

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



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

**Agenda, Monday, May 18, 2009  
Board Room  
4:00 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of April 20, 2009, and amended minutes of March 16, 2009 Pages 4-10**
- III. Presentations**
  - A. California State University, Los Angeles Programming Contest  
First Place: Austin Cathey and Timothy Johnson
  - B. El Camino College Forensics Team
- IV. Public Hearing – none**
- V. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
  - A. Public Comment
    - 1. Academic Affairs  
*See Academic Affairs Agenda,  
Pages 11-16*
    - 2. Student and Community Advancement  
*See Student Services Agenda,  
Pages 17-37*
    - 3. Administrative Services  
*See Administrative Services Agenda, Pages 38-49*
    - 4. *See Measure "E" Bond Fund Agenda,  
Pages 50-55*
    - 5. Human Resources  
*See Human Resources Agenda,  
Pages 56-66*
    - 6. Superintendent/President  
*See Superintendent/President Agenda,  
Pages 67-70*

**VI. Other Items**

- A. Public Comment
- B. Resolution, Pages 71-72

**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. 1 case

<p><b>Board of Trustees Meeting Schedule for 2009</b> <b>4:00 p.m. Board Room</b></p>
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Monday, May 18, 2009  
Monday, June 15, 2009  
Monday, July 20, 2009  
Monday, August 17, 2009  
Tuesday, September 8, 2009  
Monday, October 19, 2009  
Monday, November 16, 2009  
Monday, December 21, 2009

## EL CAMINO COLLEGE STRATEGIC PLAN 2007 THROUGH 2010

### **Vision Statement**

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

### **Mission Statement**

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

### **Statement of Philosophy**

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

### **Statement of Values**

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

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

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

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

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

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

### **Guiding Principles**

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

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

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

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

### **Strategic Initiatives**

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

EL CAMINO COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING OF  
Monday, April 20, 2009

The Board of Trustees of the El Camino Community College District met at 4:00 p.m. on Monday, April 20, 2009, in the Board Room at El Camino College.

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

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

Minutes of the Regular Board Meeting of March 16, 2009

The Minutes of the Regular Board Meeting of March 16, 2009 were approved as amended.

El Camino Community College District Citizens' Bond Oversight Committee Annual Report

It was moved by Trustee O'Donnell, seconded by Trustee Beverly, that the Board accept the El Camino Community College District Citizens' Bond Oversight Committee Annual Report. Motion carried.

Accountability Reporting for the Community Colleges (ARCC)

Ms. Irene Graff, Director of Institutional Research, reviewed the 2009 Accountability Report for the California Community Colleges. Board members discussed the report which will appear on the May 18, 2009 Board agenda for acceptance.

It was moved by Trustee Beverly, seconded by Trustee O'Donnell that the following three items be removed from consent agenda for separate action. Motion carried.

### Tax and Revenue Anticipation Note – 2009-10

It was moved by Trustee Beverly, seconded by Trustee O'Donnell that the Board of Trustees authorize the participation of the District in the issuance of a Tax and Revenue Anticipation Note for the 2009-10 fiscal year, not to exceed \$20 million.

Motion carried. Trustees Jackson, Gen, O'Donnell, Beverly and Combs voted yes. Student Trustee Yerelian recorded an advisory yes vote.

### Resolution for Tax and Revenue Anticipation Note – 2009-10

It was moved by Trustee Beverly, seconded by Trustee Yerelian, that the Board adopt the resolution authorizing and approving the borrowing of funds for Fiscal Year 2009 - 10 not to exceed \$20 million; the issuance and sale of a 2009-10 tax and revenue anticipation note therefore and participation in the Los Angeles County Schools Pooled Tax and Revenue Anticipation Notes Program for the 2009-10 fiscal year.

Motion carried. Trustees Jackson, Gen, O'Donnell, Beverly and Combs voted yes. Student Trustee Yerelian recorded an advisory yes vote.

### California Community College Trustees Board of Directors Election

By ruling of the Chair without objection the Board voted for the following persons to serve on the California Community College Trustees Board of Directors.

Nancy C. Chadwick, Palomar Community College District  
Marcia E. Zableckis, Barstow Community College District  
Douglas W. Otto, Long Beach Community College District  
Manny Ontiveros, North Orange County Community College District  
Christopher Stampolis, West Valley-Mission Community College District  
Jeanette Mann, Pasadena Area Community College District  
Eva Kinsman, Copper Mountain Community College District

### Consent Agenda

It was moved by Trustee O'Donnell, seconded by Trustee Beverly, that the Board adopt the items presented on the agenda in the following areas.

### Academic Affairs

Center for the Arts Presentations – 2008/2009  
Center for the Arts Presentations – 2009/2010  
International Education/Study Abroad Program – Summer 2009  
Proposed Curriculum Changes: Effective 2009/2010 Academic Year  
FTES Enrollment Projections

## Student and Community Advancement

2009 Summer Camp

Community Education Program for Summer 2009

Destruction of Records for EOPS

Grants

Board Policy – 5030 – Fees – First Reading

Expulsion – 2009-4

## Administrative Services

International Student Health Insurance

AB 2910 – Quarterly Fiscal Status Report

Contracts Under \$76,000

Contracts Over 67,000

Memorandum of Understanding

Declaration of Surplus Property

Purchase Orders and Blanket Purchase Orders

## Measure E Bond Fund

Category Budgets and Balances

Contract – Koury Engineering, Inc. – Various Projects

Contract – Sandy Pringle Associates Inspection Consultants, Inc. – Bookstore  
Modernization

Contract – S&K Engineering Services – Electrical Conversion

Contract Amendment – Beck & Graboski – Campus Signage Wayfinding

Bid Award 2008-1A – HPS Mechanical, Inc. – Phase 3 Infrastructure

Bid Award 2008-9 – Marina Landscape – Parking Structure Landscape Project

Bid Award 2008-11 – Mackone Development – Bookstore Modernization Project

Change Order – Bomel Construction – Lot H Parking Structure & Athletic Facility

Change Order – Southland Industries – Energy Management System Upgrade Phase 2

Change Order – Airemasters Air Conditioning – Computer Room Air Conditioning  
Upgrade

Rejection of Bid Protest – Bid 2008 – 1A

Purchase Orders and Blanket Purchase Orders

## Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

Classified Professional Growth

Eliminate Job Classification Specifications for Administrator Position

New Classification Specifications for Classified Position

## President/Board of Trustees

Absence of a Board Member

Conference Attendance  
Citizens' Bond Oversight Committee

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

Committee of the Whole

The Committee of the Whole opened at 5:12 p.m. to discuss the Brown Act and closed at 5:25 p.m.

Public Comment

Nehasi Lee addressed partnership with the Compton District.

Closed Session

Meeting adjourned to a Closed Session at 6:10 p.m.

Adjournment

Meeting adjourned at 6:30 p.m.

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Maureen O'Donnell, Secretary of the Board

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Thomas M. Fallo, Secretary to the Board

EL CAMINO COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING OF  
Monday, March 16, 2009

The Board of Trustees of the El Camino Community College District met at 4:00 p.m. on Monday, March 16, 2009, in the Haag Recital Hall at El Camino College.

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

Also present were Dr. Thomas M. Fallo, Superintendent/President; Dr. Francisco Arce, Vice President, Academic Affairs; Ms. Jo Ann Higdon, Vice President, Administrative Services; Dr. Jeanie Nishime, Vice President, Student and Community Advancement; Ms. Barbara Perez, Vice President, 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 February 17, 2009

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

Consent Agenda

It was moved by Trustee O'Donnell, seconded by Trustee Combs, 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 – CTE Teacher Pipeline  
Destruction of Records  
Instructional Field Trip – Spring 2009  
Retreat – Mathematics, Engineering, Science Achievement (MESA) Program  
Accreditation Follow-Up Report – Informational Item

Student and Community Advancement

Field Trips  
Student Conferences  
EOPS/CalWORKs/CARE Recognition Event  
Grant



Board Policy and Procedure 4300 – Field Trips and Excursions – Second Reading & Adoption  
Expulsion – 2009-3

Administrative Services

Planning and Budget Development Calendar 2009-10  
Contracts Under \$76,000  
Purchase Orders and Blanket Purchase Orders

Measure E Bond Fund

Category Budgets and Balances  
Contract – S&K Engineers – Ongoing Engineering Services  
Contract Amendment – Heider Engineering – Lot H Parking Structure & Athletic Facilities  
Contract Amendment – LPA, Inc. – Math/Business/Allied Health Building  
Rejections of Bids 2008-1 – Infrastructure Phase 3 Project  
Bid Award 2008-7 – ACCO Engineered Systems – Photography Relocation Project  
Bid Award 2008-8 – Valley Crest Landscaping, Inc. – Field Renovation Project  
Change Order – Bomel Construction Co. – Lot H Parking Structure & Athletic Facilities  
Retention Reduction – Bomel Construction Co. – Lot H Parking Structure & Athletic Facilities  
Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes  
Temporary Non-Classified Service Employees  
~~Amend the Superintendent/President Employment Contract~~  
\* Item pulled and no substitutions were made.

President/Board of Trustees

California Community College Trustees Board Election  
Order Biennial Governing Board Election

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

Public Comment

Luukia Smith, Sean Donnell, Dan Houston, Florence Baker, Natalie Pepper, Pete Marcoux, and Jonathan Forney addressed Superintendent/President contract. Harold Tyler addressed a student issue.

Closed Session

Meeting adjourned to a Closed Session at 5:15 p.m.

Adjournment

Meeting adjourned at 6:30 p.m.

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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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- B. Memorandum of Understanding Between Paramount Unified School District  
and El Camino College..... 14

## **ACADEMIC AFFAIRS**

### **A. INTERNATIONAL EDUCATION/STUDY ABROAD PROGRAM – SUMMER 2009**

It is recommended that the Board approve the following International Education/Study Abroad Program for Summer 2009:

China Summer 2009 Program: There will be two contractors as noted below. Inclusive dates for the full program will be June 21, 2009 – July 18, 2009.

1. Contractor: Shandong University at Weihai (SDUW), No. 180 Wenhua Xilu, Weihai, Shandong Province, P.R. China 264209. The contact person is Ms. Wang Yue (Yvonne), Director of International Programs Management Center. This contractor will provide accommodations (July 2 – July 18, 2009), classroom facilities, and coordinate specific activities.
2. Contractor: China Travel International USA (CTSI USA), 301 W. Valley Boulevard, Suite 220, San Gabriel, CA 91776. The contact person is Mr. Jeffrey Chen, Manager. They will arrange airfare, an 11-day excursion to Beijing, Shanghai, Xian, Guilin, and Qufu, meals and accommodations (June 21 – July 18, 2009), and bilingual tour guide/coordinator.

#### On-Site Program Directors:

Dr. Joy Zhao – Her duties as a co- on-site director will include but not be limited to teaching the following courses: English 1C (Critical Thinking and Composition) and English 25A (Creative Writing: Introduction to the Craft of Fiction). Duties will also include but not be limited to advising students, interacting with travel representatives, and administering the program in China. Inclusive dates: June 21, 2009 – July 18, 2009.

Dr. Florence Baker – Her duties will include but not be limited to teaching the following courses: History 37 (History of World Religions) and History 14A (History of Asian Civilizations). Duties will also include but not be limited to advising students, interacting with travel representatives, and administering the program in China. Inclusive dates: June 21, 2009 – July 18, 2009.

### **B. MEMORANDUM OF UNDERSTANDING BETWEEN PARAMOUNT UNIFIED SCHOOL DISTRICT AND EL CAMINO COLLEGE**

It is recommended that the Board approve the following Memorandum of Understanding between Paramount Unified School District and El Camino College to

## **ACADEMIC AFFAIRS**

allow the El Camino College Compton Educational Center to offer college courses at Paramount High School and Buena Vista College. There will be no cost to the District.

## **Memorandum of Understanding Between Paramount Unified School District and El Camino College**

The **Paramount Unified** School District and El Camino College (ECC) have collaborated in the development of a Memorandum of Understanding (MOU) in support of the **Paramount Unified** District high schools that will be allowed to participate in the El Camino College/High School Program in which El Camino College classes will be held on the following high school campuses: **Paramount High School and Buena Vista High School**.

**Paramount High School and Buena Vista High School agrees to the following:**

### **Student Registration**

1. For every El Camino College class that is held at **Paramount High School and Buena Vista High School**, the enrollment must be a minimum of 20 students. If the enrollment is less than 20 students at the end of the **first week of classes**, then the class will be cancelled.
2. All registration paperwork must be completed by the end of the first week of classes. If a student's paperwork has not been submitted by this time, the student will not be able to enroll in the class (this will affect the class remaining at the high school if the enrollment is below 20 students).
3. The high school principal or designated counselor must monitor standards of student conduct in accordance with **Paramount Unified School District** Policy and ECC Board Policy 5506, including consequences for unacceptable behavior.
4. Every student registering and enrolling in an El Camino College class held at the high school must obtain signatures from their parent **and** principal, counselor, or designated high school personnel on the ECC **K-12 Concurrent Enrollment Application**.
5. *If it has been agreed by El Camino College and the individual high school that a site coordinator, who is currently a high school employee, will be hired by El Camino College to assist with the high school student registration process, then the site coordinator will collect all registration paperwork and residency documentation from the students, review all paperwork for errors, make sure forms are complete, and submit them to El Camino College before the end of the second week of classes.*

### **Class Selection/Requests**

1. Each high school must submit their requests for classes according to El Camino College deadlines for the Fall, Spring and Summer sessions as written in the Schedule Development Timeline distributed by the Office of the Vice President of Academic Affairs.
2. Each high school is limited to having two (2) El Camino College classes located on their high school campus unless otherwise approved for additional classes by the El Camino College Vice President of Academic Affairs.
3. After classes have been approved to be located at a particular high school, each high school must promote the El Camino College classes that will be offered on their campus in order to meet minimum enrollment requirements.

