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

**Agenda, Thursday, August 15, 2011  
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 July 18, 2011,  
Pages 5-6**
- III. Presentation – Budget**
- IV. Public Hearing – none**
- V. Public Comment on Consent Agenda**
- VI. Consent Agenda – Recommendation of Superintendent/President, Discussion  
and Adoption**
  1. Academic Affairs  
*See Academic Affairs Agenda,  
Pages 7-27*
  2. Student and Community Advancement  
*See Student Services Agenda,  
Pages 28-34*
  3. Administrative Services  
*See Administrative Services Agenda, Pages 35-59*
  4. *See Measure “E” Bond Fund Agenda,  
Pages 60-62*
  5. *See Human Resources Agenda,  
Pages 63-81*
  6. Compton Community Educational Center  
*See Compton Community Educational Center  
Agenda, Pages 82-84*
  7. Superintendent/President  
*See Superintendent/President Agenda,  
Pages 85-94*

## **VII. Public Comment on Non-Agenda Items**

## **VIII. Oral Reports**

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

## **IX. Closed Session**

- A. Existing Litigation, Brown Act, Section 54956
  - 1. Case # BC400227
  - 2. Case # BC458332
- B. Labor Relations, Brown Act Section 54957.6, Mr. Spencer Covert, District Labor Negotiator
  - 1. El Camino College Federation of Teachers, Local 1388
  - 2. El Camino College Federation of Teachers, Local 1388, Child Development Center
  - 3. El Camino Classified Employees Local 6142
  - 4. El Camino College Police Officers Association
  - 5. Non-Represented Employees – Confidential, Supervisors, and Management
- C. Personnel Matters, Brown Act Section 54957
  - 1. Public Employee Performance Evaluation – Superintendent/President

<b>Board of Trustees Meeting Schedule for 2011 4:00 p.m. Board Room</b>
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Thursday, September 8, 2011  
Monday, October 17, 2011  
Monday, November 21, 2011  
Monday, December 12, 2011

## Board Policy 1200 The El Camino College Mission, Philosophy, Values And Guiding Principles

### **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**

- A. Enhance teaching to support student learning using a variety of instructional methods and services.
  - B. Strengthen quality educational and support services to promote student success.
  - C. Foster a positive learning environment and sense of community and cooperation through an effective process of collaboration and collegial consultation.
  - D. Develop and enhance partnerships with schools, colleges, universities, businesses, and community-based organizations to respond to the workforce training and economic development needs of the community.
  - E. Improve processes, programs, and services through the effective use of assessment, program review, planning, and resource allocation.
  - F. Support facility and technology improvements to meet the needs of students, employees, and the community.
  - G. Promote processes and policies that move the College toward sustainable, environmentally sensitive practices.
- Adopted: 1/16/01, Amended: 1/22/02, 6/18/07, 6/21/10

**BOARD PRESENTATIONS AND REPORTS 2011-2012**

<i>Month</i>	<i>Presentation</i>	<i>Report</i>
July	Compton Center	
August	Budget	Notice of Public Hearing Quarterly Fiscal Status FTES – Both Locations
September	Financial Aid	Budget Adoption Accreditation Mid-term Educational Master Plan
October	Redistricting Trustee Areas	Staff Development/Diversity
November	Program Review, Planning and Budgeting	FTES – Both Locations Quarterly Fiscal Status
December	Foundation Annual Report	Success and Retention (including basic skills)
January	Student Success	Annual Financial Audit
February	Accreditation	Quarterly Fiscal Status
March	Title V Graduation Initiative grant	Full Time Equivalent Student (FTES) – Both Locations
April	Accountability Reporting for Calif. Community Colleges (ARCC) Citizens Oversight Committee	Measure E-Bond Audit
May	Facilities Master Plan	Quarterly Fiscal Status
June	Student Learning Outcomes (SLO)	Tentative Budget Planning & Budget Calendar

Revised: July 27, 2011

EL CAMINO COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING OF  
Monday, July 18, 2011

The Board of Trustees of the El Camino Community College District met at 4 p.m. on Monday, July 18, 2011, in the Board Room at El Camino College.

The following Trustees were present: Trustee William Beverly, President; Trustee Ray Gen, Vice President; Trustee Maureen O'Donnell, Secretary; Trustee Mary E. Combs, Member; Trustee Kenneth A. Brown, Member; and Student Member Joshua Casper.

Also present were Dr. Thomas M. Fallo, Superintendent/President; Ms. Jo Ann Higdon, Vice President, Administrative Services; Dr. Jeanie Nishime, Vice President, Student and Community Advancement; Ms. Barbara Perez, Vice President, Compton Community Educational Center; Dr. Virginia Rapp, Dean, Business Division; and Dr. Lynn Solomita, Interim Vice President, Human Resources.

Minutes of the Regular Board Meeting of June 20, 2011

The Minutes of the Regular Board Meeting of June 20, 2011 were approved.

September Board Meeting

It was moved by Trustee Brown, seconded by Trustee Gen, that the date of the September Board meeting be changed from September 6, 2011 to Thursday, September 8, 2011, at 4 p.m. in the Board Room. Motion carried. Student Trustee Casper recorded a yes advisory vote.

Consent Agenda

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

Academic Affairs

Center for the Arts Presentations – 2011/2012 Season

Student and Community Advancement

International Travel

Grants

Administrative Services

Contracts Under \$78,900

Contracts Over \$78,900

Personal Services Agreement

Purchase Orders and Blanket Purchase Orders

Measure E Bond Fund

Category Budgets and Balances

Contracts Under \$78,900

Contract Amendment – HMC Architects, Inc. – Science Technology Engineering and Math Project

Change Order – Insignia – Campus Signage and Wayfinding Project

Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

Stipends for Compton Educational Center

President/Board of Trustees

Absence of a Board Member

Travel

Redistricting Action Plan

Board Agenda

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

Compton Community Educational Center

Student Learning Outcomes Report was presented as an informational item.

Public Comment

Mr. Vic Cootin addressed school year calendar.

Closed Session

Regular Meeting adjourned to a Closed Session at 4:30 p.m. which ended at 5:15 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 Board of Trustees  
from  
Academic Affairs  
Francisco Arce, Vice President**

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	<u>Page No.</u>
A. Board Policy 3750 (Use of Copyrighted Materials) – First Reading.....8 (Administrative Procedure 3750 is presented for informational purpose only)	8
<del>B. Board Policy 4231 (Grade Change) – First Reading.....8 (Administrative Procedure 4231 is presented for informational purpose only)</del>	<del>8</del>
C. Board Policy 6160 (El Camino Community College District Computer and Network Use Policy) – First Reading .....8 (Administrative Procedure 6160 is presented for informational purpose only)	8
D. Center for the Arts Presentation – 2011/2012 Season.....8	8
E. FTES Goals – Information Item.....9	9

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

**ACADEMIC AFFAIRS**

**A. BOARD POLICY 3750 (USE OF COPYRIGHTED MATERIALS) – FIRST READING**

It is recommended that the Board accept for a first reading the new Board Policy 3750, as attached (page 10). Administrative Procedure 3750 is presented for informational purpose only (pages 11-14).

~~**B. BOARD POLICY 4231 (GRADE CHANGE) – FIRST READING**~~

~~It is recommended that the Board accept for a first reading the revisions to Board Policy 4231, as attached (page 15). Administrative Procedure 4231 is presented for informational purpose only (pages 16-20).~~

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

**C. BOARD POLICY 6160 (EL CAMINO COMMUNITY COLLEGE DISTRICT COMPUTER AND NETWORK USE POLICY) – FIRST READING**

It is recommended that the Board accept for a first reading the revisions to Board Policy 6160, as attached (page 21). Administrative Procedure 6160 is presented for informational purpose only (pages 22-25).

**D. CENTER FOR THE ARTS PRESENTATION – 2011/2012 SEASON**

It is recommended that the Board approve the revision below for Center for the Arts presentation for the 2011/2012 season. Cost for the presentation is established as negotiated between the artist and his/her management representative and the District.

**2011-2012 Performances**

<b><u>Name Change for Payee</u></b>	<b><u>Date</u></b>	<b><u>Amount</u></b>
1. <i>Yellowstone Trails and Tales</i>	October 3, 2100	\$2,000
<b>Payable to: Sandra V. Johnson</b>		1,480
<b>Payable to: Windows Travelogue, Inc.</b>		520
Payee name change <u>to</u> Sandra V. Johnson <u>from</u> Sandy Mortimer due to name change; all other information regarding this event remains the same. This Discovery event was previously Board approved on April 18, 2011.		



## **E. FTES GOALS – INFORMATION ITEM**

The FTES Goals and Actuals for the College and Compton Center are attached for the Board's information (pages 26-27).

El Camino College earned 19,400 FTES in 2010-2011. This includes a shift of 325 FTES from the 2011-2012 summer term to reach 19,400 FTES.

In 2011-2012 the College revised the enrollment goal to 18,187 FTES due to State reductions in the apportionment budget. The College reduced section offerings by 150 compared to the previous year.

The Compton Educational Center earned 6,836 FTES in 2010-2011. In 2011-2012 the Center revised the enrollment goal to 6,000 FTES due to State reductions in the apportionment budget. The Center reduced section offerings by 159 compared to the previous year.

**Board Policy 3750****Use of Copyrighted Materials**

The Board of Trustees of El Camino College requires compliance with the provisions of the U.S. Copyright law (Title 17); Digital Millennium Copyright Act; Technology Education and Copyright harmonization Act (TEACH Act); laws governing Peer-to-Peer file sharing (P2P) and all other legislation governing the maintenance of the highest ethical standards in the use of copyrighted material. The Superintendent/President or designee shall establish procedures for compliance and provide informational and training programs to help faculty and staff comply with copyright laws. All members of the ECC community are prohibited from violation of these provisions, including but not limited to, copying or disseminating materials not specifically allowed by the copyright laws, fair use guidelines, licenses, contractual agreements, district procedures, or other permissions.

El Camino College  
Policy  
Adopted:

Employees and students shall not reproduce copyrighted materials without prior permission of the copyright owner, except as allowed by the “fair use” doctrine and materials in the public domain.

### **FAIR USE**

The “fair use” doctrine permits limited use of copyrighted materials in certain situations, including teaching and scholarship. In some instances, copyright permissions may be required for works that fall within “fair use.”

#### **A. *Single Copying for Teachers***

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

1. A chapter from a book
2. An article from a periodical or newspaper
3. A short story, short essay or short poem, whether or not from a collective work
4. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper

#### **B. Multiple Copies for Classroom Use**

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion provided that:

1. The copying meets the tests of brevity and spontaneity as defined below; and
2. Meets the cumulative effect test as defined below; and
3. Each copy includes a notice of copyright

#### **Definitions:**

1. Brevity:
  - a) Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or (b) from a longer poem, an excerpt of not more than 250 words.
  - b) Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words. (Each of the numerical limits stated in “A” and “B” above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.)
  - c) Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.

**Use of Copyrighted Material**

- a. "Special" works: Certain works in poetry, prose, or in "poetic prose" which often combine language with illustrations and which are intended sometimes

for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "B.1(b)" above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof may be reproduced.

2. Spontaneity

- a) The copying is at the instance and inspiration of the individual teacher
- b) The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

3. Cumulative Effect

- a) The copying of the material is for only one course in the school in which the copies are made.
- b) Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
- c) There shall not be more than nine instances of such multiple copying for one course during one class term. (The limitations stated in "B.2 and B.3" above shall not apply to current news periodicals and newspapers and current news sections of other periodicals).

4. Prohibitions

Notwithstanding any of the above, the following shall be prohibited:

- a) Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or are reproduced and used separately.
- b) There shall be no copying of or from works intended to be "consumable" in the course of study or teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
- c) Copying shall not:
  - 1. Substitute for the purchase of books, publisher's reprints or periodicals
  - 2. Be directed by higher authority

3. Be repeated with respect to the same item by the same teacher from term to term.
- d) No charge shall be made to the student beyond the actual cost of the photocopying.

### **Compilations**

Permission from the copyright owner should be obtained when using excerpts of copyrighted work to create anthologies or “coursepacks,” even if the excerpts fall under the definitions in the “fair use” doctrine.

### **C. Online Instruction and Materials**

The Teach Act provides instructors’ greater flexibility to use third party copyrighted works in online courses. An individual assessment will be required to determine whether a given use is protected under the Act. The following criteria are generally required:

1. The online instruction is mediated by an instructor.
2. The transmission of the material is limited to receipt by students enrolled in the course.
3. Technical safeguards are used to prevent retention of the transmission for longer than the class session.
4. The performance is either of a non-dramatic work or a “reasonable and limited portion” of any other work that is comparable to that displayed in a live classroom session.
5. The work is not a textbook, course pack, or other material typically purchased or acquired by students for their independent use and retention, including commercial works that are sold or licensed for the purposes of digital distance education.
6. The district does not know, or have reason to know, that the copy of the work was not lawfully made or acquired.
7. The district notifies students that the works may be subject to copyright protection and that they may not violate the legal rights of the copyright holder.

### **D. Library Reserves**

All materials placed on print and electronic reserve within the Library will be at the initiative of faculty for the non-commercial, educational use of students. All Reserves will be provided in a manner that respects current copyright law, the rights of copyright holders and Fair Use rights.

### **E. Obtaining Permission to Use Copyrighted Material**

1. It is the responsibility of the individual faculty member or other person requesting copies to obtain permission to use copyrighted material. The college will not knowingly duplicate copies of copyrighted materials.

2. Employees with questions regarding copyright law will be directed to the U.S. Copyright Office's Web site at <http://www.loc.gov/copyright> and the ECC Copyright page for other references including links to operating procedures related to copyright. Forms will also be available in the bookstore and the copy center.

**F. Procedures**

1. Individual division or departments impacted by the policy and procedure may choose to create written operational procedures that adhere to copyright policy.
2. In cases of unresolved disputes between the requestor and a campus service provider, the issue will be addressed according to the department's written procedures. If no procedures were in place at the time of the dispute, the problem will be referred to the requestor's Dean.
3. The service will not be rendered until the disputed issue is resolved.

**References:**

U. S. Code Title 17, Copyright Act of 1976; Education Code Sections 32360, 67302

AP 6160 District Computer and Network Use Policy

Fair Use: Copyright Act, Section 107

Compilations: Basic Books, Inc. vs. Kinko's Graphics Corp. (S.D.N.Y. 1991) 758 F.Supp. 1522; and Princeton University Press v. Michigan Document Services, Inc. (6th Cir. 1996) F.3d 1381.

Online Courses: The TEACH (Technology, Education and Copyright Harmonization) Act, USC 17, Copyright Act, Sections 110(2) and 112

When grades are given for any course of instruction taught in the El Camino Community College District, the grade given to each student shall be the grade determined by the instructor of the course, and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.

A student who alleges that a grade in a course was given as a result of mistake, fraud, bad faith, or incompetency may appeal the grade within 18 months of the last day of the term in which the grade was given.

Upon determination by the District that a grade in a course was given as a result of fraud, the District may change or remove the fraudulent grade from the student's transcript of record. Such action may be initiated upon determination of the fraud without regard to the time limits imposed on other grade appeal actions.

Procedures for changing or removing grades in accordance with this policy have been developed by the President/Superintendent or his designees in collegial consultation with the Academic Senate.

This policy supersedes the section of BP 4220 that deals with grade change procedures.

Citation: Education Code Sections 76224(a) and 76232; Title 5 Section 55760(a)

El Camino College  
Policy  
Adopted: 12/17/07

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

Grades are determined by the instructor of a course. Both state law and college policy state that the determination of a grade by the instructor is final, in the absence of mistake, fraud, bad faith, or incompetency.

#### Part I. Grade change petitions and appeals.

##### A. Grounds for requesting or appealing for a grade change.

A student can request or appeal for a grade change only if the grade is incorrect due to mistake, fraud, bad faith, or incompetency.

##### B. Informal grade change request

If a student believes that a mistake was made in computing or recording a grade, he or she may contact the instructor directly to ask the instructor to review the grade records and make the correction. A mistake in a grade can be corrected by the instructor. Occasionally, the student may prefer to ask the instructor's Dean rather than asking the instructor. However, the Dean may not change the grade in response to an informal request; only the instructor can order the grade change in response to an informal request and only if the request is made within the time limits set by this procedure.

##### B.1. Making the request

A student who believes that a grade is incorrect because of a mistake may inform the instructor of the course or the Dean who supervises the instructor. If the Dean is informed, he/she may discuss the request with the student and instructor, separately or together. The student may decline to meet with the instructor.

##### B.2. Time limit

An informal request for a grade change must be received in the Division Office no later than eighteen months after the last day of the term for which the grade was given.

##### B.3. Response to request

If the instructor agrees to change the grade, he/she may file a Grade Change Request with the Admissions and Records Office, explaining the change. The Grade Change Request requires the Dean to verify that the change is permitted by college policy. The Admissions and Records Office shall change the student's grade record and preserve a copy of the Grade Change Request. If the instructor decides not to change



the grade, he/she should inform the student directly.

### C. Grade Change Petition

A student may file a Grade Change Petition whether or not he/she has pursued an informal grade change request. Making an informal grade change request does not affect the time limit for filing a Grade Change Petition.

#### C.1. Filing a Grade Change Petition

A student who alleges that a grade in a course was given as a result of mistake, fraud, bad faith, or incompetency may file a Grade Change Petition with the Dean who supervises the instructor of the course, using the Grade Change Petition form. The student must state the grounds for the petition and include supporting documentation. The Grade Change Petition form is available at the offices of the instructional Deans and at the Admissions and Records office.

#### C.2. Time limit

A Grade Change Petition must be received by the appropriate instructional Dean no later than eighteen months after the last day of the term for which the grade was given.

#### C.3. Response to filing

Upon receipt of the Grade Change Petition, the Dean may discuss the request with the student and instructor, separately or together. The student may decline to meet with the instructor and/or the Dean. The Dean shall forward the Grade Change Petition to the instructor and direct the instructor to act on the petition.

The instructor shall then review the Petition within thirty days, decide whether or not to change the grade, and provide an explanation for the action. The Dean will verify that the action is permitted by college policy and shall provide a copy of the action to the student. The Admissions and Records Office shall preserve a copy of the Grade Change Petition.

#### C.4. Special circumstances

The procedure described here shall be used in the following circumstances:

- (a) If the instructor is unavailable to respond to the Grade Change Petition within the time limit; or
- (b) If, at the time the Grade Change Petition is filed, the student has filed, in accordance with District procedures, a discrimination complaint against the instructor; or
- (c) If, at the time the Grade Change Petition is filed, the Dean determines that it is possible there has been gross misconduct by the instructor.

In such circumstances, the Dean, in consultation with the Vice President of Academic Affairs, shall appoint an alternate instructor to review and act upon the Petition. The alternate shall be in the discipline of the course or in a related discipline. In the event that no qualified instructor is on the faculty, the Dean, in consultation with the Vice President of Academic Affairs, shall arrange for a qualified consultant.

#### D. Grade Appeal

If the instructor's response to the Grade Change Petition is not acceptable to the student, the student may file a Grade Appeal to the Vice President of Academic Affairs.

Before filing a grade appeal, the student must have submitted a formal Grade Change Petition to the appropriate Dean. The Grade Appeal shall consist of

- (a) the Grade Appeal Form stating the grounds for the appeal
- (b) allegation of mistake, fraud, bad faith, or incompetency
- (c) a copy of the Grade Change Petition showing the instructor's decision and
- (d) supporting documentation

The Grade Appeal Form is available at the office of the Vice President of Academic Affairs.

##### D.1. Time limit

The Grade Appeal must be filed with the Vice President of Academic Affairs no later than thirty calendar days following the receipt of the instructor's response to the formal Grade Change Petition.

##### D.2. Grade Appeal Panel: Composition

When a Grade Appeal is filed with the Vice President of Academic Affairs, a Grade Appeal Panel shall be appointed within thirty calendar days. The Panel shall consist of

- (a) an instructional Dean other than the Dean of the Division in which the disputed grade was given;

(b) two faculty members, chosen by the President of the Academic Senate, who shall be from the discipline of the course in which the disputed grade was given, or a related discipline; and

(c) two students chosen by the President of the Associated Students Organization. The Panel shall be chaired by the Vice President of Academic Affairs or a designee; the chair shall be a non-voting member of the Panel. All matters considered by the Grade Appeal Panel shall be treated as confidential by members of the Panel.

