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

**Agenda, Monday, October 19, 2009
Board Room
4:00 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of September 8, 2009,
Pages 4-5**
- III. Presentation – none**
- IV. Public Hearing – none**
- V. Consent Agenda – Recommendation of Superintendent/President,
Discussion and Adoption**
 - A. Public Comment
 - 1. Academic Affairs
*See Academic Affairs Agenda,
Pages 6-7*
 - 2. Student and Community Advancement
*See Student Services Agenda,
Pages 8-16*
 - 3. Administrative Services
See Administrative Services Agenda, Pages 17-34
 - 4. *See Measure “E” Bond Fund Agenda,
Pages 35-42*
 - 5. Human Resources
*See Human Resources Agenda,
Pages 43-60*
 - 6. Superintendent/President
*See Superintendent/President Agenda,
Pages 61-65*
- VI. Public Comment on Non-Agenda Items**

VII. Oral Reports

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

VIII. Closed Session

- A. Student Expulsion, Brown Act
Section 54954.5
 - 1. Student Expulsion – 3 cases

- B. Personnel Matters, Brown Act Section
54957
 - 1. Public Employee Performance Evaluation – President

<p>Board of Trustees Meeting Schedule for 2009 4:00 p.m. Board Room</p>

Monday, October 19, 2009
Monday, November 16, 2009
Monday, December 21, 2009

EL CAMINO COLLEGE STRATEGIC PLAN 2007 THROUGH 2010

Vision Statement

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

Mission Statement

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

Statement of Philosophy

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

Statement of Values

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

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

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

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

Diversity – We recognize and appreciate our similarities and differences.

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

Guiding Principles

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

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

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

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

Strategic Initiatives

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

EL CAMINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING OF
Tuesday, September 8, 2009

The Board of Trustees of the El Camino Community College District met at 4 p.m. on Tuesday, September 8, 2009, in the Board Room at El Camino College.

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

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

Minutes of the Regular Board Meeting of August 17, 2009

The Minutes of the Regular Board Meeting of August 17, 2009 were approved.

Public Hearing – 2009-2010 El Camino Community College District Budget

It was moved by Trustee O'Donnell, seconded by Trustee Beverly, that a Public Hearing regarding the adoption of the 2009-2010 El Camino Community College District Budget be opened. Motion carried. No public comments were made.

Adoption – 2009-2010 El Camino Community College District Budget

It was moved by Trustee O'Donnell, seconded by Trustee Beverly, that the Board adopt the 2009-2010 El Camino Community College District Budget. Motion carried. Student Trustee Nordel 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.

Academic Affairs

Accreditation Follow-Up Report – Information Item

Student and Community Advancement

Grant

Administrative Services

Chancellor's Office Tax Offset Program
Contracts Under \$76,700
El Camino Child Development Center
Purchase Orders and Blanket Purchase Orders

Measure E Bond Fund

Bid Award – Pierre Sprinkler & Landscape – Reclaimed Water Project
Contract Amendment – Flewelling & Moody Architects – Bookstore Modernization
Change Order – Best Roofing & Waterproofing – Marsee Auditorium Re-Roofing
Change Order – GDL Construction Inc. – Humanities Plaza Project
Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes
Temporary Non-Classified Service Employees

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

California Community College Scholarship Foundation, Bernard Osher Foundation

It was moved by Trustee Beverly, seconded by Trustee Combs, that the El Camino Community College District Board of Trustees pledge to work with the Foundation to secure \$25,000 to be used as matching funds for the California Community College Scholarship Endowment established by the Bernard Osher Foundation. Motion carried. Student Trustee Nordel recorded an advisory yes vote.

Public Comment

Mr. Hayes addressed microwaves and copiers. Ms. Shadish addressed budget and faculty evaluations.

Adjournment

Meeting adjourned at 5:47 p.m.

Maureen O'Donnell, Secretary of the Board

Thomas M. Fallo, Secretary to the Board

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

Page No.

A. Conference Attendance – Mathematics, Engineering, Science Achievement
(MESA) Program..... 7

ACADEMIC AFFAIRS

A. CONFERENCE ATTENDANCE – MATHEMATICS, ENGINEERING, SCIENCE ACHIEVEMENT (MESA) PROGRAM

It is recommended that the Board approve the MESA students listed below to participate in the Society of Hispanic Professional Engineers (SHPE) National Conference in Washington, D.C., on October 28 – November 1, 2009. Lodging, registration and travel expenses will be covered by MESA and STEM grants. Transportation will be by air. Students will be accompanied by MESA Director, Arturo Hernandez. Approximated cost per student is \$450. The purpose of the conference is to provide leadership, networking and professional development opportunities to MESA participant students.

The following students are eligible candidates to attend the SHPE conference but a maximum of ten will be selected to participate:

Carranza, Luis
Chica, Carolina
Flores, Charito
Gault, Mark
Germany, Chad
Giron, Johan

Guzman, Jesus
Icute, Byron
Ixtupe, Veronica
Jaimes Diaz, Jesus
Marquez, Gustavo

Nieves, Teresa
Reyes, Hadasa
Solis, Christina
Zamora, Johanna
Zuniga, Freddy

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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G. Expulsions – 2009- 6, 2009-7, 2009-8.....	13

STUDENT AND COMMUNITY ADVANCEMENT

A. FALL 2009 FORENSICS TEAM TOURNAMENTS

It is recommended that the Board approve the following Fall 2009 Forensics Team Tournaments. Expenses for the tournaments will be paid from Auxiliary and District funds as well as fund-raising. Professor Francesca Bishop, Communications Studies.

<u>Date</u>	<u>Tournament</u>	<u>Location</u>	<u>Cost not To Exceed</u>
10/16-18/09	Double-Up	Azusa	\$2,000
10/24-25/09	Lancer Invitational	Pasadena	1,000
11/21-22/09	Griffin International	San Diego	2,500
12/4-6/09	Pacific Southwest Collegiate Forensics Association	Long Beach	1,200
2/6-7/10	Sunset Cliffs Classics	San Diego	2,500
2/12-14/10	Tabor-Venitsky Invitational	Cerritos	1,000
2/26-28/10	Spring Championships	San Diego	2,500
3/18-21/10	California Community Colleges Forensics Association	Concord	5,000
4/10-17/10	Phi Rho Pi Nationals	New Orleans, LA	10,000

The following students are scheduled to attend one or more tournaments:

Daniel Abrahami, Sydney Awakuni, Jenna Bradford, Samuel Broido, Ryan Carlson

Wesley Eller, Richard Ewell, Mark Faaita, Whitney Gamble, Patrick Gimenez
Ashley Graham, Daanish Hameed, Shouhei Ichimiya, Shannon Leavitt, Bryan Lee
Robert Maxwell, Stirling McKenzie, Doris Morgan, Anthoney Patterson, Stephann Petit, David Saulett, Wendy Steiner

B. COMMUNITY EDUCATION PROGRAM FOR FALL 2009

It is recommended that the Board approve the Community Education Program for Fall 2009 as shown on pages 14 through 16.

STUDENT AND COMMUNITY ADVANCEMENT

C. GRANT – INFORMATION

It is recommended that the Board receive for information the following grant:

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

Amount of Grant Funding from Granting Agency	\$598,550
Amount of College Match (Cash)	<u>-0-</u>
Total Amount of Grant	\$598,550

Indirect Rate: None
Performance Period: January 10, 2010 through December 31, 2015

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). Funding for this project will be combined with the 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. Some of the children will attend full-time and some part-time based on the needs of individual student parents. Sandra Parvis, Project Director

Amount of Grant Funding from Granting Agency	\$75,000
Amount of College Match (Cash)	<u>-0-</u>
Total Amount of Grant	\$75,000

Indirect Rate: None
Performance Period: October 1, 2009 through September 30, 2010

STUDENT AND COMMUNITY ADVANCEMENT

2. Department of Education – Head Start Career Advancement Project (HSCAP).
 In the second year of this five-year grant, El Camino College will use the funds from the Head Start Career Advancement Partnership Program to continue developing partnerships with local Head Start programs in order to improve the quality and long-term effectiveness of services to its large population of Hispanic Children and their families.
 Professor Janet Young, Project Director

Amount of Grant Funding from Granting Agency	\$294,148
Amount of College Match (Cash)	<u>-0-</u>
Total Amount of Grant	\$294,148
Indirect Rate: None	
Performance Period: October 1, 2009 through September 30, 2010	

3. Department of Education – Improving Student Success in Science, Technology, Engineering, and Math (STEM) Transfer. This is the second year of this grant. The purpose of the project is to address identified gaps that prevent more El Camino College students (particularly minority and low-income students) from majoring and transferring in STEM disciplines: 1) Develop new 2+2+2 Articulated Program, 2) Strengthen STEM Transfer Pathways, 3) Expand the Math, Engineering and Science Achievement Center, and 4) Strengthen STEM Pathways from high school to El Camino College via summer bridge programs and consistent outreach.
 Idania Reyes, Project Director

Amount of Grant Funding from Granting Agency	\$746,912
Amount of College Match (Cash)	<u>-0-</u>
Total Amount of Grant	\$746,912
Indirect Rate: None	
Performance Period: October 1, 2009 through September 30, 2010	

STUDENT AND COMMUNITY ADVANCEMENT

4. Los Angeles Unified School District Local District 8 – Amendment #2: Los Angeles Unified School District – GEAR UP. Amendment #2 extends and increases the value of the subcontract agreement between the Los Angeles Unified School District and El Camino College, which provides funds to recruit, train and place El Camino College students as tutors at Carson High School. The contract amount will be \$120,000 for 2009/2010 academic year. Professor Janet Young, Project Director

Amount of Grant Funding from Granting Agency	\$120,000
Amount of College Match (Cash)	<u>-0-</u>
Total Amount of Grant	\$120,000
Indirect Rate: None	
Performance Period: October 1, 2009 through September 30, 2010	

E. INTERNATIONAL TRAVEL

It is recommended that the Board approve international travel for Leonid Rachman to participate in the Southeast Asia tour with the American Educational Opportunities 2010 Spring Tour in Singapore, Jakarta, Penang, Kuala Lumpur, Bangkok, March 5 through 16, 2010, workshops in Hong Kong, March 3-5, 2010, at a cost of \$16,500, and an extended recruiting tour to Moscow and St. Petersburg, Russia, April 8 through 19, 2010, at a cost of \$5,500. All expenses are to be paid from the International Student Program funds.

F. EL CAMINO COLLEGE SUMMER SCHOOL CALENDAR 2009/2010-Revision

It is recommended that the Board approve revising the El Camino College Summer School Calendar for 2010 to reflect one six-week session and one-eight week session beginning June 28, 2010, instead of two six weeks sessions and one eight-week session. The El Camino College Compton Center Summer Schedule for six weeks and eight weeks will begin on June 28, 2009 as well. The revised El Camino College Summer schedule is shown below:

Summer Calendar 2010

Six-Week Sessions & Eight-Week Session

~~June 21 through July 29, 2010~~

June 28 through August 5, 2010

June 28 through August 19, 2010

July 12 through August 19, 2010 (Compton Center only)

STUDENT AND COMMUNITY ADVANCEMENT

G. EXPULSIONS – 2009-6, 2009-7, 2009-8

It is recommended that the Board approve expulsions of student numbers 2009-6, 2009-7, 2009-8, effective October 1, 2009.

STUDENT AND COMMUNITY ADVANCEMENT

Community Education Classes Fall 2009			
Course Title	Contract	Salary	Class Fee
2-Day Film School Crash Course	Hollywood Film Institute	40%	\$395
A Matter of Balance: Managing Concerns About Falls of Older Adults	Edward Wilson	40%	\$48
Academic Chess (Ages 5 - 13)	Academic Chess	40%	\$79
Art History Series (8 part workshop series)	Pacific Coast Publishing/Wendy Stockstill	40%	\$20
Backpacking Around the Globe	Lana Chiariello	40%	\$39.
Balloon Holiday Décor: Halloween Theme	Carolyn Baker	40%	\$39
Balloon Holiday Décor: Thanksgiving & Holiday Themes	Carolyn Baker	40%	\$39
Basic yet Brutal: Women's Self-Defense	Old School Kenpo Karate/Jennifer Thomas	50%	\$95
Basic yet Brutal: Women's Self-Defense	Old School Kenpo Karate/Jennifer Thomas	50%	\$95
Bath Products	Quayum Abdul	40%	\$39
Become a Notary Public - Renewing Notaries ONLY	Notary Public Seminars	40%	\$50
Become a Notary Public--Prep Class	Notary Public Seminars	40%	\$99
Beer Making - Home Brewing Basics	CA Fermentation Society/Mike Froehlich	40%	\$75
Belly Camp (A Belly Dance Workshop!)	Regine Costello	40%	\$79
Belly Dance (Beginning)	Regine Costello	40%	\$69
Belly Dance Choreography	Regine Costello	40%	\$89
Building Your Financial Portfolio on \$25 a month (Or less)	Bobby Christensen	40%	\$39
Cake Decorating 101	Kirk Rossberg	40%	\$150
Candle Making	Quayum Abdul	40%	\$39
Caring For Your Aging Parents? We Can Help!	Wanda Johnson	40%	\$49
Clinical Medical Assistant Training Program	Boston Reed College	\$1,920 per student	\$2,625
Computer Basics Boot Camp for Older Adults	Dale Fedderson	40%	\$45
Computer Zen: PC Tips and Tricks	Jason Karuza	40%	\$60
CPR and First Aid	Adeleke Peters	40%	\$45
Digital Photography--Basics Boot Camp	Douglas Morrison	40%	\$24
Discover the Real NYC on a Budget	Jordan Young	40%	\$15
Discover the Real San Francisco on a Budget	Jordan Young	40%	\$15
Financial Portfolio: Building Your Financial Portfolio on \$25 a Month	Bobbie Christensen	40%	\$39
Flamenco Dance	Regine Costello	40%	\$79
Floral Design: Holiday Elements	Vanessa Ward	40%	\$75
Fundamentals of Algebra (Grades 7-9)	Russell Reece	\$30.08 p/h	\$59
Glycerin Soap Making	Quayum Abdul	40%	\$39
Great Holiday Gifts with Digital Photos	Patty Debowski	40%	\$39

