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

**Agenda, Monday, October 18, 2010
Haag Recital Hall
4:00 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of September 7, 2010,
Pages 4-6**
- III. Presentation – none**
- IV. Schedule Public Hearing** – At its November 15, 2010 meeting, the El Camino Community College District Board of Trustees will declare Board seat in Trustee Area 1, Inglewood, vacant as a result of a medical determination.
- V. Public Comment on Consent Agenda**
- VI. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
 1. Academic Affairs
*See Academic Affairs Agenda,
Pages 7-8*
 2. Student and Community Advancement
*See Student Services Agenda,
Pages 9-67*
 3. Administrative Services
See Administrative Services Agenda, Pages 68-86
 4. *See Measure “E” Bond Fund Agenda,
Pages 87-96*
 5. *See Human Resources Agenda,
Pages 97-113*
 6. Superintendent/President
*See Superintendent/President Agenda,
Pages 114-125*

VII. Public Comment on Non-Agenda Items

VIII. Oral Reports

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

IX. Closed Session

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

<p>Board of Trustees Meeting Schedule for 2010 4:00 p.m. Board Room</p>

Monday, October 18, 2010
Monday, November 15, 2010
Monday, December 13, 2010

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
Tuesday, September 7, 2010

The Board of Trustees of the El Camino Community College District met at 4 p.m. on Tuesday, September 7, 2010, in the Board 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. Trustee Jackson was absent due to illness.

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 August 19, 2010

The minutes of the Regular Board Meeting of August 19, 2010 were approved.

Public Hearing – 2010-2011 El Camino Community College District Budget

It was moved by Trustee Beverly, seconded by Trustee O'Donnell, that a Public Hearing regarding the adoption of the 2010-2011 El Camino Community College District Budget be opened at 4:10 p.m. Motion carried. No public comments were made. Public Hearing closed at 4:12 p.m.

Adoption – 2010-2011 El Camino Community College District Budget

It was moved by Trustee Beverly, seconded by O'Donnell Trustee, that the Board adopt the 2010-2011 El Camino Community College District Budget. Motion carried. Student Member Zamora recorded an advisory yes vote.

Consent Agenda

It was moved by Trustee Beverly, seconded by Trustee O'Donnell, that the Board adopt the items presented on the agenda in the following areas. Motion was amended by Trustee Beverly, seconded by Trustee O'Donnell to separate items E, F, and G on pages 143, 144 and 145 from the consent agenda.

Academic Affairs

Center for the Arts Presentations – 2010-2011 Season

Student and Community Advancement

Journalism Association of Community Colleges Annual Conference

Grants

Community Education Class for Fall 2010

Expulsion – 2010-#1

Accreditation Follow-up Report

Administrative Services

Contracts Under \$78,500

Contracts Over \$78,500

Personal Services Agreements

Purchase Orders and Blanket Purchase Orders

Destruction of Records

Measure E Bond Fund

Category Budgets and Balances

Contract – Arborgate Consulting, Inc. – Ongoing Arboricultural Services

Contract – Converse Consultants – Electrical & Data Conversion Project

Contract – Sally Pringle Associates – Electrical & Data Conversion Project

Five-Year Construction Plan 2010-2014

Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

President/Board of Trustees

Absence of a Board Member

Travel

Motion carried. Student Member Zamora recorded an advisory yes vote.

~~Bid Award – HPS Mechanical – Electrical & Data Conversion Project~~

~~*Item withdrawn and no substitutions were made~~

Change Order – HPS Mechanical – Phase 3 Infrastructure

Change Order – Taisei Construction – MBHS Building Project

It was moved by Trustee Beverly, seconded by Trustee O'Donnell, that the Board approve the proposed change order; authorize retaining a soils engineer or a civil engineering consultant to analyze activities from 2008 through importation of new dirt in 2010 and advise if necessary, propriety and competence of services by all involved; and

determine whether any of the prior testers retained soil samples and if so, incorporate that in analysis. Motion carried. Student Member Zamora recorded an advisory yes vote.

Adjournment

Meeting adjourned at 5:30 p.m.

William Beverly, Secretary of the Board

Thomas M. Fallo, Secretary to the Board

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

Page No.

A. Mathematics, Engineering, Science Achievement (MESA) Program –
National Institute for Leadership Advancement 8

ACADEMIC AFFAIRS

A. MATHEMATICS, ENGINEERING, SCIENCE ACHIEVEMENT (MESA) PROGRAM – NATIONAL INSTITUTE FOR LEADERSHIP ADVANCEMENT

It is recommended that the Board approve the MESA students listed below to participate in the NASA National Community College Aerospace Scholars (NCAS) Program. Lodging and transportation will be covered by the NCAS Program. A \$30 student registration fee will be reimbursed to each student by MESA.

Brett Lopez and Kendrick Robertson will travel to the NASA's Marshalls Space Flight Center in Huntsville, Alabama, from November 3-5, 2010.

Vito Iaia will travel to the NASA's Johnson Space (JSC) Center in Houston, Texas, from October 20-22, 2010.

The three-day experience will allow participants to participate in team project directed by NASA engineers; attend engineer, scientist and astronaut briefings; tour NASA facilities; and interact with students from across the United States.

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

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STUDENT AND COMMUNITY ADVANCEMENT

A. STUDENT CONFERENCE – MUSIC ASSOCIATION OF CALIFORNIA COMMUNITY COLLEGES

It is recommended that the Board approve attendance of the El Camino College Chorale at the Music Association of California Community Colleges Festival and Concert Tour scheduled November 17 through 21, 2010 in San Diego, California. Registration and lodging expenses not to exceed \$6,280 will be paid from the Auxiliary Services Funds. Students will travel in private vehicles to and from the conference site.

Advisors: Dr. Joanna Nachev and Kenner Bailey

Brittany Alatorre, Ruth Alcala, Christina Alvarado, Ryo Anegawa, Allyson Aranda, Wale Arowora, Haley Bill, Mike Brown, Brant Carey, Chris Craig, Ruther Daniels, Krashawndra Edwards, Victoria Escamilla, Adrienne Fairley, Dionne Fontenot, Royce Graber, Joshua Gusman, Tiffany Haile, Deceny Jones, Hayley Jones, Talynn Kuyumjian, Meshelle Lee, Hoi Fu Nico Leung, Steve McClain, Laura Misner, Peter Morris, Trameka Richardson, Rodney Rose, Luis Salazar, Lori Simpson, Erin Tyson, Kyle York, Magaly Zamora

B. FALL 2010 FORENSICS TEAM TOURNAMENT

It is recommended that the Board approve the following 2010 Forensics Team Tournaments. Expenses are to be paid from Auxiliary Services and District Funds.

<u>Date</u>	<u>Tournament</u>	<u>Location</u>	<u>Cost not to exceed</u>
Oct 1-2	Warm-Up	Whittier	\$500
Oct 15-17	Double-Up	Azusa	\$2,000
Oct 23-24	Lancer Invitational	Pasadena	\$1,000
Nov 19-21	Griffin International	San Diego	\$2,500*
Dec 3-5	PSCFA Fall Champs	Walnut	\$1,200
Feb 5-6	Sunset Cliffs Classic	San Diego	\$2,500*
Feb 18-20	Tabor-Venitsky Inv.	Cerritos	\$1,000
Feb 25-27	Spring Championships	Valley Glen	\$2,500
Mar 16-20	CCCFA State Tournament	Woodland Hills	\$5,000
April 9-16	Phi Rho Pi Nationals	Greenwich, CT	\$12,000

*indicates District vehicle, otherwise private cars are used

STUDENT AND COMMUNITY ADVANCEMENT

The following students are scheduled to attend one or more of the tournaments:
Daniel Abrahami, Cory Johns, Sydney Awakuni, Daniel Kim, Arturo Carrillo,
Tony Liu, Morgan Cole, Albro Lundy, John Di Giosa, Morgan McNally,
Richard Ewell, Shannon Meredith, Mark Faaita, Ben Porte, Kory Fonvergne,
Jaffer Rai, Whitney Gamble, David Saulet, Patrick Gimenez, Wendy Steiner,
Daanish Hameed, Hal Swain, Raquel Ibarra, Lee Takeuchi

C. EXPULSION – 2010-#1

It is recommended that the Board approve expulsion of student, 2010 - #1, effective August 1, 2010. (Previously submitted September 7, 2010).

D. GRANTS – ACCEPTANCE

It is recommended that the Board accept the following grants:

1. Department of Education – Child Care Access Means Parents in School (CCAMPIS) Program. The four-year grant award total is \$300,000, with each funding year totaling \$75,000. Funding for fiscal year 2010-2011 is \$75,000. The funding request for this project will be combined with current El Camino College Child Development program funds to provide resources for subsidized child care for the equivalent of nine children per year, based on the Child Development Center's sliding fee scale. The children will attend full-time and part-time, based on the needs of individual student parents.
Sandra Parvis, Project Director

Amount of Grant Funding from Granting Agency	\$300,000
Amount of College Match (Cash)	<u>\$ 0</u>
Total Amount of Grant	\$300,000
Source of Matching Funds	\$0
Indirect Rate	\$0
Performance Period:	October 1, 2010 through September 30, 2011

STUDENT AND COMMUNITY ADVANCEMENT

2. Department of Education – Improving Graduation and Completion Rates. This five- year grant totaling \$3.2 million is awarded under Title V for the Development of Education for Hispanic-Serving Institutions. This is year one of the grant. The project will strengthen El Camino College programs and services that directly impact students, especially Hispanic students’ ability to complete gateway English and mathematics courses and other requirements necessary to graduate with an Associate degree and/or become transfer prepared.

Project Director, Bozena Morton

Amount of Grant Funding from Granting Agency	\$ 637,207
Amount of College Match (Cash)	\$ 0
Total Amount of Grant	\$ 637,207
Source of Matching Funds	\$0
Indirect Rate	\$0
Performance Period:	October 1, 2010 through September 30, 2011

E. ACCREDITATION SUBSTANTIVE CHANGE PROPOSAL

It is recommended that the Board accept the Accreditation Substantive Change Proposal dated October 2010 as shown.

F. ACCREDITATION FOLLOW-UP REPORT – INFORMATION ITEM

The Board reviewed the Accreditation Follow-up Report for October 15, 2010 at the September Board of Trustees meeting. The report is posted on the El Camino College website and is available for review at the following link [Accreditation @ El Camino College](#).

STUDENT AND COMMUNITY ADVANCEMENT



El Camino College

Substantive Change Proposal

Identified Change: Addition of Courses that Constitute 50% or More of a Program Offered Through a Mode of Distance Electronic Delivery

**El Camino Community College District
16007 Crenshaw Boulevard
Torrance, California 90506**

October 1, 2010

Thomas M. Fallo, Superintendent/President

Responsible for Preparing:
Francisco Arce, Vice President of Academic Affairs
Alice Grigsby, Director, Learning Resources
Jeanie Nishime, Vice President of Student & Community Advancement, ALO
Arvid Spor, Dean of Enrollment Services
Evelyn Uyemura, Faculty, Humanities Division
Howard Story, Faculty Coordinator, Learning Resources

EL CAMINO COLLEGE
Substantive Change Proposal

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A. DESCRIPTION OF THE PROPOSED CHANGE

The Substantive Change Proposal is submitted because El Camino College students are able to complete thirteen (13) Certificate programs, ten (10) Associate of Arts degree programs, four (4) Associate of Science degree programs and the General Education program through courses offered by distance education. These program majors have 50% or more of their courses approved as distance education offerings.

Certificate of Achievement

Business – Accounting

Business – Bookkeeping

Business – Business Management

Business – Marketing

Business – Retail Management

Childhood Education – Early Childhood Education

Childhood Education – Early Intervention Assistant

Childhood Education – Special Education Assistant

Computer Information Science – Microcomputer Applications

Computer Information Science – Microcomputer Support and Network Management

Real Estate

Real Estate – Mortgage Loan Brokerage

Real Estate – Real Estate Appraisal

Associate of Arts Degree

Anthropology

Childhood Education

Economics

English

History

Liberal Studies (Elementary Teaching)

Philosophy

Political Science

Real Estate

Sociology

Associate of Science Degree

Business – Accounting

Business – Business Management

Business – Marketing

Computer Information Science

Relationship of the Proposed Change to the Mission

El Camino College's mission is to "offer quality, comprehensive educational programs and services to ensure the educational success of students from our diverse community." To achieve this mission, the College believes that it must be responsive to the needs of the communities served by El Camino College.

Providing quality online distance education to the community allows the College to offer educational services to those who are not able to come to campus due to work schedules, disabilities, child care, or transportation issues.

The College's statement of philosophy is "Everything El Camino College is or does must be centered on our community, for without our community, we have no students, no faculty or staff, no reason to exist. It is our community that saw the need and valued the reason for the creation of El Camino College. Therefore, it is to our community that we must be responsible and responsive in all matters educational, fiscal and social."¹

As the mission and philosophy firmly state, the College is obligated to meet the needs and expectations of the communities served through its academic programs and delivery options.

Rationale for the Proposed Change

The development of online instruction allows the College to increase access for working adults, non-traditional, and traditional students. The College is using Internet technology to expand access to students. The demand from students and the community for this form of instructional delivery continues to increase. The College and the El Camino College Compton Educational Center are located in urban environments, and online instruction reduces the number of times a student must drive to the campus in a highly congested traffic region.

El Camino College is located in an urban environment centered in the South Bay communities of Los Angeles County. The major communities served are Torrance, Hawthorne, Redondo Beach, Inglewood, and Lawndale. In addition, many other students are drawn from the greater Los Angeles basin. The ECC Compton Educational Center serves the communities within the Compton Community College District including Compton, Lynwood, North Long Beach and Paramount.

A community survey commissioned by the College in 2005 sampled 600 area adult residents. When queried about the ability to complete an entire two-year associate degree

¹ <http://www.elcamino.edu/administration/vpaa/>

over the Internet, 26% ranked it very important. Thirty-seven percent of the respondents indicated a desire for hybrid, online, and on-campus courses. When asked to choose two courses they would like to take online, the following were listed by the respondents: English, history, political science, machining and trade courses, and computer courses. The survey, along with the high demand for online instruction, was the major reason the College expanded its offerings of online instruction.

The growth of the online distance education program is fast paced. The growth is fueled by student demand, faculty interest, and support from the deans and the Vice President of Academic Affairs. More faculty members continue to be trained to teach online and new online courses have been approved through the curriculum process.

B. DESCRIPTION OF THE EDUCATIONAL PROGRAM(S)

The Educational Purposes of the Change are Clear and Appropriate

The mission of the distance education program is to provide alternative delivery modes of instruction that increase student access to post secondary educational programs.

There are 181 courses approved for online instruction. A majority of these courses meet either AA or AS degree requirements. All online courses are also available in the face-to-face mode of instruction. There are no differences in the general education, major, or graduation requirements for any of these programs. Currently, no programs are marketed as being exclusively available online.

All Relevant Commission Policies are Addressed

The College observes all Accrediting Commission policies and reporting. The College ensures that online and face-to-face courses are equally rigorous, and that student learning outcomes are listed on course syllabi and are assessed in the same manner as traditional courses. All courses, offered at El Camino College, whether online or face-to-face, follow the prescribed general course outlines approved by the College Curriculum Committee.

The Program meets Accreditation Standards Related to Student Learning Programs, Services, and Resources

All major campus services are available online. This includes an orientation to the College, college catalog, and schedule of classes. Online Student Services include admissions application, registration, virtual counseling, financial aid (application, notification, and funding), fee payment, and campus-wide web Q&A pages. Textbooks can be ordered online through the campus bookstore for home delivery. Online Library Services include electronic books, periodical databases, electronic reserves, and Ask-a-

Librarian reference services (email). Some courses include tutorial support through the textbook publishers.

Online office hours are also available to most students taking online classes. All online faculty members are encouraged to hold at least one of their contractual office hours per week online. An online orientation to distance education is also available for prospective or new distance education students.

C. DESCRIPTION OF THE PLANNING PROCESS

How the Change Relates to the Institution's Planning Process and Stated Mission

As noted earlier, student demand for online instruction continues to increase, with online courses filling before the face-to-face courses. In response to student demand, faculty members continue to apply for more courses to be offered online. This is consistent with the College mission to serve diverse students using a variety of instructional delivery methods and services.

The Educational Master Plan supports the modification of instructional delivery methods to accommodate various learning styles and needs. Online courses are integral to the College instructional programs and services. Today's textbooks also offer substantial online resources for instructors to use in the regular and online courses, thus enriching the instructional programs and student learning.

Assessment of Needs and Resources

The Learning Resources and Distance Education program review identified expansion of online courses as a priority to meet student demand for this type of instruction. In response, the distance education program developed action plans to increase online instruction.² The College used recommendations from the program review process, the technology plan, and program plans to increase online instruction. A task force was formed in 2005 by the Vice President of Academic Affairs to broaden the scope of distance education. As a result, a distance education plan of action for 2006-2008 was developed and approved by the Academic Senate. The major elements of the plan were endorsed by the Planning and Budgeting Committee and forwarded to the Superintendent/President for funding.

The Distance Education Advisory Committee (DEAC) is a college resource that recommends changes in policies and procedures for distance education courses to comply with college curriculum guidelines. The DEAC works closely with the Academic Senate, as well as college and division curriculum committees to ensure quality and continuous

² <http://www.elcamino.edu/administration/vpaa/Distance%20Education-rev.pdf>

improvement of the program. The DEAC includes faculty from all academic divisions, along with the Director of Learning Resources, Distance Education Coordinator, Academic Dean, staff from the Distance Education Office, and representatives from the College Curriculum Committee, Special Resource Center, and Counseling.

The Anticipated Effect of the Proposed Change on the Rest of the Institution

The College has been conservative in the development of online instruction out of a concern for maintaining the same quality instruction found in face-to-face courses. With the addition of the Compton Center, online instruction expanded significantly. Quality of instruction at both locations is monitored by the academic deans and vice presidents. It is anticipated that more faculty members will receive training in online instruction, increasing the pool of trained faculty members. This increase, along with new distance education facilities and support staff, will result in more online instruction at the College and the Center in the future.

It is also anticipated that some programs will increase enrollment in certificate and degree programs as a result of more online course offering. This trend is expected to increase the number of certificates and degrees awarded.

A Clear Statement of the Intended Benefits that will Result from the Change

The benefits to students are significant. More non-traditional students will be served and more students will be able to complete their degrees and/or transfer preparation in a shorter time period. Online instruction improves student opportunities to achieve their educational goals because of the flexible nature of the instruction. Online instruction also reduces the impact on facilities, parking, and traffic in the surrounding communities. El Camino College enrolls more than 28,000 students in the fall and spring resulting in traffic congestion and parking problems. The Center enrolls 7,500 students in the fall and spring and has recently experienced parking shortages. Online instruction reduces the need for students to travel to campus to complete their educational goals.

A Description of the Preparation and Planning Process for the Change

The Distance Education (DE) action plan identified the need for adequate staffing support for online instruction. In 2009, an Instructional Media Coordinator was hired in DE to ensure proper coordination and support for faculty and students. Filling this position resulted in better communication with students and staff. The Coordinator is also available for technical problem solving and for providing assistance to faculty members to set up their online courses. The Staff Development Office recently hired a new training specialist to provide faculty with online teacher training. Both positions provide necessary support for the increased demands for faculty training in online course delivery.

The distance education Instructional Media Coordinator works with individual faculty in the resolution of problems within their online course. The DE office also provides student help desk services and technology orientation training for delivery of distance education courses.

D. EVIDENCE OF RESOURCES AND PROCESSES TO MAINTAIN QUALITY

Evidence of Sufficient and Qualified Faculty, Management, and Support Staffing

The DE program is part of the Learning Resources unit, which is one of the nine academic units reporting to the Vice President of Academic Affairs, and is under the supervision of the Director of Library and Learning Resources. This unit includes the Library, the Learning Resources Center, the Library Media Technical Computer Center, the Basic Skills Study Lab and Media Services. The DE staffing includes a 50% Faculty Coordinator, Instructional Media Coordinator – Distance Education (classified) and two part-time hourly staff members. A wide range of job expectations are included in the daily routines of each employee.

(Appendix A: Job Tasks Related to Distance Education)

The staff works with faculty to implement all college rules and regulations. Recent expectations such as the student verification process have been addressed by encouraging all faculty to utilize a course management system that requires a logon and password. Other authentication technologies are being investigated to meet governmental requirements.

With few exceptions, online courses have been developed by full-time faculty members who are also teaching the face-to-face version of the course. Faculty assigned to teach online courses must meet requirements developed by the DEAC and endorsed by the Academic Senate. Faculty members are given online teaching assignments through the academic division. All faculty teaching online are also encouraged to hold a minimum of one designated online office hour per week.

Evidence of Appropriate Equipment and Facilities, Including Adequate Control over any Off-Campus Site

The DE office is physically housed within the Library building. It is in an area easily accessible to students and is open during regular business hours. All printed materials related to the program are available in this area. The DE webpage provides updated information about the services provided.³

³ http://www.elcamino.edu/library/distance-ed/facultytemplates/Student_Handbook_for_Online_Courses_Spring_10_rev_1211.pdf

DE staff work with departments throughout the campus, including the Staff Development Office, to:

- arrange ongoing training for faculty
- assist students with adding and dropping classes
- develop course schedules
- maintain course management system licenses and
- provide web hosting

Most distance education classes utilize the ETUDES course management system that is supported by the College. Appropriate servers, maintenance, and support are provided by the Information Technology Services (ITS) department. Student data is automatically uploaded daily to the ETUDES server by the designated ITS programmer.

Online class support is provided by the DE office. Questions are received by email, telephone, or walk-ins. Extensive self-help information is posted on the DE website. Many faculty members place instructive information on their websites to assist students who encounter problems. In-person assistance is also available through the on-campus computer lab located in the Library. The lab has proven to be very valuable to online students since approximately 66% of the students enrolled in online classes are also enrolled in on-campus classes.

Evidence of Fiscal Resources of Funding for the Proposed Change

Online instruction is a major component of the instructional program and budget of the College and the Center. The College and the Center each allocate approximately 15 Full-Time Equivalent Faculty (FTEF) for online instruction and generate about 700 Full-Time Equivalent Students (FTES) at each site on an annual basis. At both locations, online instruction is an important apportionment revenue generator and funding is fully integrated into the general fund. There are no plans to reduce online instruction. On the contrary, the demand for online instruction continues to grow at both sites. All courses offered online fill more quickly than traditional courses. Additional appropriations have been made available through the planning process to implement additional projects and programs. The cost of site licenses and course management software are budgeted in the general fund as are all other operational costs associated with online instruction and student support services.

During the recently completed construction in the Learning Resources building, a new DE classroom/conference center was developed. This classroom is designed to be used as an incubation center for DE faculty wishing to incorporate new technologies into their courses. A wide range of software to support faculty is available, with training provided by the full time Instructional Media Coordinator. During the course of any year, additional training on many different types of instructional software is available through the college staff development program. The College's Staff Development office is staffed by a full time trainer/coordinator.

Evidence of a Plan for Monitoring Achievement of the Desired Outcomes of the Proposed Change

To monitor achievement of the desired outcomes, the El Camino College distance education program evaluates its strengths, problem areas, student learning and achievement through program review. The student learning outcomes assessments for courses also serve as measures of success. Utilizing student responses, academic deans give close scrutiny to online issues during the faculty evaluation process. Student success and retention in online courses is compared with the same courses taught face-to-face utilizing data provided by Institutional Research. These reports are used to make changes, additions, or deletions to the program.

Overall, success and retention rates are between 8 and 21 percentage points lower than equivalent courses taught by the same instructors in a traditional classroom setting over the past few years. However, this gap appears to be narrowing in recent years, especially in Spring 2010.

Figure 1 provides a quick summary of just those courses taught at ECC by the same instructor in two different formats. Success and retention by format is provided along with the difference in success and retention between online and on-campus formats. A negative percentage indicates that performance in the online courses is lower, on average, than the traditional on-campus format.

Figure 1: Enrollment and Academic Performance – Instructors Using Both Formats

Term	Instructors	Courses	On Campus Sections				Online Sections				ONL - Campus	
			Secs.	Seats	Succ.	Ret.	Secs.	Seats	Succ.	Ret.	Succ.	Ret.
Fall 2006	10	10	16	621	63%	83%	11	414	46%	66%	-17%	-17%
Spring 2007	12	12	17	628	59%	75%	13	504	42%	60%	-17%	-15%
Fall 2007	17	17	28	988	63%	78%	19	699	42%	58%	-21%	-20%
Spring 2008	21	22	37	1517	64%	80%	25	1072	50%	65%	-14%	-14%
Fall 2008	26	27	43	1706	68%	82%	30	1234	48%	71%	-19%	-10%
Spring 2009	23	20	42	1775	67%	83%	35	1302	51%	72%	-16%	-11%
Fall 2009	24	20	43	1735	71%	83%	33	1217	53%	69%	-18%	-14%
Spring 2010	21	18	35	1490	72%	85%	35	1253	60%	77%	-11%	-8%

Figure 2 compares the percentages of post-census, early-term drops and withdrawals by instructional format, revealing that the percentages of Ws are much higher for online classes.

Figure 2: Percentage of Drops and Withdrawals by Instructional Format

	On Campus	Online	Diff.
DR (drops)	3%	6%	3%
W (withdrawal)	13%	21%	7%
Total	16%	27%	11%

Performance in online courses at El Camino College is often lower than on-campus equivalents, even when courses are well-designed and taught by experienced faculty. Online courses tend to require greater self-motivation and time-management skills on the part of students, who sometimes find out too late that they are lacking these skills. In addition, a recent faculty discussion revealed that many problems arise with students who get a late start with their online classes by acquiring the textbook late or experiencing technical limitations.

(Appendix B: Online Success and Retention Rates)

Additionally, Institutional Research regularly produces a comparative study of enrollment growth and academic course performance of traditional and online classes. Statistically, the student success and retention rates for online courses is below that of traditional courses with the exception of the winter and summer sessions.⁴ As a result of the findings from this research study, the Instructional Media Services Coordinator holds an online student orientation in the fall and spring semesters to help students in understanding their responsibilities and in learning how to navigate in the online course management system. Students also receive information about online student support

⁴ http://www.elcamino.edu/administration/ir/docs/research/OnlineCourse_Analysis_FA08.pdf

services and library resources. Two workshops are held at the beginning of each semester.

