7 – Add “ <b><i>The</i></b> ” before “College” and delete “established.”
Sec. 8(a) – Delete “which members shall serve for the term of this Agreement.”
Sec. 9 – Change “will” to “ <b><i>shall</i></b> ”
Sec. 10 – Add introductory statement, “ <b><i>All instructors shall submit copies of their course syllabi, preferably in electronic format, to their respective Division Offices before the end of the second week of instruction.</i></b> ”
Sec. 11 – Add “ <b><i>an athletic</i></b> ” before coaching.
Sec. 15 – Part-Time Faculty Members: <b>Note: This is a renumber based upon deletion of current Sec. 4, so still dependent upon status of Sec. 4.</b>
Sec. 16(b) – <b>Counselors:</b> Revise to insert a notification date by May 15 (not June 1) and subject to retaining subsection (c). Also, delete “modified” before academic year, as well as throughout Section 16.
Sec. 16(d) – Fiscal Year Counselors: Creates a work year schedule for counselors who are working on a “fiscal year.”
Sec. 16 new (d) – Academic Year Counselors: Creates a work year schedule for counselors who are working on an “academic year.”
Sec. 16(e) – Creates a work year schedule for counselors on a 175-day modified academic year.
Sec. 16(f) – “A Counselor who is also assigned a teaching load during the academic year <b><i>shall have the option to count the teaching load as overload up to 13.34 percent, or to</i></b> be governed by the provisions of this Article for such period in the proportion that the Counselor’s teaching assignment bears to the normal teaching load as defined in Section 6 of this Article. The balance of that percentage will be assigned as counseling duties as provided by this subsection.”

Sec. 16(h) – The District believes that in light of the amendment to 16(f) that if this amendment is agreeable, then the current subparagraph (h) is moot and should be deleted from the Agreement. The District also believes that the Federation’s proposal for 16(h) is moot.

Sec. 18(b) – Faculty Coordinators: new language in 18(b).

Sec. 18 – Add Faculty Coordinators “*on the Fiscal Salary Schedule*” will be employed ...”  
Change name of second salary schedule to “*Academic Salary Schedule.*”

Sec. 20 – Released/Reassigned Time - If an Instructional Faculty member is released/reassigned on a 50% basis:

- (a) his/her released/reassigned commitment is ~~20~~ 22.5 hours per week;
- (c) his/her unscheduled time is the remainder of the ~~40~~ 45-hour work week.

Sec. 22(a) – **Flex Time Credit:** New first sentence: “*Each 10-month Full-Time Faculty member shall be responsible for 24 hours of Professional Development and each 12-month Full-Time Faculty member shall be responsible for 9 hours of Professional Development.*”

Sec. 22(a) – A total of four (4) days shall be ~~set aside~~ identified for Faculty Development (Flex) during on the academic year calendar.

Sec. 22(b) – Amend third sentence to read: *The additional fifteen (15) hours of required Flex activities will be required of all 10-month Faculty and may be completed with activities selected at the Faculty Member’s discretion.*

*(1) If a Faculty Member misses a mandatory flex day, he/she shall be charged under the appropriate leave account in proportion to the missed flex time and may not make up the absence. For the purposes of this article, six hours of flex time shall be equal to one day of absence. Any portion of the six hours missed shall be considered a partial absence and shall be charged accordingly. (2) If a Faculty Member does not complete any portion of the additional 15 hours of required Flex activities by May 15, his/her pay shall be deducted for any of the Flex hours not completed.*

Delete last sentence: If a Faculty Member misses a mandatory Flex day, he/she may make up the time and not be charged for any leave of absence for that day.

Sec. 24 – New Section *Safety:*

*(a) The District shall provide work and workplaces that are safe and healthful. The District and employees will follow applicable job safety and health laws while conducting District business. The Federation will cooperate with the District in encouraging employees to maintain a safe and healthy work environment. (b) The Federation shall have a designated representative on the District Safety & Health Committee.*

## ARTICLE 9 – WINTER AND SUMMER SESSION ASSIGNMENTS

Article 9, Sec.5 – Corrected Session to read Winter Session in headings.

