

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, April 16, 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 March 19, 2007, Pages 4-5**
- III. Recognition – El Camino College Chorale  
Dr. Joanna Nachef and Kenner Bailey**
- IV. Public Hearing – Negotiations – El Camino Community College District and the Child Development Center Teachers**
- V. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
  - A. Public Comment
  - B.
    - 1. Academic Affairs  
*See Academic Affairs Agenda,  
Pages 6-19*
    - 2. Student and Community Advancement  
*See Student Services Agenda,  
Pages 20-23*
    - 3. Administrative Services  
*See Administrative Services Agenda, Pages 24-37*
    - 4. *See Measure “E” Bond Fund Agenda,  
Pages 38-42*
    - 5. *See Human Resources Agenda,  
Pages 43-59*
    - 6. Superintendent/President  
*See Superintendent/President Agenda,  
Pages 60-63*
- 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
- B. Personnel Matters, Brown Act Section 54957
  - 1. 1 Case
  - 2. Public Employee Performance Evaluation - President

<p><b>Board of Trustees Meeting Schedule for 2007</b> <b>4:30 p.m. Board Room</b></p>
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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  
Monday, March 19, 2007

The Board of Trustees of the El Camino Community College District met at 4:30 p.m. on Monday, March 19, 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; Dr. Jeff Marsee, Vice President, Administrative Services; and Dr. Doris Givens, Provost, El Camino College Compton Center.

Minutes of the Regular Board Meeting of February 20, 2007

The Minutes of the Regular Board Meeting of February 20, 2007 were approved.

Public Hearing – El Camino Community College District and the El Camino College Federation of Teachers, Local 1388, AFT, AFL-CIO for Contract Negotiations

It was moved by Student Trustee Peters, seconded by Trustee Gen, that a Public Hearing regarding El Camino Community College District and the El Camino College Federation of Teachers, Local 1388, AFT, AFL-CIO for Contract Negotiations be opened at 4:41 p.m. No comments were made. Public Hearing closed at 4:45 p.m.

Consent Agenda

It was moved by Trustee Combs, seconded by Student Trustee Peters, that the Board adopt the items presented on the agenda in the following areas.

Academic Affairs

Center for the Arts Presentations – 2006-2007  
Conference Attendance – Honors Transfer Program  
Conference Attendance – Mathematics, Engineering, Science Achievement (MESA)  
Instructional Field Trip – Spring 2007  
Proposed Curriculum Changes: Effective 2007-2008 Academic Year  
Accreditation Progress Report

Student Services

Student Field Trips  
Student Conferences  
2007 Summer Youth Camps  
Community Education – Spring 2007  
Off-Site Planning Summit – El Camino College

### Administrative Services

Contracts Under \$69,000

Contract Amendment – Professional Personnel Leasing, Inc. (PPL)

Contracts \$69,000 or Higher

Amend Resolution 2003-02 Bond Oversight Committee Bylaws

Purchase Orders and Blanket Purchase Orders

### Measure E Bond Fund

Category Budgets and Balance

~~\*Contract Amendment – CW Driver Learning Resources Center Addition Project~~

~~\*Contract Amendment – CW Driver Humanities Building Replacement Project~~

Contract Amendment – Flewelling & Moody Bookstore/Cafeteria Renovation

Purchase Orders and Blanket Purchase Orders

\* Items pulled from agenda and no substitutions were made.

### Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

Classified Professional Growth

Reinstated Classification Specification for Administrator Position

Eliminated Classification Specification for Administrator Position

Notice and Scheduling of Hearing: Negotiations – El Camino Community College District and the and the Child Development Teachers

### President and Board of Trustees

Order Biennial Governing Board Election

Signature Authorization

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

### Public Comment

Compton Center students Hilda Guyton, Steven Stein, April Alvaro, Rosario Symes, Fred Hernandez and Ignacio Alvarez spoke of facilities at Compton Center.

### Closed Session - Adjournment

Meeting recessed to a closed session at 6:40 p.m. and adjourned at 7:00 p.m.

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Nathaniel Jackson, Secretary of the Board

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Thomas M. Fallo, Secretary to the Board

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

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**Page No.**

A. Instructional Field Trips – Spring 2007 .....7

B. Proposed Curriculum Changes: Effective 2007-2008 Academic Year .....7

## ACADEMIC AFFAIRS

### A. INSTRUCTIONAL FIELD TRIPS – SPRING 2007

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

1. May 11-13 – Professor Jeanne Bellemin – Biology 16 Class, estimated students 18, James Reserve, Idylwild – depart 10:00 a.m. (5/11), return 4:00 p.m. (5/13) – Van transportation.
2. May 12-13 – Mr. James Osborne – Horticulture 44 Class, estimated students 16, James Reserve, Idylwild – depart 9:00 a.m. (5/12), return 12:00 p.m. (5/13) – Van transportation.

### B. PROPOSED CURRICULUM CHANGES: EFFECTIVE 2007-2008 ACADEMIC YEAR

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

#### BEHAVIORAL AND SOCIAL SCIENCES DIVISION

#### CHANGES IN NUMBER, CONDITIONS OF ENROLLMENT (Prerequisite, Corequisite, Recommended Preparation, or Enrollment Limitation), CATALOG DESCRIPTION; COURSE REVIEW

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

1. Child Development ~~46~~ 116 – Creative Art for Young Children  
Prerequisite: Child Development 3 with a minimum grade of C or equivalent or concurrent enrollment  
This course focuses on the principles and methods of planning, presenting, and evaluating creative art experiences for young children ages two to five. ~~The course will emphasize~~ Emphasis will be placed on facilitating creativity, self-expression, and concept and skill development through the use of art media such as paint, clay, collage, chalk, and woodworking. Methods for adapting creative art experiences for children with special needs will be discussed. ~~The~~ This course is designed for teachers in training and teachers in service needing to develop ~~and~~ or refine skills in planning and implementing art curriculum.

##### *Recommendation:*

Child Development 116 – Creative Art for Young Children

Prerequisite: Child Development 3 with a minimum grade of C or equivalent or concurrent enrollment

This course focuses on the principles and methods of planning, presenting, and evaluating creative art experiences for young children ages two to five. Emphasis will be placed on facilitating creativity, self-expression, and concept and skill development through the use

of art media such as paint, clay, collage, chalk, and woodworking. Methods for adapting creative art experiences for children with special needs will be discussed. The course is designed for teachers in training and teachers in service needing to develop or refine skills in planning and implementing art curriculum.

*Current Status/Proposed Change*

2. Child Development ~~18~~ 118 – Science and Math for Young Children

Prerequisite: Child Development 3 with a minimum grade of C or equivalent or concurrent enrollment

This course focuses on the principles and methods of planning, presenting, and evaluating ~~math and science~~ and math experiences for young children ages two to five. ~~The emphasis of this course is to~~ Students will develop ~~strategies to~~ activities that foster ~~the child's~~ children's natural curiosity about ~~the environment~~ scientific and quantity mathematical concepts. ~~through activities that~~ These activities will be designed to encourage exploration, experimentation, problem solving, and discovery ~~through play~~. Methods for adapting science and math experiences for young children with special needs will also be discussed. ~~The~~ This course is designed for teachers in training and teachers in service needing to develop or refine skills in planning and implementing science and math curriculum.

*Recommendation:*

Child Development 118 – Science and Math for Young Children

Prerequisite: Child Development 3 with a minimum grade of C or equivalent or concurrent enrollment

This course focuses on the principles and methods of planning, presenting, and evaluating science and math experiences for young children ages two to five. Students will develop activities that foster children's natural curiosity about scientific and mathematical concepts. These activities will be designed to encourage exploration, experimentation, problem solving, and discovery. Methods for adapting science and math experiences for young children with special needs will also be discussed. This course is designed for teachers in training and teachers in service needing to develop or refine skills in planning and implementing science and math curriculum.

*Current Status/Proposed Change*

3. Child Development ~~19~~ 119 – Language Arts for Young Children

Prerequisite: Child Development 3 with a minimum grade of C or equivalent or concurrent enrollment

This course focuses on the principles and methods of planning, ~~implementing~~ presenting, and evaluating language arts activities for young children ages two to five. Appropriate activities for expressive and receptive language development, such as storytelling, dramatic play, listening, and emergent literacy, will be ~~discussed~~ examined. Methods for adapting language experiences for children with special needs will be discussed. ~~The~~ This course is designed for teachers in ~~service and teachers in~~ training and teachers in service ~~desiring~~ needing to develop ~~and~~ or refine skills in planning and implementing language arts curriculum.



*Recommendation:*

Child Development 119 – Language Arts for Young Children

Prerequisite: Child Development 3 with a minimum grade of C or equivalent or concurrent enrollment

This course focuses on the principles and methods of planning, presenting, and evaluating language arts activities for young children ages two to five. Appropriate activities for expressive and receptive language development, such as storytelling, dramatic play, listening, and emergent literacy, will be examined. Methods for adapting language experiences for children with special needs will be discussed. This course is designed for teachers in training and teachers in service needing to develop or refine skills in planning and implementing language arts curriculum.

**CHANGES IN NUMBER, CONDITIONS OF ENROLLMENT (Prerequisite, Corequisite, Recommended Preparation, or Enrollment Limitation); COURSE REVIEW**

*Current Status/Proposed Change*

1. Child Development ~~117~~ 117 – Music and Movement for Young Children

Prerequisite: Child Development 3 with a minimum grade of C or equivalent or concurrent enrollment

*Recommendation:*

Child Development 117 – Music and Movement for Young Children

Prerequisite: Child Development 3 with a minimum grade of C or equivalent or concurrent enrollment

**CHANGE IN A.A./A.S. DEGREES GENERAL EDUCATION REQUIREMENT; COURSE REVIEW**

1. Psychology 10 – African American Psychology

*Current Status/Proposed Change*

Associate in Arts Degree General Education Pattern – Section A. Area 2. Social and Behavioral Science, C.

Associate in Science Degree General Education Pattern – Section A. Area 2. Social and Behavioral Science, C.

*Recommendation:*

Associate in Arts Degree General Education Pattern – Section A. Area 2. Social and Behavioral Science, C.

Associate in Science Degree General Education Pattern – Section A. Area 2. Social and Behavioral Science, C.

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

### *Current Status/Proposed Change*

#### 1. Women's Studies 1 – ~~An i~~Introduction to Women's Studies

This interdisciplinary course is an ~~interdisciplinary introduction~~ introduces students to the study field of women's studies. ~~It will examine the traditional~~ The history of feminism, feminist thought, and women's studies as an academic discipline will be examined and assessed. The social construction of sex, gender, class, racial and ethnic sexuality, the representation of women in American society, and the role of women in American institutions will be analyzed from theoretical perspectives of various academic disciplines. Feminist perspectives will be utilized to critically analyze race, ethnicity, social constructs class, sexuality, and their impact on women. Through the use of literature, art and film about and age by women, attention will be given to the psychology, image and role of women as they correlate with sex and gender in American society. Consideration will also be given to the development of women's consciousness and culture.

### *Recommendation:*

#### Women's Studies 1 –Introduction to Women's Studies

This interdisciplinary course introduces students to the field of women's studies. The history of feminism, feminist thought, and women's studies as an academic discipline will be examined and assessed. The social construction of sex, gender, and sexuality, the representation of women in American society, and the role of women in American institutions will be analyzed from theoretical perspectives of various academic disciplines. Feminist perspectives will be utilized to critically analyze race, ethnicity, social class, sexuality, and age as they correlate with sex and gender in American society.

## REACTIVATE MAJOR; CHANGE IN MAJOR

#### 1. General Studies

### *Current Status/Proposed Change*

- ~~The student must complete the specific pattern of general education courses as specified in the college catalog or as outlined in the catalog for the year of first enrollment if attendance has been continuous.~~
- ~~Complete at least 18 units of additional courses selected from categories 1 through 4 of the general education pattern. At least one additional course must be selected from each category.~~

18 units selected from Section A – General Education Requirements, Categories 1, 2, 3, and 4.

At least one course must be selected from category 1, 2, 3, and 4.

Total Units: 18

Courses used to satisfy general education requirements cannot be used to meet major requirements.

*Recommendation:*

18 units selected from Section A – General Education Requirements, Categories 1, 2, 3, and 4.

At least one course must be selected from category 1, 2, 3, and 4.

Total Units: 18

Courses used to satisfy general education requirements cannot be used to meet major requirements.

## FINE ARTS DIVISION

### NEW COURSES

1. Music 560 – Woodwind Ensembles for the Older Adult  
Units: 0 Lab: 2 hours (maximum of 36 hours per semester) Faculty Load: 10.00%  
Enrollment Limitation: audition (previous band or orchestra experience or ability to perform music of moderate difficulty on a standard orchestral woodwind instrument)  
Non-Credit  
These ensembles for the older adult rehearse and perform literature written for combinations of woodwinds in choirs of like instruments (all flutes or clarinets or saxophones) and mixed instruments. The ensembles include trios, quartets, quintets, and larger ensembles and may be combined with non-woodwind instruments to complete the instrumentation appropriate to the selected literature. Emphasis is placed on stylistic and historical performance practices, instrumental techniques, and musicianship. Performances are held on campus and in the community.
2. Music 561 – Brass Ensembles for the Older Adult  
Units: 0 Lab: 2 hours (maximum of 36 hours per semester) Faculty Load: 10.00%  
Enrollment Limitation: audition (previous band or orchestra experience or ability to perform music of moderate difficulty on a standard orchestral brass instrument)  
Non-Credit  
These ensembles for the older adult rehearse and perform literature written for combinations of brass instruments. The ensembles include trios, quartets, quintets, and larger ensembles and may be combined with non-brass instruments to complete the instrumentation appropriate to the selected literature. Emphasis is placed on stylistic and historical performance practices, instrumental techniques, and musicianship. Performances are held on campus and in the community.
3. Music 562 – Percussion Ensembles for the Older Adult  
Units: 0 Lab: 2 hours (maximum of 36 hours per semester) Faculty Load: 10.00%  
Enrollment Limitation: audition (previous band or ensemble experience or ability to perform music of moderate difficulty on percussion instruments)  
Non-Credit  
These ensembles for the older adult rehearse and perform literature written for combinations of melody and/or rhythm percussion instruments. The ensembles include quartets, quintets, sextets, and larger ensembles and may be combined with wind or string instruments to complete the instrumentation appropriate to the selected literature.

Emphasis is placed on instrumental techniques, improvisation, and musicianship. Performances are held on campus and in the community.

4. Music 563 – String Ensembles for the Older Adult

Units: 0 Lab: 2 hours (maximum of 36 hours per semester) Faculty Load: 10.00%  
Enrollment Limitation: audition (previous orchestra experience or ability to perform music of moderate difficulty on a standard orchestral string instrument)

Non-Credit

These ensembles for the older adult rehearse and perform literature written for combinations of string instruments. The ensembles include trios, quartets, quintets, and larger ensembles and may be combined with non-string instruments to complete the instrumentation appropriate to the selected literature. Emphasis is placed on stylistic and historical performance practices, instrumental techniques, and musicianship. Performances are held on campus and in the community.

5. Music 567 – Jazz Band for the Older Adult

Units: 0 Lab: 3 hours (maximum of 54 hours per semester) Faculty Load: 15.00%  
Enrollment Limitation: audition (ability to perform music of moderate difficulty on a standard jazz instrument)

Non-Credit

This ensemble for the older adult rehearses and performs traditional and contemporary jazz compositions. The literature includes works by composers such as Basie, Ellington, and Nestico, as well as opportunities for vocal jazz soloists. Emphasis is placed on section development, extended solos, and improvisation. Performances are combined with the Jazz Band or Big Band Jazz and are held on campus and in the community.

6. Music 576 – Clarinet Choir for the Older Adult

Units: 0 Lab: 2 hours (maximum of 36 hours per semester) Faculty Load: 10.00%  
Enrollment Limitation: audition (ability to perform music of moderate difficulty on an instrument of the clarinet family)

Non-Credit

This ensemble for the older adult rehearses and performs literature scored for the balanced clarinet choir. Emphasis is placed on stylistic performance practices, instrumental techniques, and musicianship. Performances are held on campus and in the community.