To improve the quality of online instruction, the Instructional Media Coordinator sends a worksheet called “The Principles of Good Practice” to every faculty member scheduled to teach online. The worksheet requires the faculty members to check off and describe aspects of their curriculum and instructional activities, how they evaluate students, information about their training, the course management software they are using, accessibility, and any other issues in the course where they may need feedback. This worksheet is reviewed by the Instructional Media Coordinator, the division dean and the Director of Learning Resources. The Instructional Media Coordinator validates the worksheet information by going on to the course site for each instructor to evaluate the effectiveness of the course. Areas needing improvement are shared with the instructor. (Appendix C: Principles of Good Practice for Effective Online Instruction Worksheet)

E. EVIDENCE THAT THE INSTITUTION HAS RECEIVED APPROVALS

Clear Statement of Board of Trustee Approval and Evidence that it has been Obtained

All online courses are approved by the College Curriculum Committee and sent to the Board of Trustees for final approval.

Each course that is offered online is approved initially by the Division Curriculum Committee utilizing the Distance Education Addendum to the course outline of record. This committee includes at least one faculty member who teaches online.⁵

The addendum requires an identification of:

- a) Delivery method
- b) Methods of regular effective contact between instructor and students
- c) Methods of evaluation
- d) Administration of exams
- e) Whether the text and other materials replicate those used in face-to-face classes
- f) Accommodations expectations statement for online delivery

El Camino College uses the following review and approval process of course additions, revisions, technical adjustments, and deletions:

- a) Division Curriculum Committee
- b) College Curriculum Committee
- c) Academic Senate
- d) Vice President of Academic Affairs (VPAA)

⁵<http://www.elcamino.edu/academics/ccc/forms/Form11.doc>

- e) Cabinet
- f) Board of Trustees

Evidence that any Legal Requirements have been met

The El Camino College Board of Trustees has approved 181 courses for distance education.

A list of all courses approved for delivery as a DE class is included in Appendix D. The Board approval dates are included.

(Appendix D: Approved Distance Education Courses)

Evidence of Board of Trustee Action to Approve and Financially Support the Change

The Distance Education Substantive Change Proposal will be presented to the Board of Trustees as an information item at their general meeting on October 18, 2010. All courses and programs currently taught through the DE program are Board approved and funded.

F. EVIDENCE THAT THE ELIGIBILITY REQUIREMENTS WILL BE FULFILLED

El Camino College completed its most recent self-study in 2008. The College was visited by representatives of the Accrediting Commission for Community and Junior Colleges in October 2008. The College's accreditation status was reaffirmed on January 29, 2010.

1. Authority.

El Camino Community College District meets the minimum conditions for community colleges under the California Education Code, the California Code of Regulations Title 5 Education Division 6, California Community Colleges, and Accrediting Commission for Community and Junior Colleges (ACCJC) Standards for Accreditation. El Camino Community College District derives its authority to operate as a degree granting institution from statute (California Education Code 70902). The College meets the minimum conditions for community colleges set forth in Title 5, Chapter 2, Subchapter 1 in relation to traditional and online instruction.

The Accrediting Commission for Community and Junior Colleges, of the Western Association of Schools and Colleges, an institutional accrediting body recognized by the commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education, has accredited El Camino College.

2. Mission.

The El Camino College (ECC) mission statement is designed to address the needs of the community. The mission statement was reviewed by all College constituencies,

including representatives from the Compton Center, and approved by the Board of Trustees. As an outgrowth of our mission statement, the College offers instructional services in a variety of delivery modes, including online instruction and student support services, to meet the needs of our diverse student population.

The mission statement is found in several campus documents, including the Educational Master Plan and College catalog. It is also published on the College's website, increasing its public availability. ECC has a separate website for the ECC Compton Educational Center, more commonly known as the ECC Compton Center.

3. Governing Board.

The ECC governing board and its jurisdiction has not changed. The establishment of an Educational Center in a new service area does not affect the authority of the El Camino Community College District Board of Trustees. El Camino Community College District is governed by a five-member board. Each member is elected for a four-year term from one of five trustee areas that make up the College district in district-wide elections. The Board is stable and has strong leadership and support from the community.

The Board members do not have any employment, family, or personal financial interests related to either the College or the district. Two current Board members were ECC employees; however, both retired from the district several years prior to their election to the Board.

At each Board meeting, held once each month, there is a place on the agenda for both community and staff comment. The students also have an elected trustee with an advisory vote and the Academic Senate President reports to the Board at each regularly scheduled meeting.

In 2006, the Commission gave approval to the College to open an educational center on the location of the former Compton College. The educational center is operated by El Camino College. However, the ECC governing board is independent of the Compton Special Trustee. Jurisdiction for the Compton Community College District remains under the auspices of the California Community Colleges Chancellor and his authority to appoint a Special Trustee. The Special Trustee is given the authority to assume all of the powers of the Compton Community College District Board of Trustees. All curricula, including online courses and programs, are under the authority of ECC and approved by the ECC Board of Trustees.

4. Chief Executive Officer.

The chief executive officer (CEO) is selected and appointed by the governing board. The major role and responsibility of the El Camino College Superintendent/ President is to serve as the chief executive officer of the ECC Board of Trustees to administer board

policies and provide oversight of the District. The CEO was delegated by the Board of Trustees to develop a robust online instructional program to meet the needs of students.

5. Administrative Capacity.

The College has a reputation for educational excellence supported by a strong faculty, staff and administration. The administration is organized appropriately to provide the necessary oversight and support for distance education programs.

6. [t1]Operational Status.

Students at the College and the Center enroll in a variety of online and traditional courses that can lead to either a two-year degree or a certificate of achievement/accomplishment in one of seventy-seven programs. The majority of courses are transferable, and the College strives to maintain a curriculum that is both comprehensive and balanced.

(Appendix E: General Education Requirements Available Online)

(Appendix F: Number and Percentage of Major Courses Available Online for Degrees and Certificates)

7. Degrees.

The 2009-10 College Catalog lists 73 degree- and 61 certificate- programs offered by the College. Degree requirements, course descriptions, and courses offerings are provided in the catalog (online and print). Students have the option of completing a general studies AA degree online.

(Appendix G: Degree Major Requirements)

8. Educational Programs.

El Camino College offers general education, transfer, and vocational programs and certificates that are congruent with the mission of the College. The College also offers basic skills courses in English as a Second Language, English, and Mathematics. All courses require quality and rigorous instruction and transfer-level courses are articulated with colleges and universities. The catalog clearly indicates whether or not the courses are degree applicable and transferable to the University of California system and California State University system.

Courses offered via distance education are of the same rigor and quality as the traditional courses. All faculty teaching in the distance education program must be approved by the Director of Library and Learning Resources to ensure that they have completed the required hours of training to teach online.

9. Academic Credit.

Academic credit is based on Title 5, Section 55002.5. Students attending El Camino College find a wide array of degree and certificate programs in academic and vocational fields. These programs have sufficient content and length and maintain appropriate

levels of quality and rigor for the degrees and certificates offered. All distance education courses meet the same requirements.[t2]

10. Student Learning and Achievement.

The College supports a fully staffed Office of Institutional Research that includes a Director of Institutional Research, two full-time and one half-time Research Analysts [t3] and one temporary full-time Research Associate. The Office of Institutional Research publishes an annual Fact Book that analyzes student demographics, program participation, and academic achievement. This analysis includes five-year trends of academic achievement measures such as success, retention, persistence, graduation, transfer, assessment test scores, and other related information.

In addition, retention and success rates are reported each semester by course, instructor, instructional method, and academic level (basic skills, transfer, etc). Department faculty and leadership also evaluate success and retention rates on a regular basis (both annually and during the four-year program review cycle). Specialized reports for online classes are also prepared annually.

The College supports an active student learning outcomes and assessment program directed by the Vice President of Academic Affairs and the Vice President of Student and Community Advancement. In Academic Affairs, a Faculty Coordinator is supported by an Associate Dean and other support staff to coordinate the development of course and program student learning outcomes and assessment. The Office of Academic affairs manages a database that is available online to students and faculty detailing course and program SLOs. The Faculty Coordinator is also supported by six additional faculty members who receive a stipend to train faculty members in the development of discipline-specific SLOs and assessment.⁶

11. General Education.

The general education curriculum promotes critical thinking and analytical skills, clear and precise expression, cultural and artistic sensitivity, personal growth, health, and self-understanding. The courses approved for general education have the required breadth to promote intellectual inquiry. The quality and rigor of these courses, including online classes, are consistent with the academic standards appropriate to higher education.

12. Academic Freedom.

The El Camino College District Board Policy 4030 (Academic Freedom) recognizes that institutions of higher education are conducted for the common good, which depends upon the free search for truth and its free exposition...⁷

⁶ <http://www.elcamino.edu/academics/slo/>

⁷ <http://www.elcamino.edu/administration/board/boarddocs/4030%20Academic%20Freedom.pdf>

13. Faculty.

El Camino College has 338 full-time instructors and 509 part-time faculty members. The names, degrees, and year of hire of full-time faculty are listed in the college catalog. While information regarding part-time faculty is kept in the division offices, the names, degrees, and year of hire of the part-time faculty who have taught for ten consecutive semesters are also published in the college catalog. The College lists faculty responsibilities in faculty handbooks and the Agreement between the El Camino College Federation of Teachers and the District.

The Compton Center employs 83 full-time faculty members and 200 part-time faculty members. The El Camino College catalog also lists Compton Center faculty member names, degrees, and year of hire. The Compton Federation of Teachers represents Compton faculty members.

All faculty assigned to teach Distance Education classes must meet the same minimum qualifications required of all faculty.

14. Student Services.

El Camino College acknowledges the importance of providing appropriate student support services and student development programs to facilitate student success for its diverse population on campus, at the Center, and as much as possible to online students.

The Student Services Center houses a large array of services. These services are for the most part replicated at the Compton Center, with the key services being offered online for all El Camino College students.

15. Admissions.

El Camino College adheres to admission policies consistent with its mission and is in compliance with Title 5. Every course, course section, or class shall be fully open to enrollment and participation by any person who has been admitted to the College and who meet course prerequisites.⁸ Enrollment in online courses follows the same procedures as regular courses.

16. Information and Learning Resources.

El Camino College Library/Learning Resource building houses a large collection of printed materials, online catalogs and databases, software and computerized learning facilities. A Tutoring Center, Basic Skills Lab, Academic Computing Center and Learning Center support learning and instruction. Online access and services are provided for students.

⁸ <http://www.elcamino.edu/administration/board/boarddocs/5052%20Open%20Enrollment.pdf>

17. Financial Resources.

El Camino College receives funding from the State of California (through apportionment based on the number of full time equivalent students), local taxes, tuition, and income producing local programs. The College has successfully competed for additional funds and grants to support its mission and educational programs. The El Camino Community College District (ECCCD) began the 2010-11 Fiscal Year with a reserve for contingencies of 14.57%. The fiscal stability of the district allowed it to backfill losses to the categorical programs by \$1,150,000 in the 2010-11 budget and to maintain all full-time employees without layoffs or furloughs.

The Compton Community College District's (CCCD) budget is now balanced. The district ended both the 2008-09 and 2009-10 fiscal years with a positive ending balance and adopted a budget for 2010-11 that includes reserves and contingencies of approximately 7.4% of budgeted expenditures.

18. Financial Accountability.

Both the ECCCD and CCCD use independent Certified Public Accounting (CPA) firms to assess the annual basic financial statements for each location. The firm conducts the audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in the Government Auditing Standards issued by the Comptroller General of the United States. The firm prepares the audit for the Board of Trustees that notes findings, exceptions, and recommendations. Key personnel implement the findings and recommendations as necessary. The audit findings for CCCD have been addressed, as evidenced in the following:

1. The Center's 2009-10 annual operating budget now has a \$2 million reserve.
2. The "going concern" opinion as noted in the 2006-07 audit report has been removed.
3. The "qualified opinion" as noted in the 2007-08 audit report has been corrected.
4. Of the 19 findings from the 2007-08 audit, ten have been completely resolved, eight have been partially resolved and progress continues, and one is in the process of having a corrective action plan being developed and implemented.

19. Institutional Planning and Evaluation.

El Camino College's governance system of committees and councils contributes to institutional planning and evaluation through regularly scheduled meetings. Facility, technology, program, and course needs are evaluated and updated on a regular basis through the Educational Master Plan. This document is analyzed and used to assess the progress of the College toward achieving stated goals that support the mission, vision, and strategic initiatives of the District. The Institutional Research Office regularly and systematically assists the College with ongoing evaluations and publishes results on how well the College accomplishes its purpose. The development of the online program is included in the College's planning and program review documents.

20. Public Information.

El Camino College reviews and publishes a printed and online catalog every academic year. The college catalog is accurate, current, and provides all of the required information for students and the public to learn about the College.

21. Relations with Accrediting Commission.

El Camino College is in compliance with all of the Standards for Accreditation and maintains an active and positive relationship with the Commission and its officers. The College completes and files on time all ACCJC annual, financial, distance educational reports, and other requested documentation.

G. EVIDENCE THAT THE ACCREDITATION STANDARDS WILL BE FULFILLED

Standard 1A: Mission

Online educational offerings fully support the mission of El Camino College and the needs of the community the College serves.

Standard 1B: Improving Institutional Effectiveness

The College evaluates student success, student retention, and student learning outcome assessments for all courses and programs. This data is entered into program reviews and annual program plans so that action will be taken to continually improve student achievement at the College. Dialogue on student achievement occurs regularly in department/division meetings, Enrollment Management Committee, Council of Deans, Academic Affairs staff meetings, Student and Community Advancement staff meetings, and Planning and Budgeting Committee meetings.

Standard 2A: Instructional Programs

All online courses and degrees maintain the same level of academic rigor as that of the same course taught face-to-face. Institutional Research regularly assesses student retention, success and subsequent performance in sequential courses to evaluate the academic preparation of students in online versus face-to-face courses. Providing online courses and programs enables students to progress with their educational goals in spite of work or family obligations, or transportation or mobility issues. All courses (online and in-person) have SLOs and an assessment plan is in place for each course.

All online courses in the schedule are reviewed to assure they meet the Principles of Good Practice for Distance Education worksheet developed by the faculty, the DE Office and the academic deans.

The College uses the ETUDES course management system for online courses. However, some faculty chose to use publisher course management systems. ETUDES training and the How to Teach Online workshop are mandatory pre-requisites for all faculty choosing to teach online.

Standard 2B: Student Support Services

The College provides all major student support services online to all students (online and in-person). Online services include:

- Application to the College
- Course Catalogue and Class Schedule
- Orientation to the College
- Sample testing materials
- Virtual Counseling
- Course registration and wait-listing
- Course availability
- Financial Aid application and updates
- Debit cards for financial aid disbursements
- Classroom assignments
- Fee payment
- Textbook purchases
- Access to electronic reserves (Library databases, textbooks)
- Board Policies
- Unofficial transcripts
- Transcript ordering
- Distance Education (DE) websites⁹

All of these services allow students to avail themselves to support services without physically visiting the campus. Surveys are used to evaluate the effectiveness of virtual services such as application, registration, orientation, and financial aid.

Standard 2C: Library and Learning Resources

Library and learning resource information is available online through the Library's web page. This includes the online catalog, online databases, electronic books and E-res, an Electronic Reserve service. E-res provide access to reserve materials via the Internet. Other online Library and learning resources include Ask-A-Librarian, an online reference service. Library services are evaluated for improvement through an annual survey given to library patrons and distance education students.

Standard 3A: Human Resources

All personnel who are hired to teach at the College and Center must meet the minimum qualifications mandated for the discipline in which they will teach. Teachers of online courses are mostly tenured faculty members at the College or Center and have successfully completed a workshop or class on "How to Teach Online" and ETUDES training.

⁹ <http://www.elcamino.edu/library/distance-ed/>; <http://www.compton.edu/Academics/distance-ed/index.aspx>

Faculty members must submit their ETUDES Certificate of Completion to the DE Office before receiving an online course shell in ETUDES. The training material was developed by the ETUDES Consortium, and most faculty members complete the three-week training through the College Staff Development Office. The Staff Development Office offers follow-up workshops for faculty to assist them with using the tools in ETUDES. Faculty members also receive technical support and guidance from the Instructional Media Coordinator in the DE Office.

The following employees at the College coordinate the Distance Education program: Faculty Coordinator (50%), Instructional Media Coordinator, and two part-time employees. At the Center, the Dean of Academic Programs and the DE & Offsite Programs Supervisor coordinate the DE program. The Instructional Media Coordinator and the Supervisor work closely to design the orientation for students, to set up the course shells, and to manage the Google blog for online faculty communication.

Standard 3B: Physical Resources

The College's online program is supported by the Information Technology Services (ITS) department and the Media Services department. A DE classroom/conference center was built in 2008. This classroom is designed to be used as an incubation center for DE faculty wishing to incorporate new technologies into their courses. It is fully equipped to support online activities including the recording of class presentations for web access.

Standard 3C: Technological Resources

The amount and breadth of equipment dedicated to distance education has grown commensurate with the program's growth. Additional servers have been purchased, maintenance and user support provided, and online assistance posted to faculty websites. Questions can be answered by email or telephone. Local students can walk-in to the library for assistance as well. The College contracts with ETUDES for the course management software.

Standard 3D: Financial Resources

Budgeting for online courses has been centralized in the Learning Resources unit. Funding for online courses is supported by the College's general fund. Additional appropriations have been made available through the planning process to implement additional projects and programs to support online instruction. Licensing and upgrades are budgeted in the general fund.

Standard 4A: Decision-Making Roles and Processes

All online instructional courses at the College and the Center are under the purview of the Vice President of Academic Affairs (VPAA). At both the College and the Center, courses are organized by divisions led by academic deans. The College deans report to the VPAA and the Center deans report to the Vice President, Compton Center (VPCC). Bi-weekly meetings are held with all of the deans to review and discuss academic and

college issues concerning the instructional programs and students. Each dean supervises the faculty teaching in the online instructional program. A faculty coordinator works with the division deans to develop course offerings and services to online students.

Standard 4B: Board and Administrative Organization

No changes have occurred nor will occur for this standard.

H. OTHER INFORMATION REQUESTED

None.

APPENDIX-A: JOB TASKS RELATED TO DISTANCE EDUCATION

DIRECTOR OF LEARNING RESOURCES

- Sets the goals for the program in collaboration with Academic Deans
- Receives and reviews approved faculty schedule request from Academic Deans
- Notifies Deans of approved courses for semester
- Networks with Staff Development on appropriate training for all Distance Education instructors
- Works with Distance Education Advisory Committee to plan and develop program procedures, policies and activities to enhance program visibility and quality
- Evaluates Distance Education Faculty Coordinator and staff
- Provides leadership for new initiatives
- Evaluates the program progress through the annual report for the department

DISTANCE EDUCATION FACULTY COORDINATOR (50%)

- Directs and coordinates the day-to-day functions of the Distance Education program
- Assists students with registration problems
- Provides leadership for the department
- Maintains current knowledge and understanding of Distance Education procedures
- Identifies budget requirements of vendors including ETUDES and Intelcom
- Coordinates input of Distance Education classes offered with ETUDES vendor
- Troubleshoots student and faculty problems
- Works with Admissions and Records to improve procedures
- Works with Staff Development to develop and facilitate appropriate training for new Distance Education faculty

LEARNING RESOURCES ADMINISTRATIVE ASSISTANT

- Sends faculty schedule requests to faculty and deans for each session
- Prepares first draft of proposed schedule
- Builds Distance Education schedule in Colleague
- Schedules classrooms for on-class meeting
- Maintains schedule changes in Colleague
- Places instructor contract information in Colleague

INSTRUCTIONAL MEDIA COORDINATOR

- Facilitates and enables shells for both El Camino College and El Camino College Compton Educational Center online/hybrid classes in the system
- Supports students in Distance Education classes
- Provides one-on-one assistance to faculty needing support in executing their courses
- Works with Information Technology Services (ITS) to develop/create student & faculty files for upload to external server
- Develops Faculty Handbook and other materials as needed
- Provides assistance in making all classes accessible
- Solicits and organizes course outlines and/or syllabus, etc. for each class each semester
- Reviews all syllabi on a semester basis for basic content including objectives and student learning outcomes
- Works with campus committees to develop a syllabus template
- Supports preparation for Distance Education Advisory Committee meetings and all follow-up required
- Maintains file on Distance Education eligible faculty
- Develops recommendations for certification program with Distance Education trainer
- Develops criteria for evaluation of faculty sites
- Provides help in incorporating multi-media in specific course materials
- Supports faculty in developing orientation meeting content each semester
- Develops procedures and provides training on equipment in the Distance Education Center
- Works with individual Distance Education faculty to utilize specialized tools e.g. lecture capturing
- Executes pre-enrollment sessions each semester for new Distance Education students
- Provides Help Desk support
- Sets up tutorials on Distance Education web page for student support
- Maintains and updates the web page
- Investigates and recommends social networking mediums
- Regularly monitors course listings on all sources used by the students
- Serves as a member of the Distance Education visioning team

- Works with other entities on campus including ITS, Admissions, etc.
- Plans regular meetings with faculty advisor
- Works with unit office in development of Distance Education schedule for each session
- Assists with development and distribution of survey instruments
- Creates statistical data reports
- Assists faculty coordinator in the completion of external surveys

APPENDIX - B: ONLINE SUCCESS AND RETENTION RATES

El Camino College & El Camino College Compton Center Online Success and Retention Rates Recent Trends

This study chronicles the recent changes in online course offerings and enrollments at El Camino College (ECC) and provides updated success and retention rates at both the Torrance campus and ECC Compton Center. Statewide comparisons are provided on success and retention rates.

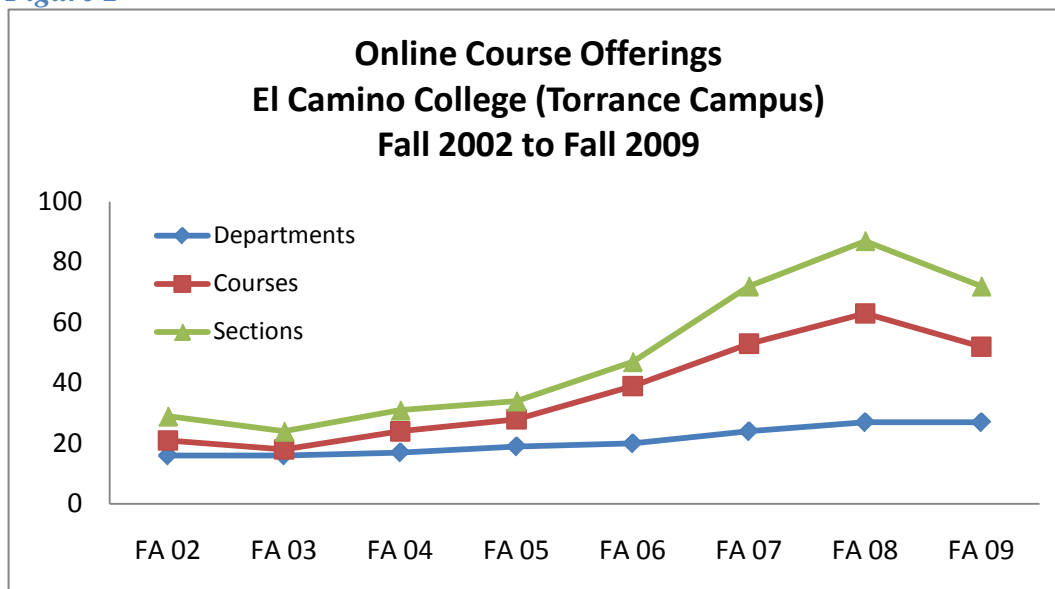
ENROLLMENT GROWTH – ECC Torrance

Responding to demand by students for more online course offerings, El Camino College increased the number of online course sections over the past six years, most notable in Fall 2007 and Fall 2008 (Figs. 1-2). Due to recent enrollment restrictions, distance education sections were reduced in Fall 2009.

*Figure 1: Course, Section and Enrollment Growth
El Camino College (Torrance) Online Classes, Fall 2002 to Fall 2009*

	FA 02	FA 03	FA 04	FA 05	FA 06	FA 07	FA 08	FA 09
Departments	16	16	17	19	20	24	27	27
Courses	21	18	24	28	39	53	63	52
Sections	29	24	31	34	47	72	87	72
Seats	1,403	1,367	1,510	1,405	1,727	2,365	3,256	2,982
Avg. Sec. Size	48	57	49	41	37	33	37	41

Figure 2



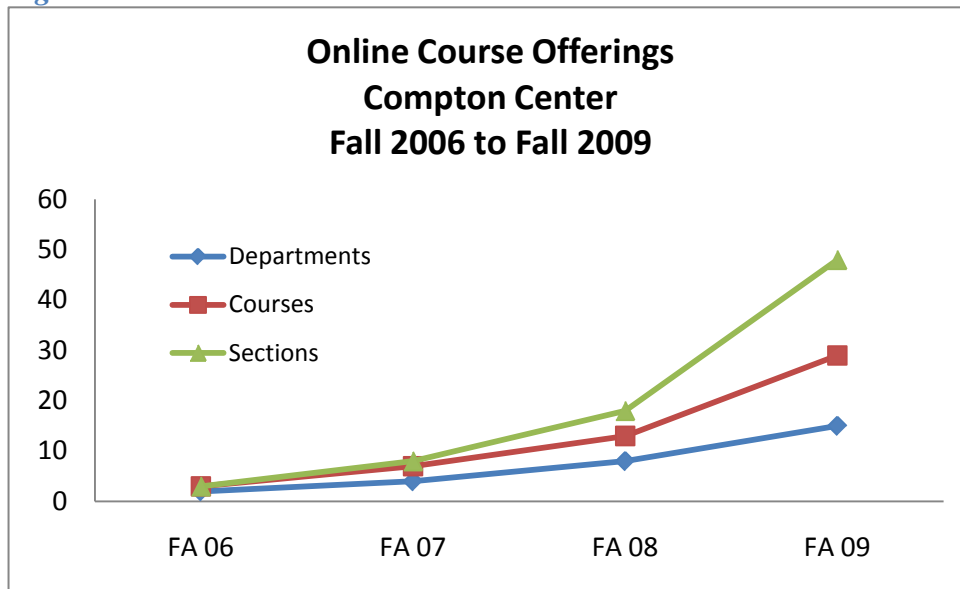
ENROLLMENT GROWTH – Compton Center

Similar growth was experienced at the Compton Center since the partnership with El Camino College began in Fall 2006. Online course offerings and enrollments increased gradually through Fall 2008, then more than doubled in Fall 2009 in response to enrollment demand (Figs. 3-4). Average class sizes also increased suggesting continuing demand.

