



**El Camino Community College District
Board of Trustees
Agenda, Monday, October 16, 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 September 5, 2006, Pages 4-6**
- III. Presentations – none**
- IV. Public Hearings – none**
- V. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
 - A. Public Comment
 - B.
 - 1. Academic Affairs
See Academic Affairs Agenda, Pages 7-14
 - 2. Student and Community Advancement
See Student Services Agenda, Pages 15-21
 - 3. Administrative Services
See Administrative Services Agenda, Pages 22-44
 - 4. *See Measure “E” Bond Fund Agenda, Pages 45-52*
 - 5. *See Human Resources Agenda, Pages 53-96*
 - 6. Superintendent/President
See Superintendent/President Agenda, Pages 97-176
- VI. Public Comment on Non-Agenda Items**
- VII. Oral Reports**
 - A. Academic Senate Report
 - B. Board of Trustees Report
 - C. Compton Center Provost Report
 - D. President’s Report

Board of Trustees Meeting Schedule for 2006

4:30 p.m.

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
Tuesday, September 5, 2006

The Board of Trustees of the El Camino Community College District met at 4:30 p.m. on Tuesday, September 5, 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. Julian Peters, Student Member.

Also present were Dr. Thomas M. Fallo, Superintendent/President; Dr. Francisco Arce, Vice President, Academic Affairs; Dr. John Baker, Interim Vice President, Student Services; Dr. Jeffrey Marsee, Vice President, Administrative Services; and Dr. Doris Givens, Provost El Camino College Compton Educational Center.

Minutes of the Regular Board Meeting of August 21, 2006

The Minutes of the Regular Board Meeting of August 21, 2006 were approved.

Public Hearing – 2006-2007 El Camino Community College District Budget

A Public Hearing regarding the Adoption of the 2006-2007 El Camino Community College District Budget opened at 4:45 p.m.

Public Comment

Sean Donnell, Luukia Smith and Angela Simon questioned availability of the final budget. Luukia Smith, Angela Simon and Susie Dever, address the final budget.

Adoption – 2006-2007 El Camino Community College District Budget

It was moved by Trustee O'Donnell, seconded by Trustee Combs, that the Board adopt the 2006-2007 El Camino Community College District Budget.

In a substitute motion, it was moved by Trustee Gen, seconded by Trustee Combs, that the Board adopt a budget including a modified figure to provide for salary accounts as previously shown in the 2006-2007 Tentative Budget.

The substitute motion carried 3-2. Trustee Beverly, Trustee Jackson and Trustee O'Donnell voted no. Trustee Combs and Trustee Gen voted yes. Upon reconsideration Trustee O'Donnell abstained and substitute motion failed 2-2. Student Trustee Peters recorded that he would abstain from a vote.

Draft Minutes – September 5, 2006

Original motion carried 3-2 with Trustee Beverly, Trustee Jackson and Trustee O'Donnell voting yes. Trustee Combs and Trustee Gen voted no. Upon reconsideration Trustee Combs voted yes and motion carried 4-1. Student Trustee Peters recorded an advisory yes vote.

Public Hearing closed at 5:35 p.m.

Consent Agenda

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

Academic Affairs

Instructional Field Trip – Fall 2006

Student Services

Student Field Trips

Administrative Services

Bid 2006-3/Office and Classroom Supplies

Destruction of Records

Purchase Orders and Blanket Purchase Orders

Measure E Bond Fund

Citizens' Bond Oversight Committee Calendar

Category Budgets and Balance

Contract – Degenkolb Engineers

Contract – HGA, Inc.

Change Order #1 Primary Electrical Project

Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

Classified Professional Growth

Amend Resolution Equivalence to Minimum Qualifications

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

Draft Minutes – September 5, 2006

Public Comment

Don Brown addressed salary for Faculty who assist Compton Center.

Meeting recessed to a closed session at 6:10 p.m. and adjourned at 7:15 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**

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A. Center for the Arts Presentations – 2007/2008	8
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F. Sabbatical Leave of Absence – 2006/2007	14

ACADEMIC AFFAIRS

A. CENTER FOR THE ARTS PRESENTATIONS—2006/2007

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

2006/2007

<u>Performance</u>	<u>Date</u>	<u>Amount</u>
<p>1. E. J. Y. C. 2nd Annual Winter Formal Gospel Concert Payable to: Southern California Evangelist Jurisdiction Youth & Young Adult Choir Heartfelt gospel singers are filled with energy and enthusiasm. This group is comprised of young adults from all different walks of life coming together in formal attire to sing songs of inspiration and encouragement.</p>	October 21, 2006	50/50 Split
<p>2. Bring on the Praise! Gospel Explosion Payable to: Southern California Evangelist Jurisdiction Youth & Young Adult Choir Mega-choirs to small groups from all over Southern California will perform inspirational gospel music at this event.</p>	April 14, 2007	50/50 split

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

It is recommended that the Board approve the MESA students listed below to participate in the 3rd Annual Pacific Gas & Electric (PG&E) - MESA Student Leadership Development Conference in San Ramon, California, from October 20-22, 2006. Lodging and registration will be covered by the PG&E Company. Students will be accompanied by MESA Director, Arturo Hernandez. Transportation will be by van. A maximum of ten students from the list of potential participants below will be able to take part in this conference.

Daryl Addison	Abel Garcia	Rolando Navarette
Godfrey Akpan	Mario M. Gregory	Leselle Norville
Nicole Allison	Ramon Hernandez	Mayra N. Ochoa
Baldemar Ambriz	Edem E. Kouevi	Karen Perez
Elmer E. Berrios	Sandra Lemire	Brian Quintero
Daven Cocroft	Miguel Lima	Tamara Restrepo
Claudine E. Coria	David C. Lopez	Michael Stone
Brittany Cowan	Javier A. Luna	Daar Terrell
Deborah Dauda	Jose E. Martinez	Jose R. Torres
Jose Figueroa	Salvador Montes	Gloria Yeboah

ACADEMIC AFFAIRS

C. INSTRUCTIONAL FIELD TRIPS – FALL 2006

It is recommended that the Board approve the instructional field trips for Fall 2006:

1. October 20-23, 2006 – Professor Joseph Holliday – Geology 32 Class, estimated students 20, Owens Valley, depart 9:00 a.m. (10/20), return 4:00 p.m. (10/23) – Van transportation.
2. November 4-5, 2006 – Professor Jeanne Bellemin – Biology 12 Class, estimated students 15, Deep Canyon UCR Reserve, Palm Desert, depart 8:00 a.m. (11/4), return 4:00 p.m. (11/5) – Van transportation.

D. INTERNATIONAL EDUCATION/STUDY ABROAD PROGRAM – WINTER 2007

It is recommended that the Board approve the following International Education/Study Abroad Programs for Winter 2007:

1. Australia and New Zealand – agency will be Leonardo World LLC, 9370 Sky Park Court, Suite 230, San Diego, CA 92123. The contact person is Eduard Schmiege.

On-Site Program Directors: Dr. William Doyle and Dr. Arthur Verge. Their duties as on-site directors will include but not be limited to teaching the following courses: History 4 – History of Modern Civilization; Music 11 – Music Appreciation; Music 12 – Music Cultures of the World; and Political Science 2 – Comparative Politics. Duties will also include but not be limited to advising students, interacting with Australian and New Zealand travel representatives, and administering the program in Australia and New Zealand. Inclusive dates: January 8, 2007 – January 29, 2007.

2. New Zealand – agency will be Leonardo World LLC, 9370 Sky Park Court, Suite 230, San Diego, CA 92123. The contact person is Eduard Schmiege.

On-Site Program Director: Matthew Ebiner. His duties as on-site director will include but not be limited to teaching the following two courses: Geography 1 – Physical Geography, and Geography 6 – Physical Geography Lab, advising students, interacting with New Zealand travel representatives, and administering the program in New Zealand. Inclusive dates: January 9, 2007 – February 1, 2007.

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

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

INDUSTRY AND TECHNOLOGY DIVISION

INACTIVATE COURSES

1. Air Conditioning and Refrigeration 8 – Uniform Mechanical Code – Residential and Light Commercial
2. Air Conditioning and Refrigeration 9 – Uniform Mechanical Code – Commercial and Industrial Applications

CHANGES IN CATALOG DESCRIPTION, REPEATABILITY; COURSE REVIEW

1. Fire and Emergency Technology 140 – Emergency Medical Technician

Current Status/Proposed Change

~~In This course, presents training in the procedures to be used in assisting the sick and injured in the~~ students will study the basic skills necessary for the assessment, rescue, immediate treatment, and transport of the urgently ill or injured persons. Course content emphasizes identifying and correcting life-threatening conditions, identifying appropriate rescue techniques, and developing a systematic approach for providing pre-hospital environment care.

Note: Students must show proof of current certification in Health Care Provider CPR or Professional Rescuer CPR from the American Heart Association or the American Red Cross at the first class meeting. ~~Note: Completion of this course and Fire and Emergency Technology 141, both with a grade of C or above, will make the student eligible for certification as an~~ to take the National Registry EMT-1 by the County of Los Angeles exam.

Note: This course is repeatable.

Proposed Final Draft

In this course, students will study the basic skills necessary for the assessment, rescue, immediate treatment, and transport of the urgently ill or injured persons. Course content emphasizes identifying and correcting life-threatening conditions, identifying appropriate rescue techniques, and developing a systematic approach for providing pre-hospital care.

Note: Students must show proof of current certification in Health Care Provider CPR or Professional Rescuer CPR from the American Heart Association or the American Red Cross at the first class meeting. Completion of this course and Fire and Emergency Technology 141, both with a grade of C or above, will make the student eligible to take the National Registry EMT exam.

Note: This course is repeatable.

ACADEMIC AFFAIRS

2. Fire and Emergency Technology 141 – Emergency Medical Technician Laboratory

Current Status/Proposed Change

In ~~This is a course, presenting training in the procedures, and especially the skills, to be used in assisting the sick and injured in the~~ students will develop and practice basic skills necessary for the assessment, rescue, immediate treatment, and transport of the urgently ill or injured persons. Course content emphasizes identifying and correcting life-threatening conditions, applying appropriate rescue techniques, and developing a systematic approach for providing pre-hospital environment care. Work outside of class includes 8 hours of service in a prescribed hospital emergency room, 8 hours of ambulance procedures training, and 8 hours of service on an active ambulance.

Note: Students must show proof of current certification in Health Care Provider CPR or Professional Rescuer CPR from the American Heart Association or the American Red Cross at the first class meeting. Once enrolled, students must undergo a criminal background check to qualify for the required out of class activities. ~~Note: Completion of this course and Fire and Emergency Technology 140, both with a grade of C or above, will make the student eligible for certification as an~~ to take the National Registry EMT-1 ~~by the County of Los Angeles exam.~~

Note: This course is repeatable.

Proposed Final Draft

In this course, students will develop and practice basic skills necessary for the assessment, rescue, immediate treatment, and transport of the urgently ill or injured persons. Course content emphasizes identifying and correcting life-threatening conditions, applying appropriate rescue techniques, and developing a systematic approach for providing pre-hospital care. Work outside of class includes 8 hours of service in a prescribed hospital emergency room, 8 hours of ambulance procedures training, and 8 hours of service on an active ambulance.

Note: Students must show proof of current certification in Health Care Provider CPR or Professional Rescuer CPR from the American Heart Association or the American Red Cross at the first class meeting. Once enrolled, students must undergo a criminal background check to qualify for the required out of class activities. Completion of this course and Fire and Emergency Technology 140, both with a grade of C or above, will make the student eligible to take the National Registry EMT exam.

Note: This course is repeatable.

ACADEMIC AFFAIRS

CHANGE IN MAJOR

1. Air Conditioning and Refrigeration

Current Status/Proposed Change

Catalog Program Description: The air conditioning and refrigeration program prepares students for employment in the field and provides upgrade opportunities for currently employed personnel. By completing the degree or certificate requirements, the student will gain proficiency in service, troubleshooting, and installation of residential, commercial, and industrial heating, air conditioning, and refrigeration systems. Students will learn to read wiring diagram, ~~interpret the Uniform Mechanical Code~~, diagnose control circuits, operate test equipment, and service pneumatic and electronic controls. Competencies will be assessed in accordance with the Environmental Protection Agency certificate criteria. Students completing the program may expect to enter industry as an advanced apprentice or entry-level heating, ventilation, and air conditioning technician. At least 50% of the major requirements for the Associate in Science Degree must be completed at El Camino College.

Air Conditioning and Refrigeration 5, 6, 21, 22, 23, 25, 27, 30, 31, 32, 34

Recommended electives: Air Conditioning and Refrigeration ~~8, 9~~, 95abcd, Computer Information Systems 13, Construction Technology 100, Environmental Technology 100, Technical Mathematics 1, ~~Welding 12ab~~

Total Units: 35

Proposed Final Draft

Catalog Program Description: The air conditioning and refrigeration program prepares students for employment in the field and provides upgrade opportunities for currently employed personnel. By completing the degree or certificate requirements, the student will gain proficiency in service, troubleshooting, and installation of residential, commercial, and industrial heating, air conditioning, and refrigeration systems. Students will learn to read wiring diagram, diagnose control circuits, operate test equipment, and service pneumatic and electronic controls. Competencies will be assessed in accordance with the Environmental Protection Agency certificate criteria. Students completing the program may expect to enter industry as an advanced apprentice or entry-level heating, ventilation, and air conditioning technician.

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

Air Conditioning and Refrigeration 5, 6, 21, 22, 23, 25, 27, 30, 31, 32, 34

Recommended electives: Air Conditioning and Refrigeration 95abcd, Computer Information Systems 13, Construction Technology 100, Environmental Technology 100, Technical Mathematics 1

ACADEMIC AFFAIRS

Total Units: 35

CHANGE IN CERTIFICATE OF COMPLETION

1. Air Conditioning and Refrigeration

Current Status/Proposed Change

A Certificate of Completion will be granted to the student completing the ~~following~~ courses in one of the following options: Air Conditioning, Air Conditioning and Refrigeration Electric Controls, Heating, Ventilation, and Air Conditioning (HVAC) and Refrigeration, or Refrigeration with a grade average of C.

At least 50% of the ~~requirements~~ courses for the Certificate of Completion must be completed at El Camino College.

Air Conditioning Option:

Air Conditioning and Refrigeration 5, 21, 25, 27, 34

Total Units: 17

Air Conditioning and Refrigeration Electric Controls Option:

Air Conditioning and Refrigeration 5, 6, 30, 31, 32, 34

Total Units: 15

Heating, Ventilation, and Air Conditioning (HVAC) and Refrigeration Option:

Air Conditioning and Refrigeration 5, 6, ~~8, 9~~, 21, 22, 23, 25, 27, 30, 31, 32, 34,
Technical Mathematics 1

Total Units: ~~44~~ 38

Refrigeration Option:

Air Conditioning and Refrigeration 6, 22, 23, 34

Total Units: 13

Proposed Final Draft

A Certificate of Completion will be granted to the student completing the courses in one of the following options: Air Conditioning, Air Conditioning and Refrigeration Electric Controls, Heating, Ventilation, and Air Conditioning (HVAC) and Refrigeration, or Refrigeration with a grade average of C.

At least 50% of the courses for the Certificate of Completion must be completed at El Camino College.

Air Conditioning Option:

Air Conditioning and Refrigeration 5, 21, 25, 27, 34

ACADEMIC AFFAIRS

Total Units: 17

Air Conditioning and Refrigeration Electric Controls Option:

Air Conditioning and Refrigeration 5, 6, 30, 31, 32, 34

Total Units: 15

Heating, Ventilation, and Air Conditioning (HVAC) and Refrigeration Option:

Air Conditioning and Refrigeration 5, 6, 21, 22, 23, 25, 27, 30, 31, 32, 34,

Technical Mathematics 1

Total Units: 38

Refrigeration Option:

Air Conditioning and Refrigeration 6, 22, 23, 34

Total Units: 13

F. SABBATICAL LEAVE OF ABSENCE – 2006/2007

It is recommended that the Board approve Dr. Michael Botello for a Spring 2007 sabbatical leave of absence. A vacancy occurred when another recipient withdrew from her sabbatical and as second alternate, Dr. Botello was offered the sabbatical. (Note: First alternate already accepted a sabbatical when another recipient withdrew.)

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

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Student and Community Advancement

A. STUDENT FIELD TRIPS

It is recommended that the Board approve the following student field trips sponsored by the Puente, El Camino College Language Academy, Project Success, Women in Technology Program, and the Career Center. The purposes of the trips are to provide cultural enrichment, transfer and orientation information.

Puente Program – Griselda Castro and Peter Marcoux

November 4, 2006 – University of California at Riverside, Riverside, California. Estimated students 50. Depart 7:00am; return 5:00pm. Transportation by bus.

El Camino College Language Academy (ECLA) – Destyn LaPorte

October 20, 2006 – Olvera Street, Los Angeles, California. Estimated students 40. Depart 11:30am; return 5:30pm. Transportation by bus.

Project Success – E. Elaine Moore

November 10, 2006 – University of Southern California, Los Angeles. Estimated students 35. Depart 9:00am; return 1:00pm. Transportation by bus.

Women in Technology – Yolanda Wade

October 18, 2006 – Honeywell, Torrance, California. Estimated students 10. Depart 12 noon; return 5:00pm. Transportation by van.

November 30, 2006 – JPL – NASA, Pasadena, California. Estimated students 15. Depart 11:30am; return 5:00pm. Transportation by vans.

January 18, 2007 – Inglewood Courts, Inglewood, California. Estimated students 10. Depart 8:00am; return 1:30pm. Transportation by vans.

March 15, 2007 – Robinson’s Helicopter Company, Torrance, California. Estimated students 12. Depart 2:30pm; return 5:00pm. Transportation by vans.

April 19, 2007 – Boeing Satellite, El Segundo, California. Estimated students 15. Depart 12 noon; return 5:00pm. Transportation by vans.

May 23, 2007 – JPL-NASA, Pasadena, California. Estimated students 15. Depart 11:30am; return 5:00pm. Transportation by vans.

Career Center – Van Nguyen

October 31, 2006 – Inglewood Superior Courts, Inglewood, California. Estimated students 17. Depart 8:00am; return 2:00pm. Transportation by vans.

Student and Community Advancement

November 16, 2006 – Los Angeles County Fire Department, Gardena, California. Estimated students 17. Depart 8:00am; return 2:00pm. Transportation by vans.

B. COMMUNITY EDUCATION – FALL 2006

It is recommended that the Board approve the following class and instructor for Fall 2006:

<u>Class</u>	<u>Date</u>	<u>Instructor</u>
Preparation for Personal Trainer Certification	10/23/06 – 12/11/06	Diane M. Haslam

Class to be held at the Inglewood Fire Academy. Instructor to be paid \$40 per hour.

C. FORENSICS TEAM TOURNAMENTS FOR FALL 2006

It is recommended that the Board approve the Fine Arts Forensics Team to attend the following tournaments for Fall 2006. Cost not to exceed stated amount to be paid from Auxiliary Services funds.

<u>Date</u>	<u>Tournament</u>	<u>Location</u>	<u>Cost not to Exceed</u>
9/23-24/06	Claremont Invitational	Claremont	\$ 750
10/20-22/06	Cougar Classic	Azusa	\$2,000
11/3-5/06	Epicenter Invitational	Northridge	\$2,000
11/10-12/06	Griffin International	San Diego	\$2,000
12/1-3/06	PSCFA Fall Champs	Long Beach	\$1,000

D. JOURNALISM ASSOCIATION OF COMMUNITY COLLEGES SOUTHERN CALIFORNIA CONFERENCE

It is recommended that the Board approve attendance of the following students at the Journalism Association of Community Colleges Southern California Conference, on November 4, 2006, at California State University, Fullerton, California. Expenses in the amount of \$1,800 to be paid from Auxiliary Services Union Conference Account. Jolene Combs and Lori Medigovich, Advisers.

Hugo Alcala, Jaena Cabrera, Chadd Chambers, Katherine Dela Cruz, Aaron Dobruck, Jeremiah Dobruck, Robert Doss, Jessie Galdamez, Kathy Gaytan, James Gobe, Edwin Hernandez, John Hernandez, David Liuzzi, Matt Lopez, Sara O'Connell, Alma Padilla, Heather Perry, Nancy Ponder, Rolando Rodriguez, Angela Sabrowsky, David Saunders, Nagisa Toyooka, Johnathan Roberts, Tene Anderson, Nichlaus Hulsebus, Marlele Vigil, Anna Mavromati, Jennifer McMullen, Bernice Salazar, Dennis Alvilar

Student and Community Advancement

E. STATE STUDENT SENATE CONFERENCE

It is recommended that the Board approve attendance of the following students at the State student Senate Conference, November 4-5, 2006, at the San Francisco Airport Westin, San Francisco, California. Expenses not to exceed \$2,500 to be paid from Associated Student Organization Representative Fee Account. Adviser: Harold Tyler, Director.

Umeera Ameen, Ashley Backmann, Akriti Basnet, Saad Hussain, Kelvin Lee, Danielle Marquez, Brandon Matson, David Nordel, Julian Peters, Patricia Servin, Soheil Sima, Hong Vy Tran

Alternates: Sean Eggers, Brittney Hewitt, Christina Jack, Evan Ortega, Roxanna Seyedin

F. CALIFORNIA COMMUNITY COLLEGE STUDENT AFFAIRS ASSOCIATION FALL 2006 LEADERSHIP CONFERENCE

It is recommended that the Board approve attendance of the following students at the California Community College Student Affairs Association Fall 2006 Leadership Conference, October 20-22, 2006, LAX Hilton Hotel, Los Angeles, California. Expenses in the amount \$3,900 to be paid from the Associated Students Organization and Inter Club Council accounts. Students who drive their own cars will be reimbursed for mileage and parking fees upon the presenting of appropriate receipts. Advisers: Harold Tyler and Jeannine Barba.

Inter Club Council: Umeera Ameen, Ashley Bachmann, Akriti Basnet, Ludym Campos, Kristal Decker, Saad Husain, Mark Jimenez, Kelvin Lee, Carla Lopez, Danielle Marquez

Associated Students Organization: Brandon Matson, David Nordel, Julian Peters, William Reintanz, Patricia Servin, Soheil Sima, Lauren Solt, Melisa Torbati, Hong Vy Tran, Christina Jack.

Alternates who will be allowed to replace selected members who may not be able to attend:

Inter Club Council Alternates:

Vishal Patel, Juan Mariano Gomez, Wendy Espinoza

Associated Students Organization Alternates:

Evan Ortega, Sean Eggers, Brittney Hewitt, Roxanna Seyedin

Student and Community Advancement

G. GRANT - INFORMATION

It is recommended that the Board receive the following Grant submittal:

1. National Science Foundation – Aerospace Industry Manufacturing (AIM) Technician Certification & Training Model. (Community Advancement). The proposed project seeks to build an Aerospace Industry Manufacturing Technician certification program in response to the growing need for higher-level workers with skills competency in the aerospace industry. The project will train 200 employees and new entrants to the workforce.

Amount of Grant Funding from Granting Agency	\$602,129
Amount of College Match (Cash)	<u>\$ -0-</u>
Total Amount of Grant	\$602,129
Performance Period: March 1, 2007 through February 28, 2010	

H. GRANTS - ACCEPTANCE

It is recommended that the Board accept the following Grants:

1. Chancellor’s Office – Industry Driven Regional Collaborative (Economic and Workforce Development Program – Beverage Equipment Service Technician (BEST). (Community Advancement) The El Camino College Center for Applied Competitive Technologies (CACT) proposes a two-year Beverage Equipment Service Technician (BEST) certification program to address specific training and certification needs of the Specialty Coffee Industry. The BEST program will use the funds to develop a Level II certification program that will provide Level I graduates with the skills needed to troubleshoot and service all levels of espresso equipment, culminating in a Level II certification, and the development of a Troubleshooting for Retailers module to train entry-level employees of retail specialty coffee establishments how to properly operate and maintain the equipment.

