

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, March 19, 2007
Board Room
4:30 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of February 20, 2007, Pages 4-5**
- III. Presentations – none**
- IV. Public Hearing – Negotiations – El Camino Community College District and the El Camino College Federation of Teachers, Local 1388, AFT, AFL- CIO**
- V. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
 - A. Public Comment
 - B.
 - 1. Academic Affairs
See Academic Affairs Agenda, Pages 6-41
 - 2. Student and Community Advancement
See Student Services Agenda, Pages 42-46
 - 3. Administrative Services
See Administrative Services Agenda, Pages 47-58
 - 4. *See Measure “E” Bond Fund Agenda, Pages 59-62*
 - 5. *See Human Resources Agenda, Pages 63 - 79*
 - 6. Superintendent/President
See Superintendent/President Agenda, Pages 80-82
- VI. Public Comment on Non-Agenda Items**

VII. Oral Reports

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

VIII. Closed Session

- A. Labor Relations, Brown Act Section 54957.8
 - 1. American Federation of Teachers, Local 1388
 - 2. El Camino Classified Employees Local 6142
 - 3. El Camino College Police Officers Association
 - 4. Non-Represented Employees – Confidential, Supervisors, and Management

Board of Trustees Meeting Schedule for 2007 4:30 p.m. Board Room

- Monday, January 22, 2007
- Tuesday, February 20, 2007
- Monday, March 19, 2007
- Monday, April 16, 2007
- Monday, May 21, 2007
- Monday, June 18, 2007
- Monday, July 16, 2007
- Monday, August 20, 2007
- Tuesday, September 4, 2007
- Monday, October 15, 2007
- Monday, November 19, 2007
- Monday, December 17, 2007

EL CAMINO COLLEGE STRATEGIC PLAN 2004-2007

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

The mission of El Camino College is to meet the educational needs of its diverse community and ensure student success by offering quality, comprehensive educational opportunities.

Statement of Philosophy

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

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, our fellow employees, our community and ourselves, must be our underlying goal.

Cooperation among our many partners is vital for our success—whether they be other schools and colleges, businesses and industries, or individuals.

Access and opportunity 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 Goals 2004-2007

1. Support and constantly improve the quality of our educational offerings.
2. Promote student-centered learning to increase student success.
3. Support innovative practices that enhance the educational experience.
4. Foster a climate that promotes integrity and accountability.
5. Support and develop effective and motivated employees.
6. Improve and enhance internal and external communication.
7. Incorporate flexibility into institutional structure and process.

EL CAMINO COMMUNITY COLLEGE DISTRICT
MINUTES OF THE REGULAR MEETING OF
Tuesday, February 20, 2007

The Board of Trustees of the El Camino Community College District met at 4:30 p.m. on Tuesday, February 20, 2007, in the Board Room at El Camino College.

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

Also present were Dr. Thomas M. Fallo, Superintendent/President; Dr. Francisco Arce, Vice President, Academic Affairs; Dr. John Baker, Interim Vice President, Student Services; and Dr. Jeff Marsee, Vice President, Administrative Services.

Minutes of the Regular Board Meeting of January 22, 2007

The Minutes of the Regular Board Meeting of January 22, 2007 were approved.

Consent Agenda

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

Academic Affairs

Conference Attendance – California Association for the Education of Young Children, (CAEYC)
Conference Attendance – Mathematics, Engineering, Science Achievement (MESA)
Sabbatical Leaves of Absence – 2007/2008

Student Services

Student Field Trips
International Travel

Administrative Services

AB 2910 – Quarterly Fiscal Status Report
Budget Adjustments
Contracts Under \$69,000
Contracts \$69,000 or Higher
Purchase Orders and Blanket Purchase Orders

Measure E Bond Fund

Category Budgets and Balance
Request to Make Emergency Repair – Ace Restoration and Waterproofing
Amend Contract – LCC3 Construction Services Inc.
Change Notice – Southern Counties Quality Masonry – Humanities Building
Notice of Job Completion – Modular Structures International
2005-2006 Measure E Audit Report

Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

Resolution – Equivalence to Minimum Qualifications

Classified Professional Growth

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

Day of Mourning

President and Board of Trustees

Absence of Board Member

Citizens' Bond Oversight Committee

California Community College Trustees Board Election

The Board named Trustee Combs to review nominations for membership on the California Community Colleges Trustees Board.

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

Other Items

Resolution – Support of the Community College Governance, Funding Stabilization, and Student Fee Reduction Act

It was moved by Trustee O'Donnell, seconded by Trustee Combs that the El Camino Community College District Board of Trustees adopt the resolution in support of the "Community College Governance, Funding Stabilization, and Student Fee Reduction Act." Motion carried. Trustee Beverly and Student Trustee Peters abstained.

Public Comment

Mr. Nehasi Lee thanked the Board for adopting the Memorandum of Understanding between the El Camino College Community College District and Compton Community College District at its last meeting.

Closed Session - Adjournment

Meeting recessed to a closed session at 6:00 p.m. and adjourned at 7:30 p.m.

Nathaniel Jackson, Secretary of the Board

Thomas M. Fallo, Secretary to the Board

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

Page No.

A.	Center for the Arts Presentations – 2006-2007.....	7
B.	Conference Attendance – Honors Transfer Program.....	7
C.	Conference Attendance – Mathematics, Engineering, Science Achievement (MESA) ...	7
D.	Instructional Field Trip – Spring 2007.....	8
E.	Proposed Curriculum Changes: Effective 2007-2008 Academic Year	9
F.	Accreditation Progress Report	21

ACADEMIC AFFAIRS

A. CENTER FOR THE ARTS PRESENTATIONS – 2006-2007

It is recommended that the Board approve the following amendment to the Center for the Arts presentations for 2006/2007. Costs for each presentation are established as negotiated between the artist and his/her management representative and the District.

2006/2007

Performance

Date

Amount

Payee Change

1. **Joyce Yang, piano** March 18, 2007 4,500.00
Payable to: Artists Acquisitions, LLC.
(Note: Previously Board Approved July 17, 2006 to ICM Artists, Ltd. ICM Artists, Ltd. was purchased by Artists Acquisitions LLC therefore needing change of payee name.)
2. **Cacia in Concert** April 28, 2007 50/50 Split
Payable to: Empressario, LLC.
(Note: Previously Board Approved July 17, 2006, payable to Paul Cacia.)

B. CONFERENCE ATTENDANCE – HONORS TRANSFER PROGRAM

It is recommended that the Board approve the Honors Transfer Program students and staff listed below to participate in the Seventh Annual Research Conference at UC Irvine on March 17, 2007. Registration for the ten student participants will cost \$450 (\$25/participant) and will be paid through the iGrant that was awarded by the ECC Foundation.

Ebram Abdelmalak	Jennifer Reinhart
Christopher Borgia	Aya Seto
Kristina Freeman	Kanza Shaheen
Yevgeny Goryachev	Michael Stone
Jennifer Hagihara	Yi Zhang

Advisors: Lucy Alamillo	Mary Ann Leiby
Tom Cody	Steve Leonelli
Connie Fitzsimons	Susan McLeod
Joseph Holliday	Francis Schulte

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

It is recommended that the Board approve the MESA students to participate in the

ACADEMIC AFFIARS

conferences listed below.

- 1. San Diego MESA Alliance Leadership Summit: Indian Hills Camp, Jamul, California -- March 2-4, 2007. Lodging and registration will be covered by the MESA Statewide Office. Students will be accompanied by MESA Director, Arturo Hernandez. Transportation will be by van.

Welbert Bonilla
David Lopez

Melvin Martinez
Eric Olguin

- 2. Basic and Advance Science and Technology Academies of Research (BA STAR) Leadership Conference: Pines Resort, Bass Lake, California -- March 9-11, 2007. Lodging and registration will be covered by BA STAR Program. Students will be accompanied by MESA Director, Arturo Hernandez. Transportation will be by van.

Ronald Calderon
Tesfa Mekebeb
Tamara Restrepo

Albert Silva
Daari Terrel

- 3. Santa Cruz Leadership Retreat: Happy Valley Conference Center, Santa Cruz, California -- April 13-15, 2007. Lodging and registration will be covered by MESA Statewide Office. Students (a maximum of eight will be able to participate in the activity) will be accompanied by MESA Director, Arturo Hernandez. Transportation will be by van.

Juan Acosta
Elmer Berrios
Ronald Calderon
Nazareth Escobedo-Pinto
Elizabeth Canales
Milena Campos
Diana Gomez
Sonia Gonzalez
Arturo Gutierrez
Jose Guardado

Jimenez Myron
Jose Martinez
Mayra Ochoa
Eric Olguin
Joseph Rodriguez
Albert Silva
Jose Torrez
Dalia Uribe
Rojas Victor
Bonilla Welbert

D. INSTRUCTIONAL FIELD TRIP – SPRING 2007

It is recommended that the Board approve the instructional field trip for Spring 2007:

March 23-26, 2007 – Professor Charles Herzig – Geology 30 Class, estimated students 20, Death Valley National Park, depart 8:00 a.m. (3/23), return 5:00 p.m. (3/26) – Van transportation.

ACADEMIC AFFAIRS

E. PROPOSED CURRICULUM CHANGES: EFFECTIVE 2007-2008 ACADEMIC YEAR

It is recommended that the Board approve the proposed curriculum revisions, additions, and inactivations, effective the 2007-2008 academic year, listed below:

BEHAVIORAL AND SOCIAL SCIENCES DIVISION

CHANGES IN MAJORS

1. Anthropology

Current Status/Proposed Change

Anthropology 1, 2, 3; ~~and~~ four courses from: Anthropology 4, 6, 7, 8, 9, 10, 11, 20A, 20B, History 9

Total Units: 21

Recommendation:

Anthropology 1, 2, 3; four courses from: Anthropology 4, 6, 7, 8, 9, 10, 11, 20A, 20B, History 9

Total Units: 21

2. History

Current Status/Proposed Change

History 1A, 1B, 3, 4; three courses from: History 5A, 5B, 8, 9, 12A, 12B, 14A, 14B, 16A, 16B, 17, 18A, 18B, 19, 22, 25, 27, 30, 32, 37, Political Science 1, 2, 3, 5, 6

Total Units: 21

Recommendation:

History 1A, 1B, 3, 4; three courses from: History 5A, 5B, 8, 9, 12A, 12B, 14A, 14B, 16A, 16B, 17, 18A, 18B, 19, 22, 25, 27, 30, 32, 37, Political Science 1, 2, 3, 5, 6

Total Units: 21

3. Psychology

Current Status/Proposed Change

Psychology 3, 5, 9A, 9B; one course from: Anthropology 2, ~~or~~ Sociology 101; two courses from: Psychology 7, 8, ~~44~~, 12, 15, ~~or~~ 16; one course from: Anatomy 30, Anthropology 1, Biology 10, 11, ~~or~~ Physiology 31

Total Units: 26-27

Recommendation:

Psychology 3, 5, 9A, 9B; one course from: Anthropology 2, Sociology 101; two courses from: Psychology 7, 8, 12, 15, 16; one course from: Anatomy 30, Anthropology 1, Biology 10, 11, Physiology 31

Total Units: 26-27

ACADEMIC AFFIARS

FINE ARTS DIVISION

CHANGE IN CATALOG DESCRIPTION; COURSE REVIEW

1. Dance 1 – Dance Appreciation

Current Status/Proposed Change

This course is a survey of styles, artists, and cultural/historical context for dance as an art form and social expression. Topics of emphasis may be varied from semester to semester to reflect visiting artists, current events, and popular culture. ~~Materials are presented through lectures, demonstrations, video examples, class discussion and attendance at~~ In addition to class time, students will be required to attend selected dance events ~~at El Camino College sponsored by the Center for the Arts.~~

Recommendation:

This course is a survey of styles, artists, and cultural/historical context for dance as an art form and social expression. Topics of emphasis may be varied from semester to semester to reflect visiting artists, current events, and popular culture. ~~In addition to class time, students will be required to attend selected dance events.~~

CHANGES IN MAJORS

1. Dance

Current Status/Proposed Change

Theory: Dance 3, 5, 71ab

Technique: Dance 32ab, 42ab; 8 units from: Dance 22ab*, 23abcd*, 25abcd, 26abcd, 33abcd, 35abcd, 43abcd; 4 units from: Dance 83abcd, (can be taken a maximum of 3 semesters for major credit), 87abcd**, 89abcd; 3 units from: Dance 9ab, 10, 12abcd, 14ab, 16ab, 17abcd, 18ab, 21abcd, 51ab, 52abcd, 53ab, 54abcd, 61ab, 62abcd; Strongly recommended: Dance 72abcd

Total Units: 26

* Most four-year colleges/universities do not accept jazz for transfer credit.

**Students are advised that at least one semester of Dance 87abcd is required for transfer students.

Recommendation:

Theory: Dance 3, 5, 71ab

Technique: Dance 32ab, 42ab; 8 units from: Dance 22ab*, 23abcd*, 25abcd, 26abcd, 33abcd, 35abcd, 43abcd; 4 units from: Dance 83abcd, (can be taken a maximum of 3 semesters for major credit), 87abcd**, 89abcd; 3 units from: Dance 9ab, 10, 12abcd, 14ab, 16ab, 17abcd, 18ab, 21abcd, 51ab, 52abcd, 53ab, 54abcd, 61ab, 62abcd; Strongly recommended: Dance 72abcd

Total Units: 26

ACADEMIC AFFAIRS

- * Most four-year colleges/universities do not accept jazz for transfer credit.
- **Students are advised that at least one semester of Dance 87abcd is required for transfer students.

2. Film/Video

Current Status/Proposed Change

Film/Video 1, 3, 20, 22; ~~two courses 11-12 units from the following: English 38, Film/Video 4, 21, 24, 28ab, 32ab, 34ab, 36ab, 52, 53, two courses from the following: English 38, Film/Video 95abcd (2-4 units), Photography 51, Theatre 8~~

Total Units: ~~22-25~~ 23-24

Recommendation:

Film/Video 1, 3, 20, 22; 11-12 units from: English 38, Film/Video 4, 21, 24, 28ab, 32ab, 34ab, 36ab, 52, 53, 95abcd (2-4 units), Photography 51

Total Units: 23-24

CHANGE IN CATALOG PROGRAM DESCRIPTION

1. Music

Current Status/Proposed Change

By completing the degree or certificate requirements, students gain theoretical and practical knowledge of the music and/or entertainment industries. The degree provides students with a comprehensive foundation in ~~the~~ music theory, history, and performance ~~of music~~. This is achieved through a structured training program ~~of training in a variety of which includes solos, performance media, large and small ensembles, music theory and musicianship, basic vocal, and keyboard, and technological skills, and the study of music history.~~ Completing the certificate requirements prepares students for entry-level positions in music merchandising, audio for film/video production, computer music synthesis, songwriting, and recording engineering. Students will demonstrate ~~their~~ proficiency throughout the program by analyzing, writing, interpreting, and performing pieces of music, ~~in a variety of genres and style periods~~ or through demonstrating skills in music technology. Program assessment is measured by juried and public performances, program completion, transferability, and periodic program review.

Recommendation:

By completing the degree or certificate requirements, students gain theoretical and practical knowledge of the music and/or entertainment industries. The degree provides students with a comprehensive foundation in music theory, history, and performance. This is achieved through a structured training program which includes solos, ensembles, musicianship, basic vocal, keyboard, and technological skills. Completing the certificate requirements prepares students for entry-level positions in music merchandising, audio for film/video production, computer music synthesis, songwriting, and recording engineering. Students will demonstrate proficiency throughout the program by analyzing, writing,

ACADEMIC AFFAIRS

interpreting, and performing pieces of music, or through demonstrating skills in music technology. Program assessment is measured by juried and public performances, program completion, transferability, and periodic program review.

NEW DISTANCE EDUCATION COURSE VERSION

1. Dance 1 - Dance Appreciation - Online

HEALTH SCIENCES AND ATHLETICS DIVISION

INACTIVATE COURSES

1. Nursing 68 – Advanced Nursing Process I
2. Nursing 69 – Advanced Nursing Process II

INDUSTRY AND TECHNOLOGY DIVISION

INACTIVATE COURSES

1. Machine Tool Technology 13A – Introduction to Machine Tool Technology
2. Machine Tool Technology 13B – Lathe Set-up and Operation
3. Machine Tool Technology 13C – Milling Machine Set-up and Operation
4. Machine Tool Technology 13D – CNC Milling Machine Set-up and Operation
5. Machine Tool Technology 13E – Grinding Machines and Advanced Precision Measurement
6. Machine Tool Technology 13F – CNC Lathe Set-up and Operation

NEW COURSES

1. Machine Tool Technology 101abcd – Introduction to Conventional and CNC Machining
Units: 4 Lecture: 2 hours Lab: 6 hours Faculty Load: 43.333%
Credit, degree applicable; Transfer CSU
This introductory course covers the principles and operation of conventional and CNC (Computer Numerically Controlled) machine tools with an emphasis on safety, measurement, hand tools, power saws, drilling machines, lathes, and milling and grinding machines focusing on practices and setups used in industry.

ACADEMIC AFFAIRS

2. Machine Tool Technology 103abcd –Conventional and CNC Turning
Units: 4 Lecture: 2 hours Lab: 6 hours Faculty Load: 43.333%
Credit, degree applicable; Transfer CSU
Prerequisite: Machine Tool Technology 46 or 101abcd (or the former Machine Tool Technology 13A) with a minimum grade of C in prerequisite or equivalent
This course covers at an advanced level the principles and operation of conventional and CNC (Computer Numerically Controlled) machine tools with an emphasis on the set up and operation of lathes. Topics will include safety, turning, drilling, boring, threading, cutting tools, CNC programming, practices and setups as applied in industry.

3. Machine Tool Technology 105abcd –Conventional and CNC Milling
Units: 4 Lecture: 2 hours Lab: 6 hours Faculty Load: 43.333%
Credit, degree applicable; Transfer CSU
Prerequisite: Machine Tool Technology 46 or 101abcd (or the former Machine Tool Technology 13A) with a minimum grade of C in prerequisite or equivalent
This course covers at an advanced level the principles and operation of conventional and CNC (Computer Numerically Controlled) machine tools with an emphasis on the set up and operation of milling machines. Topics will include safety, drilling, milling, tapping, tooling, CNC programming practices, and setups as applied in industry.

