

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



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

**Agenda, Tuesday, January 18, 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 December 13, 2010, Pages 5-15**
- III. Presentations**
 - A. El Camino College Foundation Annual Report:
<http://www.elcamino.edu/foundation/docs/ECC-Foundation-Audited-Financial-Statements-2009-2010.pdf>
 - B. Basic Skills – Dr. Francisco Arce
- IV. Public Hearing – none**
- V. Public Comment on Consent Agenda**
- VI. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
 1. Student and Community Advancement
See Student Services Agenda, Pages 16-17
 2. Administrative Services
See Administrative Services Agenda, Pages 18-29
 3. *See Measure "E" Bond Fund Agenda, Pages 30-35*
 4. *See Human Resources Agenda, Pages 36-56*
 5. Superintendent/President
See Superintendent/President Agenda, Pages 57-58

VII. Committee of the Whole, pages 59-62

- A. Public Comment
- B. Redistricting El Camino Community College District Trustee Areas

VIII. Public Comment on Non-Agenda Items

IX. Oral Reports

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

X. Closed Session

- A. 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

- B. Existing Litigation, Brown Act, Section 54956
 - 1. Case # YC057938
 - 2. Case # BC400227
 - 3. Case # BC432800
 - 4. Case # ADJ7165388

Board of Trustees Meeting Schedule for 2011
4:00 p.m. Board Room

Tuesday, February 22, 2011
Monday, March 21, 2011
Monday, April 18, 2011
Monday, May 16, 2011
Monday, June 20, 2011
Monday, July 18, 2011
Monday, August 15, 2011
Tuesday, September 6, 2011
Monday, October 17, 2011
Monday, November 21, 2011
Monday, December 12, 2011

EL CAMINO COLLEGE STRATEGIC PLAN 2010 THROUGH 2014

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.

EL CAMINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING OF
Monday, December 13, 2010

The Board of Trustees of the El Camino Community College District met at 4 p.m. on Monday, December 13, 2010, in the Bookstore Building, East Dining Room at El Camino College.

The following Trustees were present: Trustee Ray Gen, President; Trustee Maureen O'Donnell, Vice President; Trustee William Beverly, Secretary; Trustee Mary E. Combs, member; and Student Member Johanna Zamora.

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, Compton Community Educational Center; and Dr. Lynn Solomita, Interim Vice President, Human Resources.

Minutes of the Regular Board Meeting of November 15, 2010

The Minutes of the Regular Board Meeting of November 15, 2010 were approved.

Board Selection, Trustee Area 1

It was moved by Trustee Beverly, seconded by Trustee Combs, that the Board accept applications for appointment to Trustee Area 1 and proceed with interview of three candidates: Mr. Brown, Ms. Wade and Ms. Bueno and to do so under guidelines agreed to on December 6, 2010. Motion carried.

Board members interviewed candidates for Trustee Area 1. Board President Gen called for public comments. No comments were made.

It was moved by Trustee O'Donnell, seconded by Trustee Combs that Mr. Kenneth Brown be appointed to fill the vacancy in Trustee Area 1 from December 13, 2010, through Friday, November 25, 2011.

Trustee Kenneth Brown took the Oath of Office and was seated with the Board.

Annual Organizational Meeting

This meeting was called as prescribed in Education Code Section 72125 for the purpose of organizing the Board of Trustees by the (A) election of a president, vice president, and secretary from the members of the Board, (B) select a Board Member as a representative to the Los Angeles County Committee on School District Organization, (C) select a

Board Member as a representative to the Los Angeles County School Trustees Association, (D) select a Board Member to serve on the El Camino Community College District Foundation; (E) appoint a Secretary to the Board; and to (F) set the time and place of Board Meetings; (G) (H) (I) establish the order of authority of chief administrative officers in the absence of the Superintendent/President; and to (J) approve signatures on change orders; to approve purchase orders; to approve warrants; to authorize personnel changes. In addition, it was called as a regular meeting.

A. Election of Officers for Period December 13, 2010 through the Annual Organizational Meeting in December, 2011

President

Trustee O'Donnell nominated Trustee Beverly to serve as President of the Board of Trustees for the period from December 13, 2010, through the Annual Organizational Meeting in December, 2011. Trustee Combs seconded nomination. Mr. Beverly was appointed President of the Board. Student Trustee Zamora recorded a yes advisory vote.

Vice President

Trustee Combs nominated Trustee Gen to serve as Vice President of the Board of Trustees for the period from December 13, 2010, through the Annual Organizational Meeting in December, 2011. Trustee Brown seconded nomination. Trustees Brown, Combs and Gen voted yes. Trustee Beverly and Trustee O'Donnell abstained. Trustee Gen was appointed Vice President of the Board. Student Trustee Zamora recorded a yes advisory vote.

Secretary

Trustee Beverly nominated Trustee O'Donnell to serve as Secretary of the Board of Trustees for the period from December 13, 2010, through the Annual Organizational Meeting in December, 2011. Trustee Combs seconded nomination. By unanimous vote Trustee O'Donnell was appointed Secretary of the Board. Student Trustee Zamora recorded a yes advisory vote.

B. Los Angeles County Committee on School District Organization

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

C. Los Angeles County School Trustees Association

It was moved by Trustee Gen, seconded by Trustee Brown, that Trustee O'Donnell be appointed as a representative to the Los Angeles County School

Trustees Association for 2010-2011. Motion carried. Student Trustee Zamora recorded a yes advisory vote.

D. California Community College Trustees Board Election

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

E. El Camino Community College District Foundation

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

F. Secretary to the Board for Period December 13, 2010 through the Annual Organizational Meeting in December, 2011

It was moved by Trustee O'Donnell, seconded by Trustee Combs, that Thomas M. Fallo be appointed Secretary to the Board for the period December 13, 2010, through the Annual Organizational Meeting in December, 2011. Motion carried. Student Trustee Zamora recorded a yes advisory vote.

G. Time, Date and Place of Board Meetings

It was moved by Trustee O'Donnell, seconded by Trustee Combs, that the Board hold its regular meetings at 4:00 p.m. on the third Monday of each month or as noted below, in the Board Room in the Administration Building at El Camino College. If an El Camino Community College District holiday falls on Monday, the Board meeting will be held on the following Tuesday. Dates for 2011 are as follows:

Tuesday, January 18, 2011	Monday, July 18, 2011
Tuesday, February 22, 2011	Monday, August 15, 2011
Monday, March 21, 2011	Tuesday, September 6, 2011
Monday, April 18, 2011	Monday, October 17, 2011
Monday, May 16, 2011	Monday, November 21, 2011
Monday, June 20, 2011	Monday, December 12, 2011

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

H. Order of Administrative Authority in Absence of Superintendent/President

It was moved by Trustee O'Donnell, seconded by Trustee Combs, that a Vice President be appointed to serve as Acting Superintendent/President of the El Camino Community College District in the absence of the

Superintendent/President, the following order of authority is to be followed for period December 13, 2010, through the Annual Organizational Meeting in December, 2011:

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

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

I. Acting Secretary to the Board of Trustees

It was moved by Trustee O'Donnell, seconded by Trustee Combs, that in the absence of the Superintendent/President and Secretary to the Board of Trustees during the period December 13, 2010, through the Annual Organizational Meeting in December, 2011, it is recommended that the Vice Presidents serve as Acting Secretary to the Board of Trustees of the El Camino Community College District in the following sequence of authority:

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

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

J. Documents Authorized for Signature of Acting Superintendent

It was moved by Trustee O'Donnell, seconded by Trustee Combs, that the Acting Superintendent be permitted to sign documents authorized for signature of the Superintendent in his absence from the College during the period from December 13, 2010, through the Annual Organizational Meeting in December, 2011.

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

K. Signature Authorization

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

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

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting to sign "A" and "B" warrants and other documents as authorized by the Board of Trustees, during the period December 13, 2010, through the Annual Organizational Meeting in December, 2011, one signature only being required. Josie Cheung, Accounting Officer is

authorized for on-line approval of “B” warrants, during the period December 13, 2010, through the Annual Organizational Meeting in December, 2011.

2. Authority to Sign Contracts
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting to be authorized to sign contracts during the period December 13, 2010, through the Annual Organizational Meeting in December, 2011, one signature only being required.
3. Authority to Sign Purchase Orders
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting to sign purchase orders for all District funds, the Auxiliary Services fund, Trust fund, and all Associated Student funds during the period December 13, 2010, through the Annual Organizational Meeting in December, 2011, one signature only being required.
4. Authority to Sign Purchase Orders for the Bookstore
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; Thomas Connolly, Director of Accounting ; and Julie Bourlier, Bookstore Director, to sign purchase orders for the bookstore fund during the period December 13, 2010, through the Annual Organizational Meeting in December, 2011, one signature only being required.
5. Authority to Sign Change Orders
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human

Resources; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting be authorized to sign contract change orders during the period of December 13, 2010, through the Annual Organizational Meeting in December, 2011, one signature only being required.

6. Authority to Sign Notices of Employment and Orders for Salary Payments
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President - Human Resources; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting to sign Notices of Employment and Orders for Salary Payments during the period December 13, 2010, through the Annual Organizational Meeting in December, 2011, one signature only being required.
7. Revolving Cash Fund – El Camino Community College District
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; Thomas Connolly, Director of Accounting ; and Josie Cheung, Accounting Officer to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 13, 2010, through the Annual Organizational Meeting in December, 2011, two signatures required.
8. Registration Fund
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 13, 2010, through the Annual Organizational Meeting in December, 2011, two signatures required.
9. Cash Management Fund
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President –

Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 13, 2010, through the Annual Organizational Meeting in December, 2011, two signatures required.

10. Trust Funds

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting to draw money from and issue checks against Trust Funds of El Camino College on deposit in the Bank of America, Hawthorne Branch, during the period December 13, 2010, through the Annual Organizational Meeting in December, 2011, two signatures required.

11. Associated Students Bank Account

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting to draw money from and issue checks against any funds of the Associated Students on deposit in the Bank of America, Hawthorne Branch, during the period December 13, 2010, through the Annual Organizational Meeting in December, 2011, any two signatures required.

12. Bookstore Fund

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; Thomas Connolly, Director of Accounting; and Julie Bourlier, Bookstore Director to draw money from and issue checks against any funds of the Bookstore of El Camino College on deposit in the Bank of America, Hawthorne Branch, during the period December 13, 2010, through the Annual Organizational Meeting in December, 2011, any two signatures required.

13. Small Business Development Center Bank Account
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 13, 2010, through the Annual Organizational Meeting in December, 2011, two signatures required.
14. El Camino College Business Office Account
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting to draw money from and issue checks against funds in the El Camino College Business Office account in the Bank of America, Hawthorne Branch, during the period December 13, 2010, through the Annual Organizational Meeting in December, 2011, two signatures required.
15. Auxiliary Services Fund
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting to draw money from and issue checks against funds in the Auxiliary Services account in the Bank of America, Hawthorne Branch, during the period December 13, 2010, through the Annual Organizational Meeting in December, 2011, two signatures required.
16. Dental Self-Insurance Fund, Wells Fargo Bank Account
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting to draw money from and issue checks against the Dental Self-Insurance Trust Account with Wells Fargo Bank for up to \$30,000,

during the period December 13, 2010, through the Annual Organizational Meeting December, 2011, two signatures required.