Course Title	Contract	Salary	Class Fee
How to Start a Successful Restaurant Business	Michael Lao	40%	\$59
Improving Restaurant Profitability	Michael Lao	40%	\$59
How to Survive Retirement	Candace Colescott	40%	\$29
Internet & Microsoft Word	Dale Fedderson	40%	\$45
Introduction to Latin	Vincent Lloyd	\$45.14 p/h	\$59
Introduction to One Stroke Painting	April Numamoto	40%	\$35
Introduction to Voiceovers	Voices For All	40%	\$54
Investing in Commercial Real Estate	Tom Martinson	40%	\$55
Latin 1	Vincent Lloyd	\$45.14 p/h	\$59
Learn to Play Ukulele	Mitchell Chang	40%	\$59
Life Drawing Marathons	Life Painting Com/Michael Van Overbeck	40%	\$18
Loss Mitigation Remedies to Home Foreclosure	Stanley Bryant	40%	\$95
Make-Up Artist 101 Certificate Seminar	Jennessy Tyler	\$230 per student	\$350
Making Big Profits When Investing in Fixer Properties	Tom Martinson	40%	\$55
Medical Billing and Reimbursement	Vickie Herbert	40%	\$199
Medical Information Technology	Vickie Herbert	40%	\$199
Medical Terminology 1	Vickie Herbert	40%	\$199
Memory Games	Sharmon La Rose	40%	\$48
Modeling Career Series, Part 1 - How to Become a Professional Model	Daisi Pollard	40%	\$59
Modeling Career Series, Part 2 - The Photo Shoot	Daisi Pollard	40%	\$59
Negotiation 1: The Art of Getting What You Want - Course 1 of 4	Pearl Georgen	40%	\$39
Negotiation 1: The Art of Getting What You Want - Course 1 of 4	Pearl Georgen	40%	\$39
Negotiation 2: How to Talk and What to Say--Course 2 of 4	Pearl Georgen	40%	\$39
Negotiation 3: Mastery of the Art--Course 3 of 4	Pearl Georgen	40%	\$39
Negotiation 4: Resolving Critical Issues--Course 4 of 4	Pearl Georgen	40%	\$39
Negotiation 5: Secrets of Effective Persuasion--Advanced Course 1 of 3	Pearl Georgen	40%	\$49
Negotiation 6: Power Strategies--Advanced Course 2 of 3	Pearl Georgen	40%	\$49
Negotiation 7: Multiplying Your Effectiveness--Advanced Course 3 of 3	Pearl Georgen	40%	\$49
Night @ The Planetarium: Fall Constellations	Vincent Lloyd	\$45.14 p/h	\$29
Parent Education 101: Building Better Relationships With Your Children	Nina Smith	40%	\$39
Pharmacy Technician Training Program	Boston Reed College	\$1920.00 per student	\$2,625
Pre-Algebra (Grades 6-8)	Russell Reece	\$30.08 p/h	\$59
Quickbooks Fundamentals	Kevin Farmer	40%	\$115
Quickbooks Intermediate	Kevin Farmer	40%	\$115
Remake and Reshape Your Body with Nutrition	Julie Martin	40%	\$49
Retirement Planning Today	Larry Takahashi	40%	\$39
S.A.T. Boot Camp	Diane Serradell	\$31.00 p/h	\$359
S.A.T. Boot Camp - Mock-Exam (Pre)	Diane Serradell	\$31.00 p/h	\$0.00

Course Title	Contract	Salary	Class Fee
S.A.T. Boot Camp - Mock-Exam (Post)	Diane Serradell	\$31.00 p/h	\$0.00
Silent Yoga (Classical Hatha Yoga for the Deaf Community)	Nikki Benjamin	40%	\$59
Soap Making	Quayum Abdul	40%	\$39
Summer Constellations	Vincent Lloyd	\$45.14 p/h	\$29
Survival Travel Japanese (Beginning)	Cindy Sumi Maeda	40%	\$75
Tai Chi for Older Adults	Yuet Har Chiew/Irene Oon	40%	\$34
Tailored Basic Math &/or English Tutoring: 3 to 1 (Grades 1-6)	Linda Wilson	75%	\$199
Tailored Basic Math &/or English Tutoring: 3 to 1 (Grades 1-6)	Linda Wilson	75%	\$199
Tailored Basic Math &/or English Tutoring: 3 to 1 (Grades 1-6)	Linda Wilson	75%	\$199
Tailored Basic Math &/or English Tutoring: 3 to 1 (Grades 1-6)	Linda Wilson	75%	\$199
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Tailored Basic Math &/or English Tutoring: 3 to 1 (Grades 1-6)	Linda Wilson	75%	\$199
Tailored Basic Math &/or English Tutoring: 3 to 1 (Grades 1-6)	Linda Wilson	75%	\$199
The Dos and Don'ts When Investing in Real Estate Foreclosures	Tom Martinson	40%	\$55
Think Healthy, Be Thin, Stay Thin through Self-Hypnosis	Jethro Carter	40%	\$39
Threading A to Z	Sue Mikhael	40%	\$99
Travel and Get Paid	Cherie Anderson	40%	\$49
Vegetarian Cooking --- Easy & Nutritious	Dr. Mark Vinick	40%	\$29
Weight Training & Stretching (Beginning)	Jeff Henry	40%	\$59
What's Next?	Pauline Merry	40%	\$39
Write Your Life Story for Older Adults	Peter Nezafati	40%	\$64
Writing for Kids	Garrett Hicks	40%	\$59
Yoga for Health & Relaxation--Beginning	Ron Berman	40%	\$56
Yoga For Health & Relaxation--Intermediate	Ron Berman	40%	\$56

**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, 2009. AB 2910, Chapter 1486, Statutes of 1986, requires that California community college districts report quarterly on their financial condition.

The report for September 30, 2009, is shown on the following Quarterly Financial Status Report for General Fund-Unrestricted (11).

FISCAL YEAR 2009-10

Quarter Ended (Q1) September 30, 2009

<u>General Fund</u>	<u>2009-10 Budget</u>	<u>Year-to-Date Actuals</u>	<u>Percentage</u>
INCOME			
Federal	\$ 189,000	\$ 945	0.50%
State	69,288,032	15,945,571	23.01%
Local	37,661,938	3,511,761	9.32%
Interfund Transfers	<u>0</u>	<u>0</u>	
Total Income	\$107,138,970	\$19,458,277	
APPROPRIATIONS			
Academic Salaries	\$ 48,617,011	\$ 5,877,593	12.09%
Classified Salaries	24,154,861	3,976,313	16.46%
Staff Benefits	19,093,089	3,640,956	19.07%
Supplies/Books	1,552,422	238,424	15.36%
Other Operating Expenses	10,878,558	2,416,446	22.21%
Capital Outlay	51,600	1,354	2.62%
Other Outgo	<u>5,640,000</u>	<u>1,475,000</u>	26.15%
Total Appropriations	\$109,987,541	\$17,626,086	
NET REVENUES	<u>\$ (2,848,571)</u>	<u>\$ 1,832,191</u>	

B. CONTRACTS UNDER \$76,700

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: CITY OF HAWTHORNE, JOB TRAINING & DEVELOPMENT DEPARTMENT

Services: Provide work experience opportunities for students enrolled through the District's CalWORKs/GAIN Program (California Work Opportunity and Responsibility to Kids and Greater Avenue for Independence Program).

Requesting Dept.: Community Advancement

Date(s): 9/9/09 – 6/30/10

Financial Terms: No Cost to the District

2. Contractor: DISABILITY GROUP INCORPORATED

Services: Provide part-time employment for students enrolled in the District's EOP&S Work Study Program.

Requesting Dept.: Enrollment Services

Date(s): 9/16/09 – 6/30/11

Financial Terms: No cost to the District

3. Contractor: FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES (FCCC)

Services: As a fiscal agent for the Bureau of Automotive Repair Smog Referee Program, the FCCC provides annual funding to participating community colleges to access and maintain dynamometer and diagnostic equipment, train automotive technology students as lane technicians to assist in the testing of vehicles that failed emission tests.

Requesting Dept.: Industry and Technology

Date(s): 9/1/09 – 8/31/10

Financial Terms: Projected Income \$18,000

4. Contractor: PROJECT LEAD THE WAY, INC.

Services: Provide on-line access to its curriculum, textbooks, and classroom materials used for the Engineering Technology Program.

Requesting Dept.: Industry and Technology

Dates: 9/1/09 – 6/30/10
Financial Terms: No Cost to the District

5. Contractor: PROVIDENCE LITTLE COMPANY OF MARY MEDICAL CENTER TORRANCE

Services: Provide part-time work opportunities for students enrolled in the District's CalWORKs Program.
Requesting Dept.: Counseling and Student Services
Date(s): 8/30/09 – 6/30/10
Financial Terms: No Cost to the District

6. Contractor: WEBER METALS

Services: Contractor will receive four hours of training in Progressive Discipline.
Requesting Dept.: Contract Education – Workplace Learning Resource Center (WpLRC)
Date(s): 10/21/09 – 2/26/10
Financial Terms: Projected Gross Income \$1,000. This program is self supporting.

7. Contractor: WESTERN OREGON UNIVERSITY

Services: Western Oregon University (WOU) is the primary contractor with the U.S. Department of Education Rehabilitation Services Administration to provide training for interpreters. As a subcontractor under the grant, El Camino College will be responsible for training qualified interpreters to meet the diverse needs of the deaf, hard-of-hearing and deaf-blind.
Requesting Dept.: Special Resources Center
Date: 10/1/09 – 9/30/10 (Year 5 of 5)
Financial Terms: No Net Cost to the District

8. Contractor: YOSEMITE COMMUNITY COLLEGE DISTRICT, CHILD DEVELOPMENT TRAINING CONSORTIUM

Service: Assist El Camino College Child Development Department 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): 9/1/09 – 6/30/10
Financial Terms: Projected Gross Income \$27,500
Source of Funding: State Grant

C. CONTRACTS OVER \$76,700

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

1. Contractor:

BOVIS LAND LEASE Provide program management services and selected CM/PM services as delineated in the contract.

Services are related to the Facilities Master Plan implementation, construction management services for project implementation and other state Capital projects.

Requesting Dept. Administrative Services

Date: 10/20/09 – 6/30/14

Financial Terms: Not to exceed \$6,579,693

D. BIDS

1. Bid #2009-6/Computer Equipment, Software & Peripherals

It is recommended that the Board approve entering into a contractual relationship with Dell Marketing for the purchase of computer equipment and peripheral equipment manufactured by Dell to Dell Marketing L.P.

The authority for this purchase is made possible through the cooperative purchasing Agreement (number B27160) between Dell Marketing L.P. (“Contractor”) and the Department of Administration (“State”) on behalf of the State of Minnesota, participating members of the National Association of State Procurement officials (NASPO), members of the Western States Contracting Alliance (WSCA) and other authorized participating States and participating Entities. Note: Assembly Bill 1684 (1999-2000) enabled the State of California and the Department of General Services to enter into cooperative purchasing agreements with other states. The term of this agreement is September 1, 2009 through August 31, 2014.

2. BID 2009-5 – KENT MILLING MACHINES

It is recommended that Bid 2009-5 be awarded to the following vendor in accordance with the specifications, terms and conditions of the above-named bid. This bid provides for the acquisition of four (4) Kent model KTM-3VKF milling machines for the Machine Tool Technology Department.

P.O. 300313 - Vendor Bid Amount

Kent Industrial Inc. - \$ 99,756.00

Other Bidders: Republic Lagun Machine Tool - \$ 126,689.82

E. NOTICE OF COMPLETION

- 1. Contractor:** SOLAR INTEGRATED
Services: White-coating of the old Art Building and Communications Building/Bid No.2008-10.
Requesting Dept.: Facilities Planning & Services
Date(s): 9/24/09
Financial Terms: Costs: \$19,900/BPO 211289 – Art Building
\$16,400/BPO 211290 – Communications Building
Grand Total: \$36,300

F. MEMORANDUM OF UNDERSTANDING (MOU) – CALIFORNIA MANUFACTURING TECHNOLOGY CONSULTING (CMTC)

This MOU establishes a framework of cooperation between El Camino College Business Training Center and the CMTC to improve the ability of both entities to meet their mission and better serve small and medium sized manufacturers in Southern California. Dates of service July 1, 2009 through June 30, 2010. Please note that President Fallo is Chairman of the Board of CMTC.

G. DECLARATION OF SURPLUS PROPERTY

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

**SURPLUS PROPERTY LIST
September 25, 2009**

ECC #	Qty	Description	Mfg..	Model	Serial #	Cond.	Purchase Year
010217	1	Computer P4	Dell	GX-270	4ZSKT131	2	2003
009777	1	Computer P4	Dell	GX-260	3R16V21	2	2003
009788	1	Computer P4	Dell	GX-260	DS16V21	2	2003
009778	1	Computer P4	Dell	GX-260	5K16V21	2	2003
009679	1	Computer P4	Dell	GX-260	DYBT21	2	2003
009779	1	Computer P4	Dell	GX-260	2R1V621	2	2003
009785	1	Computer P4	Dell	GX-260	2R16V21	2	2003
009770	1	Computer P4	Dell	GX-270	4T16V21	2	2003
010209	1	Computer P4	Dell	GX-260	90TKT31	2	2003
009215	1	Computer P4	Dell	GX-260	994X821	2	2003
009790	1	Computer P4	Dell	GX-260	8L16V21	2	2003
009769	1	Computer P4	Dell	GX-260	1S16V21	2	2003
009781	1	Computer P4	Dell	GX-260	BS16V21	2	2003
009774	1	Computer P4	Dell	GX-260	HK16V21	2	2003
009780	1	Computer P4	Dell	GX-260	7T16V21	2	2003
009786	1	Computer P4	Dell	GX-270	3S16V21	2	2003

