

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



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

**Agenda, Monday, November 15, 2010  
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 October 18, 2010, Pages 4-6**
- III. Presentation – Dr. Nathaniel Jackson**
- IV. Public Hearing – Declaration of Vacancy of Board seat in Trustee Area 1, Inglewood**
  - A. It is recommended that the Board of Trustees declare Board seat in Trustee Area 1, Inglewood, vacant effective November 15, 2010, as the result of a medical determination.
- V. Public Comment on Consent Agenda**
- VI. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
  1. Academic Affairs  
*See Academic Affairs Agenda, Pages 7-20*
  2. Student and Community Advancement  
*See Student Services Agenda, Pages 21-26*
  3. Administrative Services  
*See Administrative Services Agenda, Pages 27-38*
  4. *See Measure "E" Bond Fund Agenda, Pages 39-43*
  5. *See Human Resources Agenda, Pages 44-68*

6. Superintendent/President  
*See Superintendent/President Agenda,  
Pages 69-73*

**VII. Committee of the Whole, Pages 74-82**

- A. Public Comment
- B. Trustee Selection

**VIII. Public Comment on Non-Agenda Items**

**IX. Oral Reports**

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

**X. Closed Session**

- A. Existing Litigation, Brown Act,  
Section 54956
  - 1. Case # BC432800
  - 2. Case # ADJ7165388
  - 3. Case # YC057938
  - 4. Case # BC400227
- B. Personnel Matters, Brown Act Section  
54957
  - 1. Public Employee Performance Evaluation – Superintendent/President

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

Monday, November 15, 2010

Monday, December 13, 2010

## **EL CAMINO COLLEGE STRATEGIC PLAN 2010 THROUGH 2014**

### **Vision Statement**

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

### **Mission Statement**

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

### **Statement of Philosophy**

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

### **Statement of Values**

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

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

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

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

**Diversity** – We recognize and appreciate our similarities and differences.

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

### **Guiding Principles**

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

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

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

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

### **Strategic Initiatives**

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

EL CAMINO COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING OF  
Monday October 18, 2010

The Board of Trustees of the El Camino Community College District met at 4 p.m. on Monday, October 18, 2010, in the Haag Recital Hall at El Camino College.

The following Trustees were present: Trustee Ray Gen, President; Trustee Maureen O'Donnell, Vice President arrived at 5:35 p.m.; Trustee William Beverly, Secretary; Trustee Mary E. Combs, member; and Student Member Johanna Zamora. Trustee Jackson was absent due to illness.

Also present were Dr. Thomas M. Fallo, Superintendent/President; Dr. Francisco Arce, Vice President, Academic Affairs; Ms. Jo Ann Higdon, Vice President, Administrative Services; Ms. Barbara Perez, Vice President, Compton Community Educational Center; Dr. Virginia Rapp, Representing Vice President, Student and Community Advancement; and Dr. Lynn Solomita, Interim Vice President, Human Resources.

Minutes of the Regular Board Meeting of September 7, 2010

The minutes of the Regular Board Meeting of September 7, 2010 were approved.

Schedule Public Hearing

At its November 15, 2010 meeting, the El Camino Community College District Board of Trustees will declare Board seat in Trustee Area 1, Inglewood, vacant as a result of a medical determination.

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

Mathematics, Engineering, Science Achievement (MESA) Program – National Institute For Leadership Advancement

Student and Community Advancement

Student Conference – Music Association of California Community Colleges

Fall 2010 Forensics Team Tournaments

Expulsion – 2010 - #1

Grants

Accreditation Substantive Change Proposal – October 2010

Accreditation Follow-Up Report – Information Item

### Administrative Services

AB 2910 – Quarterly Fiscal Status Report  
Contracts Under \$78,500  
Contracts Over \$78,500  
Memorandum of Understanding  
Information Items – Contracts  
Personal Service Agreements  
Purchase Orders and Blanket Purchase Orders

### Measure E Bond Fund

Measure E Project Budget Changes  
Category Budgets and Balances  
Contract – Heider Engineering Services, Inc. – Campus Paving Improvement Project  
Contract – Hill Partnership, Inc. – Math & Computer Sciences Building Modernization  
Contract – MACTEC Engineering & Consulting, Inc. – Math Business Health Sciences Building  
Contract Amendment – Sandy Pringle Associates – Bookstore Modernization Project  
Bid Award 2010-4 – Campus Sign Project  
Bid Award 2010-5 – Campus Paving Project  
Rejection of Bid Protest – Bid 2009-10 – Electrical & Data Conversion Project  
Bid Award 2009-10 – Electrical & Data Conversion Project  
Change Order – Mackone Development, Inc. – Bookstore Renovation  
Notice of Job Completion – GDL Construction – Humanities Plaza and Food Service Building  
Purchase Orders and Blanket Purchase Orders

### Human Resources

Employment and Personnel Changes  
Temporary Non-Classified Service Employees  
~~\*Page 109, item 20. Program Professional I~~  
\*Item withdrawn and no substitutions were made  
New Classification Specifications for Confidential Position  
Approval of Contracts for Assistant Superintendents/Vice Presidents

### President/Board of Trustees

Informational Item to be Included on November 15, 2010 Board Agenda – Declaration Of Vacancy, Trustee Area 1, Inglewood  
Absence of a Board Member  
2009-2010 Board of Trustees Goals and Evaluation  
Informational Item – The Process to Accreditation

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

Public Comment

Ms. Christina Gold addressed school year calendar and international travel. Mr. Mike Gipson, Assemblymember Isadore Hall, Mr. Charles Davis, Mr. Nehasi Lee, Mr. Kareem Mohamed, Mr. Wendell Davis, Ms. Camille Johnson, Ms. Lydia, Ms. Joyce Kelly, Minister Tatum and Dr. Peter Landsberger addressed Compton partnership. Dr. Elizabeth Shadish and Mr. Sean Donnell addressed winter intersession. Mr. Vic Coutin addressed value of Haag Recital Hall.

Closed Session

Meeting adjourned to a Closed Session at 6:20 p.m.

Adjournment

Meeting reconvened at 8:20 p.m. and immediately adjourned.

---

William Beverly, Secretary of the Board

---

Thomas M. Fallo, Secretary to the Board

---

---

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

---

---

	<u><b>Page No.</b></u>
A. Center for the Arts Presentations – 2010/2011 Season .....	8
B. FTES Goals and Projections – Information Item .....	8
C. Proposed Curriculum Changes: Effective 2011/2012 Academic Year .....	8

## ACADEMIC AFFAIRS

### A. CENTER FOR THE ARTS PRESENTATIONS – 2010/2011 SEASON

It is recommended that the Board approve the Center for the Arts presentations for the 2010/2011 season. Costs for each presentation are established as negotiated between the artist and his/her management representative and the District.

<u>Performance</u>	<u>Date</u>	<u>Amount</u>
1. <i>Aladdin</i> <b>Payable to: Sunset Theatre Company</b> The Sunset Theatre Company production of Aladdin is a co-sponsored production with the Center for the Arts. Sunset Theatre Company and El Camino College Center for the Arts will sell tickets for this event and the income earned being deposited into Center for the Arts income accounts in trust. After the production, Center for the Arts costs and fees will be determined and this amount will be reduced from monies received and a check for the balance will be issued to Sunset Theatre Company. The dollar amount due will be determined after the production from Ticket Office income receipts and CFA costs/expenses incurred.	January 21 – 23, 2011	Co-Sponsor

### B. FTES GOALS AND PROJECTIONS – INFORMATION ITEM

The FTES Goals and Actuals for the College and the Compton Center are attached for the Board's information. The goal for 2010-11 at the College is 19,400 FTES and will be less by 373 FTES based on projected enrollment. It is very likely that this amount will be shifted from summer 2011 into this academic year to make the goal. The 2010-11 goal for the Compton Center is 6,400 FTES, which the Center is projected to exceed by about 269 FTES.

### C. PROPOSED CURRICULUM CHANGES: EFFECTIVE 2011/2012 ACADEMIC YEAR

It is recommended that the Board approve the proposed curriculum changes, effective the 2011-2012 academic year, as listed below.

#### HEALTH SCIENCES AND ATHLETICS DIVISION

#### CHANGE IN MAJOR; PROGRAM PREREQUISITES, COURSE REQUIREMENTS, UNITS



### *Justification for Program Revisions*

Nursing 48 - *Dosage Calculations* has been added as a course requirement and adds two units to the Nursing program. The addition of this class has been approved by the California Board of Registered Nursing. Accurate dosage calculations play a critical role in performing competent medication administration. Data collected over the last several years shows that many pre-nursing and current nursing students have great difficulty with the complex nature of many of the dosage calculation formulas they will be required to utilize as Registered Nurses. Changing Nursing 48 to a program requirement would ensure that all students obtain mastery in the necessary computational skills.

Program prerequisites have been established for the Licensed Vocational Nurse (LVN) Option. Students who are Licensed Vocational Nurses (LVNs) must complete a challenge exam with a passing score prior to entry in Nursing 149 - *Preparation for Advanced Placement in Nursing*. LVN students are given credit for 13 units for their former education and enter the program with an advanced standing. Successfully completing the challenge exam documents the student's mastery in the content for which they are being given credit.

#### **1. Nursing Major**

##### *Current Status/Proposed Change*

##### Program Prerequisites:

##### Associate Degree Nursing Program (Generic)

- ~~1. Attend a general orientation for prospective nursing students.~~
  - ~~2. Graduate from high school or earn acceptable scores on the G.E.D.~~
  - ~~3. Complete Mathematics 40 or 41B or higher level mathematics or pass the Mathematics Competency Test.~~
1. Complete the following Nursing Program prerequisite courses with a minimum 2.5 GPA:
    - Anatomy 30 or 32
    - or
    - Anatomy and Physiology 34A and
    - Anatomy and Physiology 34B
    - or
    - Physiology 31 (Note: If a student earns only a grade of C in each of these prerequisites, then a 2.5 GPA will not be met. All science courses must have been completed within seven years prior to the date the application for the nursing program is submitted.)
    - Microbiology 33
    - English 1A (not included in the required basic science 2.5 minimum GPA)
    - Mathematics 73 or 80 or pass the Mathematics Competency Exam

- ~~2. Achieve a passing score on Complete a Nursing Assessment/Readiness Test with a state recommended passing score.~~
- ~~3. Complete Degrees of Reading Power Test with a passing score of 60 or greater.~~
- ~~4. Earn a eCumulative GPA in all college level course work. In addition to meeting the above requirements, students must have official transcripts on file in the Records Office showing evidence of high school completion as well as all college and university credits earned. A student must also provide evidence of criminal background clearance of 2.5 in all courses completed since high school.~~

Course Requirements: Nursing ~~48, 145, 150, 151, 152, 153, 154, 155, 156, 250, 251, 253, 254, 255,~~ Psychology 5, Sociology 101, English 1B  
 Total Units: ~~54.5~~

Program Prerequisites:

Upward Mobility Program (LVN Option)

1. Possession of a current California LVN/LPN license and employment as an LVN/LPN in a bedside nursing position for at least one year.
2. Complete the following courses with a minimum of a 2.5 GPA:
  - Anatomy 30 or 32  
or
  - Anatomy and Physiology 34A and Anatomy and Physiology 34B  
or
  - Physiology 31 (All science courses must have been completed within seven years prior to the date the application for the nursing program is submitted.)
  - Microbiology 33
  - English 1A
  - Mathematics 73 or 80 or pass the Mathematics Competency Exam
3. Complete Degrees of Reading Power Test with a passing score of 60 or greater.
4. Complete a Challenge Exam with a passing score.

Course Requirements: Nursing ~~48, 149, 150, 151, 152, 153, 154, 155, 156, 250, 251, 253, 254, 255,~~ English 1B, Psychology 5, Sociology 101  
 Total Units: ~~43.5-39.5~~

~~Diploma Graduate Option~~

~~This option is designed for licensed Diploma RNs to earn credits for previous educational preparation. Specific general education or science courses, selected on a case-by-case basis, must be completed to fulfill the requirements for the~~

~~Associate in Science Degree with a major in Nursing. Transcript evaluation will allow up to a maximum of 34 units of credit.~~

*Recommendation:*

Program Prerequisites:

Associate Degree Nursing Program (Generic)

1. Complete the following courses with a minimum of a 2.5 GPA:
  - Anatomy 30 or 32  
or
  - Anatomy and Physiology 34A and  
Anatomy and Physiology 34B  
or
  - Physiology 31 (All science courses must have been completed within seven years prior to the date the application for the nursing program is submitted.)
  - Microbiology 33
  - English 1A (not included in the required basic science 2.5 minimum GPA)
  - Mathematics 73 or 80 or pass the Mathematics Competency Exam
2. Complete a Nursing Assessment/Readiness Test with a state recommended passing score.
3. Complete Degrees of Reading Power Test with a passing score of 60 or greater.
4. Cumulative GPA of 2.5 in all courses completed since high school.

Course Requirements: Nursing 48, 145, 150, 151, 152, 153, 154, 155, 156, 250, 251, 253, 254, 255, Psychology 5, Sociology 101, English 1B  
Total Units: 54.5

Program Prerequisites:

Upward Mobility Program (LVN Option)

1. Possession of a current California LVN/LPN license and employment as an LVN/LPN in a bedside nursing position for at least one year.
2. Complete the following courses with a minimum of a 2.5 GPA:
  - Anatomy 30 or 32  
or
  - Anatomy and Physiology 34A and  
Anatomy and Physiology 34B  
or
  - Physiology 31 (All science courses must have been completed within seven years prior to the date the application for the nursing program is submitted.)

- Microbiology 33
  - English 1A
  - Mathematics 73 or 80 or pass the Mathematics Competency Exam
3. Complete Degrees of Reading Power Test with a passing score of 60 or greater.
  4. Complete a Challenge Exam with a passing score.
- Course Requirements: Nursing 48, 149, 151, 154, 155, 156, 250, 253, 254, 255, English 1B, Psychology 5, Sociology 101  
Total Units: 39.5

## CHANGE IN CATALOG PROGRAM DESCRIPTION

### *Justification for Program Revisions*

The changes in the program description, course requirements and units are a result of changes in the accreditation requirements for those students majoring in respiratory care. Additionally program prerequisites have been established. In order to meet the new standards for graduates of accredited respiratory care programs, we are adding new courses and issuing an advanced-level degree and certificate in order for our graduates to be eligible for licensure and practice respiratory care in the state of California and the world.

#### 1. Respiratory Care

##### Current Status/Proposed Change

The degree and/or certificate in respiratory care are awarded after successful completion of the entry/advanced registry-level respiratory care program. The program is designed for students planning to become California licensed respiratory care practitioners and ~~transfer to an advanced level respiratory care program at the community college or university level~~ registered respiratory care practitioners. Completion of the requirements also allows students to apply for all state and national entry-level and advanced specialty credentialing examinations. Students will acquire the skills to provide a wide range of high technology and high-touch therapeutic interventions to patients in acute and chronic care settings. Competencies are assessed through the use of classroom, laboratory, and clinical performance evaluations in simulated and actual patient care situations. Program success is determined through examining attrition rates, employment rates, and licensure exam pass rates.

##### *Recommendation:*

The degree and certificate in respiratory care are awarded after successful completion of the advanced registry-level respiratory care program. The program is designed for students planning to become California licensed respiratory care practitioners and registered respiratory care practitioners. Completion of the requirements also allows students to apply for all state and national advanced

specialty credentialing examinations. Students will acquire the skills to provide a wide range of high technology and high-touch therapeutic interventions to patients in acute and chronic care settings. Competencies are assessed through the use of classroom, laboratory, and clinical performance evaluations in simulated and actual patient care situations. Program success is determined through examining attrition rates, employment rates and licensure exam pass rates.