17. National Direct/Federal Perkins Student Loan/Nursing Loan Billing Service
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting to draw money from and issue checks against any funds deposited in the Student Loan/Nursing Loan Billing Service account in City National Bank, during the period December 13, 2010, through the Annual Organizational Meeting in December, 2011, any two signatures required.
18. Computer Loan Revolving Cash Fund – El Camino Community College District
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; Thomas Connolly, Director of Accounting; and Josie Cheung, Accounting Officer to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 13, 2010, through the Annual Organizational Meeting in December, 2011, two signatures required.
19. El Camino College Self-Insurance Account for Property and Liability – Keenan and Associates
Continue the Self-Insurance Account for Property and Liability with the Union Bank, 21515 Hawthorne Boulevard, Torrance Branch, and that the following be authorized to sign for the account during the period December 13, 2010, through the Annual Organizational Meeting in December, 2011, facsimile signature up to \$5,000 or any two signatures together required.

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

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

20. El Camino College Student Financial Aid Fund
– El Camino Community College District
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting to draw money from and issue checks against funds in the Federal Student Financial Aid account in the Bank of America, Hawthorne Branch, during the period December 13, 2010, through the Annual Organizational Meeting in December, 2011, two signatures required.

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

Consent Agenda

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

Academic Affairs

Proposed Curriculum Changes: Effective 2011/2010 Academic Year
Destruction of Records
International Education/Study Abroad Program – Summer 2011
Sabbatical Leaves of Absence – 2011-2012

Student and Community Advancement

Community Education Classes – Winter/Spring 2011
Grant

Administrative Services

Contract Under \$78,500
Memorandums of Understanding
Personal Service Agreements
Purchase Orders and Blanket Purchase Orders

Measure E Bond Fund

Category Budgets and Balances
Contract – Beck & Graboski – Campus Signage and Wayfinding Project
Contract – S&K Engineers – Security Systems Upgrade Project
Contract Amendment – Prestige Security – Math Business Health Services Project
Change Order – HPS Mechanical – Phase 3 Infrastructure
Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

President/Board of Trustees

Travel

Board of Trustees of Trustee Goals for 2010-2011

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

Public Comment

Mr. Nehasi Lee thanked the Board for its support of the Compton Community Educational Center. Mr. Vic Coutin welcomed new Trustee.

Closed Session

Regular Meeting adjourned to a Closed Session at 6:40 p.m. which ended at 8:15 p.m.

Maureen O'Donnell, Secretary of the Board

Thomas M. Fallo, Secretary to the Board

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

Page No.

- A. El Camino College Pep Squad 2011 Cheer Competitions.....17

STUDENT AND COMMUNITY ADVANCEMENT

A. **EL CAMINO COLLEGE PEP SQUAD 2011 CHEER COMPETITIONS**

It is recommended that the Board approve attendance of the El Camino College Pep Squad to the 2011 Cheer Competitions at Cal State Long Beach, Long Beach, California. The Cheer competitions are held on three dates: Cheer Pros Competition, January 23, 2011, expenses in the amount of \$500 to be paid from Auxiliary Services Pep Squad funds; National Cheerleading Competition, February 27, 2011 and US Spirit Leader Competition, March 20, 2011. Total expenses in the amount of \$995 for both competitions will be paid through fund-raising.

Diana Galias, Pep Squad Coach, Crystal Oropeza, Assistant Coach
David Oropeza, Assistant Coach

El Camino College Pep Squad

Glen Alicaya, Rachel Brown, Aaron Coleman, Brandy Deutsch, Cassandra Dewey
Skylar Feist, Monique Garibald, Dashanna Gordon, Danielle Harris, Victor
Herrera

Christopher Jocson, Alecia Johnson, Daisy Magdeleno, Christina Malave
Reuben Martinez, Jessica Meader, Megan Rogers, Angela Rosa, Karissa
Sakamoto Emmanuel Salomon, Erica Sanchez, Rubin Trinidad

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

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Administrative Services

A. NON-RESIDENT TUITION FEE FOR 2011–2012

It is recommended that the Board of Trustees adopt the non-resident tuition fee for the fiscal year 2011-2012, commencing with the summer session of 2011, in the amount of \$176 per unit of course work pursuant to Education Code Section 76140. Non-resident students are residents of a state other than California.

It is also recommended that the Board of Trustees adopt a foreign non-resident tuition fee for the fiscal year 2011-2012, commencing with summer session 2011, in the amount of \$211 per unit of course work, pursuant to Education Code Section 76141 (a). Foreign non-resident students are both citizens and residents of a foreign country.

The additional \$35 for foreign non-resident students is permitted to be charged for capital outlay purposes. El Camino College will set aside these additional dollars for the purpose of capital outlay, maintenance, and equipment.

B. 2009-2010 AUDIT REPORT

It is recommended that the Board accept the annual financial audit report prepared by Vavrinek Trine, Day and Co. for the El Camino Community College District. Copies of the audit report for the 2009–2010 fiscal year have been distributed to the Board of Trustees. The District received an unqualified opinion on its financial statements for 2009-10. The public may review the audit report in the Office of the Vice President-Administrative Services, in Administration Room ADM 106, or on the web at:

http://www.elcamino.edu/administration/board/agendas/2008/Audit_June_30_2010_ECCD.pdf

C. AB 2910 - QUARTERLY FISCAL STATUS REPORTS

It is recommended that the Board of Trustees receive the following Quarterly Financial Status Report for the quarter ending December 31, 2010. AB 2910, Chapter 1486, Statutes of 1986, requires that California Community College Districts report quarterly on their financial condition.

The report for December 31, 2010, is shown on the following Quarterly Financial Status Report for General Fund-Unrestricted (11).

FISCAL YEAR 2010-11
 Quarter Ended (Q2) December 31, 2010

<u>General Fund</u>	<u>2010-11 Budget</u>	<u>Year-to-Date Actuals</u>	<u>Percentage</u>
INCOME			
Federal	\$70,000	\$8,414	12.02%
State	66,971,681	33,091,404	49.41%
Local	39,573,020	18,596,599	46.99%
Interfund Transfers	<u>0</u>	<u>0</u>	
Total Income	\$106,614,701	\$51,696,417	
APPROPRIATIONS			
Academic Salaries	\$48,138,521	\$18,543,870	38.52%
Classified Salaries	25,811,772	10,911,710	42.27%
Staff Benefits	19,219,689	8,905,217	46.33%
Supplies/Books	1,639,887	542,454	33.08%
Other Operating Expenses	10,895,788	4,877,334	44.76%
Capital Outlay	1,370,131	292,692	21.36%
Other Outgo	<u>5,790,000</u>	<u>5,000,000</u>	86.36%
Total Appropriations	\$112,865,788	\$49,073,277	
Net Revenues	\$ (6,251,087)	\$ 2,623,140	

D. CONTRACTS UNDER \$78,900

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

1. **Contractor:** AMERICAN INSTITUTE FOR FOREIGN STUDY
Services: Contractor will provide travel agent services for the District's Summer 2011 Study Abroad Program to Ireland.
Requesting Dept.: Behavioral and Social Sciences
Date(s): 7/7/11 – 7/27/11
Financial Terms: No cost to the District

2. **Contractor:** APRAHAM I AM DAY CARE, INC.
Services: Contractor, who operates a licensed child care center, will

provide part-time work activity opportunities for CalWORKs students to work as child care assistants.

Requesting Dept.: Counseling & Student Services

Date(s): 1/3/11 – 6/30/11

Financial Terms: No cost to the District

3. **Contractor:** **CARLTON FORGE WORKS**
Services: Contractor will receive thirty-six hours of Green Workforce Training: Waste Reduction – Continuous Improvement.
Requesting Dept.: Community Advancement – Center for Applied Competitive Technologies (CACT)
Date(s): 1/19/11 – 6/30/11
Financial Terms: Projected Gross Income \$6,926
4. **Contractor:** **DESIMONE ENGINEERING**
Services: Contractor will provide professional and technical training to manufacturers and aerospace industries as needed.
Requesting Dept.: Community Advancement – CACT
Date(s): 2/5/11 – 6/30/11
Financial Terms: Cost not to exceed \$41,000
Self supporting program
5. **Contractors:** **EDUCATION ABROAD, LTD; ETHINK; RYUGAKUSITE.COM, INC.; and SEARCH INTERNATIONAL**
Services: Contractors will serve as F-1 Visa Educational Agents to recruit F-1 Visa Students for El Camino College.
Requesting Dept.: Admissions – International Student Program
Dates: 7/1/10 – 6/30/11 - with four optional one-year renewal periods.
Financial Terms: The fee shall be \$250 for each student per consecutive semester completed, not to exceed \$500.
6. **Contractor:** **GREENBRIDGE INTERNATIONAL INC.**
Services: Contractor will provide businesses with technology educational training in manufacturing and continuous improvement.
Requesting Dept.: Community Advancement – CACT
Date(s): 12/14/10 – 6/30/11
Financial Terms: Cost not to exceed \$75,000
Funded by the State Employment Training Panel
7. **Contractor:** **GREENSIDE LLC**

- Services:** Contractor will provide forty-four hours of instruction for an Introduction to Sustainability curriculum at Leuzinger High School.
- Requesting Dept.:** Community Advancement – Workplace Learning Resource Center
- Date(s):** 12/14/10 – 6/30/11
- Financial Terms:** Cost not to exceed \$5,500
Funded by Career Technical Education Grant
- 8. Contractor:** **KNOWLEDGE PROCESS, INC.**
- Services:** Contractor will provide Green Workforce Training; Waste-Reduction – Continuous Improvement.
- Requesting Dept.:** Community Advancement – CACT
- Date(s):** 1/19/11 – 6/30/11
- Financial Terms:** Cost not to exceed \$30,000
Funded by the State Employment Training Panel
- 9. Contractor:** **QUICK FIT CONSULTING**
- Services:** Contractor will assist the El Camino College Small Business Development Center to achieve its milestones by marketing/advertising for fee workshops; including the Business Boot Camp, QuickBooks and other fee workshops and outreach.
- Requesting Dept.:** Community Advancement – Small Business Development Center
- Date(s):** 1/3/11 – 6/30/11
- Financial Terms:** Cost not to exceed \$5,000
Program is self supporting
- 10. Contractor:** **WISEBURN 21ST CENTURY CHARTER SCHOOLS**
- Services:** Contractor will receive two on-site film/video courses at both the DaVinci Science and DaVinci Design schools.
- Requesting Dept.:** Student Services – Enrollment Services
- Date(s):** 2/1/11 – 6/30/11
- Financial Terms:** Projected Gross Income \$11,000
- 11. Contractor:** **YOSEMITE COMMUNITY COLLEGE DISTRICT – CHILD DEVELOPMENT TRAINING CONSORTIUM**
- Services:** Contractor will serve as the Regional Coordinator to support implementation of the Competencies Integration Project for child development courses at California Community Colleges and state universities in Region 1. El Camino College

students will benefit as the project will result in course alignment and articulation of El Camino Education courses within the community college and university systems.

Requesting Dept.: Behavioral and Social Sciences – Child Development

Date(s): 1/1/11 – 6/30/11

Financial Terms: No cost to the District
Twenty percent release time (\$9,601.50) will be reimbursed to the District.

E. CONTRACTS OVER \$78,900

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

1. Contractor: WESTERN OREGON UNIVERSITY, SPECIAL EDUCATION

Services: Contractor is the primary contractor with the U.S. Department of Education Rehabilitation Services Administration to provide training for interpreters. El Camino College, as a subcontractor under the grant, will be responsible for training qualified interpreters to meet the diverse needs of the deaf, hard-of-hearing and deaf-blind.