Article 9, Sec. 6 – While there is a TA, 11/7/07, be sure that all references to “International Education” refer to “Study Abroad”

Article 9, Sec. 7 – Librarian: Technical changes; add “The three Librarians of record for any summer or winter session shall be the three librarians who have worked the most total days for that term; any tie shall be resolved by the priority system of Sections 2, 4 and 5 of this Article.”

## ARTICLE 10 – COMPENSATION

**NOTE: SALARY INCREASES WERE PREVIOUSLY AGREED TO ON JULY 20, 2007 RESULTING IN 5% FOR 01/01/07 AND 3% FOR 01/01/08. THE FEDERATION AND THE DISTRICT HAVE SIGNED AN “MOU” STATING THAT THEY WILL RETURN TO THE BARGAINING TABLE IN THE FALL OF 2008 WITH RESPECT TO SALARY AND BENEFITS.**

Article 10, Sec. 2 – Delete all reference to salary formula.

Article 10, Sec. 9, new (o) – “Part-time faculty may be listed in the schedule of classes.”

## ARTICLE 11 – PAID LEAVES

Article 11, Sec. 2(c): Add “*domestic partner*” to the list of persons included within “immediate family.”

Article 11 – Sec. 3(a)(5). “Sub-Difference Sick Pay.” “In no event shall a Faculty Member receive less than 50 percent of their regular salary during the period of such absence up to a maximum of 100 days.”

Article 11 – 3(c) Winter or Summer Session – Add: for winter or summer session: ... one and a half (1.5) days for each five (5) or six week session ... .

Article 11, Sec. 13 – **Catastrophic Illness Leave Plan** (a) The purpose of this plan is to permit Faculty Members ~~with a catastrophic illness or injury~~ to solicit individual donations of vacation and sick leave from fellow employees and/or from the Leave Bank when he/she or a family member suffers from a catastrophic illness or injury. Add similar language to (b) of this section.

## ARTICLE 12 – UNPAID LEAVES

Article 12, Sec. 7(a) – Clarification regarding continuing health benefits while on unpaid leave of absence: “An eligible faculty member shall be deemed to be in ‘paid status’ during any summer and/or winter session so long as the faculty member is scheduled to return to paid status at the end of the summer and/or winter sessions.”

Article 12, Sec. 7 new (c) – “Payments for such coverage must be made by check or money order made payable to the District and may be made in monthly installments. Should a Faculty member fail to make a payment required by this section, coverage shall terminate at the end of the month for which the last payment was received. Should the District terminate a Faculty Member’s coverage in error, it shall reinstate the Faculty Member’s coverage as soon as the error is confirmed.”

## ARTICLE 13 – SABBATICAL LEAVE

Article 13, Sec. 1 – Change “study” to “professional development”.

Article 13, Sec. 4(h) Faculty Members whose “on a full paid” sabbatical “whose” leave includes...

Article 13, Sec. 5(a): Change “teaching field” to applicant’s “discipline.”

Article 13, Sec. 10: .....exclusive of the summer session and participate in a faculty forum on their sabbatical. Also, .... Discussing in sufficient detail the sabbatical activities which will be shared with the Board of Trustees.

## ARTICLE 14 – VACATIONS

### Sec. 3. Accumulation

..... Faculty members having more than 30 days of accrued vacation on June 30 must submit a plan to utilize the vacation days in excess of 30 days by December 31 to the Dean or Director by August 1 each year.

Article 14 – Sec. 5: Time off for earned and unused vacation may not be taken in lieu of payment following the last full day worked.

## ARTICLE 16 – PROFESSIONAL MEETINGS AND CONFERENCES

Article 16, Sec. 3 – Clarify conference and travel fund may be allocated to academic divisions “or approved unit;” delete reference to \$1,000.