4. Machine Tool Technology 107abcd –Advanced Manufacturing Processes
Units: 4 Lecture: 2 hours Lab: 6 hours Faculty Load: 43.333%
Credit, degree applicable; Transfer CSU
Prerequisite: Machine Tool Technology 46 or 101abcd (or the former Machine Tool Technology 13A) with a minimum grade of C in prerequisite or equivalent
This course covers the principles and operation of machine tools with an emphasis on advanced manufacturing processes and machines, such as EDM (Electrical Discharge Machines), water abrasive jet machines, and grinding machines. Additional topics will include abrasives, coordinate measuring machines, advanced precision measurement, GD&T (Geometric Dimensioning and Tolerancing), optical comparators, and practices and setups as applied in industry.

CHANGES IN MAJORS

1. Machine Tool Technology
Current Status/Proposed Change
Complete ~~the required core courses and~~ the courses in one of the following options: Machinist or Numerical Control Programmer. At least 50% of the courses required for the major must be completed at El Camino College.

~~Required Core Courses: Machine Tool Technology 2, 16ab* (*one semester), 10A, 13A, 13D, 13F, 40~~

ACADEMIC AFFAIRS

Machinist Option: Machine Tool Technology 2, 10A, 16ab*, 40, 13B, 13C, 13E-101abcd*, 103abcd*, 105abcd*, 107abcd* (*one semester of)

Total Units: ~~36~~ 28

Numerical Control Programmer Option: Machine Tool Technology 2, 10A, 10B, 10J, 16ab*, 40, 101abcd*, 103abcd*, 105abcd*; ~~3~~ units one course from: Machine Tool Technology 10K, 11abcd* (*one semester of); ~~4~~ units from Machine Tool Technology 13B, 13C, 13E

Total Units: ~~37~~ 33

Recommended Electives: Computer Aided Design/Drafting 5, 10abcd, ~~25abcd~~, 31abcd, 45, Machine Tool Technology 95abcd, 99abc, Quality Assurance 4A, 8, Technical Mathematics 1, Welding 15ab

Recommendation:

Complete the courses in one of the following options: Machinist or Numerical Control Programmer. At least 50% of the courses required for the major must be completed at El Camino College.

Machinist Option: Machine Tool Technology 2, 10A, 16ab*, 40, 101abcd*, 103abcd*, 105abcd*, 107abcd* (*one semester of)

Total Units: 28

Numerical Control Programmer Option: Machine Tool Technology 2, 10A, 10B, 10J, 16ab*, 40, 101abcd*, 103abcd*, 105abcd*; one course from: Machine Tool Technology 10K, 11abcd* (*one semester of)

Total Units: 33

Recommended Electives: Computer Aided Design/Drafting 5, 10abcd, 31abcd, 45, Machine Tool Technology 95abcd, 99abc, Quality Assurance 4, 8, Technical Mathematics 1, Welding 15ab

2. Manufacturing Technology

Current Status/Proposed Change

Machine Tool Technology ~~13A~~ 101abcd*; Machine Tool Technology 10A or Computer Aided Design/Drafting 10abcd*; Machine Tool Technology 2 or Computer Aided Design/Drafting 5; Technical Mathematics 1 or Machine Tool Technology 40; Electronics and Computer Hardware Technology 11; Welding 15ab*; and a minimum of 18 units from the following: Computer Aided Design/Drafting 26abcd*, 27abcd*, 28abcd*, 31abcd*, 32abcd*, 33abcd*, 34abcd*, 37abcd*, 45, 47, 49; Electronics and Computer Hardware Technology 22, 110, 112, 120, 122, 124, 130, 131, 140, 142, 144, 150, 152, 190, 191, 192, 193, 194; Engineering Technology 10, 12, 14, 16, 18; Environmental Technology 100, 110, 120, 130, 140, 150, 160, 200, 210; Machine Tool Technology 10B, 10J, 10K, 11abcd,

ACADEMIC AFFAIRS

~~13B, 13C, 13D, 13E, 13F~~ 103abcd*, 105abcd*, 107abcd*; Manufacturing Technology 1, 2, 3, 70, 75; Quality Assurance 1, 8, 9; Welding 1, 2abc, 19ab, 21, 23abc, 40abcd, 45ab;
Cooperative Career Education courses: a maximum of 4 units from either Computer Aided Design/Drafting 95abcd, Electronics and Computer Hardware Technology 95abcd, Machine Tool Technology 95abcd, Quality Assurance 95abcd, Welding 95abcd
(*one semester of)
Total Units: 37

Recommendation:

Machine Tool Technology 101abcd*; Machine Tool Technology 10A or Computer Aided Design/Drafting 10abcd*; Machine Tool Technology 2 or Computer Aided Design/Drafting 5; Technical Mathematics 1 or Machine Tool Technology 40; Electronics and Computer Hardware Technology 11; Welding 15ab*; and a minimum of 18 units from the following: Computer Aided Design/Drafting 26abcd*, 27abcd*, 28abcd*, 31abcd*, 32abcd*, 33abcd*, 34abcd*, 37abcd*, 45, 47, 49; Electronics and Computer Hardware Technology 22, 110, 112, 120, 122, 124, 130, 131, 140, 142, 144, 150, 152, 190, 191, 192, 193, 194; Engineering Technology 10, 12, 14, 16, 18; Environmental Technology 100, 110, 120, 130, 140, 150, 160, 200, 210; Machine Tool Technology 10B, 10J, 10K, 11abcd, 103abcd*, 105abcd*, 107abcd*; Manufacturing Technology 1, 2, 3, 70, 75; quality Assurance 1, 8, 9; Welding 1, 2abc, 19ab, 21, 23abc, 40abcd, 45ab; Cooperative Career Education courses: a maximum of 4 units from either Computer Aided Design/Drafting 95abcd, Electronics and Computer Hardware Technology 95abcd, Machine Tool Technology 95abcd, Quality Assurance 95abcd, Welding 95abcd
(*one semester of)
Total Units: 37

CHANGE IN CERTIFICATE OF COMPETENCE

1. Machine Tool Technology

Current Status/Proposed Change

A Certificate of Competence will be granted to students completing ~~the required core courses and~~ the courses in the Machinist or Numerical Control Programmer options with a grade average of B ~~or better and the general requirements with a grade average of C~~. At least 50% of the courses required for the Certificate of Competence must be completed at El Camino College.

~~Required Core Courses: Machine Tool Technology 2, 16ab* (*one semester), 10A, 13A, 13D, 13F, 40~~

Machinist Option: Machine Tool Technology 2, 10A, 16ab*, 40, 13B, 13C, 13E 101abcd*, 103abcd*, 105abcd*, 107abcd* (*one semester of)

Total Units ~~(including General Requirements): 36-39~~ 28

ACADEMIC AFFAIRS

Numerical Control Programmer Option: Machine Tool Technology 2, 10A, 10B, 10J, 16ab*, 40, 101abcd*, 103abcd*, 105abcd*; ~~3 units~~ one course from: Machine Tool Technology 10K, 11abcd* (*one semester of); ~~4 units from Machine Tool Technology 13B, 13C, 13E~~
Total Units (~~including General Requirements~~): ~~37-40~~ 33

~~General Requirements: English A or qualifying score for English 1A on English Placement Test~~

Recommendation:

A Certificate of Competence will be granted to students completing the courses in the Machinist or Numerical Control Programmer options with a grade average of B. At least 50% of the courses required for the Certificate of Competence must be completed at El Camino College.

Machinist Option: Machine Tool Technology 2, 10A, 16ab*, 40, 101abcd*, 103abcd*, 105abcd*, 107abcd* (*one semester of)
Total Units: 28

Numerical Control Programmer Option: Machine Tool Technology 2, 10A, 10B, 10J, 16ab*, 40, 101abcd*, 103abcd*, 105abcd*; one course from: Machine Tool Technology 10K, 11abcd* (*one semester of)
Total Units: 33

CHANGES IN CERTIFICATES OF COMPLETION

1. Machine Tool Technology

Current Status/Proposed Change

A Certificate of Completion will be granted to students completing ~~the required core courses and~~ the courses in the Machinist or Numerical Control Programmer or CNC Machine Operator options with a grade average of C. At least 50% of the courses required for the Certificate of Completion must be completed at El Camino College.

~~Required Core Courses: Machine Tool Technology 2, 16ab* (*one semester), 10A, 13A, 13D, 13F, 40, English A or qualifying score for English 1A on English Placement Test.~~

Machinist Option: Machine Tool Technology 2, 10A, 16ab*, 40, 13B, 13C, 13E, 101abcd*, 103abcd*, 105abcd*, 107abcd* (*one semester of)
Total Units: ~~36-39~~ 28

Numerical Control Programmer Option: Machine Tool Technology 2, 10A, 10B, 10J, 16ab*, 40, 101abcd*, 103abcd*, 105abcd*; ~~3 units~~ one course from: Machine Tool

ACADEMIC AFFAIRS

Technology 10K, 11abcd* (*one semester of); ~~4 units from Machine Tool Technology 13B, 13C, 13E~~

Total Units: ~~37-40~~ 33

CNC Machine Operator Option: 101abcd*, 103abcd*, 105abcd*, 107abcd* (*one semester of)

Total Units: 16

Recommendation:

A Certificate of Completion will be granted to students completing the courses in the Machinist or Numerical Control Programmer or CNC Machine Operator options with a grade average of C. At least 50% of the courses required for the Certificate of Completion must be completed at El Camino College.

Machinist Option: Machine Tool Technology 2, 10A, 16ab*, 40, 101abcd*, 103abcd*, 105abcd*, 107abcd* (*one semester of)

Total Units: 28

Numerical Control Programmer Option: Machine Tool Technology 2, 10A, 10B, 10J, 16ab*, 40, 101abcd*, 103abcd*, 105abcd*; one course from: Machine Tool Technology 10K, 11abcd* (*one semester of)

Total Units: 33

CNC Machine Operator Option: 101abcd*, 103abcd*, 105abcd*, 107abcd* (*one semester of)

Total Units: 16

2. Manufacturing Technology

Current Status/Proposed Change

A Certificate of Completion will be granted upon completion of the following courses with a grade average of C ~~or better~~. At least 50% of the courses required for the Certificate of Completion must be completed at El Camino College.

Machine Tool Technology ~~13A~~ 101abcd*; Machine Tool Technology 10A or Computer Aided Design/Drafting 10abcd*; Machine Tool Technology 2 or Computer Aided Design/Drafting 5; Technical Mathematics 1 or Machine Tool Technology 40; Electronics and Computer Hardware Technology 11; Welding 15ab*; and a minimum of 18 units from the following: Computer Aided Design/Drafting 26abcd*, 27abcd*, 28abcd*, 31abcd*, 32abcd*, 33abcd*, 34abcd*, 37abcd*, 45, 47, 49; Electronics and Computer Hardware Technology 22, 110, 112, 120, 122, 124, 130, 131, 140, 142, 144, 150, 152, 190, 191, 192, 193, 194; Engineering Technology 10, 12, 14, 16, 18; Environmental Technology 100, 110, 120, 130, 140, 150, 160, 200, 210; Machine Tool Technology 10B, 10J, 10K, 11abcd, ~~13B, 13C, 13D, 13E, 13F~~ 103abcd*, 105abcd*, 107abcd*; Manufacturing Technology 1, 2, 3, 70, 75; Quality Assurance 1, 8, 9; Welding 1, 2abc, 19ab, 21, 23abc, 40abcd, 45ab;

ACADEMIC AFFAIRS

Cooperative Career Education courses: a maximum of 4 units from either Computer Aided Design/Drafting 95abcd, Electronics and Computer Hardware Technology 95abcd, Machine Tool Technology 95abcd, Quality Assurance 95abcd, Welding 95abcd

(*one semester of)

Total Units: 37

Recommendation:

A Certificate of Completion will be granted upon completion of the following courses with a grade average of C. At least 50% of the courses required for the Certificate of Completion must be completed at El Camino College.

Machine Tool Technology 101abcd*; Machine Tool Technology 10A or Computer Aided Design/Drafting 10abcd*; Machine Tool Technology 2 or Computer Aided Design/Drafting 5; Technical Mathematics 1 or Machine Tool Technology 40; Electronics and Computer Hardware Technology 11; Welding 15ab*; and a minimum of 18 units from the following: Computer Aided Design/Drafting 26abcd*, 27abcd*, 28abcd*, 31abcd*, 32abcd*, 33abcd*, 34abcd*, 37abcd*, 45, 47, 49; Electronics and Computer Hardware Technology 22, 110, 112, 120, 122, 124, 130, 131, 140, 142, 144, 150, 152, 190, 191, 192, 193, 194; Engineering Technology 10, 12, 14, 16, 18; Environmental Technology 100, 110, 120, 130, 140, 150, 160, 200, 210; Machine Tool Technology 10B, 10J, 10K, 11abcd, 103abcd*, 105abcd*, 107abcd*; Manufacturing Technology 1, 2, 3, 70, 75; Quality Assurance 1, 8, 9; Welding 1, 2abc, 19ab, 21, 23abc, 40abcd, 45ab; Cooperative Career Education courses: a maximum of 4 units from either Computer Aided Design/Drafting 95abcd, Electronics and Computer Hardware Technology 95abcd, Machine Tool Technology 95abcd, Quality Assurance 95abcd, Welding 95abcd

(*one semester of)

Total Units: 37

NATURAL SCIENCES DIVISION

CHANGES IN MAJORS

1. Environmental Horticulture

Current Status/Proposed Change

At least 50% of the requirements for the major must be completed at El Camino College.

Horticulture 41, 42, 46, 53, 54, 55, 56; one course from: Biology 15, 16, Horticulture 44, 60, 95abcd

Total Units: 23-25

Recommendation:

At least 50% of the requirements for the major must be completed at El Camino College.

Horticulture 41, 42, 46, 53, 54, 55, 56; one course from: Biology 15, 16, Horticulture 44, 60, 95abcd

Total Units: 23-25

ACADEMIC AFFAIRS

2. General Science

Current Status/Proposed Change

~~20 units including~~ One of the following two-semester year course sequences: Biology 101-102, and at least one course from the physical sciences and one course from the biological sciences.

~~Physical Sciences year course sequences: Chemistry 1A-1B, Chemistry 21A-21B, Physics 1A-1B, Physics 1A-1C, Physics 2A-2B, Physics 3A-3B; an additional 10-13 units from the following courses to reach a total of 20 units:~~

~~Biological Sciences year course sequence: Biology 1A-1B; at least one Physical Sciences courses: Astronomy ~~9~~ 20, 10 25, 12, Chemistry 1A, 1B, 4, 21A, 21B, Geology 1, 2, 3, 4, 15; Physics 1A, 2A, 3A, 3B; at least one Biological Sciences courses: Anatomy 32, Biology ~~1A, 1B, 8~~, 10, 11, 12, 14, 16, 17, 18, 101, 102, Microbiology 33, Physiology 31~~

Total Units: 20

Recommendation:

One of the following two-semester sequences: Biology 101-102, Chemistry 1A-1B, Chemistry 21A-21B, Physics 1A-1B, Physics 1A-1C, Physics 2A-2B, Physics 3A-3B; an additional 10-13 units from the following courses to reach a total of 20 units: at least one Physical Science course: Astronomy 20, 25, 12, Chemistry 1A, 1B, 4, 21A, 21B, Geology 1, 2, 3, 4, 15; at least one Biological Science course: Anatomy 32, Biology 8, 10, 11, 12, 16, 17, 18, 101, 102, Microbiology 33, Physiology 31

Total Units: 20

3. Laboratory Technician (Medical)

Current Status/Proposed Change

Biology 101 and 102 or Biology 102 and Physiology 31; Chemistry 1A and 1B; Mathematics 160 or 190; Microbiology 33; Physics 2A; and 2B; or Physics 3A and 3B ~~Biology 1A and 1B or Biology 1A and Physiology 31~~

Total Units: ~~37-38~~ 36-40

Recommendation:

Biology 101 and 102 or Biology 102 and Physiology 31; Chemistry 1A and 1B; Mathematics 160 or 190; Microbiology 33; Physics 2A and 2B or Physics 3A and 3B

Total Units: 36-40

4. Physical Science

Current Status/Proposed Change

One of the following ~~year course~~ two-semester sequences: Chemistry 1A-1B, Physics 1A-1B, Physics 1A-1C, Physics 2A-2B, or Physics 3A-3B; an additional 10-13 units from the following courses ~~for a minimum~~ to reach a total of 20 units: Astronomy 12, ~~9~~ 20, 10 25, Chemistry 4, 7A, 7B, Computer Science 1, ~~or~~ 10, Geology 1, 2, 3, 4, 15, Mathematics ~~140 or~~ 150, 180, 190, 191, 220, 270, Physics 1C, 1D

Total Units: 20

ACADEMIC AFFAIRS

Recommendation:

One of the following two-semester sequences: Chemistry 1A-1B, Physics 1A-1B, Physics 1A-1C, Physics 2A-2B, Physics 3A-3B; an additional 10-13 units from the following courses to reach a total of 20 units: Astronomy 12, 20, 25, Chemistry 4, 7A, 7B, Computer Science 1, 10, Geology 1, 2, 3, 4, 15, Mathematics 150, 180, 190, 191, 220, 270, Physics 1C, 1D
Total Units: 20

CHANGES IN CATALOG PROGRAM DESCRIPTIONS

1. General Science

Current Status/Proposed Change

The general science program provides students the opportunity to investigate diverse methods of inquiry by experiencing courses from a cross section of science disciplines. Students will develop critical thinking skills, learn to communicate effectively in writing, and acquire an understanding of major scientific concepts. Through course options, students will use mathematical concepts to solve problems and employ methods of scientific inquiry to understand the world around them. Completion of the degree requirements will prepare students with the skills and resources needed to facilitate academic and career decisions. ~~Competency~~ Competencies will be assessed ~~by evaluating the student's ability to quantitatively through regularly scheduled theory and qualitatively determine the results of physical situations~~ laboratory examinations.

Recommendation:

The general science program provides students the opportunity to investigate diverse methods of inquiry by experiencing courses from a cross section of science disciplines. Students will develop critical thinking skills, learn to communicate effectively in writing, and acquire an understanding of major scientific concepts. Through course options, students will use mathematical concepts to solve problems and employ methods of scientific inquiry to understand the world around them. Completion of the degree requirements will prepare students with the skills and resources needed to facilitate academic and career decisions. Competencies will be assessed through regularly scheduled theory and laboratory examinations.