## **CHANGE IN MAJOR; PROGRAM PREREQUISITES, COURSE REQUIREMENTS, UNITS**

### **1. Respiratory Care Major**

*Current Status/Proposed Change*

~~**Route I:** Designed for the student without previous college and/or medical work who wishes to obtain the Associate of Science Degree.~~

Program Prerequisites: Anatomy 30, Computer Information Systems 13, English 1A, Psychology 5, Respiratory Care 172, 174

Total Units: 20

Course Requirements: ~~Anatomy 30, Computer Information Systems 13, English 1A, Psychology 5, Respiratory Care 172, 174, 176, 178, 280, 282, 284, 286, 288, 289, 290, 294, 295, 298~~

Total Units: ~~60~~ 48

Other Requirements: Students without previous medical training are strongly advised to complete Respiratory Care 170 ~~before enrolling in Respiratory Care 172 or 174.~~

~~**Route II:** Designed for the student planning to transfer to a university advanced-level respiratory care program after completion of the El Camino College entry-level program. Required coursework includes Respiratory Care 172, 174, 176, 178, 280, 282, 284, 286, and 288.~~

~~In addition, students must meet current coursework requirements for transfer to Loma Linda or other Respiratory Care Bachelor's Degree programs.~~

~~Students without previous medical training are strongly advised to complete Respiratory Care 170 before enrolling in Respiratory Care 172 and 174.~~

~~Total Units: 46~~

*Recommendation:*

Program Prerequisites: Anatomy 30, Computer Information Systems 13, English 1A, Psychology 5, Respiratory Care 172, 174

Total Units: 20

Course Requirements: Respiratory Care 176, 178, 280, 282, 286, 288, 289, 290, 294, 295, 298  
Total Units: 48

Other Requirements: Students without previous medical training are strongly advised to complete Respiratory Care 170.

## **CHANGE IN CERTIFICATE OF ACHIEVEMENT; COURSE REQUIREMENTS, UNITS**

The changes in the course requirements and units are a result of changes in the accreditation requirements for the program in respiratory care to grant a certificate of achievement in respiratory care. In order to meet the new standards for graduates of accredited respiratory care programs, we have revised the course requirements. Students will be issued an advanced-level certificate of achievement to be eligible for licensure and practice of respiratory care in the state of California and the world.

### **1. Respiratory Care Certificate**

*Current Status/Proposed Change*

~~**Route III:** Designed for the student with previous college coursework equivalent to an associate degree or higher, and/or with medical education and credentials who wishes to obtain the certificate in Respiratory Care.~~

~~Required courses: Must be completed with a minimum grade of C in all courses and the equivalent of an associate degree or higher.~~

To be eligible for the Certificate of Achievement, the student must have an Associate in Science Degree in Respiratory Care from El Camino College. A Certificate of Achievement will be granted upon completion of the following route: course requirements.

~~Course Requirements: Anatomy 30, Computer Information Systems 13, English 1A, Psychology 5, Respiratory Care 172, 174, 176, 178, 280, 282, 284, 286, 288, 291, 292, 293, 296, 297~~

~~Total Units: 62 26~~

~~Other Requirements: Students without previous medical training are strongly advised to complete Respiratory Care 170, before enrolling in Respiratory Care 172 or 174.~~

*Recommendation:*

To be eligible for the Certificate of Achievement, the student must have an Associate in Science Degree in Respiratory Care from El Camino College. A

Certificate of Achievement will be granted upon completion of the following course requirements.

Course Requirements: Respiratory Care 284, 291, 292, 293, 296, 297  
Total Units: 26

Other Requirements: Students without previous medical training are strongly advised to complete Respiratory Care 170.

## HUMANITIES DIVISION

### CHANGE IN MAJORS; COURSE REQUIREMENTS, UNITS

#### 1. English Major

*Current Status/Proposed Change*

English 1A, 1B or 1C;

a minimum of six units from Literature: English 15A, 15B, ; ~~3 units from English 20, 21, 23, 35, 36, 40A, 40B;~~

a minimum of six units from ~~literature or writing courses: Literature Courses~~ Electives: English 1B\*, 1C\*, 10, 12, 15A\*, 15B\*, 18, 20\*, 21\*, 22, 23, 24A, 25A, 26, 27, 28, 29, 30, 31, 32abc, 33, 34, 35\*, 36\*, 38, 39, 40A\*, 40B\*, 41A, 41B, 42, 43, 44, 46, 47, 48, 98abcd (\* if not used for required composition)

~~Writing Courses—English 1C, 24A, 25A, 32abc, 33, 38~~

Total Units: ~~22~~ 19

Other Requirements: ~~13 units~~ At least 50% of the courses required for the English major must be completed at El Camino College.

*Recommendation:*

English 1A and 1B or 1C;

a minimum of six units from Literature: English 15A, 15B, 20, 21, 35, 36, 40A, 40B;

a minimum of six units from Electives: English 1B\*, 1C\*, 10, 12, 15A\*, 15B\*, 18, 20\*, 21\*, 22, 23, 24A, 25A, 26, 27, 28, 29, 30, 31, 32abc, 33, 34, 35\*, 36\*, 38, 39, 40A\*, 40B\*, 41A, 41B, 42, 43, 44, 46, 47, 48, 98abcd (\* if not used for required composition)

Total Units: 19

Other Requirements: At least 50% of the courses required for the English major must be completed at El Camino College.

#### 2. French Major

*Current Status/Proposed Change*

~~French 1, 2, 3, French 4, 21ab, 22ab;~~  
~~and 4-11 units from: French 1, 2, 3, 5, 6, 21ab, 22ab, 52A, 52B;~~  
~~or one course a minimum of 3 units from: Art 3, 4, Business 90, 91, English 15A,~~  
~~15B, 35, 36, French 24, History 140, 141~~  
Total Units: ~~19-20~~ 18

Other Requirements: At least 50% of the courses required for the French major must be completed at El Camino College. French 4 must be completed at El Camino College.

*Recommendation:*

French 4;  
and 4-11 units from: French 1, 2, 3, 4, 5, 6, 21ab, 22ab, 52A, 52B;  
a minimum of 3 units from: Art 3, 4, Business 90, 91, English 15A, 15B, 35, 36,  
French 24, History 140, 141  
Total Units: 18

Other Requirements: At least 50% of the courses required for the French major must be completed at El Camino College. French 4 must be completed at El Camino College.

**3. Japanese Major**

*Current Status/Proposed Change*

~~Japanese 1, 2, 3, Japanese 4, 25;~~  
~~one course from: Japanese 21ab, 22ab;~~  
~~and 4-11 units from: Japanese 1, 2, 3, 4, 21ab, 22ab;~~  
~~one course a minimum of 3 units from: Anthropology 2, Art 5B, Business 90, 91,~~  
~~English 35, 36, History 175, 176, 177, Japanese 25, Philosophy 7, Political~~  
~~Science 2, 10, Psychology 8, Sociology 104~~  
Total Units: ~~24~~ 18

Other Requirements: 11 units At least 50% of the courses required for the Japanese major must be completed at El Camino College. Japanese 4 must be completed at El Camino College.

*Recommendation:*

Japanese 4;  
and 4-11 units from: Japanese 1, 2, 3, 21ab, 22ab;  
a minimum of 3 units from: Anthropology 2, Art 5B, Business 90, 91, English 35,  
36, History 175, 176, Japanese 25, Philosophy 7, Political Science 2, 10  
Total Units: 18



Other Requirements: At least 50% of the courses required for the Japanese major must be completed at El Camino College. Japanese 4 must be completed at El Camino College.

#### 4. **Spanish Major**

*Current Status/Proposed Change*

~~0-8 units from Spanish 1 and 2 or 0-6 units from Spanish 52A and 52B; Spanish 3, 4, 5, 6; Spanish 4;~~

and 4-11 units from: Spanish 1, 2, 3, 5, 6, 21ab, 22ab, 52A, 52B;

one course a minimum of 3 units from: Anthropology 7, Art 7, Business 90, 91, English 42, 48, History 112, 154, Spanish 24

Total Units: ~~20-28-18~~

Other Requirements: At least 50% of the courses required for the Spanish major must be completed at El Camino College. Spanish 4 must be completed at El Camino College.

*Recommendation:*

Spanish 4;

and 4-11 units from: Spanish 1, 2, 3, 5, 6, 21ab, 22ab, 52A, 52B;

a minimum of 3 units from: Anthropology 7, Art 7, Business 90, 91, English 42, 48, History 112, 154, Spanish 24

Total Units: 18

Other Requirements: At least 50% of the courses required for the Spanish major must be completed at El Camino College. Spanish 4 must be completed at El Camino College.

## **INDUSTRY AND TECHNOLOGY DIVISION**

### **CHANGE IN CERTIFICATE OF ACHIEVEMENT; COURSE REQUIREMENTS, UNITS**

#### 1. **Administration of Justice: Forensics**

*Current Status/Proposed Change*

Administration of Justice 111, 132, 133, 134, 135, Photography 51, Art 10ab (one semester)

Total Units: ~~17~~ 20

Other Requirements: At least 50% of the courses required for the Certificate of Achievement must be completed at El Camino College.

*Recommendation:*

Administration of Justice 111, 132, 133, 134, 135, Photography 51, Art 10ab (one semester)

Total Units: 20

Other Requirements: At least 50% of the courses required for the Certificate of Achievement must be completed at El Camino College.

El Camino College  
Annual FTES Goal and Actual Earned, including 2010-2011 Projection  
Revised September 23 2010

Fiscal Year	Total FTES	Total FTES
	Goal	Revised Projection September 2010
<b>2006-2007</b>	<b>Goal</b>	<b>Actual</b>
Summer 06	1,806	1,806
Fall 06-Spring 07	16,400	16,453
Summer 07	1,100	1,054
<b>Total</b>	<b>19,306</b>	<b>19,312</b>
<b>2007-2008</b>	<b>Goal</b>	<b>Actual</b>
Summer 07	710	873
Fall 07 - Spring 08 (3% increase)	16,892	17,577
Summer 08	1,800	887
<b>Total</b>	<b>19,402</b>	<b>19,337</b>
<b>2008-2009</b>	<b>Goal</b>	<b>Actual</b>
Summer 08 (886.65 FTES Shfted to 2007-08)	0	1,295
Fall 08 - Spring 09 (3% increase)	17,399	19,177
Summer 09	1,800	0
<b>Total</b>	<b>19,199</b>	<b>20,472</b>
<b>2009-2010</b>	<b>Goal</b>	<b>Actual</b>
Summer 09	1,900	2,338
Fall 09 - Spring 10	17,100	18,194
<b>Total</b>	<b>19,000</b>	<b>20,533</b>
<b>2010-2011</b>	<b>Goal</b>	<b>Projection</b>
Summer 10	1,620	1,653
Fall 10 - Spring 11*	17,780	17,374
Summer 11	0	373
<b>Total</b>	<b>19,400</b>	<b>19,400</b>

Fall - Spring FTES numbers include the Winter Intersession.

\*Preliminary projection by term: Fall 2010 - 8,384; Winter 2011 - 590; Spring 2011 - 8,400.

El Camino College Compton Center  
Update of 5-Year FTES Recovery Plan

Fiscal Year	Total FTES	Total FTES
	Goal	Revised Projection November 2010
<b>2006-2007</b>	<b>Goal</b>	<b>Actual</b>
Summer 06	343	348
Fall 06-Spring 07	<u>2,346</u>	<u>2,347</u>
Total	2,689	2,695
<b>2007-2008</b>	<b>Goal</b>	<b>Actual</b>
Summer 07	412	422
Fall 07 - Spring 08 (includes 20% inc over 06/07)	<u>2,807</u>	<u>2,925</u>
Total	3,219	3,347
<b>2008-2009</b>	<b>Goal</b>	<b>Actual</b>
Summer 08	479	624
Fall 08 - Spring 09 (includes 18% inc over 07/08)	3,521	3,924
Summer 09 (Shifted to 08/09)	0	452
Total	<u>4,000</u>	<u>5,000</u>
<b>2009-2010</b>	<b>Goal</b>	<b>Actual</b>
Summer 09	310	243
Fall 09 - Spring 10*	5,290	5,060
Summer 10 (Shifted to 09/10)	0	0
Total	<u>5,600</u>	<u>5,303</u>
<b>2010-2011</b>	<b>Goal</b>	<b>Projection</b>
Summer 10	900	954
Fall 10 - Spring 11**	<u>5,500</u>	<u>5,715</u>
Total	6,400	6,669

Fall - Spring FTES numbers include the Winter Intersession.

\*The 2009-2010 goal is 35 percent higher than was actually earned in 2008-2009. The sections were increased this year and enrollment continued to grow. However, the enrollment FTES projection for 2009-2010 is 5% less than the goal.

\*\* The 2010-2011 goal includes an 8% increase over the Fall 2009 - Spring 2010 earned projection. Achieving the 6,400 FTES goal is based on offering 1,700 sections in the 2010-2011 academic year.

---

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

---

	<u>Page No.</u>
A. Community Education Classes – Winter/Spring 2011.....	22
B. International Travel.....	22
C. Grants – Information.....	22
D. Grant – Renewal.....	23

## STUDENT AND COMMUNITY ADVANCEMENT

### A. COMMUNITY ADVANCEMENT CLASSES - WINTER/SPRING 2011

It is recommended that the Board of Trustees approve the Community Education Classes for Winter/Spring 2011 as shown on Pages 24 through 26.

### B. INTERNATIONAL TRAVEL

It is recommended that the Board of Trustees approve international travel for Leonid Rachman to participate in the International Student Network, Inc. Spring 2011 American Education Expo, March 2, 2011 through March 15, 2011 to Bangkok, Thailand, Kuala Lumpur, Malaysia, Ho Chi Minh City, Viet Nam, and Shanghai, China. The purpose of the trip is F-1 Visa student recruitment. Expenses in the amount of \$17,250 will be paid from International Conference funds.

### C. GRANTS – INFORMATION

It is recommended that the Board of Trustees receive the following grants:

1. National Science Foundation – Building Solutions for Information Technology Education - Advanced Technical Education Program. The proposed project seeks to develop a comprehensive online resource to support and promote best practices in Building Information Modeling (BIM) education and BIM processes in the Architecture, Engineering, Construction (AEC) and Facility Management industry. The primary goal of this multidisciplinary project is to provide easy and efficient access to educational and industry materials. This goal will further accomplished by building and maintaining a web-based system (database) to collect, sort and disseminate information.  
Douglas Green, Project Director

Amount of Grant Funding from Granting Agency	\$888,450
Amount of College Match (Cash)	<u>\$ 0</u>
Total Amount of Grant	\$888,450
Source of Matching Funds	
Indirect Rate	\$65,811.20 8%
Performance Period:	June 1, 2011 through June 1, 2012

## STUDENT AND COMMUNITY ADVANCEMENT

2. National Science Foundation – National Center for Science, Technology, Engineering and Mathematics (STEM) Teacher Education and Enhancement – A Planning Grant. The proposed planning grant seeks funding for a one-year project to design and develop a National Center for Science, Technology, Engineering and Mathematics (STEM) Teacher Educational and Enhancement Program. The ultimate goal of the National Center is to support the recruitment and education of the next generation of technicians: the students currently in our K-12 classrooms.

Judy Kasabian, Project Director

Amount of Grant Funding from Granting Agency	\$69,990
Amount of College Match (Cash)	<u>\$ 0</u>
Total Amount of Grant	\$69,990
Source of Matching Funds	
Indirect Rate	\$5,184.48 8%
Performance Period:	January 15, 2011 through January 15, 2012

### D. GRANT – RENEWAL

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

Department of Education – Improving Student Success in Science, Technology, Engineering and Mathematics (STEM) Transfer – No Cost Extension. In the third year of this grant, the project will continue to address identified gaps that prevent more El Camino College students (particularly minority and low-income students) from majoring and transferring in STEM disciplines. Amendment #1 – No-Cost Extension (Year 3).

