

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



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

**Agenda, Tuesday, September 2, 2008
Board Room
4:00 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of August 18, 2008,
Pages 4-5**
- III. Presentation – none**
- IV. Public Hearing and Adoption – 2008-2009 El Camino Community
College District Budget**
- V. Consent Agenda – Recommendation of Superintendent/President, Discussion
and Adoption**
 - A. Public Comment
 - 1. Student and Community Advancement
*See Student Services Agenda,
Pages 7-21*
 - 2. Administrative Services
See Administrative Services Agenda, Pages 22-30
 - 3. *See Measure “E” Bond Fund Agenda,
Pages 31-35*
 - 4. *See Human Resources Agenda,
Pages 36-51*
- VI. Public Comment on Non-Agenda Items**

VII. Oral Reports

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

VIII. Closed Session

- A. Anticipated Litigation, Brown Act Section 54956.9 – Significant Exposure to Litigation
 - 1. 1 case

<p style="text-align: center;">Board of Trustees Meeting Schedule for 2008 4:00 p.m. Board Room</p>

Monday, October 20, 2008
Monday, November 17, 2008
Monday, December 15, 2008

EL CAMINO COLLEGE STRATEGIC PLAN 2007 THROUGH 2010

Vision Statement

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

Mission Statement

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

Statement of Philosophy

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

Statement of Values

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

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

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

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

Diversity – We recognize and appreciate our similarities and differences.

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

Guiding Principles

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

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

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

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

Strategic Initiatives

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

EL CAMINO COMMUNITY COLLEGE DISTRICT
MINUTES OF THE REGULAR MEETING OF
Monday, August 18, 2008

The Board of Trustees of the El Camino Community College District met at 4:00 p.m. on Monday, August 18, 2008, in the Board Room at El Camino College.

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

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

Minutes of the Regular Board Meeting of July 21, 2008

The Minutes of the Regular Board Meeting of July 21, 2008 were approved.

Consent Agenda

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

Academic Affairs

Board Policy 4070 – Audit Enrollment – Second Reading and Adoption

Student and Community Advancement

Field Trips

Associated Students Organization Conference

Destruction of Records – EOP&S

Community Education – Summer 2008

Community Education Schedule – Fall 2008

Grants

F-1 Visa Capital Outlay Reduction Fee for Summer and Fall 2008

Administrative Services

AB 2910 – Quarterly Fiscal Status Reports

Notice of Public Hearing – 2008/2009 Budget

Contracts Under \$72,400

Memorandum of Understanding

Contracts Over \$72,400

Bid No. 2007-15 Elevator Maintenance Project

Resolution – State of California Employment Training Panel

Bookstore Services Agreement

Job Completion Notice
Declaration of Surplus Property
Purchase Orders and Blanket Purchase Orders

Measure E Bond Fund

Category Budgets and Balances
Change Order – Various – Learning Resources Center Project
Notices of Completion – Various – Learning Resources Center Project
Informational Item – Rinker Materials – Infrastructure Phase 3
Contract Amendment – International Parking Design, Inc. – Lot H Parking Structure & Athletics Facilities
Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes
Temporary Non-Classified Service Employees
Resolution – Equivalence to Minimum Qualifications
Approval by Board of Trustees: El Camino College Police Officers Association
Tentative Agreement

Superintendent/President

Absence of a Board Member

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

Public Comment

Mr. Lee addressed Compton Police, California Community College League, Organizational Chart, and Board and CEO Goals. Mr. Hayes addressed Fire Department, President Office Memberships, microwaves, copiers, lockers and bicycles.

Adjournment

Meeting recessed to a closed session at 5:15 p.m. and adjourned at 5:48 p.m.

Maureen O'Donnell, Secretary of the Board

Thomas M. Fallo, Secretary to the Board

**EL CAMINO COMMUNITY COLLEGE DISTRICT
AGENDA FOR THE REGULAR BOARD MEETING
TUESDAY, SEPTEMBER 2, 2008**

OFFICE OF THE SUPERINTENDENT/PRESIDENT

FINAL BUDGET

It is recommended that the Board of Trustees adopt the budgets for 2008-2009 for the General Fund Unrestricted and Restricted; 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; Special Reserve Fund-Retiree Health Premiums; Bookstore Fund; Associated Students Funds; and Auxiliary Services Fund.

Board members, the general public and numerous college constituency groups have received this budget. A copy of the budget has been on file in the Office of the Vice President of Administrative Services since August 18, 2008, and it can also be viewed on the El Camino College Website at: <http://www.elcamino.edu/administration/board/agendas/2008/Budget%20Book%202008-2009.pdf>.

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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A. Field Trips.....	8
B. Grant – Acceptance.....	9
C. El Camino College School Year Calendars – 2009/2010, 2010/2011 and 2011/2012.....	10

STUDENT AND COMMUNITY ADVANCEMENT

A. FIELD TRIPS

It is recommended that the Board approve the following student field trips sponsored by the El Camino College Transfer Center, El Camino College Language Academy, and Project Success. The purposes of the trips are to enhance transition services, increase the number of transfers, and cultural enrichment.

Loyola Marymount University – Theresa Barragan and Blanca Prado

Additional chaperons and/or drivers who may be needed: Rene Lozano, Kelsey Lino, Sue Oda-Omori, Lori Suekawa, Elaine Moore, Bill Cooper, Lisa Raufman, Tri Le, Tiffanie Hong, Griselda Castro, Lori Losorelli, Sabra Sabio, and Junette Fariolen.

September 26, 2008 – Loyola Marymount University Tour, Los Angeles, California. Estimated students 22. Depart 8 a.m.; return 3 p.m. Transportation by ECC Van.

October 24, 2008 – University of California at Irvine, Irvine, California. Estimated students 22. Depart 7 a.m.; return 5 p.m. Transportation by ECC Van.

Project Success – Brian Mims, Elaine Moore and Jonathan Harris

September 27, 2008 – Event - Historically Black Colleges and Universities and Angels City Classic Sports Events, Los Angeles Coliseum, Los Angeles, California. Estimated students 40. Depart 1 p.m.; return 6 p.m. Transportation by bus at a cost of \$489.

El Camino College Language Academy – Destyn LaPorte and Steve Makanshanoff

October 1, 2008 – Disneyland, Anaheim, California. Estimated students 50. Depart 10 a.m.; return 6 p.m. Transportation by bus at a cost of \$1,500.

STUDENT AND COMMUNITY ADVANCEMENT

B. GRANT - ACCEPTANCE

It is recommended that the Board accept the following grant:

1. California Community Colleges Chancellor’s Office Economic and Workforce Development – Center for Applied Competitive Technologies QuickStart Partnerships. This project has been extended an additional six months, with an augmentation of \$40,000. QuickStart program builds systems to strengthen California’s workforce development efforts through improved linkages between Career and Technical Education curricula of the public schools and community colleges. El Camino College’s program titled “Plugging into Competitiveness” is focused on educating and motivating middle and high school-age students to explore career paths as technologists, manufacturing technicians and engineers while strengthening the core math, communication, problem solving and computer and technology skills that will be critical for their success.

Amount of Grant Funding from Granting Agency	\$489,438
Amount of College Match	<u>244,541</u>
Total Amount of Grant	\$733,979
Indirect Rate:	\$18,825 (4%)
Performance Period:	June 1, 2006 through December 31, 2008

C. EL CAMINO COLLEGE SCHOOL YEAR CALENDARS – 2009/2010, 2010/2011 AND 2011/2012

It is recommended that the Board approve the El Camino College School Year Calendars for 2009/2010, 2010/2011 and 2011/2012 as shown on pages through . It is further recommended that the Board approve the following summer sessions for El Camino College and El Camino College Compton Center. Each campus will develop individual five-, six-, and eight-week sessions as determined by the individual campus.