Requesting Dept.: Health Sciences and Athletics – Special Resource Center

Date(s): 10/1/10 – 9/30/15

Financial Terms: Projected Gross Income \$143,403 – Year One

F. PERSONAL SERVICE AGREEMENTS

1. Contractor: NORMA A. ALVARADO

Services: Contractor will work with the Center for Applied Competitive Technologies (CACT) to analyze, develop, and roll out state-wide industry specific projects, to include but not limited to targeted industry studies, state-wide grant development and CACT marketing initiatives.

Requesting Dept.: Community Advancement

Date(s): 1/18/11 – 6/30/11

Financial Terms: Cost not to exceed \$25,000

2. Contractor: GERALD SWINEY

Services: Contractor will clean, sharpen, adjust and maintain Construction Technology woodworking equipment.

Requesting Dept.: Industry and Technology

Date(s): 11/1/10 – 6/30/11

Financial Terms: Cost not to exceed \$3,000

- 3. Contractor:** **RICHARD NICHOLSON**
Services: Contractor will lead a series of workshops on the process of getting a Designated Subjects or Adult Education Teaching Credential as well as offer one-on-one mentoring with El Camino College students who want to become Career Technical Education instructors.
Requesting Dept.: Industry and Technology
Date(s): 1/28/11 – 6/30/11
Financial Terms: Cost not to exceed \$2,000

G. NOTICE OF JOB COMPLETION/BEST ROOFING AND WATERPROOFING – SCIENCE COMPLEX ROOFING 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.

<u>Contractor</u>	<u>Contract Amount</u>
Best Roofing	\$9,500
Purchase Order Number	BO 410163

H. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS

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

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
P0401767	Irene M. Graff	Institutional Research	Conferences Classified	\$199.00
P0401769	Dell Marketing L. P.	Information Technology	New Computer	\$48,561.40
P0401770	Barnes & Noble	Nursing	Instructional Supplies	\$21.68
P0401775	N. Glantz & Son	Anthropology	Instructional Supplies	\$185.36
P0401777	Monterey Graphics	International Students	Non-Instruct Supplies	\$49.39
P0401780	Christopher Ramirez	Ctr for Arts Instr/Admin	Contract Services	\$150.00
P0401781	Lee Lahann	Ctr for Arts Instr/Admin	Contract Services	\$150.00
P0401782	Matthew Caine	Ctr for Arts Instr/Admin	Contract Services	\$150.00
P0401783	Lisa Hoglan	Ctr for Arts Instr/Admin	Contract Services	\$200.00
P0401784	Androniki Bossonis	Ctr for Arts Instr/Admin	Contract Services	\$150.00
P0401785	Lisa's Bon Appetit	Ctr for Arts Promo	Other Services And Expenses	\$812.15
P0401786	Doubletree Torrance	Ctr for Arts Promo	Other Services And Expenses	\$610.75
P0401790	UCLA Center for	Paramedic Academy	Contract Services	\$4,560.00
P0401798	Mid City Mailing	Ctr for Arts Promo	Multi Media Advertising	\$387.00
P0401804	CFKR Career Material	History	Instructional Supplies	\$231.33
P0401806	Chauffeurs Unlimited	Ctr for Arts Promo	Other Services And Expenses	\$238.00
P0401815	Ricoh Business	Div Office Fine Arts	Non-Instruct Supplies	\$215.64
P0401817	Johnstone Supply	Art Department	Instructional Supplies	\$53.85
P0401820	Baigali Bayarmaa,	VP-SCA	Contract Services	\$250.00
P0401828	Amar Enkhtaivan	VP-SCA	Contract Services	\$750.00
P0401829	Bluechip Sports &	VP-SCA	Contract Services	\$1,000.00

P0401830	CJR Education	VP-SCA	Contract Services	\$1,500.00
P0401831	Litz USA Student	VP-SCA	Contract Services	\$1,250.00
P0401832	International Education	VP-SCA	Contract Services	\$2,500.00
P0401833	International Education	VP-SCA	Contract Services	\$5,500.00
P0401834	Woodworker West	Construction	Publications-Magazines	\$18.00
P0401835	Prevailing Wind Power	Environmental Tech	New Equipment - Instructional	\$7,545.31
P0401841	AAFPE Headquarters	Legal Assistance	Dues And Memberships	\$450.00
P0401842	Ceb Passport Program	Legal Assistance	Dues And Memberships	\$2,414.00
P0401850	Monterey Graphics	Fiscal Services	Non-Instruct Supplies	\$1,109.35
P0401851	Brown Industries, Inc.	Nursing	Instructional Supplies	\$1,250.47
P0401855	Nancy A. Cheever	V.P. Academic Affairs	Contract Services	\$100.00
P0401858	Jeanie M. Nishime	Accreditation Support	Conferences Faculty	\$135.74
P0401864	HCD	Facilities/Planning/Serv	Other Services And Expenses	\$124.00
P0401866	Verizon Wireless	Health,Safety and Risk	Telephone	\$55.80
P0401867	McKesson Medical	Nursing	Instructional Supplies	\$7,725.39
P0401868	AT&T Mobility	Health,Safety and Risk	Telephone	\$95.94
P0401870	California Fire	Fire	Dues And Memberships	\$75.00
P0401873	Graybar Electric	Electric Shop	Non-Instruct Supplies	\$256.82
P0401875	Pocket Nurse	Nursing	Instructional Supplies	\$1,181.48
P0401878	Cine Med	Nursing	Instructional Supplies	\$454.98
P0401880	Discount Two-Way	Facilities/Planning/Serv	Non-Instruct Supplies	\$859.08
P0401881	Medline Industries, Inc.	Nursing	Instructional Supplies	\$353.64
P0401886	Staywell	Physical Education	Instructional Supplies	\$309.63
P0401887	Cambridge Stratford	Div Office Humanities	Instructional Supplies	\$179.63
P0401888	SoCal Proshop	Physical Education	Instructional Supplies	\$720.35
P0401889	Community College	Public Relations &	Conferences Mgmt	\$280.00
P0401890	California Community	Public Relations &	Conferences Mgmt	\$385.00
P0401891	ACCCA	Public Relations &	Conferences Mgmt	\$125.00
P0401893	Monterey Graphics	Public Relations &	Non-Instruct Supplies	\$49.39
P0401894	Fujitec America, Inc.	Facilities/Planning/Serv	Other Services And Expenses	\$2,920.00
P0401897	Bruce E. Hoerning	Facilities/Planning/Serv	Non-Instruct Supplies	\$61.46
P0401900	Xpedx Paper &	Warehouse	Inventories, Stores, Prepaid I	\$7,243.50
P0401901	Commission on	Accreditation Support	Dues And Memberships	\$3,300.00
P0401905	Leonid Rachman	International Students	Conferences Mgmt	\$1,887.00
P0401919	Matthew Bender	Div Office Instr.	Library Books	\$1,877.05
P0401920	Thomson-Reuters/Barc	Div Office Instr.	Library Books	\$291.00
P0401921	The Tape Company	Audio/Visual	Instructional Supplies	\$329.78
P0401922	Gaylord Brothers, Inc.	Div Office Instr.	Instructional Supplies	\$83.36
P0401925	Monterey Graphics	CADD	Instructional Supplies	\$49.39
P0401930	Hollinger Metal Edge	Div Office Instr.	Instructional Supplies	\$287.24
P0401931	Highsmith Company	Div Office Instr.	Instructional Supplies	\$428.03
P0401932	Community College	Div Office Instr.	Publications-Magazines	\$8,641.00
P0401933	Smardan Supply	Facilities/Planning/Serv	Repairs Noninstructional	\$7,985.30
P0401940	Demco, Inc.	Div Office Instr.	Instructional Supplies	\$78.33
P0401943	Monterey Graphics	District Photo Id Cards	Non-Instruct Supplies	\$476.32
P0401951	FCCC	Facilities/Planning/Serv	Conferences Mgmt	\$250.00
P0401952	Empire Cleaning	Community	Non-Instruct Supplies	\$94.56
P0401954	Professional Pool	Pool	Non-Instruct Supplies	\$40.00
P0401955	Ryugaku Journal, Inc.	VP-SCA	Contract Services	\$2,750.00
P0401956	CES Central Education	VP-SCA	Contract Services	\$1,000.00
P0401957	The Center for	VP-SCA	Contract Services	\$500.00
P0401966	Dell Computer	Information Technology	Maintenance Contracts	\$31,744.00
P0401969	Full Compass	Ctr for Arts Production	Non-Instruct Supplies	\$467.46
P0401970	VWR Scientific	Life Sciences	Instructional Supplies	\$1,361.23
P0401986	ADT Security Services	History	Other Services And Expenses	\$1,176.88

P0401987	VWR Scientific	Life Sciences	Instructional Supplies	\$3,428.59
P0401994	VWR Scientific	Life Sciences	Instructional Supplies	\$7,006.04
P0401995	Los Angeles	Life Sciences	Contract Services	\$72.00
P0401998	Michael D. Blada	Paint Shop	Non-Instruct Supplies	\$358.50
P0402000	Kimberly Wilkinson	Ctr for Arts Production	Non-Instruct Supplies	\$58.16
P0402002	Harland Technology	Information Technology	Maintenance Contracts	\$741.00
P0402007	Image IV Systems	Div Office Humanities	Copiers	\$129.55
P0402016	Daily Breeze, the	Presidents Office	Other Services And Expenses	\$318.66
P0402017	Inglewood Business	Presidents Office	Other Services And Expenses	\$1,350.00
P0402018	Los Angeles Wave	Presidents Office	Other Services And Expenses	\$975.00
P0402020	Monterey Graphics	Facilities/Planning/Serv	Non-Instruct Supplies	\$49.39
P0402022	Career Cruising	Career Center	Other Services And Expenses	\$595.00
P0402027	Yamashita Glass Co.,	Carpenter Shop	Non-Instruct Supplies	\$544.00
P0402035	Loma Linda Medical	Human Resources	Other Services And Expenses	\$525.00
P0402036	Staples Advantage	Human Resources	Non-Instruct Supplies	\$93.51