Idania Reyes, Project Director

Amount of Grant Funding from Granting Agency	\$529,958
Amount of College Match (Cash)	<u>\$ 0</u>
Total Amount of Grant	\$529,958
Source of Matching Funds	
Indirect Rate	\$0
Performance Period:	October 1, 2010 through September 30, 2011

## STUDENT AND COMMUNITY ADVANCEMENT

<b>Community Education Classes</b>			
<b>Winter Spring 2011</b>			
Course Name	Contract	Salary	Class Fee
2-Day Film School Crash Course	Film Institute, Hollywood	40%	\$395
Academic Chess (Ages 5 - 13)	Chess, Academic	40%	\$79
Acupressure Massage For All	Krueckemeier, Rod	40%	\$69
Me.Inc & Advanced Me.Inc Professional/Personal Development Take it to the next level""	Herring, II, Milton	40%	\$29
An Introduction to DJing	Barraza, Diana	40%	\$65
Balloon Basic Training - Balloon Basics	Baker, Carolyn	40%	\$39
Balloon Basic Training - Columns & Arches	Baker, Carolyn	40%	\$39
Become a Notary Public - Renewing Notaries ONLY	Public Seminars, Notary	40%	\$50
Become a Notary Public--Prep Class	Public Seminars, Notary	40%	\$99
Become a Professional Child Visitation Monitor	Douglass, Shirley	40%	\$169
Beer Making - Home Brewing Basics	Froehlich, Mike	40%	\$75
Belly Dance (Beginning)	Costello, Regine	40%	\$69
Best of the Internet & MS Word	Fedderson, Dale	40%	\$45
BLS/CPR for Healthcare Provider	Mundell, Shah	40%	\$55
Bollywood Dance Fitness	Costello, Regine	40%	\$72
Cake Decorating 101	Rosberg, Kirk	40%	\$175
Candle Making	Abdul, Quayum	40%	\$39
Computer Basics Boot Camp for Older Adults	Fedderson, Dale	40%	\$59
CPR	Mundell, Shah	40%	\$45
First Aid	Mundell, Shah	40%	\$45
Digital PhotographyBasic Boot Camp	Morrison, Douglas	40%	\$24
Digital Photography--Basics Boot Camp 2	Morrison, Douglas	40%	\$24
ED2GO /Cengage- Various Online Classes	Various	\$60 per student	\$99
Gatlin/Cengage Various Online Courses -	Various	Various	Various
Financial Planning For Women	Colescott,Candace	40%	\$29



Financial Portfolio: Building Your Financial Portfolio on \$25 a Month	Christensen, Bobbie	40%	\$39
Floristry Training Certificate Program: Part 2	Rodriguez, Roxana	40%	\$185
Floristry Training Certificate Program: Part 3	Rodriguez, Roxana	40%	\$185
Food Handler Certification	Kazanchyan, Gevork	40%/50% (if less than 10 students enrolled)	\$89
Grant-Writing Workshop: Part 1: Show Me the money! How to Find Grant Opportunities	Becka, Bobby	40%	\$55
Grant Writing Workshop: Part 2: Fine Tuning Your Proposal	Becka, Bobby	40%	\$55
Introduction to One Stroke Painting	Numamoto, April	40%	\$35
Introduction to Voiceovers	For All, Voices	40%	\$54
Learn to Play Ukulele	Chang, Mitchell	40%	\$69
Make-Up Artist 101 Certificate Seminar	Tyler, Jennessy	\$230 Per Student	\$350
Medical Coding Certification Prep Course: AAPC Certified Professional Coder (CPC) Exam	Smith, Debbie	40%	\$599
Health Information Management Series: Medical Billing and Coding 7-course Series	Herbert, Vickie	40%	\$199 p/class or \$1,199 series
Health Information Management Series: Medical Billing and Coding 7-course Series	Parker, Audra	40%	\$199 p/class or \$1,199 series
Negotiation Series Course 1 -4	Georgen, Pearl	40%	\$39
Negotiation Series - Advanced Courses 5 -7	Georgen, Pearl	40%	\$49
Negotiation Series - Expert Courses 8-10	Georgen, Pearl	40%	\$49
Pirate Camp (For Adults!)	North Beach Group LLC	\$350 flat fee	\$39
Quickbooks Fundamentals	Farmer, Kevin	40%	\$79
Quickbooks Intermediate	Farmer, Kevin	40%	\$89
Remake and Reshape Your Body with Nutrition	Martin, Julie	40%	\$49
Retirement Planning Today	Takahashi, Larry	40%	\$39
SAT Boot Camp (Grades 11-12) &	Serradell, Diane	\$31 Per	\$359

Mock Exams		Hour	
Soap Making	Abdul, Quayum	40%	\$39
Tamales 101	Ortega 120	40%	\$40
Tequila University	Ortega 120	40%	\$30
The Business of Bartending	Nicholson, Kellie	40%	\$120
Think Healthy, Be Thin, Stay Thin through Self-Hypnosis	Carter, Jethro	40%	\$39
Tile Painting	Choe, Melenie	40%	\$35
Used Vehicle Dealer CertificationStart an Auto Wholesale Business!	Williams, Ronald	40%	\$75
Weight Training & Stretching (Beginning)	Henry, Jeff	40%	\$79
Yoga for Health & Relaxation-- Beginning	Berman RYT, Ron	40%	\$79
Yoga For Health & Relaxation-- Intermediate	Berman RYT, Ron	40%	\$79

---

---

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

---

---

	<u>Page No.</u>
A. State Mandated Parking Revenues .....	28
B. Contract Under \$78,500 .....	28
C. Memorandums of Understanding .....	30
D. Informational Items - Contracts .....	30
E. Personal Service Agreements .....	31
F. Purchase Orders and Blanket Purchase Orders .....	32

## Administrative Services

### A. STATE MANDATED PARKING REVENUES

It is recommended that the Board of Trustees approve a pass through for parking fines as a result of SB 857. This pass through is \$3.00 per parking violation. Background: California Government code 70372(b) authorizes the State of California to levy \$3.00 on each parking violation for the purposes of statewide trial court trust fund. As a result of SB 857 the District will pass through the additional fee on each violation. Thus, there is no new net revenue to the District. SB 857 commences 60 days after the enactment of the 2010 Budget Act and concludes July 1, 2013.

### B. CONTRACTS UNDER \$78,500

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:** ACCENT INTERNATIONAL CONSORTIUM  
FOR ACADEMIC PROGRAMS ABROAD, LTD  
**Services:** Provide travel agent services for the District's Summer 2011 Study Abroad Program to Madrid, Spain.  
**Requesting Dept.:** Behavioral and Social Sciences  
**Date(s):** 6/26/11 – 7/22/11  
**Financial Terms:** No cost to the District
2. **Contractor:** DISABILITY GROUP INCORPORATED  
**Services:** Contractor will provide part-time work opportunities for students enrolled in the District's Federal Work Study EOP&S Work Study Program.  
**Requesting Dept.:** Student Services – Financial Aid  
**Date(s):** 11/16/10 - 6/30/12  
**Financial Terms:** No cost to the District
3. **Contractor:** I LOVE DOGS, INC.  
**Services:** Contractor will provide part-time work activity opportunities for students enrolled in the District's CalWORKs Program.  
**Requesting Dept.:** Counseling and Student Services  
**Date(s):** 7/1/10 – 6/30/11  
**Financial Terms:** No cost to the District
4. **Contractor:** NELLIE'S WONDERLAND INCORPORATED

- Services:** Contractor will provide part-time work activity opportunities for students enrolled in the District's CalWORKs Program.
- Requesting Dept.:** Counseling and Student Services
- Date(s):** 8/13/10 - 6/30/11
- Financial Terms:** No cost to the District
5. **Contractor:** **OCCUPATIONAL THERAPY TRAINING PROGRAM**
- Services:** Program participants will receive sixteen hours of computer skills training at the El Camino College Business Training Center. There may be additional sessions requested during the term of this agreement.
- Requesting Dept.:** Community Advancement – Workplace Learning Resource Center (WpLRC)
- Date(s):** 10/19/10 – 6/30/11
- Financial Terms:** Projected Gross Income \$2,000 per session
6. **Contractor:** **PEACE CORPS**
- Services:** Contractor will provide part-time work opportunities for students enrolled in the District's Federal Work Study EOP&S Work Study Program.
- Requesting Dept.:** Student Services – Financial Aid
- Date(s):** 11/16/10 - 6/30/12
- Financial Terms:** No cost to the District
7. **Contractor:** **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**
- Services:** Contractor will provide El Camino Community College District instructors with access to internet service, EDUSTREAM and web-access portal. This is necessary to enhance course content in distance education online courses.
- Requesting Dept.:** Academic Affairs – Learning Resources
- Date(s):** 10/1/10 – 10/30/15
- Financial Terms:** No cost to the District  
Funded by the Chancellor's Office
8. **Contractor:** **WEBER METALS**
- Services:** Contractor will receive eighty hours of training in Blueprint Reading.
- Requesting Dept.:** Community Advancement - WpLRC
- Date(s):** 11/16/10 – 6/30/11
- Financial Terms:** Projected Gross Income \$11,544

**C. MEMORANDUMS OF UNDERSTANDING**

It is requested that the Board of Trustees approve entering into the following Memorandums of Understanding:

- 1. Contractor:** CALIFORNIA COMMUNITY COLLEGE REAL ESTATE EDUCATION CENTER

**Services:** Contractor will conduct a one-time seminar, “Financial Sense to White Picket Fence” at El Camino College.

**Requesting Dept.:** Community Advancement – Center for Applied Competitive Technologies (CACT)

**Date(s):** October 16, 2010

**Financial Terms:** No cost to the District
  
- 2. Contractor:** SOCIETY OF AEROSPACE ENGINEERS INTERNATIONAL

**Services:** Contractor will be permitted use of training rooms at the District’s Business Training Center for the purpose of conducting aerospace training seminars for program participants.

**Requesting Dept.:** Community Advancement – CACT

**Date(s):** 12/7/10 – 12/10/10

**Financial Terms:** No cost to the District  
Funded by the Economic & Workforce Development Division of the California Community College Chancellor’s Office

**D. INFORMATION ITEMS – CONTRACTS**

- 1. Contractor:** CRC SIGN LANGUAGE

**Services:** Contractor will provide interpreting services for the District in accordance with Disabled Students Programs and Services standards.

**Requesting Dept.** Health Sciences and Athletics – Special Learning Resource Center

**Date(s):** 7/1/10 – 6/30/11

**Financial Terms:** Cost not to exceed \$20,000
  
- 2. Contractor:** DOWDEN ASSOCIATES, INC.

**Services:** Contractor will provide technical and programmatic assistance on the Title V Strengthening Institutions Program grant between El Camino College and Santa Monica College to improve student success in developmental Math courses.

**Requesting Dept.:** Resource Development Division – Grants Office

**Date(s):** 10/1/10 – 9/30/11  
**Financial Terms:** Cost \$10,500

3. **Contractor:** **DOWDEN ASSOCIATES, INC.**  
**Services:** Contractor will provide technical and programmatic assistance on the Title V Strengthening Institutions Program grant to improve ECC graduation and completion.  
**Requesting Dept.:** Resource Development Division – Grants Office  
**Date(s):** 10/1/10 – 9/30/11  
**Financial Terms:** Base Year Lesser of \$30,000 or 7% of grant award  
Option Year 1: Lesser of \$30,000 or 6.5% grant award  
Option Year 2: Lesser of \$28,000 or 6% of grant award  
Option Year 3: Lesser of \$26,000 or 5.5% of grant award  
Option Year 4: Lesser of \$24,000 or 5% of grant award

4. **Contractor:** **OSWEGO DESIGN & REMODELING, INC.**  
**Services:** Contractor, as a sub-grantee, will receive funds for marketing materials for the Eco Expo Asia 2010 trade show.  
**Requesting Dept.:** Community Advancement – Center for International Trade Development (CITD)  
**Date(s):** 11/16/10 – 11/30/10  
**Financial Terms:** Cost \$503  
Funded by the U.S. Department of Commerce

5. **Contractor:** **RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**Services:** Contractor will receive funds administered by El Camino Community College District to provide training to various companies at company locations.  
**Requesting Dept.:** Community Advancement – Workplace Learning Resource Center  
**Date(s):** 11/16/10 – 6/30/11  
**Financial Terms:** Cost not to exceed \$75,000 @ \$250 per hour  
Funded by the Employment Training Panel

**E. PERSONAL SERVICE AGREEMENTS**

1. **Contractor** **ROBERT H. WATSON**  
**Services:** Contractor will, as needed, tune and/or repair pianos located in the Fine Arts Division.  
**Requesting Dept.:** Academic Affairs - Fine Arts  
**Date(s):** 10/1/10 – 6/30/11  
**Financial Terms:** Cost not exceed \$3,600 @\$400 per month for nine months

- 2. Contractor:** **RICHARD K. WOODLING dba GREEN TOUCH DESIGN**
- Services:** Contractor, as a sub-grantee, will receive funds to translate marketing materials from English to Chinese. These materials will be used at the Eco Expo Asia 2010 trade show in China.
- Requesting Dept.:** Community Advancement – CITD
- Date(s):** 11/16/10 – 11/30/10
- Financial Terms:** Cost \$503  
Funded by the U.S. Department of Commerce

**F. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS**

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

<b>P.O. Number</b>	<b>Vendor Name</b>	<b>Site Name</b>	<b>Description</b>	<b>P.O. Cost</b>
<b>Fund 11</b>	<b>Unrestricted - El Camino</b>			
P0400870	Parts Now, Llc	Technical Services	Repairs Parts And Supplies	\$535.98
P0400938	VWR Scientific	Chemistry	Instructional Supplies	\$3,256.12
P0401007	Bio Rad Laboratories	Life Sciences	Instructional Supplies	\$202.36
P0401043	X-Treme Geek	Physics	Instructional Supplies	\$71.20
P0401090	CDW-G	Technical Services	Repairs Parts And Supplies	\$2,513.28
P0401112	The Apple Store	Div Office Business	Instructional Supplies	\$466.11
P0401125	CCS Presentation	Earth Sciences	Instructional Supplies	\$255.72
P0401130	Dell Marketing L. P.	Information Technology	New Computer	\$115,629.45
P0401135	Microscope World	Earth Sciences	Instructional Supplies	\$83.83
P0401136	Xerox Corporation	Copy Center	Instructional Supplies	\$622.29
P0401137	Xpedx Paper &	Copy Center	Instructional Supplies	\$155.03
P0401152	Verizon Wireless	Health,Safety and Risk	Telephone	\$55.84
P0401153	AT&T Mobility	Health,Safety and Risk	Telephone	\$115.03
P0401181	CCFC Annual	Facilities/Planning/Serv	Conferences Mgmt	\$610.00
P0401185	Monterey Graphics	Financial Aid	Non-Instruct Supplies	\$49.39
P0401187	Monterey Graphics	Div Office Fine Arts	Instructional Supplies	\$98.78
P0401190	Spectrum Chemical &	Chemistry	Instructional Supplies	\$147.47
P0401192	Bulbman	Art Department	Instructional Supplies	\$234.44
P0401193	Aardvark Clay and	Art Department	Instructional Supplies	\$102.49
P0401194	Glendo/Grs Corp.	Art Department	Repairs Parts And Supplies	\$114.70
P0401195	J. F. Mccaughin	Art Department	Instructional Supplies	\$752.40
P0401196	Burmans	Art Department	Instructional Supplies	\$401.20
P0401198	ADT Security Services	Campus Police	Maintenance Contracts	\$308.45
P0401203	Bulbman	Art Department	Instructional Supplies	\$319.16
P0401206	Battery Systems-Long	Facilities/Planning/Serv	Repairs Noninstructional	\$3,710.54
P0401207	American Express	Facilities/Planning/Serv	Conferences Mgmt	\$440.80
P0401215	Monterey Graphics	Counseling Office	Non-Instruct Supplies	\$49.39
P0401216	Time Clock Sales and	Purchasing and	Repairs Noninstructional	\$236.00
P0401218	Center for Education &	Counseling Office	Publications/ Periodicals And	\$104.95
P0401228	Monterey Graphics	Facilities/Planning/Serv	Non-Instruct Supplies	\$49.39
P0401231	NCMPR	Public Relations &	Instructional Supplies	\$120.00
P0401234	Cal Tech Copier, Inc.	Institutional Research	Maintenance Contracts	\$525.00
P0401237	Jones & Mayer	Institutional Services	Legal	\$2,527.00
P0401243	Sigma Aldrich	Chemistry	Instructional Supplies	\$320.26