## HEALTH SCIENCES AND ATHLETICS DIVISION

### CHANGE IN CSU GENERAL EDUCATION REQUIREMENT; COURSE REVIEW

1. Physical Education 2abcd – Walking for Fitness

*Current Status/Proposed Change*

CSU General Education Requirement, Area E – Lifelong Understanding and Self-Development

*Recommendation:*

CSU General Education Requirement, Area E – Lifelong Understanding and Self-Development

## HUMANITIES DIVISION

### CHANGE IN CATALOG DESCRIPTION; COURSE REVIEW

1. Chinese 1 – Elementary Chinese I

*Current Status/Proposed Change*

This beginning course ~~is an introduction to Mandarin Chinese~~, taught within the context of Chinese culture. ~~It will cover comprehension,~~ introduces students to listening, speaking, reading, and writing, ~~as well as a study of grammar, vocabulary and elementary Mandarin Chinese.~~ Students develop pronunciation and speaking skills along with their understanding of spoken Chinese. Audio and video tapes are available to reinforce the language skills students acquire in the classroom.

Note: This course is comparable to two years of high school Chinese.

*Recommendation:*

This beginning course, taught within the context of Chinese culture, introduces students to listening, speaking, reading, and writing elementary Mandarin Chinese. Students develop pronunciation and speaking skills along with their understanding of spoken Chinese. Audio and video tapes are available to reinforce the language skills students acquire in the classroom.

Note: This course is comparable to two years of high school Chinese.

2. Journalism 3ab – Advanced Reporting and News Editing

*Current Status/Proposed Change*

This course will provide students with instruction in interpretive, in-depth and opinion writing, and will incorporate the study of editing principles, style, and design to conform with professional models. Problems of law and libel will be discussed. Students will also be given hands-on instruction in electronic journalism, as well as in computer typesetting and graphics. ~~Class will direct either one edition of or prepare a tabloid insert for the school newspaper.~~

*Recommendation:*

This course will provide students with instruction in interpretive, in-depth, and opinion writing, and will incorporate the study of editing principles, style, and design to conform with professional models. Problems of law and libel will be discussed. Students will also be given hands-on instruction in electronic journalism, as well as in computer typesetting and graphics.

3. Journalism 9abcd – Magazine Editing and Production

*Current Status/Proposed Change*

This course is designed to provide advanced journalism ~~and photography~~ students with experience in writing, editing, and graphic design for small publications, including production of *Warrior Life*, a general interest campus magazine.

*Recommendation:*

This course is designed to provide advanced journalism students with experience in writing, editing, and graphic design for small publications, including production of *Warrior Life*, a general interest campus magazine.

4. Journalism 96abcd – Cooperative Career Education

*Current Status/Proposed Change*

Through a set of learning objectives established by the student, employer, and instructor, each student will work with and learn from experts in the Journalism field. These experiences will enable students to improve job skills, analyze career opportunities and requirements, and compare these to personal potential and expectations.

*Recommendation:*

Through a set of learning objectives established by the student, employer, and instructor, each student will work with and learn from experts in the journalism field. These experiences will enable students to improve job skills, analyze career opportunities and requirements, and compare these to personal potential and expectations.

**CHANGES IN CONDITIONS OF ENROLLMENT (Prerequisite, Corequisite, Recommended Preparation, or Enrollment Limitation), CATALOG DESCRIPTION, IGETC GENERAL EDUCATION REQUIREMENT; COURSE REVIEW**

1. Chinese 2 – Elementary Chinese II

*Current Status/Proposed Change*

~~Recommended Preparation~~ Prerequisite: Chinese 1 or 2 years of high school Chinese with a minimum grade of C or equivalent

~~This course, emphasizes grammar, writing of Chinese characters, and conversation taught within the context of Chinese culture, is a continuation of the study of elementary Mandarin Chinese with an emphasis on listening, speaking, reading, and writing. Students improve their pronunciation and speaking skills along with their understanding of spoken Chinese. Audio and video tapes are available to reinforce the language skills acquired in the classroom.~~

Note: The prerequisite for this course is comparable to two years of high school Chinese.

IGETC General Education Requirement – Area 3. Arts and Humanities, B. Humanities

*Recommendation:*

Prerequisite: Chinese 1 with a minimum grade of C or equivalent

This course, taught within the context of Chinese culture, is a continuation of the study of elementary Mandarin Chinese with an emphasis on listening, speaking, reading, and writing. Students improve their pronunciation and speaking skills along with their understanding of spoken Chinese. Audio and video tapes are available to reinforce the language skills acquired in the classroom.

Note: The prerequisite for this course is comparable to two years of high school Chinese.

IGETC General Education Requirement – Area 3. Arts and Humanities,  
B. Humanities

## INDUSTRY AND TECHNOLOGY DIVISION

### CHANGE IN CERTIFICATE OF COMPETENCE

#### 1. Fire and Emergency Technology

*Current Status/Proposed Change*

A Certificate of Competence will be granted upon completion of the courses in ~~one of the following options~~, Fire and Emergency Technology option, Fire Academy option, or Paramedical Technician option, with a grade average of B ~~or better~~. At least 50% of the courses required for the Certificate of Competence must be completed at El Camino College.

Fire and Emergency Technology Option: Fire and Emergency Technology 1, 2, 5, 6, 9, 10, 20, 140, 141

Total Units: 25

Fire Academy Option:

Fire and Emergency Technology 1, ~~45~~, 140, 141; Fire and Emergency Technology 15 or 115A and 115B; Physical Education 8; ~~3~~ three units from: Fire and Emergency Technology 2, 5, 6, 7, 8, 9, 10, 11, 14, 19, 20

Total Units: 24.5

Paramedical Technician Option:

In order to be eligible for the Paramedical Technician Option, the student must first complete the following requirements:

1. Provide verification of Emergency Medical Technician-1 (EMT-1) certification within the last 12 months;
2. Provide verification of at least 12 months experience as an EMT-1 in a pre-hospital setting;
3. Complete Fire Technology 15 or equivalent; and
4. Furnish proof of rubella immunity; Tuberculosis (TB) test; Hepatitis B vaccine

In addition to the program prerequisites, it is recommended that students be eligible, through assessment or coursework, for English 1A and Mathematics 70.

Required courses: Fire and Emergency Technology 130, 131, 132, 133, 134, 135, 136, 137, 138, 139

Recommended Electives: Anatomy 30 and any college chemistry course with a laboratory

Total Units: 33

*Recommendation:*

A Certificate of Competence will be granted upon completion of the courses in the Fire and Emergency Technology option, Fire Academy option, or Paramedical Technician option 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.

Fire and Emergency Technology Option: Fire and Emergency Technology 1, 2, 5, 6, 9, 10, 20, 140, 141

Total Units: 25

Fire Academy Option:

Fire and Emergency Technology 1, 140, 141; Fire and Emergency Technology 15 or 115A and 115B; Physical Education 8; three units from: Fire and Emergency Technology 2, 5, 6, 7, 8, 9, 10, 11, 14, 19, 20

Total Units: 24.5

Paramedical Technician Option:

In order to be eligible for the Paramedical Technician Option, the student must first complete the following requirements:

1. Provide verification of Emergency Medical Technician-1 (EMT-1) certification within the last 12 months;
  2. Provide verification of at least 12 months experience as an EMT-1 in a pre-hospital setting;
  3. Complete Fire Technology 15 or equivalent; and
  4. Furnish proof of rubella immunity; Tuberculosis (TB) test; Hepatitis B vaccine
- In addition to the program prerequisites, it is recommended that students be eligible, through assessment or coursework, for English 1A and Mathematics 70.

Required courses: Fire and Emergency Technology 130, 131, 132, 133, 134, 135, 136, 137, 138, 139

Recommended Electives: Anatomy 30 and any college chemistry course with a laboratory

Total Units: 33

## **CHANGE IN CERTIFICATE OF COMPLETION**

1. Fire and Emergency Technology

*Current Status/Proposed Change*

A Certificate of Completion will be granted upon completion of the courses in ~~one of the following options~~, Fire and Emergency Technology option, Fire Academy option, or Paramedical Technician option, 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.

Fire and Emergency Technology Option: Fire and Emergency Technology 1, 2, 5, 6, 9, 10, 20, 140, 141  
Total Units: 25

Fire Academy Option:  
Fire and Emergency Technology 1, ~~45~~, 140, 141; Fire and Emergency Technology 15 or 115A and 115B; Physical Education 8; ~~3~~ three units from: Fire and Emergency Technology 2, 5, 6, 7, 8, 9, 10, 11, 14, 19, 20  
Total Units: 24.5

Paramedical Technician Option:  
In order to be eligible for the Paramedical Technician Option, the student must first complete the following requirements:

1. Provide verification of Emergency Medical Technician-1 (EMT-1) certification within the last 12 months;
2. Provide verification of at least 12 months experience as an EMT-1 in a pre-hospital setting;
3. Complete Fire Technology 15 or equivalent; and
4. Furnish proof of rubella immunity; Tuberculosis (TB) test; Hepatitis B vaccine

In addition to the program prerequisites, it is recommended that students be eligible, through assessment or coursework, for English 1A and Mathematics 70.  
Required courses: Fire and Emergency Technology 130, 131, 132, 133, 134, 135, 136, 137, 138, 139  
Recommended Electives: Anatomy 30 and any college chemistry course with a laboratory  
Total Units: 33

*Recommendation:*  
A Certificate of Completion will be granted upon completion of the courses in the Fire and Emergency Technology option, Fire Academy option, or Paramedical Technician option 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.

Fire and Emergency Technology Option: Fire and Emergency Technology 1, 2, 5, 6, 9, 10, 20, 140, 141  
Total Units: 25

Fire Academy Option:  
Fire and Emergency Technology 1, 140, 141; Fire and Emergency Technology 15 or 115A and 115B; Physical Education 8; three units from: Fire and Emergency Technology 2, 5, 6, 7, 8, 9, 10, 11, 14, 19, 20  
Total Units: 24.5

Paramedical Technician Option:

In order to be eligible for the Paramedical Technician Option, the student must first complete the following requirements:

1. Provide verification of Emergency Medical Technician-1 (EMT-1) certification within the last 12 months;
  2. Provide verification of at least 12 months experience as an EMT-1 in a pre-hospital setting;
  3. Complete Fire Technology 15 or equivalent; and
  4. Furnish proof of rubella immunity; Tuberculosis (TB) test; Hepatitis B vaccine
- In addition to the program prerequisites, it is recommended that students be eligible, through assessment or coursework, for English 1A and Mathematics 70.

Required courses: Fire and Emergency Technology 130, 131, 132, 133, 134, 135, 136, 137, 138, 139

Recommended Electives: Anatomy 30 and any college chemistry course with a laboratory

Total Units: 33

## NATURAL SCIENCES DIVISION

### CHANGE IN CATALOG DESCRIPTION; COURSE REVIEW

1. Biology 8 – Biology of Plants

*Current Status/Proposed Change*

~~Vascular~~ This biology course focuses on the world of plants and plant-like organisms. Students will study vascular plant anatomy, physiology, and ecology are studied with an emphasis on as well as explore the significance of plants that have an impact on people. Lab to human life. The laboratory work includes will include a survey of algae, fungi, and all representative plant groups.

*Recommendation:*

This biology course focuses on the world of plants and plant-like organisms. Students will study vascular plant anatomy, physiology, and ecology as well as explore the significance of plants to human life. The laboratory work will include a survey of algae, fungi, and all representative plant groups.

2. Biology 11 – Fundamentals of Zoology

*Current Status/Proposed Change*

~~This is an introductory zoology course dealing with protists through vertebrates using representative forms to emphasize the~~ introduces major animal groups and the single-celled protozoans. Comparative studies of animal structure and physiology will illustrate principles of structure, function, classification, genetics, life cycles, life histories, embryology, behavior and relationships of organisms evolution. Ecological topics include animal behavior, natural history, and relationships of animals to humans. Genetics and basic cell biology are also covered.

*Recommendation:*

This course introduces major animal groups and the single-celled protozoans. Comparative studies of animal structure and physiology will illustrate principles of classification and evolution. Ecological topics include animal behavior, natural history, and relationships of animals to humans. Genetics and basic cell biology are also covered.

3. Physics 3A – General Physics with Calculus

*Current Status/Proposed Change*

This course is ~~a calculus-based~~ part of a one-year general survey of the basic principles of physics including kinematics, dynamics, statics, momentum, energy, rotation, gravitation, and planetary motion. In addition, the course covers eElasticity and vibration, wave motion, interference and standing waves, sound, the kinetic theory of gases, and thermodynamics will also be discussed. This course is designed for life science majors requiring a calculus-based physics program.

*Recommendation:*

This course is part of a one-year general survey of the basic principles of physics including kinematics, dynamics, statics, momentum, energy, rotation, gravitation, and planetary motion. Elasticity and vibration, wave motion and sound, the kinetic theory of gases, and thermodynamics will also be discussed. This course is designed for life science majors requiring a calculus-based physics program.

4. Physics 3B – General Physics with Calculus

*Current Status/Proposed Change*

~~Physics 3B~~ This course is a calculus-based survey of electricity, magnetism, light, geometric and physical optics, special relativity, and atomic and nuclear physics. This course is designed for life science majors requiring a calculus-based physics program.

*Recommendation:*

This course is a calculus-based survey of electricity, magnetism, light, geometric and physical optics, special relativity, and atomic and nuclear physics. This course is designed for life science majors requiring a calculus-based physics program.

## **COURSE REVIEW**

1. Horticulture 95abcd – Cooperative Career Education

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

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**A. STUDENT FIELD TRIPS**

It is recommended that the Board approve the following student field trips sponsored by El Camino College Language Academy (ECLA), Puente, and various campus clubs. The purposes of the trips are to provide career, transfer, instructional, and cultural enrichment.

1. El Camino College Language Academy – Destyn LaPorte  
(Expenses for cost of the bus to be paid from El Camino College Language Academy Field Trip Account).  
May 4, 2007 – Universal Studios tour, Los Angeles, California. Estimated students 55. Depart 9:00am; return 6:30pm. Transportation by bus.
  
2. Puente Program – Griselda Castro and Peter Marcoux  
(Expenses include rental of bus at a cost of \$800. No other expense to the District.)  
April 14, 2007 – University of California at Santa Barbara, Santa Barbara, California. Estimated students 50. Depart 7:00am; return 6:30pm. Transportation by bus.
  
3. Puente Program – Griselda Castro and Peter Marcoux  
(Expenses include rental of bus at a cost of \$350. No other expense to the District.)  
April 28, 2007 – Great Wall Mural, San Bernardino, California. Estimated students 45. Depart 8:30am; return 1:30pm. Transportation by bus.
  
4. Native American, Anthropology & History Clubs Trip – Blair Gibson  
April 27-29, 2007 - Gathering of Nations Pow Wow, Albuquerque, New Mexico. Funding for transportation, lodging will be provided by the Native American, Anthropology & History Clubs. Total cost for the trip not to exceed \$1,483. Each student will pay for his/her own food and other miscellaneous expenses. Transportation provided by El Camino College van. The following students are scheduled to attend:  
  
Jose Moran, Alexander J. Will, Hope Washington, Arlasha Allen, Dashell Mims Jennie Montanez, Guadalupe Jose, Celso Jaquez, Mike O’Shea, John Maioriello Kevin Hyuhn, Ravi Radhwani.
  