**El Camino College agrees to the following:**

1. Each high school will be informed of problems that occur with student applications so the site coordinator can contact individual students to correct any problems which may affect student and class enrollment.
2. If a student requests, El Camino College can issue the student a photo identification card as needed for labs, lectures and college discounts as long as the student has registered for and enrolled in an El Camino College class and has been issued an El Camino College identification number.
3. Each high school will be given an El Camino College Calendar for the upcoming school year and a Schedule Development Timeline for class request deadlines.
4. *If agreed to by El Camino College and the high school, El Camino College will hire a high school counselor or designated employee to be a site coordinator at the high school to assist with class registration.*

This MOU and its attachments represent the entire agreement of all involved parties and covers the period commencing with the 2008-09 school year and will be reviewed annually. This agreement will take effect upon approval by all parties which will include the Vice President of Academic Affairs and any other El Camino College representatives designated by the Vice President, the **Paramount Unified** Superintendent, and the Principal of each participating high school within the **Paramount Unified** School District. This MOU will remain in effect until cancelled or amended by either party. Any cancellation of or amendments to this agreement must be submitted in writing to all parties and agreed upon by all parties prior to implementation.

In witness thereof, the parties have approved this agreement, executed in three original counterparts on this 19<sup>th</sup> day of March, 2009.

Paramount Unified School District

El Camino College

Michael P. Bishop, Sr., CBO  
Print Name Assistant Superintendent-  
Business Services

17 3/19/09  
Superintendent

Cory Buckner  
Print Name

[Signature]  
High School Principal

Steve McKin  
Print Name

[Signature]  
High School Principal

FRANCISCO M. ARCE  
Print Name

[Signature]  
Vice President of Academic Affairs

Print Name

Designee



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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. COMMUNITY EDUCATION PROGRAM FOR WINTER/SPRING 2009

It is recommended that the Board approve the change in instructor for the following Community Education course for Winter/Spring 2009:

<u>Course Title</u>	<u>Contractor</u>	<u>Salary</u>	<u>Class Fee</u>
A Matter of Balance: Managing Concerns About Falls of Older Adults	<del>Henry, Jeff</del> Wilson, Edward	\$25/hour	\$14

### B. DESTRUCTION OF RECORDS

1. It is recommended that the Board approve destruction of records from Counseling and Student Services in accordance with Board Policy 3310, Title 5, and Education Code Sections 59020 through 59029. The records have been maintained for the required retention period:

#### Counseling & Student Services

- a. Matriculation Checklists prior to 2002
  - b. Student Enhancement Program Workshop Attendance Lists and Success Handouts prior to 2002
  - c. Articulation New Course Proposals prior to 2003
  - d. Prerequisite Clearance Waiver Forms prior to 2004
  - e. Standards, Policies and Procedures for the Evaluation of Assessment Instruments used in the Counseling Colleges – 1990
2. It is recommended that the Board approve destruction of all paper records (1991/1992 through 2003/2004) award years with the exception of paper overpayment files. The Financial Aid Office must retain all required records for a minimum of three years from the end of the award year as per 34 CFR 668.24 and 34.668.27.

# STUDENT AND COMMUNITY ADVANCEMENT

## C. GRANTS - INFORMATION

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

1. California Community Colleges Chancellor's Office Economic Development and Workforce Development – Industry-Driven Regional Collaborative (IDRC) Aerospace Fastener Manufacturing Training Center Alliance. The El Camino Community College District's Industry-Driven Regional Collaborative (IDRC) grant proposal, the Aerospace Fastener Manufacturing Training Alliance (AFMTA), is designed to meet the regional workforce challenges in Los Angeles County, Orange County and the Inland Empire's growing aerospace fastener manufacturing industry. El Camino Community College District has taken the lead in bringing together industry partners throughout the Los Angeles area along with area Workforce Investment Boards recruiting partners, all of whom are fully committed to initially investing in the development and delivery of the Alliance. The Alliance has developed curriculum and received equipment donations from industry participants. The training program is a for credit program which runs for a period of eight weeks and includes 96 hours of industry paid internships at a local aerospace fastener manufacturer. Project Director: David Gonzales, Director, Center for Applied Competitive Technologies (CACT)

Amount of Grant Funding from Granting Agency	\$ 688,730
Amount of College Match (In-kind)	<u>1,759,660</u>
Total Amount of Grant	\$2,448,390
Indirect Rate	\$26,490 (4%)

Performance Period: June 1, 2009 through May 31, 2011

In-Kind Match: Center for Applied Competitive Technologies and the Business Training Center Industry Partners (categories 2000, 4000 and 5000); Workforce Investment Boards/ Recruiting Partners: (Pacific Gateway Workforce Investment Network, South Bay Workforce Investment Board, Anaheim Workforce Investment Board, California Employment Development Department, Community Career Development, Inc., California Work Source, Sassfa Work Source Center, Southeast Los Angeles/Crenshaw Work Source Center, El Proyecto del Barrio: Work Source California, Los Angeles Chamber of Commerce, and U.S. VETS), and Partner Industries: Industrial Fastener Institute (IFI), Alcoa Fastening Systems, B&B Specialties, Inc., Bristol Industries, California Screw Products, CBS Fasteners, Cherry Aerospace, Click Bond, Inc., Fastener Innovation Technology, Inc., LISI Aerospace, monogram Aerospace Fasteners, PB Fasteners, SPS Technologies, The Young Engineers, Inc., and West Coast Aerospace.

## STUDENT AND COMMUNITY ADVANCEMENT

2. California Community Colleges Chancellor's Office Economic and Workforce Development – Industry-Driven Regional Collaborative (IDRC) Green Building Technician Certificate Program. The proposal focuses on the workforce needs of two emerging firms that seek to promote sustainable building design and energy efficiency such as 1) solar power companies that represent renewable energy resources and are introducing and installing the technologies which harness, generate, store and distribute renewable sources of energy and, 2) High Efficiency Heating Ventilation – Air Conditioning and Refrigeration (HVAC/R) firms whose purpose is to make new and existing buildings resource efficient while reducing their negative impact on the environment. A Green Building Technician Certificate program will be established to offer PV/Solar Thermal Technician training at El Camino College to address the workforce needs of local and regional solar power companies and to modify and expand a successful HVAC/R Certificate and degree program. The Certificate Program will be aligned with industry recognized certifications in solar PV/Solar Thermal (North American Board of Certified Energy Professionals and High Efficiency Heating Ventilation and Air Conditioning and Refrigeration Industry Competency Exams).

Project Director: Phillip Sutton, Director, Workplace Learning Resource Center

Amount of Grant Funding from Granting Agency	\$453,100
Amount of College Match (In-kind)	<u>453,100</u>
Total Amount of Grant	\$906,200
Indirect Rate	\$17,426 (4%)
Performance Period:	June 1, 2009 through May 31, 2011

## STUDENT AND COMMUNITY ADVANCEMENT

3. California Community Colleges Chancellor’s Office Economic and Workforce Development – Industry-Driven Regional Collaborative (IDRC) Green Export Training & Enabler Program (ETEP). The proposed program will develop and expand California exports of green technologies, thereby increasing the State’s “green collar” jobs, careers, companies and technology. The focus initially will be on the huge green market in China. The opportunities for U.S. firms entering the Chinese clean energy market have grown tremendously during recent years. Many California green firms have high export potential, but are not yet exporting at all or as much as they could. The 7-Step Green Export Training and Enabler Program is designed to motivate, nurture and assist companies at each state of the export process through customized competitiveness, customized export readiness assessment, export workshops, research on China’s market for green exports, customized export market plan for China, trade event opportunities, and matchmaking assistance.

Project Director: Maurice Kogon, Director, Center for International Trade Development

Amount of Grant Funding from Granting Agency	\$465,212
Amount of College Match (In-kind)	<u>512,322</u>
Total Amount of Grant	\$977,534
Indirect Rate	\$17,892 (4%)
Performance Period:	June 1, 2009 through May 31, 2011

4. California Community Colleges Chancellor’s Office – Responsive Training Fund for Incumbent Workers. The proposed Responsive Training Fund for Incumbent Workers project is designed to address the strategic priority area of business and workforce improvement. El Camino College Center for Applied Competitive Technologies will collaborate with industry partner, Honeywell Industries, Inc., to develop and deliver a program of instruction focusing on specific skill sets requested by the company. The Center for Applied Competitive Technologies will develop and pilot non-credit manufacturing curriculum designed specifically for Honeywell, Inc., incumbent workers, with input and evaluation from representatives of said industry. It is estimated that 350 current employees from Honeywell, Inc. will be trained through this program with no cost to the employee.

## STUDENT AND COMMUNITY ADVANCEMENT

Project Director: David Gonzales, Director, Center for Applied Competitive Technologies

Amount of Grant Funding from Granting Agency	\$272,057
Amount of College Match	<u>-0-</u>
Total Amount of Grant	\$272,057
Indirect Rate	\$10,464 (4%)
Performance Period:	June 1, 2009 through June 30, 2010

5. California Community Colleges Chancellor's Office – Responsive Training Fund for Incumbent Workers. El Camino College seeks grant funds for an extensive training program on international trade regulations. U.S. and foreign trade regulations have a major impact on California's international trade, mostly restrictive and highly punitive if ignored. California's international trade is heavily based on sectors that are mostly impacted by international trade regulations – especially agriculture, aerospace, electronics, information technologies and medical equipment. The training will be delivered in group seminars, company-specific workshops, and customized training to help companies set up in-house compliance systems. A minimum of 25 businesses and selected employees in the most impacted industries will receive the proposed training in one form or another.

Project Director: Maurice Kogon, Director, Center for International Trade Development

Amount of Grant Funding from Granting Agency	\$134,268
Amount of College Match (In-kind)	<u>134,876</u>
Total Amount of Grant	\$269,144
Indirect Rate	\$5,164 (4%)
Performance Period:	June 1, 2009 through June 30, 2010

## STUDENT AND COMMUNITY ADVANCEMENT

6. MetLife Foundation/Civic Ventures – Community College Encore Career Project. Eight, \$25,000 grants will be awarded to community colleges to prepare people 50+ years of age for careers in education, health care, social services and environment. The MetLife Foundation/Civic Ventures Community College Encore Career Project is designed to do the following: 1) invest in innovation on community college campuses, 2) showcase the critical role community colleges can play in the lives of those in a new stage of life and work, 3) encourage community colleges and social sector employers to work together to unleash the potential of a new workforce for social change, 4) create a vanguard of cutting-edge community colleges preparing for encore careers, and 4) provide a catalyst for change on other community college campuses.  
Project Director: Betty Sedor, Assistant Director, Contract and Community Education

Amount of Grant Funding from Granting Agency	\$25,000
Amount of College Match (In-kind)	<u>-0-</u>
Total Amount of Grant	\$25,000
Performance Period: July 1, 2009 through June 30, 2010	

7. The Office Depot Foundation – Buzz on Biz Youth Entrepreneur Program. The objective of the El Camino College Small Business Development Center’s Buzz on Biz Youth Entrepreneur Program is to encourage youth and young adults to expand their awareness of becoming owners of self-contained, successful businesses. The Office Depot Foundation’s funding program focuses on: 1) making a difference in children’s lives – to support activities that serve, teach and inspire children, youth and families, 2) building communities – support civic organizations and activities that serve the needs of our community, 3) supporting disaster relief efforts of recognized national, regional and local agencies. Program participants will utilize tools and materials that lay the foundation for business development and resource management.  
Project Director: Starleen Van Buren – Director, Small Business Development Center, Community Advancement

Amount of Grant Funding from Granting Agency	\$10,000
Amount of College Match (In-kind)	<u>12,504</u>
Total Amount of Grant	\$22,504
Performance Period: June 1, 2009 through September 30, 2009	

# STUDENT AND COMMUNITY ADVANCEMENT

## D. GRANTS - ACCEPTANCE

It is recommended that the Board accept the following grants:

1. California Community Colleges Chancellor's Office Economic and Workforce Development – Industry-Driven Regional Collaborative (IDRC) Aerospace Fastener Manufacturing Training Center Alliance. The El Camino Community College District was awarded the Industry-Driven Regional Collaborative (IDRC) grant, the Aerospace Fastener Manufacturing Training Alliance. The grant is designed to meet the regional workforce challenges in Los Angeles County, Orange County and the Inland Empire's growing aerospace fastener manufacturing industry need. The Center for Applied Competitive Technologies groups formed an alliance with industry partners and area Workforce Investment Boards recruiting partners and the Los Angeles Chamber of Commerce to work on finding a solution to the skilled worker shortage. The training program is a for credit program that lasts eight weeks and includes 96 hours of industry paid internship at a local aerospace fastener manufacturer. The training allows the students to learn the skills necessary to get jobs in an industry that needs new workers as quickly as possible.

Project Director: David Gonzales, Director Center for Applied Competitive Technologies

Amount of Grant Funding from Granting Agency	\$ 688,730
Amount of College Match (In-Kind)	<u>1,759,660</u>
Total Amount of Grant	\$2,448,390
Indirect Rate	\$26,490 (4%)
Performance Period:	June 1, 2009 through May 31, 2011



## STUDENT AND COMMUNITY ADVANCEMENT

2. California Community Colleges Chancellor's Office Economic and Workforce Development – Statewide Strategic Initiative Hub (Hub) Centers for Applied Competitive Technologies (CACT). This grant was formerly at Cerritos College - working with Los Angeles Community College District, El Camino College and College of the Canyons. The grant has been transferred to El Camino College. Hub Directors will work with the Strategic Initiative Director and System Office Dean of Economic and Workforce Development to implement the following activities for Centers for Applied competitive Technologies: 1) provide marketing services and outreach to industry, 2) implement Manufacturing Skill Standards Certifications, and 3) provide Robotic Camps to colleges and high schools supporting youth outreach.  
Project Director: David Gonzales, Director, Center for Applied Competitive Technologies

Amount of Grant Funding from Granting Agency	\$121,000
Amount of College Match (In-Kind)	<u>-0-</u>
Total Amount of Grant	\$121,000
Indirect Rate	\$4,840 (4%)
Performance Period:	July 9, 2009 through June 30, 2010

3. California Community Colleges Chancellor's Office Economic and Workforce Development – Center for Applied Competitive Technologies (CACT). This is the annual renewal grant for the El Camino College Center for Applied Competitive Technologies. The term of this grant shall be from July 1, 2009, to and including August 31, 2010. After the competitive process, a Center is entitled to four years of renewal based on performance.  
Project Director: David Gonzales, Director, Center for Applied Competitive Technologies

Amount of Grant Funding from Granting Agency	\$205,000
Amount of College Match (In-Kind)	<u>205,000</u>
Total Amount of Grant	\$410,000
Indirect Rate	\$7,885 (4%)
Performance Period:	July 1, 2009 through august 31, 2010

## STUDENT AND COMMUNITY ADVANCEMENT

4. California Community Colleges Chancellor's Office Economic and Workforce Development – Center for International Trade Development (CITD). This is the annual renewal grant for the El Camino College Center for International Trade Development. The term of this grant shall be from July 1, 2009 to and including August 31, 2010. After the competitive grant process, a Center is entitled to four years of renewal based on performance. This renewal is a continuance of the competitive grant process and adheres to the original requirements of the master grant/specifications.