Article 17, Sec. 1(e) Faculty Members may, during the CalPERS open enrollment period in the month of May Fall of each year, change plan coverage effective August January 1 of each such year.

Article 17, Sec. 1(f): “An eligible faculty member shall be deemed to be in “paid status” during any summer and/or winter session so long as the faculty member is scheduled to return to paid status at the end of the summer and/or winter sessions.”

Article 17, Sec. 6 Title change only: ~~Tax Sheltered Annuity~~ Compensation in Lieu of Dependent

Insurance

## ARTICLE 18 – PRE – RETIREMENT PROGRAM

Article 18, Sec. 1 – Purpose and Implementation - ..... as set forth in this article *beginning at the start of the academic year for 10-month faculty and fiscal year for 12 month faculty.*

Article 18, Sec. 2(a): preceding five (5) years were full-time employment *without a break in service. For the purposes of this Article, other Board approved leaves shall not constitute a break in service* as defined by the State....

Article 18, Sec. 3(b) – Add “*Disabilities Specialist*” and “*Faculty Coordinator*” following “Counselor”.

## ARTICLE 20 – PROCEDURES FOR FACULTY EVALUATION

Article 20, Sec. 1(a) – Revise first sentence: “... will be evaluated during the first, second, third, fifth, and *seventh* semesters.”

Article 20, Sec. 1(a) – Delete “If the first three evaluations are satisfactory, no evaluation will be necessary during the fourth semester after hiring.”

Article 20, Sec. 1(e) – Revise second sentence as follows: “*In addition to* this standardized report form, ~~included in Appendix J, shall include but may not be limited to:~~ *the faculty member will provide:*

- ~~(1) — Objectives for the continued improvement of instruction based on the job description (Appendix A) and any special responsibilities.~~
- ~~(2) — The results of the student survey, a self-examination of teaching effectiveness, effective encouragement of student success and effective encouragement of student course completion, and other factors the panel deems relevant.~~
- ~~(3) — Professional growth activities, including any conferences or workshops attended by the evaluatee.~~
- ~~(4) (1) Copies of course syllabi which include the contract Faculty Member's classroom policies, grading procedures, and course content timeline.~~
- ~~(5) (2) College committees on which the evaluatee is serving or has served since the last evaluation.~~
- ~~(6) — The extent to which the objectives for improvement of instruction stated in the prior evaluation have been met.~~

Article 20, Sec. 1(g) – Revise first sentence to read: “or other work-site observation, *including on-line classrooms,* with prior notice to the evaluatee. ....”

Article 20, Sec. 1(h) – Add seventh semester for the evaluation conference.

Article 20, Sec. 1(j) – Delete “whichever is more appropriate” with respect to length of time for



the period of the improvement plan.

Article 20, Sec. 1(l) – Add a seventh evaluation semester.

Article 20, Sec. 2(e) – Revise to read, “The evaluation procedures shall ~~be~~ **include** the same **procedures** as those set forth in Sec. 1(d) – ~~(j)~~ (j) of this article.”

Article 20, Sec. 3(d) – Clarify subparagraph is (j), not (k).

Article 20 - Add new Sec. 6(d): **“Regular ECC Faculty will participate in Compton Center faculty evaluations and regular Compton Center faculty may participate in regular ECC faculty evaluations.”**

**“It is mutually agreed that service on evaluation and hiring panels will be (1) voluntary; (2) participatory; (3) compensated (Rate II + mileage).”**

## ARTICLE 21

Article 21, Sec. 5 – Update non-discrimination clause to read: **“The El Camino Community College District is committed to providing equal opportunity in which no person is subjected to unlawful discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, or membership or non-membership in any faculty organizations.”**

## ARTICLE 25

Article 25, Sec. 5 – Delete current language and replace with new language as follows:

**(a) This Agreement shall be dated July 1, 2007, as a result of the duly ratified Tentative Agreement dated July 20, 2007, as to Article 10 (Compensation) and Article 17 (Insurance Benefits) only. Inasmuch as the parties have continued to negotiate on the remaining outstanding items following ratification of the Tentative Agreement dated July 20, 2007, the remaining terms and conditions of this Agreement shall become effective upon ratification by the parties through June 30, 2010, unless otherwise specified. (See Article 10 and Article 17. Article 20 shall become effective commencing with the 2008-2009 academic year.) In April 2010, both parties shall provide written notice and a proposal to the other party of the nature of the amendment sought to the current collective bargaining agreement. This notice shall, in turn, be publicly sunshined on the agenda of the Board of Trustees in May 2010.**

**(b) Article 10 (Compensation) and Article 17 (Insurance Benefits) shall be reopened for negotiations for calendar year 2009 and 2010 in the preceding September during the term of this Agreement. This Agreement may also be reopened for negotiations or consultation upon mutual agreement.**

Article 25, Sec. 6 – Delete Section 6 in its entirety.

Appendix A – Add as Item 21 <i>“To provide course syllabi to the Division Office.”</i>
Appendix J – Add provide course syllabi to Item 3.
Appendix J – Self-Evaluation Report – Change “improvement of instruction” to “improvement of instruction <i><b>and student learning outcomes</b></i> ” in Items 1) and 6). Also add “IMPROVEMENT OF INSTRUCTION <i><b>AND STUDENT LEARNING OUTCOMES</b></i> ” to Items I and IV.
Appendix N – Computation of Salary Formula. Deleted
<b>Current evaluation forms language will be reviewed by a subcommittee of B. Perez and A. Simon for modification as deemed appropriate.</b>

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

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|--|----------|
| A. California Community College Trustees Board Election    | Page 131 |
| B. Citizens' Bond Oversight Committee                      | Page 131 |
| C. Informational Item – Commission on Athletics Resolution | Page 138 |

**A. California Community College Trustees Board of Directors Election**

It is recommended that the Board vote for the following persons to serve on the California Community College Trustee Board of Directors.

- \*Anita Grier, San Francisco CCD
- John Rodgers, Kern CCD
- \*Edward Ortell, Citrus CCD
- Bernard Jones, Allan Hancock Joint CCD
- \*Paul Fong, Foothill-DeAnza CCD
- \*Mary Figueroa, Riverside CCD
- A.C. “Tony” Ubalde, Jr., Solano CCD
- \*Katherine “Kay” Albiani, Los Rios CCD
- \*Charles Meng, Napa Valley CCD
- Bill McMillin, Ohlone CCD
- Brian Conley, Rancho Santiago CCD
- Nancy C. Chadwick, Palomar CCD
- Janet Chanot, Mendocino–Lake CCD
- \*Judi Beck, Shasta-Tehama-Trinity Joint CCD
- \*Isabel Barreras, State Center CCD
- \*Carolyn Batiste, Mira Costa CCD
- ~~\*\* Andrew Walzer, Santa Monica CCD~~
- Eva Kinsman, Copper Mountain, CCD
- Bob Hughlett, Cerritos CCD
- Donald Nelson, Victor Valley CCD

\* Incumbent

\*\* Name withdrawn.

**B. Citizens’ Bond Oversight Committee**

It is recommended that the Board appoint the following persons to membership on the Citizens’ Bond Oversight Committee:

1. Community at Large Representative - Ms. Frances Mullan, 2 year term
2. Foundation Representative - Mr. Richard Montgomery, 2 year term
3. Student Representative - Enemuoh Adaobi Cynthia Sonia, 1 year term

## Frances Mullen

**Objective:** Use my sales, marketing and small business skills representing a business brokerage. Work independently securing qualified candidates to own and operate a successful business.

### **Experience:**

**2002-2006:** Owned and operated two successful Curves for Women franchises in Torrance CA. Started both clubs from scratch within 6 months of each other. Memberships at both clubs were 40% over the national average after being open for only one year. Sold both locations March 1, 2006.