<u>Year</u>	<u>Summer Schedule</u>
2010	June 14 through August 20, 2010
2011	June 13 through August 19, 2011
2012	June 11 through August 17, 2012

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR
2009-2010**

JULY 2009

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NOVEMBER 2009

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MARCH 2010

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AUGUST 2009

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DECEMBER 2009

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APRIL 2010

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SEPTEMBER 2009

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JANUARY 2010

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MAY 2010

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OCTOBER 2009

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FEBRUARY 2010

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JUNE 2010

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Fall	Spring	Flex Days	Summer I	Summer II	Winter Session	No Classes
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- { } - Staff Development Flex Days – Campus Remains Open – Classes not in session
- [] - Campus Closed
- * - Holidays (Management, Faculty, Staff, Students)
- () - Campus Remains Open – Classes not in session

Board Approved: September 2, 2008

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR 2009-2010
EIGHT-WEEK COURSE DATES**

FALL 2009

First Eight Weeks

August 29 through October 23

Second Eight Weeks

October 24 through December 18

SPRING 2010

First Eight Weeks

February 13 through April 9

Second Eight Weeks

April 17 through June 11

Board Approved: September 2, 2008

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR 2009-2010
HOLIDAYS FOR 12-MONTH EMPLOYEES**

1. Independence Day Holiday	Thursday	July 2
2. Labor Day Holiday	Monday	September 7
3. Veterans Day Holiday	Friday	November 13
4. Thanksgiving Holiday	Thursday	November 26
5. Local Holiday	Friday	November 27
6. Local Holiday	Thursday	December 24
7. Christmas Holiday	Friday	December 25
8. Local Holiday	Thursday	December 31
9. New Year's Holiday	Friday	January 1
10. Martin Luther King's Holiday	Monday	January 18
11. Lincoln's Holiday	Friday	February 12
12. Washington's Holiday	Monday	February 15
13. Memorial Day Holiday	Monday	May 31

Board Approved: September 2, 2008

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR 2009-2010
SUMMER CALENDAR 2010**

JUNE 2010

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JULY 2010

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AUGUST 2010

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Summer Session ----- 2010

Six-Week Sessions

June 21 through July 29, 2010
June 28 through August 6, 2010

Eight-Week Session

June 28 through August 19, 2010

Summer Four-Day Workweek Schedule – 2010

The 4-day, 8-hour a day workweek for classified and administrative employees will begin Monday, June 21, 2010 and end Friday, August 13, 2010. During this period of time, Fridays are non-work days.

EL CAMINO COLLEGE COMPTON CENTER

The El Camino College Compton Center will observe the 2010 Summer Session June 14, 2010 through August 20, 2010, with two five-week sessions and one eight-week session.

Fall	Spring	Flex Days	Summer	No Classes
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- { } - Staff Development Flex Days – Campus Remains Open – Classes not in session
- [] - Campus Closed
- * - Holidays (Management, Faculty, Staff, Students)
- () - Campus Remains Open – Classes not in session

Board Approved: September 2, 2008

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR
2010-2011**

JULY 2010

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NOVEMBER 2010

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MARCH 2011

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AUGUST 2010

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DECEMBER 2010

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APRIL 2011

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SEPTEMBER 2010

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JANUARY 2011

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MAY 2011

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OCTOBER 2010

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FEBRUARY 2011

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JUNE 2011

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Board Approved: September 2, 2008

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR 2010-2011
EIGHT-WEEK COURSE DATES**

FALL 2010

First Eight Weeks

August 28 through October 22

Second Eight Weeks

October 23 through December 17

SPRING 2011

First Eight Weeks

February 12 through April 8

Second Eight Weeks

April 16 through June 10

Board Approved: September 2, 2008

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR 2010-2011
HOLIDAYS FOR 12-MONTH EMPLOYEES**

14. Independence Day Holiday	Monday	July 5
15. Labor Day Holiday	Monday	September 6
16. Veterans Day Holiday	Friday	November 12
17. Thanksgiving Holiday	Thursday	November 25
18. Local Holiday	Friday	November 26
19. Local Holiday	Thursday	December 23
20. Christmas Holiday	Friday	December 24
21. Local Holiday	Thursday	December 30
22. New Year's Holiday	Friday	December 31
23. Martin Luther King's Holiday	Monday	January 17
24. Lincoln's Holiday	Friday	February 11
25. Washington's Holiday	Monday	February 21
26. Memorial Day Holiday	Monday	May 30

Board Approved: September 2, 2008

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR 2010-2011
SUMMER CALENDAR 2011**

JUNE 2011

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JULY 2011

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AUGUST 2011

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28	29	30	31			

Summer Session ----- 2011

Six-Week Sessions

Eight-Week Session

June 20 through July 28, 2011
June 27 through August 4, 2011

June 27 through August 18, 2011

Summer Four-Day Workweek Schedule – 2011

The 4-day, 8-hour a day workweek for classified and administrative employees will begin Monday, June 20, 2011 and end Friday, August 12, 2011. During this period of time, Fridays are non-work days.

EL CAMINO COLLEGE COMPTON CENTER

The El Camino College Compton Center will observe the 2011 Summer Session June 13, 2011 through August 19, 2011, with two five-week sessions and one eight-week session.

Fall	Spring	Flex Days	Summer	No Classes
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{ } - Staff Development Flex Days – Campus Remains Open – Classes not in session

[] - Campus Closed

* - Holidays (Management, Faculty, Staff, Students)

() - Campus Remains Open – Classes not in session

Board Approved: September 2, 2008

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR
2011-2012**

JULY 2011

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NOVEMBER 2011

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MARCH 2012

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AUGUST 2011

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[14]	15	16	17	18	(19)	[20]
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28	29	30	31			

DECEMBER 2011

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
[17]	[18]	[19]	(20)	(21)	(22)	23*
24	[25]	26*	[27]	[28]	[29]	30*
[31]						

APRIL 2012

S	M	T	W	T	F	S
						[7]
[8]	(9)	(10)	(11)	(12)	(13)	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

SEPTEMBER 2011

S	M	T	W	T	F	S
					1	2
3	4	5*	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JANUARY 2012

S	M	T	W	T	F	S
[1]	2*	(3)	4	5	6	[7]
[8]	9	10	11	12	13	[14]
[15]	16*	17	18	19	20	[21]
[22]	23	24	25	26	27	[28]
[29]	30	31				

MAY 2012

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28*	29	30	31		

OCTOBER 2011

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2012

S	M	T	W	T	F	S
						1
		2	3	[4]		
[5]	6	7	{8}	{9}	10*	11
12	13	14	15	16	17	18
19	20*	21	22	23	24	25
26	27	28	29			

JUNE 2012

S	M	T	W	T	F	S
						1
					2	
3	4	5	6	7	8	[9]
[10]	(11)	(12)	(13)	(14)	(15)	[16]
[17]	18	19	20	21	[22]	[23]
[24]	25	26	27	28	[29]	[30]

Fall	Spring	Flex Days	Summer I	Summer II	Winter Session	No Classes
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- { } - Staff Development Flex Days – Campus Remains Open – Classes not in session
- [] - Campus Closed
- * - Holidays (Management, Faculty, Staff, Students)
- () - Campus Remains Open – Classes not in session

Board Approved: September 2, 2008

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR 2011-2012
EIGHT-WEEK COURSE DATES**

FALL 2011

First Eight Weeks

August 27 through October 21

Second Eight Weeks

October 22 through December 16

SPRING 2012

First Eight Weeks

February 11 through April 6

Second Eight Weeks

April 14 through June 8

Board Approved: September 2, 2008

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR 2011-2012
HOLIDAYS FOR 12-MONTH EMPLOYEES**

27. Independence Day Holiday	Monday	July 4
28. Labor Day Holiday	Monday	September 5
29. Veterans Day Holiday	Friday	November 11
30. Thanksgiving Holiday	Thursday	November 24
31. Local Holiday	Friday	November 25
32. Local Holiday	Friday	December 23
33. Christmas Holiday	Monday	December 26
34. Local Holiday	Friday	December 30
35. New Year's Holiday	Monday	January 2
36. Martin Luther King's Holiday	Monday	January 16
37. Lincoln's Holiday	Friday	February 10
38. Washington's Holiday	Monday	February 20
39. Memorial Day Holiday	Monday	May 28

Board Approved: September 2, 2008

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR 2011-2012
SUMMER CALENDAR 2012**

JUNE 2012

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	[9]
[10]	(11)	(12)	(13)	14	(15)	[16]
[17]	18	19	20	21	[22]	[23]
[24]	25	26	27	28	[29]	[30]

JULY 2012

S	M	T	W	T	F	S
[1]	2	3	4*	5	[6]	[7]
[8]	9	10	11	12	[13]	[14]
[15]	16	17	18	19	[20]	[21]
[22]	23	24	25	26	[27]	[28]
[29]	30	31				

AUGUST 2012

S	M	T	W	T	F	S
			1	2	[3]	[4]
[5]	6	7	8	9	[10]	[11]
[12]	13	14	15	16	(17)	[18]
[19]	(20)	(21)	(22)	{23}	{24}	25
26	27	28	29	30	31	

Summer Session ----- 2012

Six-Week Sessions

Eight-Week Session

June 18 through July 26, 2012
June 25 through August 2, 2012

June 25 through August 16, 2012

Summer Four-Day Workweek Schedule – 2012

The 4-day, 8-hour a day workweek for classified and administrative employees will begin Monday, June 18, 2012 and end Friday, August 10, 2012. During this period of time, Fridays are non-work days.