Project Director: Maurice Kogon, Director, Center for International Trade Development

Amount of Grant Funding from Granting Agency	\$205,000
Amount of College Match (In-Kind)	<u>205,000</u>
Total Amount of Grant	\$410,000
Indirect Rate	\$7,885 (4%)
Performance Period:	July 1, 2009 through August 31, 2010

5. California Community Colleges Chancellor's Office Economic and Workforce Development – Small Business Development Center (SBDC). This is the annual renewal grant for the El Camino College Small Business Development Center. The term of this grant shall be from July 1, 2009 to and including August 31, 2010. This renewal is a continuance of the competitive grant process and adheres to the original requirements of the master grant/specifications.

Project Director: Starleen Van Buren, Director, Small Business Development Center

Amount of Grant Funding from Granting Agency	\$ 50,000
Amount of College Match (In-Kind)	<u>564,835</u>
Total Amount of Grant	\$614,835
Indirect Rate	\$1,923 (4%)
Performance Period:	July 1, 2009 through August 31, 2010

## STUDENT AND COMMUNITY ADVANCEMENT

6. California Community Colleges Chancellor's Office Economic and Workforce Development – Workplace Learning Resource Center (WpLRC). This is a renewal grant for the El Camino College Workplace Learning Resource Center. The term of this grant shall be from July 1, 2009, to and including August 31, 2010. After the competitive grant process, a Center is entitled to four years of renewal based on performance. This renewal is a continuation of the competitive grant process and adheres to the original requirements of the master grant/specifications.

Amount of Grant Funding from Granting Agency	\$205,000
Amount of College Match (In-Kind)	<u>205,000</u>
Total Amount of Grant	\$410,000
Indirect Rate	\$7,885 (4%)
Performance Period:	July 1, 2009 through August 31, 2010

7. U.S. Department of Education Office of Postsecondary Education – Fulbright-Hays Group Projects Abroad. El Camino College in partnership with Long Beach City College has been awarded a four-week Fulbright-Hays Group Projects Abroad short-term seminar to be held in Vietnam and extending to Cambodia. The project will provide selected community college faculty with an opportunity to gain discipline-related knowledge of Vietnam and engage in research, training and curriculum development for the purpose of creating a representative coverage of Vietnam and Cambodia across multiple disciplines.

Amount of Grant Funding from Granting Agency	\$72,797
Amount of College Match	<u>-0-</u>
Total Amount of Grant	\$72,797
Performance Period:	March 1, 2009 through February 28, 2010

## STUDENT AND COMMUNITY ADVANCEMENT

8. U.S. Department of State, Bureau of Educational and Cultural Affairs Office of Citizens Exchanges – American Business Fellows (ABF) Program. The El Camino College Center for International Trade Development has been awarded a grant by the American Fellows Program, Partners of the Americas, for the Assistant Director of the Center for International Trade Development to travel to Nicaragua for an 8-week period, August through September 2009. The purpose of the grant is to provide selected community college staff with an opportunity to foster long-term linkages between the United States and Latin America through the exchange of technical resources and expertise. The grant supports the Business Training Center's green project initiatives.

Amount of Grant Funding from Granting Agency	\$6,254
Amount of College Match	<u>-0-</u>
Total Amount of Grant	\$6,254
Performance Period:	August 1, 2009 through September 30, 2009

### **E. INTERNATIONAL TRAVEL**

It is recommended that the Board approve international travel for Bronwen Madden to participate in the American Fellows Exchange Program in Managua, Nicaragua, August 1 through September 30, 2009 at no cost to the District. The purpose of the trip is to increase knowledge of international business methods to advance the Center for International Trade Development mission.

### **F. BOARD POLICY 5030 – FEES – Second Reading and Adoption**

It is recommended that the Board receive for Second Reading and Adoption Board Policy 5030 – Fees.

Board Policy 5030 – Fees. Administrative Procedure 5030 is appended.

### **G. ACCOUNTABILITY REPORTING FOR THE COMMUNITY COLLEGES (ARCC)**

It is recommended that the Board accept the 2009 Accountability Reporting for the Community Colleges (ARCC) Customized College Report for El Camino College. The report may be viewed in its entirety by accessing the following web link:  
<http://www.cccco.edu/SystemOffice/Divisions/techresearchInfo/ResearchandPlanning/ARCC/tabid/292/Default.aspx>

# STUDENT AND COMMUNITY ADVANCEMENT

## ~~BOARD POLICY 5030.2~~ — ~~Student Enrollment and Differential Fees~~

~~I. In accordance with Education Code Sections 72250 and 72252, the enrollment and differential fees will be assessed at the time of registration.~~

~~Exemptions will be granted as follows:~~

~~A. The College shall grant enrollment fee Board of Governor grants (BOGG) to all eligible students who complete the BOGG application process during the term in which they are enrolled. The BOGG financial assistance awards will be granted as defined in Title V, Chapter 7, Sections 58600 through 58630.~~

~~B. The enrollment fee requirements of Section 72252 shall be defrayed for any student who, at the time of enrollment, is a dependent or surviving spouse who has not remarried, of any member of the California National Guard who, in the line of duty and while in the active service of the State, was killed or died of a disability resulting from an event that occurred in the active service of the State.~~

~~C. Exemptions from the differential fee shall be granted to dislocated workers within the meaning of the Federal Job Training Partnership Act; a displaced homemaker as defined in accordance with the Higher Education Act of 1965; a recipient of benefits under the Aid to Families with Dependent Children Program, the Supplemental Security Income/State Supplementary Program, or a general assistance program.~~

~~D. Others as exempted by legislative enactment.~~

~~II. Refunds will be given in accordance with El Camino College published policies and procedures.~~

~~Previous Board Number: 5124~~

~~El Camino College~~

~~Adopted: 3/12/84~~

~~Amended: 7/23/84, 1/14/85, 6/14/93~~

~~Renumbered: 4/18/05~~

## STUDENT AND COMMUNITY ADVANCEMENT

### ~~BOARD POLICY 5030.1~~ ~~Student Health Services Fee~~

~~In accordance with the California Education Code, Section 72246, the Governing Board of El Camino Community College District shall require, commencing with the Fall 1993 Semester, students to pay ten dollars (\$10.00) for each semester, and seven dollars (\$7.00) for summer school for the operation, supervision, programs, and services of Student Health Services.~~

~~The Governing Board of El Camino College shall exempt the students under the conditions listed below. These students are, however, eligible for services from Student Health Services.~~

- ~~1. Students receiving financial aid pursuant to Section 72252.1 (Financial Aid).~~
- ~~2. Low income students who meet the Board of Governors Grant criteria (pursuant to Section 72252) as demonstrated by appropriate support documentation of AFDC eligibility (Aid to Families with Dependent Children); SSI eligibility (Social Security Income); or GA eligibility (General Assistance/General Relief); Veterans Affairs Dependent Fee Waiver Certification; Agency Certification (Untaxed Income Form); or Income Tax Form as they relate to Qualifying Income Levels; or a combination of the above and unmet student need as determined by the Financial Aid Office.~~

~~The following students are also exempt. However, they are only eligible for emergency care services on campus from Student Health Services.~~

- ~~3. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.~~
- ~~4. Students enrolled only in classes held off campus, instructional television classes only, non credit classes only, or work site classes, high school students, or students enrolled in contract classes will not be required to pay the health services fee.~~

~~All fees collected pursuant to this section shall be deposited in the fund of the District designated by the California Community Colleges Budget and Accounting Manual and shall be expended only to provide health services.~~

### Refund

~~Students who withdraw from all courses prior to the close of the second week of the term will be eligible for a refund of the Health Services Fee. Forms to request a refund of the fee may be obtained at the El Camino College Cashier's Office.~~

~~Previous Board Policy Number: 5123 Renumbered: 4/18/05~~

~~El Camino College~~

~~Adopted: 6/13/83~~

~~Amended: 8/22/83, 3/26/90, 6/25/90, 12/10/90, 1/25/93~~

# STUDENT AND COMMUNITY ADVANCEMENT

## BOARD POLICY 5030

## FEES

The Board authorizes the following fees. The Superintendent/President shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall include required ~~fees and~~ fees, fees allowable by law, and also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. When the State of California increases a mandatory fee, the El Camino Community College District shall increase that fee by the amount and within the timeframe prescribed by law.

Fee amounts shall be published in the college catalogs.

### A. **Enrollment:** E.C. 76300; 5 CCR 58500-58509

#### 1. Establishment of an Enrollment Fee

Each student shall be charged a fee for enrolling in credit courses as required by law. The Superintendent/President shall present for board approval the enrollment fee for students.

#### 2. Non-Applicable Courses

The Superintendent/President shall have the authority to create a list of courses in which the enrollment fee by statute or legal directive does not apply. This list shall be contained in appropriate guidelines and procedures.

#### 3. Waiver of the Enrollment Fee Requirements

The Superintendent/President shall have the authority to create a list of student cohorts whose enrollment fee shall be waived by statute or legal directive. This list shall be contained in appropriate guidelines and procedures.

#### 4. Citation of the Enrollment Fee

The enrollment fee for a course shall be contained in the Schedule of Fees and published annually.

**B. Nonresident Tuition:** E.C. 76140, 76140.5

1. Establishment of a Nonresident Tuition Fee

The Superintendent/President shall present for board approval a nonresident tuition fee for nonresident students.

The district shall have a separate policy regarding the criteria for determining California residence, the residency determination date, permissive exemptions, corrections to erroneous residency classification, a residency appeals process, falsification of records, drop for non-payment, and all other relevant aspects of residency.

The nonresident tuition fee shall be set by the board not later than February 1 of each year for the succeeding fiscal year. Nonresident students shall be provided with notice of nonresident tuition fee changes during the spring term before the fall term in which the change will take effect.

At the discretion of the Vice-President of Administrative Services (or designee) a non-resident student may be allowed to pay in installments. Payment plans shall be designed to be fair and ~~not arbitrary nor~~ non-arbitrary or capricious.

2. Citation of the Nonresident Tuition Fee

The nonresident tuition fee for a course shall be contained in the Board of Trustees fee table and published annually.

**C. Allowable Fees:** For a complete reference of code sections, please see AP5030.

1. Course and Service Fees

Where permitted by law and approved by the Board of Trustees, allowable fees shall be collected.

**STUDENT AND COMMUNITY ADVANCEMENT**



2 Citation of Allowable Fees

Allowable fees for courses and services shall be contained in the Schedule of Fees and published annually.

**Reference: Education Code (E.C.) Sections 70902(b) (9), 76300, 66025.3; Title 5, Section 51012; California Code of Regulations (CCR) 58500-58509; Chancellor's Student Fee Handbook (CSFH)**

Replaces Board Policy 5030.1 and Board Policy 5030.2

El Camino College  
Board Policy  
Approved:

## **STUDENT AND COMMUNITY ADVANCEMENT**

## ADMINISTRATIVE PROCEDURES 5030

## FEES

### Required fees include:

1. Enrollment (E.C. 76300; 5 CCR 58500-58509)
2. Nonresident tuition (E.C. 76140, 76140.5)

The following may be exempted:

- All nonresident students enrolling for 6 or fewer units; or
- A student who is a citizen and resident of a foreign country who demonstrates financial need

### Fees authorized by law include:

#### Course Fees

1. Audit of courses (E.C. 76370)
2. Instructional Material (E.C. 73365, 81457, 81458; 5 CCR 59400-59408)
3. Athletic Insurance (E.C. 70902)
4. Non-District Physical Education Facilities (E.C. 76395)
5. Cross Enrollment (E.C. 66753)
6. Non-Credit Courses (E.C. 76385)
7. Community Service Courses (E.C. 78300)

#### Fees for Services

1. Health (E.C. 76355)
2. Parking (E.C. 76360)
3. Transportation (E.C. 76361, 82305.6)
4. Student Representation (E.C. 76060.5; 5 CCR 54801-54805)
5. Student Records (E.C. 76223)
6. Foreign Citizen/Resident Capital Outlay (E.C. 76141)
7. Foreign Citizen/Resident Application Processing (E.C. 76142)
8. Credit By Examination (E.C. 76300; 5 CCR 55753)
9. Use of facilities financed by revenue bonds (E.C. 81901(b)(3))
10. Refund Processing (5 CCR 58508)
11. Telephone registration (E.C. 70902(a))
12. Physical fitness test (E.C. 70902(b)(9))
13. Instructional Tape Lease/Deposit (E.C. 70902(b)(9))
14. Credit Card Use (E.C. 70902(b)(9))
15. International Student Medical Insurance Fee (E.C. 70902)
16. Criminal Background Checks (CSFH: LO: M 06-11 Sec 3.19)
17. Providing Special Certificates (CSFH: LO: M 06-11 Sec 3.20)

18. Child Care (E.C. 79121 et seq., 66060)

**Fees prohibited by law include:**

1. Late application (CSFH)
2. Add/drop (CSFH)
3. Mandatory student activities (CSFH)
4. Student Identification Cards (CSFH)
5. Student Body Organization (CSFH)
6. Nonresident application (CSFH)
7. Field trip (5 CCR 55450, 55451)
8. Tuition or fees for dependents of certain veterans (E.C. 66025.3)
9. Tuition or fees for dependents of certain victims of the September 11, 2001, terrorist attacks. (CSFH)
10. Tuition or fees for certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (E.C. 66025.3)
11. Required or funded services (CSFH)
12. Refundable deposits (CSFH)
13. Distance education (other than the statutorily authorized enrollment fee) (CSFH)
14. Mandatory mailings (CSFH)
15. Rental of practice rooms (CSFH)
16. Apprenticeship courses (E.C. 76350)
17. Technology fee (CSFH)
18. Late payment fee (5 CCR 58502, 59410)
19. Nursing/healing arts student liability insurance (5 CCR 55234)
20. Cleaning (CSFH)
21. Breakage (CSFH)
22. Test proctoring (CSFH)

Criteria, Guidelines, Procedures, Prohibited Practices and Restrictions

The Superintendent/President shall have the authority to establish relevant criteria, guidelines, procedures, prohibited practices and restrictions for each of the above fees based on statute or legal directive.