5. Honors Transfer Club Trip – Joe Holliday  
April 28, 2007 – Warner Brothers Studio, Burbank, California, and Griffith Observatory, Los Angeles, California. Each student will pay \$10 toward the cost of the trip. The Honors Transfer Club will pay the balance of any remaining expenses. Transportation provided by El Camino College van. The following students are scheduled to attend:  
Arshad Aslam, Daine Atia, Ashley Ballard, Paul DeCoster, Angie Im, Ann Nguyen, Megan Polliard, Kanza Shaheen, Zlatan Slohovich, Jill Takemiya, James Uh

**B. STUDENT CONFERENCES**

1. It is recommended that the Board approve attendance of the following Associated Student Organization (ASO) members to the Student Senate General Assembly Conference, April 27-29, 2007, Manhattan Beach Marriott, Manhattan Beach, California. Registration cost of \$175 for students and \$50 for delegates will be paid from the ASO Conference account. Transportation is by carpooling with District-approved drivers. The ASO will select 3-4 of the students listed below to attend. Harold Tyler and Janice Watanabe, Advisers:

David Nordel, Luis Ramirez, Avinash Gautam, Vivian Amezcua, Julian Peters, Jesse Galdamez Saad Husain, Christina Jack, Ashley Bachmann, Brittney Hewitt, Brandon Matson, Bessie Coronado-Vigil, Patricia Servin, Roxanna Seyedin, Hong Vy Tran, Sean Eggers, Umera Ameen, Shahla Siddiqui, Jana Lampkins

2. It is recommended that the Board approve attendance of the following students to attend the Spring State Convention for Alpha Gamma Sigma, April 20-22, 2007, Double Tree Hotel, Ontario, California. Expenses in the amount of \$2,180 to be paid as follows: \$1,480 from Alpha Gamma Sigma and \$700 from Inter Club Council Club Support funds. Harold Tyler and Jeannine Barba, Advisers:

Aya Seto, Kathy Nguyen, Patty Servin, Sarah Chavez, Jana Lampkins, Sarah Hernandez, Ricky Magana, Julius Canela

**C. 2007 SUMMER CAMPS**

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

1. 2007 Summer Boy's High School Basketball League  
June 18, 25, 2007, and July 2, 9, 16, 23, 2007, 4:00pm – 10:00pm on the above designated Mondays. Summer Camp Director: Michael Fenison.  
Summer Camp Timers: Joey Knox, Kris Griffis, Marcellus Cullors, Rick Boyles  
Total Income: \$3,600  
Total Expenses: \$1,620  
Net Income: \$1,980
2. 2007 High School Water Polo League  
June 21 – July 26, 2007 (Thursdays only), 6:30 pm – 10:00pm.  
Summer Camp Director: Corey Stanbury  
Referees will be supplied by the United States Water Polo Association  
Total Income: \$1,600  
Total Expenses: \$1,497  
Net Income: \$ 103

**D. EXTENDED OPPORTUNITES PROGRAMS SERVICES (EOPS)/CalWORKs/CARE RECOGNITION BANQUET**

It is recommended that the Board approve the Extended Opportunities Programs Services (EOPS)/CalWORKs/CARE Recognition Banquet for approximately 300 students, May 11, 2007 at the Torrance Hilton Hotel, Torrance, California. Expenses in the amount of \$13,900 to be paid from EOPS Conference account funds. The purpose of the Banquet is to recognize and honor students from EOPS/CalWORKS/CARE for exemplary scholastic achievements, scholarship recipients, and those students who have completed the CARE requirements. Dawn Reid and Jeanette Magee, Directors.

**E. EL CAMINO COLLEGE COMPTON CENTER 2007 SUMMER CALENDAR**

It is recommended that the Board modify the summer session calendar by date from June 18 through August 9, 2007 to June 11 through August 9, 2007, to permit offering consecutive sessions at the El Camino College Compton Center.

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

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**A. AUDIT SERVICES 2007-08**

It is recommended that the Board of Trustees approve the fourth year of a five year agreement for audit services to be performed by Vavrinek, Trine, Day & Co., LLP. The fiscal year end audit will be performed for the period July 1, 2007 to June 30, 2008. The amount is not to exceed \$47,825.

**B. CAMPUS BOOKSTORE LOAN**

It is recommended that a short-term loan, for an amount not to exceed \$650,000, be authorized from the General Fund, Unrestricted (11) to the College Bookstore Fund for the purpose of paying vendors and payroll through the end of the current fiscal year—2006-07.

It is anticipated that this loan will be repaid when the fall 2007 inventory is sold.

**C. 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**

<u>Contractor</u>	<u>Dates of Services</u>	<u>Contract Amount</u>
Ron Cataraha	5/1/07-6/30/07	NTE: \$14,400

The contractor will provide consulting services for the El Camino Community College District Human Resources Division.

2. **STUDENT AND COMMUNITY ADVANCEMENT**

Student and Community Advancement provides contract training to private industry consistent with the California State Education Department’s emphasis on economic development.

- a. The Contract Education Department delivers learning programs, tools and other performance support services that contribute to continuous workforce development. Contract Education works with businesses to develop customized curriculum to meet strategic business needs and offer the training on a flexible schedule to accommodate employees’ work schedules. Contract Education also supports regional and statewide marketing activities to increase employer awareness of the economic development services available from community colleges. These programs are funded directly by the contractor and are not state funded.

<u>Contractor</u>	<u>Dates of Services</u>	<u>Contract Amount</u>
1) Air New Zealand	3/14/07	Income: \$400
		Expense: (300)
		Net: <u>\$100</u>

Forty employees will receive two, three-hour classes of Negotiation Training.

2) Air New Zealand	3/27/07-4/03/07	Income:	\$1,200
		Expenses	<u>(600)</u>
		Net:	<u>\$ 600</u>

Twenty employees will receive two hours of computer training with Access applications.

3) Moa Moa Inc.	4/21/07 & 4/28/07	Income:	\$2,400
	5/5/07 & 5/12/07	Expense:	<u>(1,050)</u>
		Net:	<u>\$1,350</u>

Twenty employees will receive twelve hours of training in Excel, PowerPoint, Illustrator and Photoshop.

- b. 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.

1) Global Communication Semiconductors Inc (GCS)	3/30/07-6/30/07	Income:	\$15,392
		Expense:	<u>(8,100)</u>
		Net:	<u>\$7,292</u>

Under State Contract #ET07-0231, the CACT will provide forty hours of Lean Manufacturing training for forty employees.

2) Teledyne Reynolds Inc.	3/5/07-6/30/07	Income:	\$12,320
		Expense:	<u>(6,200)</u>
		Net:	<u>\$ 6,120</u>

Under State Contract #ET07-0231, the CACT will provide forty hours of Lean Manufacturing training for eight employees.

3) Tri-Star Electronics	3/8/07-6/30/07	Income:	\$15,392
		Expense:	<u>(8,400)</u>
		Net:	<u>\$6,992</u>

Under State Contract #ET07-0231, the CACT will provide forty hours of Lean Manufacturing Training for thirty employees.

- c. 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).

Honeywell Engines, Systems, and Services	3/07-3/08	Income:	\$20,944
		Expense:	<u>(17,000)</u>
		Net:	<u>\$ 3,944</u>

The contractor will provide lab-training experience in engine systems and services for designated El Camino College students. The income listed is for one intern.

d. The 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.

1) Dependable Hawaiian Express	3/2/07-6/30/07	Income:	\$3,368
		Expense:	<u>(1,575)</u>
		Net:	<u>\$1,793</u>

Under State Contract #ET07-0231, seven employees will receive thirty hours of Excel Training.

2) Dependable Hawaiian Express	3/14/07-6/30/07	Income:	\$7,699
		Expense:	<u>(3,775)</u>
		Net:	<u>\$3,924</u>

Under State Contract #07-0231, the WpLRC will provide twelve employees with forty hours of Leadership Training.

3) Dependable Hawaiian Express	3/2/07-6/30/07	Income:	\$3,080
		Expense:	<u>(1,575)</u>
		Net:	<u>\$1,505</u>

Under State Contract #ET07-0231, the WpLRC will provide twenty four hours of Outlook Training for eight employees.

**D. INTERNATIONAL STUDENT HEALTH INSURANCE**

It is recommended that the Board approve continuing the international student health insurance through the current contracted carrier, Scholastic Insurance Services. The District, through the International Student Program, requires all of its students to purchase health insurance from a carrier contracted by the District. There is no cost to the District for the coverage. The cost is \$420 per student for six months. The contract is effective August 1, 2007 through July 31, 2008.

**E. BIDS**

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

1. Bid #2006-10/Roofing Projects: (A) Art Building; (B) Facilities Building - North & South; and (C) Communications Building.

<u>Contractor</u>	<u>Bid Amount</u>
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Solar Integrated, Inc. Bid #2006-10A-Art Bldg.	\$108,600 Base Bid Only
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Other Bidders (A): Coast Roofing \$163,500; Best Roofing \$125,800; Vance & Assoc. \$162,911; Letner Roofing \$149,000; Long Beach Roofing \$198,200

Solar Integrated Inc. Bid #2006-10B-Facilities Bldg.	\$177,200 Base Bid Only
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Other Bidders (B): Coast Roofing \$220,785; Best Roofing \$204,800; Vance & Assoc. \$216,592; Letner Roofing \$202,200; Long Beach Roofing \$201,526

Best Roofing, Inc. Bid #2006-10C-Communications Bldg	\$113,200 Base Bid Only
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Other Bidders (C): Coast Roofing \$153,828; Solar Integrated \$153,000; Vance & Assoc. \$138,970; Letner Roofing \$119,000; Long Beach Roofing \$138,848

2. Bid #2006-11/Roofing Project – Hawthorne Building

<u>Contractor</u>	<u>Bid Amount</u>
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Ladner Coatings	\$46,115 Base Bid & Alternate
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Other Bidders: Slater Water Proofing \$53,598 Base & Alternate; Best Roofing \$126,500 Base & Alternate

**F. DECLARATION OF SURPLUS PROPERTY**

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

**SURPLUS PROPERTY LIST**  
**February 8, 2007**

<b>ECC #</b>	<b>Qty.</b>	<b>Description</b>	<b>Manufacturer</b>	<b>Model</b>	<b>Serial #</b>	<b>Cond.</b>
40869	1	scanner	HP	5300C scan-jet	TWO2G10456	2
006358	1	PC	Dell	XPS266	none	2
003716	1	PC	Dell	4100	none	2
000550	1	PC	Dell	4100	none	2
000790	1	PC	Dell	4100	none	2
001120	1	PC	Dell	4100	none	2
008324	1	PC	Dell	8100 Dim	none	2
003630	1	PC	Apple	Imac	none	2
011239	1	PC	Apple	Imac	none	2
009441	1	PC	260	Dell	none	2
002387	1	PC	P2	GST	none	2
005025	1	PC	G4	Apple	none	2
001976	1	PC	G4	Apple	none	2
006430	1	PC	P-2	Tag ram	none	2
011235	1	PC	Emac	Apple	none	2
006434	1	PC	P-2	Basic	none	2
000594	1	PC	Dell	4300	none	2
001400	1	PC	New tech	P-2	none	2
001404	1	PC	New tech	P-2	none	2
000439	1	PC	Dell	4100	none	2
001406	1	PC	New tech	P-2	none	2
008248	1	PC	Dell	4100	none	2
003790	1	PC	Apple	Imac	none	2
001462	1	PC	Apple	Imac	none	2
001219	1	PC	Apple	Imac	none	2
002529	1	PC	Apple	Imac	none	2
002818	1	PC	Cannon	PC980	none	2
009137	1	printer	HP	none	none	2
007006	1	notebook	Dell	P3	04648547	2
008541	1	notebook	Dell	P3	78PKX01	2
008611	1	CP	Dell	P3	FLS8511	2
008540	1	notebook	Dell	P3	none	2
000418	1	APC	UPS	none	none	2
002360	1	Computer	GST	none	none	2
002381	1	Computer	GST	none	none	2
00862	1	Movie camera	Panasonic	170 Proline	C8HBO1622	2

- 1. NO LONGER REQUIRED
- 2. NO LONGER SUITABLE

## G. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS

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

<b>P.O. Number</b>	<b>Vendor Name</b>	<b>Site Name</b>	<b>Description</b>	<b>P.O. Cost</b>
<b>Fund 11</b>	<b>Unrestricted - El Camino</b>			
P0092751	Community College League	VP-SCA	Publications/ Periodicals	\$21.00
P0092752	ASTD	Ed & Community Develop	Dues And Memberships	\$180.00
P0092754	Mass Press	Job Placement	Non-Instruct Supplies	\$59.48
P0092755	Cash Registers & Supplies	Fiscal Services	Repairs Noninstructional	\$85.00
P0092756	Carolina Biological	Earth Sciences	Instructional Supplies/Lottery	\$736.20
P0092757	Ward's Natural Science	Earth Sciences	Instructional Supplies/Lottery	\$768.10
P0092761	Xpedx Paper & Graphics	Copy Center	Instructional Supplies/Lottery	\$887.60
P0092762	Mass Press	VP-SCA	Non-Instruct Supplies	\$59.48
P0092763	Committee on Accreditation	Resp Therapy	Dues And Memberships	\$1,430.00
P0092764	Ronald A. LaFond	Div Office Nat Sciences	Non-Instruct Supplies	\$250.00
P0092778	Ora L. Mayon-Bryant	Facilities/Planning/Services	Repairs Noninstructional	\$170.00
P0092784	LRP Publications	Counseling Office	Publications/ Periodicals	\$217.00
P0092785	LRP Publications	Counseling Office	Publications/ Periodicals	\$220.00
P0092786	Mass Press	First Year Exp Foundation Don	Non-Instruct Supplies	\$59.48
P0092787	Ann M. Garten	Public Information	Other Services And Expenses	\$342.88
P0092788	Mass Press	First Year Exp Foundation Don	Non-Instruct Supplies	\$59.48
P0092789	Mass Press	First Year Exp Foundation Don	Non-Instruct Supplies	\$59.48
P0092790	Mass Press	First Year Exp Foundation Don	Non-Instruct Supplies	\$59.48
P0092791	Mass Press	First Year Exp Foundation Don	Non-Instruct Supplies	\$118.97
P0092792	Mass Press	First Year Exp Foundation Don	Non-Instruct Supplies	\$118.97
P0092793	CCPRO	Public Information	Dues And Memberships	\$80.00
P0092794	Torrance Chamber	Public Information	Dues And Memberships	\$50.00
P0092795	NCMPR	Public Information	Dues And Memberships	\$175.00
P0092830	Plumbing, Piping, Constr	Facilities/Planning/Services	Repairs Noninstructional	\$3,505.35
P0092831	Boise Cascade	Warehouse	Inventories, Stores,	\$16,835.04
P0092832	Johnson Controls	HVAC Shop	Non-Instruct Supplies	\$365.89
P0092833	JRCERT Lockbox	Rad Tech	Dues And Memberships	\$1,500.00
P0092834	Embassy Suites Napa	Student Affairs	Conferences Mgmt	\$333.97
P0092835	Professional Personnel	Human Resources	Contract Services	\$5,882.76
P0092836	CCCSAA	Student Affairs	Conferences Mgmt	\$50.00
P0092838	Mass Press	Welding	Instructional Supplies/Lot	\$59.48
P0092843	Fine Woodworking	Construction Technology	Publications-Magazines/Lott	\$34.95
P0092849	Sargent Welch Scientific	Physics	Instructional Supplies/Lott	\$678.77
P0092859	Chronicle of Higher Educa	Resource Develop./Grant 0304	Publications-Magazines/Lott	\$75.00
P0092860	Pellets, Inc.	Technology & Diversity Conf.	Non-Instruct Supplies	\$98.77
P0092866	Scantron	Information Technology Services	Non-Instruct Supplies	\$1,726.41
P0092867	Lilia Velez	Health, Safety and Risk Mgmt	Non-Instruct Supplies	\$43.29
P0092870	Verizon Wireless	Health, Safety and Risk Mgmt	Telephone	\$83.94
P0092871	Verizon Wireless	Health, Safety and Risk Mgmt	Telephone	\$72.56
P0092875	Rotary Club of Torrance	Administrative Services	Dues And Memberships	\$322.00
P0092876	Torrance Postmaster	Ctr for Arts Promo Public Pres	Multi Media Advertising	\$1,779.42
P0092877	Mid City Mailing Services	Ctr for Arts Promo Public Pres	Multi Media Advertising	\$630.00
P0092878	Mcm Electronics Parts	Technical Services	Repairs Parts And Supplies	\$644.30
P0092883	Mass Press	Administrative Services	Non-Instruct Supplies	\$59.48
P0092901	American Psychological	Sociology	Instructional Supplies/Lottery	\$92.72
P0092903	Pennwell	Fire Academy 06-07	Instructional Supplies/Lottery	\$574.25
P0092904	Fire Axe	Fire Academy 06-07	Instructional Supplies/Lottery	\$447.45
P0092906	West Group Payment	Human Resources	Publications/ Periodicals	\$32.48