Fund 11 Total: 91

\$187,496.84

Fund 12 Restricted - El Camino

P0401739	Imageworks	Parking-Student	Non-Instruct Supplies	\$917.45
P0401764	Joshua S. Armstrong	Parking-Student	Non-Instruct Supplies	\$1,768.38
P0401787	South Bay Regional	Parking-Student	New Equipment -	\$220.85
P0401788	Magic's Auto Body &	Parking-Student	Repairs Non Instr	\$3,221.78
P0401791	Haas Factory Outlet	Community	Repairs - Instructional	\$300.00
P0401794	South Bay Regional	Parking-Student	New Equipment -	\$616.34
P0401796	North Star Graphics	Parking-Student	Repairs Non Instr	\$170.11
P0401797	Bothwell Automotive,	Parking-Student	Repairs Non Instr	\$215.00
P0401801	Customfaqs Solutions	Matriculation	Non-Instruct Supplies	\$11,340.00
P0401805	Campus Food Services	ECP (YEP) Grant	Non-Instruct Supplies	\$87.72
P0401807	Dell Marketing L. P.	EWD/CTE Grant	Non Inst Comp Eq less than	\$6,835.65
P0401808	Fast Deer Bus Charter	South Bay Children's	Transportation	\$928.31
P0401809	Fast Deer Bus Charter	South Bay Children's	Transportation	\$435.58
P0401812	B & H Photo-Video	VATEA Medial / TV	New Equipment - Instructional	\$17,018.64
P0401813	Thompson Publishing	Career & Tech Ed	Non-Instruct Supplies	\$50.79
P0401814	GCCCD Auxiliary	Career & Tech Ed	Conferences Other	\$350.00
P0401816	Council for Resource	Community	Dues And Memberships	\$270.00
P0401819	Airgas West	VATEA I&T	New Equipment - Instructional	\$2,511.24
P0401821	MediaFocus	VATEA Journalism	Computer Software Account	\$1,416.80
P0401822	The Apple Store	VATEA Journalism	Computer Software Account	\$984.46
P0401823	School Newspaper	VATEA Journalism	Computer Software Account	\$3,800.00
P0401824	Computerland of	VATEA Journalism	Computer Software Account	\$9,153.69
P0401825	Pro Media Academy	VATEA Journalism	Conferences Other	\$4,800.00
P0401826	Accelerate Computer	VATEA Journalism	Conferences Other	\$1,351.50
P0401827	Llewellyn P. Chin	SBDC Program Income	Contract Services	\$480.00
P0401836	Campus Food Services	CalWORKS	Non-Instruct Supplies	\$275.00
P0401838	Turning Technologies,	Natural Sciences	Instructional Supplies	\$29,697.03
P0401840	Cerritos Community	Strategic Priority	Non-Instruct Supplies	\$130.33
P0401843	Dooley Enterprises	Parking-Student	Non-Instruct Supplies	\$1,977.70
P0401844	Jameco Electronics	EWD/CTE Grant	Non-Instruct Supplies	\$398.81
P0401845	Dooley Enterprises	Parking-Student	Non-Instruct Supplies	\$1,977.70
P0401853	Campus Food Services	EOPS CARE	Non-Instruct Supplies	\$627.91
P0401854	SVM, Ip	EOPS CARE	Transportation Repair	\$7,525.00
P0401857	Laura M. Narvaez	EOPS CARE	Contract Services	\$40.00
P0401859	Edits Publishers	EOPS	Non-Instruct Supplies	\$653.10

P0401865	Step Publishers	MDC-Parenting	Other Books	\$323.80
P0401871	Campus Food Services	EOPS CARE	Non-Instruct Supplies	\$245.74
P0401872	L.A.C.M.T.A.	EOPS CARE	Bus Passes and Food	\$3,750.00
P0401874	AT&T Mobility	Parking Fees Permit	Other Services And Expenses	\$272.86
P0401876	APCO, AFC, Inc.	Parking-Student	Dues And Memberships	\$50.00
P0401877	Bothwell Automotive,	Parking-Student	Repairs Non Instr	\$75.00
P0401883	Gov Connection	Community	Non-Instruct Supplies	\$267.29
P0401884	Bothwell Automotive,	Parking-Student	Repairs Non Instr	\$451.76
P0401885	American Society of	Rad Tech	Computer Software Account	\$1,404.95
P0401892	Campus Food Services	EOPS	Non-Instruct Supplies	\$99.71
P0401896	International Trade	ECP (YEP) Grant	Contributions	\$2,500.00
P0401898	United States Council	Matching - IDRC, etc.	Non-Instruct Supplies	\$187.17
P0401899	International Trade	ECP (YEP) Grant	Transportation/ Mileage And	\$600.00
P0401904	Van Lingen Towing	Parking-Student	Repairs Non Instr	\$25.00
P0401906	South Bay Municipal	Parking Violations DMV	Other Services And Expenses	\$8,326.50
P0401907	South Bay Regional	Parking-Student	New Equipment -	\$87.12
P0401912	National Promotions &	El Camino Language	Printing	\$1,511.25
P0401913	Sidedoor Studio, The	El Camino Language	Multi Media Advertising	\$427.50
P0401914	Destyn M. LaPorte	El Camino Language	Non-Instruct Supplies	\$584.97
P0401917	American Nautical	(STCW) Standards for	Other Books	\$3,295.47
P0401918	Yosemite CCD	Faculty & Staff Diversity	Conferences Mgmt	\$1,800.00
P0401926	Every Promotional	Teacher Preparation	Instructional Supplies	\$1,619.94
P0401927	Heather Arazi	Sign Language	Contract Services	\$100.00
P0401936	Torrance Unified	Teacher Preparation	Contract Services	\$118.07
P0401937	FIRST	Teacher Preparation	Instructional Supplies	\$5,000.00
P0401948	Riverside County	Parking-Student	In-Service Training	\$276.00
P0401958	Susan D. Brouillette	DSPS	Instructional Supplies	\$16.36
P0401959	Hobart Institute of	VATEA I&T	Instructional Supplies	\$6,150.27
P0401960	PM Welding Supply	VATEA I&T	Instructional Supplies	\$966.14
P0401961	American Welding	VATEA I&T	Instructional Supplies	\$1,795.71
P0401967	Hobart Institute of	VATEA I&T	Instructional Supplies	\$2,126.62
P0401971	National Center for	Title V - SMCC - Math	Conferences Mgmt	\$350.00
P0401972	Pumpbiz, Inc.	VATEA Business	New Equipment - Instructional	\$283.15
P0401973	Pressure Washers	VATEA Business	New Equipment - Instructional	\$1,756.62
P0401974	Dynamic Supply Inc.	VATEA Business	New Equipment - Instructional	\$5,974.06
P0401975	Lab Safety Supply	VATEA Business	Instructional Supplies	\$274.97
P0401976	McLogan Supply Co.	VATEA Business	Instructional Supplies	\$397.17
P0401977	Art Assist	VATEA Business	Instructional Supplies	\$500.00
P0401978	Valley Litho	VATEA Business	Instructional Supplies	\$285.60
P0401979	Dynamic Supply Inc.	VATEA Business	Instructional Supplies	\$604.16
P0401980	CCS Presentation	VATEA Medial / TV	New Equipment - Instructional	\$5,098.50
P0401981	B & H Photo-Video	VATEA Medial / TV	New Equipment - Instructional	\$2,203.78
P0401982	Adorama Camera Inc.	VATEA Medial / TV	New Equipment - Instructional	\$658.45
P0401983	First Call Office	VATEA Medial / TV	New Equipment - Instructional	\$663.33
P0401984	Best Buy Co., Inc.	VATEA Medial / TV	New Equipment - Instructional	\$312.84
P0401996	Banning High School	ECP (YEP) Grant	Contributions	\$2,000.00
P0401999	Pearson Assessment	DSPS	Instructional Supplies	\$366.00
P0402005	B & H Photo-Video	VP AA	New Equipmen-Instr. \$5k less	\$2,869.24
P0402006	Amazon.Com	VP AA	New Equipmen-Instr. \$5k less	\$2,969.93
P0402008	Tiempos Dorados	CACT COCCC	Printing	\$389.00
P0402009	National Coalition of	CACT COCCC	Dues And Memberships	\$600.00
P0402012	Bothwell Automotive,	Parking-Student	Repairs Non Instr	\$112.50
P0402014	Bayside Medical Center	Parking-Student	Other Services And Expenses	\$127.80
P0402023	Northern Asia Co., Ltd	El Camino Language	Contract Services	\$500.00
P0402028	Van Lingen Towing	Parking-Student	Repairs Non Instr	\$816.50
P0402029	Adorama Camera Inc.	Humanities	New Equipmen-Instr. \$5k less	\$5,003.56

P0402030	Lou's Golf and	Parking-Student	Repairs Non Instr	\$158.38
P0402034	Torrance Memorial	Parking-Student	Other Services And Expenses	\$70.00
Fund 12 Total: 93				\$192,347.61

Fund 15 General Fund -Special Programs

P0401772	Law Offices of Larry	Institutional Services	Legal	\$1,687.50
P0402025	Grainger	Carpenter Shop	New Equipment -	\$499.34
Fund 15 Total: 2				\$2,186.84

Fund 41 Capital Outlay

P0401759	Academy Flooring	Repairs, Remove	Repairs Noninstructional	\$10,993.65
P0401762	Tandus Flooring, Inc.	Flooring Replacements	Buildings	\$2,624.71
P0401776	Tandus Flooring, Inc.	Flooring Replacements	Buildings	\$3,428.91
Fund 41 Total: 3				\$17,047.27

Fund 62 Property & Liability

P0401839	Self Insurance Plans	Purchasing and	Liability - Self Insurance	\$10,642.83
P0401947	El Camino Community	Purchasing and	Liability - Self Insurance	\$40,576.69
P0401950	Bayside Medical Center	Health,Safety and Risk	HOSPITAL & MEDICAL	\$250.00
P0401962	Enterprise Rentals	Purchasing and	Liability - Self Insurance	\$229.55
Fund 62 Total: 4				\$51,699.07

Fund 71 Associated Students

P0401795	Campus Food Services	Student Affairs	ASB Exp.	\$500.00
Fund 71 Total: 1				\$500.00

Fund 79 Auxiliary Services

P0401768	Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$40.34
P0401779	Fast Deer Bus Charter	Counseling Office	Non-Instruct Supplies	\$464.15
P0401792	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$71.94
P0401793	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$44.17
P0401799	Torrance Postmaster	Fine Arts	Non-Instruct Supplies	\$546.37
P0401800	Frontiers News	Fine Arts	Non-Instruct Supplies	\$500.00
P0401837	Paradise Awards	Health Sciences and	Non-Instruct Supplies	\$87.80
P0401915	Kenneth W. Lefort	Fine Arts	Non-Instruct Supplies	\$13.02
P0401916	Ronald A. Scarlata	Fine Arts	Non-Instruct Supplies	\$110.50
P0401934	Rodman De la Cruz	Fine Arts	Non-Instruct Supplies	\$600.00
P0401935	Betsy L. Hall	Fine Arts	Non-Instruct Supplies	\$1,200.00
P0401938	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$550.00
P0401939	Sandra Mitchman	Fine Arts	Non-Instruct Supplies	\$125.00
P0401941	Deborah B. Minnichelli	Fine Arts	Non-Instruct Supplies	\$125.00
P0401942	Lori B. Medigovich	Humanities	Non-Instruct Supplies	\$2,271.79
P0401945	Mark Emerson	Fine Arts	Non-Instruct Supplies	\$75.00
P0402031	Monterey Graphics	Student Affairs	Non-Instruct Supplies	\$1,875.63