P0401248	Kvie Public Television	History	Instructional Supplies	\$20.95
P0401250	Enterprise Rent-A-Car	Transfer Center	Transportation	\$317.89
P0401252	McMaster Carr	Air Conditioning And	Instructional Supplies	\$299.78
P0401253	Redondo Beach Fire	Fire	Contract Services	\$11,320.00
P0401254	Manhattan Beach Fire	Fire	Contract Services	\$2,700.00
P0401255	City of Hermosa Beach	Fire	Contract Services	\$6,525.00
P0401256	Executive Fire	Fire Academy	Repairs - Instructional	\$1,521.00
P0401257	Southern California	Counseling Office	Dues And Memberships	\$75.00
P0401259	L.A. County Ems	Paramedic Academy	Contract Services	\$67,625.91
P0401260	UCLA Center for	Paramedic Academy	Contract Services	\$7,656.00
P0401261	Industrial Emergency	Fire	Contract Services	\$3,000.00
P0401262	Beverly Hills Fire Dept.	Fire	Contract Services	\$16,715.00
P0401263	MSC Industrial Supply	Air Conditioning And	Instructional Supplies	\$289.74
P0401276	Spears South Bay	Ctr for Arts Production	Repairs Parts And Supplies	\$48.50
P0401278	Hitt Marking Devices	Financial Aid	Non-Instruct Supplies	\$98.60
P0401279	AT&T Datacomm	Information Technology	New Computer	\$3,865.72
P0401281	American Express	Purchasing and	Dues And Memberships	\$55.00
P0401287	Amazon.Com	Psychology	Instructional Supplies	\$46.99
P0401296	Full Compass	Ctr for Arts Production	Non-Instruct Supplies	\$406.08
P0401301	Acbo	Administrative Services	Conferences Mgmt	\$85.00
P0401302	Scantron	Div Office Nat Sciences	Non-Instruct Supplies	\$56.12
P0401306	Safelite Auto Glass	Facilities/Planning/Serv	Repairs Noninstructional	\$197.76
P0401311	Monterey Graphics	Div Office Fine Arts	Instructional Supplies	\$49.39
P0401312	Monterey Graphics	Health,Safety and Risk	Non-Instruct Supplies	\$49.39
P0401321	Ash Enterprises	Astronomy	Maintenance Contracts	\$5,750.00
P0401327	Council for Resource	Resource	Dues And Memberships	\$270.00
P0401331	Eliseo Borrero	Ctr for Arts Instr/Admin	Contract Services	\$150.00
P0401332	Aaron Serfaty	Ctr for Arts Instr/Admin	Contract Services	\$150.00
P0401333	Marcele Berger	Ctr for Arts Instr/Admin	Contract Services	\$150.00
P0401334	Bryan Brock	Ctr for Arts Instr/Admin	Contract Services	\$150.00
P0401335	Otmaro Ruiz	Ctr for Arts Instr/Admin	Contract Services	\$150.00
P0401336	American Express	Ed & Community	Transportation/ Mileage And	\$325.00
P0401339	American Express	Information Technology	Transportation/ Mileage And	\$288.40
P0401341	Schaeffer Mfg Co.	Electric Shop	Non-Instruct Supplies	\$429.34
P0401350	South Bay Document	Hazmat Transportation	Gasoline	\$620.00
P0401352	International Education	International Students	Multi Media Advertising	\$650.00
P0401353	CJR Education	International Students	Multi Media Advertising	\$585.00
P0401354	Samy's Camera	Audio/Visual	Instructional Supplies	\$316.34
P0401356	Watson Label Products	Div Office Instr.	Instructional Supplies	\$703.22
P0401357	Matthew Bender	Div Office Instr.	Library Books	\$803.91
P0401358	Thomson West	Div Office Instr.	Library Books	\$2,756.92
P0401378	Lucks Music Library	Music	Instructional Supplies	\$580.70
P0401379	Scantron Gillette	Music Library	Library Books	\$38.41
P0401380	CDW-G	HVAC Shop	Non-Instruct Supplies	\$325.47
P0401381	William Mulrooney	Admissions/Recors	Conferences Mgmt	\$75.00
P0401383	PACRAO	Admissions/Recors	Dues And Memberships	\$125.00
P0401384	Dell Marketing L. P.	Information Technology	New Computer	\$6,953.91
P0401394	Classical Singer	Music Library	Library Books	\$52.00
P0401395	Guitar Foundation of	Music Library	Library Books	\$12.00
P0401408	Vera Bruce	Family Consumer	Dues And Memberships	\$115.00
P0401410	CSI Fullmer	Facilities/Planning/Serv	Repairs Noninstructional	\$821.43
P0401421	Community College	Accreditation Support	Conferences Faculty	\$190.00
P0401425	Webtrends Corporation	Information Technology	Maintenance Contracts	\$740.00
P0401426	Dell Computer	Information Technology	Maintenance Contracts	\$35,672.05
P0401430	Monterey Graphics	Outreach and School	Non-Instruct Supplies	\$98.78

P0401433	Monterey Graphics	Human Resources	Other Services And Expenses	\$49.39
P0401447	Community College	Public Relations	Conferences Mgmt	\$475.00
P0401449	Hermosa Beach	Public Relations	Dues And Memberships	\$200.00
P0401450	Hawthorne Chamber of	Public Relations	Dues And Memberships	\$125.00
P0401451	Manhattan Beach	Public Relations	Dues And Memberships	\$45.00
P0401452	Konica Minolta	Automotive Technology	Maintenance Contracts	\$528.00
P0401453	Hawkins Delafield &	Institutional Services	Other Services And Expenses	\$2,025.00
P0401459	Jones & Mayer	Institutional Services	Legal	\$570.00
P0401467	L.A. County Ems	Paramedic Academy	Contract Services	\$57,299.88
P0401471	E.C.C. Industry &	Div Office Humanities	Instructional Supplies	\$30.00
P0401474	Fast Deer Bus Charter	Transfer Center	Transportation	\$916.97
P0401477	Konica Minolta	Information Technology	Copiers	\$268.40
P0401478	Studica	Information Technology	License Fee/Site Licenses	\$6,375.00
P0401479	Dept of Industrial	Facilities/Planning/Serv	Repairs Noninstructional	\$2,025.00
P0401480	Dept of Industrial	Facilities/Planning/Serv	Repairs Noninstructional	\$225.00
P0401481	South Coast Air Quality	Hazmat	Other Services And Expenses	\$515.96
P0401486	Ora L. Mayon-Bryant	Operations	Non-Instruct Supplies	\$110.47
P0401487	Dell Computer	Information Technology	New Computer	\$2,980.25

**Fund 11 Total: 107**

**\$393,021.07**

**Fund 12 Restricted - El Camino**

P0401044	Computerland of	STEM transfer-Hispanic	Non-Instruct Supplies	\$304.13
P0401085	VWR Scientific	STEM transfer-Hispanic	Instructional Supplies	\$1,394.28
P0401086	VWR Scientific	STEM transfer-Hispanic	Instructional Supplies	\$679.33
P0401087	VWR Scientific	STEM transfer-Hispanic	Instructional Supplies	\$1,408.86
P0401088	Dell Marketing L. P.	WRIEC Year 5	New Equipment -	\$1,355.40
P0401123	Carolina Biological	STEM transfer-Hispanic	Instructional Supplies	\$835.88
P0401134	Qiagen	STEM transfer-Hispanic	Instructional Supplies	\$127.37
P0401138	Promega	STEM transfer-Hispanic	Instructional Supplies	\$149.85
P0401139	Bio Rad Laboratories	STEM transfer-Hispanic	Instructional Supplies	\$185.59
P0401150	Sidedoor Studio, The	El Camino Language	Multi Media Advertising	\$67.50
P0401151	Thompson West	Faculty & Staff Diversity	Non-Instruct Supplies	\$69.14
P0401155	Los Angeles Urban	Faculty & Staff Diversity	Dues And Memberships	\$2,500.00
P0401156	Monterey Graphics	Faculty & Staff Diversity	Non-Instruct Supplies	\$49.39
P0401163	Manchester Grand	Adminstration	Travel And Conference	\$371.68
P0401164	Edoc Publishing Inc.	Responsive Training	Non-Instruct Supplies	\$1,865.75
P0401165	South Bay Municipal	Parking Violations DMV	Other Services And Expenses	\$7,005.50
P0401166	Torrance Transmission	Parking-Student	Repairs Non Instr	\$2,575.67
P0401167	Van Lingen Towing	Parking-Student	Repairs Non Instr	\$410.00
P0401168	Bothwell Automotive,	Parking-Student	Repairs Non Instr	\$2,481.56
P0401169	Manchester Grand	Adminstration	Travel And Conference	\$557.51
P0401170	Manchester Grand	Adminstration	Travel And Conference	\$557.92
P0401176	CCS Presentation	Community	Non-Instruct Supplies	\$85.85
P0401177	Ryugaku Journal, Inc.	El Camino Language	Contract Services	\$2,500.00
P0401178	International Education	El Camino Language	Contract Services	\$500.00
P0401179	Mimousa Language	El Camino Language	Contract Services	\$1,500.00
P0401180	Easy Overseas	El Camino Language	Contract Services	\$500.00
P0401182	Lou's Golf and	Parking-Student	Repairs Non Instr	\$134.58
P0401183	Lexipol Llc	Parking-Student	Self Insurance Legal Fees	\$2,850.00
P0401189	Ventek International	Parking Fees Permit	Visa/Mastercard Fees	\$990.00
P0401191	VWR Scientific	STEM transfer-Hispanic	Instructional Supplies	\$412.97
P0401197	Bothwell Automotive,	Parking-Student	Repairs Non Instr	\$1,338.20
P0401201	CSULB of Dance	Fine Arts Dntn-Dance	Conferences - Student	\$1,400.00
P0401202	Samy's Camera	Art Dept Donations	Non-Instruct Supplies	\$692.82
P0401220	Fast Deer Bus Charter	Matriculation	Transportation	\$720.98

P0401226	Museum of Tolerance	First Year Experience	Field Trip Expense	\$330.00
P0401227	Amazon.Com	Cact CA Employee	Other Books	\$3,744.17
P0401235	CI Solutions	Parking-Student	Non-Instruct Supplies	\$44.93
P0401236	Dooley Enterprises	Parking-Student	Non-Instruct Supplies	\$559.73
P0401241	R & D Printing	STEM transfer-Hispanic	Non-Instruct Supplies	\$108.65
P0401242	Supertech	VTEA - Radiologic	New Equipment - Instructional	\$50,056.00
P0401246	Council for Resource	Community	Conferences Mgmt	\$525.00
P0401247	Foundation Center, the	Community	Other Services And Expenses	\$295.00
P0401249	Hyatt Regency	Community	Conferences Mgmt	\$1,346.52
P0401251	American Express	Community	Transportation/ Mileage And	\$350.10
P0401265	Grossmont -	CTE II-grant	Conferences Other	\$200.00
P0401266	Fast Deer Bus Charter	El Camino Language	Student Transportation Rental	\$722.99
P0401267	American Express	CTE II-grant	Transportation/ Mileage And	\$219.40
P0401270	Oscar A. Zuniga	Parking-Student	Non-Instruct Supplies	\$50.00
P0401272	Van Lingen Towing	Parking-Student	Repairs Non Instr	\$50.00
P0401273	CCS Presentation	Behavioral & Soc Sci	New Equipmen-Instr. \$5k less	\$1,493.23
P0401274	AT&T Mobility	Parking Fees Permit	Other Services And Expenses	\$1,040.02
P0401275	New Readers Press	El Camino Language	Publications/ Periodicals And	\$92.52
P0401277	National Promotions &	El Camino Language	Printing	\$1,168.83
P0401280	City of Hawthorne	Parking-Student	Other Services And Expenses	\$1,373.75
P0401283	Amazon.Com	Cact CA Employee	Other Books	\$1,035.00
P0401284	Sheraton Grand	CTE II-grant	Conferences Other	\$95.66
P0401288	Copy R Office Solutions	Head Start Partnership	Instructional Supplies	\$200.00
P0401289	Amazon.Com	TANF-CDC (FCCC)	Non-Instruct Supplies	\$363.98
P0401290	Staples Advantage	EOPS	Non-Instruct Supplies	\$272.96
P0401291	Monterey Graphics	EOPS	Non-Instruct Supplies	\$296.34
P0401294	Bothwell Automotive,	Parking-Student	Repairs Non Instr	\$658.55
P0401295	Bothwell Automotive,	Parking-Student	Repairs Non Instr	\$252.69
P0401297	Ventek International	Parking Fees Permit	Other Services And Expenses	\$270.00
P0401300	Tiempos Dorados	NSF-Aerospace Mfg Ed	Printing	\$691.50
P0401303	Computerland of	VATEA Medial / TV	Computer Software Account	\$9,579.23
P0401304	CDW-G	VATEA Medial / TV	Instr.CompEquip less than\$5k	\$1,573.94
P0401305	Dell Marketing L. P.	VATEA Medial / TV	Instr.CompEquip less than\$5k	\$70,274.26
P0401313	Curtis A. Thompson	Construction Tech	New Equipment - Instructional	\$880.00
P0401322	Mid City Mailing	SBDC Program Income	Postage	\$310.00
P0401328	Brendan	EWD/CTE Grant	Non-Instruct Supplies	\$214.63
P0401338	Daily Breeze, the	SBDC Program Income	Publications/ Periodicals And	\$117.00
P0401340	American Express	CalWORKs	Conferences Other	\$269.40
P0401355	Quality Council of	Aerospace Conference	Other Books	\$700.00
P0401364	CCS Presentation	Natural Sciences	New Computer	\$884.22
P0401365	National Training	Parking-Student	In-Service Training	\$950.00
P0401366	B & H Photo-Video	Parking-Student	Other Services And Expenses	\$1,053.47
P0401367	Bayside Medical Center	Parking-Student	Other Services And Expenses	\$319.50
P0401369	Maneri Sign	Parking-Student	Site Improvements	\$1,870.14
P0401370	B & H Towing	Parking-Student	Repairs Non Instr	\$50.00
P0401371	Dell Marketing L. P.	Parking-Student	Non-Instruct Supplies	\$177.22
P0401372	National Public Safety	Parking-Student	Publications/ Periodicals And	\$288.00
P0401373	CDW-G	Parking-Student	New Equipment -	\$280.96
P0401374	South Bay Regional	Parking-Student	New Equipment -	\$743.11
P0401385	Gaumard Scientific	Nursing	New Equipment - Instructional	\$35,530.44
P0401390	Monterey Graphics	El Camino Language	Printing	\$49.39
P0401391	Us Uhak.Com	El Camino Language	Contract Services	\$500.00
P0401393	Amazon.Com	WPLRC PIC Aerospace	Non-Instruct Supplies	\$66.29
P0401396	Employment	Faculty & Staff Diversity	Conferences Mgmt	\$125.00
P0401418	Grossmont -	VTEA Title II Tech Prep	Conferences Other	\$175.00
P0401424	College of Executive	SBDC Program Income	Conferences Mgmt	\$795.00
P0401427	Ronald S. Amie	SBDC Program Income	Contract Services	\$157.50

