



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

Mr. William Beverly
President
Trustee Area Three

Mrs. Lila S. Hummel
Vice President
Trustee Area Four

Mrs. Mary E. Combs
Secretary
Trustee Area Two

Dr. Nathaniel Jackson
Member
Trustee Area One

Mr. Philip Gomez
Student Member

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

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

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

Agenda, Monday, October 17, 2005
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 12, 2005**
- III. Presentations - none**
- IV. Public Hearings**
 - A. Public Hearing: Negotiations Between the El Camino Community College District and The El Camino Police Officers Association**
- V. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
 - A. Public Comment
 - B. Academic Affairs
See Academic Affairs Agenda, Page 1
Student and Community Advancement
See Student & Community Advancement Agenda, Pages 1-6
Administrative Services
See Administrative Services Agenda, Pages 1-16
See Measure "E" Bond Fund Agenda, Pages 1-5
See Human Resources Agenda, Pages 1-11
Superintendent/President
See Superintendent/President Agenda, Pages 1-4
- VI. Public Comment on Non-Agenda Items**
- VII. Oral Reports**
 - A. Academic Senate Report
 - B. Board of Trustees Report
 - C. President's Report
- VIII. Closed Session**
 - A. Labor Relations, Brown Act Section 54957.8
 - 1. American Federation of Teachers,

Local 1388

- B. Anticipated Litigation, Brown Act Section 54946.9-Significant Exposure to Litigation
 - 1. 1 Case

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.

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

| | <u>Page No.</u> |
|---|-----------------|
| A. Conference Attendance – Mathematics, Engineering, Science Achievement (MESA) Program | 1 |
| B. Instructional Field Trips – Fall 2005 | 1 |
| C. International Education/Study Abroad Program – Winter 2006..... | 1 |

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

It is recommended that the Board approve the MESA students listed below to participate in the Northern California PG&E/MESA Student Leadership Conference that will take place October 28-29, 2005 at the PG&E Learning & Training Center in San Ramon, California. All expenses will be covered by the MESA Program and the students will be accompanied by the MESA Director, Arturo Hernandez. Transportation will be by air.

| | |
|-----------------|------------------|
| Rolando Arevalo | Jorge Hernandez |
| Armando Cabrera | Estuardo Iriarte |
| Carlos Castro | Vidal Leon |
| Joel Cowart | Ana Orellana |
| Joel Garcia | |

B. INSTRUCTIONAL FIELD TRIPS – FALL 2005

It is recommended that the Board approve the following field trips for Fall 2005:

October 15-16, 2005 – Professor Jeanne Bellemin – Biology 12 Class, estimated students 8, James Reserve, Idyllwild – depart 10:00 a.m. (10/15), return 3:00 p.m. (10/16) – Van transportation.

October 15-16, 2005 – Mr. James Osborne – Horticulture 44 Class, estimated students 12, James Reserve, Idyllwild – depart 10:00 a.m. (10/15), return 12:00 p.m. (10/16) – Van transportation.

October 21-24, 2005 – Professor Joseph Holliday – Geology 32 Class, estimated students 22, Owens Valley – depart 8:00 a.m. (10/21), return 4:00 p.m. (10/24) – Van transportation.

C. INTERNATIONAL EDUCATION/STUDY ABROAD PROGRAM – WINTER 2006

It is recommended that the Board approve the International Education/Study Abroad program in Australia and New Zealand. The agency will be Leonardo World LLC, 9370 Sky Park Court, Suite 230, San Diego, CA 92123. The contact person is Eduard Schmiede.

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 9, 2006 – January 30, 2006.