*Figure 3: Course, Section and Enrollment Growth
Compton Center Online Classes, Fall 2006 to Fall 2009*

	FA 06	FA 07	FA 08	FA 09
Departments	2	4	8	15
Courses	3	7	13	29
Sections	3	8	18	48
Seats	86	235	620	1,718
Avg. Sec. Size	29	29	34	36

Figure 4



SUCCESS AND RETENTION – Torrance Campus

The charts below compare success and retention of all online courses offered at ECC and statewide. Success rates for online courses tend to be somewhat lower at ECC, with a five-point difference in 2006 and 2007, with a slight narrowing experienced in 2009 (Fig. 5). Retention rate differences continued a two-year narrowing in Fall 2009 to six points (Fig. 6).

Figure 5: Success Rates in Online Courses – ECC Torrance

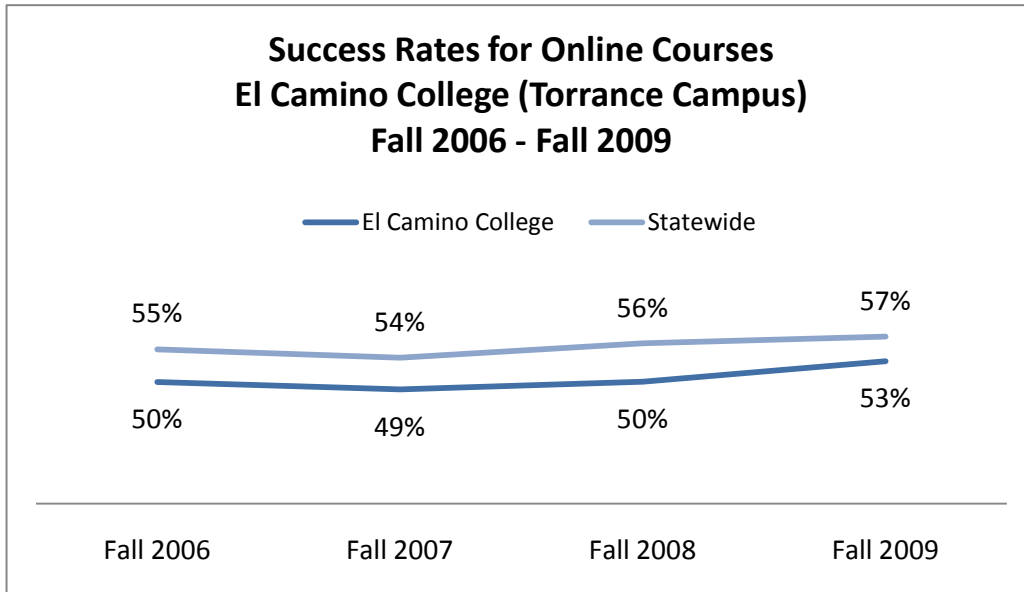
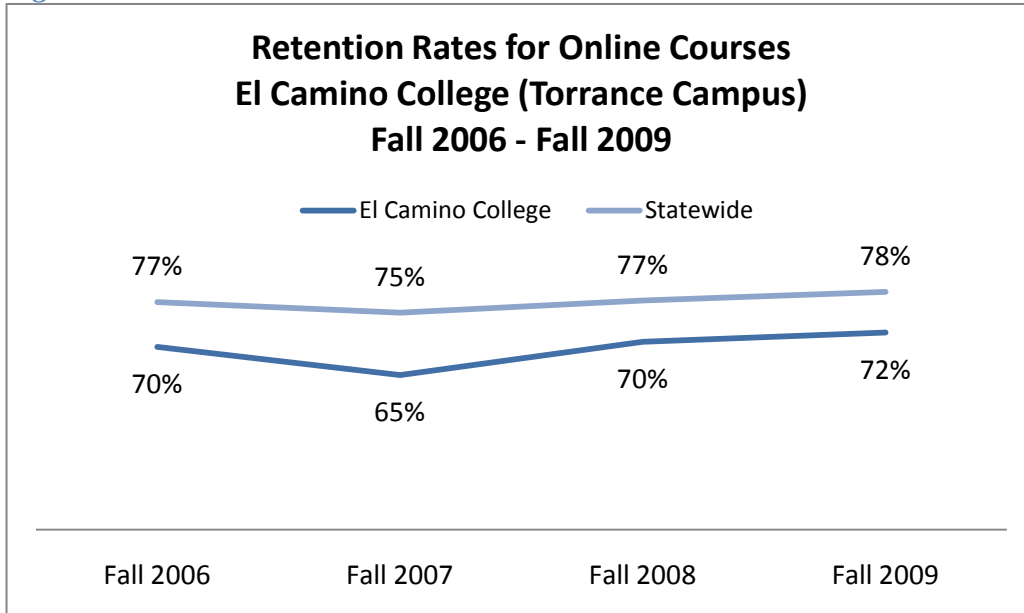


Figure 6: Retention Rates in Online Courses – ECC Torrance



SUCCESS AND RETENTION – Compton Center

The next two charts compare success and retention of all online courses offered at ECC and statewide. Success rates for online courses at Compton Center are much lower than the state average, with a 9- to 15-point difference in success rates (Fig. 7). Similar gaps are found for retention rates. Although success rates dipped notably in the last fall term, the retention gap narrowed considerably in Fall 2009 (Fig. 8).

Figure 7: Success Rates in Online Courses – Compton Center

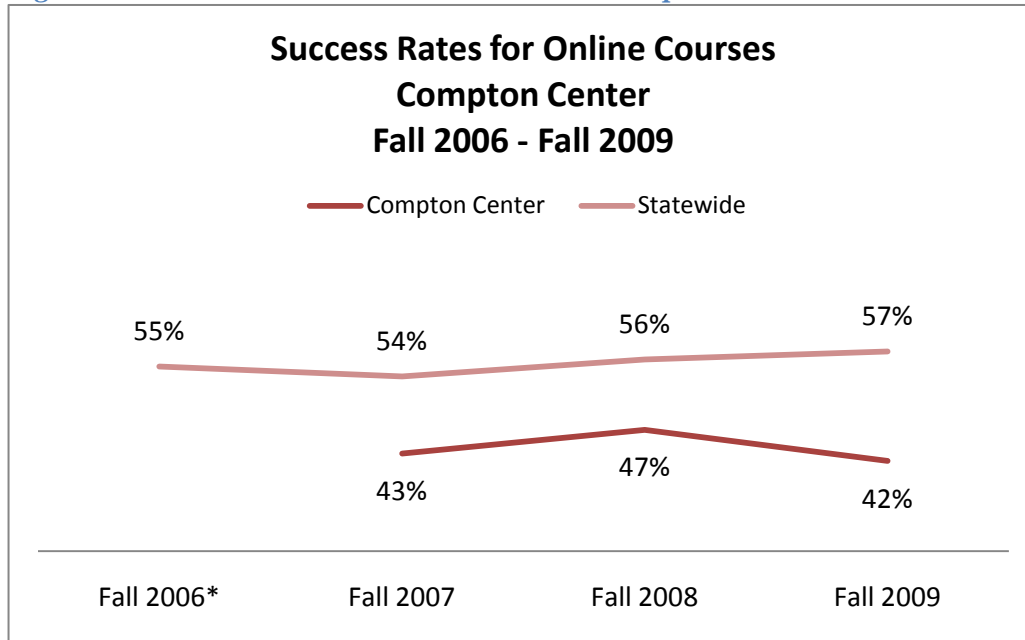
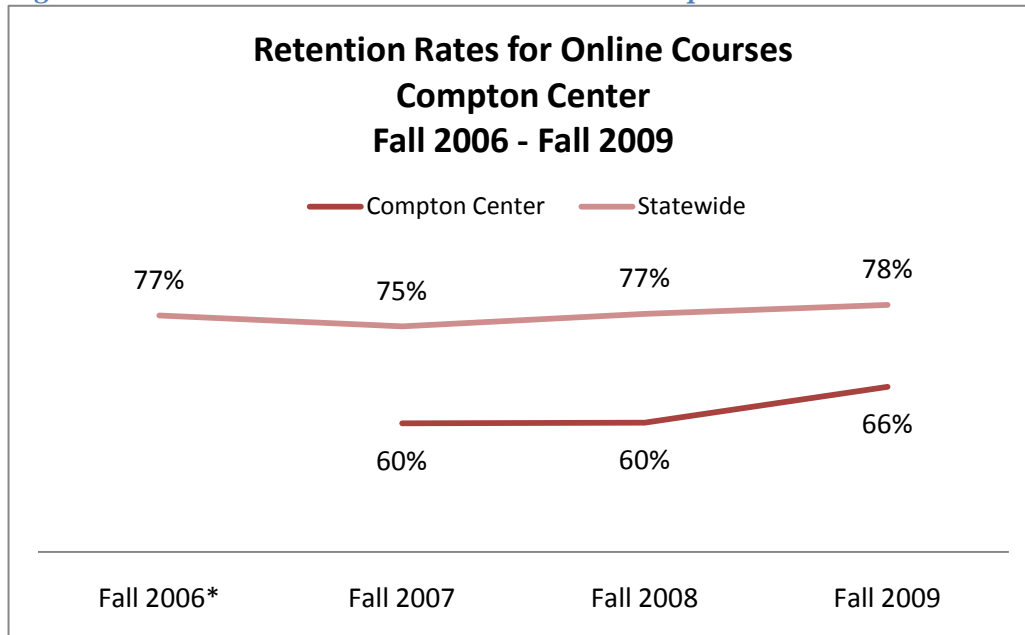


Figure 8: Retention Rates in Online Courses – Compton Center



SUMMARY

Enrollment grew dramatically at both the Torrance campus and Compton Center in response to an increase in online course offerings, reflecting the popularity of this instructional method. Success and retention in online courses at the Torrance campus are somewhat lower than the state average; and this gap is slightly wider for online classes than for on-campus offerings. The same pattern is found at the Compton Center. However, differences in course offerings statewide have not been analyzed to determine if course type, subject or level has contributed to global differences in these rates. A comprehensive analysis of student demographics and academic performance in online classes is conducted on a regular basis and will be repeated in Spring 2011.

APPENDIX - C: Principles of Good Practice for Effective Online Instruction Worksheet

**EL CAMINO COLLEGE PRINCIPLES OF GOOD PRACTICE
WORKSHEET COURSE REVIEW SUMMARY
(Online and Hybrid Courses)**

Semester:

Date:

Instructor:

Reviewer:

COURSE REVIEW SUMMARY

Does this course use a standard ECC template? EXAMPLE: The course home page in the Etudes course management system (CMS) uses the ECC Skin.

Yes **No - Comments:**

Is there a course syllabus posted which includes the minimum course information?

EXAMPLE: The Syllabus is linked inside the course and includes instructor contact information, SLOs, prerequisites, ADA statement, etc.

Yes **No - Comments:**

Does this course provide an effective student orientation module? EXAMPLE: The first module in the course is a course orientation which includes the Etudes Student User Guide.

Yes **No - Comments:**

Does this course provide opportunities to create an interactive learning community between the students and between the instructor and individual students? EXAMPLE: Group Work, Discussion Forums, Online Office hours, Chats, etc. are incorporated into the course.

Yes **No - Comments:**

Are there clear timelines for student submission of assignments and instructor feedback?

EXAMPLE: The Course Outline includes due dates for assignments and a timeline for instructor feedback. **Yes** **No - Comments:**

Are the technology and instructional media used in the course current, functioning properly and compatible with the stated requirements of the course? EXAMPLE: The course includes video, graphics, audio and other emerging technology which are usable and accessible to all students. **Yes** **No - Comments:**

Are students provided with information regarding student support services and campus resources? EXAMPLE: A link is added to the course to the ECC Distance Education web page which list student support services and campus resources.

Yes **No - Comments:**

Is the online structure and navigation clear and facilitates learning? EXAMPLE: Unused buttons are disabled and there are no broken links in the course.

Yes **No - Comments:**

Are there assessment and evaluation tools such as quizzes, tests, surveys, graded discussions, etc. incorporated into the course to measure effective learning? EXAMPLE: Students complete online quizzes and tests and the grades are posted to the gradebook inside of the Etudes CMS. **Yes** **No - Comments:**

Is all the course content located within one secure course management system? EXAMPLE: Students access the course content by logging into the course management system. **Yes** **No - Comments:**

OVERALL COMMENTS:



PRINCIPLES OF GOOD PRACTICE FOR EFFECTIVE ONLINE INSTRUCTION WORKSHEET

INTRODUCTION

An institution offering courses through electronic or other modes of distance delivery is expected to meet the standards and policies of the Accrediting Commission for Community and Junior Colleges (ACCJC). ACCJC policy specifies that all learning opportunities provided by our accredited institutions have the same quality, accountability, and focus on student outcomes, whether they are delivered electronically or by more traditional means. The intent of the policy is to provide a framework that allows institutions the flexibility to adapt their delivery modes to the emerging needs of students and society while maintaining quality. Any institution offering courses and programs electronically is expected to meet the requirements of accreditation in each of its courses and programs and at each of its sites (*Policy on Distance Learning*).

In addition, the ACCJC has adopted the seven *Principles of Good Practice* as developed by the Academic Senate for California Community Colleges. El Camino College encourages the use of the *Principles* to help ensure the quality, integrity, and effectiveness of distance learning. All courses listed as a distance education course at El Camino College will be reviewed against the *Principles of Good Practice* to ensure they are technically sound and of high quality. Faculty members must complete the worksheet and gain approval by their Dean or Academic Officer for each distance education course taught. The completion of this document is the final step in the assessment process to determine online course readiness.

Please complete the attached Principles of Good Practice worksheet and **return to the Distance Education Office by August 2, 2010**. Faculty may complete the form electronically by using Adobe reader then print the form to sign. Please return the signed form to the Distance Education office. The form will be technically reviewed by the Distance Education (DE) office and forwarded to the Academic Dean for approval. You will be notified as soon as the documents are finalized. The completed document will be housed in the DE Office.

COURSE INFORMATION

Instructor's Name:

Department:

Name of Course:

Delivery Method: (ex. Etudes, Website, etc.)

Distance Education Course Start Date (if applicable):

URL or Link to Course Site

Distance Education Format: (check one)

Internet

Hybrid

Comments (Optional)

Distance Education Office - Telephone 310-660-6453 - Fax 310-660-3513 - distanced@elcamino.edu

Instructor's Name:

TECHNICAL REVIEW (check all that apply)

Students will use a variety of browsers and hardware. This course has been checked for function on the following:

Browsers: Firefox Internet Explorer Other **Platforms:** Windows Macintosh

If you are using audio and/or video in the course please answer the following:

Audio
 Number of segments:
 Length of longest segment: 0
 Transcript of Audio Included yes

Video
 Number of segments:
 Length of Longest segment: 0
 Transcript of Video Included: yes

Additional Information as appropriate:

- This course meets the guidelines of the Americans with Disabilities Act and specifically the Rehabilitation Act Amendments in Section 508. For information on the actual guidelines, see the following:
<http://www.usdoj.gov/crt/ada/adahom1.htm> or <http://www.access-board.gov/508.htm>.

CURRICULUM AND INSTRUCTION (check all that apply)

- The course results in learning outcomes appropriate to the rigor and breadth of the course outline of record.

Degree or certificate (if applicable):

The course offered electronically is coherent and complete. The course incorporates (check all that apply):

- A consistent course structure
- A variety of learning activities that meet diverse learning styles
- Guidelines for feedback on assignments and questions
- Graphical and multimedia elements
- Course navigation that is easy for the student to follow
- PDF and other downloadable files
- Links to other web sites (opens in new window)
- Interactive activities
- Evaluation instruments

- If students are not required to meet on campus, they can complete the course without physically visiting the institution offering the course. (i.e. all necessary instruction and support infrastructure is in place to serve the off-campus student)

The course encourages appropriate interaction between faculty and students and promotes communication among students. Contact is achieved through: (check all that apply, the total of all percentages should be equal to 100%)

Communication Mode	%	Communication Mode	%
<input type="checkbox"/> Discussion Boards	<input type="text"/>	<input type="checkbox"/> Chat/IM	<input type="text"/>
<input type="checkbox"/> Small Groups	<input type="text"/>	<input type="checkbox"/> Email	<input type="text"/>
<input type="checkbox"/> Announcements	<input type="text"/>	<input type="checkbox"/> Phone/Internet Calls	<input type="text"/>
<input type="checkbox"/> In Person (F2F)	<input type="text"/>	Other <input type="text"/>	<input type="text"/>

Instructor's Name:

- Feedback for students on assignments and questions will be provided in a timely manner and guidelines for feedback are defined or outlined in the syllabus or course menu.

The course information or syllabus includes (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Assignment, Discussion Board, Test/Quiz dates | <input type="checkbox"/> Introduction/Course Description |
| <input type="checkbox"/> Instructor contact information | <input type="checkbox"/> Course Objectives |
| <input type="checkbox"/> Hyperlink to Student Support Information | <input type="checkbox"/> Course Prerequisites |
| <input type="checkbox"/> Hyperlink to the Library Information | <input type="checkbox"/> Required text and purchase information |
| <input type="checkbox"/> Where is the ADA statement located? | <input type="checkbox"/> Student Learning Outcomes |
| <input type="checkbox"/> | <input type="checkbox"/> Description/Outline of lessons/modules |
| <input type="checkbox"/> | <input type="checkbox"/> Policies and Procedures of the course |
| <input type="checkbox"/> | <input type="checkbox"/> Calendar of all assignments |
| <input type="checkbox"/> | <input type="checkbox"/> ECC's software and hardware recommendations |
| <input type="checkbox"/> A link and/or information on technical support including Information Systems and Services information | <input type="checkbox"/> Information for downloading needed viewers (i.e. Office 2007, Flash, PDF, audio) and other software required for the course |
| <input type="checkbox"/> Students have been made aware of testing options and locations | <input type="checkbox"/> |
| <input type="checkbox"/> Course number and title | <input type="checkbox"/> A backup plan if technology fails (example: backup email to all students, etc) |
| <input type="checkbox"/> Other (list): | |

- The course specifies necessary technology competence and skills?
- The course adheres to the ECC Policies and Guidelines for Distance Education? (For guidelines and policies, contact the DE Office.)

COPYRIGHTS AND PERMISSIONS

Have you confirmed that the course materials and any course materials not developed by the copyright holder are "fair use" or that you are otherwise exempt from liability from infringement?

- Yes No In Process

If not, have you acquired permission to use or link to the materials?

- Yes No In Process

Instructor's Name:

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EVALUATION AND ASSESSMENT

(Check all that apply)

- Students will be given an opportunity to provide feedback for this online course
- Student achievement in the course will be assessed
- Necessary revisions to this course will be made at regular intervals
- Communication between student and instructor regarding the effectiveness of the course will be open

PLATFORM AND TRAINING

Are you using Etudes as a delivery software for your online course? Yes No

If No, what CMS or delivery method do you use to teach your online course?

- You will make your course available to students on the first official first day of ECC classes.
- You have received training on techniques for transforming a face-to-face course into an effective distance learning class (How to Teach Online seminar or equivalent as approved by Distance Education Committee)?

Name of Course taken: Date:

Location taken:

- Please identify any particular areas and/or issues in this course that you want to ask for feedback from the reviewing team.

Instructor's Name:

By signing this, faculty certify that all efforts have been made to ensure that copyright permissions have been obtained and all efforts have been made to comply with institutional policies regarding technology and other learning resources. The Distance Education Office will notify the instructor of course approval status. The original checklist will be kept in the Distance Education Office.

Instructor's Comments:

Date

Signature

Instructional Media Coordinator's Comments:

Date

Signature

Division Dean's Comments:

Date

Signature

Approved Denied

Director, Learning Resources:

Date

Signature

Distance Education Office - Telephone 310-660-6453 - Fax 310-660-3513 - distanceed@elcamino.edu

APPENDIX - D: APPROVED DISTANCE EDUCATION COURSES

COURSE	DESCRIPTIVE TITLE	DISTANCE EDUCATION APPROVAL DATE
Academic Strategies 60	Strategies for Success in Distance Education	1/21/2003
Administration of Justice 100	Introduction to Administration of Justice	6/16/2008
American Studies 7	History of American Popular Culture	6/16/2008
Anatomy 30	Essentials of Anatomy and Physiology	12/18/2006
Anatomy 32	General Human Anatomy	12/18/2006
Anthropology 1	Introduction to Physical Anthropology	1/21/2003
Anthropology 2	Introduction to Cultural Anthropology	1/21/2003
Anthropology 3	Introduction to Archaeology	7/20/2009
Anthropology 6	Native Peoples of North America	8/18/2009
Anthropology 7	Native Peoples of South America	7/20/2009
Anthropology 8	Ancient Civilizations of Mesoamerica	6/15/2009
Anthropology 9	Women, Culture, and Society	8/18/2009
Anthropology 11	Anthropology of Religion, Magic and Witchcraft	7/20/2009
Anthropology 12	Ancient Civilizations of the World	10/27/2009
Anthropology 20A	Introduction to Museum Studies	7/20/2009
Art 1	Art and Visual Culture in Modern Life	5/21/2001
Art 2	History of Western Art – Prehistoric to Gothic	12/13/1999
Art 109	Contemporary Art in World Cultures	12/15/2008
Astronomy 20	The Solar System	3/20/2000
Biology 15	Environmental Aspects of Biology	8/18/2009
Business 1A	Financial Accounting	12/19/2005
Business 1B	Managerial Accounting	12/19/2005
Business 11	Accounting for Small Business	4/21/2008
Business 12	Advertising	2/19/2008
Business 14	Marketing	4/21/2008

COURSE	DESCRIPTIVE TITLE	DISTANCE EDUCATION APPROVAL DATE
Business 15	Business Mathematics	6/19/2006
Business 16	10-Key Calculating for Business	7/20/2009
Business 17	Personal Finance	6/19/2006
Business 19	Principles of Retailing Management	2/19/2008
Business 20	Business Management	2/19/2008
Business 21	Personnel Management	2/19/2008
Business 22	Human Relations in Business	2/19/2008
Business 24	Small Business Management	4/21/2008
Business 25	Introduction to Business	2/19/2008
Business 27	Effective English for Business	4/21/2008
Business 28	Written Business Communications	4/21/2008
Business 52A	Microsoft Word Applications I	12/20/2004
Business 52B	Microsoft Word Applications II	12/20/2004
Business 54	Microsoft Office – Integrated Software Applications	12/20/2004
Business 55	Advanced Microsoft Office – Integrated Software Applications	12/20/2004
Business 56abcd	Microsoft Word Certification Preparation	3/18/2002
Business 57abcd	PowerPoint Certification Preparation	3/18/2002
Business 60A	Microcomputer Keyboarding	12/20/2004
Business 60B	Microcomputer Document Processing	12/20/2004
Business 60C	Microcomputer Document Formatting	12/20/2004
Business 90	International Aspects of Business	4/21/2008
Business 91	International Marketing	4/21/2008
Business 92	Fundamentals of Exporting	4/21/2008
Business 93	Fundamentals of Importing	4/21/2008
Business 94	International Trade Logistics	4/21/2008
Business 97	International Business Law	4/21/2008
Child Development 103	Child Development	3/17/1997
Child Development 104	The Home, The School, The Community	11/19/2001

COURSE	DESCRIPTIVE TITLE	DISTANCE EDUCATION APPROVAL DATE
Child Development 105	Parenting in Contemporary Society	4/20/2009
Child Development 107	Infant/Toddler Development	4/20/2009
Child Development 108	The Preschool Child	2/19/2008
Child Development 110	Child Health and Safety	2/19/2008
Child Development 112	Teaching Young Children in a Diverse Society	7/20/2009
Child Development 122	Development of the School Age Child	12/19/2005
Child Development 123	Principles and Practices of School Age Care Programs	12/18/2006
Child Development 125	Child Development Practicum I	4/20/2009
Child Development 126	Child Development Practicum II	4/20/2009
Child Development 129	Introduction to Program Administration	3/18/2002
Child Development 130	Principles of Program Administration	2/19/2008
Child Development 131	Supervising and Mentoring Adults	12/19/2005
Child Development 137abcd	Mentor Seminar A	4/20/2009
Child Development 138abcd	Mentor Seminar B	4/20/2009
Child Development 139abcd	Mentor Seminar C	4/20/2009
Child Development 140abcd	Mentor Seminar D	4/20/2009
Child Development 150	Survey of Children with Special Needs	12/19/2005
Child Development 152	Disabilities in the Developing Child	12/18/2006
Child Development 154	Role and Responsibilities of the Special Education Assistant	12/18/2006
Child Development 170A	Family Development I	4/20/2009
Child Development 170B	Family Development II	4/20/2009
Computer Aided Design/Drafting 31abcd	Orientation to CATIA	5/21/2001
Computer Information Systems 11	Help Desk Operations	2/19/2008
Computer Information Systems 13	Introduction to Computers	6/19/2006

COURSE	DESCRIPTIVE TITLE	DISTANCE EDUCATION APPROVAL DATE
Computer Information Systems 16	Introduction to Visual Basic	4/21/2008
Computer Information Systems 18	Systems Analysis and Design	6/19/2006
Computer Information Systems 19	Introduction to the Internet and Web Publishing	6/19/2006
Computer Information Systems 30	Introduction to e-Commerce	6/19/2006
Computer Information Systems 133	Web Programming Concepts	2/19/2008
Computer Information Systems 134	Web Programming	6/19/2006
Computer Information Systems 140	Data Communications Cisco 1	6/19/2006
Computer Information Systems 141	Networking Microcomputers Cisco 2	6/19/2006
Computer Information Systems 142	Implementing and Administering Network Routers Cisco 3	6/19/2006
Computer Information Systems 143	LAN and WAN Router Configuration Cisco 4	6/19/2006
Contemporary Health 1	Personal and Community Health Issues	1/22/2002
Dance 1	Dance Appreciation	3/19/2007
Economics 1	Principles of Economics: Macroeconomics	12/13/1999
Economics 2	Principles of Economics: Microeconomics Theory	3/20/2000
Economics 5	Fundamentals of Economics	2/23/2010
English 1A	Reading and Composition	11/19/2001
English 1B	Literature and Composition	1/23/2003
English 1C	Critical Thinking and Composition	5/18/1998
English 4	Grammar and Structure	12/17/2007
English 7	Speed and Power Reading	3/20/2000
English 27	Children's Literature	12/20/2004
English 28	Images of Women in Literature	12/20/2004
English 39	Literature and Film	3/20/2000
English 40B	American Literature	12/20/2004
English 47	California Literature	12/20/2004