2. Physical Science

Current Status/Proposed Change

The physical science program provides students the opportunity to investigate diverse methods of inquiry by experiencing courses from a cross section of science disciplines. Students will develop critical thinking skills, learn to communicate effectively in writing, and acquire an understanding of major scientific concepts. Through course options, students will use mathematical concepts to solve problems and employ methods of scientific inquiry to understand the world around them. Completion of the degree requirements will prepare students with the skills and resources needed to facilitate

ACADEMIC AFFAIRS

academic and career decisions. Competencies will be assessed ~~by evaluating the student's ability to quantitatively through regularly scheduled theory and qualitatively determine the results of physical situations~~ laboratory examinations.

Recommendation:

The physical science program provides students the opportunity to investigate diverse methods of inquiry by experiencing courses from a cross section of science disciplines. Students will develop critical thinking skills, learn to communicate effectively in writing, and acquire an understanding of major scientific concepts. Through course options, students will use mathematical concepts to solve problems and employ methods of scientific inquiry to understand the world around them. Completion of the degree requirements will prepare students with the skills and resources needed to facilitate academic and career decisions. Competencies will be assessed through regularly scheduled theory and laboratory examinations.

F. ACCREDITATION PROGRESS REPORT

It is recommended that the Board accept the Accreditation Progress Report as follows:

EL CAMINO COLLEGE

Progress Report

Submitted by

El Camino College
16007 Crenshaw Boulevard
Torrance, California 90506

to

Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges

March 19, 2007

Table of Contents

Page

i	Table of Contents
1	Statement of Report Preparation
2	Response to Team Recommendation 1
4	Response to Team Recommendation 2
5	Response to Team Recommendation 3
8	Appendices
	1. Academic Affairs Program Review Status
	2. Program Review – Data Availability from IR and Ways that IR Can Help
	3. SCA Program Review Timeline
	4. Administrative Services Program Review Timeline
	5. Proposed Planning and Budget Development Calendar
	6. Planning and Budgeting Committee Endorsements

STATEMENT OF REPORT PREPARATION

Progress Report March 13, 2007

This Progress Report is written in response to the June 29, 2006 letter from the Accrediting Commission for Community and Junior Colleges (ACCJC) requesting a progress report of the College's response to three recommendations from the April, 2002 Accreditation Site Visit. The Progress Report is an update to the February 12, 2006 Progress Report submitted by El Camino College to the Commission. This Report responds to the Commission's request for the College to demonstrate progress in the remaining three recommendations listed below:

- 1. As cited in previous (1990, 1996) accreditation recommendations, the college must improve and implement effective program review processes. All segments of the college community need to collaborate to develop and implement a streamlined, meaningful, and timely program review process for Academic Affairs and Administrative Services and link the outcomes to planning and budget processes. (Standards 3A.4, 3B.3)*
- 2. The team recommends that the college review and establish a consistently applied, thorough, objective, and accountable system of classified staff performance review, focused on individual growth and performance improvement (Standards 3.A.4, 3.B.3)*
- 3. As cited in both the 1990 and 1996 accreditation recommendations, the budget development process needs to be structurally linked to the institutional planning and program review process. This linkage should include the Educational Master Plan, Facilities Master Plan, Technology Master Plan, staffing plan, and other institutional planning efforts. (Standards 9.A.1, 9.A.3)*

The College has made progress addressing the three recommendations listed above as were described in the February 12, 2006 Progress Report. The Vice President of Academic Affairs (Accreditation Liaison Officer) included some of the same members of the Accreditation Task Force to develop a response to the Commission's request for a progress report.

Progress Report Task Force:

Francisco M. Arce, Vice President of Academic Affairs

Susan Dever, Faculty Accreditation Co-Chair and President, Academic Senate

Jeffery Marsee, Vice President of Administrative Services

Arvid Spor, Administrative Co-Chair and Dean of Enrollment Services

Response to Recommendation 1

1. *As cited in previous (1990, 1996) accreditation recommendations, the college must improve and implement effective program review processes. All segments of the college community need to collaborate to develop and implement a streamlined, meaningful, and timely program review process for Academic Affairs and Administrative Services and link the outcomes to planning and budget processes. (Standards 3A.4, 3B.3)*

Description of Progress Made Toward Recommendation 1

The College has met the requirement of Recommendation 1 and continues to expand prior efforts.

Academic Affairs

Under the direction of the Vice President of Academic Affairs the Dean of Natural Sciences is primarily responsible for overseeing the program review process in the Academic Affairs area. The Dean meets regularly with the Vice President of Academic Affairs and the President of the Academic Senate to discuss issues related to implementation. A committee comprised of three faculty members, the Vice President of Academic Affairs, and the Dean of Natural Sciences reviews completed program reviews and makes recommendations to the Vice President for prioritization and possible inclusion into the planning and budgeting process. The completed program reviews will be reviewed in three stages during the spring 2007 semester.

More than half of the sixty-six Academic Affairs programs are in some stage of program review with 17 having completed their first drafts and ready to submit to the Office of Academic Affairs (Attachment 1). The programs that started their reviews in 2005 – 2006 were the first to go through the review process as it was envisioned. Based on their progress, more emphasis will be put on preparing survey information and data collecting immediately after the orientation meeting. The Office of Institutional Research prepares a handout which informs chairs what resources are available in addition to the data packet each academic program receives (Attachment 2).

The following grid delineates the process for the next round of reviews beginning fall 2007:

<i>Action Item</i>	<i>Timeframe</i>	<i>Originator</i>
Notify Deans and Institutional Research which programs will be starting program review in the fall.	January 2007	VP Academic Affairs, Dean of Natural Sciences
Identify program review chairs	February Flex Meeting	Deans
Provide basic program data.	March	Office of Institutional Research
Hold orientation/training session with team chairs	March	Dean of Natural Sciences
Program review surveys conducted	Sept/Oct	Chairs & Institutional Research

First drafts due to Division Office for dissemination to faculty	December	Deans & Chairs
Reports due to Academic Affairs Office	March 2007	Deans & Chairs
Program Review Acceptance	April	VP-Academic Affairs, President of Academic Senate
Dissemination of completed reports	May/June	VP-Academic Affairs

An orientation is required for the lead faculty responsible for chairing the discipline program review. The College is organized into 8 academic divisions with several disciplines in each of the divisions. To date the faculty participants in the required program review orientation acknowledge the value of the orientation program led by the Dean of Natural Sciences. The orientation program contributed to higher completion rates than in the past.

Student and Community Advancement:

The Student and Community Advancement (SCA) Area under the direction of the Interim Vice President of Student Services completed approximately 36 percent of all SCA program reviews by the summer of 2006. An additional 53 percent of SCA departments are currently in some stage of program review and are expected to complete in spring 2007. The remaining 11 percent are expected to begin in the fall 2007 and completed by spring 2008 (Attachment 3).

The following SCA programs completed their program reviews by summer 2006:

Admissions, Evaluations, Records, Registration, Veteran's Affairs, International Student Program, First Year Experience, Assessment and Testing, Outreach and School Relations, and Financial Aid.

In the fall 2006, the Interim Vice President of Student Services assembled an committee of faculty, classified staff, and management to review each of the completed SCA program reviews listed above. The committee met to hear program review recommendations presented by division managers which lead to committee discussions and ranking of the program review recommendations. The ranked recommendations were presented to the Planning and Budgeting Committee (PBC) on November 9 and 16 2006. The PBC endorsed \$100,000 funding for program review recommendations and tabled the remainder of the recommendations until March 2007 when the committee expects to receive and discuss program review presentations from other areas of campus. The PBC recommendations are forwarded to the Cabinet for endorsement and if approved, a budget augmentation is prepared for approval by the Board of Trustees.

Administrative Services:

Under the direction of the Vice President of Administrative Services, the Administrative Services area has created flow-charts for each department as a method to more clearly understand the processes involved in the delivery of services and to identify and implement needed changes to improve the

processes. Flowcharting was the first step in the process to create program reviews for the Administrative Services area. The actual program review cycle began in 2006-2007 and will be completed by summer 2008 (Attachment 4). The Administrative Services unit used a campus wide electronic survey to evaluate staff satisfaction with each of the services. The responses will be collected and interpreted for future process improvements. The Administrative Services unit is in the process of adopting a modified version of the program review guidelines used by Student Services to address specific program areas such as staffing, facilities, equipment, budget, and program effectiveness.

Summary

As the program reviews are completed in each of the three service areas, the vice presidents in collaboration with their respective Area Councils will prioritize the recommendations generated by each department program review. The prioritized recommendations will be presented to the President's Cabinet for review and discussion. The newly prioritized recommendations will be presented to the Planning and Budgeting Committee for review and recommendation to the President. This review will occur during the planning cycle of the current budgeting process to identify programs and services that will receive new or increased funding in the following academic year.

Response to Recommendation 2

- 2. The team recommends that the college review and establish a consistently applied, thorough, objective, and accountable system of classified staff performance review, focused on individual growth and performance improvement (Standards 3.A.4, 3.B.3)*

Description of Progress Made Toward Recommendation 2

The College has met the requirement of Recommendation 2 and continues to expand prior efforts.

Human Resources Department alerts managers and supervisors of classified personnel evaluations that must occur within 30-days of the notice, reminders will be sent two weeks before the due date and a day after the due date. Copies of the reminder will also be sent to the manager's vice president at the two week mark. A list of overdue performance evaluations will be given to the Superintendent/President and the three vice presidents every month. This system worked very well for the first six months of 2006 with an average 90.5 percent of the evaluations being given and submitted on time. The percentages of evaluations completed on-time dropped over the summer and early fall 2006, but are getting back on track again.

Response to Recommendation 3

- 3. As cited in both the 1990 and 1996 accreditation recommendations, the budget development process needs to be structurally linked to the institutional planning and program review process. This linkage should include the Educational Master Plan, Facilities Master Plan,*

Description of Progress Made Toward Recommendation 3

The College has met the requirements of Recommendation 3. Currently the College is in the third year of the three-year planning and budgeting process that began in summer 2004. The College President and the Vice Presidents coordinate with the Planning and Budget Committee (PBC) to develop a linkage between planning and budgeting on an annual basis. Institutionalization of the planning and budgeting process has evolved into a formal consultation process. More specifically plans were developed, reviewed, and in a number of cases endorsed for funding by the PBC and these were forwarded to the President's Cabinet for consideration and Board approval when approved by the Cabinet. Likewise, planning and budgeting priorities identified and prioritized by the Cabinet are sent to the PBC for consultation. The goal is to seek consensus on budgeting priorities for the academic year and future budget development. The approach is working well and allows for initiatives to evolve from the program/unit/division level and from the Cabinet.

To move away from implementing budgets that are based largely on prior year expenditures/budgets, the planning process tries to anticipate current and future institutional needs that correspond to instruction services, student services and operations, and discretionary programs (Attachment 5).

Instructional budgets reflect direct relationship between the student demand for instruction and the FTEF allocations to each instructional division. The course scheduling process estimates the number of sections planned for the various terms and the required full time equivalent (FTEF) needed.

Instructional planning assumptions include the following considerations:

1. full-time and part-time faculty FTEF
2. weekly, daily and positive attendance sections by term
3. anticipated cost of instruction by program area and
4. acceptable instructional load by discipline and division
5. annual FTES goals for the college by instructional division/discipline/program (the college as noted is organized into 8 instructional divisions)

Student services and operations budgets are based on the level of support services and salaries that are needed to support the instructional effort. The costs consist of required expenditures to operate the college, such as utilities, full-time salaries, benefits, and debt service. The challenge is to more efficiently utilize limited resources. Planning efforts would include looking for new operational efficiencies and then developing action plans to revise the expenditures, such as reducing the cost of utilities.

Discretionary funds are critical to the quality of the programs, but can only be funded once the instructional and operational costs are budgeted. Budgets developed with discretionary funds are used to fund planning initiatives prioritized through program review and Cabinet planning priorities. Redirecting funds through this category creates the strongest linkage to the planning process as a

mechanism for redirecting institutional resources. Some of these funds are allocated as one time augmentations and evaluated on an annual basis for continued funding.

This model gives the College the ability to review functions and efficiencies in each of the three program areas. It also requires collaborative efforts to ensure adequate funds are available to meet the institutional plans, goals and objectives. Finally, it places a reality check in place to help make the planning process budget driven.

Listed below are examples that illustrate the planning and budgeting processes used for institutional planning and budgeting efforts during 2006-2007.

Enrollment Management

In the summer of 2006 managers submitted fifty-three proposals with funding requests to the PBC that were based upon department plans designed to improve student recruitment and retention. The committee reviewed and ranked all of the plans and after much debate chose to support the top twelve plans. An official endorsement of the plans with recommended funding levels were forwarded to the President on December 4, 2006. The PBC recommendation was to fund recruitment and retention plans for a total \$575,750 of which the Cabinet endorsed \$362,045. On December 18, 2006 the Board of Trustees approved the \$362,045 funding request (Attachment 6).

Under the direction of the Vice President of Academic Affairs and the Interim Vice President of Student Services, the Enrollment Management Team developed recruitment and retention components in the 2006 – 2007 Enrollment Management Plan. The plan was presented to the Academic Senate and the Council of Deans for review and comment before advancing to the PBC. A presentation was made before the PBC on November 9, 2006 with discussions that lead to an immediate recommendation to fund \$50,000 of the \$476,000 requested in the plan while tabling the remainder of the plan's funding request until spring of 2007. The \$50,000 funding request was included in the December 4, 2006 PBC memo to President Fallo and subsequently approved by the Board on December 18, 2006.

Online Instruction

A third example of this process is a retention proposal from the Distance Education Committee to fund online instructional program growth. The committee brought their plan before the Academic Senate and Council of Deans for review and a recommendation to the PBC on November 16, 2006. The PBC endorsed the plan with funding at \$112,000. The request was presented in the December 4, 2006 PBC recommendation to the President and subsequently approved by the Board of Trustees on December 18th.

Program Review Recommendations

In fall 2006 the Interim Vice President of Student Services formed a committee to review the recommendations made in the eleven Student and Community Advancement program reviews that were completed from the 2005 – 2006 fiscal year. The committee evaluated, ranked, and forwarded

the recommended requests to the PBC for consideration. The PBC recommended \$100,000 funding and to table the remaining requests until the spring semester when program review recommendations are expected to be presented from Academic Affairs and Administrative Services programs. The PBC recommendation was forwarded to the Cabinet which approved \$50,000. On December 18, 2006 the Board of Trustees approved the \$50,000 funding request.

In conclusion, the College is making significant progress in the three areas recommended for improvement by the Commission. Program review is institutionalized and used for planning and budgeting prioritizations. Better linkages exist between planning and budgeting and the process continues to be strengthened. Classified evaluations are timely and a process to ensure completion is in place.

APPENDICES

Appendix 1: Academic Affairs Program Review Status

Appendix 2: Program Review – Data Availability from IR and Ways that IR Can Help

Appendix 3: SCA Program Review Timeline

Appendix 4: Administrative Services Program Review Timeline

Appendix 5: Proposed Planning and Budget Development Calendar

Appendix 6: Planning and Budgeting Committee Endorsements

ACADEMIC AFFAIRS PROGRAM REVIEW STATUS

October 2005

Please note that the Appendix table that appears on pages 32 and 33 – is not available electronically. A hard copy can be viewed in the President's office.

Page left blank intentionally.

Please note that the Appendix table that appears on pages 32 and 33 – is not available electronically. A hard copy can be viewed in the President's office.

Program Review – Data Availability from IR

Student Opinion Survey (current term courses)

- Begin with core questions (see samples available from IR)
- Create additional questions based on specific needs/desires
- Be brief – brevity reduces survey fatigue and focuses on your main issues of concern/interest

Standard Data Set (3-year trend)

- Demographic Profile of Students (compared to College)
 - Gender
 - Ethnicity
 - Age groups (<18, 18-19, 20-24, etc.)
 - Majors
 - Other options, as appropriate and requested
- Academic Success Data
 - Course Grade Distribution
 - Retention and Success Rates
- Degree and Transfer (Majors in Dept. compared to College)
 - Numbers in a Major
 - Degree/Certificate counts
 - Transfer Destinations
- Enrollment Statistics/Participation Rates
 - Annual (duplicated) headcount served in courses
 - Productivity (WSCH/FTE)
 - Fill Rate by Day/Eve Classes
- Special Features
 - Graphics to cut and paste into report
 - Glossary of terms for understanding and quoting statistics

Suggested Approaches to the Data

- Look for anomalies in data – IR can assist with follow-up research
- Integrate data into report and narrative, rather than attaching tables and graphs to the end of the report without comment.
- Start early! – The IR office needs ample lead time and can begin collecting information for you before you need it.

Program Review – Ways that IR can help

Program Data Analysis

- Compilation of data on any piece of student information in Datatel (or provided by program)
- Trend analysis on program participation/success rates
- Experimental studies
- Mapping of data

Student Satisfaction Surveys, Staff/faculty Peer Reviews

- Guidance on refining survey questions
- Creation and scanning of surveys
- Web survey capability
- Text analysis of open-ended questions
- Analyzing and reporting results of surveys

Student Learning Outcomes

- Consultation on learning outcomes and assessment issues
- Assistance with development and implementation of assessment plans
- Validation of assessment instruments
- Analysis of assessment results

Think Integration! (Combine efforts to make the most of resources)

Other Resources (“self-serve” data):

ECC Office of Institutional Research

California Community College Chancellor’s Office (Data Mart)

California Department of Education Basic Education Data System (CBEDS)

National Center for Educational Statistics IPEDS Peer Analysis (PAS)
(ECC code = 113980)

SCA PROGRAM REVIEW TIMELINE

Please note that the Appendix table that appears on page36 – is not available electronically. A hard copy can be viewed in the President's office.

ADMINISTRATIVE SERVICES PROGRAM REVIEW TIMELINE

Please note that the Appendix table that appears on page 37 – is not available electronically. A hard copy can be viewed in the President's office.

**El Camino College
Proposed Planning & Budget Development Calendar**

Please note that the Appendix table that appears on pages 38 and 39 – is not available electronically. A hard copy can be viewed in the President's office.

This page left intentionally blank.

Please note that the Appendix table that appears on pages 38 and 39 – is not available electronically. A hard copy can be viewed in the President's office.

PLANNING AND BUDGETING COMMITTEE ENDORSEMENTS

Dear President Fallo:

The Planning and Budgeting Committee has diligently met six out of the past seven Thursday afternoons to hear presentations and to discuss multiple plans and program review recommendations with accompanying funding requests. Your direction to the two of us, and by default all PBC members, was to endorse strategic long-term plans. One strategic method to boost the College's FTES is to improve student retention.