Citation of Course and Service Fees

Course and service fees shall be contained in the Schedule of Fees and published annually.

## **Collection and Refund of Fees**

1. Enrollment and other fees are charged to the student at the time of enrollment. Students are required to pay fees within ten (10) days of their enrollment in courses. If additions are made to the course program after payment is made, students will be billed for the additional units. Students who overpay their fees will have those fees refunded or applied to a subsequent term of enrollment.
2. Students who reduce their enrollment, by the published deadline per Class Schedule, will have their enrollment fees refunded.
3. Fees increased by an act of the State legislature after a student has enrolled will be billed to the student.
4. Fees reduced by an act of legislation will be refunded to the student.
5. Non-resident students who increase their program after payment is made will be billed for the additional units.
6. Non-resident students who reduce their program will have their fees refunded on a pro-rata basis according to the District's non-resident tuition refund policy.
7. The District publishes in the Schedule of Classes and the College Catalog the availability of exemption from the student health fee, the availability of financial aid awards for enrollment, tuition and health fee assistance.

### Reference:

Education Code (E.C.) Sections 70902(b) (9), 76300, 66025.3; Title 5, Section 51012;  
Chancellor's Student Fee Handbook (CSFH)

## 2009-2010 Schedule of Fees

FEE TITLE	FEE	COMMENT
1. Enrollment Fee	20.00	Per unit
2. Nonresident Tuition	190.00	Per unit
3. Audit Fee	15.00	Per unit
4. Instructional Material	TBD	-
5. Athletic Insurance	TBD	-
6. Non-District Physical Education Facilities	TBD	-
7. Cross Enrollment	10.00	Per Enrollment
8. Non-Credit Courses	TBD	-
9. Community Services Classes	Varies	Fees by class
10. Health Fee – Fall & Spring	17.00	Per Semester
11. Health Fee - Intersession	TBD	
12. Parking Permit - Car	35.00	Per Semester
13. Parking Permit - Motorcycle	20.00	Per Semester
14. Parking Permit – BOGW	20.00	Per Semester
15. Student Representation	0.50	Per Semester
16. Transcript/Verification – Regular Request	5.00	Per Document
17. Transcript/Verification – Express Request	8.00	Per Document
18. Foreign Student Capital Outlay	31.00	Per unit
19. Foreign Student Application Processing	50.00	Per applicant
20. Credit By Examination	20.00	Per unit
21. International Student Medical Insurance Fee	360.00	Per Semester
22. Degree/Certificate Replacement Fee	15.00	Per Occurrence
23. Child Care	Flexible	Sliding Scale
24. LiveScan	TBD	

TBD – To Be Determined

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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. SIXTEN AND ASSOCIATES MANDATED COST CLAIMS**

It is recommended that the District approve the contract with SixTen and Associates to complete the Districts Mandated cost report for 2009-10, for a cost not to exceed \$24,000.

### **B. TENTATIVE BUDGET 2009–2010**

It is recommended that the Tentative Budgets, including the General Fund-Unrestricted, General Fund-Restricted, Student Financial Aid, Child Development, Capital Outlay, General Obligation Bond, Workers' Compensation, Property and Liability Self-Insurance, Dental Self-Insurance, Special Reserve Fund-Retiree Health Premiums, and Bookstore Funds for the 2009–10 fiscal year be submitted to the Board for adoption at the June 15, 2009 meeting. California Code Regulations Section 58305(a) requires that, on or before the first day of July, each community college district shall file a tentative budget with the County Superintendent of Schools.

### **C. STATE MANDATED PARKING REVENUES**

It is recommended that the Board of Trustees approve a pass through for parking fines as a result of SB 1407. This pass through is \$5.00 per parking violation. Background: California Government code 70372(b) authorizes the State of California to levy \$5.00 on each parking violation for the purposes of statewide court construction, remodeling, maintenance, and administrative processing. As a result of SB 1407 the District will pass through the additional fee on each violation. Thus, there is no new net revenue to the District.

### **D. CONTRACTS UNDER \$76,700**

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

- |                          |  |
|--------------------------|--|
| <b>1. Contractor:</b>    | <b>FEDERAL CORRECTION INSTITUTE,<br/>TERMINAL ISLAND, CA</b>   |
| <b>Services:</b>         | Through the State Department of Justice's Vocational Training Welding Program, inmates will be provided training in welding at the Terminal Island facility. |
| <b>Requesting Dept.:</b> | Community Education  |

- Date(s):** 7/1/09 – 6/30/10  
**Financial Terms:** Projected Gross Income \$63,814
- 2. Contractor:** **FOUNDATION FOR COMMUNITY COLLEGES**  
**Services:** Provides funding to colleges participating in the State’s Bureau of Automotive Repair Smog Referee Program.  
**Requesting Dept.:** Industry and Technology  
**Date(s):** 7/1/08 – 6/30/09 with three one-year options to renew.  
**Financial Terms:** Projected Gross Income \$18,000 (08-09)  
Note: Contract received late from Foundation January 2009.
- 3. Contractor:** **INSTITUTE OF READING**  
**Services:** Use District classrooms and the District’s name in marketing materials.  
**Requesting Dept.:** Community Education  
**Date(s):** 6/3/09 – 8/23/09  
**Financial Terms:** Projected Gross Income \$10,000
- 4. Contractor:** **OSHER FOUNDATION/FOUNDATION FOR CALIFORNIA COMMUNITY COLEGES**  
**Services:** El Camino College and the Compton Education Center will receive annual scholarships in the amount of \$1,000 each. The number of awards will vary per year.  
**Requesting Dept.:** Foundation  
**Date(s):** 2009/2010 (additional years to be added in accordance with awarding of scholarship funds.)  
**Financial Terms:** Projected Gross Income \$24,000
- 5. Contractor:** **PROVIDENCE HEALTH SYSTEM SO. CALIF dba/PROVIDENCE LITTLE COMPANY OF MARY MEDICAL CENTER – TORRANCE**  
**Services:** Provide on-site clinical experience for El Camino Community College nursing students.  
**Requesting Dept.:** Health Sciences and Athletics – Nursing Dept.  
**Date(s):** 2/1/09 – 1/31/14  
Note: Contract received late from contractor  
**Financial Terms:** No cost to the District
- 6. Contractor:** **BILLY RIGGS**  
**Services:** Keynote speaker for Classified Development Day  
**Requesting Dept.:** Staff Development



**Date(s):** 3/3/09  
**Financial Terms:** Cost \$5,600 – BPO #211007  
Note: Purchase Order number assigned in December 2008, between Board meetings.

7. **Contractor:** **WEBER METALS**  
**Services:** Contractor will receive forty hours of combined training in Business Skills, Computer Training and Continuous Improvement.  
**Requesting Dept.:** Community Advancement  
**Date(s):** 5/19/09 – 6/30/10  
**Financial Terms:** Project Gross Income \$9,235

**E. CONTRACTS OVER \$76,700**

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

**Contractor:** **CITY OF TORRANCE**  
**Services:** Contractor will receive seven hundred hours of training in ethics, customer service and communications.  
**Requesting Dept.:** Community Advancement  
**Date:** 5/19/09 – 6/30/10  
**Financial Terms:** Projected Gross Income \$130,000

**F. BID NO. 2008-10/ROOFING PROJECT**

It is recommended that the Board of Trustees approve that the following contracts to be awarded as shown for new roofing installation and/or white coating\* of the various campus buildings noted. Funds for these projects are provided from Fund 41 – Capital Outlay. Awards are based on the lowest responsive bids.

<u>Contractor</u>	<u>Bid Amount</u>
Letner Roofing Art/Behavioral Soc. Sci. Bldg	\$270,000 Base Bid Only
<b>Other Bidders:</b>	
RGSLA	\$280,244
Chapman Coast	\$295,915
Solar Integrated	\$310,000
Best Contracting	\$314,450
Vance & Assoc.	\$379,900

<b><u>Contractor</u></b>	<b><u>Bid Amount</u></b>
*Solar Integrated Communications Bldg	\$16,400 Base Bid Only

<b>Other Bidders:</b>	
Vance & Assoc.	No Bid.
Best Contracting	\$18,874
RGSLA	\$22,350
Chapman Coast	\$23,825
Letner Roofing	\$27,000

<b><u>Contractor</u></b>	<b><u>Bid Amount</u></b>
*Solar Integrated Old Art Building	\$19,900 Base Bid Only

<b>Other Bidders:</b>	
Vance & Assoc.	No Bid.
Best Contracting	\$24,474
RGSLA	\$31,290
Chapman Coast	\$31,375
Letner Roofing	\$32,000

<b>Requesting Dept:</b>	Facilities
<b>Dates:</b>	6/15/09 – 8/15/09

**G. 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>			
P0203623	Fisher Scientific	Life Sciences	Instructional Supplies	\$238.26
P0203655	A-1 Office Concepts	Architectural	Instructional Supplies	\$1,002.03
P0203696	MCM Electronics Parts	Technical Services	Repairs Parts And Supplies	\$575.26
P0203700	KHL Engineered	Copy Center	New Equipment	\$6,236.15
P0203703	Sigma Aldrich	Chemistry	Instructional Supplies	\$415.78
P0203705	Sigma Aldrich	Chemistry	Instructional Supplies	\$3,094.59
P0203711	Digital Technology	Art Department	Art Dept Copier Supplies	\$584.83
P0203712	Zones, Inc.	Technical Services	Repairs Parts And Supplies	\$3,410.31
P0203716	VWR Scientific	Chemistry	Instructional Supplies	\$514.98
P0203722	Sigma Aldrich	Technology	Non-Instruct Supplies	\$144.65
P0203731	CDW-G	Div Office Business	Instructional Supplies	\$780.34
P0203737	Rio Grande Tool Co.	Art Department	Instructional Supplies	\$105.02
P0203740	Bulbman	Art Department	Instructional Supplies	\$177.23

P0203769	Dell Computer	Information Tech.	Non Inst Comp Eq	\$3,445.75
P0203779	Zones, Inc.	TANF	New Equipment	\$526.25
P0203787	Xerox Sales	Copy Center	Non-Instruct Supplies	\$2,545.53
P0203789	San Diego Printing	Copy Center	Non-Instruct Supplies	\$61.04
P0203796	Xerox Sales	Copy Center	Non-Instruct Supplies	\$1,632.20
P0203797	Southland Lumber	Ctr for Arts Production	Non-Instruct Supplies	\$70.13
P0203837	Discount Two-Way	Technical Services	Repairs Parts And Supplies	\$965.48
P0203842	RW School Supply	Div Office BSSC	Instructional Supplies	\$218.98
P0203851	B & H Photo-Video	Film/Video	Instructional Supplies	\$26.75
P0203863	Dell Computer	Ed & Community	New Equip - Noninstr	\$9,239.70
P0203871	Brown Industries, Inc.	Nursing	New Equipment	\$1,245.91
P0203874	Dell Marketing L.P.	Institutional Research	Non-Instruct Supplies	\$111.33
P0203913	CDW-G	I&T Div Ofc	New Computer	\$173.41
P0203924	D Lewis Company	Facilities/Planning	Repairs Noninstructional	\$600.00
P0203948	Jane Elliott.Com	Ed & Community	Non-Instruct Supplies	\$337.29
P0203963	Scantron	Div Office Business	Non-Instruct Supplies	\$276.33
P0203983	Dell Computer	Ed & Community	New Equip - Noninstr	\$2,377.28
P0203984	CCS Presentation	Div Office Humanities	New Equipment - Instructional	\$2,840.47
P0204002	CDW-G	Division Office Math	Instructional Supplies	\$194.47
P0204015	Certified Office	Human Resources	Non-Instruct Supplies	\$218.45
P0204052	Fisher Scientific	HVAC Shop	Non-Instruct Supplies	\$378.92
P0204060	CDW-G	Fire	Instructional Supplies	\$217.57
P0204083	Community College	Div Office Instr.	Publications-Magazines	\$5,100.00
P0204084	U.S. Bank	Institutional Services	Election	\$250.00
P0204100	Laurie Watkins Dzign	Commencement	Indirect Supplies	\$800.00
P0204102	Vocational Biographies	Career Center	Non-Instruct Supplies	\$22.17
P0204104	Quality Business	Facilities/Planning	Repairs Noninstructional	\$377.59
P0204105	Aqua-Serv Engineers	HVAC Shop	Non-Instruct Supplies	\$4,301.72
P0204106	Performance Pipeline	Facilities/Planning	Repairs Noninstructional	\$4,440.00
P0204107	Chief Neon Sign	Facilities/Planning	Repairs Noninstructional	\$1,112.28
P0204108	Stewart Gordon	Ctr for Arts Instr/Admin	Contract Services	\$500.00
P0204109	Cynthia Munzer	Ctr for Arts Instr/Admin	Contract Services	\$500.00
P0204110	Lisa's Bon Appetit	Ctr for Arts Promo	Other Services And Expenses	\$444.03
P0204111	Xpedx Paper	Copy Center	Non-Instruct Supplies	\$5,461.00
P0204123	Intelcom	Instructional Television	Other Services And Expenses	\$4,700.00
P0204127	Franco Skilan's	V.P. Academic Affairs	Repairs - Instructional	\$6,000.00
P0204128	Mark Hullibarger	Ctr for Arts Production	Center For The Arts Technical	\$145.00
P0204131	ADT Security Services	Art Department	Maintenance Contracts	\$641.17
P0204133	Classic Cleaners	Ctr for Arts Production	Non-Instruct Supplies	\$734.30
P0204134	EBSCO	Div Office Instr.	Publications-Magazines	\$535.52
P0204135	OCLC, Inc	Div Office Instr.	Maintenance Contracts	\$3,000.00
P0204137	Cummins-Allison	Fiscal Services	Maintenance Contracts	\$1,135.00
P0204139	Parker Boiler Mfg.	HVAC Shop	Non-Instruct Supplies	\$135.44
P0204143	Bruce E. Hoerning	Facilities/Planning	Conferences Mgmt	\$64.47
P0204144	Monterey Graphics	Warehouse	Inventories, Stores, Prepaid I	\$1,821.47
P0204154	Shred-It California	Hazmat	Waste Disposal	\$792.00
P0204155	Kirst Pump & Machine	Facilities/Planning	Repairs Noninstructional	\$1,200.00
P0204159	H.W. Wilson	Div Office Instr.	Library Books	\$2,902.47
P0204161	Matthew Bender	Div Office Instr.	Library Books	\$1,585.74
P0204162	Nolo Press	Div Office Instr.	Library Books	\$67.87
P0204164	Brodart Co.	Div Office Instr.	Library Books	\$480.70
P0204170	Prism Software	Information Tech	Maintenance Contracts	\$1,160.24
P0204173	E.G. Brennan & Co.,	Admissions/Records	Maintenance Contracts	\$423.50
P0204175	Majestic Lighting	Automotive Tech	Repairs Parts And Supplies	\$247.84
P0204178	The Foil Place	Commencement	Indirect Supplies	\$738.53