EL CAMINO COLLEGE COMPTON CENTER

The El Camino College Compton Center will observe the 2012 Summer Session June 11, 2012 through August 17, 2012, with two five-week sessions and one eight-week session.

Fall	Spring	Flex Days	Summer	No Classes
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- { } - Staff Development Flex Days – Campus Remains Open – Classes not in session
- [] - Campus Closed
- * - Holidays (Management, Faculty, Staff, Students)
- () - Campus Remains Open – Classes not in session

Board Approved: September 2, 2008

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

	<u>Page No.</u>
A. Resolution – Temporary Cash Borrowing	23
B. Contracts Under \$72,400.....	23
C. Contracts Over \$72,400.....	24
D. Amendment to Conflict of Interest Code	24
E. Purchase Orders and Blanket Purchase Orders	26

Administrative Services

A. RESOLUTION - TEMPORARY CASH BORROWING FROM THE LOS ANGELES COUNTY TREASURER

The State of California has not yet adopted a 2008-09 budget; and at this time the California Community College Chancellor's Office has not apportioned funds to the California Community Colleges. El Camino College has not received General Fund Unrestricted and General Fund Restricted apportionments for the months of July and August 2008.

It is recommended that the Board of Trustees adopt a resolution to the Los Angeles County Treasurer to make temporary transfers of funds to El Camino Community College District, should they be needed, to meet payroll and vendor obligations. When apportionment payments are received from the State, this temporary transfer of funds will be repaid to the Los Angeles County Treasurer before any other obligation of the district is met from such revenue. The maximum amount of authorized borrowing for fiscal year 2008-09 shall be \$20,000,000. Each transfer shall not exceed 85 percent of the anticipated revenues accruing to the district. Transfers shall not be made after the last Monday in April.

B. CONTRACTS UNDER \$72,400

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

1. **CONTRACTOR:** AIR NEW ZEALAND
Services: Employees of Air New Zealand will receive 2 hours of training in "Finance & Budgeting in Tough Times".
Requesting Dept.: Community Advancement
Dates: 9/3/08
Financial Terms: Projected Gross Income \$450.00
This course is self supporting.
2. **CONTRACTOR:** CENTER FOR LEADERSHIP STUDIES
Services: Contractor will provide 16 hours of leadership training at Honeywell Aerospace in Torrance, CA.
Requesting Dept.: Community Advancement
Dates: 9/30 & 10/1/08
Financial Terms: Cost: \$10,900 (Honeywell Responsive Training Fund Grant)

3. **CONTRACTOR:** NATIONAL ASIAN PACIFIC CENTER ON AGING
- Services:** Provide and operate and monitor the Senior Community Service Employment Program (SCSEP) training for SCSEP participants.
- Requesting Dept.:** Learning Resource Center
- Dates:** 8/1/08 – 6/30/09
- Financial Terms:** No cost

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

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

1. **CONTRACTOR:** INGLEWOOD UNIFIED SCHOOL DISTRICT-CITY HONORS
- Services:** Contractor will provide pre-engineering instruction to their students through the District’s Project Lead the Way (PLTW) Program. District will furnish unit credits to the students completing the pre-engineering classes.
- Requesting Dept.:** Industry & Technology
- Dates:** 7/1/08 – 6/30/09
- Financial Terms:** Projected Cost: \$53,136.00
This course is self supporting.
2. **CONTRACTOR:** LOS ANGELES COUNTY - DEPARTMENT OF HEALTH SERVICES PARAMEDIC TRAINING PROGRAM (PTI)
- Services:** Provide emergency medical training for El Camino College students enrolled in District’s paramedic training programs.
- Requesting Dept.:** Industry & Technology
- Dates:** 7/1/08 – 6/30/13
- Financial Terms:** Projected Cost: \$500,000 per year
This course is self supporting.

D. **AMENDMENT TO CONFLICT OF INTEREST CODE**

Changes in position titles and responsibilities have necessitated an amendment to the District’s Conflict of Interest Code, Exhibit “B” (Designated Positions and Disclosure Categories) which was last revised in 2000. It is recommended that the Board of Trustees approve the following proposed code amendment for submittal to the County Board of Supervisors.

EL CAMINO COMMUNITY COLLEGE DISTRICT

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Members of the Board of Trustees	1,2,3
Candidates to the Board of Trustees	1,2,3
Superintendent/President	1,2,3
Assistant Superintendent/Vice President	1,2,3
Dean of Community Advancement	1,2,3
Business Manager	1,2,3
Director of Accounting	1,2,3
Internal Auditor	1,2,3
Provost	1,2,3
Directors (except as otherwise specified)	4
Director of Purchasing & Business Services	2,3
Dean (except Dean of Community Advancement)	4
Associate Deans	4
Assistant Directors (except as otherwise specified)	4
Director, Facilities Planning and Services	5
Assistant Director of Facilities Planning and Services	5
Director of the Bookstore	6
Assistant Director of the Bookstore	6
Director of Information Technology Services	7
Asst. Director of Information Technology Services	7
Consultants	8

Effective: 9/2/08

E. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS

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

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
Fund 11	Unrestricted - El Camino			
P0200176	Empire Cleaning	Operations	Non-Instruct Supplies	\$24,867.25
P0200223	Empire Cleaning	Operations	Non-Instruct Supplies	\$4,561.44
P0200236	Monterey Graphics	VP-SCA	Non-Instruct Supplies	\$59.48
P0200335	Maintex Inc.	Operations	Non-Instruct Supplies	\$2,545.64
P0200338	Empire Cleaning	Operations	Non-Instruct Supplies	\$5,395.40
P0200370	Full Compass	Ctr for Arts Production	New Equipmen-Instr.	\$2,389.24
P0200373	Crucial Technology	Technical Services	Repairs Parts And Supplies	\$2,005.31
P0200413	Grainger	Physical Education	Instructional Supplies	\$726.52
P0200456	Certified Office	Admissions/Records	Repairs Noninstructional	\$130.00
P0200457	SOCAL Colleges	Outreach and School	Dues And Memberships	\$250.00
P0200464	Bershire Choral	Music	Instructional Supplies	\$32.48
P0200465	B & H Photo-Video	Ctr for Arts Promo	New Equipment	\$546.33
P0200466	Mid City Mailing	Discovery Series	Multi Media Advertising	\$1,050.00
P0200467	Chauffeurs Unlimited	Ctr for Arts Promo	Other Services And Expenses	\$258.00
P0200468	Verizon Wireless	Health, Safety	Telephone	\$83.25
P0200469	Verizon Wireless	Health, Safety	Telephone	\$67.90
P0200470	McNaughton	Div Office Instr.	Other Rentals	\$9,913.97
P0200472	Accent Gold Solution	Ed & Community	Computer Software Account	\$187.50
P0200476	Burminco	Earth Sciences	Instructional Supplies	\$248.94
P0200481	Xpedx	Copy Center	Non-Instruct Supplies	\$1,585.77
P0200482	Xpedx Paper	Copy Center	Non-Instruct Supplies	\$2,741.89
P0200483	Time Clock Sales	VP-SCA	Repairs Noninstructional	\$216.91
P0200484	Monterey Graphics	VP-SCA	Non-Instruct Supplies	\$116.91
P0200485	Brodart Co	Div Office Instr.	Instructional Supplies	\$407.01
P0200490	Datatel, Inc.	Information Tech.	Maintenance Contracts	\$29,985.00
P0200492	Stephen L. Odoi	Theatre/Dance	Contract Services	\$250.00
P0200494	Roxanne Abilogu	Theatre/Dance	Contract Services	\$250.00
P0200495	Mass Press	Outreach and School	Non-Instruct Supplies	\$59.48
P0200498	Datatel, Inc.	Information Tech.	Maintenance Contracts	\$319,725.00
P0200500	American Express	Human Resources	Conferences Mgmt	\$161.00
P0200501	Dell Computer	Technical Services	Repairs Parts And Supplies	\$183.48
P0200504	Wellington Signs	Transition Center	Other Services And Expenses	\$1,515.50
P0200505	New Wave Computer	Information Tech.	Non-Instruct Supplies	\$121.24
P0200507	Brown & Bigelow, Inc.	Outreach and School	Non-Instruct Supplies	\$2,971.98
P0200509	Tattoo Mfg., Inc.	Outreach and School	Non-Instruct Supplies	\$441.75
P0200533	Teac America, Inc.	Ctr for Arts Production	Repairs Parts And Supplies	\$234.58
P0200534	Metropolitan	Div Office Instr.	Other Services And Expenses	\$200.00
P0200535	Innovative Users Gr	Div Office Instr.	Other Services And Expenses	\$80.00
P0200536	Ricoh Business	Ed & Community	Non-Instruct Supplies	\$82.12
P0200537	Daily Breeze, the	Fiscal Services	Other Services And Expenses	\$94.75
P0200539	Educational	Physics	Instructional Supplies	\$222.58
P0200543	Spectrum Laboratory	Chemistry	Instructional Supplies	\$1,241.98
P0200544	Cole Parmer	Chemistry	Instructional Supplies	\$472.43
P0200545	Sigma Aldrich	Chemistry	Instructional Supplies	\$300.52
P0200546	E.D. Luce Packaging	Chemistry	Instructional Supplies	\$487.77
P0200553	CCCCIO	V.P. Academic Affairs	Conferences Mgmt	\$605.00

