

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**

Mr. William Beverly
President
Trustee Area Three

Mrs. Mary E. Combs
Vice President
Trustee Area Two

Dr. Nathaniel Jackson
Secretary
Trustee Area One

Dr. Ray Gen
Trustee Area Four

Miss Maureen O'Donnell
Trustee Area Five

Mr. Philip Gomez
Student Member

Dr. Thomas M. Fallo
Superintendent,
El Camino Community College District
President,
El Camino College

El Camino College
16007 Crenshaw Boulevard
Torrance, California 90506-0001
Telephone (310) 532-3670

Agenda, Monday, May 15, 2006
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 April 17, 2006**
- III. Presentations – none**
- IV. Public Hearings - none**
- V. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
 - A. Public Comment
 - B. Academic Affairs
 - See Academic Affairs Agenda, Pages 1-10*
 - Student and Community Advancement
 - See Student Services Agenda, Pages 1-3*
 - Administrative Services
 - See Administrative Services Agenda, Pages 1-13*
 - See Measure “E” Bond Fund Agenda, Pages 1-10*
 - See Human Resources Agenda, Pages 1-24*
- VI. Other Action Items**
 - A. Public Comment
 - B. Request for Proposal for Partnership with Compton Community College District for Educational Excellence and Student Success
- VII. Public Comment on Non-Agenda Items**
- VIII. Oral Reports**
 - A. Academic Senate Report
 - B. Board of Trustees Report
 - C. President’s Report
- IX. Closed Session**
 - A. Labor Relations, Brown Act Section 54957.8
 - 1. American Federation of Teachers,
Local 1388 for the Child Development Teachers
 - 2. American Federation of Teachers,
Local 1388
 - 3. El Camino Classified Employees
Local 6142
 - 4. El Camino Police Officers
Association

- B. Personnel Matters, Brown Act Section 54957
 - 1. Public Employee Performance
 - Evaluation – President

Board of Trustees Meeting Schedule for 2006 4:30 p.m.
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Monday, January 23, 2006
Tuesday, February 21, 2006
Monday, March 20, 2006
Monday, April 17, 2006
Monday, May 15, 2006
Monday, June 19, 2006
Monday, July 17, 2006
Monday, August 21, 2006
Tuesday, September 5, 2006
Monday, October 16, 2006
Monday, November 20, 2006
Monday, December 18, 2006

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, April 17, 2006

The Board of Trustees of the El Camino Community College District met at 4:30 p.m. on Monday, April 17, 2006, 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. Philip Gomez, Student Member.

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

Minutes of the Regular Board Meeting of March 20, 2006

The Minutes of the Regular Board Meeting of March 20, 2006 were approved.

Consent Agenda

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

Academic Affairs

Conference Attendance – Careers in Child Care (CCC) Program
Instructional Field Trips – Spring 2006
International Education/Study Abroad Program – Summer 2006
Proposed Curriculum Changes – Effective 2006-2007 Academic Year
Sabbatical Leave of Absence – 2006-2007

Student Services

Student Field Trips
EOP&S/CalWORKS/CARE Recognition Banquet
2006 Summer Baseball Camp
2006 Summer Football Passing League
2006 Youth Soccer Camp
2006 Summer Youth Swim Lessons

Administrative Services

Renewal of Auditor Contract
Contracts \$50,000 or higher
New Board Policy – 7500 – Volunteers – First Reading
Purchase Orders and Blanket Purchase Orders

Measure E Bond Fund

Project Budgets

Contracts \$50,000 or Higher

Purchase Orders

Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

Classified Professional Growth

Resolution – Equivalence to Minimum Qualifications

President/Board of Trustees

Travel

California Community College Trustees Board of Directors Election.

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

Public Comment

Several students attended meeting to question Music Library staff. Angela Simon spoke about relocation of an employee.

Meeting adjourned at 5:35 p.m.

Nathaniel Jackson, Secretary of the Board

Thomas M. Fallo, Secretary to the Board

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

Page No.

- A. Board Policies – First Reading 1
- B. Proposed Curriculum Changes – Effective 2006-2007 Academic Year 5

A. BOARD POLICIES -- (FIRST READING)

It is recommended that the Board accept new and revised Board Policies for a first reading as follows:

1. Board Policy 4115 – Limitation to Remedial Coursework
2. Board Policy 4240 – Academic Renewal
3. Board Policy 5060 – Concurrent Enrollment of K-12 Students

Board Policy 4115

Limitation to Remedial Coursework

It is the policy of El Camino College that a student shall not receive credit for more than 30 units of remedial (pre-collegiate basic skills) course work at El Camino College. This limitation does not apply to:

1. a student enrolled in an English as a Second Language course; or
2. a student identified as having a learning disability.

A student may be granted a waiver to the 30-unit limit upon petition. Waivers will be granted only if the student shows measurable progress towards the development of skills necessary for success in college-level courses.

Procedures for implementing this policy will be developed by the Superintendent/President in collegial consultation with the Academic Senate.

Reference: CCR Title 5, Section 55756.5

El Camino College
Policy
Adopted:

It is the policy of El Camino Community College District (ECCCD) to allow previously recorded substandard academic work to be disregarded if it is not reflective of a student's more recently demonstrated ability and if repetition is not appropriate to the current objectives of the student. A student may petition to have up to 24 semester units of substandard work (D, F or WF grade assigned) taken at ECCCD disregarded in determining the student's grade point average.

Procedures for implementing the policy will be developed with collegial consultation with the Academic Senate, as defined in CCR Title 5, Section 53200. This policy supersedes the section of BP 6130 dealing with Academic Renewal.

Reference: Title 5, Section 55765

Excerpt from Board Policy 6130 (Standards of Scholarship) regarding Academic Renewal:

Students may petition to have up to 15 units of D, F or WF grades from not more than three consecutive semesters of previously recorded substandard course work at El Camino College disregarded in computation of grade point average under the following conditions:

- A. The student has demonstrated academic ability by earning a grade point of 2.25 or higher in the last 30 units of graded course work at El Camino College.
- B. At least two years have elapsed since the substandard semester.

The Academic Renewal Committee will act upon only one petition to disregard substandard semesters per student. Course work disregarded may not be used to meet degree requirements. The permanent academic record shall be annotated in such a manner that all grades assigned remain legible, ensuring a true and complete academic history.

El Camino College
Policy
Adopted:

It is the policy of El Camino Community College District, subject to the relevant provisions of the California Education Code and the fulfillment of all El Camino College policies and procedures, to admit as concurrently enrolled students qualified high school students who have successfully completed the 10th grade and are currently enrolled in the 11th or 12th grade.

The Superintendent/President or designee shall develop procedures for the consideration of highly gifted K-10th grade students.

~~With the exception of the Health Center Fee, all students concurrently enrolled shall be subject to enrollment fees and all other relevant fees as adopted by the District. Students in special programs offered in conjunction with high schools shall have all fees waived.~~

~~Concurrently enrolled students will be given college credit for all completed college coursework.~~

All high school students concurrently enrolled shall be exempted from the enrollment fee, Health Center Fee, and Representation Fee.

High school students would be required to pay all other required fees as adopted by the District.

Reference:

Education Code Sections: 48800, 48800.5, 48802, 76001, 76002 and 76355.

El Camino College
Policy
Adopted: January 18, 2005
Amended:

B. PROPOSED CURRICULUM CHANGES – EFFECTIVE 2006-2007 ACADEMIC YEAR

It is recommended that the Board approve the proposed curriculum revisions, additions, and inactivations, effective the 2006-2007 academic year, listed below:

BEHAVIORAL AND SOCIAL SCIENCES DIVISION

COURSES SATISFYING GENERAL EDUCATION REQUIREMENT FOR ASSOCIATE DEGREES

1. Psychology 9A – Introduction to Elementary Statistical Methods for the Study of Behavior
Proposed Addition
Associate in Arts Degree General Education Pattern - Section A.4.B., Language and Rationality, Communication and Analytical Thinking; Section A.6., Mathematics Competency
Associate in Science Degree General Education Pattern - Section A.4.B., Language and Rationality, Communication and Analytical Thinking; Section A.6., Mathematics Competency
2. Sociology 109 - Introduction to Elementary Statistical Methods for the Study of Behavior
Proposed Addition
Associate in Arts Degree General Education Pattern - Section A.4.B., Language and Rationality, Communication and Analytical Thinking; Section A.6., Mathematics Competency
Associate in Science Degree General Education Pattern - Section A.4.B., Language and Rationality, Communication and Analytical Thinking; Section A.6., Mathematics Competency

REACTIVATE; CHANGES IN NUMBER, DESCRIPTIVE TITLE, TRANSFER STATUS, CONDITIONS OF ENROLLMENT (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation), CATALOG DESCRIPTION; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

Current Status/Proposed Change

1. Sociology 40 ~~110~~ – ~~Field of~~ Introduction to Social Work
~~No Transfer CSU~~ Transfer CSU
~~Prerequisite: Major in Sociology or Social Work. Sophomore standing recommended~~
Recommended Preparation: Sociology 104
~~An introduction~~ This course introduces students to the field of social work. ~~Designed to meet the needs of students for basic information in the various fields of social casework, group work, and community welfare organization. The history, philosophy, and development of social welfare will be studied in the light of their contribution to present day practices. Career~~

opportunities and qualifications for professional careers will be investigated emphasizing the skills, responsibilities, and varieties of social work settings. Various social problems, such as child neglect, domestic violence, and poverty, are analyzed to understand how social workers address these issues at the individual, group, and community levels. Social policies such as domestic violence laws, foster care, and the welfare system are also examined.

Proposed Final Draft

Sociology 110 – Introduction to Social Work

Transfer CSU

Recommended Preparation: Sociology 104

This course introduces students to the field of social work emphasizing the skills, responsibilities, and varieties of social work settings. Various social problems, such as child neglect, domestic violence, and poverty, are analyzed to understand how social workers address these issues at the individual, group, and community levels. Social policies such as domestic violence laws, foster care, and the welfare system are also examined.

HEALTH SCIENCES AND ATHLETICS DIVISION

INACTIVATE COURSE

1. Radiologic Technology 122 – Radiographic Positioning 1

CHANGES IN DISCIPLINE, TRANSFER STATUS, CATALOG DESCRIPTION, CSU AND IGETC GENERAL EDUCATION REQUIREMENTS; ASSOCIATE DEGREES GENERAL EDUCATION REQUIREMENTS CONFIRMED; COURSE REVIEW

1. Sign Language/Interpreter Training 15 – Beginning American Sign Language

Current Status/Proposed Change

Discipline: Sign Language/~~Education~~

Transfer UC

~~This beginning course is an introduction to in American Sign Language (ASL)- is taught within the context of deaf culture. This~~ The course offers instruction and practice with the basic grammatical features of ASL. Primary emphasis of the class is on developing comprehension skills, vocabulary development, and visual readiness. ~~This course~~ It is recommended for ~~parents, relatives and friends of those who wish to prepare for professional or social contact with the deaf.~~ It is recommended for parents, relatives and friends of those who wish to prepare for professional or social contact with the deaf. It is the first course of a sequence leading toward competency as a professional interpreter.

Note: This course corresponds to two years of high school sign language.

Associate in Arts Degree General Education Pattern - Section A.3., Humanities

Associate in Science Degree General Education Pattern - Section A.3., Humanities

CSU General Education Requirement, Area C.2., Humanities

IGETC General Education Requirement, Area 6.A., Language other than English

Proposed Final Draft

Discipline: Sign Language

Transfer UC

This beginning course in American Sign Language (ASL) is taught within the context of deaf culture. The course offers instruction and practice with basic grammatical features of ASL. Primary emphasis of the class is on developing comprehension skills, vocabulary development, and visual readiness. It is recommended for those who wish to prepare for professional or social contact with the deaf. It is the first course of a sequence leading toward competency as a professional interpreter.

Note: This course corresponds to two years of high school sign language.

Associate in Arts Degree General Education Pattern - Section A.3., Humanities

Associate in Science Degree General Education Pattern - Section A.3., Humanities

CSU General Education Requirement, Area C.2., Humanities

IGETC General Education Requirement, Area 6.A., Language other than English

CHANGES IN TRANSFER STATUS, CATALOG DESCRIPTION, CSU AND IGETC GENERAL EDUCATION REQUIREMENTS; ASSOCIATE DEGREES GENERAL EDUCATION REQUIREMENTS CONFIRMED; COURSE REVIEW

1. Sign Language/Interpreter Training 16 – Intermediate American Sign Language

Current Status/Proposed Change

Transfer UC

~~This course is designed for those who possess the basic American Sign Language (ASL) skills. Further instruction in the development of sign vocabulary, finger spelling, fluency, receptive and expressive skills is provided. This course is recommended for the students who wishes to continue in their study of the sequence leading toward professional competency as an interpreter. Emphasis is on deaf culture and increase their ability to communicate in American Sign Language (ASL). and The course focuses on ASL structure and grammatical structure features as used by native signers. It will develop language fluency at the intermediate level. This course is required for those continuing in the sequence leading toward professional competency as an interpreter.~~

Note: The prerequisite for this course corresponds to two years of high school sign language.

Associate in Arts Degree General Education Pattern - Section A.3., Humanities

Associate in Science Degree General Education Pattern - Section A.3., Humanities

CSU General Education Requirement, Area C.2., Humanities

IGETC General Education Requirement, Area 3., Humanities

Proposed Final Draft

Transfer UC

This course is recommended for students who wish to continue their study of the deaf culture and increase their ability to communicate in American Sign Language (ASL). The course focuses on ASL structure and grammatical features as used by native signers. It will develop

language fluency at the intermediate level. This course is required for those continuing in the sequence leading toward professional competency as an interpreter.

Note: The prerequisite for this course corresponds to two years of high school sign language.

Associate in Arts Degree General Education Pattern - Section A.3., Humanities

Associate in Science Degree General Education Pattern - Section A.3., Humanities

CSU General Education Requirement, Area C.2., Humanities

IGETC General Education Requirement, Area 3., Humanities

2. Sign Language/Interpreter Training 17A – Advanced American Sign Language

Current Status/Proposed Change

Transfer UC

This course is designed for ~~those students who already possess basic receptive and expressive~~ wish to develop technical and grammatical knowledge of American Sign Language skills. ~~It focuses on ASL structure and grammatical~~ at the advanced level. Taught within the context of deaf culture, students will increase their ability to communicate in American Sign Language (ASL). This course focuses on ASL structure and grammatical features as used by native signers. Videotapes Multimedia presentations, activities and exercises are designed to develop language fluency at the advanced level for communicating with members of the deaf community. This course is ~~recommended~~ required for those continuing in the sequence leading toward professional competency as an interpreter.

Note: The prerequisite for this course corresponds to three years of high school sign language.

Associate in Arts Degree General Education Pattern - Section A.3., Humanities

Associate in Science Degree General Education Pattern - Section A.3., Humanities

CSU General Education Requirement, Area C.2., Humanities

IGETC General Education Requirement, Area 3., Humanities

Proposed Final Draft

Transfer UC

This course is designed for students who wish to develop technical and grammatical knowledge of American Sign Language at the advanced level. Taught within the context of deaf culture, students will increase their ability to communicate in American Sign Language (ASL). This course focuses on ASL structure and grammatical features as used by native signers.

Multimedia presentations, activities, and exercises are designed to develop language fluency for communicating with members of the deaf community. This course is required for those continuing in the sequence leading toward professional competency as an interpreter.

Note: The prerequisite for this course corresponds to three years of high school sign language.