*While I opened these two Curves locations I maintained the following printing business.*

**1990 to Present:** Outside sales representative in the printing industry, providing corporate accounts with their marketing and operational materials. Client based, built with long term relationships and a thorough understanding of business operations and marketing. As an outside sales representative I am commission based and responsible for collection.

OEI Business Forms (1990-1994) generated sales of \$100,000/year to \$500,000/year.

Newport Printing Systems (1994-1999) created a steadily increasing customer base throughout Los Angeles and Orange counties, in a sales environment that rewards increased company profits and larger commissions and increased flexibly.

DocuMedia Group (1999-Present) offered a partnership with this printing brokerage as an original partner in a new start up business. Currently working part time generating sales over \$200,000/year.

**1986-1990:** Moved to the Los Angeles area and held various positions. I was an office manager for King Harbor Marina; sold typewriters for Cannon Astro and sold wholesale gift items to retail outlets for Applause Inc. These positions taught me accounting, business procedures, staff management, how to cold call, organize my time, and how to communicate with a wide variety of people.

**Education:** 1986 Graduate of Washington State University with a business degree and an emphasis in marketing.

### **Extra Curricular Activities:**

Torrance Rotary, 2002 to Present. Rotary is an international organization that provides humanitarian service and encourages high ethical standards in all vocations, while enriching personal and professional lives. Served on the board of directors 2003-2005 and serving as president July 2006-July 2007. The Torrance chapter is the oldest in the South Bay (founded 1924) and raises over \$10,000 year for local and international projects.

Member of the Torrance Chamber of Commerce since 1998. 2005-2006 school year I participated in the North Torrance High School Mentor program for sophomore kids. Served as

Ambassador for the Chamber in 2000. Advertising Chairman for the Food and Wine Festival Annual Fundraiser in 1999, 2000.

Spin/Aerobics instructor. Currently teaching at Spectrum Athletic Club.

**MANHATTAN BEACH CITY COUNCILMEMBER  
RICHARD P. MONTGOMERY**

Occupation: Local Business Owner  
Elected March 2005 – Four Year Term

Appointed to the Independent Cities Association [88 cities in Southern California with their own Police Department and Fire Departments] – then elected by its members to the Board of Directors in 2005. Was then elected by the ICA Board to the Executive Board as Secretary in 2006.

Appointed as City Representative to the South Bay Council of Governments [2006] by then Mayor Mitch Ward.

Will become MB Mayor Pro Tem in May 2007 & Mayor of MB in May of 2008.

20 year resident with a long and varied history of service to the City of Manhattan Beach

MB Old Hometown Fair – President – 2004 & 2005

Planning Commission – Appointed by City Council in 2003 to a three year term

Leadership Manhattan Beach graduate and former Board Member

Chamber of Commerce – Member and Current Board of Directors member

General Plan Update Committee for the City [2002] – At large member

Former Reserve Police Officer – 9 years of service in Southern California

Campaign Platform and Commitments:

Support our excellent police, fire and paramedics with the resources they need to protect our families and businesses. I have kept that promise with a recent 5-year contract agreement with both our Police and Fire Unions.

Maintain a healthy business environment by supporting and protecting our unique small businesses. Another promise kept in defeating an increase for business licenses past 3% for small business owners.

Build a strong collaborative working relationship with MB Unified School District and support the high quality education provided at our schools. Continued support by attending combined meetings with the school board and city council. Also approved increase “fees in kind” to maintain all school playgrounds, pools and sports fields.

Provide aggressive financial oversight and accountability for all city expenditures including our current major construction projects. Was responsible for oversight on the new \$40 million Police and Fire facility that came in \$1 million under budget!!!

Maintain our small beach town atmosphere by limiting overdevelopment. Oppose variances for height limit increases or increased density. Another promise kept by maintaining our small town atmosphere and working to decrease bulk and volume of new homes by limiting total square footage and or increased rear yard setbacks.