P0200556	USA Mobility	Information Tech.	Maintenance Contracts	\$8.42
P0200558	The Dirt Yard	Grounds	Non-Instruct Supplies	\$200.26
P0200560	OCLC	Music	Instructional Supplies	\$91.00
P0200561	ICM Inc.	Art Department	Instructional Supplies	\$120.13
P0200562	Kelco Sales	Art Department	Instructional Supplies	\$283.78
P0200564	Travers Tree Service	Grounds	Repairs Noninstructional	\$4,500.00
P0200566	Edits Publishers	Career Center	Non-Instruct Supplies	\$131.14
P0200573	Office Max	Div Office Nat Science	Non-Instruct Supplies	\$148.83
P0200574	Los Angeles Sentinel	Ctr for Arts Promo	Multi Media Advertising	\$300.00
P0200578	Kimberly Wilkinson	Ctr for Arts Production	Non-Instruct Supplies	\$150.55
P0200579	Bank of America	President's Office	Non-Instruct Supplies	\$72.49
P0200580	Scott Elevator	Facilities/Planning	Maintenance Contracts	\$750.00
P0200581	Westwood Building	Art Department	Instructional Supplies	\$102.31
P0200583	AT&T	Information Tech.	Maintenance Contracts	\$4,470.60
P0200585	Canon Business	Fiscal Services	New Equipment	\$3,999.84
P0200586	Monterey Graphics	Fiscal Services	Non-Instruct Supplies	\$748.66
P0200587	Iew Systems	Fire Academy 06-07	Other Services And Expenses	\$225.00
P0200588	Konica Minolta	Family Consumer	Maintenance Contracts	\$465.00
P0200591	M. Van Overbeck	Construction	Repairs Parts And Supplies	\$166.95
P0200594	Cosco Fire Protection	Facilities/Planning	Repairs Noninstructional	\$14,950.00
P0200595	Xerox Capital Service	Copy Center	Repairs Parts And Supplies	\$444.92
P0200596	Matthew Bender	Div Office Instr.	Library Books	\$2,442.73
P0200597	Amazon.Com	Div Office Instr.	Library Books	\$26.37
P0200598	Matthew Bender	Div Office Instr.	Library Books	\$140.14
P0200599	Medline Industries.	Nursing	Instructional Supplies	\$474.05
P0200606	Barrett Robinson Inc.	Physical Education	Instructional Supplies	\$1,404.00
P0200607	Industrial High Voltage	Facilities/Planning	Repairs Noninstructional	\$1,150.00
P0200608	ACCO Engineered	Facilities/Planning	Repairs Noninstructional	\$509.75
P0200609	Abate Tech.	Utilities	Waste Disposal	\$950.00
P0200610	South Coast Air Qual.	Hazmat	Waste Disposal	\$6.66
P0200612	A-1 Printing	Ed & Community	Multi Media Advertising	\$552.08
P0200618	Florence Filter Co.	HVAC Shop	Non-Instruct Supplies	\$4,360.31
P0200620	Drivesavers	Information Tech.	Maintenance Contracts	\$11,939.00

Fund 11 Total: 79

\$476,358.27

Fund 12 Restricted - El Camino

P0200263	Craig Medical	CTE-Eq	New Equipment - Instructional	\$17,877.49
P0200332	Mass Press	EOPS	Non-Instruct Supplies	\$951.68
P0200390	Eddie Young	Teacher Preparation	Instructional Supplies	\$150.00
P0200403	Sirchie Fingerprint Lab	Parking-Student	Non-Instruct Supplies	\$58.55
P0200416	Mass Press	Contract Education	Non-Instruct Supplies	\$59.48
P0200440	Zones, Inc.	Parking-Student	Non-Instruct Supplies	\$559.52
P0200458	Susan D. Brouillette	WRIEC Year 3	Non-Instruct Supplies	\$300.00
P0200459	Adriene L. Vaughan	SBDC-YEP (COCCC)	Multi Media Advertising	\$38.82
P0200460	Freestyle Sales	VATEA Medial / TV	New Equipment - Instructional	\$4,124.64
P0200461	In Touch Graphics	DSPS	New Equipment - Instructional	\$2,334.00
P0200462	Edmond A. Abdou	MESA Program	Student Stipends	\$100.00
P0200471	AIEF	El Camino Language	Multi Media Advertising	\$500.00
P0200488	New Readers Press	El Camino Language	Publications/ Periodicals	\$227.00
P0200489	The Print Network	El Camino Language	Printing	\$819.46
P0200499	Freedom Scientific	DSPS	New Equipment - Instructional	\$602.25
P0200510	Lenora Levias	EOPS CARE	Contract Services	\$300.00
P0200511	ASBDC	SBA Contract Jan-Dec	Conferences Mgmt	\$635.00

P0200512	Adriene L. Vaughan	SBDC-YEP (COCCC)	Multi Media Advertising	\$38.32
P0200513	American Express	EOPS CARE	Non-Instruct Supplies	\$130.09
P0200515	Branders.Com	Project Reach	Instructional Supplies	\$1,017.97
P0200518	American Express	CalWORKs	Non-Instruct Supplies	\$152.90
P0200531	American Express	SBA Contract Jan-Dec	Transportation/ Mileage	\$309.00
P0200540	Pocket Nurse	CTE-Eq for	New Equipment - Instructional	\$3,759.32
P0200541	Mass Press	Career & Tech Ed	Non-Instruct Supplies	\$118.96
P0200552	NASFAA	Administration	Dues And Memberships	\$1,776.00
P0200554	Martha J. Aaron	Centinela Freeman	Other Services And Expenses	\$200.00
P0200555	Enterprise Wireless	Parking-Student	Other Services And Expenses	\$340.00
P0200557	City of Hawthorne	Community	Sponsorships	\$1,000.00
P0200563	Dering Marketing	Project Reach	Instructional Supplies	\$977.50
P0200565	Advanced Party Supp	Matriculation	Non-Instruct Supplies	\$475.00
P0200567	ImpressGDP, Inc.	Matriculation	Non-Instruct Supplies	\$618.31
P0200568	Sars Sofware Product	Matriculation	Computer Software Account	\$5,670.00
P0200575	Western Museum	Community	Sponsorships	\$250.00
P0200577	Embassy Suites Lax	CSA WIRED - CACT	Conferences Other	\$6,600.00
P0200589	Grainger	Ref & Lane Tech(Smg	Instructional Supplies	\$241.80
P0200590	South Bay Latino	Community	Dues And Memberships	\$200.00
P0200611	Hyatt Regency Chicag	SBA Contract Jan-Dec	Conferences Mgmt	\$1,218.62
P0200613	Destyn M. LaPorte	El Camino Language	Other Instr Supplies	\$488.30
P0200614	Paper Direct	El Camino Language	Other Instr Supplies	\$47.89
P0200615	Mass Press	El Camino Language	Printing	\$59.48
P0200616	Assessment	Capacity Bldg	Instructional Supplies	\$622.44
P0200617	Casa Maria's Illuzionz	Trade Exchange	Non-Instruct Supplies	\$484.69
P0200622	Sharin K. Nakayama	DSPS	Multi Media Advertising	\$35.00
P0200624	Project Lead the Way	CACT - Quick Start	Conferences Other	\$2,500.00
P0200628	LRP Publications	DSPS	Publications-Magazines	\$350.00

Fund 12 Total: 45

\$59,319.48

Fund 41 Capital Outlay

P0200114	CCS Presentation	Library Addition-Cap	Group II Equipment	\$18,189.86
P0200434	Westfall Commercial	Classroom & Office	Buildings	\$14,568.85
P0200502	Empire Cleaning	Library Addition-Cap	Group II Equipment	\$2,703.73
P0200548	C & A Floorcoverings	Flooring Replacement	Buildings	\$8,384.19
P0200576	Hur Contracting	Flooring Replacement	Buildings	\$750.00

Fund 41 Total: 5

\$44,596.63

Fund 62 Property & Liability

P0200496	El Camino Communit	Purchasing	Liability - Self Insurance	\$3,199.98
P0200508	Keenan & Associates	Purchasing	Liability - Self Insurance	\$3,500.30