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

| | <u>Page No.</u> |
|---|-----------------|
| A. Field Trips..... | 1 |
| B. Student Conference..... | 1-2 |
| C. El Camino College Chorale..... | 2 |
| D. Forensics Team Tournaments – Fall 2005..... | 2 |
| E. Community Education Courses – Fall 2005..... | 2-3 |
| F. Destruction of Records..... | 3 |
| G. International Travel..... | 4 |
| H. Grants – Acceptance..... | 5-6 |
| I. Associated Collegiate Press Convention..... | 6 |

A. STUDENT FIELD TRIPS

It is recommended that the Board approve the following student field trips sponsored by the El Camino College Language Academy, and the Transfer Center. The purposes of the trips are to provide educational experience and cultural enrichment.

El Camino College Language Academy

| <u>Date</u> | <u>Coordinator</u> | <u>Location</u> | <u>Estimated Student</u> | <u>Depart/Return</u> | <u>Transp.</u> |
|-------------|--------------------|------------------------------|--------------------------|----------------------|----------------|
| 10/17/05 | Destyn LaPorte | Santa Monica Venice Beach | 50 | 11:30am/5pm | Bus |

Transfer Center

| <u>Date</u> | <u>Coordinator</u> | <u>Location</u> | <u>Estimated Student</u> | <u>Depart/Return</u> | <u>Transp.</u> |
|-------------|--------------------|-------------------------------|--------------------------|----------------------|----------------|
| 10/21/05 | Van Nguyen | Inglewood Court | 20 | 9:30am-2pm | Vans |
| 10/28/05 | Van Nguyen | Fire Station, Torrance | 20 | 9:30am-1:30pm | Vans |
| 11/10/05 | Van Nguyen | KTLA, Hollywood | 20 | 9:30am-1:30pm | Vans |
| 11/18/05 | Van Nguyen | Engineering, Irvine | 20 | 9:30am-2pm | Vans |
| 12/2/05 | Van Nguyen | CPA, Los Angeles | 20 | 9am-2pm | Vans |
| 12/9/05 | Van Nguyen | Radio Station, Los Angeles | 20 | 9am-2pm | Vans |

It is recommended that the Board approve the field trip for the El Camino College Science Club to the Mojave National Reserve, October 14-16, 2005. Expenses for the trip in the amount of \$900 will be paid from Science Club funds, which will include two National Park passes, rental of two vans, and other incidentals for the trip. Advisors: Chuck Herzig and Jim Noyes:

Nora DeMuth, Mario Lopez, Marwan Azzam, Ana Orellana, Valerie Chan, David Chung, Amanda Scheliga, Bob Hammond, Jeff Kincaid, Kim Reiter

B. STUDENT CONFERENCES

1. It is recommended that the Board approve attendance of the following student leaders to the 24th Annual California Community College Student Affairs Association (CCCSAA) Leadership Conference in San Jose, California, October 21-23, 2005 at the Doubletree Hotel. The cost for the trip is \$3,522 and will be paid from the Associated Students Conference Attendance account and the InterClub Council Conference Attendance account. Advisors: Harold Tyler and Janice Watanabe:

Phillip Gomez, Kelvin Lee, Jeff Marvan, Anthony Portillo, Soheil Sima, Wendy Solares, Regina Suh, Anh Tran. Alternates: Ana Banuelos, Joe Celli, Julie Dinh, CharVesther Jackson, David Nordell

2. It is recommended that the Board approve attendance of the following students to the Journalism Association of Community Colleges Regional Conference at Cal State Fullerton, Fullerton, California, October 28-29, 2005. Registration fee of \$50 for each student will be paid from the Auxiliary Services Conference account. Students will pay for their transportation and meals. Advisor: Lori Medigovich:

Ramiro Rodriguez, Elizabeth Flores, David Sanders, Jesse McCann, Mike Mandzak, Anthony Pantoja, Nick Marra, Aaron Dobruck, Marna Beilby, James Wallace, Jeremiah Dobruck, Francesca Nesfield, Evan Ortega, Sylvia Masuda, Nicholas Hulsebus, Marc Hanrada, Mariana Ares, Shaina Gregory, Jacquelyn Jackson

