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

**Agenda, Monday, November 17, 2008  
Board Room  
4:00 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of October 20, 2008, Pages 4-6**
- III. Presentations – Ms. Irene Graff**
  - A. The Community College Survey of Student Engagement
  - B. The Community College Survey of Faculty Engagement
- IV. Public Hearings**
  - A. Reopener Negotiations – El Camino Community College District and the El Camino Classified Employees Local 6142, CFT/AFT/AFL-CIO
  - B. Reopener Negotiations – El Camino Community College District and the El Camino College Federation of Teachers Local 1388, AFT, AFL-CIO
- V. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
  - A. Public Comment
    - 1. Academic Affairs  
*See Academic Affairs Agenda, Pages 7-11*
    - 2. Student and Community Advancement  
*See Student Services Agenda, Pages 12-16*
    - 3. Administrative Services  
*See Administrative Services Agenda, Pages 17-34*
    - 4. *See Measure “E” Bond Fund Agenda, Pages 35-39*

- 5. *See Human Resources Agenda,  
Pages 40-62*
- 6. Superintendent/President  
*See Superintendent/President Agenda,  
Pages 63-64*

**VI. Committee of the Whole**

- A. Public Comment
  - 1. 2007-2008 Board of Trustees  
Goals, Pages 65-70

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

**VIII. Oral Reports**

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

**IX. Closed Session**

- A. Personnel Matters, Brown Act Section 54957
  - 1. 2 cases
- B. Public Employee Performance Evaluation – Superintendent/President

<p><b>Board of Trustees Meeting Schedule for 2008</b> <b>4:00 p.m. Board Room</b></p>
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Monday, December 15, 2008

## EL CAMINO COLLEGE STRATEGIC PLAN 2007 THROUGH 2010

### **Vision Statement**

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

### **Mission Statement**

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

### **Statement of Philosophy**

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

### **Statement of Values**

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

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

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

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

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

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

### **Guiding Principles**

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

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

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

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

### **Strategic Initiatives**

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

EL CAMINO COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING OF  
Monday, October 20, 2008

The Board of Trustees of the El Camino Community College District met at 4:00 p.m. on Monday, October 20, 2008, in the Board Room at El Camino College.

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

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

Minutes of the Regular Board Meeting of September 2, 2008

The Minutes of the Regular Board Meeting of September 2, 2008 were approved.

Public Hearing – Negotiations between the El Camino Community College District and the El Camino Police Officers Association for Full Contract Renewal

It was moved by Trustee Beverly, seconded by Trustee O'Donnell, that a Public Hearing regarding negotiations between the El Camino Community College District and the El Camino Police Officers Association for Full Contract Renewal be opened at 4:15 p.m. Motion carried. No public comments were made.

It was moved by Trustee O'Donnell, seconded by Trustee Beverly, that the Public Hearing be closed at 4:16 p.m. Motion carried.

Resolution Endorsing Education, Diversity, Growth in the Economy (EDGE) Campaign

It was moved by Trustee Beverly, seconded by Trustee O'Donnell, that the Board pull the resolution endorsing the Education, Diversity, Growth in the Economy (EDGE) Campaign for separate consideration. Motion carried.

The Board asked that this item be tabled until additional information is provided.

## Consent Agenda

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

## Academic Affairs

Center for the Arts Presentations – 2008/2009

Conference Attendance – National Association for the Education of Young Children

Conference Attendance – Mathematics, Engineering, Science Achievement Program

Instructional Field Trip – Fall 2008

Proposed Curriculum Changes: Effective 2009-2010 Academic Year

## Student and Community Advancement

Field Trips

Student Conferences

2008 Forensics Team Tournaments

Community Education – Fall 2008

Destruction of Records

Grants

International Travel

## Administrative Services

Quarterly Fiscal Status Report – 311Q

Budget 2008-09 – Unrestricted General Fund – Compton Educational Center Related Activity (14)

Budget 2008-09 – Unrestricted General Fund – Special Programs (15)

Interfund Transfer

Consultant Services

Contracts Under \$72,400

Memorandums of Understanding Between El Camino Community College District and High School Agencies

Contracts Over \$72,400

Request for Proposal

Notice of Completion

Destruction of Records

Purchase Orders and Blanket Purchase Orders

## Measure E Bond Fund

Category Budgets and Balances

Change Order – Bomel Industries – Lot H Parking Structure & Athletics

Change Order – Mel Smith Electric – Phase 1 Site Infrastructure Project

Change Order – HPS Mechanical, Inc. – Phase 2 Site Infrastructure Project

Correction – Notices of Completion – Various – Learning Resources Center Project

Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

Resolution – Equivalence to Minimum Qualifications

Notice and Scheduling of Hearing: Reopener Negotiations – El Camino Community College District and the El Camino Classified Employees Local 6142, CFT/AFT/AFL-CIO

Notice and Scheduling of Hearing: Reopener Negotiations – El Camino Community College District and the El Camino College Federation of Teachers, Local 1388, AFT, AFL-CIO

President and Board of Trustees

Absence of a Board Member

Travel

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

Committee of the Whole

A Committee of the Whole was opened at 4:50 p.m. to consider the 2007-2008 Board of Evaluation and Goals for 2008-2009. Committee of the Whole closed at 5:00 p.m.

Public Comment

Mr. Nehasi Lee thanked the Board for the Compton Partnership and suggested a goal for the Board members' consideration

Adjournment

Meeting adjourned to a Closed Session at 6:00 p.m. Meeting reconvened at 6:30 p.m. and immediately adjourned.

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Maureen O'Donnell, Secretary of the Board

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Thomas M. Fallo, Secretary to the Board

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

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## ACADEMIC AFFAIRS

### A. DESTRUCTION OF RECORDS

It is recommended that the Board authorize the destruction of the records listed below. These documents have met the required retention period in accordance with California Code of Regulations, California Community Colleges Subchapter 2.5, Article 2, Section 59026.

Student Resource Center Student Files Destroy date: 12/2004	1993-1994	A-Z
Student Resource Center Student Files Destroy date: 12/2007	1996-1997	A-Z

### B. OUT-OF-COUNTRY TRAVEL

It is recommended that the Board approve Dr. Victoria Orton's attendance and participation in the Nurses as Clinical Teachers: Variables Affecting Teaching Comfort and Self-Efficacy Conference in Jerusalem, Israel, from December 1-10, 2008. There will be no cost to the District.

### C. PROPOSED CURRICULUM CHANGES: EFFECTIVE 2009-2010 ACADEMIC YEAR

It is recommended that the Board approve the proposed curriculum revisions, effective the 2009-2010 academic year, as listed below.

#### INDUSTRY AND TECHNOLOGY DIVISION

#### COURSE REVIEW; CHANGES IN DESCRIPTIVE TITLE, CATALOG DESCRIPTION

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

1. Computer Aided Design/Drafting 28abcd – ~~Design, Analysis, and Management of Advanced Parametric Solid Modeling and Assemblies with Autodesk Software~~  
In this course, students will utilize Autodesk software to design, analyze, dimension orthographic two-dimensional (2-D) drawings with detail, auxiliary, and manage assembly projects. ~~Use of software to manipulate surfaces, apply functional dimensions and tolerances, and set relative motion between components in complex assemblies is covered in depth. Engineering presentation, presentation section views, and presentation animation are also covered. Also, exploded~~



## ACADEMIC AFFAIRS

animated assemblies (kinematics) will be created in this class using Inventor Pro software, an Autodesk product.

*Recommendation:*

Computer Aided Design/Drafting 28abcd –Advanced Parametric Solid Modeling and Assemblies

In this course, students will dimension orthographic two-dimensional (2-D) drawings with detail, auxiliary, and section views. Also, exploded animated assemblies (kinematics) will be created in this class using Inventor Pro software, an Autodesk product.

## MATHEMATICAL SCIENCES DIVISION

### **COURSE REVIEW; CHANGES IN TITLE AND NUMBER, DESCRIPTIVE TITLE, FACULTY LOAD, LECTURE HOURS, CREDIT STATUS, CATALOG DESCRIPTION**

*Current Status/Proposed Change*

1. Mathematics 41A 33 – Extended Elementary Algebra, Part I

Lecture: ~~3~~ 4 hours Faculty Load: ~~20.000~~ 26.667%

Credit, not degree applicable

This is the first course in the two-course Extended Elementary Algebra sequence, which begins at a slower pace than elementary algebra. Students examine the connections between the order of operation on real numbers and the elementary algebraic ideas of variables, expressions, and equations. Students explore the four fundamental representations of relations between two variables: verbal, algebraic, graphical, and numerical. Linear relations serve as the primary example, but students also study quadratic ~~and absolute value~~ relations. Students are expected to master basic numeric and algebraic manipulation skills, including combining like terms, expanding products, and elementary factoring.

~~Note: Mathematics 41A/41B is a two course elementary algebra sequence that is intended for students who would benefit from slower paced instruction. Mathematics 41B serves as a prerequisite course for Mathematics 70~~

*Recommendation:*

Mathematics 33 – Extended Elementary Algebra, Part I

Lecture: 4 hours Faculty Load: 26.667%

Credit, not degree applicable

This is the first course in the two-course Extended Elementary Algebra sequence, which begins at a slower pace than elementary algebra. Students examine the

## ACADEMIC AFFAIRS

connections between the order of operation on real numbers and the elementary algebraic ideas of variables, expressions, and equations. Students explore the four fundamental representations of relations between two variables: verbal, algebraic, graphical, and numerical. Linear relations serve as the primary example, but students also study quadratic relations. Students are expected to master basic numeric and algebraic manipulation skills, including combining like terms, expanding products, and elementary factoring.

### *Current Status/Proposed Change*

2. Mathematics ~~41B~~ 43 – Extended Elementary Algebra, Part II

Lecture: ~~3~~ 4 hours Faculty Load: ~~20.000~~ 26.667%

Credit, not degree applicable

This is the second course in the two-course Extended Elementary Algebra sequence. Students in this course explore the concept of relation and its four fundamental representations: verbal, algebraic, graphical, and numerical. Students show mastery of more advanced algebraic manipulation skills, including extracting roots, ~~completing the square~~, and more advanced factoring. Students examine ~~and solve linear equations~~, systems of linear equations, ~~and quadratic equations~~, as well as quadratic, reciprocal and square root equations relations.

~~Note: Mathematics 41A/41B is a two-course elementary algebra sequence that is intended for students who would benefit from slower paced instruction. Mathematics 41B serves as a prerequisite course for Mathematics 70~~

### *Recommendation:*

Mathematics 43 – Extended Elementary Algebra, Part II

Lecture: 4 hours Faculty Load: 26.667%

Credit, not degree applicable

This is the second course in the two-course Extended Elementary Algebra sequence. Students in this course explore the concept of relation and its four fundamental representations: verbal, algebraic, graphical, and numerical. Students show mastery of more advanced algebraic manipulation skills, including extracting roots and more advanced factoring. Students examine systems of linear equations, as well as quadratic, reciprocal and square root relations.

## **COURSE REVIEW; CHANGES IN FACULTY LOAD, UNITS, LECTURE HOURS, CATALOG DESCRIPTION**

1. Mathematics 191 – Single Variable Calculus and Analytic Geometry II

*Current Status/Proposed Change*

## ACADEMIC AFFAIRS

Units: ~~4 5~~ Lecture: ~~4 5~~ hours Faculty Load: ~~26.667~~ 33.333%

This course includes ~~a study of:~~ methods of integration; applications of integration; improper integrals; numerical integration; infinite sequences, series and power series; parametric equations, polar coordinates; ~~and as well as~~ conic sections.

Note: ~~Mathematics 191 was formerly numbered Mathematics 5B.~~

### *Recommendation:*

Units: 5 Lecture: 5 hours Faculty Load: 33.333%

This course includes methods of integration; applications of integration; improper integrals; numerical integration; infinite sequences, series and power series; parametric equations, polar coordinates; as well as conic sections.

## 2. Mathematics 220 – Multi-Variable Calculus

### *Current Status/Proposed Change*

Units: ~~4 5~~ Lecture: ~~4 5~~ hours Faculty Load: ~~26.667~~ 33.333%

~~Solid analytic geometry, vector algebra,~~ This course contains topics in differential calculus in several variables, including partial differentiation; tangent planes to surfaces; directional derivatives; and optimization problems. Topics in integral calculus in several variables include line, surface, and volume integrals, multiple integrals, vector field theory, as well as the theorems of Green's, Theorem, Gauss (Divergence) and Stokes' as generalizations of the Fundamental Theorem and Gauss' Theorem are Calculus. Other topics included in this course include vector algebra and solid analytic geometry.

Note: ~~Mathematics 220 was formerly numbered Mathematics 6A.~~

### *Recommendation:*

Units: 5 Lecture: 5 hours Faculty Load: 33.333%

This course contains topics in differential calculus in several variables, including partial differentiation; tangent planes to surfaces; directional derivatives; and optimization problems. Topics in integral calculus in several variables include line, surface, and volume integrals, as well as the theorems of Green, Gauss (Divergence) and Stokes as generalizations of the Fundamental Theorem Calculus. Other topics include vector algebra and solid analytic geometry.

## DISTANCE EDUCATION COURSE VERSION UPDATES

1. Mathematics 33 – Extended Elementary Algebra, Part I (Online)
2. Mathematics 43 – Extended Elementary Algebra, Part II (Online)

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

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## STUDENT AND COMMUNITY ADVANCEMENT

### A. FIELD TRIP

It is recommended that the Board approve the following student field trip sponsored by Project Success. The purpose of the trip is to obtain admissions requirements, campus resources and tour the campus.

California State University at Northridge – Brian Mims and Jonathan Harris

November 7, 2008 – California State University at Northridge, Northridge, California. Estimated students 40. Depart 10 a.m., return 3 p.m. Transportation by bus at a cost of \$468.

Santa Ana Police Department – Van Nguyen

November 19, 2008 – Santa Ana Police Department. Estimated Students 17. Depart 8:30am, return 1:30pm. Transportation by vans.

California State University Fullerton – Gary Kohatsu, Kate McLaughlin,  
and Lori Medigovich

November 14-15, 2008 – California State University Fullerton Journalism Association of Community Colleges SoCal Conference. Estimated Students 12. Student will be driving their private vehicles. The registration cost for this trip is \$660 for all 12 students.

**STUDENT AND COMMUNITY ADVANCEMENT**

**B. COMMUNITY EDUCATION COURSE – FALL 2008**

It is recommended that the Board approve the following Community Education course for Fall 2008.

Class Title	Instructor	Salary Fee	Class Fee	Start Date	Day	Time	End Date	Room
Life Drawing Marathons	Michael Van Overbeck (Life Painting)	40% of enrollment fees	\$18	9/28/08	Sunday	10am-5pm	9/28/08	ArtB 205, 209

**C. GRANT - INFORMATION**

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

1. National Science Foundation – Advanced Aerospace Manufacturing Education Project. The Advanced Aerospace Manufacturing Education Support project team is requesting an Advanced Technological Education (ATE) Curriculum and Educational Materials Development grant to continue work that was begun in 2006 with the ATE funded Aerospace Manufacturing Education Project proposal. This funding will permit the team to develop additional curricula modules in many more of the key areas needed by the aerospace industry. The primary target for use of the training and education materials created from this project is the community college system. Principal project participants will include Boeing, Northrop Grumman, and Lockheed Martin representing customers for this training process: El Camino College, Butler Community College, Oregon Institute of Technology, Purdue University, Embry-Riddle Aeronautical University and Daytona State College as education providers.