Fund 62 Total: 2

\$6,700.28

Fund 79 Auxiliary Services

P0200463	Monterey Graphics	Student Affairs	Non-Instruct Supplies	\$3,898.08
P0200532	Dramatists Play	Fine Arts	Non-Instruct Supplies	\$60.00
P0200538	Lori B. Medigovich	Humanities	Non-Instruct Supplies	\$345.34
P0200542	Music Theatre	Fine Arts	Non-Instruct Supplies	\$4,693.06
P0200559	Fast Deer Bus Charte	Counseling Office	Non-Instruct Supplies	\$489.00

				Fund 79 Total: 5	\$9,485.48
Fund 82	Scholarships & Trust/Agency				
P0200433	Planet Offside Inc.	Health Sciences	Fundraising		\$1,605.89
				Fund 82 Total: 1	\$1,605.89
				PO Funds Total: 137	\$598,066.03

Fund 11 Unrestricted - El Camino

B0200080	Ionics	Div Office Nat Science	Maintenance Contracts		\$9,056.00
B0210533	Braun Towel & Linen	Operations	Non-Instruct Supplies		\$3,000.00
B0210534	E.C.C. Public	Staff Development	Reproduction		\$200.00
B0210535	Sims Welding Supply	Automotive Collision	Other Instr Supplies		\$2,000.00
B0210536	Sims Welding Supply	Air Conditioning	Other Instr Supplies		\$1,500.00
B0210537	ECCD Petty Cash	Air Conditioning	Instructional Supplies		\$100.00
B0210538	Johnstone Supply	Air Conditioning	Instructional Supplies		\$1,450.00
B0210539	Allied Refrigeration	Air Conditioning	Instructional Supplies		\$2,500.00
B0210540	Midwest Library Serv.	Div Office Instr.	Library Books		\$10,000.00
B0210541	Shamrock Supply Co.	Automotive Tech.	Repairs Parts And Supplies		\$300.00
B0210542	ECCD Petty Cash	Automotive Tech.	Instructional Supplies		\$250.00
B0210543	Peerless Auto Parts	Automotive Tech.	Instructional Supplies		\$2,500.00
B0210544	ECCD Petty Cash	Welding	Instructional Supplies		\$100.00
B0210545	Sims Welding Supply	Welding	Instructional Supplies		\$7,000.00
B0210546	MSC Industrial Supply	Welding	Instructional Supplies		\$1,000.00
B0210547	McMaster Carr	Welding	Instructional Supplies		\$2,000.00
B0210548	American Torch Tip	Welding	Instructional Supplies		\$300.00
B0210549	Action Sales & Metal	Welding	Instructional Supplies		\$4,000.00
B0210550	Time Clock Sales	Purchasing	Repairs Noninstructional		\$200.00
B0210556	Liebert Cassidy	Institutional Services	Legal		\$20,000.00
B0210564	Thomson West	Div Office Instr.	Library Books		\$16,000.00
B0210565	Pocket Nurse	Nursing	Instructional Supplies		\$5,500.00
B0210570	ECCCD Bookstore	Div Office Fine Arts	Other Books		\$600.00
B0210582	ECCCD Petty Cash	Art Department	Instructional Supplies		\$600.00
B0210591	Performance Pipeline	Facilities/Planning	Maintenance Contracts		\$14,000.00
B0210592	Xerox Corporation	VP-SCA	Maintenance Contracts		\$396.00
B0210595	Crenshaw Lumber	Construction	Instructional Supplies		\$400.00
B0210596	Thompson Building	Construction	Instructional Supplies		\$1,000.00
B0210597	ECCCD Petty Cash	Construction	Instructional Supplies		\$183.00
B0210598	Electronics School	Electronics	Instructional Supplies		\$200.00
B0210599	ACNT	Electronics	Instructional Supplies		\$2,000.00
B0210600	Lovelady Hardware	Electronics	Instructional Supplies		\$200.00
B0210601	ECCCD Petty Cash	Electronics	Instructional Supplies		\$500.00
B0210602	Torrance Electronics	Electronics	Instructional Supplies		\$500.00
B0210603	Electronics School	Electronics	Repairs Parts And Supplies		\$200.00
B0210604	ECCCD Petty Cash	Electronics	Repairs Parts And Supplies		\$300.00
B0210605	Torrance Electronics	Electronics	Repairs Parts And Supplies		\$300.00
B0210606	Sims Welding Supply	Automotive Collision	Repairs Parts And Supplies		\$100.00
B0210607	Shamrock Supply Co.	Automotive Collision	Repairs Parts And Supplies		\$100.00
B0210608	Airgas	Automotive Collision	Instructional Supplies		\$200.00
B0210609	South Bay Paint	Automotive Collision	Instructional Supplies		\$3,000.00

B0210610	Fountain Valley Paint	Automotive Collision	Instructional Supplies	\$2,000.00
B0210611	ECCCD Petty Cash	Automotive Collision	Instructional Supplies	\$300.00
B0210612	United Refrigeration	Air Conditioning	Instructional Supplies	\$1,500.00
B0210633	ECCCD Bookstore	Div Office Business	Non-Instruct Supplies	\$400.00

Fund 11 Total: 45 **\$117,935.00**

Fund 12 Restricted - El Camino

B0200172	South Bay Regional	Parking-Student	Maintenance Contracts	\$14,867.52	
B0210551	Redondo Beach	CACT - Quick Start	Contract Services	\$5,000.00	
B0210552	City Honors High	CACT - Quick Start	Contract Services	\$5,000.00	
B0210553	SCROC	CACT - Quick Start	Contract Services	\$5,000.00	
B0210557	Toni Wasserberger	Project Reach	PSA Contract Services	\$600.00	
B0210558	Non Profit Navigators	WRIEC Year 3	Contract Services	\$1,100.00	
B0210559	Campus Food Service		El Camino Language	Non-Instruct Supplies	\$2,500.00
B0210566	ECCCD Petty Cash	model approaches	Other Services And Expenses	\$442.00	
B0210567	ECCCD Petty Cash	model approaches	Instructional Supplies	\$250.00	
B0210568	Paper Direct	JDIF/Work Ready Cer	Non-Instruct Supplies	\$200.00	
B0210569	ECCCD Petty Cash	JDIF/Work Ready Cer	Non-Instruct Supplies	\$400.00	
B0210575	Campus Food Service		Trade Exchange	Non-Instruct Supplies	\$655.00
B0210583	Mid City Mailing	Matching - IDRC, etc.	Multi Media Advertising	\$600.00	
B0210585	Act	WPLRC State	Contract Services	\$14,000.00	
B0210586	Campus Food Service		Basic Skills	Contract Services	\$1,000.00
B0210587	Center for Leadership	Honeywell Training	Contract Services	\$10,900.00	
B0210594	Small Manufacturers	Adv Aerospace Manuf	Contract Services	\$9,600.00	
B0210614	Martin J. Mechsner	Adv Aerospace Manuf	PSA Contract Services	\$21,200.00	
B0210626	Janet Fortson, Ed.D.	Compton Title V Activ.	PSA Contract Services	\$1,125.00	
B0210628	David F. Trujillo	Compton Title V	PSA Contract Services	\$7,200.00	
B0210629	ECCCD Petty Cash	El Camino Language	Non-Instruct Supplies	\$1,000.00	

Fund 12 Total: 21 **\$102,639.52**

Fund 74 Student Financial Aid

B0210561	ECCCD Bookstore	EOPS	EOP&S Book Service	\$323,000.00
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Fund 74 Total: 1 **\$323,000.00**

BPO Funds Total: 67 **\$543,574.52**

Grand Total POs and BPOs: 204 **\$1,141,640.55**

**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 August 31, 2008.

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Additional Classrooms/Modernization	\$191,843,972	\$59,344,230	\$7,724,386	\$124,775,357
Campus Site Improvements	35,907,523	9,029,178	14,238,300	12,640,044
Energy Efficiency Improvements	2,818,000	2,243,149	474,893	99,958
Health and Safety Improvements	144,935,897	28,866,716	2,011,554	114,057,627
Information Technology and Equipment	34,776,156	9,302,036	749,535	24,724,585
P.E. Facilities Improvements	1,585,700	0	0	1,585,700
Unallocated Refunding Income	1,910,463	0	0	1,910,463
TOTAL	<u>\$413,777,711</u>	<u>\$108,785,309</u>	<u>\$25,198,669</u>	<u>\$279,793,733</u>

**B. BID AWARD #2008-3 – AIREMASTERS – INFORMATION
TECHNOLOGY SERVICES HEATING/VENTILATION/AIR
CONDITIONING SERVER ROOM PROJECT**

It is recommended that the Board of Trustees award the above bid to AireMasters in accordance with the specifications, terms and conditions of the above named bid.