#### D.3. Grade Appeal Panel: Hearing

Within 30 calendar days of empanelment, the Grades Appeal Panel shall review the Grade Appeal, including all documents submitted by the student and other documentation it considers relevant. The Grade Appeal Panel shall conduct a hearing prior to making a determination on the outcome of the grade appeal. Both the student and the instructor shall be notified of the day and time of the hearing and invited to attend. Both the student and the instructor will be provided an opportunity to make a statement and to be asked questions. The student may be accompanied by an advisor. The advisor may be a faculty member or a student. The advisor may be present to advise the student, but may not ask or answer questions. The instructor may be accompanied by an advisor. The advisor may be a faculty member or a representative of the faculty union. The advisor may be present to advise the instructor, but may not ask or answer questions. The Grade Appeal Panel may make a recording of the hearing, which may be consulted during the Panel's deliberation.

#### D.4. Grade Appeal Panel: Decision

Following its hearing, the Panel shall deliberate and make findings by majority vote. The Panel may sustain or deny all, some, or none of the allegations in the Grade Appeal. The Panel may find that the disputed grade is incorrect because of mistake, fraud, bad faith, or incompetency; in such case, the Panel may determine the new grade to be assigned. The Appeal Panel shall issue its findings and recommendation to the Vice President of Academic Affairs, who shall inform the appealing student, the instructor, and the appropriate Dean. The decision of the Grade Appeal Panel is final. The Vice President of Academic Affairs will notify the instructor of the Grade Appeal Panel's recommendation. If the Panel recommends a grade change, the Vice President of Academic Affairs will direct the instructor to submit a grade change to the Admissions and Records Office. In the event that the instructor of record is unable or unwilling to process the grade change within a reasonable time, the Vice President of Academic Affairs shall form a group of faculty to issue a grade change.

E. Expunging of changed grade

When a grade is changed in accordance with this procedure, the original incorrect grade shall be expunged from the student's record.

Part II. Changing grades in cases of fraud1. Instructor fraud

The Vice President of Academic Affairs may determine, without regard to any time limit, that a grade was assigned by an instructor in a fraudulent manner; the Vice President's determination shall be based on credible evidence such as the faculty discipline process, legal findings, or other statements or documentation.

2. Upon such determination, the Vice President, in consultation with the Dean supervising the course in which the grade was assigned, shall appoint an alternate instructor to assign a replacement grade. The alternate shall be in the discipline of the course or in a related discipline. In the event that no qualified instructor is on the faculty, the Dean, in consultation with the Vice President of Academic Affairs, shall arrange for a qualified consultant.

3. In changing the grade, the alternate instructor shall consider all evidence of the student's actual performance in the course and all proper student discipline required.

4. If the alternate instructor is unable to determine the actual performance of the student in the course, then, in consultation with the Dean, may recommend to the Vice President that the grade for the course be removed. The Vice President has the authority to remove the grade from the student's record.

5. Following the determination that a grade was assigned in a fraudulent manner, the action to change or remove the grade shall be taken within a reasonable time.

1. Student fraud

In cases where fraud by a student is alleged, the allegation may be addressed in accordance with BP 5500 and AP 5520. No time limit on the initiation of such action shall apply.

2. A student may challenge a decision made in accordance with the provision II.B.1 by using the grade petition and appeal process described in Part I of this AP.

\* Item pulled and no substitutions were made.

## **Board Policy 6160**

## **El Camino Community College District Computer and Network Use Policy**

El Camino Community College District (ECC) owns and operates a variety of computer systems, including but not limited to voicemail, electronic mail, telephone and access to the internet, for use by its faculty, students and staff. ECC encourages the use of its computer systems for education, academic development, public service and other educational purposes. When using ECC's computer and network systems, all users are required to abide by the rules of this Policy and use the system in an ethical and lawful manner. Misuse may constitute a misdemeanor or felony under federal law and will may result in the deprivation of network privileges and/or disciplinary actions. Procedures for this policy will be developed by the Superintendent/President or his designee in collegial consultation with all appropriate constituents.

Reference: U.S. Code, Title 18 section 1030

El Camino College  
Policy

Adopted: February 28, 2000

Replaces Board Policy 3610

**POLICY REQUISITE**

All users of El Camino Community College District (ECC)'s computing systems must read, understand and comply with the terms outlined in this Board Policy 6160, ~~as well as any additional guidelines as approved by College Council.~~ By using any of these systems, users agree that they will comply with these policies. Users understand and agree that ECC's role in managing these systems is only as an information carrier and does not endorse any transmissions by the user.

**RIGHTS**

These computer systems, facilities and accounts are owned and operated by ECC. These procedures shall not be construed as a waiver of any rights of ECC, nor shall they conflict with applicable law. The District is not responsible for the loss and/or corruption of information that may be stored on ECC's computing systems. The District recognizes the privacy interests of faculty, students and staff and their rights to freedom of speech, collegial consultation and academic freedom as well as their rights to engage in protected union and concerted activity.

**AUTHORIZED USE**

An authorized ECC agent must approve all access to ECC's computer resources, including issuing of passwords. Users may not, under any circumstances, transfer or confer these privileges to other individuals. The authorized user is responsible for the proper use of the system, including any password protection.

Users are prohibited from sharing their passwords.

**CONDITIONS OF USE**

~~A. The District will set minimum guidelines within which users are required to conduct their activities.~~

~~B.~~ A. The user agrees to maintain an environment conducive to learning. However, users are advised that they may encounter material on the Internet which may be considered offensive or objectionable in nature or content. Users are further advised that ECC does not assume responsibility for the contents of any email or information.

~~C. The user agrees to follow proper etiquette on outside networks.~~

~~Broadcast e~~Electronic mail and shall must conform to the following proper published etiquette. Guidelines for proper etiquette will be published on the El Camino College Portal.

**Suggested Guidelines for Proper Etiquette Usage:**

~~1. Be limited to job/job related purposes, education, academic development, public service and other educational purposes.~~

~~2. Utilize links to web pages rather than placing copies of web pages in the body of the message.~~

~~3. Avoid attaching files to the body of the message.~~

~~4. Not for personal, private announcements.~~

~~1. Be limited to job/job related purposes, education, academic development, public service and other educational purposes.~~

~~2. Be used for announcements, not discussions.~~

~~3. Utilize links to web pages rather than placing copies of web pages in the body of the message.~~

~~4. Avoid attaching files to the body of the message.~~

~~5. Not for personal, private announcements.~~

~~6. Requires approval from supervisor to send emails to ECC Faculty, ECC Staff or ECC Manager listservs.~~

~~D. B.~~ The user agrees that in the unlikely event that someone does transmit, or cause to be transmitted, a message that is inconsistent with an environment conducive to learning or with a misleading origin, the person who performed the transmission will be solely accountable for the message, not ECC which is acting solely as the information carrier.

~~E. C.~~ The user agrees to report any possible security lapse on any system to the Information Technology Systems (ITS) Department. The ITS ~~D~~Department will investigate any reported or discovered security threats.

~~F. D.~~ District information resources must not be used for political activities where prohibited by federal, state or other applicable laws.

~~E. G. District information resources should not be used for personal activities not related to appropriate District functions, except in a purely incidental manner. Although personal use is not an intended use, the District recognizes that the Network will be used for incidental personal activities provided that such use is within reason and~~

~~provided that such usage is ordinarily on an employee's own time, is occasional, and does not interfere with or burden the District's operation, and not otherwise contrary to District policies or procedures.~~

~~H.F. District information resources should not be used for commercial purposes. Users are also reminded that the ".edu" domains on the Internet have rules restricting or~~

~~prohibiting commercial use, and users may not conduct activities for personal commercial gain not appropriate within those domains.~~

~~G.I. Creation or transmission of any false statement, which tends to cause injury to one's reputation, is strictly prohibited. Any user creating or transmitting defamatory statements shall have sole liability for any damages resulting from such defamatory statement.~~

~~The user agrees never to attempt to transmit, or cause to be transmitted, any message in which the origination is deliberately misleading (except for those outside services which may conceal identities as part of the service).~~

~~H.H. Creation, transmission or the uploading/ downloading -of obscene material is strictly prohibited when using ECC computer systems.~~

~~K.I. Users may not install executable files on network servers and shall not modify, delete or otherwise alter server files or any data within those files without express authorization to do so.~~

An individual's computer use privileges may be suspended by the District immediately upon the discovery of a violation of these privileges.



**CONFIDENTIALITY**

Programs and files are confidential unless they have been made available, with written permission, to other authorized individuals. When performing maintenance, every effort is made to ensure the privacy of the user's files. Violations of confidentiality should be reported to an administrator.

The system has the ability to read your mail, your own account and the system administrator account. All reasonable attempts have been made to ensure the privacy of your accounts and your electronic mail.

ECC retains the right to revoke, amend or change the provisions of this Policy.

Users who do not adhere to this policy may be subject to disciplinary action.

## Annual FTES Goal and Actual Earned

Fiscal Year	Total FTES Goal	Total FTES Revised Actual July 2011	Total Funded FTES Per C.O. Exhibit E	Percent Difference
<b>2006-2007</b>				
Summer 06	1,806	1,806		
Fall 06-Spring 07	16,400	16,453		
Summer 07	1,100	1,054		
Total	<u>19,306</u>	<u>19,312</u>	19,312	0%
<b>2007-2008</b>				
Summer 07	710	873		
Fall 07 - Spring 08 (3% increase)	16,892	17,577		
Summer 08	1,800	887		
Total	<u>19,402</u>	<u>19,337</u>	19,337	0%
<b>2008-2009</b>				
Summer 08 (886.65 FTES Shifted to 2007-08)	0	1,295		
Fall 08 - Spring 09 (3% increase)	17,399	19,177		
Summer 09	1,800	0		
Total	<u>19,199</u>	<u>20,472</u>	19,667	-4%
<b>2009-2010</b>				
Summer 09	1,900	2,338		
Fall 09 - Spring 10	17,100	18,194		
Total	<u>19,000</u>	<u>20,533</u>	18,933	-8%
<b>2010-2011</b>				
Summer 10	1,620	1,656		
Fall 10 - Spring 11	17,780	17,419		
Summer 11	0	325		
Total	<u>19,400</u>	<u>19,400</u>	19,400	0%
<b>2011-2012</b>				
Summer 11	1,220			
Fall 11 - Spring 12	16,967			
Total	<u>18,187</u>			

Fall - Spring FTES numbers include the Winter Intersession.

El Camino College Compton Center

Update of 5-Year FTES Recovery Plan

Fiscal Year	Total FTES	Total FTES	Total Funded	Percent Difference
	Goal	Revised Actual July 2011	FTEs Per C.O. Exhibit E	
<b>2006-2007</b>				
	<b>Goal</b>	<b>Actual</b>		
Summer 06	343	348		
Fall 06-Spring 07	2,346	2,347		
Total	<u>2,689</u>	<u>2,695</u>	5,760	-
<b>2007-2008</b>				
	<b>Goal</b>	<b>Actual</b>		
Summer 07	412	422		
Fall 07 - Spring 08 (includes 20% inc over 06/07)	2,807	2,925		
Total	<u>3,219</u>	<u>3,347</u>	5,120	-
<b>2008-2009</b>				
	<b>Goal</b>	<b>Actual</b>		
Summer 08	479	624		
Fall 08 - Spring 09 (includes 18% inc over 07/08)	3,521	3,924		
Summer 09 (Shifted to 08/09)	0	452		
Total	<u>4,000</u>	<u>5,000</u>	5,000	0%
<b>2009-2010</b>				
	<b>Goal</b>	<b>Actual</b>		
Summer 09	310	243		
Fall 09 - Spring 10	5,290	5,060		
Summer 10 (Shifted to 09/10)	0	0		
Total	<u>5,600</u>	<u>5,303</u>	5,303	0%
<b>2010-2011</b>				
	<b>Goal</b>	<b>Actual</b>		
Summer 10	900	967		
Fall 10 - Spring 11	5,500	5,869		
Total	<u>6,400</u>	<u>6,836</u>	6,495	-5%
<b>2011-2012</b>				
	<b>Goal</b>			
Summer 11	865			
Fall 11 - Spring 12	5,135			
Total	<u>6,000</u>			

Fall - Spring FTES numbers include the Winter Intersession.

The CEC FTES funding level for the 2008-2009 academic year was scheduled to be 4,480 FTES, and then funded for the actual FTES in 2009-2010; however, the CEC was funded at the higher actual FTES in 2008-2009.

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

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**STUDENT AND COMMUNITY ADVANCEMENT**

**A. DESTRUCTION OF RECORDS – EOPS/CalWORKs/CARE**

It is recommended that the Board of Trustees approve destruction of the following student records for 2006-2007. The records have been maintained for the required retention period. The destruction of these records is in accordance with California Code of Regulations, California Community Colleges Subchapter 2.5, Article 2. Period of Retention 59026.

- a. EOPS Applications
- b. EOPS/CARE Documentation Log
- c. EOPS/CARE Financial Documents
- d. Unofficial Transcripts
- e. Student Responsibility Contract
- f. Student Educational Plan
- g. Progress Reports

**B. GRANTS – APPLICATION**

It is recommended that the Board of Trustees receive the following grant information:

1. Small Business Administration (SBA) – Jobs and Innovation Accelerator Challenge (JIAC); a Coordinated Initiative to Advance Regional Competitiveness – 7(j) Technical Assistance Program. The JIAC will serve as a catalyst for leveraging private capital in the regions from an array of sources such as foundations, financial institutions, corporations and other private sector partners.  
Jose Anaya, Administrator

Amount of Grant Funding from Granting Agency:	\$150,000
Amount of College & Partnership Match:	N/A
Source of Match Funds:	N/A
Indirect Rate:	\$16,272 (10.848%)
Performance Period:	January 1, 2012 through December 31, 2013

## **STUDENT AND COMMUNITY ADVANCEMENT**

2. U.S. Department of labor (DOL) Employment and Training Administration (ETA) – Jobs and Innovation Accelerator Challenge (JIAC); a Coordinated Initiative to Advance Regional Competitiveness – Economic Adjustment Assistance Program. The JIAC offers a combination of funding from three agencies and bureaus and technical assistance resources from 13 additional agencies and bureaus to support customized solutions for approximately 20 competitively selected industry clusters in urban and rural regions across the nation and across all sectors.

Jose Anaya, Administrator

Amount of Grant Funding from Granting Agency: \$1,000,000  
Amount of College & Partnership Match (In-kind): 608,664  
Source of Match Funds: Partners and Business Training Center in-kind  
Indirect Rate: \$100,000 (10%)  
Performance Period: January 1, 2012 through December 31, 2013

3. U.S. Department of Labor (DOL) Employment and Training Administration (ETA) – Jobs and Innovation Accelerator Challenge (JIAC); a Coordinated Initiative to Advance Regional Competitiveness – H-1B Technical Skills Training Program. The JIAC offers a combination of funding from three agencies and bureaus and technical assistance resources from 13 additional agencies and bureaus to support customized solutions for approximately 20 competitively selected industry clusters in urban and rural regions across the nation and across all sectors.

Jose Anaya, Administrator

Amount of Grant Funding from Granting Agency: \$1,000,000  
Amount of College & Partnership Match (In-kind): N/A  
Source of Match Funds: Partners and Business Training Center in-kind  
Indirect Rate: \$100,000 (10%)  
Performance Period: January 1, 2012 through December 31, 2015

## **STUDENT AND COMMUNITY ADVANCEMENT**

### **C. GRANTS – ACCEPTANCE**

It is recommended that the Board of Trustees accept the follow grants

1. California Community Colleges Chancellor’s Office Career Technical Education Unit – Career Technical Education Transitions Grant. El Camino College will work to support the Chancellor’s Office’s decision to invoke the option of the State for a “10% Reserve” set aside allowed within Perkins IV to support activities of transitioning students from high school to college.  
David Gonzales, Administrator

Amount of Grant Funding from Granting Agency: \$46,970  
Amount of College & Partnership Match (In-kind): N/A  
Indirect Rate: \$1,870 (4%)  
Performance Period: July 1, 2011 through June 30, 2012

2. California Community Colleges – Career Technical Education (CTE) Community Collaborative Grant. Previously funded CTE Community Collaborative projects will be expanded to include five additional high schools and one middle school. The CTE Community Collaborative is expanded between the colleges of Cerritos, Compton and El Camino College.  
David Gonzales, Administrator

Amount of Grant Funding from Granting Agency: \$400,000  
Amount of College & Partnership Match (In-kind): 394,368  
Source of Match Funds: El Camino College, Cerritos and Partners in-kind)  
Indirect Rate: \$15,385 (4%)  
Performance Period: April 1, 2011through March 31, 2013

**STUDENT AND COMMUNITY ADVANCEMENT**

3. California Community Colleges Chancellor’s Office – Career Technical Education Community Collaborative Supplemental Grant. Through this round of funding, the Artesia Corridor Collaborative Council will instigate improvements to the infrastructure of the College in the areas of Green Technology, and purchase of equipment and supplies that will improve the curriculum currently being offered to students.

David Gonzales, Administrator

Amount of Grant Funding from Granting Agency: \$150,000  
Amount of College & Partnership Match (In-kind): 81,257  
Source of Match Funds: El Camino College, Cerritos and Partners in-kind)  
Indirect Rate: \$5,769 (4%)  
Performance Period: April 1, 2011 through March 31, 2013

4. National Science Foundation – Achievement Scholarships in Engineering, Mathematics and Science. The project will provide 122 scholarships to academically talented low-income students pursuing degrees in STEM (Science, Technology, Engineering and Math) disciplines. Qualified students are eligible to receive scholarships for two years of academic study at El Camino College and scholarship upon transferring to a four-year university.

Jeffrey Cohen, Administrator

Amount of Grant Funding from Granting Agency: \$598,550  
Amount of College & Partnership Match (In-kind): N/A  
Source of Match Funds: N/A  
Indirect Rate: N/A  
Performance Period: July 1, 2011 through June 30, 2016



## STUDENT AND COMMUNITY ADVANCEMENT

### **D. GRANTS – RENEWAL AND ACCEPTANCE**

It is recommended that the Board of Trustees accept the following renewal grants:

1. California Community Colleges Chancellor’s Office – Statewide Strategic Initiative Hub Centers for Applied Competitive Technologies (CACT). To enhance the Economic & Workforce Development Program-level objectives. Hub directors will work with the Strategic Initiative Director and System Office Dean of Economic and Workforce Development to implement the following activities: Provide marketing services and outreach to industry (Riverside); implement Manufacturing Skill Standards Certifications (ECC); provide Robotic Camps to colleges and high schools supporting Youth Outreach (Sierra).  
David Gonzales, Administrator

Amount of Grant Funding from Granting Agency: \$100,000  
Amount of College & Partnership Match (In-kind): N/A  
Source of Match Funds: N/A  
Indirect Rate: \$3,846 (4%)  
Performance Period: July 1, 2011 through June 30, 2012

2. California Community Colleges Chancellor’s Office Economic and Workforce Development – CACT - Strategic Priority Leadership Coordination & Technical Assistance. The Leadership positions work with the Chancellor’s Office, a statewide initiative advisory committee, and the Economic and Workforce Development Program Advisory Committee (EDPAC), to coordinate resources and assist in providing a system-wide response to economic and workforce development opportunities.  
Jose Anaya, Administrator

Amount of Grant Funding from Granting Agency: \$172,500  
Amount of College & Partnership Match (In-kind): N/A  
Source of Match Funds: N/A  
Indirect Rate: \$6,635 (4%)  
Performance Period: July 1, 2011 through June 30, 2012

## STUDENT AND COMMUNITY ADVANCEMENT

3. California Community Colleges Chancellor's Office Economic and Workforce Development – Workplace Learning Resource Center (WpLRC). The Workplace Learning Resource Centers provide high quality, innovative, affordable education, learning and training solutions through community colleges for employers in the private and public sectors.

Phillip Sutton, Administrator

Amount of Grant Funding from Granting Agency:	\$205,000
Amount of College & Partnership Match (In-kind):	205,000
Source of Match Funds:	ECC In-kind & Contract Training
Indirect Rate:	\$7,885 (4%)
Performance Period:	July 1, 2011 through June 30, 2012

4. California Community Colleges Chancellor's Office Economic and Workforce Development – Center for Applied Competitive Technologies (CACT). The CACTs enhance the competitiveness of California's small- and medium-sized manufacturers by facilitating the transfer and adoption of advanced and environmentally-sound manufacturing technologies and techniques by assisting in the deployment of new technologies.