ECC #	Qty	Description	Mfg..	Model	Serial #	Cond.	Purchase Year
010266	1	Computer P4	Dell	GX-260	3X9LT31	2	2003
009721	1	Computer P4	Dell	GX-260	7023V21	2	2003
009367	1	Computer P4	Dell	GX-260	G8MJQ21	2	2003
009776	1	Computer P4	Dell	GX-260	6L16V21	2	2003
002705	1	Computer P3	Dell	4100	8PH710B	2	2001
002708	1	Computer P3	Dell	4100	GKCQH01	2	2001
002719	1	Computer P3	Dell	4100	None	2	2001
002721	1	Computer P3	Dell	4100	None	2	2001
002717	1	Computer P3	Dell	4100	None	2	2001
002709	1	Computer P3	Dell	4100	BBZMH01	2	2001
002710	1	Computer P3	Dell	4100	G2CQH01	2	2001
002034	1	Computer P3	Dell	4100	None	2	1998
002715	1	Computer P3	Dell	4100	None	2	2001
002718	1	Computer P3	Dell	4100	None	2	2001
002716	1	Computer P3	Dell	4100	None	2	2001
002720	1	Computer P3	Dell	4100	None	2	2001
003354	1	Computer P3	Dell	4100	J2ZMH01	2	2001
003362	1	Computer P3	Dell	4100	15ZMH01	2	2001
003352	1	Computer P3	Dell	4100	16ZMH01	2	2001
003359	1	Computer P3	Dell	4100	None	2	2001
002707	1	Computer P3	Dell	4100	HMCQH01	2	2001
002706	1	Computer P3	Dell	4100	79ZMH01	2	2001
003357	1	Computer P3	Dell	4100	6WYMH01	2	2001
003355	1	Computer P3	Dell	4100	F8ZMH01	2	2001
0013378	1	Computer	Apple	6500	XB74108EAHW	2	1998
009694	1	Computer P4	Dell	GX-260	FOCCT21	2	2003
002714	1	Computer P3	Dell	4100	H1ZMH01	2	2001
003356	1	Computer P3	Dell	4100	3DZMH01	2	2001
003364	1	Computer P3	Dell	4100	5TBQH01	2	2001
003351	1	Computer P3	Dell	4100	9HCQH01	2	2001
002713	1	Computer P3	Dell	4100	86ZMH01	2	2001
002711	1	Computer P3	Dell	4100	93ZMH01	2	2001
003358	1	Computer P3	Dell	4100	4MCQH01	2	2001
003368	1	Computer P3	Dell	4100	None	2	1998
003353	1	Computer P3	Dell	4100	B7ZMH01	2	2001
003360	1	Computer P3	Dell	4100	925ZMH01	2	2003
003361	1	Computer P3	Dell	4100	7RBQH01	2	2003
009992	1	Computer P3	Dell	GX-270	92X8N31	2	2003
009971	1	Computer P3	Dell	GX-207	0876070619971	2	2003
010037	1	Computer P3	Dell	GX-207	14K8N31	2	2003
010593	1	Computer P3	Dell	GX-207	HHSXM41	2	2004
010022	1	Computer P3	Dell	GX-207	9KK8N31	2	2003
001107	1	Computer P3	Dell	4100	00003934532140	2	1998
010976	1	Computer P3	Dell	GX-270	180RG51	2	2004
011142	1	Computer P4	Dell	GX-270	H7PMG51	2	2004
009015	1	Computer P4	Dell	GX-240	74SMF11	2	2005
011981	1	Computer P4	Dell	170L	6D3D61	2	2002
009086	1	Computer P4	Dell	GX-240	6D3D61unk	2	2001
008134	1	Computer P4	Apple	M5183	Xb1110pzcz4	2	2001
009018	1	Computer P4	Dell	GX-240	H4SM F11	2	2002
008386	1	Computer MAC	Mac	4100	CDQMNO1	2	2001
010016	1	Computer P4	Dell	GX-270	8LK8N31	2	2003

ECC #	Qty	Description	Mfg..	Model	Serial #	Cond.	Purchase Year
009975	1	Computer P4	Dell	GX-270	D3X8N31	2	2003
010028	1	Computer P4	Dell	GX-270	HJK8N31	2	2003
010029	1	Computer P4	Dell	GX-270	1HK8N31	2	2003
010052	1	Computer P4	Dell	GX-270	3NK8N31	2	2003
009999	1	Computer P4	Dell	GX-270	96X8N31	2	2003
010049	1	Computer P4	Dell	GX-270	7NK8N31	2	2003
009244	1	Computer P4	Dell	GX-260	DZFMG21	2	2003
003167	1	Computer 386dx	Infinity	386	000102	2	2003
008149	1	Computer P4	Apple	M5183	XB1110sfkz4	2	2001
008140	1	Computer MAC	Apple	M5183	XB11100ykz4	2	2001
010045	1	Computer P4	Dell	GX260	6HK83N31	2	2002
008742	1	Computer P4	Dell	GX240	CR8JB11	2	2002
008829	1	Computer P4	Dell	GX150	DRR2C11	2	2002
010033	1	Computer P4	Dell	GX270	C8K8N31	2	2003
010979	1	Computer P4	Dell	SX270	880RG51	2	2004
002514	1	Computer P2	New Tech	F1	None	2	1997
011400	1	Computer P4	Dell	GX270	JOPP761	2	2004
008978	1	Computer P4	Dell	GX280	79TOF11	2	2002
011652	1	Computer P4	Dell	65	3y6hx61	2	2005
010200	1	Computer P4	Dell		Byskt31	2	2003
011623	1	Computer P4	Dell		D4qwt61	2	2005

- 1 No longer required
- 2 No longer suitable

H. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS

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

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
Fund 11	Unrestricted - El Camino			
P0300449	Ward's Natural Sci.	Earth Sciences	Instructional Supplies	\$125.27
P0300500	CCS Presentation	Inglewood One Stop	Non-Instruct Supplies	\$59.39
P0300504	Eric Jark	Fire Academy 06-07	Instructional Supplies	\$81.28
P0300507	Source 4	Fiscal Services	Non-Instruct Supplies	\$318.90
P0300514	Sargent Welch	Physics	Instructional Supplies	\$191.74
P0300516	Daily Breeze, the	Writing Center	Instructional Supplies	\$722.20
P0300517	Brown & Bigelow, Inc.	Outreach and School	Non-Instruct Supplies	\$3,218.54
P0300519	CDW-G	President's Office	Non-Instruct Supplies	\$29.15
P0300520	Daily Breeze, the	Fiscal Services	Other Services And Expenses	\$120.11
P0300525	Ward's Natural Sci.	Life Sciences	Instructional Supplies	\$200.84
P0300526	Barrett Robinson Inc.	Art Department	Instructional Supplies	\$2,650.46
P0300527	Monterey Graphics	English	Instructional Supplies	\$49.39
P0300528	Cummins-Allison	Fiscal Services	Maintenance Contracts	\$2,288.00
P0300534	Sim K. Yoe	Earth Sciences	Publications-Magazines	\$15.00

P0300535	Source 4	Information Tech.	Maintenance Contracts	\$6,419.00
P0300541	CCFC Annual	Administrative Service	Conferences Mgmt	\$305.00
P0300545	4 Imprint	Nursing	Instructional Supplies	\$475.17
P0300547	Datatel, Inc.	Information Tech.	Maintenance Contracts	\$10,150.00
P0300550	Pocket Nurse	Nursing	Instructional Supplies	\$6,044.66
P0300551	BOG's - California	Information Tech.	Maintenance Contracts	\$3,900.00
P0300552	Bruce E. Hoerning	Carpenter Shop	Non-Instruct Supplies	\$126.13
P0300553	NCMPR	Public Relations	Conferences Mgmt	\$225.00
P0300555	Security on Campus,	Public Relations	Conferences Mgmt	\$375.00
P0300557	Inglewood Chamber	Public Relations	Dues And Memberships	\$500.00
P0300558	Carson Chamber	Public Relations	Dues And Memberships	\$125.00
P0300559	ACBO	Public Relations	Conferences Mgmt	\$85.00
P0300560	NCMPR	Public Relations	Dues And Memberships	\$120.00
P0300565	Golden West Industri	Art Department	Instructional Supplies	\$1,039.94
P0300566	Hitt Marking Devices	Div Office Fine Arts	Instructional Supplies	\$73.35
P0300568	Monterey Graphics	Academic Senate	Non-Instruct Supplies	\$49.39
P0300576	Franco Skilan's	V.P. Academic Affairs	Repairs - Instructional	\$3,000.00
P0300577	The Dana on Mission	V.P. Academic Affairs	Conferences Mgmt	\$267.92
P0300578	CCCCIO	V.P. Academic Affairs	Conferences Mgmt	\$605.00
P0300579	Testpath, Inc.	Physics	Instructional Supplies	\$106.73
P0300580	Keenan & Associates	Institutional Services	Legal	\$3,333.32
P0300584	New Wave Computer	Copy Center	Non-Instruct Supplies	\$423.64
P0300585	Cine Med	Nursing	Instructional Supplies	\$407.10
P0300586	Medline Industries	Nursing	Instructional Supplies	\$1,282.96
P0300587	Transfer Center	Transfer Center	Dues And Memberships	\$50.00
P0300588	PBP Executive Report	Human Resources	Publications/ Periodicals	\$99.00
P0300610	NCMPR	Public Relations	Dues And Memberships	\$175.00
P0300611	Carolee G.	Student Affairs	Non-Instruct Supplies	\$29.30
P0300619	World Class Athletic	Grounds	Non-Instruct Supplies	\$384.67
P0300635	Xpedx Paper &	Copy Center	Instructional Supplies	\$542.67
P0300636	Domestic Linen Sup	Automotive Shop	Laundry	\$109.86
P0300652	CACCRAO	Admissions/Records	Dues And Memberships	\$200.00
P0300653	Matthew Bender	International Students	Other Books	\$332.29
P0300655	Innovative Users Gro	Div Office Instr.	Other Services And Expenses	\$90.00
P0300659	Office Depot	Outreach and School	Non-Instruct Supplies	\$87.20
P0300667	Carolina Biological	Life Sciences	Instructional Supplies	\$137.60
P0300669	Verizon Wireless	Health, Safety	Telephone	\$78.01
P0300670	Computerland	Information Tech.	Maintenance Contracts	\$113,556.25
P0300672	Verizon Wireless	Health, Safety	Telephone	\$55.88
P0300676	Rose Brand	Ctr for Arts Production	Non-Instruct Supplies	\$1,502.51
P0300677	California Colleges	Study Abroad Program	Dues And Memberships	\$450.00
P0300681	Identification	District Photo Id Cards	Non-Instruct Supplies	\$1,470.65
P0300682	AMATYC/SW	Division Office Math	Conferences - Student	\$35.00
P0300685	California Community	V.P. Academic Affairs	Publications-Magazines	\$39.00
P0300687	MSC Industrial Supply	Air Conditioning	Instructional Supplies	\$466.44
P0300689	Auto Body Toolmart	Automotive Collision	Instructional Supplies	\$767.85
P0300690	MSC Industrial Supply	Automotive Collision	Instructional Supplies	\$469.34
P0300691	Airgas West	Automotive Collision	Instructional Supplies	\$330.27
P0300702	Channing L. Bete Co.	Nursing	Instructional Supplies	\$92.68
P0300703	Charles G. Hardy, Inc	Carpenter Shop	Non-Instruct Supplies	\$393.43
P0300704	Shiffler Equipment	Carpenter Shop	Non-Instruct Supplies	\$659.23
P0300705	Monterey Graphics	Facilities/Planning	Non-Instruct Supplies	\$49.39
P0300709	National Student	Institutional Research	Maintenance Contracts	\$1,244.75
P0300710	Daniel Smith Artists	Art Department	Instructional Supplies	\$301.59
P0300711	Chronicle of Higher	Institutional Research	Publications/ Periodicals	\$72.50

P0300713	Thomas Brown	Facilities/Planning	Conferences Mgmt	\$424.20
P0300714	Bruce E. Hoerning	Facilities/Planning	Conferences Mgmt	\$424.20
P0300716	CAL STATE LOS	First Year Experience	Conferences Mgmt	\$195.00
P0300717	New Wave Computer	Facilities/Planning	Non-Instruct Supplies	\$599.24
P0300718	Jonathan J. Stehney	Ctr for Arts Instr/Adm	Contract Services	\$200.00
P0300719	Lisa M. Lewis	Ctr for Arts Instr/Adm	Contract Services	\$200.00
P0300720	Jerry T. Garvin	Ctr for Arts Instr/Adm	Contract Services	\$250.00
P0300721	Michelle Coletta	Ctr for Arts Instr/Adm	Contract Services	\$250.00
P0300722	Ryan A. Evans	Ctr for Arts Instr/Adm	Contract Services	\$100.00
P0300724	All Electronics	Art Department	Instructional Supplies	\$345.54
P0300725	Westwood Building	Art Department	Instructional Supplies	\$694.15
P0300726	Burmans	Art Department	Instructional Supplies	\$1,824.05
P0300727	Laguna Clay Comp.	Art Department	Instructional Supplies	\$338.72
P0300728	J. F. Mccaughin	Art Department	Instructional Supplies	\$968.98
P0300729	Bulbman	Art Department	Instructional Supplies	\$482.12
P0300731	Rio Grande Tool Co.	Art Department	Instructional Supplies	\$1,444.36
P0300736	Daily Breeze, the	Purchasing and	Multi Media Advertising	\$554.65
P0300745	Full Compass	Ctr for Arts Production	Non-Instruct Supplies	\$490.94
P0300755	Monterey Graphics	Information Tech.	Non-Instruct Supplies	\$148.17
P0300756	Hershey Systems, Inc.	Information Tech.	Maintenance Contracts	\$562.50
P0300760	Krystal Klear Window	Facilities/Planning	Repairs Noninstructional	\$4,275.00
P0300761	Xpedx Paper	Warehouse	Inventories, Stores, Prepaid	\$2,840.94
P0300768	Public Agency Law	Purchasing	Legal	\$4,470.20
P0300769	AACC	President's Office	Conferences Mgmt	\$399.00
P0300770	Global Equipment	Early Start Program	Non-Instruct Supplies	\$320.41
P0300783	Linda Mugeridge	Ctr for Arts Instr/Adm	Contract Services	\$200.00
P0300786	Carestream Health	Physical Education	Repairs Parts And Supplies	\$911.02
P0300787	American Express	Student Affairs	Conferences Mgmt	\$320.00
P0300788	Richard D. Clark	Ctr for Arts Instr/Adm	Contract Services	\$200.00
P0300790	Main Trophy Supply	Art Department	Instructional Supplies	\$307.84
P0300791	David F. Lopez	Ctr for Arts Instr/Adm	Contract Services	\$200.00
P0300792	John Wiley & Sons	Counseling Office	Publications/ Periodicals	\$125.00
P0300793	The Printer Works	Technical Services	Repairs Parts And Supplies	\$744.58
P0300794	Computerland of	Technical Services	Repairs Parts And Supplies	\$109.20
P0300810	Battery Systems-Long	Electric Shop	Non-Instruct Supplies	\$549.01
P0300811	GCS Service, Inc.	Facilities/Planning	Repairs Noninstructional	\$1,027.96
P0300813	California Organizati	Nursing	Dues And Memberships	\$100.00
P0300819	Stacie D. Leavitt	Ctr for Arts Instr/Adm	Contract Services	\$100.00
P0300821	McLogan Supply Co.	Art Department	Instructional Supplies	\$300.96
P0300824	Monterey Graphics	Div Office BSSC	Other Instr Supplies	\$49.39
P0300825	Ann M. Garten	Public Relations	Conferences Mgmt	\$199.00
P0300827	Boise Cascade	Warehouse	Inventories, Stores, Prepaid	\$1,909.65
P0300830	Hermosa Beach	Public Relations	Dues And Memberships	\$200.00
P0300831	Hawthorne Chamber	Public Relations	Dues And Memberships	\$125.00
P0300832	R & R Dentsply	Art Department	Instructional Supplies	\$1,493.18
P0300833	Gravic, Inc	Institutional Research	Non-Instruct Supplies	\$234.50
P0300834	Spinitar Presentation	Copy Center	Non-Instruct Supplies	\$800.95
P0300839	New Hermes	Carpenter Shop	Non-Instruct Supplies	\$345.76
P0300841	Bakbone Software	Information Tech.	Maintenance Contracts	\$16,358.48
P0300842	Governet	Information Tech.	Maintenance Contracts	\$12,000.00
P0300845	Bio-Rad Laboratories	Life Sciences	Instructional Supplies	\$215.36
P0300847	Abtech Systems,	Information Tech.	Maintenance Contracts	\$79,365.00
P0300849	McNaughton-Brodart	Div Office Instr.	Other Rentals	\$9,753.70
P0300852	Gaylord Brothers, Inc.	Div Office Instr.	Instructional Supplies	\$434.60
P0300853	Ricoh Corp	V.P. Academic Affairs	Non-Instruct Supplies	\$74.05