COURSE	DESCRIPTIVE TITLE	DISTANCE EDUCATION APPROVAL DATE
English 84	Developmental Reading and Writing	11/19/2007
Geology 1	Physical Geology	2/16/1999
Global Studies 101	Introduction to Global Studies	2/19/2008
History 1A	United States History to 1877	11/17/1997
History 1B	United States History from 1877 to the Present	3/18/1996
History 5A	History of Early Britain	7/20/2009
History 14A	History of Asian Civilizations	3/16/2010
History 14B	History of Asian Civilizations	3/16/2010
History 16A	The African American in the United States, 1600 to 1877	4/15/2002
History 17	History of the Chicano in the United States	6/15/2009
History 18A	Women and American History from the Colonial Era to 1870	4/15/2002
History 19	A History of Mexico	12/19/2005
History 114	History of the Asian American in the United States	10/27/2009
History 122	United States Social History: Cultural Pluralism in America	12/15/2008
History 140	History of Early Civilizations	12/19/2005
History 141	History of Modern Civilizations	12/19/2005
History 152	History of Latin America through Independence	12/15/2008
History 178	History of China	12/15/2008
History 190	History of the Middle East	10/27/2009
Human Development 5	Career Planning	5/21/2001
Human Development 8	Orientation to College and Educational Planning	12/18/2006
Human Development 10	Strategies for Success in College	12/18/2006
Human Development 12	Strategies for Success in the Workplace	7/20/2009
Humanities 1	Introduction to the Humanities	11/19/2007
Journalism 1	News Writing and Reporting	3/20/2000
Journalism 4	Feature Writing	11/20/2000

COURSE	DESCRIPTIVE TITLE	DISTANCE EDUCATION APPROVAL DATE
Journalism 12	Mass Media and Society	6/16/2008
Law 4	Legal Environment of Business	12/19/2005
Law 5	Contracts, Sales and Commercial Paper	12/19/2005
Machine Tool Technology 11abcd	Numerical Control Graphics Programming with CATIA	12/20/2004
Mathematics 33	Elementary Algebra, Part I	5/21/2007
Mathematics 40	Elementary Algebra	11/20/2006
Mathematics 43	Elementary Algebra, Part II	5/21/2007
Mathematics 73	Intermediate Algebra for General Education	1/20/2009
Mathematics 80	Intermediate Algebra for Science, Technology, Engineering, and Mathematics	1/20/2009
Mathematics 120	Nature of Mathematics	4/20/2009
Mathematics 130	College Algebra	4/20/2009
Mathematics 150	Elementary Statistics with Probability	6/16/2008
Music 11	Music Appreciation Survey	1/20/1998
Music 12	Music Cultures of the World	11/19/2007
Music 16	History of Rock Music	11/24/2009
Nursing 218	Critical Care Nursing	6/24/2002
Nutrition and Foods 11	Nutrition	12/18/2006
Nutrition and Foods 15	Nutrition for Infants and Young Children	6/15/2009
Oceanography 10	Introduction to Oceanography	1/12/2003
Philosophy 2	Introduction to Philosophy	11/17/1997
Philosophy 3	Ethics and Society	3/17/1997
Philosophy 5	Critical Thinking and Discourse	3/18/2002
Philosophy 7	Philosophy of Religion	12/18/2006
Philosophy 8	Introduction to Logic	4/17/1995
Philosophy 10	History of Ancient and Medieval Philosophy	7/20/2009
Philosophy 11	History of Modern and Contemporary Philosophy	3/16/2010
Philosophy 12	Existentialism	10/27/2009
Philosophy 14	Asian Philosophy	10/27/2009

COURSE	DESCRIPTIVE TITLE	DISTANCE EDUCATION APPROVAL DATE
Philosophy 23	Ethics, Law and Society	2/23/2010
Political Science 1	Governments of the United States and California	2/19/2002
Political Science 2	Introduction to Comparative Politics	6/16/2008
Political Science 3	Introduction to Principles and Methods of Political Science	7/20/2009
Political Science 10	Introduction to International Relations	6/16/2008
Psychology 2	Psychology for Effective Living	8/18/2009
Psychology 3	The Psychology of Thinking	5/18/1998
Psychology 5	General Psychology	5/18/1998
Psychology 7	Physiological Psychology	7/20/2009
Psychology 8	Social Psychology	6/15/2009
Psychology 15	Abnormal Psychology	8/18/2009
Psychology 16	Lifespan Development	12/18/2006
Real Estate 11	Real Estate Principles	6/19/2006
Real Estate 13	Real Estate Practice	2/17/1998
Real Estate 14A	Real Estate Finance I	2/17/1998
Real Estate 16	Real Estate Economics	2/17/1998
Real Estate 40	Real Estate Appraisal	2/17/1998
Real Estate 41	Advanced Real Estate Appraisal	2/17/1998
Sociology 101	Introduction to Sociology	11/16/1998
Sociology 102	The Family	11/16/1998
Sociology 104	Social Problems	12/18/2006
Sociology 108	Global Perspectives on Race and Ethnicity	12/15/2008
Speech Communication 14	Introduction to Intercultural Communication	1/21/2003
Theatre 1	Theatre Appreciation	12/18/2006
Theatre 4	Dramatic Literature	2/19/2008

APPENDIX - E: GENERAL EDUCATION REQUIREMENTS AVAILABLE ONLINE

GENERAL EDUCATION REQUIREMENTS

The following general education courses are deliverable through online education and apply to the A.A. or AS degrees listed within this substantive change proposal.

A.A. DEGREE REQUIREMENTS 2009-2010

OPTION I

1. **NATURAL SCIENCES:** (Minimum 3 semester units)
Anatomy 30, 32; Anthropology 1; Astronomy 20; Biology 15; Geology 1;
Oceanography 10
2. **SOCIAL AND BEHAVIORAL SCIENCES:** (Minimum 9 semester units); One course from A; One course from B; One course from C.
A. American Studies 7; History 1A, 1B, 16A, 18A, 122; Women's Studies 1
B. Political Science 1
C. Anthropology 2, 3, 8; Business 17, 22; Child Development 103, 104; Economics 1, 2, 5; Global Studies 101; History 5A, 14A, 14B, 19, 140, 141, 152, 178; Psychology 2, 5, 7, 8, 16; Sociology 101, 102, 104, 108
3. **HUMANITIES:** (Minimum 3 semester units)
Art 1, 2, 109; Dance 1; English 1B, 27, 28, 39, 40B, 47; Humanities 1;
Music 11, 12; Philosophy 2, 3, 7, 10; Theatre 1, 4
4. **LANGUAGE AND RATIONALITY:** (Minimum 6 semester units); One course from A; One course from B.
A. Business 27, 28; English 1A; Journalism 1
B. Communication and Analytical Thinking: (Minimum 3 units)
Computer Information Systems 13, 16; English 1C; Journalism 12; Math 73, 80, 120, 130, 150; Philosophy 5, 8; Psychology 3; Speech Communication 14
5. **HEALTH AND PHYSICAL EDUCATION:** (Minimum 3 units)
Contemporary Health 1

Option 1: Course must be completed with a C grade or higher
Math 73, 80, 120, 130, 150, (All are hybrid courses).

A.S. DEGREE REQUIREMENTS 2009-2010

SECTION A: GENERAL EDUCATION REQUIREMENTS

1. **NATURAL SCIENCES:** (Minimum 3 semester units)
Anatomy 30, 32; Anthropology 1; Astronomy 20; Biology 15; Geology 1;
Oceanography 10
2. **SOCIAL AND BEHAVIORAL SCIENCES:** (Minimum 3 semester units, one course from A, B, or C)
 - A. American Studies 7; History 1A, 1B, 17, 18A, 122
 - B. Political Science 1
 - C. Anthropology 2, 3; Business 17, 22; Child Development 103, 104; Economics 1, 2, 5; Global Studies 101; History 5A, 14A, 14B, 19, 140, 141, 152, 178; Psychology 2, 5, 7, 8, 16; Sociology 101, 102, 104, 108
3. **HUMANITIES:** (Minimum 3 semester units)
Art 1, 2, 109; Dance 1; English 1B, 27, 28, 39, 40B, 47; Humanities 1; Music 11, 12; Philosophy 2, 3, 7, 10; Theatre 1, 4
4. **LANGUAGE AND RATIONALITY:** (Minimum of 6 semester units); one course from A and one course from B:
 - A. English Composition: (Minimum 3 units)
Business 27, 28; English 1A; Journalism 1
 - B. Communication and Analytical Thinking: (Minimum 3 units)
Computer Information Systems 13, 16; English 1C; Journalism 12; Math 73, 120, 130, 150; Philosophy 5, 8; Speech Communication 14
5. **HEALTH AND PHYSICAL EDUCATION:** (Minimum 3 semester units)
Contemporary Health 1

APPENDIX – F: NUMBER and PERCENTAGE of MAJOR COURSES AVAILABLE ONLINE for DEGREES and CERTIFICATES

Associate of Science Degrees and Distance Education

Area of Study	Number of Units Required for Degree	Number of Major Units Available via Distance Education	Percentage of Major Courses Available Online
Business –			
Accounting	26-27	14	51%
Business Management	27-28	24	86%
Marketing	24-25	22	88%
Office Administration	36-37	43	86%
Office Systems Option	32	22	69%
Management Option	36 – 37	21	57%
Computer Information Systems	21-22	15	68%

Associate of Arts Degrees and Distance Education

Area of Study	Number of Units Required for Degree	Number of Major Units Available via Distance Education	Percentage of Major Courses Available Online
Anthropology	21	21	100%
Childhood Education	29-30	21	70%
Economics	23-25	16	64%
English	22	22	100%
History	21	21	100%
Liberal Studies (Elementary Teaching)	27-28	19	68%
Philosophy	24-26	15	58%
Political Science	21	18	86%
Real Estate	24-25	18	72%
Sociology	19	19	100%

Certificates of Achievement and Distance Education

Areas of Study	Number of Units Required for Degree	Number of Major Units Available via Distance Education	Percentage of Major Courses Available Online
Business –			
Accounting	26-27	14	52%
Bookkeeping Clerk	20-23	12	52%
Business Management	27-28	25	89%
Marketing	24-25	22	88%
Office Applications Specialist	21	19	90%
Retail Management	30-31	28	90%
Childhood Education –			
Early Childhood Education	18	12	67%
Early Intervention Assistant	28	21	75%
Special Education Assistant	31	24	77%
Computer Information Systems (CIS)	15	15	100%
CIS –			
Microcomputer Applications	30-33	18	54%
Microcomputer Support & Network Management	33-34	24	70%
Real Estate	27-28	24	86%
Real Estate –			
Mortgage Loan Brokerage	27-29	24	83%
Real Estate Appraisal	30	26	80%

APPENDIX – G: DEGREE MAJOR REQUIREMENTS

ASSOCIATE OF ARTS DEGREES

Online courses are designated with an asterisk (*). All Mathematics classes require some on-campus hours.

Anthropology

Major Requirements:

Anthropology 1*, 2*, 3*
Four courses from: Anthropology 4, 6*, 7*, 8*, 9*, 10, 11*, 20A*, 20B; History 9
Total Units: 21

Childhood Education

Major Requirements: (A minimum of 15 units of the major requirements must be completed at El Camino College)

Child Development 103*, 104*, 112*, 114; Child Development 150* or 152*
Two courses from: Child Development 116, 117, 118, 119
Complete 8-9 units from: Child Development 105*, 107*, 108*, 110*, 114, 116, 117, 118, 119, 122*, 123*, 125*, 126*, 129*, 130*, 136, 150*, 152*, 154*, 160, 163, 166, 169, 170A*, 170B*; Nutrition and Foods 15*
Total Units: 29-30

Economics

Major Requirements:

Economics 1*, 2*; English 1A*; Mathematics 160 and 161 or 190 and 191
Two courses from: History 1A*, 1B*, 140*, 141*; Political Science 1*
Total Units: 23-25

English

Major Requirements:

English 1A*-1B*, 15A-15B
Three units from: English 20, 21, 23, 35, 36, 40A, 40B*
Six units from the following literature or writing courses: Literature Courses – English 10, 11, 12, 18, 22, 26, 27*, 28*, 29, 30, 31, 34, 39*, 42, 43, 44, 46 Writing Courses – English 1C*, 24A, 24B, 25A, 32abc, 33, 38, 72
Total Units: 22

History

Major Requirements:

History 1A*, 1B*, 140*, 141*

Three courses from: History 5A*, 5B, 8, 9, 12A, 12B, 14A*, 14B*, 16A*, 16B, 17*, 18A*, 18B, 19*, 22, 25, 30, 37, 122*, 152*, 178*; Political Science 1*

Total Units: 21

Liberal Studies (Elementary Teaching)

Major Requirements:

Transfer Degree Option: Students must complete the requirements listed on the guide sheet for a transfer institution.

Teacher Preparation Option:

English 1A*, Speech Communication 1 or English 1C*; History 1A*, or 1B*; Political Science 1*; Geography 5 or Child Development 103* or History 140*
--

One course from: Biology 10, Geology 6, Physical Science 25

One course from: Art 1*, Dance 1*, English 15A, 15B, 35, 36, 40A, 40B*, 42, 43, 44, Music 11*, 12*; Theatre 1*
--

One course from: Mathematics 73*, 80*, 110, 111, 115, 120*, 130*, 150*, 170

Total Units: 25-28

Philosophy

Major Requirements:

Philosophy 5* or 8*, 10*, 11*

Two courses from: Philosophy 2*, 3*, 7*, 23*
--

And three courses from at least two of the following groups:
--

- Art 1*, 3, 4; Music 11*
- History 140*, 141*
- English 23, 31, 35, 36
- Mathematics 40* or 43*, 60, 120*

Total Units: 24-26

Political Science

Major Requirements:

Political Science 1*

Four courses from: Political Science 2*, 3*, 5, 6, 8, 10*;
--

Two courses from: Economics 1*, 2*, History 1A*, 1B*, 14A, 140*, 141*, Philosophy 10*

Total Units: 21

Real Estate

Major Requirements:

Real Estate 11*, 14A*, 40*

And one of the following options:

Real Estate Option:

Real Estate 12A, 13*
Complete one of the following: Business 1A*; Real Estate 16*
Complete two of the following: Law 5*, Real Estate 12B, 14B, 17, 18, 19, 20, 21, 26, 31, 41*

Total Units: 24-25

Real Estate Appraisal Option:

Real Estate 16*, 25*, 41*
Complete two of the following: Real Estate 14B, 19, 21, 31
Complete two of the following: Business 15*, 28*, Computer Information Systems 13*, Law 6

Total Units: 33

Mortgage Brokerage Option:

Business 1A*, Real Estate 13*, 16*, 25*, 31
Complete two of the following: Real Estate 12A, 14B, 17, 19, 26
Complete one of the following: Business 5A, 15*, 28*

Total Units: 34-35

Sociology

Major Requirements:

Anthropology 2*; Sociology 101*, 104*; Mathematics 150* or Psychology 9A or Sociology 109
Two courses from: Anthropology 9*; Philosophy 2*, 3*, 5*, 8*; Psychology 5*, 10, 12, 16*; Sociology 102*, 107, 112, 115

Total Units: 19

ASSOCIATE OF SCIENCE DEGREE

Online courses are designated with an asterisk (*).

Business – Accounting

Business 1A*, 1B*; 2A, 2B; Computer Information Systems 13*; Law 5*

Two courses from the following: Business 4, 5A; Law 6

Total Units: 26-27

Business – Business Management Major

A minimum of 12 units must be completed at El Camino College.

Business 1A* or 11*; Business 14* or 21*; Business 20*, 22*, 24*, 25*, 29; Business 27* or 28*; Law 5*
--

Recommended electives: Business 1B*, 17*, 90*; Computer Information Systems 13*

Total Units: 27-28

Business – Marketing Major

A minimum of 12 units must be completed at El Camino College.

Business 1A* or 11*; Business 12* or 24*, 14*, 22*, 25*, 29; Business 27* or 28*; Law 5*
--

Recommended electives: Business 17*, 20*, 21*, 90*; Computer Information Systems 13*
--

Total Units: 24-25

Business – Office Administration Major

18 units of the major requirements must be completed at El Camino College.

Required courses are: Business 16*, 27*, 28*, 41, 43, 52A*, 52B*, 54*

In addition, students must complete the Office Systems Option or the Management Option.

Office Systems Option:

Business 40, 55*, Business 60C*

Two courses from: Business 49abcd, 56abcd*, 57abcd*

One course from: Computer Information Systems 26, 28
--

Total Units: 32

Management Option:

Business 22*, 29, 60B*

Three courses from: Business 1A* or 11*, Business 20*, 25*; Computer Information Systems 13*
--

Total Units: 36-37

Computer Information Systems

Computer Information Systems 13*, 18*, 19*
--

One of the following groups: Computer Information Systems 26 and 28 OR 140* and 141*
--

Two of the following courses: Computer Information Systems 16*, 27, 29, 30*, 80, 133*, 134*, 142*, 143*

Total Units: 21-22

CERTIFICATES OF ACHIEVEMENT

Online courses are designated with an asterisk (*).

Business – Accounting

Business 1A*, 1B*; 2A, 2B; Computer Information Systems 13*; Law 5*

Two courses from the following: Business 4, 5A; Law 6

Total Units: 26-27

Business – Bookkeeping Clerk

Business 11* or Business 1A*, 15* 16*, 40, 41, 43, 60B*; Business 54* or Computer Information Systems 13*; Business 3 or Computer Information Systems 26.

A minimum of ten units must be completed at El Camino College

Total Units: 20-23

Business – Business Management

Business 1A* or 11*; Business 14* or 21*, 20*, 22*, 24*, 25*, 27* or 28*, 29; Law 5*
--

Total Units: 27-28

Business – Marketing

Business 1A* or 11*, 12* or 24*, 14*, 22*, 25*, 29, 27* or 28*; Law 5*
--

A minimum of 12 units must be completed at El Camino College.

Total Units: 24-25

Business – Office Application Specialist

Business 16*, 27*, 40, 52A*, 52B*, 54*, 55*, 60C*

Two courses from Business 49abcd, 56abcd*, or 57abcd*

A minimum of 11 units must be completed at El Camino College.

Total Units: 21

Business – Retail Management

Business 1A* or 11*; 14*, 15*, 19*, 20*, 21*, 22*, 28*, 29; Computer Information Systems 19*
--

Total Units: 27-28

Childhood Education – Early Childhood Education

Childhood Development 103*, 104*, 108*, 112*, 114

One course from: Childhood Development 116, 117, 118, 119

A minimum of 12 units must be completed at El Camino College.

Total Units: 18

Childhood Education – Early Intervention Assistant

Childhood Development 103*, 104*, 107*, 110*, 111, 150*, 152*, 169
--

Three units from: Childhood Development 116, 117, 119

One course from: Childhood Development 114, 154*, 160, 163, 166

A minimum of 15 units including Childhood Development 169 must be completed at El Camino College.

Total Units: 28

Childhood Education – Special Education Assistant

Childhood Development 103*, 104*, 111, 150*, 152*, 154*, 169
--

One course from: Childhood Development 110* or Nursing 112
--

One course from: Childhood Development 116, 117, 118, 119

Six units from: Childhood Development 107*, 108*, 114, 122*, 123*, 163, 166, 170A*, 170B*, Nursing 118, Nutrition and Foods 15*, Sign Language / Interpreter Training 15
--

A minimum of 15 units including Childhood Development 152* and 154* must be completed at El Camino College.

Total Units: 31

Business – Computer Information Systems

Computer Information Systems 140*, 141*, 142*, 143*

One course from: Computer Information Systems 16, 80, 133

Total Units: 24-25

Business – Computer Information Systems (Micro Applications)

Computer Information Systems 13*, 18*, 26, 28, 40, 16*, 133*
--

Two courses from: Computer Information Systems 27, 29, 133*, 134*

Four courses from: Business 55*, Computer Information Systems 11*, 19*, 30*

Total Units: 30-34

Business – Computer Information Systems (Microcomputer Support and Network Management)

Computer Information Systems 13*, 19*, 40, 140*, 141*, 142*, 143*
Four courses from: Computer Information Systems 16*, 18*, 28, 28, 80
A minimum of 12 Computer Information Systems units must be completed at El Camino College.

Total Units: 33-34

Business – Real Estate

Real Estate 11*, 12A, 13*, 14A*, 25*, 40*; Business 1A* or Real Estate 16*
Two courses from: Law 5*; Real Estate 12B, 14B, 17, 18, 19, 20, 21, 26, 27, 28, 31, 41*

Total Units: 27-28

Business – Real Estate (Mortgage Loan Brokerage)

Real Estate 11*, 13*, 14A*, 25*, 31; Business 1A* or Real Estate 16*
Two courses from: Business 17* or Real Estate 14B, 12A, 19, 26, 40*
One course from: Business 5A, 15*, 28*
A minimum of 10 units must be completed at El Camino College.

Total Units: 27-29

Business – Real Estate Appraisal

Real Estate 11*, 14A*, 16*, 25*, 40*, 41*
Two courses from: Real Estate 14B, 19, 21
Two courses from: Architecture 150A; Business 15*, 28*; Computer Information Systems 13*; and Law 6
A Certificate of Achievement will be awarded only to those possessing an associate or higher degree or who will complete a degree concurrently with the certificate requirements.

Total Units: 30

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. 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 September 30, 2010. AB 2910, Chapter 1486, Statutes of 1986, requires that California community college districts report quarterly on their financial condition.

The report for September 30, 2010, is shown on the following Quarterly Financial Status Report for General Fund-Unrestricted (11).

FISCAL YEAR 2010-11

Quarter Ended (Q1) September 30, 2010

<u>General Fund</u>	<u>2010-11 Budget</u>	<u>Year-to-Date Actuals</u>	<u>Percentage</u>
INCOME			
Federal	\$70,000	\$6,750	9.64%
State	66,971,681	109,361	.16%
Local	39,573,020	5,307,979	13.41%
Interfund Transfers	<u>0</u>	<u>0</u>	
Total Income	\$106,614,701	\$5,424,090	
APPROPRIATIONS			
Academic Salaries	\$48,138,521	\$5,606,107	11.65%
Classified Salaries	25,811,772	4,142,565	16.05%
Staff Benefits	19,219,689	3,793,511	19.74%
Supplies/Books	1,639,887	250,669	15.29%
Other Operating Expenses	10,895,788	2,806,236	25.76%
Capital Outlay	1,370,131	164,729	12.02%
Other Outgo	<u>5,790,000</u>	<u>4,975,000</u>	85.92%
Total Appropriations	\$112,865,788	\$21,738,817	
Net Revenues	<u>(\$6,251,087)</u>	<u>(\$16,314,727)</u>	

B. CONTRACTS UNDER \$72,400

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

- 1. Contractor:** **ARSLANIAN AND ASSOCIATES**
Services: Contractor will provide concert and video presentation.
Requesting Dept.: Academic Affairs – Learning Resources
Date(s): 11/19/10
Financial Terms: Projected Gross Income based on Ticket Sales
37.5% to Artist, Chris Montez
37.5% to El Camino College Foundation, and
25% to the Help Light Band (after \$3,000 venue charge to the Marsee Auditorium)
- 2. Contractor:** **CEDARS-SINAI MEDICAL CENTER**
Services: Contractor will provide clinical experience to El Camino College nursing students, allowing experienced nurses working on their graduate degrees the opportunity to obtain required experience as they work with ECC nursing faculty.
Requesting Dept.: Health Sciences and Athletics – Nursing Dept.
Date(s): 11/1/10 – 10/31/11
Financial Terms: No cost to the District
- 3. Contractor:** **GALAMAR ENTERPRISES**
Services: Contractor will provide part-time work opportunities for CalWORKs students.
Requesting Dept.: Student Services – Counseling
Date(s): 8/1/10 – 6/30/11
Financial Terms: No cost to the District
- 4. Contractor:** **PORTLAND ENERGY CONSERVATION, INC.**
Services: Contractor will implement the EnergySmart Jobs (ESJ) Program throughout the State of California. The ESJ Program will focus on creating energy savings and new jobs via energy efficiency and refrigeration technology training in California. As a key partner, ECC will provide services to facilitate and assist with the training sessions.
Requesting Dept.: Community Advancement – WpLRC
Financial Terms: Projected Gross Income \$17,136. American Recovery and Reinvestment Act Funded Grant.
- 5. Contractor:** **SAN FRANCISCO COMMUNITY COLLEGE**

DISTRICT

Services: Contractor will coordinate and offer seminars and workshops for mentors and directors in the early childhood education fields and coordinate and develop mentoring programs. This program will strengthen the early childhood education workforce in our region.

Requesting Dept.: Behavioral and Social Sciences – Child Development

Date(s): 9/1/10 – 6/30/11

Financial Terms: Projected Gross Income \$31,160

6. Contractor: ST. FRANCIS CAREER COLLEGE

Services: The El Camino College Compton Education Center will provide courses and pre-requisite courses for students enrolled in St. Francis Career College Nursing Programs.

Requesting Dept.: Academic Affairs – Compton Community College District

Date(s): 7/1/10 – 6/30/11

Financial Terms: No Cost to the District

**7. Contractor: THE COMMUNITY COLLEGE FOUNDATION
MODEL APPROACH TO PARTNERSHIPS IN
PARENTING**

Services: Participants in the Foster Kinship Education Program – Partnering For Safety and Permanency Model Approach To Partnership and Parenting, will receive training necessary to augment parenting skills and also be provided with knowledge of other requirements necessary for licensing prospective foster parents and selecting adoptive parents.

Requesting Dept.: Student Services – Enrollment Services

Date(s): 8/1/10 – 7/31/11

Financial Terms: No Cost to the District

**8. Contractor: U.S. DEPARTMENT OF JUSTICE, FEDERAL PRISON
SYSTEM, FEDERAL CORRECTIONAL INSTITUTION,
TERMINAL ISLAND**

Services: ECC Workplace Learning Resource Center staff will provide to the contractors inmate population on-site instructions in Parenting.