David Gonzales, Administrator

Amount of Grant Funding from Granting Agency:	\$205,000
Amount of College & Partnership Match (In-kind):	205,000
Source of Match Funds:	ECC and Business Training Center in-kind
Indirect Rate:	\$7,885 (4%)
Performance Period:	July 1, 2011 through June 30, 2012

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

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A. **BOARD RESOLUTION TO ESTABLISH IRREVOCABLE OPEB TRUST AND ESTABLISH RETIREMENT BOARD OF AUTHORITY**

It is recommended the Board of Trustees Establish an Irrevocable OPEB Trust and Establish a Retirement Board of Authority. Note that the recommended Board action does not include the funding of such a Trust. Funding recommendation will be forthcoming on a future Board Agenda.

**RESOLUTION \_\_\_\_\_**

**IRREVOCABLE TRUST  
ELCAMINO COMMUNITY COLLEGE DISTRICT  
CERTIFIED RESOLUTIONS  
OF THE BOARD OF TRUSTEES**

WHEREAS, the Board of Trustees (the **“Board”**) of El Camino Community College District (**“Employer”**) desires to establish a trust to be used for the purpose of: (i) investment and disbursement of funds irrevocably designated by Employer for the payment of its obligations to eligible employees (and former employees) of Employer and their eligible dependents and beneficiaries for life, sick, hospitalization, major medical, accident, disability, dental and other similar benefits (sometimes referred to as **“other post-employment benefits,”** or **“OPEB”**), in compliance with Governmental Accounting Statement Nos. 43 and 45; and (ii) investment and disbursement of excess funds held by Employer for future use in connection with any lawful purpose of Employer, as further described herein.

WHEREAS, the Board has the authority and desire to establish a 5-member Retirement Board of Authority of the Trust (the **“Retirement Board of Authority”**), (Fund \_\_ method/option) which shall be appointed, terminated or replaced by the Employer at any time to serve at the pleasure of the Board, to have the authority to engage other necessary providers of services in connection with the Program, including the adoption of the Trust, the appointment of a fiduciary trustee and custodian, as well as to make any and all other decisions in the name of and on behalf of the Employer with regards to the Trust and other applicable agreements;

NOW THEREFORE, be it:

RESOLVED, that the Retirement Board of Authority shall be established to serve at the pleasure of the Employer, with authority to make decisions on behalf of and in the name of the Employer with regard to the implementation of the Trust and other corresponding agreements and the following persons shall be appointed as the members of the Retirement Board of Authority, until such time as their successors shall be appointed by the Employer:

Vice President, Administrative Services  
Vice President, Human Resources  
Director, Business Services  
Business Manager  
Director, Human Resources

RESOLVED FURTHER, that the Retirement Board of Authority is hereby authorized and directed to execute the Adoption Agreement to implement the Trust; it is authorized and directed to execute any Program Services Agreements; and it is authorized to execute any other necessary agreements and take action as is necessary to appoint the Trustee and any investment manager, as well as appoint any other “Authorized Representatives” who may act on behalf of the Employer in accordance with the terms of the Trust;

RESOLVED FURTHER, that decision of the Retirement Board of Authority shall require an affirmative vote of at least a majority of the members of the Retirement Board of Authority and that the decisions of the Retirement Board of Authority may be made in accordance with Government Code §§ 54950 et seq. (the “Brown Act”).

RESOLVED FURTHER, that the members of the Retirement Board of Authority shall meet periodically, for regular or special meetings to be held at any place which has been designated from time to time by resolution of the Retirement Board of Authority, on such date as they shall determine but not less than every twelve (12) months, with the notice of such time and place of each meeting being provided with no less than seventy-two (72) hours notice that is delivered personally or electronically by telephone, facsimile or other electronic means, to review the investments held in the Trust and to transact such other business and make such other decisions as are required to be made by the Retirement Board of Authority;

RESOLVED FURTHER, that any meeting, regular or special, may be held in any manner consistent with the Brown Act.

RESOLVED FURTHER, that the members of the Retirement Board of Authority shall receive no compensation for serving as members of the Retirement Board of Authority;

RESOLVED FURTHER, that the members of the Retirement Board of Authority are hereby authorized and directed to take any and all other actions as they deem necessary and appropriate to carry out the purposes of these resolutions, including the execution of any and all applicable agreements to implement the Trust and to carry out the purposes of the Program as otherwise described therein.

RESOLVED FURTHER, that the members of the Retirement Board of Authority are hereby authorized to review and approve an Investment Policy Statement developed by the Trustee through consultation with the investment manager selected by the Trustee, which shall provide the guidelines for investment of funds and assets contributed by the Employer to the Trust, and that the Retirement Board of Authority are further authorized to amend the Investment Policy Statement from time to time as they shall determine appropriate based upon consultation and advice received from the Trustee and the investment manager.

RESOLVED FURTHER, that the Trustee shall have the authority to cause any or all of the assets of the Trust to be commingled, if the investment and the issuance of such investment thereof would be exempt under the provisions of Sections 2(a)(36), 3(b)(1) or 3(c)(11) of the Investment Company Act of 1940 or Section 3(a)(2) of the Securities Act of 1993, with the assets of trusts created by others, causing such money to be invested as part of a common and/or collective trust fund.

RESOLVED FURTHER, that the Retirement Board of Authority shall provide information and copies of investment statements and other similar reports regarding the Trust and its applicable investment performance to the Board on a not-less-than quarterly basis.

I DO HEREBY CERTIFY that I am the Secretary of the Board, and that the foregoing is a true and correct copy of the resolutions of the Board of Trustees of the Employer, duly adopted and approved at a meeting which was duly called and held in accordance with all applicable provisions of the law and the policies of the Employer, on \_\_\_\_\_.

I FURTHER CERTIFY that the above resolutions are presently in full force and effect and have not been amended or revoked.

IN WITNESS WHEREOF, this certificate has been executed on \_\_\_\_\_.

EL CAMINO COMMUNITY COLLEGE DISTRICT

CERTIFIED BY AND ATTESTED TO:

\_\_\_\_\_

\_\_\_\_\_  
, Secretary of the Board

## **B. NOTICE OF PUBLIC HEARING – 2011–2012 BUDGET**

It is recommended the Board of Trustees approve a public hearing to be held at the El Camino Community College District Board Room, Administration Building, on September 8, 2011, at 4 p.m.

The proposed budget will be on file and available for public inspection at the El Camino Community College District Administration Building, in the Office of the Vice President of Administrative Services, from August 24, 2011, through September 8, 2011, during regular business hours.

Additionally, on September 8, 2011, at the Board Meeting for the El Camino Community College District, the Board of Trustees will act to adopt a budget for 2011–2012 for the General Funds, Unrestricted and Restricted, General Fund-Compton Center Related, General Fund-Special Programs, Student Financial Aid Fund, Workers' Compensation Fund, Child Development Fund, Capital Outlay Projects Fund, General Obligation Bond Fund, Property and Liability Self-Insurance Fund, Dental Self-Insurance Fund, Post Employment Benefits Fund, Bookstore Fund, Associated Students Funds, and Auxiliary Services Fund.

## **C. CONTRACTS UNDER \$78,900**

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

- 1. Contractor:** **ACCESS POLYGRAPHS**  
**Services:** Contractor will perform polygraph examinations for ECC Police Department applicants.  
**Requesting Dept.:** Administrative Services - Campus Police  
**Date(s):** 7/1/11 – 6/30/12  
**Financial Terms:** Cost not to exceed \$2,000
- 2. Contractor:** **BACKGROUNDS UNLIMITED**  
**Services:** Contractor will perform background investigations for ECC Police Department applicants.  
**Requesting Dept.:** Administrative Services - Campus Police  
**Date(s):** 7/1/11 – 6/30/12  
**Financial Terms:** Cost not to exceed \$2,000

3. **Contractor:** **BUTLER COMMUNITY COLLEGE (KANSAS)**  
**Services:** Contractor will provide promotion, curricula development and faculty training for the Advanced Aerospace Manufacturing Education Project.  
**Requesting Dept.:** Community Advancement – Center for Applied Competitive Technologies (CACT)  
**Date(s):** 8/1/11 – 6/30/12  
**Financial Terms:** Cost not to exceed \$22,819  
Funded by the National Science Foundation Grant
  
4. **Contractor:** **CERRITOS COMMUNITY COLLEGE DISTRICT**  
**Services:** Contractor will provide training in Machine Tool Technology to twenty high school students.  
**Requesting Dept.:** Community Advancement - CACT  
**Date(s):** 8/1/11 – 1/31/13  
**Financial Terms:** Cost not to exceed \$75,000  
Funded by the Chancellor’s Office Workforce Innovation Partnership Grant
  
5. **Contractor:** **CERRITOS COMMUNITY COLLEGE DISTRICT**  
**Services:** Contractor will provide on-site training to companies.  
**Requesting Dept.:** Community Advancement - CACT  
**Date(s):** 7/1/11 – 6/30/12  
**Financial Terms:** Cost not to exceed \$75,000 (Rate of \$250 per hour)  
Funded by the Employment Training Panel
  
6. **Contractors:** **CHINESE STUDENT AND ALUMNI ASSOCIATION; ISCNET STUDY ABROAD CENTER NETWORK; and ORION LEARNING NETWORK**  
**Services:** Contractors will serve as F-1 Visa educational agents to recruit F-1 Visa Students for El Camino College.  
**Requesting Dept.:** Admissions and Records – International Student Program  
**Date(s):** 7/1/11 – 6/30/12 with four optional one-year renewal periods  
**Financial Terms:** The fee shall be \$250 per student per consecutive semester completed, not to exceed \$500 per student.
  
7. **Contractors:** **CHINESE STUDENT AND ALUMNI ASSOCIATION**  
**Services:** Contractor will serve as F-1 Visa educational agents to recruit F-1 Visa Students for El Camino College.  
**Requesting Dept.:** Admissions and Records – Language Academy  
**Date(s):** 7/1/11 – 6/30/12 with four optional one-year renewal periods  
**Financial Terms:** The fee shall be \$500 per student per semester completed



8. **Contractor:** **COMMUNITY LEGAL SERVICES**  
**Services:** Contractor will provide part-time work activity opportunities for CalWORKs students to work as paralegal interns.  
**Requesting Dept.:** Counseling and Student Services  
**Date(s):** 7/1/11 – 6/30/12  
**Financial Terms:** No Cost to the District
9. **Contractor:** **HR CONFIDENTIAL**  
**Services:** Contractor will develop and deliver customized on-site training for Contract Education and Workplace Learning Resource Center to contracted companies.  
**Requesting Dept.:** Community Advancement – CACT  
**Date(s):** 7/1/11 – 6/30/12  
**Financial Terms:** Cost not to exceed \$40,000 (Contract Education at a rate of \$80 per hour; Workplace Learning Resource Center at a rate of \$100 per hour)  
Funded by Employment Training Panel
10. **Contractor:** **LOYOLA MARYMOUNT UNIVERSITY**  
**Services:** Contractor will be provided use of the ECC Athletic Training Facilities and Training Staff for planned and supervised programs of clinical education and experience for their students.  
**Requesting Dept.:** Health Sciences & Athletics Division  
**Date(s):** 9/1/11 – 6/30/12 with four optional one-year renewal periods  
**Financial Terms:** No Cost to the District
11. **Contractor:** **OREGON INSTITUTE OF TECHNOLOGY**  
**Services:** Contractor will provide promotion, curricula development and faculty training for the Advanced Aerospace Manufacturing Education Project.  
**Requesting Dept.:** Community Advancement - CACT  
**Date(s):** 8/1/11 – 6/30/12  
**Financial Terms:** Cost not to exceed \$58,445  
Funded by the National Science Foundation Grant
12. **Contractor:** **PALOS VERDES PENINSULA UNIFIED SCHOOL DISTRICT**  
**Services:** Contractor's students will receive pre-engineering instruction provided through El Camino College partnership of schools offering Project Lead the Way curriculum under the District's Engineering Technology Program.  
**Requesting Dept.:** Industry and Technology Division

**Date(s):** 7/1/11 – 6/30/12  
**Financial Terms:** No cost to the District.

- 13. Contractor:** **PURDUE UNIVERSITY (INDIANA)**  
**Services:** Contractor will provide promotion, curricula development and faculty training for the Advanced Aerospace Manufacturing Education Project.  
**Requesting Dept.:** Community Advancement - CACT  
**Date(s):** 8/1/11 – 6/30/12  
**Financial Terms:** Cost not to exceed \$57,272  
Funded by the National Science Foundation Grant

~~**\*14. Contractor:** **RDJ CONSULTING**  
**Services:** Contractor will perform front desk responsibilities and answer client inquiries during the Center for International Trade Development (CITD) Customs Broker classes.  
**Requesting Dept.:** Community Advancement – CITD  
**Date(s):** 8/16/11 – 6/30/12  
**Financial Terms:** Cost not to exceed \$1,760~~

\* Item pulled and no substitutions were made.

- \*\*15. Contractor:** **SOUTH BAY WORKFORCE INVESTMENT BOARD**  
**Services:** Contractor will provide participants for Blueprint for Workplace Success training sessions administered by the District.  
**Requesting Dept.:** Community Advancement – Workplace Learning Resource Center  
**Date(s):** 8/15/11 – 8/19/11  
**Financial Terms:** ~~Cost~~ Proceeds not to exceed \$5,000

\*\* Change was made during Board meeting.

- 16. Contractor:** **SPACEDATA**  
**Services:** Contractor will provide Office 365 consulting, development and support. Create a SharePoint On-Line Team Site for the collaboration and sharing of Employment Training Panel documents utilizing Office 365 Enterprise.  
**Requesting Dept.:** Community Advancement - CACT  
**Date(s):** 8/16/11 – 6/30/12  
**Financial Terms:** Cost not to exceed \$7,500 (Rate of \$100 to \$125 per hour)  
Funded by the Employment Training Panel

- 17. Contractor:** **SUBWAY #11543**  
**Services:** Contractor will provide part-time work activity opportunities for CalWORKs students to work as Sandwich Artists/Cashier Clerks.

**Requesting Dept.:** Counseling and Student Services  
**Date(s):** 7/1/11 – 6/30/12  
**Financial Terms:** No cost to the District

18. **Contractor:** **THE LEARNING GARDEN PRESCHOOL**  
**Services:** Contractor will provide part-time work activity opportunities for CalWORKs students to work as preschool teachers and teachers' assistants.

**Requesting Dept.:** Counseling and Student Services  
**Date(s):** 7/1/11 – 6/30/12  
**Financial Terms:** No cost to the District.

19. **Contractor:** **THE TRAINING SOURCE**  
**Services:** Contractor will develop and deliver customized on-site training to contracted companies, including but not limited to computer skills such as Excel and Access on as needed basis.

**Requesting Dept.:** Community Advancement – Contract Education and the Workplace Learning Resource Center (WpLRC)  
**Date(s):** 7/1/11 – 6/30/12  
**Financial Terms:** Cost not to exceed \$50,000 (Rate of \$140 per hour)  
Funded by the Employment Training Panel

20. **Contractor:** **U.S. MERCHANT MARINE VETERANS W.W. II (SS LANE VICTORY)**  
**Services:** Contractor will provide full demonstrations and hands on training in “Proficiency in Survival Craft and/or Advanced Firefighting” on board the vessel.

**Requesting Dept.:** Community Advancement - WpLRC  
**Date(s):** 7/1/11 – 6/30/12  
**Financial Terms:** Cost not to exceed \$6,000

21. **Contractor:** **WISEBURN 21<sup>st</sup> CENTURY CHARTER SCHOOLS**  
**Services:** Contractor will provide two course sections in American Studies 7 (History of Pop Culture in the U.S.) at DaVinci High School.

**Requesting Dept.:** Behavioral & Social Science  
**Date(s):** 8/1/11 – 6/30/12  
**Financial Terms:** Projected Gross Income \$11,000

**D. CONTRACT OVER \$78,900**

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

1. **Contractor:** CALIFORNIA DEPARTMENT OF EDUCATION  
**Services:** Contractor will reimburse the District for its participation in the State Preschool Program.  
**Requesting Dept.:** Behavioral & Social Sciences Division – Child Development Center  
**Date(s):** 7/1/11 – 6/30/12  
**Financial Terms:** Projected gross income \$163,716
  
2. **Contractor:** CERRITOS COMMUNITY COLLEGE DISTRICT  
**Services:** Contractor will provide services for promotion, curricula development and faculty training in Career Technical Education for college faculty, high schools and middle schools.  
**Requesting Dept.:** Community Advancement - CACT  
**Date(s):** 8/1/11 – 2/29/12  
**Financial Terms:** Cost not to exceed \$129,538  
Funded by the Chancellor’s Office Career Technical Education Grant

**E. MEMORANDUM OF UNDERSTANDING (MOU)**

It is requested the Board of Trustees approve the District entering into the following memorandum of understanding:

- Contractor:** CALIFORNIA MANUFACTURING TECHNOLOGY CONSULTING
- Services:** The MOU establishes a framework of cooperation between the District’s Business Training Center and the contractor to allow both entities to meet their mission and better serve small and medium sized manufacturers in Southern California.
- Requesting Dept.:** Community Advancement – Business Training Center
- Date(s):** 7/1/11 – 6/30/12
- Financial Terms:** No cost to the District
- Special Note:** For disclosure purposes, President Fallo serves as President of the Board of this Not-For-Profit organization.

**F. PERSONAL SERVICE AGREEMENTS**

1. **Contractor:** ROBERT J. CAMPBELL  
**Services:** Contractor will provide governmental consulting and reporting on issues related to El Camino Community College District.

**Requesting Dept.:** Public Relations and Marketing  
**Date(s):** 7/1/11 – 6/30/12  
**Financial Terms:** Cost not to exceed \$24,000

**2 Contractor: IDA DANZEY**  
**Services:** Contractor will be a facilitator for the Nursing Development Day at El Camino College.  
**Requesting Dept.:** Health Sciences and Athletics – Nursing Department  
**Date(s):** 8/22/11 – 8/23/11  
**Financial Terms:** Cost not to exceed \$2,300

**3. Contractor: ANNE DUMKE**  
**Services:** Contractor will act as the hearing officer/examiner for Notice of Parking Violations.  
**Requesting Dept.:** Campus Police  
**Date(s):** 7/1/11 – 6/30/12  
**Financial Terms:** Cost not to exceed \$2,000 (Rate of \$25 per hour)

**4. Contractor: ERNEST JEWELL**  
**Services:** Contractor will develop and deliver customized on-site Frontline Leadership, Lean Manufacturing and Vocational English as a Second Language for training for the Workplace Learning Resource Center to contracted companies.  
**Requesting Dept.:** Community Advancement – WpLRC  
**Date(s):** 7/1/11 – 6/30/12  
**Financial Terms:** Cost not to exceed \$50,000 (Rate of \$125 per hour)  
Funded by Employment Training Panel

**G. CONTRACT AMENDMENT- MEDICAL BILLING TECHNOLOGIES, INC.**

It is recommended the Board of Trustees approve amending the dates of the contract from 7/1/10 – 6/30/11 to 7/1/10 – 6/30/12. All other provisions of this contract previously approved by the Board on June 21, 2010 and executed by the District remain the same.

**Contractor: MEDICAL BILLING TECHNOLOGIES, INC.**  
**Services:** Contractor will provide Medi-Cal Administrative Activities (MAA) training, consultation, conduct strategic planning, and develop surveys and other services as noted in the contract to assist the District with maximizing its reimbursement opportunities.  
**Requesting Dept.:** Student Services – Counseling  
**Date(s):** 7/1/10 – 6/30/12  
**Financial Terms:** Projected Gross Income \$30,000.  
Federally funded program.

## H. DECLARATION OF SURPLUS PROPERTY

It is recommended the Board of Trustees approve the appropriate disposition of the following property. Education Code Sections 81450 through 81460 and Board Policy 6550 provide the method and manner of disposal of personal property no longer required or suitable for District use.