P0401431	Cali Assisted	SRC Donations	Contract Services	\$138.00
P0401432	Baudville, Inc.	MDC-Parenting	Non-Instruct Supplies	\$94.30
P0401434	Cerritos Community	Community	Non-Instruct Supplies	\$208.53
P0401446	Westhost, Inc.	El Camino Language	Multi Media Advertising	\$29.85
P0401454	Van Lingen Towing	Parking-Student	Repairs Non Instr	\$201.00
P0401456	Quality Business	Matching - IDRC, etc.	Maintenance Contracts	\$125.00
P0401458	Campus Food Services	Community	Non-Instruct Supplies	\$350.00
P0401460	Rio Hondo College	Parking-Student	In-Service Training	\$10.40
P0401462	Rio Hondo College	Parking-Student	In-Service Training	\$10.40
P0401475	International Education	El Camino Language	Contract Services	\$500.00
P0401476	Destyn M. LaPorte	El Camino Language	Field Trip Expense	\$1,310.61
P0401482	Sandra J. Parvis	CCAccessMeansParen	Dues And Memberships	\$130.00
P0401483	Asia-Europe Co., Ltd.	El Camino Language	Contract Services	\$500.00
P0401485	CCCMPA	Matriculation	Conferences Mgmt	\$300.00
P0401488	Wolfram Research	STEM transfer-Hispanic	Conferences Other	\$1,770.00
<b>Fund 12 Total: 106</b>				<b>\$240,097.02</b>

**Fund 15 General Fund -Special Programs**

P0401211	Law Offices of Larry	Institutional Services	Legal	\$1,743.75
P0401232	Dell Marketing L. P.	Administrative Services	New Computer	\$3,341.94
P0401233	Dell Marketing L. P.	Administrative Services	New Computer	\$5,365.50
P0401325	Public Agency Law	Institutional Services	Legal	\$27,752.87
<b>Fund 15 Total: 4</b>				<b>\$38,204.06</b>

**Fund 41 Capital Outlay**

P0401133	Southland Industries	Repairs, Remove	Repairs Noninstructional	\$10,000.00
P0401184	S & M Moving Systems	Repairs, Remove	Repairs Noninstructional	\$840.00
P0401188	Shaw Integrated	Repairs, Remove	Repairs Noninstructional	\$20,275.29
P0401205	Tutela, Inc.	Repairs, Remove	Repairs Noninstructional	\$1,074.60
P0401448	Creative Ceiling	Repairs, Remove	Repairs Noninstructional	\$1,180.00
<b>Fund 41 Total: 5</b>				<b>\$33,369.89</b>

**Fund 62 Property & Liability**

P0401186	Keenan & Associates	Purchasing and	Liability - Self Insurance	\$310.00
P0401210	El Camino Community	Purchasing and	Liability - Self Insurance	\$2,076.78
P0401342	Keenan & Associates	Purchasing and	Liability - Self Insurance	\$1,967.41
P0401420	El Camino Community	Purchasing and	Liability - Self Insurance	\$17,624.48
<b>Fund 62 Total: 4</b>				<b>\$21,978.67</b>

**Fund 71 Associated Students**

P0401214	Campus Food Services	Student Affairs	ASB Exp.	\$170.11
<b>Fund 71 Total: 1</b>				<b>\$170.11</b>

**Fund 72 Student Representation Fee**

P0401403	American Express	Student Affairs	Conferences - Student	\$504.00
<b>Fund 72 Total: 1</b>				<b>\$504.00</b>

**Fund 79 Auxiliary Services**

P0401200	Art Assist	Fine Arts	Non-Instruct Supplies	\$375.00
P0401212	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$227.18
P0401213	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$56.80
P0401217	Campus Food Services	Counseling Office	Non-Instruct Supplies	\$134.23
P0401219	Foundation for	Counseling Office	Non-Instruct Supplies	\$233.00
P0401229	Shyamala Moorty	Fine Arts	Non-Instruct Supplies	\$500.00
P0401264	California State	Fine Arts	Non-Instruct Supplies	\$940.00
P0401271	SAMUEL FRENCH INC	Fine Arts	Non-Instruct Supplies	\$375.00
P0401298	California Pro Sports	Resp Therapy	Non-Instruct Supplies	\$574.90
P0401299	Spot Up, Inc.	Health Sciences and	Non-Instruct Supplies	\$168.16
P0401399	Foundation for	Student Affairs	Non-Instruct Supplies	\$735.00
P0401400	Fast Deer Bus Charter	Student Affairs	Non-Instruct Supplies	\$605.88
P0401401	Hilton Orange	Student Affairs	Non-Instruct Supplies	\$577.32
P0401405	Kelli L. Lundin	Fine Arts	Non-Instruct Supplies	\$250.00
P0401406	Nicholas C. Cagle	Fine Arts	Non-Instruct Supplies	\$100.00
P0401407	Sports Chalet Team	Resp Therapy	Non-Instruct Supplies	\$2,368.19
P0401472	Campus Food Services	Counseling Office	Non-Instruct Supplies	\$599.51

**Fund 79 Total: 17 \$8,820.17****Fund 81 Student Organizations**

P0401404	Enterprise Rentals	Student Affairs	A/P Manual.Gen.	\$632.08
----------	--------------------	-----------------	-----------------	----------

**Fund 81 Total: 1 \$632.08****Fund 82 Scholarships & Trust/Agency**

P0401209	Dell Marketing L. P.	Health Sciences and	Fundraising	\$1,277.52
P0401230	Buddy's All Stars Inc.	Health Sciences and	Fundraising	\$1,525.26
P0401337	Hitt Marking Devices	Health Sciences and	Fundraising	\$40.15
P0401392	Paradise Awards	Health Sciences and	Fundraising	\$76.83
P0401397	Spot Up, Inc.	Health Sciences and	Fundraising	\$658.50
P0401398	Sports Chalet Team	Health Sciences and	Fundraising	\$359.74

**Fund 82 Total: 6 \$3,938.00****PO Funds Total: 252 \$740,735.07****Fund 11 Unrestricted - El Camino**

B0410750	Pharmedix	Human Resources	Other Services And Expenses	\$2,000.00
B0410751	E.C.C. Public	Study Abroad Program	Other Services And Expenses	\$455.00
B0410756	Specialty Doors	Facilities/Planning/Serv	Repairs Noninstructional	\$3,000.00
B0410757	E.C.C. Public	Outreach and School	Non-Instruct Supplies	\$48.60
B0410768	Fujitec America, Inc.	Facilities/Planning/Serv	Repairs Noninstructional	\$2,000.00
B0410773	E.C.C. Public	Study Abroad Program	Other Services And Expenses	\$422.00
B0410775	E.C.C. Public	Study Abroad Program	Other Services And Expenses	\$62.00
B0410776	ECCD Petty Cash	Construction	Instructional Supplies	\$500.00
B0410785	ECCD Petty Cash	Anthropology	Instructional Supplies	\$1,500.00
B0410787	Frontiers News	Ctr for Arts Promo	Multi Media Advertising	\$3,000.00
B0410796	ECCD Petty Cash	Art Department	Instructional Supplies	\$500.00

B0410797	Dowden Associates,	Resource	Contract Services	\$30,000.00
B0410798	Fast Deer Bus Charter	Institutional Services	Workshop Sponsorship	\$1,200.00
B0410803	1099 Pro., Inc.	Fiscal Services	Contract Services	\$16,206.00
			<b>Fund 11 Total: 14</b>	<b>\$60,893.60</b>
<b>Fund 12</b>	<b>Restricted - El Camino</b>			
B0400981	Campus Food Services	Basic Skills	Contract Services	\$1,200.00
B0410771	Campus Food Services	Head Start Partnership	Instructional Supplies	\$2,000.00
B0410789	Richard K. Woodling	CITD - ECC Exp/Imp	Contract Services	\$503.00
B0410790	Oswego Design &	CITD - ECC Exp/Imp	Contract Services	\$503.00
B0410791	Enterprise Fleet	Parking-Student	Other Rentals	\$2,700.00
B0410792	Riverside Community	Cact CA Employee	Contract Services	\$75,000.00
B0410793	ECCD Petty Cash	Model	Other Services And Expenses	\$600.00
B0410794	E.C.C. Public	Model	Reproduction Instructional	\$600.00
B0410799	E.C.C.C.D. Child	CCAccessMeansParen	Contract Services	\$36,950.00
B0410807	Non Profit Navigators	RITP Prog Training	Contract Services	\$10,900.00
			<b>Fund 12 Total: 10</b>	<b>\$130,956.00</b>
<b>Fund 33</b>	<b>Child Development</b>			
B0410758	ECCD Petty Cash	CDC	Instructional Supplies	\$500.00
B0410774	Sysco Food Services	CDC	Instructional Supplies	\$400.00
			<b>Fund 33 Total: 2</b>	<b>\$900.00</b>
<b>Fund 41</b>	<b>Capital Outlay</b>			
B0410779	Tandus Flooring, Inc.	Flooring Replacements	Buildings	\$2,184.56
			<b>Fund 41 Total: 1</b>	<b>\$2,184.56</b>
<b>Fund 71</b>	<b>Associated Students</b>			
B0410755	E.C.C. Public	Student Affairs	ASB Exp.	\$100.00
			<b>Fund 71 Total: 1</b>	<b>\$100.00</b>
<b>Fund 79</b>	<b>Auxiliary Services</b>			
B0410762	E.C.C. Public	Fine Arts	Non-Instruct Supplies	\$165.00
B0410763	Patty Briles	Fine Arts	Non-Instruct Supplies	\$1,000.00
			<b>Fund 79 Total: 2</b>	<b>\$1,165.00</b>
			<b>BPO Funds Total: 30</b>	<b>\$196,199.16</b>
			<b><u>Grand Total POs and BPOs: 282</u></b>	<b>\$936,934.23</b>

---

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

---

	<u>Page No.</u>
A. Category Budgets and Balances.....	40
B. Contract Extension – Caldwell Flores Winter, Inc.....	40
C. Contract – Coffey Environmental – Electrical & Data Conversion Project.....	40
D. Contract – LPA – Stadium Track Replacement Project.....	41
E. Contract Amendment – Koury Engineering – Phase 3 Infrastructure Project.....	41
F. Change Order – HPS Mechanical – Phase 3 Infrastructure Project.....	42
G. Purchase Orders and Blanket Purchase Orders.....	43

## 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 October 31, 2010.

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Additional Classrooms and Modernization	\$235,406,433	\$79,346,737	\$22,269,105	\$133,790,591
Campus Site Improvements	32,416,561	24,714,705	593,548	7,108,308
Energy Efficiency Improvements	2,818,000	2,756,426	0	61,574
Health and Safety Improvements	129,899,135	45,021,731	10,842,620	74,034,784
Information Technology and Equipment	24,678,355	11,810,376	11,795	12,856,185
Physical Education Facilities Improvements	572	572	0	0
<b>TOTAL</b>	<b><u>\$425,219,056</u></b>	<b><u>\$163,650,546</u></b>	<b><u>\$33,717,068</u></b>	<b><u>\$227,851,442</u></b>

### B. CONTRACT EXTENSION – CALDWELL FLORES WINTER, INC.

It is recommended the Board of Trustees approve extending the contract with the above firm previously approved on March 18, 2002.

Contractor to provide financial advisor services to support preparation of information needed to assist staff and the Board of Trustees in making decisions about the appropriateness of authorizing a bond extension. Fees for this service are as follows:

Pre-Election Financial Services – Flat Fee of \$35,000 contingent on the successful passage of the bond.

Post-Election Financial Advisory Services – \$90,000 first bond sale;  
\$65,000 each bond sale thereafter.

All fees are payable solely from bond sale proceeds.

### C. CONTRACT – COFFEY ENVIRONMENTAL – ELECTRICAL & DATA CONVERSION PROJECT

It is recommended that the Board of Trustees approve entering into a contract with Coffey Environmental to provide on-going hazardous materials abatement services to the District for the Electrical & Data Conversion Project. These services will



include, but are not limited to, hazardous material surveys, abatement specifications, air-monitoring and contractor observation during asbestos and lead abatement activities.

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

**Dates of Services:** November 2010 through April 2012.

**Cost:** Cost not to exceed \$20,000.

**D. CONTRACT – LPA – STADIUM TRACK REPLACEMENT PROJECT**

It is recommended the Board of Trustee’s approve entering into a contract with the architectural firm of LPA to provide the necessary architectural, interior design, engineering, technology, landscaping and security services to design and construct the Stadium Track Replacement Project.

The fee for these services of \$1,962,000 was negotiated considering the factors of project scope, level of complexity of the work required, estimated construction time, construction cost and the firm’s staff to be assigned to the project. The construction and equipment cost for this work is estimated to be \$24,400,000.

LPA was selected based upon its experience and expertise performing this type of project.

**Dates of Service:** November 16, 2010 through project completion.

**Cost:** \$1,962,000 and reimbursable expenses, not to exceed \$40,000, invoiced monthly.

**E. CONTRACT AMENDMENT – KOURY ENGINEERING –PHASE 3 INFRASTRUCTURE PROJECT**

It is recommended that the Board of Trustees approve the following additional services.

Additional inspection services required due to increased scope of construction contract.	\$8,696
--	---------

Total Contract Amendment Amount	<u>\$8,696</u>
---------------------------------	----------------

Original Contract Amount	\$35,000
--------------------------	----------

Prior Changes	0
---------------	---

Contract Amendment Amount	<u>8,696</u>
New Contract Amount	<u>\$43,696</u>

**F. CHANGE ORDER – HPS MECHANICAL – PHASE 3 INFRASTRUCTURE PROJECT**

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

- |   |          |
|---|----------|
| 1. Install conduit and wiring in order to provide power to motorized valves for the chilled and hot water booster pumps at the Library and Natural Science building. Engineer request.  | \$5,668  |
| 2. Reroute undocumented existing emergency and signal conduits near the North Gym due to conflicts with new construction. Unknown Condition   | \$21,405 |
| 3. Alternate demolition procedure for the exterior concrete slab over a basement stairway at the Art & Behavioral Science entry in order to protect the existing waterproof membrane. Unknown Condition   | \$1,829  |
| 4. Remove and replace two existing inoperable 6” domestic water valves located near the Student Services building. District Request.  | \$10,382 |
| 5. Repair an existing 2” fire alarm conduit located west of the Art & Behavioral Science building that was undocumented in the concrete slab and damaged during removal of the side walk. Unknown Condition   | \$2,451  |
| 6. Accelerate the concrete walkway installation schedule at the North and South Gym areas by pumping the concrete to accommodate colored and natural concrete patterns. This work was performed to complete the walkways prior to the start of the Fall semester. District request. | \$17,641 |
| 7. Provide and install a storm drain catch basin between Marsee Auditorium and the South Gym in order to prevent surface run-off into the tennis court planter area. Engineer request.  | \$10,296 |
| 8. Saw cut concrete slab areas in lieu of using a concrete breaker for removal of the sidewalk between Social Science and Art & Behavioral Science buildings. District request in order to  | \$2,927  |

minimize noise impact. Unknown Condition

9. Emergency repair of a broken 6” domestic water line south of the Stadium. District request.	\$5,996
10. Remove and replace existing hydronic lines underground at the Social Science building and terminate inside the building with new isolation valves. District request due to poor condition of existing pipe. Unknown Condition	\$9,813
11. Additional cost due to dividing the installation the concrete sidewalk between Marsee Auditorium and the South Gym into two portions instead of a single installation. This was done to provide continuous pedestrian access. District request.	<u>\$4,352</u>
 Total Change Order Amount	 <u>\$92,760</u>
Original Contract Amount	\$9,382,373
Prior Changes	717,618
This Change Order Amount	<u>92,760</u>
New Contract Amount	<u>\$10,192,751</u>

**G. PURCHASE ORDERS (PO) AND BLANKET PURCHASE ORDERS (BPO)**

The following purchase orders have been issued in accordance with the District’s purchasing policy and authorization of the Board of Trustees. It is recommended that the following purchase orders for Measure E expenditures be ratified and payment be authorized upon delivery and acceptance of the items or services ordered.