The scope of this project is the installation of a dedicated chiller, backup electrical generator, piping and conduit. The purpose of the installation is to provide cooling water and back up electrical power to the air-conditioners in the campus' computer room.

<u>Contractor</u>	<u>Amount</u>
AireMasters	\$675,000
<u>Other Bidders</u>	
Pardess Air, Inc.*	\$472,000
Mel Smith Electric, Inc.	\$923,000
Air Plus	\$729,800

*Due to a clerical error this bidder withdrew its bid.

C. CONTRACT – AKERMAN SENTERFITT LLP – LEGAL SERVICES

It is recommended the Board of Trustees approve entering into a contract with the above law firm to provide legal services as needed for construction project related issues.

Dates of Service: August 20, 2008 though June 31, 2009.

Cost: Not to exceed \$50,000 (invoiced monthly)

D. CHANGE ORDER – ACCO ENGINEERED SYSTEMS – CENTRAL PLANT PROJECT

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

1. Grounding of rack and cable tray. Rack and wire management system.	-\$1,128
2. Future refrigerant relief piping.	-3,875
3. Painting of pipe.	-9,800
4. Signage	-1,875
5. Control graphic systems.	<u>-2,200</u>
Total Change Order Amount	<u>-\$18,878</u>

Original Contract Amount	\$12,245,000
Prior Changes	-84,444
This Change Order Amount	<u>-18,878</u>
New Contract Amount	<u>\$12,141,678</u>

E. CHANGE ORDER – BOMEL INDUSTRIES – LOT H PARKING STRUCTURE & ATHLETICS

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

This change is necessary due to the project designer's failure to include in the bid documents intersection drawings that contained the requirements of Los Angeles County. The District intends to hold the design firm responsible for a portion of this change order. The actual amount to be claimed is still being determined.

Change Order Amount not to exceed:	<u>\$614,025</u>
Original Contract Amount	\$19,290,000
Prior Changes	91,507
This Change Order Amount	<u>614,025</u>
New Contract Amount	<u>\$19,995,532</u>

F. NOTICE OF JOB COMPLETION – ACCO ENGINEERED SYSTEMS – CENTRAL PLANT PROJECT

It is recommended 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.

<u>Contractor</u>	<u>Contract Amount</u>
ACCO Engineered Systems	\$12,141,678
Bid: 2006-05	
Purchase Order Number: 99167	

G. CONTRACT – NITECH – INFORMATION TECHNOLOGY SERVICES SERVER ROOM PROJECT

It is recommended the Board of Trustees approve the purchase of air conditioning units and uninterrupted power system units complete with associated cabling and hook-ups for the campus computer room in the Math & Computer Sciences Building. The cost of the items is \$420,600. The items will be purchased through the California Multiple Awards (CMAS) program, contract # 3-03-70-2012A. This program allows public agencies to purchase items through contracts previously bid by other public agencies.

The air conditioning and uninterrupted power system units will be installed in the campus computer room in order to provide the cooling and electrical redundancy necessary for the reliable operation of the campus’ digital networks.

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

The following purchase orders have been issued in accordance with the District’s purchasing policy and authorization of the Board of Trustees. It is recommended that the following purchase orders for Measure “E” expenditures be ratified and

payment be authorized upon delivery and acceptance of the items or services ordered.

PO #	VENDOR	SITE	DESCRIPTION	COST
P200491	Cosco Fire Protection	Humanities Complex	Testing & Inspection	\$450
P200503	Power Plus	Temp. Space Relocation	Site Improvements	6,910
P200582	Westwood Building	Temp. Space Relocation	Site Improvements	330
P200584	Burke Environmental	Humanities Complex	Buildings	8,429
B210475	Insignia	Signage	Site Improvements	63,573
B210555	Flewelling & Moody	Master Planning	Architecture & Engineering	50,000
B210560	Koury Geotechnical	Humanities Complex	Testing & Inspection	3,100
B210574	Fast Deer Bus Charter	Lot H Parking	Transportation	36,000
B210576	Ford Graphics	Master Planning	Blue Printing	<u>5,000</u>
			GRAND TOTAL	<u>\$173,792</u>

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

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A. EMPLOYMENT AND PERSONNEL

It is recommended that the Board ratify/approve the employment and personnel changes for academic, classified, special service professionals and temporary classified service employees as shown in items 1-21 and 1-10.

Academic Personnel:

1. Resignation – Ms. Malinni Roeun, full-time instructor of Mathematics, effective June 6, 2008.
2. Employment – Dr. Vi Pham, full-time instructor of Law, Business Division, Class V, Step 4, Academic Salary Schedule, effective August 21, 2008.
3. Employment – Mr. Michael Fenison, full-time/temporary Athletic Director, Health Sciences & Athletics Division, Class II, Step 5, Fiscal Salary Schedule, effective August 12 through December 31, 2008.
4. Employment – Mr. Philip Reno, full-time/temporary instructor of Construction Technology, Industry & Technology Division, Class III, Step 4, Academic Salary Schedule, effective August 21 through December 12, 2008.
5. Employment – Dr. Arkadiy Sheynshteyn, full-time/temporary instructor of Mathematics, Class V, Step 4, Academic Salary Schedule, effective August 21 through December 12, 2008.
6. Employment – Dr. Anne Valle, full-time/temporary instructor of Life Sciences, Natural Sciences Division, Class V Step 4, Academic Salary Schedule, effective August 21 through December 12, 2008.
7. Change in Salary – The following full-time instructors of Nursing, Health Sciences & Athletics Division, to be paid Class II, Step 9, Academic Salary Schedule, effective August 21, 2008:

Leila Miranda-Lavertu, from Class II, Step 5
Laura Shainian, from Class II, Step 8
Kathleen Rosales, from Class II, Step 5
Maria Teresa Martinez, from Class II, Step 6
8. Special Assignment – Ms. Janice Ball, full-time instructor of Academic Strategies, Humanities Division, to perform in-service tutor training for MESA facilitators, to be paid \$60.18 an hour, not to exceed \$600, effective August 15 through September 30, 2008, in accordance with the Agreement, Article X, Section 14(a).

9. Special Assignment – Ms. Bonnilee Kaufman, part-time Disabilities Specialist, Special Resource Center/Health Sciences & Athletics Division, to conduct activities for Disabled Students Program and Services (DSPS), to be paid \$30.10 an hour, not to exceed 20 hours or \$6,020, effective August 23, 2008 through June 30, 2009, in accordance with the Agreement, Article X, Section 9(m).
10. Special Assignment – The following instructors in Humanities, will participate in a four (4) hour norming session on August 19, 2008 to assess student’s reading performance, to be paid \$30.10 an hour, not to exceed a total of 8 hours or \$241, in accordance with the Agreement, Article X, Section 14(a).

<u>Instructor</u>	<u>Not to Exceed Hours</u>
Betty Littles	3
Catherine Schaeffer	5

11. Special Assignment – Mr. Edward Lugo, part-time instructor of Technology, Industry & Technology Division, to conduct aerospace industry research and develop training modules, to be paid \$60.18 an hour, not to exceed 120 hours or \$7,222, effective October 1 through December 30, 2008, in accordance with the Agreement, Article X, Section 9(m).
12. Special Assignment – Mr. Mark Urista, part-time instructor of Speech, Fine Arts Division, to work as Assistant Forensics Coach, to be paid \$257.50 per week, not to exceed \$4,121, effective August 23 through December 12, 2008, in accordance with the Agreement, Article X, Section 10(d).
13. Special Assignment – Mr. Christoph Luty, part time instructor of Applied Music, Fine Arts Division, to work as String Bass (Classical/Jazz) Music instructor as needed to be paid \$60.18 an hour, not to exceed 80 hours or \$4,185, effective August 23, 2008 through February 12, 2008, in accordance with the Agreement, Article X, Section 9(m).
14. Stipend Assignment – Mr. John DeMita, part-time instructor of Theatre, Fine Arts Division, to direct fall production, to be paid \$515 per week for 8 weeks, not to exceed \$4,120, effective September 9 through October 30, 2008, in accordance with the Agreement, Article X, Section 10(d).
15. Stipend Assignment – Ms. Ruby Millsap, part-time instructor of Dance, Fine Arts Division, to coordinate dance productions and direct presentation, to be paid \$515 per week for 8 weeks, not to exceed \$4,120, effective September 29 through November 22, 2008, in accordance with the Agreement, Article X, Section 10(d).