Amount of Grant Funding from Granting Agency	\$129,905
Amount of College Match (In-Kind)	<u>\$129,905</u>
Total Amount of Grant	\$259,810
Indirect Rate: (Operating expenses and services)	
	\$4,996.36 (4%)
Performance Period: September 12, 2006 through October 31, 2008	

Student and Community Advancement

2. Chancellor's Office – Job Development Incentive Training Fund (Economic and Workforce Development Program) - Work Ready Certificate (WRC). (Community Advancement) The proposed two-year project seeks to establish the Work Ready Certificate (WRC) program to train incumbent workers in the aerospace/manufacturing industry that will upgrade their skills for progress into high paying jobs and creating new job opportunities for entry-level workers who are either unemployed or qualify as the working poor.

Amount of Grant Funding from Granting Agency	\$212,628
Amount of College Match (In-Kind)	<u>\$257,650</u>
Total Amount of Grant	\$470,278
Indirect rate: (Salaries, benefits, supplies and operating expenses)	
\$8,178.00	(4%)

Performance Period: September 12, 2006 through October 31, 2008

3. Chancellor's Office – Job Development Incentive Training Fund (Economic and Workforce Development Program) – Mariner Skill Training Program (MSTP).(Community Advancement) The proposed two-year project seeks to establish the mariner Skill Training Program to develop the Qualified Member of the Engine Department (QMED) curriculum that will be used to train unskilled and unemployed individuals for a career transition in the maritime industry, including upgrading the skills of employed employees to progress into higher paying maritime industry jobs.

Amount of Grant Funding from Granting Agency	\$187,140
Amount of College Match (In-Kind)	<u>\$186,620</u>
Total Amount of Grant	\$373,760
Indirect rate: (Operating expenses and services)	
\$7,197.68	(4%)

Performance Period: September 12, 2006 through October 31, 2008

4. Chancellor's Office – Industry Driving Regional Collaboratives (Economic and Workforce Development Program) – Export Training & Enabler Program – ETEP. (Community Advancement) The El Camino College Center for International Trade and Development proposes the Export Training & Enabler Program to increase exports and jobs of Southern California aerospace manufacturers. The seven-step program will take each participant from their starting point to the point where they are effectively represented in their most promising market, increasing export sales, and expanding production and workforce.

Student and Community Advancement

Amount of Grant Funding from Granting Agency	\$199,030
Amount of College Match (In-kind)	<u>\$154,638</u>
Total Amount of Grant	\$353,668
Indirect rate: (Salaries, employee benefits, supplies, operating expenses and services)	
	\$7,615.00 (4%)
Performance Period: September 12, 2006 through October 31, 2008	

5. Department of Education – Supporting Student Success in Pre-Transfer Mathematics (El Camino College – Santa Monica College) Sub-Contract. (Mathematics) The faculty-developed Supporting Student Success in Pre-Transfer Mathematics (SSSPTM) project has three components designed to transform, in sustainable ways, the teaching of pre-transfer level mathematics and to reshape the support structure for student success in Math at the partnering colleges. These components include: 1) Transforming the Culture of Mathematics Teaching through Course Cohorts; 2) Improving Supplemental Instruction in Pre-Collegiate Mathematics – A Pre-Service Teaching Experience; and 3) Creating a Pre-Collegiate Level Math Center (Onsite and Virtual) and Developing Math/English Learning Communities facilitated through this Center.

Amount of Grant Funding from Granting Agency	\$300,000
Amount of College Match (Cash)	<u>\$ -0-</u>
Total Amount of Grant	\$300,000
Performance Period: October 1, 2006 through September 30, 2011	

6. County of Los Angeles, Department of Public Social Services – Careers in Child Care (Sub-Contract) – Los Angeles County Department of Social Services (3 years). (Behavioral and Social Sciences) The Careers in Child Care Program assists students who are recipients of Temporary Funds for Needy Families (TANF) and are interested in pursuing a career in early childhood education. Students take courses, complete internships, apply for the Child Development Permit awarded by the California Commission on Teacher Credentialing, and are assisted with job placement in preschool program.

Amount of Grant Funding from Granting Agency	\$160,000
Amount of College Match (Cash)	<u>\$ -0-</u>
Total Amount of Grant	\$160,000

Performance Period: July 1, 2006 through June 30, 2009

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

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Administrative Services

A. ENROLLMENT FEE DECREASE

It is recommended that the Board approve a decrease of the enrollment fee from \$26 to \$20, effective January 1, 2007. The California Community Colleges Board of Governors adopted this resolution on September 1, 2006.

B. CONTRACTS UNDER \$65,100

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. Behavioral & Social Sciences Division

Under the Academic Affairs Area, this Division provides instruction in various programs that offer students an opportunity to examine and gain an understanding in areas of human development, history, economics, child education, sociology and other programs.

Leonardo World LLC 1/9/07 – 2/1/07 No Cost

The Contractor will arrange round-trip transportation from Los Angeles to New Zealand, including accommodations, transportation and transfers, sightseeing tours, meeting space arrangements for class instruction, and program and travel information for the New Zealand 2007 Study Abroad Program.

2. Community Advancement Division

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

The Center for Applied Competitive Technologies (CACT) helps to advance the State's economic growth and global competitiveness through technology education, manufacturing training, and services that contribute to continuous workforce development. Training is provided under the State Employment Training Programs Contract #ET06-0112.

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

Administrative Services

<u>Contractor</u>	<u>Dates of Services</u>	<u>Contract Amount</u>
<u>Air New Zealand Ltd</u>	9/6/06-12/31/06	Income: \$5,671.00 Expenses: \$3,000.00 Net: \$2,671.00

The CACT will provide Computer Skills Training to contractor's employees. This contract is for 17 employees.

<u>Contractor</u>	<u>Dates of Services</u>	<u>Contract Amount</u>
<u>B/E Aerospace, Inc.</u>	9/14/06-12/31/06	Income: \$6,672.00 Expense: \$3,900.00 Net: \$2,772.00

The CACT will provide contractor's employees with Continuous Improvement ISO Internal Auditor Training. This training will be for 20 employees.

<u>CIPS Marketing Group, Inc.</u>	8/14/06-12/31/06	Income: \$5,184.00 Expenses: 2,290.00 Net: 2,894.00
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The CACT will provide contractor's employees with Continuous Improvement/5S Training. This training will be for 10 employees.

<u>Crissair, Inc.</u>	8/16/06-12/31/06	Income: \$6,672.00 Expense: \$4,330.00 Net: \$2,342.00
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The CACT will provide contractor's employees with Blueprint Reading and SPC Training. This training will be for 10 trainees.

<u>Crissair, Inc.</u>	8/16/06-12/31/06	Income: \$15,345.60 Expense: \$ 5,230.00 Net: \$10,115.60
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The CACT will provide contractor's employees with Blueprint Reading and SPC Training. This training will be for 46 trainees.

<u>Federal Correctional Institution, Terminal Island</u>	10/1/06 – 9/30/07	Income: \$89,100.00
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Administrative Services

<u>Tri-Star Electronics</u>	6/1/06 – 12/31/06	Income: \$6,672.00
		Expense: \$4,100.00
		Net: \$ 2,572.00

The CACT will provide Continuous Improvement/Lean in Spanish Training. This training will be for 20 trainees.

<u>Tri-Star Electronics</u>	9/11/06 – 12/31/06	Income: \$14,062.00
		Expense: \$ 8,400.00
		Net: \$ 5,662.00

The CACT will provide 2 classes in Statistical Process Control.

3. CalWORKS

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

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

<u>Contractor</u>	<u>Dates of Services</u>	<u>Contract Amount</u>
<u>Ace Home Loans</u>	7/1/06 – 6/30/07	No Cost
Contractor will provide part-time work activity opportunities to CalWORKS students.		
<u>Association of Retarded Citizens Mid-Cities</u>	10/1/06 – 6/30/07	No Cost
Contractor will provide part-time work activity opportunities to CalWORKS students.		
<u>Gidda’s Home Health Services</u>	9/11/06 – 6/30/07	No Cost

Administrative Services

Contractor will provide part-time work activity opportunities to CalWORKS students.

Silva Construction, Inc. 7/31/06 – 6/30/07 No Cost
Contractor will provide part-time work activity opportunities to CalWORKS students.

4. **Health Sciences & Athletics Division**

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

California State University, 9/13/06 – 9/13/09 No Cost
Los Angeles (CSU)

Through this affiliation agreement, CSU students will be allowed to precept with El Camino College Nursing faculty. These students are pursuing a Master's Degree in Nursing Education in preparation for a teaching career.

C. **CONTRACT AMENDMENT – LPA, Inc.**

It is recommended that the Board of Trustees approve an increase of \$39,000 to the amount of the District's contract with LPA, Inc. for architectural services related to the construction of the Learning Resources Center Addition Project.

At its December 20, 2004 meeting, the Board of Trustees approved entering into a contract in the amount of \$425,000 with LPA, Inc. to provide architectural design services for the above project. The additional \$39,000 is compensation to provide construction administration services, in addition to the architectural design services, during the construction of the project.

State funding is provided for the above costs. The State funding process appropriates funding in incremental steps for the various phases of construction projects. The initial \$425,000 was included in the Preliminary Plans/Working Drawings Phase, appropriated in a prior budget. This fiscal year, State funding is appropriated for the Construction Phase of the project. Included in the appropriation is funding for the architectural and engineering construction administration services necessary during the construction phase. Now that the Construction Phase appropriation has been made, it is deemed prudent to proceed with the acquisition of the construction administration services.

Administrative Services

D. DECLARATION OF SURPLUS PROPERTY

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

SURPLUS PROPERTY LIST

ECC #	Qty.	Description	Manufacturer	Model	Serial #	Cond.
001453	1	Projector	Telex	XL	None	2
None	1	Car	Ford	96	2FALp71WOTX 172013	2
001488	1	Computer	Millium	View sonic	7852255	2
None	1	Printer	HP	870CXI	5G7501G0CP	2
008324	1	CPU	Dell	8100	G8tkm01	2
002306	1	CPU	Microcity	GST- 9000	G00038492-010	2
002387	1	CPU	Microcity	GST- 9000	G00038492-029	2
002390	1	CPU	Microcity	GST	None	2

1. NO LONGER REQUIRED
2. NO LONGER SUITABLE

E. 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
P0090342	Michael G. Wilson	VP-SCA	Non-Instruct Supplies	\$107.95
P0090343	Mass Press	Div Office BSSC	Non-Instruct Supplies	\$59.48
P0090344	Harold L. Tyler	Student Affairs	Non-Instruct Supplies	\$96.30

Administrative Services

P0090345	Torrance Historical Society	V.P. Academic Affairs	Non-Instruct Supplies	\$591.00
P0090346	Dell Computer Corp Ed	Business	New Equipment – Instruct.	\$2,159.32
P0090347	Lama Books	CalWORKs	Non-Instruct Supplies	\$37.68
P0090348	Real Volleyball	Physical Education	New Equipment – Instruct.	\$560.68
P0090349	Real Volleyball	Physical Education	New Equipment – Instruct.	\$988.83
P0090350	California Pro Sports	Radiologic Tech Dona	Non-Instruct Supplies	\$767.42
P0090351	S & B Food Services	EOPS CARE	Non-Instruct Supplies	\$1,663.88
P0090352	Dymo	CalWORKs	Non-Instruct Supplies	\$35.82
P0090353	Mass Press	Title V ECC/SMC Mgmt	Non-Instruct Supplies	\$59.09
P0090354	Copy R Office Solutions	Careers in Child Car	Copiers	\$907.52
P0090355	Mid City Mailing Services	Ed & Community Devel	Multi Media Advertising	\$1,248.60
P0090356	Pegasus Press Inc.	SBA Contract Jan-Dec	Printing	\$221.00
P0090357	Sims Welding Supply	Art Department	Instructional Supplies/Lo	\$903.55
P0090358	Burman	Art Department	Instructional Supplies/Lo	\$1,518.85
P0090359	One Day Paint and Body	Facilities/Planning	Repairs Noninstructional	\$693.80
P0090360	Archie Ivy, Inc.	Concrete Walkway	Site Improvements	\$6,234.00
P0090361	Bozena Morton	Univ- Silesia, Cieszy	Travel And Conference Exp	\$200.00
P0090362	NAFSA: Association of Intl.	Resource Developm	Dues And Memberships	\$325.00
P0090363	Aardvark Clay and Supplies	Art Department	Instructional Supplies/Lo	\$2,070.72
P0090364	PC Mall Gov Inc.	Operations	New Equipment Less Than	\$155.87
P0090365	Laguna Clay Company	Art Department	Instructional Supplies/Lo	\$869.22
P0090366	Golden West Industries	Art Department	Instructional Supplies/Lo	\$1,107.41
P0090367	Magic's Auto Body & Paint	Parking-Student Perm	Repairs Non Instr	\$283.54
P0090368	Ced/ Metropolitan Electrical Dist	Capacity Bldg for Nr	Construction Material	\$420.55
P0090369	Western Illuminated Plastic	Capacity Bldg for Nr	Construction Material	\$500.12
P0090370	Sandra Smith	model approaches to	PSA Contract Services	\$2,071.00
P0090371	C & A Floorcoverings, Inc.	Capacity Bldg for Nr	Construction Material	\$2,784.81
P0090372	SAWCX II	Purchasing and Busin	Excess Insurance	\$18,747.00
P0090373	Sam Ash	Physical Education	Instructional Supplies/Lo	\$389.59
P0090374	Bank of America	Board Of Trustees	Conferences Mgmt	\$196.60
P0090375	Digitron Electronics, Inc.	Music	Repairs Parts And Supplies	\$626.00
P0090376	E.G. Brennan & Co., Inc.	Admissions/Records	Repairs Noninstructional	\$211.09
P0090377	Cole-Parmer Instrument Co	Div Office BSSC	Repairs Noninstructional	\$75.00
P0090378	PC Mall Gov Inc.	Technical Services	Repairs Parts And Supplies	\$612.89

Administrative Services

P0090379	Cognos Corporation	Information Technolo	Maintenance Contracts	\$9,221.86
P0090380	Machinist's Workshop	Machine Tool Technol	Publications-Magazines/Lo	\$49.95
P0090381	American Machinist	Machine Tool Technol	Publications-Magazines/Lo	\$85.00
P0090382	Mitchell Repair Information Co.	Automotive Collision	Publications-Magazines/Lo	\$903.18
P0090383	Foundation for California Com	Instructional Televi	License Fee/Site Licenses	\$18,000.00
P0090384	Seers Lumber Company, Inc.	Construction Technol	Instructional Supplies/Lo	\$499.69
P0090385	Andrew W. Wolski	Ctr for Arts Product	Non-Instruct Supplies	\$465.28
P0090386	Unitech Systems Inc.	Physics	Instructional Supplies/Lo	\$95.11
P0090387	TASA Touchstone Applied Sci	English	Instructional Supplies/Lo	\$1,188.00
P0090388	Xpedx Paper & Graphics	Warehouse	Inventories, Stores, Prep	\$1,237.30
P0090389	Verizon Wireless	Health, Safety	Telephone	\$84.66
P0090390	Nextel/Sprint	Health, Safety	Telephone	\$30.22
P0090391	Abtech Systems, Inc/Nitech	Information Technolo	Maintenance Contracts	\$2,673.00
P0090392	Computerland of Silicon Valley	Information Technolo	Maintenance Contracts	\$74,651.00
P0090393	Coursey Enterprises, Inc.	Nursing	Fundraising	\$943.66
P0090394	Metro-Call Inc.	Nursing	Other Rentals	\$98.65
P0090395	Miguel Lima	MESA Program	Student Stipends	\$100.00
P0090396	Leselle A. Norville	MESA Program	Student Stipends	\$50.00
P0090397	John Villasenor	MESA Program	Student Stipends	\$100.00
P0090398	Adriene L. Vaughan	SBDC COCCC	Conferences Mgmt	\$515.00
P0090399	University Place Conference	Univ- Silesia, Cieszy	Travel And Conference Exp	\$310.50
P0090400	University Place Conference	Univ- Silesia, Cieszy	Travel And Conference Exp	\$165.60
P0090401	American Express Travel	Univ- Silesia, Cieszy	Travel And Conference Exp	\$2,480.50
P0090402	In The Swim	Physical Education	Instructional Supplies/Lo	\$128.86
P0090403	Delphin Computer Supply	Transfer Center	Non-Instruct Supplies	\$64.67
P0090404	Athletics Galore	Physical Education	Instructional Supplies/Lo	\$1,179.39
P0090405	BOG's - California Community	Information Technolo	Maintenance Contracts	\$3,700.00
P0090406	Xpedx Paper & Graphics	Copy Center	Non-Instruct Supplies	\$1,894.18
P0090407	Monterey Graphics	VP-SCA	Non-Instruct Supplies	\$675.61
P0090408	Cover Sports USA	Health Sciences	Fundraising	\$2,592.74
P0090409	Buddy's All Stars Inc.	Health Sciences	Non-Instruct Supplies	\$1,805.00
P0090410	Planet Offside Inc.	Health Sciences	Fundraising	\$1,055.44
P0090411	Xerox Corporation	Copy Center	Instructional Supplies/Lo	\$694.97
P0090412	Torrance Chamber of Com	Public Information	Dues And Memberships	\$230.00

Administrative Services

P0090413	Carson Chamber of Commerce	Public Information	Dues And Memberships	\$125.00
P0090414	Law Fire Protection Company	Facilities/Planning/	Repairs Noninstructional	\$6,212.44
P0090415	Bob Lee's Automotive Center	Parking-Student Perm	Repairs Non Instr	\$79.00
P0090416	Clean Team Company	Parking-Student Perm	Non-Instruct Supplies	\$404.70
P0090418	Society of Manufacturing Eng	VATEA I&T	Instructional Supplies/Lo	\$154.22
P0090419	Rockport Publishers, Inc.	VATEA I&T	Instructional Supplies/Lo	\$28.73
P0090420	Thomson Delmar Learning	VATEA I&T	Instructional Supplies/Lo	\$113.04
P0090421	Digitron Electronics, Inc.	Ctr for Arts Product	Repairs Parts And Supplies	\$285.31
P0090422	Project Lead the Way, Inc.	VATEA I&T	New Equipment – Instruc.	\$19,017.35
P0090423	Electronic Express	VATEA I&T	New Equipment – Instruc.	\$573.73
P0090424	Project Lead the Way, Inc.	VATEA I&T	New Equipment – Instruc.	\$2,705.17
P0090425	Advanced Mfg. Techniques	VATEA I&T	New Equipment – Instruc.	\$3,864.53
P0090426	Foundation for California Com	Facilities/Planning	Repairs Noninstructional	\$6,101.90
P0090427	Automatic Doors.Com	Facilities/Planning	Repairs Noninstructional	\$150.00
P0090428	Project Lead the Way, Inc.	VATEA I&T	Computer Software Account	\$703.63
P0090429	CCS Presentation Systems, Inc.	CalWORKs	Non-Instruct Supplies	\$58.30
P0090430	Larry's Concrete Sawing & Drill	Facilities/Planning	Repairs Noninstructional	\$315.00
P0090431	American Express Travel	Global Experience	Conferences Mgmt	\$198.60
P0090432	Hitt Marking Devices	Transfer Center	Non-Instruct Supplies	\$15.53
P0090433	CPP Consulting Psychologists	Career Center	Non-Instruct Supplies	\$243.22
P0090434	Virco Manufacturing Corp.	Capacity Bldg for Nr	New Equipment Less Than	\$5,960.85
P0090435	One Day Paint and Body	Campus Police Depart	Repairs Noninstructional	\$750.08
P0090436	American Express Travel	CalWORKs	Conferences Other	\$128.60
P0090437	National Promotions & Advertis	President's Office	Multi Media Advertising	\$6,600.00
P0090438	Mid City Mailing Services	Campus Police Depart	Repairs Noninstructional	\$3,000.00
P0090439	Waxie Sanitary Supply	Operations	Custodial Supplies	\$1,709.50
P0090440	Identification and Security Integ	District Photo Id Ca	Non-Instruct Supplies	\$2,618.00
P0090441	Nancy A. Adler	Fine Arts	Non-Instruct Supplies	\$96.30
P0090442	Torrance Electronics	CACT - Quick Start	Non-Instruct Supplies	\$513.11
P0090443	Porta Phone Co.	Health Sciences	Fundraising	\$371.40
P0090445	South Coast Air Quality Manage	Hazmat	Other Services And Expense	\$32.16
P0090446	EWDP Support Services	SBDC CITD	Multi Media Advertising	\$250.00
P0090447	U.S. Department of Commerce	Community Advance	Other Services And Expense	\$50.00
P0090448	AAA Flag & Banner Mfg. Co.	Facilities/Planning	Non-Instruct Supplies	\$357.23
P0090449	The Journal of Light Construction	Construction Technol	Publications-Magazines/Lo	\$39.95

Administrative Services

P0090450	Full Compass	Ctr for Arts Product	New Equipment-Instr. \$5k	\$4,178.45
P0090451	Cintech	Information Technolo	Maintenance Contracts	\$3,000.00
P0090452	Card Integrators	Information Technolo	Maintenance Contracts	\$2,180.00
P0090453	Cine-Med	Nursing	Fundraising	\$639.85
P0090454	Mass Press	Academic Senate	Non-Instruct Supplies	\$59.48
P0090455	Wausau Tile, Inc.	Improve Campus	Non-Instruct Supplies	\$5,318.10
P0090456	Windows It Pro Magazine	Information Technol	Non-Instruct Supplies	\$39.95
P0090457	Full Compass	Ctr for Arts Product	Non-Instruct Supplies	\$184.03
P0090458	Advanced Party Supply	Community Advance	Other Rentals	\$105.00
P0090459	Delphin Computer Supply	Contract Education	New Equip - Noninstr \$5k	\$6,031.70
P0090460	Mass Press	CalWORKs	Non-Instruct Supplies	\$59.48
P0090461	Lou's Golf and Industrial Cart	Parking-Student Perm	Repairs Non Instr	\$721.44
P0090462	A A Equipment	Operations	Repairs Noninstructional	\$523.15
P0090463	Pak West	Operations	Non-Instruct Supplies	\$7,829.07
P0090464	Maintex Inc.	Operations	Non-Instruct Supplies	\$571.56
P0090465	Waxie Sanitary Supply	Operations	Non-Instruct Supplies	\$555.59
P0090467	Progressive Insurance	Purchasing and Busin	Liability - Self Insurance	\$1,287.89
P0090468	Doubletree Hotel San Diego	SBDC CITD	Conferences Mgmt	\$232.00
P0090469	Brown & Bigelow	Formerly Recruitment	Non-Instruct Supplies	\$2,670.00
P0090470	Press Tek	Copy Center	Non-Instruct Supplies	\$637.97
P0090471	Sidedoor Studio, The	Career & Tech Ed	Non-Instruct Supplies	\$770.00
P0090472	Mass Press	International Student	Non-Instruct Supplies	\$59.48
P0090473	Awards Plus	Title V ECC/SMC Acti	Non-Instruct Supplies	\$544.00
P0090474	Crystal M. Fuentes	EOPS	Non-Instruct Supplies	\$144.45
P0090475	Torrance Postmaster	Ctr for Arts Promo	Postage	\$1,964.78
P0090476	Torrance Postmaster	Ctr for Arts Promo	Postage	\$542.93
P0090477	Mass Press	I&T Div Ofc	Non-Instruct Supplies	\$86.55
P0090478	American Express Travel	EOPS CARE	Conferences Other	\$118.60
P0090479	ALCOPRO	Parking-Student Perm	New Equipment – Noninstruc.	\$2,865.91
P0090481	S & B Food Services	Behavioral & Social	Non-Instruct Supplies	\$571.22
P0090482	National Promotions & Advertis	Women in Ind. & Tech	Reproduction – Noninstruc.	\$5,398.43
P0090483	Actt	Formerly Testing Cen	Non-Instruct Supplies	\$209.14
P0090484	Forest Plywood	Construction Tech Fu	Instructional Supplies/Lo	\$682.26
P0090485	FreeLinc.Com	Parking-Student Perm	New Equipment – Noninstruc.	\$1,692.50
P0090486	Spectrum Laboratory Products	Chemistry	Instructional Supplies/Lo	\$699.61