Amount of Grant Funding from Granting Agency	\$882,509
Amount of College Match	\$ -0-
Total Amount of Grant	\$882,509
Indirect Rate:	\$50,795.87 (37.09% of \$136,953 direct salaries & benefits)
Performance Period:	July 1, 2009 through June 30, 2012

## STUDENT AND COMMUNITY ADVANCEMENT

### D. GRANTS - ACCEPTANCE

It is recommended that the Board accept the following grants:

1. Department of Education – Child Care Access Means Parents in School (CCAMPIS). Funding requested for this project will be combined with current El Camino College Child Development program funds to provide resources for subsidized child care for the equivalent of nine children per year, based on the Center’s sliding fee scale. Some of the children will attend full-time, some part-time, based on the needs of individual student parents. The grant is being re-submitted to add the college match of \$75,000.

Amount of Grant Funding from Granting Agency	\$75,000
Amount of College Match (In Kind)	<u>75,000</u>
Total Amount of Grant	\$150,000
Indirect Rate	\$5,555.52 (8%)
Performance Period: October 1, 2008 through September 30, 2010 (Previously Board approved October 20, 2008.)	

2. Department of Education – Improving Student Success in Science, Technology, Engineering & Mathematics (STEM) Transfer. In order to address identified gaps that prevent more El Camino College students (particularly minority and low-income students) from majoring and transferring in STEM disciplines, the proposed two-year project includes the following components: 1) Develop a new 2+2+2 Articulated Program in Biological Technology, and Articulate (expand/strengthen transfer components) in the Existing Engineering Technology Program; 2) Strengthen STEM Transfer Pathways through (a) infusion of Student Research Opportunities across STEM disciplines; (b) Augmenting Articulated Pathways in Engineering, and (c) improving Science Articulation; 3) Expand Math, Engineering and Science Achievement (MESA) Center and implement new STEM Enrichment Support Strategies in conjunction with the MESA Program; 4) Strengthen STEM Pathways from high Schools to El Camino College via summer bridge programs and consistent outreach.

Amount of Grant Funding from Granting Agency	\$1,701,295
Amount of College Match (Cash)	<u>-0-</u>
Total Amount of Grant	\$1,701,295
Performance Period: October 1, 2008 through September 30, 2010	

## STUDENT AND COMMUNITY ADVANCEMENT

3. Project Reach: Service Inclusion for Community College Students with Disabilities. Project Reach will continue to expand learning opportunities for Students with disabilities to enhance employment skills and increase the career Options. Faculty development and outreach activities will increase awareness of the benefits of Service Learning and accommodations for students with disabilities.

Amount of Grant Funding from Granting Agency	\$15,000
Amount of College Match (In Kind)	<u>\$19,351</u>
Total Amount of Grant	\$34,351
Performance Period: September 1, 2008 through June 30, 2009	

### E. GRANTS – AMENDMENTS

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

1. CTE Nursing Education Program-Enrollment Growth and Retention for RN Programs. The CTE Nursing Education program will help in decreasing the wait list by admitting additional students and the nurse vacancy rate by increasing the number of graduates in two years. As a result of this growth grant, by Spring 2010 the program could potentially graduate between 100 and 116 students. The majority of the graduates will be employed by local hospitals thus contributing to the reduction of the nursing shortage in the area.

#### Amendment:

Augmented grant agreement with Nursing Education Program funds by \$205,200. \$68,400 of these augmentation funds may be expended beginning January 1, 2009 through June 30, 2009. The remainder of the augmentation funds, \$136,800, may be expended beginning June 25, 2009 through June 30, 2010. All of the terms and conditions of the original grant remain the same.

### F. INTERNATIONAL TRAVEL

It is recommended that the Board approve international travel for Leonid Rachman to participate in the American Educational Opportunities 2009 Spring Tour to Macau, Hong Kong, Kuala Lumpur, Singapore, Jakarta, Surabaya, and Bangkok, February 20 – March 8, 2009. The purpose of the trip is to recruit international students. Expenses in the amount of \$18,550 to be paid from International Student Program funds.



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

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## **Administrative Services**

### **A. CONTRACTS UNDER \$72,400**

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

1. **CONTRACTOR:** ADEL WIGGINS GROUP  
**Services:** The agency will receive 24 hours of training in Geometric Dimension and Tolerances (GD&T).  
**Requesting Dept.:** Center for Applied Competitive Technologies (CACT)  
**Dates:** 11/18/08  
**Financial Terms:** Projected Gross Income: \$5,541. This course is self supporting.
2. **CONTRACTOR:** AIR NEW ZEALAND  
**Services:** Twenty employees will each receive a total of 5 hours of training encompassing: Finding a Work/Life Balance, Multi-cultural Business Practices, Customer Service for Internal Customers, and Intermediate Excel.  
**Requesting Dept.:** Community Advancement  
**Dates:** 11/18/08 – 3/31/09  
**Financial Terms:** Projected Gross Income: \$1,125. This course is self supporting.
3. **CONTRACTOR:** CIPS MARKETING  
**Services:** Employees will receive three hours of training on the following topic: Strategic Planning to Executive Team.  
**Requesting Dept.:** Contract Education  
**Date:** 11/18/2008  
**Financial Terms:** Projected Gross Income: \$600. This course is self supporting.
4. **CONTRACTOR:** CULTURAL HOMESTAY INTERNATIONAL  
**Services:** Marie-Catherine Verdy, sponsor for international intern, will assist the Director and Deputy Director of the Center for International Trade Development with research for clients.  
**Requesting Dept.:** El Camino College Center for International Trade Development  
**Dates:** 11/18/08 – 6/30/09  
**Financial Terms:** No Cost to the District
5. **CONTRACTOR:** LOS ANGELES UNIFIED SCHOOL DISTRICT

Services: The project will recruit and train El Camino College students to train and mentor Carson High School students through the State Gear Up Programs (Gaining Early Awareness and Readiness for Undergraduate Programs).  
Requesting Dept.: Childhood Education, Behavioral & Social Sciences  
Dates: 11/1/08 – 8/31/09 (two 1-year options)  
Financial Terms Projected Gross Income: \$305,000 (projected for three year period)  
Source of Funding: State Grant

6. **CONTRACTOR:** MEITETSU TRAVEL U.S.A. CORPORATION  
Services: The travel agency is sponsoring students from Tokyo Jikei College (Japan). Students will attend a one-day instruction course in cosmetology procedures.  
Requesting Dept.: Industry & Technology  
Date: 12/5/08  
Financial Terms: Projected Gross Income: \$500. This course is self supporting.
7. **CONTRACTOR:** SAN FRANCISCO COMMUNITY COLLEGE DISTRICT  
Services: ECC will coordinate and offer seminars and workshops for mentors and directors, and coordinate and develop mentoring programs in the early childhood education fields to help strengthen the early childhood education workforce in our region. This is a pass through grant provided by San Francisco Community College District.  
Requesting Dept.: Childhood Development – Behavioral & Social Sciences  
Dates: 9/1/08 – 6/30/10  
Financial Terms: No Cost to the District  
Source of Funding: State Grant

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

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

1. **CONTRACTOR:** PALOS VERDES ESTATES POLICE DEPARTMENT  
Services: The contractor will conduct approved continuing professional training for police officers.  
Requesting Dept.: Industry & Technology  
Dates: 10/1/08 – 9/30/13  
Financial Terms: Projected Costs: \$110,015 for five years. El Camino College will pay \$2.50 per student contact hour.
2. **CONTRACTOR:** PROPATH. INC.

Services: The contractor will develop curriculum and coordinate and administer a 360-hour aerospace manufacturing certification training program.  
Requesting Dept.: Center for Applied Competitive Technologies  
Dates: 11/18/08 – 12/31/08  
Financial Terms: Cost: \$75,000  
Source of Funding: State Grant – Workforce Innovation in Regional Economic Development (WIRED) “WIRED 2.4” Project

3. **CONTRACTOR:** WESTERN OREGON UNIVERSITY  
Services: The contractor will provide qualified interpreters to meet the diverse needs of the deaf, hard of hearing and deaf-blind customers.  
Requesting Dept.: Special Resources Center  
Dates: 10/1/08 – 9/30/09  
Financial Terms: Projected Gross Income: \$136,536. The program is self supporting.  
Source of Funding: State Grant

**C. CONTRACT AMENDMENTS**

It is requested that the Board of Trustees approve a change to the following contracts (previously approved at the August 18, 2008, Board meeting):

The change:

- Under Financial Terms: The last sentence should read, “District ~~receives~~ pays \$2.50 per student contact hour.”

The contracts:

- Beverly Hills Fire Department
- City of El Segundo Fire Department
- Culver City fire Department
- Hermosa Beach Fire Department
- Manhattan Beach Fire Department
- Torrance Fire Department
- Torrance Police Department
- Redondo Beach Fire Department

**D. DECLARATION OF SURPLUS PROPERTY**

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

## SURPLUS PROPERTY LIST

<b>ECC #</b>	<b>Qty.</b>	<b>Description</b>	<b>Manufacturer</b>	<b>Model</b>	<b>Serial #</b>	<b>Cond.</b>
010124	1	Pentium 4	Dell	Optiplex GX270	35BLT31	4
0111111	1	Pentium 4	Dell	Optiplex GX270	JCPMG51	4
011035	1	Pentium 4	Dell	Optiplex GX270	9ZMMG51	4
008654	1	Pentium 4	Dell	Optiplex GX270	DGR8811	4
008738	1	Pentium 4	Dell	Optiplex GX270	HR8JB11	4
008922	1	Pentium 4	Dell	Optiplex GX270	82N1F11	4
008669	1	Pentium 4	Dell	Optiplex GX270	7FR8811	4
008852	1	Pentium 4	Dell	Optiplex GX270	HWW3C11	4
008655	1	Pentium 4	Dell	Optiplex GX270	6HR8811	4
008740	1	Pentium 4	Dell	Optiplex GX270	3S8JB11	4
008670	1	Pentium 4	Dell	Optiplex GX270	5FR8811	4
008663	1	Pentium 4	Dell	Optiplex GX270	4FR8811	4
008802	1	Pentium 4	Dell	Optiplex GX270	81QVB11	4
008746	1	Pentium 4	Dell	Optiplex GX270	CGKGB11	4
008676	1	Pentium 4	Dell	Optiplex GX270	GCR8811	4
008487	1	Pentium 4	Dell	Optiplex GX270	2T4LX01	4
009624	1	Pentium 4	Dell	Optiplex GX270	6JMCT21	4
011105	1	Pentium 4	Dell	Optiplex GX270	3GPMG51	4
008679	1	Pentium 4	Dell	Optiplex GX270	1GR8811	4
009623	1	Pentium 4	Dell	Optiplex GX270	JHMCT21	4
008962	1	Pentium 4	Dell	Optiplex GX270	36N1F11	4
011132	1	Pentium 4	Dell	Optiplex GX270	88pmg51	4
001125	1	Pentium III	Dell	Dimension 4100	JSMX401	4
010030	1	Pentium 4	Dell	Optiplex GX270	BGK8N31	4
008388	1	Pentium III	Dell	Dimension 4100	FDQMN01	4
012256	1	Pentium 4	Dell	Optiplex GX270	8YFFQ71	4
011133	1	Pentium 4	Dell	Optiplex GX270	B8PMG51	4
011011	1	Pentium 4	Dell	Optiplex GX270	F7tmg51	4
009019	1	Pentium 4	Dell	Optiplex GX270	95SMF11	4
011123	1	Pentium 4	Dell	Optiplex GX270	FGPMG51	4
007034	1	Pentium III	Dell	Dimension L733r	FFVX401	4
005023	1	Pentium	Clone			4
011116	1	Pentium 4	Dell	Optiplex GX270	9CPMG51	4
005024	1	Pentium	Clone			4
008853	1	Pentium 4	Dell	Optiplex GX270	BX4XB11	4
001544	1	Pentium	Clone		928001031	4
009145	1	Pentium 4	Dell	Optiplex GX270	gbs2z11	4
011092	1	Pentium 4	Dell	Optiplex GX270	Bfpmg51	4
011091	1	Pentium 4	Dell	Optiplex GX270	4fpmg51	4
011141	1	Pentium 4	Dell	Optiplex GX270	d7pmg51	4

<b>ECC #</b>	<b>Qty.</b>	<b>Description</b>	<b>Manufacturer</b>	<b>Model</b>	<b>Serial #</b>	<b>Cond.</b>
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008921	1	Pentium 4	Dell	Optiplex GX270	13n1f11	4
009054	1	Pentium 4	Dell	Optiplex GX270	f6jwg11	4
011119	1	Pentium 4	Dell	Optiplex GX270	cdpmg51	4
009475	1	Pentium 4	Dell	Optiplex GX270	8jqjq21	4
001549	1	Pentium 4	Dell	Optiplex GX270	48ma6	4
008573	1	Pentium III	Dell	Dimension 4100	3zs9z01	4
001557	1	Pentium III	Dell	Optiplex GX1p	8u0dh	4
006371	1	Pentium III	Dell	Dimension 4100	G44MQ	4
008841	1	Computer, Celeron	Dell	GX 150	JQR2C11	4
008831	1	Computer, Celeron	Dell	GX 150	1RR2C11	4
008842	1	Computer, Celeron	Dell	GX 150	FSR2C11	4
008822	1	Computer, Celeron	Dell	GX 150	4RR2C11	4
008827	1	Computer, Celeron	Dell	GX 150	6SR2C11	4
008830	1	Computer, Celeron	Dell	GX 150	6RR2C11	4
008839	1	Computer, Celeron	Dell	GX 150	GSR2C11	4
008823	1	Computer, Celeron	Dell	GX 150	DSR2C11	4
009293	1	Server			F5KBM21	4
006741	1	SWITCH/ ROUTER	3COM	SuperStack II	2KSL015235	4
005005	1	SWITCH/ ROUTER				4
001978	1	PowerMac	Apple	G4	003065ed1a4c	4
001991	1	PowerMac	Apple	G4	003065ccbac2	4
001989	1	PowerMac	Apple	G4	003065bcf50c	4
001983	1	PowerMac	Apple	G4	003065ccb65a	4
008333	1	SWITCH/ ROUTER				4
008888	1	ID Card Printer	DT520	Fargo		4
000290	1	Clone			92TY38142362	4
001064	1	Pentium III	Dell	Dimension 4100	80PX401	4
001106	1	Pentium III	Dell	Dimension 4100	G6NX401	4
001098	1	Pentium III	Dell	Dimension 4100	60NX401	4
001105	1	Pentium III	Dell	Dimension 4100	43NX401	4
008172	1	Pentium III	Dell	Dimension 4100	73FXL01	4
001067	1	Pentium III	Dell	Dimension 4100	FMMX401	4
001088	1	Pentium III	Dell	Dimension 4100	BSMX401	4
001101	1	Pentium III	Dell	Dimension 4100	B6NX401	4
001114	1	Pentium III	Dell	Dimension 4100	H9MX401	4
000512	1	Pentium III	Dell	Dimension 4100	J7NSB01	4
001087	1	Pentium III	Dell	Dimension 4100	3GNX401	4
010616	1	Pentium 4	Dell	Optiplex 270	9CCPN41	4
011078	1	Pentium 4	Dell	Optiplex 270	9TMMG51	4
011072	1	Pentium 4	Dell	Optiplex 270	9XMMG51	4