				Fund 79 Total: 17	\$8,700.71
Fund 82	Scholarships & Trust/Agency				
P0401852	Victory Custom Athletic	Health Sciences and	Fundraising		\$1,119.80
P0401924	CCS Presentation	Health Sciences and	Fundraising		\$1,164.08
P0402010	Paradise Awards	Health Sciences and	Fundraising		\$73.53
				Fund 82 Total: 3	\$2,357.41
				PO Funds Total: 214	\$462,335.75
Fund 11	Unrestricted - El Camino				
B0410864	Gerald Swiney	Construction	PSA Contract Services		\$3,000.00
B0410866	ECCD Petty Cash	Ctr for Arts Front of	Non-Instruct Supplies		\$400.00
B0410868	Bennett Gardening	Grounds	Repairs Noninstructional		\$8,025.00
B0410871	A & A Ready Mix	Construction	Instructional Supplies		\$1,600.00
				Fund 11 Total: 4	\$13,025.00
Fund 12	Restricted - El Camino				
B0410863	Richard Nicholson	Teacher Preparation	PSA Contract Services		\$2,000.00
B0410869	Quick Fit Consulting	SBDC Program Income	Contract Services		\$5,000.00
B0410875	Nextel/Sprint	Parking-Student	New Equipment -		\$3,000.00
B0410876	ECCD Petty Cash	SBDC Program Income	Non-Instruct Supplies		\$800.00
B0410879	ECCD Petty Cash	MESA Program	Non-Instruct Supplies		\$500.00
B0410881	Ventek International	Parking Fees Permit	Other Services And Expenses		\$3,500.00
B0410885	Knowledge Process,	Cact CA Employee	Contract Services		\$30,000.00
B0410888	Norma A. Alvarado	CACT Strategic Hub	PSA Contract Services		\$25,000.00
B0410890	Wolfram Research	STEM transfer-Hispanic	Contract Services		\$6,600.00
				Fund 12 Total: 9	\$76,400.00
Fund 15	General Fund -Special Programs				
B0410867	Lightning Powder Co.,	Administrative Of	Instructional Supplies		\$931.00
B0410884	Vector Resources, Inc.	Administrative Services	New Equipment -		\$61,889.88
				Fund 15 Total: 2	\$62,820.88
Fund 41	Capital Outlay				
B0410870	Smardan Supply	Replace Drinking	Non-Instruct Supplies		\$7,300.00
B0410886	Academy Flooring	Classroom&Office	Buildings		\$5,007.89
				Fund 41 Total: 2	\$12,307.89
				BPO Funds Total: 17	\$164,553.77
				<u>Grand Total POs and BPOs: 231</u>	\$626,889.52

**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 December 31, 2010.

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
<u>Additional Classrooms and Modernization</u>				
Acquisitions	\$705,867	\$705,867	\$0	\$0
Architectural Barrier Removal Phase 2	18,520	18,520	0	0
Athletic Education and Fitness Complex	42,223,638	362,977	3,523	41,857,138
Bookstore/Cafeteria Conversion to Adm.	10,868,608	8,651,685	348,467	1,868,456
Math & Business Building Replacement	36,942,427	9,733,636	18,553,767	8,655,023
Central Plant	14,545,000	14,292,482	73,175	179,343
Child Development Center Phase 2	30,470	30,470	0	0
Crenshaw Blvd. Frontage Enhancement	13,373	13,373	0	0
Fire Academy Structure	164,893	164,893	0	0
Fire Program Facility	1,651	1,651	0	0
Humanities Complex Replacement	30,552,368	30,022,076	424,475	105,817
Learning Resource Center Addition	5,099,964	5,041,952	27,456	30,556
MBB Parking Structure & Entrance	35,431,214	23,797	0	35,407,417
Remodeling Phase One-Three	850,766	842,216	8,549	0
Science Complex Renovation	7,116,726	6,670,300	0	446,426
Student Services and Activities Replacement	41,077,921	1,917,469	0	39,160,452
Temporary Space and Relocation Costs	3,467,718	3,467,534	184	0
Signage and Wayfinding	1,295,309	286,788	235,118	773,403
Architectural Planning Contingency	5,000,000	894	4,106	4,995,000
Total Classrooms and Modernization	<u>\$235,406,433</u>	<u>\$82,248,580</u>	<u>\$19,678,821</u>	<u>\$133,479,032</u>
<u>Campus Site Improvements: Accessibility, Safety / Security</u>				
Asphalt Resurfacing - All Lots	\$400,000	\$14,975	0	\$385,025
Emergency Generators and Distribution	116,173	116,173	0	0
Emergency Power to Security Lighting	4,289	4,289	0	0
Entrance - Redondo Beach Blvd. to Lot H	30,208	30,208	0	0
Fencing Replacement and Additions	105,777	5,777	0	100,000
Landscaping/Irrigation System Replacements	1,049,932	49,932	0	1,000,000
Lighting - Upgrade / Replace All Lots	3,059,807	61,888	0	2,997,919
Lot F Parking Structure Improvements	34,926	34,926	0	0
Lot H Parking Structure	24,371,895	24,095,891	181,455	94,549
Paving Replacement - Walks and Driveways	1,110,695	158,079	393,420	559,196

Pedestrian Walks at MBB & Lot E	7,898	7,898	0	0
Security Video	2,007,831	24,084	23,464	1,960,283
Voice / Data / Signal Site Duct Bank	<u>117,130</u>	<u>117,130</u>	<u>0</u>	<u>0</u>
Total Campus Site Improvements:				
Accessibility, Safety / Security	<u>\$32,416,561</u>	<u>\$24,721,248</u>	<u>\$598,339</u>	<u>\$7,096,974</u>
Energy Efficiency Improvements				
Energy Efficiency Improvements Phase Two	\$2,818,000	\$2,756,426	\$0	\$61,574
Total Energy Efficiency Improvements	<u>\$2,818,000</u>	<u>\$2,756,426</u>	<u>\$0</u>	<u>\$61,574</u>
Health and Safety Improvements				
Administration	\$112,740	\$112,740	\$0	\$0
Art & Behavioral Sciences	369,179	369,179	0	0
Infrastructure Phase 1-3	45,470,718	32,657,512	7,696,961	5,116,245
Auxiliary Warehouse	1,301	1,301	0	0
Communications	219,262	219,262	0	0
Construction Technology	16,466	16,466	0	0
Domestic Water System	110,208	110,208	0	0
Facilities and Receiving	215,159	215,159	0	0
Fire Alarm	277,817	277,817	0	0
Firelines	119,905	119,905	0	0
Hazardous Materials Abatement	176,465	175,573	0	892
Restroom Access Compliance	2,000,000	18,183	9,606	1,972,211
Library	452,759	452,759	0	0
Marsee Auditorium	460,474	460,474	0	0
Math Science & New Tech Arts	34,309,701	365,761	2,287,648	31,656,292
Music	240,600	240,600	0	0
Natural Gas System	13,852	13,852	0	0
North Gymnasium	262,214	262,214	0	0
Physical Education and Men's Shower	78,178	78,178	0	0
Planetarium	12,815	12,815	0	0
Pool and Health Center	505,821	502,185	0	3,636
Primary Electrical Distribution System	5,062,019	5,061,211	0	808
Reimbursements	1,414,353	1,414,353	0	0
Security Systems	30,245	30,245	0	0
Sewer System	55,449	55,449	0	0
Social Sciences	5,584,449	1,616,149	1,672,036	2,296,264
Storm Drain System	30,644	30,644	0	0
Technical Arts	405,147	405,147	0	0
Shops	<u>31,891,195</u>	<u>365,728</u>	<u>1,624,050</u>	<u>29,901,417</u>
Total Health and Safety Improvements	<u>\$129,899,135</u>	<u>\$45,661,069</u>	<u>\$13,290,300</u>	<u>\$70,947,766</u>
Information Technology and Equipment				
Behavioral and Social Sciences	\$554,077	\$125,031	\$0	\$429,046
Business	643,650	489,657	0	153,993
Facilities Planning and Services	625,724	404,424	0	221,300
Fine Arts	970,096	451,754	0	518,342
Health Sciences and Athletics	769,987	298,264	0	471,723

Humanities	425,978	217,287	0	208,691
Industry and Technology	983,641	586,941	0	396,700
Information Technology	12,957,510	7,287,393	0	5,670,117
Learning Resources	3,045,057	503,365	101	2,541,592
Math	723,061	231,191	0	491,870
Natural Sciences	1,863,431	666,422	0	1,197,009
Nursing	252,651	116,478	0	136,173
Student and Community Advancement	645,925	229,070	0	416,855
Interfund Transfer	141,150	141,150	0	0
Campus Police	66,650	66,650	0	0
Purchasing	9,418	9,418	0	0
Phase II, III, IV Purchases	0	0	0	0
Installation Contingency	349	349	0	0
Total Information Technology/Equipment	<u>\$24,678,355</u>	<u>\$11,824,843</u>	<u>\$101</u>	<u>\$12,853,412</u>
<u>P.E. Facilities Improvements</u>				
Baseball Field	\$572	\$572	\$0	\$0
North Field	0	0	0	0
Sand Volleyball	0	0	0	0
Reserve for Contingencies	0	0	0	0
Total Physical Education Facilities	<u>\$572</u>	<u>\$572</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$425,219,056</u>	<u>\$167,212,737</u>	<u>\$33,567,562</u>	<u>\$224,438,757</u>

B. BID AWARD 2010-6 – PACWEST - RESTROOM ACCESSIBILITY RENOVATION PROJECT

It is recommended that Bid No. 2010-6 be awarded to the Pacwest Corporation in accordance with the specifications, terms and conditions of the above-named bid.

RECOMMENDED BIDDER

Pacwest Corporation

BID AMOUNT

\$1,247,000

OTHER BIDDERS

Caltec Corporation

Al Shankle Construction

High-Tec Builders, Inc.

CA Construction

Minco Construction

L.A. Builders, Inc.

Air Plus Corporation

HPS Mechanical

BID AMOUNT

\$1,371,482

\$1,439,900

\$1,470,000

\$1,533,000

\$1,577,700

\$1,595,000

\$1,598,000

\$2,030,154

C. CONTRACT – HEIDER ENGINEERING SERVICES, INC.– RESTROOM ACCESSIBILITY RENOVATION PROJECT (INSPECTION SERVICES)

It is recommended the Board of Trustee's approve entering into a contract with Heider Engineering Services, Inc. to provide a specialty inspection for the Restroom Accessibility and Renovation project.

Two inspection firms were interviewed by District and construction program management staff and were evaluated based upon its prior experiences performing this type of work, the demonstrated expertise and the qualifications of its staff and consultants to perform the services and competitive fee structure.

Dates of Service: February 2011 – Through project completion.

Cost: Not to exceed \$25,000 invoiced monthly.

D. CONTRACT – SANDY PRINGLE ASSOCIATES – RESTROOM ACCESSIBILITY RENOVATION PROJECT (DSA INSPECTOR)

It is recommended that the Board of Trustees approve entering into a contract with Sandy Pringle Associates to provide Division of the State Architect required inspection services to the District for the Restroom Accessibility Renovation Project.

This firm is recommended based upon its prior experiences performing this type of work, the demonstrated expertise and the qualifications of its staff and consultants to perform the services and competitive fee structure.

Dates of Services: February 2011 through project completion

Cost: Cost not to exceed \$133,000.

E. CONTRACT– UTELOGY – SMART CLASSROOM CONTROL

It is recommended that the Board of Trustees approve entering into a contract with above vendor to provide and implement a campus-wide centralized control system for the management of the audio/visual equipment used in the College's classrooms and conference rooms.

Public Contract Code 20118.2 (a) allows Districts to acquire software and licenses without public bidding.

Dates of Service: January 2011 through December 2013

Cost: \$217,500, including the licensing fee and up to \$25,000 for professional implementation services not to exceed \$25,000 (billed at the rate of \$125 per hour).