Requesting Dept.: Community Advancement – WpLRC

Date(s): 10/1/10 – 9/30/11

Financial Terms: Projected Gross Income \$59,874

Base Year 10/1/08 – 9/30/09 \$10,072

Option Year 1 10/1/09 – 9/30/10 \$10,933

Option Year 2 10/1/10 – 9/30/11 \$11,881

Option Year 3	10/1/11 – 9/30/12	\$12,922
Option Year 4	10/1/12 – 9/30/13	\$14,066

9. **Contractor:** **VISTA INNS MANAGEMENT COMPANY**
Services: Contractor will provide part-time work opportunities for CalWORKs students.
Requesting Dept.: Student Services – Counseling
Date(s): 8/1/10 – 6/30/11
Financial Terms: No cost to the District

10. **Contractor:** **YOSEMITE COMMUNITY COLLEGE DISTRICT, CHILD DEVELOPMENT TRAINING CONSORTIUM**
Services: Contractor will assist the El Camino Child Development Center in determining and meeting the needs of individuals seeking new and/or maintaining currently held child development permits.
Requesting Dept.: Behavioral Social Sciences – Child Development
Date(s): 9/1/10 – 6/30/11
Financial Terms: Projected Gross Income \$27,500

C. **CONTRACTS OVER \$78,500**

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

1. **Contractor:** **CERRITOS COMMUNITY COLLEGE DISTRICT**
Services: Contractor will provide on-site training to various companies, using Employment Training Panel funds administered by the El Camino Community College District.
Requesting Dept.: Community Advancement – WpLRC
Date(s): 7/1/10 – 6/30/11
Financial Terms: Cost: Not to exceed \$175,000 (@\$250/hour)
(Previously Board approved in July 2010 for \$75,000)

2. **Contractor:** **U.S. DEPARTMENT OF JUSTICE, FEDERAL BUREAU OF PRISONS, TERMINAL ISLAND, CA.**
Services: The inmate population will receive on-site skills training in Welding.
Requesting Dept.: Community Advancement – WpLRC
Date(s): 10/1/10 – 9/30/15
Financial Terms: Projected Gross Income \$313,303
- | | | |
|----------------|-------------------|----------|
| Base Year | 10/1/10 – 9/30/11 | \$56,700 |
| Option Year 1: | 10/1/11 – 9/30/12 | \$59,535 |
| Option Year 2: | 10/1/12 – 9/30/13 | \$62,513 |

Option Year 3:	10/1/13 – 9/30/14	\$65,638
Option Year 4:	10/1/14 – 9/30/15	\$68,918

D. MEMORANDUM OF UNDERSTANDING

It is requested that the Board of Trustees approve entering into the following Memorandum of Understanding in support of the Inglewood Unified School District High Schools that will be allowed to participate in the El Camino College/High School Program in which El Camino College classes will be held on the following high school campus.

Contractor: CITY HONORS COLLEGE PREPARATORY
CHARTER SCHOOL (CITY HONORS)
Requesting Dept.: Academic Affairs
Date(s): 9/1/10 – 6/30/11
Financial Terms: No cost to the District

E. INFORMATION ITEMS - CONTRACTS

- 1. Contractor:** ASMARA U.S.A., INC.
Services: Contractor will conduct International Traffic in Arms training as needed.
Requesting Dept.: Community Advancement – Center for International Trade Development (CITD)
Date(s): 10/19/10 – 6/30/11
Financial Terms: Cost \$1,500
- 2. Contractor:** BAYSINGER PARTNERS ARCHITECTURE PC
Services: Contractor, as a sub-grantee, will receive funds for registration and attendance at the World Bio-Energy Development Summit 2010 in Beijing, China.
Requesting Dept.: Community Advancement – CITD
Date(s): 10/19/10 – 10/31/10
Financial Terms: Cost \$503
Funded by the U.S. Department of Commerce
- 3. Contactor:** CALIFORNIA MANUFACTURING TECHNOLOGY CONSULTING
Services: Contractor will provide twenty-four hours of training in Lean Manufacturing to local area manufacturers/aerospace companies.
Requesting Dept.: Community Advancement - Center for Applied Competitive Technologies
Financial Terms: Projected Gross Income - \$12,890

4. **Contractor:** **DESIMONE ENGINEERING**
Services: Contractor to provide Northrop Grumman Corporation with eighty hours of on-site training in Certified Quality Engineering for up to forty employees.
Requesting Dept.: Community Advancement – CACT
Date(s): 7/1/10 – 8/31/10
Financial Terms: Cost \$15,000

5. **Contractor:** **DESIMONE ENGINEERING**
Services: Contractor will provide thirty-two hours of training in Certified Quality Engineering as needed.
Requesting Dept.: Community Advancement – CACT
Date(s): 11/1/10 – 11/20/10
Financial Terms: Cost \$4,750

6. **Contractor:** **DESIMONE ENGINEERING**
Services: Contractor will provide twenty-four hours of training in Certified Six Sigma Green Belt as needed.
Requesting Dept.: Community Advancement – CACT
Date(s): 11/1/10 – 11/20/10
Financial Terms: Cost \$4,500

7. **Contractor:** **ESTWICK AND ASSOCIATES, INC.**
Services: Contractor to facilitate and provide training for perspective foster parents and adoptive parents in the PS-MAPP pre-service training program for the County of Los Angeles Department of Children and Family Services.
Requesting Dept. Student Services – Enrollment Services
Date(s): 8/1/10 – 7/31/11
Financial Terms: Cost \$8,000

8. **Contractor:** **FEEL SO GOOD STUDY ABROAD CENTER (SEOUL, SOUTH KOREA)**
Services: Contractor will recruit F-1 Visa Students for El Camino College.
Requesting Dept.: Admissions – International Student Program
Date(s): 8/25/10 – 6/30/15
Financial Terms: This is a one-time fee of \$500 for each student who completes one twelve to fourteen week session, either fall or spring; and, a \$300 for one eight-week summer session.

9. **Contractor:** **GOLDEN LADDER PRODUCTIONS, INC.**

- Services:** Contractor will provide the keynote speaker, Jason Dorsey for the Technology in Education Across Three Generations conference.
- Requesting Dept.:** Community Advancement – CACT
- Date(s):** 11/5/10
- Financial Terms:** Cost \$9,250
- 10. Contractor:** **HONG KONG TRADE DEVELOPMENT COUNCIL**
- Services:** Contractor will provide booth space for thirteen ECC Center for International Trade Development clients at the Eco Expo Asia Trade Show.
- Requesting Dept.:** Community Advancement – CITD
- Date(s):** 10/19/10 – 11/30/10
- Financial Terms:** Cost \$25,961
- 11. Contractor:** **INFOlearning CO., LTD (BANGKOK, THAILAND)**
- Services:** Contractor will recruit F-1 Visa Students for El Camino College.
- Requesting Dept.:** Admissions – International Student Program
- Date(s):** 8/25/10 – 6/30/15
- Financial Terms:** This is a one-time fee of \$500 for each student who completes one twelve to fourteen week session, either fall or spring; and, a \$300 for one eight-week summer session.
- 12. Contractor:** **NETWORK COMMUNICATION CO., LTD (OSAKA, JAPAN)**
- Services:** Contractor will recruit F-1 Visa Students for El Camino College.
- Requesting Dept.:** Admissions – International Student Program
- Date(s):** 8/25/10 – 6/30/15
- Financial Terms:** This is a one-time fee of \$500 for each student who completes one twelve to fourteen week session, either fall or spring; and, a \$300 for one eight-week summer session.
- 13. Contractor:** **RUYGAKU JOURNAL, INC. (TOKYO, JAPAN)**
- Services:** Contract will recruit F-1 Visa Students for El Camino College.
- Requesting Dept.:** Admissions – International Student Program
- Date(s):** 8/25/10 – 6/30/15
- Financial Terms:** This is a one-time fee of \$500 for each student who completes one twelve to fourteen week session, either fall or spring; and, a \$300 for one eight-week summer session.

14. **Contractor:** **SMALL MANUFACTURERS' INSTITUTE**
Services: Contractor will provide aerospace fastener manufacturing training as needed.
Requesting Dept.: Community Advancement – CACT
Date(s): 10/19/10 – 3/31/11
Financial Terms: Cost \$3,600
15. **Contractor:** **SOAP DESIGN COMPANY**
Services: Contractor will design various flyers, and the Fall 2010, Winter/Spring 2011, and Summer 2011 Community Education Catalogs.
Requesting Dept.: Student Services - Community Education
Date(s): 7/1/10 – 6/30/11
Financial Terms: Cost \$6,000
16. **Contractor:** **VEN TEK INTERNATIONAL**
Services: Contractor will provide access to their on-line server for 11 parking machines with wireless data services, including equipment monitoring, report generation, transactional data storage and credit card processing.
Requesting Dept.: Administrative Services – Campus Police
Date(s): 9/1/10 – 9/1/11
Financial Terms: Fee: \$1,533.26
17. **Contractor:** **WEST SALEM MACHINERY**
Services: Contractor, as a sub-grantee, will receive funds to register for attendance at the World Bio-Energy Development Summit 2010 in Beijing, China.
Requesting Dept.: Community Advancement – CITD
Date(s): 10/19/10 – 10/31/10
Financial Terms: Cost \$503
Funded by the U.S. Department of Commerce

F. PERSONAL SERVICE AGREEMENTS

1. **Contractor:** **MARY ANN HARMON**
Services: Contractor, as a reporter/writer, will interview students, alumni and El Camino College employees and write articles for internal and external news releases.
Requesting Dept.: Public Relations and Marketing Office
Date(s): 7/1/10 -6/30/11
Financial Terms: Cost \$65/hour. Not to Exceed \$45,000

2. **Contractor:** **CORRINE HOISINGTON**
Services: Contractor will provide training in Windows 7 and Office 2007 for Computer Information Systems' department faculty members. This training will allow faculty to be able to effectively relay the operating system and software updates to students to aid in the successful completion of CIS courses.
Requesting Dept.: Academic Affairs – Business Division
Date(s): 8/27/10
Financial Terms: Cost \$1,500
3. **Contractor:** **JENNIFER C. RICHARDSON**
Services: Contractor will provide evaluation project management for the National Science Foundation ATE, “Advanced Aerospace Manufacturing Education Project”, Year 1: Design Review.
Requesting Dept. Community Advancement – Contract Education
Date(s) 9/8/10 – 6/30/11
Financial Terms: Cost \$20,000

G. 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
Fund 11	Unrestricted - El Camino			
P0400431	Discount Two-Way	Ctr for Arts Production	Repairs Parts And Supplies	\$337.32
P0400537	World Class Athletic	Grounds	Non-Instruct Supplies	\$512.59
P0400587	Tier Technologies, Inc.	Information Tech	Maintenance Contracts	\$9,025.00
P0400588	American Express	Community	Transportation/ Mileage And	\$217.90
P0400589	American Express	Community	Transportation/ Mileage And	\$139.40
P0400595	CPP	Career Center	Other Services And Expenses	\$195.00
P0400596	Ricoh Americas	Counseling Office	Non-Instruct Supplies	\$79.55
P0400600	Staples Advantage	Information Tech	Non-Instruct Supplies	\$440.76
P0400602	The Apple Store	Information Tech	New Computer	\$2,778.36
P0400603	California Colleges for	Study Abroad Program	Dues And Memberships	\$450.00
P0400607	Tri-Best Visual Display	Physical Education	Instructional Supplies	\$315.00
P0400618	American Woodworker	Construction	Publications-Magazines	\$19.98
P0400619	Woodsmith	Construction	Publications-Magazines	\$36.00
P0400620	Fine Woodworking	Construction	Publications-Magazines	\$59.95
P0400621	Prinstar Printing	Fire Academy	Instructional Supplies	\$263.40
P0400623	Thompson West	Office Administration	Software	\$318.32
P0400630	Innovative Interfaces,	Information Tech	Maintenance Contracts	\$30,380.00
P0400635	Thompson Enamel	Art Department	Instructional Supplies	\$514.58
P0400640	Angstrom Stage	Civic Center Fine Arts	Non-Instruct Supplies	\$433.45
P0400641	Mr. Jimmy L. Macareno	Paint Shop	Non-Instruct Supplies	\$269.43
P0400648	Barnes & Noble	Nursing	Other Books	\$37.74
P0400649	All Tire Supply	Automotive Shop	Non-Instruct Supplies	\$370.02
P0400650	Sitler's Suppliers, Inc.	Civic Center Fine Arts	Non-Instruct Supplies	\$1,457.57
P0400658	Ora L. Mayon-Bryant	Operations	Non-Instruct Supplies	\$94.32
P0400666	L.A. County Ems	Paramedic Academy	Contract Services	\$27,718.68

P0400667	Ryugaku Journal, Inc.	International Students	Non-Instruct Supplies	\$380.00
P0400668	Matthew Bender	Div Office Instr.	Library Books	\$2,103.65
P0400669	Sage Publications, Inc.	Div Office Instr.	Library Books	\$253.05
P0400670	Nolo Press	Div Office Instr.	Library Books	\$25.67
P0400674	Staples Advantage	Human Resources	Non-Instruct Supplies	\$65.85
P0400675	Hitt Marking Devices	Human Resources	Non-Instruct Supplies	\$40.15
P0400676	McNaughton-Brodart	Div Office Instr.	Other Rentals	\$9,753.70
P0400677	Michael Gillman, Md Inc	Human Resources	Other Services And Expenses	\$470.00
P0400692	Stuart F. Cooper	Information Tech	Non-Instruct Supplies	\$1,297.76
P0400693	Ricoh Americas	Div Office Nat Sci	Non-Instruct Supplies	\$79.55
P0400695	R & R Dentsply	Art Department	Instructional Supplies	\$1,537.36
P0400696	Xpedx Paper &	Warehouse	Inventories, Stores, Prepaid I	\$3,507.72
P0400697	Unisource Corp.	Operations	Non-Instruct Supplies	\$1,244.57
P0400698	Thomson West	Div Office Instr.	Library Books	\$6,820.96
P0400699	Pacific Kiln	Art Department	Instructional Supplies	\$231.09
P0400708	National Promotions &	Copy Center	Printing	\$3,458.22
P0400720	Thomson Gale	Div Office Instr.	Library Books	\$270.66
P0400721	Baker & Taylor, Inc.	Div Office Instr.	Library Books	\$38.54
P0400729	ACBO	Public Relations &	Conferences Mgmt	\$85.00
P0400739	Hitt Marking Devices	Div Office Fine Arts	Instructional Supplies	\$17.10
P0400740	GM Business Interiors	V.P. Academic Affairs	Non-Instruct Supplies	\$722.77
P0400741	CCCCIO	V.P. Academic Affairs	Conferences Mgmt	\$615.00
P0400746	Namifiers	Course/Curriculum	Non-Instruct Supplies	\$34.38
P0400753	Richard the Thread	Ctr for Arts Production	Non-Instruct Supplies	\$80.25
P0400754	McMaster Carr	Ctr for Arts Production	Non-Instruct Supplies	\$414.07
P0400756	So. Cal Hose & Fittings	Facilities/Planning/Serv	Repairs Noninstructional	\$1,865.12
P0400757	Atlanta Thread &	Ctr for Arts Production	Non-Instruct Supplies	\$60.36
P0400761	Society for Science &	Earth Sciences	Publications-Magazines	\$80.00
P0400762	Monterey Graphics	Div Office Fine Arts	Instructional Supplies	\$592.68
P0400766	At&t Mobility	Health,Safety and Risk	Telephone	\$83.38
P0400767	Verizon Wireless	Health,Safety and Risk	Telephone	\$55.84
P0400772	Anne C. Cummings	Study Abroad Program	Other Services And Expenses	\$53.20
P0400774	Monterey Graphics	Psychology	Instructional Supplies	\$49.39
P0400775	Carolina Biological	Life Sciences	Instructional Supplies	\$324.56
P0400776	Scantron	History	Instructional Supplies	\$111.20
P0400777	Xerox Corporation	Copy Center	Other Services And Expenses	\$5,088.00
P0400780	Computerland of	Information Tech	Maintenance Contracts	\$117,444.25
P0400804	Rose Brand	Ctr for Arts Production	Non-Instruct Supplies	\$180.08
P0400806	ACBO	Administrative Services	Conferences Mgmt	\$285.00
P0400808	CCS Presentation	Psychology	Repairs - Instructional	\$315.00
P0400814	Monterey Graphics	Ed & Community	Non-Instruct Supplies	\$49.39
P0400818	Monterey Graphics	Course/Curriculum	Non-Instruct Supplies	\$49.39
P0400819	Black Sheep	Ctr for Arts Production	Repairs Parts And Supplies	\$1,137.50
P0400820	New Wave Computer	Div Office Nat Sciences	Non-Instruct Supplies	\$756.18
P0400829	City of Santa Ana	Campus Police	Conferences Mgmt	\$70.00
P0400836	Mt. San Antonio	Counseling Office	Conferences Faculty	\$125.00
P0400837	John Wiley & Sons Inc.	Counseling Office	Publications/ Periodicals And	\$222.00
P0400838	Thomson-Reuters/Barc	Counseling Office	Publications/ Periodicals And	\$319.17
P0400843	Monterey Graphics	Student Affairs	Non-Instruct Supplies	\$26.34
P0400844	Cal Tech Copier, Inc.	Institutional Research	Maintenance Contracts	\$876.90
P0400853	Specialty Doors	Facilities/Planning/Serv	Repairs Noninstructional	\$1,796.56
P0400855	Yamashita Glass Co.,	Carpenter Shop	Non-Instruct Supplies	\$194.01
P0400856	Association for	Institutional Research	Conferences Classified	\$600.00
P0400860	Enterprise Rentals	Earth Sciences	Transportation	\$1,000.74
P0400862	Rose Brand	Ctr for Arts Production	Non-Instruct Supplies	\$516.44

P0400863	AMATYC/SW	Division Office Math	Conferences - Student	\$35.00
P0400866	Krystal Klear Window	Facilities/Planning/Serv	Repairs Noninstructional	\$3,175.00
P0400871	Graybar Electric	Information Tech	Non-Instruct Supplies	\$1,064.34
P0400872	Graybar Electric	Information Tech	Non-Instruct Supplies	\$24.58
P0400873	Abtech Systems,	Information Tech	Maintenance Contracts	\$109,547.00
P0400874	NAVPA	Veterans Education	Dues And Memberships	\$150.00
P0400875	Monterey Graphics	Div Office Fine Arts	Instructional Supplies	\$49.39
P0400882	California Organization	Accreditation Support	Dues And Memberships	\$100.00
P0400884	State of California	Accreditation Support	Dues And Memberships	\$200.00
P0400885	Battery Specialties	Ctr for Arts Production	Non-Instruct Supplies	\$179.26
P0400886	Martek Industries	Ctr for Arts Production	Non-Instruct Supplies	\$206.48
P0400887	Rose Brand	Ctr for Arts Production	Non-Instruct Supplies	\$1,362.51
P0400891	Demco, Inc.	Div Office Instr.	Instructional Supplies	\$134.56
P0400892	Perkin Elmer Las, Inc.	Chemistry	Instructional Supplies	\$336.08
P0400893	Linseis Co.	Chemistry	Instructional Supplies	\$163.17
P0400895	Molecular Models	Chemistry	Instructional Supplies	\$115.07
P0400900	EBSCO	Div Office Instr.	Publications-Magazines	\$24,753.50
P0400907	American Association	Presidents Office	Dues And Memberships	\$16,540.00
P0400908	Academic Senate for	Academic Senate	Dues And Memberships	\$4,252.78
P0400909	CCCCIO	V.P. Academic Affairs	Conferences Mgmt	\$315.00
P0400917	Scantron	Div Office Nat Sci	Non-Instruct Supplies	\$56.12
P0400939	The Paton Group	Art Department	Instructional Supplies	\$399.13
P0400940	Southland Lumber	Ctr for Arts Production	Non-Instruct Supplies	\$1,787.26
P0400955	1099 Pro., Inc.	Fiscal Services	Contract Services	\$673.81
P0400956	Home Decorators	Ctr for Arts Ticket	Non-Instruct Supplies	\$689.54
P0400962	Acbo	Fiscal Services	Conferences Mgmt	\$85.00
P0400964	Patricia W. Harpole	Ctr for Arts Instr/Admin	Contract Services	\$500.00
P0400965	Alisha Bauer	Ctr for Arts Instr/Admin	Contract Services	\$250.00
P0400971	Larry's Concrete	Facilities/Planning/Serv	Repairs Noninstructional	\$260.00
P0400972	Monterey Graphics	Div Office Fine Arts	Instructional Supplies	\$49.39
P0400980	Fortune	Presidents Office	Publications/ Periodicals And	\$65.00
P0400982	Solarwinds.Net	Information Tech	Maintenance Contracts	\$599.00
P0400983	Singlewire Software	Information Tech	Maintenance Contracts	\$7,837.50
P0400984	Thomson West	Div Office Instr.	Library Books	\$1,766.43
P0400985	Matthew Bender	Div Office Instr.	Library Books	\$346.84
P0400988	Fast Deer Bus Charter	Transfer Center	Transportation	\$259.51
P0400989	Amazon.Com	Career Center	Non-Instruct Supplies	\$48.45
P0400990	New Wave Computer	Facilities/Planning/Serv	New Equipment -	\$240.35
P0400991	Workplace Training	Counseling Office	Publications/ Periodicals And	\$135.00
P0400993	Signature Party Rental	Transfer Center	Non-Instruct Supplies	\$172.17
P0401001	Thomson Gale	Div Office Instr.	Library Books	\$545.83
P0401003	Los Angeles	Life Sciences	Contract Services	\$28.00
P0401004	Datatel, Inc.	Information Tech	Maintenance Contracts	\$2,500.00
P0401006	Monterey Graphics	Writing Center	Non-Instruct Supplies	\$49.39
P0401008	National Geographic	Earth Sciences	Publications-Magazines	\$19.00
P0401009	Niche Retail, Llc	Physics	Instructional Supplies	\$255.83
P0401013	Sargent Welch	Physics	Instructional Supplies	\$199.91
P0401014	Educational	Physics	Instructional Supplies	\$138.45
P0401015	Monterey Graphics	Anthropology	Instructional Supplies	\$49.39
P0401016	Ricoh Business	Financial Aid	Non-Instruct Supplies	\$79.55
P0401018	Monterey Graphics	Div Office Fine Arts	Instructional Supplies	\$49.39
P0401019	CCCAOE	Div Office Fine Arts	Dues And Memberships	\$395.00
P0401021	Monterey Graphics	First Year Experience	Non-Instruct Supplies	\$98.78
P0401022	Cal Western Paint	Ctr for Arts Production	Non-Instruct Supplies	\$382.41
P0401023	Sigmanet	Information Tech	Maintenance Contracts	\$2,395.00

P0401024	Quickstart Intelligence	Information Tech	In-Service Training	\$8,985.00
P0401029	Otto Frei	Art Department	Instructional Supplies	\$160.86
P0401031	Bulbman	Art Department	Instructional Supplies	\$121.72
P0401032	California Metal-X	Art Department	Instructional Supplies	\$5,015.58
P0401042	Staples Advantage	Purchasing and	Non-Instruct Supplies	\$368.04
P0401047	Sims Welding Supply	Machine Tool	Instructional Supplies	\$710.61
P0401048	MSC Industrial Supply	Automotive Collision	Instructional Supplies	\$607.09
P0401052	Industrial Emergency	Fire	Contract Services	\$3,200.00
P0401053	Torrance Fire	Fire	Contract Services	\$23,480.00
P0401054	Santa Monica Fire	Fire	Contract Services	\$20,912.50
P0401069	Armstrong Medical	Physical Education	Instructional Supplies	\$331.86
P0401072	Cal Tech Copier, Inc.	Fire Academy 06-07	Repairs - Instructional	\$1,093.01
P0401073	Action Sales & Metal	Welding	Instructional Supplies	\$864.76
P0401079	Freestyle Photographic	Photography	Instructional Supplies	\$878.52
P0401080	Freestyle Photographic	Photography	Instructional Supplies	\$867.58
P0401089	Costco Wholesale	Ctr for Arts Ticket	Non-Instruct Supplies	\$90.00
P0401091	Shop PBS	Div Office BSSC	Instructional Supplies	\$39.15
P0401092	Amazon.Com	Div Office BSSC	Instructional Supplies	\$15.34
P0401097	Redleaf Press	Div Office BSSC	Instructional Supplies	\$75.90
P0401100	The Hitt Companies,	Div Office Fine Arts	Instructional Supplies	\$17.10
P0401101	City of El Segundo	Fire	Contract Services	\$9,687.50
P0401102	Culver City Fire	Fire	Contract Services	\$11,250.00
P0401104	Allstar Fire Equipment	Fire Academy	Instructional Supplies	\$1,000.82
P0401105	Monterey Graphics	Counseling Office	Non-Instruct Supplies	\$49.39
P0401106	Superior Auto Collision	Fire Academy	Repairs - Instructional	\$2,500.00
P0401107	OfficeMax a Boise	I&T Div Ofc	Non-Instruct Supplies	\$22.96
P0401111	Paradise Awards	V.P. Academic Affairs	Non-Instruct Supplies	\$59.27
P0401113	Accrediting	Accreditation Support	Dues And Memberships	\$500.00
P0401117	Knorr Systems Inc.	Facilities/Planning/Serv	Repairs Noninstructional	\$1,132.76
P0401124	Ricoh Business	English	Instructional Supplies	\$79.55
P0401129	Law Fire Protection	Facilities/Planning/Serv	Repairs Noninstructional	\$7,838.47
Fund 11 Total: 166				\$532,404.56

Fund 12 Restricted - El Camino

P0400514	North Star Graphics	Parking-Student	Other Services And Expenses	\$680.45
P0400545	CI Solutions	Parking-Student	Non-Instruct Supplies	\$375.00
P0400586	Creative Services	MarketDevCoopPrgrm-	Non-Instruct Supplies	\$2,135.00
P0400592	Campus Food Services	Matriculation	Non-Instruct Supplies	\$788.83
P0400593	Balloon Expressions	Matriculation	Non-Instruct Supplies	\$505.00
P0400594	Campus Food Services	Matriculation	Non-Instruct Supplies	\$2,030.38
P0400597	Laura M. Narvaez	EOPS CARE	Contract Services	\$60.00
P0400611	American Foothill	Contract Education	Non-Instruct Supplies	\$16,119.01
P0400617	Inland Empire Asian	Matching - IDRC, etc.	Conferences Mgmt	\$15.00
P0400622	CDW-G	Adminstration	New Computer	\$5,053.13
P0400625	Foundation for the	TitleV Activity	Contract Services	\$50,000.00
P0400629	South Bay Municipal	Parking Violations DMV	Other Services And Expenses	\$8,132.50
P0400632	Nextlevel Training	Parking-Student	New Equipment -	\$419.95
P0400634	Bothwell Automotive,	Parking-Student	Repairs Non Instr	\$114.84
P0400636	Behavior Analysis	Parking-Student	In-Service Training	\$472.00
P0400637	Borden Decal	Parking-Student	Non-Instruct Supplies	\$823.13
P0400642	Joe Castellon	VATEA I&T	Instructional Supplies	\$9,848.60
P0400655	Campus Food Services	VATEA Business	Contract Services	\$104.38
P0400656	Campus Food Services	VATEA Business	Contract Services	\$748.94
P0400657	Campus Food Services	MESA Program	Conferences Mgmt	\$100.84