ECC #	Qty.	Description	Manufacturer	Model	Serial #	Cond.
008560	1	Pentium 4	Dell	Dimension 4300	4M30Y01	4

008555	1	Pentium 4	Dell	Dimension 4300	GQ30Y01	4
008561	1	Pentium 4	Dell	Dimension 4300	FL30Y01	4
008556	1	Pentium 4	Dell	Dimension 4300	2M30Y01	4
008810	1	Pentium 4	Dell	Dimension 4300	5YLVB11	4
011580	1	Pentium 4	Dell	Dimension 8400	HZRDP61	4
011259	1	Pentium 4	Dell	Optiplex GX280	6VJBV51	4
012233	1	Pentium 4	Dell	Optiplex GX280	BS5TK71	4
012227	1	Pentium 4	Dell	Optiplex GX280	2X5TK71	4
012214	1	Pentium 4	Dell	Optiplex GX280	DP5TK71	4
008489	1	Pentium 4	Dell	Dimension 4300	8V4LX01	4
012219	1	Pentium 4	Dell	Optiplex GX270	4T5TK71	4
012213	1	Pentium 4	Dell	Optiplex GX270	FW5TK71	4
010690	1	Pentium 4	Dell	Optiplex GX270	DGTYP41	4
012222	1	Pentium 4	Dell	Optiplex GX270	9Q5TK71	4
012209	1	Pentium 4	Dell	Optiplex GX270	1T5TK71	4
010687	1	Pentium 4	Dell	Optiplex GX270	GGTYP41	4
010575	1	Computer, Pentium 4	Dell	Optiplex GX270	5BKTM41	4
009970	1	Computer, Pentium 4	Dell	Optiplex GX270	J5X8N31	4
009968	1	Computer, Pentium 4	Dell	Optiplex GX270	67X8N31	4
010176	1	Computer, Pentium 4	Dell	Optiplex GX270	9YLJT31	4
010039	1	Computer, Pentium 4	Dell	Optiplex GX270	C4K8N31	4
009983	1	Computer, Pentium 4	Dell	Optiplex GX270	33X8N31	4
010132	1	Computer, Pentium 4	Dell	Optiplex GX270	5Y6YT31	4
010180	1	Computer, Pentium 4	Dell	Optiplex GX270	1YLJT31	4
011120	1	Computer, Pentium 4	Dell	Optiplex GX270	GDPMG51	4
009978	1	Computer, Pentium 4	Dell	Optiplex GX270	C2X8N31	4
009988	1	Computer, Pentium 4	Dell	Optiplex GX270	75X8N31	4
011051	1	Computer, Pentium 4	Dell	Optiplex GX270	CXMMG51	4
010135	1	Computer, Pentium 4	Dell	Optiplex GX270	7Y6T31	4
001067	1	Computer, Pentium III	Dell	Dimension 4100	FMMX401	4
010029	1	Computer, Pentium 4	Dell	Optiplex GX270	1HK8N31	4
010016	1	Computer, Pentium 4	Dell	Optiplex GX270	8LK8N31	4
010045	1	Computer, Pentium 4	Dell	Optiplex GX270	6HK8N31	4
010037	1	Computer, Pentium 4	Dell	Optiplex GX270	14K8N31	4
010028	1	Computer, Pentium 4	Dell	Optiplex GX270	HJK8N31	4
010036	1	Computer, Pentium 4	Dell	Optiplex GX270	96K8N31	4
009971	1	Computer, Pentium 4	Dell	Optiplex GX270	15X8N31	4
009999	1	Computer, Pentium 4	Dell	Optiplex GX270	96X8N31	4
009982	1	Computer, Pentium 4	Dell	Optiplex GX270	95X8N31	4

<b>ECC #</b>	<b>Qty.</b>	<b>Description</b>	<b>Manufacturer</b>	<b>Model</b>	<b>Serial #</b>	<b>Cond.</b>
010049	1	Computer, Pentium 4	Dell	Optiplex GX270	7NK8N31	4
009975	1	Computer, Pentium 4	Dell	Optiplex GX270	D3X8N31	4

010053	1	Computer, Pentium 4	Dell	Optiplex GX270	GGK8N31	4
009992	1	Computer, Pentium 4	Dell	Optiplex GX270	92X8N31	4
010052	1	Computer, Pentium 4	Dell	Optiplex GX270	3NK8N31	4
010024	1	Computer, Pentium 4	Dell	Optiplex GX270	57K8N31	4
010002	1	Computer, Pentium 4	Dell	Optiplex GX270	86X8N31	4
010908	1	Printer, Laser	HP	LJ 8150DN	JPDLR32470	4
009984	1	Computer, Pentium 4	Dell	Optiplex GX270	H2X8N31	4
009979	1	Computer, Pentium 4	Dell	Optiplex GX270	26X8N31	4
009991	1	Computer, Pentium 4	Dell	Optiplex GX270	17X8N31	4
009965	1	Computer, Pentium 4	Dell	Optiplex GX270	62X8N31	4
010009	1	Computer, Pentium 4	Dell	Optiplex GX270	64K8N31	4
010006	1	Computer, Pentium 4	Dell	Optiplex GX270	FKK8N31	4
009994	1	Computer, Pentium 4	Dell	Optiplex GX270	94X8N31	4
009989	1	Computer, Pentium 4	Dell	Optiplex GX270	80X8N31	4
009969	1	Computer, Pentium 4	Dell	Optiplex GX270	C5X8N31	4
009996	1	Computer, Pentium 4	Dell	Optiplex GX270	F5X8N31	4
010013	1	Computer, Pentium 4	Dell	Optiplex GX270	C6K8N31	4
009993	1	Computer, Pentium 4	Dell	Optiplex GX270	13X8N31	4
010019	1	Computer, Pentium 4	Dell	Optiplex GX270	1LK8N31	4
010020	1	Computer, Pentium 4	Dell	Optiplex GX270	93K8N31	4
010008	1	Computer, Pentium 4	Dell	Optiplex GX270	87K8N31	4
010007	1	Computer, Pentium 4	Dell	Optiplex GX270	6JK8N31	4
010015	1	Computer, Pentium 4	Dell	Optiplex GX270	3MK8N31	4
009997	1	Computer, Pentium 4	Dell	Optiplex GX270	66X8N31	4
010003	1	Computer, Pentium 4	Dell	Optiplex GX270	C6X8N31	4
009964	1	Computer, Pentium 4	Dell	Optiplex GX270	F2X8N31	4
010018	1	Computer, Pentium 4	Dell	Optiplex GX270	9HK8N31	4
010027	1	Computer, Pentium 4	Dell	Optiplex GX270	8JK8N31	4
010040	1	Computer, Pentium 4	Dell	Optiplex GX270	97K8N31	4
010000	1	Computer, Pentium 4	Dell	Optiplex GX270	B3X8N31	4
010005	1	Computer, Pentium 4	Dell	Optiplex GX270	H0X8N31	4
010012	1	Computer, Pentium 4	Dell	Optiplex GX270	6KK8N31	4
010017	1	Computer, Pentium 4	Dell	Optiplex GX270	HLK8N31	4
010014	1	Computer, Pentium 4	Dell	Optiplex GX270	H6K8N31	4
010010	1	Computer, Pentium 4	Dell	Optiplex GX270	4LK8N31	4
009990	1	Computer, Pentium 4	Dell	Optiplex GX270	47X8N31	4
010021	1	Computer, Pentium 4	Dell	Optiplex GX270	GMK8N31	4
009980	1	Computer, Pentium 4	Dell	Optiplex GX270	FOX8N31	4

ECC #	Qty.	Description	Manufacturer	Model	Serial #	Cond.
012232	1	Computer, Pentium 4	Dell	Optiplex GX280	HP5KT71	4
012215	1	Computer, Pentium 4	Dell	Optiplex GX280	5S5TK71	4



012217	1	Computer, Pentium 4	Dell	Optiplex GX280	6Q5TK71	4
011587	1	Computer, Pentium 4	Dell	Dimension 8400	8ZRDP71	4
012221	1	Computer, Pentium 4	Dell	Optiplex GX280	DR5TK71	4
010686	1	Computer, Pentium 4	Dell	Optiplex GX270	FHTYP41	4
012208	1	Computer, Pentium 4	Dell	Optiplex GX280	3Q5TK71	4
012212	1	Computer, Pentium 4	Dell	Optiplex GX280	6R5TK71	4
008605	1	Computer, Pentium 4	Dell	Dimension 4300	3D5G31	4
008478	1	Computer, Pentium 4	Dell	Dimension 4300	JT4LX01	4
008523	1	Computer, Pentium 4	Dell	Dimension 4300	9G5LX01	4
088580	1	Computer, Pentium 4	Dell	Dimension 8200	G0TWZ01	4
008522	1	Computer, Pentium 4	Dell	Dimension 4300	DW4LX01	4
011582	1	Computer, Pentium 4	Dell	Dimension 8400	BYRDP61	4
011581	1	Computer, Pentium 4	Dell	Dimension 8400	4XRDP61	4
011583	1	Computer, Pentium 4	Dell	Dimension 8400	8WRDP61	4
011585	1	Computer, Pentium 4	Dell	Dimension 8400	CXRDP61	4
011586	1	Computer, Pentium 4	Dell	Dimension 8400	5YRDP61	4
011096	1	Computer, Pentium 4	Dell	Optiplex GX270	JDPMG51	4
011136	1	Computer, Pentium 4	Dell	Optiplex GX270	J7PMG51	4
011087	1	Computer, Pentium 4	Dell	Optiplex GX270	9GPMG51	4
011127	1	Computer, Pentium 4	Dell	Optiplex GX270	CFPMG51	4
011095	1	Computer, Pentium 4	Dell	Optiplex GX270	GFPMG51	4
012218	1	Computer, Pentium 4	Dell	Optiplex GX280	8X5TK71	4
011114	1	Computer, Pentium 4	Dell	Optiplex GX270	GCPMG51	4
011017	1	Computer, Pentium 4	Dell	Optiplex GX270	F8TMG51	4
011266	1	Computer, Pentium 4	Dell	Optiplex GX280	3VJB51	4
011070	1	Computer, Pentium 4	Dell	Optiplex GX270	HZMMG51	4
010188	1	Computer, Pentium 4	Dell	Optiplex GX270	9V9LT31	4
011014	1	Computer, Pentium 4	Dell	Optiplex GX270	GJTMG51	4
011069	1	Computer, Pentium 4	Dell	Optiplex GX270	1ZMMG51	4
010250	1	Computer, Pentium 4	Dell	Optiplex GX270	5XSKT31	4
010206	1	Computer, Pentium 4	Dell	Optiplex GX270	4YSKT31	4
009604	1	Computer, Pentium 4	Dell	Optiplex GX260	6JJBT21	4
009378	1	Computer, Pentium 4	Dell	Optiplex GX260	38MJQ21	4
010228	1	Computer, Pentium 4	Dell	Optiplex GX270	8ZSKT31	4
008519	1	Computer, Pentium 4	Dell	Dimension 4300	2N4LX01	4
008524	1	Computer, Pentium 4	Dell	Dimension 4300	FV5LX01	4
000901	1	Computer, Pentium 2	Dell	Optiplex GX1	0CUWS	4
008984	1	Computer, Pentium 4	Dell	Optiplex GX240	78T0F11	4

ECC #	Qty.	Description	Manufacturer	Model	Serial #	Cond.
011003	1	Computer, Pentium 4	Dell	Optiplex GX270	7KTMG51	4
009647	1	Computer, Pentium 4	Dell	Optiplex GX260	BXHBT21	4

010251	1	Computer, Pentium 4	Dell	Optiplex GX270	JVSKT31	4
009649	1	Computer, Pentium 4	Dell	Optiplex GX260	BYHBT21	4
009552	1	Computer, Pentium 4	Dell	Optiplex GX260	14Q5R21	4
011023	1	Computer, Pentium 4	Dell	Optiplex GX270	9PTMG51	4
009658	1	Computer, Pentium 4	Dell	Optiplex GX260	1YHBT21	4
011038	1	Computer, Pentium 4	Dell	Optiplex GX270	CWMMG51	4
011090	1	Computer, Pentium 4	Dell	Optiplex GX270	29PMG51	4
009645	1	Computer, Pentium 4	Dell	Optiplex GX260	5ZHBT21	4
008847	1	Computer, Pentium 4	Dell	Optiplex GX240	2NY3C11	4
008954	1	Computer, Pentium 4	Dell	Optiplex GX240	D7N1F11	4
011073	1	Computer, Pentium 4	Dell	Optiplex GX270	6ZMMG51	4
011002	1	Computer, Pentium 4	Dell	Optiplex GX270	9MTMG51	4
010913	1	Computer, Pentium 4	Dell	Precision 360	66VCG51	4
009699	1	Computer, Pentium 4	Dell	Optiplex GX260	JJBT21	4
010241	1	Computer, Pentium 4	Dell	Optiplex GX270	C0TKT31	4
008606	1	Computer, Pentium 4	Dell	Dimension 4300	HN5F311	4
009659	1	Computer, Pentium 4	Dell	Optiplex GX260	6ZHBT21	4
009656	1	Computer, Pentium 4	Dell	Optiplex GX260	4YHBT21	4
011019	1	Computer, Pentium 4	Dell	Optiplex GX270	4PTMG51	4
008976	1	Computer, Pentium 4	Dell	Optiplex GX240	D8T0F11	4
011139	1	Computer, Pentium 4	Dell	Optiplex GX270	97PMG51	4
009648	1	Computer, Pentium 4	Dell	Optiplex GX260	GYHBT21	4
011107	1	Computer, Pentium 4	Dell	Optiplex GX270	7BPMG51	4
011135	1	Computer, Pentium 4	Dell	Optiplex GX270	38PMG51	4
011027	1	Computer, Pentium 4	Dell	Optiplex GX270	BPTMG51	4
009650	1	Computer, Pentium 4	Dell	Optiplex GX260	2XHBT21	4
009665	1	Computer, Pentium 4	Dell	Optiplex GX260	BZHBT21	4