The PBC set a goal last year to focus primarily on student retention. The following plan-driven augmentation funding requests were endorsed last Thursday by the PBC in an effort to meet the end of November deadline. Greater detail on each plan will be provided upon request.

- A. **\$112,000 – Distance Education expansion proposal** (unanimously endorsed by the Academic Senate)
- B. **\$50,000 – A component of the 2006 – 2007 Enrollment Management Plan** (New Student Orientation, Welcome Week, High School Senior Day, etc.)
- C. **\$15,000 – Financial Aid Program Review recommendation** (Datatel auto packager – reduces processing time from six to two weeks)
- D. **\$75,000 – FYE Program Review recommendation** to expand recruitment and retention. The request was for \$150,000 for one year, pro-rated to \$75,000 for the remainder of this year. The committee fully supported FYE's proposals.
- E. **\$10,000 – Financial Aid Program Review recommendation** to expand evening hours from two to four days each week
- F. **\$10,500 – Humanities Q-Builder request** (active involvement in learning)
- G. **\$4,200 - Humanities Q-Builder request** (success for developmental students)
- H. **\$10,950 – Industry and Technology Q-Builder request** to improve student success and retention within the division
- I. **\$76,500 – Natural Sciences Q-Builder request** to fund MESA-led tutorial programs
- J. **\$47,300 - Industry and Technology Q-Builder request** for engineering technology

PLANNING AND BUDGETING COMMITTEE ENDORSEMENTS

- K. **\$1,300 – Math Q-Builder request** (online supplements for math courses)

- L. **\$84,000 – Business Q-Builder request** to improve student success/retention
- M. **\$30,000 – Math Q-Builder request** to provide necessary non-bond funded equipment in classrooms
- N. **\$ 3,000 – Natural Sciences Q-Builder request** to expand teaching and learning
- O. **\$40,000 – Humanities Q-Builder request** to provide greater access to technology
- P. **\$5,000 - Humanities Q-Builder request** to enhance faculty knowledge/skills related to recruitment and retention
- Q. **\$1,000 - Humanities Q-Builder request** to promote increased levels of non-classroom contact between faculty and students

\$575,750 - Total augmentation funding requests

PBC members also endorsed a component of the 2006 – 2007 Enrollment Management Plan to hire a fulltime “working” Director of Institutional Research at an annual rate of approximately \$140,000 (salary and benefits). The committee did not include this endorsement with the above augmentations because the committee members expressly requested that this position be funded with on-going funds. The actual amount spent on such a position this fiscal year would probably be less than \$50,000 considering the timing of the selection process.

There was also discussion about a proposal in the Humanities division to pay faculty a stipend to transition face-to-face classes to an online environment. The committee referred this proposal to the Distance Education committee for further examination. PBC thought favorably of this idea.

The PBC endorsed the notion of setting aside the balance of funds (approximately \$424,000) to be used for program reviews that come before the committee over the next three months with funding recommendations made to you by no later than March 31, 2007. This timeline was based on when the vice presidents considered program reviews to be available from all three areas.

The committee expressed a desire to let the campus community know the full funding request process to aid with future requests. As co-chairs we would write an explanation of the process the committee used to determine which proposals were endorsed by PBC for funding consideration. On behalf of the PBC we ask that your final decision and accompanying rationale also be communicated to the campus community.

Sincerely,

Arvid Spor
Co-chair

David Vakil
Co-chair

**Agenda for the El Camino Community College District Board of Trustees
From**

**Student Services
Jeanie M. Nishime, Ed.D., Vice President**

	<u>Page No.</u>
A. Student Field Trips.....	43
B. Student Conferences.....	44
C. 2007 Summer Youth Camps.....	44
D. Community Education – Spring 2007.....	45
E. Off-Site Planning Summit – El Camino College.....	46.

A. STUDENT FIELD TRIPS

It is recommended that the Board approve the following student field trips sponsored by Career Center, Transfer Center, Women in Technology, and the Science Club. The purposes of the trips are to provide career, transfer, instructional, and cultural enrichment.

Women in Technology – Idania Reyes, Connie Zandate, Karen Hess

(No cost to the District. Transportation by college vehicles.)

March 22, 2007 – Robinson’s Helicopter Company, Torrance, California. Estimated students 12. Depart 12:30pm; return 3:30pm. Transportation by vans.

April 25, 2007 – Honeywell Aerospace, Torrance, California. Estimated students 15. Depart 12 Noon and return at 4:00pm. Transportation by vans.

May 16, 2007 – Boeing Satellite, El Segundo, California. Estimated students 15. Depart 1:00pm; return 5:00pm. Transportation by vans.

Transfer Center – Dianne Martinez

(Expenses include rental of bus at a cost of \$500. No other expense to the District.)

March 23, 2007 – California State University Dominguez Hills, Carson, California. Estimated students 45. Depart 8:00am; return 1:00pm. Transportation by bus.

April 27, 2007 – University of California at Davis, Davis, California. Estimated students 10. Depart 7:00am; return 7:00pm. Airline expenses paid for by UC Davis.

Career Center – Van Nguyen

(No cost to the District. Transportation by college vehicles.)

April 6, 2007 – Orange County Fire Authority, Westminster, California. Estimated students 20. Depart 9:00am; return 1:00pm. Transportation by vans.

April 19, 2007 – Daily Breeze, Torrance, California. Estimated students 20. Depart 9:00am; return 1:00pm. Transportation by vans.

Science Club Trip to Arizona and Utah National Parks – Chuck Herzig, Joseph Holliday, Jeanne Bellemin

April 9 – 13, 2007 – National Parks in Arizona and Utah. Estimated students 30. Expenses paid through El Camino College Foundation Grant and an additional \$20 per student. Depart 8:00am on April 9, 2007 and return 8:00pm on April 13, 2007. Transportation by vans.

B. STUDENT CONFERENCES

1. It is recommended that the Board approve attendance of the following Circle K Club members to the District Convention at the Irvine Marriott Hotel, Irvine California, March 23-25, 2007. All registration, hotel cost, meal expenses and transportation will be paid from Circle K and Interclub Council Club Support funds. Daniel Berney, Instructor and Adviser:

Rosaelena Ramirez, Huan Tran, Anthony Tran, Kim Tran, Nicholle Pascual, Adrian Aguilo, Edward Weikel, Chris Bungi, Lori Weinkug, Jennifer Siopongco, Earl P. Lopez, Asley McGinty, Victoria Bernardo, Jose Gonzales, Angie Matias, Freddy Mendoza

2. It is recommended that the Board approve attendance of the following Sociology Club members to the Pacific Sociological Association Annual Meeting in Oakland, California, March 29, 2007 through April 1, 2007. All registration, airline, hotel and meal expenses in the amount of \$3,000 to be paid from Interclub Council funds. Stacey Allen, Instructor and Adviser:

Danielle Coulombe, Stephanie Kuehn, Heidi Piedra, Lorena Ruiz, Virdianna Vasquez, Terryn Tangalin, Victor Benites, Monica Medina, Lizbeth Pineda

3. It is recommended that the Board approve attendance of the following students at the Journalism Association of Community Colleges state conference in Sacramento, California, March 22-24, 2007. Students will pay \$150 each toward the \$200 registration fee, and the other \$50 will come from the Auxiliary Services Budget. Lodging expenses in the amount of \$4,101 will be paid from Auxiliary Services funds. Bus transportation is being provided by Cerritos College. Jolene Combs, Lori Medigovich, Kate McLaughlin and Don Treat, Advisers.

Rolando Rodriguez, Yoshi Kobata, Melissa Sipin, Hugo Alcala, Heather Perry, Kathy Gaytan, Cleo Gordon, Yahaira Garcia, David Saunders, Sara O'Connell, Nancy Ponder, Janena Cabrera, Matt Lopez, Anna Urena, David Liuzzi, Angela Sabrowsky, James Gobe, Jeremiah Dobruck, Chelsea Kamrath, Emily Kaneshiro, Filip Jerzycke, Kim Harter

C. 2007 SUMMER CAMPS

It is recommended that the Board approve the following Summer Youth Campus sponsored by the Health, Sciences and Athletics Division:

1. 2007 Summer Youth Soccer Camp – Session #1 – August 15-19, 2007 (9:00am-12:30pm) Session #2 – August 22-26, 2007 (9:00am-12 Noon). Summer Camp Director: Albert Britton.

Summer Camp Coaches: Andrew Britton, Emily Rodin and John Massaquoi

Total Income: \$8,750

Total Expenses: \$4,410

Net Income: \$4,340

2. 2007 Summer Football Passing League – Sessions (six weeks), June 20, 2007 through July 25, 2007 (5:00pm – 9:00pm). Camp Directors: Gene Engle and Kevin Duncan. Other workers as needed: David Canalas, Don Gereaux, Matt Kirk and Tim Hyde

Total Income:	\$1,400
Total Expenses:	\$1,400
Net Income	\$ -0-

3. 2007 Spring Girl’s High School Basketball League – April 25, 2007 through May 30, 2007 (Wednesday nights). Camp Director: Steve Shaw. Basketball Officials: Bradley Bob, Tyrone Easton, Paul Just, Michael Lyles, Shaun Cruise, Dimitri Upshaw and Tracy England

Total Income:	\$2,200
Total Expenses:	\$1,806
Net Income	\$ 394

4. 2007 Summer Baseball Camp – Six Sessions: June 25-29, July 9-13, July 16-20, July 23-27, 2007, August 6-10, August 13-17, 2007. Camp Director: Nate Fernley. Summer Camp Coaches: Bob Fernley and Michael Acosta. Athletic Aides will be hired as required.

Total Income:	\$29,400
Total Expenses:	\$18,176
Net Income	\$11,224

5. 2007 Summer Youth Swim Program – Four Sessions: June 11-21, June 25-July 5, July 9 – 19, and July 23 – August 2, 2007. Camp Director: Corey Stanbury. Secretarial Assistant: Carolyn Biedler. Assistant Coaches will be hired as required.

Total Income:	\$43,875.00
Total Expenses:	\$26,620.50
Net Income	\$17,254.50

D. COMMUNITY EDUCATION – SPRING 2007

It is recommended that the Board approve the following change in instructor for Spring 2007:

March 2, 2007	Event Planning 1: An Overview	Jeff Curry	JoAnn Angeli
March 8, 2007	Event Planning 2: Administration, Goals and Outcomes	Jeff Curry	JoAnn Angeli
March 15, 2007	Event Planning 3: Contracts, Negotiations, and Forms	Jeff Curry	JoAnn Angeli
March 22, 2007	Event Planning 4: Budgeting and Funding	Jeff Curry	JoAnn Angeli
March 29, 2007	Event Planning 5: Organizing & Working with Committees	Jeff Curry	JoAnn Angeli
April 5, 2007	Event Planning 6: Marketing, Showtime & Debriefing	Jeff Curry	Joann Angeli

E. OFF-SITE PLANNING SUMMIT – EL CAMINO COLLEGE

It is recommended that the Board approve a Planning Summit for El Camino College management, faculty and staff, April 18, 2007, 7:30am -5:00pm and April 19, 2007, 7:30am-4:30pm at the Salvation Army Training Center at Crestmont College, Rancho Palos Verdes, California. Conference expenses in the amount of \$4,050 for rental, lunch and refreshments will be paid from the District's Other Conferences Account.

List of Participants: Miriam Alario, Francisco Arce, Ashley Bachmann, Daniel Berney, Rocky Bonura Don Brown, Ora Bryant, Jan Caldwell, Carolee Casper, Cindy Constantino, Keith Curry Michael D'Amico, Susan Dever, Matt Ebiner, Janice Ely, Mattie Eskridge, Thomas M. Fallo, CeCe Fuentes, Ann Garten, Hilda Gayton, Doris Givens, Christina Gold, Don Goldberg, Irene Graff Melanie Graves, Alice Grigsby, Stacy Higa, Hiram Hironaka, Bruce Hoerning, Saad Husain, Judy Kasabian, Tom Lew, Dean Lofgren, Jimmy Macareno, Luis Mancia, Peter Marcoux, Danielle Marquez, Jeffrey Marsee, John Means, Leo Middleton, Quajuana Miller, Bo Morton, Cynthia Mosqueda, Bill Mulrooney, Rodney Murray, Jeanine Nishime, David Nordel, James Noyes Teresa Palos, Saul Panski, Dipte Patel, Harnish Patel, Barbara Perez, Pete Peterson, Susan Pickens, Jimmy Quiroz, Virginia Rapp, Dawn Reid, Tyler Robbins, Stephanie Rodriguez, John Ruggerrillo, Ruth Sanchez, Leni Sequitin, Cheryl Shenefield, Angela Simon, Luukia Smith, Regina Smith, Arvid Spor, Claudia Striepe, Lori Suekawa, Susan Taylor, Harold Tyler, Evelyn Uyemura, David Vakil, Marcia Wade, John Wagstaff, Satish Warriar, Ron Way, Lance Widman, Janet Young

**Agenda for the El Camino Community College District Board of Trustees
from
Administrative Services
Jeff Marsee, Vice President**

	<u>Page No.</u>
A. Contracts Under \$69,000	48
B. Contract Amendment – Professional Personnel Leasing, Inc. (PPL)	50
C. Contracts \$69,000 or Higher	50
D. Amend Resolution 2003-02 Bond Oversight Committee Bylaws	51
E. Purchase Orders and Blanket Purchase Orders	52

Administrative Services

A. CONTRACTS UNDER \$69,000

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 his authorized designee, has executed the necessary documents.

1. ADMINISTRATIVE SERVICES - Accounting Office

Contractor	Dates of Service	Contract Amount
Los Angeles County Office of Education (LACOE)	7/1/06-6/30/09	Expense: \$11,856

LACOE shall provide the District with licensed PC products for PeopleSoft and Human Resources System (HRS) so that the District can download information from these systems to District personal computers (PCs).

2. STUDENT AND COMMUNITY ADVANCEMENT

COMMUNITY ADVANCEMENT DIVISION

The Community Advancement Division provides contract training to private industry consistent with the California State Education Department's emphasis on economic development.

The Center for Applied Competitive Technologies (CACT) helps to advance the State's economic growth and global competitiveness through technology education, manufacturing training and services that contribute to continuous workforce development.

Contractor	Dates of Service	Contract Amount
a. Teledyne Micro-electronics	03/5/07-06/30/07	Income: \$7,700 Expense: <u>(6,250)</u> Net: <u>\$1,450</u>

Under State Contract #ET07-0231, The CACT will provide 40 hours of Lean Training for ten (10) employees.

Workplace Learning Resource Center (WpLRC) provides targeted job skills training and retraining to assist businesses and individuals in their efforts to remain competitive in the global market.

Contractor	Dates of Service	Contract Amount
b. American Apparel	8/9/06-6/30/07	Income: \$37,808 Expense: <u>(20,000)</u> Net: <u>\$17,808</u>

Under State Contract #ET06-0122, the WpLRC will provide 40 hours of Continuous Improvement Training for sixty-eight (68) employees.

c. American Apparel	10/18/06-6/30/07	Income:	\$47,260
		Expense:	<u>(25,000)</u>
		Net:	<u>\$22,260</u>

Under State Contract #ET06-0122, the WpLRC will provide 40 hours of Continuous Improvement Training for sixty-eighty (85) employees.

d. American Apparel	1/1/07-6/30/07	Income:	\$37,808
		Expense:	<u>(20,000)</u>
		Net:	<u>\$17,808</u>

Under State Contract #ET07-0122, The WpLRC will provide 40 hours of Continuous Improvement Training for sixty-eight (68) employees.

e. American Apparel	3/14/07-6/30/07	Income:	\$26,168
		Expense:	<u>(16,000)</u>
		Net:	<u>\$10,168</u>

Under State Contract #ET07-0231, The WpLRC will provide 40 hours of Continuous Improvement Training for sixty-eight (68) employees.

**3. COUNSELING DIVISION -
EOPS/CalWORKs/CARE Department**

The District receives funds through a grant from the State of California CalWORKs Program to assist welfare recipient students obtain the educational level needed to transition off welfare and ultimately achieve long-term self-sufficiency. These funds enable community colleges to be a full partner in the statewide welfare reform system by requiring colleges to provide the following direct student support services: (1) service coordination; (2) curriculum development and redesign; (3) work-study; (4) subsidized child care; and (5) job development and job placement.

Through affiliate agreements, the CalWORKs Office assists in providing support programs for students who are financially and educationally disadvantaged.

Contractor	Dates of Service
New Life Charters	3/1/07 – 6/30/07

The contractor will provide part-time work activity opportunities to CalWORKS students. CalWORKS funds will be used to provide matching (50%) of hourly wage. This is a categorically funded program.

B. AMENDMENT – PROFESSIONAL PERSONAL LEASING, INC. (PPL)

It is recommended that the Board of Trustees approve the following contacts as amended:

Contractor	Dates of Service	Contract Amount
Professional Personnel Leasing, Incorporated (PPL)	2/6/07– 6/30/07	Cost: \$11,275.27/month Total Cost: \$56,376.35 Board Approved: 2/20/2007

~~The contractor will provide the District with the services of Dr. Neil McCallum as the Interim Dean of Health Sciences. Mr. McCallum will be paid at the rate of \$9,804.58 per month. The District will also pay PPL a monthly service fee of 15%.~~

Professional Personnel Leasing, Inc. (PPL)	2/6/07 – 6/30/07	Cost: \$56,376.35 \$9,805
---	------------------	---

The District shall pay PPL a 15% finder's fee based on the salary of Dr. Neil McCallum, Interim Dean of Health Sciences and Athletics. The recommendation is that Dr. McCallum's status is to be changed from consultant to employee, effective February 6, 2007. (see Human Resources agenda item) This action will pay for the placement of Dr. McCallum while changing his employee status.

C. CONTRACTS \$69,000 OR HIGHER

It is requested that the Board of Trustees approve the following contract changes as shown:

Contractor	Dates of Service	Contract Amount
1. Deborah Imonti	7/1/06-6/30/07	NTE: * \$80,000 \$90,000 Board Approved: 6/19/2006

The contractor will develop, market and monitor contract training contracts, including State of California Employment Training and Panel (ETP) contracts with companies doing business with the El Camino College Business Training Center. The contractor will coordinate training taking place at various companies and will also generate on-going reports to the State regarding the progress and completion of ETP contracts. The increase reflects a change in the scope of the contract due to substantial additions to the original ETP contract amount.