P0300863	Freestyle Photograph	Photography	Instructional Supplies	\$357.79
P0300864	Freestyle Photograph	Photography	Instructional Supplies	\$1,171.18
P0300865	P & O Movers	Ctr for Arts Production	Center For The Arts Technical	\$230.00
P0300877	Championship Books	Physical Education	Instructional Supplies	\$186.55
P0300879	Konica Minolta	Family Consumer	Maintenance Contracts	\$516.00
P0300882	California Pro Sports	Physical Education	Instructional Supplies	\$341.01
P0300884	Perform Better	Physical Education	Instructional Supplies	\$85.72
P0300887	Time Clock Sales	Admissions/Records	Repairs Noninstructional	\$150.00
P0300889	South Coast Higher	Transfer Center	Dues And Memberships	\$50.00
P0300899	CCCEOPSA	Counseling Office	Conferences Mgmt	\$300.00
P0300900	Western Region	Counseling Office	Conferences Mgmt	\$153.75
P0300901	American Counseling	Counseling Office	Publications/ Periodicals And	\$46.01
P0300906	Galls Long Beach	Fire Academy 06-07	Instructional Supplies	\$566.69
P0300907	McMaster Carr	Automotive Collision	Instructional Supplies	\$242.53
P0300910	Bruce E. Hoerning	Facilities/Planning	Conferences Mgmt	\$34.50
P0300914	Fast Deer Bus Chart	Transfer Center	Transportation	\$630.76
P0300915	Premier Air	V.P. Academic Affairs	Repairs - Instructional	\$16,095.93
P0300917	Kater-Crafts	President's Office	Non-Instruct Supplies	\$332.25
P0300918	Community College	English	Instructional Supplies	\$21.00
P0300919	Boise Cascade	Warehouse	Inventories, Stores, Prepaid	\$2,923.74
P0300920	Del Amo Chemical Co.	Art Department	Instructional Supplies	\$259.23
P0300924	Gaumard Scientific	Nursing	Repairs - Instructional	\$200.57
P0300928	New Wave Computer	Ctr for Arts Production	Non-Instruct Supplies	\$230.45
P0300929	ACBO	Administrative Service	Conferences Mgmt	\$285.00
P0300930	Cal Tech Copier, Inc.	Institutional Research	Repairs Noninstructional	\$752.40
P0300933	Corporate Spaces	Writing Center	Instructional Supplies	\$624.31
P0300942	Council for Resource	Resource	Dues And Memberships	\$235.00
P0300948	World Class Athletic	Grounds	Non-Instruct Supplies	\$263.50
P0300954	Torrance Fire	Fire	Contract Services	\$21,267.50
P0300955	Santa Monica Fire	Fire	Contract Services	\$18,720.00
P0300956	Redondo Beach Fire	Fire	Contract Services	\$10,222.50
P0300957	City of Hermosa Beac	Fire	Contract Services	\$5,400.00
P0300958	City of El Segundo	Fire	Contract Services	\$10,227.50
P0300959	Culver City Fire	Fire	Contract Services	\$10,407.50
P0300960	UCLA Center	Paramedic Academy	Contract Services	\$6,984.00
P0300961	EBSCO Subscription	Div Office Instr.	Publications-Magazines	\$25,560.85
P0300962	City of Inglewood	Fire Academy 06-07	Repairs - Instructional	\$711.10
P0300963	Monterey Graphics	Cosmetology	Instructional Supplies	\$49.39
P0300978	All American Automat	Facilities/Planning	Repairs Noninstructional	\$1,241.29
P0300987	NCMPR	Public Relations	Dues And Memberships	\$90.00
P0300988	Chief Neon Sign	Facilities/Planning	Repairs Noninstructional	\$1,093.75
P0300992	Association for	Institutional Research	Conferences Classified	\$350.00
P0300994	Monterey Graphics	Outreach and School	Non-Instruct Supplies	\$49.39
P0300996	Erika D. Solorzano	Human Resources	Other Services And Expenses	\$215.00
P0300999	Enterprise Rentals	Earth Sciences	Transportation	\$613.72
P0301000	Crucial Technology	Technical Services	Repairs Parts And Supplies	\$1,624.23
P0301009	CCS Presentation	Speech	Other Services And Expenses	\$854.25
P0301010	Mitchell Instuments	Div Office Instr.	Instructional Supplies	\$223.73
P0301011	Highsmith Company	Div Office Instr.	Instructional Supplies	\$69.08
P0301012	Harbor Freight Tools	Information Tech.	Non-Instruct Supplies	\$40.90
P0301015	Monterey Graphics	Ed & Community	Non-Instruct Supplies	\$148.17
P0301016	Datatel, Inc.	Information Tech.	In-Service Training	\$400.00
P0301017	Harbor Freight Tools	Information Tech.	Non-Instruct Supplies	\$40.90
P0301024	Southern California	Counseling Office	Dues And Memberships	\$75.00
P0301028	Office Supply Max	Financial Aid	Non-Instruct Supplies	\$291.98

Fund 11 Total: 179

\$469,596.10

Fund 12 Restricted - El Camino

P0300496	Proforce Law	Parking-Student	New Equipment -	\$4,241.88
P0300501	James P. Ellingson	CTLI (COCCC)	Non-Instruct Supplies	\$92.88
P0300503	The Apple Store	VP AA 0506 new	Instr.CompEquip less than\$5k	\$2,033.20
P0300505	Monterey Graphics	CTLI (COCCC)	Non-Instruct Supplies	\$49.39
P0300506	CCS Presentation	VATEA I&T	New Equipment - Instructional	\$9,804.42
P0300508	Mena S. Younan	Egypt Initiative	Student Stipends	\$600.00
P0300509	Mohamed A. Abdelna	Egypt Initiative	Student Stipends	\$600.00
P0300510	Youssef S. Nassif	Egypt Initiative	Student Stipends	\$600.00
P0300511	Khaled G. Abod	Egypt Initiative	Student Stipends	\$600.00
P0300512	Safwat F. El Gendy	Egypt Initiative	Student Stipends	\$600.00
P0300513	Computerland of	VATEA Medial / TV	Instructional Supplies	\$2,683.93
P0300515	Gallup Press	STEM transfer-Hispan	Conferences Other	\$550.00
P0300521	Dell Marketing L. P.	VP AA 0506 new	Instr.CompEquip less than\$5k	\$17,600.41
P0300523	Time Warner Cable	Egypt Initiative	Other Services And Expenses	\$68.20
P0300524	Monterey Graphics	El Camino Language	Printing	\$49.39
P0300532	South Bay Economic	Community	Contributions	\$5,000.00
P0300542	Bid Systems, Inc.	TitleV Activity -Oct	Contract Services	\$1,415.00
P0300543	Metasoft Systems	TitleV Activity -Oct	Other Services And Expenses	\$3,795.00
P0300544	Anza Rents	Staff Development	Other Rentals	\$327.50
P0300548	Apple Computer, Inc.	VATEA Medial / TV	New Computer	\$15,694.33
P0300549	Dell Computer	VATEA Medial / TV	New Computer	\$4,275.55
P0300554	Monterey Graphics	WPLRC PIC Aerospa	Non-Instruct Supplies	\$49.39
P0300561	Bid Systems, Inc.	TitleV Activity -Oct	Contract Services	\$2,105.00
P0300567	Thompson Publishing	Faculty & Staff Divers	Publications/ Periodicals	\$438.50
P0300569	Security on Campus,	Parking-Student	Conferences Mgmt	\$750.00
P0300570	Vector Resources, Inc.	Parking-Student	Other Services And Expenses	\$520.00
P0300571	CLEARs	Parking-Student	Dues And Memberships	\$50.00
P0300590	Elena N. Tokuda	Teacher Preparation	Instructional Supplies	\$32.91
P0300591	Lee's Alignment	Parking-Student	Repairs Non Instr	\$90.00
P0300592	IAT-Brothers Auto	Parking-Student	Repairs Non Instr	\$1,102.73
P0300593	USA Collision Center	Parking-Student	Repairs Non Instr	\$1,200.00
P0300594	Gall's Inc	Parking-Student	New Equipment -	\$496.90
P0300602	L.A. Watts Times	SBDC - City of Carson	Multi Media Advertising	\$792.00
P0300613	American Express	CalWORKs	Conferences Other	\$183.20
P0300614	California Placement	CalWORKs	Non-Instruct Supplies	\$45.00
P0300620	Gall's Inc	Parking-Student	Non-Instruct Supplies	\$190.57
P0300621	Datamax O'Neil Printer	Parking-Student	Non-Instruct Supplies	\$3,372.50
P0300622	Kent Industrial Inc.	STEM transfer-Hispan	New Equipment - Instructional	\$27,009.40
P0300623	Source Graphics	STEM transfer-Hispan	New Equipment - Instructional	\$50,251.78
P0300648	Recording for the Blin	DSPS	Dues And Memberships	\$775.00
P0300649	Computerland	Administration	Software	\$286.99
P0300650	Amazon.Com	MDC-Parenting	Other Books	\$105.27
P0300651	Time Warner	Egypt Initiative	Other Services And Expenses	\$233.46
P0300654	Community College	TTIP Library Automat	Other Services And Expenses	\$233.00
P0300657	Ikon Office Solutions	Title V ECC/SMC Acti	Non-Instruct Supplies	\$252.43
P0300658	Copy R Office Solution	Title V ECC/SMC Acti	Copiers	\$150.00
P0300668	Pocket Nurse	CTE-Eq	New Equipment - Instructional	\$59.21
P0300671	Laerdal	CTE-Eq	New Equipment - Instructional	\$71.65
P0300673	Venisphere, Llc	CTE-Eq	New Equipment - Instructional	\$442.85
P0300674	Ryugaku Journal, Inc.	El Camino Language	Multi Media Advertising	\$322.50
P0300675	New Wave Computer	STEM transfer-Hispan	Non Inst Comp Eq less than	\$2,331.10

P0300678	Dell Computer	STEM transfer-Hispan	Non Inst Comp Eq less than	\$21,287.45
P0300679	Southern California	Egypt Initiative	Other Services And Expenses	\$41.03
P0300683	Council for Resource	Community	Dues And Memberships	\$150.00
P0300706	Nxlevel Education	SBDC Program Incom	Non-Instruct Supplies	\$1,598.00
P0300715	NASFAA	Administration	Dues And Memberships	\$1,954.00
P0300723	Info USA Custom Lists	SBDC Program Incom	Multi Media Advertising	\$1,774.50
P0300737	Stanley Allotey	TitleV Activity -Oct	Other Services And Expenses	\$500.00
P0300738	United Refrigeration	VATEA I&T	Instructional Supplies	\$193.83
P0300739	McMaster Carr	VATEA I&T	New Equipment - Instructional	\$6,630.16
P0300744	Doubletree Hotel	TitleV Activity -Oct	Conferences Other	\$544.18
P0300747	Dell Computer	CTE II-grant	Non-Instruct Supplies	\$135.07
P0300748	S & B Food Services	TitleV Activity -Oct	Other Services And Expenses	\$180.00
P0300753	Monterey Graphics	CCAMPIS prior year	Non-Instruct Supplies	\$49.39
P0300759	Fast Deer Bus Chart	Categorical	Transportation	\$161.40
P0300762	Sage Publications, Inc.	Instructional Services	Library Books	\$176.80
P0300763	Nolo Press	Instructional Services	Library Books	\$25.71
P0300765	Ventek International	Parking Fees Permit	Visa/Mastercard Fees	\$1,080.00
P0300804	Adorama Camera Inc.	VATEA Medial / TV	Instructional Supplies	\$1,624.15
P0300805	National Promotions	Contract Education	Non-Instruct Supplies	\$876.90
P0300806	Hospital Systems Inc.	CTE-Eq for	New Equipment - Instructional	\$436.45
P0300808	Pocket Nurse	CTE-Eq for	New Equipment - Instructional	\$2,174.14
P0300809	All About Kids Learn	Contract Education	Non-Instruct Supplies	\$4,931.20
P0300814	Office Max	Egypt Initiative	Other Services And Expenses	\$330.40
P0300815	The Gas Company	Egypt Initiative	Other Services And Expenses	\$67.89
P0300816	Nxlevel Education	SBDC Program Incom	Non-Instruct Supplies	\$2,013.00
P0300822	New Readers Press	El Camino Language	Publications/ Periodicals	\$226.80
P0300828	Matthew Bender	Instructional Services	Library Books	\$3,437.37
P0300829	Thomson West	Instructional Services	Library Books	\$1,858.62
P0300843	Dell Marketing L. P.	CTE-Eq for	Software	\$1,397.88
P0300844	National Accreditation	CCAMPIS prior year	Dues And Memberships	\$350.00
P0300846	Sandra J. Parvis	CCAMPIS prior year	Dues And Memberships	\$250.00
P0300848	National Promotions	STEM transfer-Hispan	Non-Instruct Supplies	\$546.56
P0300850	Thomson West	Instructional Services	Library Books	\$2,468.28
P0300851	Sage Publications, Inc.	Instructional Services	Library Books	\$203.75
P0300854	Lou's Golf	Parking-Student	Repairs Non Instr	\$306.06
P0300855	South Bay Municipal	Parking Violations DM	Other Services And Expenses	\$10,929.00
P0300856	Orange County Sherif	Parking-Student	In-Service Training	\$250.00
P0300873	C. Worthy Industrial	Fine Arts Dntn-Dance	Non-Instruct Supplies	\$126.74
P0300874	Full Compass	Fine Arts Dntn-Dance	Non-Instruct Supplies	\$282.95
P0300875	International Educat	El Camino Language	Contract Services	\$2,000.00
P0300876	Overseas Educational	El Camino Language	Contract Services	\$1,500.00
P0300878	International Educat	El Camino Language	Contract Services	\$1,000.00
P0300880	Northern Asia Co., Ltd	El Camino Language	Contract Services	\$300.00
P0300881	International Educat	El Camino Language	Contract Services	\$1,900.00
P0300883	Amazon.Com	Staff Development	Other Books	\$294.83
P0300885	Council for Resource	Community	Dues And Memberships	\$235.00
P0300890	Ventek International	Parking Fees Permit	Visa/Mastercard Fees	\$11,295.00
P0300891	Costco Wholesale	Artes de El Camino	Dues And Memberships	\$90.00
P0300892	USA Collision Center	Parking-Student	Repairs Non Instr	\$600.00
P0300893	IAT-Brothers Auto	Parking-Student	Repairs Non Instr	\$733.20
P0300894	North Star Graphics	Parking-Student	Repairs Non Instr	\$340.23
P0300895	CCPOA	Parking-Student	Dues And Memberships	\$30.00
P0300896	Susan Saxe-Clifford	Parking-Student	Other Services And Expenses	\$2,062.50
P0300897	Magic's Auto Body	Parking-Student	Repairs Non Instr	\$400.00
P0300898	Adamson Industries	Parking-Student	New Equipment	\$296.22
P0300903	Panterials Inc.	Adv Aerospace Manuf	Non-Instruct Supplies	\$140.84