**E. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS**

It is recommended that all purchase orders and blanket 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>			
P0201128	Mass Press	I&T Div Ofc	Non-Instruct Supplies	\$259.65
P0201155	CDW Computer	Information Tech.	Non Inst Comp Eq	\$20,116.72
P0201169	Monterey Graphics	Rad Tech	Instructional Supplies	\$48.71
P0201192	Monterey Graphics	Ed & Community	Non-Instruct Supplies	\$97.43
P0201193	Monterey Graphics	Ed & Community	Non-Instruct Supplies	\$48.71
P0201205	Monterey Graphics	Fiscal Services	Non-Instruct Supplies	\$48.71
P0201276	Zones, Inc.	Technical Services	Repairs Parts And Supplies	\$199.83
P0201285	Foundation for	Staff Development	Conferences Mgmt	\$250.00
P0201286	Powerfulsignal	Facilities/Planning	Non-Instruct Supplies	\$801.51
P0201287	Industrial Caster	Grounds	Non-Instruct Supplies	\$964.30
P0201289	NCMPR	Public Relations	Instructional Supplies	\$40.00
P0201290	Monterey Graphics	Family Consumer	Instructional Supplies	\$48.71
P0201291	California Apparel	Family Consumer	Publications-Magazines	\$65.00
P0201292	Inglewood Chamber	Public Relations	Dues And Memberships	\$500.00
P0201293	Hermosa Beach	Public Relations	Dues And Memberships	\$200.00
P0201301	Presstek, Inc.	Copy Center	Repairs Parts And Supplies	\$824.59
P0201302	Monterey Graphics	Facilities/Planning	Non-Instruct Supplies	\$48.71
P0201305	Verizon Wireless	Health, Safety	Telephone	\$83.25
P0201306	Verizon Wireless	Health, Safety	Telephone	\$82.22
P0201320	Chemsearch	Electric Shop	Non-Instruct Supplies	\$280.22
P0201327	Office Max	Administrative Serv.	New Equipment	\$3,907.36
P0201336	Aristographics	Div Office Fine Arts	Multi Media Advertising	\$703.63
P0201345	Joseph M. Saldana	Grounds	Non-Instruct Supplies	\$150.00
P0201348	Vector Resources, Inc.	Campus Police	New Equipment	\$674.00
P0201350	Matthew Bender	Div Office Instr.	Library Books	\$425.14
P0201351	Thomson West	Div Office Instr.	Library Books	\$283.00
P0201352	Kapco Library Product	Div Office Instr.	Instructional Supplies	\$143.44
P0201353	Gaylord Brothers, Inc.	Div Office Instr.	Instructional Supplies	\$345.66
P0201358	Monterey Graphics	Transition Center	Other Services And Expenses	\$48.71
P0201359	Monterey Graphics	Transition Center	Non-Instruct Supplies	\$48.71
P0201361	Diversified Photo	Photography	Instructional Supplies	\$1,028.02
P0201362	La Jazz Scene	Music Library	Library Books	\$30.00
P0201363	Midwest Library Serv.	Div Office Instr.	Library Books	\$1,153.36
P0201364	Thomson Gale	Div Office Instr.	Library Books	\$1,019.58
P0201365	Dell Computer	President's Office	New Equipment	\$2,276.38
P0201366	California Placement	Job Placement	Non-Instruct Supplies	\$100.00
P0201377	Thomson West	Health, Safety	Publications-Magazines	\$495.00
P0201378	National Safety Coun.	Health, Safety	Dues And Memberships	\$440.00
P0201385	Fastsigns	Music	Repairs Parts And Supplies	\$340.01
P0201386	Mckesson	Physical Education	Instructional Supplies	\$74.91
P0201387	Dance Teacher	Theatre/Dance	Non-Instruct Supplies	\$19.95
P0201388	Dance Spirit	Theatre/Dance	Non-Instruct Supplies	\$14.95
P0201389	AAFPE Headquarters	Law/Legal Assistance	Dues And Memberships	\$400.00
P0201393	Time Clock Sales	Student Affairs	Non-Instruct Supplies	\$128.00
P0201394	Signature Party Rental	Commencement	Contract Services	\$264.00
P0201398	CCCCSSAA	VP-SCA	Dues And Memberships	\$300.00
P0201400	Vmware, Inc.	Information Tech.	Maintenance Contracts	\$2,079.00
P0201407	A Plus Window Tint	Facilities/Planning	Repairs Noninstructional	\$100.00
P0201408	Zones, Inc.	Information Tech.	Non Inst Comp Eq	\$3,378.81
P0201409	Doubletree Torrance	Ctr for Arts Promo	Other Services And Expenses	\$241.98

P0201412	Sargent Welch	Physics	Instructional Supplies	\$328.83
P0201413	Graybar Electric	Information Tech.	Non-Instruct Supplies	\$210.72
P0201414	Anixter	Information Tech.	Non-Instruct Supplies	\$1,904.85
P0201417	Mid City Mailing	Admissions/Records	Postage	\$81.19
P0201419	Specialized Products	Information Tech.	Non-Instruct Supplies	\$497.30
P0201425	Mcmaster Carr	Air Conditioning	Instructional Supplies	\$275.84
P0201426	Torrance Postmaster	Admissions/Records	Postage	\$3,400.00
P0201427	Mid City Mailing	Admissions/Records	Postage	\$675.00
P0201428	National Promotions	Admissions/Records	Postage	\$1,977.73
P0201429	Fast Deer Bus Chart	Transfer Center	Transportation	\$927.00
P0201430	Center for Education	Counseling Office	Publications/ Periodicals	\$104.95
P0201434	Career Cruising	Career Center	Other Services And Expenses	\$510.00
P0201435	Southern California	Counseling Office	Dues And Memberships	\$75.00
P0201436	LRP Publications	Counseling Office	Publications/ Periodicals	\$225.00
P0201437	LRP Publications	Counseling Office	Publications/ Periodicals	\$222.00
P0201440	I.C.I. Dulux Paint Stor	Grounds	Non-Instruct Supplies	\$122.41
P0201456	Byte Brothers, Inc.	Technical Services	Repairs Parts And Supplies	\$505.50
P0201459	Presstek, Inc.	Copy Center	Non-Instruct Supplies	\$863.31
P0201460	Wood Magazine	Construction	Publications-Magazines	\$28.00
P0201463	Zones, Inc.	Div Office Business	Instructional Supplies	\$118.40
P0201470	Association of	Div Office Fine Arts	Conferences Mgmt	\$840.00
P0201482	Torrance Postmaster	Ctr for Arts Promo	Postage	\$1,936.38
P0201490	Academic Senate	Board Of Trustees	Conferences Mgmt	\$225.00
P0201492	Mid City Mailing	Ctr for Arts Promo	Multi Media Advertising	\$681.00
P0201497	All American Automat	Facilities/Planning	Repairs Noninstructional	\$893.29
P0201499	Freddy's Ornamental	Facilities/Planning	Non-Instruct Supplies	\$576.69
P0201501	Charles G. Hardy, Inc	Carpenter Shop	Non-Instruct Supplies	\$183.72
P0201503	Sherwin Williams	Paint Shop	Non-Instruct Supplies	\$1,296.29
P0201507	Motorola, Inc.	Campus Police	New Equipment	\$24,153.43
P0201511	Scantron	Information Tech.	Non-Instruct Supplies	\$1,642.40
P0201517	Cable N Bits	Technical Services	Repairs Parts And Supplies	\$584.77
P0201519	American Express	Purchasing	Dues And Memberships	\$55.00
P0201556	CCS Presentation	Art Department	Instructional Supplies	\$533.00
P0201557	Rio Grande Tool Co.	Art Department	Instructional Supplies	\$609.47
P0201559	Boise Cascade	Ctr for Arts Promo	New Equipment	\$248.96
P0201564	City of Torrance	Institutional Services	Regulatory	\$747.34
P0201565	Boise Cascade	Warehouse	Inventories, Stores, Prepaid	\$27,686.23
P0201573	Kelly Paper Company	Copy Center	Non-Instruct Supplies	\$886.93
P0201574	Xerox Sales	Copy Center	Non-Instruct Supplies	\$376.72
P0201575	Project Crenshaw	Outreach and School	Non-Instruct Supplies	\$249.90
P0201576	GROSSMONT	Speech	Other Services And Expenses	\$944.00
P0201578	Mid City Mailing	Ctr for Arts Promo	Multi Media Advertising	\$681.00
P0201580	Monterey Graphics	Student Affairs	Non-Instruct Supplies	\$44.38
P0201583	Dept. General Service	Facilities/Planning	Other Services And Expenses	\$142.94
P0201585	Thomas Brown	Facilities/Planning	Repairs Noninstructional	\$173.55
P0201587	ASCAP	Ctr for Arts Production	Other Services And Expenses	\$2,882.94
P0201588	Fast Deer Bus Chart	Transfer Center	Transportation	\$652.00
P0201591	Discount Two-Way	Facilities/Planning	Non-Instruct Supplies	\$618.21
P0201593	Carolina Biological	Anthropology	Instructional Supplies	\$213.39
P0201599	West Coast Sound	Ctr for Arts Production	Other Rentals	\$2,987.50
P0201600	Pyramid Audio	Ctr for Arts Production	Other Rentals	\$797.00
P0201605	Thomas Brown	Facilities/Planning	Repairs Noninstructional	\$239.97
P0201606	Los Angeles	Life Sciences	Contract Services	\$48.00
P0201614	El Camino College	Public Relations	Conferences Mgmt	\$200.00
P0201617	Monterey Graphics	Financial Aid	Non-Instruct Supplies	\$146.13

P0201619	Time Clock Sales	Purchasing and	Contract Services	\$236.00
P0201623	McCreigan Michaelis	Theatre/Dance	Contract Services	\$100.00
P0201642	At&t Mobility	Information Tech.	Non-Instruct Supplies	\$216.49
P0201644	EBSCO	Div Office Instr.	Publications-Magazines	\$22,674.43
P0201659	Torrance Postmaster	Ctr for Arts Promo	Multi Media Advertising	\$176.15
P0201661	Mid City Mailing	Ctr for Arts Promo	Multi Media Advertising	\$455.00
P0201666	A-1 Office Concepts	Financial Aid	Non-Instruct Supplies	\$135.26
P0201667	Cutting Edge	Ctr for Arts Production	Other Rentals	\$2,190.00
P0201670	Mass Press	Copy Center	Non-Instruct Supplies	\$4,979.50
P0201672	Highsmith Company	Div Office Instr.	Instructional Supplies	\$62.78
P0201673	Matthew Bender	Div Office Instr.	Library Books	\$1,226.08
P0201674	National Archive	Div Office Instr.	Publications-Magazines	\$8,754.18
P0201676	Rajala Rehab	Athletics Training	Non-Instruct Supplies	\$154.43
P0201678	Mark Hullibarger	Ctr for Arts Production	Center For The Arts Technical	\$145.00
P0201679	Woodworker's Journal	Construction	Publications-Magazines	\$9.97
P0201694	Innovation First	Machine Tool	Instructional Supplies	\$335.18
P0201698	American Association	Construction	Dues And Memberships	\$70.00
P0201699	Home Theater	Electronics	Publications-Magazines	\$10.00
P0201700	Maximum PC	Electronics	Publications-Magazines	\$12.00
P0201701	Victor L. Cafarchia	Air Conditioning	Instructional Supplies	\$250.00
P0201704	Xpedx Paper	Warehouse	Inventories, Stores, Prepaid	\$6,886.67
P0201705	Boise Cascade	Warehouse	Inventories, Stores, Prepaid	\$4,628.77
P0201709	American Express	Resource	Conferences Mgmt	\$202.00
P0201712	Verizon Wireless	Health, Safety	Telephone	\$83.25
P0201714	Greentree Systems	Human Resources	Other Services And Expenses	\$491.25
P0201730	Virtual Graffiti Inc.	Information Tech.	Maintenance Contracts	\$3,958.20
			<b>Fund 11 Total: 131</b>	<b>\$192,295.02</b>

**Fund 12      Restricted - El Camino**

P0201221	Pride Laundry System	Fire Tech Donations	New Equipment - Instructional	\$9,675.22
P0201236	Mass Press	Matching - IDRC, etc.	Non-Instruct Supplies	\$286.86
P0201247	Oriental Trading	Community	Multi Media Advertising	\$624.25
P0201277	Noel-Levitz Centers	Staff Development	Other Books	\$1,819.13
P0201288	Dreammaker	EOPS	Non-Instruct Supplies	\$495.88
P0201294	Council for Resource	Community	Conferences Mgmt	\$625.00
P0201303	Nxlevel Education	SBA Matching Funds	Non-Instruct Supplies	\$910.00
P0201304	Nxlevel Education	SBDC - City of Carson	Noninstructional Supplies	\$822.00
P0201307	Computerland of	Career & Tech Ed	Non-Instruct Supplies	\$696.15
P0201308	Trainers Warehouse	Foster Care Ed 03-04	Instructional Supplies	\$148.91
P0201309	Trainers Warehouse	Youth Grant	Instructional Supplies	\$148.91
P0201310	Fastsigns	Foster Care Ed 03-04	Instructional Supplies	\$196.48
P0201311	ASTD	Youth Grant	Instructional Supplies	\$37.90
P0201321	Costco Wholesale	Artes de El Camino	Dues And Memberships	\$90.00
P0201326	Ewd Coordination	WPLRC State	Other Services And Expenses	\$500.00
P0201328	Dell Computer	WRIEC Year 3	New Equipment	\$1,424.90
P0201329	American Express	WPLRC State	Transportation/ Mileage	\$269.00
P0201334	Study in the Usa	El Camino Language	Multi Media Advertising	\$539.00
P0201337	Allstar Fire Equipment	JDIF/Maritime Basic	Non-Instruct Supplies	\$1,619.69
P0201340	El Aviso Magazine	Matching - IDRC, etc.	Multi Media Advertising	\$414.00
P0201341	Van Lingen Towing	Parking-Student	Other Services And Expenses	\$65.00
P0201344	Emergency First	JDIF/Maritime Basic	Other Books	\$871.41
P0201347	Emblem Enterprises,	Parking-Student	Non-Instruct Supplies	\$399.72
P0201354	Time Clock Sales	Parking-Student	Other Services And Expenses	\$168.89
P0201360	Western Graphics	Careers in Child Care	Copiers	\$175.00