* Item corrected during Board meeting

Contractor	Dates of Service	Contract Amount
2. Title V Cooperative Grant – Santa Monica College	10/01/06 – 9/30/2007 9/30/2011	Grant: \$1.5 M @ \$300,000/year Board Approved: 2/20/2007

Santa Monica College is sub-contracting with El Camino Community College District for the Title V Cooperative Grant. The contract is for five years. El Camino College will use the funds to improve students’ mathematics skills, improve supplemental instruction, and create a pre-collegiate level math center.

~~**The Career Placement Services (CPS) Office provides employment services to students, alumni, faculty, and staff by coordinating job searches and interviews with prospective employers. This program, funded through Joint Powers Agreement No. 83-100 between various cities in the South Bay Service Delivery area, provides employment training services under the Workforce Investment Act of 1998 (SBWIA).~~

Contractor	Dates of Service	Contract Amount
3. Honeywell Engines, Systems, Services	3/20/07 – 3/2008	Income: \$20,944 Expense: TBD

~~The contractor will provide lab training experience in engine systems and services for designated ECC students. The college will bill 23% or as otherwise stated on the contractor’s purchase order for administrative charges.~~

~~** Item pulled from Board agenda and no substitutions were made.~~

D. AMEND RESOLUTION 2003-02 BOND OVERSIGHT COMMITTEE BYLAWS

It is recommended that the Board amend the following:

5.5 Appointment. Members of the Committee shall be appointed by the Board through the following process: (a) advertise for applications in local newspapers; (b) the Superintendent/President or his designee will review the applications; (c) the Superintendent or his designee will make recommendations to the Board. ~~(d) or by any other process that the Board may establish.~~

At the March 10, 2003, Board meeting, the Trustees added (d) to the appointment section of the Citizens’ Bond Oversight Committee Bylaws. Board members expressed a desire to permit Citizens’ Bond Oversight Committee recommendations by individual Trustees.

In January 2007, El Camino College advertised in the *Daily Breeze* and *Inglewood Today* newspapers for nominations and/or interest for the Business Organization representative and for a representative from Trustee Areas 1, 2 and 3. No applications were received for any of the three positions. The Superintendent/President made a recommendation for an appointee to

serve as the Business Organization representative. At the February 20, 2007, Board meeting the Trustees approved that recommendation. This appointment means that the Citizens' Bond Oversight Committee will now have a seven-person membership as required by Proposition 39.

The seven representatives (as required by Proposition 39) are: one student member, one member active in a business organization, one member active in a senior citizens' organization, one member active in a bona-fide taxpayers association, one member active in a support organization for the college – such as a foundation, and two members of the community at-large.

This proposed revision will keep the El Camino Community College District Citizens' Bond Oversight Committee in compliance with Proposition 39. The proposed change will also reduce any future confusion about the appointment process or the status of individual representatives. It eliminates any misunderstanding that individual Trustee appointees have a different status than those members appointed to the individual seats through the process recommended under Proposition 39.

E. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS

It is recommended that all purchase orders and blanket purchase orders be ratified as shown. Purchase orders and blank purchase orders have been separated by fund as follows.

Fund 11	General Fund	Fund 81	Student Organization
Fund 12	General Restricted	Fund 82	Scholarships & Trust
Fund 33	Child Development		
Fund 41	Capital Outlay Projects		
Fund 62	Property & Liability Self Insurance		
Fund 72	Student Representation		
Fund 79	Auxiliary Services		

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
Fund 11	Unrestricted - El Camino			
P0092349	CCCCSSAA	V.P. Academic Affairs	Conferences Mgmt	\$300.00
P0092352	Armstrong Medical Industr	History	Instructional Supplies/Lottery	\$377.24
P0092355	Rose Brand	Ctr for Arts Production Instr	Non-Instruct Supplies	\$522.18
P0092356	CDW-G	Staff Development	Non-Instruct Supplies	\$42.88
P0092358	American Express Travel	First Year Exp Foundation Don	Conferences Mgmt	\$393.57
P0092362	Edwin F. Kalmus and Co.	Ctr for Arts Instr/Admin	Other Rentals	\$268.98
P0092363	Rio Grande	Art Department	Instructional Supplies/Lottery	\$1,125.05
P0092370	West Group Payment Ctr	Human Resources	Publications/ Periodicals	\$48.71
P0092371	Life Media	Human Resources	Multi Media Advertising	\$495.00
P0092373	American Express Travel	Staff Development	Conferences Faculty	\$677.62
P0092376	Casbo	Purchasing and Business Serv	Conferences Mgmt	\$210.00
P0092380	Spectrum Laboratory Prod	Chemistry	Instructional Supplies/Lottery	\$191.06
P0092383	John M. Means	Community Advancement	Dues And Memberships	\$125.00
P0092385	Dell Marketing L. P.	Technical Services	Repairs Parts And Supplies	\$803.97
P0092386	Computerland of Silicon	Technical Services	Repairs Parts And Supplies	\$465.66
P0092387	ACCCA	Community Advancement	Conferences Mgmt	\$395.00
P0092388	Hilton San Francisco Hotel	Community Advancement	Conferences Mgmt	\$280.00
P0092390	Gold Shield Chemical Comp	Life Sciences	Instructional Supplies/Lottery	\$272.62
P0092391	KHL Engineered Packaging	Copy Center	Instructional Supplies/Lottery	\$611.08
P0092393	Mark Hullibarger	Ctr for Arts Production Instr	Center For The Arts Technical	\$270.00
P0092394	Xerox Corporation	Copy Center	Instructional Supplies/Lottery	\$2,382.59
P0092397	Community College Foundat	Staff Development	Conferences Faculty	\$1,750.00
P0092413	American Express Travel	Campus Police Department	In-Service Training	\$303.68
P0092438	Full Compass	Ctr for Arts Production Instr	Non-Instruct Supplies	\$298.86
P0092441	Office Supply Max	Ed & Community Develop	New Equip - Noninstr	\$517.44
P0092442	Cclc/Coa Publications	Presidents Office	Conferences Mgmt	\$100.00
P0092443	BUTTE COLLEGE	Admissions/Records Office	Conferences Mgmt	\$50.00
P0092444	Wondernet	Information Technology Services	Non-Instruct Supplies	\$69.13
P0092446	American Express Travel	Community Advancement	Transportation/ Mileage	\$180.80
P0092450	Dell Marketing L. P.	Technical Services	Repairs Parts And Supplies	\$1,074.00
P0092451	Postmaster	Ed & Community Develop	Postage	\$160.00
P0092454	PC Mall Gov Inc.	Internet Assistant Program	Non-Instruct Supplies	\$172.11
P0092456	Fisher Scientific	Life Sciences	Instructional Supplies/Lottery	\$3,164.10
P0092457	Carolina Biological	Life Sciences	Instructional Supplies/Lottery	\$3,749.43
P0092458	VWR Scientific	Life Sciences	Instructional Supplies/Lottery	\$7,540.43
P0092459	Custom Trophy	Div Office Nat Sciences	Non-Instruct Supplies	\$38.97
P0092465	Los Angeles County Depart	Hazmat	Waste Disposal	\$1,044.00
P0092466	Xpressprint	Ed & Community Develop	Multi Media Advertising	\$6,516.26
P0092469	Pacific Coachways	TANF	Non-Instruct Supplies	\$990.00
P0092470	Chronicle of Higher Ed	V.P. Academic Affairs	Publications-Magazines/Lottery	\$82.50
P0092471	European American Music	Ctr for Arts Instr/Admin	Other Rentals	\$518.45
P0092473	California Presenters	Div Office Fine Arts	Dues And Memberships	\$150.00
P0092474	Mass Press	Outreach and School Relations	Non-Instruct Supplies	\$59.48
P0092479	Law Offices of Larry Frie	Compton Center Special Expense	Legal	\$2,700.00
P0092480	Ward's Natural Science	Life Sciences	Instructional Supplies/Lottery	\$3,150.54
P0092481	Science News	Earth Sciences	Publications-Magazines/Lottery	\$54.50
0092484 Smart	Computing Customer	Campus Police Department	Publications/ Periodicals	\$29.00
P0092487	Time Clock Sales and Serv	Human Resources	Other Services And Expenses	\$80.00
P0092488	Valley Forge Press, Inc.	Human Resources	Multi Media Advertising	\$300.00
P0092489	Rotary Club of Torrance	Administrative Services	Conferences Mgmt	\$162.00
P0092490	Metro-Call Inc.	Nursing	Other Rentals	\$156.81
P0092491	Redondo Beach Rotary Club	Administrative Services	Dues And Memberships	\$42.00
P0092492	Mass Press	Counseling Office	Non-Instruct Supplies	\$59.48
P0092493	Verizon Wireless	Health, Safety and Risk Mgmnt	Telephone	\$83.94
P0092494	Verizon Wireless	Health, Safety and Risk Mgmnt	Telephone	\$67.30
P0092503	Enterprise Rent-A-Car	Transfer Center	Transportation	\$75.76
P0092506	Pacific Coachways	Transfer Center	Transportation	\$315.21
P0092508	Scantron Corporation	Administrative Of Justice	Maintenance Contracts	\$497.00

P0092511	Enterprise Rentals	Ctr for Arts Production Instr	Center For The Arts Technical	\$104.00
P0092512	Kater-Crafts Bookbinders	President's Office	Other Services And Expenses	\$346.35
P0092513	Mass Press	Physical Education	Instructional Supplies/Lottery	\$59.48
P0092520	Community College Leag	Division Ofc Student Serv	Other Books	\$22.49
P0092522	Pasco Scientific	Physics	Instructional Supplies/Lottery	\$222.26
P0092528	Mcmaster Carr	Physics	Instructional Supplies/Lottery	\$167.89
P0092529	Xpedx Paper & Graphics	Copy Center	Non-Instruct Supplies	\$2,027.84
P0092530	Office Max	Copy Center	Instructional Supplies/Lottery	\$427.59
P0092531	Time Clock	Facilities/Planning/Services	Non-Instruct Supplies	\$769.92
P0092533	Inglewood Today Magazine	Ed & Community Develop	Multi Media Advertising	\$2,100.00
P0092534	The Green Team	Job Placement	Non-Instruct Supplies	\$348.93
P0092535	AAA Flag & Banner Mfg.	Carpenter Shop	Non-Instruct Supplies	\$81.18
P0092537	Xpedx Paper & Graphics	Human Resources	Other Services And Expenses	\$710.56
P0092538	Hitt Marking Devices	Financial Aid	Non-Instruct Supplies	\$109.18
P0092545	Charles G. Hardy, Inc	Carpenter Shop	Non-Instruct Supplies	\$146.94
P0092546	Golden Pacific Healthcar	Nursing	Instructional Supplies/Lottery	\$263.57
P0092549	Boise Cascade	Warehouse	Inventories, Stores, Prepaid	\$915.80
P0092550	Tracs	Div Office Fine Arts	Dues And Memberships	\$150.00
P0092555	Mouser Electronics	Physics	Instructional Supplies/Lottery	\$109.71
P0092556	Medline Industries, Inc.	Nursing	Instructional Supplies/Lottery	\$1,316.91
P0092572	S & B Food Services	Outreach and School Relat	Non-Instruct Supplies	\$456.03
P0092574	Calmet Services	Utilities	Waste Disposal	\$3,575.00
P0092590	Mass Press	Counseling Office	Non-Instruct Supplies	\$59.48
P0092593	Canon Business Solutio	Fiscal Services	Maintenance Contracts	\$562.61
P0092596	Hitt Marking Devices	Fiscal Services	Non-Instruct Supplies	\$45.83
P0092603	Noel-Levitz Centers, Inc.	Staff Development	Contract Services	\$2,295.00
P0092608	Mid City Mailing Services	Ctr for Arts Promo Public	Multi Media Advertising	\$675.00
P0092609	Torrance Postmaster	Ctr for Arts Promo Public Pr	Multi Media Advertising	\$1,906.23
P0092611	CACCRAO	VP-SCA	Conferences Classified	\$35.00
P0092612	Jacquelyn L. Thompson	Div Office Business	Instructional Supplies/Lottery	\$208.00
P0092619	Bob Lee's Automotive C	Facilities/Planning/Services	Repairs Noninstructional	\$1,161.59
P0092621	American Express Trav	Financial Aid	Travel And Conference	\$800.00
P0092633	CACCRAO	Admissions/Records Office	Conferences Mgmt	\$195.00
P0092640	Data Blocks	Institutional Research 0304	Non-Instruct Supplies	\$432.59
P0092641	Journey Education Mark	Ctr for Arts Promo Public Pr	Multi Media Advertising	\$437.84
P0092650	Association for Institut	Institutional Research 0304	Non-Instruct Supplies	\$124.00
P0092651	Thomson West	Institutional Research 0304	Non-Instruct Supplies	\$48.71
P0092658	Educational Innovations	Physics	Instructional Supplies/Lottery	\$111.13
P0092660	Office Max	Resource Developm./Grant	Non-Instruct Supplies	\$536.31
P0092661	CCCAOE	V.P. Academic Affairs	Conferences Mgmt	\$345.00
P0092662	Appa Publications	Operations	Non-Instruct Supplies	\$147.81
P0092664	4C/SD	Staff Development	Conferences Faculty	\$1,100.00
P0092666	Daily Breeze, the	Purchasing and Business Se	Multi Media dvertising	\$228.60
P0092669	Southern California Train	Fire Academy/Emergency	Dues And Memberships	\$40.00
P0092670	Cash Register Systems	Fiscal Services	New Equipment-Noninstruc	\$703.63
P0092671	CFTDA	Fire Academy/Emergency	Dues And Memberships	\$25.00
P0092672	Minolta Leasing	Fiscal Services	Non-Instruct Supplies	\$47.64
P0092674	VWR Scientific	Chemistry	Instructional Supplies/Lottery	\$552.10
P0092678	Spectrum Laboratory	Chemistry	Instructional Supplies/Lottery	\$181.60
P0092679	Cole Parmer Instrument	Chemistry	Instructional Supplies/Lottery	\$174.01
P0092680	ACTT	Testing Center	Non-Instruct Supplies	\$566.25
P0092684	CAPP Associates	Testing Center	Non-Instruct Supplies	\$178.26
P0092686	Midwest Library Service	Div Office Instr. Services	Library Books	\$417.47
P0092687	Thomson West	Div Office Instr. Services	Library Books	\$290.11
P0092688	Barrett Robinson	Div Office Instr. Services	Instructional Supplies/Lottery	\$48.71
P0092689	Highsmith Company Inc.	Div Office Instr. Services	Instructional Supplies/Lottery	\$47.97
P0092690	University Products	Div Office Instr. Services	Instructional Supplies/Lottery	\$25.40
P0092691	Cinnabar Press	Film Rental	Instructional Supplies/Lottery	\$270.63
P0092697	Magna Publications, Inc.	Staff Development	Non-Instruct Supplies	\$239.00
P0092703	Xerox Corporation	Copy Center	Instructional Supplies/Lottery	\$955.25
P0092705	Boise Cascade	Warehouse	Inventories, Stores, Prepaid	\$1,221.06
P0092706	Bruce E. Hoerning	Facilities/Planning/Services	Repairs Noninstructional	\$90.00
P0092708	Torrance Postmaster	Ctr for Arts Promo Public P	Multi Media Advertising	\$1,906.23
P0092709	Mid City Mailing Services	Ctr for Arts Promo Public	Multi Media Advertising	\$675.00

P0092710	Mass Press	Purchasing and Business	Non-Instruct Supplies	\$59.48
P0092711	Francesca C. Bishop	Speech Communication	Other Services And Expenses	\$280.00
P0092713	Logan Mechanical	Automotive Collision Repair/	Repairs - Instructional	\$193.53
P0092714	Printer Works, the	Technical Services	Repairs Parts And Supplies	\$1,367.40
P0092716	KUSC Fm 91.5	Ctr for Arts Promo Public	Multi Media Advertising	\$4,000.00
P0092717	Full Compass	Ctr for Arts Production Instr	Other Rentals	\$3,171.73
P0092720	Mass Press	Air Conditioning And Refri	Instructional Supplies/Lottery	\$59.48
P0092721	Fisher Scientific	Wellness Center	Instructional Supplies/Lottery	\$151.80
P0092722	Mass Press	Ed & Community Develop	Non-Instruct Supplies	\$118.97
P0092728	Ryugaku Journal, Inc.	International Students	Conferences Mgmt	\$2,435.00
P0092729	Ryugaku Journal, Inc.	International Students	Multi Media Advertising	\$1,800.00
P0092730	American Express Tra	Information Technology Serv	Transportation/ Mileage	\$280.28
P0092735	American Express Tra	Community Advancement	Transportation/ Mileage	\$120.00
P0092738	Supreme Audio	Physical Education	Instructional Supplies/Lottery	\$456.09