Associate in Arts Degree General Education Pattern - Section A.3., Humanities

Associate in Science Degree General Education Pattern - Section A.3., Humanities

CSU General Education Requirement, Area C.2., Humanities

IGETC General Education Requirement, Area 3., Humanities

CHANGES IN CATALOG DESCRIPTION, CSU GENERAL EDUCATION REQUIREMENT; ASSOCIATE DEGREES GENERAL EDUCATION REQUIREMENTS CONFIRMED; COURSE REVIEW

1. Sign Language/Interpreter Training 17B – Advanced American Sign Language: Comprehending ASL

Current Status/Proposed Change

~~This course will use videotapes, uses multimedia presentations, activities, and exercises and deaf guests to provide the student with advanced material and practice for comprehending American Sign Language. It is designed for the advanced student who is proficient in practice using ASL but has difficulty comprehending it American Sign Language. The course will explore current provide students with cultural information and current linguistic research, and the grammatical structure of~~ This advanced course is designed to help students comprehend American Sign Language and its grammatical features

Associate in Arts Degree General Education Pattern - Section A.3., Humanities

Associate in Science Degree General Education Pattern - Section A.3., Humanities

CSU General Education Requirement, Area C.2., Humanities

Proposed Final Draft

This course uses multimedia presentations, activities, and exercises for advanced practice using American Sign Language. The course will provide students with cultural information and current linguistic research. This advanced course is designed to help students comprehend American Sign Language and its grammatical features.

Associate in Arts Degree General Education Pattern - Section A.3., Humanities

Associate in Science Degree General Education Pattern - Section A.3., Humanities

CSU General Education Requirement, Area C.2., Humanities

CHANGE IN LAB HOURS

1. Physical Education 217 – Sports Officiating

Current Status/Proposed Change

Lecture: 2 hours Lab: 3 hours (~~1 hour scheduled, 2 arranged~~)

Proposed Final Draft

Physical Education 217 – Sports Officiating

Current Status/Proposed Change

Lecture: 2 hours Lab: 3 hours

NEW COURSES

1. Radiologic Technology 123 – Radiographic Positioning 1A

Units: 4 Lecture: 3 hours Lab: 3 hours Faculty Load: 35%

Corequisite: Radiologic Technology 106 and 111

Enrollment Limitation: Admission to the Radiologic Technology Program

Credit, degree applicable; Transfer CSU

This course is designed to prepare the student with entry level skills and knowledge to perform safely in a radiology department. Topics include patient care, professional standards, ethics and law as they relate to the radiologic technology profession. Patient positioning and radiographic exposure of the chest, thorax, abdomen, upper and lower extremities, shoulder and pelvic girdle are introduced along with the use of various radiographic devices. Laboratory practice, radiographic image analysis and topographical anatomy are presented as they apply in the production of optimum radiographic examinations.

2. Radiologic Technology 124 – Radiographic Positioning 1B

Units: 4 Lecture: 3 hours Lab: 3 hours Faculty Load: 35%

Prerequisite: Radiologic Technology 106, 111, and 123 with a minimum grade of C in prerequisite

Corequisite: Radiologic Technology 107

Credit, degree applicable; Transfer CSU

In this course, students will study additional principles of radiographic positioning. Emphasis is placed on those procedures involving the vertebral column, contrast media, gastrointestinal system, genitourinary system and biliary systems. Special imaging considerations for the pediatric and geriatric patients, the acutely ill, surgical patients, and trauma patients will also be covered. Radiographic technique, anatomy, specialized mobile and fluoroscopic equipment, patient safety, and radiation protection will be included. Laboratory practice, film analysis, and topographical anatomy are presented as they apply in the production of optimum radiographic examinations.

Agenda for the El Camino Community College District Board of Trustees
From
Student Services
John Baker, Ed. D., Interim Vice President

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A. Student Field Trips.....	1
B. Student Conference.....	1
C. 2006 Boy’s High School Basketball League.....	1
D. International Travel.....	2
E. Community Education – Spring 2006.....	2
F. Revision – Board Policy 5060 – Concurrent Enrollment of K-12 Students	
First Reading.....	2, 3

~~* Item pulled –it duplicates item already presented in Academic Affairs agenda.~~

A. STUDENT FIELD TRIPS

It is recommended that the Board ratify/approve the following student field trips sponsored by the Career Center and the Science Club. The purposes of the trips are career advancement and cultural enrichment. Additional staff: Bill Cooper, Valencia Rayford, and Tri Le.

Various Trips – Van Nguyen

May 17, 2006 – Los Angeles County Fire Department, Gardena, California. Estimated students 18. Depart 9am; return 1pm. Transportation by vans.

May 18, 2006 – Los Angeles Times, Los Angeles, California. Estimated students 18. Depart 9am; return 1pm. Transportation by vans.

May 25, 2006 – Inglewood Superior Court, Inglewood, California. Estimated students 18. Depart 9am; return 1pm. Transportation by vans.

May 26, 2006 – Orange County Fire Authority, Anaheim, California. Estimated students 18. Depart 9am; return 1pm. Transportation by vans.

Science Club Field Trip – Jeanne Bellemin, Joe Holliday, Chuck Herzig and Jim Noyes

April 22, 2006 – USC Wrigley Institute Catalina Island, Two Harbors, Avalon, California. Estimated students 16. Cost per student approximately \$75 and \$462 paid from a grant from the El Camino College Foundation. Transportation by Catalina Express

B. STUDENT CONFERENCE

It is recommended that the Board ratify/approve attendance of the following students at the Student Senate General Assembly on May 6-7, 2006 at the Hyatt Regency Islandia Hotel in San Diego, California. Expenses to cover registration, lodging, meals and van rentals not to exceed \$4,098 to be paid from the Associated Student Office Representative Fee. Harold Tyler, Advisor:

Justin Bagnall, Philip Gomez, CharVesther Jackson, Juwarat Kadiri, David Nordel
Soheil Sima, Regina Suh, Anh Tran

C. 2006 BOY'S HIGH SCHOOL BASKETBALL LEAGUE

It is recommended that the Board approve the 2006 Boy's High School Basketball League scheduled June 19 and 26, July 10, 17, 24 and 31, 2006. The 2006 Boy's High School Basketball League will be staffed by Mike Denison, Head Coach, and various camp officials who will be employed as Casuals.

D. INTERNATIONAL TRAVEL

1. It is recommended that the Board approve Leonid Rachman to participate in the Institute of International Education 2006 U.S. High Education Fairs in Tokyo, Japan October 21 – 25, 2006. The trip will include meeting with educational agents and students. Total cost for the trip not to exceed \$5,000 to be paid from the International Conference account.
2. It is recommended that the Board approve Leonid Rachman to participate in the American Educational Opportunities 2006 Fall Tour covering the cities of Hong Kong, Kuala Lumpur, Jakarta, Singapore, Penang, and Bangkok, September 15 through October 1, 2006. The trip will include meeting with educational agents and students. Total cost for the trip not to exceed \$16,000 to be paid from the International Conference account.

E. COMMUNITY EDUCATION – SPRING 2006

It is recommended that the Board approve the following Community Education classes for Spring 2006. Classes to be held at 1455 Crenshaw Boulevard, Suite 200C, Torrance. Instructor to be paid 70% of gross enrollment.

<u>Description</u>	<u>Dates</u>	<u>Time</u>
Reading & Math (grades 1-3)	6/6 – 6/28	3:45pm-5:15pm
Reading & Math (grades 1-3)	6/5 – 6/28	5:30pm-7:00pm
Basic Reading & Math (grades 4-8)	6/5 – 6/28	3:45pm-5:15pm
Basic Reading & Math (grades 4-8)	6/5 – 6/28	5:30pm-7:00pm
Algebra 1 (grades 6-12)	6/5 - 6/28	3:45pm-5:15pm
Algebra 1 (grades 6-12)	6/5 – 6/28	5:30pm-7:00pm

F. REVISION – BOARD POLICY 5060 – CONCURRENT ENROLLMENT OF K-12 STUDENTS – FIRST READING

It is recommended that the Board approve revisions to Board Policy 5060 – Concurrent Enrollment of K-12 students as shown on page 3.

~~It is the policy of El Camino Community College District, subject to the relevant provisions of the California Education Code and the fulfillment of all El Camino College policies and procedures, to admit as concurrently enrolled students qualified high school students who have successfully completed the 10th grade and are currently enrolled in the 11th or 12th grade.~~

~~The Superintendent/President or designee shall develop procedures for the consideration of highly gifted K-10th grade students.~~

~~With the exception of the Health Center Fee, all students concurrently enrolled shall be subject to enrollment fees and all other relevant fees as adopted by the District. Students in special programs offered in conjunction with high schools shall have all fees waived.~~

~~Concurrently enrolled students will be given college credit for all completed college coursework.~~

~~All high school students concurrently enrolled shall be exempted from the enrollment fee, Health Center Fee, and Representation Fee.~~

~~High school students would be required to pay all other required fees as adopted by the District.~~

~~Reference:~~

~~Education Code Sections: 48800, 48800.5, 48802, 76001, 76002 and 76355~~

~~(Deletions struck, additions underlined)~~

~~El Camino College
Policy~~

~~Adopted January 18, 2005~~

~~Amended:~~

~~* Item pulled –it duplicates item already presented in Academic Affairs agenda.~~

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

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A. AB 2910 - QUARTERLY FISCAL STATUS REPORTS

It is recommended that the Board of Trustees receive the following Quarterly Financial Status Report for the quarter ending March 31, 2006.

AB 2910, Chapter 1486, Statutes of 1986, requires that California community college districts report quarterly on their financial condition.

The report is to be reviewed by the District governing board at a regularly scheduled meeting and entered into the minutes of the meeting. Within five working days following the governing board meeting, the fiscal year status report and a copy of a report of the district's financial condition are to be submitted to the Chancellor's Office and the County Superintendent of Schools. The quarterly reports will be reviewed and districts will be notified if further action is necessary.

The report for March 31, 2006, is shown on the following Quarterly Financial Status Report for Unrestricted General Fund (11) and Restricted General Fund (12).

**FISCAL YEAR 2005-06
Quarter Ended (Q 3) March 31, 2006**

<u>General Fund</u>	<u>2005-06 Budget</u>	<u>Year-to-Date Actuals</u>	<u>Percentage</u>
INCOME			
Federal	\$ 3,385,202	\$ 1,436,275	42.43%
State	68,427,223	50,140,453	73.28%
Local	34,613,774	24,702,932	71.37%
Interfund Transfers	<u>592,266</u>	<u>343,564</u>	<u>58.01%</u>
Total Income	\$107,018,465	\$76,623,214	61.27%
APPROPRIATIONS			
Academic Salaries	\$44,113,843	\$ 29,335,012	66.50%
Classified Salaries	27,103,796	18,030,577	66.52%
Staff Benefits	18,272,139	13,109,125	71.74%
Supplies/Books	2,474,354	1,364,975	55.16%
Other Operating Expenses	11,984,312	7,397,905	61.73%
Capital Outlay	1,163,897	407,639	35.02%
Other Outgo	<u>2,180,000</u>	<u>1,740,579</u>	<u>79.84%</u>
Total Appropriations	\$107,292,341	\$71,385,812	62.36%

B. TENTATIVE BUDGET 2006–2007

It is recommended that the Tentative Budgets, including the General Fund-Unrestricted, General Fund-Restricted, Student Financial Aid, Child Development, Capital Outlay, General Obligation Bond, Workers' Compensation, Property and Liability Self-Insurance, Dental Self-Insurance, Special Reserve Fund-Retiree Health Premiums, and Bookstore Funds for the 2006–07 fiscal year be submitted to the Board for adoption at the June 19, 2006, meeting. California Code Regulations Section 58305(a) requires that, on or before the first day of July, each community college district shall file a tentative budget with the County Superintendent of Schools.

C. APPROVAL TO DEPOSIT FUNDS WITH SOUTHERN CALIFORNIA COMMUNITY COLLEGE DISTRICT' SELF-FUNDED INSURANCE AGENCY FOR WORKERS' COMPENSATION PROTECTION

It is recommended that the Board approve payments not to exceed \$1,200,000 to Southern California Community College Districts' Self-Funded Insurance Agency for Workers' Compensation Protection for the payment of workers' compensation claims during the 2006-2007 budget year. A payment of \$600,000 is to be made July 1, 2006; the balance is to be made by October 1, 2006. This total amount is provided in the Workers' Compensation Fund for the 2006-2007 budget year.

D. PROPOSITION 39 AUDIT PROPOSAL FOR MEASURE “E” BOND FUNDS

It is recommended that the Board approve the award of a contract to the audit firm of Vicenti, Lloyd & Stutzman for an independent financial audit of Measure “E” bond fund activity for 2005-06, in accordance with the requirements of Proposition 39, for an amount not to exceed \$11,500.

E. STUDENT HEALTH SERVICES FEE

It is recommended that the Board maintain the existing mandatory \$14 student health services fee for Fall 2006, and beginning in Fall 2006, charge the same fee to students receiving BOGG B or C. Education Code Section 76355 provides the Governing Board the authority to charge the fee. Effective with Summer 2006, districts may begin charging a maximum fee of \$15 per semester and \$12 per summer or intersession with Board authorization. The District is responsible for reporting the collection of the maximum allowable fee to be charged when submitting its mandate cost claims.

F. CONTRACTS UNDER \$50,000

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. Community Advancement Division

The Community Advancement Division provides contract training to private industry consistent with the California State Education Department’s emphasis on economic development. The ECC Office of the Career Placement Services Internship Program provides a comprehensive array of career, employment and job placement opportunities to ECC students.

**Honeywell Aerospace 4/1/06 – 5/31/07 Income: Not To Exceed \$49,000/contract
Expenses: Based on participation
Net: To Be Determined (District to receive 23% for administrative costs)**

Through the Office of the Career Placement Services Internship Program, the contractor will provide hands-on work experience to qualified ECC students participating in their Aerospace Laboratory Technician Intern Program and Machinist Intern Program.

2. Health Sciences and Athletic Division

The Health Sciences and Athletic Division, in cooperation with various local medical facilities, provides students the opportunity to participate in clinical experiences.

**Torrance Memorial Medical Center 3/2/06 – 3/2/11 No cost
Radiologic Technology Program and Respiratory Care Program.
These Affiliation Agreements provide students clinical experience in each program.**

**St. Vincent Medical Center 5/1/06 – 5/1/11 No cost
This Affiliation Agreement provides clinical experience for nursing students.**

G. CONTRACTS \$50,000 OR HIGHER

It is recommended that the Board of Trustees, in accordance with Board Policy 6340, approve the District entering into the following agreements. The Vice President of Administrative Services, or his authorized designee, will execute the necessary documents.

1. Community Advancement Division

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

<u>Contractor</u>	<u>Dates of Service</u>	<u>Contract Amount</u>
<u>South Bay Workforce Investment Board (SBWIB)</u>	5/15/06 – 3/31/08	Income: Not To Exceed \$58,264 Expenses: To be determined based on student participation Net: To Be Determined

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

The contractor will pay for ECC WpLRC “clients” to provide training to those who have been referred by the contractor. Training programs offered: (1) Standards for training Certification and Watch Keeping (STCW), (2) Develop Your Career in International Trade and Global Logistics, (4) Centinela Freeman Health Science Academy Nurse Training, (5) Fast Track Your Career in International Trade and Global Logistics, (6) General Office, (7) Business & Entrepreneurial Success Training (BEST), (8) General Office with Basic Math Option, (9) QuickBooks, and (10) Office Administration.

Long Beach Community

College District (LBCCD) 3/10/06 – 12/31/06 In-Kind Match: \$250,000

The El Camino College Small Business Development Center (SBDC) is a non-profit organization that is part of the L. A. Regional SBDC network administered by the Lead Center at Long Beach Community College District (LBCCD). The SBDC is designed to deliver up-to-date training, counseling and technical assistance in all aspects of small business management. As a sub-recipient, the SBDC provides affordable workshops and no-cost consulting services to anyone interested in improving or expanding an existing business or starting a business. LBCCD has the option to extend the term of this agreement for up to 2 additional terms of 12 **months each**.

H. 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 contract is effective August 1, 2006 through July 31, 2007.

I. NEW BOARD POLICY – SECOND READING AND ADOPTION

It is recommended that the Board accept the following new Board policy for second reading and adoption.

7500 Volunteers

Board Policy 7500 Volunteers

A volunteer worker shall be defined as an individual who performs an identifiable service without compensation under the supervision, control and management of the District.

It is the policy of the District to invite interested members of the community to contribute their expertise to the District by serving as volunteer workers. Current employees may serve as volunteer workers as long as they perform services other than that for which they were hired.