P0400659	Online Consulting, Inc	VATEA Business	Conferences Other	\$2,495.00
P0400689	Bearcom	Parking-Student	New Equipment -	\$1,745.03
P0400690	Hub-Data 911	Parking-Student	New Equipment -	\$66,691.74
P0400691	Bothwell Automotive,	Parking-Student	Repairs Non Instr	\$425.00
P0400709	American Express	Faculty & Staff Diversity	Conferences Mgmt	\$247.50
P0400710	ACHRO/EEO	Faculty & Staff Diversity	Conferences Mgmt	\$150.00
P0400711	Vizion Marketing	TitleV Activity	Printing	\$3,319.35
P0400727	Staples Advantage	TitleV Activity	Non-Instruct Supplies	\$372.84
P0400738	Hitt Marking Devices	EOPS	Non-Instruct Supplies	\$79.13
P0400742	Patrick McLaughlin	TitleV Activity	Other Services And Expenses	\$83.33
P0400743	Shemiran I. Lazar	TitleV Activity	Other Services And Expenses	\$83.33
P0400744	Ivan A. Crosbie	TitleV Activity	Other Services And Expenses	\$83.33
P0400745	Elizabeth Craig	TitleV Activity	Other Services And Expenses	\$83.33
P0400747	Carmela Aguilar	TitleV Activity	Other Services And Expenses	\$83.33
P0400748	Aurora Cortez-Perez	TitleV Activity	Other Services And Expenses	\$83.33
P0400751	Nxlevel Education	SBDC Program Income	Non-Instruct Supplies	\$180.00
P0400759	Campus Food Services	EOPS CARE	Non-Instruct Supplies	\$378.64
P0400760	Monterey Graphics	CalWORKs	Non-Instruct Supplies	\$148.17
P0400764	David E. Simmons	TitleV Activity	Other Services And Expenses	\$500.00
P0400765	Essie French-Preston	TitleV Activity	Other Services And Expenses	\$300.00
P0400771	Maritime Industry	(STCW) Standards for	Conferences Mgmt	\$200.00
P0400781	American Express	NSF-Aerospace Mfg Ed	Transportation/ Mileage And	\$629.70
P0400782	CI Solutions	Parking-Student	Non-Instruct Supplies	\$474.00
P0400783	B & H Photo-Video	Parking-Student	Non-Instruct Supplies	\$54.79
P0400784	Montgomery Hardware	Parking-Student	New Equipment -	\$2,381.57
P0400785	Office Depot	Parking-Student	Non-Instruct Supplies	\$74.58
P0400786	Rio Hondo College	Parking-Student	In-Service Training	\$10.40
P0400787	Lou's Golf and	Parking-Student	New Equipment -	\$198.55
P0400788	New Readers Press	El Camino Language	Publications/ Periodicals And	\$184.68
P0400793	Riverside Publishing	DSPS	Instructional Supplies	\$208.00
P0400796	American Express	IDRC Green	Transportation/ Mileage And	\$1,245.00
P0400797	American Express	Responsive Training	Transportation/ Mileage And	\$1,303.10
P0400798	Recording for the Blind	HSA	New Equipmen-Instr. \$5k less	\$781.06
P0400811	Destyn M. LaPorte	El Camino Language	Non-Instruct Supplies	\$552.98
P0400812	Green Technology	WPLRC Industry Driven	Conferences Mgmt	\$215.00
P0400813	Wilmington Chamber	SBDC Program Income	Dues And Memberships	\$100.00
P0400815	Mercer County	SBDC-YEP (COCCC)	License Fee/Site Licenses	\$9,000.00
P0400822	Discount School	CCAMPIS prior year	Instructional Supplies	\$289.11
P0400823	Larson Electronics,	Parking-Student	New Equipment -	\$228.39
P0400825	Van Lingen Towing	Parking-Student	Repairs Non Instr	\$25.00
P0400826	Safeguard - So.	Parking-Student	Non-Instruct Supplies	\$428.88
P0400828	City of Santa Ana	Parking-Student	In-Service Training	\$35.00
P0400833	South Bay Workforce	Community	Contributions	\$500.00
P0400834	Ventek International	Parking Fees Permit	Visa/Mastercard Fees	\$1,533.26
P0400835	American Express	Contract Education	Transportation/ Mileage And	\$259.40
P0400839	Tiempos Dorados	EWD/CTE Grant	Printing	\$344.22
P0400840	American Express	CTE II-grant	Transportation/ Mileage And	\$213.40
P0400841	Study in the Usa	El Camino Language	Multi Media Advertising	\$5,300.00
P0400851	University of Tampa	DOE Title VI B (ITCI)	Conferences Other	\$675.00
P0400852	American Express	DOE Title VI B (ITCI)	Transportation/ Mileage And	\$349.30
P0400858	Augusoft	Contract Education	Transportation/ Mileage And	\$495.00
P0400859	Lern Conferences	Contract Education	Transportation/ Mileage And	\$775.00
P0400861	Association of	Contract Education	Dues And Memberships	\$60.00
P0400864	Campus Food Services	MESA Program	Conferences - Student	\$746.30
P0400865	Xtra Light Display	Community	Non-Instruct Supplies	\$2,472.05
P0400867	Holiday Inn Hotel &	NSF-Aerospace Mfg Ed	Conferences Other	\$292.32
P0400876	Sheraton Sand Key	DOE Title VI B (ITCI)	Conferences Other	\$592.12

P0400877	CCCAOE	WPLRC Industry Driven Conferences Mgmt	\$395.00
P0400878	Catherine M. Lakatos	TitleV Activity -Oct Other Services And Expenses	\$599.00
P0400879	CCCAOE	VTEA Title II Tech PrepConferences Other	\$395.00
P0400880	Zach Power, Inc.	Natural Sciences New Computer	\$312.13
P0400881	Carolina Biological	STEM transfer-Hispanic Instructional Supplies	\$1,318.29
P0400883	Foundation for the	TitleV Activity Contract Services	\$33,647.00
P0400894	Susan D. Brouillette	WRIEC Year 5 Non-Instruct Supplies	\$64.79
P0400897	CDW-G	Natural Sciences Instr.CompEquip less than\$5k	\$2,872.01
P0400899	Hilton Chicago Towers	Contract Education Transportation/ Mileage And	\$917.43
P0400910	U.S. Department of	Social Transformation Other Services And Expenses	\$2,135.70
P0400911	Campus Food Services	CalWORKS Non-Instruct Supplies	\$248.64
P0400918	Western Graphics	Head Start Partnership Instructional Supplies	\$608.75
P0400936	Carolina Biological	STEM transfer-Hispanic Instructional Supplies	\$571.21
P0400937	Dell Computer	DSPS Instructional Supplies	\$150.13
P0400941	American Express	NSF-Aerospace Mfg Ed Conferences Other	\$598.80
P0400942	Imperial Media	WRIEC Year 5 Reproduction -	\$1,147.50
P0400946	Dell Marketing L. P.	Parking-Student New Equipment -	\$9,310.13
P0400947	Sigmanet	Parking-Student New Equipment -	\$5,020.97
P0400948	Lou's Golf and	Parking-Student Repairs Non Instr	\$144.59
P0400949	Qualification Targets,	Parking-Student Non-Instruct Supplies	\$88.94
P0400954	Hershey Systems, Inc.	Adminstration Software	\$4,200.00
P0400957	Staples Advantage	WRIEC Year 5 Non-Instruct Supplies	\$341.60
P0400958	Diners Professional	CITD - ECC Exp/Imp Contract Services	\$685.00
P0400959	Mercer County	ECP (YEP) Grant License Fee/Site Licenses	\$1,500.00
P0400961	CAPED CONVENTION	Sign Language Conferences Other	\$295.00
P0400966	Promega	STEM transfer-Hispanic Instructional Supplies	\$201.21
P0400967	Infolearning Co., Ltd	El Camino Language Contract Services	\$500.00
P0400968	Feel So Good Uhak	El Camino Language Contract Services	\$300.00
P0400969	Network	El Camino Language Contract Services	\$500.00
P0400970	Student Insurance	El Camino Language Other	\$19,008.00
P0400973	Green Technology	VTEA Title II Tech PrepConferences Other	\$107.50
P0400981	Campus Food Services	Basic Skills Contract Services	\$1,200.00
P0400986	Mass Press	Matching - IDRC, etc. Printing	\$1,317.00
P0401010	CMS Communications,	Adminstration New Computer	\$787.64
P0401017	R & D Printing	STEM transfer-Hispanic Non-Instruct Supplies	\$289.73
P0401025	Bronwen Madden	DOE Title VI B (ITCI) Conferences Other	\$165.00
P0401026	Dipte D. Patel	WRIEC Year 5 Non-Instruct Supplies	\$306.25
P0401027	Carolina Biological	STEM transfer-Hispanic New Equipment - Instructional	\$4,763.70
P0401030	Edgt Inc.	EGADNP-10-0116 Computer Software Account	\$225.00
P0401045	Monterey Graphics	Head Start Partnership Instructional Supplies	\$98.78
P0401049	MSC Industrial Supply	I&T Division Instructional Supplies	\$352.24
P0401050	Monterey Graphics	RTF - 08/09-332-039 Instructional Supplies	\$49.39
P0401051	CDW-G	RTF - 08/09-332-039 Instructional Supplies	\$148.51
P0401066	Campus Food Services	Matching - IDRC, etc. Non-Instruct Supplies	\$150.19
P0401067	Omni Sheraton Hotel	NSF-Aerospace Mfg EdConferences Other	\$512.96
P0401068	Omni Sheraton Hotel	NSF-Aerospace Mfg EdConferences Other	\$769.44
P0401074	ATI Industrial	I&T Division New Equipment - Instructional	\$7,170.22
P0401075	Knuth Machine Tools	I&T Division New Equipment - Instructional	\$2,334.61
P0401078	United Refrigeration	I&T Division Instructional Supplies	\$2,999.72
P0401084	Burton's Saw	Fire Tech Donations New Equipment - Instructional	\$2,368.73
P0401099	Conference of	WRIEC Year 5 Dues And Memberships	\$100.00
P0401110	Ryugaku Journal, Inc.	El Camino Language Contract Services	\$2,500.00
P0401118	Elena N. Tokuda	Teacher Preparation Instructional Supplies	\$54.84
Fund 12 Total: 130			\$326,134.79

Fund 15 General Fund -Special Programs

P0400599	Dell Computer	Administrative Services	New Computer	\$4,194.91
P0400601	CDW-G	Administrative Services	New Computer	\$1,586.50
P0400805	Law Offices of Larry	Institutional Services	Legal	\$1,181.25
P0401012	Public Agency Law	Institutional Services	Legal	\$29,816.96
Fund 15 Total: 4				\$36,779.62

Fund 33 Child Development

P0400627	Discount School	CDC	Instructional Supplies	\$859.99
P0400628	Discount School	Child Development	Instructional Supplies	\$398.97
Fund 33 Total: 2				\$1,258.96

Fund 41 Capital Outlay

P0400582	Ladner Coatings Inc.	Repair Roof Hawthorne	Repairs Noninstructional	\$2,943.00
P0400773	Smardan Supply	Pool Renovations	Repairs Noninstructional	\$4,123.61
P0400809	AAA Electric Motor	Pool Renovations	Repairs Noninstructional	\$3,455.63
Fund 41 Total: 3				\$10,522.24

Fund 62 Property & Liability

P0400604	Livescan Superprints	Purchasing and	Conferences Mgmt	\$76.00
P0400605	California Secretary of	Purchasing and	Conferences Mgmt	\$40.00
P0400612	Get Smart Notary	Purchasing and	Conferences Mgmt	\$94.00
P0400613	Manhattan Body Shop	Purchasing and	Liability - Self Insurance	\$1,748.83
P0400718	Student Insurance	Health,Safety and Risk	HOSPITAL & MEDICAL	\$500.00
P0400763	Allstate Payment	Purchasing and	Liability - Self Insurance	\$585.14
P0400854	El Camino Community	Purchasing and	Liability - Self Insurance	\$6,142.00
P0400898	Robert L. Robinson	Purchasing and	Liability - Self Insurance	\$31.13
Fund 62 Total: 8				\$9,217.10

Fund 71 Associated Students

P0401095	Hilton Orange	Student Affairs	ASB Exp.	\$514.60
Fund 71 Total: 1				\$514.60

Fund 72 Student Representation Fee

P0400850	CCCSAA	Student Affairs	Conferences - Student	\$2,200.00
P0401093	Sheraton Suites San	Student Affairs	Conferences - Student	\$1,161.72
P0401094	Academic Senate for	Student Affairs	Conferences - Student	\$1,270.00
P0401096	Hilton Orange	Student Affairs	Conferences - Student	\$771.90
Fund 72 Total: 4				\$5,403.62

Fund 79 Auxiliary Services

P0400590	Wrist Band	Counseling Office	Non-Instruct Supplies	\$107.55
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P0400608	Offside Sports	Health Sciences and	Non-Instruct Supplies	\$888.98
P0400609	Tru West Inc	Health Sciences and	Non-Instruct Supplies	\$1,666.87
P0400610	California Pro Sports	Resp Therapy	Non-Instruct Supplies	\$1,062.26
P0400700	Campus Food Services	Honors Program	Non-Instruct Supplies	\$999.60
P0400701	JACC, Inc.	Humanities	Non-Instruct Supplies	\$640.00
P0400719	Gtm Sportswear	Radiologic Tech	Non-Instruct Supplies	\$1,248.96
P0400724	REALVOLLEYBALL.co	Resp Therapy	Non-Instruct Supplies	\$498.92
P0400758	Candywarehouse.Com	Student Affairs	Non-Instruct Supplies	\$230.07
P0400821	Planet Offside Inc.	Health Sciences and	Non-Instruct Supplies	\$474.12
P0400845	Kenneth W. Lefort	Fine Arts	Non-Instruct Supplies	\$25.00
P0400846	Ayla G. Lundin	Fine Arts	Non-Instruct Supplies	\$50.00
P0400847	Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$100.00
P0400848	Staples Advantage	Humanities	Non-Instruct Supplies	\$243.65
P0400849	Staples Advantage	Humanities	Non-Instruct Supplies	\$243.65
P0400888	Patty Briles	Fine Arts	Non-Instruct Supplies	\$300.00
P0400889	William J. Georges	Fine Arts	Non-Instruct Supplies	\$300.00
P0400890	Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$1,500.00
P0400912	ArtSceneCal	Fine Arts	Non-Instruct Supplies	\$750.00
P0400913	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$302.91
P0400914	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$118.01
P0400915	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$138.21
P0400943	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$155.87
P0400944	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$109.17
P0400945	SAMUEL FRENCH INC	Fine Arts	Non-Instruct Supplies	\$70.00
P0400960	Journalism Association	Humanities	Non-Instruct Supplies	\$1,260.00
P0400963	Art Assist	Fine Arts	Non-Instruct Supplies	\$375.00
P0400987	Fast Deer Bus Charter	Counseling Office	Non-Instruct Supplies	\$844.68
P0400992	Fast Deer Bus Charter	Counseling Office	Non-Instruct Supplies	\$1,155.32
P0401020	Ortho Xpress	Radiologic Tech	Non-Instruct Supplies	\$925.06
P0401119	Christian G. Le May	Fine Arts	Non-Instruct Supplies	\$200.00
P0401120	Kenneth W. Lefort	Fine Arts	Non-Instruct Supplies	\$100.00
P0401121	Bryan E. Bates	Fine Arts	Non-Instruct Supplies	\$100.00
P0401122	Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$1,500.00

Fund 79 Total: 34

\$18,683.86

Fund 82 Scholarships & Trust/Agency

P0400717	ATI Assessment	Nursing	Fundraising	\$17,287.82
P0400722	Sports Imports	Health Sciences and	Fundraising	\$2,707.50
P0400723	REALVOLLEYBALL.co	Health Sciences and	Fundraising	\$951.67
P0400725	Fast Deer Bus Charter	Health Sciences and	Fundraising	\$889.40
P0400726	Cccbca Membership	Health Sciences and	Fundraising	\$1,000.00
P0400794	Robinhood Enterprises	Health Sciences and	Fundraising	\$496.73
P0400810	Discount Two-Way	Health Sciences and	Fundraising	\$536.89
P0400827	Gunther Athletic Service	Health Sciences and	Fundraising	\$596.21
P0400857	Austin Plastics	Health Sciences and	Fundraising	\$142.91
P0400896	Robinhood Enterprises	Health Sciences and	Fundraising	\$330.13
P0400974	Gunther Athletic Service	Health Sciences and	Fundraising	\$203.75
P0401005	California Pro Sports	Health Sciences and	Fundraising	\$250.25
P0401011	California Pro Sports	Health Sciences and	Fundraising	\$442.70
P0401036	Dell Marketing L. P.	Health Sciences and	Fundraising	\$655.39
P0401070	The Printer Works	Health Sciences and	Fundraising	\$113.97
P0401076	Comfort Inn	Health Sciences and	Fundraising	\$839.30

P0401081	Screenworks, Inc.	Health Sciences and	Fundraising	\$1,022.00
			Fund 82 Total: 17	\$28,466.62
			PO Funds Total: 369	\$969,385.97

Fund 11 Unrestricted - El Camino

B0410538	Padua Glass	Facilities/Planning/Serv	Repairs Noninstructional	\$4,780.00
B0410608	Sir Speedy	Copy Center	Printing	\$1,000.00
B0410610	E.C.C.C.D. Center for	Discovery Series	Contract Services	\$24,000.00
B0410615	E.C.C.C.D. Bookstore	Div Office Business	Non-Instruct Supplies	\$600.00
B0410617	Affiliated Computer	Fiscal Services	Contract Services	\$1,500.00
B0410618	Old Town Music	Music	Instructional Supplies	\$3,008.75
B0410630	Sir Speedy	Copy Center	Printing	\$1,500.00
B0410642	E.C.C.C.D. Center for	Ctr for Arts Instr/Admin	Contract Services	\$30,250.00
B0410644	ECCD Petty Cash	Fiscal Services	Non-Instruct Supplies	\$200.00
B0410650	Mary A. Harmon	Public Relations &	PSA Contract Services	\$45,000.00
B0410653	ECCD Petty Cash	Ed & Community	Non-Instruct Supplies	\$1,000.00
B0410656	Vavrinek, Trine, Day &	Institutional Services	Audit/Accreditation fees	\$62,650.00
B0410660	Sallie Mae	Institutional Services	Printing/postage-SMFinAid cks	\$2,500.00
B0410673	Public Agency Law	Purchasing and	Legal	\$30,000.00
B0410676	ECCD Petty Cash	Life Sciences	Contract Services	\$250.00
B0410680	ECCD Petty Cash	Division Office Math	Instructional Supplies	\$100.00
B0410681	E.C.C. Public	Division Office Math	Instructional Supplies	\$150.00
B0410682	Sims Welding Supply	Facilities/Planning/Serv	Repairs Noninstructional	\$1,511.83
B0410684	Southern California	Facilities/Planning/Serv	Maintenance Contracts	\$2,400.00
B0410688	Baker & Taylor	Div Office Instr.	Library Books	\$3,000.00
B0410689	Midwest Library	Div Office Instr.	Library Books	\$25,000.00
B0410691	ECCD Petty Cash	Div Office Instr.	Instructional Supplies	\$100.00
B0410692	ECCD Petty Cash	Audio/Visual	Instructional Supplies	\$100.00
B0410693	Landauer, Inc.	Rad Tech	Instructional Supplies	\$3,000.00
B0410716	Ricoh Corp	Fiscal Services	Copiers	\$2,334.00
B0410719	E.C.C. Public	Div Office Instr.	Non-Instruct Supplies	\$150.00
			Fund 11 Total: 26	\$246,084.58

Fund 12 Restricted - El Camino

B0410607	ECCD Petty Cash	CalWORKs	Non-Instruct Supplies	\$300.00
B0410611	Soap Design Company	Contract Education	Contract Services	\$6,000.00
B0410613	El Camino College	Contract Education	Other Services And Expenses	\$2,000.00
B0410614	Meyer & Son Marketing	TitleV Activity	Contract Services	\$7,529.00
B0410616	Fast Deer Bus Charter	I&T Division	Transportation	\$13,000.00
B0410621	Desimone	RTF Grant #08-332-046	Contract Services	\$15,000.00
B0410632	El Camino College	TANF-CDC (FCCC)	Fingerprinting fee	\$500.00
B0410633	E.C.C. Public	TANF-CDC (FCCC)	Non-Instruct Supplies	\$250.00
B0410634	E.C.C.C.D. Bookstore	TANF-CDC (FCCC)	Non-Instruct Supplies	\$3,750.00
B0410641	Corrine Hoisington	VATEA Business	PSA Contract Services	\$1,500.00
B0410654	E.C.C. Public	Cact CA Employee	Reproduction Instructional	\$2,000.00
B0410666	ECCD Petty Cash	EWD/CTE Grant	Non-Instruct Supplies	\$257.00
B0410668	ECCD Petty Cash	CCAMPIS prior year	Instructional Supplies	\$100.00
B0410672	E.C.C.C.D. Child	CCAMPIS prior year	Contract Services	\$6,907.00
B0410674	Mid City Mailing	Contract Education	Non-Instruct Supplies	\$15,000.00
B0410683	ECCD Petty Cash	CTE II - grant	Non-Instruct Supplies	\$250.00

B0410685	Estwick & Associates,	Model	Contract Services	\$8,000.00
B0410686	Channing L. Bete Co.	Health Services	Other Books	\$500.00
B0410690	Campus Food Services	EWD/CTE Grant	Non-Instruct Supplies	\$700.00
B0410694	Augusoft	Contract Education	License Fee/Site Licenses	\$10,000.00
B0410701	The Jankovich	(STCW) Standards for	Contract Services	\$3,000.00
B0410715	ECCD Petty Cash	Community	Non-Instruct Supplies	\$250.00
B0410718	E.C.C. Public	Community	Reproduction -	\$300.00
B0410746	ECCD Petty Cash	Matching - IDRC, etc.	Non-Instruct Supplies	\$500.00
Fund 12 Total: 24				\$97,593.00
Fund 15	General Fund -Special Programs			
B0410635	Campus Food Services	EOPS CARE	Bus Passes and Food	\$30,000.00
Fund 15 Total: 1				\$30,000.00
Fund 33	Child Development			
B0410711	Sysco Food Services	CDC	Non-Instruct Supplies	\$11,000.00
Fund 33 Total: 1				\$11,000.00
Fund 41	Capital Outlay			
B0410563	National Roofing	Roof Repairs &	Repairs Noninstructional	\$6,715.00
B0410564	National Roofing	Roof Repairs &	Repairs Noninstructional	\$5,200.00
B0410565	National Roofing	Roof Repairs &	Repairs Noninstructional	\$6,500.00
B0410606	Best Roofing &	Roof Repairs &	Repairs Noninstructional	\$14,994.00
B0410677	Creative Ceiling	Classroom&Office	Buildings	\$5,885.00
Fund 41 Total: 5				\$39,294.00
Fund 81	Student Organizations			
B0410675	E.C.C. Public	Student Affairs	A/P Manual.Gen.	\$500.00
Fund 81 Total: 1				\$500.00
Fund 82	Scholarships & Trust/Agency			
B0410664	Staples Advantage	Health Sciences and	Fundraising	\$6,000.00
B0410665	Fast Deer Bus Charter	Health Sciences and	Fundraising	\$8,000.00
Fund 82 Total: 2				\$14,000.00
BPO Funds Total: 60				\$438,471.58
<u>Grand Total POs and BPOs: 429</u>				\$1,407,857.55

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

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Administrative Services – Measure E Bond Fund

A. MEASURE E PROJECT BUDGET CHANGES

It is recommended the Board of Trustees approve the project budget changes shown in Table A.

The reason for this recommendation is to recognize and allocate interest income (\$623,869) earned from January 1, 2010 through June 30, 2010. Of this interest earned, \$177,443 is allocated to projects that are underfunded due to expenditures occurring after the budget changes approved by the Board of Trustees at the June 21, 2010 meeting. The remaining interest income (\$446,426) is allocated to fund the design of a Science Technology Engineering and Math Center (STEM) in the Science Complex.