ECC#	Serial	Manufacturer	Model	Description	Condition 1= no longer needed 2= no longer suitable
9336	85MJQ21	Dell	GX-260	Computer, MT, P4	2
9688	C3CCT21	Dell	GX-260	Computer, MT, P4	2
9337	B4MJQ21	Dell	GX-260	Computer, MT, P4	2
11008	HNTMG51	Dell	GX-270	Computer, MT, P4	2
8958	J6N1F11	Dell	GX-240	Computer, MT, P4	2
8941	34N1F11	Dell	GX-240	Computer, MT, P4	2
8546	3LDQX01	Dell	Dim 4300	Computer, MT, P4	2
10685	3JTYP41	Dell	GX-270	Computer, MT, P4	2
11394	20PP761	Dell	GX-280	Computer, MT, P4	2
11053	1RMMG51	Dell	GX-270	Computer, MT, P4	2
8989	F7T0F11	Dell	GX-240	Computer, MT, P4	2
9812	55GCW21	Dell	GX-260	Computer, MT, P4	2
10035	D8K8N31	Dell	GX-270	Computer, MT, P4	2
9655	4XHBT21	Dell	GX-260	Computer, MT, P4	2
9976	J3X8N31	Dell	GX-270	Computer, MT, P4	2
9847	7XKZW21	Dell	GX-260	Computer, MT, P4	2
9851	8YKZW21	Dell	GX-260	Computer, MT, P4	2
8926	1DN1F11	Dell	GX-240	Computer, MT, P4	2
9605	2JJB21	Dell	GX-260	Computer, MT, P4	2
10235	4YLJT31	Dell	GX-270	Computer, MT, P4	2
10596	6HSXM41	Dell	GX-270	Computer, MT, P4	2
10248	31TKT31	Dell	GX-270	Computer, MT, P4	2
8559	GL30Y01	Dell	Dim 4300	Computer, MT, P4	2
11137	D8PMG51	Dell	GX-270	Computer, MT, P4	2
12211	4R5TK71	Dell	Unknown	Computer, MT, P4	2
9439	245LQ21	Dell	GX-260	Computer, MT, P4	2
8557	5M30Y01	Dell	Dim 4300	Computer, MT, P4	2

Unknown	J8ZC941	Dell	Unknown	Computer, MT, P4	2
11945	6K3DY61	Dell	Opti 170L	Computer, MT, P4	2
11925	6G1HY61	Dell	Opti 170L	Computer, MT, P4	2
11942	HD1HY61	Dell	Opti 170L	Computer, MT, P4	2
11975	GH3DY61	Dell	Opti 170L	Computer, MT, P4	2
11958	8F1HY61	Dell	Opti 170L	Computer, MT, P4	2
8590	3P31111	Dell	Dim 4300	Computer, MT, P4	2
11708	BLBMX61	Dell	Opti 170L	Computer, MT, P4	2
11703	3MBMX61	Dell	Opti 170L	Computer, MT, P4	2
12225	FQ5TK71	Dell	GX-280	Computer, MT, P4	2
12008	8C3DY61	Dell	Opti 170L	Computer, MT, P4	2
12956	885BY91	Dell	GX-620	Computer, MT, P4	2
40702old	5TEL0	Dell	Dim 4100	Computer, MT, P3	2
12861	D86QS91	Dell	GX-620	Computer, MT, P4	2
3654	j4pv001	Dell	Dim667r	Computer, MT, P3	2
8553	2PTXX01	Dell	c800	Computer, MT, P3	2
9846	5YKZW21	Dell	GX-260	Computer, MT, P4	2
9853	2XKZW21	Dell	GX-260	Computer, MT, P4	2
9848	GVKZW21	Dell	GX-260	Computer, MT, P4	2
9850	GXKZW21	Dell	GX-260	Computer, MT, P4	2
11691	BRP3X61	Dell	GX-280	Computer, MT, P4	2
40697old	5TEL8	Unknown	Printer	Unknown	2
9552	14Q5R21	Dell	GX-260	Computer, MT, P4	2
10982	J70RG51	Dell	SX-270	Computer, MT, P4	2
1146	HFPX401	Dell	Dim 4100	Computer, MT, P3	2
504	EJLB7	Dell	Dim d266	Computer, MT, P3	2
8834	9RR2C11	Dell	GX-150	Computer, MT, P3	2
984	HBFLJ01	Dell	4100	Computer, MT, P3	2
1582	5n6xc01	Dell	PE6400	Server, Quad CPU	2
40699old	5TEL2	Dell	Unknown	Computer, MT, P3	2
6361	EJLB1	Dell	Dim d266	Computer, MT, P3	2

40698	5TEL5	Dell	Dim d266	Computer, MT, P3	2
8135	XB11103BKZ4	Apple	m5183	Computer, tower	2
11924	5F1HY61	Dell	Opti 170L	Computer, MT, P4	2
40701old	5TEL3	Dell	Unknown	Computer, MT, P3	2
5020	XB04000AK86	Apple	G4	Computer, tower	2
11023	2PTMG51	Dell	GX-270	Computer, MT, P4	2
11929	8J1HY61	Dell	Opti 170L	Computer, MT, P4	2
302	BMSW001	Dell	4100	Computer, MT, P3	2
617	EGYF3	Dell	xpsd266	Computer,p3	2
606	EGYC6	Dell	xpsd233	Computer,p3	2
2295	EGYDH	Dell	xpst500	Computer,p3	2
8824	HQR2C11	Dell	GX-150	Computer, MT, P3	2
571	EJ3FT	Dell	xpst300	Computer,p3	2
579	Unknown	HP	Laserjet 4	printer	2
11862	587QX61	Dell	670	Workstation	2
12028	3PN6071	Dell	SX280	Computer,P4	2
11734	27WJX61	Dell	SX280	Computer,P4	2
12920	JP1NW91	Dell	GX620	Computer,P4	2
11797	JSPGX61	Dell	SX280	Computer,P4	2
11733	B8WJX61	Dell	SX280	Computer,P4	2
11668	FL1KX61	Dell	SX280	Computer,P4	2
11802	9XPGX61	Dell	SX280	Computer,P4	2
12931	BHYFV91	Dell	GX620	Computer,P4	2
11731	73WJX61	Dell	SX280	Computer,P4	2
11764	H9WJX61	Dell	SX280	Computer,P4	2
11808	2YPGX61	Dell	SX280	Computer,P4	2
12019	FNN6071	Dell	SX280	Computer,P4	2
11790	FZPGX61	Dell	SX280	Computer,P4	2
11904	18DHX61	Dell	SX280	Computer,P4	2
12340	H57P981	Dell	GX620	Computer,P4	2
11906	96DHX61	Dell	SX280	Computer,P4	2
11730	F9WJX61	Dell	SX280	Computer,P4	2
12339	J77P981	Dell	GX620	Computer,P4	2
11903	7CDHX61	Dell	SX280	Computer,P4	2
12345	F97P981	Dell	GX620	Computer,P4	2
11885	GBDHX61	Dell	SX280	Computer,P4	2



11909	27DHX61	Dell	SX280	Computer,P4	2
11921	9BDHX61	Dell	SX280	Computer,P4	2
11777	FTPGX61	Dell	GX270	Computer,P4	2
11754	54WJX61	Dell	SX280	Computer,P4	2
11897	G9DHX61	Dell	SX280	Computer,P4	2
11882	68DHX61	Dell	SX280	Computer,P4	2
11748	H5WJX61	Dell	SX280	Computer,P4	2
11739	JBWJX61	Dell	SX280	Computer,P4	2
11887	59DHX61	Dell	SX280	Computer,P4	2
11879	CCDHX61	Dell	SX280	Computer,P4	2
11670	2M1KX61	Dell	SX280	Computer,P4	2
11883	B7DHX61	Dell	SX280	Computer,P4	2
11912	F7DHX61	Dell	SX280	Computer,P4	2
11770	DCWJX61	Dell	SX280	Computer,P4	2
12027	9NN6071	Dell	SX280	Computer,P4	2
11905	G6DHX61	Dell	SX280	Computer,P4	2
11920	H6DHX61	Dell	SX280	Computer,P4	2
11896	B8DHX61	Dell	SX280	Computer,P4	2
11922	16DHX61	Dell	SX280	Computer,P4	2
11895	HBDHX61	Dell	SX280	Computer,P4	2
Unknown	JVXZF81	Dell	GX620	Computer,P4	2
11894	98DHX61	Dell	SX280	Computer,P4	2
11918	D6DHX61	Dell	SX280	Computer,P4	2
11913	H7DHX61	Dell	SX280	Computer,P4	2
11892	56DHX61	Dell	SX280	Computer,P4	2
11890	48DHX61	Dell	SX280	Computer,P4	2
11669	JL1KX61	Dell	SX280	Computer,P4	2
11881	57DHX61	Dell	SX280	Computer,P4	2
10654	G84170EKNV9	Apple	PM G5	Computer,G5	2
10655	G84170EGNV9	Apple	PM G5	Computer,G5	2
10670	G84170ENNV9	Apple	PM G5	Computer,G5	2
10659	G84170EHNV9	Apple	PM G5	Computer,G5	2
10671	G84170EQNV9	Apple	PM G5	Computer,G5	2
10657	G84170E1NV9	Apple	PM G5	Computer,G5	2
10420	XB4081EJQES	Apple	PM G5	Computer,G5	2
10666	G841701BNV9	Apple	PM G5	Computer,G5	2
10665	G84170EMNV9	Apple	PM G5	Computer,G5	2
10661	G84170EDNV9	Apple	PM G5	Computer,G5	2

10667	G841701CNV9	Apple	PM G5	Computer,G5	2
10664	G84170E8NV9	Apple	PM G5	Computer,G5	2
10673	G84170EPNV9	Apple	PM G5	Computer,G5	2
10653	G84170EFNV9	Apple	PM G5	Computer,G5	2
8821	3RR2C11	Dell	GX-150	Computer,P4	2
9570	9QBHR21	Dell	SX260	Computer,P4	2
8833	FQR2C11	Dell	GX-150	Computer,P4	2
12951	8D78Y91	Dell	GX620	Computer,P4	2
11899	1CDHX61	Dell	SX280	Computer,P4	2
12992	H8SF2B1	Dell	GX620	Computer,P4	2
11914	5BDHX61	Dell	SX280	Computer,P4	2
11886	F9DHX61	Dell	SX280	Computer,P4	2
11908	77DHX61	Dell	SX280	Computer,P4	2
11745	74WJX61	Dell	SX280	Computer,P4	2
11726	C3WJX61	Dell	SX280	Computer,P4	2
11911	2BDHX61	Dell	SX280	Computer,P4	2
11919	H8DHX61	Dell	SX280	Computer,P4	2
11889	5CDHX61	Dell	SX280	Computer,P4	2
11902	J8DHX61	Dell	SX280	Computer,P4	2
11707	7LBMX61	Dell	Opti 170L	Computer,P4	2
12613	4F25C91	Dell	D610	Notebook, Computer	2
12158	D56X971	Dell	D610	Notebook, Computer	2
10926	H889G51	Dell	D600	Notebook, Computer	2
11328	G9DC561	Dell	D600	Notebook, Computer	2
12761	J0N4C91	Dell	D610	Notebook, Computer	2
9761	FRP4V21	Dell	GX260	Computer,P4	2
9461	H35LQ21	Dell	GX260	Computer,P4	2
9422	JTWKQ21	Dell	GX260	Computer,P4	2
9537	70FHQ21	Dell	GX260	Computer,P4	2
9736	D636V21	Dell	GX260	Computer,P4	2
9505	JGRJQ21	Dell	GX260	Computer,P4	2
9375	27MJQ21	Dell	GX260	Computer,P4	2
9482	JRQJQ21	Dell	GX260	Computer,P4	2
9488	1KQJQ21	Dell	GX260	Computer,P4	2
9333	CFRJQ21	Dell	GX260	Computer,P4	2

9538	1NGHQ21	Dell	GX260	Computer,P4	2
9511	6MQJQ21	Dell	GX260	Computer,P4	2
9523	HHGHQ21	Dell	GX260	Computer,P4	2
9486	2HRJQ21	Dell	GX260	Computer,P4	2
9539	DMGHQ21	Dell	GX260	Computer,P4	2
9529	BCGHQ21	Dell	GX260	Computer,P4	2
9531	HJGHQ21	Dell	GX260	Computer,P4	2
9514	DJQJQ21	Dell	GX260	Computer,P4	2
9484	6SQJQ21	Dell	GX260	Computer,P4	2

**I. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS**

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

<b>P.O. Number</b>	<b>Vendor Name</b>	<b>Site Name</b>	<b>Description</b>	<b>P.O. Cost</b>
P0500015	Seton Nameplate Co.	Facilities/Planning/Serv	Non-Instruct Supplies	\$939.83
P0500022	Maintex Inc.	Operations	Non-Instruct Supplies	\$1,212.55
P0500023	Empire Cleaning	Operations	Non-Instruct Supplies	\$67,943.06
P0500025	Empire Cleaning	Operations	Non-Instruct Supplies	\$28,211.29
P0500026	Unisource Corp.	Operations	Non-Instruct Supplies	\$432.28
P0500028	Heat Technology	Facilities/Planning/Serv	Repairs Noninstructional	\$8,386.14
P0500033	ASCCC	V.P. Academic Affairs	Conferences Classified	\$125.00
P0500039	OmniUpdate	Information Technology	Maintenance Contracts	\$49,000.00
P0500040	Abtech Systems,	Information Technology	Maintenance Contracts	\$16,194.00
P0500041	Abtech Systems,	Information Technology	Maintenance Contracts	\$6,610.00
P0500042	Personalized Software	Information Technology	Maintenance Contracts	\$125.00
P0500043	Datatel, Inc.	Information Technology	Maintenance Contracts	\$53,825.00
P0500044	Datatel, Inc.	Information Technology	Maintenance Contracts	\$29,750.00
P0500045	National Instruments	Information Technology	Maintenance Contracts	\$989.00
P0500046	Datatel, Inc.	Information Technology	Maintenance Contracts	\$321,933.00
P0500047	Shredder Specialties	Admissions/Recors	Maintenance Contracts	\$199.50
P0500048	Studica	Information Technology	License Fee/Site Licenses	\$6,750.00
P0500049	New Century	Information Technology	License Fee/Site Licenses	\$12,250.00
P0500050	CI Solutions	Information Technology	Maintenance Contracts	\$130.00
P0500051	Datatel, Inc.	Information Technology	Maintenance Contracts	\$6,000.00
P0500052	Educause	Information Technology	Maintenance Contracts	\$40.00
P0500055	I.C.I. Dulux Paint Store	Grounds	Non-Instruct Supplies	\$3,607.67
P0500056	Cine-Med	Nursing	Instructional Supplies	\$316.50
P0500057	Medline Industries, Inc.	Nursing	Instructional Supplies	\$667.52
P0500059	Hyland Software, Inc.	Information Technology	Maintenance Contracts	\$23,384.04
P0500069	Heritage 21st Century	Transition Center for	Moving	\$2,850.00
P0500071	Dell Marketing L.P.	Information Technology	Maintenance Contracts	\$1,800.00
P0500073	Atlanta Thread &	Ctr for Arts Production	Non-Instruct Supplies	\$443.59
P0500074	Industrial Metal Supply	Ctr for Arts Production	Non-Instruct Supplies	\$174.12
P0500075	Los Angeles County	Presidents Office	Dues And Memberships	\$100.00
P0500076	Accrediting	Presidents Office	Dues And Memberships	\$26,180.00
P0500077	Chronicle of	Presidents Office	Publications/ Periodicals And	\$82.50
P0500078	Monterey Graphics	Fire	Instructional Supplies	\$48.94
P0500079	Monterey Graphics	Cosmetology	Instructional Supplies	\$48.94

P0500080	Monterey Graphics	Family Consumer	Instructional Supplies	\$48.94
P0500081	Staples Advantage	I&T Div Ofc	Non-Instruct Supplies	\$130.50
P0500082	California Community	Presidents Office	Dues And Memberships	\$9,422.50
P0500083	CSCCU	Outreach and School	Dues And Memberships	\$250.00
P0500084	Council for Higher	Presidents Office	Dues And Memberships	\$1,650.00
P0500091	The Dirt Yard	Grounds	Non-Instruct Supplies	\$201.19
P0500096	Eureka - California	Career Center	Other Services And Expenses	\$2,179.54
P0500104	ROS Electrical	Machine Tool	Instructional Supplies	\$345.16
P0500106	L.A. County Ems	Paramedic Academy	Contract Services	\$60,422.34
P0500111	MKH Electonics	Physical Education	Repairs Parts And Supplies	\$376.50
P0500113	America's Software	Rad Tech	Dues And Memberships	\$882.00
P0500115	Sirsidyinx	Information Technology	License Fee/Site Licenses	\$3,287.37
P0500116	Harland Technology	Information Technology	Maintenance Contracts	\$785.00
P0500119	Etudes, Inc.	Information Technology	License Fee/Site Licenses	\$145,000.00
P0500120	Thomson Reuters	Div Office Fine Arts	Non-Instruct Supplies	\$168.88
P0500124	Governet	Information Technology	Maintenance Contracts	\$2,000.00
P0500125	Discount Two-Way	Technical Services	Repairs Parts And Supplies	\$437.72
P0500126	Dell Marketing L. P.	Technical Services	Repairs Parts And Supplies	\$143.46
P0500127	Portable Power	Technical Services	Repairs Parts And Supplies	\$867.12
P0500133	RP Group, the	Institutional Research	Dues And Memberships	\$350.00
P0500135	Association for	Institutional Research	Publications/ Periodicals And	\$105.00
P0500137	Association for	Institutional Research	Dues And Memberships	\$375.00
P0500139	Sigmanet	Information Technology	License Fee/Site Licenses	\$2,395.00
P0500143	Digital Dolphin	Physical Education	Instructional Supplies	\$433.91
P0500147	Hitt Marking Devices	Fiscal Services	Non-Instruct Supplies	\$57.35
P0500148	Monterey Graphics	Fiscal Services	Non-Instruct Supplies	\$1,007.46
P0500149	ADT Security Services	Human Resources	Contract Services	\$3,301.12
P0500150	Source 4	Fiscal Services	Non-Instruct Supplies	\$240.00
P0500151	Cummins-Allison	Fiscal Services	Maintenance Contracts	\$2,318.60
P0500152	Total Compensation	Institutional Services	Other Services And Expenses	\$7,200.00
P0500156	KI	Civic Center Fine Arts	New Equipment -	\$3,753.28
P0500164	MakeMusic	Music	Instructional Supplies	\$212.00
P0500180	Demco, Inc.	Div Office BSSC	Non-Instruct Supplies	\$169.45
P0500182	CareerTrack	Div Office Fine Arts	Conferences Faculty	\$149.00
P0500189	EZ Up Direct	Facilities/Planning/Serv	Non-Instruct Supplies	\$822.88
P0500190	Anixter	Information Technology	Non-Instruct Supplies	\$1,068.79
P0500192	Brown & Bigelow, Inc.	Outreach and School	Non-Instruct Supplies	\$666.81
P0500198	Xpedx Paper &	Warehouse	Inventories, Stores, Prepaid I	\$20,114.40
P0500202	Enterprise Rent-A-Car	Staff Development	Conferences Faculty	\$541.99
P0500203	CI Solutions	Information Technology	Maintenance Contracts	\$1,415.00
P0500204	Abtech Systems,	Information Technology	Maintenance Contracts	\$27,708.00
P0500205	Association for	Institutional Research	Publications/ Periodicals And	\$105.00
P0500206	Amazon.Com	Institutional Research	Publications/ Periodicals And	\$30.82
P0500207	RP Group, the	Institutional Research	Conferences Classified	\$525.00
P0500209	Xerox Capital Services,	Testing Center	Maintenance Contracts	\$503.40
P0500210	ACTT	VP-SCA	Non-Instruct Supplies	\$2,294.16
P0500212	Data Blocks	Institutional Research	Software	\$548.75
P0500215	Excelencia in	VP-SCA	Dues And Memberships	\$500.00
P0500218	Mid City Mailing	Ctr for Arts Promo	Multi Media Advertising	\$1,378.00
P0500222	Trusco Manufacturing	Grounds	Non-Instruct Supplies	\$195.87
P0500223	Reliance	Information Technology	Non-Instruct Supplies	\$7,668.00
P0500225	CDW-G	Technical Services	Repairs Parts And Supplies	\$2,705.58
P0500228	California Community	Presidents Office	Dues And Memberships	\$23,165.00
P0500230	Matthew Bender	International Students	Other Books	\$363.57
P0500232	Shredder Specialties	Admissions/Recors	Maintenance Contracts	\$289.50