Administrative Services

P0090487	Sigma-Aldrich	Chemistry	Instructional Supplies/Lo	\$1,564.15
P0090488	VWR Scientific	Chemistry	Instructional Supplies/Lo	\$903.50
P0090489	Lanier Worldwide, Inc.	Job Placement	Non-Instruct Supplies	\$999.00
P0090490	EWDP Support Services	WPLRC State Leaders	Conferences Mgmt	\$150.00
P0090491	Melanie McFarland	Family Consumer	Instructional Supplies/Lo	\$781.31
P0090493	Roper Tree Surgeon	Operations	Other Services & Expense	\$8,500.00
P0090494	Viatron Systems, Inc.	Information Technol	Equipment	\$4,900.00
P0090496	U S Postmaster	Information Technol	Postage	\$160.00
P0090497	Tracs	Div Office Fine Arts	Conferences Mgmt	\$150.00
P0090498	Promega	Life Sciences	Instructional Supplies/Lo	\$184.14
P0090499	Image Solutions	Administration	Other Services & Expense	\$1,797.46
P0090500	Jones & Bartlett Publishers	Fire Academy 06-07	Instructional Supplies/Lo	\$29.84
P0090501	Botach Tactical	Parking-Student Perm	New Equipment – Noninstruc.	\$4,299.69
P0090502	Choraltech L.L.C.	Fine Arts	Non-Instruct Supplies	\$79.00
P0090504	Nuts & Volts Magazine	Machine Tool Technol	Publications-Magazines/Lo	\$19.95
P0090505	KHL Engineered Packaging	Copy Center	Instructional Supplies/Lo	\$407.39
P0090506	Ad Club	Community Advance	Multi Media Advertising	\$945.40
P0090507	Nasfaa	Financial Aid	Dues And Memberships	\$1,728.00
P0090508	Parker Lighting, Inc.	Fire Academy 06-07	Non-Instruct Supplies	\$48.71
P0090509	Law Enforcement Legal Report	Administrative Of Ju	Publications-Magazines/Lo	\$81.00
P0090510	Fire Engineering	Fire Academy/Emergen	Publications-Magazines/Lo	\$29.95
P0090511	National Fire Protection Assoc	Fire Academy/Emergen	Dues And Memberships	\$135.00
P0090513	College Music Society	Music Library	Library Books	\$100.00
P0090514	Taylor & Francis Group, Llc	Div Office Instr. Se	Library Books	\$1,747.08
P0090517	Daily Breeze, the	English	Instructional Supplies/Lo	\$246.30
P0090518	Mass Press	Financial Aid	Non-Instruct Supplies	\$59.48
P0090519	Scholastic Insurance Services	Univ- Silesia, Ciesz	Travel And Conference Exp	\$198.00
P0090520	Metronome Inc	Information Technol	Equipment	\$9,301.14
P0090523	Vicenti, Lloyd, Stutzman Llp	Fiscal Services	PSA Contract Services	\$20,125.00
P0090524	Rhinotek Computer	President's Office	General Office Supplies	\$121.85
P0090531	Rotary Club of Hawthorne	President's Office	Dues And Memberships	\$90.00
P0090532	Xpedx Paper & Graphics	Copy Center	Non-Instruct Supplies	\$559.11
P0090533	Johnstone Supply	VATEA I&T	Instructional Supplies/Lo	\$3,489.72
P0090534	Allied Refrigeration	VATEA I&T	Instructional Supplies/Lo	\$1,145.27
P0090535	Digi-Key	Electronics	Instructional Supplies/Lo	\$196.15

Administrative Services

P0090536	Jack Dalton	Automotive Technolog	Repairs - Instructional	\$441.50
P0090537	REALVOLLEYBALL.com	Physical Education	Instructional Supplies/Lo	\$2,391.77
P0090538	Pauls Photo, Inc.	Physical Education	New Equipment – Instruc.	\$2,531.86
P0090539	Tru West Inc	Resp Therapy	Non-Instruct Supplies	\$1,941.03
P0090540	Best Buy HSBC Business Solu	Physical Education	New Equipment – Instruc.	\$439.81
P0090541	Tru West Inc	Health Sciences	Non-Instruct Supplies	\$804.40
P0090542	Copy R Office Solutions	Careers in Child Car	Instructional Supplies/Lo	\$10.78
P0090543	Mass Press	Career & Tech Ed	Non-Instruct Supplies	\$59.48
P0090544	Arvid E. Spor	Excelencia In Educat	Non-Instruct Supplies	\$815.64
P0090545	Sidedoor Studio, The	Career & Tech Ed	Non-Instruct Supplies	\$315.00
P0090546	John A. Carr	VTEA - Institutional	Conferences Other	\$99.00
P0090547	Nixalite of America, Inc.	Carpenter Shop	Non-Instruct Supplies	\$304.05
P0090548	Dell Marketing L. P.	Ctr for Arts Product	Non Inst Comp Eq	\$1,449.03
P0090549	Shiffler	Carpenter Shop	Non-Instruct Supplies	\$497.53
P0090550	Metro-Call Inc.	Nursing	Other Rentals	\$11.35
P0090551	California Pro Sports	Health Sciences and	Noninstructional Supplies	\$6,063.48
P0090553	Metro-Call Inc.	Nursing	Other Rentals	\$115.17
P0090556	Ivy West Educational Services	TRIO	Other Services & Expense	\$1,600.00
P0090557	In House Printing Co	TRIO	Other Books	\$300.00
P0090558	Expressions to Wear	TRIO	Instructional Supplies/Lo	\$526.75
P0090559	California Community Colleges	Administration	PSA Contract Services	\$28,490.76
P0090560	Buddy's All Stars Inc.	Health Sciences	Fundraising	\$1,927.84
P0090561	Competitive Aquatic Supply Inc	Health Sciences	Fundraising	\$691.56
P0090562	Full Compass	Ctr for Arts Product	Non-Instruct Supplies	\$41.39
P0090563	Boise Cascade	MESA Program	New Equipment – Noninstruc.	\$2,871.44
P0090564	Virco Manufacturing Corp.	MESA Program	New Equipment - Noninstruc	\$4,146.06
P0090565	Proforma	MESA Program	Non-Instruct Supplies	\$2,512.38
P0090566	Board of Registered Nursing	Nursing	Dues And Memberships	\$200.00
P0090567	Image Solutions	VP-SCA	Postage	\$487.13
P0090568	Image Solutions	VP-SCA	Postage	\$4,183.00
P0090569	Sampaguita Corporation	TRIO	Instructional Supplies/Lo	\$4,384.00
P0090570	California Pro Sports	Health Sciences	Noninstructional Supplies	\$41,512.43
P0090571	North High School	Public Information	Multi Media Advertising	\$500.00
P0090572	Cheryl A. Shenefield	Health, Safety	New Equipment – Noninstruc.	\$312.84
P0090575	Image Works	Parking-Student Perm	Non-Instruct Supplies	\$757.31

Administrative Services

P0090576	Wright Line	Parking-Student Perm	New Equipment – Noninstruc.	\$434.30
P0090577	Mouser Electronics	Physics	Instructional Supplies/Lo	\$285.75
P0090578	Pak West	Operations	Non-Instruct Supplies	\$603.49
P0090579	Waxie Sanitary Supply	Operations	Non-Instruct Supplies	\$1,024.91
P0090580	Maintex Inc.	Operations	Non-Instruct Supplies	\$1,840.81
P0090581	Spot Up, Inc.	Health Sciences	Fundraising	\$994.25
P0090582	Applecore Uniforms	Radiologic Tech Dona	Non-Instruct Supplies	\$483.89
P0090583	ACCCA	VP-SCA	Conferences Mgmt	\$1,650.00
P0090584	Achro/Aao	Faculty & Staff Dive	Dues And Memberships	\$50.00
P0090585	Boise Cascade	Warehouse	Inventories, Stores, Prep	\$2,797.18
P0090586	Sports Turf & Facility Mgmt	Civic Center Maint.	Repairs Noninstructional	\$9,100.00
P0090587	Andrew W. Wolski	Ctr for Arts Product	Non-Instruct Supplies	\$129.30
P0090588	Keenan & Associates	Purchasing and Busin	Excess Insurance	\$8,000.00
P0090589	Verizon Wireless	Health, Safety	Telephone	\$84.66
P0090590	Affidia Systems	Information Technolo	Maintenance Contracts	\$1,770.00
P0090591	Office Max A Boise Company	Purchasing and Busin	Non-Instruct Supplies	\$845.22
P0090592	A-1 Office Plus	Title V ECC/SMC Acti	Non-Instruct Supplies	\$11,366.75
P0090593	American Express Travel	Information Technolo	In-Service Training	\$742.43
P0090594	Proquest Information & Learning	Div Office Instr. Se	Publications-Magazines/Lo	\$3,727.96
P0090595	National Archive Publishing	Div Office Instr. Se	Publications-Magazines/Lo	\$15,980.83
P0090596	EBSCO Subscription Services	Div Office Instr. Se	Publications-Magazines/Lo	\$35,280.65
P0090597	Oberlin College	Div Office Instr. Se	Library Books	\$25.00
P0090598	Matthew Bender Publisher	Div Office Instr. Se	Library Books	\$1,342.76
P0090599	Congressional Quarterly, Inc.	Div Office Instr. Se	Library Books	\$53.00
P0090600	Mass Press	EOPS CARE	Non-Instruct Supplies	\$59.48
P0090601	Graybar Electric	Information Technol	Non-Instruct Supplies	\$227.70
P0090602	PC Mall Gov Inc.	Art Department	Instructional Supplies/Lo	\$195.07
P0090603	Oriental Trading Company	Foster Care Ed 03-04	Instructional Supplies/Lo	\$103.89
P0090604	Executive Excellence	VP-SCA	Publications/ Periodicals	\$169.00
P0090605	Paramount Fitness Corporation	V.P. Academic Affairs	Repairs - Instructional	\$442.06
P0090606	Porta Phone Co.	V.P. Academic Affairs	Repairs - Instructional	\$70.85
P0090607	Guillory & Daughter's Upholstery	V.P. Academic Affairs	Repairs - Instructional	\$3,370.00
P0090608	Diversified Imaging Supply	Photography	Instructional Supplies/Lo	\$470.53
P0090609	Oddcast Inc.	First Year Exp Found	Non-Instruct Supplies	\$499.50
P0090610	Business & Legal Reports, Inc.	Faculty & Staff Dive	Non-Instruct Supplies	\$3,900.00

Administrative Services

P0090611	Mass Press	Counseling Office	Non-Instruct Supplies	\$59.48
P0090612	A-1 Office Plus Att: Rosa	DSPS	Instructional Supplies/Lo	\$50.34
P0090614	Goldenwest Lubricants	Machine Tool Technol	Instructional Supplies/Lo	\$238.60
P0090615	CCCSAA Citrus College	Student Affairs	Conferences Mgmt	\$150.00
P0090616	Datatel, Inc.	Information Technolo	Maintenance Contracts	\$30,013.66
P0090619	Maurice Kogon	SBDC CITD	Multi Media Advertising	\$299.00
P0090620	City of Hawthorne, South Bay	Inglewood One Stop	Building Rental	\$3,169.00
P0090621	Charles F. Turner	Fine Arts	Non-Instruct Supplies	\$500.00
P0090622	Charles F. Turner	Fine Arts	Non-Instruct Supplies	\$200.00
P0090623	William J. Georges	Fine Arts	Non-Instruct Supplies	\$200.00
P0090624	Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$200.00
P0090625	Kenneth W. Lefort	Fine Arts	Non-Instruct Supplies	\$90.00
P0090626	Armstrong Medical Industries	Physical Education	Instructional Supplies/Lo	\$1,981.00
P0090628	Mass Press	DSPS	Instructional Supplies/Lo	\$118.96
P0090629	Computerland of Silicon Valley	Staff Development	Non-Instruct Supplies	\$179.48
P0090630	PC Mall Gov Inc.	Math	New Equipment – Instruct.	\$894.32
P0090631	Crowne Plaza Hotel	Health Sciences	Fundraising	\$221.80
P0090632	Crowne Plaza Hotel	Health Sciences	Fundraising	\$332.70
P0090633	Discount Two-Way Radio	Ctr for Arts Product	Repairs Parts And Supplies	\$107.43
P0090634	Kevin M. O'Brien	Career & Tech Ed	Non-Instruct Supplies	\$1,968.41
P0090635	American Express Travel	CalWORKs	Conferences Other	\$216.60
P0090636	Alexis Estwick	Foster Care Ed 03-04	Instructional Supplies/Lo	\$131.44
P0090637	Ad Club	Community Advance	Multi Media Advertising	\$438.89
P0090638	CCPOA CA Crime Prevention	Parking-Student Perm	Dues And Memberships	\$30.00
P0090639	S & B Food Services	Counseling Office	Non-Instruct Supplies	\$942.25
P0090640	Alexis Estwick	Foster Care Ed 03-04	Instructional Supplies/Lo	\$304.26
P0090641	Jolene S. Combs	Humanities	Non-Instruct Supplies	\$117.89
P0090642	College Media Advisers, Mj-30	Humanities	Non-Instruct Supplies	\$150.00
P0090643	JACC Treasurer	Humanities	Non-Instruct Supplies	\$300.00
P0090644	Acp Membership	Humanities	Non-Instruct Supplies	\$139.00
P0090646	Roper Tree Surgeon	Operations	Noninstructional Supplies	\$14,800.00
P0090647	BAZAAR	Family Consumer	Publications-Magazines/Lo	\$7.50
P0090648	W Magazine	Family Consumer	Publications-Magazines/Lo	\$15.00
P0090649	California Apparel News	Family Consumer	Publications-Magazines/Lo	\$59.00
P0090650	Boise Cascade	Warehouse	Inventories, Stores, Prep	\$1,006.73

Administrative Services

P0090651	Mcmaster Carr	Air Conditioning	Instructional Supplies/Lo	\$154.71
P0090652	Ingelwood Bears Automotive	Fire Academy 06-07	Repairs - Instructional	\$224.39
P0090653	American Express Travel	Adv Aerospace Manuf	Travel And Conference Exp	\$337.20
P0090656	Xpedx	Copy Center	Indirect Supplies	\$15,027.90
P0090657	Xpedx	Copy Center	Indirect Supplies	\$4,775.73
P0090659	Scholastic Insurance Services	El Camino Language	Other	\$3,264.00
P0090660	Full Compass	Ctr for Arts Product	New Equipment-Instr. \$5k	\$1,830.00
P0090661	Paper Direct	El Camino Language	Printing	\$64.59
P0090662	New Readers Press	El Camino Language	Other Instr Supplies/Lott	\$200.34
P0090663	Ets / Institutional Toefl	El Camino Language	Other Instr Supplies/Lott	\$758.00
P0090664	Boise Cascade	Division Office Math	New Equipment – Instruc.	\$180.47
P0090665	Nextel Communications	Health, Safety	Telephone	\$62.97
P0090666	American Industrial Supply, Inc.	Plumbing Shop	Non-Instruct Supplies	\$638.12
P0090667	Boise Cascade	Purchasing and Busin	New Equipment – Noninstruc.	\$206.76
P0090668	Boise Cascade	Warehouse	Inventories, Stores, Prep	\$15,934.40
P0090669	Sandy De Mos	CDC	Dues And Memberships	\$250.00
P0090670	Bee Removers	Operations	Pest Control	\$445.00
P0090671	Calmet Services	Utilities	Waste Disposal	\$5,426.66
P0090672	Paul Hadobas	Fine Arts	Non-Instruct Supplies	\$100.00
P0090673	National Safety Council	Health, Safety	Dues And Memberships	\$440.00
P0090674	Computerland of Silicon Valley	Parking-Student Perm	Non-Instruct Supplies	\$779.96
P0090677	Website ASP Inc.	Information Technol	Maintenance Contracts	\$30,250.00
P0090679	Amatyc/SW Tennessee CC	Division Office Math	Conferences Mgmt	\$35.00
P0090680	Bob Lee's Automotive Center	Parking-Student Perm	Repairs Non Instr	\$396.47
P0090681	Affidia Systems	Information Technol	Maintenance Contracts	\$1,770.00
P0090682	Scantron Corporation	Information Technolo	Non-Instruct Supplies	\$1,746.35
P0090683	Unlimited Learning Resources	Ed & Community Devel	Non-Instruct Supplies	\$112.45
P0090684	CRM Learning	Ed & Community Devel	Non-Instruct Supplies	\$1,499.64
P0090685	Media Partners Corp.	Ed & Community Devel	Non-Instruct Supplies	\$23.50
P0090686	CRM Learning	Ed & Community Devel	Non-Instruct Supplies	\$1,167.57
P0090688	North Orange County Com	Community Advance	Conferences Mgmt	\$4,500.00
P0090691	Dell Marketing L. P.	Telecommunications	Other Services And Expense	\$2,497.88
P0090692	Real Volleyball	Physical Education	New Equipment – Instruc.	\$699.39
P0090693	Dreammaker Publishing	EOPS	Other Books	\$3,295.03
P0090694	El Camino Community College	Purchasing and Busin	Liability - Self Insurance	\$5,116.98

Administrative Services

P0090695	Hispanic Outlook in Higher Ed	Faculty & Staff Dive	Publications/ Periodicals	\$44.95
P0090696	Diverse	Faculty & Staff Dive	Publications/ Periodicals	\$40.00
P0090697	Jist Publishing.	CalWORKs	Non-Instruct Supplies	\$163.91
P0090700	PC Mall Gov Inc.	Technical Services	Repairs Parts And Supplies	\$3,547.92
P0090701	Printer Works, the	Technical Services	Repairs Parts And Supplies	\$1,294.62
P0090703	Mcm Electronics Parts	Technical Services	Repairs Parts And Supplies	\$885.04
P0090704	Mcmaster Carr	Technical Services	Repairs Parts And Supplies	\$1,043.28
P0090706	Commercial News USA	Community Advance	Multi Media Advertising	\$1,095.00
P0090707	Dell Computer Corp Ed	Community Advance	Non-Instruct Supplies	\$159.07
P0090709	Richard C. Hughes	CACT - Quick Start P	Non-Instruct Supplies	\$580.88
P0090710	David A. Nordel	Student Affairs	ASB Exp.	\$175.96
P0090711	Datatel, Inc.	Information Technolo	Computer Software Account	\$11,300.00
P0090712	Datatel, Inc.	Information Technolo	Maintenance Contracts	\$5,061.00
P0090713	Vermed Medical	Wellness Center	Instructional Supplies/Lo	\$441.67
* P0090714	Kern County Superintendent	Administration	PSA Contract Services	\$27,406.90
P0090716	Sea Clear Pools, Inc.	Operations	Maintenance Contracts	\$6,796.48
P0090717	Amazon.Com Corporate Credit	Career Center	Other Books	\$47.33
P0090718	Fisher Scientific	Physics	Instructional Supplies/Lo	\$101.97
P0090719	Sargent-Welch Scientific	Physics	Instructional Supplies/Lo	\$380.98
P0090720	Frey Scientific	Physics	Instructional Supplies/Lo	\$114.25
P0090721	American Express Travel	Community Advance	Transportation/ Mileage	\$321.80
P0090722	Pacific Supply	Carpenter Shop	Non-Instruct Supplies	\$327.03
P0090723	Pyro-Comm Systems, Inc.	Facilities/Planning	Repairs Noninstructional	\$298.41
P0090725	Ronald W. Way	Career & Tech Ed	Non-Instruct Supplies	\$82.90
P0090726	New York Food	Community Advance	Conferences Mgmt	\$653.02
P0090727	Johnstone Supply	VATEA I&T	Instructional Supplies/Lo	\$303.90
P0090728	National Student Clearinghouse	Institutional Resear	Maintenance Contracts	\$1,236.60
P0090729	American Express Travel	Community Advance	Transportation/ Mileage	\$228.16
P0090730	Southland Lumber	Ctr for Arts Product	Non-Instruct Supplies	\$1,041.35
P0090731	LCC 3 Construction Services	Purchasing and Busin	Excess Insurance	\$1,500.00
P0090732	Rose Brand	Ctr for Arts Product	Non-Instruct Supplies	\$925.33
P0090733	Cal Western Paint	Ctr for Arts Product	Non-Instruct Supplies	\$421.51
P0090734	Wired Accessories, Inc.	Parking-Student Perm	New Equipment – Noninstruc.	\$61.62
P0090735	Grainger	Ctr for Arts Product	Non-Instruct Supplies	\$254.56
P0090736	Grizzly Industrial	Ctr for Arts Product	Non-Instruct Supplies	\$215.44

* Item pulled and no substitutions were made.