P0204185	Torrance Postmaster	Ctr for Arts Promo	Multi Media Advertising	\$1,946.21
P0204186	Mid City Mailing	Ctr for Arts Promo	Multi Media Advertising	\$681.00
P0204190	Full Compass	Ctr for Arts Promo	New Equipment	\$1,105.50
P0204192	Ricoh Americas	Physical Education	Repairs Parts And Supplies	\$48.78
P0204203	United States Postal	Mailroom	Postage	\$180.00
P0204205	Boise Cascade	Warehouse	Inventories, Stores, Prepaid I	\$1,568.83
P0204206	Bob Gann	Facilities/Planning	Conferences Mgmt	\$395.00
P0204208	El Camino College	President's Office	Other Services And Expenses	\$500.00
P0204216	Full Compass	Ctr for Arts Production	Repairs Parts And Supplies	\$216.02
P0204223	American Express	Community	Transportation/ Mileage	\$332.90
P0204224	Mid City Mailing	Ctr for Arts Promo	Multi Media Advertising	\$681.00
P0204226	Torrance Postmaster	Ctr for Arts Promo	Multi Media Advertising	\$180.00
P0204229	U.S. Bank	Institutional Services	Escrow/adminstrtn fees	\$250.00
P0204257	National Academic	Counseling Office	Dues And Memberships	\$55.00
P0204258	Minako America	Facilities/Planning	Repairs Noninstructional	\$375.00
P0204259	Abate Tech.	Facilities/Planning	Repairs Noninstructional	\$450.00
P0204266	California Metal-X	Art Department	Instructional Supplies	\$2,123.27
P0204267	Rio Grande Tool Co.	Art Department	Instructional Supplies	\$243.63
P0204268	Full Compass	Ctr for Arts Promo	Non-Instruct Supplies	\$113.82
P0204269	Crucial Technology	Information Tech	Maintenance Contracts	\$1,858.34
P0204271	Francesca C. Bishop	Speech	Dues And Memberships	\$40.00
P0204277	NCATC	Community	Conferences Mgmt	\$170.00
P0204282	Amazon.Com	Film/Video	Instructional Supplies	\$150.38
P0204298	West Coast Sound	Commencement	Other Rentals	\$3,572.90
P0204300	Dell Computer	Information Tech	Maintenance Contracts	\$1,273.93
P0204301	Joan I. Thureson	Human Resources	Employee Recognition	\$1,000.00
P0204302	Josephine C. Cheung	Human Resources	Employee Recognition	\$1,000.00
P0204303	So. Bay Paint & Tool	Automotive Collision	Instructional Supplies	\$97.07
P0204305	Haas Factory Outlet	Welding	Repairs Parts And Supplies	\$99.40
<b>Fund 11 Total: 97</b>				<b>\$117,510.70</b>

**Fund 12 Restricted - El Camino**

P0203539	Xerox Corporation	Fine Arts	New Equipmen-Instr.	\$2,877.47
P0203591	B & H Photo-Video	Fine Arts	New Equipmen-Instr.	\$8,074.67
P0203599	Supreme Audio	Fine Arts	New Equipmen-Instr.	\$8,755.57
P0203647	Microchip Direct	I&T Division	Instructional Supplies	\$1,661.12
P0203654	Department of Motor	Parking-Student	Publications/ Periodicals	\$64.46
P0203658	Hk Parts.Net	Parking-Student	Non-Instruct Supplies	\$127.08
P0203659	Clyde Armory	Parking-Student	New Equipment	\$253.16
P0203660	Botach Tactical	Parking-Student	New Equipment	\$974.10
P0203662	The Product Wizard	Parking-Student	New Equipment	\$582.60
P0203664	Quartermaster	Parking-Student	New Equipment	\$1,848.16
P0203675	B & H Photo-Video	Humanities	New Equipmen-Instr.	\$1,638.91
P0203677	B & H Photo-Video	Humanities	New Equipmen-Instr.	\$2,868.97
P0203678	The Apple Store	Humanities	Computer Software Account	\$2,266.94
P0203684	Trueleaf Technologies	Natural Sci	New Equipmen-Instr.	\$2,332.48
P0203685	The Plumbers	Natural Sci	New Equipmen-Instr.	\$464.13
P0203694	New Wave Computer	WPLRC Industry Drive	Non-Instruct Supplies	\$149.67
P0203695	CalCRN - Order	WPLRC Industry Drive	Other Books	\$1,720.69
P0203706	Dell Computer Corp.	Administration	New Computer	\$5,353.12
P0203723	VWR Scientific	Natural Sci	New Equipmen-Instr.	\$2,271.28
P0203729	The Bach Company	VATEA I&T	Instructional Supplies	\$261.28
P0203735	Ameresco	VATEA I&T	Instructional Supplies	\$225.22

P0203743	Solar World	VATEA I&T	Instructional Supplies	\$7,830.42
P0203749	Questar Assessment	Matriculation	Non-Instruct Supplies	\$5,985.00
P0203756	Staples	EOPS	Non-Instruct Supplies	\$58.55
P0203759	Tamiya America, Inc.	VATEA I&T	Instructional Supplies	\$1,078.65
P0203763	CCS Presentation	Instructional Services	New Equipmen-Instr.	\$2,450.78
P0203774	The Apple Store	Humanities	Instr.CompEquip	\$17,024.61
P0203783	CCS Presentation	Sign Language	New Equipment - Instructional	\$10,959.73
P0203814	Pearson Education	DSPS	Instructional Supplies	\$446.71
P0203815	A-1 Office Concepts	HSA	New Equipmen-Instr.	\$728.92
P0203819	Riverside Publishing	DSPS	Instructional Supplies	\$293.76
P0203820	Dell Computer	HSA	New Equipment - Instructional	\$1,411.12
P0203821	CDW-G	Matriculation	New Computer	\$341.83
P0203822	Barnes & Nobles	DSPS	Instructional Supplies	\$805.27
P0203823	Dell Computer	Matriculation	New Computer	\$5,701.73
P0203825	Computerland	DSPS	Instructional Supplies	\$394.38
P0203829	Rems Software	Rad Tech	Computer Software Account	\$3,013.00
P0203834	Assessment	EGADNP	Instructional Supplies	\$2,731.25
P0203844	B & H Photo-Video	Fine Arts	New Equipmen-Instr.	\$11,904.99
P0203846	Dell Computer	Sign Language	New Equipment - Instructional	\$3,292.02
P0203847	CCS Presentation	HSA	New Equipment - Instructional	\$10,053.12
P0203848	Dell Computer	WPLRC State	New Equipment	\$1,536.41
P0203852	Dell Computer	Instructional Services	Instr.CompEquip	\$2,756.70
P0203858	Lou's Golf and	Parking-Student	New Equipment	\$449.82
P0203859	Inspiration Software	Basic Skills	License Fee/Site Licenses	\$225.41
P0203867	ATD American	Parking-Student	New Equipment	\$328.70
P0203868	Proforce Law	Parking-Student	New Equipment	\$715.87
P0203870	McMaster Carr	Parking-Student	Non-Instruct Supplies	\$113.40
P0203873	Office Max	CTE-Eq for	New Equip - Noninstr	\$35.12
P0203875	HVAC/R Productions	Career & Tech Ed	Non-Instruct Supplies	\$260.81
P0203876	Pearson Education	DSPS	New Equipment - Instructional	\$1,571.10
P0203880	Dell Computer	Career & Tech Ed	New Equipment - Instructional	\$1,422.05
P0203895	Focused Technology	EOPS	Non-Instruct Supplies	\$400.28
P0203910	Computerland	VATEA I&T	New Equipment - Instructional	\$679.54
P0203911	CDW-G	VATEA I&T	New Equipment - Instructional	\$173.41
P0203912	Dell Computer	VATEA I&T	New Equipment - Instructional	\$2,778.55
P0203917	Access Ingenuity	DSPS	Instructional Supplies	\$497.25
P0203919	Transportation	I&T	New Equipment - Instructional	\$19,496.76
P0203921	B & H Photo-Video	Instructional Services	New Equipmen-Instr.	\$10,131.00
P0203941	CCS Presentation	Instructional Services	New Equipmen-Instr.	\$7,888.99
P0203943	Dell Computer	I&T	New Equipment - Instructional	\$6,263.55
P0203950	Western Graphics	Title V ECC/SMC Activ	Non-Instruct Supplies	\$332.60
P0203951	New Wave Computer	Title V ECC/SMC Activ	Non-Instruct Supplies	\$85.11
P0203954	Dick Blick Art Material	Title V ECC/SMC Activ	New Equipment	\$474.15
P0203955	Office Max	Basic Skills	New Equipment - Instructional	\$363.37
P0203956	Virco Manufacturing	Basic Skills	New Equipment - Instructional	\$662.80
P0203961	Brown & Bigelow, Inc.	CAHSEE (COCCC)	Non-Instruct Supplies	\$2,114.95
P0203965	Internet Art Group, Inc.	EOPS	Non-Instruct Supplies	\$245.64
P0203966	California Dept.	Title V ECC/SMC Activ	Non-Instruct Supplies	\$87.89
P0203967	Learning Seed	Title V ECC/SMC Activ	Non-Instruct Supplies	\$113.16
P0203968	AFB Press	Title V ECC/SMC Activ	Non-Instruct Supplies	\$61.52
P0203972	Media Education	Title V ECC/SMC Activ	Non-Instruct Supplies	\$602.90
P0203974	Turn the Page Press,	Title V ECC/SMC Activ	Non-Instruct Supplies	\$37.72
P0203978	National Professional	Title V ECC/SMC Activ	Non-Instruct Supplies	\$80.38
P0203994	Grainger	VATEA I&T	Instructional Supplies	\$422.20
P0203995	Powerstride Battery	VATEA I&T	Instructional Supplies	\$487.27