<b>PO #</b>	<b>VENDOR NAME</b>	<b>SITE NAME</b>	<b>DESCRIPTION</b>	<b>COST</b>
P401154	Grainger	Bookstore Building	Group II Equipment	\$372.47
P401157	Mark Costello	Bookstore Building	Contract Services	512.24
P401307	Keenan & Associates	Bookstore Building	Contract Services	162.00
P401308	Keenan & Associates	Bookstore Building	Contract Services	210.38
P401309	SEWUP/JPA	Bookstore Building	Contract Services	3,849.00
B400077	Larry’s Concrete	Math Science	Construction Material	1,134.00
B410761	S & K Engineers	Master Planning	Architecture & Engineering	150,000.00
B410780	Commercial Fence	Math Business Health Svcs.	Site Improvements	2,280.00
B410781	Insignia	Signage and Wayfinding	Site Improvements	225,698.82
B410782	Commercial Paving	Paving	Site Improvements	378,999.00
B410795	Christy Construction	Bookstore Building	Buildings	10,880.00
B410802	American Relocation	Bookstore Building	Contract Services	2,387.04
B410805	Scott Elevator	Master Planning	Contract Services	2,500.00
B410806	National Roofing	Master Planning	Contract Services	800.00
			<b>TOTAL POs AND BPOs</b>	<b><u>\$779,784.95</u></b>

---

---

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

---

---

	<u>Page No.</u>
A. Employment and Personnel Changes.....	45
B. Temporary Non-Classified Service Employees .....	50
C. New Classification Specifications for Administrator Positions.....	51
D. New Administrator Positions.....	52
E. New Classification Specifications for Classified Position.....	52
F. Revised Administrator Salary Schedule.....	52

**A. EMPLOYMENT AND PERSONNEL**

It is recommended that the Board ratify/approve the employment and personnel changes for academic, classified, special services professionals and temporary classified service employees as shown in items 1-17 and 1-14.

**Academic Personnel:**

1. Retirement - Ms. Janice Ball, full-time instructor of Academic Strategies, Humanities Division, last day worked September 24, 2010, first day of retirement October 1, 2010, and that a plaque be prepared and presented to her in recognition of her service to the District since 2000.
2. Resignation - Ms. Yasna Ouwerkerk, full-time instructor of Nursing, Health Sciences & Athletics Division, effective December 17, 2010.
3. Amend Employment - Ms. Mary Beth Barrios, full-time Counselor, Counseling & Student Services Division, Class II, Step 9, instead of Step 8, Fiscal Salary Schedule, effective September 1, 2010.
4. Amend Employment - Dr. Anne Valle, full-time instructor of Life Sciences, Natural Sciences Division, Class V, Step 5 (instead of Step 4), Academic Salary Schedule, effective August 26, 2010.
5. Amend Special Assignment - Ms. Sheryl Kunisaki, part-time instructor of English, Humanities Division, to coordinate activities in the Learning Center, to be paid \$45.14 an hour, not to exceed 13 hours per week, instead of 10 hours per week, effective August 26 through December 17, 2010, in accordance with the Agreement, Article 10, Section (m).
6. Special Assignment - Ms. Briita Halonen, full-time instructor of English, Humanities Division to co-chair as Vice President of Faculty Development for Academic Senate, to be paid \$60.18 an hour, not to exceed 128 hours or \$7,703, effective August 30, 2010 through June 11, 2011, in accordance with the Agreement, Article 10, Section 14(a).
7. Special Assignment - Ms. Cristina Pajo, full-time Counselor, Special Resource Center, Counseling & Student Services Division, to co-chair Faculty Development Committee for Academic Senate, to be paid \$60.18 an hour, not to exceed 116 hours or \$6,981, effective September 20, 2010 through June 11, 2011, in accordance with the Agreement, Article 10, Section 14(a).

8. Special Assignment - Mr. Richard Hughes, full-time instructor of Technology, Industry & Technology Division, to teach not-for-credit classes under the Employment Training Panel Agreement through El Camino College/CACT for Community Advancement, to be paid \$75.00 an hour, not to exceed \$10,000, effective November 1, 2010 through June 30, 2011, in accordance with the Agreement, Article 10, Section 14(a).
9. Special Assignment - Mr. Howard Story, full-time Faculty Coordinator, Learning Resources, to coordinate media preparation for Board of Governors meeting hosted by El Camino College, to be paid \$45.14 an hour, not to exceed 6 hours or \$271, effective November 6 through November 7, 2010, in accordance with the Agreement, Article 10, Section 14(a).
10. Special Assignment - The following part-time instructors of Mathematics to organize and finalize all cohort products produced in the last four years for the joint Mathematics Title V Grant and Santa Monica College to be paid \$60.18 an hour, not to exceed a total of 420 hours or \$25,276, effective November 15, 2010 through April 8, 2011, in accordance with the Agreement, Article 10, Section 9(m).

<u>Instructor</u>	<u>Not to Exceed Hours</u>	<u>Not to Exceed Dollars</u>
Laura Hinckley	30	\$1,806
Malinni Roeun	120	\$7,222
Mohammad Rahnavard	30	\$1,806
Tatiana Roque	30	\$1,806
Patricia Stoddard	30	\$1,806
Jose Villalobos	120	\$7,222
May Xu	30	\$1,806
David Yee	30	\$1,806

11. Special Assignment - The following full-time instructors of Mathematics to organize and finalize all cohort products produced in the last four years for the joint Mathematics Title V Grant and Santa Monica College to be paid \$60.18 an hour, not to exceed a total of 990 hours or \$59,578, effective November 15, 2010 through April 8, 2011, in accordance with the Agreement, Article 10, Section 9(m).

<u>Instructor</u>	<u>Not to Exceed Hours</u>	<u>Not to Exceed Dollars</u>
Eduardo Barajas	30	\$1,806
Susan Bickford	120	\$7,222
Jeffrey Cohen	120	\$7,222
Junko Forbes	30	\$1,806
Hamza Hamza	60	\$3,611

Kaysa Laureano-Ribas	60	\$3,611
Alice Martinez	30	\$1,806
Arturo Martinez	60	\$ 3,611
Trudy Meyer	120	\$7,222
Matha Sandoval-Martinez	30	\$1,806
Greg Scott	120	\$7,222
Arkadiy Sheynshteyn	60	\$3,611
Jacquelyn Sims	60	\$3,611
Susan Tummers Stocum	30	\$1,806
Lijun Wang	60	\$3,611

12. Special Assignment – Ms. Diane Hayden, part-time instructor of Art, Fine Arts Division, to work as Faculty Coordinator on faculty programs, to be paid \$45.14 an hour, not to exceed 217 hours or \$9,795, effective November 8 through December 22, 2010, in accordance with the Agreement, Article 10, Section 14(a).
13. Amend Stipend Assignment - Ms. Amy Himself, full-time instructor to participate in the Faculty Inquiry Partnership Program (FIPP) for the 2010-2011 academic year, to be paid \$600 after completion of the summer On Course I training and the Fall semester, and \$400 to be paid upon completion of the program at the end of the Spring 2011 semester, effective August 17, 2010 through June 30, 2011, in accordance with the Agreement, Article 10, Section 14(a).
14. Stipend Assignment - Dr. Christopher Mello, full-time instructor of Guitar, Fine Arts Division, to perform as fall resident artist for jazz guitar performance, to be paid \$350, effective October 16, 2010, in accordance with the Agreement, Article 10, Section 14(a).
15. Stipend Assignment - The following full-time instructors to participate in holistic grading of student work consisting of rubric review, participant norming and grading of student end-of-semester essays collected from Fall 2010 English A courses for course-level SLO assessment, to be paid \$100 each, effective November 16 through December 10, 2010, in accordance with the Agreement, Article 10, Section 14(a).

Marilyn Anderson	Scott Kushigemachi
Jennifer Annick	Rachel Lewis
Mimi Ansite	Peter Marcoux
Debra Breckheimer	Jeff McMahan
Allison Carr	Darrell Thompson
Matthew Cheung	Laura Welsh
Elise Geraghty	Rachel Williams
Lyman Hong	

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

Business

Patrizia Lissoni

Fine Arts

Otmaro Ruiz

17. Employment - The following part-time/temporary instructors to be hired as needed for the 2011 Winter session.

Behavioral & Social Science

Mohammed Abdelhamid, Class IV, Step 7

Jose Arrieta, Class II, Step 4

Mediha Din, Class II, Step 4

Darla Fjeld, Class V, Step 4

Thomas Glenn, Class IV, Step 14

Thomas Keville, Class II, Step 12

Marc Mesyanek, Class II, Step 6

Robroy Meyers, Class II, Step 8

Francis Schulte, Class III, Step 12

Kell Stone, Class II, Step 7

Kofi Yankey, Class II, Step 11

Fine Arts

Michelle Funderburk, Class IV, Step 10

Health Sciences & Athletics

Susan Calderon, Class II, Step 5

Diana Galias, Class I, Step 6

Krysti Rosario, Class I, Step 5

Sean Sheil, Class II, Step 9

Industry & Technology

Sharon Higgins, Class II, Step 10

Natural Sciences

Natalia Lev, Class II, Step 8

Richard Slocum, Class V, Step 12

**Classified Personnel:**

1. Retirement - Ms. Agapita Moura, Accounting Assistant III, Range 30, Step E, Fiscal Services Division, Administrative Services Area, effective December 1,



2010 and that a plaque be presented to her in recognition of her service to the District since 1985.

2. Separation - Mr. Shelton Bass, Accounting Officer, Range 39, Step B, Fiscal Services Division, Administrative Services Area, effective November 15, 2010.
3. Extend Work Out of Classification - Ms. Joan Kamahele, Student Services Technician, Range 28, Step E, to Program Coordinator, Range 36, Step B, Resource Development Division, Student and Community Advancement Area, effective August 28 through December 22, 2010.
4. Change of Assignment - Ms. Debra Kyte, Senior Clerical Assistant, Range 24, Step D, Financial Aid/Enrollment Services Division, Student and Community Advancement Area, to Fine Arts Division, Academic Affairs Area, effective December 1, 2010.
5. Change of Assignment - Ms. Christine Saldana, 50% Clerical Assistant, Range 22, Step E, from Vice President's Office, Academic Affairs Area, to Foundation division, Student and Community Advancement Area, effective November 16, 2010.
6. Employment - Ms. Karla Allen, Switchboard Operator, Range 21, Step A, Switchboard/Human Resources Division, Human Resources Area, effective December 1, 2010.
7. Employment - Ms. Patricia Amezcua, Administrative Assistant II, Range 31, Step A, Fine Arts Division, Academic Affairs Area, effective November 16, 2010.
8. Employment - Ms. Angela Funes, Student Services Advisor, Range 35, Step A, Counseling and Student Services Division, Student and Community Advancement Area, effective November 16, 2010.
9. Amend Temporary Employment - Ms. Marci Meyers, from 100% to 10%, Research Associate, Range 39, Step B, Institutional Research, Student and Community Advancement Area, effective November 1, 2010 through January 31, 2011.

### **Special Services Professional**

10. Extend Employment - Ms. Kerry Bonner, Special Services Professional, Range 5, Step 3, of the Special Services Professional Salary Schedule, not to exceed \$48,276, Community Advancement Division, Student and Community Advancement Area, effective November 17, 2010 through June 30, 2011.

11. Employment - Mr. Wadhy Solano, Special Services Professional, Range 8, Step 4, daily rate of \$404, of the Special Services Professional Salary Schedule, not to exceed 26,259, Enrollment Services Division, Student and Community Services Area, effective November 4, 2010 through January 31, 2011.

### **Temporary Classified**

12. Extend Employment - Ms. Amy Herrschaft, Financial Aid Assistant, Range 24, Step A, Financial Aid/Enrollment Services Division, Student and Community Advancement Area, to assist students at the front counter, 40 hours per week, effective January 3 through June 30, 2011.
13. Ms. Agapita Moura - Accounting Assistant III, Range 30, Step E, Fiscal Services Division, Administrative Services Area, to work as needed in the accounting office and financial aid disbursement, effective December 1, 2010 through June 30, 2011. (Retired Annuitant).
14. Ms. Jennifer Sellers - Theatre Technician, Range 31, Step A, Fine Arts Division, Academic Affairs Area, to perform backstage duties as needed, effective November 16, 2010 through June 30, 2011.

### **B. TEMPORARY NON-CLASSIFIED SERVICE EMPLOYEES**

It is recommended that the Board authorize employment of the following Temporary Non-Classified Service Employees, subject to funding, as shown in items 1-5.

The following temporary, non-classified service employees are to be hired for the 2010-2011 fiscal year, paid hourly, effective November 16, 2010 through June 30, 2011, days and hours vary as needed, unless otherwise stated.

#### **Instructional Aide Series**

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

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

Neha Zaidi, \$9.25 per hour (eff. 8/26/10 to 6/30/11)

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

The following individual is to provide intermediate level tutoring, maintain records, and other specified accommodations for students.

Jennifer Clarry, \$11.50 per hour (eff. 10/1/10 to 6/30/11)

#### **Program Aide Series**

3. Program Aide VI

The following individual is to assist with the Student Learning Outcome (SLO) listing and limited database.

Theresa Wright, \$19.00 per hour (eff. 1/3/11 to 6/30/11)

The following individual is to assist the MESA Director with maintenance of the MESA program and aid with the student database and development of Personal Statements for students as well as recruitment and training.

Elizabeth Bermudez, \$19.00 per hour

The following individual is to provide technical and logistical support for the Science, Technology, Engineering & Math Student Conference.

Alejandro Padron, \$15.00 per hour

**Sports Aide Series**

4. Sports Aide VI

The following individual is to assist the coaching staff with the recruitment of potential student-athletes.

Elizabeth Hazell, \$17.00 per hour (eff. 10/19/10 to 6/30/11)

**Theater Aide Series**

5. Theater Aide I

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

Katrina Massaram, \$8.50 per hour

**C. NEW CLASSIFICATION SPECIFICATIONS FOR ADMINISTRATOR POSITIONS**

It is recommended that the Board of Trustees approve the new classification specifications for the Interim Associate Dean of Enrollment Services as shown on pages 53-55, for the Assistant Director, Learning Resources as shown on pages 56-58 and the Project Director, Title V – Graduation Grant as shown on pages 59-61.

**D. NEW ADMINISTRATOR POSITIONS**

It is recommended that the Board of Trustees approve the newly authorized positions of Associate Dean, Mathematics and Associate Dean, Fine Arts.

**E. NEW CLASSIFICATION SPECIFICATIONS FOR CLASSIFIED POSITION**

It is recommended that the Board of Trustees approve the new classification specifications for the Program Coordinator, Student Support Services Science, Technology, Engineering and Mathematics (SSS STEM) Program as shown on pages 62-64.