P0500233	Eco-House, Inc.	Art Department	Instructional Supplies	\$2,968.33
P0500234	Glenda Smith	Ctr for Arts Instr/Admin	Contract Services	\$200.00
P0500235	William T. Barrett	Ctr for Arts Instr/Admin	Contract Services	\$200.00
P0500236	June I. Satton	Ctr for Arts Instr/Admin	Contract Services	\$200.00
P0500237	Hyo-Kyoung K. Nam	Ctr for Arts Instr/Admin	Contract Services	\$500.00
P0500238	Lindsay Styler	Ctr for Arts Instr/Admin	Contract Services	\$400.00
P0500239	Rebekah Davidson	Ctr for Arts Instr/Admin	Contract Services	\$150.00
P0500241	Xerox Corporation	Copy Center	Repairs Parts And Supplies	\$840.00
P0500242	Xpedx Paper &	Copy Center	Non-Instruct Supplies	\$866.20

**Fund 11 Total: 98**

**\$1,020,349.91**

**Fund 12 Restricted - El Camino**

P0500034	Dana A. Hagen	STEM transfer-Hispanic	Contract Services	\$200.00
P0500035	Tahani W. Zeid	STEM transfer-Hispanic	Contract Services	\$200.00
P0500036	David K. Faulkner	STEM transfer-Hispanic	Contract Services	\$200.00
P0500037	John P. Twedt	STEM transfer-Hispanic	Contract Services	\$200.00
P0500038	Jessica Kramer	STEM transfer-Hispanic	Contract Services	\$200.00
P0500058	ACT	WPLRC Industry Driven	Other Services And Expenses	\$302.50
P0500060	Monterey Graphics	El Camino Language	Printing	\$48.94
P0500061	Santa Ana College	Parking-Student	In-Service Training	\$90.00
P0500062	Riverside County	Parking-Student	In-Service Training	\$228.00
P0500063	El Camino College	El Camino Language	Field Trip Expense	\$1,240.00
P0500070	Ventek International	Parking Fees Permit	Other Services And Expenses	\$495.00
P0500085	Imageworks	Parking-Student	Maintenance Contracts	\$375.00
P0500086	Biometrics4ALL, Inc.	Parking-Student	Maintenance Contracts	\$2,278.64
P0500087	Quantum	Parking-Student	Maintenance Contracts	\$1,200.00
P0500088	Shredder Specialties	Parking-Student	Maintenance Contracts	\$289.50
P0500089	CDW Computer	Parking-Student	Maintenance Contracts	\$629.28
P0500090	Cynthia Mosqueda	First Year Experience	Other Services And Expenses	\$25.00
P0500092	Safeguard - So.	Parking-Student	Non-Instruct Supplies	\$1,666.25
P0500093	Campus Food Services	STEM transfer-Hispanic	Non-Instruct Supplies	\$294.40
P0500094	Campus Food Services	STEM transfer-Hispanic	Non-Instruct Supplies	\$294.40
P0500095	Campus Food Services	STEM transfer-Hispanic	Non-Instruct Supplies	\$294.40
P0500097	Pacific Parking	Parking-Student	Maintenance Contracts	\$22,050.00
P0500099	LACT	El Camino Language	Multi Media Advertising	\$1,000.00
P0500100	Study in the Usa	El Camino Language	Multi Media Advertising	\$4,995.00
P0500101	International Education	El Camino Language	Multi Media Advertising	\$1,200.00
P0500103	Fast Deer Bus Charter	El Camino Language	Student Transportation Rental	\$750.00
P0500121	Mike Rahauge	Parking-Student	In-Service Training	\$400.00
P0500122	Safeguard - So.	Parking-Student	Non-Instruct Supplies	\$1,545.75
P0500128	Brownells, Inc.	Parking-Student	Non-Instruct Supplies	\$142.44
P0500129	Bothwell Automotive,	Parking-Student	Repairs Non Instr	\$1,091.98
P0500130	B & H Inglewood Tow	Parking-Student	Repairs Non Instr	\$75.00
P0500131	Torrance Auto Parts	Parking-Student	New Equipment -	\$258.83
P0500132	Compansol	StudentSupptSvcs	Contract Services	\$3,500.00
P0500134	Barnes & Noble	Terminal Island -	Other Books	\$1,017.41
P0500136	Amazon.Com	(STCW) Standards for	Other Books	\$231.00
P0500140	NAFSA: Association of	El Camino Language	Dues And Memberships	\$370.00
P0500146	Monterey Graphics	CalWORKs	Non-Instruct Supplies	\$146.82
P0500165	American Express	NSF-Aerospace Mfg Ed	Transportation/ Mileage And	\$333.40
P0500166	HI-TEC Registration	NSF-Aerospace Mfg Ed	Conferences Other	\$500.00
P0500167	Beckman Coulter, Inc	STEM transfer-Hispanic	Instructional Supplies	\$240.45
P0500169	Dell Marketing L. P.	StudentSupptSvcs	Non Inst Comp Eq less than	\$23,884.84
P0500175	Chinese Student &	El Camino Language	Contract Services	\$300.00
P0500176	Parts Now, Llc	Parking-Student	Non-Instruct Supplies	\$208.01

P0500178	Bothwell Automotive,	Parking-Student	Repairs Non Instr	\$294.00
P0500179	Bothwell Automotive,	Parking-Student	Repairs Non Instr	\$286.07
P0500181	Borden Decal Co., Inc.	Parking-Student	Non-Instruct Supplies	\$538.31
P0500193	James P. Ellingson	(STCW) Standards for	Non-Instruct Supplies	\$84.20
P0500195	Genesee Scientific	STEM transfer-Hispanic	Instructional Supplies	\$836.25
P0500196	Learning Ally	DSPS	Dues And Memberships	\$575.00
P0500197	John Wiley & Sons Inc.	DSPS	Publications-Magazines	\$180.00
P0500208	Computerland of	Community	Non-Instruct Supplies	\$63.00
P0500213	Marine News	(STCW) Standards for	Multi Media Advertising	\$2,016.00
P0500214	American Nautical	(STCW) Standards for	Other Books	\$3,609.38
P0500221	Datatel, Inc.	Adminstration	Other Services And Expenses	\$250.00
P0500226	Campus Food Services	Adminstration	Workshop Sponsorship	\$601.55
P0500243	Laura Saldarriaga	STEM transfer-Hispanic	Contract Services	\$200.00

**Fund 12 Total: 56**

**\$84,526.00**

**Fund 41 Capital Outlay**

P0500186	Tandus Flooring, Inc.	Flooring Replacements	Buildings	\$6,574.21
P0500187	CSI Fullmer	Classroom&Office	New Equipment -	\$4,407.51
P0500188	CSI Fullmer	Classroom&Office	New Equipment -	\$5,426.94
P0500216	Coastal Sports	Athletic Surfaces	Repairs Noninstructional	\$750.00

**Fund 41 Total: 4**

**\$17,158.66**

**Fund 61 Workers' Compensation**

P0500163	Southern California	Purchasing and	Excess Insurance Liability	\$1,280,167.00
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**Fund 61 Total: 1**

**\$1,280,167.00**

**Fund 62 Property & Liability**

P0500153	Student Insurance	Health,Safety and Risk	Insurance	\$158,137.00
P0500154	Swacc	Purchasing and	Liability - Self Insurance	\$626,966.00
P0500155	Keenan & Associates	Purchasing and	Liability - Self Insurance	\$28,014.00

**Fund 62 Total: 3**

**\$813,117.00**

**Fund 79 Auxiliary Services**

P0500098	Soccer Central	Resp Therapy	Non-Instruct Supplies	\$1,536.41
P0500107	Dramatists Play	Fine Arts	Non-Instruct Supplies	\$500.00
P0500108	Norcal Swim Shop	Resp Therapy	Non-Instruct Supplies	\$933.77
P0500109	Tru West Inc	Health Sciences and	Non-Instruct Supplies	\$998.76
P0500110	Alert Services, Inc.	Radiologic Tech	Non-Instruct Supplies	\$2,320.30
P0500157	Artscene	Fine Arts	Non-Instruct Supplies	\$525.00
P0500158	American College	Fine Arts	Non-Instruct Supplies	\$250.00
P0500227	REALVOLLEYBALL.	Resp Therapy	Non-Instruct Supplies	\$1,569.95
P0500231	Journalism Association	Humanities	Non-Instruct Supplies	\$500.00

**Fund 79 Total: 9**

**\$9,134.19**

**Fund 82 Scholarships & Trust/Agency**

P0500053	Assessment	Nursing	Fundraising	\$783.00
P0500054	Assessment	Nursing	Fundraising	\$6,361.87
P0500142	Gunther Athletic Service	Health Sciences and	Fundraising	\$4,991.08
P0500199	Dawn Sign Press	Special Resource	Fundraising	\$118.70

P0500229	Tru West Inc	Health Sciences and	Fundraising	\$2,121.70
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**Fund 82 Total: 5**

**\$14,376.35**

**PO Funds Total: 176**

**\$3,238,829.11**

**Fund 11 Unrestricted - El Camino**

B0500064	Steris Corporation	Div Office Nat Sciences	Maintenance Contracts	\$5,129.45
B0510132	ECCD Petty Cash	Life Sciences	Instructional Supplies	\$3,000.00
B0510133	Ward's Natural Science	Life Sciences	Instructional Supplies	\$3,500.00
B0510138	South Bay Heating & Air	Community	Maintenance Contracts	\$2,500.00
B0510139	Juan Diaz	Community	Contract Services	\$2,700.00
B0510140	Allied Waste Services	Community	Waste Disposal	\$1,600.00
B0510141	ADT Security Services	Community	Other Services And Expenses	\$500.00
B0510145	American City Pest &	Operations	Pest Control	\$7,500.00
B0510148	Animal Trapping &	Operations	Pest Control	\$9,000.00
B0510149	E.C.C. Public	VP-SCA	Printing	\$1,500.00
B0510151	Superior Filters N'	Automotive Collision	Repairs Parts And Supplies	\$2,600.00
B0510152	CCS Presentation	Audio/Visual	Repairs - Instructional	\$1,500.00
B0510154	Keenan & Associates	Institutional Services	Legal	\$40,000.00
B0510155	CCS Presentation	Audio/Visual	Instructional Supplies	\$1,500.00
B0510156	Liebert Cassidy	Institutional Services	Legal	\$4,000.00
B0510157	Iron Mountain	Information Technology	Maintenance Contracts	\$11,000.00
B0510158	At&t Mobility	Information Technology	Non-Instruct Supplies	\$5,000.00
B0510159	Bank of America N.A	Technical Services	Repairs Parts And Supplies	\$4,000.00
B0510164	Pitney Bowes Inc.	Mailroom	Other Rentals	\$11,000.00
B0510165	Usps/Citibank Lockbox	Mailroom	Postage	\$150,000.00
B0510166	United Parcel Service	Mailroom	Postage	\$3,000.00
B0510167	Pitney Bowes Inc.	Mailroom	Postage	\$1,000.00
B0510168	Federal Express	Mailroom	Postage	\$32,000.00
B0510170	Cal-Ed Optical	Life Sciences	Repairs Parts And Supplies	\$1,500.00
B0510171	Meile Professional USA	Div Office Nat Sciences	Maintenance Contracts	\$1,000.00
B0510172	ECCD Petty Cash	Life Sciences	Contract Services	\$800.00
B0510173	ECCD Petty Cash	Horticulture	Instructional Supplies	\$500.00
B0510176	Verizon Wireless	Outreach and School	Non-Instruct Supplies	\$1,200.00
B0510177	E.C.C.C.D. Bookstore	Outreach and School	Non-Instruct Supplies	\$2,000.00
B0510185	GE Mobile Water, Inc.	Div Office Nat Sciences	Maintenance Contracts	\$9,236.00
B0510192	ECCD Petty Cash	Ctr for Arts Production	Non-Instruct Supplies	\$1,500.00
B0510193	Robert J. Campbell	Public Relations &	PSA Contract Services	\$24,000.00
B0510200	ECCD Petty Cash	Chemistry	Instructional Supplies	\$1,200.00
B0510201	Fujitec America, Inc.	Facilities/Planning/Serv	Repairs Noninstructional	\$7,500.00
B0510202	ECCD Petty Cash	Physics	Instructional Supplies	\$1,000.00
B0510203	Southern California	Facilities/Planning/Serv	Maintenance Contracts	\$3,500.00
B0510204	Larry's Concrete	Facilities/Planning/Serv	Repairs Noninstructional	\$500.00
B0510205	E.C.C.C.D. Bookstore	VP-SCA	Non-Instruct Supplies	\$200.00
B0510206	ECCD Petty Cash	Life Sciences	Instructional Supplies	\$250.00
B0510207	Sparkletts Water	VP-SCA	Non-Instruct Supplies	\$500.00
B0510208	ECCD Petty Cash	VP-SCA	Non-Instruct Supplies	\$250.00
B0510209	ECCD Petty Cash	Earth Sciences	Instructional Supplies	\$600.00
B0510210	ECCD Petty Cash	Div Office Nat Sciences	Non-Instruct Supplies	\$200.00
B0510211	Airgas	Physics	Other Instr Supplies	\$2,000.00
B0510212	Herff Jones, Inc.	Admissions/Recors	Non-Instruct Supplies	\$3,200.00
B0510213	ECCD Petty Cash	Astronomy	Instructional Supplies	\$200.00
B0510214	ECCD Petty Cash	Admissions/Recors	Non-Instruct Supplies	\$150.00

B0510215	Specialty Doors	Facilities/Planning/Serv	Repairs Noninstructional	\$2,500.00
B0510216	Xpedx Paper &	Copy Center	Instructional Supplies	\$1,500.00
B0510217	Kelly Paper Company	Copy Center	Instructional Supplies	\$1,000.00
B0510218	Sir Speedy	Copy Center	Instructional Supplies	\$3,500.00
B0510219	Pauls Photo, Inc.	Copy Center	Instructional Supplies	\$1,800.00
B0510222	AT&T Mobility	Administrative Services	Telephone	\$5,600.00
B0510232	Classic Cleaners and	Campus Police	Dry Cleaning	\$5,314.00
B0510233	Verizon Wireless	Administrative Services	Telephone	\$2,000.00
B0510234	ECCD Petty Cash	Machine Tool	Instructional Supplies	\$150.00
B0510235	Jameco Electronics	Machine Tool	Instructional Supplies	\$250.00
B0510236	M & K Metal Co.	Machine Tool	Instructional Supplies	\$500.00
B0510237	MSC Industrial Supply	Machine Tool	Instructional Supplies	\$1,800.00
B0510238	McMaster Carr	Machine Tool	Instructional Supplies	\$1,800.00
B0510240	McMaster Carr	Machine Tool	Repairs Parts And Supplies	\$500.00
B0510241	MSC Industrial Supply	Machine Tool	Repairs Parts And Supplies	\$400.00
B0510242	Allied Refrigeration	Air Conditioning And	Instructional Supplies	\$1,000.00
B0510243	Johnstone Supply	Air Conditioning And	Instructional Supplies	\$1,500.00
B0510244	United Refrigeration	Air Conditioning And	Instructional Supplies	\$3,000.00
B0510245	Jameco Electronics	Manufacturing	Instructional Supplies	\$500.00
B0510246	McMaster Carr	Manufacturing	Instructional Supplies	\$500.00
B0510247	ECCD Petty Cash	Community	Non-Instruct Supplies	\$250.00
B0510248	ECCD Petty Cash	Cosmetology	Instructional Supplies	\$250.00
B0510249	Marianna Industries	Cosmetology	Instructional Supplies	\$1,000.00
B0510250	Innovations	Cosmetology	Instructional Supplies	\$1,000.00
B0510251	Gabel's Cosmetics,	Cosmetology	Instructional Supplies	\$600.00
B0510252	Dermalogica, Inc.	Cosmetology	Instructional Supplies	\$1,000.00
B0510253	Burmax	Cosmetology	Instructional Supplies	\$1,000.00
B0510254	Broadline Distributing	Cosmetology	Instructional Supplies	\$400.00
B0510255	Ricoh Business	Facilities/Planning/Serv	Copiers	\$6,000.00
B0510256	Air Source Industries	Fire	Other Instr Supplies	\$300.00
B0510257	Life Assist Inc.	Fire	Instructional Supplies	\$1,000.00
B0510258	Air X-Ferguson, Inc	Div Office Nat Sciences	Maintenance Contracts	\$1,200.00
B0510259	ECCD Petty Cash	Fire	Instructional Supplies	\$200.00
B0510260	ECCD Petty Cash	CADD	Instructional Supplies	\$100.00
B0510261	ECCD Petty Cash	I&T Div Ofc	Non-Instruct Supplies	\$250.00
B0510263	Medco Sports Medicine	Athletics Training	Non-Instruct Supplies	\$8,000.00
B0510271	ECCD Petty Cash	Physical Education	Instructional Supplies	\$1,500.00
B0510279	South Bay Paint & Tool	Automotive Collision	Instructional Supplies	\$3,000.00
B0510280	Shamrock Supply Co.	Automotive Collision	Instructional Supplies	\$300.00
B0510281	ECCD Petty Cash	Automotive Collision	Instructional Supplies	\$200.00
B0510282	Fountain Valley Paint	Automotive Collision	Instructional Supplies	\$1,800.00
B0510283	Shamrock Supply Co.	Automotive Technology	Repairs Parts And Supplies	\$300.00
B0510284	ECCD Petty Cash	Automotive Technology	Instructional Supplies	\$200.00
B0510285	Peerless Auto Parts	Automotive Technology	Instructional Supplies	\$2,500.00
B0510291	Medical Processor	Rad Tech	Maintenance Contracts	\$2,880.00
B0510292	Landauer Inc.	Rad Tech	Maintenance Contracts	\$3,300.00
B0510302	Airgas	Resp Therapy	Instructional Supplies	\$1,000.00
B0510313	Mark Hullibarger	Ctr for Arts Production	PSA Contract Services	\$3,078.00
B0510315	Sixten and Associates	Fiscal Services	Other Services And Expenses	\$24,000.00
B0510316	ECCD Petty Cash	Div Office Fine Arts	Instructional Supplies	\$500.00
B0510317	ECCD Petty Cash	Art Department	Instructional Supplies	\$500.00
B0510318	Parker & Covert Llp	Institutional Services	Legal	\$100,000.00
B0510319	ECCD Petty Cash	Music	Instructional Supplies	\$400.00
B0510320	Torrance Electronics	Music	Repairs Parts And Supplies	\$1,000.00
B0510321	Torrance Electronics	Theatre/Dance	Repairs Parts And Supplies	\$500.00