P0300904	Ronald W. Way	Adv Aerospace Manuf	Non-Instruct Supplies	\$311.48
P0300905	ROS Electrical	VATEA I&T	Instructional Supplies	\$1,685.76
P0300909	American Express	DOE Title VI B (ITCI)	Conferences Other	\$399.00
P0300911	Van Lingen Towing	Parking-Student	Repairs Non Instr	\$65.00
P0300912	B & H Towing	Parking-Student	Repairs Non Instr	\$140.00
P0300913	Campus Food Service	(STCW) Standards	Non-Instruct Supplies	\$112.96
P0300925	Lern Conferences	Contract Education	Conferences Mgmt	\$770.00
P0300926	Hilton Savannah	Contract Education	Conferences Mgmt	\$795.00
P0300927	American Express	Contract Education	Transportation/ Mileage	\$425.40
P0300931	South Bay Workforce	Community	Contributions	\$300.00
P0300945	Nelly Rodriguez	TitleV Activity -Oct	Non-Instruct Supplies	\$11.09
P0300946	NCCCF	TitleV Activity -Oct	Conferences Other	\$1,199.00
P0300947	Office Max	Teacher Preparation	Instructional Supplies	\$112.24
P0300949	Marina Security Gate	Community	Other Services And Expenses	\$300.00
P0300950	Pioneer Consultants	VATEA I&T	New Equipment - Instructional	\$9,987.26
P0300951	Carstens	EGADNP	Instructional Supplies	\$2,522.29
P0300952	Virco Manufacturing	EGADNP	Instructional Supplies	\$988.74
P0300953	Pocket Nurse	EGADNP	Instructional Supplies	\$1,100.52
P0300965	MDesigns Production	Career & Tech Ed	Printing	\$900.00
P0300966	David F. Trujillo	Compton Title V	PSA Contract Services	\$2,400.00
P0300979	ASEE	STEM transfer-Hispan	Non-Instruct Supplies	\$2,488.00
P0300985	Monterey Graphics	SBDC Program Incom	Printing	\$153.67
P0300990	Pacific Parking	Parking-Student	New Equipment	\$6,958.28
P0300993	Wyndham	DOE Title VI B (ITCI)	Conferences Other	\$205.16
P0300995	Nxlevel Education	SBDC Program Incom	Non-Instruct Supplies	\$131.00
P0300998	Brownells, Inc.	Parking-Student	Non-Instruct Supplies	\$168.49
P0301003	CDW-G	Parking-Student	New Equipment -	\$57.39
P0301004	North Star	Parking-Student	Repairs Non Instr	\$312.79
P0301005	COPS West	Parking-Student	In-Service Training	\$30.00
P0301006	Cal Poly Pomona	CTE (grant	Conferences Mgmt	\$1,200.00
P0301008	Nelly Rodriguez	TitleV Activity -Oct	Conferences Other	\$50.00
P0301014	Monterey Graphics	EOPS	Non-Instruct Supplies	\$49.39
P0301023	National Promotions	STEM transfer-Hispan	Non-Instruct Supplies	\$546.56
P0301025	Customfaqs Solutions	Matriculation	Non-Instruct Supplies	\$13,500.00

Fund 12 Total: 141

\$309,788.37

Fund 15 General Fund -Special Programs

P0300812	Alert Services, Inc.	Athletics	Non-Instruct Supplies	\$1,655.06
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Fund 15 Total: 1

\$1,655.06

Fund 33 Child Development

P0300823	Sandra J. Parvis	CDC	Publications-Magazines	\$38.00
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Fund 33 Total: 1

\$38.00

Fund 41 Capital Outlay

P0300695	Academy Flooring	Flooring Replacement Buildings		\$1,337.54
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Fund 41 Total: 1

\$1,337.54

Fund 62 Property & Liability

P0300818	El Camino Communit	Purchasing	Liability - Self Insurance	\$3,178.02
P0300991	El Camino Communit	Purchasing	Liability - Self Insurance	\$8,978.50
Fund 62 Total: 2				\$12,156.52

Fund 71 Associated Students

P0300612	E.C.C.C.D. Bookstore	Student Affairs	ASB Exp.	\$86.43
P0300817	Campus Food Service	Student Affairs	ASB Exp.	\$151.46
Fund 71 Total: 2				\$237.89

Fund 72 Student Representation Fee

P0300746	C.C.C.S.A.A.	Student Affairs	Conferences - Student	\$2,100.00
P0300752	Doubletree Hotel	Student Affairs	Conferences - Student	\$1,268.00
P0300789	American Express	Student Affairs	Conferences - Student	\$1,600.00
Fund 72 Total: 3				\$4,968.00

Fund 79 Auxiliary Services

P0300502	SAMUEL FRENCH	Fine Arts	Non-Instruct Supplies	\$70.00
P0300531	JACC, Inc.	Humanities	Non-Instruct Supplies	\$500.00
P0300595	Charles F. Turner	Fine Arts	Non-Instruct Supplies	\$200.00
P0300596	Office Max	Fine Arts	Non-Instruct Supplies	\$62.56
P0300597	Cal Western Paint	Fine Arts	Non-Instruct Supplies	\$276.32
P0300598	Southland Lumber	Fine Arts	Non-Instruct Supplies	\$466.92
P0300599	Rose Brand	Fine Arts	Non-Instruct Supplies	\$516.44
P0300600	Boyce Forest Products	Fine Arts	Non-Instruct Supplies	\$513.88
P0300656	Dramatists Play	Fine Arts	Non-Instruct Supplies	\$375.00
P0300708	Applecore Uniforms	Radiologic Tech	Non-Instruct Supplies	\$526.80
P0300785	Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$1,000.00
P0300826	William J. Georges	Fine Arts	Non-Instruct Supplies	\$250.00
P0300835	Spot Up, Inc.	Health Sciences	Non-Instruct Supplies	\$678.50
P0300837	Buddy's All Stars Inc.	Health Sciences	Non-Instruct Supplies	\$850.38
P0300886	Campus Food Service	Honors Program	Non-Instruct Supplies	\$700.48
P0300932	Fast Deer Bus Chart	Counseling Office	Non-Instruct Supplies	\$435.00
Fund 79 Total: 16				\$7,422.28

Fund 82 Scholarships & Trust/Agency

P0300583	Gunther Athletic Serv.	Health Sciences	Fundraising	\$263.73
P0300589	REALVOLLEYBALL.	Health Sciences	Fundraising	\$717.91
P0300601	REALVOLLEYBALL.	Health Sciences	Fundraising	\$129.71
P0300686	ATI Assessment	Nursing	Fundraising	\$3,000.00
P0300707	Computerland	Health Sciences	Fundraising	\$214.26
P0300751	Courtyard by Marriott	Health Sciences	Fundraising	\$1,962.08
P0300766	Screenworks, Inc.	Health Sciences	Fundraising	\$1,172.13
P0300767	Panaram International	Health Sciences	Fundraising	\$935.26
P0300836	Country Inn At Ventura	Health Sciences	Fundraising	\$827.20
P0300838	Screenworks, Inc.	Health Sciences	Fundraising	\$875.80
P0301007	Nick Rail Music	Health Sciences	Fundraising	\$34.33

Fund 82 Total: 11

\$10,132.41

PO Funds Total: 357

\$817,332.17

Fund 11 Unrestricted - El Camino

B0300470	E.C.C. Public	VP-SCA	Printing	\$28.19
B0310499	Iron Mountain	Information Tech.	Maintenance Contracts	\$7,500.00
B0310505	Craft Supplies U.S.A.	Construction	Instructional Supplies	\$300.00
B0310506	Anderson Saw	Construction	Instructional Supplies	\$500.00
B0310507	Louis & Company	Construction	Instructional Supplies	\$1,000.00
B0310508	Forest Plywood	Construction	Instructional Supplies	\$500.00
B0310509	Strata Forest Products	Construction	Instructional Supplies	\$4,500.00
B0310510	Rockler	Construction	Instructional Supplies	\$1,000.00
B0310511	Western Tool Supply	Construction	Instructional Supplies	\$300.00
B0310512	Woodcraft	Construction	Instructional Supplies	\$500.00
B0310513	Craft Supplies U.S.A.	Construction	Repairs Parts And Supplies	\$500.00
B0310515	McMaster Carr	Construction	Repairs Parts And Supplies	\$500.00
B0310520	Vavrinek, Trine, Day	Institutional Services	Audit/Accreditation fees	\$12,165.00
B0310522	Pocket Nurse	Nursing	Instructional Supplies	\$8,000.00
B0310523	School Services	Institutional Services	Contract Services	\$1,800.00
B0310525	AT&T Mobility	Information Tech.	Maintenance Contracts	\$6,600.00
B0310535	CCS Presentation	Audio/Visual	Instructional Supplies	\$1,500.00
B0310536	ECCD Petty Cash	Audio/Visual	Instructional Supplies	\$100.00
B0310538	Cosco Fire Protection	Facilities/Planning	Repairs Noninstructional	\$5,440.00
B0310539	M & K Metal Co.	Fire Academy 06-07	Instructional Supplies	\$1,500.00
B0310540	Pacific Tire Motorsport	Fire Academy 06-07	Repairs - Instructional	\$1,500.00
B0310542	Allstar Fire Equipment	Fire Academy 06-07	Instructional Supplies	\$500.00
B0310543	Southland Lumber	Fire Academy 06-07	Instructional Supplies	\$2,500.00
B0310544	Grainger	Fire Academy 06-07	Instructional Supplies	\$500.00
B0310545	Western Tool Supply	Construction	Repairs Parts And Supplies	\$500.00
B0310546	Bee Professionals, Inc	Facilities/Planning	Repairs Noninstructional	\$500.00
B0310547	L.A. County Ems	Paramedic Academy	Contract Services	\$176,939.40
B0310552	Kirk's Diesel	Fire Academy 06-07	Repairs - Instructional	\$1,000.00
B0310553	Fail Safe Testing	Fire Academy 06-07	Repairs - Instructional	\$1,000.00
B0310554	Burton's Saw	Fire Academy 06-07	Repairs - Instructional	\$1,000.00
B0310555	Alpha & Omega	Fire Academy 06-07	Repairs - Instructional	\$3,400.00
B0310563	E.C.C. Public	Academic Senate	Non-Instruct Supplies	\$185.00
B0310576	Florence Filter Co.	HVAC Shop	Non-Instruct Supplies	\$18,000.00
B0310577	Aqua-Serv Engineers	HVAC Shop	Non-Instruct Supplies	\$10,000.00
B0310596	Affiliated Computer	Fiscal Services	Contract Services	\$1,500.00
B0310598	Johnstone Supply	Air Conditioning	Instructional Supplies	\$500.00
B0310599	Dieterich-Post	Architectural	Maintenance Contracts	\$4,223.74
B0310610	E.C.C.C.D. Bookstore	Div Office Fine Arts	Other Books	\$600.00
B0310616	ACNT	Electronics	Instructional Supplies	\$2,500.00
B0310617	Lovelady Hardware	Electronics	Instructional Supplies	\$200.00
B0310618	Torrance Electronics	Electronics	Instructional Supplies	\$500.00
B0310619	ECCD Petty Cash	Electronics	Instructional Supplies	\$300.00
B0310620	ECCD Petty Cash	Electronics	Repairs Parts And Supplies	\$200.00
B0310621	Torrance Electronics	Electronics	Repairs Parts And Supplies	\$200.00
B0310623	Thompson Building	Construction	Instructional Supplies	\$700.00
B0310624	Crenshaw Lumber	Construction	Instructional Supplies	\$2,000.00
B0310639	Fraze Paint	Paint Shop	Non-Instruct Supplies	\$2,000.00
B0310640	ECCD Petty Cash	V.P. Academic Affairs	Non-Instruct Supplies	\$200.00

B0310643	Broadline Distributing	Cosmetology	Instructional Supplies	\$400.00
B0310644	Fountain Valley Paint	Automotive Collision	Instructional Supplies	\$1,800.00
B0310645	ECCD Petty Cash	Automotive Collision	Instructional Supplies	\$200.00
B0310646	South Bay Paint	Automotive Collision	Instructional Supplies	\$3,000.00
B0310647	Shamrock Supply Co.	Automotive Collision	Repairs Parts And Supplies	\$300.00
B0310648	South Bay Paint	Automotive Collision	Repairs Parts And Supplies	\$200.00
B0310649	Broadline Distributing	Fire Academy 06-07	Instructional Supplies	\$1,900.00
B0310654	1099 Pro., Inc.	Fiscal Services	Contract Services	\$32,000.00
B0310669	Monterey Graphics	Staff Development	Non-Instruct Supplies	\$540.00
B0310671	ECCD Petty Cash	Div Office Instr.	Instructional Supplies	\$100.00
B0310674	City of Hawthorne	Inglewood One Stop	Building Rental	\$14,973.00
B0310676	Campus Food Service	First Year Experience	Non-Instruct Supplies	\$300.00
B0310677	Dowden Associates	Resource	Contract Services	\$13,720.00
B0310678	Law Firm of Lozano	Institutional Services	Legal	\$10,000.00
Fund 11 Total: 62				\$366,814.33