P0092908	Mass Press	English	Instructional Supplies/Lottery	\$59.48
P0092922	CCCAOE	Community Advancement	Conferences Mgmt	\$345.00
P0092924	Time Clock Sales and Serv	Admissions/Records Office	Maintenance Contracts	\$236.00
P0092925	Business Insider Magazine	Ed & Community Develop	Multi Media Advertising	\$1,495.00
P0092927	Mass Press	Fiscal Services	Non-Instruct Supplies	\$178.44
P0092930	El Camino College ASB	President's Office	Other Services And Expenses	\$500.00
P0092934	Leonid Rachman	International Students	Conferences Mgmt	\$1,376.27
P0092938	SESAC Inc.	Ctr for Arts Production Instr	Other Services And Expense	\$938.40
P0092939	BMI General Licensing	Ctr for Arts Production Instr	Other Services And Expense	\$2,344.66
P0092940	ASCAP	Ctr for Arts Production Instr	Other Services And Expense	\$2,865.46
P0092941	Litz USA Student Service	International Students	Multi Media Advertising	\$2,400.00
P0092944	Barnes & Noble	Music Library	Library Books	\$54.02
P0092945	Pointe Magazine	Theatre/Dance	Non-Instruct Supplies	\$9.95
P0092946	Rotary Club of Torrance	Administrative Services	Conferences Mgmt	\$82.00
P0092947	Mcm Electronics Parts	Technical Services	Repairs Parts And Supplies	\$228.51
P0092949	Carolina Biological	Life Sciences	Instructional Supplies/Lottery	\$45.75
P0092950	David J. Murphy	Accounting	Instructional Supplies/Lottery	\$48.70
P0092951	Calmet Services	Utilities	Waste Disposal	\$3,741.80
P0092952	Edvotek	Life Sciences	Instructional Supplies/Lottery	\$153.88
P0092953	Boise Cascade	Warehouse	Inventories, Stores, Prepaid I	\$2,199.64
P0092954	Shred-It California	Utilities	Waste Disposal	\$1,056.00
P0092955	Boise Cascade	Div Office Business	Non-Instruct Supplies	\$308.17
P0092961	Pauls Photo, Inc.	Photography	Instructional Supplies/Lottery	\$29.60
P0092962	Kater-Crafts Bookbinders	Div Office Instr. Services	Bookbinding	\$3,371.82
P0092963	Bureau of Land Manage	Div Office Instr. Services	Instructional Supplies/Lottery	\$6.00
P0092964	Videotape Products	Audio/Visual	Instructional Supplies/Lottery	\$289.13
P0092965	Chief Automotive Systems	Auto Collision Repair/Painting	Publications-Magazines/Lott	\$648.42
P0092966	Airgas	Staff Development	Non-Instruct Supplies	\$325.73
P0092967	Diversified Imaging	Photography	Instructional Supplies/Lottery	\$306.06
P0092968	Electro Alliance, Inc.	Film Rental	Instructional Supplies/Lottery	\$429.19
P0092969	Highsmith Company Inc.	Div Office Instr. Services	Instructional Supplies/Lottery	\$46.19
P0092971	Row-Loff	Music	Instructional Supplies/Lottery	\$126.08
P0092972	Industrial Caster & Wheel	Utilities	Waste Disposal	\$829.64
P0092975	Office Max	Div Office Business	Non-Instruct Supplies	\$325.69
P0092976	Jared O. Allen	Air Conditioning And Refrig.	Instructional Supplies/Lottery	\$692.80
P0092979	Western Regional Honors	Honors Program	Dues And Memberships	\$50.00
P0092981	Mid City Mailing Services	Ctr for Arts Promo Public Pres	Multi Media Advertising	\$675.00
P0092982	ReStockIt.com	Operations	Non-Instruct Supplies	\$865.11
P0092983	Performance Pipeline	Facilities/Planning/Services	Repairs Noninstructional	\$640.00
P0092984	Nesdoor	Facilities/Planning/Services	Repairs Noninstructional	\$819.63
P0092985	Fancy Floors, Inc.	Carpenter Shop	Non-Instruct Supplies	\$256.82
P0092986	Barrett Robinson	Carpenter Shop	Non-Instruct Supplies	\$221.91
P0092987	Monterey Graphics	Commencement Expenses	Indirect Supplies	\$5,393.71
P0092999	California Community	Board Of Trustees	Conferences Mgmt	\$430.00
P0093015	Pbs Home Video Cat.	Film Rental	Instructional Supplies/Lottery	\$83.67
P0093016	Arco Computer Products	Technical Services	Repairs Parts And Supplies	\$578.00
P0093017	Printer Works, the	Technical Services	Repairs Parts And Supplies	\$756.23
P0093018	Mcm Electronics Parts	Technical Services	Repairs Parts And Supplies	\$249.46
P0093022	Mid City Mailing Services	Ed & Community Develop	Postage	\$240.00
P0093024	Ideascope Inc.	Ed & Community Develop	Multi Media Advertising	\$296.47
P0093029	Entertainment Lighting	Ctr for Arts Promo Public Pres	New Equipment – Noninstr	\$4,121.52
P0093031	American Express Travel	VP-SCA	Conferences Mgmt	\$186.80
P0093034	Enterprise Rentals	Earth Sciences	Transportation	\$173.16
P0093038	Roger's Systems Special	Technical Services	Repairs Parts And Supplies	\$1,349.88
P0093039	Mcmaster Carr	Technical Services	Repairs Parts And Supplies	\$1,204.83
P0093041	CDW Computer Centers	Information Technology Serv.	Non-Instruct Supplies	\$1,996.00
P0093046	American Express Travel	Community Advancement	Transportation/ Mileage	\$183.83
P0093076	Konica Minolta Business	Information Technology Serv.	Non-Instruct Supplies	\$1,054.14

P0093077	Datawatch Corp.	Institutional Research 0304	Non-Instruct Supplies	\$731.69
P0093087	Scantron	History	Instructional Supplies/Lottery	\$635.74
P0093088	A-1 Printing & Graphics,	Ed & Community Develop	Multi Media Advertising	\$270.00
P0093089	Armstrong Medical Ind	Div Office BSSC	Other Instr Supplies/Lottery	\$386.68
P0093090	Surplus Center	Machine Tool Technology	Instructional Supplies/Lottery	\$374.96
P0093092	Battery Specialties	Audio/Visual	Instructional Supplies/Lottery	\$126.93
P0093093	B & H Photo-Video	Audio/Visual	Instructional Supplies/Lottery	\$180.12
P0093095	Facets Multimedia, Inc.	Film Rental	Instructional Supplies/Lottery	\$26.39
P0093096	The Teaching Company	Film Rental	Instructional Supplies/Lottery	\$53.25
P0093097	Pacific Coachways	Outreach and School Relations	Transportation	\$4,620.00
P0093098	Mid City Mailing Services	Ed & Community Develop	Postage	\$624.67
P0093100	California Community Coll	V.P. Academic Affairs	Publications-Magazines/Lott	\$39.00
P0093101	Brown & Bigelow	Outreach and School Relations	Non-Instruct Supplies	\$1,412.78
P0093102	ADT Security Services	Information Technology Service	Non-Instruct Supplies	\$2,415.00
P0093106	CDW-G	Information Technology Service	Non-Instruct Supplies	\$158.54
P0093107	Freestyle Photographic	Photography	Instructional Supplies/Lottery	\$665.14
P0093108	La Jazz Scene	Music Library	Library Books	\$25.00
P0093112	Linda Lew	Job Placement	Non-Instruct Supplies	\$96.10
P0093113	CHAFFEY COLLEGE	Counseling Office	Conferences Mgmt	\$1,000.00
P0093114	Linda Lew	Job Placement	Non-Instruct Supplies	\$120.13
P0093116	Law Offices of Larry Frie	Human Resources	Special Projects	\$2,159.00
P0093126	Unique Products	Grounds	Replacement Equipment	\$487.13
P0093127	Marriott Hotel	Speech Communication	Transportation	\$2,600.00
P0093128	CCPRO	Public Information	Conferences Mgmt	\$300.00
P0093129	Rp Group, the	Public Information	Conferences Mgmt	\$100.00
P0093130	Irene M. Graff	Institutional Research 0304	Non-Instruct Supplies	\$115.00
P0093131	Boise Cascade	Public Information	Instructional Supplies/Lottery	\$76.48
P0093132	Industrial Projects Serv	Welding	Publications-Magazines/Lott	\$107.95
P0093133	El Camino College Found	Public Information	Conferences Mgmt	\$35.00
P0093134	Redondo Beach Rotary	Public Information	Dues And Memberships	\$180.00
P0093138	Pacific Graphics	Ctr for Arts Promo Public Pres	Multi Media Advertising	\$1,239.46
P0093141	Thomson West	Purchasing and Business Serv	Publications/ Periodicals	\$36.80
P0093142	Fisher Scientific	Life Sciences	Instructional Supplies/Lott	\$7,948.88
P0093144	Hawthorne Chamber	Inglewood One Stop Admin	Conferences Mgmt	\$100.00
P0093145	Hawthorne Chamber	Inglewood One Stop Admin	Conferences Mgmt	\$1,500.00
P0093151	Musical Instrument Serv	Music	Instructional Supplies/Lottery	\$324.26
P0093155	Lucks Music Library	Ctr for Arts Instr/Admin	Other Rentals	\$392.64
P0093156	Lucks Music Library	Music	Instructional Supplies/Lottery	\$481.24
P0093158	Journey Education Market	Ctr for Arts Promo Public Pres	Multi Media Advertising	\$120.00
P0093159	American Express Travel	Student Affairs	Conferences Mgmt	\$195.73
P0093164	Diversified Imaging Suppl	Photography	Instructional Supplies/Lott	\$1,104.50
P0093165	Shamrock	Art Department	Instructional Supplies/Lottery	\$521.81
P0093168	John E. Phillips Plumbing	Facilities/Planning/Services	Repairs Noninstructional	\$147.50
P0093169	John E. Phillips Plumbing	Facilities/Planning/Services	Repairs Noninstructional	\$375.50
P0093170	American Express Travel	Information Technology Service	Transportation/ Mileage/Park	\$280.28
P0093172	Staples	Ctr for Arts Promo Public Pres	New Equipment – Noninstruc	\$1,569.52
P0093173	Lawrence Metal Products,	Ctr for Arts Promo Public Pres	New Equipment - Noninstruc	\$783.94
P0093174	Sax Arts and Crafts	Art Department	Instructional Supplies/Lottery	\$462.05
P0093180	Chronicle of Higher Ed	Community Advancement	Publications/ Periodicals	\$82.50
P0093181	Edits Publishers	History	Instructional Supplies/Lottery	\$386.46
P0093182	Brodart Co	Div Office Instr. Services	Instructional Supplies/Lottery	\$516.92
P0093183	CCS Presentation Sys	Div Office BSSC	Other Instr Supplies/Lottery	\$438.36
P0093184	Big Tray	Job Placement	Non-Instruct Supplies	\$122.72
P0093186	Lisa's Bon Appetit	Ctr for Arts Promo Public Pres	Other Services And Expense	\$1,254.22
P0093187	Geil Kilns Company	Art Department	Instructional Supplies/Lottery	\$855.38
P0093188	Dell Marketing L. P.	Div Office Business	Instructional Supplies/Lott	\$11,611.15
P0093191	Pbs Home Video Cat.	Film Rental	Instructional Supplies/Lottery	\$207.07
P0093198	California Community	First Year Exp Foundation Don	Conferences Mgmt	\$320.00



P0093222	Safelite Auto Glass	Facilities/Planning/Services	Repairs Noninstructional	\$203.46
P0093231	E.G. Brennan & Co., Inc.	Admissions/Records Office	Repairs Noninstructional	\$211.09
P0093239	W.W. Grainger, Inc.	Ctr for Arts Production Instr	Non-Instruct Supplies	\$291.30
P0093240	Grizzly Industrial	Ctr for Arts Production Instr	Non-Instruct Supplies	\$139.95
P0093241	W.W. Grainger, Inc.	Ctr for Arts Production Instr	Non-Instruct Supplies	\$254.15
P0093243	W.W. Grainger, Inc.	Ctr for Arts Production Instr	Non-Instruct Supplies	\$107.56
P0093248	Southern California Lands	Grounds	Repairs Noninstructional	\$825.00
P0093252	Rotary Club of Torrance	Administrative Services	Dues And Memberships	\$45.00
P0093256	Thomson-West/Barclays	V.P. Academic Affairs	Publications-Magazines/Lot	\$268.00
P0093260	The Salvation Army	Planning Summit	Conferences Other	\$1,900.00

**Fund 11 Total: 174 \$149,802.61**

**Fund 12 Restricted - El Camino**

P0091576	Transportation Supplies	Ref & Lane Tech(Smg Tst)Grnt	New Equipment – Instruc.	\$7,626.21
P0092613	Arjo, Inc.	Renov for Cap Bldg for Nrsing	New Equipment – Instruc.	\$1,023.74
P0092748	American Express Travel	Foster Care Ed 03-04	Conferences Other	\$253.68
P0092749	American Express Travel	Foster Care Ed 03-04	Conferences Other	\$163.68
P0092750	Melanie Sharp	JDIF/Work Ready Cert. Program	Non-Instruct Supplies	\$310.68
P0092753	PIHRA	JDIF/Work Ready Cert. Program	Other Services And Expense	\$150.00
P0092758	A-1 Printing & Graphics,	Community Advancement	Multi Media Advertising	\$1,169.10
P0092759	Kevin M. O'Brien	Community Advancement	Other Services And Expense	\$50.00
P0092760	Dionne A. Zuniga	Community Advancement	Other Services And Expense	\$50.00
P0092766	Destyn M. LaPorte	El Camino Language Arts ECLA	Non-Instruct Supplies	\$151.51
P0092770	Geckodrive, Inc.	Career Technical Education	New Equipment – Instruc.	\$2,219.05
P0092771	Layco Inc.	Career Technical Education	New Equipment – Instruc.	\$605.12
P0092772	US Digital	Career Technical Education	New Equipment – Instruc.	\$768.54
P0092773	C & H Sales Company	Career Technical Education	New Equipment – Instruc.	\$779.88
P0092774	PC Mall Gov Inc.	Career Technical Education	New Equipment – Instruc.	\$2,524.65
P0092779	Los Angeles Business	Foster Care Ed 03-04	Instructional Supplies/Lot	\$254.39
P0092780	Jill M. Dohy	DSPS	Instructional Supplies/Lot	\$108.24
P0092781	Dell Computer Corp.	DSPS	Instructional Supplies/Lot	\$281.43
P0092782	Screenworks, Inc.	Counseling Office	Non-Instruct Supplies	\$1,801.47
P0092783	S & B Food Services	Counseling Office	Non-Instruct Supplies	\$882.01
P0092824	A-1 Printing & Graphics,	CSA WIRED - CACT	Non-Instruct Supplies	\$1,060.85
P0092839	The People's Guide to Wel	EOPS CARE	Non-Instruct Supplies	\$433.00
P0092840	S & B Food Services	EOPS CARE	Non-Instruct Supplies	\$397.18
P0092844	James Publishing	CalWORKs	Non-Instruct Supplies	\$229.08
P0092845	Custom Special Tees	CalWORKs	Non-Instruct Supplies	\$7,597.55
P0092861	American Council on Ed	Global Experience Thru Techn	Other Books	\$46.78
P0092863	Amazon.Com Corporate	Global Experience Thru Techn	Other Books	\$16.25
P0092864	Texas Tech University	CITD	Conferences Mgmt	\$395.00
P0092865	Mcmaster Carr	Career Technical Education	New Equipment – Instruc.	\$1,528.15
P0092872	Galaxy Enterprises, Inc.	Career Technical Education	New Equipment – Instruc.	\$7,000.01
P0092873	Jobelephant.Com Inc.	Faculty & Staff Diversity	Conferences Mgmt.	\$60.00
P0092879	Texas Tech University	CITD	Conferences Mgmt.	\$80.00
P0092880	Pc Mall	CACT - Quick Start Partnership	New Equipment – Instruc.	\$863.27
P0092881	Janet L. Young	Title V ECC/SMC Activity	Non-Instruct Supplies	\$119.98
P0092882	Center for Nonprofit Man	CalWORKs	Conferences Other	\$125.00
P0092884	SDSU Research Found	CACT - Quick Start Partnership	Conferences Other	\$2,600.00
P0092885	Hawthorne High School	CACT - Quick Start Partnership	Non-Instruct Supplies	\$1,500.00
P0092893	Pacific Coachways	Behavioral & Social Sciences	Conferences Other	\$580.00
P0092898	Los Angeles Co. Sheriff's	Parking-Student Permits	Other Services	\$145.84
P0092907	Judith Norton	CACT/BEST	Non-Instruct Supplies	\$292.21
P0092909	Xpressprint	Aerospace Conference	Printing	\$4,349.31
P0092911	A-1 Printing & Graphics,	CSA WIRED - CACT	Multi Media Advertising	\$840.00
P0092913	Welbert A. Bonilla	Community Advancement	Other Services And Expense	\$100.00
P0092914	Christine S. Stanley	Community Advancement	Other Services And Expense	\$100.00