Volunteer workers will be subject to District regulations and procedures. Fingerprints of each volunteer may be required. The District shall provide workers with workers' compensation insurance coverage in the performance of their voluntary assignments.

Reference: Education Code Section 72401; 87010; 87011

El Camino College
Adopted:

May 15, 2006

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J. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS

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

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
P0082158	Sidedoor Studio, The	Women in Ind. & Tech	Non-Instruct Supplies	\$62.50
P0082159	Miriam J. Alario	Fine Arts	Non-Instruct Supplies	\$500.00
P0082160	Dietz Bros. Music	Music	Instructional Supplies	\$729.88
P0082161	International Search Partners	Human Resources	Employee Recognition	\$1,650.00
P0082162	Burton's Saw Sharpening	P4E Inglewood Fire	Repairs - Instructional	\$649.52
P0082163	Failsafe Testing	P4E Inglewood Fire	Repairs - Instructional	\$483.00
P0082164	Van Lingen Body Shop	P4E Inglewood Fire	Repairs - Instructional	\$45.00
P0082165	Loftgroup	Fire Tech Donations	Instructional Supplies	\$254.27
P0082166	Allstar Fire Equipment	Fire Tech Donations	Instructional Supplies	\$4,300.23
P0082167	Woodworker West	Construction Tech.	Instructional Supplies	\$60.00
P0082168	Mcmaster Carr	Physics	Instructional Supplies	\$105.44
P0082169	Sargent Welch Scientific	Physics	Instructional Supplies	\$484.58
P0082170	Pacific Coachways	Recruitment/School	Transportation	\$4,140.00
P0082171	Frey Scientific	Physics	Instructional Supplies	\$126.34
P0082172	Pasco Scientific	Physics	Instructional Supplies	\$300.28
P0082173	Wilson Supply	Physics	Instructional Supplies	\$227.97
P0082174	Francesca C. Bishop	Speech Communication	Transportation	\$1,120.00
P0082175	Hyatt Regency	Speech Communication	Other Services And Expense	\$3,698.00
P0082177	Boulevard Florist	Student Affairs	Non-Instruct Supplies	\$296.60
P0082178	WALLCUR INC	Nursing	Fundraising	\$1,448.76
P0082179	Dell Marketing L. P.	Title V ECC/SMC Act	New Computer Equipment-No	\$1,791.99
P0082180	Klingbeil Corporate Housing	Univ- Silesia, Cieszy	Travel And Conference Exp	\$2,250.00
P0082181	CLIA Laboratory Program	Health Services	License Fee/Site Licenses	\$150.00
P0082182	Dell Marketing L. P.	VATEA I&T	New Computer Equipmnt-Ins	\$19,642.51
P0082183	Academic Impressions	Public Information	Publications/ Periodicals	\$425.00
P0082184	Communication Briefings	Public Information	Publications/ Periodicals	\$114.00
P0082185	Academic Superstore PO	Office Administration	Software	\$2,706.20
P0082186	Office Max A Boise Company	Office Administration	Instructional Supplies	\$510.94
P0082187	Sigmanet	00-01 P4E CISCO Acad	Instructional Supplies	\$8,915.93
P0082188	Computerland of Silicon Valley	PFE Maximizing Math	License Fee/Site Licenses	\$633.26
P0082189	Cam-Tech	Audio/Visual	Repairs - Instructional	\$527.00
P0082191	Demco, Inc.	Div Office Instr. Se	Instructional Supplies	\$47.01

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P0082192	Bernan Associates	Div Office Instr. Se	Library Books	\$2,415.33
P0082193	H.W. Wilson	Div Office Instr. Se	Library Books	\$3,849.22
P0082194	Thomson Gale	Div Office Instr. Se	Library Books	\$405.64
P0082195	American Appliance Specialist	P4E Inglewood Fire	Repairs - Instructional	\$245.00
P0082196	Nolo Press	Div Office Instr. Se	Library Books	\$47.87
P0082197	Congressional Quarterly, Inc.	Div Office Instr. Se	Library Books	\$187.11
P0082198	Nolo Press	Div Office Instr. Se	Library Books	\$48.33
P0082199	R.R. Bowker	Div Office Instr. Se	Library Books	\$281.62
P0082200	Harris Infosource	Div Office Instr. Se	Library Books	\$203.88
P0082201	The Gale Group	Div Office Instr. Se	Library Books	\$174.54
P0082202	H.W. Wilson	Div Office Instr. Se	Library Books	\$254.56
P0082203	S & B Food Services Catering	TANF	Non-Instruct Supplies	\$195.97
P0082204	Discount Two-Way Radio	Technical Services	Repairs Parts And Supplies	\$1,203.60
P0082205	PC Mall Gov Inc.	Human Resources	Other Services And Expense	\$407.01
P0082206	Texas Instruments Data Book	PFE Maximizing Math	License Fee/Site Licenses	\$2,630.48
P0082207	Computerland of Silicon Valley	Information Tech.	Computer Software Account	\$4,072.37
P0082208	NCS Pearson, Inc.	Telecommunications	Maintenance Contracts	\$3,026.00
P0082209	Foundation Center	Resource Develop	Publications Periodicals	\$99.94
P0082210	Dell Marketing L. P.	WRIEC Year 1	Non-Instruct Supplies	\$1,821.89
P0082211	Time Motion Tools	Technical Services	Other Services And Expense	\$781.54
P0082212	Printer Works, the	Technical Services	Repairs Parts And Supplies	\$807.09
P0082213	Pacific Coast Office Products	Purchasing and Busin	Non-Instruct Supplies	\$983.24
P0082214	California Community College	VP-SCA	Publications/ Periodicals	\$19.00
P0082215	PC Mall Gov Inc.	Technical Services	Repairs Parts And Supplies	\$1,523.44
P0082216	American Express Travel	Ed & Community Devel	Transportation/ Mileage	\$275.23
P0082217	Pacific Coachways	Transfer Center	Transportation	\$601.65
P0082218	Mass Press	Counseling Office	Non-Instruct Supplies	\$59.48
P0082219	Van Nguyen	Counseling Office	Non-Instruct Supplies	\$352.93
P0082220	Sue Oda-Omori	Counseling Office	Non-Instruct Supplies	\$41.28
P0082221	Pacific Coachways	Counseling Office	Non-Instruct Supplies	\$313.00
P0082222	Mona's Flowers	Presidents Office	Other Services And Expense	\$51.97
P0082223	Xpedx Paper & Graphics	Copy Center	Direct Supp	\$3,902.14
P0082224	KHL Engineered Packaging	Copy Center	Instructional Supplies	\$203.69
P0082225	Xpedx	Copy Center	Instructional Supplies	\$1,462.55
P0082226	Xerox Corporation	Copy Center	Instructional Supplies	\$2,401.77
P0082227	Inx International Ink Co.	Copy Center	Non-Instruct Supplies	\$101.32
P0082228	Presstek, Inc.	Copy Center	Non-Instruct Supplies	\$2,029.18
P0082229	Xpedx Paper & Graphics	Staff Development	Non-Instruct Supplies	\$87.67
P0082230	CDW Computer Centers, Inc.	Parking-Student Perm	New Equipment – Noninstruc.	\$662.49

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P0082231	Borden Decal Co., Inc.	Parking-Student Perm	Non-Instruct Supplies	\$3,790.98
P0082232	South Bay Ford	Parking-Student Perm	Repairs Non Instr	\$327.80
P0082233	Kyocera Mita America, Inc.	Title V ECC/SMC Act.	New Equipment – Noninstruc.	\$4,029.78
P0082234	Mckesson-General Medical	V.P. Academic Affairs	Repairs - Instructional	\$341.00
P0082235	Dell Marketing L. P.	Parking-Student Perm	New Equipment – Noninstruc.	\$3,929.26
P0082236	Western Highway Products, Inc.	Parking-Student Perm	Site Improvements	\$341.12
P0082237	The Bach Company	Math	New Equipment - Instructi	\$6,328.30
P0082238	Berezin Stereo Photography	Natural Sciences	New Equip - Noninstr \$5k	\$1,015.90
P0082239	Crucial Technology	Business	New Equipment - Instructi	\$2,049.41
P0082240	NCRTM	Special Resource Cen	Other Books	\$69.00
P0082241	Harris Communication	Special Resource Cen	Other Books	\$184.35
P0082242	Pump Man	Electrical / Mechan	Buildings	\$5,079.00
P0082244	Luis R. Barrueta	Careers in Child Car	Instructional Supplies	\$124.35
P0082245	Cambridge Educational Services	Contract Education	Non-Instruct Supplies	\$635.48
P0082246	PC Mall Gov Inc.	Business	New Equipment - Instructi	\$1,286.91
P0082247	National Notary Association	Purchasing and Busin	Conferences Mgmt	\$142.00
P0082248	Dell Marketing L. P.	Technical Services	Repairs Parts And Supplies	\$2,446.47
P0082249	Printer Works, the	Technical Services	Repairs Parts And Supplies	\$1,267.05
P0082250	Prism Software Corporation	Information Technolo	Computer Software Account	\$1,293.23
P0082251	Plato Learning	Information Technolo	Computer Software Account	\$4,460.99
P0082252	Texas Instruments Data Book	Information Technolo	Computer Software Account	\$1,899.79
P0082253	Value Line Publishing, Inc.	Div Office Instr. Se	Library Books	\$798.00
P0082254	Lama Books	Div Office Instr. Se	Library Books	\$32.48
P0082255	Matthew Bender Publisher	Div Office Instr. Se	Library Books	\$860.64
P0082256	Matthew Bender Publisher	Div Office Instr. Se	Library Books	\$569.62
P0082257	Roy's Flower Garden	Automotive Shop	Repairs Noninstructional	\$146.48
P0082258	Nolo Press	Div Office Instr. Se	Library Books	\$28.48
P0082259	Bone Clones Osteological Repro	Behavioral & Soc Sci	New Equipment - Instructi	\$382.23
P0082260	Registrar Recorder County Clerk	Institutional Service	Election	\$273,778.89
P0082261	Roger's Systems Specialist	Technical Services	Repairs Parts And Supplies	\$1,354.20
P0082263	Dell Marketing L. P.	Ctr for Arts Product	Non Inst Comp Eq	\$1,521.03
P0082265	A-1 Printing & Graphics, Inc	SBDC COCCC	Multi Media Advertising	\$4,546.50
P0082266	Los Angeles Times	Public Information	Multi Media Advertising	\$6,538.40
P0082267	San Diego Printing Parts	Copy Center	Repairs Parts And Supplies	\$504.09
P0082268	El Segundo Chamber of Com	Public Information	Dues And Memberships	\$80.00
P0082269	National Cinemedia	Public Information	Multi Media Advertising	\$10,050.00
P0082270	Academic Superstore PO	Civic Center Mainten	Non-Instruct Supplies	\$1,190.70
P0082271	Cit William Woods University	Special Resource Cen	Conferences Other	\$370.00
P0082272	Certiport Corporation	Office Administration	Instructional Supplies	\$47.20

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P0082273	Star Silkscreen	Student Affairs	A/P Manual.Gen.	\$143.00
P0082274	Pauls Photo, Inc.	Div Office Humanities	New Equipment - Instructi	\$2,091.39
P0082275	Kyocera Mita America, Inc.	Careers in Child Car	Instructional Supplies	\$316.32
P0082277	Janet L. Young	Title V ECC/SMC Acti	Non-Instruct Supplies	\$48.20
P0082278	City of Los Angeles Griffith Obse	Astronomy	Publications Periodicals	\$23.00
P0082279	Copy R Office Solutions	Title V ECC/SMC Acti	Non-Instruct Supplies	\$160.78
P0082280	Piano Showcase	Ctr for Arts Product	Non-Instruct Supplies	\$184.03
P0082281	Paul Hadobas	Fine Arts	Non-Instruct Supplies	\$400.00
P0082282	William J. Georges	Fine Arts	Non-Instruct Supplies	\$300.00
P0082283	Dawn C. Huntoon	Fine Arts	Non-Instruct Supplies	\$800.00
P0082284	Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$1,000.00
P0082285	Watson Bros. Inc.	Chemistry	Repairs - Instructional	\$2,110.00
P0082287	Lab Safety Supply Company	Facilities/Planning	Non-Instruct Supplies	\$61.73
P0082289	Mid City Mailing Services	Fine Arts	Non-Instruct Supplies	\$370.00
P0082290	Lakeshore Learning Materials	Careers in Child Car	Instructional Supplies	\$811.88
P0082291	Pacific Coachways	El Camino Language	Student Transportation	\$450.00
P0082292	Pegasus Press Inc.	El Camino Language	Printing	\$1,254.62
P0082293	Carolina Academic Press	Parking-Student Perm	Publications/ Periodicals	\$26.24
P0082294	Ward's Natural Science Establish	Instructional Service	New Equipment - Instructi	\$12,186.57
P0082295	Rio Grande	Art Department	Instructional Supplies	\$221.44
P0082296	Epson America, Inc.	Art Department	Instructional Supplies	\$253.82
P0082297	Icm,inc.	Art Department	Instructional Supplies	\$391.93
P0082298	CCS Presentation Systems, Inc.	Health Sciences	Fundraising	\$1,236.06
P0082299	Corporate Express	Health Sciences	Fundraising	\$2,910.53
P0082300	Vector Resources, Inc.	Parking-Student Perm	New Equipment – Noninstruc.	\$8,341.21
P0082301	Benny the Broom	Parking-Student Perm	Other Services And Expense	\$240.00
P0082302	Yale Chase Materials Handling	Parking-Student Perm	Repairs Non Instr	\$560.64
P0082303	Community College National Ctr	VTEA Special Resource	Conferences Other	\$700.00
P0082304	S & B Food Services Catering	EOPS CARE	Bus Passes and Food Vouch	\$4,640.00
P0082305	Dell Marketing L. P.	Math	New Equipment – Instruc.	\$3,526.43
P0082306	Printer Works, the	Technical Services	Repairs Parts And Supplies	\$477.64
P0082307	A-R Editions	Music	Instructional Supplies	\$409.13
P0082308	Ets / Institutional Toefl	El Camino Language	Other Books	\$1,145.00
P0082309	Andrzej Murzyn	Univ- Silesia, Cieszy	Travel And Conference Exp	\$770.00
P0082310	Full Compass	Ctr for Arts Product	Non-Instruct Supplies	\$167.00
P0082311	Charles F. Turner	Fine Arts	Non-Instruct Supplies	\$200.00
P0082312	Southland Lumber	Fine Arts	Non-Instruct Supplies	\$629.44
P0082313	Boyce Forest Products	Ctr for Arts Product	Non-Instruct Supplies	\$182.38
P0082314	Rose Brand	Ctr for Arts Product	Non-Instruct Supplies	\$219.98