Administrative Services

P0090737	Mark Hullibarger	Ctr for Arts Product	Repairs Parts And Supplies	\$305.00
P0090738	Thomson West	VP-SCA	Publications/ Periodicals	\$254.00
P0090741	Enterprise Rentals	Earth Sciences	Transportation	\$173.16
P0090745	NAFSA: Association of Intl. Ed	El Camino Language	Dues And Memberships	\$325.00
P0090752	Costco Wholesale Membership	Artes de El Camino	Dues And Memberships	\$90.00
P0090753	Daily Saw Service, Inc.	Copy Center	Repairs - Instructional	\$18.40
P0090754	Bob Lee's Automotive Center	Parking-Student Perm	Repairs Non Instr	\$793.34
P0090757	Xcel Mechanical Systems, Inc.	Facilities/Planning	Repairs Noninstructional	\$2,509.00
P0090759	Cars Muffler Service	Facilities/Planning	Repairs Noninstructional	\$647.32
P0090762	Pacific Coachways	Counseling Office	Non-Instruct Supplies	\$300.00
P0090763	Pacific Coachways	Counseling Office	Non-Instruct Supplies	\$510.00
P0090764	Beck's Inc.	Grounds	Non-Instruct Supplies	\$487.13
P0090766	Card Integrators	District Photo Id Ca	Non-Instruct Supplies	\$4,179.38
P0090768	Image Works	Parking-Student Perm	Maintenance Contracts	\$273.00
P0090771	Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$1,500.00
P0090773	Matt McKenzie	Fine Arts	Non-Instruct Supplies	\$300.00
P0090774	Mary Trahey	Fine Arts	Non-Instruct Supplies	\$500.00
P0090776	Little Company of Mary Health	Parking-Student Perm	Other Services And Expense	\$41.00
P0090778	Skyline Displays of Los Angeles	Community Advance	Repairs Noninstructional	\$177.37
P0090779	Mack Camera	Community Advance	Repairs Noninstructional	\$10.00
P0090780	William J. Georges	Fine Arts	Non-Instruct Supplies	\$300.00
P0090781	Dawn C. Huntoon	Fine Arts	Non-Instruct Supplies	\$800.00
P0090782	Kenneth W. Lefort	Fine Arts	Non-Instruct Supplies	\$100.00
Total :	376	\$936,090.07		
B0090060	Xerox Corporation	Financial Aid	Copiers	\$262.81
B0090115	Empire Cleaning Supp	Operations	Non-Instruct Supplies	\$54,287.59
B0090530	Barnes & Nobles	Llbrary	Library Books	\$5,000.00
B0090654	Keenan & Associates	Institutional Service	Legal	\$40,000.00
B0097282	Total Recall	DSPS	Contract Services	\$6,000.00
B0097358	Delores Storey	Foster Care Ed 03-04	PSA Contract Services	\$296.00
B0097359	Gayle R. Gordon	KEPS	PSA Contract Services	\$1,887.00
B0097360	Sharonda Barksdale	KEPS	PSA Contract Services	\$1,887.00
B0097361	Russell Arnold	Foster Care Ed 03-04	PSA Contract Services	\$296.00
B0097362	Robbie Odom	Foster Care Ed 03-04	PSA Contract Services	\$740.00
B0097363	Gayle R. Gordon	Foster Care Ed 03-04	PSA Contract Services	\$1,036.00

Administrative Services

B0097364	Sharonda Barksdale	Foster Care Ed 03-04	PSA Contract Services	\$962.00
B0097365	Tawanna Smith	Foster Care Ed 03-04	PSA Contract Services	\$370.00
B0097367	Estwick & Associates	KEPS	Contract Services	\$3,675.00
B0097372	Schwalm & Associates	Facilities/Planning	Repairs Noninstructional	\$9,000.00
B0097381	Renee Rojas	KEPS	PSA Contract Services	\$1,632.00
B0097382	Larthis Dunham	Foster Care Ed 03-04	PSA Contract Services	\$148.00
B0097383	Turid Mushrush	Foster Care Ed 03-04	PSA Contract Services	\$296.00
B0097384	Turid Mushrush	KEPS	PSA Contract Services	\$1,428.00
B0097385	Jennifer Richardson	Adv Aerospace Manuf	PSA Contract Services	\$6,000.00
B0097386	Scott P. Schaffer	Adv Aerospace Manuf	PSA Contract Services	\$6,000.00
B0097409	South Bay Heating	Community Advance	New Equipment - Noninstru	\$11,400.00
B0097415	E.C.C. Public Inform	Bookstore	Reproduction - Noninstruc	\$1,000.00
B0097416	Mark Hullibarger	Music	Maintenance Contracts	\$4,080.00
B0097417	S & B Food Services	Careers in Child Car	Conferences Faculty	\$500.00
B0097418	E.C.C. Public Inform	Careers in Child Car	Instructional Supplies/Lo	\$250.00
B0097419	E.C.C.C.D. Bookstore	Careers in Child Car	Other Books	\$1,000.00
B0097420	ECCD Petty Cash	Careers in Child Car	Instructional Supplies/Lo	\$1,000.00
B0097421	Dieterich-Post Compa	Architectural Techno	Instructional Supplies/Lo	\$1,500.00
B0097422	ECCD Petty Cash	Architectural Techno	Instructional Supplies/Lo	\$300.00
B0097423	ECCD Petty Cash	Family Consumer Stud	Instructional Supplies/Lo	\$300.00
B0097424	E.C.C. Public Inform	VP-SCA	Non-Instruct Supplies	\$1,000.00
B0097425	ECCD Petty Cash	SBDC COCCC	Conferences Mgmt	\$200.00
B0097426	Vector Resources, In	Parking-Student Perm	Maintenance Contracts	\$5,500.00
B0097427	H & C Disposal	Community Advance	Waste Disposal	\$1,100.00
B0097428	Konica Minolta Busin	Family Consumer Stud	Maintenance Contracts	\$381.00
B0097429	U.S. Healthworks	Human Resources	Other Services And Expense	\$3,000.00
B0097430	E.C.C. Public Inform	Ctr for Arts Promo	Multi Media Advertising	\$1,000.00
B0097431	Gunther Athletic Ser	Health Sciences	Fundraising	\$1,000.00
B0097432	ECCD Petty Cash	Rad Tech	Instructional Supplies/Lo	\$600.00
B0097434	Inglewood Today Maga	Public Information	Multi Media Advertising	\$10,000.00
B0097435	Diversified Publicat	(STCW) Standards	Multi Media Advertising	\$1,500.00
B0097436	E.C.C. Public Inform	Health Sciences	Fundraising	\$200.00
B0097437	NPA	Public Information	Printing	\$2,400.00
B0097438	NPA	Public Information	Printing	\$30,000.00

Administrative Services

B0097439	Grainger Industrial	(STCW) Standards	Non-Instruct Supplies	\$250.00
B0097440	ECCD Petty Cash	Victorville Office	Non-Instruct Supplies	\$200.00
B0097441	American Nautical Se	(STCW) Standards	Other Books	\$5,500.00
B0097442	E.C.C. Public Inform	Student Affairs	ASB Exp.	\$500.00
B0097443	E.C.C. Public Inform	Student Affairs	ASB Exp.	\$100.00
B0097444	Thomson Learning	WPLRC PIC Aerospace	Other Books	\$3,000.00
B0097445	E.C.C.C.D. Bookstore	Psychology	Other Books	\$140.00
B0097446	Duane G. Miller	Fire Tech Donations	PSA Contract Services	\$1,000.00
B0097447	Maureen Thomas	WPLRC - ETP	PSA Contract Services	\$10,000.00
B0097448	Martin J. Mechsner	Adv Aerospace Manuf	PSA Contract Services	\$24,000.00
B0097449	Marine News	(STCW) Standards for	Multi Media Advertising	\$1,500.00
B0097450	Safe Navigation	(STCW) Standards	Other Books	\$1,000.00
B0097451	Flavio's Auto Repair	EOPS CARE	Transportation Repair Vou	\$8,000.00
B0097452	Torrance Memorial Ho	EOPS CARE	Contract Services	\$500.00
B0097453	ECCD Petty Cash	EOPS CARE	Non-Instruct Supplies	\$500.00
B0097454	L.A.C.M.T.A.	EOPS CARE	Bus Passes & Food Vouch	\$12,000.00
B0097455	SVM, Ip	EOPS CARE	Transportation Repair Vou	\$14,100.00
B0097456	S & B Food Services	EOPS CARE	Bus Passes & Food Vouch	\$33,000.00
B0097457	Xpedx Paper & Graphi	Ctr for Arts Promo	Non-Instruct Supplies	\$500.00
B0097458	Burmax	Cosmetology	Instructional Supplies/Lo	\$1,000.00
B0097459	Ca Botana	Cosmetology	Instructional Supplies/Lo	\$300.00
B0097460	Dermal Institute	Cosmetology	Instructional Supplies/Lo	\$1,000.00
B0097461	Essential Salon Serv.	Cosmetology	Instructional Supplies/Lo	\$500.00
B0097462	Euro - California	Cosmetology	Instructional Supplies/Lo	\$900.00
B0097463	Gabel's Cosmetics	Cosmetology	Instructional Supplies/Lo	\$1,000.00
B0097464	Jazz-Z Beauty Produc	Cosmetology	Instructional Supplies/Lo	\$1,000.00
B0097465	Maly's	Cosmetology	Instructional Supplies/Lo	\$2,000.00
B0097466	Marianna West	Cosmetology	Instructional Supplies/Lo	\$2,000.00
B0097467	Sebastian Internatio	Cosmetology	Instructional Supplies/Lo	\$1,000.00
B0097468	Am San West	Cosmetology	Instructional Supplies/Lo	\$500.00
B0097469	ECCD Petty Cash	Cosmetology	Instructional Supplies/Lo	\$500.00
B0097470	Southland Lumber	Construction Technol	Instructional Supplies/Lo	\$3,900.00
B0097471	E.C.C. Public Inform	Institutional Resear	Non-Instruct Supplies	\$500.00
B0097472	Bank of America	Information Technolo	Non-Instruct Supplies	\$3,000.00
B0097473	Rubina Sarian	Community Advance	PSA Contract Services	\$15,500.00

Administrative Services

B0097474	Crenshaw Wholesale	Construction Technol	Instructional Supplies/Lo \$1,200.00
B0097475	Anderson Saw Company	Construction Technol	Repairs - Instructional \$900.00
B0097476	Mcmaster Carr	Construction Technol	Repairs Parts And Supplies\$500.00
B0097477	Craft Supplies U.S.A	Construction Technol	Repairs Parts And Supplies\$900.00
B0097478	Western Tool Supply	Construction Technol	Repairs Parts And Supplies\$900.00
B0097479	Strata Forest Produc	Construction Technol	Instructional Supplies/Lo \$5,000.00
B0097480	Anderson Saw Company	Construction Technol	Instructional Supplies/Lo \$500.00
B0097481	Craft Supplies U.S.A	Construction Technol	Instructional Supplies/Lo \$800.00
B0097482	Forest Plywood	Construction Technol	Instructional Supplies/Lo \$800.00
B0097483	Louis & Company	Construction Technol	Instructional Supplies/Lo \$700.00
B0097484	ECCD Petty Cash	Construction Technol	Instructional Supplies/Lo \$200.00
B0097485	Rockler	Construction Technol	Instructional Supplies/Lo \$700.00
B0097486	Woods Ace Hardware	Construction Technol	Instructional Supplies/Lo \$300.00
B0097487	Western Tool Supply	Construction Technol	Instructional Supplies/Lo \$500.00
B0097488	Electronics School	Electronics	Instructional Supplies/Lo \$400.00
B0097489	Genesis Computer Sys	Electronics	Instructional Supplies/Lo \$1,500.00
B0097490	Lovelady Hardware	Electronics	Instructional Supplies/Lo \$300.00
B0097491	Torrance Electronics	Electronics	Instructional Supplies/Lo \$500.00
B0097492	ECCD Petty Cash	Electronics	Instructional Supplies/Lo \$500.00
B0097493	Electronics School	Electronics	Repairs Parts And Supplies\$300.00
B0097494	Torrance Electronics	Electronics	Repairs Parts And Supplies\$300.00
B0097495	ECCD Petty Cash	Electronics	Repairs Parts And Supplies\$200.00
B0097496	Action Sales & Metal	Welding	Instructional Supplies/Lo \$3,000.00
B0097497	Airgas	Welding	Instructional Supplies/Lo \$4,000.00
B0097498	American Torch Tip	Welding	Instructional Supplies/Lo \$200.00
B0097499	Mcmaster Carr	Welding	Instructional Supplies/Lo \$1,500.00
B0097500	Metalco Steel Co.	Welding	Instructional Supplies/Lo \$1,000.00
B0097501	M & K Metal Co.	Welding	Instructional Supplies/Lo \$2,000.00
B0097502	Msc Industrial Suppl	Welding	Instructional Supplies/Lo \$350.00
B0097503	Newark Electronics	Welding	Instructional Supplies/Lo \$300.00
B0097504	Sims Welding Supply	Welding	Instructional Supplies/Lo \$5,000.00
B0097505	ECCD Petty Cash	Welding	Instructional Supplies/Lo \$250.00
B0097506	Capital Wholesale Li	Welding	Repairs Parts And Supplies\$450.00
B0097507	Johnstone Supply	Welding	Repairs Parts And Supplies\$450.00
B0097508	Vecchiarelli Brother	Family Consumer	Instructional Supplies/Lo \$1,000.00

Administrative Services

B0097509	Vecchiarelli Brother	Family Consumer	Repairs - Instructional	\$1,000.00
B0097510	S & B Food Services	Title V ECC/SMC Acti	Non-Instruct Supplies	\$1,500.00
B0097511	Dowden Associates	Title V ECC/SMC Mgmt	Contract Services	\$27,900.00
B0097512	E.C.C. Public Inform	Women in Ind. & Tech	Non-Instruct Supplies	\$400.00
B0097513	E.C.C. Public Inform	(STCW) Standards for	Reproduction - Noninstruc	\$2,000.00
B0097514	Crenshaw Lumber	Construction Technol	Instructional Supplies/Lo	\$1,500.00
B0097515	Bank of America	Technical Services	Repairs Parts And Supplies	\$500.00
B0097516	Solutions Safety Ser	Fire Academy 06-07	Repairs - Instructional	\$200.00
B0097517	ECCD Petty Cash	Fire Academy 06-07	Non-Instruct Supplies	\$700.00
B0097518	ECCD Petty Cash	Fire Academy 06-07	Instructional Supplies/Lo	\$600.00
B0097519	E.C.C. Public Inform	Health Services	Copiers	\$1,500.00
B0097520	W.W. Grainger, Inc.	Fire Academy 06-07	Instructional Supplies/Lo	\$500.00
B0097521	Southland Lumber	Fire Academy 06-07	Instructional Supplies/Lo	\$1,500.00
B0097522	Sparkle Sanitary Sup	Fire Academy 06-07	Instructional Supplies/Lo	\$500.00
B0097523	Burton's Saw Sharpen	Fire Academy 06-07	Repairs - Instructional	\$1,000.00
B0097524	Failsafe Testing	Fire Academy 06-07	Repairs - Instructional	\$1,500.00
B0097525	E.C.C.C.D. Center	Discovery Series	Contract Services	\$32,000.00
B0097526	McConkey Company	Horticulture	Instructional Supplies/Lo	\$500.00
B0097527	Office Max A Boise	Health Sciences	Fundraising	\$5,000.00
B0097528	ECCD Petty Cash	KEPS	Instructional Supplies/Lo	\$500.00
B0097530	Midas Auto Repair	Campus Police Depart	Repairs Noninstructional	\$3,000.00
B0097531	E.C.C. Public Inform	Earth Sciences	Instructional Supplies/Lo	\$170.00
B0097532	Electric Car Sales a	Campus Police Depart	Repairs Noninstructional	\$500.00
B0097533	Norman A. Traub Asso	Institutional Service	Legal	\$5,000.00
B0097534	Applied Industrial T	HVAC Shop	Non-Instruct Supplies	\$4,500.00
B0097535	The Training Source	WPLRC - ETP	Contract Services	\$15,000.00
B0097536	Expert Resource	Cact CA Employee Tra	Contract Services	\$3,900.00
B0097537	R.U.H.S. Girls Baske	Public Information	Multi Media Advertising	\$1,000.00
B0097538	Santa Monica College	Santa Monica College	Contract Services	\$275,000.00
B0097539	Kirk's Diesel	Fire Academy 06-07	Repairs - Instructional	\$1,500.00
B0097540	SOCAL Air, Inc.	Fire Academy 06-07	Repairs - Instructional	\$1,000.00
B0097541	E.C.C. Public Inform	VP-SCA	In-Service Training	\$1,490.83
B0097542	Mid City Mailing Ser	Contract Education	Contract Services	\$10,000.00
B0097543	Sidedoor Studio, The	Contract Education	Contract Services	\$6,300.00
B0097544	ECCD Petty Cash	Counseling Office	Non-Instruct Supplies	\$500.00

Administrative Services

B0097545	Southland Lumber	Construction Technol	Instructional Supplies/Lo	\$3,100.00
B0097547	Computerland	Information Technolo	Maintenance Contracts	\$21,476.25
B0097549	E.C.C.C.D. Center	Ctr for Arts Instr/A	Contract Services	\$110,000.00
B0097550	E.C.C. Public Inform	Staff Development	Non-Instruct Supplies	\$200.00
B0097551	Advanced Electric Ve	Automotive Shop	Non-Instruct Supplies	\$1,000.00
B0097552	ECCD Petty Cash	CDC	Instructional Supplies/Lo	\$500.00
B0097553	Yale Chase Materials	Automotive Shop	Non-Instruct Supplies	\$1,000.00
B0097555	Tushuna Holmes	Community Advance	PSA Contract Services	\$10,000.00
B0097556	Pacific Coachways	Health Sciences	Fundraising	\$4,000.00
B0097557	Medical Processor Se	Rad Tech	Maintenance Contracts	\$2,400.00
B0097559	ECCD Petty Cash	WPLRC Terminal Island	Non-Instruct Supplies	\$200.00
B0097560	E.C.C. Public Inform	WPLRC Technical Inst	Reproduction - Noninstruc	\$750.00
B0097561	ECCD Petty Cash	WPLRC - Victorville	Non-Instruct Supplies	\$200.00
B0097562	City of Hawthorne	Inglewood One Stop	Building Rental	\$15,845.00
B0097563	Melanie Sharp	Community Advance	PSA Contract Services	\$10,000.00
B0097565	ECCD Petty Cash	Division Office Math	Instructional Supplies/Lo	\$250.00
B0097566	S & B Food Services	Human Resources	Other Services And Expense	\$1,000.00
B0097567	Los Angeles Conserv	Life Sciences	Contract Services	\$350.00
B0097568	ECCD Petty Cash	(STCW) Standards	Conferences Mgmt	\$150.00
B0097589	1099 Pro., Inc.	Fiscal Services	Contract Services	\$28,447.44
B0099026	LPA Architects	Library Addition-Cap	Architecture & Engineering	\$85,936.94
Total:	171	\$1,114,670.86		
Total POs and BPOs:	547		TOTAL:	\$2,050,760.93

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

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Administrative Services – Measure E Bond Fund

**A. CITIZENS’ BOND OVERSIGHT COMMITTEE MEETING CALENDAR
2006-2007**

Meetings will be held in the Boardroom at 3:00 PM on the following dates

- November 15, 2006
- January 24, 2007
- March 14, 2007
- May 23, 2007

B. CATEGORY BUDGETS AND BALANCES

The following table reports Measure E expenditures and commitments through September, 2006.

GENERAL OBLIGATION BOND FUND CATEGORIES AND PROJECTS

CATEGORY	BUDGET EXPENDED COMMITTED 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	258,369	425,404	5,401,123
Business Building Replacement (0205)	10,926,189	139,877		10,786,312
Central Plant (0206)	10,198,000	390,612	17,170	9,790,218
Child Development Center Phase 2 (0207)	2,525,000	30,573		2,494,427
Crenshaw Blvd. Frontage Enhancement (0208)	700,000	13,418		686,582
Fire Academy Structure (0209)	791,375	20,080	8,660	762,635
Fire Program Facility (0210)	123,000	1,656		121,344
Humanities Complex Replacement (0212)	30,896,287	7,357,764	18,856,023	4,682,500

Administrative Services – Measure E Bond Fund

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Learning Resource Center Addition (0213)	7,100,000	168,596	550,000	6,381,404
Manhattan Bch Blvd. Parking Structure & Entrance (0214)	216,232	812		215,420
Remodeling Phase One-Three (0215-0217)	8,873,500	525,085	115,627	8,232,787
Science Complex Renovation (0219)	6,721,738	6,476,780	196,741	48,217
Signage and Wayfinding (0224)	2,600,000	79,455	2,127	2,518,418
Student Services and Activities Replacement (0220)	31,928,118	912,981	1,872,609	29,142,528
Temporary Space and Relocation Costs (0221)	3,469,200	2,765,063	330,871	373,266
Master Planning (0223)		191,701	2,982,694	(3,174,395)
Reserve for Contingencies (0299)	<u>30,470,648</u>	<u>0</u>	<u>0</u>	<u>30,470,648</u>
Total Additional Classrooms and Modernization	<u>175,871,183</u>	<u>20,331,593</u>	<u>25,357,927</u>	<u>130,181,663</u>

Campus Site Improvements: Accessibility, Safety / Security (CSI)

Asphalt Resurfacing - All Lots (0301)	400,000	14,975		385,025
Emergency Generators and Distribution (0302)	2,005,000	113,266	-	1,891,734
Emergency Power to Security Lighting (0303)	175,000	3,468		171,532
Entrance - Redondo Beach Blvd. to Lot H (0304)	400,000	4,500	14,763	380,737
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	48,358		2,391,642
Lot F Parking Structure Improvements (0309)	1,632,000	32,732		1,599,268
Lot H Parking Structure (0310)	8,348,666	963,827	133,925	7,250,914

Administrative Services – Measure E Bond Fund

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Paving Replacement - All Walks and Driveways (0311)	2,187,000	30,424	-	2,156,576
Pedestrian Walks at Manhattan Bch Blvd. & 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	108,004		1,837,177
Reserve for Contingencies (0399)	<u>1,757,784</u>	<u>0</u>	<u>0</u>	<u>1,757,784</u>
Total Campus Site Improvements: Accessibility, Safety / Security	<u>24,467,231</u>	<u>1,373,351</u>	<u>148,688</u>	<u>22,945,193</u>

Energy Efficiency Improvements (EEI)

Energy Efficiency Improvements Phase Two (0402)	2,818,000	76,865	980,012	1,761,123
Reserve for Contingencies (0499)	<u>215,653</u>	<u>0</u>	<u>0</u>	<u>215,653</u>
Total Energy Efficiency Improvements	<u>3,033,653</u>	<u>76,865</u>	<u>980,012</u>	<u>1,976,776</u>

Health and Safety Improvements (HSI)

Administration (0501)	4,367,732	96,859		4,270,873
Art & Behavioral Sciences (0502)	12,247,136	292,552		11,954,584
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)	2,440,800	98,531		2,342,269
Facilities and Receiving (0510)	1,985,416	144,596		1,840,820
Fire Alarm (0511)	780,800	274,435	4,696	501,669
Firelines (0512)	1,637,503	111,283		1,526,220

Administrative Services – Measure E Bond Fund

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Hazardous Materials Abatement (0513)	200,000	76,807	32,984	90,209
Library (0515)	7,876,509	422,974	3,295	7,450,240
Marsee Auditorium (0516)	6,670,843	139,692		6,531,151
Math & Computer Sciences (0517)	10,761,643	195,644		10,565,999
Music (0518)	8,896,846	227,342		8,669,504
Natural Gas System (0519)	488,000	11,562		476,438
North Gymnasium (0520)	3,248,993	257,277		2,991,716
Physical Education and Men's Shower (0521)	4,216,871	67,627		4,149,244
Planetarium (0522)	559,465	12,921		546,544
Pool and Health Center (0523)	8,273,592	327,034	937	7,945,621
Primary Electrical Distribution System (0524)	13,060,000	3,132,233	1,883,797	8,043,969
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	46,233		1,917,967
Social Sciences (0528)	7,415,520	160,312	189	7,255,019
Storm Drain System (0530)	1,083,909	25,558		1,058,351
Technical Arts (0531)	5,600,000	353,482		5,246,518
Shops (0533)	10,600,000	213,338		10,386,662
Reserve for Contingencies (0599)	<u>8,337,328</u>	<u>0</u>	<u>0</u>	<u>8,337,328</u>
Total Health and Safety Improvements	<u>134,755,489</u>	<u>8,412,899</u>	<u>1,925,899</u>	<u>124,416,691</u>

Information Technology and Equipment (ITE)

Behavioral and Social Sciences (0601)	654,077	55,840	27,054	571,184
Business (0602)	1,143,650	438,401	-	705,249
Facilities Planning and Services (0603)	1,925,724	304,195	11,664	1,609,865
Fine Arts (0604)	2,879,046	328,212		2,550,834
Health Sciences and Athletics (0605)	1,267,690	202,052		1,065,638

Administrative Services – Measure E Bond Fund

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Humanities (0606)	625,978	168,479		457,500
Industry and Technology (0607)	1,771,641	422,712		1,348,929
Information Technology (0608)	14,557,510	1,776,846		12,780,664
Learning Resources (0609)	4,940,775	260,085	325	4,680,365
Math (0610)	723,061	165,284	56,222	501,555
Natural Sciences (0611)	3,063,431	600,387	26,214	2,436,830
Nursing (0612)	252,651	116,478		136,173
Student and Community Advancement (0613)	645,925	217,394	853	427,678
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	349		4,463,845
Reserve for Contingencies (0699)	<u>3,746,018</u>	<u>0</u>	<u>0</u>	<u>3,746,018</u>
Total Information Technology and Equipment	<u>55,567,921</u>	<u>5,197,863</u>	<u>122,332</u>	<u>50,247,726</u>
<u>Physical Education Facilities Improvements (PEFI)</u>				
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)	<u>121,349</u>	<u>0</u>	<u>0</u>	<u>121,349</u>
Total Physical Education Facilities	<u>1,707,049</u>	<u>-</u>	<u>-</u>	<u>1,707,049</u>
Refunding Income	<u>5,980,713</u>	<u>0</u>	<u>0</u>	<u>5,980,713</u>
TOTAL	<u>401,383,239</u>	<u>35,392,571</u>	<u>28,534,857</u>	<u>337,455,811</u>

Administrative Services – Measure E Bond Fund

C. PURCHASE ORDERS (PO) AND BLANKET PURCHASE ORDERS (BPO)

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

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
P0099035	American Rent a Fence Co.	Primary Electric Distribution	Equipment Rental	\$65.00
P0099036	Los Angeles County Public	Lot H - Parking Structure	Architecture & Engineering	\$6,693.43
P0099037	California Community Colleges	Learning Resource	Architecture & Engineering	\$15,850.00
P0099039	CDW Computer Centers, Inc.	Temporary Space/Relocation	Group I Equipment	\$5,791.38
P0099041	American Rent a Fence Co.	Central Plant	Equipment Rental	\$200.00
P0099042	TMP Services, Inc	Central Plant	Buildings	\$2,369.01
P0099043	ASI-Modulex	Temporary Space/Relocation	Buildings	\$2,815.72
P0099044	Discount Two-Way Radio	Facilities Planning	New Equipment-Noninstructional	\$11,663.94
P0099047	Southern California Edison	Lot H - Parking Structure	Site Improvements	\$63,331.00
B0099030	Degenkolb Engineers	Fire Academy Structure	Architecture & Engineering	\$15,000.00
B0099033	Archie Ivy, Inc.	Paving Replacement	Site Improvements	\$13,362.00

Administrative Services – Measure E Bond Fund

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
B0099034	Portable Storage	Temporary Space/Relocation	Equipment Rental	\$5,880.00
B0099038	LCC 3 Construction S	Master Planning	Testing & Inspection	\$210,000.00
B0099040	Maas Companies, LLC	Humanities Complex	Professional Services-Bond	\$86,128.13
<i>PO/BPO TOTAL:</i>		14	<i>TOTAL:</i>	\$439,149.61

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

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Administrative Services – Human Resources

A. EMPLOYMENT AND PERSONNEL

It is recommended that the Board ratify/approve the employment and personnel changes for certificated, classified, special service professionals and temporary classified service employees as shown in items 1-47 and 1-35.