P0092916	David B. Gibson	Museum Donations	Non-Instruct Supplies	\$403.99
P0092917	Adelle K. Goguen	Community Advancement	Other Services And Expense	\$100.00
P0092918	Leselle A. Norville	Community Advancement	Other Services And Expense	\$100.00
P0092919	Nuwanthi Heendeniya	Community Advancement	Other Services And Expense	\$100.00
P0092920	Jennifer McGee	Community Advancement	Other Services And Expense	\$50.00
P0092921	United Negro College	Community Advancement	Conferences Mgmt	\$5,000.00
P0092923	City of Torrance	Community Advancement	Other Services And Expense	\$2,500.00
P0092948	Dell Marketing L. P.	Foster Care Ed 03-04	New Equip - Noninstr \$5k	\$1,912.31
P0092956	New Readers Press	EI Camino Language Arts ECLA	Other Instr Supplies/Lott	\$384.30
P0092957	Study in the Usa	EI Camino Language Arts ECLA	Multi Media Advertising	\$5,500.00
P0092959	A-1 Office Plus	DSPS	Instructional Supplies/Lott	\$41.77
P0092960	Hawthorne High School	CACT - Quick Start Partnership	Non-Instruct Supplies	\$2,000.00
P0092973	Branders.Com	Career & Tech Ed	Non-Instruct Supplies	\$755.03
P0092977	Alexander Publications	Career Technical Education	New Equipment – Instruc.	\$532.85
P0092980	Canon Business Solution	Fire Tech Donations & Svc Fees	New Equipment – Instruc.	\$1,512.01
P0092994	Little Company of Mary	Parking-Student Permits	Other Services And Expense	\$88.00
P0092996	Pacific Coachways	South Bay Children's Choir	Non-Instruct Supplies	\$330.00
P0093001	The Lightbulb Factory, In	Title V ECC/SMC Activity	Software	\$570.00
P0093002	Janet L. Young	Title V ECC/SMC Activity	Postage	\$195.00
P0093003	EI Camino College ASB	Staff Diversity	Contract Services	\$2,000.00
P0093004	Jackie B. Goldberg	Faculty & Staff Diversity	Contract Services	\$250.00
P0093006	Lou's Golf and Industrial	Parking-Student Permits	Repairs Non Instr	\$127.62
P0093019	Lisa Smolen & Associates	Special Resource Center (SRC)	Computer Software Account	\$8,524.13
P0093023	Mid City Mailing Services	CSA WIRED - CACT	Postage	\$303.14
P0093025	A-1 Printing & Graphics,	CSA WIRED - CACT	Multi Media Advertising	\$240.00
P0093033	Copy R Office Solutions	Careers in Child Care Training	Copiers	\$427.59
P0093044	Domain Registry of Amer	EI Camino Language Arts ECLA	Multi Media Advertising	\$90.00
P0093075	Oracle Corporation	VP AA 0506	Computer Software Account	\$541.25
P0093079	Virco Manufacturing Corp.	Math	New Equipment – Instruc.	\$2,631.47
P0093091	National Promotions	Contract Education	Non-Instruct Supplies	\$4,790.00
P0093104	Borden Decal Co., Inc.	Parking-Student Permits	Non-Instruct Supplies	\$1,557.56
P0093105	Pepperball Technologies,	Parking-Student Permits	New Equipment – Noninstr.	\$448.67
P0093109	The College Board	Matriculation	Non-Instruct Supplies	\$23,998.80
P0093110	Ad Club	Parking-Student Permits	Other Services And Expense	\$1,213.83
P0093111	Party Pleasers	CalWORKs	Non-Instruct Supplies	\$599.00
P0093119	Dell Marketing L. P.	Matriculation	New Computer Equipment	\$3,803.07
P0093120	Melanie Sharp	JDIF/Work Ready Cert. Program	Non-Instruct Supplies	\$140.79
P0093121	Namifiers	Matriculation	Non-Instruct Supplies	\$495.00
P0093136	Delphin Computer Supply	DSPS	New Equipment – Instruc.	\$453.57
P0093137	Delphin Computer Supply	Special Resource Center (SRC)	Computer Software Account	\$907.14
P0093143	Lincoln Bostick	SBDC Program Income	Contract Services	\$400.00
P0093146	American Express Travel	CalWORKs	Conferences Other	\$163.38
P0093147	Matisse Catering	WPLRC Technical Instruction	Conferences Other	\$1,701.81
P0093148	Thomson Gale	Instructional Services	Library Books	\$724.14
P0093149	GES Exposition Services	CACT/BEST	Conferences Other	\$410.55
P0093150	Thomson Gale	Instructional Services	Library Books	\$1,369.67
P0093153	Joanna M. Nacheff	Global Experience Thru Techn	Non-Instruct Supplies	\$56.43
P0093157	Gradshirts	MESA Program	Non-Instruct Supplies	\$623.53
P0093160	Mass Press	EOPS	Non-Instruct Supplies	\$59.48
P0093162	Refrigeration Supply	Career Technical Education	New Equipment – Instruc.	\$1,457.20
P0093166	S & B Food Services	VTEA Title II Tech Prep	Non-Instruct Supplies	\$415.97
P0093167	R.R. Bowker	Instructional Services	Library Books	\$966.33
P0093175	Pacific Coachways	EOPS	Transportation	\$625.77
P0093177	Fisher Scientific	Natural Sci	New Equipmen-Instr.	\$7,078.85
P0093178	VWR Scientific	Natural Sci	New Equipmen-Instr.	\$2,597.49
P0093179	Msc Industrial Supply	Natural Sci	New Equipmen-Instr.	\$4,689.30
P0093190	McConkey Company	Natural Sci	New Equipmen-Instr.	\$665.35
P0093192	Biopac Systems, Inc.	Natural Sci	New Equipmen-Instr.	\$5,285.95

P0093193	Allied Electronics	Natural Sci	New Equipmen-Instr.	\$1,522.31
P0093194	Deborah C. Dauda	MESA Program	Conferences Mgmt.	\$594.93
P0093233	Gourmet Creations	Early Steps to Emancipation	Other Services And Expense	\$285.00
P0093236	Delphin Computer Supply	Job Placement	Non Inst Comp Eq	\$1,819.68
P0093237	American Express Travel	EOPS CARE	Non-Instruct Supplies	\$163.38
P0093247	Office Depot	CalWORKs	Non-Instruct Supplies	\$414.67
P0093249	CDW-G	CalWORKs	Non-Instruct Supplies	\$372.64
P0093251	CDW-G	CalWORKs	Non-Instruct Supplies	\$1,189.98
P0093253	John M. Means	Career Technical Education	Conferences Other	\$388.20
P0093254	MESA Statewide Under	MESA Program	Contract Services	\$2,445.00
P0093259	Little Company of Mary	Parking-Student Permits	Other Services & Expense	\$123.00

**Fund 12 Total: 113 \$165,860.72**

**Fund 62 Property & Liability**

P0092974	El Camino Community	Purchasing and Business	Liability - Self Insurance	\$4,022.18
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**Fund 62 Total: 1 \$4,022.18**

**Fund 72 Student Representation Fee**

P0092928	PC Mall Gov Inc.	Student Affairs	Non Inst Comp Eq	\$536.99
P0092929	Dell Marketing L. P.	Student Affairs	Non Inst Comp Eq	\$3,566.86

**Fund 72 Total: 2 \$4,103.85**

**Fund 74 Student Financial Aid**

P0093152	Custom Special Tees	EOPS	Student Incentive Acct.	\$7,376.88
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**Fund 74 Total: 1 \$7,376.88**

**Fund 79 Auxiliary Services**

P0092775	Boys & Girls Club	Fine Arts	Non-Instruct Supplies	\$200.00
P0092777	Mike Askew	Fine Arts	Non-Instruct Supplies	\$250.00
P0092874	Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$500.00
P0092895	Henry Schein	Radiologic Tech Donations	Non-Instruct Supplies	\$1,997.07
P0092899	Competitive Aquatic Sup	Resp Therapy	Non-Instruct Supplies	\$2,114.64
P0092900	Competitive Aquatic Sup	Health Sciences and Athletics	Non-Instruct Supplies	\$2,153.45
P0092905	D & D Sporting Goods	Resp Therapy	Non-Instruct Supplies	\$1,731.26
P0092989	In Publications	Fine Arts	Non-Instruct Supplies	\$800.00
P0092990	Dramatic Publishing	Fine Arts	Non-Instruct Supplies	\$375.00
P0092991	The Residence Inn	Health Sciences and Athletics	Non-Instruct Supplies	\$1,443.00
P0092992	Paradise Awards	Health Sciences and Athletics	Non-Instruct Supplies	\$292.28
P0093007	Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$1,200.00
P0093009	Miriam J. Alario	Fine Arts	Non-Instruct Supplies	\$400.00
P0093010	Kenneth W. Lefort	Fine Arts	Non-Instruct Supplies	\$90.00
P0093011	Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$1,000.00
P0093012	Bernice L. Boseman	Fine Arts	Non-Instruct Supplies	\$200.00
P0093013	Charles F. Turner	Fine Arts	Non-Instruct Supplies	\$200.00
P0093163	Gallery Services	Fine Arts	Non-Instruct Supplies	\$506.00
P0093223	Allyson Bates	Fine Arts	Non-Instruct Supplies	\$75.00
P0093224	Amy L. Wolff	Fine Arts	Non-Instruct Supplies	\$75.00
P0093225	Jeff R. Perez	Fine Arts	Non-Instruct Supplies	\$100.00
P0093226	Geoffrey Dent	Fine Arts	Non-Instruct Supplies	\$100.00
P0093227	Sandra J. Nitchman	Fine Arts	Non-Instruct Supplies	\$100.00
P0093228	Joseph J. Derthick	Fine Arts	Non-Instruct Supplies	\$100.00
P0093229	Karen M. Lawrence	Fine Arts	Non-Instruct Supplies	\$75.00
P0093230	Patricia D. Mack	Fine Arts	Non-Instruct Supplies	\$75.00

**Fund 79 Total: 26 \$16,152.70**

<b>Fund 81</b>	<b>Student Organizations</b>			
P0093118	Dave Bang Associates	Student Affairs	A/P Manual.Gen.	\$3,830.35
<b>Fund 81</b>	<b>Total: 1</b>	<b>\$3,830.35</b>		
<b>Fund 82</b>	<b>Scholarships &amp; Trust/Agency</b>			
P0092765	DataArc, LLC	Health Sciences and Athletics	Fundraising	\$1,189.10
P0092776	Gail Materials	Health Sciences and Athletics	Fundraising	\$1,066.00
P0092868	Del Rey Party Rentals	Trust Career Expo	Fundraising	\$1,820.25
P0092869	Gunther Athletic Service	Health Sciences and Athletics	Fundraising	\$1,148.64
P0092896	Competitive Aquatic Sup	Health Sciences and Athletics	Fundraising	\$1,880.88
P0092902	D & D Sporting Goods	Health Sciences and Athletics	Fundraising	\$2,987.15
P0092988	S & B Food Services	Staff Development	Fundraising	\$542.30
P0093115	S & B Food Services	Trust Career Expo	Fundraising	\$80.42
P0093258	Austin Plastics	Health Sciences and Athletics	Fundraising	\$2,015.25
P0093261	Tru West Inc	Health Sciences and Athletics	Fundraising	\$2,332.89
<b>Fund 82</b>	<b>Total: 10</b>	<b>\$15,062.88</b>		
<b>PO Funds</b>	<b>Total: 337</b>	<b>\$431,795.34</b>		
<b>Fund 11</b>	<b>Unrestricted - El Camino</b>			
B0097842	ECCD Petty Cash	V.P. Academic Affairs	Non-Instruct Supplies	\$200.00
B0097847	Arrowhead Spring Water	First Year Exp Foundation Don	Non-Instruct Supplies	\$185.00
B0097849	Thompson Building Mat	Construction Technology	Instructional Supplies/Lot	\$875.00
B0097864	Foothill Deanza Comm	Instructional Television	Contract Services	\$1,761.88
B0097865	Foothill Deanza Comm	Instructional Television	Contract Services	\$1,080.00
B0097866	Southbay Fire Extinguish	Fire Academy 06-07	Repairs - Instructional	\$800.00
B0097869	The Salvation Army	Staff Development	Contract Services	\$2,500.00
B0097893	S & B Food Services	Staff Development	Contract Services	\$1,000.00
B0097917	The Effectiveness Institu	Staff Development	Contract Services	\$4,500.00
B0097925	ECCD Petty Cash	Technology & Diversity Conf.	Non-Instruct Supplies	\$500.00
<b>Fund 11</b>	<b>Total: 10</b>	<b>\$13,401.88</b>		
<b>Fund 12</b>	<b>Restricted - El Camino</b>			
B0097843	ECCD Petty Cash	KEPS	Instructional Supplies/Lot	\$300.00
B0097844	ECCD Petty Cash	KEPS	Instructional Supplies/Lot	\$400.00
B0097852	S & B Food Services	CACT - Quick Start Partnership	Non-Instruct Supplies	\$4,500.00
B0097871	D. James Hancuff, PC	SBA Contract Jan-Dec	Contract Services	\$5,000.00
B0097873	IAE Edu Net	El Camino Language Arts ECLA	Contract Services	\$250.00
B0097874	Sharonda Barksdale	KEPS	PSA Contract Services	\$400.00
B0097875	Susan Barclay-Jones	KEPS	PSA Contract Services	\$1,887.00
B0097876	Jose Gutierrez	KEPS	PSA Contract Services	\$1,020.00
B0097877	Adeleke B. Peters	KEPS	PSA Contract Services	\$525.00
B0097878	Adeleke B. Peters	KEPS	PSA Contract Services	\$450.00
B0097879	Adeleke B. Peters	KEPS	PSA Contract Services	\$450.00
B0097880	Adeleke B. Peters	KEPS	PSA Contract Services	\$450.00
B0097881	Adeleke B. Peters	KEPS	PSA Contract Services	\$450.00
B0097882	Adeleke B. Peters	KEPS	PSA Contract Services	\$450.00
B0097883	Pearl Georgen	WPLRC - ETP	PSA Contract Services	\$600.00
B0097884	Accelerate Online, Inc.	Aerospace Conference	Multi Media Advertising	\$1,850.00
B0097886	Pam L. Lewis	Foster Care Ed 03-04	PSA Contract Services	\$444.00
B0097887	Angie M. Colclasure	Foster Care Ed 03-04	PSA Contract Services	\$407.00
B0097888	Josefa Ariaz	KEPS	PSA Contract Services	\$1,530.00
B0097889	Karla Quezada	KEPS	PSA Contract Services	\$1,759.00
B0097890	Kelly J. Gilmore	ILP	PSA Contract Services	\$2,830.00