P0201369	El Camino College	Centinela Freeman	Other Services And Expenses	\$6.00
P0201370	California Public	Parking-Student	In-Service Training	\$200.00
P0201371	Visual Planning	Parking-Student	New Equipment -	\$280.77
P0201372	Bayside Medical Ctr	Parking-Student	Other Services And Expenses	\$63.80
P0201374	Office Direct, Inc.	Parking-Student	New Equipment -	\$470.33
P0201375	Campus Food Service	SBDC - Caltrans	Other Services And Expenses	\$245.27
P0201376	Campus Food Service	SBDC - Caltrans	Other Services And Expenses	\$342.64
P0201379	Nxlevel Education	SBA Matching Funds	Non-Instruct Supplies	\$42.00
P0201380	Dell Computer	Title V ECC/SMC Act	New Computer	\$2,664.57
P0201390	Bruce Spain	Artes de El Camino	Non-Instruct Supplies	\$373.28
P0201396	Los Angeles College	El Camino Language	Multi Media Advertising	\$500.00
P0201397	Monterey Graphics	Centinela Freeman	Non-Instruct Supplies	\$48.71
P0201399	American Express	Community	Transportation/ Mileage	\$335.01
P0201410	Dell Computer	CSA WIRED - CACT	New Computer	\$1,589.20
P0201411	The Bach Company	Title V - SMCC - Math	Instructional Supplies	\$7,923.91
P0201415	CDW-G	CSA WIRED - CACT	Non-Instruct Supplies	\$129.56
P0201423	Kline	Ref & Lane Tech(Smg	Instructional Supplies	\$434.82
P0201424	Monterey Graphics	Adv Aerospace Manuf	Non-Instruct Supplies	\$48.71
P0201433	CDW-G	VATEA I&T	New Equipment - Instructional	\$4,467.31
P0201438	SHPE West Coast	MESA Program	Conferences - Student	\$650.00
P0201439	Homestead	Family Concert/SBYO	Instructional Supplies	\$152.09
P0201442	Franklin Covey	EOPS	Non-Instruct Supplies	\$138.48
P0201443	Lama Books	EOPS	Other Books	\$118.25
P0201444	Hyatt Regency	Community	Conferences Mgmt	\$1,209.64
P0201457	Boise Cascade	WPLRC State	Non-Instruct Supplies	\$367.98
P0201458	Specialty Coffee	CACT/BEST	Other Services And Expenses	\$285.00
P0201462	Vecchiarelli Brothers	VATEA I&T	Instructional Supplies	\$841.25
P0201464	Susan D. Brouillette	WRIEC Year 4	Non-Instruct Supplies	\$230.00
P0201477	Copy R Office Solution	Title V ECC/SMC Act	Copiers	\$150.00
P0201478	Naomi E. Tokuda	Teacher Preparation	Conferences Faculty	\$40.00
P0201479	Naomi E. Tokuda	Teacher Preparation	Instructional Supplies	\$23.07
P0201480	Campus Food Service	Teacher Preparation	Instructional Supplies	\$627.41
P0201481	Donna R. Emery	Staff Development	Other Books	\$333.20
P0201485	San Pedro Chamber	SBA Matching Funds	Dues And Memberships	\$140.00
P0201487	South Coast	SBDC - Caltrans	Multi Media Advertising	\$866.25
P0201488	Mid City Mailing	SBA Contract Jan-Dec	Postage	\$605.95
P0201489	Icon International	JDIF/Maritime Basic	Non-Instruct Supplies	\$3,139.26
P0201494	Summit Medical Legal	Centinela Freeman	Other Services And Expenses	\$450.00
P0201495	Campus Food Service	CalWORKs	Non-Instruct Supplies	\$1,041.46
P0201502	Bayside Medical Ctr	Parking-Student	Other Services And Expenses	\$127.80
P0201504	Van Lingen Towing	Parking-Student	Other Services And Expenses	\$87.00
P0201505	Remington Arms Co.,	Parking-Student	In-Service Training	\$400.00
P0201506	California Peace	Parking-Student	In-Service Training	\$250.00
P0201508	CCS Presentation	CSA WIRED - CACT	New Computer	\$7,041.38
P0201509	Dell Computer	CSA WIRED - CACT	Non-Instruct Supplies	\$357.20
P0201510	New Wave Computer	CSA WIRED - CACT	Non-Instruct Supplies	\$515.27
P0201516	Westhost, Inc.	El Camino Language	Multi Media Advertising	\$29.85
P0201547	Motoman Inc.	Congress Grant	New Equipment - Instructional	\$51,179.82
P0201548	Ricoh Business	Compton Title V Act	New Equipment	\$9,482.70
P0201549	Thinking Media	JDIF/Work Ready Cer	Other Services And Expenses	\$3,025.00
P0201550	Wright Line	Parking-Student	New Equipment	\$2,708.97
P0201551	Victory Display	Parking-Student	New Equipment	\$884.06
P0201552	Lexipol Llc	Parking-Student	Self Insurance Legal Fees	\$2,850.00
P0201553	South Bay Municipal	Parking Violations DM	Other Services And Expenses	\$4,229.00
P0201554	Campus Food Service	Faculty & Staff Divers	Non-Instruct Supplies	\$374.68
P0201563	Rodolfo Lopez, Jr.	Compton Title V Act	Non-Instruct Supplies	\$29.36
P0201579	Nolo Press	WPLRC PIC Aero	Other Books	\$195.05

P0201581	Palo Alto Software	WPLRC PIC Aero	Other Books	\$117.45
P0201582	Zones, Inc.	WPLRC PIC Aero	Other Books	\$442.69
P0201586	American Express	CalWORKs	Conferences Other	\$477.00
P0201592	Restaurante	Trade Exchange	Conferences Mgmt	\$1,000.00
P0201594	E & H Trophy	Matching - IDRC, etc.	Non-Instruct Supplies	\$140.72
P0201595	American Express	Careers in Child Care	Conferences Faculty	\$2,614.50
P0201601	California Space	CSA WIRED - CACT	Non-Instruct Supplies	\$100.00
P0201620	El Camino College	Matching - IDRC, etc.	Other Services	\$1,540.00
P0201621	American Express	Matching - IDRC, etc.	Conferences Mgmt	\$602.29
P0201622	Alan Brewer	CACT/BEST	Contract Services	\$599.00
P0201627	Campus Food Service	DSPS	Conferences Mgmt	\$127.38
P0201628	Cali Assisted	SRC Donations	Contract Services	\$224.00
P0201639	Hyatt Summerfield	Trade Exchange	Conferences Mgmt	\$475.20
P0201641	American Express	Trade Exchange	Transportation/ Mileage	\$308.00
P0201643	EMC Paradigm	WPLRC PIC Aero	Other Books	\$186.72
P0201645	Aileen Willoughby	Title V ECC/SMC Act	Contract Services	\$100.00
P0201647	Amazon.Com	WPLRC TERMINAL	Non-Instruct Supplies	\$44.49
P0201648	Darlene D. Merle	Title V ECC/SMC Act	Contract Services	\$100.00
P0201652	A-1 Office Concepts	Productions Donations	Non-Instruct Supplies	\$378.86
P0201657	Assessment	Capacity Bldg	Instructional Supplies	\$2,706.25
P0201662	Hortensia Breton	Title V ECC/SMC Act	Contract Services	\$100.00
P0201663	Taneka G.	Title V ECC/SMC Act	Contract Services	\$100.00
P0201664	Gale Adams	Title V ECC/SMC Act	Contract Services	\$100.00
P0201665	American Express	MESA Program	Conferences - Student	\$868.00
P0201668	NATEF	Ref & Lane Tech	Instructional Supplies	\$75.00
P0201669	Imageworks	Parking-Student	Non-Instruct Supplies	\$852.16
P0201681	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$61.17
P0201682	Bolsa Gunsmithing	Parking-Student	Other Services And Expenses	\$229.00
P0201683	Hyatt Summerfield	Trade Exchange	Conferences Mgmt	\$13,709.52
P0201684	Foundation Center,	Community	Multi Media Advertising	\$295.00
P0201685	Concert Products, Inc.	Artes de El Camino	Contract Services	\$131.00
P0201687	Quartermaster	Parking-Student	New Equipment	\$1,050.35
P0201690	CCPOA	Parking-Student	Dues And Memberships	\$30.00
P0201692	Chief Supply	Parking-Student	New Equipment	\$1,057.51
P0201696	South Bay Regional	Parking-Student	New Equipment	\$694.75
P0201697	CDW-G	Parking-Student	New Equipment	\$795.48
P0201706	The Print Network	El Camino Language	Printing	\$571.89
P0201707	KAMC	El Camino Language	Multi Media Advertising	\$900.00
P0201708	Brite Carpet Cleaning	Community	Other Services And Expenses	\$414.00
P0201710	Study in the Usa	El Camino Language	Multi Media Advertising	\$1,000.00
P0201711	Campus Food Service	El Camino Language	Non-Instruct Supplies	\$334.50
P0201722	Vera Bruce	VATEA I&T	Instructional Supplies	\$38.97
<b>Fund 12 Total: 124</b>				<b>\$174,058.47</b>
<b>Fund 41 Capital Outlay</b>				
P0201323	Demco	Library Addition-Cap	Group II Equipment	\$925.23
P0201346	Office Depot	Library Addition-Cap	Group II Equipment	\$146.25
<b>Fund 41 Total: 2</b>				<b>\$1,071.48</b>
<b>Fund 62 Property &amp; Liability</b>				
P0201373	Keenan & Associates	Purchasing	Liability - Self Insurance	\$1,805.53
P0201441	El Camino Commun	Purchasing	Liability - Self Insurance	\$254.15
P0201656	Francisco Gomez	Purchasing	Liability - Self Insurance	\$100.00
<b>Fund 62 Total: 3</b>				<b>\$2,159.68</b>

**Fund 79 Auxiliary Services**

P0201315	Ziggos Fifties	Student Affairs	Non-Instruct Supplies	\$170.80
P0201316	Shindigz	Student Affairs	Non-Instruct Supplies	\$214.90
P0201317	Oriental Trading	Student Affairs	Non-Instruct Supplies	\$275.47
P0201338	Elesha Barnette	Fine Arts	Non-Instruct Supplies	\$250.00
P0201339	J M. Walker	Fine Arts	Non-Instruct Supplies	\$1,200.00
P0201391	Lynette M. Watanabe	Fine Arts	Non-Instruct Supplies	\$250.00
P0201392	Mary Trahey	Fine Arts	Non-Instruct Supplies	\$500.00
P0201395	Monterey Graphics	Student Affairs	Non-Instruct Supplies	\$204.59
P0201431	Sue Oda-Omori	Counseling Office	Non-Instruct Supplies	\$40.66
P0201432	Van Nguyen	Counseling Office	Non-Instruct Supplies	\$64.86
P0201471	Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$1,000.00
P0201472	Kenneth W. Lefort	Fine Arts	Non-Instruct Supplies	\$100.00
P0201486	Phyllis S. Fowler	Fine Arts	Non-Instruct Supplies	\$400.00
P0201491	Fast Deer Bus Chart	Counseling Office	Non-Instruct Supplies	\$468.00
P0201560	Brittany L. Bryson	Fine Arts	Non-Instruct Supplies	\$500.00
P0201561	Katisha P. Adams	Fine Arts	Non-Instruct Supplies	\$500.00
P0201562	Quami Adams	Fine Arts	Non-Instruct Supplies	\$500.00
P0201584	E.C.C. Public	Fine Arts	Non-Instruct Supplies	\$854.20
P0201612	Campus Food Service	Administrative Serv.	Non-Instruct Supplies	\$168.24
P0201613	Campus Food Service	Administrative Serv.	Non-Instruct Supplies	\$674.49
P0201660	Torrance Postmaster	Fine Arts	Non-Instruct Supplies	\$245.80
P0201677	Sue Oda-Omori	Counseling Office	Non-Instruct Supplies	\$21.54
P0201703	Campus Food Service	Counseling Office	Non-Instruct Supplies	\$500.00

**Fund 79 Total: 23 \$9,103.55**

**Fund 81 Student Organizations**

P0201680	Enterprise Rent-A-Car	Student Affairs	A/P Manual.Gen.	\$425.00
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**Fund 81 Total: 1 \$425.00**

**Fund 82 Scholarships & Trust/Agency**

P0201322	Bonkers	Health Sciences	Fundraising	\$5,304.24
P0201324	Belnick	Health Sciences	Fundraising	\$1,034.50
P0201325	American Floor Mats	Health Sciences	Fundraising	\$1,332.73
P0201469	Advantage Fitness	Health Sciences	Fundraising	\$1,063.14
P0201476	VS Athletics	Health Sciences	Fundraising	\$345.97
P0201498	White Water	Health Sciences	Fundraising	\$1,339.00
P0201500	Tru West Inc	Health Sciences	Fundraising	\$666.90
P0201558	VS Athletics	Health Sciences	Fundraising	\$262.73
P0201577	Embroidme	Health Sciences	Fundraising	\$1,508.46

**Fund 82 Total: 9 \$12,857.67**

**PO Funds Total: 293 \$391,970.87**

**Fund 11 Unrestricted - El Camino**

B0201028	E.C.C. Public	Study Abroad Prog.	Other Services And Expenses	\$576.00
B0210821	Frontiers News	Ctr for Arts Promo	Multi Media Advertising	\$2,000.00
B0210822	In Los Angeles	Ctr for Arts Promo	Multi Media Advertising	\$2,300.00



B0210825	Dowden Associates	Resource	Contract Services	\$15,000.00
B0210827	E.C.C. Public	Health, Safety	Reproduction -	\$30.00
B0210829	ECCD Petty Cash	VP-SCA	Non-Instruct Supplies	\$500.00
B0210830	Compressed Air	Fire Academy 06-07	Repairs - Instructional	\$1,200.00
B0210835	BOG's - California	Information Tech.	Contract Services	\$3,900.00
B0210838	Monster for Employer	Human Resources	Multi Media Advertising	\$2,500.00
B0210840	Torrance Postmaster	Ctr for Arts Promo	Multi Media Advertising	\$10,000.00
B0210842	Pharmadix	Human Resources	Other Services And Expenses	\$2,000.00
B0210863	ECCD Petty Cash	Anthropology	Instructional Supplies	\$1,800.00
B0210877	Inglewood Unified	Manufacturing	Contract Services	\$52,404.00
B0210878	Crenshaw Wholesale	Construction	Instructional Supplies	\$1,135.00
B0210879	Capital Wholesale	Construction	Instructional Supplies	\$500.00

**Fund 11 Total: 15**

**\$95,845.00**

**Fund 12 Restricted - El Camino**

B0210803	E.C.C. Public	Adv Aerospace Manuf	Reproduction	\$150.00
B0210807	Pamela Edwards	Foster Care Ed 03-04	PSA Contract Services	\$740.00
B0210808	Adeleke B. Peters	Youth Grant	PSA Contract Services	\$1,066.00
B0210809	Lorrie Irving	Youth Grant	PSA Contract Services	\$3,034.00
B0210810	Lorrie Irving	Youth Grant	PSA Contract Services	\$5,000.00
B0210811	Estwick & Associates	Youth Grant	Contract Services	\$1,517.00
B0210812	Adeleke B. Peters	model approaches	PSA Contract Services	\$400.00
B0210813	ECCD Petty Cash	Youth Grant	Non-Instruct Supplies	\$541.00
B0210814	ECCD Petty Cash	Youth Grant	Instructional Supplies	\$2,500.00
B0210815	E.C.C. Public	Youth Grant	Reproduction Instructional	\$300.00
B0210817	ECCD Petty Cash	Women in Ind.	Non-Instruct Supplies	\$500.00
B0210818	Frances Thronson	Career & Tech Ed	PSA Contract Services	\$7,500.00
B0210826	Chung's Mobil	Parking-Student	Other Services And Expenses	\$2,860.00
B0210831	E.C.C.C.D. Child	CCAccessMeans	Contract Services	\$40,444.00
B0210834	Arroyo Research	WRIEC Year 4	Contract Services	\$2,300.00
B0210836	ECCD Petty Cash	CSA WIRED - CACT	Non-Instruct Supplies	\$141.00
B0210839	Martin Evans	WPLRC - ETP	PSA Contract Services	\$25,000.00
B0210841	Martin Evans	WPLRC Technical	PSA Contract Services	\$10,000.00
B0210847	Palos Verdes	CACT - Quick Start	Contract Services	\$5,000.00
B0210849	Centinela Valley Unio	CACT - Quick Start	Contract Services	\$5,000.00
B0210850	Lennox School District	CACT - Quick Start	Contract Services	\$5,000.00
B0210862	CRC Sign Language	DSPS	Contract Services	\$12,500.00
B0210872	ECCD Petty Cash	DOE Title VI B (ITCI)	Non-Instruct Supplies	\$66.55
B0210876	ECCD Petty Cash	Trade Exchange	Non-Instruct Supplies	\$1,500.00
B0210885	Sharonda Barksdale	Foster Care Ed 03-04	PSA Contract Services	\$888.00
B0210886	Richard Cameron	VATEA Journalism	PSA Contract Services	\$1,500.00