C. ELCAMINO COLLEGE CHORALE

It is recommended that the Board approve participation of the following students in a concert tour and the Music Association of California Community Colleges choir festival. The concert tour and will be held November 16-20, 2005, San Francisco, California. Partial Expenses in the amount of \$5,492 will be paid from Chorale’s Auxiliary Account and the Championship account. The students will pay \$2,640. The remainder of expenses will be paid by attending faculty and staff. Faculty Adviser: Dr. Joanna Medawar Nachef. Staff: Marcia Armstrong and Kenner Bailey

Jun Aglipay, Al Pimentel, Chris Hwang, Fred Kim, Sal Rojas, Samuel Tejada, Mark Lee, Maza Zimmerman, Seon Hee Choi, Claudia Diaz, Katherine Edson, Jennie Harris, Sunhee Huh, Katrina James, Marriam Lofton, Marie Mannino, Kimberly Sims, Ashley Stanbury, Anne Williams, Sharleen Winchell, Bo Yoo, Magaly Zamora

D. FORENSICS TEAM TOURNAMENTS – FALL 2005

It is recommended that the Board approve the following Forensics Team Tournaments for Fall 2005. Expenses to be paid from the District and Auxiliary Services Budgets:

| <u>Date</u> | <u>Tournament</u> | <u>Location</u> | <u>Cost*</u> |
|-------------|------------------------|-----------------|--------------|
| 9/23-24 | Claremont Invitational | Claremont | \$ 600 |
| 10/15-16 | Cougar Classic | Azusa | \$2,000 |
| 10/29-30 | Lancer Invitational | Pasadena | \$1,000 |
| 11/4-6 | Epicenter Invitational | Northridge | \$1,800 |
| 11/12-13 | Griffin International | San Diego | \$1,800 |
| 12/2-4 | PSCFA Fall Champs | Long Beach | \$1,000 |

*Cost not to exceed

E. COMMUNITY EDUCATION COURSES – FALL 2005

It is recommended that the Board approve Margaret Jacoby as the instructor of the Compensation Management class for the Community Education Program for Fall 2005. The class will be held on Mondays, September 26 through October 26, 2005, 6:30pm – 9:30pm. It is further recommended that payment to the instructor for the class be paid at the rate of \$40 per hour plus \$5 per student for material fees.

It is recommended that the Board approve the change in instructor for the following Community Education courses for Fall 2005:

| <u>Name of Course</u> | <u>Instructor</u> | |
|---------------------------|----------------------------|----------------------|
| Medical Billing & Reimb | Josephine Moore | Shoushik Mardirosian |
| Medical Office Procedures | Josephine Moore | Shoushik Mardirosian |
| Biomedical Sci 1-Anatomy | Josephine Moore | Shoushik Mardirosian |

(Instructor to be paid \$50 per hour).

| | | |
|---------------------|----------------------------|--------------|
| Medical Terminology | Josephine Moore | Laura Landry |
|---------------------|----------------------------|--------------|

(Instructor to be paid as follows: 50% of the revenue collected for student enrollments after a 30% overhead fee is deducted from the gross amount of enrollment fees collected.)

| | | |
|--------------------|-------------------------------|----------------|
| Event Planning 1-6 | Thornburg, Deborah | Jeffreda Curry |
|--------------------|-------------------------------|----------------|

(Instructor to be paid 40% of total student enrollment.)

| | | |
|------------------------|-----------------------|------------|
| Oil & Acrylic Painting | Jean Beuoy | Brenda Ray |
|------------------------|-----------------------|------------|

(Instructor to be paid \$23 per hour.)

| | | |
|--------------------------|---------------------------|-------------|
| Get Wired | Debbie Barrera | Art Barrera |
| Chandelier/Hoop Earrings | Debbie Barrera | Art Barrera |
| Wire Wrapped Pendant | Debbie Barrera | Art Barrera |

(Instructor to be paid as follows: 50% of the revenue collected for student enrollments after a 50% overhead fee is deducted from the gross amount of enrollment fees collected.)

| | | |
|---------------------|------------------------|---------------|
| Think Thin, Be Thin | | |
| Stay Thin | Frank Geneo | Jethro Carter |

(Instructor to be paid as follows: 50% of the revenue collected for student enrollments after a 30% overhead fee is deducted from the gross amount of enrollment fees collected.)

| | | |
|---------------|----------------------------|------------------|
| Rock Climbing | Roman, Danielle | Beach City Rocks |
|---------------|----------------------------|------------------|

(Instructor to be paid as follows: 50% of total student enrollment.)