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P0082315	Cal Western Paint	Ctr for Arts Product	Non-Instruct Supplies	\$298.93
P0082316	Grizzly Industrial	Ctr for Arts Product	Non-Instruct Supplies	\$373.76
P0082317	Barbara A. Perez	Technology & Diversi	Contract Services	\$1,456.00
P0082318	Elizabeth M. Shadish	Global Experience	Other Books	\$63.96
P0082319	Norman A. Traub Associates	Institutional Service	Legal	\$2,065.49
P0082320	Jones & Mayer	Institutional Service	Legal	\$945.00
P0082321	Joanna M. Nacheff	Global Experience	Conferences Mgmt	\$78.80
P0082322	Thomson-West/Barclays	V.P. Academic Affairs	Publications Periodicals	\$254.00
P0082323	Verizon Wireless	Health, Safety	Telephone	\$86.45
P0082325	Arch Wireless	Information Technolo	Non-Instruct Supplies	\$4.47
P0082326	Ismart Connect, Inc.	Telecommunications	Maintenance Contracts	\$995.00
P0082327	CDW-G	Information Technolo	Non-Instruct Supplies	\$288.44
P0082328	Wolfram Research	PFE Maximizing Math	License Fee/Site Licenses	\$1,573.02
P0082329	Herff Jones, Inc.	Admissions/Records	Non-Instruct Supplies	\$101.33
P0082330	Sigmanet	00-01 P4E CISCO Acad	Instructional Supplies	\$2,395.00
P0082331	Xpedx Paper & Graphics	Student Affairs	ASB Exp.	\$402.69
P0082332	Diversified Imaging Supply	Photography	Instructional Supplies	\$227.06
P0082334	Xpedx Paper & Graphics	Student Affairs	ASB Exp.	\$402.69
P0082335	Diversified Imaging Supply	Photography	Instructional Supplies	\$336.53
P0082336	Time Clock Sales and Service	Admissions/Records	Repairs Noninstructional	\$71.00
P0082337	Southland Industries	Facilities/Planning	Repairs Noninstructional	\$569.00
P0082338	Matson Printing	Fiscal Services	Non-Instruct Supplies	\$877.91
P0082339	Rivera Resort	Health Sciences	Fundraising	\$155.73
P0082340	Bron Tapes of San Diego, Inc.	Audio/Visual	Instructional Supplies	\$183.47
P0082344	Gaylord Brothers, Inc.	Div Office Instr. Se	Instructional Supplies	\$674.68
P0082345	Highsmith Company Inc.	Div Office Instr. Se	Instructional Supplies	\$36.20
P0082346	Scholastic Library Publishing	Div Office Instr. Se	Library Books	\$1,027.29
P0082347	Midwest Library Service	Div Office Instr. Se	Library Books	\$1,952.79
P0082348	Resource Directory	Div Office Instr. Se	Library Books	\$88.13
P0082349	Jones & Mayer	Institutional Service	Legal	\$35.00
P0082350	Collegiate Cap & Gown Co	Commencement Exp	Other Rentals	\$1,684.26
P0082351	Sparkle Sanitary Supply	P4E Inglewood Fire	Instructional Supplies	\$1,023.47
P0082352	C-Tech Associates, Inc.	Electronics	Instructional Supplies	\$106.09
P0082353	Pauls Photo, Inc.	Photography	Instructional Supplies	\$19.47
P0082354	Dieterich-Post Company	Construction Technol	Instructional Supplies	\$590.38
P0082355	Pauls Photo, Inc.	Photography	Instructional Supplies	\$599.63
P0082356	Collegiate Cap & Gown Co	Commencement Exp	Other Rentals	\$1,971.43
P0082357	Tammy J. Minion	Ctr for Arts Product	Center For The Arts Techn	\$450.00
P0082358	Marshall Music	Music	Instructional Supplies	\$900.68

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P0082360	Nasco	PFE Maximizing Math	Instructional Supplies	\$38.97
P0082361	Nextel/Sprint	Health, Safety	Telephone	\$6.51
P0082362	Ramada Plaza Lax	Ed & Community Devel	Conferences Mgmt	\$69.00
P0082363	The Effectiveness Institute, Inc.	Administrative Serv	Non-Instruct Supplies	\$1,227.85
P0082364	Parker & Covert Llp	Institutional Service	Legal	\$13,861.04
P0082365	ACCCA	Administrative Serv	Conferences Mgmt	\$325.00
P0082366	Judith Norton	CACT COCCC	Conferences Mgmt	\$208.34
P0082368	Beverly D. Anthony	WPLRC PIC Aerospace	Other Books	\$100.47
P0082369	Time Clock Sales and Service	International Student	Multi Media Advertising	\$216.00
P0082370	Brittany L. Armalin	Fine Arts	Non-Instruct Supplies	\$400.00
P0082371	Postmaster	Contract Education	Postage	\$160.00
P0082373	Fastsigns	Job Placement	Non-Instruct Supplies	\$279.29
P0082374	El Pollo Loco	EOPS	Non-Instruct Supplies	\$1,000.00
P0082375	Konica Minolta Business Sys	VP-SCA	Non-Instruct Supplies	\$133.41
P0082376	ASTD	Ed & Community Devel	Dues And Memberships	\$180.00
P0082377	Staples	Humanities	Copiers	\$2,496.17
P0082378	American Nautical Services Inc.	Job Development Ince	Other Books	\$2,763.52
P0082379	Collegiate Cap & Gown	Commencement Exp	Other Rentals	\$777.90
P0082380	Matson Printing	SBA Contract Jan-Dec	Printing	\$653.36
P0082381	Sue Oda-Omori	Counseling Office	Non-Instruct Supplies	\$95.34
P0082382	Pacific Coachways	Recruitment/School	Transportation	\$298.00
P0082383	Pc Mall	Job Placement	Non-Instruct Supplies	\$494.09
P0082384	Brodart Co	Div Office Instr. Se	Instructional Supplies	\$49.25
P0082385	Spinitar Presentation Products	Staff Development	Repairs Noninstructional	\$225.00
P0082386	S & B Food Services Catering	Staff Development	Contract Services	\$1,935.17
P0082387	Computerland of Silicon Valley	Community Advance	Software	\$866.53
P0082388	Port Supply	Job Development Ince	Non-Instruct Supplies	\$535.68
P0082389	Delphin Computer Supply	Community Advance	New Equipment – Noninstruc.	\$297.69
P0082390	Sidedoor Studio, The	Community Advance	Multi Media Advertising	\$715.00
P0082391	Computerland of Silicon Valley	Div Office Humanities	Instructional Supplies	\$649.77
P0082392	Office Max A Boise Company	Counseling Office	Non-Instruct Supplies	\$807.54
P0082393	Best Buys	Job Development Ince	Non-Instruct Supplies	\$103.77
P0082394	Society for Human Resource	Community Advance	Dues And Memberships	\$160.00
P0082395	Dell Marketing L. P.	Sign Language	New Equipment – Instruc.	\$1,393.81
P0082396	Lexis Nexis Matthew Bender	TTIP Library Automat	Other Services And Expense	\$1,284.00
P0082398	Redondo Union High School	Public Information	Multi Media Advertising	\$700.00
P0082399	Bruce E. Hoerning	Operations	Non-Instruct Supplies	\$57.27
P0082401	Center on Education and Work	Women in Ind. & Tech	Non-Instruct Supplies	\$1,398.90
P0082402	Patriot Builders	Grounds	Repairs Noninstructional	\$2,375.00

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P0082403	Torrance Hilton At South Bay	EOPS	Non-Instruct Supplies	\$1,500.00
P0082404	Magic's Auto Body & Paint	Parking-Student Perm	Repairs Non Instr	\$1,050.94
P0082405	Lucks Music Library	Ctr for Arts Instr/A	Other Rentals	\$914.43
P0082406	Commercial Wholesale Electric	Electric Shop	Non-Instruct Supplies	\$3,675.50
P0082407	Innovative Users Group	TTIP Library Automat	Other Services And Expense	\$70.00
P0082409	LRACC	Div Office Instr. Se	Publications Periodicals	\$200.00
P0082410	Thomson Gale	Div Office Instr. Se	Library Books	\$724.15
P0082411	El Camino Community College	Purchasing and Busin	Liability - Self Insurance	\$296.73
P0082412	Quickstart Intelligence	Information Technolo	Transportation/ Mileage	\$4,990.00
P0082413	Pauline Annarino	WRIEC Year 1	Reproduction - Noninstruc	\$1,143.39
P0082414	Konica Minolta Business Sys	Information Technolo	Non-Instruct Supplies	\$924.97
P0082415	Metal Edge	Instructional Service	Non-Instruct Supplies	\$2,476.68
P0082419	Image Solutions	Admissions/Records	Postage	\$10,000.00
P0082420	Maurice Kogon	SBDC CITD	Conferences Mgmt	\$55.00
P0082421	Ten Sped Press	Admissions/Records	Non-Instruct Supplies	\$36.92
P0082422	Discount Two-Way Radio	Health Sciences	Fundraising	\$3,531.90
P0082423	CCS Presentation Systems, Inc.	EOPS	Non-Instruct Supplies	\$154.64
P0082424	Lama Books	EOPS	Other Books	\$97.43
P0082425	Resource Directory	EOPS	Other Books	\$264.39
P0082426	The Name Tag Source	VP-SCA	Non-Instruct Supplies	\$272.54
P0082428	Mass Press	Office Administration	Instructional Supplies	\$178.44
P0082429	Dell Computer Corp Educational	CIS	Instructional Supplies	\$863.73
P0082430	Barret Robinson Inc.	MESA Program	Non-Instruct Supplies	\$722.44
P0082432	Delphin Computer Supply	EOPS	Non-Instruct Supplies	\$108.25
P0082433	California Community College	TTIP Library Automat	Other Services And Expense	\$22,907.00
P0082434	California Community College	Div Office Instr. Se	Library Books	\$19.00
P0082435	Matthew Bender Publisher	Div Office Instr. Se	Library Books	\$250.20
P0082436	Thomson Gale	Div Office Instr. Se	Library Books	\$232.18
P0082437	Midwest Library Service	Div Office Instr. Se	Library Books	\$3,290.65
P0082438	Guillermo Hinojosa	EOPS CARE	Contract Services	\$400.00
P0082439	Southland Lumber	Fire Tech Donations	Instructional Supplies	\$768.72
P0082440	Grainger Industrial and Equip	Fire Tech Donations	Instructional Supplies	\$87.99
P0082441	Sparkle Sanitary Supply	Fire Tech Donations	Instructional Supplies	\$43.30
P0082442	U.S. Bank	Institutional Service	Election	\$1,126.60
P0082443	Phyllis S. Fowler	Fine Arts	Non-Instruct Supplies	\$200.00
P0082444	Pilatesstyle	Theatre/Dance	Non-Instruct Supplies	\$17.95
P0082445	Pointe Magazine	Theatre/Dance	Non-Instruct Supplies	\$16.95
P0082446	Dance Teacher	Theatre/Dance	Non-Instruct Supplies	\$24.95
P0082448	Bob Lee's Automotive Center	Parking-Student Perm	Repairs Non Instr	\$199.17

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P0082451	N M I, Inc	Ctr for Arts Promo	Multi Media Advertising	\$335.82
P0082452	Abrams Planetarium	Earth Sciences	Publications Periodicals	\$11.00
P0082453	Chauffeurs Unlimited	Ctr for Arts Promo	Other Services And Expense	\$206.00
P0082454	MESA Statewide Undergraduate	MESA Program	Contract Services	\$2,445.00
P0089094	Circulating Air Inc.	Science Complex Cons	Architects And Engineers	\$196,741.00
	Total :	271		\$818,708.55
B0088004	Guanghuo Chen	CITD Program Income	PSA Contract Services	\$5,000.00
B0088007	Barbara A. Casper	SBDC COCCC	PSA Contract Services	\$2,000.00
B0088013	Tony Sotos	CACT COCCC	PSA Contract Services	\$8,000.00
B0088016	Nonprofit Navigators	Sign Language	Contract Services	\$450.00
B0088017	Nonprofit Navigators	Special Resource Cen	Contract Services	\$900.00
B0088019	Montgomery Hardware	Construction Technol	Instructional Supplies	\$250.00
B0088020	ECCD Petty Cash	Artes de El Camino	Non-Instruct Supplies	\$2,768.00
B0088021	ECCD Petty Cash	Careers in Child Car	Conferences Faculty	\$350.00
	Total :	8		\$19,718.00
	Total POs and BPOs :	279	TOTAL :	\$838,426.55

EL CAMINO COMMUNITY COLLEGE DISTRICT
2006-2007 TENTATIVE BUDGET
GENERAL FUND UNRESTRICTED - INCOME

Account Number	Description	2005-2006 Projected	2006-2007 Proposed	Difference	% Incr/De cr
INCOME					
81XX	<u>FEDERAL INCOME</u>	\$ 172,994	\$ 187,620	\$ 14,626	8.45%
<u>STATE INCOME</u>					
8610	Principal Apportionment	\$ 82,549,846	\$ 87,436,797	\$ 4,886,951	5.92%
8610	Part-Time Faculty Apportionment	848,408	848,408	0	0.00%
8610	Equalization	0	1,472,981	1,472,981	%
	Partnership for Excellence - AB1417 Restoration	568,471	0	-568,471	100.00%
8614	SFAA Enrollment Fee Administration	50,935	50,935	0	0.00%
8680	Lottery Funds	2,991,248	3,000,000	8,752	0.29%
8690	Other State Revenue	20,000	20,000	0	0.00%
Total State Income		\$ 87,028,908	\$ 92,829,121	\$ 5,800,213	6.66%
<u>LOCAL INCOME</u>					
8826	Extension Program Funding	\$ 154,105	\$ 197,388	\$ 43,283	28.09%
8831	Community Advancement Transfer	150,000	200,000	50,000	33.33%
8842	Sales of Equipment and Supplies	85	0	-85	%
8850	Rentals and Leases	158,068	170,000	11,932	7.55%
8851	Lease Contract-Pioneer Theater	155,000	155,000	0	0.00%
8860	Interest and Investment Income	267,170	275,000	7,830	2.93%
8879	Transcript Fees	65,000	65,000	0	0.00%
8880	Non-Resident Tuition	404,803	435,000	30,197	7.46%
8885	Non-Resident Tuition-Foreign	2,797,191	2,800,000	2,809	0.10%
8887	Catalogs and Class Schedules	21,200	42,400	21,200	100.00%
8889	Student Fines/Fees	28,000	28,000	0	%
8890	Outlawed Warrants	10,000	10,000	0	0.00%
8890	Parking Citations	360,000	360,000	0	0.00%
8890	Processing Fees	4,000	4,000	0	0.00%
8890	Discovery	55,000	55,000	0	0.00%
8891	Center for the Arts	103,000	105,000	2,000	1.94%
8893	Miscellaneous Income	40,000	40,000	0	0.00%
Total Local Income		\$ 4,772,622	\$ 4,941,788	\$ 169,166	3.54%
TOTAL INCOME-ALL SOURCES		\$ 91,974,524	\$ 97,958,529	\$ 5,984,005	6.51%

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EL CAMINO COMMUNITY COLLEGE DISTRICT
2006-2007 TENTATIVE BUDGET
GENERAL FUND UNRESTRICTED - EXPENDITURES

Acct. No.	Description	2005-2006 Projected	2006-2007 Proposed	Difference	% Incr/Decr
EXPENSES					
<u>INSTRUCTIONAL</u>					
11XX	Instructional Salaries, Regular	\$ 22,531,391	\$ 22,433,029	\$ -98,362	-0.44%
	Salary Increase	0	664,018	664,018	
13XX	Instructional Salaries, Non-regular	12,745,307	13,205,000	459,693	3.61%
	Salary Increase	0	390,868	390,868	
	Total Instructional	\$ 35,276,698	\$ 36,692,915	\$ 1,416,217	4.01%
<u>MANDATORY EXPENSES</u>					
1180	Sabbaticals	\$ 306,862	\$ 313,776	\$ 6,914	2.25%
12XX	Non-Instructional Salaries Certificated	5,566,987	5,932,353	365,366	6.56%
	Salary Increase	0	175,598	175,598	
21XX	Non-Instructional Salaries Classified	17,571,201	18,240,240	669,039	3.81%
	Salary Increase	0	539,911	539,911	
22XX	Instructional Aides, Reg F/T	1,156,599	1,227,895	71,296	6.16%
	Salary Increase	0	36,346	36,346	
	Benefits Adjustments 2007	33,232	0	-33,232	-100.00%
	Step & Column	0	440,000	440,000	
31XX	STRS Fund	3,012,443	3,067,045	54,602	1.81%
32XX	PERS Fund	1,860,370	1,932,965	72,595	3.90%
33XX	OASDI & Medicare	2,112,092	2,428,085	315,993	14.96%
34XX	Health & Welfare	7,262,151	7,206,062	-56,089	-0.77%
35XX	Unemployment Insurance	287,544	337,695	50,151	17.44%
36XX	Workers' Compensation Insurance	1,142,232	1,072,232	-70,000	-6.13%
37XX	Local Retirement	104,234	95,945	-8,289	-7.95%
38XX	Alternative Retirement Plan	243,165	240,000	-3,165	-1.30%
39XX	Other Benefits	270,000	336,000	66,000	24.44%
39XX	GASB 45 Transfer	350,000	500,000	150,000	42.86%
46XX	Gasoline	54,000	75,000	21,000	38.89%
54XX	Insurance	780,000	780,000	0	0.00%
55XX	Other Operating (incl. Util)	3,344,392	4,204,647	860,255	25.72%
73XX	Interfund Transfers	1,720,000	920,000	-800,000	-46.51%
	Total Mandatory Expenses	\$ 47,177,504	\$ 50,101,795	\$ 2,924,291	6.20%
<u>DISCRETIONARY EXPENSES</u>					
14XX	Non-Instructional Salaries, Non-regular	\$ 666,157	\$ 673,818	\$ 7,661	1.15%
2240	Instructional Aides, Reg P/T	441,261	553,354	112,093	25.40%
23XX	Non-Instructional Salaries, Student P/T	2,816,700	2,628,607	-188,093	-6.68%
42XX	Other Books	33,088	10,785	-22,303	-67.41%
43XX	Instructional Supplies	633,642	659,055	25,413	4.01%
44XX	Non-Instructional Repair Parts	86,053	84,385	-1,668	-1.94%
45XX	Non-Instructional Supplies	811,571	809,615	-1,956	-0.24%
51XX	Personal & Contract Services	1,550,412	1,549,130	-1,282	-0.08%
52XX	Travel & Conferences	334,595	396,235	61,640	18.42%
53XX	Dues & Memberships	104,458	108,425	3,967	3.80%
56XX	Rents, Leases & Repairs	1,290,831	1,404,355	113,524	8.79%
57XX	Legal & Regulatory	584,800	575,880	-8,920	-1.53%
58XX	Other Services & Exp	1,573,914	1,595,055	21,141	1.34%
59XX	Miscellaneous	21,000	21,600	600	2.86%