B0510322	Marshall Music	Music	Instructional Supplies	\$3,000.00
B0510323	Old Town Music	Music	Instructional Supplies	\$2,500.00
B0510324	Airgas	Art Department	Instructional Supplies	\$1,500.00
B0510325	Vavrinek, Trine, Day &	Institutional Services	Audit/Accreditation fees	\$64,550.00
B0510326	Morey's Music Store	Music	Instructional Supplies	\$2,000.00
B0510336	So. Cal Hose & Fittings	Facilities/Planning/Serv	Repairs Noninstructional	\$4,000.00
B0510345	American Foothill	Public Relations &	Printing	\$7,500.00
B0510346	Torrance Chamber of	Public Relations &	Dues And Memberships	\$500.00
B0510347	Redondo Beach Rotary	Public Relations &	Dues And Memberships	\$975.00
B0510348	Redondo Beach	Public Relations &	Dues And Memberships	\$500.00
B0510349	Zmags	Public Relations &	Contract Services	\$3,500.00
B0510350	ECCD Petty Cash	Public Relations &	Instructional Supplies	\$500.00
B0510351	Easy Reader, the	Public Relations &	Multi Media Advertising	\$10,000.00
B0510352	Daily Breeze, the	Public Relations &	Multi Media Advertising	\$10,000.00
B0510353	National Cinemedia	Public Relations &	Multi Media Advertising	\$15,000.00
B0510354	Facebook	Public Relations &	Multi Media Advertising	\$100,000.00
B0510355	National TV Radio	Public Relations &	Radio Advertising	\$125,000.00
B0510356	National TV Radio	Public Relations &	Multi Media Advertising	\$25,000.00
B0510357	Mid City Mailing	Public Relations &	Postage	\$18,000.00
B0510358	San Dieguito Printers	Public Relations &	Printing	\$30,000.00
B0510363	ECCD Petty Cash	Staff Development	Non-Instruct Supplies	\$600.00
B0510364	Monterey Graphics	Staff Development	Non-Instruct Supplies	\$200.00
B0510371	Ricoh Corp	Purchasing and	Copiers	\$1.00
B0510372	All Points Capital Corp.	Purchasing and	Copiers	\$1.00
B0510374	Nextel/Sprint	Ctr for Arts Instr/Admin	Contract Services	\$4,000.00
B0510378	Pharmedix	Human Resources	Other Services And Expenses	\$3,000.00
B0510380	Chauffeurs Unlimited	Ctr for Arts Promo	Other Services And Expenses	\$1,000.00
B0510381	Mid City Mailing	Ctr for Arts Promo	Multi Media Advertising	\$2,500.00
B0510382	Frontiers News	Ctr for Arts Promo	Multi Media Advertising	\$3,000.00
B0510383	E.C.C. Public	Ctr for Arts Promo	Multi Media Advertising	\$1,000.00
B0510384	Pacific Graphics	Ctr for Arts Promo	Multi Media Advertising	\$17,000.00
B0510385	KUSC Fm 91.5	Ctr for Arts Promo	Multi Media Advertising	\$8,000.00
B0510386	Torrance Postmaster	Ctr for Arts Promo	Postage	\$4,700.00
B0510387	Xpedx Paper &	Ctr for Arts Promo	Non-Instruct Supplies	\$500.00
B0510388	ECCD Petty Cash	Ctr for Arts Promo	Non-Instruct Supplies	\$2,500.00

**Fund 11 Total: 138**

**\$1,100,164.45**

**Fund 12 Restricted - El Camino**

B0510135	Action Contractors Inc.	Community	Contract Services	\$5,000.00
B0510136	El Segundo Janitorial	Community	Contract Services	\$14,000.00
B0510137	RDJ Consulting	Community	Contract Services	\$23,000.00
B0510142	Jennifer C. Richardson	NSF-Aerospace Mfg Ed	PSA Contract Services	\$20,000.00
B0510143	Scott P. Schaffer	NSF-Aerospace Mfg Ed	PSA Contract Services	\$20,000.00
B0510144	I-Tul Design &	NSF-Aerospace Mfg Ed	Contract Services	\$6,445.00
B0510146	Sprint	Community	Telephone	\$1,800.00
B0510147	1601 PCH, L.P.	SBDC Program Income	Building Rental	\$7,450.00
B0510150	E.C.C. Public	Teacher Preparation	Instructional Supplies	\$300.00
B0510160	ECCD Petty Cash	Matching - IDRC, etc.	Non-Instruct Supplies	\$800.00
B0510161	Campus Food Services	El Camino Language	Non-Instruct Supplies	\$2,500.00
B0510169	Judy Shane	WPLRC Technical	Contract Services	\$40,000.00
B0510174	Access Polygraphs, Llc	Parking-Student	Contract Services	\$2,000.00
B0510175	Anne Dumke	Parking-Student	PSA Contract Services	\$2,000.00
B0510178	APICS San Gabriel	Cact CA Employee	Contract Services	\$50,000.00
B0510179	Hr Confidential, Inc.	WPLRC Technical	Contract Services	\$40,000.00

B0510180	Knowledge Process,	Cact CA Employee	Contract Services	\$50,000.00
B0510181	Osterling Consulting,	Cact CA Employee	Contract Services	\$30,000.00
B0510182	Greenbridge	Cact CA Employee	Contract Services	\$75,000.00
B0510183	Quest Consulting &	Cact CA Employee	Contract Services	\$75,000.00
B0510184	Riverside Community	Cact CA Employee	Contract Services	\$75,000.00
B0510186	West Marine	Community	Non-Instruct Supplies	\$500.00
B0510187	South Bay Regional	Parking-Student	Maintenance Contracts	\$16,367.04
B0510188	South Bay Regional	Parking-Student	Maintenance Contracts	\$6,841.20
B0510189	Vector Resources, Inc.	Parking-Student	Maintenance Contracts	\$5,750.00
B0510191	Desimone	RTF - (10-332-064)	Contract Services	\$25,000.00
B0510220	Public/Private Ventures	CAA (10-091-002)	Contract Services	\$66,000.00
B0510221	Deborah L. Imonti	Cact CA Employee	PSA Contract Services	\$90,000.00
B0510223	The Training Source	WPLRC Technical	Contract Services	\$50,000.00
B0510224	Saddler Consulting	WPLRC Technical	Contract Services	\$60,000.00
B0510225	ECCD Petty Cash	Parking-Student	Non-Instruct Supplies	\$3,000.00
B0510226	Torrance Auto Parts	Parking-Student	Repairs Non Instr	\$3,500.00
B0510227	Torrance Auto Parts	Parking-Student	Repairs Non Instr	\$5,000.00
B0510228	Enterprise Fleet	Parking-Student	Other Rentals	\$4,500.00
B0510229	Nextel	Parking-Student	New Equipment -	\$3,000.00
B0510230	Verizon Wireless	Parking-Student	Telephone	\$900.00
B0510231	Nextel	Parking-Student	Telephone	\$5,000.00
B0510239	E.C.C.C.D. Bookstore	El Camino Language	Other Books	\$2,500.00
B0510262	Ricoh Corp	SBDC Program Income	Copiers	\$5,200.00
B0510267	Estwick & Associates,	YESS Grant	Contract Services	\$51,440.00
B0510268	Estwick & Associates,	Foster Care Ed 03-04	Contract Services	\$70,603.00
B0510269	Gall's Inc	Parking-Student	Non-Instruct Supplies	\$8,000.00
B0510270	Gall's Inc	Parking-Student	Non-Instruct Supplies	\$4,000.00
B0510272	Western Scientific	Health Services	Repairs Noninstructional	\$600.00
B0510273	Gilmore Liquid Air	Health Services	Non-Instruct Supplies	\$2,200.00
B0510274	Sparkletts	Health Services	Non-Instruct Supplies	\$2,000.00
B0510275	Boiron Inc.	Health Services	Direct Supp	\$1,100.00
B0510286	South Bay Regional	Parking-Student	New Equipment -	\$2,500.00
B0510287	The Safemart of	Parking-Student	Non-Instruct Supplies	\$150.00
B0510288	Gilbert's Bicycles	Parking-Student	Non-Instruct Supplies	\$300.00
B0510289	Village Auto Spa	Parking-Student	Other Services And Expenses	\$3,800.00
B0510290	Ventek International	Parking Fees Permit	Other Services And Expenses	\$6,000.00
B0510293	Davey's Car Wash &	Parking-Student	Other Services And Expenses	\$2,500.00
B0510294	Courtesy Cleaners	Parking-Student	Dry Cleaning	\$2,500.00
B0510295	Westway Uniforms, Inc.	Parking-Student	Non-Instruct Supplies	\$3,000.00
B0510296	Westway Uniforms, Inc.	Parking-Student	Non-Instruct Supplies	\$6,000.00
B0510297	Quest Diagnostics	Health Services	Contract Lab Services	\$15,000.00
B0510300	ECCD Petty Cash	RTF - 08/09-332-039	Instructional Supplies	\$250.00
B0510303	Airgas	Health Services	Direct Supp	\$800.00
B0510304	Moore Medical Corp	Health Services	Direct Supp	\$30,000.00
B0510305	Pharmedix	Health Services	Direct Supp	\$35,000.00
B0510306	E.C.C. Public	Health Services	Reproduction -	\$2,000.00
B0510307	Language Line	Parking-Student	Other Services And Expenses	\$0.01
B0510314	Ronald Amie	SBDC Program Income	Contract Services	\$3,500.00
B0510328	Small Manufacturers'	Industry Driven Reg.	Contract Services	\$65,000.00
B0510329	Braumiller Schultz, Llc	Matching - IDRC, etc.	Contract Services	\$1,500.00
B0510331	Oregon Institute of	NSF-Aerospace Mfg Ed	Contract Services	\$58,446.00
B0510332	Purdue University Accts	NSF-Aerospace Mfg Ed	Contract Services	\$57,272.00
B0510333	Butler Community	NSF-Aerospace Mfg Ed	Contract Services	\$22,819.00
B0510334	Asmara U.S.A., Inc.	Matching - IDRC, etc.	Contract Services	\$1,500.00
B0510335	RDJ Consulting	Matching - IDRC, etc.	Contract Services	\$1,760.00
B0510337	ECCD Petty Cash	STEM transfer-Hispanic	Non-Instruct Supplies	\$300.00

B0510340	Cerritos Community	CTE II-grant	Contract Services	\$129,538.00
B0510341	Cerritos Community	WIP (10-292-720)	Contract Services	\$75,000.00
B0510342	Custom Corporate	Cact CA Employee	Contract Services	\$96,370.98
B0510343	Backgrounds Unlimited	Parking-Student	Contract Services	\$2,000.00
B0510361	ECCD Pty Csh	EOPS	Non-Instruct Supplies	\$1,000.00
B0510362	E.C.C. Public	EOPS	Reproduction -	\$5,000.00
B0510365	Campus Food Services	Walmart MSSSI	Contract Services	\$2,000.00
B0510368	ECCD Petty Cash	(STCW) Standards for	Non-Instruct Supplies	\$1,500.00
B0510373	Educational Testing	El Camino Language	Other Instr Supplies	\$3,000.00
B0510376	Cerritos Community	Cact CA Employee	Contract Services	\$75,000.00
B0510377	SpaceData	Contract Training	Contract Services	\$7,500.00
B0510379	ECCD Petty Cash	El Camino Language	Non-Instruct Supplies	\$800.00
B0510391	ECCD Petty Cash	EOPS CARE	Non-Instruct Supplies	\$400.00

**Fund 12 Total: 85** **\$1,754,302.23**

**Fund 33 Child Development**

B0500112	Konica Minolta	CDC	Maintenance Contracts	\$250.00
B0500114	Konica Minolta	CDC	Maintenance Contracts	\$250.00
B0510367	Sysco Food Services	CDC	Non-Instruct Supplies	\$10,000.00
B0510369	Sysco Food Services	CDC	Instructional Supplies	\$400.00

**Fund 33 Total: 4** **\$10,900.00**

**Fund 63 Dental Self-Insurance**

B0510153	California Schools	Dental Self Ins	Benefits And Claims Paid	\$975,960.00
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**Fund 63 Total: 1** **\$975,960.00**

**Fund 79 Auxiliary Services**

B0510195	E.C.C. Public	Health Sciences and	Non-Instruct Supplies	\$1,900.00
B0510196	Fast Deer Bus Charter	Radiologic Tech	Non-Instruct Supplies	\$19,000.00
B0510197	Gunther Athletic Service	Health Sciences and	Non-Instruct Supplies	\$5,000.00
B0510198	Enterprise Rent-A-Car	Radiologic Tech	Non-Instruct Supplies	\$1,000.00
B0510199	Gerber Ambulance	Health Sciences and	Non-Instruct Supplies	\$1,500.00
B0510264	America's Trophy	Humanities	Non-Instruct Supplies	\$600.00
B0510265	American Foothill	Humanities	Non-Instruct Supplies	\$12,000.00
B0510266	American Foothill	Humanities	Non-Instruct Supplies	\$29,000.00
B0510277	Gunther Athletic Service	Health Sciences and	Non-Instruct Supplies	\$10,000.00
B0510278	Campus Food Services	I&T Division	Non-Instruct Supplies	\$900.00
B0510298	Campus Food Services	VP-SCA	Non-Instruct Supplies	\$500.00
B0510389	Certif-A-Gift	Student Affairs	Non-Instruct Supplies	\$10,000.00

**Fund 79 Total: 12**  
**\$91,400.00**

**BPO Funds Total: 240**  
**\$3,932,726.68**

**\$7,171,555.79** **Grand Total POs and BPOs: 416**

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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**

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

The following table reports Measure E expenditures and commitments through July 31, 2011.

<b>CATEGORY</b>	<b>BUDGET</b>	<b>EXPENDED</b>	<b>COMMITTED</b>	<b>BALANCE</b>
Additional Classrooms and Modernization	\$235,406,433	\$91,636,168	\$13,882,555	\$129,887,710
Campus Site Improvements	32,416,561	25,714,852	310,061	6,391,648
Energy Efficiency Improvements	2,818,000	2,756,836	0	61,164
Health and Safety Improvements	129,899,135	53,553,487	8,995,308	67,350,340
Information Technology and Equipment	24,678,355	12,356,545	228,959	12,092,851
Physical Education Facilities Improvements	<u>572</u>	<u>572</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b><u>\$425,219,056</u></b>	<b><u>\$186,018,460</u></b>	<b><u>\$23,416,883</u></b>	<b><u>\$215,783,713</u></b>

**B. NOTICE OF JOB COMPLETION – INSIGNIA – CAMPUS SIGNAGE AND WAYFINDING PROJECT**

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

<b><u>Contractor</u></b>	<b><u>Contract Amount</u></b>
signia	\$255,827.00

Purchase Order Number: B410781

**C. BID AWARD 2011-1 – EPIC PRODUCTION TECHNOLOGIES**

It is recommended Bid No. 2011-1 be awarded to Epic Productions Technologies in accordance with the specifications, terms and conditions of the above-named bid for the purchase of Theatre Lighting Equipment.

<b><u>RECOMMENDED BIDDER</u></b>	<b><u>BID AMOUNT</u></b>
Epic Productions Technologies	\$184,056 (includes tax & freight)

OTHER BIDDERS

Production Resource Group (PRG)	\$185,076
Blue Planet Lighting	\$202,561
Entertainment Lighting	\$203,836

**D. 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.

<b>PO #</b>	<b>VENDOR NAME</b>	<b>SITE NAME</b>	<b>DESCRIPTION</b>	<b>COST</b>
P500072	Ticor Title Company	Athletic Education/Fitness	Legal-Bond Projects	\$1,250.00
P500183	Golden State Water	Infrastructure Phase III	Contract Services	2,100.00
P500217	Insignia	Signage and Wayfinding	Site Improvements	1,245.32
P500224	CCS Presentation	Social Sciences	Group II Equipment	1,844.38
B510015	American Gardens	Athletic Education/Fitness	Site Improvements	198,178.00
B510327	MACTEC	Athletic Education/Fitness	Testing & Inspection	49,750.00
B510366	Federal Express	Master Planning	Postage	5,600.00
<b>TOTAL POs AND BPOs</b>				<b><u>\$259,967.70</u></b>

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**Agenda for the El Camino Community College District Board of Trustees  
from  
Human Resources  
Lynn Solomita, Interim Vice President Human Resources**

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**A. EMPLOYMENT AND PERSONNEL**

It is recommended that the Board ratify/approve the employment and personnel changes for academic, classified, special services professionals and temporary classified service employees as shown in items 1-28 and 1-12.

**Academic Personnel:**

1. Employment - Ms. Diane Hayden, Associate Dean of Fine Arts, Range 13, Step 1, effective August 25, 2011.
2. Resignation - Ms. Laura Shainian, full-time instructor of Nursing, Health Sciences & Athletics Division, last day worked December 17, 2010, effective date, June 30, 2011.
3. Change in Assignment - Ms. Elise Geraghty, full-time instructor of English, Humanities Division to Interim Associate Dean, Humanities Division, Range 13, Step 1, effective August 25, 2011 through June 30, 2012.
4. Amend Special Assignment - Mr. Edward Lugo, part-time instructor of Technology, Industry & Technology Division, to develop curriculum and coordinate project assistance for the NSF Aerospace Manufacturing Education project for Community Advancement, to be paid \$60.18 an hour, not to exceed 600 hours or \$36,108 instead of 360 hours or \$21,665, effective July 1, 2010 through June 30, 2011, in accordance with the Agreement, Article 10, Section 9(m).
5. Amend Special Assignment - Mr. Peter Moraga, part-time instructor of Technology, Industry & Technology Division, to conduct for-credit AutoCADD (Computer Aided Design/Drafting) courses at Federal Correctional Institute at Terminal Island for Community Advancement, to be paid \$94.11 for lecture, \$71.31 for lab, not to exceed a total of 108 hours or \$8,522, instead of 191 hours or \$18,000, effective July 1, 2011 through June 30, 2012, in accordance with the Agreement, Article 10, Section 9(m).
6. Extend Special Assignment - Ms. Sheryl Kunisaki, part-time instructor of English, Humanities Division, to work as temporary Faculty Coordinator to coordinate activities in the Learning Center, to be paid \$45.14 an hour, not to exceed 15 hours a week for a total of \$10,834, effective August 16 through December 22, 2011, in accordance with the Agreement, Article 10, Section 9(m).



7. Special Assignment - The following full-time instructors of Nursing, Health Sciences & Athletics Division, to attend a two-day Nursing Development Day which is to be held at El Camino College, to be paid \$45.14 an hour, not to exceed \$550 each, effective August 22 through August 23, 2011, in accordance with the Agreement, Article 10, Section 14(c).

Kim Baily  
Monica Gross  
Octavia Hyacinth  
Margaret Kidwell-Uden  
Mary Moon

Kathy Morgan  
Victoria Orton  
Kathleen Rosales  
Kathleen Stephens  
Maria White

8. Special Assignment - Ms. Kate McLaughlin and Ms. Lori Medigovich, full-time instructors of Journalism, Humanities Division, to supervise Journalism lab, to be paid \$45.14 an hour, not to exceed 120 hours or \$5,417 each, effective August 27, 2011 through December 16, 2011, in accordance with the Agreement, Article 10, Section 13(a).
9. Special Assignment - Mr. Peter Marcoux and Mr. Darrell Thompson, full-time instructors of English, Humanities Division, to design accelerated learning community classroom curriculum and assignments, to be paid \$60.18 an hour, not to exceed 30 hours or \$1,806 each, effective August 27 through December 20, 2011, in accordance with the Agreement, Article 10, Section 14(a).
10. Special Assignment - Dr. Patrick Schulz, full-time instructor of Music, Fine Arts Division, to conduct not-for-credit Community Education classes, to be paid \$45.14 an hour, not to exceed 111 hours or \$5,000, effective July 1, 2011 through June 30, 2012, in accordance with Article 10, Section 14(a).
11. Special Assignment - Dr. Hamza Hamza, full-time instructor of Mathematics, to complete work on Cohort Project materials in preparation for grant-closing conference and ongoing dissemination of products, to be paid \$60.18 an hour, not exceed 150 hours or \$9,027, effective August 1 through September 23, 2011, in accordance with the Agreement, Article 10, Section 14(a).
12. Special Assignment - Ms. Kathleen Stephens and Ms. Margaret Kidwell-Udin, full-time instructors of Nursing, Health Sciences & Athletics Division, to coordinate Nursing Success Strategies, to be paid \$60.18 an hour, not to exceed 128 hours or \$7,703 each, effective August 29, 2011 through June 30, 2012, in accordance with the Agreement, Article 10, Section 14(a).
13. Special Assignment - Ms. Kathleen Rosales, full-time instructor of Nursing, Health Sciences & Athletics Division, to coordinate simulation lab, to be paid

\$60.18 an hour, not to exceed 256 hours or \$15,407, effective August 29, 2011 through June 30, 2012, in accordance with the Agreement, Article 10, Section 14(a).

14. Special Assignment - Dr. Kim Baily, full-time instructor of Nursing, Health Sciences & Athletics Division, to manage nursing grants, to be paid \$60.18 an hour, not to exceed 100 hours or \$6,018, effective August 29, 2011 through June 30, 2012, in accordance with the Agreement, Article 10, Section 14(a).
15. Special Assignment - Mr. Christopher Stevens, part-time instructor of German, Humanities Division, to administer credit-by-examination in German, to be paid \$60.18 an hour, not to exceed 8 hours or \$482, effective August 27 through December 16, 2011, in accordance with the Agreement, Article 10, Section 9(m).
16. Special Assignment - The following full-time instructors, to participate on various hiring committees at the Compton Education Center, to be paid \$45.14 an hour, not to exceed 15 hours or \$680 each, effective July 1 through August 25, 2011, in accordance with Article 20, Section 6(d).