B0097895	Estwick & Associates, Inc	KEPS	Contract Services	\$3,052.00
B0097896	Estwick & Associates, Inc	KEPS	Contract Services	\$3,201.00
B0097897	Estwick & Associates, Inc	KEPS	Contract Services	\$2,967.00
B0097898	Estwick & Associates, Inc	KEPS	Contract Services	\$3,314.00
B0097899	Estwick & Associates, Inc	KEPS	Contract Services	\$2,332.00
B0097900	Estwick & Associates, Inc	KEPS	Contract Services	\$2,242.00
B0097901	IAE Edu Net	EI Camino Language Arts ECLA	Contract Services	\$250.00
B0097902	Ace Overseas Education	EI Camino Language Arts ECLA	Contract Services	\$250.00
B0097903	E.C.C. Public Information	CCAccessMeansParent	Reproduction – Noninstruc.	\$50.00
B0097904	ECCD Petty Cash	KEPS	Other Services & Expenses	\$300.00
B0097905	ECCD Petty Cash	KEPS	Other Services & Expenses	\$250.00
B0097906	Staff Service Education	EI Camino Language Arts ECLA	Contract Services	\$250.00
B0097907	Hankook Education Ctr	EI Camino Language Arts ECLA	Contract Services	\$250.00
B0097908	Windmill English Center	EI Camino Language Arts ECLA	Contract Services	\$250.00
B0097909	Woori Overseas Studies	EI Camino Language Arts ECLA	Contract Services	\$250.00
B0097913	ECCD Petty Cash	Aerospace Conference	Non-Instruct Supplies	\$200.00
B0097918	Sharonda Barksdale	KEPS	PSA Contract Services	\$400.00
B0097919	Sharonda Barksdale	KEPS	PSA Contract Services	\$1,887.00
B0097920	Karen Dixon	KEPS	PSA Contract Services	\$250.00
B0097921	Karen Dixon	KEPS	PSA Contract Services	\$250.00
B0097922	Oscar Benavides	Foster Care Ed 03-04	PSA Contract Services	\$1,500.00
B0097923	Walter Delaney	CACT/BEST	PSA Contract Services	\$6,600.00
B0097924	Charlene Williams	ILP	PSA Contract Services	\$2,067.00
B0097926	Karen Dixon	Foster Care Ed 03-04	PSA Contract Services	\$500.00
B0099206	South Bay Economic	JDIF/Work Ready Cert.	Contract Services	\$12,650.00
<b>Fund 12</b>	<b>Total: 46</b>	<b>\$71,464.00</b>		
<b>Fund 41</b>	<b>Capital Outlay</b>			
B0097841	Daily Breeze, the	Women's Shwr&Lckr Room	Multi Media Advertising	\$5,000.00
B0097927	Circulating Air Inc.	Science Complex Construction	Buildings	\$208,990.00
B0099204	Flewelling & Moody	ADA Restroom Improvements	Buildings	\$15,000.00
B0099205	Flewelling & Moody	Tree Replacements	Site Improvements	\$1,000.00
<b>Fund 41</b>	<b>Total: 4</b>	<b>\$229,990.00</b>		
<b>Fund 82</b>	<b>Scholarships &amp; Trust/Agency</b>			
B0097845	S & B Food Services	Health Sciences and Athletics	Fundraising	\$2,000.00
B0097853	S & B Food Services	Trust Career Expo	Fundraising	\$500.00
<b>Fund 82</b>	<b>Total: 2</b>	<b>\$2,500.00</b>		
		<b>BPO Funds Total: 65</b>		<b>\$673,094.88</b>
		<b><u>Grand Total POs and BPOs: 402</u></b>		<b>\$1,104,890.22</b>

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

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## Administrative Services – Measure E Bond Fund

### A. CATEGORY BUDGETS AND BALANCES

The following table reports Measure E expenditures and commitments through March 31, 2007.

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

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
<b><u>Additional Classrooms and Modernization (ACM)</u></b>				
Acquisitions (0201)	\$5,000,000	\$705,867	\$	\$4,294,133
Architectural Barrier Removal Phase 2 (0202)	1,529,000	18,582		1,510,418
Athletic Education and Fitness Complex (0203)	15,718,000	272,988		15,445,012
Bookstore/Cafeteria Conversion to Admin. (0204)	6,084,896	473,001	377,421	5,234,474
Business Building Replacement (0205)	10,926,189	139,877		10,786,312
Central Plant (0206)	15,085,000	1,483,319	12,379,626	1,222,055
Child Development Center Phase 2 (0207)	2,525,000	30,573		2,494,427
Crenshaw Blvd. Frontage Enhancement (0208)	700,000	13,418		686,582
Fire Academy Structure (0209)	791,375	105,713	69,621	616,041
Fire Program Facility (0210)	123,000	1,656		121,344
Humanities Complex Replacement (0212)	30,896,287	13,870,626	13,498,906	3,526,755
Learning Resource Center Addition (0213)	7,100,000	851,586	3,670,050	2,578,364
Manhattan Bch Blvd. Parking Structure & Entr. (0214)	216,232	812		215,420
Remodeling Phase One-Three (0215-0217)	8,873,500	624,273	252,324	7,996,903
Science Complex Renovation (0219)	6,721,738	6,514,014	-	207,724
Signage and Wayfinding (0224)	2,600,000	79,455	109,840	2,410,705
Student Services and Activities Replacement (0220)	31,928,118	1,196,098	2,420,796	28,311,225
Temporary Space and Relocation Costs (0221)	3,469,200	3,365,942	25,877	77,381
Master Planning (0223)		531,082	2,040,543	(2,571,625)
Reserve for Contingencies (0299)	<u>25,583,648</u>	<u>0</u>	<u>0</u>	<u>25,583,648</u>
<b>Total Additional Classrooms and Modernization</b>	<b><u>\$175,871,183</u></b>	<b><u>\$30,278,881</u></b>	<b><u>\$34,845,004</u></b>	<b><u>\$110,747,298</u></b>
<b><u>Campus Site Improvements: Accessibility, Safety / Security (CSI)</u></b>				
Asphalt Resurfacing - All Lots (0301)	\$400,000	\$14,975	\$	\$385,025
Emergency Generators and Distribution (0302)	122,673	122,673		0
Emergency Power to Security Lighting (0303)	4,289	4,289		0
Entrance - Redondo Beach Blvd. to Lot H (0304)	400,000	24,509		375,491
Fencing Replacement and Additions (0305)	375,000	5,777		369,223
Landscaping and Irrigation System Replacements (0306)	2,540,000	42,403		2,497,597
Lighting - Upgrade / Replace All Lots (0308)	2,440,000	59,807		2,380,193
Lot F Parking Structure Improvements (0309)	1,632,000	32,732		1,599,268
Lot H Parking Structure (0310)	8,348,666	1,118,422	507,809	6,722,434
Paving Replacement - All Walks and Driveways (0311)	2,187,000	46,406		2,140,594
Pedestrian Walks at MBB. & Lot E (0312)	81,600	637		80,963
Security Video (0313)	7,831	7,831		0
Voice / Data / Signal Site Duct Bank (0314)	117,130	117,130		0
Reserve for Contingencies (0399)	<u>1,757,784</u>	<u>0</u>	<u>0</u>	<u>1,757,784</u>
<b>Total Campus Site Improvements: Accessibility, Safety / Security</b>	<b><u>\$20,413,973</u></b>	<b><u>\$1,597,591</u></b>	<b><u>\$507,809</u></b>	<b><u>\$18,308,572</u></b>
<b><u>Energy Efficiency Improvements (EEI)</u></b>				
Energy Efficiency Improvements Phase Two (0402)	2,818,000	1,473,175	231,894	1,112,931
Reserve for Contingencies (0499)	<u>215,653</u>	<u>0</u>	<u>0</u>	<u>215,653</u>
<b>Total Energy Efficiency Improvements</b>	<b><u>\$3,033,653</u></b>	<b><u>\$1,473,175</u></b>	<b><u>\$231,894</u></b>	<b><u>\$1,328,584</u></b>
<b><u>Health and Safety Improvements (HSI)</u></b>				
Administration (0501)	\$4,367,732	\$96,525	\$	\$4,271,207

## Administrative Services – Measure E Bond Fund

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Art & Behavioral Sciences (0502)	12,247,136	291,552	10,200	11,945,384
Infrastructure Phase 1 (0503)	20,701,679	2,769,796	8,999,864	8,932,019
Auxiliary Warehouse (0504)	105,042	1,305		103,737
Communications (0507)	8,223,354	219,531		8,003,823
Construction Technology (0508)	943,970	16,505		927,465
Domestic Water System (0509)	110,208	110,208		0
Facilities and Receiving (0510)	1,985,416	156,607		1,828,809
Fire Alarm (0511)	279,694	277,817	1,877	0
Firelines (0512)	119,905	119,905		0
Hazardous Materials Abatement (0513)	200,000	86,550	23,240	90,209
Library (0515)	7,876,509	432,042		7,444,467
Marsee Auditorium (0516)	6,670,843	142,473		6,528,370
Math & Computer Sciences (0517)	10,761,643	194,727		10,566,916
Music (0518)	8,896,846	226,592		8,670,254
Natural Gas System (0519)	13,852	13,852		0
North Gymnasium (0520)	3,248,993	257,027		2,991,966
Physical Education and Men's Shower (0521)	4,216,871	67,293		4,149,578
Planetarium (0522)	559,465	12,838		546,627
Pool and Health Center (0523)	8,273,592	326,367	937	7,946,288
Primary Electrical Distribution System (0524)	5,480,458	4,670,455	622,381	187,622
Reimbursements (0525)	1,456,353	1,414,353		42,000
Security Systems (0526)	30,245	30,245		0
Sewer System (0527)	55,449	55,449		0
Social Sciences (0528)	7,415,520	186,254	189	7,229,077
Storm Drain System (0530)	30,644	30,644		0
Technical Arts (0531)	5,600,000	353,482	24,000	5,222,518
Shops (0533)	10,600,000	213,338		10,386,662
Reserve for Contingencies (0599)	8,337,328	0	0	8,337,328
<b>Total Health and Safety Improvements</b>	<b><u>\$138,808,747</u></b>	<b><u>\$12,773,730</u></b>	<b><u>\$9,682,689</u></b>	<b><u>\$116,352,328</u></b>
<b><u>Information Technology and Equipment (ITE)</u></b>				
Behavioral and Social Sciences (0601)	\$654,077	\$99,789	\$13,496	\$540,793
Business (0602)	1,143,650	470,241	7,355	666,054
Facilities Planning and Services (0603)	1,925,724	318,262		1,607,462
Fine Arts (0604)	2,870,096	341,592	65,384	2,463,120
Health Sciences and Athletics (0605)	1,269,987	225,878	7,367	1,036,742
Humanities (0606)	625,978	168,479		457,500
Industry and Technology (0607)	1,883,641	440,846	25,736	1,417,059
Information Technology (0608)	14,557,510	1,852,200		12,705,310
Learning Resources (0609)	4,940,775	260,085	325	4,680,365
Math (0610)	723,061	231,191		491,870
Natural Sciences (0611)	3,063,431	658,989	8,696	2,395,745
Nursing (0612)	252,651	116,478		136,173
Student and Community Advancement (0613)	645,925	217,394	(853)	429,384
Interfund Transfer (0614)	141,150	141,150		0
Campus Police (0621)	68,500	53,480		15,020
Purchasing (0622)	10,000	9,418		582
Phase II, III, IV Purchases (0697)	12,686,900			12,686,900
Installation Contingency (0698)	4,464,194	349		4,463,845
Reserve for Contingencies (0699)	3,746,018	0	0	3,746,018
<b>Total Information Technology and Equipment</b>	<b><u>\$55,673,268</u></b>	<b><u>\$5,605,819</u></b>	<b><u>\$127,505</u></b>	<b><u>\$49,939,943</u></b>
<b><u>Physical Education Facilities Improvements (PEFI)</u></b>				
Baseball Field (0701)	\$1,091,800	\$	\$	\$1,091,800
North Field (0702)	481,600			481,600
Sand Volleyball (0703)	12,300			12,300
Reserve for Contingencies (0799)	121,349	0	0	121,349
<b>Total Physical Education Facilities</b>	<b><u>\$1,707,049</u></b>	<b><u>\$</u></b>	<b><u>\$</u></b>	<b><u>\$1,707,049</u></b>



**Administrative Services – Measure E Bond Fund**

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Refunding Income	\$5,875,366	\$ 0	\$ 0	\$5,875,366
<b>TOTAL</b>	<b><u>\$401,383,239</u></b>	<b><u>\$51,729,197</u></b>	<b><u>\$45,394,902</u></b>	<b><u>\$304,259,140</u></b>

**B. CONTRACT – FLEWELLING & MOODY – WOMEN’S SHOWER AND LOCKER ROOM BUILDING**

It is recommended the Board of Trustees approve entering into a contract with the architectural firm of Flewelling & Moody to provide architectural and engineering design services necessary to replace the brick veneer on the Women’s Shower and Locker Room Building.

The price for these services was negotiated based upon the following factors; scope of work, and length of performance period.

**Dates of Service:** April 17, 2007 though December 31, 2008.

**Cost:** Not to exceed \$20,500, including reimbursables, invoiced monthly.

**C. CONTRACT – FLEWELLING & MOODY- FOOD SERVICES MODULE**

It is recommended the Board of Trustees approve entering into a contract with the architectural firm of Flewelling & Moody to provide architectural and engineering design services necessary to construct a food service modular building adjacent to the existing modular buildings on the north side of campus.

The price for these services was negotiated based upon the following factors, scope of work, and length of performance period.

**Dates of Service:** April 17, 2007 though December 31, 2008.

**Cost:** Not to exceed \$38,500, including reimbursables, invoiced monthly.

**D. CONTRACT – LPA, INC. – LEARNING RESOURCES CENTER**

It is recommended the Board of Trustees approve entering into a contract with the architectural firm of LPA, Inc to provide furniture design, selection and coordination services for the Learning Resources Center Addition.

**Administrative Services – Measure E Bond Fund**

The price for these services was negotiated based upon the following factors, scope of work, and length of performance period.

The funding for these services is included in the current project budget.

**Dates of Service:** May 1, 2007 though December 31, 2008.

**Cost:** \$20,000, including reimbursables, invoiced monthly.

**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.

<b>P.O. Number</b>	<b>Vendor Name</b>	<b>Site Name</b>	<b>Description</b>	<b>P.O. Cost</b>
P93040	School Outfitters	Fine Arts	New Equipment – Instructional	\$2,224
P99132	Neptune’s Reef	Natural Sciences	New Equipment – Instructional	6,804
P99133	Galaxy Enterprises, Inc.	Industry & Technology	New Equipment – Instructional	8,406
P99134	Safco Supply	Fine Arts	New Equipment – Instructional	2,777
P99135	B & H Photo-Video	Fine Arts	New Equipment – Instructional	7,813
P99207	Interservice	Temporary Space Relocation	Group I Equipment	157
P99208	Full Compass	Fine Arts	New Equipment - Noninstructional	7,446
P99209	Morey’s Music Store	Fine Arts	New Equipment – Instructional	7,458
P99210	Geil Kilns Company	Fine Arts	New Equipment – Instructional	22,499
B99146	CTL Environmental	Central Plant	Testing & Inspection	3,655
B99173	U.S. Air Conditioning	Central Plant	Group I Equipment	349,862
B99211	Flewelling & Moody	Temporary Space Relocation	Architecture & Engineering	<u>2,222</u>
<b>GRAND TOTAL FUND 42 P.O.s AND BPOs</b>				<b><u>\$421,323</u></b>

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

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## **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 1-27 and 1-16.