**Fund 12 Total: 27**

**\$186,627.37**

**Fund 15 General Fund -Special Programs**

B0210816	E.C.C. Public	Accreditation Support	Printing	\$7,071.00
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**Fund 15 Total: 1**

**\$7,071.00**

**Fund 33 Child Development**

B0210832	Sysco Food Services	CDC	Instructional Supplies	\$1,000.00
			<b>Fund 33 Total: 1</b>	<b>\$1,000.00</b>
<b>Fund 41 Capital Outlay</b>				
B0200999	C & A Floorcoverings	Flooring Replacement	Buildings	\$5,012.57
B0201042	C & A Floorcoverings	Flooring Replacement	Buildings	\$1,976.66
B0210852	CIS Roofing, Inc.	Auditorium Roof	Repairs Noninstructional	\$8,950.00
B0210882	National Roofing	SSC Roof	Repairs Noninstructional	\$1,000.00
			<b>Fund 41 Total: 4</b>	<b>\$16,939.23</b>
<b>Fund 71 Associated Students</b>				
B0210870	E.C.C. Public	Student Affairs	ASB Exp.	\$500.00
			<b>Fund 71 Total: 1</b>	<b>\$500.00</b>
<b>Fund 79 Auxiliary Services</b>				
B0201584	E.C.C. Public	Fine Arts	Non-Instruct Supplies	\$854.20
B0210845	Enterprise Rent-A-Car	Radiologic Tech	Non-Instruct Supplies	\$3,000.00
B0210846	Fast Deer Bus Chart	Radiologic Tech	Non-Instruct Supplies	\$28,900.00
B0210851	E.C.C. Public	Fine Arts	Non-Instruct Supplies	\$1,440.00
B0210881	Henry Schein	Radiologic Tech	Non-Instruct Supplies	\$4,500.00
			<b>Fund 79 Total: 5</b>	<b>\$38,694.20</b>
			<b>BPO Funds Total: 54</b>	<b>\$346,676.80</b>
			<b><u>Grand Total POs and BPOs: 347</u></b>	<b>\$738,647.67</b>

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

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## Administrative Services – Measure E Bond Fund

### A. CATEGORY BUDGETS AND BALANCES

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

The following table reports Measure E expenditures and commitments through October 31, 2008.

<b>CATEGORY</b>	<b>BUDGET</b>	<b>EXPENDED</b>	<b>COMMITTED</b>	<b>BALANCE</b>
Additional Classrooms and Modernization	\$191,843,972	\$60,094,223	\$7,039,747	\$124,710,002
Campus Site Improvements	35,907,523	14,070,517	9,239,572	12,597,434
Energy Efficiency Improvements	2,818,000	2,597,251	120,792	99,958
Health and Safety Improvements	144,935,897	29,558,041	2,348,299	113,029,557
Information Technology and Equipment	34,776,156	9,468,771	1,786,426	23,520,958
Physical Education Facilities Improvements	1,585,700	0	0	1,585,700
Unallocated Refunding Income	<u>1,910,463</u>	<u>0</u>	<u>0</u>	<u>1,910,463</u>
<b>TOTAL</b>	<b><u>\$413,777,711</u></b>	<b><u>\$115,788,803</u></b>	<b><u>\$20,534,836</u></b>	<b><u>\$277,454,072</u></b>

### B. CONTRACT – S & K ENGINEERING SERVICES – INFRASTRUCTURE PHASE 3

It is recommended the Board of Trustees approve entering into a contract with the above firm to provide engineering design and construction administration services, including: electrical, structural, plumbing, civil and landscaping for the Infrastructure Phase 3 Project. This project's scope includes; development of a plaza for the southwest portion of the inner campus, improvements at the corner of Crenshaw and Manhattan Beach Blvd., construction of screen walls at campus exterior transformer locations and the installation of hydronic piping, electrical and data conduits and plumbing lines.

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

**Dates of Service:** November 2008 through July 2009.

**Cost:** Not to exceed \$320,000, including reimbursables, invoiced monthly.

**Administrative Services – Measure E Bond Fund**

**C. CONTRACT – HMC ARCHITECTS – MASTER ARCHITECT SERVICES**

It is recommended that the Board of Trustees approve entering into a contract with HMC Architects to provide on-going Master Architect Services to the District. These services will include, but are not limited to, College support in the preparation of the State Five-Year construction plan and Initial Project Proposals and Final Project Proposals; attend Chancellor’s Office and DSA meetings as requested by the College; attend College meetings as requested by the College; review architectural designs for conformance with the Campus Standards and Design Guidelines and for conformance with Chancellor’s Office requirements; provide support to campus staff; provide support to the Citizens’ Oversight Committee; provide assistance in the preparation of the appropriate sections of the College’s updated educational master plan; and provide other support services for the College as needed. Funding will come from the General Obligation Fund.

**Dates of Service:** November 2008 through November 2011

**Cost:** Cost not to exceed \$195,000, plus reimbursables, on an annual average basis unless specifically approved by the Board.

**D. BID AWARD 2008-2 - DIGITAL NETWORKS GROUP, INC. – DISTANCE EDUCATION CONFERENCE CENTER (DECC)**

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

The scope of this project is to furnish audiovisual, videoconferencing and instructional support equipment and includes all labor for design, installation, programming, hardware procurement, fabrication, documentation, system user training, warranty support, millwork or building materials as specified or implied and necessary to integrate, complete, and provide a turnkey system in the DECC.

<b><u>Contractor</u></b>	<b><u>Amount</u></b>
Digital Networks Group, Inc.	\$304,186

<b><u>Other Bidders</u></b>	
Integrated Network Communications	\$324,375
CCS Presentation Systems	\$328,873
Waisman Construction Inc.	\$438,033
TV Magic, Inc.	\$446,197

**Administrative Services – Measure E Bond Fund**

**E. CHANGE ORDER – BOMEL CONSTRUCTION – LOT H PARKING STRUCTURE**

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

1. Installation of four (4) 4 inch electrical conduits for the secondary side of the Marsee Auditorium transformer.	\$5,190
2. Repair the waterproof membrane at the Marsee Auditorium basement wall.	\$607
3. Install owner provided fire hydrant north of the Lot H Parking Structure.	\$5,750
4. Reroute existing 4 inch fire water line on the south side of parking structure due to electrical duct bank at the same level as the fire water line.	\$3,749
5. Remove and replace existing storm drain west of Marsee Auditorium due to poor condition and connect to existing roof drains. Remove and replace existing ramp at the NW corner of Marsee Auditorium.	\$34,815
6. AC paving with petromat was discovered at the old tennis courts and requires proper disposal.	\$13,440
Total Change Order Amount	\$63,551

Original Contract Amount	\$19,290,000
Prior Changes	826,369
This Change Order Amount	<u>63,551</u>
New Contract Amount	<u>\$20,179,920</u>

**F. RETENTION REDUCTION – MEL SMITH ELECTRIC, INC. – INFRASTRUCTURE PHASE 1**

It is recommended the Board of Trustees reduce from 10% to 5% the retention amount being withheld from Mel Smith Electric, Inc. for work performed on the Infrastructure Phase 1 Project. The work is complete, and the remaining 5% (\$561,744) is sufficient to protect the District’s interest.

**Administrative Services – Measure E Bond Fund**

**G. NOTICE OF JOB COMPLETION – MEL SMITH ELECTRIC, INC. – INFRASTRUCTURE PHASE 1**

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

<u>Vendor</u>	<u>Contract Amount</u>
Mel Smith Electric, Inc. Bid: 2006-05	\$11,234,880

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

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

<b>PO #</b>	<b>VENDOR</b>	<b>SITE</b>	<b>DESCRIPTION</b>	<b>COST</b>
P201420	HCD	Temporary Space	Permit Processing Fees	\$40.00
P201461	Department General	Humanities Complex	Group II Equipment	8,582.82
P201465	Dynalectric	Information Tech.	New Computer	6,680.00
P201473	Koury Geotechnical	Business Bldg	Testing & Inspection	2,500.00
P201474	Pyro-Comm Systems	Pool & Health Center	Testing & Inspection	2,083.74
P201475	Koury Engineering	Pool & Health Center	Testing & Inspection	4,100.00
P201496	Ideal Glass & Mirror	Pool & Health Center	Buildings	939.70
P201566	First American Title	Lot H Parking/Athl.	Professional Services-Bond	700.00
P201603	Fair Play Scoreboard	Lot H Parking/Athl.	Group I Equipment	41,411.90
B201475	Koury Engineering	Pool & Health Center	Testing & Inspection	4,100.00
B210819	Akerman Senterfitt	Master Planning	Legal -Bond Projects	20,000.00
B210843	Los Angeles County	Lot H Parking/Athl.	Blue Printing-Construction	5,000.00
B210861	Ashland Integrated	Information Tech.	New Equipment	97,603.23
B210880	Ford Graphics	Infrastructure Phase III	Blue Printing-Construction	12,000.00
<b>Grand Total POs and BPOs: 14</b>				<b>\$205,741.39</b>

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**Agenda for the El Camino Community College District Board of Trustees**  
**From**  
**Human Resources**  
**Barbara Perez**

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C. New Classification Specifications for Administrator Positions .....	49
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## **EMPLOYMENT AND PERSONNEL**

It is recommended that the Board ratify/approve the employment and personnel changes for academic, classified, special service professionals and temporary classified service employees as shown in items 1-24 and 1-15.

### **Academic Personnel:**

1. Employment - Mr. Sean Sheil, full-time/temporary instructor of Physical Education, Health Sciences & Athletics Division, Class II, Step 8, Academic Salary Schedule, effective October 20 through December 12, 2008.
2. Employment - Ms. Paula Park, full-time/temporary instructor of Nursing, Health Sciences & Athletics Division, Class I, Step 4, Academic Salary Schedule, effective October 20 through December 31, 2008.
3. Employment - Ms. Bonnilee Kaufman, full-time/temporary instructor of Educational Development, Special Resource Center/Health Sciences & Athletics Division, Class II, Step 4, Academic Salary Schedule, effective February 14 through June 12, 2009.
4. Amend Employment - Mr. Philip Lau, full-time instructor of Accounting, Business Division, from Class II, Step 4 to Class II, Step 9, Academic Salary Schedule, effective August 21, 2008.
5. Amend Special Assignment - Ms. Patricia Gebert and Ms. Merriel Winfree full-time instructors of Cosmetology, Industry & Technology Division, to do a site visit at Universal Beauty College, to be paid \$60.18 an hour instead of \$45.14 an hour, not to exceed 30 hours instead of 20 hours or \$1,805 instead of \$903 each, effective September 17 through December 12, 2008 instead of through September 30, 2008, in accordance with the Agreement, Article 10, Section 14(a).
6. Special Assignment - The following full-time instructors to serve as peer evaluators for faculty at the Compton Education Center, to be paid \$45.14 an hour, not to exceed 5 hours or \$226 each, plus mileage, effective October 15 through December 12, 2008, in accordance with the Agreement, Article 20, Section 6(d).

Bernice Boseman  
Sean Donnell  
Julio Farios  
Thomas Fonte  
Monica Gross  
Ken Key

Patrician McGinley  
Mary Moon  
Emily Rader  
Vince Robles  
Angela Simon  
Lori Suekawa

7. Special Assignment - Mr. Kell Stone, part-time instructor of Sociology, Behavioral & Social Sciences Division, to work as Grant Coordinator of Global Education Through Technology (GETT), to be paid \$60.18 an hour, not to exceed 373 hours or \$22,500, effective November 18, 2008 through June 30, 2009, in accordance with the Agreement, Article 10, Section 14(a).

8. Special Assignment - The following full-time instructors of Humanities to administer credit-by-examination for English 1A, to be paid \$60.18 an hour, not to exceed a total of 8 hours or \$482, effective October 21, 2008 through June 30, 2009, in accordance with the Agreement, Article 10, Section 7(c).

Jennifer Annick  
Debra Breckheimer  
Matt Cheung  
Suzanne Gates  
Elise Geraghty  
William James

Mary Ann Leiby  
Bruce Peppard  
Adrienne Sharp  
Laura Welsh  
Joy Zhao

9. Special Assignment - Mr. Jeff Jung, full-time instructor of English, Humanities Division, to design and program system for on-line tutoring, to be paid \$45.14 an hour, not to exceed 40 hours or \$1,806, effective August 25, 2008 through June 30, 2009, in accordance with the Agreement, Article 10, Section 14(a).

10. Special Assignment - Ms. Sheryl Kunisaki, part-time instructor of English as a Second Language (ESL), Humanities Division, to supervise Academic Strategies Lab, to be paid \$45.14 an hour, not to exceed 40 hours, or \$1,806, effective July 22, 2008 through January 31, 2009, in accordance with the Agreement, Article 10, Section 9(m).

11. Special Assignment - Mr. Russell Reece, part-time instructor of Mathematics, to conduct not-for-credit community education classes for Community Advancement, to be paid \$30.08 an hour, not to exceed 166 hours or \$5,000, effective October 25, 2008 through June 30, 2009, in accordance with the Agreement, Article 10, Section 9(m).

12. Special Assignment - Mr. Craig Neumann, part-time instructor of Fire and Emergency Technology, Industry & Technology Division, to coordinate Firefighter In-Service training programs, to be paid \$60.18 an hour, not to exceed 144 hours or \$8,666, effective January 5, 2009 through June 12, 2009, in accordance with the Agreement, Article 10, Section 9(m).

13. Special Assignment - Mr. Jack Selph, full-time instructor of Construction Technology, Industry & Technology Division, to conduct not-for-credit

Community Education Class, to be paid \$60.18 an hour, not to exceed \$1,120, effective May 9 through June 30, 2008, in accordance with the Agreement, Article 10, Section 14(a).