Julio Farias, Behavioral & Social Sciences  
Shoshanna Potter, Natural Sciences  
Emily Rader, Behavioral & Social Sciences  
Kathleen Stephens, Health Sciences & Athletics

17. Special Assignment - Ms. Sheryl Kunisaki, part-time instructor of Academic Strategies, Humanities Division, to coordinate activities, schedule faculty hours and implement the Reading Success Lab for Fall for Enrollment Services Graduation Initiative, to be paid \$45.14 an hour, not to exceed 128 hours or \$5,778, effective September 1 through December 20, 2011, in accordance with Agreement, Article 10, Section 9(m).
18. Special Assignment - Ms. Robin Cash, part-time instructor of Computer Information Science (CIS), Learning Resources Division, to coordinate learning center activities, to be paid \$45.14 an hour, not to exceed 15 hours or \$677 per week, effective August 15 through December 22, 2011, in accordance with the Agreement, Article 10, Section 9(m).
19. Special Assignment - Mr. Craig Neumann, part-time instructor of Fire & Emergency Technology, Industry & Technology Division, to coordinate Firefighter in-service training program, to be paid \$60.18 an hour, not to exceed 50 hours or \$3,009, effective June 20 through August 11, 2011, in accordance with the Agreement, Article 10, Section 9(m).

20. Special Assignment - Mr. Craig Neumann, part-time instructor of Fire & Emergency Technology, Industry & Technology Division, to coordinate Firefighter in-service training program, to be paid \$60.18 an hour, not to exceed 144 hours or \$8,666, effective August 27 through December 16, 2011, in accordance with the Agreement, Article 10, Section 9(m).
21. Special Assignment - Ms. Diane Hayden, Interim Faculty Coordinator, Fine Arts Division, to coordinate Fine Arts faculty programs, to be paid \$45.14 an hour, not to exceed 112 hours or \$5,506, effective August 8 through August 24, 2011, in accordance with the Agreement, Article 10, Section 9(m).
22. Special Assignment – The following instructors to participate in workshops and coaching sessions in a Professional Learning Community for the Career Advancement Academy Grant, to be paid \$60.18 an hour, not to exceed a grand total of \$7,312, effective September 1, 2011 through June 30, 2012, in accordance with the Agreement, Article 10, Section 14(a).

Full-time:

Eric Carlson, Industry & Technology  
Nancy Currey, Humanities  
Ed Hoffman, Industry & Technology  
Renee Newell, Industry and Technology  
Bruce Peppard, Humanities

Part-time:

Nancilyn Burruss, Humanities  
Victor De La Torre, Industry & Technology  
Robert Diaz, Industry and Technology  
Lynn Fielding, Industry and Technology  
Laura Hinckley, Mathematics  
Sylvia Kulcak, Humanities

23. Stipend Assignment - Mr. John Dearman, part-time instructor of Music, Fine Arts Division, to perform solo guitar performance as spring resident artist, to be paid \$750, effective May 4, 2012, in accordance with the Agreement, Article 10, Section 9(m).
24. Stipend Assignment - Ms. Margot Martin, part-time instructor of Music, Fine Arts Division, to perform musical accompaniment for winter resident artist, to be paid \$500, effective January 20, 2012, in accordance with the Agreement, Article 10, Section 9(m).

25. Stipend Assignment - Mr. Hedley Nosworthy, full-time instructor of Music, Fine Arts Division, to perform as vocalist as winter resident artist, to be paid \$500, effective January 20, 2012, in accordance with the Agreement, Article 10, Section 14(a).
26. Employment - The following part-time/temporary instructors to be hired as needed for the 2011 summer session.

Fine Arts

Ava Baldwin, Class II, Step 6

Health Sciences & Athletics

Krysti Rosario, Class II, Step 5

Humanities

Cynthia Quintero, Class V, Step 12

Mathematical Sciences

Ellis Shamash, Class V, Step 12

Special Resource Center

Jan Wong, Class I, Step 5

27. Employment - The following part-time/temporary substitute instructors to be hired as needed for the 2011 fall semester.

Business

Stanley Niemczycki  
Stephen Whitson

Health Sciences & Athletics

Daniel Fitzpatrick

28. Employment - The following part-time/temporary instructors to be hired as needed for the 2011 fall semester.

Behavioral & Social Sciences

Tom Nelson	Tisa Casas
Mohammed Abdelhamid	Van Chaney
Jose Arrieta	David Cheetham
Dustin Black	Geralin Clark
Levenae Buggs	Alecsandria Colchico
Derek Cadman	Michael Critelli

Renee Decter  
Mediha Din  
Darla Fjeld  
Pannie Gagajena  
Eddie Galvan  
Thomas Glenn  
Austin Gordon  
Lawrence Guillow  
Shahrokh Haghghi  
Paul Harley  
Maribel Hernandez  
Arne Jaaska  
Meric Keskinel  
Thomas Keville  
Amy Marie La Coe  
Maria Martinez  
John McCabe  
Edward McCrary  
John McDermott  
David McPatchell  
Marc Mestyaneck  
Robroy Meyers  
Andrew Monzon  
Gerardo Nebbia

Hatien Nguyen  
Kaoru Oguri  
Kirsten Olson  
Edgar Pacas  
Jalpa Parikh  
Allen Perlstein  
Cecelia Phillips  
Gaile Price  
Kendahl Radcliffe  
Kirsten Resnick  
Bradley Reynolds  
Jeffrey Rigby  
Francis Schulte  
Sharyn Seaton  
Emily A. Sedgwick  
Gregory Simon  
Sergio Soto  
Kell Stone  
Paul Swendson  
Farshid Tahernia  
Daniel Walker  
Ventris Woods  
Kofi Yankey

Business

Steven Alexander  
Maureen Bernal  
Arnold Blanshard  
Meredith Caliman  
Douglas Carnahan  
Brennan Carr  
Jeffrey Cowan  
Noel Craven  
Loretta Daniels  
Vincent DeLuca  
Edwin Dimaculangan  
Allan Fork  
Derf Fredericks  
James Healy  
Jo Ann Jones  
Paula Koch  
Neil Kuritzky

Ming Chun Lu  
Shantel Martinez  
Katherine Maschler  
Walker Matthews  
Donna McGovern  
Xavier Miranda  
Jerry Muraoka  
Denise Nevin  
Norman Riggs  
Robert Rooks  
Sophia Sherif  
John Slawson  
Melissa Som de Cerff  
Jessica Stoudenmire  
Jeffrey Tao  
Brenda Williams

Fine Arts

Noorunnissa Abbasi  
Aminah Abdul-Jabbaar  
Michael Adams  
Deborah Aitken  
Amy Allene  
Laura Kay Almo  
Craig Antrim  
Elizabeth Atherton  
Cynthia Bahti  
Ava Baldwin  
Jeannine Barba  
Larisa Bates  
Kim Borgaro  
Wendi Brown  
Linda Busch  
Valerie Cabag  
Amy Champion  
Camille Cornelius  
Walter Cox  
Jeffrey Crum  
Joy Curtis Urlik  
Robert Dalton  
John DeMita  
Rhonda Dillon  
Mary Drobny  
Susan Einstein  
Richard Ewing  
Suzanne Jacobs Fagan  
Kurt Festinger  
Jocelyn Foye  
Jacqueline Freedman  
Michelle Funderburk  
Hiroshi E. Hamanishi  
Jamie Hammond  
Diane Hayden  
Kent Eric Hayward  
Hiroko Hojo  
Eric Holman  
Pamela Huth

Jill Jensen  
Karin Jensen  
Angela Jordan  
Emma Kheradyar  
Thomas Kidd  
Leroy Kim  
Yumi Kiyose  
Lawrence Klepper  
Kristi Lobitz  
Margot Martin  
Julia Matthews  
Michael Miller  
Ruby Millsap  
Vicki Muto  
Daryle Nagano  
Binh Ngo  
Dee Marie Nieto  
Ann Patterson  
Gretchen Potts  
Vincent Pruden  
Michael Quinn  
Tina Riggs  
Karen Roberts  
Lois Roberts  
Gary Robertson  
Fariba Sadeghi-Tabrizi  
Victoria Sanchez  
Lloyd Sherman  
Diane Simons  
Holly Sneed  
Christine Stahl  
Susan Ste Marie  
Laura Thompson  
Sandra Trepassio  
Helene Wagner  
Carl Peter Walsh  
Kimberly Wilkinson  
Lucretia Wright

Health Sciences & Athletics

Raymond Adoc  
Brandon Alcocer  
Billie Jo Anthony  
David Bacon  
Sivi Banks-Carson  
Jaymie Baquero  
Edwardo Barragan  
Richard Blount  
Pamela Chappell  
Nina Collins  
Salomay Corbaley  
Lisa Correa  
Linda Delzeit  
Juan Diaz  
Eldrige Ezpeleta  
Arshad Fazalbhoy  
Michael Fenison  
Susan Ferme  
Joan Gahan  
Diana B. Galias  
Don Gereau  
Norene Gift  
Esther Gravis  
Elizabeth Hazell  
Jennifer Henderson  
William Hood  
Naveed Hussain  
Sherry Jenkins  
Christina Johnson  
Steven Jones  
Bonnie Kayser  
Yeon Kim  
Matthew Kirk  
Stacy Komai  
Grace Lines

Monica Lizarraga  
Valentino Lopez  
Elaine Martinez  
Colleen McFaul  
Katarzyna McGoldrick  
Katherine Meese  
Stan Mintz  
Douglas Mizukami  
Josephine Moore  
Helen Nakano  
Mary Ogi  
Norkor Omaboe  
Nobeyba Ortega  
Paula Park  
Taryn Parker  
Fred Petersen  
Heather Riley  
Danielle R. Roman  
Krysti Rosario  
Linda Scott  
Stephen Shaw  
Sean Sheil  
Elva Sipin  
Elizabeth Steiglitz  
Susan Stohrer  
Darryl Sue  
Mark Thomas  
Matthew Trites  
Derek Truong  
Steven Van Kanegan  
Karen Walter  
Lisa Weyh  
Karen Wyatt  
Mits Yamashita  
Susan Zareski

Humanities

Amanda Ackerman  
Rebecca Ahn  
Karen Amano-Tompkins  
Nancy Armstrong  
Jan Ball

Maria Bauer  
Natasha Bauman  
Vicki Blaho  
Jason Bostick  
Frances Brown

Ronald Brutti  
Nancilynn Burruss  
Shannon Bush  
Zeina Chakhchir  
Kathleen Collins  
Georgiana Coughlan  
Marcia Cree  
David Cron  
Yolanda Cuesta  
Agnes Davies  
Allison DeVaney  
Stefanie Elwood  
Jennifer Gallagher  
Lisa Gaydosh  
Antonio Gonzalez  
Ellen Griffin  
Julia Hackner  
Kathy Hall  
Yvette Hawley  
Jeremy Hector  
Greta Hendricks  
Susan Herdzina  
Jennifer Hill  
Elizabeth Hindman  
Patricia Hoovler  
Miriam Houssels  
Aura Imbarus  
Roberto Jimenez  
Kristin Jones  
Francesca Kemitch  
Bruce Kermane  
Angie Kirk  
Gary Kohatsu  
Kim Krizan  
Sylwia Kulczak  
Sheryl Kunisaki  
Mari Lopez  
Debra Lorango  
Karen Lugo  
Meagan Madigan  
Susan Magabo  
Clinton Margrave

Francisca Mejia  
John Millea  
Yuki Minekawa  
Andres Moina  
Melissa Moran  
Susan Nozaki  
Sumino Otsuji  
Jan Parrish  
Leah Pate  
Dianne Pearce  
Bonita Pereyra  
Rossella Pescatori  
Jennifer Peters  
Lana Phillips  
Claudia Prada  
Robert Puglisi  
Cynthia Quintero  
Loretta Ramirez  
Natalie Ricard  
Shannon Richardson  
Kim Runkle  
Jelena Savina  
Catherine Schaeffer  
Joyce Marie Schenk  
Amir Sharifi  
Grace Shibata  
Cynthia Silverman  
Christopher Stevens  
Eric Takamine  
Kanzo Takemori  
Christine Thuau  
Cindy Tino-Sandoval  
Kathy Vertullo  
Wendy Walsh  
John Wietting  
Wendy Wright  
Xiaowen Wu  
Nina Yoshida  
Hailiang Zhao  
Alfred Zucker  
Genevieve Zuidervaat



Industry & Technology

Mark Arnold  
Gayle Baizer  
Charlene Brewer-Smith  
David Brock  
Marva Brooks  
Michael Brownlie  
Roberto Medina Causey  
Kevin Coffelt  
Nicholas Colin  
Bruce Cook  
Victor De la Torre  
Timothy Dennis  
Robert Diaz  
Makisha Diggins-Davis  
Jeffrey Donahue  
Kevin Earlywine  
Michael Effler  
Stephen Ellis  
Robert Engler  
Lynn Fielding  
Dorothy Foral  
Gregory George  
Dudley Gray  
Bridgitte Green  
Charles Hamilton  
Kenneth Ings  
Meredith Jackson  
Clifford Johnson  
Margaret Johnson  
William Johnson  
Francine Kola-Bankole  
Brent Kooiman

Vera Kopecky  
Thomas Kurth  
John Lewis  
Edward Lugo  
Michael Marshall  
Sheila Murray  
Nick Nickolin  
Annette Owens  
Charles Owens  
Priscilla Ratcliff  
Philip Reno  
Eugene Rock  
Bernardo Rodriguez  
Linda Schuetze  
James Sims  
John Slawson  
Michael Smith  
Richard Steele  
Bobette Stott  
Lynn Strobel  
Bradley Sweatt  
Kim Swobodzinski  
Dale Ueda  
Daniel Valladares  
Emmanuel Villaroman  
Shirley Warren  
Sue Warren  
William Warren  
Frank Weeks  
Carl Whitaker  
David Winkler  
Issac Yang

Learning Resources

Anita Colby  
John Fowler  
Margaret Murphy

Bruce Russell  
Jane Terry  
Douglas Thompson

Mathematical Sciences

Vage Avakyan  
Adalinda Avila

Robert Bauman  
Beyenne Bayssa

Susanne Bucher  
Robert Caldwell  
Minh Can  
Wei-Feng Chen  
Marilyn Cortez  
Dimetrios Damma  
Zekarias Damma  
Bruce Dovner  
Abdelwahab El-Abyad  
Farid Faridpak  
Henri Feiner  
Timothy Ferguson  
Winfred Ferrell  
Manolita L. Formanes  
Binyam Gebremicael  
Marguerite George  
Theodore Gibson  
Jack Gill  
Astatke Gizaw  
Megan Granich  
Laura Hinckley  
Raymond Ho  
Anthony Hoang  
Thu-Hang Hoang  
London Jamar Shannon  
Avid Khorram  
William Latto Jr.  
Duc Le  
Loan Le  
Michael Lee  
Jose Martinez  
Steve Martinez

Natural Sciences

Robert Altermatt  
Premilla Arasasingham  
Andrey Balakin  
Nicholas Bonness  
Gary Booher  
Robin Bouse  
Michael Brennan  
Begona De Velasco  
Rebecca Donegan

Perry McDonnell  
Wendy Miao  
Hai Ngo  
Cuong Nguyen  
Diem Nguyen  
Hang Minh Nguyen  
Alice O'Leary  
Aida Ovanessian  
Delores Owens  
Quyên Phung  
Charmaine Raffel  
Mohammad Rahnavard  
Russell Reece  
Matthew Robertson  
Malinni Roeun  
Tatiana Roque  
Lernik Saakian  
Ellis Shamash  
Azzam Shihabi  
Richard Sibner  
Shane Smith  
Alan Stillson  
Gizaw Tadele  
James Wan  
Er-Xiang Wang  
Patrick Webster  
Rich Wong  
Jung Woo  
May Xu  
Christie Yang  
David Yee  
Michael Zeitzew

Changming Dong  
Charles Drew  
Lynn Fielding  
Diana Garcia  
Leo Hayashibara  
Brandon Hogan  
Melvin Kantz  
Hyunjin Ko  
Stephen Koletty

Jed Laderman  
Octavian Le  
Laurie Len  
Natalia Lev  
Lida Masoudipour  
Wade Mayo  
Robert McLeod  
Patricia Neumann  
Huyen Nguyen  
Leon Palmer  
Dave Pierce

Ansha Qian  
Vineeta Sachdev  
Kadokia Shimonee  
Rajinder Sidhu  
Richard Slocum  
Donna M. Speckman  
Thomas Stewart  
Rosmery Tajiboy  
Michel Van Biezen  
Karla Villatoro

Special Resource Center

Trishmonisha Blagdon  
Tisa Casas  
Rachel Friedman  
Barbara Gomez  
Bonnilee Kaufman  
Edward Kelly

Jeff Lenham  
Sheila Lenham  
Robert LoParo  
Lee Elle Tullis  
Jan Wong

**Classified Personnel:**

1. Military Leave of Absence 100% (Unpaid) - Mr. Francisco Esqueda, Police Officer, Range 1, Step E, Campus Police Division, Administrative Services Area, effective July 5 through September 30, 2011.
2. Leave of Absence 50% - Ms. Margaret Ginocchio, Student Services Advisor, Range 35, Step E, EOP&S/Counseling and Student Services Division, Student and Community Advancement Area, effective July 1, 2011 through June 30, 2012.
3. Personal Leave of Absence 14.25% - Ms. Kimberly Wilkinson, Costume Technician, Range 31, Step E, Fine Arts Division, Academic Affairs Area, effective September 2 through December 9, 2011.
4. Stipend - Mr. Hinh Pham, to receive a \$50 per month stipend for carrying a cell phone for after-work hours for emergencies, Information Technology Services Division, Administrative Area, effective July 1, 2011 through June 30, 2012.
5. Amend Extended Employment - Mr. Matthew Hutcherson, 10-month Toolroom, Instructional Equipment Attendant, Range 24, Step B, Industry & Technology Division, Academic Affairs Area, effective June 20 through July 28 instead of July 23, 2011.

6. Promotion - Ms. Kristen Anderson, from Financial Aid Assistant Range 24, Step B, Enrollment Services Division, to Student Services Specialist, Range 33, Step A, Student Development Division, Student and Community Advancement Area, effective September 1, 2011.

**Temporary Classified Services Employees – (not to exceed 170 days per year)**

7. The following individuals to work as Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, 40 hours per week, effective July 1, 2011 through June 30, 2012:

Delores Bernal

Maria Delgado

8. The following individuals to work as Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, 40 hours per week, effective September, 2011 through June 30, 2012:

Lester Green Jr.

Ricky Boyd Jr.

9. The following individual to work as Switchboard Operator/Receptionist, Range 21, Step A, Switchboard/Human Resources Division, Human Resources Area, to cover switchboard as needed, hours will vary, effective September 1, 2011 through June 30, 2012:

Melanie Hudnall  
Dena Langowski

10. Mr. Andres Moina - Program Coordinator, Range 36, Step A, Humanities Division, Academic Affairs Area, to supervise the foreign language lab, effective August 29 through December 16, 2011.
11. Ms. Phan Tran - Laboratory Technician I, Range 27, Step A, Humanities Division, Academic Affairs Area, to supervise foreign language lab effective August 29 through December 16, 2011.

### **Special Services Professional**

12. Ms. Linda Gallucci - Special Services Professional, Range 8, Step 5, to be paid the daily of \$416 per day, not to exceed \$49,920, Enrollment Services Division, Student and Community Advancement Area, effective August 16, 2011 through June 30, 2012.

### **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 1-20.

The following temporary, non-classified service employees are to be hired for the 2011-2012 fiscal year, paid hourly, effective September 1, 2011 through June 30, 2012, days and hours vary as needed, unless otherwise stated.

### **Instructional Aide Series**

#### **1. Instructional Aide II**

The following individuals are to provide basic tutoring, support services, maintain computers and other equipment, and accommodations for students.

Ysamar Barboza, \$9.25 per hour  
Allison Burch, \$9.75 per hour  
Jonathan Gonzalez, \$9.25 per hour  
Arielle Shapiro, \$9.25 per hour  
Ishrat Tabishyar, \$9.25 per hour

#### **2. Instructional Aide III**

The following individuals are to provide intermediate level tutoring, maintain records, and other accommodations for students.