P0203996	Image IV Systems	Basic Skills	New Equipment - Instructional	\$7,929.89
P0203997	Wordsworth, Inc.	Humanities	New Equipmen-Instr.	\$267.68
P0203999	B & H Photo-Video	Humanities	New Equipmen-Instr.	\$2,010.21
P0204000	New Wave Computer	Title V - SMCC - Math	New Computer	\$1,503.28
P0204001	Dell Computer	Basic Skills	Non Inst Comp Eq	\$1,263.64
P0204005	CCS Presentation	Business	New Equipment - Instructional	\$1,297.60
P0204008	Crown Lift Trucks	Congress. Direct Grant	New Equipment - Instructional	\$2,772.00
P0204022	Dell Computer	Math	Instr.CompEquip	\$1,494.89
P0204023	New Wave Computer	Math	Instr.CompEquip	\$4,444.29
P0204024	AI SQUARED	DSPS	Instructional Supplies	\$2,336.56
P0204028	National Promotions	Contract Education	Non-Instruct Supplies	\$2,750.00
P0204053	Office Depot	Basic Skills	Instructional Supplies	\$229.09
P0204054	ETA Cuisenaire	Basic Skills	Instructional Supplies	\$196.01
P0204055	Learning Resources,	Basic Skills	Instructional Supplies	\$2,084.62
P0204063	Dell Computer	Congress Direct Grant	Instr.CompEquip	\$7,117.53
P0204064	New Wave Computer	Congress Direct Grant	Instr.CompEquip	\$385.86
P0204065	CCS Presentation	Congress Direct Grant	Instr.CompEquip	\$1,499.16
P0204070	CDW-G	Humanities	Computer Software Account	\$677.35
P0204085	CCS Presentation	Natural Sci	Instr.CompEquip	\$2,932.32
P0204098	Nxlevel Education	SBA Matching Funds	Non-Instruct Supplies	\$940.00
P0204103	Nelly Rodriguez	Title V Activity -Oct	Non-Instruct Supplies	\$295.93
P0204121	SJM Industrial Radio	Contract Education	Other Rentals	\$456.00
P0204122	Fastsigns	Contract Education	Non-Instruct Supplies	\$335.54
P0204130	Canon Business	Fire Tech Donations	Instructional Supplies	\$58.21
P0204136	Pepperball	Parking-Student	In-Service Training	\$450.00
P0204138	Gary K. Fong	EOPS	Contract Services	\$500.00
P0204141	Campus Food Service	El Camino Language	Non-Instruct Supplies	\$214.14
P0204142	Domain Registry	El Camino Language	Multi Media Advertising	\$90.00
P0204147	Fast Deer Bus Charter	El Camino Language	Student Transportation Rental	\$1,000.00
P0204148	Enterprise Rent-A-Car	MESA Program	Transportation	\$360.53
P0204152	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$739.76
P0204153	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$239.29
P0204156	Burmax	VATEA I&T	New Equipment - Instructional	\$547.45
P0204160	Gerber Technology	VATEA I&T	New Equipment - Instructional	\$440.00
P0204174	State Building Trades	Community	Conferences Mgmt	\$440.00
P0204177	Timothy A. Dennis	Fire Tech Donations	Instructional Supplies	\$96.19
P0204181	CCCMPA	Matriculation	Conferences Mgmt	\$270.00
P0204193	El Camino College	Centinela Freeman	Contributions	\$60.00
P0204194	El Camino College	Centinela Freeman	Other Services And Expenses	\$124.50
P0204197	Thomson Gale	Instructional Services	Library Books	\$467.75
P0204198	Matthew Bender	Instructional Services	Library Books	\$1,368.79
P0204199	Matthew Bender	Instructional Services	Library Books	\$2,406.52
P0204200	Merriel Winfree	Teacher Preparation	Instructional Supplies	\$83.91
P0204207	South Bay Municipal	Parking Violations DMV	Other Services And Expenses	\$6,069.50
P0204212	E.C.C. Public	Administration	Printing	\$100.00
P0204213	Campus Food Svs	CalWORKs	Non-Instruct Supplies	\$2,999.29
P0204214	Guillermo Hinojosa	EOPS CARE	Contract Services	\$500.00
P0204217	Fast Deer Bus Charter	Matriculation	Transportation	\$800.00
P0204218	Westhost, Inc.	El Camino Language	Multi Media Advertising	\$29.85
P0204219	Thomson West	Instructional Services	Library Books	\$3,117.69
P0204220	Matthew Bender	Instructional Services	Library Books	\$331.41
P0204225	New Century Educat	VP AA 0506 new	Computer Software Account	\$13,750.00
P0204260	American Express	CITD - Export Seminar	Transportation/ Mileage	\$205.20
P0204261	San Mateo Community	CITD - Export Seminar	Conferences Mgmt	\$400.00
P0204273	Campus Food Service	Administration	Special Events-Direct Costs	\$129.46

P0204276	San Diego Regional	Parking-Student	In-Service Training	\$489.00
P0204280	Gotta Getta Gift, Inc.	CalWORKs	Non-Instruct Supplies	\$3,842.19
P0204289	S & B Foods	CTE (grant	Non-Instruct Supplies	\$403.50
P0204297	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$1,133.69
P0204304	Office Max	TitleV Activity -Oct	Non-Instruct Supplies	\$198.59
P0204306	Hot Spot Promotions	Contract Education	Non-Instruct Supplies	\$712.33
P0204308	Michelle A. Jardin	Title V ECC/SMC Activ	Contract Services	\$100.00
P0204309	Santa Acuna	Title V ECC/SMC Activ	Contract Services	\$100.00
<b>Fund 12 Total: 139</b>				<b>\$285,761.49</b>

**Fund 15 General Fund -Special Programs**

P0203778	Zones, Inc.	CalWORKs	New Equipmen-Instr.	\$238.41
P0203780	Dell Computer	CalWORKs	New Equipmen-Instr.	\$2,923.21
P0203945	Computerland	Family Consumer	Replacement Equipment	\$339.77
P0203946	The Apple Store	Family Consumer	Replacement Equipment	\$1,608.82
P0204129	American Welding	Welding	Multi Media Advertising	\$190.00
P0204187	Fast Deer Bus Charter	Project Success	Transportation	\$560.00
P0204188	FACCC-Education	Staff Development	Conferences Faculty	\$2,790.00
P0204222	Paradise Awards	Project Success	Non-Instruct Supplies	\$186.16
P0204291	Foundation	Project Success	Dues And Memberships	\$1,000.00
<b>Fund 15 Total: 9</b>				<b>\$9,836.37</b>

**Fund 43 2005 GO Refunding Bonds**

P0203744	Westfall Commercial	Fine Arts	New Equip - Noninstr	\$3,209.62
<b>Fund 43 Total: 1</b>				<b>\$3,209.62</b>

**Fund 62 Property & Liability**

P0204176	El Camino Community	Purchasing	Liability - Self Insurance	\$457.79
P0204189	Sam's Auto Land	Purchasing	Benefits And Claims Paid	\$1,422.58
P0204196	Donna R. Emery	Purchasing	Benefits And Claims Paid	\$183.10
P0204272	Keenan & Associates	Purchasing	Liability - Self Insurance	\$4,911.78
P0204274	SWACC	Purchasing	Liability - Self Insurance	\$7,742.00
<b>Fund 62 Total: 5</b>				<b>\$14,717.25</b>

**Fund 71 Associated Students**

P0204101	Shade Hotel	Student Affairs	ASB Exp.	\$1,500.00
P0204183	Campus Food Svs	Student Affairs	ASB Exp.	\$100.00
P0204307	Susan K. Mashiko	Student Affairs	ASB Exp.	\$1,000.00
<b>Fund 71 Total: 3</b>				<b>\$2,600.00</b>

**Fund 72 Student Representation Fee**

P0204095	Academic Senate for	Student Affairs	Conferences - Student	\$1,075.00
P0204097	Hilton Hotel	Student Affairs	Conferences - Student	\$690.75
P0204182	Enterprise Rent-A-Car	Student Affairs	Conferences - Student	\$196.65
<b>Fund 72 Total: 3</b>				<b>\$1,962.40</b>

**Fund 74 Student Financial Aid**

P0204172	Fast Deer Bus Charter	EOPS	Student Incentive Account	\$652.00
<b>Fund 74 Total: 1</b>				<b>\$652.00</b>

**Fund 79 Auxiliary Services**

P0203934	Simple Truths, Llc	EOP&S	Non-Instruct Supplies	\$286.96
P0203938	Channing L. Bete Co.	EOP&S	Non-Instruct Supplies	\$498.46
P0204071	VS Athletics	Health Sciences	Non-Instruct Supplies	\$414.01
P0204099	Enterprise Rent-A-Car	Counseling Office	Non-Instruct Supplies	\$89.99
P0204124	Charles F. Turner	Fine Arts	Non-Instruct Supplies	\$200.00
P0204125	Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$700.00
P0204126	Dawn C. Huntoon	Fine Arts	Non-Instruct Supplies	\$300.00
P0204132	Dawn C. Huntoon	Fine Arts	Non-Instruct Supplies	\$152.80
P0204171	VS Athletics	Health Sciences	Non-Instruct Supplies	\$302.62
P0204179	Custom Trophy (tax	Student Affairs	Non-Instruct Supplies	\$453.39
P0204184	Campus Food Service	Counseling Office	Non-Instruct Supplies	\$329.06
P0204204	Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$494.30
P0204227	Campus Food Service	Counseling Office	Non-Instruct Supplies	\$199.84
P0204228	Enterprise Rent-A-Car	Counseling Office	Non-Instruct Supplies	\$98.31
P0204275	Phyllis S. Fowler	Fine Arts	Non-Instruct Supplies	\$400.00
P0204290	Campus Food Service	Counseling Office	Non-Instruct Supplies	\$157.05
<b>Fund 79 Total: 16</b>				<b>\$5,076.79</b>

**Fund 81 Student Organizations**

P0204096	Enterprise Rent-A-Car	Student Affairs	A/P Manual.Gen.	\$218.45
<b>Fund 81 Total: 1</b>				<b>\$218.45</b>

**Fund 82 Scholarships & Trust/Agency**

P0204221	Paradise Awards	Health Sciences	Fundraising	\$163.88
<b>Fund 82 Total: 1</b>				<b>\$163.88</b>

**PO Funds Total: 276 \$441,708.95**

**Fund 11 Unrestricted - El Camino**

B0211238	ECCD Petty Cash	Transition Center	Non-Instruct Supplies	\$150.00
B0211240	Litz USA Student	VP-SCA	Contract Services	\$2,250.00
B0211242	CES Central Education	VP-SCA	Contract Services	\$250.00
B0211256	CJR Education	VP-SCA	Contract Services	\$2,500.00
<b>Fund 11 Total: 4</b>				<b>\$5,150.00</b>

**Fund 12 Restricted - El Camino**

B0211200	Michele Bishop	Sign Language	PSA Contract Services	\$850.00
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B0211243	CRC Sign Language	DSPS	Contract Services	\$20,000.00
B0211250	Global Career Service	El Camino Language	Contract Services	\$500.00
B0211251	Geos International	El Camino Language	Contract Services	\$500.00
B0211252	Universidad Politecnica	Trade Exchange	Contract Services	\$10,000.00
B0211253	Mimousa Language	El Camino Language	Contract Services	\$500.00
B0211254	Dulles Micro, Llc	Matching - IDRC, etc.	Contract Services	\$4,000.00
B0211255	Pioneer Consultants	WPLRC State	Contract Services	\$900.00
B0211260	Carol Weber	ECP (YEP) Grant	PSA Contract Services	\$700.00
<b>Fund 12 Total: 9</b>				<b>\$37,950.00</b>
<b>Fund 15</b>	<b>General Fund -Special Programs</b>			
B0211231	Campus Food Services	Staff Development	Contract Services	\$6,000.00
<b>Fund 15 Total: 1</b>				<b>\$6,000.00</b>
<b>Fund 41</b>	<b>Capital Outlay</b>			
B0211217	National Roofing	Auditorium Roof	Repairs Noninstructional	\$62,391.00
B0211219	National Roofing	Repl Art Bldg Roof	Repairs Noninstructional	\$21,600.00
<b>Fund 41 Total: 2</b>				<b>\$83,991.00</b>
<b>BPO Funds Total: 16</b>				<b>\$133,091.00</b>
<b><u>Grand Total POs and BPOs: 292</u></b>				<b>\$574,799.95</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 April 30, 2009.

<b>CATEGORY</b>	<b>BUDGET</b>	<b>EXPENDED</b>	<b>COMMITTE D</b>	<b>BALANCE</b>
Additional Classrooms and Modernization	\$211,118,972	\$62,841,435	\$11,296,488	\$136,981,049
Campus Site Improvements	34,607,523	21,467,750	2,900,490	10,239,283
Energy Efficiency Improvements	2,818,000	2,752,255	15,543	50,201
Health and Safety Improvements	136,931,805	30,375,339	11,416,493	95,139,972
Information Technology and Equipment	34,776,156	11,038,283	468,385	23,269,488
Physical Education Facilities Improvements	1,585,700	572	0.00	1,585,128
Contingency*	<u>1,292,767</u>	<u>0</u>	<u>0</u>	<u>1,292,767</u>
<b>TOTAL</b>	<b><u>\$423,130,923</u></b>	<b><u>\$128,475,635</u></b>	<b><u>\$26,097,399</u></b>	<b><u>\$268,557,889</u></b>

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

**B. CONTRACT – IDS GROUP, INC. – ONGOING ENGINEERING SERVICES**

It is recommended that the Board of Trustees approve entering into a contract with IDS Group, Inc. to provide on-call structural evaluation and engineering services to the District. These services will include, but are not limited to, evaluations of existing buildings, preparation of third party reports for initial (IPP) and final project proposals (FPP), and structural design, bidding support and construction support for various projects as needed by the District.

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:** June 2009 through June 2012

**Cost:** Cost not to exceed \$100,000 plus reimbursables, on an annual average basis, unless specifically approved by the Board.

**C. CONTRACT – KPFF CONSULTING ENGINEERS – ONGOING CIVIL ENGINEERING SERVICES**

It is recommended that the Board of Trustees approve entering into a contract with KPFF Consulting Engineers to provide on-going Civil Engineering Services to the District. These services will include, but are not limited to, civil engineering design, bidding support and construction support for various projects as needed by the District.

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

**Dates of Services:** May 2009 through May 2012

**Cost:** Cost not to exceed \$150,000 including reimbursables, on an annual average basis, unless specifically approved by the Board. Invoicing will be monthly based upon an hourly rate schedule.

**D. BID AWARD #2008-10 – BEST ROOFING & WATERPROOFING – MARSEE AUDITORIUM ROOF REPLACEMENT**

It is recommended that the Board of Trustees award the above bid to Best Roofing & Waterproofing in accordance with the specifications, terms and conditions of the above named bid.

The scope of this project is the demolition of the old roof, and construction of a new roof at the Marsee Auditorium.

<u>Contractor</u>	<u>Amount</u>
Best Roofing	\$289,870

<u>Other Bidders</u>	
Letner Roofing	\$310,000
RGSLA	\$322,035
Vance & Associates	\$324,750

Chapman Coast	\$326,151
Solar Integrated	\$345,600

**E. BID AWARD #2008-10 – LETNER ROOFING – SOUTH GYM ROOF REPLACEMENT**

It is recommended that the Board of Trustees award the above bid to Letner Roofing in accordance with the specifications, terms and conditions of the above named bid.

The scope of this project is the demolition of the old roof, and construction of a new roof at the South Gym.

<u>Contractor</u>	<u>Amount</u>
Letner Roofing	\$102,000

**Other Bidders**

Best Roofing	\$149,940
Chapman Coast	\$167,894
RGSLA	\$184,000
Vance & Associates	\$186,700
Solar Integrated	\$198,400

**F. BID AWARD #2008-10 – SOLAR INTEGRATED – FACILITIES & WAREHOUSE WHITE COATING**

It is recommended that the Board of Trustees award the above bid to Solar Integrated in accordance with the specifications, terms and conditions of the above named bid.

The scope of this project is the white coating of the Facilities and Warehouse Buildings.