F. CHANGE ORDER – COMMERCIAL PAVING & COATING – CAMPUS PAVING IMPROVEMENT PROJECT

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

Five-day extension in contract time due to rain in December, which exceeded the average working rainfall days for that month, per the contract special conditions. \$0

Total Change Order Amount \$0

Original Contract Amount	\$378,999
Prior Changes	0
This Change Order Amount	<u>0</u>
New Contract Amount	<u>\$378,999</u>

G. 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 NAME	SITE NAME	DESCRIPTION	COST
P401708	Advanced Equipment	Bookstore Building	Buildings	\$2,000.00
P401771	Barco Products	Infrastructure Phase III	Group II Equipment	1,906.48
P401778	Pacific Cleaning	Bookstore Building	Contract Services	1,040.00
P401818	Allsteel, Inc.	Bookstore Building	Group II Equipment	15,739.10
P402011	Commercial Fence	Shops Building	Site Improvements	2,250.00
B410862	BLC Surveying, Inc.	Math Business Health Sciences	Contract Services	10,800.00
B410878	COFFEY	Master Oversight	Testing & Inspection	50,000.00
B410887	Modular Space	Athletic Education/Fitness	Site Improvements	<u>3,522.97</u>
TOTAL POs AND BPOs				<u>\$87,258.55</u>

**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- 22 and 1-18.

Academic Personnel:

1. Retirement - Mr. John Boerger, full-time instructor of Mathematics, last day worked January 14, 2011, first day of retirement January 15, 2011 and that a plaque be prepared and presented to him in recognition of his service to the District since 1986.
2. Amend Resignation - Ms. Yasna Ouwerkerk, full-time instructor of Nursing, Health Sciences & Athletics Division, effective January 14, 2011, instead of December 17, 2010.
3. Change in Salary - Dr. Rachel Lewis, full-time instructor of English, Humanities Division, from Class II, Step 4 to Class V, Step 4, effective January 15, 2011.
4. Leave of Absence (personal, 100%) - Ms. Laura Shainian, full-time instructor of Nursing, Health Sciences & Athletics Division, effective February 12 through June 10, 2011.
5. 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 105 hours or \$4,740 each, effective February 12 through June 10, 2011, in accordance with the Agreement, Article 10, Section 13(a).
6. Special Assignment - Ms. Rossella Pescatori, part-time instructor of Foreign Languages, Humanities Division, to administer credit-by-examination in Italian, to be paid \$60.18 an hour, not to exceed 3 hours or \$181, effective February 12 through June 12, 2011, in accordance with the Agreement, Article 10, Section 9(m).
7. Special Assignment - Ms. Francesca Kemitch, part-time instructor of Foreign Languages, Humanities Division, to administer credit-by-examination in Italian, to be paid \$60.18 an hour, not to exceed 3 hours or \$181, effective February 12 through June 12, 2011, in accordance with the Agreement, Article 10, Section 9(m).

8. Special Assignment - Mr. Christopher Stevens, part-time instructor of Foreign Languages, Humanities Division, to administer credit-by-examination in German, to be paid \$60.18 an hour, not to exceed 8 hours or \$482, effective February 12 through June 12, 2011, in accordance with the Agreement, Article 10, Section 9(m).
9. Special Assignment - Mr. Craig Neumann, part-time instructor of Fire & Emergency Technology, Industry & Technology Division, to coordinate firefighter in-service, paramedic training programs, to be paid \$60.18 an hour, not to exceed 144 hours or \$8,666, effective January 3 through June 30, 2011, in accordance with the Agreement, Article 10, Section 9(m).
10. Special Assignment - Mr. Craig Neumann, part-time instructor of Fire & Emergency Technology, Industry & Technology Division, to coordinate Industry & Technology Faculty Programs, to be paid \$60.18 an hour, not to exceed 420 hours or \$25,276, effective January 19 through June 10, 2011, in accordance with the Agreement, Article 10, Section 14(a).
11. Special Assignment - Mr. Philip Reno, part-time instructor of Construction Technology, Industry & Technology Division, to teach students learning construction with Compton Career Link for Community Advancement Division, to be paid \$60.18 an hour, not to exceed 300 hours or \$18,054, effective January 19 through June 30, 2011, in accordance with the Agreement, Article 10, Section 9(m).
12. Special Assignment - Ms. Susanna Meiers, part-time instructor of Art, Fine Arts Division, to work as art gallery curator and prepare curriculum and laboratory, to be paid \$53.26 an hour, not to exceed 480 hours or \$25,565, effective January 24 through June 14, 2011, in accordance with the Agreement, Article 10, Section 9(m).
13. Special Assignment - Mr. Michael Miller, part-time instructor of Art, Fine Arts Division, to work in art gallery student laboratory, to perform installations and prepare curriculum, to be paid \$53.26 an hour, not to exceed 224 hours or \$11,930 effective January 24 through June 14, 2011, in accordance with the Agreement, Article 10, Section 9(m).
14. Special Assignment - Mr. Robert Diaz, part-time instructor of Engineering, Industry & Technology Division, to implement pre-engineering curriculum for Community Advancement, to be paid \$60.18 an hour, not to exceed 50 hours or \$3,010, effective January 10 through June 30, 2011, in accordance with the Agreement, Article 10, Section 9(m).

15. Special Assignment - The following full-time instructors to provide workshops and support faculty in Student Learning Outcomes (SLOs) across divisions, to be paid \$45.14 an hour, not to exceed 35 hours or \$1,580 each, effective January 19 through June 30, 2011, in accordance with the Agreement, Article 10, Section 14(a).

Monica Chaban, Business
 Elise Geraghty, Humanities
 Kelly Holt, Health Sciences & Athletics
 Kaysa Laureano-Ribas, Mathematics
 Ray Lewis, Industry & Technology
 Jim Noyes, Natural Sciences
 Juli Soden, Behavioral & Social Sciences
 Merriel Winfree, Industry & Technology
 Karen Whitney, Fine Arts
 Rachel Williams, Humanities
 Charleen Zartman, Health Sciences & Athletics

16. Special Assignment - Ms. Nancy Freeman, full-time instructor of Biology, Natural Sciences Division, to plan and deliver a series of workshops for future science teachers for Industry and Technology Division, to be paid \$60.18 an hour, not to exceed 20 hours or \$4,204, effective January 1 through June 30, 2011, in accordance with the Agreement, Article 10, Section 14(a).

17. Stipend Assignment - The following full-time instructors of Machine Tool Technology, Industry & Technology Division, to provide students a paid research product related to thermo-electric placement and assembly metrology for a micro fluidic manufacturing process, to be paid \$60.18 an hour, supported by an NSF Grant, effective January 19 through June 30, 2011, in accordance with the Agreement, Article 10, Section 14(a).

<u>Instructor</u>	<u>Not to Exceed Hours</u>	<u>Not to Exceed Dollars</u>
Eric Carlson	58 hours	\$3,550
Ed Hofmann	98 hours	\$5,898

18. Stipend Assignment - Mr. Corey Stanbury, full-time coach to be paid a weekly stipend of \$1,201 for coaching two teams, Men's and Women's Swimming, effective January 15 through May 7, 2011, in accordance with the Agreement, Article 10, Section 11(a).

19. Stipend Assignment - Mr. Christopher Mello, full-time instructor of Music, Fine Arts Division, to coordinate music for Dark of the Moon, Play #2, to be paid \$200,

effective October 25 through November 5, 2010, in accordance with the Agreement, Article 10, Section 14(a).

20. Stipend Assignment - Ms. Karin Jensen, part-time instructor of Dance, Fine Arts Division, to perform in dance company as resident artist, to be paid \$450, effective October 23, 2010, in accordance with the Agreement, Article 10, Section 9(m).
21. Stipend Assignment - The following Nursing instructors to paid a stipend for providing workshops, tutoring and skill remediation for the Institute for Nursing students to enable them to return to the program with likelihood of success, effective January 4 through February 12, 2011, in accordance with the Agreement, Article 10, Section 14(a).

<u>Instructor</u>	<u>Stipend</u>
Marisa Chang	\$1,500
Joan Gahan	542
Esther Gravis	542
Octavia Hyacinth	723
Bonnie Kayser	723
Teresa Martinez	723
Mary Moon	723
Victoria Orton	240
Kathleen Rosales	2,400
Linda Scott	542
Maria White	1,446

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

Business

Shantel Martinez
Jessica Stoudenmire

Fine Arts

Michael Adams
Sainte DeLude
Angela Jordan
Myungwon Kim

Industry & Technology
Maximeno Pena

Special Resource Center
Rosalinda Ramirez

Classified Personnel:

1. Resignation - Mr. Chad Miller, Police Officer, Range 1, Step E, Campus Police Division, Administrative Services Area, effective January 5, 2011, plus accrued vacation.
2. Personal Leave of Absence 16.67% - Ms. Jeannine Barba, Student Services Specialist, Range 33, Step E, Enrollment Services Division, Student and Community Advancement Area, effective February 14 through June 10, 2011.
3. Personal Leave of Absence 0.4% - Ms. Kathleen Collins, 83.33% Secretary, Range 26 Step E, Humanities Division, Academic Affairs Area, effective February 12 through June 10, 2011.
4. Military Leave of Absence 100% (Unpaid) - Mr. Francisco Esqueda, Police Officer, Range 1, Step E, Campus Police Division, Administrative Services Area, effective January 1 through March 31, 2011.
5. Change Of Assignment - Mr. Robert Ferrari, Library Media Technician III, Range 28, Step B, from 10 month to 12 month, Learning Resources, Academic Affairs Area, effective February 1, 2011.
6. Extend Work Out of Classification - Ms. Shobhana Warriar, Senior Clerical Assistant Range 24, Step E, to Administrative Assistant II (Confidential), Range 10, Step A, Vice President's Office, Administrative Services Area, effective January 1 through March 31, 2011.
7. Promotion - Ms. Maria Smith-Lopez, Human Resources Technician II, Range 9 Step E to Human Resources Analyst, Range 12, Step D, (Confidential Salary Schedule), Human Resources Division, Human Resource Area, effective February 1, 2011.
8. Employment - Mr. Steven Duzich, Heating & Air Conditioning Mechanic, Range 39, Step A, Facilities Planning & Services Division, Administrative Services Area, effective March 1, 2011.

Special Services Professional

9. Mr. Babatunde Atane - Special Services Professional, Range 7, Step 5, of the Special Services Professional Salary Schedule, not to exceed \$99,580, Vice President Administrative Services Area, effective February 1, 2011 through January 31, 2012.
10. Ms. Idania Reyes - Special Services Professional, Range 5, Step 4, of the Special Services Professional Salary Schedule, not to exceed \$80,600, Natural Sciences Division, Academic Affairs Area, effective February 1 through September 30, 2011.

Temporary Classified Employees:

11. Ms. Robin Cash - Clerical Assistant, Range 22, Step A, Community Advancement Division, Student and Community Advancement Area, to create the online/ETUDES version of Business 94, effective July 1 through July 31, 2010.
12. Ms. Casey Mitchell - Library Media Technician III, Range 28, Step A, Learning Resource, Academic Affairs Area, to work in the music library cataloging, effective February 1 through June 30, 2011.
13. Ms. Michelle Jang - Theatre Technician, Range 31, Step A, Fine Arts Division, Academic Affairs Area, to assist with backstage crew duties as needed, effective January 20 through June 30, 2011.
14. Mr. Andres Moina - Program Coordinator, Range 36, Step A, Humanities Division, Academic Affairs Area, to supervise the foreign language lab, effective February 12 through June 10, 2011.
15. Amend Employment - Mr. Leo Middleton, Director, Staff & Student Diversity, Range 13, Step 5, Staff & Student Diversity Division, President's Office Area, effective November 1, 2009 instead of December 1, 2009, through June 30, 2010.
16. Mr. Leo Middleton - Director, Staff & Student Diversity, Range 13, Step 5, Staff & Student Diversity Division, President's Office Area, effective July 1, 2010 through June 30, 2011.
17. Extend Employment - Ms. Beatriz Ramirez, Clerk, Range 17, Step A, Learning Resources, Academic Affairs Area, to provide coverage for front desk in the Music Library, effective January 5, through June 30, 2011.
18. Mr. Jerry Stratton - Theatre Technician, Range 31, Step A, Stage Manger, Range 38, Step A, Fine Arts Division, Academic Affairs Area, to assist with backstage crew duties, effective January 20 through June 30, 2011.