Table A - Measure E Project Budget Changes

PROJECTS	BUDGET	CHANGE	BALANCE
Humanities Complex Replacement	\$30,396,287	\$156,081	\$0
Remodeling Phase One-Three	843,984	6,782	0
Science Complex Renovation	6,666,053	4,247	0
Temporary Space/Relocation Costs	3,461,752	5,966	0
Pedestrian Walks at MBB & Lot E	3,650	4,248	0
North Gymnasium	262,095	119	0
Science Complex Renovation (STEM)	0	446,426	446,426

B. CATEGORY BUDGETS AND BALANCES

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

The following table reports Measure E expenditures and commitments through September 30, 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	334,759	0	41,888,879
Bookstore/Cafeteria Conversion/Admin.	10,868,608	7,720,344	935,593	2,212,671
Math & Business Building Replacement	36,942,427	6,759,551	20,989,724	9,193,152

Central Plant	14,545,000	14,292,482	76,023	176,495
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	29,979,343	573,025	0
Learning Resource Center Addition	5,099,964	5,041,952	27,456	30,556
MBB Parking Structure & Entrance	35,431,214	2,674	0	35,428,540
Remodeling Phase One-Three	850,766	842,217	8,549	0
Science Complex Renovation	7,116,726	6,670,300	0	446,426
Student Services/Activities Replacement	41,077,921	1,892,979	0	39,184,942
Temporary Space and Relocation Costs	3,467,718	3,466,323	1,395	0
Signage and Wayfinding	1,295,309	285,468	9,419	1,000,422
Architectural Planning Contingency	5,000,000	516	4,484	4,995,000
Total Additional Classrooms and Modernization	<u>\$235,406,433</u>	<u>\$78,223,682</u>	<u>\$22,625,669</u>	<u>\$134,557,082</u>

Campus Site Improvements: Accessibility, Safety / Security (CSI)

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 Replacements	1,049,932	49,932	0	1,000,000
Lighting - Upgrade / Replace All Lots	3,059,807	59,807	0	3,000,000
Lot F Parking Structure Improvements	34,926	34,926	0	0
Lot H Parking Structure	24,371,895	24,097,882	181,455	92,558
Paving Replacement - Walks/Driveways	1,110,695	146,321	9,699	954,675
Pedestrian Walks at MBB & Lot E	7,898	7,898	0	0
Security Video	2,007,831	21,831	23,464	1,962,536
Voice / Data / Signal Site Duct Bank	117,130	117,130	0	0
Total Campus Site Improvements: Accessibility, Safety / Security	<u>\$32,416,561</u>	<u>\$24,707,148</u>	<u>\$214,619</u>	<u>\$7,494,795</u>

Energy Efficiency Improvements (EEI)

Energy Efficiency Improvements Phase 2	<u>\$2,818,000</u>	<u>\$2,756,426</u>	<u>\$0</u>	<u>\$61,574</u>
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 (HSI)

Administration	\$112,740	\$112,740	\$0	\$0
Art & Behavioral Sciences	369,179	369,585	-406	0
Infrastructure Phase 1-3	45,470,718	31,845,476	441,742	13,183,500
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	3,933	9,971	1,986,096
Library	452,759	452,759	0	0
Marsee Auditorium	460,474	460,474	0	0
Math Science & New Tech Arts	34,309,701	337,128	1,521	33,971,052
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	12,814	0	1
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	1,482,995	1,749,718	2,351,736
Storm Drain System	30,644	30,644	0	0
Technical Arts	405,147	405,147	0	0
Shops	31,891,195	275,973	1,680,000	29,935,222
Total Health and Safety Improvements	<u>\$129,899,135</u>	<u>\$44,583,645</u>	<u>\$3,882,546</u>	<u>\$81,432,944</u>

Information Technology and Equipment (ITE)

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	397,516	0	228,208
Fine Arts	970,096	444,195	0	525,901
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	7,281,393	6,000	5,670,117
Learning Resources	3,045,057	503,365	11,795	2,529,897
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 I.T and Equipment	<u>\$24,678,355</u>	<u>\$11,804,376</u>	<u>\$17,795</u>	<u>\$12,856,184</u>

Physical Education Facilities Improvements (PEFI)

Baseball Field	\$572	\$572	\$0	\$0
North Field	0	0	0	0
Sand Volleyball	0	0	0	0
Reserve for Contingencies	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Physical Education Facilities	<u>\$572</u>	<u>\$572</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$425,219,056</u>	<u>\$162,075,847</u>	<u>\$26,740,629</u>	<u>\$236,402,579</u>

C. CONTRACT– HEIDER ENGINEERING SERVICES, INC. – CAMPUS PAVING IMPROVEMENT PROJECT

It is recommended that the Board of Trustees approve entering into a contract with Heider Engineering Services, Inc. to provide specialty tests and inspections for the Campus Paving Improvement Project.

Heider Engineering Services, Inc. was selected based upon; its experience and expertise performing this type of work and its prior experience with the District.

Dates of Service: November 2010 – February 2011

Cost: Not to exceed \$30,000, invoiced monthly.

D. CONTRACT – HILL PARTNERSHIP, INC. - MATH & COMPUTER SCIENCES BUILDING MODERNIZATION

It is recommended the Board of Trustee’s approve entering into a contract with the architectural firm of Hill Partnership Inc. to provide the necessary architectural, engineering, technology, landscaping, security and interior design services to design and construct the Math & Computer Science Building Modernization.

The fee for these services of \$2,250,000 was negotiated considering the factors of project scope, level of complexity of the work required, estimated construction time, construction cost and the firm’s staff to be assigned to the project. The construction and equipment cost for this work is estimated to be \$24,500,000.

Hill Partners was selected based upon; its experience and expertise performing this type of project.

Dates of Service: October 25, 2010 through March 31, 2013.

Cost: \$2,250,000 and reimbursable expenses, not to exceed \$40,000, invoiced monthly.

E. CONTRACT – MACTEC ENGINEERING & CONSULTING, INC. – PEER REVIEW FOR MATH BUSINESS HEALTH SCIENCES BUILDING SOIL REPORTS

It is recommended that the Board of Trustees approve entering into a contract with MACTEC Engineering and Consulting, Inc. to provide peer review of the geotechnical services provided for the above project and provide an opinion on the appropriateness of the recommendation to export and import soil.

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

Dates of Services: October 19, 2010 through November 30, 2010.

Cost: \$5,000

F. CONTRACT AMENDMENT – SANDY PRINGLE ASSOCIATES – BOOKSTORE MODERNIZATION PROJECT

It is recommended that the Board of Trustees approve increasing the contract amount of the above vendor to provide inspection services required by Division of the State Architect.

The increase is due to additional inspection of the building contractor's work after initial inspection. The cost of the increase will be charged back to the building contractor.

Additional inspection services required due to contractors deficiencies.	\$18,500
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Total Contract Amendment Amount	<u>\$18,500</u>
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Original Contract Amount	\$150,000
Prior Changes	40,000
Contract Amendment Amount	<u>18,500</u>
New Contract Amount	<u>\$208,500</u>

G. BID AWARD 2010-4 – CAMPUS SIGN PROJECT

It is recommended that Bid No. 2010-4 be awarded to Insignia in accordance with the specifications, terms and conditions of the above-named bid.

RECOMMENDED BIDDER

Insignia

BID AMOUNT

\$225,699

OTHER BIDDERS

Ampersand

BID AMOUNT

\$225,831

Flouresco

\$230,575

Architectural Design & Signs/ADS

\$269,560

California Neon

\$291,880

Serigraphics

\$300,113

Continental Neon

\$324,459

ADCON

\$327,698

Bravo Sign

\$386,049

H. BID AWARD 2010-5 – CAMPUS PAVING PROJECT

It is recommended that Bid No. 2010-5 be awarded to Commercial Paving in accordance with the specifications, terms and conditions of the above-named bid.

RECOMMENDED BIDDER

Commercial Paving

BID AMOUNT

\$378,999

OTHER BIDDERS

Allied Paving Enterprises, Inc.

BID AMOUNT

\$398,000

United Paving Co.

\$427,342

Excel Paving Co.

\$497,999

Minco Construction

\$537,000

I. REJECTION OF BID PROTEST – BID 2009-10 - ELECTRICAL & DATA CONVERSION PROJECT

It is recommended the Board of Trustees adopt the Vice-President of Administrative Services' decision to reject the bid protest submitted by Mel Smith Electric, Inc. in relation to the Electrical & Data Conversion Project. Upon review and evaluation, it has been determined the issues expressed are not sufficient to agree with the bid protest.

J. BID AWARD 2009-10 – ELECTRICAL & DATA CONVERSION PROJECT

It is recommended that Bid No. 2009-10 be awarded to the HPS Mechanical in accordance with the specifications, terms and conditions of the above-named bid.

<u>RECOMMENDED BIDDER</u>	<u>BID AMOUNT</u>
HPS Mechanical	\$7,289,053

<u>OTHER BIDDERS</u>	<u>BID AMOUNT</u>
The Ryan Company (Withdrew from bid due to mathematical error)	\$5,228,000
Mel Smith Electric	\$7,421,000
BEC Inc.	\$7,850,000

K. CHANGE ORDER – MACKONE DEVELOPMENT, INC. – BOOKSTORE RENOVATION

1. Additional scope required to repair the kitchen ceiling to include the extension of the wall height, installation of fire rated soffits and fire-caulking at wall penetrations and wall joints next to the concrete. District request. \$18,000
2. Additional scope required to replace the removed mechanical ductwork affected by the post tensioning cables installation in the kitchen area. Additional modifications to fit new conditions, required insulation and flat strap hangers in accordance with system. District request. \$40,540
3. Additional scope required to provide electrical and data floor box in second floor conference room. Additional demolition, repair and painting were required to accommodate the installation. District request. \$8,085
4. Additional scope required for repositioning a fire smoke damper in Public Relations area, return air ducting in the conference room and installing addition temperature controls in two offices. District request. \$12,047
5. Additional scope to demolish existing metal window frame and install a new countertop and trim in Bookstore customer service area. District request. \$601

6. Additional scope to provide wall furring to accommodate power, telephone and data outlets in food service manager's office. District request. \$2,958

Total Change Order Amount \$82,231

Original Contract Amount	\$4,899,000
Prior Changes	536,799
This Change Order Amount	<u>82,231</u>
New Contract Amount	<u>\$5,518,030</u>

L. NOTICE OF JOB COMPLETION – GDL CONSTRUCTION – HUMANITIES PLAZA AND FOOD SERVICE BUILDING

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>
GDL Construction	\$2,117,422

Purchase Order Number: BPO 211080

M. 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
P400626	B.D. White Top Soil	Infrastructure Phase III	Site Improvements	\$6,189.90
P400694	The Plumbers	Bookstore Building	Group II Equipment	913.18
P400750	Barco Products	Infrastructure Phase III	Group II Equipment	9,462.13
P400778	SEWUP/JPA	Infrastructure Phase III	Contract Services	4,409.00
P400779	Keenan & Associates	Infrastructure Phase III	Contract Services	242.34
P400842	AT&T Datacom, Inc.	Bookstore Building	Group II Equipment	11,053.24
P401033	Vector Resources	Security Video	License Fee/Site License	23,464.16
P401108	White Cap	Infrastructure Phase III	Construction Material	4,041.88
B400639	Majestic Lighting	Bookstore Building	Construction Material	528.00
B400749	Pacific Cleaning	Bookstore Building	Contract Services	11,490.00
B410631	Ford Graphics	Humanities Complex	Blue Printing	1,500.00
B410643	American Relocation	Bookstore Building	Contract Services	9,830.23
B410651	Ford Graphics	Architectural Planning	Blue Printing	5,000.00

B410652	Ford Graphics	Master Planning	Blue Printing	5,000.00
B410658	Converse Consultants	Infrastructure Phase III	Testing & Inspection	75,000.00
B410659	Sandy Pringle	Infrastructure Phase III	Testing & Inspection	75,000.00
B410663	Ford Graphics	Restroom Access	Blue Printing	10,000.00
B410678	Arborgate Consulting	Master Planning	Contract Services	50,000.00
B410679	Public Agency Law	Master Planning	Legal-Bond Projects	30,000.00
B410687	Commercial Fence	Infrastructure Phase III	Site Improvements	10,800.00
B410700	Christy Construction	Bookstore Building	Buildings	2,800.00
B410727	tBP Architecture	Shops Building	Architecture & Engineering	1,680,000.00
			TOTAL POs AND BPOs	<u>\$2,026,724.06</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 1-32 and 1-12.

Academic Personnel:

1. Amend Employment - Ms. Mary Beth Barrios, full-time Counselor, Counseling & Student Services Division, Class II, Step 8, instead of Step 4, Fiscal Salary Schedule, effective September 1, 2010.
2. Amend Employment - Mr. Yamonte Cooper, full-time Counselor, Counseling & Student Services Division, Class III, Step 5 instead of Class II, Step 4, Fiscal Salary Schedule, effective September 1, 2010.
3. Amend Employment - Ms. Kelsey Iino, full-time Counselor, Counseling & Student Services Division, Class II, Step 5, instead of Step 4, Fiscal Salary Schedule, effective September 1, 2010.
4. Amend Employment - Ms. Janice Ishikawa, full-time Counselor, Counseling & Student Services Division, Class III, instead of Class II, Step 6 instead of Step 4, Fiscal Salary Schedule, effective September 1, 2010.
5. Amend Special Assignment - The following faculty members to be compensated reassigned time for negotiations preparation during the 2010 Spring semester, to be paid \$60.18 an hour, for a total of 150 hours, effective February 13 through June 11, 2010, in accordance with the Agreement, Article 3, Section 11(a).

Donald Brown	90 hours	\$5,416
Elizabeth Shadish	30 hours instead of 60 hours	\$1,805
Georgiana Coughlan	20 hours	\$1,204
Annette Owens	<u>10 hours</u>	<u>\$ 602</u>
	150 hours	\$9,028

6. Amend Special Assignment - Ms. Linda Delzeit, part-time instructor of Water Safety, Health Sciences & Athletics Division, to teach for-credit Contemporary Health 1 class to Nuview School District for Community Advancement, to be paid Class II, Step 6, not to exceed 120 hours (instead of 60 hours) or \$11,293 (instead of \$5,647), effective July 1, 2010 through June 30, 2011, in accordance with the Agreement, Article 10, Section 9(m).
7. Special Assignment - Ms. Merriel Winfree, full-time instructor of Cosmetology, Industry & Technology Division, to provide workshops and support faculty in SLOs across divisions, to be paid \$45.14 an hour, not to exceed 40 hours or

\$1,806, effective September 13 through December 17, 2010, in accordance with the Agreement, Article 10, Section 14(a).

8. Special Assignment - The following full-time instructors of Human Development, Behavioral & Social Sciences Division, to oversee research projects, workflow, ensure completion of On Course Student Success and Retention Project, to be paid \$250 each, effective September 1 through November 1, 2010, in accordance with the Agreement, Article 10, Section 14(a).

Kristie Daniel-DiGregorio

Juli Soden

9. Special Assignment - Dr. Frieda Dowden, full-time instructor of Sociology, Behavioral & Social Sciences Division, to provide data on service learning initiatives for on course student success and retention project, to be paid \$125, effective September 1 through November 1, 2010, in accordance with the Agreement, Article 10, Section 14(a).
10. Special Assignment - Mr. Stephen Lloyd, full-time instructor of Physical Science, Natural Sciences Division, to conduct not-for-credit Community Education classes for Community Advancement, to be paid \$45.14 an hour, not to exceed 111 hours or \$5,000, effective July 1, 2010 through June 30, 2011, in accordance with the Agreement, Article 10, Section 9(m).
11. Special Assignment - The following part-time instructors of Educational Development, Special Resource Center/Health Sciences & Athletics Division, to implement Career Technical Education (CTE) supported activities, to be paid \$45.14 an hour, effective October 16, 2010 through June 30, 2011, in accordance with the Agreement, Article 10, Section 14(a).
12. Special Assignment - The following Education Specialists, Nursing, Health Sciences & Athletics Division, to work as Simulation Facilitator/Debriefor, to be paid \$60.18 an hour each, not to exceed 32 hours per semester for a total of \$21,120, effective September 7, 2010 through June 30, 2011, in accordance with the Agreement, Article 10, Section 14(a).

Full-time

Monica Gross

Margaret Kidwell-Udin

Patricia McGinley

Octavia Hyacinth

Mary Moon

Kathy Morgan

Tori Orton

Yasna Ouwerkerk

Kathleen Rosales

Laura Shainian

Kathy Stephens

Maria (DeeDee) White

Part-time

B.J. Anthony
Nina Collins
Sarah Davis
Sue Ferme
Suzette Frio
Norene Gift
Esther Gravis

Kitty Meese
Guenever Parsley
Heather Riley
Linda Scott
Joyce Wise
Susan Zareski

13. Special Assignment - Ms. Lisa Correa, part-time Educational Specialist, Nursing, Health Sciences & Athletics Division, to work as skills lab specialist and tutor at math workshops, to be paid \$45.14 an hour, not to exceed 166 hours or \$3,000, effective September 7, 2010 through June 30, 2011, in accordance with the Agreement Article 10, Section 9(m).
14. Special Assignment - The following part-time instructors of Education Development, Special Resource Center, Health Sciences & Athletics Division, to work to implement Career Technical Education supported activities, to be paid \$45.14 an hour, in accordance with the Agreement Article 10, Section 9(m).

<u>Instructor</u>	<u>Not to Exceed Hours</u>	<u>Not to Exceed Dollars</u>
Tisa Casas	150	\$6,771
Geralin Clark	50	\$2,257

15. Special Assignment - The following full-time instructors to provide workshops and support faculty in Student Learning Outcomes (SLOs) across division, to be paid \$45.14 an hour, effective September 30 through December 17, 2010, 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>
Kelly Holt	25	\$1,130
Ray Lewis	35	\$1,580
Kaysa Laureano-Ribas	25	\$1,130
Jim Noyes	25	\$1,130
Juli Soden	25	\$1,130
Karen Whitney	25	\$1,130

16. Special Assignment - Mr. Robert Diaz, part-time instructor of Electronics and Computer Hardware Technology, Industry & Technology Division, to develop two “hands on” technical workshops, research and identify training equipment, develop a Utilities Technician pre-entry and entry-level career pathway, implement Work Keys into the training programs and review and modify curriculum to match industry needs, to be paid \$60.18 an hour, not to exceed 50

hours or \$3,009, effective October 19, 2010 through June 30, 2011, in accordance with the Agreement, Article 10, Section 9(m).

17. Special Assignment - The following full-time instructors of Mathematics, to participate in Professional Development Technology in the Classroom workshops, to be paid \$45.14 an hour, not to exceed 18 hours each or \$813, for a grand total of \$8,125, effective October 23 through October 30, 2010, in accordance with the Agreement, Article 10, Section 14(a).

Eduardo Barajas
Junko Forbes
Hamza Hamza
Larks Kjeseth
Kaysa Laureano

Alice Marintez
Arturo Martinez
Trudy Meyer
Martha Sandoval

Compton Education Center
Jose Villalobos

18. Special Assignment - The following part-time instructors to be hired to administer credit-by-examination to be paid \$60.18 an hour, not to exceed a total of 30 hours or \$1,805, effective August 30 through December 17, 2010, in accordance with the Agreement, Article 10, Section 14(a).

Kevin Coffelt
Tim Dennis

Dale Ueda
William Warren

19. Special Assignment - The following full-time instructors to be hired to administer credit-by-examination to be paid \$60.18 an hour, not to exceed a total of 70 hours or \$4,213, effective August 30, 2010 through June 210, 2011, in accordance with the Agreement, Article 10, Section 14(a).

Robert Beaudoin
Vera Bruce
Vic Cafarchia
Eric Carlson
Steven Cocca
Sam Dantzler
Ross Durand
Patricia Fairchild
Douglas Glenn
Hiram Hironaka
Harold Hofmann
Kevin Huben

Richard Hughes
John Lewis
Ray Lewis
Albert Lugo
Lee Macpherson
Douglas Marston
Ken Mays
Dan Richardson
Jack Selph
Mike Stallings
Harry Stockwell

20. Stipend Assignment - Dr. Patrick Schultz, full-time instructor of Music, Fine Arts Division, to perform as fall resident artist, to be paid \$225, effective September 26, 2010, in accordance with the Agreement, Article 10, Section 14(a).
21. Stipend Assignment - Mr. John DeMita, part-time instructor of Theatre, Fine Arts Division, to direct Fall 2010 play production, to be paid \$515 per week for 8 weeks, not to exceed \$4,120, effective September 14 through November 4, 2010, in accordance with the Agreement, Article 10, Section 14(a).
22. Stipend Assignment - Ms. Holly Lampe, part-time instructor of Dance, Fine Arts Division, to choreograph Fall Dance Concert, to be paid \$500, effective September 27 through December 2, 2010, in accordance with the Agreement, Article 10, Section 14(a).
23. Stipend Assignment - Ms. Holly Lampe, part-time instructor of Dance, Fine Arts Division, to choreograph Play #2, Dark of the Moon, to be paid \$500, effective September 27 through November 4, 2010, in accordance with the Agreement, Article 10, Section 14(a).
24. Stipend Assignment - Ms. Michelle Funderburk, part-time instructor of Dance, Fine Arts Division, to choreograph the Fall Dance Concert, to be paid \$500, effective September 27 through December 2, 2010, in accordance with the Agreement, Article 10, Section 14(a).
25. Stipend Assignment - Dr. Francis "Dane" Teter, full-time instructor of Music, Fine Arts Division, to perform as resident artist, to be paid \$200, effective September 26, 2010, in accordance with the Agreement, Article 10, Section 14(a).
26. Stipend Assignment - Ms. Ann Patterson, part-time instructor of Music, Fine Arts Division, to perform as musical accompaniment for resident artist, to be paid \$125, effective September 26, 2010, in accordance with bargaining Agreement, Article 10, Section 14(a).
27. Stipend Assignment - Ms. Nancy Fong, part-time Counselor, to compute Title V mini-grant implementation, to be paid \$599, effective July 1 through August 30, 2010, in accordance with the Agreement, Article 10, Section 14(a).
28. Stipend Assignment - Ms. Maria Jacque, part-time instructor of Music, Fine Arts Division, to perform as fall resident artist at music recital, to be paid \$500, effective November 7, 2010, in accordance with the Agreement, Article 10, Section 9(m).

29. Stipend Assignment - Dr. Polli Chambers-Salazar, full-time instructor of Music, Fine Arts Division, to perform as musical accompaniment for resident artist, to be paid \$200, effective August 26, 2010, in accordance with the Agreement, Article 10, Section 14(a).
30. Stipend Assignment - Ms. Diana Galias, part-time instructor of Health Sciences & Athletics, to be paid a weekly stipend of \$515 per week for five weeks, not to exceed \$2,575, as Pep Squad Advisor, effective October 1 through November 5, 2010, in accordance with the Agreement, Article 10, Section 11(e).
31. Stipend Assignment - The following instructors to participate in the Faculty Inquiry Partnership Program (FIPP) for the 2010-2011 academic year, each to be paid \$600 after completion of the summer On Course I training and the Fall semester, and \$400 to be paid upon completion of the program at the end of the Spring 2011 semester, effective August 17, 2010 through June 30, 2011, in accordance with the Agreement, Article 10, Section 14(a).

Full-time:

Daniel Berney
 Thanh-Thuy Bui
 Dawn Charman
 Amy Grant
 Octavia Hyacinth
 Brenda Jackson

Matthew Kline
 Stephanie Schwartz
 Jenny Simon
 Susan Taylor
 Rachel Williams

Part-time:

Jose Antonio Arrieta
 Mediha Din
 Maribel Hernandez

Paula Koch
 Russell Reece
 Genevieve Zuidervaart

32. Employment - The following part-time/temporary instructors to be hired as needed for the 2010 Fall semester.

Business

Sophia Sherif

Counseling

Yolanda Duenas
 Amanuel Gebru
 Song L. Graham
 Jose J. Hernandez
 Nora Hinsley
 Ruby Icaro-Boiser

Thu T. Nguyen
 Atheneus Ocampo
 Donna Olvera

Fine Arts
Holly Lampe
Elizabeth Hall

Health Sciences & Athletics
Davis Elizabeth

Industry & Technology
Renee Newell

Classified Personnel:

1. Retirement - Mr. Dennis Watts, Library Media Technician III, Range 28, Step E, Learning Resources Division, Academic Affairs Area, effective September 30, 2010, and that a plaque be presented to him in recognition of his service to the District since 1998.
2. Resignation - Ms. Wendy Kahan, Toolroom/Instructional Equipment Technician, Range 31, Step E, Industry and Technology Division, Academic Affairs Area, effective June 14, 2010, plus accrued vacation.
3. Resignation - Mr. Ernesto De la Torre, Custodian (Night), Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective September 1, 2010.
4. Amend Employment - Mr. Eldon Davidson, Director Contract and Community Education, Range 11, Step 2 instead of Step 1, Community Advancement Division, Student and Community Advancement Area, effective September 7, 2010.
5. Employment - Ms. Lynn Lindberg, Director Human Resources, Range 13, Step 1, Human Resources Division, Human Resources Area, effective October 25, 2010.
6. Employment - Mr. Stephen Williams, Custodian (Night), Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective November 1, 2010.

Special Services Professional

7. Amend Employment - Ms. Elena Tokuda, Special Services Professional, Range 9, Step 1, of the Special Services Professional Salary Schedule, not to exceed

\$76,356, Industry & Technology Division instead of Behavioral & Social Sciences Division, Academic Affairs Area, effective October 1 through June 30, 2011.

Temporary Classified Employees:

8. Mr. Eric Numeister - Theatre Assistant, Range 20, Step A, Fine Arts Division, Academic Affairs Area, to perform crew duties backstage as needed, effective October 19, 2010 through June 10, 2011.
9. Ms. Beatriz Ramirez - Clerk, Range 17, Step A, Learning Resources, Academic Affairs Area, to provide coverage for front desk in the Music Library, effective October 13, through November 11, 2010.
10. Ms. Phan Tran - 75% Clerical Assistant, Range 22, Step A, Business Division, Academic Affairs Area, to assist with general office duties Tuesday and Thursday, 16 hours per week, effective September 27, 2010 through June 10, 2011.
11. Mr. Daniel Volonte - Set Designer, Range 36, Step A, Fine Arts Division, Academic Affairs Area, as needed to design scenery, effective October 19, 2010 through June 30, 2011.
12. Ms. Shahrzad Zahedi - Program Coordinator, Range 36, Step A, Humanities Division, Academic Affairs Area, to supervise the foreign language lab, maximum of five hours per week, effective September 8 through December 17, 2010.

B. TEMPORARY NON-CLASSIFIED SERVICE EMPLOYEES

It is recommended that the Board of Trustees authorize employment of the following Temporary Non-Classified Service Employees, subject to funding, as shown in items 1-21.

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

Campus Police Aide Series

1. Campus Police Aide III

The following individuals are to be responsible for non-hazardous police services to the students, staff, and faculty of El Camino College, and other departmental duties.

Stephanie Avila, \$11.50 per hour

Brian Hill, \$11.00 per hour

Can Hoang, \$11.00 per hour

2. Campus Police Aide IV

The following individual is responsible for overseeing the Campus Police Cadet program, maintenance and servicing of the campus parking permit machines, and performing non-hazardous police services for the campus community.

Jorge Martinez, \$12.75 per hour

Instructional Aide Series

3. Instructional Aide I

The following individuals are to assist in the classroom, laboratory, or other facility with basic duties and accommodations, \$8.00 per hour.

Anushe Clark

Arnold Stodolsky (eff. 9/7/10 to 6/30/11)

4. Instructional Aide II

The following individuals are to provide basic tutoring, assist instructors in the open laboratories, support services and accommodations for students.