Fund 11 Total: 136

\$95,597.83

Fund 12 Restricted - El Camino

P0092350	Omnitron Electronics	Career Technical Education	New Equipment - Instructional	\$1,177.41
P0092351	Electronix Express	Career Technical Education	New Equipment - Instructional	\$837.52
P0092353	Franklin Covey	EOPS	Non-Instruct Supplies	\$34.32
P0092354	Mass Press	EOPS	Non-Instruct Supplies	\$59.48
P0092357	S & B Food Services	EOPS CARE	Non-Instruct Supplies	\$1,848.75
P0092359	Cables N Mor	Title V ECC/SMC Activity	Non-Instruct Supplies	\$57.96
P0092360	South Bay Economic De	JDIF/Work Ready Cert. Prog	Other Services And Expenses	\$4,216.66
P0092372	Plato Learning	VP AA	Computer Software Account	\$3,294.59
P0092381	Destyn M. LaPorte	El Camino Language Arts	Field Trip Expense	\$112.00
P0092382	Paper Direct	El Camino Language Arts	Non-Instruct Supplies	\$71.63
P0092384	Mass Press	El Camino Language Arts ECLA	Printing	\$59
P0092389	Dell Computer Corp	Community Advancement	Non-Instruct Supplies	\$548.83
P0092395	Cavanaugh & Associates	Parking-Student Permits	In-Service Training	\$850.00
P0092396	CPOA	Parking-Student Permits	Conferences Mgmt	\$157.00
P0092406	Zarc International	Parking-Student Permits	Non-Instruct Supplies	\$518.11
P0092412	Msc Industrial Supply	Parking-Student Permits	New Equipment - Noninstruc	\$214.80
P0092414	Webtrends Corporation	VP AA	Computer Software Account	\$740.00
P0092439	Mark A. Buchanan	SBDC Program Income	Contract Services	\$350.00
P0092440	A-1 Office Plus	DSPS	Instructional Supplies/Lottery	\$48.71
P0092445	E.C.C. Industry & Tech	(STCW) Standards for Train	Non-Instruct Supplies	\$777.00
P0092447	Clarion Hotel/The Palmer	High School Globalization	Conferences	\$427.76
P0092448	Mercer County Commu	High School Globalization	Conferences	\$450.00
P0092449	Geralin Clark	Project Reach	Instructional Supplies/Lottery	\$75.78
P0092452	Copy R Office Solutions	Careers in Child Care Tra	Copiers	\$885.38
P0092472	Jesse O. Smith	Faculty & Staff Diversity Ca	Contract Services	\$400.00
P0092475	Ace Party Rents	SBDC Program Income	Contract Services	\$392.44
P0092476	Jet Propulsion Laboratory	Aerospace Export IDRC	Conferences Mgmt	\$130.00
P0092477	American Express Trav	High School Globalization	Transportation/ Mileage	\$170.80
P0092478	Casa Maria's Illuzionz	SBDC Program Income	Contract Services	\$1,401.84
P0092482	Haymarket Media, Inc.	Health Services	Other Books	\$79.00
P0092483	Torrance Chamber	Community Advancement	Other Services And Expenses	\$600.00
P0092485	Inglewood Airport Area	Community Advancement	Other Services And Expenses	\$600.00
P0092486	Pacific Coachways	Faculty & Staff Diversity	Transportation	\$3,960.00
P0092498	Wardjet, Inc.	Career Technical Education	New Equipment - Instructional	\$32,200.00
P0092499	Baker Furnace, Inc.	Career Technical Education	New Equipment - Instructional	\$4,971.92
P0092500	LEGO Education	Career Technical Education	New Equipment - Instructional	\$4,059.38
P0092501	MB Electronics	Career Technical Education	New Equipment - Instructional	\$912.82
P0092502	Parallax, Inc	Career Technical Education	New Equipment - Instructional	\$1,977.85
P0092507	Dell Marketing L. P.	Matriculation	New Computer Equipment-Non	\$3,884.02
P0092510	Coursey Enterprises, Inc.	Renov for Cap Bldg for Nrs	New Equipment - Instructional	\$122.60
P0092514	Pocket Nurse	Renov for Cap Bldg for Nrs	New Equipment - Instructional	\$1,096.36
P0092515	Pocket Nurse	Renov for Cap Bldg for Nrs	New Equipment - Instructional	\$1,174.00
P0092517	Pocket Nurse	Renov for Cap Bldg for Nrs	New Equipment - Instructional	\$60.28
P0092519	America's Software Corp.	Renov for Cap Bldg for Nrs	New Equipment - Instructional	\$2,519.00
P0092521	National Women's His	Faculty & Staff Diversity	Non-Instruct Supplies	\$90.88

P0092524	John J. Hunter	Faculty & Staff Diversity r	Contract Services	\$550.00
P0092525	American Express Tra	Career Technical Education	Conferences Other	\$185.68
P0092532	Mcmaster Carr	MESA Program	Site Improvements	\$397.14
P0092540	Mass Press	EOPS	Non-Instruct Supplies	\$118.96
P0092541	Board of Governors Calif	EOPS	Conferences Mgmt	\$225.00
P0092547	Judith Norton	CACT/BEST	Non-Instruct Supplies	\$388.34
P0092548	Konica Minolta Business	WPLRC State Leadership Gr	Non-Instruct Supplies	\$47.64
P0092552	LRP Publications	DSPS	Publications-Magazines/Lottery	\$32.24
P0092553	Conseulo Zandate	Career & Tech Ed	Non-Instruct Supplies	\$20.52
P0092554	Idania Reyes	Women in Ind. & Tech.	Non-Instruct Supplies	\$81.83
P0092557	Apple Computer, Inc.	Career Technical Education	New Equipment - Instructional	\$3,340.90
P0092558	Dell Marketing L. P.	Career Technical Education	New Equipment - Instructional	\$1,941.96
P0092560	PC Mall Gov Inc.	Career Technical Education	New Equipment - Instructional	\$756.08
P0092561	Computerland of Silicon	Career Technical Education	New Equipment - Instructional	\$483.65
P0092562	R & D Printing	Women in Ind. & Tech.	Reproduction - Noninstructional	\$754.50
P0092569	Board of Governors Cal	DSPS	Conferences Mgmt	\$225.00
P0092598	Little Company of Mary	Parking-Student Permits	Other Services And Expenses	\$94.00
P0092600	Pacific Coachways	El Camino Language Arts EC	Student Transportation Rental	\$450.00
P0092601	E.C.C.C.D. Community	EOPS CARE	Non-Instruct Supplies	\$159.00
P0092606	Armstrong Medical Indust	Renov for Cap Bldg for Nrsi	New Equipment - Instructional	\$215.54
P0092614	Whittemore Enterprises,	Renov for Cap Bldg for Nrs	New Equipment - Instructional	\$393.88
P0092615	American Express Tra	CalWORKs	Conferences Other	\$119.68
P0092616	Pocket Nurse	Renov for Cap Bldg for Nrs	New Equipment - Instructional	\$133.55
P0092617	S & B Food Services	Community Advancement	Conferences Mgmt	\$415.97
P0092618	S & B Food Services	CalWORKs	Non-Instruct Supplies	\$1,331.10
P0092622	Discount School Supply	CCAccessMeansParent	Instructional Supplies/Lottery	\$648.68
P0092624	Ultramax Ammunition	Parking-Student Permits	Non-Instruct Supplies	\$1,145.00
P0092625	American Express Trav	Careers in Child Care Trai	Conferences Faculty	\$991.76
P0092626	Caeyc Conference Regis	Careers in Child Care Train	Conferences Faculty	\$1,485.00
P0092627	Fairmont Hotels & Resort	Careers in Child Care Train	Conferences Faculty	\$2,399.10
P0092628	Mass Press	CalWORKs	Non-Instruct Supplies	\$59.48
P0092629	Western Center on Law	EOPS CARE	Other Books	\$4,000.00
P0092630	Rcuh #1324	WRIEC Year 2 (Formerly RIT	Conferences Mgmt	\$275.00
P0092631	Alldata	VP AA	Computer Software Account	\$1,055.44
P0092632	Ismael Nuno	Community Advancement	Other Services And Expenses	\$100.00
P0092634	Vladimir Ochoa	Community Advancement	Other Services And Expenses	\$100.00
P0092635	Kenneth O. Gaines	Community Advancement	Other Services And Expenses	\$210.00
P0092637	South Bay Economic De	Community Advancement	Conferences Mgmt	\$500.00
P0092638	Computerland of Silicon	WPLRC PIC Aerospace	Other Books	\$210.85
P0092639	Palo Alto Software	WPLRC PIC Aerospace	Other Books	\$83.22
P0092642	Luis Bravo	Community Advancement	Other Services And Expenses	\$100.00
P0092643	Bryne Palmer	Community Advancement	Other Services And Expenses	\$50.00
P0092644	Eileen Tom	Community Advancement	Other Services And Expenses	\$100.00
P0092645	Donte Williams	Community Advancement	Other Services And Expenses	\$50.00
P0092646	Miguel Delgado	Community Advancement	Other Services And Expenses	\$50.00
P0092647	Joselyn Bailey	Community Advancement	Other Services And Expenses	\$50.00
P0092648	Graciela Vasquez	Community Advancement	Other Services And Expenses	\$100.00
P0092649	Ted Burnett	Community Advancement	Other Services And Expenses	\$50.00
P0092652	American Express Trav	Career Technical Education	Conferences Other	\$132.30
P0092653	CDW-G	WPLRC State Leadership G	New Equipment - Noninstruc	\$418.88
P0092654	American Express Trav	Career Technical Education	Conferences Other	\$118.80
P0092655	American Express Trav	Career Technical Education	Conferences Other	\$132.30
P0092659	Sidedoor Studio, The	El Camino Language Arts	Multi Media Advertising	\$135.00
P0092667	S & B Food Services	Staff Diversity	Non-Instruct Supplies	\$3,273.75
P0092668	Life Assist Inc.	Parking-Student Permits	Non-Instruct Supplies	\$337.80
P0092673	Ron's Floorcoverings	Fire Tech Donations & Svc	Instructional Supplies/Lottery	\$4,064.00
P0092675	Omnitron Electronics	VATEA I&T	Instructional Supplies/Lottery	\$888.34
P0092676	You Do It Electronics Ctr	VATEA I&T	Instructional Supplies/Lottery	\$770.43
P0092677	Sims Welding Supply	VATEA I&T	Instructional Supplies/Lottery	\$2,427.83
P0092681	Ronald W. Way	Adv Aerospace Manuf Educ	Travel And Conference	\$206.00
P0092683	Airgas	I&T Division	New Equipmen-Instr.	\$869.14
P0092693	S & B Food Services	DSPS	Instructional Supplies/Lottery	\$23.88
P0092694	Computerland of Silicon	Title V - SMCC - Math Tran	Liability Self Insurance	\$844.35
P0092695	Mackichan Software, Inc.	Title V - SMCC - Math Transf	Liability Self Insurance	\$2,588.00

P0092696	American Express Travel	Career Technical Education	Conferences Other	\$162.03
P0092719	C & H Distributors	Career Technical Education	New Equipment - Instructional	\$3,052.33
P0092724	Allied Refrigeration	Career Technical Education	New Equipment - Instructional	\$6,002.20
P0092725	Women in Non Tradition	CSA WIRED - CACT	Conferences Other	\$2,000.00
P0092727	Matisse Catering	JDIF/Work Ready Cert. Prog	Conferences Mgmt	\$500.00
P0092731	Marriott Manhattan Be	Aerospace Conference	Contract Services	\$1,000.00
P0092733	Superfast Copying & Bi	SBDC Program Income	Printing	\$607.28
P0092734	Wilmington Chamber	SBDC Program Income	Dues And Memberships	\$100.00

Fund 12 Total: 117 \$135,946.69

Fund 33 Child Development

P0092369	Best Buy Co., Inc.	CDC Donations	Non-Instruct Supplies	\$458.88
P0092375	Sandra P. DeMos	CDC	Conferences Mgmt	\$40.00
P0092455	Resource Directory	CDC	Conferences Mgmt	\$79.69
P0092536	Toni L. Newman	Child Development Center Lo	Conferences Other	\$40.00
P0092543	Jody M. Jones	CDC	Conferences Other	\$40.00
P0092605	Department of Social Se	CDC	Other Services And Expenses	\$600.00
P0092623	Discount School Supply	CDC Instr Materials	Instructional Supplies/Lottery	\$642.17

Fund 33 Total: 7 \$1,900.74

Fund 41 Capital Outlay

P0092495	Smardan Supply Comp	Replace Drinking Fountains	Non-Instruct Supplies	\$2,146.18
P0092712	National Roofing Consult	Roof Repl Communic Bldg	Maintenance Contracts	\$6,000.00

Fund 41 Total: 2 \$8,146.18

Fund 62 Property & Liability

P0092544	El Camino College	Purchasing and Business Se	Liability - Self Insurance	\$647.50
----------	-------------------	----------------------------	----------------------------	----------

Fund 62 Total: 1 \$647.50

Fund 79 Auxiliary Services

P0092361	HI Corporation	Resp Therapy	Non-Instruct Supplies	\$1,577.75
P0092366	Coastal Sol Enterprises	Health Sciences and Athlet	Non-Instruct Supplies	\$1,232.24
P0092368	HI Corporation	Resp Therapy	Non-Instruct Supplies	\$357.23
P0092392	Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$1,000.00
P0092526	Boyce Forest Products	Fine Arts	Non-Instruct Supplies	\$669.50
P0092527	Applecore Uniforms	Radiologic Tech Donations	Non-Instruct Supplies	\$503.11
P0092542	Danielle Vanderlinden	Fine Arts	Non-Instruct Supplies	\$500.00
P0092610	Cal Western Paint	Fine Arts	Non-Instruct Supplies	\$129.77
P0092636	Dramatic Publishing	Fine Arts	Non-Instruct Supplies	\$79.13
P0092682	JACC Treasurer	Humanities	Non-Instruct Supplies	\$2,850.00
P0092704	Paul Hadobas	Fine Arts	Non-Instruct Supplies	\$600.00

Fund 79 Total: 11 \$9,498.73

Fund 82 Scholarships & Trust/Agency

P0092365	Coastal Sol Enterprises	Health Sciences and Athl	Fundraising	\$1,943.96
P0092374	Provantage	Health Sciences and Ath	Fundraising	\$790.58
P0092571	Buddy's All Stars Inc.	Health Sciences and Ath	Fundraising	\$699.50
P0092573	Days Inn	Health Sciences and Ath	Fundraising	\$1,346.40
P0092575	Colorado Time Systems	Health Sciences and Ath	Fundraising	\$5,190.38
P0092715	SMI Awards	Health Sciences and Athl	Fundraising	\$909.02

Fund 82 Total: 6 \$10,879.84

PO Funds Total: 297 \$360,815.64

Fund 11 Unrestricted - El Camino

B0097803	Logan Mechanical	Automotive Collision Repa	Repairs - Instructional	\$913.34
B0097823	ECCD Petty Cash	Horticulture	Instructional Supplies/Lottery	\$500.00
B0097824	The Salvation Army	Staff Development	Contract Services	\$2,500.00
B0097826	Collegesource, Inc.	Admissions/Records Office	Non-Instruct Supplies	\$803.00
B0097830	The Salvation Army	Planning Summit	Conferences Other	\$1,900.00
B0097833	University Elevator	Facilities/Planning/Services	Repairs Noninstructional	\$14,900.00
B0097835	Allstar Fire Equipment	Fire Academy 06-07	Instructional Supplies/Lottery	\$500.00
B0097836	Firefighter's Safety Cent	Fire Academy 06-07	Instructional Supplies/Lottery	\$200.00
B0097837	Inglewood Bears Autom	Fire Academy 06-07	Repairs - Instructional	\$1,500.00
B0097838	Mcmaster Carr	Air Conditioning And Refriger	Instructional Supplies/Lottery	\$600.00

Fund 11 Total: 10 \$24,316.34

Fund 12 Restricted - El Camino

B0097796	Steven A. Swain	Parking-Student Permits	PSA Contract Services	\$1,950.00
B0097804	Desimone Engineering	Cact CA Employee Training	Contract Services	\$25,000.00
B0097809	E.C.C.C.D. Bookstore	Title V ECC/SMC Activity I	Non-Instruct Supplies	\$250.00
B0097819	Torrance Electronics	Career Technical Education	New Equipment - Instructional	\$400.00
B0097820	Quest Diagnostics	Health Services	Contract Lab Services	\$3,500.00
B0097822	Kwanghwamoon Over	El Camino Language Arts EC	Contract Services	\$250.00
B0097828	E.C.C. Public Information	VTEA Title II Tech Prep	Printing	\$700.00
B0097829	E.C.C. Public Information	Matriculation	Non-Instruct Supplies	\$100.00
B0099185	Nonprofit Navigators	WRIEC Year 2 (Formerly RI	Contract Services	\$6,000.00

Fund 12 Total: 9 \$38,150.00

Fund 41 Capital Outlay

B0099201	Flewelling & Moody	Women's Shwr&Lckr Room	Buildings	\$18,500.00
----------	--------------------	------------------------	-----------	-------------

Fund 41 Total: 1 \$18,500.00

Fund 81 Student Organizations

B0097817	E.C.C. Public Information	Student Affairs	A/P Manual.Gen.	\$100.00
B0097821	E.C.C. Public Information	Student Affairs	A/P Manual.Gen.	\$30.00

Fund 81 Total: 2 \$130.00

BPO Funds Total: 30 \$707,611.34

Grand Total POs and BPOs: 327 \$1,068,426.98

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

	<u>Page No.</u>
A. Category Budgets and Balances.....	60
*B. Contract Amendment – CW Driver Learning Resources Center Addition Project	60
*C. Contract Amendment – CW Driver Humanities Building Replacement Project.....	60
D. Contract Amendment – Flewelling & Moody Bookstore/Cafeteria Renovation.....	61
E. Purchase Orders and Blanket Purchase Orders.....	61

~~* Item pulled from Board agenda and no substitutions were made.~~

Administrative Services – Measure E Bond Fund

A. CATEGORY BUDGETS AND BALANCES

The following table reports Measure E expenditures and commitments through February 28, 2007.

GENERAL OBLIGATION BOND FUND CATEGORIES AND PROJECT SUMMARY

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Additional Classrooms and Modernization (ACM)	\$ 175,871,183	\$ 28,146,652	\$ 36,920,697	\$ 110,803,834
Campus Site Improvements (CSI)	20,413,973	1,568,220	534,338	18,311,415
Energy Efficiency Improvements (EEI)	3,033,653	1,377,915	327,155	1,328,584
Health and Safety Improvements (HSI)	138,808,747	10,993,968	11,066,662	116,748,117
Information Technology and Equipment (ITE)	55,673,268	5,529,967	77,534	50,065,767
Physical Education Facilities Improvements (PEFI)	1,707,049	0.00	0.00	1,707,049
Refunding Income	5,980,713	0.00	0.00	5,980,713
TOTAL	<u>\$ 401,488,586</u>	<u>\$ 47,616,721</u>	<u>\$ 48,926,386</u>	<u>\$ 304,945,479</u>

***B. CONTRACT AMENDMENT - CW DRIVER LEARNING RESOURCES CENTER ADDITION PROJECT**

It is recommended that the Board of Trustees approve increasing the fee amount for the construction management services contract with CW Driver by \$111,851.

At its June 19, 2006 meeting, the Board of Trustees approved entering into a contract in the amount of \$550,000 with CW Driver to perform construction management services for the Learning Resources Center Addition.

A reduced fee was negotiated on the basis that the contractor would also be performing construction management services on the Bookstore/Cafeteria Conversion. Due to delays in the design process the Bookstore/Cafeteria Conversion Project has been delayed and the construction periods will not overlap.

Funding for the cost increase is included in the previously budgeted project contingency amount. The total project budget is unchanged.

* Item pulled from Board agenda and no substitutions were made.

***C. CONTRACT AMENDMENT - CW DRIVER HUMANITIES BUILDING REPLACEMENT PROJECT**

It is recommended that the Board of Trustees approve increasing the fee amount for the construction management services contract with CW Driver by \$223,702.

Administrative Services – Measure E Bond Fund

At its February 22, 2005 meeting, the Board of Trustees approved entering into a contract in the amount of \$1,600,000 with CW Driver to perform construction management services for the Humanities Building Replacement Project.