63XX	Library Books		51,800		51,800		0		0.00%
64XX	Equipment		81,067		41,720		-39,347		-48.54%
	Total Discretionary Expenses	\$	11,081,349	\$	11,163,819	\$	82,470		0.74%
	TOTAL EXPENDITURES	\$	93,535,551	\$	97,958,529	\$	4,422,978		4.73%
	REVENUE OVER EXPENDITURES		(1,561,027)		0		1,561,027		-100.00%

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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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A. CITIZENS' BOND OVERSIGHT COMMITTEE

The next meeting of the Citizens' Bond Oversight Committee is scheduled for Wednesday, May 24, in the Board Room. The group will meet at 2 p.m. for a campus tour, followed by the meeting, which will begin at 3 p.m.

B. PROJECT BUDGETS

The Facilities Needs Report prepared May 2002, established preliminary budgets for the renovation or replacement of the buildings reported in the categories identified below. The Needs Report was the basis for determining the amount of bond funding required to complete the facilities upgrade/modernization program. The preliminary budgets were revised February 17, 2004, when project scopes and timelines were further defined. Budgets were also revised as of May 16, 2005. Also included in the needs report was a listing compiled by division of equipment and technology that needed to be replaced or upgraded.

The following table reports expenditures through April, 2006.

	REVISED BUDGET	EXPENDED	BALANCE
<u>Additional Classrooms and Modernization (ACM)</u>			
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	274,322	15,443,678
Bookstore/Cafeteria Conversion to Administration (0204)	6,084,896	138,990	5,945,906
Business Building Replacement (0205)	10,926,189	139,877	10,786,312
Central Plant (0206)	10,858,000	187,740	10,670,260
Child Development Center Phase 2 (0207)	2,525,000	30,573	2,494,427
Crenshaw Blvd. Frontage Enhancement (0208)	1,100,000	13,418	1,086,582
Fire Academy Structure (0209)	791,375	14,880	776,495
Fire Program Facility (0210)	123,000	1,656	121,344
Humanities Complex Replacement (0212)	23,120,064	2,926,674	20,193,390
Learning Resource Center Addition (0213)	7,100,000	121,824	6,978,176
Manhattan Beach Blvd. Parking Structure and Entrance (0214)	216,232	812	215,420
Remodeling Phase Two (0216)	157,625	52,627	104,998
Remodeling Phase Three (0217)	8,715,875	105,101	8,610,774
Science Complex Renovation (0219)	6,721,738	6,477,215	244,523
Signage and Wayfinding (0224)	2,600,000	53,905	2,546,095
Student Services and Activities Replacement (0220)	31,928,118	510,668	31,417,450
Temporary Space and Relocation Costs (0221)	2,000,000	755,525	1,244,475
Master Planning (0223)	-	465,829	(465,829)
Reserve for Contingencies (0299)	37,748,071		37,748,071
Total Additional Classrooms and Modernization	174,963,183	13,245,217	161,717,966

	REVISED BUDGET	EXPENDED	BALANCE
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**Campus Site Improvements: Accessibility,
Safety / Security (CSI)**

Asphalt Resurfacing - All Lots (0301)	400,000	14,975	385,025
Emergency Generators and Distribution (0302)	2,265,000	17,671	2,247,329
Emergency Power to Security Lighting (0303)	175,000	1,365	173,635
Entrance - Redondo Beach Blvd. to Lot H (0304)	400,000	4,501	395,499
Fencing Replacement and Additions (0305)	375,000	2,926	372,074
Landscaping and Irrigation System Replacements (0306)	2,540,000	42,403	2,497,597
Lighting - Upgrade / Replace All Lots (0308)	2,440,000	19,036	2,420,964
Lot F Parking Structure Improvements (0309)	1,632,000	32,732	1,599,268
Lot H Parking Structure (0310)	8,348,666	872,601	7,476,065
Paving Replacement - All Walks and Driveways (0311)	2,187,000	17,062	2,169,938
Pedestrian Walks at Manhattan Beach Blvd. and Lot E (0312)	81,600	637	80,963
Security Video (0313)	180,000	7,831	172,169
Voice / Data / Signal Site Duct Bank (0314)	1,945,181	84,628	1,860,553
Reserve for Contingencies (0399)	1,757,784	-	1,757,784
Total Campus Site Improvements: Accessibility, Safety / Security	24,727,231	1,118,367	23,608,864

Energy Efficiency Improvements (EEI)

Energy Efficiency Improvements Ph. 1 (0401)		-	
CLOSED			
Energy Efficiency Improvements Phase Two (0402)	2,818,000	43,000	2,775,000
Reserve for Contingencies (0499)	215,653		215,653
Total Energy Efficiency Improvements	3,033,653	43,000	2,990,653

Health and Safety Improvements (HSI)

Administration (0501)	4,367,732	89,644	4,278,088
Art & Behavioral Sciences (0502)	12,247,136	281,343	11,965,793
Auxiliary Warehouse (0504)	105,042	1,305	103,737
Communications (0507)	8,223,354	220,115	8,003,239
Construction Technology (0508)	943,970	16,588	927,382
Domestic Water System (0509)	2,488,800	68,622	2,420,178
Facilities and Receiving (0510)	1,985,416	141,908	1,843,508
Fire Alarm (0511)	780,800	69,448	711,352
Firelines (0512)	1,837,503	85,268	1,752,235
Hazardous Materials Abatement (0513)	200,000	76,807	123,193
Library (0515)	7,876,509	421,587	7,454,922
Marsee Auditorium (0516)	6,670,843	112,806	6,558,037

	REVISED BUDGET	EXPENDED	BALANCE
Math & Computer Sciences (0517)	10,761,643	190,644	10,570,999
Music (0518)	8,896,846	227,342	8,669,504
Natural Gas System (0519)	488,000	5,698	482,302
North Gymnasium (0520)	3,248,993	257,277	2,991,716
Physical Education and Men's Shower (0521)	4,216,871	67,618	4,149,253
Planetarium (0522)	559,465	12,921	546,544
Pool and Health Center (0523)	8,273,592	308,835	7,964,757
Primary Electrical Distribution System (0524)	13,460,000	1,555,486	11,904,514
Reimbursements (0525)	1,456,353	1,456,353	-
Security Systems (0526)	1,313,664	30,245	1,283,419
Sewer System (0527)	1,964,200	22,629	1,941,571
Social Sciences (0528)	7,415,520	152,161	7,263,359
Storm Drain System (0530)	1,083,909	12,532	1,071,377
Technical Arts (0531)	5,600,000	310,721	5,289,279
Shops (0533)	10,600,000	213,338	10,386,662
Reserve for Contingencies (0599)	8,337,328	-	8,337,328
Total Health and Safety Improvements	135,403,489	6,409,240	128,994,249

Information Technology and Equipment (ITE)

Behavioral and Social Sciences (0601)	654,077	28,167	625,910
Business (0602)	1,143,650	438,401	705,249
Facilities Planning and Services (0603)	1,925,724	283,304	1,642,420
Fine Arts (0604)	2,879,046	328,212	2,550,834
Health Sciences and Athletics (0605)	1,267,690	177,688	1,090,002
Humanities (0606)	625,978	150,534	475,444
Industry and Technology (0607)	1,771,641	422,712	1,348,929
Information Technology (0608)	14,557,510	1,784,540	12,772,970
Learning Resources (0609)	4,940,775	260,085	4,680,690
Math (0610)	723,061	134,997	588,064
Natural Sciences (0611)	3,063,431	585,119	2,478,312
Nursing (0612)	252,651	116,478	136,173
Student and Community Advancement (0613)	645,925	169,879	476,046
Interfund Transfer (0614)	141,150	141,150	-
Campus Police (0621)	68,500		68,500
Purchasing (0622)	10,000		10,000
Phase II, III, IV Purchases (0697)	12,686,900		12,686,900
Installation Contingency (0698)	4,464,194		4,464,194
Reserve for Contingencies (0699)	3,746,018	-	3,746,018
Total Information Technology and Equipment	55,567,921	5,021,265	50,546,656

Physical Education Facilities Improvements (PEFI)

	REVISED BUDGET	EXPENDED	BALANCE
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	-	121,349
Total Physical Education Facilities	1,707,049	-	1,707,049
Refunding Income**	5,980,713	-	5,980,713
*The Master Planning expenses identified will be spread at a later date.	\$ 401,383,239	\$ 25,837,089	\$ 375,546,150

**\$886,063 has been allocated to locations in the Information and Technology and Equipment Category.

C. CONTRACT – FLEWELLING & MOODY

It is recommended the Board of Trustee’s approve entering into a contract with Flewelling & Moody to provide architectural and engineering design services to renovate 40 restrooms in 16 campus buildings. The purpose of the restroom renovations is to comply with the Americans with Disabilities Act (ADA) and improve their appearance and functionality. The price for these services was negotiated based upon the following factors; scope of work, construction cost and length of performance period.

Dates of Service: May 16, 2006 though December 31, 2007.

Cost: Not to exceed \$160,000, including reimbursables, invoiced monthly.

D. CONTRACT – MAAS COMPANIES

It is recommended the Board of Trustee’s approve entering into a contract with Maas Companies to provide program management, project management and construction management services in support of the District’s Facilities Master Plan.

This firm is being recommended based upon the following factors. The firm’s past association and familiarity with the District’s planning, projects and operations, knowledge of and prior experience with the Community College system’s facilities funding mechanisms, expertise and experience of the firm’s staff and the firm’s reasonable fee structure.

The negotiated price for the services is based upon staffing and services to be provided, projected construction related expenditures and the term of the agreement. The contract is available for review in the office of the Vice President of Administrative Services.

Dates of Service: April 1, 2006 though June 30, 2009, with two optional one-year extensions.

Cost: Based upon projected expenditures, the potential cost of this contract is \$4,833,009.

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E. CONTRACT - STATEWIDE EDUCATIONAL WRAP-UP (INSURANCE) PROGRAM (SEWUP)

Contractor: Keenan and Associates

The contractor will provide the District's Owner Controlled Insurance Program (OCIP) for the Humanities Construction Project under its SEWUP by providing and administering the primary insurance for the project. All premiums and coverages (General Liability, Workers' Compensation, Pollution Liability, etc.) are paid by the District.

Dates of Service: 4/15/06 - 10/15/07

Cost: \$629,106.88

F. REJECTION OF BID PROTEST - BID 2005-9, BID PACKAGE 3-2

It is recommended the Board of Trustees adopt the Vice President of Administrative Services' denial of a bid protest submitted by JBH Structural Concrete, Inc. in relation to the Humanities construction project. Upon review and evaluation of the bid protest, it has been determined the issues expressed are not sufficient to concur with the bid protest. Legal counsel agrees with the recommended action.

G. BID 2005-09 HUMANITIES CONSTRUCTION PROJECT

It is recommended that the following prime contractors be awarded contracts for the respective trades related to the construction of the Humanities Building, in accordance with specifications, terms and conditions of the above-named bid.

Bid Package	Bid Package Description	Low Bidder	Bid Award Amount
1-1	Final Clean up	M N Z Janitorial Services	\$52,570.00
2-2	Landscape	Bennett Landscape	262,713.86
3-1	Site Concrete	Amtek Construction	1,042,000.00
3-2	Structural Concrete	TB Penick	6,455,000.00
4-1	Masonry	So Counties Quality Masonry	501,000.00
6-1	Finish Carpentry	K & Z Cabinet Co. Inc.	135,723.00
8-1	Glass & Glazing	Padua Glass Enterprises, Inc.	1,207,400.00
9-1	Metal Framing	Superior Wall Systems, Inc.	1,484,330.00
9-2	Ceramic Tile	Premier Tile & Marble	168,420.00
9-3	Acoustical Ceiling	Preferred Ceilings Inc	728,900.00
9-4	Flooring	Pacific Carpets, Inc.	400,000.00
9-5	Painting	Borbon, Inc.	249,900.00
10-1	Misc. Specialties	Inland Building Companies	235,000.00
10-2	Toilet Partitions	Stumbaugh & Associates, Inc.	45,235.00

14-1	Elevators	Braaksma Construction		313,000.00
15-1	Fire Sprinklers	Orange Builders		406,900.00
15-2	Plumbing	PPC Air Conditioning, Inc.		513,000.00
15-3	HVAC	Airemasters Air Conditioning		1,625,000.00
16-1	Electrical	S.H. Fish Electric		2,671,000.00
			TOTAL	<u>\$18,497,091.8</u>
				<u>6</u>

H. BID 2005-09A HUMANITIES CONSTRUCTION PROJECT

It is recommended that the following prime contractor be awarded the contract for bid package 5-1 Structural Steel, in accordance with specifications, terms and conditions of the above-named bid. This bid package was rebid due to the lack of responses to this package in Bid 2005 -9.

<u>B.P.O.</u>	<u>Vendor</u>	<u>Bid Amount</u>
TBD	Bickerton Iron Works Inc.	\$617,146

Other Bidders: Anderson Charesky Structural Steel - \$1,400,000
CA Buchen Corp. - \$1,588,352

“No Bid” responses: None

Non-Responses: None

I. HUMANITIES COMPLEX REPLACEMENT COSTS & FUNDING

COSTS	January-04	Change	May-06
Design & Plan Review	\$1,662,108	\$39,833	\$1,701,941
Hazardous Material Abatement	65,502	96,498	162,000
Construction	16,789,678	6,610,322	23,400,000
Tests & Inspections	468,199	581,801	1,050,000
Construction Administration	351,150	533,053	884,203
Contingency	1,170,498	-70,498	1,100,000
Furniture and Group II			
Equipment	1,017,600	48,500	1,066,100
Crenshaw Blvd. Frontage			
Enhancement	400,000	-400,000 ¹	0
Emergency Generators &			
Distribution	<u>260,000</u>	<u>-260,000²</u>	<u>0</u>
TOTAL	<u>\$22,184,735</u>	<u>\$7,179,509³</u>	<u>\$29,364,244</u>

FUNDING	January-04		November-05
Hazardous Substance			
Abatement Program	\$0	\$63,286	\$63,286
Humanities Complex			
Replacement	21,524,735 ⁴	0	21,524,735
Crenshaw Blvd. Frontage			
Enhancement	400,000	0	400,000
Emergency Generators &			
Distribution	260,000	0	260,000
Reserve for Contingencies	<u>0</u>	<u>6,416,223</u>	<u>6,416,223</u>
	<u>\$22,184,735</u>	<u>\$7,179,509</u>	<u>\$29,364,244</u>

¹ This amount is now included in the Construction amount.