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 1-11.

The following temporary, non-classified service employees are to be hired for the 2010-2011 fiscal year, paid hourly, effective January 19, 2011 through June 30, 2011, days and hours vary as needed, unless otherwise stated.

Campus Police Aide Series

1. Campus Police Aide III

The following individual is responsible for non-hazardous police services to the students, staff, and faculty of El Camino College.

Mayra Sandoval, \$10.50 per hour

Instructional Aide Series

2. Instructional Aide I

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

Henry Diep, \$8.00 per hour (eff. Jan. 5, 2011 through June 30, 2011)

3. Instructional Aide IV

The following individual is to provide teaching assistance, intermediate level tutoring, technical support, classroom set-up, care and repair of equipment and instruments, exhibition installation, and instructional support services and accommodations for student with disabilities.

Geoffrey Dent, \$12.25 per hour (eff. Dec. 13, 2010 through June 30, 2011)

4. Instructional Aide VI

The following individual is to assist and provide instructional support service for faculty and students in AS 1abcd. This person will help students access the various programs for the computer-assisted instruction, troubleshoot the software, and provide daily reports for the faculty.

Gee Yung Lee, \$15.00

Office Aide Series

5. Office Aide I

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

Alaia Au, \$9.00 per hour

6. Office Aide II

The following individuals are to assist with appointments and scheduling, basic office tasks, payment processing, media services, daily operations and maintenance, customer service, and supporting division staff as needed.

Essie Blackman, \$9.50 per hour (eff. Jan. 13, 2011 through June 30, 2011)

Marta Oller, \$9.25 per hour

Thao Tran, \$9.25 per hour

Uyen Nguyen, \$9.50 per hour

Program Aide Series

7. Program Aide IV

The following individual is to provide customer service and data management, to assist with a variety of general office duties and maintenance of files, and support department personnel with duties as needed.

Isabelle Pena, \$12.00 per hour

8. Program Aide IV

The following individual is to assist the instructor with the Emergency Medical Technology and Fire Academy specialized programs.

William Birdo Jr., \$12.25 per hour (eff. Dec. 14, 2010 through June 30, 2011)

Sports Aide Series

9. Sports Aide VI

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

Monica Lizarraga, \$17.00 per hour

PROFESSIONAL SERIES

Program Professional Series

10. Program Professional I

The following individual is to assist the college researcher with demographic, academic outcomes, and survey research at El Camino College.
Elizabeth Schwartz, \$20.00 per hour

Training Professional Series

11. Training Professional II

The following individuals are to facilitate groups with youth at risk or foster youth using experiential training strategies and strength-based practices in both the Youth Empowerment Strategies for Success and the Foster and Kinship Care Education Programs.

Bobbie Lanham, \$37.00 per hour

Tonius Louie, \$37.00 per hour

Jocelyn Tucker, \$37.00 per hour

C. REVISED CLASSIFICATION SPECIFICATIONS FOR CLASSIFIED POSITION

It is recommended that the Board of Trustees approve the revised classification specifications for the Research Associate as attached.

D. NEW CLASSIFICATION SPECIFICATIONS FOR CLASSIFIED POSITIONS

It is recommended that the Board of Trustees approve the new classification specifications for the following positions:

Lead Dispatcher as attached and
Media Support Technician as attached.

E. ELIMINATION OF CLASSIFICATION SPECIFICATIONS FOR CLASSIFIED POSITION

It is recommended that the Board of Trustees approve the elimination of classification specifications for the Multi Media Specialist as attached.

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: RESEARCH ASSOCIATE

BASIC FUNCTION:

Under the general supervision of the Director, Institutional Research, perform a variety of analytical functions for El Camino College ~~and Compton Community Educational Center~~. Gather data and perform statistical and analytical institutional research; conduct demographic, ~~and regional, and labor market analyses; and calculate baseline and outcomes data for grant applications and reports and survey research for various constituents at both locations.~~ Duties may include extraction and tabulation of data from local, state and national sources; administration of student, alumni and employer surveys; ~~and assistance with test/course prerequisite validity studies.~~ *Scope of duties may include special emphases on student achievement and goal-completion, basic skills research, and career and technical outcomes.*

REPRESENTATIVE DUTIES:

Provide data extractions and analytical support to El Camino College ~~and El Camino College Compton Center~~ in the areas of student demographics, course enrollment, *student engagement and service usage*, academic performance and outcomes of College ~~and Center~~ programs and services.

Conduct studies to determine the effectiveness of both instructional and non-instructional programs and services implemented as a part of various College projects.

Perform analyses using appropriate and sound research methods and statistical techniques. Conducts literature reviews in support of research projects.

~~Analyze data involving students entering college at basic skills and developmental levels in math, English and ESL. Help evaluate the effectiveness of new instructional and student support approaches in basic skills courses.~~

~~Manipulate~~ *Utilize* and query specialized databases and information systems to support research.

Organize and present research-based information, analysis, and interpretation clearly and effectively in narrative, tabular, graphical and oral modes.

Assists in the design of paper and online student and workforce surveys. Administer surveys and apply appropriate computer tools, and data collection techniques to draw conclusions about target populations based on survey samples.

RESEARCH ASSOCIATE (cont'd)**PAGE TWO**

Work with requesters to clarify their needs and optimize the utility of research results for them and for the District College.

~~Present research based information, analysis, and interpretation clearly and effectively, in narrative, tabular, graphical and oral modes.~~

Coordinate activities with the Director of Institutional Research *and other campus representatives.*

Organize, prioritize, and schedule work on a multitude of research-related requests from College ~~and Center~~ constituents.

Perform related duties as assigned.

KNOWLEDGE OF:

Research theory, methodology and applied statistics

Survey design

Student learning outcomes

Technical report writing

Personal, mainframe and client server computer systems

State and federal accountability reporting requirements

Microsoft Excel and Access preferred

ABILITY TO:

Participate in analytical studies.

Establish and maintain cooperative working relationships with others.

Analyze and interpret complex data.

Communicate effectively, orally and in writing.

Approach problems objectively.

Present findings and recommendations clearly.

Exercise good judgment, diplomacy, tact and patience.

Operate research and analytic-related computer application programs such as database systems and statistical software such as SPSS.

Meet schedules and timeframes.

Reason logically and creatively and apply that logic to research topics.

EDUCATION AND EXPERIENCE:

Must have a bachelor's degree in a specialization involving social science, economics, higher education, social or educational research, psychology or a related field, and at least two years of experience that demonstrates the ability to conduct complex analyses.

RESEARCH ASSOCIATE (cont'd)

PAGE THREE

Experience at a community college preferred. Master's degree or higher may be substituted for relevant experience.

WORKING CONDITIONS:

Incumbents in this position sit for extended periods of time using a personal computer with a Vision Display Terminal (VDT) screen. Frequent telephone use.

~~Frequent independent travel between work sites at the Torrance/Crenshaw Blvd campus and Compton Center.~~ Ability to move from one work area to another as needed.

Classified Salary Range 39

Reallocated and Board Approved: January 18, 2011

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: LEAD DISPATCHER

BASIC FUNCTION:

Under the general supervision of the Chief of Police, serves as the lead over college-wide Campus Police Department Dispatch Communications/Records unit. Provides oversight, guidance and training to others and coordinates scheduling and shift coverage of dispatch clerks. Responsible for ensuring and maintaining the operational efficiency of a variety of computer, telephone and radio communications, and 911 systems, including coordination of maintenance and repairs and implementation of upgrades and enhancements. Compiles information and statistics to prepare and submit State, Federal and Cleary required reports. Participates in the work of a dispatcher as needed.

DISTINGUISHING CHARACTERISTICS:

The Lead Dispatcher leads and provides direction across all shifts of the Police Department Dispatch Communication/Records unit including 24/7 work scheduling, training and compliance and ensuring operational effectiveness of all police/dispatch communications equipment and systems and processes. The Dispatch Clerk, under the general direction of the Lead Dispatcher, is responsible for receiving and handling both routine and 911 calls, providing information and/or dispatching police personnel or other related agencies as appropriate and routine clerical and recordkeeping.

REPRESENTATIVE DUTIES:

Provide lead oversight and direction across all shifts of dispatch clerk personnel.

Coordinate training of new hires and existing dispatch personnel.

Coordinate the scheduling and shift coverage of dispatch personnel.

Coordinate maintenance, upgrades and enhancements to a wide variety of the police department's communications systems, including 911 to ensure proper operation.

Ensure compliance with all local, state and federal regulations for communication and record management to include retention and destruction, accuracy and safe storage of records, report requirements and retrieval.

Maintain files, records and statistics of the unit and ensure compliance with all local, state and federal regulations for record management to include retention and destruction.

Responsible for safe storage and retrieval of records.

Prepare reports, statistics and other information relating to the operation of the police department.

Serve as a dispatcher when needed or as directed during times of emergencies.

Handle complaints and inquiries from the public.

Dispatch police personnel and alert and request assistance as needed from public safety agencies.

Prepare reports and logs of unusual incidents, contact agencies involved with major emergency operations such as the County Fire Department, neighboring police agencies and various State agencies that deal with emergency and disaster operations.

Maintain contact with all units on assignments; maintain status and location of field units; enter, update, and retrieve information on wanted persons, stolen property, vehicle registration and other information from statewide computer networks; and perform a wide variety of clerical functions that support the overall operations of the Police Department.

Operate standard office machines including typewriter and computer video display terminal and keyboard (automated dispatch).

Prepare and maintain logs of incoming and outgoing calls.

Type police reports, incident reports and other materials; process file or duplicate as appropriate.

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State and federal laws, policies and regulations governing police communications to include, National Law Enforcement Telecommunications System (NLETS), California Law Enforcement Telecommunication System (CLETS).

Maintaining statistics and report preparation.

Standard radio and telephone communications receiving and transmitting equipment.

Standard broadcasting procedures and roles.

Operation of radio and computer aided dispatch systems.

Effective methods of lead and project supervision.

Effective methods of record keeping.

Basic computer knowledge.

LEAD DISPATCHER (cont'd)

Page Three

Modern office practices, procedures, and equipment.

Record-keeping/filing techniques.

Telephone techniques and etiquette.

ABILITY TO:

Demonstrate excellent customer service skills.

Speak clearly and distinctly.

Exercise good judgment and make sound decisions in emergency situations.

Effectively communicate with and elicit information from upset and irate citizens.

Exercise independent judgment and work with a minimum of supervision.

Understand and follow oral and written instructions.

Review and analyze processes, procedures and policies and make effective recommendations for change.

Handle multiple events effectively.

Operate a variety of equipment associated with the job, including automated dispatch equipment, computer, radio and recording equipment and office equipment.

Accurately maintain records.