The fee amount was negotiated based upon an 18 month contract period. The project start was delayed by three months. Two factors caused the delay. Two months of this delay was caused by the extended review period of the Division of the State Architect. The third month’s delay was caused by an extended bid award period.

Funding for the cost increase is included in the previously budgeted project contingency amount. The total project budget is unchanged.

* Item pulled from Board agenda and no substitutions were made.

D. CONTRACT AMENDMENT - FLEWELLING & MOODY BOOKSTORE/CAFETERIA RENOVATION PROJECT

It is recommended that the Board of Trustees approve increasing the fee amount for the architectural services contract with Flewelling & Moody by \$34,000.

At its December 19, 2005, meeting the Board of Trustees approved entering into a contract in the amount of \$587,000 with Flewelling & Moody to provide architectural and engineering design services for the renovation of the Bookstore/Cafeteria Building. The contract amount was increased by \$8,500 at the January 22, 2007 meeting. The increased amount was compensation for the development of options that incorporated a 300 person dining area in the design. The District has chosen to proceed with one of the options.

The current recommended fee increase is compensation for three items; incorporating the chosen dining area option into the construction documents, increasing the scope of work to include needed structural repairs discovered during design and coordination with the construction manager to obtain a revised estimate for the project.

E. 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 that payment be authorized upon delivery and acceptance of the items or services ordered.

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
P0092698	Sims Welding Supply	Industry & Technology	New Equipment – Instructional	\$17,330
P0099176	Sharpshooters	Industry & Technology	New Equipment – Instructional	1,786
P0099177	MSC Industrial Supply	Industry & Technology	New Equipment – Instructional	1,723

Administrative Services – Measure E Bond Fund

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
P0099178	Ted Thorsen, LLC	Industry & Technology	New Equipment – Instructional	348
P0099180	Delphin Computer Supply	Health Sciences & Athletics	New Equipment	905
P0099184	Marcor Remediation, Inc.	Central Plant	Testing & Inspection	4,075
P0099187	Keenan & Associates	Learning Resource Center	Professional Services	14,222
P0099189	Shapely Shadow, Inc.	Industry & Technology	New Equipment – Instructional	5,888
P0099191	Allsteel, Inc.	Temporary Space Relocation	Group I Equipment	404
P0099194	Crenshaw Lumber	Learning Resource Center	Buildings	1,803
P0099195	Degenkolb Engineers	Fire Academy Structure	Architecture & Engineering	6,600
P0099196	J.T. Thorpe & Son, Inc.	Fire Academy Structure	Buildings	13,560
P0099197	Ace Restoration & Waterproofing	Fire Academy Structure	Buildings	18,634
P0099199	Delphin Computer Supply	Industry & Technology	New Equipment – Instructional	819
P0099200	Dell Marketing	Industry & Technology	New Equipment – Instructional	4,180
P0099202	Vector Resources, Inc.	Central Plant	Site Improvements	3,392
P0099203	Vector Resources, Inc.	Humanities Complex	Site Improvements	2,530
B0099179	J.T. Thorpe & Son, Inc.	Fire Academy Structure	Buildings	35,000
B0099181	Vector Resources, Inc.	Learning Resource Center	Professional Services	15,000
B0099182	Maas Companies, LLC	Infrastructure Phase I	Professional Services	517,542
B0099183	Marcor Remediation, Inc.	Learning Resource Center	Testing & Inspection	14,900
B0099186	John R. Byerly, Inc.	Infrastructure Phase I	Testing & Inspection	9,873
B0099192	Ford Graphics	Central Plant	Blue Printing-Construction	12,000
B0099193	Ford Graphics	Infrastructure – Phase I	Blue Printing-Construction	12,000
B0099198	National Roofing Consultants	Art & Behavioral Sciences	Professional Services	10,200
			TOTAL	\$724,714

**Agenda for the El Camino Community College District Board of Trustees
from
Human Resources - Administrative Services**

	<u>Page No.</u>
A. Employment and Personnel Changes.....	64
B. Temporary Non-Classified Service Employees	69
C. Classified Professional Growth.....	72
D. Reinstated Classification Specification for Administrator Position.....	72
E. Eliminated Classification Specification for Administrator Position.....	72
F. Notice and Scheduling of Hearing: Negotiations Between the El Camino Community College District and the Child Development Center Teachers.....	72

A. EMPLOYMENT AND PERSONNEL

It is recommended that the Board ratify/approve the employment and personnel changes for certificated, classified, special service professionals and temporary classified service employees as shown in items 1-33 and 1-14.

Certificated Personnel:

1. Rescind Pre-Retirement Application - Mr. Daniel LaCoe, full-time Counselor, from February 20, 2007 Board action.
2. Retirement – Mr. Daniel LaCoe, full-time Counselor, last day worked December 1, 2007, first day of retirement, January 1, 2008, and that a plaque be prepared and presented to him in recognition of his service to the District since 1982.
3. Retirement – Dr. Katherine Townsend, Director of Nursing, Health Sciences & Athletics, last day worked June 30, 2007, first day of retirement, July 1, 2007 and that a plaque be prepared and presented to her in recognition of her service to the District since June 1964.
4. Resignation – Ms. Karen Forney, full-time instructor of English, Humanities, effective January 13, 2007.
5. Employment – Dr. Neil McCallum, full-time/temporary Interim Dean of Health Sciences & Athletics, Range 16, Step 3, Administrator Salary Schedule, effective February 6 through June 30, 2007.
6. Employment – Ms. Dipte Patel, Director, Special Resource Center, Health Sciences & Athletics, Range 13, Step 1, Administrator Salary Schedule, effective March 1, 2007.
7. Employment – Mr. Douglas Neves, full-time/temporary instructor of Earth Sciences, Natural Sciences, Class V, Step 4, effective February 12 through June 8, 2007.
8. Employment – Ms. Leila Miranda-Lavertu, full-time/temporary instructor of Nursing, Health Sciences & Athletics, Class I, Step 4, effective February 12 through June 30, 2007.
9. Re-employment - Dr. James Schwartz, Interim Dean, Fine Arts, Range 16, Step 5, Administrator Salary Schedule plus an additional \$575 a month to cover medical benefits, effective March 8 through June 30, 2007.
10. Leave of Absence (50% medical) – Ms. Lutchminia Bilici, full-time instructor of Computer Information Systems (CIS), Business, effective February 10 through June 9, 2007.
11. Leave of Absence (100% personal unpaid) – Ms. Allison DeVaney, full-time instructor of Reading, Humanities, effective August 23, 2007 through June 6, 2008.

12. Change in Assignment – Ms. Leslie Back, full-time instructor of Music and 40% Faculty Coordinator to 100% Faculty Coordinator, Fine Arts, effective February 12 through June 30, 2007.
13. Special Assignment – Mr. George Karnazes, part-time instructor of Fire and Emergency Technology, Industry & Technology, to work with Compton Center faculty to improve the instruction in Compton Fire Academy program conducted at the Compton Center Fire Department Training ground, to be paid \$41.74 an hour, not to exceed 145 hours or \$6,053, effective February 10 through June 30, 2007, in accordance with the Agreement, Article X, Section 9(d).
14. Special Assignment – Dr. Jenny Simon, full-time instructor of English as a Second Language (ESL), Humanities, to develop Student Learning Outcomes (SLOs) and assessment program for the college, to be paid \$55.65 an hour, not to exceed 15 hours or \$835, effective February 4 through February 8, 2007, in accordance with the Agreement, Article X, Section 14 (c).
15. Special Assignment – Dr. Tom Storer, full-time instructor of Health Science & Athletics, to review and edit proposed Psych 22, to be paid \$41.74 an hour, not to exceed 5 hours or \$209, effective January 13 through February 9, 2007, in accordance and with the Agreement, Article X, Section 14 (c).
16. Special Assignment - Mr. Mark Lipe, full-time instructor of Health Science & Athletics, to work on curriculum – Sport Psychology, to be paid \$41.74 an hour, not to exceed 2 hours or \$84.00, effective January 13 through February 9, 2007, in accordance with the Agreement, Article X, Section 14(c).
17. Special Assignment – Ms. Susan Tummers, full-time instructor of Mathematics, to conduct professional development sessions on basic skills, to be paid \$55.65 an hour, not to exceed 20 hours or \$1,113, effective March 20 through June 8, 2007, in accordance with the Agreement, Article X, Section 14(c).
18. Special Assignment – Dr. Lars Kjeseth, full-time instructor of Mathematics, to supervise implementation of Math Title V Project, to be paid \$55.65 an hour, not to exceed 60 hours or \$3,339, effective December 16, 2006 through February 9, 2007, in accordance with the Agreement, Article X, Section 14(c).
19. Special Assignment – Mr. Jeffrey Cohen, full-time instructor of Mathematics, to create and implement Math 180 Cohort Activities, to be paid \$55.65 an hour, not to exceed 128 hours or \$7,124, effective February 10 through June 1, 2007, in accordance with the Agreement, Article X, Section 14(c).
20. Special Assignment – Mr. Jeffrey Cohen, full-time instructor of Mathematics, to do preparatory work for coordinating Spring Math 180 Cohort, to be paid \$55.65 an hour, not to exceed 42.5 hours or \$2,366, effective December 16, 2006 through February 9, 2007, in accordance with the Agreement, Article X, Section 14(c).

21. Special Assignment – Ms. Jill Evansizer, full-time instructor of Mathematics, to create and implement Math 180 Cohort Activities, to be paid \$55.65 an hour, not to exceed 85 hours or \$4,731 effective February 10 through June 1, 2007, in accordance with the Agreement, Article X, Section 14(c)
22. Special Assignment – Ms. Van Nguyen, part-time Counselor/Advisor, Student Services, to work in English as a Second Language Counseling and Assessment, to be paid \$41.74 an hour, not to exceed \$6,261, effective March 20 through June 30, 2007, in accordance with the Agreement, Article X, Section 9(m).
23. Special Assignment – Mr. Arkadiy Sheynshteyn, part-time instructor of Mathematics, to train in the collaborative work of the Math 150 Cohort, to be paid \$41.74 an hour, not to exceed 12.5 hours or \$1,774, effective February 10 through June 1, 2007, in accordance with the Agreement, Article X, Section 9(m).
24. Special Assignment – Ms. Tisa Casas, part-time instructor of Human Development, Special Resource Center, to work on career development modules for students with disabilities, to be paid \$41.74 an hour, not to exceed 177 hours or \$7,288, effective March 20 through June 30, 2007, in accordance with the Agreement, Article X, Section 14(a).
25. Special Assignment – Mr. Christopher Stevens, part-time instructor of German, Humanities, to administer credit-by-examination in German, to be paid \$55.65 an hour, not to exceed 8 hours or \$450, effective March 20 through June 30, 2007, in accordance with the Agreement, Article X, Section 20.
26. Special Assignment – Ms. Kim Baily, full-time instructor of Nursing, Health Sciences & Athletics, to assist lead instructor in lecture component of Nursing in the Centinela Freeman Nursing program under Workplace Learning Resource Center, to be paid \$55.65 an hour, not to exceed 27 hours or \$1,500, effective February 1 through June 30, 2007, in accordance with the Agreement, Article X, Section 14(c).
27. Special Assignment – Ms. Merriel Winfree, full-time instructor of Cosmetology, Industry & Technology, to assist staff and administration on the development, planning and implementation of a Cosmetology program at El Camino Compton Educational Center, to be paid \$41.74 an hour, not to exceed 150 hours or \$6,621, effective March 20 through June 30, 2007, in accordance with the Agreement, Article X, Section 7(d).
28. Stipend Assignment – Ms. Tisa Casas, part-time instructor of Human Development, Special Resource Center, Health Sciences & Athletics, to work as train the trainer on Project Reach Out to increase the number of faculty (mentees) who include a service learning component in their 16 week course syllabus, to be paid \$600, effective March 20 through June 30, 2007, in accordance with the Agreement, Article X, Section 14(a).
29. Stipend Assignment- Mr. William Hoanzel, full-time instructor of Special Education, Special Resource Center, to service learning mentee for Project Reach, to be paid \$600, effective March 20 through June 30, 2007, in accordance with the Agreement, Article X, Section 14(a).

30. Re-Employment – Dr. Joseph Georges, part-time instructor of Philosophy, Behavioral & Social Sciences, to work as Faculty Technology Specialist in Learning Resources Unit, to be paid Class II, Step 6, not to exceed \$45,000, effective March 1 through June 30, 2007.

31. Employment - The following part-time/temporary instructors be hired as needed for the Winter 2007 intersession:

Industry & Technology

Vera Bruce, Class II, Step 12

32. Employment - The following part-time/temporary substitute instructors be hired as needed for the Spring 2007 semester:

Natural Science

Rajinder Sidhu

33. Employment - The following part-time/temporary instructors be hired as needed for the Spring 2007 semester

Behavioral & Social Science

Veronica Herrera

Fine Arts

Lee Raby

Health Sciences & Athletics

David Bacon

Guillermina Colunga

Agnes Liclican Salvacion

Patricia Beitel

Humanities

Abram Antler

Eric Takamine

Lisa Edwards

Maria Torres

Pilar Rustad

Industry & Technology

Malinee Silverman

Classified Personnel:

1. Change of Assignment – Mr. James Cummins, from 75% to 100% Staff Interpreter, Range 34, Step D, Special Resource Center/ Health Sciences & Athletics Division, Academic Affairs area, effective March 20, 2007.

2. Change of Assignment – Mr. Brian Krause, from 60% to 100% Program Coordinator, Range 36, Step E, Special Resource Center/ Health Sciences & Athletics Division, Academic Affairs area, effective March 20, 2007.
3. Change in Status - Mr. Michael Van Overbeck, Toolroom/Instructional Equipment Attendant, Range 24, from Step A, to Step C, Industry & Technology Division, Academic Affairs area, effective March 20, 2007.
4. Promotion – Mr. Thomas Brown, Facilities Services Supervisor, Range 25, E, to Assistant Director Facilities Planning & Services, Range 8, Step 2, (Administrative Salary Schedule), Facilities Planning & Services Division, Administrative Services Area, effective April 2, 2007.
5. Promotion - Ms. Sharin K. Nakayama, Lead Interpreter Specialist, Range 38, Step D, to DSPS Support Services Supervisor, Range 27, Step A, (Supervisor Salary Schedule), Special Resource Center/Health Sciences & Athletics Division, Academic Affairs area, effective April 2, 2007.

Special Services Professional

6. Ms. Cristallea Byun – Special Services Professional, Range 8, Step 2, of the Special Services Professional Salary Schedule, not to exceed \$22,881, Community Advancement Division, Student and Community Advancement area, effective April 2, 2006 through June 30, 2007.

Temporary Classified Services Employees

7. Change of Assignment – Ms. Susan McLeod, from Senior Clerical Assistant, Range 24, Step A, to Clerical Assistant, Range 22, Step A, Fine Arts Division, Academic Affairs area, to provide support for extended office hours effective March 1, 2007.
8. Employment – Ms. Willda Bingham, Athletic Trainer, Range 35, Step A, Health Sciences & Division, Academic Affairs area, to work at the Compton Center, effective March 20 through June 30, 2007.
9. Employment – Mr. Eddie Green, Night Custodian, Range 20, Step A, Facilities Planning & Services Division, Administrative Services area, effective March 20, 2007.
10. Employment – Ms. Magdalene Hughes, Accounting Assistant II, Range 27, Step E, Fiscal Services Division, Administrative Services area, to work as needed, effective March 20 through June 30, 2007.
11. Employment – Ms. Beatriz Ramirez, Secretary, Range 26, Step A, Behavioral & Social Sciences Division, Academic Affairs area, to work 40 hours per week, effective March 20, 2007.

12. Employment – Ms. Shirley Snider, Administrative Assistant II, Range 31, Step E, Health Sciences & Athletics Division, Academic Affairs area, effective February 22 through March 7, 2007.
13. Rescind Employment - Mr. Kevin Smith - Dispatch Clerk, Range 25, Step A, Campus Police Division, Administrative Services Area, to work on call as needed, effective January 23 through June 30, 2007.
14. Rescind Employment – Mr. Juan Plascencia, Custodian, Range 20, Step A, Facilities, Planning and Services Division, Administrative Services Area, effective March 1, 2007.

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 1-21.

The following temporary non-classified service employees are hired for the 2006-2007 fiscal year effective March 20, 2007 through June 30, 2007, unless otherwise stated:

1. Kathy Anderson – Teacher’s Assistant I, \$7.50 per hour, Tuesday and Thursday, arrange four (4) hours per week (hours vary), effective February 20, 2007 through June 30, 2007, Special Resource Center (SRC)/Health Sciences & Athletics, Academic Affairs area, to provide accommodations for students with disabilities in accordance with Title 5, Disabled Students’ Programs and Services Regulations.
2. Marvel Broughton – Office Aide I, \$7.50 per hour, Monday through Friday (days vary), arrange five (5) hours per week (hours vary), Reference Desk/Learning Resources, Academic Affairs area, to assist the Learning Resources staff.
3. Marisol Cruz – Paraprofessional, \$13.00 per hour, Monday through Friday (days vary), arrange 32 hours per week (hours vary), Nursing/Health Sciences & Athletics, Academic Affairs area, to assist the nursing department with various projects and office support.
4. Justin Furtado – Teacher’s Assistant IV, \$12.25 per hour, Tuesday, Wednesday, & Thursday, hours vary as needed, Emergency Medical Technology Program (EMT), Industry and Technology, Academic Affairs area, to assist instructor with teaching/testing in the EMT program.
5. Ramon Guizar – Paraprofessional, \$12.00 per hour, Monday through Thursday (days vary), arrange fifteen (15) hours per week (hours vary), Transfer Center/Counseling and Student Services, Student and Community Advancement area, to provide office support for the Transfer Center.
6. Julie Huff-Corallo – Professional II, \$37.00 per hour, Saturday, arrange seven (7) hours per week (hours vary), Music Department/Fine Arts, Academic Affairs area, to provide expertise with the various programs offered by the Southbay Children’s Choir.