**E. REVISED ADMINISTRATOR SALARY SCHEDULE**

It is recommended that the Board approved the revised Administrator Salary Schedule to reflect the new positions added above as shown on pages 65-68.

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: INTERIM ASSOCIATE DEAN OF ENROLLMENT SERVICES**

### **BASIC FUNCTION:**

Under the direction of the Dean of Enrollment Services, assist in the administration of the assigned division with the development, oversight and operations of the division and its academic/support programs with implementing faculty, staff and administrative policies.

### **REPRESENTATIVE DUTIES:**

The duties of the Interim Associate Dean of Enrollment Services may include, but not be limited to, the following:

Provide leadership to the enrollment services functions within the division which may include, but not be limited to financial aid, assessment and testing, school relations, student development, First Year Experience/Learning Communities/Supplemental Instruction, and grants.

Provide leadership to the development of necessary programs and services designed to assure students' access, ease of entry and successful transition into college.

Participate in outreach activities and maintain effective communication with feeder school districts, community based organizations and public agencies; develop and participate in college-community partnerships; make public presentations on behalf of the college.

Assure the provision of a student-centered, customer-service oriented environment for the delivery of all division functions, and promote such an environment across campus.

Maintain knowledge of new developments and innovative enrollment management practices in community colleges and higher education; recommend changes to maintain relevance of programs and services to meet student needs.

Communicate and work closely with other divisions in implementing collaborative programs designed to meet student needs; facilitate internal partnerships between and among other student support services, Community Advancement, Academic Affairs and Administrative Services.

Provide leadership in the use of technology to assure the effectiveness and efficiency of enrollment services operations.

Regularly analyze division staffing needs and make recommendations to the Dean of Enrollment Services; provide for appropriate staff development of assigned staff; assure compliance with the District's personnel policies, procedures and practices.

Plan for efficient and appropriate use and security of division facilities; assure compliance with health and safety regulations.

Participate in strategic planning for the college, the Student and Community Advancement Area, and the Enrollment Services Division; collaborate with department managers in setting division priorities, both short-term and long-range.

Set priorities for resource needs; identify resources for development through grants and alternative sources when appropriate; provide leadership to the development and monitoring of the division's budget; manage financial resources consistent with District policy and sound financial management principles.

Maintain and encourage effective communication with division staff by holding regular staff meetings; provide information to staff about issues, programs and practices affecting the college, division and departments.

Be an involved participant on the Student and Community Advancement management and leadership teams; collaborate with other managers within the area in the development of area plans and priorities.

Recommend and participate in the development of policy as necessary for the District to properly implement effective enrollment services and student support programs.

Provide clearly written reports and analyses when requested or appropriate.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Higher education in community colleges, including the mission of the California Community Colleges.

Community outreach methods, marketing strategies and principles.

Policies and regulations pertaining to assigned enrollment services functions.

Technological advancements and their application to enrollment services.

Development, implementation and monitoring of budget; resource development.

Effective collaboration, communication, and consensus-building techniques.

Principles and practices of management, supervision and training.

Interpersonal skills using tact, patience and courtesy.

District organization, operations, policies and procedures.

Oral and written communication skills.

**ABILITY TO:**

Communicate well in writing and orally, develop written reports, and deliver oral presentations.  
Meet schedules and time lines; plan and organize work effectively.  
Present a positive image of the college.  
Communicate with a wide range and level of students, public and college employees.  
Plan and work effectively and cooperatively with peers, faculty, staff, students and community members from multi-cultural, diverse backgrounds.  
Analyze situations accurately and adopt an effective course of action.  
Organize multiple projects and carry out required project details throughout the years.  
Evaluate division programs and functions and make recommendations for continuous quality improvement.  
Develop and manage grant or special project applications.  
Organize and chair meetings, lead workshops, facilitate group discussions and involve staff in idea generation, goal setting, and decision-making.

**EDUCATION AND EXPERIENCE:**

Master's degree or equivalent\*, one year of formal training, leadership or leadership experience related to the administrator's assignment.

Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic backgrounds of students, and of persons with disabilities.

\*Equivalency to be determined by the El Camino Community College District Board Policy 4119 – Equivalence to the Minimum Qualifications.

**LICENSE AND OTHER REQUIREMENTS:**

Valid California driver's license

**WORKING CONDITIONS:**

Required to drive to offsite locations.  
Move from one work area to another.  
Hand, wrist, and finger dexterity to operate various office machines.  
Lift up to 25 lbs.

Board Approved: November 15, 2010  
Administrator Salary Schedule Range 13

**EL CAMINO COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: ASSISTANT DIRECTOR, LEARNING RESOURCES**

**BASIC FUNCTION:**

Under the direction of the Director of Learning Resources, plan, administer and provide identified instructional support to the college community through the services of the Learning Resources Center and other campus Learning Centers.

**DUTIES & RESPONSIBILITIES:**

Provide direct supervision and coordination for all activities of the Learning Centers on campus.

Facilitate the delivery of tutoring or other instructional support services.

Assist in the development of policies and procedures and the establishment of planning priorities.

Supervise, train and evaluate assigned staff.

Direct the work and training of student, temporary and volunteer staff including tutors.

Assist in the development of the budget and plans for staffing, facilities, equipment and supplies.

Evaluate the need and suitability of instructional material, software, handouts and media associated with the services of the department.

Organize the functions of the department to work in concert with the functions of other campus instructional programs and support services.

Assist faculty and staff in identifying and diagnosing individual student learning difficulties and develop a specific academic interventions.

Develop course-support materials for use in the department.

Design procedures for gathering data and prepare proposals and reports.

Participate in all appropriate departmental and college activities.

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Required: master's degree to teach any discipline in which instruction is offered at the college; OR a master's degree in education, educational psychology or instructional psychology, or other master's degree with emphasis in adult learning theory OR the equivalent.

One year of formal training, internship or leadership experience related to the administrator's assignment.



Must be sensitive to and have an understanding of the diverse academic, socioeconomic, cultural, ethnic backgrounds of students, and of persons with disabilities.

**DESIRABLE QUALIFICATIONS:**

Leadership experience, within the last five years, in a learning lab, learning resource center of tutorial services center that includes training and program development.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Higher education in community colleges, including the mission of the California Community Colleges.

Must understand the needs of adult and under-prepared students including adult learning theory and learning styles.

Coursework in developmental education or a related area.

Excellent oral and written communication and team building skills.

Currency in the uses of instructional software and other technologies used to enhance learning.

Budget preparation and control.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

District organization, operations, policies and objectives.

**ABILITY TO:**

Demonstrate skill in using innovative teaching methods, instructional design and assessment strategies.

Adapt instructional techniques to accommodate varied learning styles and abilities.

Demonstrate commitment to participating in professional activities, continued education and improvement of skills.

Plan, organize, develop and evaluate the programs, activities and curriculum to meet student and community needs.

Communicate effectively, both verbally and in writing.

Work effectively with students, faculty, and staff from multi-cultural backgrounds to foster student success.

Train, supervise and evaluate personnel.

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

Plan and organize work and meet deadlines.

Work cooperatively and coordinate projects with other administrators and staff to offer effective services to students.

Evaluate and support faculty and staff recommendations for program improvements and/or new program efforts.

**WORKING CONDITIONS:**

Must be able to adapt to changing situations.

Work under pressure.

Board Approved: November 15, 2010

Administrator Salary Schedule Range 11

## EL CAMINO COMMUNITY COLLEGE DISTRICT

**CLASS TITLE:      PROJECT DIRECTOR**  
**(Title V, Graduation Initiative Grant)**

### **BASIC FUNCTION:**

Under the direction of the assigned Dean, the Project Director will serve as project leader for the five-year, Title V, Graduation Initiative Grant.

The Project Director will plan, organize and manage the objectives of the grant to increase student success through developmental English and mathematics courses, to increase the percentage of transfer directed and transfer prepared students, and to increase the percentage of degree-seeking freshman students who graduate with an associate's degree. The Director will coordinate and supervise all personnel involved in grant activities in order to satisfy the goals and objectives of the Title V, Graduation Initiative Grant.

### **REPRESENTATIVE DUTIES:**

Accept overall responsibility for management, compliance, reporting, budget, and monitoring for timelines and quality of outcomes on the Title V grant.

Serve as logistical hub of project, coordinating meetings, travel, and consultants, with project staff.

Communicate goals and objectives of project to college community.

Direct and oversee the operation of all Activity Components.

Oversee faculty recruitment and development activities.

Supervise the day-to-day functions of all Activity staff.

With Activity Component Leads, assume responsibility for the timely completion and evaluation of all activities and project objectives as detailed in the Implementation Plan, including scheduling and approval of professional development, monitoring of implementation and evaluation of pilot interventions, and other activities as noted.

Work with key college constituencies to plan and budget for post-grant continuation of successful strategies implemented during the grant.

Gather monthly progress reports on activity components and issues quarterly reports summarizing progress.

Keep monthly time and effort records on all personnel who work on the project.

**PROJECT DIRECTOR (Title V, Graduation Initiative Grant) continued      Page Two**

Obligate and spend in a timely manner project funds in accordance with terms of grant award; maintains funds in separate/restricted accounts; approves all expenditures.

Ensure consultants and contracts are within institutional and federal requirements.

Communicate with Title V program office and attend Project Director's conference.

Coordinate the overall evaluation of project with an external evaluator and college staff.

Coordinate the preparation of all ED required reports, including any interim reports, the Annual Performance Report, and the Final Report.

**EDUCATION AND EXPERIENCE:**

Master's degree and at least 2 years administrative experience, preferably in grant-funded project management at the federal and/or state level; Experience managing large and complex projects and/or federal contracts (including budgets and reporting) in higher education setting. Title III or Title V experience preferred. Excellent communicator with awareness of issues related to community college teaching and learning issues.

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Oral and written communication skills.

Principles and practices of supervision and training.

Applicable laws, codes and regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and appropriate software.

Organizational, operational, and structural functions of postsecondary institutions.

**ABILITY TO:**

Demonstrate sensitivity to and understanding of multi-cultural, diverse environments and college students from diverse academic, socioeconomic, and cultural, and ethnic backgrounds.

Supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and appropriate office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

**PROJECT DIRECTOR (Title V, Graduation Initiative Grant) continued      Page Three**

Work independently with little direction.  
Plan and organize work.

**LICENSE AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

Will be required to drive to offsite locations periodically.  
Move from one work area to another.  
Hand wrist, finger dexterity to operate various office machines.  
Multicultural, diverse work environment.  
Lift up to 25 pounds.

Administrator Salary Schedule Range 11  
Board Approved: November 15, 2010

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE:       PROGRAM COORDINATOR - STUDENT SUPPORT SERVICES  
SCIENCE, TECHNOLOGY, ENGINEERING AND  
MATHEMATICS (SSS STEM) PROGRAM**

### **BASIC FUNCTION:**

Under the direction of the Deans of Mathematical and Natural Sciences and the SSS STEM Director, serves as primary contact person for participants; assists in the identification, selection and retention of participants; produces monthly reports, statistical data and progress reports; refers participants to appropriate services and activities; assists in the implementation of project activities; acts as a liaison with other campus projects and resources; coordinates special events, field trips, and graduation activities; monitors participants' progress and maintains their individual files; works with SSS STEM Director on a regular basis.

The coordinator position serves as an integral member of the Student Success Program team and is responsible for direct service to low-income and first generations college students with diverse backgrounds and abilities.

### **REPRESENTATIVE DUTIES:**

Assist Director with the planning, organizing, development and implementation of the services for the science, engineering and mathematics students for the SSS STEM Program.

Assist in the evaluation of student needs, external requirements and regulations, and current trends to develop program modifications and improvements.

Participate in the provision of services at all college sites to math and science students including academic and educational workshops, speakers, academic advising, scholarships and fellowships, campus visits, chaperone college trips, planned activities, and retention strategies.

Conduct outreach and recruitment efforts for SSS STEM students, tutors and facilitators.

Assist in the review of applications for admissions to the SSS STEM Program and conduct orientations for program candidates.

Maintain longitudinal files on each SSS STEM student tracking student's progress before and after transfer.

Maintenance of complete records on each SSS STEM student, including eligibility criteria and documentation, participant agreements, personal statement, resume, student educational plan and its updates, financial aid assistance, participant follow-up to include graduation information, and participant exit survey.

Monitor students through ongoing outreach and intrusive advising and make appropriate referrals and interventions.

Assist in the development and offering of skill building workshops to students including Summer Bridge to college program for incoming students.

Oversee the financial aid process for program participants to ensure that program participants apply in a timely manner.

Work with faculty and other campus areas to identify needs, coordinate services to students and improve program utilization.

Assist in the recruitment, training and supervision of workshop facilitators, tutors and other program personnel.

Assume related duties and responsibilities as assigned.

Perform other duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Oral and written communication skills.

Principles and practices of supervision and training.

Applicable laws, codes and regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and appropriate software.

Organizational, operational, and structural functions of postsecondary institutions.

**ABILITY TO:**

Demonstrate sensitivity to and understanding of multi-cultural, diverse environments and college students from diverse academic, socioeconomic, and cultural, and ethnic backgrounds.

Supervise and evaluate the performance of assigned staff.

Maintain student database.

Prepare and maintain records and reports.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and appropriate office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Work some evenings and weekends.

**EDUCATION AND EXPERIENCE:**

Must have a Bachelor's degree in a STEM, education, psychology or related field; one year of experience delivering to students academic services aimed at improving student success; and three years work experience in education, industry or other profession involving work with postsecondary students.

Experience working with college students' academic needs and development; understanding of, and sensitivity to, educational equity and cultural issues facing students from underrepresented backgrounds; ability to establish and maintain an effective, trusting relationship with the diverse college student population; professional student services work experience with diverse students.

Preference given to applicant with educational/economic background similar to target group, work experience (at similar level) in science, engineering and mathematics program with enthusiasm and high energy level.

Bilingual in Spanish, preferred.

**LICENSE AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

Will be required to drive to offsite locations periodically.

Move from one work area to another.

Hand wrist, finger dexterity to operate various office machines.

Multicultural, diverse work environment.

Interact with a variety of individuals.

Lift up to 25 pounds.

**TERMS OF EMPLOYMENT:**

The position is funded for the length of term of the grant award, 5 year.