14. Special Assignment - Mr. Jack Selph, full-time instructor of Construction Technology, Industry & Technology Division, to conduct not-for-credit Community Education Class, to be paid \$60.18 an hour, not to exceed \$5,000, effective July 1, 2008 through June 30, 2009, in accordance with the Agreement, Article 10, Section 14(a).
15. Stipend Assignment - Ms. Susan Einstein, part-time instructor of Photography, Fine Arts Division, to document El Camino College Art Gallery Exhibits for Fall 2008 and Spring 2009, to be paid \$108.25 per exhibit, not to exceed \$650, effective August 23, 2008 through June 12, 2009, in accordance with the Agreement, Article 10, Section 14(a).
16. Stipend Assignment - Dr. Polli Chamber-Salazar, full-time instructor of Music, Fine Arts Division, to perform a piano solo as winter resident artist, to be paid \$500, effective January 18, 2009, in accordance with the Agreement, Article 10, Section 14(a).
17. Stipend Assignment - The following part-time instructors of Dance, Fine Arts Division, to choreograph the musical theater dance concert, to be paid \$250 each, effective October 25, 2008, in accordance with the Agreement, Article 10, Section 14(a).

Michelle Funderburk  
Hiroshi Hamanishi  
Holly Lampe

Dana Maue  
Imara Quinonez

18. Stipend Assignment - The following part-time instructors of Dance, Fine Arts Division, to choreograph the fall dance concert, to be paid \$500 each, effective October 1 through November 18, 2008, in accordance with the Agreement, Article 10, Section 14(a).

Karin Jensen

Holly Lampe

19. Stipend Assignment - Mr. Hiroshi Hamanishi, part-time instructor of Dance, Fine Arts Division, to perform dance as spring resident artist "Honoring the Tap Masters", to be paid \$750, effective April 4, 2009, in accordance with the Agreement, Article 10, Section 14(a).
20. Stipend Assignment - Mr. Hadley Nosworthy, full-time instructor of Music, Fine Arts Division, to perform vocal with accompaniment as spring resident artist, to be

paid \$750, effective May 9, 2009, in accordance with the Agreement, Article 10, Section 14(a).

21. Stipend Assignment - Ms. Cynthia Bahti, part-time instructor of Speech, Fine Arts Division, to perform in "Pertinent Pointers for Picking the Perfect Partner Speech" as spring resident artist, to be paid \$500, effective May 15, 2009, in accordance with the Agreement, Article 10, Section 14(a).
22. Stipend Assignment - Mr. James Mack, part-time instructor of Music, Fine Arts Division, to perform clarinet with ensemble as spring resident artist, to be paid \$750, effective May 17, 2009, in accordance with the Agreement, Article 10, Section 14(a).
23. Employment - Mr. Frank Chiella, part-time instructor of Fire and Emergency Technology Affiliate Program, Industry & Technology Division, to be paid by Manhattan Beach Fire Department, effective November 18 through December 12, 2008.
24. The following part-time/temporary instructors to be hired as needed for the 2008 Winter session.

#### Behavioral & Social Science

Mohammed Abdelhamid Class IV Step 7	Hatien Nguyen, Class III Step 4
Marie Butler, Class V Step 28	Edgar Pacas, Class II Step 4
Van Chaney, Class III Step 4	Jill Pfeiffer, Class IV Step 13
Darla Fjeld, Class V Step 4	Kirsten Resnick, Class III Step 6
Thomas Glenn, Class IV Step 14	Francis Schulte, Class III Step 12
Austin Gordon, Class V Step 8	Sharyn Seaton, Class II Step 10
Lawrence E. Guillow, Class V Step 20	Kell Stone, Class II Step 7
Meric Keskinel, Class V Step 6	Mari Womack, Class V Step 8
Thomas Keville, Class II Step 12	Kofi Yankey, Class II Step 9
Robroy Meyers, Class II Step 7	Paulette Young, Class I Step 4
Gerardo Nebbia, Class II Step 6	

#### Business

Loretta Daniels, Class I Step 4	Robert Rooks, Class I Step 8
Vince Deluca, Class I Step 5	John Slawson, Class V Step 8

#### Fine Arts

Robert Dalton, Class II Step 8	Hiroshi Hamanishi, Class I Step 5
John Demita, Class II Step 4	Jamie Hammond, Class II Step 6
Suzanne Fagan, Class IV Step 4	Norman Looney, Class IV Step 24
Michelle Funderburk, Class IV Step 7	Margot Martin, Class V Step 10
Heidi Gornto, Class IV Step 10	Ruby Millsap, Class II Step 9

Daryle Nagano, Class II Step 10  
Imara Quinonez, Class I Step 4  
Gary Robertson, Class II Step 12

Lucretia Robinson, Class II Step 4  
Helen Wagner, Class II Step 12

#### Health Sciences & Athletics

Jaymie Baquero, Class II Step 4  
Lucia Drever, Class II Step 4  
Nathan Fernley, Class II Step 5  
Diana Galias, Class I Step 5  
Margaret Kidwell-Udin, Class IV Step 9

Tom Nelson, Class II Step 12  
Kathleen Rosales, Class I Step 4  
Krysti Rosario, Class I Step 4  
Sean Sheil, Class II Step 8

#### Humanities

Maria Barrio de Mendoza, Class II Step 4  
Maria Bauer, Class II Step 4  
Vicki Blaho, Class IV Step 14  
Allison Carr, Class II Step 5  
Yolanda Cuesta, Class II Step 11  
Allison DeVaney, Class II Step 10  
Paul Freeborn, Class IV Step 5

Jennifer Holt, Class II Step 6  
Aura Imbarus, Class II Step 9  
Susan Magabo, Class II Step 4  
Clinton Margrave, Class III Step 6  
Kate McLaughlin, Class II Step 4  
Natalie Ricard, Class IV Step 14  
Cynthia Tino-Sandoval, Class II Step 7

#### Industry & Technology

Sharon Higgins, Class II Step 8  
William Johnson, Class II Step 8  
Christine Richey, Class I Step 6

Dale Ueda, Class III Step 5  
Sue Ellen Warren, Class II Step 10

#### Mathematical Sciences

Robert Caldwell, Class II Step 12  
Wei Feng Chen, Class V Step 6  
Jack Gill, Class III Step 12

Wendy Miao, Class II Step 12  
Quyên Phung, Class III Step 8  
Erxiang Wang, Class II Step 12

#### Natural Sciences

Natalia Lev, Class II Step 6

Richard Slocum, Class V Step 11

#### Special Resource Center

Tisa Casas, Class II Step 4

#### **Classified Personnel:**

1. Amend Retirement - Mr. Leo Middleton, Director of Staff and Student Diversity, Range 13, Step 5, President's Office Area, effective December 31, 2008 instead of January 1, 2009.
2. Retirement - Ms. Estella Lee, Accounting Officer, Range 39, Step E, Fiscal Services Division, Administrative Services Area, effective December 31, 2008 and

that and that a plaque be presented to her in recognition of her service to the District since 1981.

3. Retirement - Mr. Samuela Pulini, Groundskeeper/Gardener I, Range 22, Step E, Facilities Planning and Services Division, Administrative Services Area, effective December 29, 2008 and that a plaque be presented to him in recognition of his service to the District since 1988.
4. Resignation - Ms. Stephanie Africano, Student Services Technician, Range 28, Step A, Community Education and Development Division, Community and Student Advancement Area, effective October 31, 2008.
5. Amend Personal Leave of Absence 100% (Unpaid) - Mr. Rodolfo Lopez, Administrative Assistant I, Range 28, Step E, Resource Development Division, Student and Community Advancement Area, effective February 1, 2008 through November 28, 2008, instead of January 31, 2009.
6. Extend Personal Leave of Absence 100% - Mr. Kevin Branch, Night Custodian, Range 18, Step E, Facilities Planning & Services, Administrative Services Area, effective September 26 through December 26, 2008.
7. Change of Assignment - Mr. Erick Mendoza, from 60% to 100%, Police Services Technician, Range 25, Step B, Campus Police Division, Administrative Services Area, effective December 1, 2008.
8. Employment - Ms. Starleen Van Buren, Director, Small Business Services, Range 11, Step 1, Community Advancement Area, Student and community Advancement Area, effective December 1, 2008.

### **Special Services Professional**

9. Change in Assignment - Ms. Melanie Sharp, Special Services Professional, from Range 4, Step 3 to Step 4, of the Special Services Professional Salary Schedule, Community Advancement Division, Student and Community Advancement Area, effective November 1, 2008.
10. Change in Assignment - Mr. David Gonzales, Special Services Professional, from Range 8, Step 2 to Step 3, of the Special Services Professional Salary Schedule, Community Advancement Division, Student and Community Advancement Area, effective November 1, 2008.

11. Resignation - Mr. Mark Hovatter, Special Services Professional, Range 10, Step 2, Facilities Planning & Services Division, Administrative Services Area, at the Compton Center, effective October 31, 2008.
12. Ms. Sharon Cortez - Special Services Professional, Range 5, Step 1, of the Special Services Professional Salary Schedule, not to exceed \$43,000, Behavioral & Social Sciences Division, Academic Affairs Area, effective November 18, 2008 through June 30, 2009.
13. Ms. Nancy Tonner - Special Services Professional, Range 1, Step 3, of the Special Services Professional Salary Schedule, not to exceed \$41,544, Foundation, Student and Community Advancement Area, effective December 1, 2008 through June 30, 2009.

### **Temporary Classified Services Employees**

14. Mr. Enrique Quinones - Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective November 18, 2008 through June 30, 2009.
15. Ms. Nancy Hammond - Lead Accounting Technician, Range 34, Step E, Bookstore Division, Administrative Services Area, Range 34, Step E, to work as needed, not to exceed 960 hours, effective November 18, 2008 through June 30, 2009 (Retired Annuitant).

### **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 1-7.

The following temporary non-classified service employees are hired for the 2008 – 2009 fiscal year to be paid hourly, effective November 18, 2008 through June 30, 2009, days and hours vary as needed, unless otherwise stated.

### **INSTRUCTIONAL AIDE SERIES**

#### **1. Instructional Aide III**

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

Jennifer Clarry, \$11.50, Fine Arts (Oct. 21, 2008 – June 30, 2009)

2. Instructional Aide IV

The following individuals are to provide teaching assistance, technical support, classroom set-up, care and repair of equipment, and other duties.

Jason Fournier, \$12.25, Natural Sciences (Aug. 19, 2008 – June 30, 2009)

Steven Schrier, \$12.25, Natural Sciences (Aug. 23, 2008 – June 30, 2009)

3. Instructional Aide VI

The following individual is to assist with students in the classroom, and computer program/software instruction in the laboratory.

Robert Clifford, \$15.00, Humanities

Lauren Poelvoorde, \$15.00, Fine Arts (Sept. 3, 2008 – June 30, 2009)

**OFFICE AIDE SERIES**

4. Office Aide I

The following individuals are to assist the staff with routine and repetitive basic office tasks.

Wilson Ho, \$8.00, Behavioral and Social Sciences

Marcia Barbosa-Saboya, \$8.00, Learning Resources (Dec. 1, 2008 – June 30, 2009)

**PROGRAM AIDE SERIES**

5. Program Aide IV

The following individual is to support the manager of the El Camino College Language Academy with program support that includes applying Department of Homeland Security rules and regulations for international students to be a Designated School Official (DSO) for the Language Academy.

Summer Kennedy, \$12.75, Community Advancement (July 1, 2008 – June 30, 2009)

**SPORTS AIDE SERIES**

6. Sports Aide VI

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

Brandon Alcocer, \$17.00, Health Sciences and Athletics



## **THEATRE AIDE SERIES**

### 7. Theater Aide I

The following individual is to provide customer service for any given event either in the Marsee Auditorium, Campus Theater, or Recital Hall.

Jesus Arroyo, \$8.25, Center for the Arts (Sept. 27, 2008 – Oct. 20, 2008)

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

It is recommended that the Board approve the new classification specifications for the following positions as shown on pages 50-58.

Director, Center for Applied Competitive Technologies

Director, Contract and Community Education

Director, Workplace Learning Resource Center

### **D. REVISED CLASSIFICATION SPECIFICATIONS FOR ADMINISTRATOR POSITION**

It is recommended that the Board approve the new classification specifications for the Director of Staff & Student Diversity as shown on pages 59-62.

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: DIRECTOR, CENTER FOR APPLIED COMPETITIVE TECHNOLOGIES**

#### **BASIC FUNCTION:**

Under the general direction of the Dean of Community Advancement, apply leadership and management to the overall operation, and promotion of programs and services for the Center for Applied Competitive Technologies (CACT). Develop, coordinate and monitor education and training programs, technical assistance and technology transfer services offered by the CACT to employers and other colleges in the region. Provide ongoing research regarding potential opportunities in new technologies and industry trends. This position is contingent upon availability of State of California grant funding.

Authority and responsibility for developing, planning, organizing, directing and leading services for manufacturers and technology employers through the El Camino College Center for Applied Competitive Technologies.

#### **REPRESENTATIVE DUTIES:**

Plan, organize, direct and evaluate a program to deliver CACT services to employers and colleges in the region.

Develop and expand the CACT Advisory Board, hold regular meetings to guide CACT strategic direction and activities.

Work with other CACT directors in the state in order to develop and distribute marketing & informational materials and identify regional manufacturers to work with the centers.

Monitor credit and non-credit courses offered at the center and identify curricula that may contribute to advancing workforce skill development in manufacturing.

Coordinate regional activities and services related to meeting identified needs of the manufacturing/technology workforce.

Form collaborative partnerships between manufacturers and/or technology employers and the community college regional consortium in order to retain and expand the regional workforce.

Research, identify, develop and evaluate related grant and other funding opportunities.

Establish and ensure the operation of a manufacturing demonstration site.

**DIRECTOR, CACT (continued)**

**Page 2**

Develop public, private and internal college partnerships and leverage resources that support the services and activities that are needed to carry out the mission of the CACT.

Foster the transfer of technology by providing information on technology transfer applications which will improve manufacturing company operations.

Offer technical assistance and fee-based training services that meet revenue goals as defined by the CACT grant requirements.

Provide CACT resources, technical assistance and leadership to the colleges in the region.

Prepare and administer the CACT program budget and monitors the collection of data elements required by the State.

Prepare contract proposals and CACT quarterly and yearly reports for the Chancellor's Office and other funding sources.

Represent the CACT and the college at meetings and conferences related to manufacturing and technology.

Plan and execute special projects.

Recruit, train, manage and evaluate staff.

Foster outreach services at community, business, industry, professional organizations and K-12 districts.

Perform other administrative duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Program management and leadership.

Principles and methods of marketing, sales and contract/project management.

Technologies and practices found in modern manufacturing.

Emerging technologies and their implications.

Program development and evaluation.

Manufacturers and technology employers in the region.

Economic development.

Oral and written communication skills.

Budget preparation and control.

Interpersonal skills using tact, patience and courtesy.

**DIRECTOR, CACT (continued)**

Operation of a computer and assigned software.

**ABILITY TO:**

Manage, lead and coordinate the work of others, including training or performance consulting, scheduling and performance evaluation.

Communicate effectively in writing and orally.

Establish and maintain effective working relationships in a diverse multi-cultural and multi-ethnic environment.

Work effectively and demonstrate currency of knowledge with computers and technology.

Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

Work in a fast-changing, entrepreneurial industry.

Manage budgets on assigned grants and projects.

Market programs.

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

Develop, write and manage grant proposals and contracts.

Plan and organize work.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Seek and identify potential funding sources.