## **CARDENAS & MONTGOMERY**

Principal: *April 1994 to July 1998*

### Valuation

Principal in appraisal firm specializing in a variety of complex, large-scale, valuation assignments including professional and medical office buildings, hotels, senior care developments, shopping centers, industrial buildings, apartment complexes, marinas, waste facilities and commercial and residential land. Clients include government agencies, institutional investors and lenders, developers and law firms.

## **CALIFORNIA FEDERAL BANK**

Vice President: *April 1987 to April 1993*

### Special Assets/Workout

Involved in a variety of the workout of complex, large-scale, commercial real estate loans over \$5 million. Ordered and reviewed valuation assignments for professional and medical office buildings, shopping centers, industrial buildings, apartment complexes, marinas and hotels. Developed and managed Watch List Department to review all commercial real estate loans over \$1 million for performance and annual appraisals.

### Management

Trained entry-level appraisers. Supervised Department. Co-managed relations with senior bank officers and federal audit teams, including OTS and FDIC. Directly involved in the staffing and downsizing of appraisal and support positions.

## **REPUBLIC BANK/NCNB**

Staff Analyst: *June 1984 to March 1987*

### Valuation

Performed industrial, commercial and apartment complex valuations for institutional lender.



## **RESUME**

Name: Enemuoh Adaobi Cythia Sonia

### Schools attended:

Nursery school: Hill view nursery school, Enugu, Nigeria

Primary schools: University Primary School, Enugu Campus

Creative Minds Foundation, Onitsha, Nigeria

Secondary school: Marist Comprehensive Academy, Uturu Okigwe, Abia State

Nnamdi Azikiwe University, Prescience Campus Mbaukwu, Anambra

El Camino College, Torrance, California

### Work/job experiences:

Secretary: Mirror of Justice Chambers 2003-2004

Assistant manager, Highlife Enterprises Nig. Limited, 2004-2005

Tutor: El Camino College EOP&S tutorial center, 2006-2007

Supplemental Coach: El Camino College supplemental instruction program, fall 2007

### Organizations/community service:

Volunteer-United Nation's International Children's Emergency Fund, 2006 to date

Director for students' services – associated students organization, El Camino College, 2007 to date

Treasurer, honors transfer club, El Camino College, spring 2007

Treasurer, pan African students' union, El Camino College, 2006-2007

Member-the national scholars honors society, 2005 to date

Choir director, St. Joseph's church choir, 2005 to date

Head girl/student president, Marist comprehensive academy, 2002-2003

### Awards:

The national scholars' academic award of excellence from the national scholars honors society, 2005

Behavioral award of excellence from the Nigerian federation of catholic students, Nnamdi Azikiwe University, Mbaukwu campus, summer 2004

Students' president of the century award from Marist Comprehensive Academy, summer 2003

Papers presented:

Anopheles mosquito, the malaria booster

Malaria, the African child's nightmare, fall 2003

(Presented to Friends of the poor foundation, Anambra Nigeria)

Referees:

Harold Tyler

Dean of Students' Development, El Camino College

Dr. Jean Shankweiler

Dean of Natural Sciences, El Camino College

Qualifications:

GCE O' Level

Associates Degree in Biology

C. **Informational Item – Commission on Athletics Resolution**

**COMMUNITY COLLEGE LEAGUE OF CALIFORNIA  
COMMISSION ON ATHLETICS BOARD OF DIRECTORS**

**El Camino College Compton Community Educational Center Resolution**

Whereas the El Camino Community College District manages the El Camino College Compton Educational Center, and

Whereas the California Community College Commission on Athletics governs intercollegiate athletics amongst California community Colleges, and

Whereas California Community College Athletics are restricted to those institutions designated as “Colleges,” and

Whereas the El Camino Community College District is working to restore the Accreditation of the Compton Community College District, and

Whereas the California Community College Commission on Athletics recognizes the value of continuing to provide competitive intercollegiate athletic opportunities for students of the Compton Center

Be it therefore

Resolved that the California Community College Commission on Athletics endorses an exception to permit continued intercollegiate athletic opportunities for the Compton Center under the guidance and jurisdiction of the Administration of the El Camino Community College District.