F. DESTRUCTION OF RECORDS

It is recommended that the Board approve destruction of Matriculation forms for 1991 through 2004. These documents classified as Class I – Permanent Records (Title 5 – Section 59022) have been placed electronically for permanent storage in accordance with regulations. They are now reclassified as Class 3 – Disposable Records (Title 5 – Section 59025) and may be destroyed in accordance with Title 5 – Section 59026.

G. INTERNATIONAL TRAVEL

It is recommended that the Board approve the following international travels:

1. Dr. Elizabeth Shadish, Professor of Philosophy to travel to the University of Silesia in Cieszyn, Poland, November 3-20, 2005 and Dnipropetrovsk, Ukraine, November 17-18, 2005. Dr. Shadish will conduct training on internationalizing courses by using web-based videoconferencing to connect classrooms in different countries. In Cieszyn, she will also make presentations on teaching online courses and using technology in instruction. Travel and accommodation costs will be covered by the Fulbright Institutional partnership grant funded by the U.S. Department of State and are not expected to exceed \$4,000. In Ukraine, she will present the Global Experience through Technology (GETT) model at a conference organized by Dnipropetrovsk National University's Center for Distance Learning. Travel and accommodation for the Ukrainian part of the trip will be covered by the International Education and Foreign Language Grant from the U.S. Department of Education and are not expected to exceed \$1,000.
2. Dr. Nitza Llado, Professor of English as a Second Language to travel to the University of Silesia in Cieszyn, Poland, November 3-20, 2005. Dr. Llado will conduct presentations and workshops on intercultural communication, teaching in multicultural classrooms, and various aspects of working and conducting business in multicultural settings to Teacher Education Program faculty and students. Travel and accommodation costs will be covered by the Fulbright Institutional Partnership grant funded by the U.S. Department of State and are not expected to exceed \$4,000.
3. Leonid Rachman to participate as a recruiter at the American Educational Opportunities Asian Recruiting Trip February 22, 2006 through March 14, 2006. The trip will include visits to the cities of Macau, Hong Kong, Kuala Lumpur, Jakarta, Singapore, Penang, and Bangkok. Expenses in the amount of \$16,000 will be paid from the International Students Recruiting account.

H. GRANTS - ACCEPTANCE

It is recommended that the Board accept the following Grants:

1. Chancellor’s Office – Math, Engineering & Science Achievement (MESA). The California Community College Chancellor’s Office has formally notified the El Camino College MESA Program of its intent to Award renewal funding for fiscal year 2005-2006. The project proposes the following: Facilitate the academic progress of MESA students; improve the retention and success of MESA students; Strengthen and improve the delivery of Academic Excellence Workshops; increase the attendance rate for Academic Excellence Workshops; advocate leadership skills to all MESA students; improve support systems to all MESA students; improve support systems for at-risk MESA students; and aid students transferring to four-year institutions in a Science, Engineering, and Math (SEM) field.

| | |
|--|-----------------|
| Amount of Grant Funding from Granting Agency | \$81,500 |
| Amount of College Match | <u>\$81,500</u> |
| Total Amount of Grant | \$163,000 |
| Performance Period: July 1, 2005 through June 30, 2006 | |