Type 30 words net per minute from clear copy.

Establish and maintain cooperative and effective working relationship with others.

EDUCATION AND EXPERIENCE:

High school diploma, or any combination of education and experience that provides equivalent knowledge, skills and abilities and three years public safety dispatcher/communications experience involving public contact. Related college coursework desirable.

Possession of a currently valid P.O.S.T. Public Safety Dispatch certificate.

Experience in a college or higher educational environment desirable.

WORKING CONDITIONS:

Ability to function in an active and often hectic environment.

Dispatchers are required to work various shifts as assigned.

Operate a visual display terminal for an extended period of time.

Must be able to hear alarms and other auditory devices.

Long periods of sitting and standing.

Lift and carry up to 25 lbs.

Interaction with students, staff and the public.

The Police Department is a 24-hour-per-day, 7-days-a-week operation which requires rotating shift work (days, swing, or graveyard shifts, weekends and holidays).

Dispatchers are subject to emergency call out.

Classified Salary Range 27
Board Approved: January 18, 2011

El Camino Community College District

CLASS Title: Media Support Technician

Basic Function:

Under the direction of a supervisor, dean, or director, perform technically complex duties requiring a comprehensive understanding of audio-visual (AV) equipment and digital technology systems. This position is responsible for the support of campus classrooms and meeting rooms.

Representative Duties:

Install, maintain, modify and make minor repairs to AV equipment (i.e. Televisions, VCRs, LCD Displays, etc.) and digital presentation systems.

Perform preventative maintenance on AV equipment.

Facilitate the Media Services distribution and request utilization protocols.

Monitor and maintain a security tracking system for multi-media equipment.

Work with individual faculty on the application of new media techniques based on their specific needs.

Troubleshoot problems with equipment and presentation facilities and perform basic preventative maintenance on a regular and ongoing basis. Use scheduled class breaks and room vacancies to ascertain available times for maintenance, testing and repairs.

Resolve AV equipment instruction-related problems and inventory all AV equipment.

Set up AV equipment for various events around the campus.

Coordinate equipment repairs with Information Technology Services, Facilities Planning and Services, and/or external vendors.

Research, test and recommend new technologies that may be needed to enhance functionality of existing instructional equipment and facilities.

Support production of video presentations for classes or conferences.

Work with the Media Services team to produce materials for the cable channel.

Perform related duties as assigned.

Knowledge AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.

Basic electronics repair.

Comprehensive knowledge of audio, video and multimedia productions.

Modern office practices, procedures and equipment.

Principles of providing training and work direction.

Methods and practices of statistical record-keeping techniques.

Basic math and correct English usage, grammar, spelling, punctuation and vocabulary.

Safety regulations involving area of specialty.

Operation, maintenance, repair and calibration of technical equipment.

Interpersonal skills using tact, patience and courtesy.

Ability to:

Communicate effectively both orally and in writing.

Analyze situations and adopt effective course of action.

Organize day-to-day operations of specific area.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Meet schedules and deadlines.

Maintain confidentiality of division records as required.

Establish and maintain cooperative and effective working relationships with others.

Work independently with little direction.

Ability to carry up to 25 lbs.

Education and Experience:

Any combination equivalent to: two years college level training involving electronics or related field and three years of relevant multi-media experience.

WORKING CONDITIONS:

Classroom, conference and office settings.

Long periods of standing and sitting.

Frequently moves from one work area to another as needed.

Classified Salary Schedule Range 34

Board Approved: January 18, 2011

EL CAMINO COMMUNITY COLLEGE DISTRICT

~~Class Title: Multi-Media Specialist~~

Basic Function:

~~Under the direction of a supervisor, dean, or director, perform technically complex duties requiring a comprehensive understanding of audio-visual (AV) equipment and is responsible for the distribution, maintenance and minor repair of audio visual equipment at El Camino Community College.~~

Representative Duties:

~~Install, maintain, modify and make minor repairs to AV equipment (i.e. Televisions, VCRs, Overhead Projectors, LCD Displays, etc.)~~

~~Perform preventative maintenance on AV equipment.~~

~~Facilitate the Media Services distribution and utilization request.~~

~~Monitor and maintain a security tracking system for multi-media equipment.~~

~~Train faculty on the application of new media techniques based on their specific needs.
Represent the District and act as a liaison with the Division & the Administration of L.A. County Social Services and the Department of Public Education.~~

~~Resolve AV equipment instruction related problems and inventory all AV equipment.~~

~~Track budget for the assigned area.~~

~~Set up AV equipment for various events around the campus.~~

~~Perform related duties as assigned.~~

Knowledge AND ABILITIES:

KNOWLEDGE OF:

~~Technical aspects of field of specialty.~~

~~Comprehensive knowledge of audio, video, and multimedia productions.~~

~~Modern office practices, procedures, and equipment.~~

~~Principles of providing training and work direction.~~

~~Methods and practices of thorough financial and statistical record keeping techniques.~~

~~Basic math and correct English usage, grammar, spelling, punctuation and vocabulary.~~

Ability to:

~~Communicate effectively both orally and in writing.~~

~~Analyze situations and adopt effective course of action.~~

MULTI-MEDIA SPECIALIST - Continued **Page 2**

~~Organize day to day operations of specific area.~~

~~Read, interpret, apply and explain rules, regulations, policies, and procedures.~~

~~Meet schedules and deadlines.~~

~~Maintain confidentiality of division records as required.~~

~~Establish and maintain cooperative and effective working relationships with others.~~

~~Ability to carry up to 25 lbs.~~

Education and Experience:

~~Any combination equivalent to: two years college level training involving electronics or related field and three years of relevant multi-media experience.~~

WORKING CONDITIONS:

~~Typical office setting.~~

~~Long periods of standing and sitting.~~

~~*Frequently moves from one work area to another as needed.*~~

~~Classified Salary Range—32~~

~~Effective: March 1, 1999~~

~~Board Approved: March 20, 2000~~

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

A. Travel.....Page 58

A. Travel

It is recommended that the Board approve the following travel:

1. Trustees Kenneth Brown, Mary Combs, Ray Gen, and Student Trustee Johanna Zamora to attend the Community College League of California (CCLC) Effective Trustee Workshop and CCLC Legislative Conference, Sacramento, California, January 21-24, 2011, with transportation and necessary expenses paid.

- VII. Committee of the Whole
 - A. Public Comment
 - B. Redistricting El Camino Community College District Trustee Areas

See additional information in the Supplemental materials located on the website at:
http://www.elcamino.edu/administration/board/agendas/2008/Board_Letter_1-18-11.pdf

Committee of the Whole

Research on Redistricting **El Camino Community College District Trustee Areas**

At the December 13, 2010 Board of Trustees meeting, the Board discussed reviewing the current Trustee Areas. This review may be used to determine if the current Trustee Areas are equitable for the representation of the residents of the El Camino Community College District.

The following information from the Los Angeles County Department of Education is important when considering redistricting for locally elected governing bodies.

1. The most recent census data must be used to determine Trustee Area boundaries.
 - a. California Department of Finance (DOF) certifies census data
 - b. DOF is anticipated to certify the 2010 census data in April or May 2011
 - c. The State of California has expressed intent to challenge the 2010 census data – LA County Department of Education says law requires any challenge be resolved in 30 to 60 days

2. A mapping program, using certified census data, would need to be utilized to determine options for new Trustee Areas
 - a. Rio Hondo College has a mapping program that does this; and the LA County Department of Education has recommended a firm that does the mapping as well
 - b. Mapping is based on population only and not ethnicity, age, gender etc. (see Ed Code 5019.5 (a) (2) below)
 - c. LA County Department of Education recommends that ethnic representation by Trustee Area be considered when reviewing the mapping data, in light of the current lawyers group challenging local government agencies who currently elect their members at-large
 - d. LA County Department of Education recommends changing from at-large elections to voting by Trustee Area at the same time Trustee Area boundaries are realigned

3. LA County Department of Education has outlined the following process to be utilized when changing Trustee Areas
 - a. Provide mapping data to determine population distribution utilizing 2010 census data
 - b. Present options for proposed Trustee Areas to the El Camino Community College District (ECCCD) Board of Trustees
 - c. ECCCD Board review and propose new boundaries based on mapping data

- d. ECCCD Board hold at least one public hearing on the proposed new Trustee Areas
 - e. ECCCD Board adopt new Trustee Area boundaries
 - f. ECCCD Board submit proposal to LA County Committee on School District Organization
 - g. LA County Committee on School District Organization review proposal
 - h. LA County Department of Education conduct feasibility study
 - i. ECCCD hold district election for voters to accept or reject the proposed new Trustee Areas
 - j. LA County Department of Education advises the election include changing from voting at-large to voting by Trustee Area
 - k. If new Trustee Areas and voting by Trustee Area is approved by voters, Board members would complete their current term as is, and effective with the following Board election the new Trustee Areas would be in effect and voters would vote for the Trustee representing their area, eliminating at-large voting
 - l. LA County Department of Education estimates this process to take approximately 10-12 months if there are no legal challenges along the way; this includes waiting for census data to be certified, completing mapping, Board meetings, public hearing, LA County Department of Education process and filing ballot language 123 days prior to the next election
 - m. If the election to change Trustee Areas and voting by Trustee Area are on the same ballot as a regularly scheduled ECCCD Board election, the new Trustee Areas and voting by Area would be rotated in with future Board elections
4. Additional Info
- a. The County will be publishing a bulletin this month advising districts to review their Trustee Areas once census data is certified. Bulletin will advise at-large districts to review their census data and either plan for changing to voting by Trustee Area, or present plausible justification why their district should continue with at-large voting
 - b. Redistricting based on the unified school districts is not advisable – LA County advises districts to use census data and determine Trustee Areas by population
 - c. CA Ed Code outlines requirements for adjusting Trustee boundaries going forward after each decennial census (see below)
 - d. Registrar Recorder's Office is hosting a workshop on January 20, 2011 on redistricting which will cover topics including transitioning from at-large voting to by Trustee Area, the Voting Rights Act and considering demographics when changing Trustee Areas based on census data.

California Ed Code

5019.5. (a) Following each decennial federal census, and using population figures as validated by the Population Research Unit of the Department of Finance as a basis, the governing board of each school district or community college district in which trustee areas have been established, and in which each trustee is elected by the residents of the area he or she represents, shall adjust the boundaries of any or all of the trustee areas of the district so that one or both of the following conditions is satisfied:

(1) The population of each area is, as nearly as may be, the same proportion of the total population of the district as the ratio that the number of governing board members elected from the area bears to the total number of members of the governing board.

(2) The population of each area is, as nearly as may be, the same proportion of the total population of the district as each of the other areas.

(b) The boundaries of the trustee areas shall be adjusted by the governing board of each school district or community college district, in accordance with subdivision (a), before the first day of March of the year following the year in which the results of each decennial census are released. If the governing board fails to adjust the boundaries before the first day of March of the year following the year in which the results of each decennial census are released, the county committee on school district organization shall do so before the 30th day of April of the same year.

The governing board of the school district or community college district shall reimburse all reasonable costs incurred by a county committee in adjusting the boundaries pursuant to this subdivision.

(c) Except to the extent that the adjustment of trustee area boundaries is necessary for the purposes set forth in this section, the authority to establish or abolish trustee areas, rearrange the boundaries of trustee areas, increase or decrease the number of members of the governing board, or adopt any method of electing governing board members may be exercised only as otherwise provided under this article.