<u>Contractor</u>	<u>Amount</u>
Solar Integrated	\$29,200

**Other Bidders**

Best Roofing	\$36,600
Chapman Coast	\$46,200
RGSLA	\$46,935
Letner Roofing	\$65,000

**G. CONTRACT AMENDMENT – FLEWELLING & MOODY – BOOKSTORE RENOVATION**

It is recommended that the Board of Trustees approve increasing the fee amount for the architectural and engineering services contract with Flewelling & Moody by \$33,000 to \$671,075.

The revised floor plan would benefit from relocating some of the rooms in the Fiscal Services Department for better space efficiency of the building. There is also redesign of the mechanical systems to address issues brought up in the previous job walk. These changes will aid in the flow and efficiency of the building. Due to the changes, Flewelling & Moody has requested a fee increase for design services.

**H. CHANGE ORDER – BOMEL CONSTRUCTION – LOT H PARKING STRUCTURE & ATHLETIC COMPLEX PROJECT**

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

- |    |   |         |
|----|---|---------|
| 1. | Miscellaneous asphalt patching of existing pavement around the project site to lessen elevation changes, per District's request | \$7,168 |
| 2. | Landscape revisions to the softball field in order to allow access for utility vehicles, per District's request                 | \$3,522 |
| 3. | Provide fall protection around existing conditions for potential trip hazards for pedestrians, per District's request           | \$7,266 |
| 4. | Mitigate unsuitable soil due to unforeseen existing conditions, per Geotechnical Engineer's recommendation                      | \$5,608 |

Total Change Order Amount \$23,564

Original Contract Amount	\$19,290,000
Prior Changes	764,965
This Change Order Amount	<u>23,564</u>
New Contract Amount	<u>\$20,078,529</u>

**I. 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>P.O. #</b>	<b>VENDOR</b>	<b>SITE</b>	<b>DESCRIPTION</b>	<b>COST</b>
P203788	Montgomery Hardware	Lot H Parking & Athletics	Non-Instructional Supplies	\$4,787.03
P203970	Western Highway	Lot H Parking & Athletics	Non-Instructional Supplies	1,310.45
P203971	Westwood Building	Lot H Parking & Athletics	Non-Instructional Supplies	3,899.88
P204010	New Wave Computer	Business	Instructional Comp. Equip.	5,508.69
P204072	Golden State Water	Infrastructure Phase III	Site Improvements	500.00
P204082	Los Angeles County	Lot H Parking & Athletics	Site Improvements	500.00
P204087	National Roofing	Math/Business/Allied Health	Repairs Non-Instructional Buildings	1,200.00
P204088	Doja, Inc.	Math/Business/Allied Health	Buildings	2,160.00
P204089	Doja, Inc.	Art & Behavioral	Buildings	8,625.00
P204145	Ced/Metropolitan	Art & Behavioral	Non-Instructional Supplies	1,316.09
P204262	Airgas	Facilities Planning	New Equipment	734.71
P204263	Grainger	Facilities Planning	New Equipment	818.06
P204278	Kirst Pump & Machine	Pool & Health Center	Group I Equipment	7,224.70
P204279	Main Electric Supply	Bookstore Building	Group I Equipment	38,237.50
P204299	D. Lewis Company	Humanities Complex	Buildings	600.00
B203224	Vector Resources	Lot H Parking & Athletics	Buildings	11,747.48
B211180	S & K Engineers	Master Planning	Architecture & Engineer	150,000.00
B211229	HMC Architecture	Master Planning	Architecture & Engineer	195,000.00
B211230	Ford Graphics	Bookstore Building	Blue Printing	6,000.00
B211232	Bergelectric	Lot H Parking & Athletics	Buildings	14,716.00
B211236	National Roofing	Pool & Health Center	Professional Svcs. Bond	12,500.00
B211237	Insignia	Signage	Site Improvements	20,421.01
B211244	HPS Mechanical	Infrastructure Phase III	Site Improvements	9,382,373.00
B211246	Marina Landscape	Lot H Parking & Athletics	Site Improvements	27,600.00
B211247	MacKone Development	Bookstore Building	Buildings	4,899,000.00
			<b>Grand Total POs and BPOs:</b>	<b><u>\$14,796,779.60</u></b>

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

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## **A. EMPLOYMENT AND PERSONNEL**

It is recommended that the Board ratify/approve the employment and personnel changes for academic, classified, special service professionals and temporary classified service employees as shown in items 1-25 and 1-13.

### **Academic Personnel:**

1. Retirement - Ms. Gisela Halpern, full-time instructor of Accounting, Business Division, last day worked June 12, 2009, first day of retirement, June 13, 2009, and that a plaque be prepared and presented to her in recognition of her service to the District since 1989.
2. Retirement - Ms. Jane Oyama, full-time instructor of Biology, Natural Sciences Division, last day worked June 12, 2009, first day of retirement, June 13, 2009, and that a plaque be prepared and presented to her in recognition of her service to the District since 1971.
3. Retirement - Mr. Nick Van Lue, full-time instructor of Health Sciences & Athletics, last day worked June 12, 2009, first day of retirement, June 13, 2009, and that a plaque be prepared and presented to him in recognition of his service to the District since 1991.
4. Employment - Mr. Bryan Carey, full-time instructor of Biology, Natural Sciences Division, Class IV, Step 4, Academic Salary Schedule, effective August 27, 2009.
5. Employment - Dr. Christopher Mello, full-time instructor of Music, Fine Arts Division, Class V, Step 4, Academic Salary Schedule, effective August 27, 2009.
6. Amend Special Assignment - Ms. Lorenda Johnson, part-time Counselor, to create educational plans for ECC California High School Exit Exam (CAHSEE) prep students, to be paid \$47.83 an hour, not to exceed 244 hours (instead of 176 hours) or \$11,671 (instead of \$8,418), effective January 27 through June 30, 2009, in accordance with the Agreement, Article 10, Section 9(m).
7. Special Assignment - Dr. Lars Kjeseth, full-time instructor of Mathematics, to coordinate curriculum review and approval, and work on the transition to curriculum electronic course review process, to be paid \$60.18 an hour, not to exceed 320 hours or \$19,258, effective June 15 through August 25, 2009, in accordance with the Agreement, Article 10, Section 14(a).

8. Special Assignment - Ms. Janet Young, full-time instructor of Childhood Development, Behavioral & Social Sciences Division, to coordinate curriculum review and approval, to be paid \$60.18 an hour, not to exceed 200 hours or \$12,036, effective June 15 through August 25, 2009, in accordance with the Agreement, Article 10, Section 14(a).
9. Special Assignment - Ms. Gaile Price, part-time instructor of Childhood Development, Behavioral & Social Sciences Division, to provide non-credit parenting instruction for inmates at the Federal Correctional Institute at Terminal Island, to be paid \$58.00 an hour, not to exceed 65.5 hours or \$3,800, effective May 19 through June 30, 2009, in accordance with the Agreement, Article 10, Section 9(m).
10. Special Assignment - The following part-time instructors of Nursing, Health Sciences & Athletics Division, to work as simulation facilitators/debriefers, to be paid \$60.18 an hour, not to exceed 32 hours each or \$1,926 each, effective February 17 through June 30, 2009, in accordance with the Agreement, Article 10, Section 9(m).

Esther Gravis

Alma DeMarco

Nobeyba Ortega

11. Special Assignment - The following instructors of Nursing, Health Sciences & Athletics Division, to participate in the Institute for Nursing Success, to be paid \$50.00 an hour each, not to exceed 14 hours each or \$700 each, effective January 12 through February 10, 2009, in accordance with the Agreement, Article 10, Section 14(a).

B.J. Anthony

Victoria Orton

Marisa Chang

Heather Riley

Bonnie Kayser

Kathleen Rosales

Mary Kitzmiller

Maria D. White

Mary Moon

12. Special Assignment - Ms. Rose Ann Cerofeci and Mr. Matthew Kline, full-time instructors in Humanities, to serve as co-faculty coordinators for the Faculty Inquiry Partnership Program (FIPP), to be paid \$60.18 an hour, not to exceed 100 hours or \$6,018, effective April 6 through August 26, 2009, in accordance with the Agreement, Article 10, Section 14(a).
13. Special Assignment - Ms. Debra Mochidome and Dr. Nitza Llado, full-time instructors of English as a Second Language (ESL), Humanities Division, to prepare an ESL handbook for faculty, to be paid \$45.14 an hour each, not to

exceed 80 hours each or \$3,612 each, effective April 21 through June 30, 2009, in accordance with the Agreement, Article 10, Section 14(a).

14. Special Assignment - Mr. Craig Neumann, part-time instructor of Fire & Emergency Technology, Industry & Technology Division, to coordinate firefighter in-service training programs, to be paid \$60.18 an hour, not to exceed 60 hours or \$3,611, effective June 15 through August 13, 2009, in accordance with the Agreement, Article 10, Section 9(m).
15. Special Assignment - Mr. Steven Cocca, full-time instructor of Electronics & Computer Hardware Technology, Industry & Technology Division, to coordinate the development and planning of curriculum required to implement Green Technology course offerings within the existing programs in Industry & Technology, to be paid \$60.18 an hour, not to exceed 80 hours or \$4,814, effective April 1 through June 30, 2009, in accordance with the Agreement, Article 10, Section 14(a).
16. Special Assignment - The following instructors in the Health Sciences & Athletics Division, to work at summer sports camps or give swimming lessons, effective June 15 through August 6, 2009, in accordance with the Agreement, Article 10, Section 14(a).

<u>Instructor</u>	<u>Discipline</u>	<u>Dollars per Hour</u>	<u>Not to Exceed</u>
Corey Stanbury	Swimming	\$25	\$3,100
Eugene Engle	Football	\$25	\$ 500
Matt Kirk	Football	\$25	\$ 500

17. Special Assignment - Dr. Donna Post, full-time/temporary Faculty Coordinator, Learning Resources Division, to prepare for and conduct an instructional workshop on the services offered in the Basic Skills lab, primarily for Mathematics instructors, to be paid \$60.18 an hour, not to exceed 8 hours or \$482, effective May 18 through June 30, 2009, in accordance with the Agreement, Article 10, Section 9(m).
18. Stipend Assignment - Ms. Michelle Moen, full-time instructor of Childhood Education, Behavioral & Social Sciences Division, to coordinate speakers, assist with program development and promotion, develop certificates of attendance and coordinate day of event, to be paid \$300, effective May 1 through May 2, 2009, in accordance with the Agreement, Article 10, Section 14(a).
19. Stipend Assignment - The following part-time instructors of Childhood Education, Behavioral & Social Sciences Division, to present workshop at the 2<sup>nd</sup> annual speaker's symposium to be paid \$100 each, effective May 2, 2009, in accordance with the Agreement, Article 10, Section 14(a).

Alec Colchico  
Paul Hurley  
Peggy Kidwell-Udin

Gaile Price  
Jessica Schilling-Wigley

20. Stipend Assignment - Ms. Huibrie Pieters, part-time instructor of Nursing, Health Sciences & Athletics Division, to speak at Madden Conference, to be paid \$100, effective May 7, 2009, in accordance with the Agreement, Article 10, Section 9(m).
21. Stipend Assignment - Mr. William Georges, full-time instructor of Theatre, Fine Arts Division, to design lighting for play #4, to be paid \$1,000, effective April 21 through May 21, 2009, in accordance with the Agreement, Article 10, Section 14(a).
22. Stipend Assignment - The following instructors in Natural Sciences to prepare and present demonstrations for the Onizuka Space Science Day, to be paid \$50 each, effective April 19, 2008, in accordance with the Agreement, Article 10, Section 14(a).

Jeanne Bellemin  
Eric Carlson  
Charles Cowell  
Amy Grant  
Perry Hacking  
Charles Herzig  
Harold Hofmann  
Francisco Izaguirre

Miguel Jimenez  
Norm Kadomoto  
Leon Leonardo  
S. Vincent Lloyd  
David Pierce  
Michael Stupy  
Ana Tontcheva  
David Vakil

23. Employment - Ms. Nadia Rodriguez, part-time/substitute Child Development Center Teacher, Class 2, Step 1, effective May 11 through June 30, 2009.
24. Employment - The following part-time, on-call/temporary Counselors to be hired as needed, not to exceed 24 hours per week, effective July 1, 2009 through June 30, 2010, in accordance with the Agreement, Article 10, Section 9(e), to be paid through District, EOP&S or grant funds:

Tisa Casas  
Maria Chovan  
Geralin Clark  
Blanca Galicia  
Domonick Green

Monica Lanier  
Dianne Martinez  
Mashairi Muir  
Juliana Parker  
Rutina Taylor

25. Employment - The following part-time/temporary instructors to be hired as needed for the 2009 Summer Session:

**Behavioral & Social Science**

Austin Gordon, Class V, Step 9  
Meric Keskinel, Class V, Step 7  
Robroy Meyers, Class II, Step 8

Ricky Murray, Class II, Step 10  
Gerardo Nebbia, Class II, Step 7

**Fine Arts**

Peter Abilogu, Class III, Step 6  
Carola de la Rocha, Class IV, Step 7  
Heidi Gornto, Class IV, Step 11  
Mary Hackett, Class III, Step 5  
Jamie Hammond, Class II, Step 7

Emma Kheradyar, Class III, Step 5  
Binh Ngo, Class II, Step 9  
Tina Riggs, Class III, Step 20  
Suzanne Wong, Class II, Step 5

**Humanities**

Amanda Ackerman, Class II, Step 5  
Yolanda Cuesta, Class II, Step 12  
Antonio Gonzalez, Class V, Step 14  
Jennifer Hill, Class III, Step 8  
Susan Magabo, Class II, Step 5

Rossella Pescatori, Class V, Step 6  
Cynthia Quintero, Class II, Step 12  
Jelena Savina, Class II, Step 5  
John Wietting, Class V, Step 14  
Nina Yoshida, Class IV, Step 9

**Industry & Technology**

Sharon Higgins, Class II, Step 9

Daniel Valladares, Class I, Step 7

**Mathematical Sciences**

Vage Avakyan, Class V, Step 24  
Beyene Bayssa, Class IV, Step 11  
Susan Bucher, Class IV, Step 6  
Wei Feng Chen, Class V, Step 7  
Dimetros Dammerna, Class II, Step 12  
Manolita Formanes, Class II, Step 9

Shiuling Huang, Class III, Step 8  
Jose Martinez, Class IV, Step 8  
Marion Reeve, Class II, Step 7  
Ellis Shamash, Class V, Step 10  
May Xu, Class IV, Step 13

**Natural Sciences**

Melvin Kantz, Class V, Step 5  
Natalia Lev, Class II, Step 8

Richard Slocum, Class V, Step 12

**Special Resource Center**

Tisa Casas, Class II, Step 5

**Classified Personnel**

1. Deceased - Mr. Jeffrey Conrad, Locksmith, Range 37, Step E, Facilities Planning & Services Division, Administrative Services Area, effective April 27, 2009.