16. Stipend Assignment – Ms. Pamela Santelman, part-time instructor of Dance, Fine Arts Division, to perform a modern dance as winter resident artist, to be paid \$750, effective January 16, 2009, in accordance with the Agreement, Article X, Section 14(a).
17. Stipend Assignment – Ms. Nancy OBrien, part-time instructor of Music, Fine Arts Division, to perform a piano duet as winter resident artist, to be paid \$750, effective January 18, 2009, in accordance with the Agreement, Article X, Section 14(a).
18. Stipend Assignment – Ms. Daryle Nagano, part-time instructor of Speech, Fine Arts Division, to give speech as winter resident artist, to be paid \$500, effective January 25, 2009, in accordance with the Agreement, Article X, Section 14(a).
19. Stipend Assignment – Ms. Maria Jaque, part-time instructor of Music, Fine Arts Division, to play flute with piano accompanist as winter resident artist, to be paid \$500, effective January 25, 2009, in accordance with the Agreement, Article X, Section 14(a).
20. Stipend Assignment – Ms. Rona Klinghofer, part-time instructor of Music, Fine Arts Division, to give vocal performance as winter resident artist, to be paid \$500, effective February 1, 2009, in accordance with the Agreement, Article X, Section 14(a).
21. Employment – The following part-time/temporary instructors to be hired as needed for the Fall 2008 semester.

Behavioral & Social Science

Mediha Din

Business

Richard Olsson

Fine Arts

Desiree DeVirgilio

Claude Fiddler

Phillip Marquez

Wendy Stockstill

John Zamora

Health Sciences & Athletics

Paul Landreaux

Guenever Parsley

Heather Riley

Lorna Thompson

Humanities

Rebecca Ahn

Karen Amano-Tompkins

Eric Balley
Josh Beach
James Brausch
Stefanie Elwood
Antonio Fuentes
Michael Fultz
Latosha Guy
Bernadette Haney
Tomo Hattori
Diana Hines

Angie Kirk
Mari Lopez
Alicia Nishioka
Serena Ott
David Rankin
Catherine Schaeffer
Ryan Michael Shiroma
Christine Thuau
Ruixue Yang

Industry & Technology
Clifford Johnson

Mathematical Sciences

Minh Bui
Eui Won James Byun
Marilyn Cortez
Roula Dakdouk
Marianna Jagodina

Amy Yin-Ping Kelleher
Mahbub Khan
Jamar Shannon London
Malinni Roeun
Le Tran

Special Resource Center
Bonnilee Kaufman

Robert LoParo

Classified Personnel:

1. Personal Leave of Absence 16% - Ms. Wendy Kahan, Toolroom/Instructional Equipment Technician, (10 month) Range 31, Step E, Industry & Technology Division, Academic Affairs Area, to teach, effective August 25 through September 12, 2008.
2. Personal Leave of Absence 29% - Ms. Wendy Kahan, Toolroom/Instructional Equipment Technician, (10 month) Range 31, Step E, Industry & Technology Division, Academic Affairs Area, to teach, effective September 12 through December 12, 2008.
3. Personal Leave of Absence 25% - Mr. Albert Romero, Library Media Technician II, Range 26, Step E, Learning Resources, Academic Affairs Area, effective September 15 through December 12, 2008.
4. Employment – Mr. Brian Parks, Groundskeeper/Gardener II, Range 28, Step A, Facilities Planning and Services Division, Administrative Services Area, effective September 3, 2008.

Special Services Professional

5. Amend Employment - Mr. Mark Hovatter, Special Services Professional, Range 10, Step 2, of the Special Services Professional Salary Schedule, not to exceed \$119,860, Facilities Planning and Services Division, Administrative Services Area, effective September 17, 2008 through September 16, 2009.
6. Change of Assignment - Ms. Starleen Van Buren, from Range 7, Step 3, to Range 8, Step 1 of the Special Services Professional Salary Schedule, Community Advancement Division, Student and Community Advancement Area, not to exceed \$96,460, effective September 3, 2008 through August 31, 2009.
7. Resignation - Ms. Adriene L. Vaughan, Special Services Professional, Range 8, Step 2, of the Special Services Professional Salary Schedule, Community Advancement Division, Student and Community Advancement Area, effective August 29, 2008.
8. Employment - Mr. Norman Morrow, Special Services Professional, Range 10, Step 1, Behavioral & Social Sciences Division, Academic Affairs Area, not to exceed \$66,385, effective September 3, 2008 through June 30, 2009.

Temporary Classified Services Employees

9. Ms. Robin Cash - Library Media Technician III, Range 28, Step A, Learning Resources, Academic Affairs Area, to provide media and distance education services, effective September 4, 2008 through June 30, 2009.
10. The following individuals as PBX Operator/Receptionist, Range 25, Step A, to cover the switchboard as needed for the 2008 – 2009 fiscal year:

Karla Allen	Kathy Pariapiano
Essie Blackman	Christine Villareal
Sherri Breskovich	Sabrina Williams

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 1-14.

The following temporary non-classified service employees are hired for the 2008 – 2009 fiscal year to be paid hourly, effective September 3, 2008 through June 30, 2009, days and hours vary as needed, unless otherwise stated.

INSTRUCTIONAL AIDE SERIES

1. Instructional Aide I

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

Chad Detloff, \$8.00, Humanities

Jean Mueller, \$8.00, Humanities

2. Instructional Aide IV

The following individuals are to provide teaching assistance for faculty, technical support, set-up classrooms, provide care and repair for equipment and instruments, and other duties.

Svetlana Alberani, \$11.75, Learning Resources

Eric Guzman, \$12.25, Industry and Technology

3. Instructional Aide VI

The following individuals are to assist the instructor with technical duties in the classroom, assist students with their writing assignments, and provide accommodations for students with disabilities.

Shannon Bush, \$15.00, Humanities

Carla Drew, \$15.00, Humanities

Sarah Leinen, \$15.00, Humanities

OFFICE AIDE SERIES

4. Office Aide I

The following individual is to assist the staff with routine and repetitive basic office tasks.

Cynthia Roberts, \$8.75, Learning Resources

Effective July 1, 2008 through June 30, 2009

5. Office Aide II

The following individual is to provide assistance with student services in person or over the telephone, assist with data entry and provide support to division functions.

Quyen Nguyen, \$9.50, Fiscal Services

Effective August 18, 2008 through June 30, 2009

6. Office Aide IV

The following individual is to assist students and the public with all department processes and support the staff through extensive knowledge of various department operations.

Ashley Johnson, \$11.75, Nursing

PROGRAM AIDE SERIES

7. Program Aide I

The following individual is to provide basic assistance with daily program operations.

Hugo Vasquez, \$8.00, Learning Resources

8. Program Aide V

The following individual is to process student registration materials, provide data entry, and other program duties.

Linda Wright, \$13.00, Community Advancement

9. Program Aide VI

The following individual is to primarily assist with outreach at the local high schools and other community agencies.

Michael Williams, \$16.00, Outreach and School Relations

SPORTS AIDE SERIES

10. Sports Aide I

The following individual is to assist the faculty and staff with basic tasks for the practices and competition.

Elias Perez, \$8.25, Health Sciences and Athletics

11. Sports Aide VI

The following individual is to assist the coaching staff with various athletic programs.

Denise Diego, \$17.00, Health Sciences and Athletics

Kevin Frederick, \$17.00, Health Sciences and Athletics

Derek Knight, \$17.00, Health Sciences and Athletics

Donte Williams, \$17.00, Health Sciences and Athletics

PROFESSIONAL SERIES

12. Assistive Linguistics Professional I

The following individuals are to teach Basic, Low, and High Intermediate English as a Second Language (ESL) classes.

Joseph Calderon, \$32.50, Special Resource Center
Mireya Padilla, \$30.00, Special Resource Center

13. Education Professional II

The following individual is to teach Basic, Low, and High Intermediate English as a Second Language (ESL) classes.

Faith Vietti, \$45.00, Community Advancement

14. Program Professional I

The following individual is to primarily assist with outreach in the community at local businesses, faith-based organizations, and other governmental and community entities.

Rori Burucato Roje, \$22.00, Outreach and School Relations

C. RESOLUTION – EQUIVALENCE TO MINIMUM QUALIFICATIONS

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

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

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

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

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

Clifford Johnson, Manufacturing Technology
Mahbub Khan, Math

Norman Yeh, Manufacturing Technology

D. REACTIVATE CLASSIFICATION SPECIFICATIONS FOR ADMINISTRATOR POSITION

It is recommended that the Board approve to reactivate the classification specifications for the Director of Small Business Services, as shown on pages 46-48.

E. NEW CLASSIFICATION SPECIFICATIONS FOR ACADEMIC ADMINISTRATOR POSITION

It is recommended that the Board approve the new classification specifications for the Athletic Director, as shown on pages 49-51.