**EDUCATION AND EXPERIENCE:**

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

**LICENSE AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

May be required to drive to off site locations periodically.

Move from one work area to another.

Hand, wrist and finger dexterity to operate various machines.

Administrator Salary Schedule Range 11

Board Approved: November 17, 2008

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: DIRECTOR, CONTRACT AND COMMUNITY EDUCATION**

### **BASIC FUNCTION:**

Under the general direction of the Dean of Community Advancement, apply leadership and management to the overall operation, and promotion of programs and services for Contract Education training and development. Develop and deliver customized workforce training and consulting services to business, industry and government employees. This position is additionally responsible for providing direction and strategic planning to Community Education services and programs.

### **REPRESENTATIVE DUTIES:**

Plan, develop, and execute strategic goals and objectives to growth Contract and Community Education.

Establish priorities and administer high quality comprehensive customer centered programs to meet the workforce and business development needs of the community.

Promote and market Contract Education programs and services for business and industry.

Identify and initiate contacts of prospective clients for customized trainings.

Coordinate and develop marketing themes, promotional publications, and advertising and public relations activities.

Assist businesses in assessing workforce training and organizational development needs through appropriate client interviews, needs assessments and performance consulting methodologies.

Project staffing needs; provide leadership in the recruitment, selection and evaluations of staff, instructional personnel and subject matter experts.

Oversee and evaluate the delivery of instruction; review and approve course materials and make adjustments as necessary to maintain client satisfaction.

Assess program operations and activities in terms of cost-effectiveness and program goals.

Negotiate and administer contracts with instructors and business clients for customized trainings and services utilizing appropriate campus processes and procedures.

**DIRECTOR, CONTRACT AND COMMUNITY EDUCATION (continued) Page 2**

Conduct environmental scanning, and analyze business and industry trends to ensure the delivery of training and consulting services is responding to economic growth demands.

Prepare and administer annual operational program budgets.

Develop and maintain strong, cooperative and effective relationships with local employers in business, government and industry.

Interpret and assure compliance with county, state, federal and local laws, rules, regulations and requirements governing contract and community education classes, trainings and programs.

Perform other administrative duties as required.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Program management and leadership.

Principles and methods of marketing, sales and contract/project management.

Local business and industry environment.

Principles of adult learning theory, group dynamics, and human behavior.

Assessment of training needs, organizational development, performance consulting

Course development and implementation.

Effective economic and workforce development methods and practices.

Practices related to fee-based community or extended education programs.

Marketing, promotion and public relations techniques.

Budget preparation and control.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

**ABILITY TO:**

Manage, lead and coordinate the work of others, including training or performance consulting, scheduling and performance evaluation.

Establish and maintain effective working relationships in a diverse multi-cultural and multi-ethnic environment.

Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

Work in a fast-changing, entrepreneurial industry.

Manage budgets on assigned grants and projects.

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

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

**DIRECTOR, CONTRACT AND COMMUNITY EDUCATION (continued) Page 3**

Plan and organize work.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Seek and identify potential funding sources.

**EDUCATION AND EXPERIENCE:**

Must have a Master's degree in business management, public administration, organizational development or a related field and three (3) years progressively responsible experience related to training and development leadership; OR Bachelor's degree in a related field and five (5) years experience as described above.

**LICENSE AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

May be required to drive to off site locations periodically.

Move from one work area to another.

Hand, wrist and finger dexterity to operate various machines.

Administrator Salary Schedule Range 11

Board Approved: November 17, 2008

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

### **POSITION TITLE: DIRECTOR, WORKPLACE LEARNING RESOURCE CENTER**

#### **BASIC FUNCTION:**

Under the direction of the Dean of Community Advancement, apply leadership and management to the overall operation, and promotion of programs and services for the Workplace Learning Resource Center (WpLRC). Develop, coordinate and disseminate job skills training and staff development workshops offered by the WpLRC to individuals, employers and colleges in the region. Provide ongoing research regarding potential opportunities in workplace learning trends. This position is contingent upon availability of State of California grant funding.

Authority and responsibility for developing, planning, organizing, directing and leading services for individuals and employers through the El Camino College Workplace Learning Resource Center.

#### **REPRESENTATIVE RESPONSIBILITIES:**

Plan, coordinate, oversee, implement and evaluate WpLRC programs and services.

Interpret and apply program-specific federal, state and local laws and regulations to carry out WpLRC duties.

Contribute to the development of annual program budgets and monitors expenditures and performance.

Provide leadership to the development, evaluation and continuous improvement of programs and services in the WpLRC.

Recruit, select, train and evaluate faculty, independent consultants/trainers, staff and student workers involved in carrying out WpLRC activities.

Develop, coordinate and conduct program outreach plans and promotional activities; make formal and informal presentations to local business community and associations; participate in development, production and distribution of marketing materials including ads and brochures.

Supervise and provide direct technical training/consultation services to WpLRC clients; assess and identify client service needs and recommend training or direct service additions/modifications to program in compliance with grant requirements; conduct



assigned training or provide direct consultation with clients as appropriate and respond to and address client issues with training/services.

Serve as WpLRC representative/expert resource with a variety of internal and external contacts, coordinate and communicate with multiple local, state and federal agency contacts regarding grant requirements.

Coordinate, administer and supervise collaborative programs on a local or state-wide basis; plan organize and conduct advisory board and other special meetings.

Prepare, update and maintain assigned reports, data and information.

Perform other duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Program management and leadership.

Principles and methods of marketing, sales and contract/project management.

Principles and practices of workplace basic skills and Vocational English as a Second Language instruction.

Principles and practices of administration, supervision and training.

Curriculum development for contextualized basic and soft skills for the workplace.

Program planning, development and evaluation.

Labor market conditions and trends including emerging technologies.

Economic development.

Oral and written communication skills.

Budget preparation and control.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

**ABILITY TO:**

Manage, lead and coordinate the work of others, including training or performance consulting, scheduling and performance evaluation.

Communicate effectively in writing and orally..

Establish and maintain effective working relationships in a diverse multi-cultural and multi-ethnic environment.

Work effectively and demonstrate currency of knowledge with computers and technology found in a modern workplace.

Demonstrate clear evidence of sensitivity to and understanding of the diverse academic,

**DIRECTOR, WpLRC (continued)**

**Page 3**

socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

Work in a fast-changing, entrepreneurial industry.

Manage budgets on assigned grants and projects.

Market programs.

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

Develop, write and manage grant proposals and contracts..

Plan and organize work.

Analyze situations accurately and adopt an effective course of action.

Seek and identify potential funding sources.

Plan, coordinate and conduct meetings, seminars, workshops and conferences.

Facilitate inter-organizational cooperation using tact, patience and courtesy.

Serve as a member of appropriate resource organizations.

Perform research using computerized databases.

**EDUCATION AND EXPERIENCE:**

Must have a Master's degree in related field and three (3) years progressively responsible experience in management or administration of workplace training programs; OR Bachelor's degree in a related field and at least four (5) years of experience as described above.

**LICENSE AND OTHER REQUIREMENTS:**

Valid California Driver's License.

**WORKING CONDITIONS:**

May be required to drive to off-site locations periodically.

Move from one work area to another.

Hand, wrist and finger dexterity to operate various machines.

Administrator Salary Schedule Range 11

Board Approved: November 17, 2008

## EL CAMINO COMMUNITY COLLEGE DISTRICT

### CLASS TITLE: DIRECTOR OF STAFF & STUDENT DIVERSITY

#### BASIC FUNCTION:

Reporting directly to the Superintendent/President, *is responsible for the development, implementation and maintenance of the District's Equal Employment Opportunity Plan; it is the responsibility of the Director of Staff & Student Diversity, investigation of discrimination complaints and ensuring compliance with policy, regulations and laws.*

~~Assume the responsibility for the development, implementation and maintenance of the District's Staff & Student Diversity/affirmative Action Plan and participate in the Hiring Procedures as outlined in the AB1725 local guidelines. Develop, revise and administer the District's Equal Employment Opportunity Plan.~~

~~Serve as the District's Affirmative Action Equal Employment Officer and participate in the hiring process.~~

Work with faculty, staff and managers as a resource regarding equal employment opportunity and ~~affirmative action~~ procedures and regulations and assist staff in the development of recruiting, screening and selection methods accordingly.

~~In conjunction with the Staff Development Office, eCoordinate all training activities as they relate to affirmative action or cultural diversity on equal opportunity, sexual harassment and diversity.~~

~~Conduct and prepare District workforce and applicant pool analyses for plan monitoring and reporting.~~

~~Develop, update and disseminate annual goals and timetables and complete the EE06 and Affirmative Action reports as required.~~

Serve as an advisor regarding programs and activities of recruitment for all personnel, especially for those classified, certificated and management positions where ~~underrepresentation exists.adverse impact exists.~~

Investigate and ~~complete prepare~~ reports ~~involving of~~ formal complaints or grievances alleging discriminatory treatment based on race, color, religion, gender, national origin, age, disability, Vietnam-era veteran status, or marital status *discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability or retaliation, or alleged discrimination in relating to fair employment practices in violation of Title VII of the Civil Rights Act of*

**Director of Staff & Student Diversity (continued)**

**Page 2**

~~1964, Executive Order 11246, Title 41 of the Code of Federal Regulations, or Federal Age Discrimination in Employment Act of 1967, as amended. Americans with~~

*Disabilities Act, Age Discrimination in Employment Act as amended, California Fair Employment and Housing Act and Title IX of the Education Amendments of 1972.*

Investigate ~~grievances~~ *complaints* initiated by any employee, student, or applicant for employment, enrollment, or use of college facilities, alleging a violation of Title IX of the Education Amendments of 1972.

Monitor the screening and selection process of all employment vacancies or promotions to ensure compliance with District policies as well as state and federal laws.

Serve as the liaison with state and federal agencies regarding alleged discrimination complaints.

~~Serve as the Coordinator of~~ *Coordinate* presentations and specific activities to enhance sensitivity towards cultural diversity.

~~Coordinate institutional participation and recognition for the planning for multi-cultural activities of diversity events and programs~~ in conjunction with El Camino College staff, students and community groups.

~~Coordinate the development of the Student Affirmative Action Plan. Develop, revise and maintain the District's Student Equity Plan and chair the Student Equity Plan Advisory Committee.~~

~~Serve as a liaison to a variety of~~ *Establish liaison with various* organizations which support ethnic diversity, ~~community groups, disabled, and women's organization and other organizations and groups.~~

Keep abreast of all federal, state, and local laws ~~concerned with~~ *related to* affirmative action, ~~cultural~~ *equal employment and diversity*, and inform the Superintendent/President and the advisory committee of the latest developments in these areas.

~~Chair the Staff & Student Diversity/Affirmative Action~~ *Equal Employment Opportunity Plan Advisory Committee.*

*Prepare and submit annual Equal Employment Opportunity (EEO) Fund expenditure and performance reports to system office.*

*Recruit, train and assign Equal Employment Representatives to serve on campus-wide screening and selection committees.*

*Participate in the recruitment of applicants at the California Community Colleges Registry Job Fairs.*

*Chair the ADA Academic Accommodations Appeal Committee in its hearing of academic accommodations appeals of students with disabilities.*

*Counsel employees and students on allegations of discrimination of sexual harassment.*

~~Responsible for~~ *Perform other duties as assigned.*

### **MINIMUM QUALIFICATIONS**

#### **KNOWLEDGE AND ABILITIES:**

##### **Knowledge of:**

~~Requires knowledge of and experience in applying Affirmative Action regulations and related Federal and State statutes and decisions.~~

*Federal and state laws and regulations pertaining to equal employment opportunity, discrimination, sexual harassment and ADA.*

~~Knowledge of Human Resources policies, procedures, and laws affecting recruitment and employment..decisions are highly desirable.~~

*Oral and written communication skills.*

*Interpersonal skills using tact, patience and courtesy.*

##### **ABILITY TO:**

*Interpret and apply a variety of rules, regulations, policies, and guidelines including Federal and state legislation and California Education Code.*

*Analyze problems.*

*Effectively counsel and assist staff, faculty, administrators, and the general public.*

*Communicate effectively both orally and in writing.*

*Review and analyze data and make recommendations.*

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

*Maintain records and prepare reports.*

*Assign and review the work of others.*

*Work independently with minimal direction.*

*Interact with others using tact, patience and courtesy.*

*Handle and manage confidential information.*

*Train and evaluate staff.*

*Use personal computer and operate standard office equipment with proficiency.*

~~Experience in working~~ *Work with a diverse population.*

***EDUCATION AND EXPERIENCE:***

Bachelor's Degree; Master's Degree preferred

A minimum of 3 years of experience in the area of ~~Affirmative Action/Cultural~~ *Equal Opportunity/ Diversity.*

*A sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with physical and learning disabilities.*

*Experience in an educational setting or teaching in higher education desirable.*

***WORKING CONDITIONS:***

*Must be able to adapt to changing situations.*

*Work under pressure.*

Administrator Salary Schedule Range 13

Board Approved: November 17, 2008

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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

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A. Travel

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A. Travel

It is recommended that the Board ratify the following travel:

Academic Senate 2008 Fall Plenary Session

Trustee Ray Gen – Academic Senate 2008 Fall Plenary Session,  
Los Angeles, California, on November 6, 2008 - with transportation and  
necessary expenses paid.



## VII. Committee of the Whole

### Public Comment

Each year the El Camino Community College District Board of Trustees Self-Evaluation process occurs across three monthly meetings. In October, the Board of Trustees is presented with the previous year's goals and a blank self-evaluation questionnaire.

In November, the Board of Trustees again receives goals from the previous year and the completed self-evaluation questionnaire. Also in November the Board of Trustees in a Committee of the Whole discusses its self-evaluation and recommends goals for the forthcoming year.

In the December Board of Trustees meeting the Board formally adopts the goals for the forthcoming year.

### 2007-2008 Board of Trustees Goals

- I. Attend events in the community.
  - a. Speak to community groups.
  - b. Make Board presentations.
  - c. Bring copies of community events and activities to other Board members.
- II. Participate in the operation of the College at Board Meetings.
  - a. Speak freely and opening on policy issues.
  - b. Solicit opinions of fellow Board members.
  - c. Present ideas during discussion section of Board Meetings.
- III. Continue a Trustee education program.
  - a. Attend a conference on Trustee responsibilities.
  - b. Submit materials from various sources to fellow Trustees.
  - c. Read Trustee education materials sent by various organizations.
- IV. Effect implementation of the 2007 Facilities Master Plan update.
  - a. Monitor and approve Measure E Fiscal updates
  - b. Implement construction program.
  - c. Monitor and approve construction program.
- V. Review Accreditation Standards
  - a. Receive and approve the 2008 Accreditation Self-Study.
  - b. Review at least two presentations during the development of 2008 Self-Study.
  - c. Participate in discussion and/or forums during the development of the 2008 Self-Study.
  - d. Review Accreditation manuals and guidelines.

VI. Fiscal Responsibilities.

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

VII. Student Learning Outcomes

- a. Study and review the Student Learning Outcomes model.
- b. Participate in two study sessions in Student Learning Outcomes.