² This amount is now included in the Construction amount.

³ The bids amounts confirm the project budget is inadequate to support the project and requires an augmentation of \$7,179,509. There are two primary reasons for the increase, escalation of construction costs and an expansion of the project's scope. Construction costs have increased dramatically from January 2004, when the project budget was prepared, to the present time. High demand and limited supply have caused the price of construction materials to skyrocket. There is also a tremendous amount of construction work being performed in the Southern California region, allowing contractors to price their work at a premium. The scope of this project increased due to two decisions. The first decision was to increase the width of the building corridors beyond the building code minimum. The building code minimum was judged to be too narrow for comfortable circulation. The second decision increasing project scope was to add an additional elevator beyond the building code minimum. The elevator was added to provide enhanced accessibility for the building users.

⁴ The Humanities Complex Replacement Project's total budget is \$23,120,064. Of that amount \$1,595,329 is for the future demolition of the remaining west portion of the Humanities complex and landscaping of that area.

J. BID 2005-10 MODULAR SITE INFRASTRUCTURE PROJECT

It is recommended that Bid 2005-10 be awarded to the following contractor in accordance with the specifications, terms and conditions of the above-named bid.

<u>B.P.O</u>	<u>Vendor</u>	<u>Bid Amount</u>
TBD	Cornerstone General, Inc.	\$1,406,243

Other Bidders: Excel Paving, Inc. - \$1,597,500
 Atlas Allied, Inc. - \$1,684,198

*Spelling Correction made.

No Bid Responses: None
Non-Responses: None

K. BID 2005-12 MODULAR CLASSROOMS

It is recommended that the above-titled bid be awarded to Modular Structures for the purchase of ten (10) modular classrooms (DSA approved relocatable buildings) of various sizes in accordance with the specifications, terms, and conditions of the above named bid.

The authority for this purchase is made possible through the piggybacking provision of Nuview Union School District's Bid # 2005-Modulars.

<u>P.O.</u>	<u>Vendor</u>	<u>Bid Amount</u>
89097	Modular Structures	\$767,697.00 (includes delivery, installation)

L. CHANGE ORDER – HUMANITIES BUILDING

It is recommended the following change order be approved to amend HPS Mechanical's contract. Purchase Order #89037

<u>Contractor</u>	<u>Amount</u>
HPS Mechanical	(\$21,038.00)

Reason(s):
Credit for the deletion of a hydronic distribution box and piping. (\$2,414)
Credit for unused allowance hours. (\$18,624)

M. CHANGE ORDER – FIRE ALARM SYSTEM REPLACEMENT PHASE 4

It is recommended the following change order be approved to amend Minco's contract. Purchase Order #87949

<u>Contractor</u>	<u>Amount</u>
Minco	\$1,835.75

Reason: Provide and install a remote annunciator at the first floor of the Communications building. The construction plan located the fire alarm control panel in the 1st floor custodial room. During construction, it was decided to install the control panel in a basement location to lessen the chance of accidental damage to the equipment. In order to comply with building code regulations a remote annunciator is required on the first floor to direct fire department personnel to a problem.

N. NOTICE OF JOB COMPLETION

It is recommended that the Board approve payment to HPS Mechanical, Inc., for work performed on the projects listed below. The required work has been completed in accordance with the conditions and specifications of the subject bids and have been accepted by a District Representative. Payment is to be paid as indicated below.

	<u>Project</u>	<u>Contract Amount</u>
1.	<u>HPS Mechanical, Inc.</u> Bid #2005-04 (Board 10/17/05) BPO #89037	\$509,470.00

TOTAL: \$509,470.00

O. PURCHASE ORDERS AND BLANKET PURCHASE ORDER

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

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
P0082262	CDW-G	Remodeling-Phase 2	Group I Equipment	\$3,394.90
P0089092	Design Insights Assoc. Inc.	Remodeling-Phase 2	Buildings	\$3,277.90
P0089093	Thomas E. Brown	Remodeling-Phase 2	Buildings	\$217.04
P0089095	New Asia, Inc.	Behavioral/Social Science	New Equipment – Non Instructional	\$5,182.54
P0089096	Sargent Welch Scientific	Natural Sciences	New Equipment - Instruction	\$5,278.43
P0089098	TRC-Easi	Primary Elect Distr.	Contract Services	\$1,533.75
P0089099	CDW-G	Information Technology	Non-Instructional Comp. Equipment	\$8,431.90
<i>Purchase Order Total:</i>	7			\$27,316.46

B0088012	Broadway Glass & Mirror	Remodeling-Phase 2	Buildings	\$4,108.00
B0089039	WWCOT	Student Services /Activity Center	Architecture & Engineering	\$2,200,000.00
B0089060	Southland Industries	Science Complex Renovation	Repairs Equipments-Bond	\$14,900.00
B0089062	Flewelling & Moody	Bookstore Bldg.	Architecture & Engineering	\$587,000.00
B0089076	Tmad Taylor & Gaines	Student Services /Activity Center	Architecture & Engineering	\$149,190.00
B0089090	Vector Resources, In	Entrance-Redondo Beach	Site Improvements	\$14,762.67
B0089091	Beck & Graboski	Signage and Wayfinding	Architecture & Engineering	<u>\$70,000.00</u>
Blanket Purchase Order Total:	7			<u>\$3,039,960.67</u>
Total POs and BPOs:	14	TOTAL :		<u>\$3,067,277.13</u>

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Agenda for the El Camino Community College District Board of Trustees

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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, temporary classified service employees, special project temporary administrators and special service professionals as shown in items 1-13 and 1-11.

Certificated Personnel:

1. Amended Retirement – Mr. Edward McCrary, full-time instructor of Psychology, Behavioral & Social Sciences, first day of retirement effective June 10, 2006 instead of June 30, 2006.
2. Special Assignment – Ms. Karin Jensen, part-time instructor of Dance, Fine Arts, to choreograph Spring Dance Concert, to be paid \$50, effective March 1 through May 7, 2006, in accordance with the Agreement, Article X, Section 9(m).
3. Special Assignment – Mr. William Georges, full-time instructor of Technical Theatre, Fine Arts, to design lighting for Play #4, to be paid \$1,500, effective April 6 through May 6, 2006, in accordance with the Agreement, Article X, Section 14(c).
4. Special Assignment – Dr. Barbara Jaffe, full-time instructor of English, Humanities, to work as Faculty Coordinator on special projects as assigned, to be paid \$55.65 an hour, not to exceed \$4,500 or 80 hours, effective June 12 through June 30, 2006, in accordance with the Agreement, Article X, Section 13(a).
5. Special Assignment – Dr. Barbara Jaffe, full-time instructor of English, Humanities, to work as Faculty Coordinator on special projects as assigned, to be paid \$55.65 an hour, not to exceed \$14,300 or 256 hours, effective July 1 through August 25, 2006, in accordance with the Agreement, Article X, Section 13(a).
6. Special Assignment – Ms. Betty Littles, full-time instructor of English, Humanities, to work as Faculty Interventionist and participate in the Teacher Education Program (TEP) Intervention Activities, to be paid \$55.65 an hour, not to exceed \$3,000, effective March 11 through June 30, 2006, in accordance with the Agreement, Article X, Section 14(c).
7. Special Assignment – The following full-time instructors are working for Summer sports camps and swimming lessons, Health Sciences & Athletics, to be paid \$25.00 an hour, effective June 12 through August 30, 2006, in accordance with the Agreement, Article X, Section 13(b).

<u>Instructor</u>	<u>Camp</u>	<u>Not to Exceed</u>	<u>Dates</u>
Corey Stanbury	Swim Lesson	\$2,500	June 12 – August 3
Gene Engle	Football Passing League	\$ 500	June 25, 28, July 5, 12, 19 & 26
John Britton	Soccer Camp	\$ 875	August 14- August 25

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8. Special Assignment – The following part-time instructors, Health Sciences & Athletics to work for Summer sports camps and swimming lessons, to be paid \$25.00 an hour, effective June 12 through August 30, 2006, in accordance with the Agreement, Article X, Section 9(m).

<u>Instructor</u>	<u>Camp</u>	<u>Not to Exceed</u>	<u>Dates</u>
Chad Nammack	Baseball Camp	\$6,000	June 26 – August 18
Monica Lizarrange-Papke	Swim Lesson	\$1,625	June 12 – August 3
Steve Shaw	Spring Basketball League	\$ 960 5/17; 5/24	4/19; 4/26; 5/3; 5/10;
Eddie Barragan	Soccer Camp	\$ 420	August 14–August 25

9. Extend Assignment – Ms. Cheryl Kroll, full-time instructor of English, Humanities, to continue working 100% as Teacher Education Program (TEP) Counselor, funded by TEP Grant, effective July 1, 2006 through June 30, 2007, in accordance with the Agreement, Article X, Section 2(b).
10. Amend Stipend Assignment – The following instructors in Natural Sciences to prepare and present demonstrations for the Onizuka Space Science Day on April 1, 2006 to be paid \$50 each in accordance with the Agreement, Article X, Section 14(a).

Daniel Eastmond

Nancy Freeman

11. Stipend Assignment – Ms. Christine Stahl, part-time instructor of Make-Up, Fine Arts, to work as make-up artist for Play #4, to be paid \$1,200, effective May 16 through June 4, 2006, in accordance with the Agreement, Article X, Section 9(m).
12. Employment – Ms. Aimee Guerrero, full-time instructor of Fire and Emergency Technology/Paramedic Program, Industry and Technology, effective May 16 through June 8, 2006, to be paid by the County of Los Angeles.
13. Employment –The following part-time/temporary instructors to be hired as needed for the 2006 Summer Semester.

Behavioral & Social Science

Marie Butler, Class V, Step 24
Pannie Gagajena, Class II, Step 4
Joseph Georges, Class IV, Step 28
Thomas Glenn, Class IV, Step 12
Austin Gordon, Class V, Step 7
Patrick Griffin, Class V, Step 8
Lawrence E. Guillow, Class V, Step 14
Shahrokh Haghghi, Class V, Step 14
Ryan Keep, Class III, Step 4
Meric Keskinel, Class V, Step 6
Thomas Keville, Class II, Step 10
Margaret Kidwell-Udin, Class III, Step 8

Toshiko Konishi, Class V, Step 8
Cathy Lakatos, Class III, Step 5
Marc Mestyaneck, Class II, Step 6
Robroy Meyers, Class II, Step 5
Robert Murchison, Class V, Step 4
Ricky Murray, Class II, Step 6
Gerardo Nebbia, Class II, Step 5
Kaoru Oguri, Class V, Step 11
Jill Pfeiffer, Class IV, Step 9
Gaile Price, Class II, Step 4
Kirsten Resnick, Class III, Step 5
Jeffrey Rigby, Class IV, Step 28

Samuel Russo, Class II, Step 20
Francis Schulte, Class III, Step 11
Sharyn Seaton, Class II, Step 8
Lorrie Shiota, Class II, Step 5
Kell Stone, Class II, Step 4

Business

Vince Deluca, Class I, Step 4
Leon Manuel, Class III, Step 4
Robert Rooks, Class I, Step 6

Fine Arts

Tom Kidd, Class II, Step 4
Cynthia Bahti, Class II, Step 20
Vicki Blaho, Class IV, Step 8
Joseph Bonanno, Class III, Step 28
Kristin Chew, Class I, Step 4
Camille Cornelius, Class III, Step 8
Jose Costas, Class II, Step 5
Robert Dalton, Class II, Step 6
Carola de la Rocha, Class I, Step 5
Mary Drobny, Class IV, Step 10
Kurt Festinger, Class I, Step 10
Heidi Hinds (Gornto), Class IV, Step 6
Karin Jensen, Class IV, Step 7

Health Sciences & Athletics

Brenda Beall, Class I, Step 4
Richard Blount, Class II, Step 5
Susan Calderon, Class II, Step 5
Sivi Carson, Class III, Step 5
Salomay Dyer, Class III, Step 5
Michael Fenison, Class II, Step 4
Diana Galias, Class I, Step 4
Yakoub Gorgi, Class I, Step 4
Hiroko Hojo, Class III, Step 7
Naveed Hussain, Class III, Step 4
Karen Ivory, Class II, Step 4
Scott Janus, Class I, Step 4
Margaret Kidwell-Udin, Class II, Step 8
Stacey Komai, Class II, Step 4
Nadia Lopez, Class II, Step 4
Douglas Mizukami, Class I, Step 4
Gerald Nammack, Class II, Step 8

Humanities

Paul Swendson, Class II, Step 10
Elena Taborda-Reigadas, Class III, Step 4
Mari Womack, Class V, Step 6
Paulette Young, Class I, Step 4

John Slawson, Class V, Step 6
Stephen Whitson, Class IV, Step 5

Kristi Lobitz, Class III, Step 10
Norman Looney, Class IV, Step 20
Annie Malone, Class II, Step 4
Margot Martin, Class V, Step 8
Ruby Millsap, Class II, Step 8
Daryle Nagano, Class II, Step 7
Binh Ngo, Class II, Step 7
Deborah Patterson, Class I, Step 4
David Patterson, Class IV, Step 28
Michael Quinn, Class II, Step 9
Gary Robertson, Class II, Step 9
Rick Tyler, Class III, Step 9
Randall VonBloomberg, Class II, Step 6

Mary Ogi, Class II, Step 6
Gus Rodriguez, Class I, Step 7
Danielle Roman, Class II, Step 6
Nathaniel Roque, Class II, Step 4
Kathleen Rosales, Class I, Step 4
Michael Schultz, Class III, Step 9
Stephen Shaw, Class II, Step 5
Sean Sheil, Class II, Step 7
Julia Sprague, Class II, Step 6
Susan Stohrer, Class II, Step 5
Darryl Sue, Class V, Step 9
Mark Thomas, Class I, Step 9
Matthew Trites, Class II, Step 6
Steven Van Kanegan, Class II, Step 11
Lisa Marie Weyh, Class II, Step 5
Karen Wyatt, Class II, Step 5
Aiping Zhao, Class I, Step 4

Joan Anderson, Class IV, Step 14
Mary Borell, Class V, Step 14
Frances Brown, Class II, Step 4
Nancilyn Burruss, Class II, Step 5
Matt Cheung, Class II, Step 4
Kathleen Collins, Class III, Step 8
Yolanda Cuesta, Class II, Step 9
Kristie Daneil-DiGregorio, Class V, Step 5
Agnes Davies, Class II, Step 4
Antonio Gonzalez, Class V, Step 12
Ellen Griffin, Class V, Step 7
Robert Halpern, Class III, Step 6
Jennifer Hill, Class III, Step 6
Yaeko Hirano, Class III, Step 4
Patricia Hoovler, Class III, Step 20
Judy Houser, Class V, Step 11
Aura Imbarus, Class II, Step 7
Debra Lorango, Class II, Step 8

Industry & Technology

Vera Bruce, Class III, Step 12
Kevin Coffelt, Class III, Step 7
Katherine Conley, Class II, Step 9
Jeffrey Donahue, Class II, Step 12
Sharon Higgins, Class II, Step 6
Maximino Pena, Class III, Step 10
Christine Richey, Class I, Step 6

Mathematical Science

Raymond Badalian, Class IV, Step 14
Robert Bauman, Class III, Step 12
Susan Bucher, Class IV, Step 5
Robert Caldwell, Class II, Step 12
Remo Ciccone, Class II, Step 6
Zekarias Dammena, Class II, Step 24
Winfred Ferrell, Class II, Step 7
Manolita Formanes, Class II, Step 7
Astatke Gizaw, Class II, Step 8
Hamza Hamza, Class V, Step 13
Jamel Kammoun, Class V, Step 14
Loan Le, Class II, Step 6
Juan Martinez, Class IV, Step 4
Wendy Miao, Class II, Step 10
Ashod Minasian, Class II, Step 4
Alice O'Leary, Class II, Step 8