Certificated Personnel:

1. Deceased – Mr. Weldon Vedder, full-time instructor of Mathematics, effective September 26, 2006.
2. Retirement – Mr. Dan Heitmann, full-time instructor of Management, Business, first day of retirement effective January 13, 2006, and that a plaque be prepared and presented to him in recognition of his service to the District since 1976.
3. Pre-Retirement – Ms. Cheryl Beverly, full-time, 12 month Counselor, Counseling, working 100% July 1, 2006 through January 31, 2007 and 0% from February 1 through June 30, 2007, in accordance with the Agreement, Article XVIII, Section 2(c).
4. Employment – Ms. Deborah Aitken, full-time/temporary instructor of Music, Fine Arts, Class II, Step 8, Academic Salary Schedule, effective August 26 through December 15, 2006.
5. Employment – Ms. Thu-Hang Hoang, full-time/temporary instructor of Mathematics, Class II, Step 8, effective September 26 through December 15, 2006.
6. Employment – Ms. Patricia Beitel, full-time/temporary instructor of Nursing, Health Sciences & Athletics, Class II, Step 4, effective August 28 through December 30, 2006.
7. Employment – Mr. Dana Bisignano, full-time/temporary instructor of Music, Fine Arts, Class II, Step 6, Academic Salary Schedule, effective August 26 through December 15, 2006.
8. Employment – Ms. Essence Wilson, full-time/temporary instructor of Nursing, Health Sciences & Athletics, Class I, Step 4, effective August 28 through December 30, 2006.

Administrative Services – Human Resources

9. Change in Salary – Dr. Jenny Simon, full-time instructor of English as a Second Language (ESL), Humanities, from Class IV, Step 6 to Class V, Step 6, for attaining her Doctorate, effective October 21, 2006.
10. Change in Salary – Ms. Vivian Nemi, full-time instructor of Cosmetology, from Class I, Step 7 to Class II, Step 7, for attaining her Masters, effective October 21, 2006.
11. Leave of Absence (31.67% - medical) – Dr. Robert Daily, full-time instructor of Accounting, Business, effective August 28 through December 15, 2006.
12. Leave of Absence (personal, unpaid) – Ms. Karen Forney, full-time instructor of English, Humanities, effective August 26 through December 15, 2006.
13. Leave of Absence (FMLA, paid, 25.83%) – Ms. Kathy Morgan, full-time instructor of Nursing, Health Sciences & Athletics, effective August 28 through December 30, 2006.
14. Change in Assignment – Ms. Kathryn Holmes, full-time instructor and Learning Disability Specialist, to work 50% as Faculty Coordinator of Disabled Student's Programs & Services (DSPS) at Compton Educational Center, effective October 17 through December 22, 2006.
15. Change in Assignment – Mr. Tom Hazell, full-time instructor of Health Sciences & Athletics, to work 50% as Faculty Coordinator, Athletics at Compton Educational Center, effective August 26 through December 15, 2006.
16. Change in Assignment – Dr. Thomas Jackson, Associate Dean, Industry & Technology, to work as Interim Dean of Instruction for Compton Educational Center, Range 16, Step 3, effective September 11, 2006 through June 30, 2007.
17. Special Assignment – Dr. Linda Arroyo, full-time Counselor, Counseling, to work as co-chair of the Accreditation Self Study coordinating standard committee meetings, overseeing progress, assisting with general editing, coordinating reports and other evidence into subsections of the accreditation standards in preparation for the site visit, to be paid \$55.65 an hour for 6 hours per week, not to exceed 192 hours or \$10,685, effective August 24, 2006 through June 30, 2007, in accordance with the Agreement Article X, Section 14 (c).
18. Special Assignment - Mr. Kenneth Key, full-time Counselor, Counseling, to receive retroactive pay for performing assessments, evaluations, preparation and

Administrative Services – Human Resources

follow up to prepare potential students for nursing program eligibility for the Mt. SAC/LA County contract through the Workplace Learning Resource Center in Community Advancement, to be paid \$50.09 an hour for 64 hours and \$51.69 for .5 hour, for a total of \$3,342, effective September 4, 2004 through February 7, 2005, in accordance with Article X, Section 14(c), Appendix D-3. Retroactive pay has been verified through payroll that this assignment had not been paid. Time sheets were not submitted at the time the work was performed.

19. Special Assignment – Ms. Lynn Fielding, part-time instructor of Geology, Natural Sciences, to work in the lab of the Welding Department, to be paid \$27.83 an hour, not to exceed 118 hours or \$3,300, effective October 17 through December 15, 2006, in accordance with the Agreement, Article X, Section 9(m).
20. Special Assignment – Mr. Thomas Fonte, full-time instructor of Humanities to administer Credit-by-Examination, to be paid \$55.65 an hour, not to exceed 20 hours or \$1,113, effective October 17 through June 30, 2007, in accordance with the Agreement, Article X, Section 7(c).
21. Special Assignment – The following part-time instructors of Humanities to administer Credit-by-Examination, to be paid \$55.65 an hour, not to exceed 6 hours or \$334 each, effective October 17 through December 15, 2006, in accordance with the Agreement, Article X, Section 7(c).

Yuki Minekawa

Nina Yoshida

22. Special Assignment – The following part-time instructors of English as a Second Language (ESL), Humanities, to perform ESL assessments, to be paid \$41.74 an hour, not to exceed a total of 8 hours or \$334, effective October 16, 2006 through June 30, 2007, in accordance with the Agreement, Article X, Section 9(m).

Paul Freeborn
Greta Hendricks

Loretta Klonecky
Jelena Savina

23. Special Assignment – Mr. Carlos Largaespada, part-time instructor of English as a Second Language (ESL) at Compton Educational Center, to perform ESL assessments at El Camino College, to be paid \$41.74 an hour, not to exceed a total of 8 hours or \$334, effective October 16, 2006 through June 30, 2007, in accordance with the Agreement, Article X, Section 9(m).
24. Special Assignment – Dr. Patricia Maki, part-time instructor of Music, Fine Arts, to serve as Fine Arts Applied Music Coordinator, to be paid \$55.65 an hour, not to

Administrative Services – Human Resources

exceed 128 hours or \$7,123, effective August 26 through December 15, 2006, in accordance with the Agreement, Article X, Section 9(m).

25. Special Assignment – Dr. Emily Rader, full-time instructor of History, Behavioral & Social Sciences, to coordinate special events for the Teacher Education Program (TEP), to be paid \$55.65 an hour, not to exceed 128 hours or \$7,125, effective September 1, 2006 through June 30, 2007, in accordance with the Agreement, Article X, Section 14(c).
26. Special Assignment – Ms. Lorna Thompson, part-time instructor of Community Advancement, to teach for-credit Nursing clinical lab as part of the Workplace Learning Resource Center Nursing Program Contract with the Centinela Freeman Regional Medical Center, under Ed Code Section 87470, not to exceed 60% load, to be paid Class I, Step 1, effective August 31, 2006 through June 30, 2007, in accordance with the Agreement, Article X, Section 9(m).
27. Special Assignment – The following full-time instructors to work with the Dean of Health Sciences and Athletics and the Vice President, Academic Affairs, to develop the Student Learning Outcomes and assessment program for the College. This will include developing workshops, training programs, and identifying resources for the faculty to being the implementation of Student Learning Outcomes, to be paid \$41.74 an hour, effective May 25 through August 23, 2006, in accordance with the Agreement, Article X, Section 14(c).

<u>Name</u>	<u>Discipline</u>	<u>Not to Exceed Hours</u>	<u>Not to Exceed Dollars</u>
Jenny Simon	English	80	\$3,340
Lars Kjeseth	Mathematics	50	\$2,087

28. Special Assignment – Ms. Monica Gross, full-time instructor of Nursing, to coordinate & provide in-service training to new faculty teaching at extended campus, to be paid \$55.65 an hour, not to exceed \$2,000, effective October 17, 2006 through June 30, 2007, in accordance with the Agreement Article X, Section 14(c).
29. Special Assignment – The following part-time instructors of Nursing to teach for-credit Nursing classes as part of the Workplace Learning Resource Center Nursing Program Contract with Centinela Freeman Regional Medical Center, under Ed Code Section 87470, not to exceed 60% load, effective September 1, 2006 through June 30, 2007, in accordance with the Agreement Article X, Section 9(m).

Administrative Services – Human Resources

<u>Instructor</u>	<u>Class/Step</u>	<u>Lecture/Lab</u>
Billie Jo Anthony	Class II, Step 3	Both
Zoila Paz	Class II, Step 1	Both
Kathleen Rosales	Class I, Step 6	Both
Jennifer Santiago	Class I, Step 1	Lab
Kiran Sharma	Class II, Step 6	Both
Nina Walchkno	Class II, Step 1	Lab

30. Special Assignment – The following part-time instructors of Community Advancement to teach for-credit Nursing classes as part of the Workplace Learning Resource Center Nursing Program Contract with Centinela Freeman Regional Medical Center, under Ed Code Section 87470, not to exceed 60% load, effective September 1, 2006 through June 30, 2007, in accordance with the Agreement Article X, Section 9(m).

<u>Instructor</u>	<u>Class/Step</u>	<u>Lecture/Lab</u>
Keesha Bell-Daniels	Class II, Step 1	Both

31. Special Assignment – The following full-time employees in Industry & Technology, to administer credit-by-examination to be paid \$55.65 an hour, not to exceed 20 hours total or \$1,133, effective August 28, 2006 through June 2, 2007, in accordance with the Agreement, Article X, Section 14(c).

Vic Cafarchia	Douglas Marston
Eric Carlson	Ken Mays
John Carr	Tim Meza
Steve Cocca	Melanie McFarland
Sam Dantzler	Stephen Nothern
Douglas Glenn	Dan Richardson
Harold Hofmann	George Rodriguez
Kevin Huben	John Ruggirello
Richard Hughes	Mike Stallings
Ray Lewis	Kenneth Zion
Albert Lugo	

32. Special Assignment – The following part-time employees in Industry & Technology, to administer credit-by-examination to be paid \$55.65 an hour, not to exceed 10 hours total or \$557 effective August 28, 2006 through December 15, 2006, in accordance with the Agreement, Article X, Section 9(m)

Administrative Services – Human Resources

Mark Arnold
 Danny Barley
 Kevin Coffelt
 Victor de la Torre
 Jeff Donahue
 Robert Diaz
 Charles Hamilton
 Sharon Higgins
 Glenna Johnson
 William Johnson
 Walter Kahan
 Wendy Kahan

Jerry Kinnan
 Mark Lapore
 James Lemmon
 Mary Lyons
 Robert Olmsted
 Rey Rojo
 Franz Seifert
 Dale Ueda
 Dan Valladares
 Phillip Walls
 Earl Warren
 Sue Ann Warren

33. Special Assignment – The following full-time Counselors for work performed on assignments for El Camino College – Compton Educational Center, to be paid Rate I, \$55.65 an hour, effective July 1 through September 9, 2006, in accordance with the Agreement, Appendix D-3, MOU dated September 21, 2006.

Name	Hours Worked	Dollars	Assignment
Linda Arroyo	33.0	\$1,836	Clear pre-requisites, education plan, review AA/AS/CSU certification, transcript evaluation
Margaret Chun	6.5	\$ 362	Counseling & Training
Kenneth Key	35.0	\$1,948	Counseling, Registration, Datatel training
Chris Jeffries	28.5	\$1,587	Counseling & Registration
Sue Oda-Omori	16.0	\$ 891	Counselor training, Prep, Registration
Valencia Rayford	29.0	\$1,614	Counseling, Registration, Meetings, Training
Sabra Sabio	33.5	\$1,865	Counseling, Datatel clearances, Training, Registration
Lori Suekawa	19.75	\$1,100	Training and Meetings

34. Special Assignment – The following part-time Counselors for work performed on assignments for El Camino College – Compton Educational Center, to be paid Rate I, \$55.65 an hour, effective July 1 through September 9, 2006, in accordance with the Agreement, Appendix D-3, MOU dated September 21, 2006.

Administrative Services – Human Resources

Name	Hours Worked	Dollars	Assignment
Griselda Castro	13.0	\$ 724	General Counseling
Paul Quintero	5.0	\$ 279	Counseling & Training
Kathryn Romero	8.0	\$ 446	Training & Meetings
Dexter Vaughn	40.5	\$2,254	Counseling, Training, EOP&S

35. Special Assignment – The following full-time Counselors for work to be performed on assignments for El Camino College – Compton Educational Center, to be paid Rate I, \$55.65 an hour, effective September 10, 2006 through October 12, 2006, in accordance with the Agreement, Appendix D-3, MOU dated September 21, 2006

Name	Hours Worked	Dollars	Assignment
Linda Arroyo	21.5	\$1,197	Clear Pre-requisites, Education Plan, Review AA/AS/CSU Certification, Transcript Evaluation
Chris Jeffries	4.0	\$ 223	Counseling & Registration

36. Special Assignment – The following instructors in Behavioral Sciences, to review Compton Educational Center course outlines and assist in development of curriculum, to be paid \$41.74 an hour, not to exceed 6 hours each and a total of \$250 each, effective September 14, 2006, in accordance with the MOU dated September 21, 2006.

<u>Name</u>	<u>Discipline</u>
Florence Baker	History
Tanja Carter	Economics
Frieda Dowden	Sociology
Amy Himsel	Psychology
Laurie Houske	Political Science
Cecelia Phillips	Childhood Education
Angela Simon	Psychology
Joan Thureson	Philosophy
Marianne Waters	Anthropology

37. Special Assignment - The following instructors in Mathematical Sciences to work on Compton Center curriculum, to be paid \$41.74, not to exceed one hour each, effective September 28, 2006, in accordance with the MOU dated September 21, 2006.

Susan Bickford	Jacquelyn Sims
Marc Glucksman	Paul Wozniak
Trudy Meyer	

Administrative Services – Human Resources

38. Stipend Assignment – The following full-time instructors to attend EdGate Training at Santa Monica Community College as part of Title V Teacher Education Program on September 15, 2006, to be paid \$250 each, effective September 1 through October 31, 2006, in accordance with the Agreement, Article X, Section 14(c).

<u>Name</u>	<u>Discipline</u>
Jeffrey Cohen	Mathematics
Jason Suarez	History

39. Stipend Assignment – The following part-time instructors of English, Humanities, to attend EdGate Training at Santa Monica Community College as part of Title V Teacher Education Program on September 15, 2006, to be paid \$250 each, effective September 1 through October 31, 2006, in accordance with the Agreement, Article X, Section 9(m).

Maria Armstrong

Kim Runkle

40. Stipend Assignment – Mr. William Pence, part-time instructor of Engineering Technology, Industry & Technology, to participate in pre-engineering training and program development, to be paid \$1,000, effective October 17 through December 15, 2006, in accordance with the Agreement, Article X, Section 9(m).
41. Stipend Assignment – Mr. John DeMita, part-time instructor of Theatre, Fine Arts, to be paid \$442 per week for 8 weeks, not to exceed \$3,546, effective September 12 through November 2, 2006, in accordance with the Agreement, Article X, Section 10(d).
42. Stipend Assignment – Mr. William Georges, full-time instructor of Theatre, Fine Arts, to work as Light Designer for Plays 1 & 2, to be paid \$900 for Play 1 and \$1,500 for Play 2, effective October 17 through October 30, 2006, in accordance with the Agreement, Article X, Section 14(c).
43. Employment – Dr. Joan Tardibuono, part-time Faculty Coordinator, Fine Arts, to be paid \$41.74 an hour, not to exceed \$10,018 or 240 hours, effective October 10 through December 15, 2006.
44. Employment – Mr. Jeffrey Woods, part-time instructor of Administration of Justice, Industry & Technology, to be paid by the Torrance Police Department, effective October 17 through December 15, 2006.
45. Employment – Mr. Michael Handman, part-time instructor of Fire & Emergency Technology, Industry & Technology, to be paid by the Industrial Emergency Council (IEC), effective October 17 through December 15, 2006.

Administrative Services – Human Resources

46. Employment - The following part-time/temporary substitute instructors to be hired as needed for the 2006 Fall Semester

<u>Behavioral & Social Science</u>	<u>Natural Science</u>
Edward McCrary	Geraldine Karpel

47. Employment - The following part-time/temporary instructors to be hired as needed for the 2006 Fall Semester.

Behavioral & Social Science

Mohammed Abdelhamid	Terry Spearman
Julian Edney	Jessica Viramontes
Catherine Lakatos	Johnny Wen

Business

Meredith Caliman	Kim Gundlach
Maureen Carnahan	Walker Matthews
Dina Dreizler	Michael Richardson

Fine Arts

Patricia Maki

Health Sciences & Athletics

Rayna Scott	Maria White
Estella Turner	

Humanities

Stafanie Frith	Loretta Klonecky
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Industry & Technology

Timothy Dennis	Oscar Serrano
James Ellingson	Kenneth Tarlow
Paul Gales	

Learning Resources

Nichole Julian	Noreth Men
Daniel Lehman	

Mathematical Sciences

Michael Drinen	Kaysa Laureano-Ribas
Scot Steven Fagarland	May Xu

Administrative Services – Human Resources

Classified Personnel:

1. Retirement - Mr. Richard Botting, Bookstore Stockroom Lead, Range 27, Step E, Bookstore Division, Administrative Services Area, effective December 30, 2006, and that a plaque be prepared and presented to him in recognition of his service to the District since 1980.
2. Retirement – Mr. Robert Kang, Police Services Technician, Range 25, Step E, Campus Police Division, Administrative Services Area, effective October 17, 2006, and that a plaque be prepared and presented to him in recognition of his service to the District since 1994.
3. Retirement – Mr. Joseph Ryan, Toolroom/Instructional Equipment Attendant, Range 24, Step E, Industry & Technology Division, Academic Affairs Area, effective December 30, 2006 and that a plaque be prepared and presented to him in recognition of his service to the District since 1986.
4. Resignation – Ms. Pamela Fees, Business Manager, Range 16, Step 5, Fiscal Services Division, Administrative Services Area, effective September 29, 2006, plus accrued vacation.
5. Military Leave of Absence 100% (Unpaid) – Mr. Francisco Esqueda, Police Officer, Range 1, Step E, Campus Police Division, Administrative Services Area, effective September 19 through December 31, 2006.
6. Personal Leave of Absence 100% - Ms. Patricia Bonacic, CalWORKS Case Management/Services Coordinator, Range 36, Step E, Counseling and Student Services Division, Student & Community Advancement Area, effective September 15, 2006 through March 31, 2007.
7. Personal Leave of Absence 20% - Ms. June Curtis, Facilities Program Specialist, Range 32, Step E, Facilities Planning and Services Division, Administrative Services Area, effective October 1 2006 through March 31, 2007.
8. Personal Leave of Absence 20% - Ms. Wendy Kahan, Toolroom/Instructional Equipment Technician, (10 month) Range 31, Step E, Industry & Technology Division, Academic Affairs Area, effective August 28 through December 14, 2006.

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9. Personal Leave of Absence 40% - Mr. Rodolfo Lopez Jr., Administrative Assistant I, Range 28, Step E, Resource Development Division, Student and Community Advancement Area, effective October 1, 2006 through June 30, 2007.
10. Change in Classification – Mr. Bruce Hoerning, Assistant Director for Grounds and Operations, to Assistant Director – Facilities Planning and Services, Range 8, Step 2, Facilities Planning and Services Division, Administrative Services Area, effective October 17, 2006.
11. Change in Classification – Mr. David L. Miller, Assistant Director for Construction & Maintenance, to Assistant Director – Facilities Planning and Services, Range 8, Step 5, Facilities Planning and Services Division, Administrative Services Area, effective October 17, 2006.
12. Work Out of Classification 60% - Mr. Neal Bennett, Utility Worker, Range 23, Step E, to Operations Supervisor, Range 15, Step A, (Supervisor Salary Schedule) Facilities Planning and Services Division, Administrative Services Area, effective October 17, 2006 through June 30, 2007, or until position is filled.
13. Work Out of Classification 50% - Ms. Terri Dixon, Accounting Assistant II, Range 30, Step E, to Lead Accounting Technician, Range 34, Step D, Fine Arts Division, Academic Affairs Area, effective October 1, 2006 through December 31, 2006.
14. Work Out of Classification – Ms. Crystal Fuentes, Student Services Technician, Range 28, Step E, to Student Services Advisor, Range 35, Step B, Counseling and Student Services Division, Student and Community Advancement Area, effective October 1, 2006 through December 31, 2006
15. Work Out of Classification 60% - Ms. Ora Mayon-Bryant, Operations Supervisor, Range 15, Step E, to Assistant Director – Facilities Planning and Services, Range 8, Step 1, (Administrator Salary Schedule) Facilities Planning and Services Division, Administrative Services Area, effective October 17, 2006 through June 30, 2007, or until position is filled.
16. Work Out of Classification – Ms. Regina Robinson, Clerical Assistant, Range 22, Step E, to Secretary, Range 26, Step D, Counseling and Student Services Division, Student and Community Advancement Area, effective October 1, 2006 through December 31, 2006.
17. Work Out of Classification – Ms. Claudia Velazquez, Data Entry Operator, Range 18, Step E, to Student Services Technician, Range 28, Step A, Counseling and

Administrative Services – Human Resources

Student Services Division, Student and Community Advancement Area, effective October 1, 2006 through December 31, 2006.