### **Certificated Personnel:**

1. Retirement – Ms. Julia Stewart, full-time instructor of Chemistry, Natural Sciences, last day worked June 8, 2007, first day of retirement June 9, 2007, and that a plaque be prepared and presented to her in recognition of her service to the District since 1991.
2. Amend Retirement - Mr. Daniel LaCoe, full-time Counselor, last day worked December 31, 2007 (instead of 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. Pre-retirement – Ms. Lutchminia Bilici, full-time instructor of Computer Information Systems (CIS), Business, to work a reduced load of 50% Fall and 50% Spring, for five years beginning Fall 2008 through Spring 2013, in accordance with the Agreement, Article XVIII, Section 2(c).
4. Re-Employment – Dr. Charles Irvin Drew, Interim Dean, Natural Sciences, Range 16, Step 5, Administrator Salary Schedule, effective April 17 through June 30, 2007.
5. Change in Assignment – Ms. Barbara Perez, Dean of Natural Sciences to Interim Associate Vice President of Human Resources, Range 16, Step 5, Administrator Salary Schedule, effective May 1, 2007 through June 30, 2008.
6. Change in Salary - Dr. Victoria Orton, full-time instructor of Nursing, Health Sciences & Athletics, from Class IV, Step 11 to Class V, Step 11, Academic Salary Schedule, effective April 7, 2007, for attaining her Doctorate.
7. Leave of Absence (paid) – Ms. Nancy Currey, full-time instructor of English as a Second Language (ESL), Humanities, paid medical leave effective February 10 through March 25, 2007 and Family Medical Leave (FMLA) effective March 26 through June 8, 2007.
8. Special Assignment – The following full-time instructors of Health Science & Athletics to work summer sports camps and swimming lessons to be \$25 per hour,

effective June 11 through August 30, 2007, in accordance with the Agreement, Article X, Section 13(b).

<u>Name</u>	<u>Not To Exceed</u>	<u>Camp/Date</u>
Corey Stanbury	\$3,100	Swim Lesson 6/11-8/2
Gene Engle	\$ 500	Football League, 6/20-7/25
Albert (John) Britton	\$ 875	Soccer Camp 8/13 – 8/25

9. Special Assignment – The following part-time instructors of Health Science & Athletics, to work Summer sports camps and swimming lessons to be paid \$25 per hour, effective June 11 through August 30, 2007, in accordance with the Agreement, Article X, Section 13(b).

<u>Name</u>	<u>Not To Exceed</u>	<u>Camp/Date</u>
Nate Fernley	\$6,000	Baseball – 6/26-8/17
Monica Lizarrage-Papke	\$1,625	Swim Lesson – 6/11-8/2
Steve Shaw	\$ 750	Spring Basketball League 4/25-5/30

10. Special Assignment – Mr. Michael Fenison, part-time instructor of Health Science & Athletics, to work for Summer High School Basketball League, to be paid \$12 an hour, not to exceed \$432, effective June 18 through July 23, 2007, in accordance with the Agreement, Article X, Section 13(b).

11. Special Assignment – Ms. Carolina Perez, part-time instructor of Foreign Languages, Humanities, to administer credit-by examination in Spanish, to be paid \$55.65 an hour, not to exceed 8 hours or \$450, effective April 17 through June 30, 2007, in accordance with the Agreement, Article X, Section 20.

12. Special Assignment – The following part-time instructors of Nursing, Community Advancement, to conduct for-credit Nursing classes as part of the Workplace Learning Resource Center Nursing Program Contract with the Centinela Freeman Regional Medical Center under Ed Code Section 87470, not to exceed 60% load, in accordance with the Agreement, Article X, Section 14(c).

<u>Instructor</u>	<u>Class/Step</u>	<u>Lecture/Lab</u>	<u>Effective Date</u>
Mahnaz Hossinpour	Class I, Step 1	Lab	2/17 – 6/30/07
Patricia Duncan	Class II, Step 1	Lab & Lecture	4/17 – 6/30/07
Suzette Frio	Class I, Step 1	Lab	4/17-6/30/07
Elizabeth Sweeney	Class II, Step 1	Lecture	4/17-6/30/07

13. Special Assignment – Ms. Karen Hellwig, full-time instructor of Nursing, Community Advancement, to conduct for-credit Nursing Lab classes as part of the

Workplace Learning Resource Center Nursing Program Contact with the Centinela Freeman Regional Medical Center under Ed Code Section 87470, to be paid \$55.65 an hour, not to exceed 40% overload, effective April 17 through June 30, 2007, in accordance with the Agreement, Article X, Section 14 (c).

14. Special Assignment – Ms. Kathy Morgan, full-time instructor of Nursing, Health Sciences & Athletics, to conduct workshops with Compton Educational Center faculty teaching Nursing, to be paid \$55.65 an hour, not to exceed 17.25 hours or \$960, in accordance with the MOU dated September 21, 2006.
15. Special Assignment – Ms. Cynthia Somin, full-time instructor of English, Humanities, to review course outlines for Compton Educational Center, to be paid \$41.74 for one hour, effective November 1, 2006, in accordance with the MOU dated September 21, 2006.
16. Special Assignment – The following full-time instructors of Industry & Technology, to administer credit-by-examination to be paid \$55.65 an hour, not to exceed 20 hours or \$1,133, effective December 15 through December 31, 2006, in accordance with the Agreement, Article X, Section 14(c).

Vic Cafarchia

Eric Carlson

John Carr

Steve Cocca

Sam Dantzler

Douglas Glenn

Harold Hofmann

Kevin Huben

Richard Hughes

Ray Lewis

Albert Lugo

Douglas Marston

Ken Mays

Timothy Meza

Melanie McFarland

Stephen Nothern

Dan Richardson

George Rodriguez

John Ruggirello

Michael Stallings

Kenneth Zion

17. Special Assignment – The following part-time instructors of Nursing, Health Sciences & Athletics, to conduct sport's physicals, to be paid 36.79 an hour, not to exceed \$1,300 or 35 hours, effective July 1 through June 30, 2007, in accordance with the Agreement, Article X, Section 9(m).

Melanie Bronstein

Linda Goldman

Nancy Lee

18. Special Assignment – The following full-time instructors of Nursing, Health Sciences & Athletics, to conduct sport's physicals, to be paid 36.79 an hour, not to

exceed \$1,300 or 35 hours, effective July 1 through June 30, 2007, in accordance with the Agreement, Article X, Section 14(c).

Debbie Conover  
Holly Fall  
Deborah Herzik

19. Special Assignment – The following full-time instructors of Industry & Technology to administer credit-by-examination to be paid \$55.65 an hour, not to exceed 10 hours or \$556.50, in accordance with the Agreement, Article X, Section 14(c).

Mark Arnold	Wendy Kahan
Danny Barley	James Lemmon
Kevin Coffelt	Mary Lyons
Victor de la Torre	Robert Olmsted
Jeff Donahue	Rey Rojo
Robert Diaz	Franz Seifert
Charles Hamilton	Dale Ueda
Sharon Higgins	Dan Valladares
Glenna Johnson	Phillip Walls
William Johnson	Earl Warren
Walter Kahan	Sue Ann Warren

20. Stipend Assignment – The following full-time instructors of Humanities, to receive compensation for their participation in this semester’s Reading Workshops for Writing Faculty, to be paid \$62.50 each, for a grand total of \$1,000, effective March 27, 2007, in accordance with the Agreement, Article X, Section 14(c).

Inna Newbury	Allison DeVaney
Marilyn Anderson	Cynthia Silverman
Laura Welsh	Karen Larsen
Martha Ansite	Darrell Thompson
Susan Corbin	Joy Zhao
Dana Crotwell	Gene Armao
Jennifer Annick	Sara Blake
Suzanne Gates	Debra Breckheimer

21. Stipend Assignment – The following part-time instructors of Dance, Fine Arts, to choreograph for the Spring Dance, effective March 26 through May 6, 2007, in accordance with the Agreement, Article X, Section 9(m).

<u>Instructor</u>	<u>Stipend</u>
Hiroshi Hamanishi	\$500
Karin Jensen	\$600
Dana Maue	\$500

22. Stipend Assignment – Ms. Susan Marron, full-time instructor of Sign Language, Special Resource Center/Health Science & 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).
23. Stipend Assignment – Mr. William Georges, full-time instructor of Theatre, Fine Arts, to design lighting for Play #4, to be paid \$1,500, effective April 17 through May 25, 2007, in accordance with the Agreement, Article X, Section 14(c).
24. Employment – Ms. Lorenda Johnson, (on-call) part-time/temporary Counselors to be hired as needed, not to exceed 23 hours per week, Class II, Step 1, effective April 17 through June 30, 2007, in accordance with the Agreement, Article X, Section 9(e), to be paid through District, EOP&S and other categorical grant funds
25. Employment – The following part-time Clinical Psychologists, Health Sciences & Athletics, to be hired as needed in Student Health Sciences, to be paid \$55.65 an hour, not to exceed a total of 36 hours per week, effective July 1, 2007 through June 30, 2008, in accordance with the Agreement, Article X, Section 9(e).

Sally Emery

Ruth Taylor

26. Employment – The following part-time Nurse Practitioners, Health Sciences & Athletics, to be hired as needed in Student Health Sciences, not to exceed 24 hours per week, effective July 1, 2007 through June 30, 2008, in accordance with the Agreement, Article X, Section 9(e).

Melanie Bronstein  
Linda Goldman  
Nancy Lee

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

**Health Sciences & Athletics**

Marisa Chang  
Patricia Duncan

Suzette Frio  
Maryam Ibrahim



Hoffman Kristen  
Zoila Paz  
Linda Scott

Cho Soo Kyong  
Esther Vojkovich  
Maria White

**Classified Personnel:**

1. Resignation – Ms. Marcia Wade, Associate Vice President – Human Resources, Range 16, Step 5, Human Resources Division, Administrative Services area, effective April 20, 2007, plus accrued vacation.
2. Termination – Mr. Louie M. Casares Jr., Night Custodian, Range 20, Step E, Facilities Planning & Services Division, Administrative Services area, effective April 17, 2007.
3. Extend Personal Leave of Absence 100% - Ms. Patricia Bonacic, Calworks Case Management/Services Coordinator, Range 36, Step E, Counseling and Student Services Division, Student & Community Advancement area, effective September 15, 2006 through June 30, 2007.
4. Personal Leave of Absence 40% - Ms. Dianne Martinez, Student Services Advisor, Range 35 Step E, Counseling & Student Services Division, Student and Community Advancement area, effective April 17 through June 30, 2007.
5. Personal Leave of Absence 40% - Ms. Van Nguyen, Student Services Advisor, Range 35 Step E, Counseling & Student Services Division, Student and Community Advancement area, effective April 17 through June 30, 2007.
6. Stipend - Ms. Capri Blount, Accounting Assistant II, Range 27, Step E, Purchasing and Business Services Division, Administrative Services area, to be paid a lump sum of \$1,224 for duties performed out of classification from November 1, 2005 through November 30, 2006.
7. Amend Reassignment/Work Out of Classification – Mr. Tyler Robbins, Assistant Director, Financial Aid and Scholarships, Range 11, Step 5, Enrollment Services, Student and Community Advancement area to work 100% as Director – Financial Aid, Range 13, Step 3, at the Compton Educational Center, effective October 9, 2006 through June 30, 2007.
8. Amend Promotion - Ms. Sharin K. Nakayama, Lead Interpreter Specialist, Range 38, Step D, to DSPS Support Services Supervisor, Range 28 instead of Range 27, Step A, (Supervisor Salary Schedule), Special Resource Center/Health Sciences & Athletics Division, Academic Affairs area, effective April 2, 2007.

9. Promotion – Ms. Beverly Knapp, Clerical Assistant Range 22, Step E, to Senior Clerical Assistant, Range 24, Step E, Behavioral & Social Sciences Division, Academic Affairs area, effective May 1, 2007.
10. Employment - Ms. Kari Brody, Senior Athletic Trainer, Range 37, Step A, Health Sciences & Athletics Division, Academic Affairs area, effective April 17, 2007.

**Temporary Classified Employment:**

11. Change in Classification – Ms. Sunnie R. Hernandez – from Senior Clerical Assistant, Range 24, Step A, to Secretary, Range 26, Step A, Vice President’s Office, Student and Community Advancement area, effective April 17, 2007.
12. Extend Assignment - Ms. Dora Gomez, Calworks Case Management/Services Coordinator, Range 26, Step A, Counseling and Student Services Division, Student and Community Advancement area, effective April 1 through June 30, 2007.
13. Employment – Ms. Dolores Bernal, Night Custodian, Range 20, Step A, Facilities Planning & Services Division, Administrative Services area, effective April 17, 2007.
14. Employment – Mr. David Colon, Night Custodian, Range 20, Step A, Facilities Planning & Services Division, Administrative Services area, effective April 17, 2007.
15. Employment – Ms. Shirley Snider, Administrative Assistant II, Range 31, Step E, Humanities Division, Academic Affairs area, effective April 17 through June 30, 2007.
16. Termination – Mr. Eddie Green, Night Custodian, Range 20, Step A, Facilities Planning & Services Division, Administrative Services area, effective March 22, 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 1-12.

The following temporary non-classified service employees are hired for the 2006-2007 fiscal year effective April 17, 2007 through June 30, 2007, unless otherwise stated:

1. Evelyn Barnes – Program Assistant III, \$10.00 per hour, Monday through Thursday (days vary), 7:30 a.m. to 11:30 a.m. and 5:30 p.m. to 7:30 p.m. (hours vary), effective March 20, 2007 through June 30, 2007, Business Education, Academic Affairs area, to assist the division staff with the clerical support and other duties as assigned.
2. Robert Brajnikoff – Paraprofessional, \$17.00 per hour, Monday through Thursday (days vary), arrange six (6) to twelve (12) hours per week (hours vary), Fine Arts, Academic Affairs area, to model for the life drawing and painting classes.
3. Tam Huynh – Tutor I, \$7.50 per hour, Monday through Friday (days vary), arrange ten (10) hours per week (hours vary), Learning Resources, Academic Affairs area, to provide tutoring services in the Learning Resources Center.
4. Lessa Kanani ‘O Pua Pelayo – Program Assistant III, \$10.00 per hour, Monday, Wednesday, Friday (days vary), arrange fifteen (15) to twenty (20) hours per week (hours vary), Business Education, Academic Affairs area, to assist students and faculty, answer phones, and return phone messages.
5. Kathleen MacDougall – Program Assistant III, \$10.00 per hour, Monday through Saturday (days vary), arrange 30 hours per week (hours vary), effective March 20, 2007 through June 30, 2007, Business Education, Academic Affairs area, to assist the division staff with the clerical support and other duties as assigned.
6. Shawn Moore – Library Media Aide III, \$8.50 per hour, Monday through Friday (days vary), 7:30 a.m. to 8:00 p.m. (hours vary), Writing Center/Humanities, Academic Affairs area, to provide support services for the Writing Center.
7. Ryan Ritchie – Reader, \$7.50 per hour, Monday through Friday (days vary), 7:00 a.m. to 11:00 p.m. (hours vary), Writing Center/Humanities, Academic Affairs area, to evaluate essays for grammar, content, and structure, and provide assessments through written documentation on the essays.
8. Lawrence Schreier – Tutor III, \$9.50 per hour, Monday through Friday (days vary), arrange twenty (20) hours per week (hours vary), effective April 20, 2007 through June 30, 2007, Mathematical Sciences, Academic Affairs Area, to provide tutoring services in the Math Study Center.
9. Seema Sharma – Tutor III, \$9.50 per hour, days vary as needed, hours vary as needed, Extended Opportunities Program & Services (EOP&S), Student and Community Advancement area, to provide tutorial assistance in a variety of subjects in lower division college courses to EOPS/CARE eligible students who are challenged by language, social, economic, and education disadvantages.

10. George Thompson – Physician, \$56.00 per hour, days vary as needed, hours vary as needed, effective July 1, 2007 through June 30, 2008, Health Sciences & Athletics, Academic Affairs area, to provide medical services for students at the Student Health Center.
11. The following individuals are to work as House Staff I, \$7.50 per hour, days vary as needed, hours vary as needed, effective March 20, 2007 through June 30, 2007, Center for the Arts/Fine Arts, Academic Affairs area, to provide customer service for any given event in either the Marsee Auditorium, Campus Theatre, or Recital Hall.

Rhianna Gesch  
Evelyn Mazariegos

12. The following individuals are to work as Professional II, \$32.00 per hour, days vary as needed, hours vary as needed, Fire Academy, Industry and Technology, Academic Affairs Area, to provide training, expertise, leadership, and professional services in the Fire Academy program as a Public Safety Trainer.

Arturo Jimenez  
Craig Ross

**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:

CASBO Government Accounting Workshop, Marriott Hotel, Ontario, CA - Sophie Dao.  
May 14, 2007. \$ 195.00 plus mileage.

Far West Athletic Trainers Association Annual Meeting/Clinical Symposium, Las Vegas, NV – Michael E. Miller. April 26-28, 2007. \$400.00 maximum.