F. NOTICE AND SCHEDULING OF HEARING: NEGOTIATIONS – EL CAMINO COMMUNITY COLLEGE DISTRICT AND THE EL CAMINO POLICE OFFICERS ASSOCIATION

It is recommended that the Board schedule a Public Hearing for full contract renewal negotiations at its meeting scheduled for October 20, 2008. The current contract terminates December 31, 2008.

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR, SMALL BUSINESS SERVICES

BASIC FUNCTION:

Under the general direction of the Dean of Community Advancement, apply leadership and management to the overall operation, and promotion of programs and services; and foster increased economic impact for small business in the region, in particular, the Small Business Development Center. This position is contingent upon availability of ~~State of California~~ grant funding.

Authority and responsibility for developing, planning, organizing, directing and leading services for small businesses, in particular, the El Camino College Small Business Development Center (SBDC).

REPRESENTATIVE DUTIES:

Adhere to the goals and objectives of all assigned contracts and grants.

Provide and manage counseling and technical assistance to small business owners and to individuals starting businesses, including but not limited to:

- business planning and management counseling in such areas as business plan, license and permits, legal requirements and insurance, personnel, site selection, general business practices;
- technology-based financial counseling in such areas as eligibility for public and private financing, cash flow management, tax requirements, financial analysis and projections;
- marketing counseling in such areas as identifying market niches, market research, access to market studies, market plan, advertising and public relations, product display, and cooperative marketing; and,
- use of internet resources related to the above and e-commerce.

Develop and monitor budget, prepare all required reports to funding sources and college administration, and adhere to all reporting timelines.

Responsible for accurate records on counseling services provided, such as referrals, general information, short and long term counseling, and center performance milestones.

Coordinate marketing plan to promote program through media, internet, and public presentations to targeted audiences.

Establish formal agreements and delineate specific services with organizations, such as SCORE, Chambers of Commerce, Work Force Investment Boards, the South Bay Economic Development Partnership and the Minority Business Development Center and other small business-related resource partners.

Recruit, train, evaluate and schedule network of consultants, such as attorneys, internet and e-commerce specialists, marketing firms, certified public accountants, tax and loan packaging assistant experts.

Recruit, train, manage and evaluate staff.

Assist in the continued development of the SBDC by cooperating with community small business organizations and agencies and by maintaining working relations with key public, state and federal agencies.

Coordinate local advisory committee to effectively promote the SBDC and other programs serving the interests of small business in the region.

Serve on appropriate business and educational committees at the local and state level.

Conduct classes and /or workshops as appropriate.

Prepare grant applications and develop contracts specific to meeting the needs of small business in the region as well as seek cash match funding with local and state agencies to satisfy the cash match requirements of the sub-contract agreements.

Performs related duties as required to carry out department, division or college objectives.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Small businesses in the region served.

Agencies serving the interests of small businesses within the region.

Strategic development and specialized knowledge related to small business owners needs.

Requirements for successful administration of a small business.

Fundraising.

Economic development.

Principles of administration and supervision.

Record keeping techniques.

Oral and written communication skills.

Budget preparation and control.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Marketing.

ABILITY TO:

Develop and perform counseling and consulting for clients.

Market programs.

Participate in chamber and other community based small business activities.

Seek professionals willing to accept referrals on a pro bono and reduced fees basis.

Hire, train, manage and evaluate staff and consultants/trainers.

Understand and adhere to funding agency regulations.

Develop, write and manage grant proposals and contracts to serve the interests of small businesses within the region.

Plan and organize work.

Communicate effectively orally and in writing.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Seek and identify potential funding sources.

EDUCATION AND EXPERIENCE:

Must have a Master's degree in business or other appropriate field and three (3) years progressively responsible experience in management or administration of programs in small business or economic development; OR Bachelor's degree in business or other appropriate field and five (5) years experience as described above.

LICENSE AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

May be required to drive to off site locations periodically.

Move from one work area to another.

Hand, wrist and finger dexterity to operate various machines.

Administrator Salary Schedule Range 11

Revised and Board Approved: September 2, 2008

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ATHLETIC DIRECTOR

BASIC FUNCTION:

Under the direction of the Dean of Health Sciences & Athletics and the Vice President of Student & Community Advancement, the Athletic Director will plan, organize, direct and manage the college's Intercollegiate Athletic Program; supervise academic and classified staff; assist in the administration of the assigned division with the development, oversight and operations of the academic programs related to athletics; and perform administrative support duties related to the operation of the athletic program.

REPRESENTATIVE DUTIES:

Plan, organize, direct and provide leadership for the programs and operations of the College's Intercollegiate Athletic Program within guidelines established by the District as well as pertinent rules and regulations of the National Collegiate Athletic Association (NCAA) and California Community Colleges Commission on Athletics (CCCAA).

Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned activities, programs and operations; recommend and administer policies, procedures and programs; participate in long-range planning activities.

Oversee and participate in the development, administration and coordination of the Intercollegiate Athletic budget; assist the Dean of Health Sciences & Athletics with the development and management of the division budget; participate in the forecast of funds; monitor and approve expenditures; requisition instructional supplies and capital outlay; implement adjustments.

Participate in the selection, assignment, training, supervision and evaluation of assigned faculty and staff; supervise assigned personnel in accordance with District policy; provide or coordinate training for staff; participate in the evaluation of classified and certificated staff and faculty.

Plan, direct and coordinate the work of assigned staff; review and evaluate work products, methods and procedures.

Develop and recommend the athletic schedule(s), including transportation and assignment of officials; propose the scheduling and staffing of day, evening, fall and spring athletic teams and conditioning classes; provide administrative supervision at athletic events at District facilities and all football games.

Provide leadership for the District athletics programs; assist in student/athlete recruiting activities.

Act in the capacity of the Dean of Health Sciences & Athletics in his/her absence as assigned.

Assume responsibility for the Intercollegiate Athletic Program's compliance with pertinent rules and regulations as well as Title IX objectives; conduct regular meetings and training to promote strict adherence among personnel and student athletes to conferences and state athletic rules, regulations, and codes; interpret state and local legislation and athletic eligibility rules; assume responsibility for certification of athletic eligibility for all teams.

Direct and participate in the preparation of a variety of statistical and narrative reports, records and files related to assigned operations and programs; compile intercollegiate athletic program statistics and reports as required.

Represent the District at local, regional and state meetings; attend athletic director and conference meetings as required.

Coordinate publicity and Public Relations activities for the athletic program.

Oversee athletic banquets and fundraising efforts in coordination with athletic coaches.

Supervise the Athletic Hall of Fame and/or Trophy Room and historical record of former athletes and athletic achievements.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of intercollegiate athletics.

Manage all athletic trust accounts.

Perform related duties and responsibilities as required.

EDUCATION AND EXPERIENCE:

A Master's degree in any field related to athletics, recreation, private and/or public management, and/or leadership development. A minimum of one year of formal training, internship or leadership experience reasonably related to the administrator's administrative assignment.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Operations, services and activities of an intercollegiate athletics program.
- Principles and practices of program development and administration.
- Methods and techniques of leadership and management.
- Pertinent Federal, State and local laws, codes and regulations.
- District policies, procedures and current educational programs.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Oral and written communication skills.
- Public relations principles and techniques.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Manage, direct and provide effective leadership for a comprehensive intercollegiate athletics program.

Analyze and assess programs, policies, and operational needs and make appropriate adjustments.

Develop, coordinate and manage programs and services to meet the District's goals and objectives.

Select, supervise, train and evaluate staff.

Identify and respond to sensitive organizational issues, concerns and needs.

Research, analyze and evaluate new service delivery methods and techniques.

Prepare and present comprehensive, effective oral and written reports.

Prepare and administer an operational budget.

Interpret, apply and explain applicable Federal, State and District policies, laws and regulations related to assigned functions.

Plan and organize multiple activities and tasks to meet schedules and time lines.

Work successfully with District faculty, administrators and staff, as well as community representatives.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation and cultural populations of community college students.

Communicate effectively, both orally and in writing, demonstrating advanced writing skills.

Establish and maintain effective working relationships with those contacted in the course of work.

WORKING CONDITIONS:

ENVIRONMENT:

Office, community and athletic field environment.

Constant interruptions.

Driving a vehicle during adverse weather conditions.

Contact with dissatisfied or abusive individuals.

PHYSICAL ABILITIES:

Hear and speak to exchange information.

Sitting or standing for extended periods of time.

Dexterity of hands and fingers to operate office equipment.

Lifting, moving and carrying boxes and other materials.

Administrator Salary Schedule Range 11

Board Approved: September 2, 2008