18. Extend Work Out of Classification - Ms. Sharin K. Nakayama, Lead Interpreter Specialist, Range 38, Step D, to DSPS Support Services Supervisor, Range 27, Step A, (Supervisor Salary Schedule), Special Resource Center/Health Sciences & Athletics Division, Academic Affairs Area, effective August 22 through December 15 instead of November 30, 2006.
19. Amend Employment – The following Night Custodian, Range 20 instead of Range 18, Step A, Facilities Planning and Services Division, Administrative Service Area, effective October 2, 2006:

LeVell Bennett

Luis Bonilla

Maria Velasquez

20. Employment – Mr. Michael Martinez, Dispatch Clerk, Range 25, Step A, Campus Police Division, Administration Services Area, effective November 1, 2006.

Special Services Professional

21. Extend Employment - Mr. Arturo Hernandez, Special Services Professional, Range 5, Step 2, of the Special Services Professional Salary Schedule, not to exceed \$58,520, Natural Sciences Division, Academic Affairs Area, effective September 1 through June 30, 2007.
22. Ms. Nancy Bradbury - Special Services Professional, Range 1, Step 2 of the Special Services Professional Salary Schedule, not to exceed \$30,000, Behavioral & Social Sciences Division, Academic Affairs Area, effective November 1, 2006 through June 30, 2007.
23. Ms. Denise DiPasquale - Special Services Professional, Range 4, Step 1, of the Special Services Professional Salary Schedule, not to exceed \$41,776, Community Advancement Division, Student and Community Advancement Area, effective November 1, 2006 through June 30, 2007.
24. Dr. Renee Dorn - Special Services Professional, Range 5, Step 4, of the Special Services Professional Salary Schedule, not to exceed \$15,498, Community Advancement Division, Student and Community Advancement Area, effective October 2, 2006 through January 31, 2007.
25. Mr. David Gonzalez – Special Services Professional, Range 8, Step 1, of the Special Services Professional Salary Schedule, not to exceed \$59,280, Community Advancement

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Division, Student and Community Advancement Area, effective November 1, 2006 through June 30, 2007.

26. Ms. Tushuna Holmes - Special Services Professional, Range 3, Step 3, of the Special Services Professional Salary Schedule, not to exceed \$40,736, Community Advancement Division, Student and Community Advancement Area, effective November 1, 2006 through June 30, 2007.
27. Ms. Melanie Sharp - Special Services Professional, Range 4, Step 2, of the Special Services Professional Salary Schedule, not to exceed \$64,480, Community Advancement Division, Student and Community Advancement Area, effective November 1, 2006 through June 30, 2007.

Temporary Classified Services Employees

28. The following individuals to work as Program Coordinator ESL Assessment, Range 36, Step A, Humanities Division, Academic Affairs Area, to work 10 hours per week maximum, effective October 17 through December 22, 2006.

Paul Freeborn

Greta Hendricks

Carlos Largaespada

29. Ms. Marlene Arguello - Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Service Area, to work 40 hours a week, effective October 17, 2006.
30. Mr. Thomas Bass - Toolroom/Instructional Equipment Attendant, Range 24, Step A, Industry & Technology Division, Academic Affairs Area, to work 10 hours per week, effective October 17, 2006.
31. Ms. Jennifer Borland – Library Media Tech II, Range 28, Step A, Learning Resources, Academic Affairs Area, to work 32 hours per week, effective September 18, 2006.
32. Ms. Theresa Clifford – Clerical Assistant, Range 22, Step A, Enrollment Services, Student Services Area, to work 20 hours per week, effective October 17, 2006 through December 31, 2006.
33. Ms. Jennifer Gervais – Stage Manager, Range 38, Step A, Fine Arts Division, Academic Affairs Area, to work as needed for the 2006-2007 fiscal year, effective October 17, 2006.

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34. Ms. Christie Henderson - Night Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Service Area, to work 40 hours a week, effective October 17, 2006.
35. Ms. Susan McLeod – Sr. Clerical Assistant, Range 24, Step A, Fine Arts Division, Academic Affairs Area, to work 20 hours per week effective September 5, 2006.
36. Ms. Shirley Snider - Administrative Assistant II, Range 31, Step E, Office of Student Diversity, Office of the President to work 40 hours per week effective October 12 through December 15, 2006.

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 1-35.

1. Lindsey Allen – Program Assistant II, \$9.00 per hour, Monday through Friday (days vary), 10:00 a.m. to 7:00 p.m. (hours vary), effective October 17, 2006 through June 30, 2006, Bookstore, Administrative Services Area, to assist with cashiering, stocking merchandise and assisting customers.
2. Evelyn Barnes – Program Assistant III, \$9.00 per hour, days to vary, hours to vary, effective October 2, 2006 through June 30, 2007, Business Education, Academic Affairs Area, to assist the division staff with the clerical support and other duties as assigned.
3. Gary Barnes – Professional II, \$32.00 per hour, Sunday through Saturday (days vary), hours vary, effective October 17, 2006 through June 30, 2007, Fire Academy/Industry and Technology, Academic Affairs Area, to provide training, expertise, leadership, and professional services in the Fire Academy program as a Public Safety Trainer.
4. Gary Barnes – Teacher Assistant IV, \$11.50 per hour, Tuesday through Thursday (days vary), hours vary, effective October 17, 2006 through June 30, 2007, Emergency Medical Technology Program (EMT)/Industry and Technology, Academic Affairs Area, to assist instructor with teaching/testing in the EMT program.
5. Gary Barnes – Professional II, \$32.00 per hour, Sunday through Saturday (days vary), hours vary, effective October 17, 2006 through June 30, 2007, Fire Academy/Industry and Technology, Academic Affairs Area, to assist in the Fire Academy program.
6. Gary Barnes – Professional II, \$32.00 per hour, Monday through Friday (days vary), 8:00 a.m. to 5:00 p.m. (days vary), effective October 17, 2006 through

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- June 30, 2007, Workplace Learning Resource Center (WpLRC)/ Community Advancement, Student & Community Advancement Area, to work with the WpLRC in conducting contract education training.
7. Brenda Beall – Professional IV, \$75.00 per hour, Monday through Friday (days vary), 7:00 a.m. to 6:00 p.m., effective November 1, 2006 through June 30, 2007, Workplace Learning Resource Center (WpLRC)/ Community Advancement, Student & Community Advancement Area, to develop and present scientifically based short-term post licensure instruction on the topics of Ante partum, including but not limited to, the care of the patient during an emergency/life threatening event.
 8. Laura Braun – Paraprofessional, \$15.00 per hour, Monday through Friday (days vary), 7:00 a.m. to 10:30 p.m. (hours vary), effective July 1, 2006 through June 30, 2007, 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.
 9. Kim Cameron – Paraprofessional, \$18.50 per hour, days to vary, hours to vary, effective October 20, 2006 through June 30, 2007, Extended Opportunities Program & Services (EOP&S), Student and Community Advancement area, to perform a variety of duties to support the outreach and recruitment efforts of EOP&S; both on and off campus activities.
 10. Jorge Capacete – House Staff I, \$7.00 per hour, days to vary, hours to vary, effective October 17, 2006 through June 30, 2007, Center for the Arts/Fine Arts, Academic Affairs Area, to provide customer service for any given event in either the Marsee Auditorium, Campus Theatre, or Recital Hall.
 11. Kevin Coffelt – Teacher Assistant IV, \$11.50 per hour, Tuesday, Wednesday, and Thursday (days vary), hours to vary, effective October 17, 2006 through June 30, 2007, Emergency Medical Technology Program (EMT), Industry and Technology, Academic Affairs Area, to assist instructor with teaching/testing in the EMT program.
 12. Martha Cognac – Livescan Technician II, \$10.50 per hour, Monday and Wednesday (days vary), 9:00 a.m. to 12:00 p.m. (hours vary), effective October 17, 2006 through June 30, 2007, Campus Police, Administrative Services Area, to be responsible for the fingerprinting of members of the public and El Camino employees using the LiveScan digital fingerprint computer.

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13. Angela Farthing – Paraprofessional, \$14.00 per hour, days vary as needed, hours vary as needed, effective November 1, 2006 through June 30, 2007, International Student Program (ISP)/ Enrollment Services, Student & Community Advancement Area, to provide clerical support in the ISP office.
14. Shirley Fuller – Tutor I, \$7.50 per hour, Monday through Saturday (days vary), arrange ten (10) hours per week (hours vary), effective October 17, 2006 through June 30, 2007, Learning Resources, Academic Affairs Area, to provide tutoring services in the Learning Resources.
15. Joanna Gonzalez – Program Assistant II, \$9.00 per hour, Monday through Friday (days vary), (hours vary), effective August 21, 2006 through June 30, 2007, Admissions and Records/Enrollment Services, Student and Community Advancement Area, to assist students in the application process, assist in the add process, and other duties as assigned for Admissions processing.
16. Marlene Hoover – Professional IV, \$85.00 per hour, not to exceed \$3,500, Monday, Wednesday, Friday (days vary), 10:00 a.m. to 6:00 p.m. (hours vary), effective June 10, 2006 through June 30, 2006, Business Education, Academic Affairs Area, to prepare American Bar Association Accreditation report.
17. Marlene Hoover – Professional IV, \$85.00 per hour, not to exceed \$3,500, Monday, Wednesday, Friday (days vary), 10:00 a.m. to 6:00 p.m. (hours vary), effective July 1, 2006 through December 1, 2006 Business Education, Academic Affairs Area, to prepare American Bar Association Accreditation report.
18. Kelsey Iino – Paraprofessional, \$12.00 per hour, Tuesday and Thursday (days vary), arrange fourteen (14) hours per week (hours vary), effective October 17, 2006 through June 30, 2007, Counseling/Transfer Center, Student and Community Advancement Area, to assist with transfer information resources, organization of transfer events, and promotion of events, and assist students with filling out university application forms.
19. Miriam Jaurequi – Paraprofessional, \$12.00 per hour, days and hours on an as-needed basis, effective August 1, 2006 through June 30, 2007, Admissions & Records/Enrollment Services, Student & Community Advancement Area, to assist students in the application process; input residency; assist in the cashiering function in Records for transcript/credit by exam processing; and perform other duties as assigned for admissions processing.

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20. Stella Kabelitz – Professional II, \$36.00 per hour, Tuesday and Thursday (days vary), 1:00 p.m. to 5:00 p.m. (hours vary), effective October 23, 2006 through June 30, 2007, El Camino Language Academy (ECLA)/Community Advancement, Student and Community Advancement Area, to teach Basic, Low, and High Intermediate English as a Second Language (ESL) classes.
21. Matthew Kincaide – Tutor II, \$8.50 per hour, Monday through Friday (days vary), arrange five (5) hours per week (hours vary), effective October 17, 2006 through June 30, 2006, Learning Resources, Academic Affairs Area, to provide tutoring services in Learning Resources.
22. Theodore Lancaster – Library Media Aide II, \$7.25 per hour, Monday through Thursday and Saturday (days vary), arrange twenty (20) hours per week (hours vary), effective October 17, 2006 through June 28, 2007, Learning Resources, Academic Affairs Area, to support the Learning Resources staff with customer service and other duties as needed.
23. Lois LaBeaud – Paraprofessional, \$16.00 per hour, Tuesday through Thursday (days vary), 8:00 a.m. to 1:00 p.m. (hours vary), effective October 17, 2006 through June 30, 2007, , Workplace Learning Resource Center (WpLRC)/Community Advancement, Student & Community Advancement Area, to perform as a Clerical Assistant/Receptionist for the WpLRC Computer training.
24. Gee Yung Lee – Library Media Aide II, \$7.25 per hour, Wednesday and Thursday (days vary), arrange ten (10) hours per week (hours vary), effective October 17, 2006 through June 30, 2007, Learning Resources, Academic Affairs Area, to support the Learning Resources staff with customer service and other duties as needed.
25. Regina Lee – Paraprofessional, \$18.00 per hour, Monday through Friday (days vary), arrange up to 40 hours per week (hours vary), effective October 17, 2006 through June 30, 2007, California Work Opportunity and Responsibility to Kids (CalWORKs), Student & Community Advancement Area, to support daily operations while assisting in maintaining contact with community agencies and other duties as assigned.
26. Grace Lozano – Program Assistant III, \$10.00 per hour, Monday through Friday (days vary), 2:00 p.m. to 6:00 p.m. (hours vary), effective September 5, 2006 through June 30, 2007, Business Education, Academic Affairs Area, to assist the division staff with running the open lab, provide clerical support, and other duties as assigned.

Administrative Services – Human Resources

27. Tracy Meyer – Program Assistant II, \$9.00 per hour, days vary as needed, hours vary as needed, effective September 18, 2006 through June 30, 2007, Admissions & Records/Enrollment Services, Student & Community Advancement area, to assist students in the application process, assist in the add process, and other duties as assigned for Admissions processing.
28. David Morales – Program Assistant II, \$9.00 per hour, Monday through Friday (days vary), (hours vary), effective September 6, 2006 through June 30, 2007, Admissions and Records/Enrollment Services, Student and Community Advancement Area, to assist students in the application process, assist in the add process, and other duties as assigned for Admissions processing.
29. Carmen Navarro – Paraprofessional, \$10.00 per hour, days and hours on an as-needed basis, effective August 21, 2006 through June 30, 2007, Admissions & Records/Enrollment Services, Student & Community Advancement Area, to assist students in the application process; input residency; assist in the cashiering function in Records for transcript/credit by exam processing; and perform other duties as assigned for admissions processing.
30. Ancialyn Pinckney – Interpreter I, \$17.25 per hour, Sunday through Saturday (days vary), 7:00 a.m. to 10:00 p.m. (hours vary), effective October 20, 2006 through June 30, 2007, Special Resource Center (SRC) /Health Sciences & Athletics, Academic Affairs Area, to provide accommodations for students with disabilities in accordance with Title 5, Disabled Students' Programs and Services Regulations, Section 56026.
31. Bobby Sagbigal Jr. – Paraprofessional, \$13.00 per hour, Monday through Wednesday (days vary), arrange twelve (12) hours per week, effective October 17, 2006 through June 30, 2007, Cosmetology/Industry and Technology, Academic Affairs Area, to assist instructors working with students on the floor with various lab projects, to assist with products, supplies, and equipment availability from the lab for class projects.
32. LeeElle Tullis – Interpreter V, \$25.75 per hour, Sunday through Saturday (days vary), 7:00 a.m. to 10:00 p.m. (hours vary), effective August 28, 2006 through June 30, 2007, Special Resource Center (SRC) /Health Sciences & Athletics, Academic Affairs Area, to provide accommodations for students with disabilities in accordance with Title 5, Disabled Students' Programs and Services Regulations, Section 56026.

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33. Kutanya Wilson - Library Media Aide I, \$6.75 per hour, Monday through Friday (days vary), arrange twenty (20) hours per week, effective October 17, 2006 through June 28, 2007, Learning Resources, Academic Affairs Area, to support the Learning Resources staff with customer service and other duties as needed.

34. The following individuals are to work as Program Assistant III, \$10.00 per hour, Monday through Friday (days vary), 7:30 a.m. to 4:00 p.m. (hours vary), effective October 17, 2006 through June 30, 2007, Bookstore, Administrative Services Area, to assist with cashiering, stocking merchandise and assisting customers.

Lanicesha Dodson

Ruben Guillen

Derek Reed

35. The following individuals are to work as Reader, \$6.75 per hour, Monday through Friday (days vary), 7:00 a.m. to 10:00 p.m. (hours vary), effective October 17, 2006 through June 30, 2007, Humanities, Academic Affairs Area, to evaluate essays assigned in English 1A classes for grammar, content, and structure, and provide assessments through written documentation on the essays.

Isabella Enriquez

Nathan Hemenway

Esther Yoo

C. REINSTATEMENT OF CLASSIFICATION SPECIFICATION FOR ADMINISTRATOR POSITION

It is recommended that the Board approve the reinstatement of classification specification for the Director, Human Resources which was previously revised to Associate Vice President, Human Resources. The reinstated position is in Attachment C.

D. REVISION OF CLASSIFICATION SPECIFICATIONS FOR ADMINISTRATOR POSITIONS

It is recommended that the Board approve the combined classification specifications for the Assistant Director for Construction & Maintenance and the Assistant Director for Ground & Operations to create the revised classification specifications for an Assistant Director of Facilities, Planning and Services as shown in Attachment D.

E. NEW CLASSIFICATION SPECIFICATIONS FOR ADMINISTRATOR POSITION

It is recommended that the Board approve the classification specifications for the Director, Mathematical Engineering or Sciences Achievement (MESA) Program as shown in Attachment E.

Administrative Services – Human Resources

F. MEMORANDUM OF UNDERSTANDING BETWEEN THE EL CAMINO COMMUNITY COLLEGE DISTRICT AND THE EL CAMINO COLLEGE FEDERATION OF TEACHERS

It is recommended that the Board ratify the Memorandum of Understanding regarding compensation for transitional work done toward the El Camino College Compton Educational Center as shown in Attachment F.

G. MEMORANDUM OF UNDERSTANDING BETWEEN THE EL CAMINO COMMUNITY COLLEGE DISTRICT AND THE EL CAMINO CLASSIFIED EMPLOYEES

It is recommended that the Board ratify the Memorandum of Understanding regarding compensation for transitional work done toward the El Camino College Compton Educational Center as shown in Attachment G.

H. STIPEND FOR TRANSITION WORK DONE BY EL CAMINO CLASSIFIED EMPLOYEES FOR COMPTON EDUCATIONAL CENTER

It is recommended that the Board approve a stipend totaling \$10,872.45 for transition work done for the Compton Educational Center by various classified staff, effective June 1 through September 29, 2006, in accordance with Memorandum of Understanding between El Camino Community College District and the El Camino Classified Employees.

I. STIPEND FOR TRANSITION WORK DONE BY ADMINISTRATORS FOR COMPTON EDUCATIONAL CENTER

It is recommended that the following Administrators be paid a \$2,500 stipend each for the transition work done for the Compton Educational Center, totaling \$73,030, effective May through December 2006.

Administrative Services – Human Resources

Academic Affairs

Kristi Blackburn
Don Goldberg
Alice Grigsby
Ian Haslam
Tom Jackson
Tom Lew

Gloria Miranda
Dipte Patel
Barbara Perez
Virginia Rapp
Kathrine Townsend
Ron Way

Administrative Services

Rocky Bonura
Michael D'Amico
Janice Ely
Bob Gann

Bruce Hoerning
Marcy Wade
John Wagstaff
Satish Warriar

Office of the President

Ann Garten

Student & Community Advancement

Hortense Cooper
Jeanette Magee
John Means
Bill Mulrooney
Dawn Reid
Tyler Robbins
Regina Smith
Arvid Spor

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR-HUMAN RESOURCES

BASIC FUNCTION:

Under the direction of the Vice President of Administrative Services and in a multi-cultural diverse environment, 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.

**Administrative Services – Human Resources
Director Human Resources (Continued)**

Page 2

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 PERS, COBRA, FMLA, Unemployment Insurance, Worker's Compensation, staff development, employee safety, 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, ADA, 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 department.
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

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

**Administrative Services – Human Resources
Director – Human Resources (Continued)**

Page 4

Human Resources 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: October 1997

Reinstated & Board Approved: October 16, 2006

~~EL CAMINO COMMUNITY COLLEGE DISTRICT~~

~~• CLASS TITLE: ASSISTANT DIRECTOR FOR CONSTRUCTION AND
MAINTENANCE-FACILITIES PLANNING AND SERVICES~~

~~BASIC FUNCTION:~~

~~Under the direction of the Director-Facilities, Planning and Services, assist the Director in preserving and enhancing the internal and external physical plant. Participate in the overall development, operation and supervision of the Facilities Planning And Services Division.~~

~~REPRESENTATIVE DUTIES:~~

~~Plan, organize, direct and control the construction and maintenance of the District's physical plant as assigned. Develop and implement schedules, policies and procedures.~~

~~Coordinate work activities between department units, contractors and other campus groups through oral and written communications; inspect work performed and resolved deficiencies as needed.~~

~~Assist in the determination and evaluation of needs for construction or maintenance of District physical plant; conduct surveys, make inspections, receive requests and communicate with others to determine needs.~~

~~Assist in the determination of priorities and level of quality by considering function, safety, health, criticality and resources available; determine required resources necessary to accomplish work by estimating and use of time standards; assign work to appropriate internal unit or contracting with external companies; prepare written contracts, work orders and other documents.~~

~~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.~~

~~Assist in planning, organizing and implementing long and short-term programs and activities designed to develop and maintain assigned facilities and services.~~

~~Prepare and maintain a variety of narrative and statistical reports, drawings, specifications, records and files related to assigned activities and personnel.~~

~~Assist in the assignment, coordination and review of the activities of architects, engineers and consultants for construction and maintenance projects.~~

Administrative Services – Human Resources

ASSISTANT DIRECTOR CONSTRUCTION & MAINTENANCE (continued) Page 2

~~Communicate with other administrators, personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.~~

~~Assist in the development and preparation of the annual maintenance and capital construction fund budgets; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established policy.~~

~~Operate a computer and other office equipment as assigned; operate various equipment and tools used in assigned areas.~~

~~Attend and conduct a variety of meetings as assigned; conduct presentations to groups; represent the District with outside organizations and agencies including regulatory, local, state and federal governments.~~

~~Assure a safe environment for students, faculty and staff by inspecting and working with the safety committee and the safety and health administrator.~~

~~Perform related duties as assigned.~~

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

~~Planning, organization and direction of Facilities Planning and Services.~~

~~Construction and maintenance methods and practices.~~

~~——— Building codes, public contract law, business law and other laws, rules and regulations related to assigned activities.~~

~~Budget preparation and control.~~

~~Document and drawing management methods and practices.~~

~~Oral and written communication skills.~~

~~Principles and practice of administration, supervision, training and project management.~~

~~Interpersonal skills using tact, patience and courtesy.~~

~~Operation of a computer and assigned software.~~

ABILITY TO:

~~Plan, organize, control and direct the construction, maintenance and operation of the Districts facilities~~

~~Coordinate work activities between department units, contractors and other campus groups.~~

~~Supervise and evaluate the performance of assigned staff.~~

~~Assure compliance with safety practices and various code requirements.~~

~~Work from blueprints, shop drawings and sketches.~~

~~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 computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.~~

~~Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to assigned activities.~~

~~EDUCATION AND EXPERIENCE:~~

~~Any combination equivalent to: bachelor's degree in engineering, business administration or related field and five years of increasingly responsible management experience in a large organization with responsibilities for maintenance.~~

~~LICENSE AND OTHER REQUIREMENTS:~~

~~Valid California driver's license.~~

~~WORKING CONDITIONS:~~

~~Multi-cultural diverse environment.
Indoor and outdoor environment.
Regular exposure to fumes, dust and odors.
Hearing and speaking to exchange information.
Visually monitor work.
Standing for extended periods of time.
Bending at the waist, kneeling or crouching.~~

~~Administrator Salary Range 8
Board Approved: October 30, 2000
Board Amended: April 16, 2001~~