Fund 12 Restricted - El Camino

B0300054	Fast Deer Bus Chart	El Camino Language	Field Trip Expense	\$950.00
B0310497	Campus Food Service	El Camino Language	Non-Instruct Supplies	\$2,000.00
B0310498	E.C.C.C.D. Bookstore	El Camino Language	Other Books	\$2,000.00
B0310500	E.C.C. Public	Contract Education	Reproduction -	\$2,500.00
B0310501	El Camino College	Contract Education	Other Services And Expenses	\$2,000.00
B0310514	Forest Plywood	Construction Tech	Instructional Supplies	\$800.00
B0310521	Non Profit Navigators	WRIEC Year 4	Contract Services	\$10,700.00
B0310524	ECCD Petty Cash	WPLRC State	Non-Instruct Supplies	\$150.00
B0310526	Crossroad School	Contract Education	Contract Services	\$14,258.00
B0310534	Tech Junkies, Llc	Head Start Partnership	Contract Services	\$6,500.00
B0310550	E.C.C.C.D. Child	CCAMPIS prior year	Contract Services	\$15,427.00
B0310565	Paul P. Yen	Egypt Initiative	PSA Contract Services	\$18,442.85
B0310597	Campus Food Service	Basic Skills	Contract Services	\$2,000.00
B0310608	CRC Sign Language	DSPS	Contract Services	\$10,000.00
B0310609	Fast Deer Bus Chart	Ref & Lane Tech	Transportation/ Mileage	\$11,610.00
B0310611	E.C.C. Public	Health Services	Reproduction	\$1,500.00
B0310614	ECCD Petty Cash	I&T Division	Instructional Supplies	\$300.00
B0310622	Torrance Electronics	I&T Division	Instructional Supplies	\$500.00
B0310627	Midwest Library	Title V ECC/SMC Acti	Non-Instruct Supplies	\$5,047.36
B0310635	Dulles Micro, Llc	DOE Title VI B (ITCI)	Contract Services	\$15,000.00
B0310638	Project Lead the Way	CTE (grant)	Contract Services	\$5,000.00
B0310650	On Course Workshop	Basic Skills	Contract Services	\$20,020.00
B0310651	Extreme	ECP (YEP) Grant	Contract Services	\$4,000.00
B0310655	El Camino College	Egypt Initiative	Student Stipends	\$27,000.00
B0310656	Karen Vecchio	Cact CA Employee	PSA Contract Services	\$10,000.00
B0310659	Eddie Young	Title V ECC/SMC Mg	Contract Services	\$3,900.00
B0310667	E.C.C. Public	Foster Care Ed 03-04	Reproduction Instructional	\$500.00
B0310670	ECCD Petty Cash	SBDC Program Incom	Non-Instruct Supplies	\$500.00
B0310672	ECCD Petty Cash	STEM transfer-Hispan	Non-Instruct Supplies	\$500.00
B0310675	ECCD Petty Cash	DOE Title VI B (ITCI)	Non-Instruct Supplies	\$300.00
Fund 12 Total: 30				\$193,405.21

Fund 15 General Fund -Special Programs

B0310642	XAP Inc.	Admissions/Records	Maintenance Contracts	\$11,038.00
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				Fund 15 Total: 1	\$11,038.00
Fund 33	Child Development				
B0310626	E.C.C. Child Dev.	CDC	Instructional Supplies		\$500.00
				Fund 33 Total: 1	\$500.00
Fund 71	Associated Students				
B0310615	E.C.C. Public	Student Affairs	ASB Exp.		\$100.00
				Fund 71 Total: 1	\$100.00
Fund 79	Auxiliary Services				
B0310564	Campus Food Service V.P. Academic Affairs	Non-Instruct	Supplies		\$500.00
				Fund 79 Total: 1	\$500.00
Fund 82	Scholarships & Trust/Agency				
B0310551	Fast Deer Bus Chart	Health Sciences	Fundraising		\$9,000.00
				Fund 82 Total: 1	\$9,000.00
				BPO Funds Total: 97	\$581,357.54
				<u>Grand Total POs and BPOs: 454</u>	\$1,398,689.71

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

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Administrative Services – Measure E Bond Fund

A. CATEGORY BUDGETS AND BALANCES

GENERAL OBLIGATION BOND FUND CATEGORIES AND PROJECT SUMMARY

The following table reports Measure E expenditures and commitments through September 30, 2009.

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
<u>Additional Classrooms/Modernization</u>				
Acquisitions	\$705,867	\$705,867	\$0	\$0
Architectural Barrier Removal Phase 2	18,582	18,520	0	62
Athletic Education/Fitness Complex	15,718,000	317,610	0	15,400,390
Bookstore/Café. Conversion to Admin.	14,100,000	2,159,500	4,281,531	7,658,969
Math/Business Building Replacement	63,442,427	2,974,422	1,151,567	59,316,438
Central Plant	15,085,000	14,288,502	74,221	722,277
Child Development Center Phase 2	30,573	30,470	0	103
Crenshaw Blvd. Frontage Enhancement	13,373	13,373	0	0
Fire Academy Structure	791,375	164,893	0	626,482
Fire Program Facility	123,000	1,651	0	121,349
Humanities Complex Replacement	30,896,287	27,569,760	2,211,721	1,114,806
Learning Resource Center Addition	5,099,964	4,966,397	33,153	100,414
MBB. Parking Structure & Entrance	216,232	471	0	215,761
Remodeling Phase One-Three	876,554	817,347	9,271	49,936
Science Complex Renovation	6,721,738	6,580,311	3,055	138,372
Signage and Wayfinding	2,600,000	241,087	31,226	2,327,687
Stud. Serv. & Activities Replacement	26,492,800	1,881,163	0	24,611,637
Temporary Space and Relocation Costs	3,469,200	3,402,833	12,907	53,461
Activities Center	<u>24,718,000</u>	<u>0</u>	<u>0</u>	<u>24,718,000</u>
Total Additional Classrooms/Modernization	<u>\$211,118,972</u>	<u>\$66,134,178</u>	<u>\$7,808,652</u>	<u>\$137,176,142</u>
<u>Campus Site Improvements:</u>				
<u>Accessibility, Safety / Security</u>				
Asphalt Resurfacing - All Lots	\$400,000	\$14,975	\$0	\$385,025
Emergency Generators and Distribution	122,673	116,173	0	6,500
Emergency Power to Security Lighting	4,289	4,289	0	0
Entrance - RBB to Lot H	400,000	30,208	0	369,792
Fencing Replacement and Additions	375,000	5,777	0	369,223
Landscaping/Irrigation System	1,940,000	49,932	0	1,890,068
Lighting - Upgrade / Replace All Lots	2,440,000	59,807	0	2,380,193
Lot F Parking Structure Improvements	1,632,000	32,732	0	1,599,268
Lot H Parking Structure	25,600,000	24,048,432	230,430	1,321,139

Paving Replacement - All Walks/Driveways	1,487,000	61,062	0	1,425,938
Pedestrian Walks at MBB & Lot E	81,600	637	0	80,963
Security Video	7,831	7,831	0	0
Voice / Data / Signal Site Duct Bank	<u>117,130</u>	<u>117,130</u>	<u>0</u>	<u>0</u>
Total Campus Site Improvements:				
Accessibility, Safety / Security	<u>\$34,607,523</u>	<u>\$24,548,985</u>	<u>\$230,430</u>	<u>\$9,828,109</u>

Energy Efficiency Improvements

EE Improvements Phase Two	<u>\$2,818,000</u>	<u>\$2,752,255</u>	<u>\$14,214</u>	<u>\$51,531</u>
Total Energy Efficiency Improvements	<u>\$2,818,000</u>	<u>\$2,752,255</u>	<u>\$14,214</u>	<u>\$51,531</u>

Health and Safety Improvements

Administration	\$4,367,732	\$111,553	\$1,187	\$4,254,992
Art & Behavioral Sciences	12,247,136	369,565	-948	11,878,519
Infrastructure Phase 1-3	37,000,000	22,887,737	7,428,146	6,684,117
Auxiliary Warehouse	105,042	1,301	0	103,741
Communications	219,262	219,262	0	0
Construction Technology	943,970	16,466	0	927,504
Domestic Water System	110,208	110,128	0	80
Facilities and Receiving	1,985,416	204,222	14,889	1,766,305
Fire Alarm	279,694	277,817	0	1,877
Firelines	119,905	119,905	0	0
Hazardous Materials Abatement	200,000	152,148	24,316	23,535
Library	7,876,509	452,758	0	7,423,751
Marsee Auditorium	6,670,843	409,433	28,987	6,232,423
Math Science & New Tech Arts	12,600,000	290,126	9,910	12,299,964
Music	8,896,846	240,600	0	8,656,246
Natural Gas System	13,852	13,852	0	0
North Gymnasium	3,248,993	262,095	0	2,986,898
Physical Education and Men's Shower	4,216,871	78,178	0	4,138,693
Planetarium	559,465	12,815	0	546,650
Pool and Health Center	8,273,592	384,019	111,186	7,778,388
Primary Electrical Distribution System	5,480,458	5,061,211	808	418,439
Reimbursements	1,456,353	1,414,353	0	42,000
Security Systems	30,245	30,245	0	0
Sewer System	55,449	55,449	0	0
Social Sciences	7,415,520	785,940	34,537	6,595,043
Storm Drain System	30,644	30,644	0	0
Technical Arts	1,927,800	397,447	0	1,530,353
Shops	<u>10,600,000</u>	<u>213,338</u>	<u>0</u>	<u>10,386,662</u>
Total Health/Safety Improvements	<u>\$136,931,805</u>	<u>\$34,602,606</u>	<u>\$7,653,018</u>	<u>\$94,676,181</u>

Information Technology/Equipment

Behavioral and Social Sciences	\$654,077	\$125,031	\$0	\$529,046
Business	1,143,650	489,657	0	653,993
Facilities Planning and Services	1,925,724	386,008	0	1,539,716

Fine Arts	2,870,096	440,986	0	2,429,110
Health Sciences and Athletics	1,269,987	298,264	-1,125	972,848
Humanities	625,978	217,287	0	408,691
Industry and Technology	1,883,641	586,941	0	1,296,700
Information Technology	14,557,510	7,246,937	34,968	7,275,605
Learning Resources	4,940,775	260,085	0	4,680,690
Math	723,061	231,191	0	491,870
Natural Sciences	3,063,431	666,422	0	2,397,009
Nursing	252,651	116,478	0	136,173
Student and Community Advancement	645,925	221,664	0	424,261
Interfund Transfer	141,150	141,150	0	0
Campus Police	68,500	66,650	0	1,850
Purchasing	10,000	9,418	0	582
Phase II, III, IV Purchases	0	0	0	0
Installation Contingency	0	349	0	-349
Total ITS/Equipment	<u>\$34,776,156</u>	<u>\$11,504,517</u>	<u>\$33,843</u>	<u>\$23,237,796</u>
<u>P.E. Facilities Improvements</u>				
Baseball Field	\$1,091,800	\$572	\$0	\$1,091,228
North Field	481,600	0	0	481,600
Sand Volleyball	12,300	0	0	12,300
Reserve for Contingencies	0	0	0	0
Total Physical Education Facilities	<u>\$1,585,700</u>	<u>\$572</u>	<u>\$0</u>	<u>\$1,585,128</u>
Contingency*	<u>\$1,292,767</u>	<u>\$0</u>	<u>\$0</u>	<u>\$1,292,767</u>
TOTAL	<u>\$423,130,923</u>	<u>\$139,543,113</u>	<u>\$15,740,157</u>	<u>\$267,847,654</u>

*Includes unallocated refunding income and interest through 12/2008.

B. REJECTION OF BID PROTEST – BID 2009-4 BUSINESS BUILDING DEMOLITION PROJECT

It is recommended the Board of Trustees adopt the Vice-President of Administrative Services' decision to reject the bid protest submitted by MARCOR Remediation, Inc. in relation to the Business Building Demolition Project. Upon review and evaluation, it has been determined the issues expressed are not sufficient to agree with the bid protest.

C. REJECTION BID 2008-13 - RESTROOM ACCESSIBILITY RENOVATION

It is recommended that the Board of Trustees approve the rejection of all bids submitted for the restrooms renovation project. The low bidder requested to withdraw their bid due to a mathematical error contained therein. After careful review and consideration of all bids submitted, the District's administrative staff

has determined that it would be in the best interest of the District to rebid the project.

D. BID AWARD 2009-4 – TRI-SPAN, INC. – BUSINESS BUILDING DEMOLITION PROJECT

It is recommended that Bid No. 2009-4 be awarded to the following contractor in accordance with the specifications, terms and conditions of the above-named bid.