Clinton Margrave, Class III, Step 4
Robert Murchison, Class V, Step 6
Eric Paschek, Class V, Step 6
Carolina Perez, Class II, Step 10
Claudia Prada, Class IV, Step 7
Loretta Ramirez, Class II, Step 5
Robert Reichle, Class III, Step 12
Natalie Ricard, Class IV, Step 10
Alicia Rodriguez, Class IV, Step 14
Tristan Saldana, Class II, Step 4
Dale Shannon, Class II, Step 11
Gary Smith, Class II, Step 6
Eric Takamine, Class II, Step 5
Alexander Toth, Class V, Step 28
John Wietting, Class V, Step 13
Alfred Zucker, Class V, Step 24
Genevieve Zuidervaart, Class III, Step 5

Bernardo Rodriguez, Class II, Step 6
Monique Schaefer, Class II, Step 4
Dale Ueda, Class III, Step 4
Dan Valladares, Class I, Step 6
Carl Whitaker, Class I, Step 6
Warren William, Class II, Step 4

Delores Owens, Class III, Step 12
Mohammad Rahnvard, Class V, Step 7
Alexa Root, Class II, Step 6
Lernik Saakian, Class V, Step 14
Oussama M. Safadi, Class V, Step 20
Michael Semenoff, Class II, Step 12
Ellis Shamash, Class V, Step 7
Gizaw Tadele, Class II, Step 12
Erxiang Wang, Class II, Step 10
Patrick Webster, Class II, Step 12
Hemmer William J., Class IV, Step 20
Richard Wong, Class II, Step 10
Jung Woo, Class V, Step 4
Christie Yang, Class III, Step 7
Michael Zeitzew, Class V, Step 6

Natural Science

Michael Brennan, Class III, Step 4
Chitoh Emetarom, Class II, Step 5
Donald Faulhaber, Class IV, Step 4
Lynn Fielding, Class II, Step 11
Diana Garcia, Class V, Step 7
Marlon Jones, Class II, Step 5

Eilish Marren, Class V, Step 11
Charles Page, Class IV, Step 28
Matthew Parlee, Class II, Step 4
Richard Slocum, Class V, Step 9
Karla Villatoro, Class IV, Step 4

Special Resource Center

Barbara Gomez, Class I, Step 6

Dipte Patel, Class II, Step 4

Classified Personnel:

1. Retirement – Ms. Myrna Mendoza, Secretary, Range 26, Step E, Counseling & Student Services Division, Student Services Area effective September 1, 2006 and that a plaque be prepared and presented to her in recognition of her service to the District since 1992.
2. Separation – Ms. Vanessa Whitman, Administrative Assistant II, Range 31, Step E, Counseling & Student Services Division, Student Services Area, effective April 27, 2006 and that she be placed on the 39-month reemployment list.
3. Personal Leave of Absence 100% - Ms. Davida Freeman-Clary, Project Specialist, Range 32, Step E, Community Advancement Division, Student Services Area, effective June 1 through December 31, 2006.
4. Military Leave of Absence 100% (Paid) – Mr. Francisco Esqueda, Police Officer, Range 1, Step E, Campus Police Division, Administrative Services Area, effective May 16 through June 14, 2006.

Temporary Classified Services Employees:

5. Ms. Elvira Castro – Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, to work 40 hours per week, effective May 16, 2006 through June 30, 2006. (Fund 11, unrestricted funds)
6. Ms. Deeann Conner – Dispatch Clerk, Range 25, Step A, Campus Police Division, Administrative Services Area, to work on-call as needed effective May 17 through June 30, 2006. (Fund 12, restricted funds)

Special Project Temporary Administrator:

7. Resignation - Mr. Philip Sutton, Special Project Temporary Administrator, Range 5, Step 5, Special Project Temporary Administrator Daily Rate Schedule, Center for Applied Competitive Technologies/Community Advancement Division, Student Services Area, effective May 31, 2006.

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Special Services Professional

8. Ms. Roberta Becka – Special Services Professional, (working title - Director Grants Development), Range 8, Step 1 of the Special Services Professional Salary Schedule, not to exceed \$88,920, Community Advancement Division, Student Services Area, effective June 1, 2006 through May 31, 2007.
9. Ms. Davida Freeman-Clary – Special Services Professional, (working title – Financial Analyst), Range 4, Step 1 of the Special Services Professional Salary Schedule, not to exceed \$62,660, Community Advancement Division, Student Services Area, effective June 1, 2006 through May 31, 2007.
10. Mr. Philip Sutton – Special Services Professional, (working title – Director Center for Applied Competitive Technology), Range 8, Step 1 of the Special Services Professional Salary Schedule, not to exceed \$88,920, Community Advancement Division, Student Services Area, effective June 1, 2006 through May 31, 2007.
11. Ms. Starleen Van Buren – Special Services Professional, (working title – Coordinator, Outreach & Marketing), Range 7, Step 1 of the Special Services Professional Salary Schedule, not to exceed \$81,380, Community Advancement Division, Student Services Area, effective June 1, 2006 through May 31, 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 1-25.

1. Krystal Armstrong – Interpreter IV, \$24.25 per hour, Sunday through Saturday (days vary), 7:00 am to 10:00 pm (hours vary), effective May 20, 2006 through June 30, 2006, Special Resource Center (SRC), Academic Affairs Area, to provide accommodations for students with disabilities in accordance with Title V, Disabled Students’ Programs and Services (DSPS) Regulations.
2. Barbara Beaupre – Paraprofessional, \$15.00 per hour, Monday through Friday (days vary), 7:00 a.m. to 10:30 p.m. (hours vary), effective May 16, 2006 through June 30, 2006, Writing Center/Humanities, Academic Affairs Area, to assist students with their writing assignments in all phases of the composing process – understanding and responding to the topic, generating ideas, outlining, drafting, revising, and other duties as needed.
3. Alisa Bogane – Paraprofessional, \$16.75 per hour, Monday through Friday (days vary), 7:00 a.m. to 5:00 p.m. (hours vary), effective July 1, 2006 through June 30, 2007, Workforce & Community Education/Community Advancement, Student Services Area, to assist with customer service; website update; budget reconciliation; create purchase requisitions; maintain/order supplies/marketing activities; daily sales activity reports, and other duties.

4. Nancy Bradbury – Professional I, \$22.00 per hour, Monday through Friday (days vary), arrange 40 hours per week (hours vary), effective July 1, 2006 through June 30, 2007, Teacher’s Education Program (TEP)/ Behavioral & Social Sciences, Academic Affairs Area, to assist the Special Project Administrator, answer phones, Datatel Entry, conduct inventory checks, order necessary materials, maintain program records for funding agency and evaluation purposes.
5. Kimiko Ego – Professional II, \$29.00 per hour, Monday through Thursday (days vary), 10:15 a.m. to 1:45 p.m. (hours vary), effective June 1, 2006 through June 30, 2006, Workforce & Community Education/Community Advancement, Student Services Area, to teach Japanese language classes for youth.
6. Kimiko Ego – Professional II, \$29.00 per hour, Monday through Thursday (days vary), 10:15 a.m. to 1:45 p.m. (hours vary), effective July 1, 2006 through August 30, 2006, Workforce & Community Education/Community Advancement, Student Services Area, to teach Japanese language classes for youth.
7. Pannie Gagajena – Professional I, \$23.00 per hour, Monday and Thursday, 6:30 p.m. to 9:30 p.m., effective February 23, 2006 through June 30, 2006, Workforce & Community Education/Community Advancement, Student Services Area, to teach a “Learn to Draw” class.
8. Pannie Gagajena – Professional I, \$23.00 per hour, Monday and Thursday, 6:30 p.m. to 9:30 p.m., effective July 1, 2006 through August 30, 2006, Workforce & Community Education/Community Advancement, Student Services Area, to teach a “Learn to Draw” class.
9. Amber Grover – Program Assistant III, \$10.00 per hour, Monday through Friday (days vary), arrange twenty (20) hours per week (hours vary), effective July 1, 2006 through June 30, 2007, Study Abroad/Behavioral and Social Sciences, Academic Affairs Area, to assist with the clerical support for the Study Abroad program.
10. Brian Hayden – Program Assistant II, \$9.00 per hour, Monday and Wednesday, 9:00 a.m. to 4:30 p.m. (hours vary), effective July 1, 2006 through December 31, 2006, Staff Development/Human Resources, Administrative Services Area, to assist faculty & staff in the Innovation Center with a variety of software programs, assist with various Staff Development Office projects, and other duties as assigned.
11. Summer Kennedy – Registration/Cashier Clerk II, \$9.50 per hour, days and hours on an as-needed basis, effective April 20, 2006 through June 30, 2006, Fiscal Services, Administration Services Area, to process student payments – in person, phone, web; calculate and check refunds; and other duties.

12. Daniela Magana – Program Assistant II, \$9.00 per hour, Monday through Friday (days vary), arrange 40 hours per week (hours vary), effective July 1, 2006 through June 30, 2007, Teacher’s Education Program (TEP)/ Behavioral & Social Sciences, Academic Affairs Area, to perform routine clerical duties supporting the program and staff that paramount to the daily operation of the Teacher Education Program.
13. Fidela Mazariegos – House Staff II, \$7.25 per hour, days vary, hours vary, effective April 28, 2006 through June 30, 2006, Center for the Arts/Fine Arts, Academic Affairs Area, to perform the duties of usher and/or ticket taker in the Marsee Auditorium, Campus Theater, Recital, and other on-campus facilities for any given event, and to do other related work as required.
14. Susan McLeod – Program Assistant III, \$10.00 per hour, Monday through Friday (days vary), arrange 20 hours per week (hours vary), effective May 16, 2006 through June 30, 2006, Honors Transfer Program (HTP)/Behavioral and Social Sciences, Academic Affairs Area, to perform a variety of duties related to running the HTP office.
15. Terry Lynn Moore – Professional II, \$29.00 per hour, Monday through Thursday (days vary), 2:30 p.m. to 8:00 p.m. (hours vary), effective June 1, 2006 through June 30, 2006, Workforce & Community Education/Community Advancement, Student Services Area, to teach a photography class for youth.
16. Terry Lynn Moore – Professional II, \$29.00 per hour, Monday through Thursday (days vary), 2:30 p.m. to 8:00 p.m. (hours vary), effective July 1, 2006 through August 30, 2006, Workforce & Community Education/Community Advancement, Student Services Area, to teach a photography class for youth.
17. Kathleen Morton – Paraprofessional, \$15.50 per hour, Monday through Friday (days vary), 7:30 a.m. to 5:00 p.m. (hours vary), effective July 1, 2006 through June 30, 2007, Workforce & Community Education/Community Advancement, Student Services Area, to assist with customer service; process registrations and cash handling; update website; instructor contracts, class materials, marketing; promotional activities, and other duties.
18. Alba Sandate – Program Assistant I, \$8.00 per hour, Monday through Friday (days vary), arrange 32 hours per week (hours vary), effective July 1, 2006 through August 30, 2006, Workforce and Community Education/Community Advancement, Student Services area, answer telephones, complete and process registrations forms, process payments and perform general office duties.
19. Scott Weatherby – Teacher’s Assistant IV, \$11.50 per hour, Tuesday through Thursday (days vary), 11:30 a.m. to 9:45 p.m. (hours vary), effective June 20, 2006 through June 30, 2006, Emergency Medical Technician (EMT)/Industry & Technology, Academic Affairs Area, to provide training, expertise and professional services.

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20. Kiersten Zeller – Coaching Assistant, \$16.25 per hour, Monday through Friday (days vary), 2:30 p.m. to 6:30 p.m. (hours vary), effective June 12, 2006 through June 30, 2006, Health Sciences & Athletics, Academic Affairs Area, to teach various Swim Strokes: Tread water, Crawl Stroke, Back Stroke, elementary Back Strokes, Breast Stroke, jump in and survival float and breathing, assist with safety procedures and communicate student progress with parents.
21. Joy Zhao – Professional II, \$29.00 per hour, Monday through Thursday (days vary), 4:30 p.m. to 5:30 p.m., effective June 1, 2006 through June 30, 2006, Workforce and Community Education/Community Advancement, Student Services area, to teach a class on making and drinking tea for health.
22. Joy Zhao – Professional II, \$29.00 per hour, Monday through Thursday (days vary), 4:30 p.m. to 5:30 p.m., effective July 1, 2006 through August 30, 2006, Workforce and Community Education/Community Advancement, Student Services area, to teach a class on making and drinking tea for health.
23. The following individuals are to work as Paraprofessional, \$17.00 per hour, Monday through Friday (days vary), 8:00 a.m. to 10:30 p.m. (hours vary), effective April 20, 2006 through June 30, 2006, Writing Center/Humanities, Academic Affairs Area, to assist students with their writing assignments in all phases of the composing process – understanding and responding to the topic, generating ideas, outlining, drafting, revising, and other duties as needed.

Kim Runkle
Beth Shibata
Susan Wade

Mark Walch
Leah Weed

24. The following individuals are to work as Coaching Assistant, \$16.25 per hour, Monday through Friday (days vary), 2:30 p.m. to 6:30 p.m. (hours vary), effective July 1, 2006 through June 30, 2007, Health Sciences & Athletics, Academic Affairs Area, to teach various Swim Strokes: Tread water, Crawl Stroke, Back Stroke, elementary Back Strokes, Breast Stroke, jump in and survival float and breathing, assist with safety procedures and communicate student progress with parents.

Shelly Benner
Desiree Gant
Jeanette Gant
Yuriko Pena
Richard Pieper
Peter Rice
Barbara Roberts

Saori Sekiguchi
Jamie Taira
Amanda Whitehead
Jennifer Whitehead
Casey Willeman
Kiersten Zeller

25. The following individuals are to work as Program Assistant III, \$10.00 per hour, days vary, hours vary, effective July 1, 2006 through June 30, 2007, Counseling & Student

Services, Student Services area, to assist with appointment scheduling, copying, filing, record-keeping, retrieving schedules or appointment records, and other duties.

Andrea Eke

Angela Funes

C. CLASSIFIED PROFESSIONAL GROWTH

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

El Camino College Online Community Education: Administrative Assistant Applications

—

Lavonne Plum. May 17-June 21, 2006. \$79.00

D. DECLARATION OF INDEFINITE SALARIES FOR RETROACTIVE PAY

As a result of financial uncertainties, negotiations, legislation and other factors, the governing board hereby declares that all management, confidential and other unrepresented employee salaries are declared indefinite for 2006-2007.

E. AMEND RESOLUTION – EQUIVALENCE TO MINIMUM QUALIFICATIONS

It is recommended that the Board of Trustees approve the assignment of the instructor listed below to teach in the designated discipline(s) during employment at El Camino College:

Bonnie Thompson, Discipline is Art, instead of Fine Arts

F. NOTICE AND SCHEDULING OF HEARING: NEGOTIATIONS - EL CAMINO COMMUNITY COLLEGE DISTRICT AND EL CAMINO CLASSIFIED EMPLOYEES, LOCAL 6142, CFT/AFT/AFLCIO

It is recommended that the Board of Trustees schedule a public hearing and adoption of the following subjects for negotiations at its meeting on June 19, 2006. District representatives and El Camino Classified Employees intend to begin collective bargaining for a successor Agreement during the summer. The current Agreement will expire on December 31, 2006.

District representatives and El Camino Classified Employees (ECCE) propose discussion and negotiation on the following articles:

Article 1 - Recognition

Article 15 - Insurance Benefits

Article 2 - Definitions Terminations	Article 16 - Voluntary
Article 3 - Rights of the District	Article 17 - Retirement
Article 4 - Rights of ECCE	Article 18 - Layoff
Article 5 - Hours of Service	Article 19 - Employee Rights
Article 6 - Compensation	Article 20 - General Provisions
Article 7 - Employment Status	Article 21 - Staff Development
Article 8 - Transfer and Job Vacancies	Article 22 - Safety
Article 9 - Classifications	Article 23 - Disciplinary Action
Article 10 - Performance Evaluation	Article 24 - Mediation
Article 11 - Paid Leaves	Article 25 - Grievance Procedure
Article 12 - Unpaid Leaves	Article 26 - Arbitration
Article 13 - Vacations Lock Out	Article 27 - Work Stoppage -
Article 14 - Holidays	Article 28 - Agreement Conditions and Duration

Additional topics may be identified for discussion during the negotiations.