2. Deceased - Mr. William Schneider, Accounting Technician II, Range 34, Step E, Fiscal Services Division, Administrative Services Area, effective April 22, 2009.
3. Amend Retirement - Ms. Miriam Alario, Theatre Technician, Range 31, Step E, Fine Arts Division, Academic Affairs, effective April 17, instead of April 16, 2009.
4. Amend Personal Leave of Absence from 23.34% to 31.67% - Ms. Jeannine Barba, Student Services Specialist, Range 33, Step E, Enrollment Services Division, Student and Community Advancement Area, effective March 9 through June 12, 2009.
5. Temporary Employment - Ms. Kristi Adams, Project Specialist, Range 32, Step A, Natural Sciences Division, effective May 19, 2009 through September 30, 2010.
6. Employment - Ms. Veronica Mendoza, Student Services Technician, Range 28, Step A, Community Education/Community Advancement Division, Student and Community Advancement Area, effective June 8, 2009.

### **Special Services Professional**

7. Change of Assignment - Ms. Roberta Becka, Special Services Professional, Range 8, from Step 3 to Step 4 of the Special Services Professional Salary Schedule, Community Advancement Division, Student and Community Advancement Area, effective June 1 through June 30, 2009.
8. Change of Assignment - Mr. Philip Sutton, Special Services Professional, Range 8, from Step 3 to Step 4 of the Special Services Professional Salary Schedule, Community Advancement Division, Student and Community Advancement Area, effective June 1 through June 30, 2009.

### **Temporary Classified Services Employees**

9. Ms. Sarah Black - Administrative Assistant I, Range 28, Step A, Vice President's Office, Academic Affairs Area, effective June 1 through June 30, 2009.
10. Mr. Maurilio Caro-Corona - Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area effective May 19 through June 30, 2009.
11. Mr. Matthew Grigsby - Accounting Assistant II, Range 27, Step A, Center for the Arts/Fine Arts Division, Academic Affairs Area, effective May 19 through June 30, 2009.

12. Mr. Berek Weinstein - Sound Technician, Range 36, Step A, Fine Arts Division, Academic Affairs Area, to work as needed, effective May 20 through June 30, 2009.
13. The following individuals to work as Night Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective May 19 through June 30, 2009:

Damion Crawford  
Steven Marselle

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

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

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

**Campus Police Aide Series**

1. Campus Police Aide II

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

Miguel Castro, \$9.50, Campus Police  
Can Hoang, \$10.00, Campus Police

2. Campus Police Aide III

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

Stephanie Avila, \$10.75, Campus Police (also eff. May 19, '09-June 30, '09)  
Martha Cognac, \$10.75, Campus Police  
Roxana Gomez, \$11.00, Campus Police

3. Campus Police Aide IV

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

Matthew Ryan, \$12.50, Campus Police

4. Campus Police Aide V

The following individual is to assist sworn and non-sworn personnel of the El Camino Police Department in performing general law enforcement duties.

Brooke Parras, \$14.00, Campus Police

**Instructional Aide Series**

5. Instructional Aide II

The following individual is to provide basic tutoring, support services and accommodations for students.

Thushanie Hewapathirana, \$9.25, Humanities (eff. May 19, '09 – June 30, '09)

6. Instructional Aide V

The following individuals are to provide one-on-one student assistance for technical skills development on various projects in the laboratory.

Sharon Almendarez, \$13.00, Industry & Tech. (eff. Apr. 27, '09 – Jun. 30, '09)

Vickie Castaldi, \$13.00, Industry & Tech. (eff. May 19, '09 – Jun. 30, '09)

Bobby Sagbigal, \$14.00, Industry & Tech. (eff. Apr. 20, '09 – Jun. 30, '09)

**Office Aide Series**

7. Office Aide I

The following individuals are to assist with a variety of basic clerical tasks.

Jose Hernandez, \$9.00, Counseling & Student Services

Masiel Martinez, \$9.00, Counseling & Student Services

8. Office Aide II

The following individuals are to assist with appointments and scheduling, basic office tasks, and assisting division staff as needed.

Roxana Cortez, \$10.00, Counseling & Student Services

Vu Le, \$10.00, Counseling & Student Services

Esly Pinzon, \$10.00, Counseling & Student Services

**Program Aide Series**

9. Program Aide II

The following individual is to assist the staff and director with basic assistance with various projects.



Christine Maekawa, \$10.50, Natural Sciences (eff. May 19, '09 – June. 30, '09)

10. Program Aide V

The following individual is to process student registration materials, provide data entry, and other program duties.

Ashley Gartrell, \$13.00, Community Advancement

11. Program Aide VI

The following individual is to assist with software training for faculty and staff at El Camino College and Compton Educational Center, and to provide general technology assistance for the Staff Development Office and professional development programs.

Brian Hayden, \$15.00, Human Resources

12. Program Aide VI

The following individual is to conduct career workshops for the youths enrolled in the Foster Care program.

Charles Spears, \$15.00, Community Advancement (eff. May 5, '09 - June 30, '09)

**Sports Aide Series**

13. Sports Aide VI

The following individuals are to assist the coaching staff with the summer swimming program, pay rate of \$17.00 per hour, Health Sciences & Athletics.

Shelly Benner

Joshua Clark

Dana Dugan

Jennie Harris

Jesse Mangiagli

Richard Pieper

Peter Rice

Rebecca Savoia

Kaela Stager

Jamie Taira

Angie Zeller

Kiersten Zeller

**Professional Series**

14. Assistive Linguistics Professional I

The following individual is to provide language interpreting support services between Deaf and Hard-of Hearing students, staff, and their hearing peers, the classroom instructors, and other personnel.

Consuelo Morales, \$32.50, Special Resource Center

15. Program Professional I

The following individual is to be responsible for coordinating a summer academic enrichment program.

Zenia Bobadilla, \$20.00, Natural Sciences (eff. May 19, '09 – June 30, '09)

**C. RESOLUTION – EQUIVALENCE TO MINIMUM QUALIFICATIONS**

It is recommended that the Board of Trustees approve a Resolution of the Board of El Camino Community College District authorized by the California Education Code Section 87359 as shown below:

WHEREAS, California Education Code Section 87359 provides that the governing board upon the advice and judgment of the Academic Senate may approve employment of instructors who possess qualifications at least equivalent to the minimum qualifications specified in the regulations of the Board adopted pursuant to Education Code Section 87356; and

WHEREAS, the El Camino College Policy "Equivalence to the Minimum Qualifications" was adopted June 11, 1990; and

WHEREAS, there are instructors on the staff at El Camino Community College who are eminently qualified to teach in their designated subject area.

NOW, THEREFORE, BE IT RESOLVED, that the El Camino Community College District Board of Trustees hereby approves the assignment of the below listed instructor to teach in the designated discipline(s) during employment at El Camino College:

Shannon Richardson, English

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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. Board Policy 2715 – Code of Ethics/Standards of Practice  
First Reading.....Page 68

- A. Board Policy 2715 – Code of Ethics/Standards of Practice  
It is recommended that the Board receive for First Reading Board Policy 5030 – Fees.

**Board Policy 2715**

**Code of Ethics/Standards of Practice**

The Board maintains high standards of ethical conduct for its members. Members of the Board are responsible for the following Code of Ethics:

As a Board member, I am a member of a select group of people chosen by the citizens of the El Camino Community College District to perform a vital service. I have been granted a position of “trusteeship” over the District. I have an obligation to fulfill this trust to the best of my ability. To become a capable and successful Board member, I must be willing to devote the necessary hours to serve as trustee, attend Board meetings, college functions, conferences and workshops and to study thoroughly the issues and problems demanding decisions.

To this end, I pledge my best efforts under this Code of Ethics:

1. Trustees will confine Board action to policy determination, to assuring fiscal stability of the District, and to delegating authority to the Superintendent/ President as the Board executive.

Knowing that under all circumstances, the Board of Trustees is legally responsible for effective operation of the District, trustees will use appropriate channels to conduct all college business. Although district employees, students and community residents may freely express their views to Board members, trustees will use discretion in involving themselves or in taking action in matters they have placed under the authority of the chief executive officer.

2. Trustees will oversee spending public funds appropriately, prudently and legally, including those relating to their own expenses.

Trustees will base their decisions on all information available to them in each situation. They will exercise special care to assure that their own expenses are authorized, legitimate, reasonable and directly related to their trusteeship.

3. Trustees will observe appropriate conduct at Board meetings to facilitate decision-making that reflects the best interests of the College and the community.

Trustees will take action only in public sessions. They will maintain confidentiality of privileged information. They will assure an atmosphere in which controversial issues may be presented fairly and one in which the dignity of each individual is maintained.

4. Trustees will encourage and welcome active involvement of students, employees and residents of the District.

Trustees will listen to their constituency with respect to establishing policy on College operation along with proposed developments and will consider their views when making deliberations and decisions.

5. Trustees will avoid any conflict of interest and will always act in a professional manner.

Trustees will not intentionally use their position for personal gain or personal prestige. They will fulfill their responsibilities without regard to prejudice, provinciality, partisanship or animosity, thereby bringing credit to the College through conduct in business, social, professional and personal relationships.

6. Trustees will abide by majority decisions of the Board, while retaining the right to seek changes in decisions through ethical and constructive channels. Trustees recognize that a single Board member has no legal authority as an individual and that decisions may be made only by a majority vote. Therefore, members will work together to maintain a spirit of cooperation and respect at all times regardless of differences of opinion and individual trustee decisions.

7. Trustees who violate the Board's code of ethics harm the Board and District. The Board will be prepared to investigate the factual basis behind any legitimate charge or complaint of Trustee misconduct. Charges by any person that a Trustee has violated laws and regulations governing Board behavior or the Board's Code of Ethics/Standards of Practice shall be directed to the Board President or the Board of Trustees itself.

If deemed appropriate, the Board President shall establish an ad hoc committee to examine the charges and recommend further courses of action to the Board.

If a violation is determined to warrant disciplinary action, any of the following may be considered depending upon whether it is a first, second or subsequent occurrence and the severity of the issue.

- A. Discussion with the Board President, or if the Trustee in question is the Board President, by the Board Vice President or next ranking Board officer.
- B. To the extent the member's conduct has exposed the Board or the District to potential legal action, the Board President may arrange a confidential meeting between the Board President, the member and the District counsel to further discuss the issue.

- C. Letter of Reprimand from the Board President, or if the Trustee in question is the Board President, by the Board Vice President or next ranking Board officer.
- D. As deemed advisable, the Board shall schedule additional workshops or retreats on codes of ethics and the importance of upholding them.
- E. As a final step, if all other steps have been unsuccessful, the Board may consider a Resolution of Censure.

Censure is an official expression of disapproval adopted by the Board of Trustees. A Board member may be subject to a Resolution of Censure by the Board of Trustees should it be determined that a serious violation of Trustee misconduct has occurred.

In the event that the alleged violation constitutes a violation of the laws of the State of California, the Board should consider whether to refer the violation to the Los Angeles County District Attorney or the Attorney General of California.

Reference:

Accreditation Standard ~~10.A.5~~ IV B.1 a, e, h.

El Camino College

Adopted: 4/16/01

Amended:

Replaces Board Policy # 9240

Other Item – Trustee Gen

Trustee Gen proposes the following Resolution:

RESOLUTION IN SUPPORT OF PROPOSITIONS 1A THROUGH 1F CALIFORNIA  
COMMUNITY COLLEGES

WHEREAS, the Legislature and Governor grappled with an unprecedented downturn in the California economy which resulted in a record \$42 billion dollar budget shortfall; and

WHEREAS, the Legislature and Governor ultimately crafted an 18-month budget predicated upon new revenues, expenditures reductions, new borrowing and voter approval of a package of budget reform proposals; and

WHEREAS, the budget solutions negotiated by the Legislature and Governor require the voters to approve a package of ballot measures to ensure long-term fiscal stability for California; and

WHEREAS, the approval of the package will increase stability in the state's spending and provide more certainty for community colleges and other state programs; and

WHEREAS, the budget reform measures include a mechanism to establish a "rainy day" fund in order to avoid drastic budget reductions when revenues fall in the future; and

WHEREAS, the package of ballot measures establishes a mechanism to reasonably repay \$9.3 billion to K-14 education to ensure lost quality and access caused by the budget crisis is restored, including an estimated \$1 billion for community colleges; and

WHEREAS, the 2009-10 enacted budget assumes \$5.8 billion of solutions included in the package of ballot propositions is ratified by the California voters; and

WHEREAS, if voters do not approve the package, the enacted budget will be out of balance by \$5.8 billion and may result in a \$319 million dollar reduction of Proposition 98 resources to community colleges; and

WHEREAS, California's community colleges are serving the highest level of enrollments ever, driven by record high school graduates, soaring unemployment, returning veterans, and the redirection of students from UC/CSU; and

WHEREAS, California's community colleges are currently serving more than 100,000 students for whom the state is not providing funding; and

WHEREAS, California community colleges unfunded enrollments in the current year are exacerbated by local revenue shortfalls in property taxes, enrollments fees and insufficient funding for the state's share of per-student funding; and

WHEREAS, California community colleges need secure and stable funding to assist in California's economic recovery; therefore, be it

RESOLVED, that the Board of Trustees of the El Camino Community College District supports Propositions 1A, 1B, 1C, 1D, 1E, and 1F on the May 19, 2009 statewide ballot.