<u>RECOMMENDED BIDDER</u>	<u>BASE BID</u>
Tri-Span, Inc.	\$575,000
 <u>OTHER BIDDERS</u>	
CST Environmental Acquisition (Withdrew Bid due to Math Error)	\$337,800
Y & M Construction	\$581,619
Marcor Remediation	\$587,000

E. CHANGE ORDER – HPS MECHANICAL – PHASE 3 INFRASTRUCTURE - 2008-1A

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

1. Repair existing gas and domestic water line and restore existing curb and gutter east of the Maintenance building. District request.	\$8,594
2. Repair existing sewer and domestic water line east of PE-North building. District request.	\$9,378
3. Installation modifications to Lot F security cameras. District request.	\$8,809
4. Reduce the number of 5” data/communication conduits from manhole #24 to the Pool building.	-\$13,087
5. Remove and replace existing domestic water line west of Technical Arts. District request.	<u>\$2,804</u>

Total Change Order Amount	<u>\$16,498</u>
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Original Contract Amount	\$9,382,373
Prior Changes	173,867
This Change Order Amount	<u>16,498</u>
New Contract Amount	<u>\$9,572,738</u>

F. CHANGE ORDER – MACKONE DEVELOPMENT, INC.- BOOKSTORE RENOVATION – 2008-11

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

- | | |
|---|--------------|
| 1. Additional scope of work to provide abatement of ceramic floor tiles at 2nd floor wall between kitchen and serving counters. This work was not included in the construction plans but is required. | \$2,875 |
| 2. Additional scope of work to remove abandoned gas line running through mechanical room and cap outside supply line. District request. | \$1,917 |
| 3. Additional scope of work to provide hot water line and isolation valve from new water heater room to restroom and custodial room on second floor. This work was not included in the construction plans but is required. | \$4,545 |
| 4. Additional scope of work to provide new plaster on existing metal studs at north wall of the loading dock. District request. | \$2,964 |
| 5. Additional scope of work to replace existing roof drain inserts with new. District request. | \$6,875 |
| 6. Additional scope of work to provide additional abatement of ceramic floor tiles at 2nd floor, Office 218. These tiles were under flooring that was not to be replaced. It was decided it was beneficial to the District to remove the tiles now. | \$1,035 |
| 7. Additional scope of work to install a 4" ball valve separating the bookstore domestic water line from the lawn sprinklers north of the building. District request. | <u>\$865</u> |

Total Change Order Amount	<u>\$21,076</u>
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Original Contract Amount	\$4,899,000
Prior Changes	0
This Change Order Amount	<u>21,076</u>
New Contract Amount	<u>\$4,920,076</u>

G. NOTICE OF JOB COMPLETION – CIDS ENTERPRISES, INC. – COMMUNITY ADVANCEMENT MODULAR RELOCATION

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>
Cids Enterprises, Inc.	\$26,390

Purchase Order Number: B99005

**H. NOTICE OF JOB COMPLETION – PYRO-COMM SYSTEMS, INC. –
COMMUNITY ADVANCEMENT RELOCATION**

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

<u>Contractor</u>	<u>Contract Amount</u>
Pyro-Comm Systems, Inc.	\$3,000

Purchase Order Number: P99166

**I. NOTICE OF JOB COMPLETION – TMP SERVICES – COMMUNITY
ADVANCEMENT RELOCATION**

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

<u>Contractor</u>	<u>Contract Amount</u>
TMP Services, Inc.	\$8,838

Purchase Order Number: B99020/99042

**J. NOTICE OF JOB COMPLETION – BEST ROOFING &
WATERPROOFING – MARSEE AUDITORIUM ROOF REPLACEMENT
2008-10**

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

<u>Contractor</u>	<u>Contract Amount</u>
Best Roofing & Waterproofing	\$298,824

Purchase Order Number: B211292

K. 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.

P.O. #	VENDOR	SITE	DESCRIPTION	COST
P300546	Barrett Robinson	Math & Computer	Buildings	\$2,854.60
P300663	Industrial High Voltage	Bookstore Building	Site Improvements	3,700.00
P300712	Smardan Supply	Temporary Space/Relocation	Group I Equipment	3,045.56
P300784	Airemasters	Math & Computer	Buildings	9,910.00
P300908	National Roofing	Math Business Allied Health	Contract Services	300.00
P300968	Ced/Metropolitan	Information Technology	Construction Material	325.80
P300977	Summers Group, Inc.	Information Technology	New Equipment	2,131.18
B310516	Doja, Inc.	Pool & Health Center	Buildings	5,000.00
B310612	S & K Engineers	Master Planning	Architecture & Engineering	150,000.00
B310613	HMC Architects	Master Planning	Architecture & Engineering	195,000.00
B310631	Pierre Sprinkler	Infrastructure Phase III	Site Improvements	62,133.00
B310668	Prestige Security	Bookstore Building	Contract Services	18,270.00
			TOTAL POs AND BPOs	<u>\$430,403.00</u>

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

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B. Temporary Non-Classified Service Employees	51
C. Notice & Scheduling of Hearing: Negotiations – El Camino Community College District and the El Camino College Employees, Local 6142, CFT, AFT, AFL-CIO	55
D. New Classification Specifications for Classified Positions.....	55
E. Board Policy 3430 (Prohibition of Sexual and Other Forms of Harassment) First Reading.....	56

A. EMPLOYMENT AND PERSONNEL

It is recommended that the Board ratify/approve the employment and personnel changes for academic, classified, special service professionals and temporary classified service employees as shown in items 1-38 and 1-24.

Academic Personnel:

1. Deceased - Mr. Leigh St. John, full-time instructor of Life Sciences, Natural Sciences Division, effective June 25, 2009.
2. Retirement - Dr. Ruth Banda-Ralph, full-time Faculty Coordinator, Enrollment Services Division, last day worked, March 31, 2009, first day of retirement April 1, 2009.
3. Amend Employment - Dr. Peter Doucette, full-time instructor of Chemistry, Natural Sciences Division, Class V, Step 5 to Class V, Step 7, Academic Salary Schedule, effective August 27, 2009.
4. Amend Employment - Dr. Christopher Mello, full-time instructor of Music, Fine Arts Division, from Class V, Step 4 to Class V, Step 5, Academic Salary Schedule, effective August 27, 2009.
5. Change in Salary - Mr. Richard Hughes, full-time instructor of Computer Aided Design (CAD), Industry & Technology Division, from Class II, Step 28 to Class III, Step 28, effective October 24, 2009.
6. Change in Salary - Ms. Cynthia Mosqueda, full-time Counselor, from Class III, Step 12 to Class IV, Step 12, effective November 1, 2009.
7. Change in Salary - Ms. Janet Young, full-time instructor of Childhood Development, Behavioral & Social Sciences Division, from Class III, Step 20 to Class IV, Step 20, effective October 24, 2009.
8. Amend Special Assignment - Mr. Craig Neumann, part-time instructor of Fire and Emergency Technology, Industry & Technology Division, to coordinate firefighter in-service, paramedic training program, to be paid \$60.18 an hour, not to exceed 187 hours instead of 154 hours or \$11,254 instead of \$9,279, effective August 29 through December 18, 2009, in accordance with the Agreement, Article 10, Section 9 (m).

9. Special Assignment - Ms. Debra Mochidome, full-time instructor of English as a Second Language (ESL), Humanities Division, to complete an ESL handbook for faculty, to be paid \$45.14 an hour, not to exceed 36 hours or \$1,626, effective October 20 through December 31, 2009, in accordance with the Agreement, Article 10, Section 14(a).
10. Special Assignment - Dr. Patrick Schulz, full-time instructor of Music, Fine Arts Division, to work as Artistic Director, Associate Conductor, Brass Specialist and Webmaster for South Bay Youth Orchestra, to be paid \$45.14 an hour, not to exceed 262 hours or \$11,827, effective August 29, 2009 through June 30, 2010, in accordance with the Agreement, Article 10, Section 14(a).
11. Special Assignment - Ms. Diane Simons, part-time instructor of Music, Fine Arts Division, to work as Artistic Director of South Bay Children's Choir, to be paid \$45.14 an hour, not to exceed 709 hours or \$32,000, effective August 29, 2009 through June 30, 2010, in accordance with the Agreement, Article 10, Section 14(a).
12. Special Assignment - Dr. Judy Kasabian, full-time instructor of Mathematics, to work as Project Director, Future Teacher's Conference, to plan meetings, order conference materials, contact speakers, host event, conduct evaluation and write final report, to be paid \$60.18 an hour, not to exceed \$6,000, effective June 15 through October 15, 2009, in accordance with the Agreement, Article 10, Section 14(a).
13. Special Assignment - The following full-time instructors to participate on Compton Center evaluation committees, to be paid \$45.14 an hour, not to exceed 5 hours or \$258 each per evaluation committee, plus mileage, effective September 15, 2009 through June 30, 2010, in accordance with the Agreement, Article 10, Section 14(a).

Florence Baker
 Lynn Beckett-Lemus
 Bernice Boseman
 Polli Chambers-Salazar
 Nancy Freeman
 Suzanne Gates
 Marc Glucksman
 Christine Gold
 Monica Gross
 Perry Hacking
 Ollie Hadley
 Tom Hazell

Steve Leonelli
 Trudy Meyer
 Christine Pajo
 Vince Robles
 Pamela Santelman
 Margaret Steinberg
 Jason Suarez
 Dane Teter
 Joan Thureson
 David Vakil
 R. Chris Wells
 Merriel Winfree

14. Special Assignment - Ms. Robin Cash, part-time/substitute instructor of Computer Information Systems (CIS), Business Division, to coordinate activities in the Learning Resources Center as part-time/temporary faculty coordinator, to be paid \$45.14 an hour, not to exceed 15 hours per week or \$677 per week, effective October 10 through December 30, 2009, in accordance with the Agreement, Article 10, Section 9(m).
15. Special Assignment - Ms. Bobette Stott, part-time instructor of Fashion, Industry & Technology Division, to develop the Fashion Graphics Certificate, to be paid \$45.14 an hour, not to exceed 100 hours or \$4,514, effective October 20, 2009 through June 30, 2010, in accordance with the Agreement, Article 10, Section 9(m).
16. Special Assignment - Ms. Debra Breckheimer, full-time instructor of English, Humanities Division, to coordinate a series of Basic Skills workshops, to be paid \$45.14 per hour, not to exceed 11 hours or \$500, effective October 20, 2009 through June 30, 2010, in accordance with the Agreement, Article 10, Section 9(m).
17. Special Assignment - Ms. Debra Breckheimer and Ms. Martha Ansite, full-time instructors of English, Humanities Division, to present Basic Skills workshops, to be paid \$60.18 an hour, not to exceed 3 hours each or \$181 each, for a total of \$385, effective October 20 through December 18, 2009, in accordance with the Agreement, Article 10, Section 9(m).
18. Special Assignment - Ms. Sheryl Kunisaki, part-time instructor of Humanities, to coordinate activities in the Learning Resources Center as part-time/temporary faculty coordinator, to be paid 45.14 an hour, not to exceed 10 hours a week, or \$451 per week, effective September 9 through December 30, 2009, in accordance with the Agreement, Article 10, Section 9(m).
19. Special Assignment - Ms. Monica Gross and Ms. Yasna Ouwerkerk, full-time instructors of Nursing, Health Sciences & Athletics Division, to work as Education Specialist, Simulation, to be paid \$60.18 an hour each, not to exceed 16 hours per week or \$963 per week each, effective August 31, 2009 through June 30, 2010, in accordance with the Agreement, Article 10, Section 14(a).
20. Special Assignment - Ms. Nitza Llado, full-time instructor of English as a Second Language (ESL), Humanities Division, to complete an ESL handbook for faculty, to be paid \$45.14 an hour, not to exceed 40 hours or \$1,807, effective October 20 through December 31, 2009, in accordance with the Agreement, Article 10, Section 14(a).

21. Special Assignment - Ms. Lisa Correa, part-time instructor of Nursing, Health Sciences & Athletics Division, to work as Educational Specialist, skills lab specialist and tutor, to be paid \$45.14 an hour, not to exceed 66 hours or \$3,000, effective October 19 through June 30, 2010, in accordance with the Agreement, Article 10, Section 14(a).
22. Special Assignment - Ms. Kelsey Iino, part-time Counselor, to assist with articulation for STEM grant, provide STEM students with personal statement assistance and conduct personal statement workshops in the MESA Center, to be paid \$45.14 an hour, not to exceed 648 hours or \$29,250, effective October 20, 2009 through June 30, 2010, in accordance with the Agreement, Article 10, Section 14(a).
23. Stipend Assignment - Mr. William Georges, full-time instructor of Theatre, Fine Arts Division, to work as light designer for Play #1, to be paid \$800, effective October 1 through October 14, 2009, in accordance with the Agreement, Article 10, Section 14(a).
24. Stipend Assignment - Mr. William Georges, full-time instructor of Theatre, Fine Arts Division, to work as sound designer for Play #2, to be paid \$500, effective October 15 through October 31, 2009, in accordance with the Agreement, Article 10, Section 14(a).
25. Stipend Assignment - Ms. Suzanne Wong, part-time instructor of Music, Fine Arts Division, to perform piano recital as summer resident artist, to be paid \$250, effective July 8, 2009, in accordance with the Agreement, Article 10, Section 14(a).
26. Stipend Assignment - Mr. Jason Davidson, part-time instructor of Speech, Fine Arts Division, to perform as resident artist speaker, to be paid \$450, effective July 12, 2009, in accordance with the Agreement, Article 10, Section 14(a).
27. Stipend Assignment - Ms. Holly Lampe, part-time instructor of Dance, Fine Arts Division, to choreograph play #2, to be paid \$100, effective October 20 through November 2, 2009, in accordance with the Agreement, Article 10, Section 14(a).
28. Stipend Assignment - Mr. Francis Teter, full-time instructor of Music, Fine Arts Division, to perform music ensemble as summer resident artist, to be paid \$800, effective July 12, 2009, in accordance with the Agreement, Article 10, Section 14(a).
29. Stipend Assignment - Ms. Victoria Frazier, part-time instructor of Music, Fine Arts Division, to perform violin as summer resident artist at musical recital, to be

paid \$150, effective July 18, 2009, in accordance with the Agreement, Article 10, Section 14(a).

30. Stipend Assignment - Mr. Peter Abilogu, part-time instructor of Dance, Fine Arts Division, to perform African dance as summer resident artist with ensemble, to be paid \$500, effective July 17, 2009, in accordance with the Agreement, Article 10, Section 14(a).
31. Stipend Assignment - Ms. Suzanne Wong, part-time instructor of Music, Fine Arts Division, to perform at piano recital as summer resident artist, to be paid \$250, effective July 8, 2009, in accordance with the Agreement, Article 10, Section 14(a).
32. Stipend Assignment - Ms. Ann Patterson, part-time instructor of Music, Fine Arts division, to perform as fall resident artist, to be paid \$125, effective September 20, 2009, in accordance with the Agreement, Article 10, Section 9(m).
33. Stipend Assignment – The following part-time instructors of Music, Fine Arts Division, to perform as guest musical artist with Ann Patterson, to be paid \$125 each, effective September 20, 2009, in accordance with the Agreement, Article 10, Section 9(m).

Instructor

Matt Greief

Jamie Hovorka

Dean Koba

Christoph Luty

Mark Massey

34. Stipend Assignment - Ms. Lynn Fielding, part-time instructor of Natural Sciences, to assist the Dean of Industry & Technology with planning and coordinating the expansion of the robotics and Engineering Technology programs, to be paid \$60.18 an hour, not to exceed 33 hours or \$2,000, effective September 9, 2009 through June 30, 2010, in accordance with the Agreement, Article 10, Section 9(m).
35. Stipend Assignment - Ms. Bridget Green, part-time instructor of Administration of Justice, Industry and Technology Division, to instruct students in Foster Care program for Enrollment Services Division, to be paid \$37.00 and hour, not to exceed 81 hours or \$2,977 effective October 1, 2009 through June 30, 2010, in accordance with the Agreement, Article 10, Section 9(m).
36. Employment - Mr. Hermann Huettemeyer and Mr. Hassan Twiet part-time instructors of Manufacturing Technology, Industry & Technology Division, to be paid by Palos Verdes District, effective October 20 through December 18, 2009.

37. Employment - Ms. Debra Scherer, substitute Childhood Development Center (CDC) substitute instructor, Class I, Step A, Child Development Center Salary Schedule, effective October 20, 2009 through June 30, 2010.

38. Employment - The following part-time/temporary instructors to be hired as needed for the 2009 Fall semester:

Fine Arts

Amy Champion
Mark Massey

Neil Stannard

Health Sciences & Athletics

Sandra Dawson
Bonnie Hughes

Heahter Riley
Licet Zalma

Industry & Technology

Richard Steele

Frank Weeks

Classified Personnel

1. Retirement- Mr. Jimmy Quiroz, HVAC Mechanic, Range 39, Step E, Facilities Planning & Services Division, Administrative Services Area, effective December 31, 2009 and that a plaque be presented to him in recognition of his service to the District since 1985.