G. AMEND SPECIAL PROJECT TEMPORARY ADMINISTRATOR DAILY RATE SCHEDULE

It is recommended that the Board amend the Special Project Temporary Administrator Daily Rate Schedule, effective July 1, 2006, as shown on page 24. This rate adjustment is consistent with the Administrator salary schedule adjustment adopted January 1, 2006.

H. REVISED CLASSIFICATION SPECIFICATIONS FOR RETITLED ADMINISTRATOR POSITIONS

It is recommended that the Board approve the revised classification specifications for the following positions as shown on pages 12-23.

- Associate Vice President – Human Resources
- Director of Business Services
- Director Community and Government Relations

I. VOLUNTEERS:

The following persons have volunteered to perform non-compensated services for the El Camino Community College District pursuant to Education Code Section 72401 and 82365. In accordance with Labor Code Section 3364.5, Workers' Compensation coverage is being provided for the following persons:

Sherm Forbes
Kelly Martinez

Ronald Raphael
Kaoru Shimoshige

Gerardo Villarreal

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ASSOCIATE VICE PRESIDENT - HUMAN RESOURCES

BASIC FUNCTION:

Under the direction of the Vice President of Administrative Services plan, organize, control and direct the functions of the Human Resources department; review and improve personnel procedures and policies and develop positive labor management relations with organized bargaining units including collective bargaining in the best interests of the College; oversee and monitor employee benefits programs including employee safety, worker's compensation and staff development; monitor and respond to employee disputes and litigation; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Plan, organize and provide leadership for the operation of the Human Resources office.

Implement existing collective bargaining agreements; advise managers in the interpretation of existing agreement language; communicate with union representatives to discuss questions or concerns related to interpretation or application of a particular provision.

Negotiate agreements and grievance process; compile and review information, communicate with managers and develop strategies for negotiations; monitor and assist with employee grievances; serve as spokesperson for the College in negotiations.

Assure that the variety of labor management committees established under the collective bargaining agreements operate as intended; attend and monitor related committees.

Direct and monitor the recruitment function; assure compliance with applicable laws and regulations, the College's hiring practices and affirmative action program; initiate process to change policies due to changes in legal requirements or other matters to assure sound human resource practices.

Implement policies and procedures in an effort to reduce or eliminate lawsuits or other actions filed against the College by employees or unions; respond to various employee or union litigation issues; assist counsel in gathering appropriate information for the College's defense as needed; coordinate with employees and managers to assure compliance with established guidelines.

Assure College compliance with performance evaluation systems for College employees; review performance evaluations to assist managers with performance issues; assist managers with improving employee performance and in the development of performance improvement programs as needed.

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Respond to situations regarding the discipline of employees for poor performance or misconduct; determine need to suspend employees; conduct investigations, interview employees and

recommend appropriate level of discipline; assure proper procedural aspects related to the discipline of employees.

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

Provide leadership in the analysis, development, implementation and evaluation of technological advancements relevant to the field.

Assure classified positions within the College are appropriately classified and compensated as required by the Education Code; assure non-certified temporary, casual and independent contractor staff are appropriately retained within the constraints of the Education Code and other applicable laws, policies and collective bargaining agreements.

Oversee and monitor the College's employee benefit programs including California Public Employees Retirement Systems (PERS), Consolidated Omnibus Budget Reconciliation Act (COBRA), Family & Medical Leave Act (FMLA), Unemployment Insurance, Worker's Compensation, staff development, employee safety, Employee Assistance Programs (EAP) and others.

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

Establish and maintain effective communications with other administrators, employees and contractors to strategize and coordinate activities and programs. Resolve issues and conflicts and exchange information.

Develop and prepare the department's annual preliminary budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with budget limitations.

Develop, implement, and evaluate departmental goals and objectives; participate in department and district long-range planning activities.

Operate a computer and other office equipment as assigned.

Attend and conduct a variety of meetings as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the Human Resources department.
State and federal laws, codes, rules and regulations including Title V, Title VII, Americans with Disabilities Act (ADA), Family & Medical Leave Act (FMLA) and others related to assigned activities.
Board policies and procedures.
Collective bargaining agreements and negotiation techniques.
District organization, operations, policies and objectives.
Budget preparation and control.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct the functions of the Human Resources Office.
Review and improve personnel procedures and policies and develop positive labor management relations with organized bargaining units.
Analyze policies, laws, regulations, collective bargaining agreement provisions and determine appropriate actions to take in various situations.
Monitor employee benefits programs.
Monitor and respond to employee disputes and litigation.
Supervise and evaluate the performance of assigned staff.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Work effectively and cooperatively with peers, faculty, staff, students, and community members from multi-cultural, diverse backgrounds.
Operate a computer and assigned office equipment.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to assigned activities.
Work in a multi-cultural diverse environment.

EDUCATION AND EXPERIENCE:

Minimum qualifications: Bachelor's degree in human resources, business management or related field; two years of direct experience in human resources/personnel management; four years of increasingly responsible supervisory experience at the management level, preferably in human resources in an institution of higher education or the equivalent. Sensitivity to and understanding of diverse academic, socioeconomic, cultural, and ethnic backgrounds of college students, and of individuals with disabilities.

Desirable qualifications: Master's degree in a related field; knowledge of California community college laws and regulations, Title 5, and Education Code; and experience in labor relations, contract negotiations, and conflict resolution.

Administrator Salary Range 16
Board Approved: May 15, 2006

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF BUSINESS SERVICES

BASIC FUNCTION:

Under the direction of the Vice President, Administrative Services, plan, organize, control and direct the operations and activities of Purchasing, Contracts and Insurance, including property and liability insurance procurement, Risk Management, including health, safety and loss prevention, and the District's Workers Compensation Program. Provide short-term and long-term planning and assure compliance with local, state and federal laws, codes, ordinances, and District policies and procedures. Supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Manage the daily operations of the Purchasing Office, which includes responsibility for managing the District's accounts payable function ensuring compliance with federal, state, and local rules, regulations and vendor agreements, and the District's Safety, Health and Workers Compensation Programs as they pertain to Risk Management.

Oversee activities of the legal bid process, informal quotations and proposals; develop bid specifications, terms and conditions. Assure compliance related to ethical and legal purchasing practices.

Renew and maintain insurance policies as needed; develop and evaluate policy proposals; respond to provider surveys; develop ad hoc reports for surveys; select providers; request and maintain certificates of insurance.

Authorize purchase orders and agreements for goods and services and develop contracts or modify existing agreements to adhere with prescribed District requirements and to minimize risk to the District; serve as the primary signatory for execution of District Agreements.

Arrange for declaration of surplus property by the Board of Trustees and disposition of equipment through sealed bids, donations or public auction.

Manage Workers Compensation claims; review direct and coordinate efforts of District personnel and Third Party Administrators to resolve claims in the best interest of parties involved; review and take appropriate action on claims.

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

Provide for claims management, investigation and follow through conclusion with telephone and written communication.

Supervise and evaluate the performance of assigned staff; interview and select employees; plan, coordinate and arrange for appropriate training of subordinates; and recommend and follow through with disciplinary actions, as needed.

Plan and prepare written policies and programmatic descriptions explaining systematic methods, procedures and assigning responsibilities for reducing the risk of personal injuries, death or property damage.

Supervise the processing of agenda items requesting approval of contracts, resolutions and personnel service agreements by the Board of Trustees; oversee file maintenance of contract files and accompanying documentation; oversee the preparation of quarterly summary reports required by Board policy.

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

Liase with risk management and workers compensation personnel, employee organizations, contractors, federal and state agencies; Occupational Safety and Health Agency (OSHA), Environmental Protection Agency (EPA), Air Quality Management District (AQMD), fire department, and other governmental agencies.

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

Provide technical expertise, information and assistance to administrators and employees regarding assigned functions.

Develop and prepare preliminary budgets for the Purchasing Office and Safety and Health Office; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Attend and conduct a variety of meetings as assigned; participate on the Joint Powers Agency Board of Directors and on designated committees; attend workshops, conferences and training sessions as assigned; and research committee issues as needed.

Perform related duties as assigned.

QUALIFICATIONS:

Education and Experience:

This position requires any combination equivalent to a Bachelor's degree and five years of management experience within the fields of business administration, purchasing, safety and health, risk management, or other related field and at least three years of experience directly supervising personnel.

Must be sensitive to, have a general understanding of and be able to work and communicate effectively with diverse academic, socioeconomic, cultural, and ethnic backgrounds of persons with disabilities, students, faculty, staff, and members of the general public.

Skills, Knowledge and Abilities:

Must be able to plan, organize and administer the District's purchasing, contracts, insurance, risk, safety and health, and workers compensation programs; understand and practice the principles of administration, supervision and training; access and analyze information and be able to interpret, apply and explain rules, regulations policies and procedures; assess and evaluate programs and personnel; communicate effectively orally and in writing; and be able to budget and manage funds.

Desirable Qualifications:

Extensive background in a public agency environment, preferably community college, dealing with a variety of legal, liability and insurance administration issues including compliance, risk management and loss control is highly desirable.

Licenses and Other Requirements:

Valid California driver's license.

WORKING CONDITIONS:

Travel within and outside of the District in performing responsibilities and functions.
Work under tight deadlines.

PHYSICAL ABILITIES:

Hear and speak to exchange information.
Use hand, wrist and finger dexterity to operate a variety of office equipment.
Lift up to 25 pounds.

Administrator Salary Schedule Range 13
Board Approved: May 15, 2006

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR COMMUNITY ~~*AND GOVERNMENT~~ RELATIONS

DIRECTOR

BASIC FUNCTION:

Under direction of the Superintendent/President, or Designee, provide counsel and assistance in furthering college goals and objectives through community and media relations, legislative advocacy, public relations and marketing activities; plan, organize, control and direct college-wide marketing, community relations, legislative and public relations programs; coordinate activities with federal, state and local elected officials, public and private industry leaders and representatives from community and service organizations; serve as representative and liaison to leaders in the community, government, media, K-12 and higher education entities at the local, state and federal level; and assist the Superintendent/President with Board and external relations activities.

*Change to title made during Board meeting.

REPRESENTATIVE DUTIES:

Direct and oversee the development of a comprehensive college marketing plan, a community relations program and a legislative plan.

Coordinate and direct all marketing, community relations and public relations activities of the college; direct and oversee all college publications, including class schedules, college catalog news releases, brochures as well as the web site and related web pages; direct and coordinate college marketing, advertising and public relations campaigns.

Organize and direct the college's legislative efforts; develop and maintain an active, cooperative relationship and communication network with federal, state and local elected officials, their staff members and representatives of state organizations; seek support for college issues and funding from legislators and state organizations; represent the college at appropriate legislative and state organization meetings and hearings.

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Director, Community and Government Relations (continued)

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Provide counsel to the President, Board of Trustees, administrators, faculty, staff and students regarding current and potential public relations, community relations, marketing, legislative and communication issues.

Supervise and approve the design, content and production of all internal and external college publications with a marketing and public relations impact, including brochures, newsletters, posters, administrative job announcements and flyers.

Coordinate and supervise all media relations for the college to ensure accurate and timely coverage of college events and news, utilizing newspaper, radio and television; serve as lead media spokesperson for the college; represent and act in the President's behalf to the media when appropriate.

Provide counsel and assistance to the Superintendent/President relative to appropriate Board of Trustees requests and issues.

Direct and oversee the design and structure of the college web site; review and approve all web-related promotional products.

Coordinate and direct all college marketing and community promotional activities to best represent the college to a variety of audiences in an effort to maintain and/or increase student enrollment.

Determine the appropriate mix of all media to promote and represent the College;; direct and coordinate mass media advertising for the college, including newspapers and magazine advertisements, radio, theater and television ads, direct mail, websites, posters and cable television..

Coordinate and supervise editing of numerous college publications, including brochures, newsletters and publications; oversee the review of all college publications to assure quality production and accuracy.

Research issues and develop position papers on legislative and related issues affecting the college; develop and implement programs to increase the college's voice in legislative activities and advocacy networks.

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Director, Community and Government Relations (continued)

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Prepare comprehensive reports, including researching, compiling and analyzing data for special projects and reports; provide information and assistance to members of the general public, the media and other institutions and organizations.

Serve as college community relations and protocol officer, including representing the college on local, state and national planning committees and boards; represent the college at various functions and activities.

. Oversee the coordination and direction of college special events, including promoting same, review and approve events held on campus by community and other external groups and organizations.

Provide a clearinghouse for general information about the college history, present activities and future plans, including maintaining resource files on college information such as biographies, pictures, clippings, mailing lists and resource publications.

Direct and oversee the general operations of the Publications and Production Center, including ensuring the area operates efficiently and effectively utilizing the latest technological advances.

Develop and maintain the Community and Government Relations Department budget. Direct and supervise assigned personnel.

Perform related duties as assigned.

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Director, Community and Government Relations (continued)

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KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the Community and Government Relations Department.

Community, government, marketing and public relations activities.

Media agencies, including newspaper, radio, television and web.

Design content and production of marketing and public relations materials.

Budget preparation and control.

Public speaking techniques.

Report-writing and record-keeping techniques.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures including copyright regulations.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize and administer the processes and operations of the Community and Government Relations Department.

Plan, organize and implement comprehensive marketing, community relations and legislative programs/plans.

Provide and coordinate information to District administrators, employees, the public and media regarding a variety of District programs, policies, events, and activities.

Coordinate and oversee the production and distribution of a wide variety of materials.

Supervise and evaluate the performance of assigned staff.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a personal computer with proficiency.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.

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Director, Community and Government Relations (continued)

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Direct the maintenance of a variety of reports and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in public relations, journalism, English, communications or related field and five years increasingly responsible experience in communications, journalism or public relations work of which at least two years are in a supervisory capacity..

WORKING CONDITIONS:

Requires off-site travel.

Work under tight timelines.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's license.

Administrator Salary Schedule Range 11

Board Approved: May 15, 2006

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EL CAMINO COMMUNITY COLLEGE DISTRICT

**SPECIAL PROJECT TEMPORARY ADMINISTRATOR
DAILY/ANNUAL RATE SCHEDULE**

Effective July 1, 2006

Range/Step	1	2	3	4	5
1	\$214 \$55,657	\$222 \$57,635	\$227 \$59,047	\$234 \$60,742	\$241 \$62,720
2	\$234 \$60,742	\$241 \$62,720	\$249 \$64,698	\$255 \$66,393	\$264 \$68,653
3	\$241 \$62,720	\$249 \$64,698	\$255 \$66,393	\$264 \$68,653	\$273 \$70,913
4	\$273 \$70,913	\$280 \$72,891	\$290 \$75,434	\$300 \$77,976	\$308 \$79,954
5	\$298 \$77,411	\$306 \$79,672	\$316 \$82,214	\$327 \$85,039	\$339 \$88,147
6	\$322 \$83,627	\$331 \$86,170	\$342 \$88,995	\$351 \$91,255	\$363 \$94,363

*The maximum annual rate is based on the daily rate times 260 days for PERS credit.

Note: For departmental budgeting purposes only, add 8.79% for total health and welfare benefit costs incurred by the District, which includes OASDI, Medicare, Workers' Compensation, and Unemployment Insurance costs, plus \$64.60 per month through December 2006 and \$80.80 for 2007 for contribution to CalPERS medical health care program.

Board Approved: May 15, 2006

May 15, 2006

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VI. Other Action Items

Request for Proposal for Partnership with the Compton Community College District for Educational Excellence and Student Success

- A. Public Comment
- B. It is recommended that the Board approve the District responding to the California Community Colleges Request for Proposal for Partnership with the Compton Community College District for Educational Excellence and Student Success. Also, El Camino Community College District to assist Compton Community College District with its 2006 summer session.