~~EL CAMINO COMMUNITY COLLEGE DISTRICT~~

~~• CLASS TITLE: ASSISTANT DIRECTOR FOR GROUND & OPERATIONS FACILITIES PLANNING & SERVICES~~

~~**BASIC FUNCTION:**~~

~~Under the direction of the Director Facilities, Planning and Services, and in a multi-cultural diverse environment, assist the Director in preserving the internal and external physical plant, including parking structures, sites and grounds, and landscaping of the College, shipping & receiving and mail services; train, supervise and evaluate assigned staff.~~

~~**REPRESENTATIVE DUTIES:**~~

~~Develop and administer preventive maintenance program and related records including preparing detailed procedures and work instructions, scheduling, monitoring equipment operations, and entering data into appropriate system.~~

~~Plan and purchase materials and services for the District's centralized shipping and receiving, auxiliary warehouse operations, Maintenance, Grounds and Service Shops as needed; conduct price comparisons, initiate and code purchase requisitions, prioritize and schedule material pick-ups.~~

~~Train, supervise and evaluate assigned staff; recommend various personnel actions including selection, discipline, termination, reassignment, promotions and others; participate on interview panels as requested.~~

~~Update the Energy Conservation program; analyze existing HVAC equipment operation and functions; analyze existing lighting systems and make recommendations as appropriate.~~

~~Assist in assembling and collecting Facilities, Planning and Services documents for preservation including technical manuals, maintenance schedules, equipment replacement program, vendor files, maintenance work orders, purchase orders and others.~~

~~Coordinate health and safety programs in the Department; assure project requests are in compliance with OSHA regulations and State and local laws and codes; conduct safety meetings with supervisory staff as needed.~~

~~Participate in estimating and inspecting in-house maintenance and construction projects; estimate material, labor and equipment costs.~~

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

~~Administrative Services – Human Resources~~

~~Maintain positive working relationships with the vendors/contractors, students, the community and various departments within the District.~~

~~Attend a variety of meetings as assigned.~~

~~Perform related duties as assigned.~~

KNOWLEDGE OF:

~~Environmental laws and regulations.~~

~~Energy usage and conservation concepts.~~

~~Construction, custodial and maintenance methods and practices.~~

~~Warehousing procedures, material handling, inventory control and delivery.~~

~~Building codes, OSHA, and other laws, rules and regulations related to assigned activities.~~

~~Oral and written communication skills.~~

~~Principles and practices of supervision and training.~~

~~Applicable laws, codes, regulations policies and procedures.~~

~~Interpersonal skills using tact, patience and courtesy.~~

~~Record-keeping techniques.~~

ABILITY TO:

~~Assist in the overall development, implementation and supervision of the Department.~~

~~Train, supervise and evaluate assigned staff.~~

~~Develop and administer preventive maintenance program and related records.~~

~~Coordinate health and safety programs in the Department.~~

~~Estimate labor, material and equipment costs.~~

~~Assure compliance with safety practices and various code requirements.~~

~~Work from blueprints, shop drawings and sketches.~~

~~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 computer and assigned office equipment.~~

~~Analyze situations accurately and adopt an effective course of action.~~

~~Meet schedules and time lines.~~

~~Work independently with little directions.~~

~~Plan and organize work.~~

~~Prepare and maintain records and reports.~~

~~Work effectively and cooperatively with peers, faculty, staff, students, and community members from multi-cultural, diverse backgrounds.~~

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to: bachelor's degree in engineering, business administration or related field and five years of increasingly responsible maintenance and operations experience including two years in a supervisory capacity.~~

LICENSE AND OTHER REQUIREMENTS:

~~Valid California driver's license.~~

WORKING CONDITIONS:

Indoor and outdoor environment

- ~~Regular exposure to fumes, dust and odors.~~
- ~~Hearing and speaking to exchange information~~
- ~~Seeing to monitor work.~~
- ~~Standing for extended periods of time.~~
- ~~Bending at the waist, kneeling or crouching~~

~~Administrator Salary Range 8
Board Approved: October 30, 2000~~

Administrative Services – Human Resources

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ASSISTANT DIRECTOR OF FACILITIES PLANNING & SERVICES

BASIC FUNCTION:

Under the direction of the Director-Facilities Planning and Services, plan, organize, direct and control the assigned operations and activities of construction, maintenance, operations and grounds. Provide short-term and long-term planning and assure compliance with local state and federal laws, codes, ordinances and District Policies and procedures. Supervise, train and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

Develop and administer maintenance and cleaning programs and related records; including procedures, work instructions, work scheduling and inspection. Inspect work performed and resolve deficiencies as needed.

As assigned, plan, direct and control the construction and renovation of the District's physical plant, coordinating and directing the activities of architects, engineers, inspectors and contractors.

Determine requirements, prepare specifications and purchase requisitions for materials and services as needed by the assigned units of the Facilities Planning and Services Division.

Coordinate work activities between division units, contractors and campus groups through oral and written communications.

Evaluate, determine and estimate the construction or maintenance needs of District physical plant; conduct surveys, make inspections, receive requests and communicate with others to determine needs.

Train, supervise and evaluate assigned staff; recommend various personnel actions including selection, discipline, termination, reassignment, promotions and others; participate on interview panels as requested.

Collect and organize Facilities Planning and Services documents for preservation including technical manuals, maintenance schedules, equipment replacement program, vendor files, maintenance work orders, purchase orders and others.

Assist in the determination of priorities and level of quality by considering function, safety, health, criticality and resources available; determine required resources necessary to accomplish work by estimating and use of time standards.

Administrative Services – Human Resources

Assistant Director of Facilities Planning & Services (continued)

Page 2

Prepare and maintain a variety of narrative and statistical reports, drawings, specifications, records and files related to assigned activities and personnel.

Assist in the development and preparation of the annual maintenance and capital construction fund budgets; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established policy.

Maintain positive working relationships with vendors/contractors, students, the community and various departments within the district.

Coordinate health and safety programs in the Division; assure project requests are in compliance with OSHA regulations and State and local laws and codes; conduct safety meetings with supervisory staff as needed.

Attend and conduct a variety of meetings as assigned; give presentations to groups; represent the District with outside organizations and agencies including regulatory, local state and federal governments.

Assure a safe environment for students, faculty and staff by inspecting and working with the safety committee and the safety and health administrator.

Perform related duties as assigned.

KNOWLEDGE OF:

Planning, organization and direction of facilities management.

Environmental laws and regulations.

Energy usage and conservation concepts.

Construction, custodial and maintenance methods and practices.

Warehousing procedures, material handling, inventory control and delivery.

Building codes, OSHA, and other laws, rules and regulations related to assigned activities.

Budget preparation and control.

Document and drawing management methods and practices.

Oral and written communication skills.

Principles and practice of administration, supervision, training and project management.

Applicable laws, codes, regulations policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

ABILITY TO:

Plan, organize, control and direct the construction, maintenance and operation of the Districts facilities.
Assist in the overall development, implementation and supervision of the Department.
Coordinate work activities between department units, contractors and other campus groups.
Train, supervise and evaluate assigned staff.
Develop and administer preventive maintenance program and related records.
Coordinate health and safety programs in the Department.
Estimate labor, material and equipment costs.
Assure compliance with safety practices and various code requirements.
Work from blueprints, shop drawings and sketches.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports and maintain records.
Direct the maintenance of a variety of reports and files related to assigned activities.
Work effectively and cooperatively with peers, faculty, staff, students, and community members from multicultural, diverse backgrounds.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in Engineering, Business Administration or related field and five years of increasingly responsible facilities management experience, including two years in a supervisory capacity.

LICENSE AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

Multicultural diverse environment
Indoor and outdoor environment
Regular exposure to fumes, dust and odors
Hearing and speaking to exchange information
Visually monitor work
Standing for extended periods of time
Bending at the waist, kneeling or crouching

Administrator Salary Range 8
Board Approved: October 16, 2006

EL CAMINO COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: DIRECTOR – MATHEMATICS, ENGINEERING AND SCIENCE
 ACHIEVEMENT (MESA) PROGRAM**

BASIC FUNCTION:

Under the direction of the Deans of Mathematical and Natural Sciences, is responsible for planning, organizing and implementing services for the science, engineering and mathematics students including the MESA Program. The Director will recruit, train and supervise workshop facilitators; coordinate academic excellence workshops with faculty and act as a liaison for the College with other universities and business and industry.

REPRESENTATIVE DUTIES:

Plan, organize, develop and implement the MESA program.

Evaluate student needs, external requirements and regulations, and current trends to develop program modifications and improvements.

Meet regularly with the responsible administrator, faculty and statewide community college director to plan implementation of the MESA program at the College and report on progress of the program.

Prepare and manage budgets; monitor and approve expenditures; prepare grant and program fund applications and ensure compliance with requirements; may prepare and manage contracts for services within the program area.

Direct and participate in the provision of services at all college sites to math and science students including academic and educational workshops, speakers, academic advising, scholarships and fellowships, campus visits, planned activities, and retention strategies.

Conduct outreach and recruitment efforts for MESA students and facilitators.

Review all applications for admissions to the MESA Program and conduct orientations for program candidates.

Maintain longitudinal files on each MESA student tracking student's progress before and after transfer.

Work with faculty and other campus areas to identify needs, coordinate services to students and improve program utilization.

Create and maintain a campus and industry advisory board.

**Administrative Services – Human Resources
DIRECTOR–MESA PROGRAM**

Page 2

Participate in the MESA Regional Alliance and District committees.

Supervise program personnel.

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Oral and written communication skills.

Principles and practices of supervision and training.

Applicable laws, codes and regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and appropriate software.

Organizational, operational, and structural functions of postsecondary institutions.

ABILITY TO:

Demonstrate sensitivity to and understanding of multi-cultural, diverse environments and college students from diverse academic, socioeconomic, and cultural, and ethnic backgrounds.

Supervise and evaluate the performance of assigned staff.

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 computer and appropriate office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

EDUCATION AND EXPERIENCE:

Must have a bachelor's degree preferably in mathematics or a science field; one year experience delivering to students academic services aimed at improving student success for students majoring in a mathematics-based field; and three years work experience in education, industry or other profession involving work with postsecondary students in mathematics-based fields.

LICENSE AND OTHER REQUIREMENTS:

Valid California driver's license.

**Administrative Services – Human Resources
DIRECTOR–MESA PROGRAM**

Page 3

WORKING CONDITIONS:

Will be required to drive to offsite locations periodically.

Move from one work area to another.

Hand wrist, finger dexterity to operate various office machines.

Multicultural, diverse work environment.

Lift up to 25 pounds.

Administrator Salary Range – Range 6

Board Approved: October 16, 2006

MEMORANDUM OF UNDERSTANDING
BETWEEN THE EL CAMINO COMMUNITY COLLEGE DISTRICT
AND THE EL CAMINO COMMUNITY COLLEGE FEDERATION OF TEACHERS

September 21, 2006

This Memorandum of Understanding (“MOU”) is entered into on September 21, 2006, between the El Camino Community College District (“District”) and the El Camino Federation of Teachers (“Federation”) regarding compensation for work done toward the El Camino College Compton Educational Center.

1. All work for the Compton Educational Center shall be on a voluntary basis. No Federation members shall be required to do work for the Compton Educational Center.
2. Rates of Pay for work done for the Compton Educational Center shall be compensated using Appendix D-3 at applicable Rate 1, Rate 2, or Rate 3, or Article 10, Section 9 or Section 14, as applicable.
3. Any peer evaluations of Compton employees by El Camino College employees shall be compensated at Appendix D-3, Rate 2.
4. Mileage shall be compensated for travel between El Camino College and the Compton Educational Center (16 miles round trip) at standard mileage rates.
5. Work that Counselors do for the Compton Educational Center shall not be considered part of their normal work duties, and as such, shall not be a part of their nominal load.
6. The terms of this MOU are in effect during the current Federation Agreement.

Date: September 21, 2006

For the El Camino Community College District

Name: _____
Spencer E. Covert, Chief Negotiator

Date: September 21, 2006

For the El Camino College Federation of Teachers

Name: _____
Sean Donnell , Chief Negotiator

**MEMORANDUM OF UNDERSTANDING
BETWEEN EL CAMINO COMMUNITY COLLEGE DISTRICT, AND
EL CAMINO CLASSIFIED EMPLOYEES, LOCAL 6142, CFT, AFT, AFL-CIO**

It is hereby agreed between the El Camino Community College District (“District”) and the El Camino Classified Employees, Local 6142, CFT, AFT, AFL-CIO (“ECCE”) that the District will provide a limited plan to compensate classified employees for work performed that is directly related to the transition of Compton Community College to El Camino College Compton Educational Center.

This plan is to be effective from June 1, 2006, through December 31, 2006. However, it is understood that the District and ECCE will re-evaluate an extension if Special Pay Assignments continue beyond December 31, 2006.

Additional compensation would be received for the following situations:

- 1) Overtime
 - a. Overtime provisions are outlined in the Agreement between the District and ECCE.
- 2) Work Out of Classification (WOC)
 - a. Work out of classification provisions are outlined in the Agreement between the District and ECCE.
 - b. Though not specified in the Agreement, an employee must meet the minimum qualifications for the position in which he or she is approved to work out of classification.
- 3) Work performed at the El Camino College Compton Center as a Special Pay assignment.
- 4) Mileage Reimbursement
- 5) Description of Special Pay Assignments
 - a. Oversight of Work
 - b. Training
 - c. Learning an Alternative System
 - d. Responsibility for Multiple Sites, Processes, Systems
 - e. Technical Expertise

Rate I - \$9.00 above the Hourly Rate of Pay
Performance of Oversight and Lead Tasks
Identification and Resolution of Problems

Comprehensive Analysis and Recommendations
Learning Alternative Systems

Rate II - \$7.00 above the Hourly Rate of Pay

Training
Technical Expertise

Rate III – \$5.00 above Hourly Rate of Pay

Committee meetings and participation

EL CAMINO CLASSIFIED EMPLOYEES

EL CAMINO COMMUNITY COLLEGE
DISTRICT

By: _____

Luukia A. Smith, President of ECCE
Vice.President - Human Resources

By: _____

Marcia M. Wade, Assoc.

Date: _____

Date: _____

Administrative Services – Human Resources

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

Revised: ~~June 19, 2006~~ October 16, 2006

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

Administrative Services – Human Resources

Assistant Director Admissions & Records
 CalWORKS & Career Placement Services Director
 Director of EOP&S/CalWORKS
 Director, International Business Development
 Director, Bookstore
 PACE & Week-end College Director
 Director, Community Relations
 Director, Risk Management
 Director, Student Development
 Assistant Director, Financial Aid and Scholarships

Range 12	93,644	96,538	99,450	102,410	104,954
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Range 13	96,538	99,450	102,410	104,954	108,667
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Assistant Director, Human Resources
 Assistant Director, Information Technology Services
 Director, Center for International Education
 Director, Financial Aid & Scholarship
 Director, Business Services
 Director, Research and Planning
 Director, Special Resource Center
 Director, Staff and Student Diversity
 Associate Dean
 Executive Director, El Camino Center for the Arts
 Director of Resource Development/Grants Development & Management
 Director of Learning Resources

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

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

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

Administrative Services – Human Resources

Range 17	114,257	117,655	121,200	124,832	128,578
Range 18	117,655	121,200	124,832	128,577	132,426

Board Approved: Board Revised: ~~June 15, 2006~~ October 16, 2006

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

- A. Special Assessment Fee - Accrediting Commission for Community and Junior Colleges.....Page 98
- B. Board of Trustees' Self-Evaluation.....Page 98
- C. Revised Board Policy 3410 – Non-Discrimination - First Reading and Procedure 3410 – Unlawful Discrimination and Sexual Harassment Complaints - Presented for Informational Purposes Only.....Page 102
- D. Potential Assignments.....Page 120
- E. Student Equity Plan.....Page 121

President and Board of Trustees

A. Special Assessment – Accrediting Commission for Community and Junior Colleges (ACCJC)

It is recommended that the Board approve payment of a special assessment of 8% being required from all ACCJC member institutions. The amount of El Camino College's assessment is \$1,182.64.

B. 2005-2006 Board of Trustee Goals and Evaluation.

Each year the Board of Trustees establishes goals and evaluates its performance on the previous years goals. The Community College League of California provides the evaluation instrument. The Board of Trustees remarks are publicly presented and members of the Board may discuss, amend or delete the recommended goals for the forthcoming year.

- I. New Trustee Orientation
 - A. Consider assigning or referring a mentor.
 - B. Help new Trustee strengthen links to external community.
 - C. Encourage new Trustee to seek Trustee educational opportunities.
 - D. Encourage CEO availability to new Trustee.

- II. Effect implementation of the November 5, 2002 Measure E successful bond election.
 - A. Update College Facilities Master Plan.
 - B. Implement construction program.
 - C. Monitor and approve construction program.

- III. Participate in community activities and events and bring observations to the Board for policy issues.
 - A. Attend events in the community.
 - B. Speak to community groups.
 - C. Make Board presentations.
 - D. Bring copies of community events and activities to other Board members.

- IV. Participate in the operation of the College at Board Meetings.
 - A. Speak freely and openly on policy issues.
 - B. Solicit opinions of fellow Board members.
 - C. Present ideas during discussion section of Board Meetings.

- V. Continue a Trustee education program.

President and Board of Trustees

- A. Attend a conference on Trustee responsibilities.
- B. Submit materials from various sources to fellow Trustees.
- C. Read Trustee education materials send by various organizations.

Background. With this October 2006 presentation, individual Board members complete the self-evaluation questionnaire for 2005-2006. At the November Board meeting, the Board members comment on their evaluations and make recommendations for 2006-2007 goals.

**EL CAMINO COLLEGE BOARD OF TRUSTEES
SELF-EVALUATION QUESTIONNAIRE 2005-2006**

<u>Individual Trustees' appraisal of all members' activities.</u>	Strongly Agree	Agree	Disagree	Strongly Disagree	No Response
Priorities and Planning					
1. Most of the issues occupying the Board's time and attention are directly related to the mission and goals of the institution.					
2. All members of the Board have a clear understanding of the vision of the college.					
3. All members of the Board can articulate the vision of the college to the diverse constituencies of the district.					
Board and Chief Executive Officer Relations					
1. The Board and CEO maintain optimum communications.					
2. The roles of the CEO and the Board are clearly defined.					
3. Trustees keep the CEO well informed of contacts with the community.					
4. Trustees keep the CEO well informed of contacts with college employees.					
Board and College Relations					
1. Trustees are knowledgeable about the college's history.					
2. Trustees are well versed concerning the college's strengths and weaknesses.					
3. Trustees are knowledgeable about the mission of the college.					
4. The Board is sensitive to the concerns of students.					
5. The Board is sensitive to the concerns of employees.					
6. The Board supports the college by attending various events.					
Board and Community Relations					
1. Trustees are well informed concerning the needs of the community.					
2. Trustees fairly and assertively represent the communities they serve.					
3. Trustees use their community ties to promote a positive image of the college					
Board Agendas					
1. The Board Agendas always focus on policy issues.					
2. The Board Agendas always allow sufficient time and attention for discussion of legislative and state policy issues.					
3. The Board Agendas are organized logically which facilitates efficient use of time.					

	Strongly Agree	Agree	Disagree	Strongly Disagree	No Response
Board Organization and Dynamics					
1. Definitions of the roles of the Board chair and other officers are clearly understood by the Trustees.					
2. The roles of the Board officers are conscientiously implemented.					
3. All public meetings of the Board are conducted in compliance with the Brown Act.					
Board Decision-Making Processes					
1. Trustees demonstrate respect for the opinions of others at Board meetings.					
2. Board meetings are structured to assure that all relevant information is considered before making a decision.					
3. Board members are provided with adequate information needed to fully understand the issues.					
Trustee Development and Education					
1. Board members (including the Student Trustee) receive a thorough orientation to their roles and responsibilities.					
2. Board members have a thorough understanding of the district's mission and goals.					
3. Board members are well informed and knowledgeable about legislative issues that may impact the college.					
4. Board members are well informed and knowledgeable about state policy issues that may impact the college					
5. Information about important issues is readily shared among Board members.					
Board Goals					
1. The Board prepares an annual set of written goals and objectives.					
2. The annual objectives of the Board are measurable					
3. The Board has a set of clearly defined performance standards.					
4. The Board's goals and objectives are clearly communicated to the college community.					
Board Evaluation					
1. The Board systematically identifies and reports its accomplishments.					
2. The Board provides ample opportunity for college employees and citizens of the community to evaluate its performance.					
3. The Board takes appropriate measures to assure that its self-evaluation is objective, impartial and constructive.					

C. **Revised Board Policy 3410 – Non-Discrimination – First Reading, and Procedure 3410 – Unlawful Discrimination and Sexual Harassment Complaints – Presented for Informational Purposes Only**

It is recommended that the Board accept the following revised Board policy for first reading:

President and Board of Trustees

Board Policy 3410 Non-Discrimination

The policy of the El Camino Community College District is to provide an educational and employment environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex (~~harassment~~), race, color, ancestry, sexual orientation, physical or mental disability or retaliation in any program or activity that is administered by, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges.

The policy of the El Camino Community College District also provides for an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment.

The policy of the El Camino Community College District is to comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973 in the development, procurement, maintenance, or use of electronic or information technology and respond to and resolve unlawful discrimination complaints regarding accessibility. Such complaints will be treated as complaints of discrimination on the basis of disability.

Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination of contract.

The Superintendent/President shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

Reference: California Government Code sections 11135 through 11139.5, the Sex Equity in Education Act (Ed. Code sections 11135 through 11139.5, the Sex Equity in Education Act (Ed. Code § 66250 et seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Americans with Disabilities Act of 1990 (42 U.S.C. § 12100 et seq.) and the Age Discrimination Act (42 U.S.C. § 6101).¹

Authority: Cal. Code Regs., tit. 5. § 59300; Gov. Code, § 59300; Gov. Code 11135-11139.5; Ed. Code, § 66250 et seq., 42 U.S.C. § 2000d; 20 U.S.C. § 1681; 29 U.S.C. § 794; 42 U.S.C. § 12100 et seq.; 42 U.S.C. § 6101.

RETALIATION

It is unlawful for anyone to retaliate against someone who files an unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination policy.

Authority: 20 U.S.C. § 1681 et seq.; 34 C.F.R. § 106; Cal Code Regs., tit. 5, § 59300 et seq., Revised Sexual Harassment Guidance: Harassment of Students by School Employees, other Students, or Third Parties, Title IX, Office for Civil Rights, January 19, 2001.

¹ If the federal statutes cited above would result in broader protection of the civil rights of individuals, then that broader protection or coverage shall be deemed incorporated by reference and shall prevail over conflicting provisions of Title 5, Section 59300, as cited.

El Camino College
Adopted: 4/16/01
Revised: 9/18/06

President and Board of Trustees

Administrative Procedure 3410 – Unlawful Discrimination and Sexual Harassment Complaints

I. General

The purpose of the Unlawful Discrimination and Sexual Harassment Complaint Procedure is to set forth the process for filing and processing complaints of unlawful discrimination at El Camino Community College District.

The District's policy insures an educational and employment environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability or retaliation in any program or activity that is administered by, funded directly by, or that receives any financial assistance from the State Chancellor's Office or Board of Governors of the California Community Colleges. The District policy also provides for an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or communication constituting sexual harassment.

A copy of the written policies on unlawful discrimination will be displayed in a prominent location in the main administrative building or other area where notices regarding the institution's rules, regulations, procedures, and standards of conduct are posted.

II. Definitions

Definitions applicable to nondiscrimination policies are as follows:

1. "Appeal" means a request by a complainant made in writing to the El Camino College District governing board pursuant to section 59338 and/or to the Chancellor's Office pursuant to section 59339 to review the administrative determination of the District regarding a complaint of discrimination.