American Association for Women in Community Colleges (AAWCC) Spring 2007 Conference: Women Hold Up Half the Sky, Cerritos Public Library, Cerritos, CA. April 27, 2007.  
\$55.00 per participant (listed below), for a total of \$2,475 (45 x \$55), plus mileage.

Admissions & Records

Mayda Angel  
Aida L. Bosque  
Angelica Cholico

Elizabeth Cholico  
Antoinette Corso  
Victoria de la Torre  
Dorothy Fowler  
Joyce Fukuchi  
Marjorie Hall  
Cheryl Imatomi  
Adriana Lopez  
Willie McGee  
Susan Nickle  
Donna Pantaleo  
Grace Rodriguez  
Marie Tate

Counseling

Junnette Fariolen  
Lisa Perez  
Lori Taniguchi

Facilities

June Curtis  
Gloria Harrison  
Easter White

Financial Aid

Maria Duran  
Elizabeth Fernandez

Fiscal Services

Rita Bruce  
Delores Buerger  
Josie Cheung  
Sophie Dao  
Leimomi Elliott  
Celia Kang  
Estella Lee  
Luukia Smith  
Marie Yatman

Foundation

Sue Burin

Human Resources

Carol Kubota

Natural Sciences

Anhdao Pham

Sim Yoe

Public Relations/Marketing

Lilia Velez

Purchasing

Beverly Gilmore

Katherine Valot

Marcia Williams

**D. STIPEND FOR TRANSITION WORK DONE BY ADMINISTRATORS FOR COMPTON EDUCATION CENTER**

It is recommended that Dr. Stephanie Rodriguez be paid a \$2,500 stipend each for the transition work done for the Compton Educational Center, effective May through December 2006.

**E. REVISED CLASSIFICATION SPECIFICATION FOR ADMINISTRATOR POSITION**

It is recommended that the Board approve the revised classification specification for the Director of Nursing as shown on pages 55-57.

**F. AMENDED ADMINISTRATOR SALARY SCHEDULE AS A RESULT OF REVISION OF CLASSIFICATION SPECIFICATION FOR ADMINISTRATOR POSITIONS**

It is recommended that the Board approve the updated Administrator Salary Schedule as a result of revisions to the classification specifications and changes in titles and elimination of positions as shown on pages 58-59.

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

### **POSITION TITLE: DIRECTOR OF NURSING**

#### **BASIC FUNCTION:**

Under the direction of the Dean of Health Sciences and Athletics, the Director of Nursing manages the District's Associate Degree Nursing Program; develops and administers Extended Nursing Programs and Partnership Programs; coordinates and facilitates movement of nursing students through a curriculum that meets the standards of the Board of Registered Nursing (BRN), the National League for Nursing Accrediting Commission (NLNAC), the Education Code of the State of California and provisions of the Nursing Practice Act.

#### **REPRESENTATIVE DUTIES:**

Provide a curriculum that meets the requirements mandated by the BRN; report changes in faculty positions. Supervise the submission of applications for students taking the state licensing exam (NCLEX-RN). Maintain secure files for faculty, students, curriculum, continuing education courses, and accreditation. Prepare reports needed for continued approval by the BRN and accreditation by the NLNAC. Provide a process for upward mobility of various health care providers.

Facilitate communication between the nursing program, the division office, and other areas on campus. Recommend persons for faculty and/or staff replacement. Plan and schedule semester nursing department classes. Plan, review and revise semester schedule of classes for nursing. Review and revise college catalog pertaining to nursing program each year. Coordinate and administer nursing department budget. Allocate resources of nursing budget to provide for optimum functioning of the nursing department. Provide requests for supplies, equipment, maintenance, and improvement of facilities in cooperation with the faculty and division Dean. Implement and coordinate the provision of any grants, including the Madden Endowment. Gather and share statistical data regarding nursing from governmental and non-governmental sources. Review proposed legislation affecting the healthcare professions and implement changes in laws and regulations. Communicate changes in State and Federal legislation affecting nursing to the appropriate persons.

Interpret and implement the administrative policies, rules, regulations, and recommendations of the college. Orient, guide, assign and assist with evaluating all nursing department staff. Compute faculty load and plan teaching assignments. Assist in resolving staff and/or student problems in the nursing program. Provide opportunities for

in-service and conference attendance. Act as a resource for curriculum development and program evaluation. Recruit and maintain an active part-time and substitute instructor list.

Prepare evaluation summaries for graduating students as requested by employers. Assume the responsibility for advanced placement of nursing students into appropriate classes ~~who may be returning, transferring or seeking upward mobility~~. Coordinate and supervise the admission of students into the generic program. Assist with the recruitment of students.

Represent the college as required by the division dean, vice president of academic affairs or the college president. Articulate the nursing program with higher education institutions, the district high schools, health care agencies and other community organizations. Maintain an advisory committee for the nursing program, and serve as the chairperson.

**KNOWLEDGE AND ABILITIES:**

Plan, organize and administer the processes and operations of the District's Nursing Program, Extended Nursing and Partnership Programs.

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

Understand and practice the principles of administration and supervision.

Assess and evaluate programs and personnel.

Communicate effectively orally and in writing.

Work cooperatively with others.

Analyze situations accurately and adopt effective courses of action.

**EXPERIENCE AND EDUCATION:**

Requires a Master's degree or higher from an accredited college or university that includes coursework in nursing education or administration AND a minimum of one year's experience in an administrative position with direct responsibility for administrative decision-making process of the educational program including budgeting, employing, delegating assignments, planning, evaluating, and allocating resources; AND a minimum of two year's experience teaching in pre-or post-licensure nursing programs; AND at least one year's experience as a registered nurse providing direct patient care.

An academic year of two semesters or three quarters is the equivalent to one year's administrative experience. Pre-or post-licensure nursing programs include diploma, associate or baccalaureate and master's degree registered nursing programs.



**DESIRABLE QUALIFICATIONS:**

Knowledge of National League for Nursing Accrediting Commission standards and experience in a community college setting is preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Current registered nurse licensure in California or eligibility for reciprocity.  
Valid California driver's license

**WORKING CONDITIONS:**

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

~~Move from one work area to another.~~

~~Hand, wrist, finger dexterity to operate various office machines.~~

Administrator Salary Schedule Range 14

Revised, ~~Reallocated~~ and Board Approved: ~~September 13, 2004~~ April 16, 2007

**El Camino Community College District  
Administrator Salary Schedule  
Effective: January 1, 2006**

**Revised: ~~October 15, 2006~~ April 16, 2007**

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
Range 1	55,648	57,371	59,146	60,984	62,844
Range 2	57,371	59,146	60,984	62,844	64,734
Range 3 Planetarium Director	59,146	60,984	62,844	64,734	66,658
Range 4	60,984	62,844	64,734	66,658	68,681
Range 5 Assistant Director of Development, Annual & Alumni Giving	62,844	64,734	66,658	68,681	70,739
Range 6 Director, MESA Program	70,992	73,182	75,375	77,633	79,974
Range 7 Assistant Director, Bookstore Assistant Director, Small Business Development Center Director, Education & Community Development Project Director, Regional Interpreter Training Grant	77,265	79,440	82,283	85,146	88,006
Range 8 Assistant Director, EOP&S/CalWORKS Assistant Director, Facilities Planning & Services Director, Accounting Director, Child Development Center Director, Outreach & School Relations	81,081	83,523	86,165	89,177	92,188
Range 9	83,605	86,200	88,844	91,504	94,262
Range 10	86,200	88,844	91,504	94,262	97,090
Range 11 Assistant Director, Admissions & Records Assistant Director, Financial Aid and Scholarships CalWORKS & Career Placement Services Director Director, Bookstore Director, Community Relations Director, EOP&S/CalWORKS	88,843	91,504	94,262	97,090	100,002

Range 11 (continued)  
 Director, International Business Development  
~~Director, Risk Management~~  
 Director, Student Development  
 Director, Technical Education  
 Director, Workforce Education  
 PACE & Week-end College Director

Range 12	93,644	96,538	99,450	102,410	104,954
<u>Director, Institutional Research</u>					

Range 13	96,538	99,450	102,410	104,954	108,667
Assistant Director, Human Resources					
Assistant Director, Information Technology Services					
Associate Dean					
Director, Business Services					
Director, Center for International Education					
Director, Financial Aid & Scholarship					
Director, Learning Resources					
<del>Director, Research and Planning</del>					
Director, Resource Development/Grants Development & Management					
Director, Special Resource Center					
Director, Staff and Student Diversity					
Executive Director, El Camino Center for the Arts					

Range 14	101,927	105,107	108,253	111,497	114,859
Director, Nursing					

Range 15	105,106	108,253	111,497	114,859	118,289
Chief of Police and Director of Public Services Instructional Programs					
Director, Admissions & Records					

Range 16	110,911	114,257	117,655	121,200	124,831
Associate Vice President, Human Resources					
Business Manager					
Dean					
Director, Facilities, Planning & Services					
Director, Human Resources					
Director, Information Technology Services					
Executive Director, Foundation					
<del>Project Director (California Virtual College Grant)</del>					

Range 17	114,257	117,655	121,200	124,832	128,578
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Range 18	117,655	121,200	124,832	128,577	132,426
Revised and Board Approved: <del>October 16, 2006</del> <u>April 16, 2007</u>					

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

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- A. Travel Page 61
  
- B. California Community College Trustees Board Election Page 61
  
- C. Informational Item – Los Angeles County Registrar-Recorder  
County Clerk Calendar of Events – Consolidated Elections  
November 6, 2007 Page 62

**A. Travel**

It is recommended that the Board ratify the following travel:

Accrediting Commission for Community and Junior Colleges – Progress Report

Thomas M. Fallo Accrediting Commission for Community and Junior Colleges Progress Report meeting, La Jolla, CA on March 28, 2007 with transportation and necessary expenses paid.

**B. California Community College Trustees Board of Directors Election**

It is recommended that the Board vote for the following persons to serve on the California Community College Trustee Board of Directors.

1. Luis Villegas, Santa Monica CCD
2. Donald L. Singer, San Bernardino CCD
3. Georgia L. Mercer, Los Angeles CCD
4. Jeanette Mann, Pasadena Area CCD
5. Rosanne Bader, Mt. San Antonio CCD
6. Mary Figueroa, Riverside CCD
7. Tom Clark, Long Beach CCD

**C. Informational Item**

Los Angeles County

Registrar-Recorder/County Clerk

**TENTATIVE – SUBJECT TO CHANGE**  
**CALENDAR OF EVENTS**  
**CONSOLIDATED ELECTIONS – NOVEMBER 6, 2007**  
**IMPORTANT NOTICE**

**All documents are to be filed with and duties performed by the Registrar-Recorder/County Clerk unless otherwise specified.**

<b>DATES</b>	<b>EVENTS</b>
<b>JULY 6 (F)</b>	<b>ADOPT ELECTION RESOLUTION (CITIES)</b>
E-123	Recommended last day for City Council to adopt resolution calling general municipal election to elect city elected officials.
<b>JULY 16 (M) AUG. 10, (F)</b> <b>5 P.M.</b>	<b>NOMINATION PERIOD (UDEL &amp; SCHOOLS)</b>
E-113 E-88	First and last day for candidates to file declaration of candidacy. (E.C. §§ 10510 & 10604)
<b>AUG. 10, (F)</b> <b>5 P.M.</b>	<b>CANDIDATE STATEMENTS (UDEL &amp; SCHOOLS)</b> Candidate statements shall be filed no later than the last E-88 day to file declaration of candidacy. (E.C. §§13307 & 10540)  <b>CANDIDATE WITHDRAWAL (UDEL &amp; SCHOOLS)</b> No candidate, including Incumbent, whose declaration of candidacy has been filed may withdraw after this date except when the nomination period has been extended for that office. (E. C. §§10510 & 10603, 10604)  <b>CONSOLIDATION OF ELECTIONS</b> Last day for local jurisdictions to file a resolution with the Board of Supervisors and this office requesting consolidation with election. (E. C. §§ 10400, 10402 & 10403)  <b>ADOPT SPECIAL MEASURE ELECTION RESOLUTION (SCHOOLS)</b> Last day for governing boards to adopt a resolution calling special school district measure election and setting forth the specifications of the election order. Copies shall be filed with the county elections official. (Ed. Code. § 5322)
<b>AUG. 11** (Sa) AUG. 15, (W)</b> <b>5 P.M.</b>	<b>EXTENSION OF NOMINATION PERIOD (UDEL &amp; SCHOOLS)</b>
E-87** E-83	If a declaration of candidacy for the incumbent is not filed by August 10, candidates <b>other than the incumbent</b> may file a declaration of candidacy between these dates. (E. C. §§ 10516 & 10604) NOTE: The extension does not apply where there is no incumbent eligible to be elected.

\*\*August 11 (Saturday) and August 12 (Sunday) office will be closed.

<b>DATES</b>	<b>EVENTS</b>
<b>AUG. 15, (W)</b> <b>5 P.M.</b> E-83	<b>CANDIDATE WITHDRAWAL – NOMINATION EXTENSION PERIOD (UDEL &amp; SCHOOLS)</b> Last day candidate may withdraw declaration of candidacy when the nomination period has been extended for that office. (E. C. §§ 10516 & 10604)
<b>AUG. 16, (Th)</b> <b>11 A.M.</b> E-82	<b>RANDOMIZED ALPHABET DRAWING BY SECRETARY OF STATE</b> The Secretary of State shall hold a public drawing to determine order of candidates' names on ballot by randomly drawing each letter of the alphabet. (E. C. § 13112)
<b>AUG. 20, (M)</b> <b>5 P.M.</b> E-78	<b>ARGUMENTS – LAST DAY TO SUBMIT</b> Last day to submit arguments for or against any county, school or district measure. Arguments may not exceed 300 words in length. (E. C. §§ 9162, 9163, 9315, 9316, 9501 & 9502) NOTE: The word limit for a school district reorganization is 500.
<b>AUG. 30, (Th)</b> <b>5 P.M.</b> E-68	<b>REBUTTALS – LAST DAY TO SUBMIT</b> Last day for authors of arguments for or against any county, school or district measure to submit their rebuttals. Rebuttals may not exceed 250 words in length. (E. C. §§ 9167, 9317 & 9504)
<b>SEPT. 10 (M)</b> E-57	<b>OCT. 23 (Tu)</b> <b>5 P.M.</b> E-14 <b>WRITE-IN CANDIDATES DECLARATION PERIOD (UDEL &amp; SCHOOLS)</b> A name written on a ballot will not be counted unless the person has filed during this period a declaration stating that he or she is a write-in candidate for the election. (E. C. §§ 8600 & 8601)
<b>SEPT. 27 (Th)</b> E-40	<b>OCT. 16 (Tu)</b> E-21 <b>MAIL SAMPLE BALLOTS</b> A sample ballot shall be mailed to each eligible voter during this period. (E. C. § 13303)
<b>OCT. 9* (Tu)</b> E-28*	<b>OCT. 30, (Tu)</b> <b>5 P.M.</b> E-7 <b>ABSENT VOTER – FIRST AND LAST DAY TO APPLY</b> Applications may be filed between these dates (both dates inclusive). Applications received prior to the 28 <sup>th</sup> * day preceding the election will be kept and processed during this period. (E. C. § 3001)
<b>OCT. 22 (M)</b> E-15	<b>CLOSE OF REGISTRATION</b> Last day to register or transfer to vote in the election. (E.C. § 2107)
<b>NOV. 6 (Tu)</b> ELECTION DAY	<b>ELECTION DAY</b> Polls open 7 a.m. close 8 p.m. (E.C. §§14212, 1304 & 10541 & Ed. Code § 5000 & 19700)
<b>NOV. 8 (Th)</b> E+2	<b>CANVASS ELECTION RETURNS</b> The canvass of returns shall commence no later than the first Thursday following the election. (E.C. §§ 15301 & 10547)
<b>NOV. 26 (M)</b> E+20	<b>COMPLETION OF OFFICIAL CANVASS</b> A certified statement of the results of the election shall be prepared and submitted to the governing board no later than the last Monday before the last Friday in November. (E.C. §§ 10550 10551 & 15372)

\* Date adjusted due to weekend or/holiday