Amber Grace, \$10.50 per hour

April Shin, \$10.50 per hour

3. Instructional Aide IV

The following individuals are to provide teaching assistance, intermediate level tutoring, and instructional support services and accommodations for student with disabilities.

Linda Morford, \$12.00 per hour

Maria Ramirez, \$11.75 per hour

4. Instructional Aide VI

The following individual is to assist students in all areas of writing development in all subjects requiring writing for the Reading Success Center.

Shelley Spearman, \$15.00 per hour

The following individuals are to assist students in the Writing Center with their writing assignments in all phases of the composing process – understanding and responding to the topic, generating ideas, outlining, drafting, revising, and other duties as needed.

Imani Alexander, \$15.00 per hour

Donna Dean, \$15.00 per hour

Julie Oni, \$15.00 per hour

Sara Pritzkat, \$15.00 per hour

Laura Rhinehart, \$15.00 per hour

Matthew Sharar, \$15.00 per hour

Shelley Spearman, \$15.00 per hour

Donna Westlund, \$15.00 per hour

**Office Aide Series**

5. Office Aide I

The following individual is to assist the staff with basic tasks.

Samantha Polizzi, \$9.00 per hour

6. Office Aide V

The following individual is to assist with clerical duties, customer service, and on projects.

Ruth Ferrer, \$ 13.75 per hour

**Program Aide Series**

7. Program Aide III

The following individual is to assist with various day-to-day operational duties.

Vanessa Ruiz, \$10.50 per hour

### **Sports Aide Series**

#### 8. Sports Aide II

The following individuals are to assist faculty and staff with basic tasks for practices and competition.

Earl Eastcott, \$10.00 per hour

Michelle Fenison, \$10.00 per hour

#### 9. Sports Aide VI

The following individuals are to assist the coaching staff with the coordination of all aspects of practice and competition.

Rafael Guerrero, \$17.00 per hour

Jason McClain, \$15.00 per hour

Chrissie Zartman, \$15.00 per hour

### **Theater Aide Series**

#### 10. Theater Aide I

The following individual is to assist the theater management and staff with basic theater duties for on-campus events.

Nghi Kha Vuong, \$8.50 per hour

### **Education Professional Series**

#### 11. Education Professional I

The following individual is to assist student musicians in the orchestra and play in the SouthBay Youth Orchestra.

Chloe Knudsen-Robbins, \$25.00 per hour

### **Program Professional Series**

#### 12. Program Professional II

The following individual is to assist with the planning and implementation of grant-funded programs.

Martha Payan-Hernandez, \$35.00 per hour

The following individual is to conduct advising sessions, deliver workshops and assist with the loan packaging process.

William Sorotsky, \$45.00 per hour

13. Program Professional IV

The following individual is to provide writing and editing services, and includes interviewing students, alumni, and employees for articles and news releases.

Mary Ann Harmon, \$65.00 per hour

**Training Professional Series**

14. Training Professional II

The following individual is to work as a facilitator to provide guidance to the participants for the Foster and Kinship Care Education program.

Sharonda Barksdale, \$37.00 per hour

Vincent Barrera, \$30.00 per hour

Ramon Franco, \$30.00 per hour

Lori Irving, \$37.00 per hour

15. Training Professional IV

The following individuals are to adapt or develop training materials and conduct training programs to facilitate employee development.

Servando Gereau, \$95.00 per hour

Henry Rogers, \$110.00 per hour

The following temporary, non-classified service employees are to be hired for the 2011-2012 fiscal year, paid hourly, effective August 1, 2011 through August 31, 2011, days and hours vary as needed, unless otherwise stated.

16. Instructional Aide II

The following individuals are to provide basic tutoring, support services, maintain computers and other equipment, and accommodations for students.

Ysamar Barboza, \$9.25 per hour

Jonathan Gonzalez, \$9.25 per hour

Arielle Shapiro, \$9.25 per hour



## **Program Professional Series**

### 17. Program Professional II

The following individual is to assist with the planning and implementation of grant-funded programs.

Martha Payan-Hernandez, \$35.00 per hour

The following individual is to conduct advising sessions, deliver workshops and assist with the loan packaging process.

William Sorotsky, \$45.00 per hour

### 18. Program Professional IV

The following individual is to provide writing and editing services, and includes interviewing students, alumni, and employees for articles and news releases.

Mary Ann Harmon, \$65.00 per hour

## **Training Professional Series**

### 19. Training Professional II

The following individual is to work as a facilitator to provide guidance to the participants for the Foster and Kinship Care Education program.

Vincent Barrera, \$30.00 per hour

The following temporary, non-classified service employees are to be hired for the 2011-2012 fiscal year, paid hourly, effective July 19, 2011 through August 11, 2011, days and hours vary as needed, unless otherwise stated.

### 20. Educational Professional II

The following individual is to provide summer instruction for the non-credited Extended Opportunities Programs and Services, Summer Leadership Institute.

Shani Byard, \$37.00 per hour

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**Agenda for the El Camino Community College District Board of Trustees  
from  
Compton Community Educational Center  
Barbara Perez, Vice President**

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A. Informational Board Report: Compton Community Educational Center Student Success Plan .....	83

## **COMPTON COMMUNITY EDUCATIONAL CENTER**

### **THIS IS AN INFORMATIVE BOARD REPORT ON THE COMPTON COMMUNITY EDUCATIONAL CENTER STUDENT SUCCESS PLAN**

A Student Success Committee comprising ECC Compton Center students, faculty, staff, and managers representing various Center constituent groups, was established in spring 2010 to create a student success plan that addresses the needs of ECC Compton Center's underprepared students. Similar to many community colleges, ECC Compton Center is experiencing a large number of students enrolling who are underprepared for college-level work. Many of them lack both the educational and cultural experience, as well as the fundamental academic competencies to succeed in collegiate and professional environments.

This is a statewide concern, with the widening disconnect between students' goals and their skills prompting the California Community Colleges Chancellor's Office (CCCCO) to identify the Basic Skills agenda as one of its top priorities. The CCCCCO has embarked on an unprecedented campaign to "ensure that basic skills development is a major focus and an adequately funded activity of the Community Colleges." (Strategy B1 of the System Strategic Plan)

The ECC Compton Center Student Success Committee was established in response to several initiatives, including the California Basic Skills Initiative as well as AARC and Institutional Research reports describing low student success and retention rates. There is Center-wide recognition of the need for systemic institutional change/improvement to meet the needs of underprepared students.

The final working draft of ECC Compton Center's Student Success plan was completed in June 2011. The plan includes strategies that address four categories of the State's Basic Skills self-assessment, which are:

- A. Organizational and Administrative Practices
- B. Program Components
- C. Instructional Practices
- D. Professional Development

Student Success Committee members then identified six strategies to address the categories listed above, including:

1. Establish a Student Success Committee & Administrative Leadership
2. Evaluate and modify/enhance the matriculation processes and policies focusing on barriers to student success as identified in the Basic Skills Assessment ("Chaffey Report"). This process will improve the assessment and placement processes for student success.

3. Provide support for discipline faculty to revise Basic Skills courses. This will include revising Course Outlines of Record and/or course requirements to include supplemental support components such as directed learning activities, labs, tutorial components, and skills workshops.
4. Provide academic support resources and services, including tutoring, in all disciplines as appropriate. This process includes institutionalizing tutoring & Supplemental Instruction to incorporate more “gateway” transfer courses, occupational courses, and Basic Skills courses.
5. Institutionalize and expand Learning Communities. This can be accomplished by creating linked classes that are interactive and collaborative and building relationships with academic counselors and instructors.
6. Improve support provided to Career and Technical Education students and programs. This will incorporate bridging activities with incoming students, including linking new students to a Summer Bridge Academy.

The committee has defined objectives for each of these strategies and is working to identify departments/individuals that need to be involved. The committee is also in the process of sharing the plan with the various consultation groups for input prior to final approval. Additionally, projected timelines and budgets have been outlined in many of the 2011-12 annual plans and are included in the Center’s budget development process. Most strategies will begin to be implemented in 2011-2012, with some happening throughout the following academic year. The Student Success Committee members have reached out to other campus representatives to ensure the plan will lead to the systemic and organizational changes needed to help students succeed and achieve their goals. The plan is dynamic and will evolve as necessary to accommodate changing student needs. The ECC Compton Center Student Success Plan is intended to address the skills gap and provide the necessary components to improve student retention and persistence, and enable all students to succeed in occupational, degree, or transfer programs.

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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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- B. Boundary Review Committee July Agenda and  
Draft Meeting Notes ..... Page 88
- C. Citizens’ Bond Oversight Committee ..... Page 91
- D. Travel ..... Page 94

A. Redistricting Action Plan

It is recommended that the Board review the ongoing Redistricting Action Plan. The Plan dates have been revised to reflect Boundary Review Committee meeting dates and the activities included in the proposal from the Mapping Consultant.

**REDISTRICTING ACTION PLAN**

**August 2011**

1. BRC holds second meeting, August 17, 2011
2. Redistricting overview by Mapping Consultant
3. Mapping Consultant provides map of District
4. Potential Communities of Interest
  - City boundaries
  - Neighborhoods/Neighborhood Assoc.
  - Housing Developments
  - Other
  - Parks
  - Hospitals
  - Churches
  - Malls
  - Precincts
  - Schools

**September 2011**

1. BRC holds third meeting to develop outreach/information plans, with assistance from College staff
2. Identify communities of interest and organizations in each community and invite to public hearings
3. Outreach and publicizing the process begins – BRC with assistance from College staff

**October 2011/November 2011**

1. Hold public hearings in the El Camino Community College District.
2. BRC develops potential redistricting areas based on info from public hearings
3. Mapping Consultant computes population of BRC suggested redistricting areas and reports findings to BRC and College Staff. Mapping Consultant may recommend minor adjustments to balance population totals among suggested redistricting areas. (process takes 25 days)
4. BRC and College Staff review Mapping Consultant's recommendations for minor adjustments to balance population totals among suggested redistricting areas and provide Mapping Consultant with second draft map.

**December 2011**

1. Mapping Consultant provides draft plan to BRC
2. Utilize the web and social media to provide information to the community and to solicit input from the community

3. Post Google Earth maps with proposed boundaries outlined for the public to review online and/or print
4. Provide proposed plan with info on how to submit input to libraries, schools, via email and newspapers
5. Provide draft plans with options for Trustee Areas and ask public for input

### **January 2012**

1. BRC meeting to plan media briefing and informational sessions
2. Host media briefing and ensure appropriate media coverage

### **February 2012**

1. Final proposed plan presented to Board for first reading
2. Attorney reviews plans for any issues/concerns before submitting for public record

### **March 2012**

1. ECCCCD Board adopts, by resolution or ordinance, new Trustee Areas
2. ECCCCD Board submits proposal to LA County Committee on School District Organization

### **April 2012**

1. LA County Office of Education conducts feasibility study

### **May/June 2012**

1. ECCCCD Board submits adopted Trustee Areas to LA County Registrar Recorder's Office

B. Boundary Review Committee July Agenda and Draft Minutes

It is recommended that the Board review the draft minutes and agenda of the Boundary Review Committee meeting.

**AGENDA**  
**BOUNDARY REVIEW COMMITTEE**  
**El Camino College Administration Building – Board Room**  
**July 21, 2011**  
**3:30 p.m.**

1. Open Meeting
2. Welcome Trustee Bill Beverly
3. Introductions All
4. Purpose and Charge of BRC Trustee Bill Beverly
5. California Voting Rights Act
6. Brown Act Requirements
7. Robert's Rules of Order
8. Review ECCCD Board Redistricting Action Plan
9. Data/Mapping Consultant Info
10. Handouts:
  - a. AB 684
  - b. Related News Releases
  - c. LA Wave Article: Landeros v. Compton Community College District
11. Questions/Discussion
12. Nominations for Chair and Vice Chair All
13. Election of Chair and Vice Chair All
14. BRC Contact Information
15. August Meeting Preferences
16. Meeting Schedule
17. Open Discussion All Members
18. Public Comment Public
19. Adjournment



**DRAFT**  
**MINUTES OF THE Boundary Review Committee**  
**July 21, 2011**

The Boundary Review Committee (BRC) meeting was called to order at 3:40 p.m. on Wednesday, July 21, 2011, in the Board Room of El Camino College.

Boundary Review Committee Members present: Heidi Ashcraft, Marché Boose-Welch, Nilo Michelin, Nathan Mintz, Steve Napolitano, Susan Truax.

John Alter was absent.

Board members present: William Beverly, Ray Gen.

Staff present: Ann Garten, Community Relations Director; Veronica Cooper, Recorder;

Others present: Luukia Smith, Joshua Rosales.

Trustee Beverly provided an overview of the purpose for redistricting the El Camino Community College District Trustee Areas. He explained that the current Trustee Areas were based on the former five Union High School Districts, which have since been changed to six. The El Camino Community College District has voluntarily begun the process of reviewing boundaries and redistricting; it is the fair and equitable course of action.

California Voting Rights Act, Brown Act, Robert's Rules of Order, AB 684 information was distributed and members were provided handouts for further reading, including news releases, news articles and Mapping Consultant Proposal.

Trustee Beverly reviewed the Redistricting Action Plan, which provides a timeline of how the process is unfolding. The BRC will have the full staff support of Ann Garten and the ECC Community Relations office.

**Mapping Consultant:**

- ECCCD has contracted Mapping Consultant, Mike Winters of Caldwell Flores Winters, Inc. (CFW, Inc.) to provide the 2010 Census data for the El Camino Community College District. This will assist the BRC in conducting Public Hearings and preparing a final proposed Trustee Area map and plan to present to the Board of Trustees.
- BRC discussed the possibility of adding additional trustee areas as an option. It was noted that this is not within the purview of the BRC, as that is an Education Code issue. Further information will be provided at the August BRC meeting.

**Selection of Chair & Vice Chair**

The BRC elected Steve Napolitano as chair and Nathan Mintz as vice-chair.

#### August Meeting:

- Mapping Consultant, Mike Winters will attend the August 17, 2011 BRC meeting. He will bring a large map of the District, showing population based upon the 2010 Census data. BRC will use this map when holding public hearings for community input in re-drawing Trustee Area boundaries.

#### Schedule of Future Meetings:

- ECC Community Relations office will send standing meeting options to members.
- The August meeting is set for Wednesday, August 17, 2011, 3:30-5:00 p.m. in the Board Room.

#### Open Discussion:

- There is an ECC Boundary Review Committee webpage, where all pertinent information will be posted, including current Trustee Area boundaries, meeting agendas and minutes, and the Redistricting Action Plan. There will be an area where the community will have the ability to send comments, questions, and suggestions for the Redistricting process.  
[www.elcamino.edu/administration/board/brc/](http://www.elcamino.edu/administration/board/brc/)
- The Community Relations office will keep the public and media informed as the process and public hearings progress.
- BRC suggested outreach activities include presenting to city councils and school board meetings.
- BRC requested a map showing city boundaries and school district boundaries for the August meeting.
- BRC requests that the information given to the mapping consultant to re-draw the boundaries be done through a majority vote and motion.

#### Public Comment:

None

#### Adjournment:

The meeting was adjourned at 4:40 p.m.

### C. Citizens' Bond Oversight Committee

It is recommended that the Board -appoint the following person to serve on the Citizens' Bond Oversight Committee:

- Community Representative, Dwight D. Choyce, 2 year term

### **DWIGHT D. CHOYCE**

#### **SUMMARY**

20+ years of experience includes Big-4 Public Accounting, Internal Audit and Financial Management with public and private companies.

Major strengths:

- Internal Controls/SOX Compliance
- Financial Reporting/Analysis
- ERP Systems (SAP/Oracle)
- Operational Audits
- Forecasting/Budgeting

#### **PROFESSIONAL EXPERIENCE**

##### **Experis (Consulting subsidiary of Manpower) 2001 – 2004, 2008- Present**

Engagement Manager

- Prepared financial statements for major Oil & Gas Company using SAP/Business Warehouse. Activities included presentation of balance sheet, income statement, cash flow statement and operational analysis to Senior Management.
- Managed Financial Reporting, Sarbanes-Oxley Section 404, operational audit and financial reporting engagements for clients in various industries and financial sectors. Clients included DIRECTV, K-Swiss, 99 Cent Only Stores, Nintendo, Pioneer Electronics, and THQ.

##### **DDC Consulting**

**1998 – 2001, 2004 - 2008**

Engagements included:

##### Lions Gate Entertainment Inc.

- Completed Sarbanes-Oxley Section 404 within several key business processes including Investment in Film, Film Financing Financial Reporting, Participation & Residuals, and Reserves areas. Provided assessment of management testing, and performed review and testing of key control activities.
- Utilized SAP and Business Warehouse to analyze relevant account activity.

##### Vice President Finance (start-up digital music company)

- Responsibilities included quarterly close, revenue recognition analysis, SEC reporting, and due diligence, cost control, investor relations, forecasting and budgeting, cash flows, and risk management. Regularly presented financial results/matters to Executive Management.

- Directed consolidation of multiple companies which included SEC and parent company reporting for 10Q, 10K and 8-K filings.
- Led IPO process with bankers, lawyers and auditors through S-4 SEC Registration and Canadian Prospectus process.
- Completed restatement of three annual financial statement periods including all related filings with SEC.

Warner Bros. Entertainment Inc.

- Director of Financial Reporting for Warner Bros. Studio Facilities (WBSF) in Financial Operations.
- Department directs and oversees finance and accounting activities for 75+ studio related departments and four international divisions that support Warner Bros. Television and Motion Picture productions.
- Supervision of four Senior Financial Analysts and two Consultants. Served as key liaison with IT organization.
- Responsibilities include overseeing monthly internal management reporting and operational analysis utilizing SAP and Business Warehouse.
- Quarterly corporate financial statement preparation and analysis, footnote and other disclosures.
- Budget preparation, bi-annual re-forecasts and mid-quarter updates, internal controls, and SOX compliance.
- Also responsible for supporting senior management with ad hoc financial analysis.

Price Waterhouse Coopers LLP (Industries included Real Estate, Entertainment/Media, Consumer Electronics)

- Completed second tour of duty with PwC and performed controls documentation and testing of key business processes for various clients in order to comply with Sarbanes-Oxley Section 404. Clients included Dole Foods, Gemstar TV-Guide and Pioneer Electronics.
- Performed review and testing of Management's remediate controls.
- Assisted in the preparation of reports to the Audit Committee – Assessment of the Effectiveness of System Controls and Recommendations for Identified Control Deficiencies.
- Performed substantive audit procedures on various financial statement areas for year-end.

**DreamWorks SKG**

**1996 - 1998**

Accounting Manager

- Responsible for all internal and external financial reporting for two Record labels and two Music Publishing companies utilizing Oracle.
- Created monthly consolidated financial statements for senior management and the BOD.

- Activities included consolidated balance sheet, income statement and cash flow statement, supporting division statements, artist royalties, and variance analysis.

**EMI-Capitol Music Group NA**

**1994 - 1996**

Finance Manager

- Responsible for accounting and reporting for Royalty Division for six record labels (Capitol Records).
- Realized significant revenue increases by restructuring the internal control processes and procedures for all labels.
- Assisted with implementation of new AS400 accounting system. Automated journal entries, created audit trail, reduced year-end close by 30%. Supervision of four financial analysts.
- Served as the EMI-Capitol Music Group Worldwide contact for all International Sales and Royalties.
- Prepared and presented annual and quarterly revenue projections to each record label head.

**Price Waterhouse Coopers LLP**

**1990 - 1994**

Senior Auditor

- Managed, planned, and executed all phases of attestation and compliance audits.
- Recruited, supervised, and trained staff accountants.
- Assisted with implementation of internal control package to clients.
- Various multi-national clients in the entertainment, real estate, healthcare, and financial services industries.

**EDUCATION**

Tuskegee University, Bachelor of Science in Accounting

**COMMITTEES/BOARDS SERVED:**

Big Brother Big Sister

Child Evangelism Fellowship (children's Christian ministry)

D. Travel

It is recommended that the Board approve the attendance of Trustee Ray Gen at the Community College League of California Advisory Committee on Legislation in Sacramento, California on September 2, 2011, with transportation and necessary expenses paid.