2. Retirement - Mr. Charles F. Turner, Set Designer, Range 33, Step E, Center for the Arts/Fine Arts Division, Academic Affairs Area, effective December 23, 2009 and that a plaque be presented to him in recognition of his service to the District since 1967.

3. Change of Assignment - The following Student Services Technician, Range 28, Step E, from Career Placement/Community Advancement Division to Career Placement/Enrollment Services Division, effective October 1, 2009:

Linda Lew

Patricia Kawashiri

4. Amend Unpaid Leave of Absence 40% - Ms. Agapita Moura, Accounting Assistant III, Range 30, Step E, Fiscal Services Division, Administrative Services Area, effective September 1 instead of August 1 through February 26, 2010.

5. Rescind Personal Leave of Absence from 15% - Ms. Wendy Kahan, Toolroom/Instructional Equipment Technician, (10 month) Range 31, Step E, Industry & Technology Division, Academic Affairs Area, to teach, effective August 31 through December 18, 2009.

6. Promotion - Ms. Maria Cortez, from Clerical Assistant Range 22, Step E, to Senior Clerical Assistant, Range 24, Step E, Behavioral & Social Sciences Division, Academic Affairs Area, effective October 1, 2009.
7. Employment - Ms. Christina Baskin, Dispatch Clerk, Range 25, Step A, Campus Police Division, Administrative Services Area, effective November 1, 2009.
8. Employment - Mr. Maurillo Caro Corona, Custodian, Range 20, Step A, Facilities Planning & Services Division, Administrative Services Area, effective November 2, 2009.
9. Employment - Ms. Sunnie Medina, Senior Clerical Assistant, Range 24, Step A, Business Division, Academic Affairs Area, effective October 1, 2009.
10. Employment - Ms. Julie Meredith, Senior Clerical Assistant, Range 24, Step A, Health Sciences & Athletics Division, Academic Affairs Area, effective October 1, 2009.
11. Employment - Ms. LaTonya Motley, Instructional Media Coordinator, Range 38, Step C, Learning Resources, Academic Affairs Area, effective November 2, 2009.
12. Employment - Ms. Sharon Pointer, Custodian, Range 20, Step A, Facilities Planning & Services Division, Administrative Services Area, effective November 2, 2009.
13. Employment - Ms. Francine Vasilomanolakis, Trainer/Instructional Technology Specialist, Range 41, Step A, Staff Development/Human Resources Division, Human Resources Area, effective November 2, 2009.

Special Services Professional

14. Resignation - Cathy Brinkman, Special Services Professional, Range 8, Step 3, of the Special Services Professional Salary Schedule, Community Advancement Division, Student and Community Advancement Area, effective October 16, 2009.
15. Change of Assignment - Mr. Patrick Imamura, Special Service Professional, Range 1, Step 1, of the Special Services Professional Salary Schedule, from Community Advancement Division, to Enrollment Services Division, Student and Community Advancement Area, effective October 1, 2009.
16. Employment - Mr. Michael Chung, Student Service Professional, Range 1, Step 1, Behavioral & Social Sciences Division, Academic Affairs Area, not to exceed \$30,150, effective October 20, 2009 through June 30, 2010.

Temporary Classified Services Employees

17. Amend Employment - Ms. Quyen Nguyen, Accounting Assistant III, instead of Accounting Assistant II, Range 30, Step A, Fiscal Services Division, Administrative Services Area, to process payroll, 40 hours per week, effective July 1 through October 31, 2009.
18. Change of Assignment - Mr. John Weitzel, Student Services Advisor, Range 35, Step A, from Community Advancement Division to Enrollment Services Division, Student and Community Advancement Area, effective October 1, 2009.
19. Ms. Elizabeth Campos - Sr. Clerical Assistant, Range 24, Step A, Vice President's Office, Student & Community Advancement Area, effective October 7, 2009.
20. Ms. Lorraine Peralta - Clerk, Range 17, Step A, Health Sciences & Athletics Division, Academic Affairs Area, to work 8 hours per week, effective October 20, 2009 through June 30, 2010.
21. Mr. Stephen Teubner Jr. - Athletic Trainer, Range 35, Step A, Health Sciences & Athletics Division, Academic Affairs Area, to assist with medical care of athletes, effective August 5, 2009 through June 30, 2010.
22. Ms. Francine Vasilomanolakis - Trainer/Instructional Technology Specialist, Range 41, Step A, Staff Development/Human Resources Division, Human Resources Area, effective October 12 through October 30, 2009.
23. Ms. Caryn Yokota - Student Services Specialist, Range 19, Step A, Behavioral and Social Sciences Division, Academic Affairs Area, 40 hours per week, effective October 20, 2009.
24. Ms. Nina Yoshida - Program Coordinator, Range 36, Step A, Humanities Division, Academic Affairs Area, to oversee the Foreign Language Lab, effective October 20, 2009 through June 12, 2010.

B. TEMPORARY NON-CLASSIFIED SERVICE EMPLOYEES

It is recommended that the Board authorize employment of the following Temporary Non-Classified Service Employees, subject to funding, as shown in items 1-15.

The following temporary, non-classified service employees are to be hired for the 2009-2010 fiscal year, paid hourly, effective September 1, 2009 through June 30, 2010, days and hours vary as needed, unless otherwise stated.

Instructional Aide Series

1. Instructional Aide I

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

Salvador Delgadillo, \$8.00

Thessa Rogero, \$8.50

2. Instructional Aide II

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

Kristopher Leong, \$9.25

Lawrence Schreier, \$9.75 (eff. July 1, 2009 through June 30, 2010)

3. The following individual is to provide support as a tutor for varied academic subjects with a College Reading Learning Association Certification Level 3 and Masters Degree preferred, Learning Resources Center.

Matthew Engle, \$15.00

Office Aide Series

4. Office Aide I

The following individuals are to assist the staff with basic duties.

Albert Baker, \$9.00

Mika Fulbright, \$8.50

Cynthia Roberts, \$8.00

5. Office Aide II

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

Essie Blackman, \$9.50

Ebony Chapell, \$9.50

Program Aide Series

6. Program Aide IV

The following individuals are to assist the instructor with the Emergency Medical Technology and Fire Academy specialized programs, Industry and Technology, \$12.25 per hour.

Timothy Coffelt
Brian Molles
Brandon Phillips

Nicholas Temple
Ryan Wilkes

Sports Aide Series

7. Sports Aide II, III

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

Michelle Fenison, \$10.00 (eff. July 1, 2009 through July 30, 2010)
Elias Perez, \$10.50

8. Sports Aide VI

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

Elizabeth Hazell

Monica Lizarraga

Theater Aide Series

9. Theater Aide II

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

Martha Martin, \$9.25

PROFESSIONAL SERIES

Assistive Linguistics Professional Series

10. Assistive Linguistics Professional II

The following individual to be hired by the Special Resource Center to provide language interpreting support services between Deaf and Hard-of Hearing students, staff, and their hearing peers, the classroom instructor and other personnel, and must possess National Certification.

Astrid Hagen, \$45.00 (eff. August 31, 2009 through June 30, 2010)

Education Professional Series

11. Education Professional II

The following individual is to teach Basic, Low, or High Intermediate English as a Second Language class, Community Advancement.

Judy Brunetti, \$40.00

Program Professional Series

12. Program Professional I

The following individual is responsible for producing and directing instructional and informative video/television program.

Cheryl Clemons, \$24.00

13. Program Professional II

The following individual is to provide technical and engineering support in the design, installation, and repair of analog and digital equipment and systems.

Robert Smith, \$50.00

Training Professional Series

14. 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, \$37.00 per hour.

Elonda Austin
Sharonda Barksdale
Pamela Edwards
Andrea Majors
Mary Hibbard
Karren Lane

15. Professional IV

The following individual is responsible for the orientation and training of new Nursing faculty.

Susan Zareski, \$62.00, Nursing

C. NOTICE AND SCHEDULING OF HEARING: NEGOTIATIONS - EL CAMINO COMMUNITY COLLEGE DISTRICT AND THE EL CAMINO COLLEGE EMPLOYEES, LOCAL 6142, CFT, AFT, AFL-CIO.

It is recommended that the Board of Trustees schedule a public hearing and adoption of the following subjects for negotiations at its meeting on November 16, 2009.

ECCE and the District wish to sunshine its proposals for successor negotiations of the collective bargaining agreement which expires on December 31, 2009. ECCE seeks improvements, changes and modifications in the language of the following articles:

- | | |
|---|--|
| Article 1 – Recognition | Article 15 – Insurance Benefits |
| Article 2 – Definitions | Article 16 – Voluntary Terminations |
| Article 3 – Rights of the District | Article 17 – Retirement |
| Article 4 – Rights of ECCE | Article 18 – Layoff |
| Article 5 – Hours of Service | Article 19 – Employee Rights |
| Article 6 – Compensation | Article 20 – General Provisions |
| Article 7 – Employment Status | Article 21 – Staff Development |
| Article 8 – Transfers and Job Vacancies | Article 22 – Safety |
| Article 9 – Classifications | Article 23 – Disciplinary Action |
| Article 10 – Performance Evaluations | Article 24 – Mediation |
| Article 11 – Paid Leaves | Article 25 – Grievance Procedure |
| Article 12 – Unpaid Leaves | Article 26 – Arbitration |
| Article 13 – Vacations | Article 27 – Work Stoppage – Lock Out |
| Article 14 – Holidays | Article 28 – Agreement Conditions and Duration |

Additionally, there may be other subjects identified.

D. NEW CLASSIFICATION SPECIFICATIONS FOR CLASSIFIED POSITION

It is recommended that the Board approve the new classification specification for the position of Research Associate as shown on pages 57-58.

E. BOARD POLICY 3430 (PROHIBITION OF SEXUAL AND OTHER FORMS OF HARASSMENT) – FIRST READING

It is recommended that the Board of Trustees accept for a first reading Board Policy 3430, as attached.

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: RESEARCH ASSOCIATE

BASIC FUNCTION:

Under the general supervision of the Director, Institutional Research, perform a variety of analytical functions for El Camino College and Compton Community Educational Center. Gather data and perform statistical and analytical institutional research; conduct demographic and regional analyses and survey research for various constituents at both locations. Duties may include extraction and tabulation of data from local, state and national sources; administration of student, alumni and employer surveys; and assistance with test/course prerequisite validity studies.

REPRESENTATIVE DUTIES:

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

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

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

Manipulate and query specialized databases and information systems to support research.

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

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

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

Coordinate activities with the Director of Institutional Research.

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

Perform related duties as assigned.

KNOWLEDGE OF:

Research theory, methodology and applied statistics

Survey design
Student learning outcomes
Technical report writing
Personal, mainframe and client server computer systems
State and federal accountability reporting requirements

ABILITY TO:

Participate in analytical studies.
Establish and maintain cooperative working relationships with others.
Analyze and interpret complex data.
Communicate effectively, orally and in writing.
Approach problems objectively.
Present findings and recommendations clearly.
Exercise good judgment, diplomacy, tact and patience.
Operate research and analytic-related computer application programs such as database systems and statistical software such as SPSS.
Meet schedules and timeframes.
Reason logically and creatively and apply that logic to research topics.

EDUCATION AND EXPERIENCE:

Must have a bachelor's degree in a specialization involving social science, economics, higher education, social or educational research, psychology or a related field, and at least two years of experience, that demonstrates the ability to conduct complex analyses. Experience at a community college preferred. Master's degree or higher may be substituted for relevant experience.

WORKING CONDITIONS:

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

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

Classified Salary Range 39
Board Approved: October 19, 2009

Board Policy 3430 Prohibition of Sexual and Other Forms of Harassment

The District is committed to providing an academic and work environment that respects the dignity of individuals and groups.

The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation.

Harassment based on any of the following statuses is prohibited and will not be tolerated: race, color, religion, ancestry, national origin, disability, gender, gender identity, sexual orientation, or any other biases, or the perception that a person has one or more of the foregoing characteristics.

Sexual harassment violates state and federal laws, as well as this policy, and will not be tolerated. It is also illegal to retaliate against any individual for filing a complaint of sexual harassment or for participating in a sexual harassment investigation, and retaliation constitutes a violation of this policy.

Sexual harassment is further defined as unwelcome sexual advances, requests for sexual favors and other conduct of a sexual nature when:

1. submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;
2. submission to or rejection of the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
3. ~~the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or education environment~~ the conduct has the effect of having a severe or pervasive impact upon the individual's work or academic performance or of creating an intimidating or hostile work or educational environment; or
4. submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the Superintendent/President shall ensure that the institution undertakes education activities to counter discrimination and minimize and eliminate a hostile environment that impairs access to equal education opportunity [E. C. 66252]

The Superintendent/President shall establish procedures that define sexual harassment and other forms of harassment on campus. The Superintendent/President shall further establish procedures for employees, students, and other members of the campus

community that provide for the investigation and resolution of complaints regarding sexual harassment and discrimination, and procedures for students to resolve complaints of sexual and other harassment and discrimination. All complainants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related written procedures shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees in all administrative offices.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

Reference:

Education Code Sections 212.5; 66252; 66281.5

El Camino College

Adopted: 4/16/01

Amended:

Replaces Board Policy # 4274

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

- A. Travel.....Page 62
- B. 2008-2009 Board of Trustees Goals and Evaluation.....Page 62

A. Travel

1. It is recommended that the Board approve/ratify the following travel for Thomas M. Fallo, with no loss of salary, transportation and necessary expenses paid:
 - a. American Association of Community Colleges 2009 Washington Institute, November 8-10, 2009, Washington, DC.
 - b. Association of Community College Trustees National Legislative Summit, February 8-10, 2010, Washington, DC.

B. 2008-2009 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.

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

- I. Attend events in the community.
 - a. Speak to community groups.
 - b. Make Board presentations.
 - c. Bring copies of community events and activities to other Board members.
 - d. 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. Effect implementation of the 2007 Facilities Master Plan update.
 - a. Monitor and approve Measure E Fiscal updates
 - b. Implement construction program.
 - c. Monitor and approve construction program.

V. Fiscal Responsibilities.

- a. Monitor 2008-2009 Budget. Review and approve any recent adjustments.
- b. Study, review and approve the 2009-2010 budget.
- c. Study, review and approve the 2007-08 annual financial audit.

VI. Student Learning Outcomes

- a. Receive and participate in discussion of the Accountability Report for Community Colleges (ARCC).
- 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 2008-2009**

<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.					