President and Board of Trustees

2. “Complaint” means a written and signed statement meeting the requirements of section 59328, that alleges unlawful discrimination in violation of the nondiscrimination regulations adopted by the Board of Governors of the California Community Colleges, as set forth by Title 5, Section 59300, et seq.
3. “Days” means calendar days.
4. “Mental disability” includes, but is not limited to, all of the following:
 - a. Having any mental or psychological disorder or condition, such as mental retardation, organic brain syndrome, emotional or mental illness or specific learning disabilities that limits a major life activity. For purposes of this section:
 - i. Limits all be determined without regard to mitigating measures, such as medications, assistive devices, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.
 - ii. A mental or physiological disorder or condition limits a major life activity if it makes the achievement of the major life activity difficult.
 - iii. “Major life activities” shall be broadly construed and shall include physical, mental, and social activities and working.
 - b. Any other mental or psychological disorder or condition not described in Paragraph (1) that requires specialized supportive services.
 - c. Having a record or history of mental or psychological disorder or condition described in paragraph (1) or (2), which is known to the District.
 - d. Being regarded or treated by the District as having, or having had, any mental condition that makes achievement of a major life activity difficult.
 - e. Being regarded or treated by the District as having, or having had any mental or psychological disorder or condition that has no present disabling

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effect, but that may become a mental disability as described in (1) or (2). “Mental disability” does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.¹

5. “Physical disability” includes, but is not limited to, all of the following:

- (a) Having any physiological disease, condition, cosmetic disfigurement, or anatomical loss that does both of the following:
 - i. Affects one or more of the following body systems: neurological, immunological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine.
 - ii. Limits a major life activity. For purposes of this section:
 - iiia. “Limits” shall be determined without regard to mitigating measures such as medications, assistive devices, prosthetics, or reasonable accommodations, unless the mitigating measure itself limits a major lift activity.
 - iiib. A physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss limits a major life activity if it makes the achievement of the major life achievement difficult.
 - iiic. “Major life activities” shall be broadly construed and includes physical, mental, and social activities and working.
- b. Any other health impairment not described in paragraph (1) that requires specialized supportive services.
- c. Having a record or history of a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment described in Paragraph (1) or (2), which is known to the District.
- d. Being regarded or treated by the District as having, or having had, any physical condition that makes achievement of a major life activity difficult.
- e. Being regarded or treated by the District as having, or having had, a disease,

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disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment that has no present disabling effect but may become a physical disability as described in paragraph (1) or (2).

- f. “Physical disability” does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from current unlawful use of controlled substances or other drugs²,
 - i. “District” means the El Camino Community College District or any District program or activity that is funded by the state or receives financial assistance from the state. This includes any organization associated with the District or its college that receives state funding or financial assistance through the District.
 - ii. “Responsible District Officer” means the officer identified by the District to the State Chancellor’s Office as the person responsible for receiving complaints filed pursuant to Title 5, Section 59328, and coordinating their investigation.

¹If the Americans with Disabilities Act of 1990 definitions would result in broader protection of the civil rights of individuals with a mental or physical disability, or would include any medical condition not included within these definitions, then that broader protection or coverage shall be deemed incorporated by reference into, and shall prevail over conflicting provisions of the definitions in Government Code Section 12926 and should be included in District policy. (Government Code, § 12926(1))

- iii. “Sexual harassment” is unlawful discrimination in the form of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the workplace or in the educational setting, and includes but is not limited to:
 - iiia. Making unsolicited written, verbal, physical, and/or visual contacts with sexual overtones, (Examples of possible sexual harassment that appear in a written form include, but are not limited to: suggestive or obscene letters, notes, and invitations. Examples of possible visual sexual harassment include, but are not limited to leering, gestures, display of sexually aggressive objects or pictures, cartoons, or posters).
 - iiib. Continuing to express sexual interest after being informed that the interest is unwelcome.

President and Board of Trustees

- iiic. Making reprisals, threats of reprisals following a rebuff of harassing behavior. The following are examples of conduct in an academic environment that might be found to be sexual harassment: implying or actually withholding grades earned or deserved, suggesting a poor performance evaluation will be prepared, or suggesting a scholarship recommendation or college application will be denied.
- iiid. Engaging in implicit or coercive sexual behavior within The work environment which is used to control, influence, or affect the employee's career, salary, and/or work environment.
- iiie. Engaging in explicit or coercive sexual behavior within the educational environment that is used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
- iiif. Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

²*Ibid*

- iv. "Unlawful discrimination" means discrimination based on a category protected under Title 5, Section 59300, including sexual harassment and retaliation.

Authority: Gov. Code, § 12926; California Code of Regulations, Title 5. § 59311
Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX, Office for Civil Rights, January 19, 2001.

III. Students and Employees Notice, Training and Education

1. The El Camino Community College District's officer shall make arrangements for or provide training to employees and students on the District's unlawful discrimination policy and procedure.

President and Board of Trustees

2. Faculty members, members of the administrative staff, and members of the support staff will

be provided with a copy of the District's written policy on unlawful discrimination at the beginning of the first quarter or semester of the college year after the policy is adopted. 3.

3. All District employees will receive this training and a copy of the unlawful discrimination policies and procedures during the first year of their employment.
4. Because of their special responsibilities under the laws, supervisors will undergo Mandatory Harassment Awareness Training every two years.
5. In years in which a substantive policy or procedural change has occurred all District employees will receive a training update and/or receive a copy of the revised policies and procedures.
6. A training program or informational services will be made available to all students at least once annually. The student training or information services will include an explanation of the policy, how it works, and how to file a complaint.
7. In addition, a copy of the District's written policy on unlawful discrimination, as it pertains to students, will be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester or summer session, as applicable.

Authority: Education Code, § 66281.5; California Code of Regulations, Title 5, §§ 59324 and 59326. Reference: California Code of Regulations, Title 5, § 59300 et seq., 34 C.F.R. § 106.8(b).

Reference: *Cohen v. San Bernardino Valley College* (1995) 883.F.Supp. 1407, 1412-1414, affd. in part and revd. In part on other grounds, (1996) 92 F.3d 968; California Code of Regulations, Title 5, § 59302.

IV. Responsible District Officer

1. The El Camino Community College District has identified the Director of Staff and Student Diversity/Equal Employment Officer to the State Chancellor's Office and to be public as the single District officer responsible for receiving all unlawful discrimination complaints filed pursuant to Title 5, Section 59328, and for coordinating their investigation.³
2. The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract with the District. Such delegation procedures will be used whenever the officer designated to receive complaints is named in the complaint or is

President and Board of Trustees

implicated by the allegations in the complaint..

3. Administrators, faculty members, classified employees, other District employees, and students shall direct all complaints of unlawful discrimination to the responsible District officer.

Authority: California Code of Regulations, Title. 5, § 59324; 34 C.F.R. § 106.8.

V. Informal/Formal Complaint Procedure

1. When a person brings charges of unlawful discrimination to the attention of the District's responsible officer, that officer will:
 - a. Undertake efforts to informally resolve the charges;
 - b. Advise the complainant that he or she need not participate in informal resolution;
 - c. Notify the person bringing the charges of his or her right to file a formal complaint and explain the procedure for doing so;
 - d. Assure the complainant that he or she will not be required to confront or work out problems with the person accused of unlawful discrimination;
 - e. Advise the complainant that he or she may file a non-employment based complaint with the Office for Civil Rights of the U.S. Department of Education (OCR) where such a complaint is within the agency's jurisdiction;
 - f. If the complaint is employment-related, the complainant will also be advised that he or she may file a complaint with the U.S. Equal Employment Opportunity (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) where such a complaint is within the agency's jurisdiction.
 - g. Once a complaint is filed, the individual(s) accused of engaging in prohibited discriminatory conduct will be advised of that filing and the general nature of the complaint. This will occur as soon as possible and appropriate under the circumstances.
 - h. The District will also advise the accused that an assessment of the accuracy of the allegation has not yet been made, that the accused may have representation, that the complaint will be investigated, that the accused will be provided an opportunity to present his/her side of the matter, and that any conduct that could be viewed as retaliation against the complainant or any witnesses must be avoided.
2. Efforts at informal resolution need not include any investigation unless the responsible District officer determines that an investigation is warranted by the facts and seriousness of The charges.

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3. Selecting an informal resolution does not extend the time limitations for filing a formal

complaint. Efforts at informal resolution may continue after the filing of a formal written complaint, but after a complaint is filed an investigation is required to be conducted pursuant to Title 5, Section 59334. and will be completed unless the matter is informally resolved and the complainant dismisses the complaint.

4. Any efforts at informal resolution after the filing of a written complaint will not exceed the 90-day period for rendering the administrative determination pursuant to Title 5, Section 59336.
5. In employment-related cases, if the complainant filed with the Department of Fair Employment and Housing, a copy of that filing will be sent to the State Chancellor's Office requesting a determination of whether a further investigation under Title 5 is required.
6. Unless the State Chancellor's Office determines that a separate investigation is required, the District will discontinue its investigation under Title 5 and the matter will be resolved through the Department of Fair Employment and Housing.
7. The District will provide for representation when required by law and may allow for representation for the accused and complainant in other circumstances on a case-by-case basis.
8. An investigating unlawful discrimination complaints containing issues of academic freedom, El Camino Community College District will consult with faculty members appointed by the Academic Senate and the Federation with respect to contemporary practices and standards for course content and delivery.

Authority: California Code of Regulations, Title. 5, §§ 59327, 29328, 59334, 59336, and 59339
NLRB v. Weingarten, Inc. (1975) 420 U.S. 251.

³The Office for Civil Rights (OCR) advised educational institutions to give one official responsibility for oversight and coordination of all sexual harassment complaints to insure consistent practices and standards in handling complaints as well as coordination of record keeping. This will help ensure that the educational institution can and will resolve recurring problems and identify students or employees who have multiple complaints filed against them. The State Chancellor's Office advises that having the responsible District officer, named Pursuant to Title 5, Section 59324, coordinate both sexual harassment and other unlawful Discrimination complaints satisfy OCR's instruction on this subject.

⁴The purpose of the informal resolution process is to allow an individual who believes she/he has been unlawfully discriminated against or sexually harassed to resolve the issue through a **President and Board of Trustees**

mediation process rather than the formal complaint process. Typically, the informal process will be invoked when there is a simple misunderstanding or the complainant does not wish to

file a formal complaint. Resolution of an informal complaint may require nothing more than a clarification of the misunderstanding or an apology from the respondent and an assurance that the offending behavior will cease. However, the District is responsible for maintaining a safe and discrimination free educational environment and serious allegations need to be investigated even if the complaining party considers the matter resolved. In an informal process the District officer shall advise the complainant of his or her rights and responsibilities under both the formal and informal processes. If the complainant declares his or her preference for the informal process, the responsible District officer shall present the complainant with a document that describes the informal/formal process that contains the basics of complainant's allegations of unlawful discrimination. This document will clearly indicate that the complainant opted for the informal resolution process and should be signed and dated by the complainant. The informal resolution process will not be made a predicate to the process and investigation of a formal complaint. If a formal complaint is filed, an investigation must be completed within the time required unless it is voluntarily rescinded by a complainant as a result of a successful informal resolution.

VI. Filing of Formal Written Complaint

1. If a complainant decides to file a formal written unlawful discrimination complaint against the District, he or she must file the complaint on a form prescribed by the State Chancellor's Office. These approved forms are available from the District and also at the State Chancellor's Office website, as follows:

<http://www.cccco.edu/divisions/legal/discrimination/discrimination.htm>

2. The completed form must be filed with the District representative or mailed directly to the State Chancellor's Office of the California Community Colleges.
3. Once a complaint is filed, the individual(s) accused of engaging in prohibited discriminatory conduct will be advised of that filing and the general nature of the complaint. This will occur as soon as possible and appropriate under the circumstances.
4. The District will also advise the accused that an assessment of the accuracy of the allegation has not yet been made, that the accused may have representation that the complaint will be investigated, that the accused will be provided an opportunity to present his/her side of the matter, and that any conduct that could be viewed as retaliation against the complainant or any witnesses must be avoided.

Authority: California Code of Regulations, Title 5, §§ 59311 and 59328.

VII. Threshold Requirements Prior to Investigation of a Formal Written Complaint

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1. When a formal written complaint is filed it will be reviewed to determine if the complaint meets the following requirements:

- a. The complaint must be filed on a form prescribed by the State Chancellor's] Office.
- b. The complaint must allege unlawful discrimination prohibited under Title 5, section 59300.
- c. Complaint must be filed by one who alleges he or she has personally suffered unlawful discrimination or by one who has learned of such unlawful discrimination in his or her official capacity as a faculty or staff member, a classified employee or as an administrator.
- d. In any complaint not involving employment, the complaint must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts underlying the specific incident or incidents of alleged unlawful discrimination.
- e. In any complaint alleging discrimination in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period will be extended by no more than 90 days following the expiration of that 180 days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of 180 days.

Additional information about this initial review of complaints can be found in the Guidelines for Processing Formal Title 5 Unlawful Discrimination Complaints prepared by the State Chancellor's Office.⁵

Authority: California Code of Regulations, Title 5, § 59328

⁵The Guidelines for Processing Formal Title 5 Unlawful Discrimination Complaints is a procedural aid for processing formal unlawful discrimination complaints.

VIII. Defective Complaint

1. If a complaint is found to be defective it will be immediately returned to the complainant with a complete explanation of why an investigation will not be initiated under California Code of Regulations, Title 5, Section 59300 et seq. The notice will inform the complainant that the complaint does not meet the requirements of Section 59328, and shall specify in what requirement the complaint is defective.

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2. A copy of the notice to the claimant will also be sent to the State Chancellor's Office.

Authority: California Code of Regulations. Title 5, §59330.

IX. Notice to State Chancellor's Office or District

1. A copy of all complaints filed in accordance with the Title 5 regulations will be forwarded to the State Chancellor's Office immediately upon receipt.
2. Similarly, when the State Chancellor's Office receives a complaint a copy will be forwarded to the District.

Authority: California Code of Regulations, Title 5, § 59300.

X. Confidentiality of the Process

1. Investigative processes can best be conducted within a confidential climate. Therefore, the District does not reveal information about such matters except as necessitated to fulfill its legal obligations. However, potential complainants are sometimes reluctant to pursue a complaint if their names will be revealed.
2. The inability to reveal the names of a complainant or facts that are likely to reveal the identity of the complainant can severely limit the ability of the District to respond. Complainants must also recognize that persons who are accused of wrongdoing have a right to present their side of the matter, and this right may be jeopardized if the District is prohibited from revealing the name of the complainant or facts that are likely to disclose the identity of the complainant.
3. If a complainant insists that his or her name not be revealed, the responsible officer will take all reasonable steps to investigate and respond to the complaint consistent with the complainant's request as long as doing so does not jeopardize the rights of other students or employees.
4. It is also important that complainants and witnesses understand the possibility that they may be charged with allegations of defamation if they circulate the charges outside of the District's process. In general, persons who are participating in a District investigation or disciplinary process that is related to a charge of discrimination are protected from tort claims such as defamation. However, persons who make allegations outside of these processes or who discuss their claims with persons outside of the process may expose themselves to tort charges.

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5. Complainants, witnesses, and those accused of discrimination will all be asked to sign a confidentiality acknowledgement statement.
6. Where an investigation reveals the need for disciplinary action, the complainant may wish to

have information about what disciplinary actions the District took. However, the privacy rights of the person involved often prevent the District from providing such information.

7. In student disciplinary actions for sexual assault/physical abuse charges, Educational Code, section 76234 provides that the victim shall be informed of the disciplinary action, but that the victim must keep the information confidential. .Disciplinary actions taken against employees are generally considered confidential.⁶

Authority: California Constitution Article I, § 1; Civil Code § 47; California Education Code, §§ 76234 and 87740; *Silberg v. Anderson* (1990) 50 Ca. 3d. 205' Revised *Sexual Harassment Guidance: Harassment of Students by School Employees, other Students, or Third Parties*, Title IX, Office for Civil Rights, January 19, 2001.

⁶Complainants must trust the District to take appropriate action and must understand that the District is generally not at liberty to discuss personnel or student matters, particularly disciplinary matters. In some disciplinary cases, the complainant may be required to testify at a hearing, and would therefore be aware of the proposed disciplinary action.

XI. Administrative Determination

1. In any case not involving employment discrimination, within 90 days of receiving an unlawful discrimination complaint filed under Title 5, Section 59300 et seq., the responsible District officer will complete the investigation and forward a copy of the investigative report to the State Chancellor's Office, a copy or summary of the report to the complainant, and written notice setting forth all the following to both the complainant and the State Chancellor's Office:
 - a. the determination of the responsible District officer as to whether there is probable cause to believe discrimination has occurred with respect to each allegation in the complaint;
 - b. a description of actions taken, if any, to prevent similar problems from occurring in the future; the proposed resolution of the complaint; and
 - c. the complainant's right to appeal to the District governing board and the State Chancellor's Office.
2. In any case involving employment discrimination, within 90 days of receiving an unlawful discrimination complaint filed under Title 5, Section 59300, et seq., the responsible District officer will complete the investigation and forward a copy or summary of the report to the complainant, and written notice setting forth all the following to the complainant:

President and Board of Trustees

- a. the determination of the responsible District officer as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint;

- b. a description of actions taken, if any, to prevent similar problems from occurring in the future (see footnote 7);
 - c. the proposed resolution of the complaint; and
 - d. the complainant's right to appeal to the District governing board and the Department of Fair Employment and Housing.
3. The District will keep these documents on file for a period of at least three years after closing the case, and make them available to the State Chancellor's Office upon request.
- a. The El Camino Community College District recognizes the importance of and is therefore committed to completing investigations and resolving complaints as quickly as possible, consistent with the requirements for a thorough investigation.

Authority: California Code of Regulations, Title 5, § 59336.

⁷ If it is determined that discrimination did occur, possible remedies to prevent similar problems from occurring in the future include all of the standard District disciplinary actions for students and employees, ranging from undocumented reprimand to termination or expulsion. If formal disciplinary action is inappropriate, other possible remedies include training in the pertinent area(s) of unlawful discrimination, apology, and restricting or forbidding contact between the perpetrator and victim..

XII. Complainant's Appeal Rights

1. Complainants have appeal rights that they may exercise if they are not satisfied with the results of the District's administrative determination. At the time the administrative determination and summary is mailed to the complainant, the responsible District officer or his/her designee shall notify the complainant of his or her appeal rights as follows:

- a. First level of appeal: The complainant has the right to file an appeal to the District's governing board within 15 days from the date of the administrative determination. The District's governing board will review the original complaint, the investigative report, the administrative determination, and the appeal.

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- b. The District's governing board will issue a final District decision in the matter within 45 days after receiving the appeal. Alternatively, the District's governing board may elect to take no action within 45 days, in which case the original decision in the administrative determination will be deemed to be affirmed and shall become the final District decision in

the matter. A copy of the final decision rendered by the District's governing board will be forwarded to the complainant and to the State Chancellor's Office.

- c. Second level of appeal: The complainant has the right to file an appeal with the California Community Colleges Chancellor's Office in any case not involving employment-related discrimination within 30 days from the date that the governing board issues the final District decision or permits the administrative determination to become final by taking no action within 45 days.⁸ The appeal must be accompanied by a copy of the decision of the governing board or evidence showing the date on which the complainant filed an appeal with the governing board, and a statement under penalty of perjury that no response was received from the governing board within 45 days from that date.

2. Complainant must submit all appeals in writing.

Authority: California Code of Regulations, Title. 5, §§ 59338 and 59339

⁸The Department of Fair Employment and Housing (DFEH) has final jurisdiction over employment-related cases. Therefore, the State Chancellor's Office has agreed to accept DFEH decisions and does not accept appeals in employment discrimination cases.

XIII. Forward to State Chancellor's Office

1. In any case not involving employment discrimination, within 150 days, of receiving a complaint, the responsible District officer will forward the following to the State Chancellor's Office:
 - a. A copy of the final District decision rendered by the governing board or a statement indicating the date on which the administrative determination became final as a result of taking no action on the appeal with 45 days.
 - b. A copy of the notice of appeal rights the District sent to the complainant.
 - c. Any other information the State Chancellor's Office may require.

The District will keep these documents on file for a period of at least three years after closing the case, and in any case involving discrimination, make them available to the State Chancellor's Office upon request.

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Authority: California Code of Regulations, Title 5, §§ 59338 and 59340.

XIV. Extensions

1. If for reasons beyond its control, the District is unable to comply with the 90-day deadline specified above for submission of materials to the complainant and the State Chancellor's Office, the responsible District officer will file a written request that the State Chancellor's Office grant an extension of the deadline.
2. The request will be submitted no later than 10 days prior to the expiration of the deadlines established by Title 5 in sections 59336 and/or 59340 and will set forth the reasons for the request and the date by which the District expects to be able to submit the required materials.
3. A copy of the request for an extension will be sent to the complainant, who will be advised that he or she may file written objections with the State Chancellor's Office within 5 days of receipt.
4. The State Chancellor's Office may grant the request unless delay would be prejudicial to the investigation. If an extension of the 90-day deadline is granted by the State Chancellor's Office, the 150-day deadline is automatically extended by an equal amount.

Authority: California Code of Regulations, Title 5, § 59342.

XV. Record Retention

1. Unlawful discrimination records that are part of an employee's employment records may be classified as Class-1 Permanent records and retained indefinitely or microfilmed in accordance with Title 5, California Code of Regulations, section 59022. Unlawful discrimination records of a student that are deemed worthy of preservation but not classified as Class-1 Permanent may be classified as Class-2 Optional records or as Class-3 Disposable records, to be retained for a period of three years.

Authority: California Code of Regulations, Title 5, § 59020.

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D. Potential Assignments

Recent Board meetings have generated a list of potential assignments. It is recommended that the Board of Trustees review the following list and place priorities for staff response.

1. Re-examination of District voting structure by District as opposed to at-large could take approximately 5 months and cost approximately \$20,000 for possible legal advice.
2. Board of Trustees Video and Audio Taping project: A consultant specializing in design and installation of video taping systems for public agencies has been retained to develop a project proposal for the Board of Trustees' consideration. Preliminary consulting services to design the appropriate systems are estimated to take about 30 days at a cost of approximately \$6,000. Project design and installation will take approximately two months if the design and proposal are acceptable to the Board. Initial estimates of the cost for this project range from \$200,000 to \$350,000.
3. Course repeatability: The Fine Arts Division is weighing the option of non-credit course development in various Fine Arts programs as an alternative or a supplement to credit courses. It is estimated, if approved, non-credit Fine Arts courses could be offered as early as fall 2007. Estimated cost is unknown at this time.
4. Distance Education Program: A program plan to increase distance education online course programming is near completion and includes the adoption of a college course management software program, faculty development, technical support for faculty and students and new staffing. Estimated cost of the program ranges from \$150,000 to \$300,000. The proposal will be completed within the next 30 days for Cabinet review.
5. District communication policy to be developed by Community Relations and will take approximately 4 months to process through Collegial Consultation. There will be minimal cost increase.
6. Leave of Absence Report is nearing completion and will be distributed to the Board within the month.
7. Staff replacement and training policy. There is no current Board Policy. There would be significant personnel and budget impact. Development of a Board Policy would require several months to go through collective bargaining and/or collegial consultation processes.
8. Parking permit machines are continually monitored and upgraded to meet student needs.
9. Compton Center Report. As offered at the last Board meeting, Provost Givens will make brief oral reports at each Board meeting.

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E. Student Equity Plan

It is recommended that the Board adopt the following Student Equity Plan.

Electronic version of this plan is not available. A hard copy is available in the President's Office for viewing.