Board Approved: November 15, 2010

Classified Salary Schedule Range 36



**EL CAMINO COMMUNITY COLLEGE DISTRICT  
ADMINISTRATOR SALARY SCHEDULE  
Effective: January 1, 2008**

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
Range 1	60,183	62,047	63,966	65,954	67,966
Range 2	62,047	63,966	65,954	67,966	70,010
Range 3 Planetarium Director	63,966	65,954	67,966	70,010	72,091
Range 4	65,954	67,966	70,010	72,091	74,278
Range 5 Assistant Director of Development, Annual & Alumni Giving	67,966	70,010	72,091	74,278	76,504
Range 6 Director, MESA Program Assistant Director, Community Education & Development	76,778	79,146	81,518	83,960	86,492
Range 7 Assistant Director, Bookstore Assistant Director, Small Business Development Center Project Director, Regional Interpreter Training Grant	83,562	85,914	88,989	92,085	95,178
Range 8 Assistant Director, EOP&S/CalWORKS Assistant Director, Facilities Planning & Services Director, Accounting Director, Child Development Center Director, Outreach & School Relations Police Lieutenant	87,689	90,330	93,187	96,445	99,701
Range 9	90,419	93,225	96,085	98,961	101,944
Range 10	93,225	96,085	98,961	101,944	105,003
Range 11 Assistant Director, Admissions & Records Assistant Director, Financial Aid and Scholarships <i>Assistant Director, Learning Resources</i> Athletic Director CalWORKS & Career Placement Services Director	96,084	98,961	101,944	105,003	108,152

Director, Bookstore  
Director, Center for Applied Competitive Technologies  
Director, Community Relations (See Range 15)  
Director, Contract and Community Education  
Director, EOP&S/CalWORKS  
Director, International Business Development

**EL CAMINO COMMUNITY COLLEGE DISTRICT  
ADMINISTRATOR SALARY SCHEDULE  
Effective: January 1, 2008**

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
Range 11 (continued)					
Director, Small Business Services					
Director, Student Development					
Director, Technical Education					
Director, Workforce Education					
Director, Workplace Learning Resource Center					
PACE & Week-end College Director					
<i>Project Director (Title V, Graduation Initiative Grant)</i>					
Range 12	101,276	104,406	107,556	110,757	113,508
Director, Institutional Research					
Range 13	104,406	107,556	110,757	113,508	117,523
Director, Human Resources					
Assistant Director, Information Technology Services					
Associate Dean					
Associate Dean, Academic Affairs					
Director, Business Services					
Director, Center for International Education					
Director, Financial Aid & Scholarship					
Director, Learning Resources					
Director, Resource Development/Grants Development & Management					
Director, Special Resource Center					
Director, Staff and Student Diversity					
Executive Director, El Camino Center for the Arts					
<i>Interim Associate Dean of Enrollment Services</i>					
Range 14	110,234	113,673	117,056	120,584	124,220
Director, Nursing					
Range 15	113,672	117,076	120,584	124,220	127,929
Chief of Police and Director of Public Services Instructional Programs					
Director, Admissions & Records					
Executive Director, Foundation					
Director, Community Relations (Temporary, not to exceed duration of Agreement between the El Camino Community College District and the Compton Community College District)					
Range 16	119,951	123,569	127,244	131,078	135,005
Business Manager					

Dean  
Director, Facilities, Planning & Services  
Director, Information Technology Services

Range 17	123,569	127,244	131,078	135,006
139,057				
Range 18	127,244	131,078	135,006	139,057
143,218				

Revised and Board Approved – November 15, 2010

---

---

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

---

---

- A. Absence of a Board Member.....Page 70
- B. Board of Trustees Evaluation and Goals for 2009-2010.....Page 70

A. Absence of a Board Member

It is recommended that the Board excuse Trustee Jackson from the October 18, 2010 Board Meeting with no loss of salary due to illness.

B. Board of Trustees Evaluation and Goals for 2009-2010

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

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

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

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

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

III. Continue a Trustee education program.

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

IV. Update the 2007 Facilities Master Plan.

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

V. Fiscal Responsibilities.

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

VI. Accreditation

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

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

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



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

- VII. Committee of the Whole
  - A. Public Comment
  - B. Trustee Selection



## **Appointing a New Trustee to the Board**

From time to time, vacancies occur on a board of trustees, and boards must either schedule an election or appoint a person to fill the vacancy. The decision of who to appoint is an important one: the person selected should be able to represent the community well and to contribute wisely to board processes. The appointment process must be done in a timely manner and in accordance with law and regulations. Filling a vacancy through appointment or election is governed by Education Code Sections 5090 – 5095.

The following information is designed to assist the chief executive and governing board in the appointment process; however, it is not a substitute for legal advice. Districts are encouraged to consult with counsel to assure compliance with the law.

### **How Vacancies Occur**

Vacancies usually occur due to resignation or death of an incumbent. Other conditions, such as moving out of the district or ceasing to fulfill the duties of the position, are detailed in Government Code 1770.

### **When a Vacancy Occurs**

The effective date of a resignation is the date that is specified in the written resignation or, if no date is specified, when the written resignation is filed with the county superintendent of schools.

When a vacancy occurs, the board has up to 60 days to make a provisional appointment or order an election for the position (Education Code 5091). As soon as the board knows of the vacancy, it should adopt a resolution or otherwise take action to do one of these two things. If the board does not fill the vacancy, the county superintendent is required to order an election to fill the vacancy.

There are certain conditions which limit the board's decision to either order an election or

make an appointment as stated in Education Code 5093:

- (a) There shall be no special election or appointment to fill a vacancy on a governing board if the vacancy occurs within four months of the end of the term of that position.
- (b) ... if the vacancy occurs, or a resignation specifying a deferred effective date is filed with the county superintendent of schools, during the period between six months and 130 days prior to a regularly scheduled governing board election and the position is not scheduled to be filled at such election. In such a case, the position shall be filled at a special election for that position to be consolidated with the regular election. A person elected to fill a position under this subdivision shall take office at the next regularly scheduled meeting of the governing board following the certification of the election and shall serve only until the end of the term of the position which he or she was elected to fill.
- (c) If a special election pursuant to Section 5091 could be consolidated with the next regular election for governing board members, and the vacant position is scheduled to be filled at such regular election, there shall be no special election.

### **Holding an Election**

If the legal conditions are met and the board decides to order an election, the election must be held on the next regular election date. Special elections are allowed if a petition is submitted by the voters after a provisional appointment has been made. Conditions for special elections are specified in Education Code 5091(c) and (f).

### **Making an Appointment**

Persons applying or nominated for the position must meet the legal qualifications for members of the board stated in the Constitution and other laws. They must be residents of the district (or area, if the district has trustee areas) (Education Code 72022).

The person appointed to the position shall hold office only until the next regularly scheduled election for district governing board members.

A provisional appointment confers all powers and duties of a governing board member upon the appointee immediately following his or her appointment.

The provisional appointment must be made by a majority public vote of the board members at a public meeting. Private ballots are not allowed.

### **Timelines for Appointment**

If the board wishes to appoint a person to fill a vacancy, it has 60 days from the effective date of the vacancy to do so. Therefore, time is of the essence for publicizing the position, recruiting applicants (optional), reviewing applications, interviewing candidates

(optional), and making the appointment. A sample timeline of the process is:

- |               |   |
|---------------|---|
| Week 1        | <ul style="list-style-type: none"><li>• Publication of vacancy as required by law.</li><li>• CEO and board, ad hoc committee, or board chair finalize steps in the process, the timeline, and application materials and criteria for selection.</li></ul>         |
| Weeks 2–4     | <ul style="list-style-type: none"><li>• Publicize position and recruit candidates (optional; see suggested strategies).</li><li>• Receive applications.</li></ul>   |
| End of Week 4 | <ul style="list-style-type: none"><li>• Final deadline for receipt of applications in the CEO’s office, preferably no later than 30 days after the vacancy is announced.</li></ul>  |
| Weeks 2–5     | <ul style="list-style-type: none"><li>• Board or board ad hoc committee develops/reviews selection criteria and questions to ask candidates (if interviews are held)</li></ul>  |
| Week 5        | <ul style="list-style-type: none"><li>• Announcement of names of applicants and distribution of materials to board members for review.</li></ul>  |
| Weeks 5–6     | <ul style="list-style-type: none"><li>• Informational meeting(s) for candidates, organized by CEO and staff (optional).</li></ul>   |
| Week 6        | <ul style="list-style-type: none"><li>• Ad hoc committee or board meeting to screen applications and select finalists for interview or further consideration (optional). If committee is used, it would report to the board to determine the finalists.</li></ul> |
| Week 7 or 8   | <ul style="list-style-type: none"><li>• Board meeting to hear presentations from the candidates, interview finalists, and/or discuss the applications review. Select and provisionally appoint the trustee.</li></ul>   |
| Week 8 or 9   | <ul style="list-style-type: none"><li>• Publish the notice of appointment. Call and/or send appropriate letters to those who were not selected.</li></ul>   |

### **Publicity about the Appointment**

Education Code 5092 requires that there be publicity about the vacancy that includes posting a notice of the vacancy in three public places in the district and publishing a notice in a newspaper of general circulation. Government Code 6061 states that

publication shall be for one time. The posted notice of vacancy should include instructions on how to apply for or nominate someone to be a candidate for appointment.

The Board may wish additional publicity. The required notices may include additional details or encourage interested people to call for more information about the college, board roles, and trustee responsibilities. The announcement and further information may be sent to local news media, placed on the college's website, and distributed to community leaders.

The need to appoint a trustee is an opportunity to educate the community about the governing board. The announcement, press release, or other information therefore might include what is expected of board members in fulfilling their jobs and how boards contribute to effective colleges.

### **Recruiting and Informing Candidates**

Every board would like a good pool of qualified applicants who support the work of the district and have the interests of the community in mind. Foundation boards, college advisory committees, and community leaders are excellent sources of potential candidates. In addition to the required public notice, activities to recruit include:

- Send announcements about the vacancy and information about the role of a trustee to people who might be or know of good potential board members.
- Solicit names of good potential candidates from current trustees, community leaders, and college organizations. Call or send those who are identified a letter with application information.
- People who indicate an interest should be encouraged to learn more about the position. See the sample letter to potential candidates and applicants. The district office may provide or arrange:
  - Information about the board role and trustee responsibilities, including compensation (if any), conflicts of interest and disclosure requirements, and expectations.
  - Individual meetings with the CEO.
  - Candidate group meeting with the CEO and other staff.
  - Packets of information available from the League, including the brochure "Board Candidate Information" and selected chapters from the Trustee Handbook.
  - District information, including board meeting agendas and minutes, board ethics and operations, college catalogs and general reports, and summaries of long-range plans.

The recruitment process should be conducted in such a manner that reflects well on the college and the board. The primary contact should be the CEO or his/her designee in the

district office. Trustees should maintain their neutrality and support for an open process.

### **Applications and Candidate Information**

The purpose of the application package is to gain sufficient information to determine which candidate to appoint or which finalists to invite for further consideration.

First, applications should be reviewed to ensure that interested people meet the legal requirements. The district should check addresses to make sure residency requirements are met. Those who do not meet eligibility requirements should receive a letter indicating why they are ineligible to be appointed.

Boards may also request one or more of the following materials to gather additional helpful information:

- Letter of interest
- Application form
- Letter or statement that outlines qualifications and experience
- Resume
- Questionnaire

### **Criteria**

The board determines the criteria used to select the appointee. A board ad hoc committee may be used to develop and propose criteria to the entire board, or the discussion may take place in the board as a whole.

The selection criteria may be used to help trustees review applications to choose their top candidates, select a number of finalists to be interviewed, and decide who to appoint.

Possible criteria are:

- Interest in and commitment to service to the community;
- Interest in and commitment to public education and student learning;
- Knowledge about and commitment to the role and mission of community colleges in the communities they serve and in the context of all higher education;
- Willingness and ability to represent those who live in the service area; mindful of the perspectives of diverse constituencies;
- Willingness to advocate the district and its interests to the community and state;
- Knowledge and background related to the issues considered by the board (e.g. community needs, funding, education, district operations);
- Ability to work as a member of a public governing board; understands that the board, not the individual trustees, has authority;
- Ability to articulately express perspectives and respect the perspectives of others;
- Willingness to work cooperatively with others and in partnership with the CEO;

- Time and energy necessary to fulfill the responsibilities of being a trustee;
- Willingness and time to engage in ongoing professional development;
- Commitment to fulfill the ethical and legal responsibilities of trusteeship, unencumbered by private agendas; and/or
- Qualities, background, and stature that will enhance the standing of the district in the community.

### **Reviewing Candidates**

The law is silent on how a board is to review candidates. However, a number of strategies have been used to review applications and select the candidate. Identifying strategies and reviewing applications may take place in an ad hoc board committee, which would then report to the board in a public meeting for final action, or the board may hold the discussion at a public meeting. Some strategies are:

- Each trustee receives and reviews applications and background materials about all candidates.
- Trustees may use rating sheets to rank the candidates or simply identify their top choices for the position using the criteria established by the board.
- The board determines whether to select a certain number of finalists for further consideration, or whether to interview or hear from all eligible applicants.

Selection of finalists occurs at a public meeting. A board committee may be used to recommend finalists, but the decision is made at a board meeting.

Selecting finalists may be based on the extent they meet the criteria for selection. One approach is that all trustees identify their top choices; those who are selected the greatest number of times become finalists for the position.

Further review of all candidates or the finalists may be done by inviting them to a) be interviewed by the board, b) make presentations to the board, and/or c) submit additional background materials for further board review.

Choosing a certain number of finalists to be interviewed may depend on whether there are a large number of applications and/or the amount of time the board has to conduct interviews or hear presentations. The board may choose to interview or hear presentations from all applicants who meet eligibility requirements. The latter choice ensures that all who are interested have full opportunity to speak to the board and reinforces that the appointment process is open to all.

A positive, public discussion of the candidates fosters a positive image and promotes good community relations. The board benefits by focusing on the strengths of the applicants rather than on the weaknesses of any one person)



### **Interviewing and/or Hearing from Candidates**

It is optional to interview or hear presentations from candidates, but most boards decide to do so to learn more about the candidates and ensure the process is open. Interviews or presentations must take place in a public, properly noticed meeting.

Candidates may be invited to make a short presentation to the board (3-5 minutes) on why they should be appointed to the board. Candidates may also be interviewed after or instead of the presentation. Suggestions for the interview process include:

- Conduct interviews in the same manner for all candidates.
- Provide the questions to candidates prior to the interviews to ensure that all have the same time to prepare.
- Determine the order in which candidates are interviewed (or make presentations) by lot, alphabetical order, or some other neutral method.
- Vary the order in which candidates respond to questions; e.g. ask a question and ask each candidate to respond. Then ask the next question and vary the order in which candidates respond.
- The board president may ask all questions, or board members may take turns asking questions. It is wise to set time limits for candidate responses.

### **Voting on the Candidates**

The appointment, which is provisional, must be made by a majority public vote of the board members at a public meeting. How each trustee votes is a matter for public record; no secret ballots are allowed.

It is not necessary to vote on the candidates at the same meeting that they are interviewed. If time allows, the vote may be schedule for a subsequent meeting so that trustees have time to reflect on the candidates.

### **Announcing the Appointment**

The law (Ed Code 5091, Gov Code 6061) requires that notices of the provisional appointment are posted within 10 days in three public places in the district of the actual vacancy or the filing of a deferred resignation and the provisional appointment. Notice of the appointment shall also be published in a newspaper of general circulation.

The notice shall state the fact of the vacancy or resignation and the date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation. It shall also contain the full name of the provisional appointee to the board, the date of appointment, and a statement that unless a petition calling for a special election, containing a sufficient number of signatures, is filed in the office of county superintendent of schools within 30 days of the date of the provisional appointment, it shall become an effective appointment. (If a petition is filed, then a special election must be held.)

In addition, the announcement of the appointment should be sent to the county superintendent of schools/office of education, the county elections office, the Community College League of California and other agencies that maintain lists of elected officials. Additional publicity may include press releases to all newspapers in the region, other news media, and local governing bodies.

### **Length of an Appointment**

A person appointed to fill a vacancy holds office until the next regularly scheduled election for the board. An election is held to fill the vacancy for the remainder of the term. See Education Code 5091(e).

### **Orienting the New Trustee**

Appointed trustees deserve the same orientation that is provided to newly elected trustees, which often includes sessions with the CEO, certain administrators and faculty, staff and student leaders; college tours, and resource materials.

Upon receiving the name of the new trustee, the Community College League will send a packet of information, including a Trustee Handbook, to the person. Appointed trustees also receive a special invitation to the Effective Trusteeship Workshop held in late January/early February.

### **Resources**

Districts may rely on local counsel to ensure compliance with applicable law. The League maintains records of newly appointed and elected trustees. Contact [cclc@ccleague.org](mailto:cclc@ccleague.org) for contact information to obtain samples from districts that recently appointed a new trustee.