7. Christy Johnston – Paraprofessional, \$17.00 per hour, Monday through Thursday, arrange between six to twelve (6-12) hours per week, effective March 21, 2007 through June 30, 2007, Art Department/Fine Arts, Academic Affairs area, to work as a model for the art classes.
8. Rajan Mohan – Tutor VI, \$15.50 per hour, Friday and Saturday, 8:00 a.m. to 2:00 p.m. (hours vary), effective February 24, 2007 through June 30, 2007, Natural Sciences, Academic Affairs area, to provide tutoring services for the Natural Sciences division.
9. Shawn Moore – Paraprofessional, \$15.00 per hour, Monday through Friday (days vary), 7:00 a.m. to 10:30 p.m. (hours vary), Writing Center/Humanities, Academic Affairs area, to assist students with their writing assignments in all phases of the composing process – understanding and responding to the topic, generating ideas, outlining, drafting, revising, and other duties as needed.
10. Jorge Mostacero – Paraprofessional, \$10.00 per hour, Monday through Friday, arrange twenty (20) hours per week (hours vary), effective February 12, 2007 through June 30, 2007, First Year Experience/Enrollment Services, Student and Community Advancement area, to work with selected students to increase knowledge of college requirements, and implementing academic and support programs.
11. Juan Munoz Gatica – Professional I, \$25.00 per hour, arrange four (4) days per week (days vary), arrange up to twenty (20) hours per week (hours vary), Outreach and School Relations/Enrollment Services, Student and Community Advancement area, to assist in the office of outreach and school relations including outreach to the high schools, classroom presentations, campus tours, and other outreach services.
12. Hao Nguyen – Paraprofessional, \$10.00 per hour, Monday, Wednesday, and Friday, arrange twenty (20) hours per week (hours vary), effective February 14, 2007 through June 30, 2007, First Year Experience/Enrollment Services, Student and Community Advancement area, to work with selected students to increase knowledge of college requirements, and implementing academic and support programs.
13. Abiola Olambiwonnu – Paraprofessional, \$15.00 per hour, Monday through Friday (days vary), arrange forty (40) hours per week (hours vary), Distance Learning/Learning Resources, Academic Affairs area, to assist students, faculty, and staff with the various programs offered through the Distance Learning office; maintain and update the website; import/upload student information into the college course management system; and other duties as assigned.
14. Diana Platt – Professional III, \$45.00 per hour, Monday through Saturday (days vary), 8:00 a.m. to 10:00 p.m. (hours vary), effective March 5, 2007 through June 30, 2007, Small Business Development Center (SBDC)/Community Advancement, Student and Community Advancement area, to deliver contracted services for SBDC through one-on-one confidential counseling and training events in the areas of new business start-ups,

marketing and sales, apparel, customer service, business communication, leadership and motivation, and retail in both English and Spanish.

15. Saraswathi Prabhakar – Tutor II, \$8.50 per hour, Monday through Saturday (days vary), arrange ten (10) hours per week (hours vary), Learning Resources, Academic Affairs area, to provide tutoring services in the Learning Resources Center.
16. Sara Ramezan-Arab – Tutor I, \$7.50 per hour, Monday through Saturday (days vary), arrange five (5) hours per week (hours vary), Learning Resources, Academic Affairs area, to provide tutoring services in Learning Resources.
17. Evan Sisson – Teacher’s Assistant III, \$8.25 per hour, Tuesday and Thursday, arrange fifteen (15) hours per week (hours vary), Art Department/Fine Arts, Academic Affairs area, to assist the instructor with the art classes.
18. Yoshiyuki Minamiya – Paraprofessional, \$15.00 per hour, Monday through Friday (days vary), arrange 40 hours per week (hours vary), El Camino Language Academy (ECLA)/Community Advancement, Student and Community Advancement area, to provide clerical support to the ECLA program.
19. The following individuals are to work as Paraprofessional, \$15.00 per hour, Monday through Friday (days vary), hours vary as needed, Special Resource Center (SRC)/Health Sciences & Athletics, Academic Affairs area, to assist with learning disabilities assessment activities.

Suzanne Galen

Jin Ok

20. The following individuals are to work as Paraprofessional, \$15.00 per hour, Monday through Friday (days vary), arrange ten (10) hours per week (hours vary), Transfer Center/Counseling and Student Services, Student and Community Advancement area, to assist the Counseling division staff as needed.

Andrea Eke

Angela Funes

21. The following individuals are to work as Professional III, \$42.00 per hour, Monday through Friday (days vary), arrange fifteen (15) hours per week (hours vary), El Camino Language Academy (ECLA)/Community Advancement, Student and Community Advancement area, to teach Basic, Low, and High Intermediate English as a Second Language (ESL) classes.

Maria Kindweiler

Silvia Ribelles de la Vega

C. CLASSIFIED PROFESSIONAL GROWTH

It is recommended that the Board ratify/approve the attendance of the following classified employees' conference and/or seminar paid from the Classified Professional Growth Fund as listed below:

Chapman University: Spring 2007 Session: Legal Issues in Human Resources, Manhattan Beach, CA - Kahea Kamahale. April 2-June 3, 2007. \$400.00 maximum.

TechNet Workshop: Vista and Office 2007 Deployment Process, Long Beach, CA – David Murphy. April.5, 2007. \$35.00

D. REINSTITUTED CLASSIFICATION SPECIFICATION FOR ADMINISTRATOR POSITION

It is recommended that the Board approve the reinstited classification specification for the Director Institutional Research & Planning as shown on pages 10-12.

E. ELIMINATED CLASSIFICATION SPECIFICATION FOR ADMINISTRATOR POSITION

It is recommended that the Board approve the elimination of the classification specification for the Director of Risk Management which was incorporated in the Director of Business Services position description approved May 2006. The eliminated job description is shown on pages 13-16.

F. NOTICE AND SCHEDULING OF HEARING: NEGOTIATIONS BETWEEN THE EL CAMINO COMMUNITY COLLEGE DISTRICT AND THE CHILD DEVELOPMENT CENTER TEACHERS

It is recommended by the District that the Board of Trustees schedule a public hearing for its meeting on April 16, 2007 to start negotiations between El Camino Community College District and the Child Development Center Teachers for a successor Agreement to the current Agreement which expires on June 30, 2006.

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR – INSTITUTIONAL RESEARCH AND PLANNING

BASIC FUNCTION:

Under the direction of the Vice President-Student ~~and Community Advancement Services~~, plan, coordinate and implement institutional effectiveness projects; coordinate ~~the District's planning efforts~~; design and execute research projects ~~and planning initiatives~~ that inform decision-making, planning, and policy formulation for the District, students, and the programs offered; perform statistical and analytical institutional research; provide technical support to faculty, administrators and staff regarding research design, survey development, and test validation; work in a multi-cultural, diverse student, staff, and community population; supervise and evaluate the performance of assigned personnel; and administer the program budget.

REPRESENTATIVE DUTIES:

Effectively collaborate and communicate with faculty, administrators, and staff to provide research, analysis and reporting of institutional statistics, internal and external administrative reports, student enrollment and profile data, and program review.

Plan, coordinate and implement institutional research projects; design and execute surveys and research projects that will provide information about the District, students, and programs offered for administrative decision-making, institutional reporting and publications.

Assist faculty and administration to evaluate the effectiveness of instructional and non-instructional programs and services and to conduct classroom research.

Assist college staff in the preparation of questionnaires and survey instruments; identify primary institutional, local, State and national demographics, economic trends and other data to be used in research projects, reports, instructional planning and development.

Design, maintain, manipulate and query specialized databases and information systems for research, planning, and institutional accountability.

~~Coordinate activities related to the evaluation and accomplishment of institutional goals stated in the Strategic Plan, and the goals in Program Reviews, the Comprehensive Master Plan and the Accreditation Self Study.~~

Maintain research data warehouse system and an indexed archive of information and reports suitable for responding to surveys, questionnaires, and federal and state data collection or accountability requirements.

~~Coordinate and implement, in cooperation with other staff, the District's strategic and master planning processes and assure the linking of planning to budgeting.~~

~~Facilitate planning sessions with large and small groups.~~

Provide technical and analytical support to administrators, faculty, staff, and committees in research and planning-related activities.

Evaluate and respond to requests originating inside and outside the institution.

Compile, complete and submit local, state and federal reports as required.

Develop and administer the office budget; and train, supervise, and evaluate the performance of assigned staff.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Requires knowledge of and proficiency with:; research theory and methodology; advanced applied statistics; report writing; survey design; personal and client server computer systems; ~~strategic and comprehensive master planning~~; facilitation techniques; and be familiar with State and Federal accountability reporting requirements.

Requires the ability to: plan, organize, conduct and participate in analytical studies; establish and maintain strong working relationships with faculty, administrators, staff and students; facilitate groups and build consensus; analyze and interpret complex data; effectively communicate verbally and in writing; approach problems objectively and present findings, conclusions, and recommendations clearly. Must be able to exercise good judgment, diplomacy, and patience; operate a variety of research and analysis-related computer application programs; meet schedules and timeframes; and apply research theory logically, creatively, and reasonably that will translate into achievable designs in the educational setting.

EDUCATION AND EXPERIENCE:

Master's degree in a specialization involving social science, higher education, social or educational research, psychology or a related field and three years of research experience.

Demonstrate sensitivity and have an understanding of the diverse academic, socioeconomic, cultural, ethnic backgrounds of students and of persons with disabilities.

Demonstrate an understanding of the following in previous positions: the principles of administration, supervision and training; planning and organizing work; accessing information; evaluating programs and personnel; communicating effectively orally and in writing; budgeting and managing funds; departmental needs in the context of the planning, research, and institutional accountability; and working collaboratively with others.

DESIRABLE QUALIFICATIONS:

A Doctorate and relevant experience in an educational setting and three years of demonstrated institutional effectiveness experience including planning and research are preferred.

At least 12 units of upper division or graduate semester units in research design and/or applied statistics is preferred.

An understanding of California Community College and higher educational issues.

Familiarity with computerized database structures and experience extracting data using query/programming languages.

WORKING CONDITIONS:

Office work environment.

Hand and finger dexterity for computer use.

Vision display terminal (VDT) screen.

May have to move from one work area to another as needed.

Attend multiple meetings.

Extended periods of sitting.

Administrator Salary Schedule Range 13

Board Approved: June 27, 2005

Revised and Board Approved: March 20, 2007

~~EL CAMINO COMMUNITY COLLEGE DISTRICT~~

~~CLASS TITLE: DIRECTOR — RISK MANAGEMENT~~

~~BASIC FUNCTION:~~

~~Under the direction of the Director of Human Resources and in a multi-cultural diverse environment, plan, organize, control and direct the risk management programs of the District, including health, safety and loss prevention programs. Manage the District's Worker's Compensation claims; provide short-term and long-term planning and assure compliance with legal codes, laws, policies and procedures including changing requirements of the District; supervise and evaluate the performance of assigned personnel.~~

~~REPRESENTATIVE DUTIES:~~

~~Plan, organize and direct a variety of programs, projects and activities; plan and prepare written policies and programmatic descriptions explaining systematic methods and procedures and assigning responsibilities for reducing the risk of personal injury, death or property damage; communicate with managers and line supervisors regarding safety and health, workers compensation and risk management programs and procedures.~~

~~Provide for safety training and education; select, package and present various hazard related information to assist managers, supervisors, faculty, students and others in accepting, understanding and applying knowledge to their respective activities, duties and responsibilities to create increased safety awareness; develop audio-visual and printed materials and other communication media.~~

~~Manage the District's Worker's Compensation claims; review, direct and coordinate efforts of District personnel and Third Party Administrators to the resolution of claims in the best interest of the parties involved; communicate with physicians, legal counsel, claims examiners and District personnel; review and take appropriate action on claims scheduled on daily file review or unscheduled as required.~~

~~Identify potential hazards; identify and verify various conditions, methods or processes having potential to cause damage or injury to people or property; conduct accident investigation to discover causes of such incidents to prevent reoccurrence; communicate with others regarding suspected hazards; research literature and perform complex hazard identification activity such as hazard analyses or system safety analyses; coordinate the handling, use, storage and disposal of hazardous materials.~~

~~Verify and evaluate hazard controls and assure hazard control measures are performing as designed; conduct physical auditing and testing of methods, devices, equipment and processes; assure program objectives are being achieved; develop recommendations regarding modifications to existing programs.~~

~~Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates.~~

~~Maintain the relevant sections of risk management policy and procedures manual; audit recommendations; draft and revise policies and procedures.~~

~~Prepare for litigated claims; consult attorneys and policy holders; coordinate documents, sign interrogatories and arrange for witness statements, evidence and independent investigations as appropriate. Serve as defense witness; provide defense for the District in small claims court; recommend disposition or settlement claims.~~

~~Respond to complaints including claimed and real exposures; review accident, injury or illnesses and determine causal factors and remedial measures; prepare and compile statistical reports and required data.~~

~~Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.~~

~~Provide technical expertise, information and assistance to administrators and employees regarding assigned functions; assist managers in the education and application of Worker's Compensation laws.~~

~~Administer the District's Rideshare program; prepare analyses for annual mandated trip reduction plan and submit to AQMD; promote ridesharing for employees, coordinate promotional activities and coordinate annual rideshare week and survey week.~~

~~Develop and prepare the annual preliminary budget for assigned programs; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.~~

~~Maintain liaison with risk management and worker's compensation personnel, employee organizations, contractors, federal and State OSHA, EPA, AQMD, fire department and other governmental agencies.~~

~~Operate a computer and other office equipment as assigned.~~

~~Maintain current knowledge of codes, laws and regulations related to risk management, safety, health and Worker's Compensation.~~

~~Attend and conduct a variety of meetings as assigned; participate on assigned committees; and research committee issues as needed.~~

~~Perform related duties as assigned.~~

~~Director Risk Management Continued~~ _____ ~~Page 3~~

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

~~Organization and direction of the District's Risk Management, Health and Safety and Workers' Compensation Programs.~~
~~Administration of safety, health, risk management and loss prevention.~~
~~Principles and techniques of industrial safety and accident prevention.~~
~~Methods and techniques of accident reporting and investigation.~~
~~Equipment, operations and hazards associated with various occupational groups in the District.~~
~~Principles of Worker's Compensation claims handling.~~
~~Budget preparation and control.~~
~~Oral and written communication skills.~~
~~Principles and practices of administration, supervision and training.~~
~~Applicable laws, codes, regulations, policies and procedures.~~
~~Research methods and report writing techniques.~~
~~OSHA, Cal OSHA, EPA, AQMD and local fire department regulations.~~
~~Interpersonal skills using tact, patience and courtesy.~~
~~Operation of a computer and assigned software.~~

ABILITY TO:

~~Plan, organize and administer the District's Risk, Safety and Health, and Workers' Compensation Programs.~~
~~Identify and analyze present and potential risk management and safety problems and hazards.~~
~~Supervise and evaluate the performance of assigned staff.~~
~~Train others in prevention and emergency procedures.~~
~~Present information effectively.~~
~~Analyze claims data, process claims and negotiate settlements.~~
~~Communicate effectively both orally and in writing.~~
~~Interpret, apply and explain rules, regulations, policies and procedures.~~
~~Work effectively and cooperatively with peers, faculty, staff, students and community members from multicultural, diverse backgrounds.~~
~~Operate a computer and assigned office equipment.~~
~~Analyze situations accurately and adopt an effective course of action.~~
~~Meet schedules and time lines.~~
~~Work independently with little direction.~~
~~Plan and organize work.~~
~~Prepare comprehensive narrative and statistical reports.~~
~~Direct the maintenance of a variety of reports and files related to assigned activities.~~

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to: a bachelor's degree in business, risk management, environmental health and safety or related field and five years increasingly responsible experience in risk management, loss prevention, and safety and health programs.~~

~~LICENSES AND OTHER REQUIREMENTS:~~

~~Valid California driver's license.~~

~~Administrator Salary Range 11~~

~~Board Approved: April 12, 1999~~

Agenda for the El Camino Community College District Board of Trustees

From
The Office of the President and Board of Trustees
Thomas M. Fallo, Superintendent/President

- A. Order Biennial Governing Board Election Page 81
- B. Signature Authorization Page 82

A. Order Biennial Governing Board Election

It is recommended that the Board adopt the following resolution ordering the Biennial Governing Board Election.

Order of Election of El Camino Community College District of Los Angeles, County, California

RESOLUTION ORDERING GOVERNING BOARD MEMBER ELECTION

RESOLVED that pursuant to Education Code (EC) Sections 5000-5030, the Los Angeles County Superintendent of Schools (County Superintendent) is hereby ORDERED to call an election for the purpose, and in accordance with the designations contained in the following specifications of the El Camino Community College District Election Order made under the authority of EC Sections 5302, 5304, and 5322.

SPECIFICATIONS OF THE ELECTION ORDER

The election shall be held on Tuesday, November 6, 2007. The polling hours shall be from 7 a.m. to 8 p.m.

The purpose of the election is to submit to the voters of the District the question of whether three members shall be elected to the Governing Board of the El Camino Community College District.

The Los Angeles County Registrar-Recorder/County Clerk (Registrar-Recorder) will perform all the duties incident to the preparation for and holding of the above-mentioned election. The El Camino Community College District will pay the costs of the election. If any agency holds an election on November 6, 2007, the El Camino Community College District shall pay its pro rata share of the costs. The Registrar-Recorder will canvass the returns of the election. All matters pertaining to the conduct of this election shall be under the provisions of the appropriate sections of the Education and Election Codes.

IT IS FURTHER ORDERED that the Clerk of the District is hereby directed to furnish two copies of this order to the County Superintendent not less than 57 days prior to the date set for the election.

The foregoing Resolution and Order was adopted and affirmed by the Governing Board of the El Camino Community College District of Los Angeles County, being the Board authorized by law to make the designations contained therein, by formal votes as follows:

Ayes
Noes
Absent

Clerk of the Governing Board
Thomas M. Fallo

B. Signature Authorization

It is recommended that the Board authorize Jeanie Nishime, Vice President – Student Services; and Thomas Connolly, Interim Director - Accounting to sign 1) “A” and “B” Warrants, 2) Contracts, 3) Purchase Orders, 4) Purchase Orders for the Bookstore, 5) Change Orders, 6) Notices of Employment and Orders for Salary Payments, 7) Revolving Cash Fund, 8) Registration Fund, 9) Cash Management Fund, 10) Trust Funds, 11) Associated Students Bank Account, 12) Bookstore Fund, 13) Small Business Development Center Bank Account, 14) El Camino College Business Office Account, 15) Auxiliary Services Fund, 16) Dental Self-Insurance Fund – Wells Fargo Bank Account, 17) National Direct/Federal Perkins Student Loan/Nursing Loan Billing Service, 18) Computer Loan Revolving Cash Fund – El Camino Community College District, and 19) El Camino College Self-Insurance Account for Property and Liability – Keenan and Associates.