Janet Manay, \$9.50 per hour (eff. 9/7/10 to 12/17/10)

Thessa Rogero, \$9.50 per hour (eff. 9/7/10 to 12/17/10)

5. Instructional Aide III

The following individuals are to provide intermediate level tutoring, maintain records, and other specified accommodations for students, \$10.50 per hour.

Terri Hunt

Barbara Shope

6. Instructional Aide IV

The following individual is to provide teaching assistance, classroom set-up, and instructional support services and accommodations for student with disabilities.

Ryan Roberts, \$12.25 per hour

7. Instructional Aide VI

The following individuals are to assist students with their writing assignments in all phases of the composing process – understanding and responding to the topic, generating ideas, outlining, drafting, revising, and other duties as needed, \$15.00 per hour.

Laura Braun (eff. 9/7/10 to 6/30/11)
Christine Chu (eff. 9/7/10 to 6/30/11)

The following individual is to provide math tutoring and other support services for the classes offered at the Inglewood Center.

Wendy Sparrow, \$15.00 per hour

Office Aide Series

8. Office Aide I

The following individual is to assist with appointments and scheduling, basic office tasks, and customer service.

Jose Martinez, \$9.00 per hour (eff. 10/4/10 to 6/30/11)

9. Office Aide II

The following individual is to assist with basic office tasks, media services, daily operations and maintenance, and supporting division staff as needed.

Emma Lomeli, \$10.00 per hour

10. Office Aide III

The following individual is to assist the department with office support and work on different projects.

Hugo Martinez, \$10.50 per hour

Program Aide Series

11. Program Aide I

The following individuals are to assist the First Year Experience Program with daily operations, effective August 26, 2010 through June 30, 2011, \$9.25 per hour.

Tanya Acevedo
Deborah Hernandez

12. Program Aide IV

The following individual is to provide program assistance to the Child Development Careers (CDC) Works Program and the Seeds Head Start Program.

Nubia Cornejo, \$11.75 per hour (eff. 10/5/10 to 6/30/11)

13. Program Aide V

The following individual is to provide customer service, assist with a variety of general office tasks, and other related duties to support the MESA program.

Moises Gutierrez, \$13.50 per hour

Sports Aide Series

14. Sports Aide II

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

Richard Oglesby, \$10.00 per hour (eff. 9/20/10 to 6/30/11)

15. Sports Aide VI

The following individual is to assist the coaching staff with the coordination of all aspects of practice and competition, \$17.00 per hour.

Seleena Flores (eff. 7/20/10 to 6/30/11)

Theater Aide Series

16. Theater Aide I

The following individuals are to assist the theater management and staff with basic theater duties for on-campus events, \$8.25 per hour.

Amber Cooper

Santiago Decunto (eff. 7/1/10 to 6/30/11)

La Toyee Moorer

Andrea Rocha

17. Theater Aide II

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

Kaysha Morgan, \$9.25 per hour

18. Theater Aide IV

The following individuals are to assist the theater management and staff with technical theater duties for on-campus events and manage and organize the front of house staff for any given event, \$12.75 per hour.

John Reyes-Flores (eff. 9/8/10 to 6/30/11)
Farren Ronquillo
Christine Zarro

PROFESSIONAL SERIES

Program Professional Series

19. Program Professional I

The following individual is responsible for the operation of the Patient Simulation Center and performs program maintenance and repair, develops case scenarios, trains faculty, and assists with student teaching.

Max Minskoff, \$30.00 per hour (eff. 9/27/10 to 6/30/11)

~~20. Program Professional I~~

~~The following individual is to assist the instructor in the development of the online version of an existing course Business 94 in the Etudes platform to be offered in the spring semester 2011.~~

~~Robin Cash, \$30.00 per hour (eff. 10/1/10 to 6/30/11)~~

~~***Item withdrawn and no substitutions were made.**~~

Training Professional Series

21. 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, \$37.00 per hour, effective October 16, 2010 through June 30, 2011.

Rebecca Alegria
Andrea Majors
Tasha McFashion-Stiger
Sandra Smith

C. NEW CLASSIFICATION SPECIFICATIONS FOR CONFIDENTIAL POSITION

It is recommended that the Board of Trustees approve the new classification specifications for the Human Resources Analyst, as shown on pages 14-16.

**D. APPROVAL OF CONTRACTS FOR ASSISTANT SUPERINTENDENTS/
VICE PRESIDENTS.**

It is recommended that the Board of Trustees approve the contracts of employment for the following Assistant Superintendents/Vice Presidents, effective July 1, 2010 through June 30, 2012

Francisco Arce	Vice President, Academic Affairs	\$188,320
JoAnn Higdon	Vice President, Administrative Services	\$188,320
Jeanie Nishime	Vice President, Student & Community Advancement	\$177,996
Barbara Perez	Vice President, Human Resources	\$168,239

Barbara Perez is temporarily assigned Vice President, Compton Center, not to exceed duration of Agreement between the El Camino Community College District and the Compton Community College District, effective January 1, 2010.

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: HUMAN RESOURCES ANALYST

CONFIDENTIAL STATUS: This is a confidential position as defined in the Government Code, Section 3540.1 “Confidential employee” means any employee who, in the regular course of his or her duties, has access to, or possesses information relating to, his or her employer’s employer-employee relations.

BASIC FUNCTION:

Under the direction of a Human Resources Administrator, this position performs a full range of professional human resources duties in the areas of research and analysis of collective bargaining, disciplinary actions, workplace investigations and other employee relations matters.

REPRESENTATIVE DUTIES:

Conduct research and analysis of collective bargaining, disciplinary actions, workplace investigations and other employee relations matters.

Gather, analyze, organize and compile documentary evidence from multiple sources for investigative reports, proposed disciplinary actions, responses to state and federal government agencies, administrative hearings, and mediations.

Collect and analyze data used in negotiations of wages, hours and other terms and conditions of employment; formulas and recommend effective bargaining strategies and techniques.

Assist management in developing and implementing new operational procedures to accommodate legislative changes; develop and monitor operational procedures to enhance workflow and program effectiveness.

Provide assistance and counseling to managers and employees on matters, including those of sensitive nature, related to District policies, procedures and practices, contractual provisions, Education Code, and other applicable laws, rules and regulations.

Prepare complex special projects as assigned; compile and evaluate data to prepare various reports.

Review classification specifications and salary recommendations based on compiled data.

Remain current on related laws, regulations and practices affecting employee relations and collective bargaining matters.

Provide lead direction to subordinate employees in the Human Resources Division.
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices, laws and trends of public personnel administration.
Job analysis and evaluation methodologies.
Principles of sound employer/employee relations and practices.
Affirmative action and equal opportunity employment guidelines, laws, regulations and practices.
Wage and salary administration.
Proper usage of English grammar, vocabulary and spelling.
Basic computer operation.
Office practice and procedures.
Research and analysis techniques.

ABILITY TO:

Assist in the development, direction and coordination of personnel policies, programs and services.
Interpret and apply a variety of rules, regulations, policies, and guidelines including federal and state legislation and California Education Code.
Treat interviewees, including complainants, witnesses and subjects of investigation with respect, dignity and reassurance.
Disseminate and obtain accurate, detailed information.
Effectively counsel and assist staff, faculty, administrators, and the general public.
Assist with employee benefits, records management, classification and compensation.
Communicate effectively both orally and in writing.
Review and analyze data and make recommendations.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and prepare reports.
Disseminate and obtain accurate, detailed information.
Work independently with little direction.
Interact with others using tact, patience and courtesy.
Use personal computer to enter and retrieve data.
Operate standard office equipment with proficiency.
Meet schedules and time lines.
Work confidentiality with discretion.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in human resources, business or public administration or a related field and two (2) years of increasingly responsible technical and analytical employee relations experience within an Administrative Services or Human Resources environment.

Must be sensitive to and have understanding of diverse academic, socioeconomic, cultural, and ethnic backgrounds of college students, and of individuals with disabilities.

WORKING CONDITIONS:

Office Environment.

Must be able to adapt to changing situations.

Work under pressure.

Dexterity of hands and fingers to operate office equipment.

May sit for extended periods of time using a personal computer.

Hear and speak to exchange information on the telephone or in person.

Lift up to 25 lbs.

May be exposed to confrontational situations when explaining or implementing District or departmental policies, procedures, and/or state and federal laws.

Confidential Salary Range 12

Board Approved: October 18, 2010

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. Informational Item to be Included on November 15, 2010 Board Agenda –
Declaration of Vacancy, Trustee Area 1, InglewoodPage 115
- B. Absence of a Board MemberPage 115
- C. 2009-2010 Board of Trustees Goals and EvaluationPage 115
- D. Informational Item – The Process to AccreditationPage 119

A. Informational Item to be Included on November 15, 2010 Board Agenda – Declaration of Vacancy, Trustee Area 1, Inglewood

It is recommended that the Board of Trustees declare vacancy of Board seat in Trustee Area 1, Inglewood, effective November 15, 2010.

B. Absence of a Board Member

It is recommended that the Board excuse Trustee Jackson from the September 7, 2010 Board Meeting with no loss of salary due to illness.

C. 2009-2010 Board of Trustees Goals and Evaluation

Each year the Board of Trustees establishes goals and evaluates its performance on the previous year's goals. The Board of Trustees' remarks are publicly presented and members of the Board may discuss, amend or delete the recommended goals for the forthcoming years.

I. Participate in community activities and events and bring observations to the Board for policy issues.

- a. Attend events in the community.
- b. Speak to community groups.
- c. Make Board presentations.
- d. Bring copies of community events and activities to other Board members.
- e. Consider a Board meeting at Compton Center.

II. Participate in the operation of the College at Board Meetings.

- a. Speak freely and opening on policy issues.
- b. Solicit opinions of fellow Board members.
- c. Present ideas during discussion section of Board Meetings.

III. Continue a Trustee education program.

- a. Attend a conference on Trustee responsibilities.
- b. Submit materials from various sources to fellow Trustees.
- c. Read Trustee education materials sent by various organizations.

IV. Update the 2007 Facilities Master Plan.

- a. Monitor and approve Measure E Fiscal updates.
- b. Implement construction program.
- c. Review construction program activities.
- d. Develop a new Facilities Master Plan.

V. Fiscal Responsibilities.

- a. Monitor 2009-2010 Budget.
- b. Study, review and approve the 2010-2011 budget.
- c. Study, review and approve the 2008-09 annual financial audit.
- d. Respond to national, state and local fiscal changes.

VI. Accreditation

- a. Receive, review and participate in El Camino College's Accreditation reports and actions.
- b. Receive and participate in discussion of the Community College Survey of Student Engagement.
- c. Receive and participate in discussion of the Community College Survey of Faculty Engagement.
- d. Review Student Learning Outcomes update.

**EL CAMINO COLLEGE BOARD OF TRUSTEES
SELF-EVALUATION QUESTIONNAIRE 2009-2010 - RESULTS**

<u>Individual Trustees' appraisal of all members' activities.</u>	Strongly Agree	Agree	Disagree	Strongly Disagree	No Response
Priorities and Planning					
1. Most of the issues occupying the Board's time and attention are directly related to the mission and goals of the institution.					
2. All members of the Board have a clear understanding of the vision of the college.					
3. All members of the Board can articulate the vision of the college to the diverse constituencies of the district.					
Board and Chief Executive Officer Relations					
1. The Board and CEO maintain optimum communications.					
2. The roles of the CEO and the Board are clearly defined.					
3. Trustees keep the CEO well informed of contacts with the community.					
4. Trustees keep the CEO well informed of contacts with college employees.					
Board and College Relations					
1. Trustees are knowledgeable about the college's history.					
2. Trustees are well versed concerning the college's strengths and weaknesses.					
3. Trustees are knowledgeable about the mission of the college.					
4. The Board is sensitive to the concerns of students.					
5. The Board is sensitive to the concerns of employees.					
6. The Board supports the college by attending various events.					
Board and Community Relations					
1. Trustees are well informed concerning the needs of the community.					
2. Trustees fairly and assertively represent the communities they serve.					
3. Trustees use their community ties to promote a positive image of the college					
Board Agendas					
1. The Board Agendas always focus on policy issues.					
2. The Board Agendas always allow sufficient time and attention for discussion of legislative and state policy issues.					
3. The Board Agendas are organized logically which facilitates efficient use of time.					

	Strongly Agree	Agree	Disagree	Strongly Disagree	No Response
Board Organization and Dynamics					
1. Definitions of the roles of the Board chair and other officers are clearly understood by the Trustees.					
2. The roles of the Board officers are conscientiously implemented.					
3. All public meetings of the Board are conducted in compliance with the Brown Act.					
Board Decision-Making Processes					
1. Trustees demonstrate respect for the opinions of others at Board meetings.					
2. Board meetings are structured to assure that all relevant information is considered before making a decision.					
3. Board members are provided with adequate information needed to fully understand the issues.					
Trustee Development and Education					
1. Board members (including the Student Trustee) receive a thorough orientation to their roles and responsibilities.					
2. Board members have a thorough understanding of the district's mission and goals.					
3. Board members are well informed and knowledgeable about legislative issues that may impact the college.					
4. Board members are well informed and knowledgeable about state policy issues that may impact the college					
5. Information about important issues is readily shared among Board members.					
Board Goals					
1. The Board prepares an annual set of written goals and objectives.					
2. The annual objectives of the Board are measurable					
3. The Board has a set of clearly defined performance standards.					
4. The Board's goals and objectives are clearly communicated to the college community.					
Board Evaluation					
1. The Board systematically identifies and reports its accomplishments.					
2. The Board provides ample opportunity for college employees and citizens of the community to evaluate its performance.					
3. The Board takes appropriate measures to assure that its self-evaluation is objective, impartial and constructive.					

D. Informational Item – The Process to Accreditation



EL CAMINO COLLEGE

September 30, 2010

The Process to Accreditation (v.2)

An Internal Planning Document

The El Camino Community College District and the Compton Community College District are committed to obtaining independent accreditation for El Camino College Compton Educational Center in accordance with the goals set forth in A.B. 318 and the Partnership Agreement between the two parties.

The objective of this document is to present certain facts, assumptions, and principles that will guide the future plans and activities of the parties to achieve that goal. Among the principles to which the El Camino and Compton districts will adhere in pursuing accreditation for the El Camino College Compton Center (ECC Compton Center or Center) are the following:

Principle: The El Camino and Compton districts will work cooperatively to obtain the independent accreditation of ECC Compton Center. **Principle:** ECC Compton Center's readiness to enter into the accreditation process and achieve independent accreditation is evaluated solely by the Accrediting Commission for Community and Junior Colleges (Accrediting Commission), and according to the Accrediting Commission performance criteria applicable to each stage of the accreditation process. The evaluation standards are those published by the Accrediting Commission.

Principle: To achieve accreditation eligibility and move through all subsequent phases of the accreditation process, all planning and work toward accreditation must be done cooperatively by El Camino College and the Center, with the working committees including representation from both entities, but primarily populated by faculty, students, staff and administrators from the ECC Compton Center.

Principle: To achieve candidacy and eventual accreditation, ECC Compton Center must demonstrate that it is fully qualified to meet the accreditation standards. Therefore, as the Center progresses through the phases of accreditation, it will need to become more of an independently functioning institution within the El Camino Community College District, with El Camino College exercising its Accrediting Commission-mandated oversight role in new and different ways.

The balance of this document is devoted to an overview of accreditation, the accreditation process, the anticipated timeline for accreditation and related matters.

Accreditation Eligibility

To qualify for eligibility, El Camino College must identify and illustrate how the ECC Compton Center meets the twenty-one criteria for eligibility (accjc.org/pdf/Eligibility_Requirements.pdf). The initial phase for accreditation of the Center requires El Camino College to establish goals and benchmarks for review and implementation throughout the accreditation eligibility process.

Once El Camino College has concluded that the ECC Compton Center has met the twenty-one criteria for eligibility for accreditation and the Standards for Accreditation, El Camino College will submit an application for eligibility to the Accrediting Commission. At this point, no firm timeline can be imposed on the process, as all timelines are determined solely by the activities and schedules of the Accrediting Commission.

Upon Accrediting Commission approval of accreditation eligibility for ECC Compton Center, the Accrediting Commission determines the course of action and timeline the Center must follow in preparation for candidacy. If the Accrediting Commission denies accreditation eligibility, El Camino College will receive input from the Accrediting Commission regarding which deficiencies the ECC Compton Center must correct before El Camino College may again apply for accreditation eligibility of the Center.

Currently, ECC Compton Center is in the process of working toward meeting all of the twenty-one eligibility requirements. This includes providing evidence of sustainability in the areas of planning and program review, and evidence of proficiency in student learning outcomes and assessment.

Applying for Candidacy

Once accreditation eligibility is granted by the Accrediting Commission, El Camino College will prepare to apply for candidacy status of the ECC Compton Center. The Accrediting Commission will establish timelines for El Camino College in preparation of the candidacy review. An initial Self Study Report documenting how the Center meets the Standards of Accreditation and other Accrediting Commission policies will be prepared and submitted – this process usually takes 18-24 months. (accjc.org/pdf/ACCJC_WASC_Accreditation_Standards.pdf).

After the ECC Compton Center progresses to the point of a site visit, a team selected by the Accrediting Commission will visit the Center to validate the information presented in the self study report and to determine whether their standards, policies and eligibility criteria have been met. Following the site visit, the team prepares an evaluation report to the Accrediting Commission. During the candidacy stage, the Center must follow all Accrediting Commission guidelines, including completion of Accrediting Commission required annual reports and midterm progress reports. Based on the recommendations of the site visit team report and the overall assessment of the Accrediting Commission, El Camino College will receive a report with commendations and recommendations for areas of required improvement for the Center to be in compliance with the Standards for Accreditation.

The Accrediting Commission may grant, defer, or deny candidacy to the ECC Compton Center. If candidacy is granted, the Center must remain in compliance with the standards of accreditation throughout the entire candidacy period, which is at least two years. If denial occurs, the institution may reapply for candidacy by completing another Self Study Report after two years.

While in the candidacy stage, the ECC Compton Center remains an educational center of El Camino College.

Completing Candidacy and Applying for Initial Accreditation

Once the ECC Compton Center effectively completes all progress reports to the Accrediting Commission during the candidacy stage, the Accrediting Commission may recommend commencing the final phase to accreditation. Provided the Center is successful during the candidacy period, a second Self Study Report, followed by another site visit is required. The site visit team is again validating the evidence in order to determine whether the Standards for Accreditation have been met. The team report is sent to the Accrediting Commission, where another overall assessment is completed by the Accrediting Commission at which time initial accreditation as a college is granted, or if full accreditation is not given, El Camino College must wait two years before submitting a new eligibility application to the Accrediting Commission and begin the entire process anew.

Accreditation Plan and Projected Timelines

The projected timelines and required activities for accreditation eligibility and candidacy are included in Appendix B, beginning on page 5. They are intended to serve as a guide for eligibility and candidacy, through accreditation of the ECC Compton Center to a college.

The process to obtain accreditation of the ECC Compton Center as an independent college will be completed in phases and organized as follows:

Compton District's Chief Executive Officer (CEO) and El Camino College's Vice President of Compton Center (VPCC) will jointly lead the process to accreditation. They will be responsible for continuously monitoring the process and making the operational decisions necessary to ensure that work is complete, on time and of high quality. The CEO and VPCC will be accountable to the Superintendent/President and the Special Trustee, and through them to the El Camino and Compton Boards of Trustees. El Camino College's Vice President of Academic Affairs (VPAA) will serve as the Center's Accreditation Liaison Officer.

To assist the CEO and the VPCC in guiding the process, the Superintendent/President will appoint an accreditation Steering Committee (ASC). The membership of the ASC will include:

- The President of the Faculty Council and two additional faculty members nominated by the Council;
- Two classified employees, one nominated by the classified unit of the Federation, and one unrepresented classified employee nominated by his/her peers;
- A student nominated by the Associated Student Body;
- An ECC Compton Center manager; and
- El Camino College's Vice Presidents of Academic Affairs, Student and Community Advancement, and Administrative Services.

The ASC will be co-chaired by the CEO, VPCC and the President of the Faculty Council (FC).

Throughout the year, appropriate faculty, staff and administrators, including the CEO, VPCC, ECC Compton Center Deans and others, will immerse themselves in the accreditation process, and participate in Accrediting Commission workshops and training to more fully understand Accrediting Commission policies and procedures. This will also afford them the opportunity to meet Accrediting Commission staff and to better understand the culture of accreditation.

The first phase of the process to accreditation will be to prepare an eligibility application and supporting documentation for submission to the Accrediting Commission. Presuming the Accrediting Commission grants accreditation eligibility, the second and third phases of the process will be preparation for candidacy, followed by application for initial accreditation.

During the entire process, the direction, guidelines and timelines, from candidacy through full accreditation, are determined by the Accrediting Commission and not El Camino College, ECC Compton Center, the Compton Community College District, or any other entity.

The anticipated timeline and target dates for each phase of the process will need to be updated periodically as the process evolves and conditions change. Responsibility for revising the timelines and targets rests with the ECC VPAA with input from the CEO and VPCC after consultation with the ASC.

“Accreditation serves the public interest by certifying that the institution meets or exceeds specific standards of quality. This certification is also used by the federal government and other entities to determine whether an institution and its students are eligible for participation in federal financial aid programs or other forms of financial assistance to institutions. The peer-based nature of accreditation helps to maintain the values of higher education, particularly the values associated with academic freedom. Finally, the process of periodic self-examination and external peer review is a positive force in sustaining the quality of higher education and improving the effectiveness of accredited institutions.”¹

¹ Source: Eligibility, Candidacy and Initial Accreditation Manual, A Publication of the Accrediting Commission for Community and Junior Colleges, Summer 2009.

APPENDIX A

Key to Abbreviations

Accrediting Commission	Accrediting Commission for Community and Junior Colleges
ALO	Accreditation Liaison Officer
ASC	Accreditation Steering Committee
CBO	Chief Business Officer
CCCD	Compton Community College District
CEO	Chief Executive Officer
ECC	El Camino College
ECCCD	El Camino Community College District
FC	Faculty Council
FCMAT	Fiscal Crisis Management Assistance Team
VPAA	Vice President of Academic Affairs
VPAS	Vice President of Administrative Services
VPCC	Vice President of ECC Compton Center
VPSCA	Vice President of Student and Community Advancement

APPENDIX B

Anticipated Timelines and Projected Dates

Accreditation Eligibility

Fall 2010

1. In consultation with the CEO and the VPCC, the ECC Compton Center ALO, will schedule training for all participants through the Accrediting Commission.
2. The twenty-one Eligibility Criteria will be reviewed for objective assessment of tasks, and the ECC Compton Center's readiness for eligibility.
3. If the task assessment determines the Center is not ready, the ASC may recommend a revision of the plan and timeline to the Superintendent/President.
4. Assessment and response to the twenty-one Eligibility Criteria will be divided into the following areas: Organization (1,2,3,4,5,6), Instruction (7,8,9,10,11,), Faculty (12,13), Student Services (14,15, 16), Financial Integrity (17,18), Planning and Evaluation (19), Public Information (20) and Relations with the Accrediting Commission (21). There are five area groupings for the criteria; therefore, five subcommittees will be established for developing responses.

5. Five subcommittees and chairs:

i. Organization	CEO, chair
ii. Instruction/Faculty	FC President, chair
iii. Student Services/Public Information	VPSCA and Dean Student Services, co-chairs
iv. Financial Integrity	VPAS and CBO, co-chairs
v. Planning and Evaluation	VPCC, chair
6. All appointed members will be required to participate in the committees on a regular basis; accurate agendas and minutes will be published on the compton.edu and elcamino.edu websites in a timely manner.
7. A writing team will be selected.
8. First subcommittee reports with electronic copies of documents and rationale will be completed. Subcommittees will continue assessing eligibility in respectively assigned areas. Subcommittees will develop recommendations for improvement actions if necessary.
9. ASC begins review of drafts and progress.
10. ASC co-chairs advise subcommittee chairs on next steps.
11. Continue scheduling training for participants to enhance knowledge of accreditation standards.

Winter/Spring 2011

1. Develop a Communications Plan in coordination with the Director of Community Relations.
 - a. Hold open forum at the ECC Compton Center for progress update and to answer questions relative to accreditation. ASC reviews comments and feedback from the forum.
 - b. Publish an accreditation newsletter each semester for internal and external communities.
 - c. Prepare information reports for the ECCCD and CCCD Boards of Trustees.
 - d. Establish an accreditation web page on the El Camino College and Center websites.
2. ASC co-chairs meet with Senior Management to report status of progress.
 - a. Identify gaps or missing information, regroup teams if necessary.
 - b. Reset timeline if necessary.
3. Develop draft document for response to the Eligibility Criteria.
 - a. Draft posted on El Camino College and Center websites with documentation.
 - b. Senior Management reviews and recommends revisions.
4. First draft of the Eligibility Proposal posted on the El Camino and Center websites.
5. Communications update.
 - a. Hold open forum to discuss the proposal.
 - b. ASC review comments and feedback from the forum.
 - c. Continue publishing accreditation newsletter with updates.
 - d. Update accreditation process on El Camino and Center websites.
 - e. Presentation to ECCCD and CCCD Boards of Trustees.

Fall 2011

Finalize the proposal for review by El Camino College Cabinet, Senior Management and other constituencies.

1. Continue the final editing under direction of the ASC co-chairs.
2. Publish information on El Camino and Center websites.
3. ECC Compton Center ALO initiates contact with the chair of the Accreditation Eligibility Committee to review the final draft and discuss areas that need to be rewritten and/or need additional documentation.
4. Present a copy of the draft Eligibility Proposal to the El Camino and Compton Boards of Trustees for review and comment.
5. Determine if the Eligibility Proposal will be submitted to the Accrediting Commission Eligibility Committee for review at its January 2012 meeting, or if submission will be postponed for six months for review by the Committee at its June 2012 meeting.

Spring 2012 or Fall 2012 The Accrediting Commission informs the El Camino College President whether the Eligibility Proposal for the ECC Compton Center is approved.

1. If yes – the Center prepares for the initial Self Study for candidacy.
2. If no -The process for eligibility begins again.

Accreditation Candidacy

Fall 2012 or Spring 2013

1. Accrediting Commission informs El Camino College of the timeframe for the Self Study for candidacy.
2. Candidacy includes a Self Study Report which usually takes two years to prepare for submission to the Accrediting Commission.
3. Once candidacy is granted, the ECC Compton Center must remain in compliance with the Standards of Accreditation throughout the entire candidacy period, which is granted for two years, but may not exceed four years.