2. Chancellor’s Office – Workplace Learning Resource Center. With renewed program funding, El Camino College’s Workplace Learning Resource Center will continue to act as a regional resource in workplace training through research, in-service training, and the development and implementation of innovative training methodologies. The Center will utilize and maintain current statistical information on business training needs, alternative funding sources for workplace training programs, and innovative methodologies and practices of workplace instruction. The Center will also promote partnerships with local businesses, government agencies, organized labor, and other colleges to develop joint projects to deliver workplace skills training to targeted industries and population groups.

| | |
|---|------------------|
| Amount of Grant Funding from Granting Agency | \$268,312 |
| Amount of College Match In-Kind | <u>\$268,312</u> |
| Total Amount of Grant | \$536,624 |
| Indirect Rate: | \$10,303.20 (4%) |
| Performance Period: January 1, 2006 through August 31, 2007 | |

3. National Science Foundation – Advance Aerospace Manufacturing Education Initiative(Planning Grant). The Industry and Technology Division is submitting a planning grant proposal to the National Science Foundation for the proposed project “Advanced Aerospace Manufacturing Education Initiative”. The proposed project requests \$99,292 for one-year (shared between El Camino College, Oregon Institute of Technology and Purdue University). Funds will cover travel and personnel expenses to conduct meetings and develop a revised three-to-five year project for National Science Foundation review in October 2005. This planning grant was developed at the request of the National Science Foundation to address deficiencies in our original proposal for an “Advanced Aerospace Manufacturing Education Initiative” that was submitted in October 2004.

| | |
|--|-----------------|
| Amount of Grant Funding from Granting Agency | \$99,292 |
| Amount of College Match In-kind | \$ -0- |
| Total Amount of Grant | <u>\$99,292</u> |
| Performance Period: August 1, 2005 through July 31, 2006 | |

**I. ASSOCIATED COLLEGIATE PRESS, COLLEGE MEDIA ADVISERS
NATIONAL COLLEGE MEDIA CONVENTION**

It is recommended that the Board approve attendance of the following students at the Associated Collegiate Press, College Media Advisers National College Media Convention October 27-30, 2005, Kansas City, Missouri. Students will pay registration of \$85 each and their hotel costs. Airfare in the amount of \$643.60 will be paid from the Auxiliary Services Union Conference account. Adviser: Jolene Combs.

Lindsey Kamrath and Anna Mavromati

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

| | <u>Page No.</u> |
|--|-----------------|
| A. AB 2910 – Quarterly Fiscal Status Report | 1 |
| B. Contracts/Personal Service Agreements Valued at \$50,000 or Higher | 2 |
| C. Public Works Project – Change Orders/Modular Building Remodel (Humanities) | 2 |
| D. Public Works Project – Change Orders/Fuel Tank Replacement (Maintenance Yard).... | 3 |
| E. Resolution – Statewide Educational Wrap-Up (SEWUP)..... | 3 |
| F. Prop 39 Audit for Measure “E” Bond Funds | 3 |
| G. New Board Policies – Second Reading and Adoption | 3 |
| H. Purchase Orders | 7 |

~~* Item G pulled and no substitutions were made.~~

A. AB 2910 - QUARTERLY FISCAL STATUS REPORTS - REVISED

It is recommended that the Board of Trustees receive the following revised Quarterly Financial Status Report for the quarter ending June 30, 2005.

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

Starting with the quarter ending September 30, 1987, and quarterly thereafter, districts are required to prepare a Quarterly Financial Status Report, certified for accuracy by the district chief executive officer and chief business officer, and present this report to the governing board. The report is to be reviewed by the District governing board at a regularly scheduled meeting and entered into the minutes of the meeting. Within five working days following the governing board meeting, the fiscal year status report and a copy of a report of the district's financial condition are to be submitted to the Chancellor's Office and the County Superintendent of Schools. The quarterly reports will be reviewed and districts will be notified if further action is necessary.

The report for June 30, 2005, is shown on the following Quarterly Financial Status Report.

**FISCAL YEAR 2004-05
Quarter Ended (Q4) June 30, 2005**

| <u>General Fund</u> | <u>2004-05 Budget</u> | <u>Year-to-Date Actuals</u> | <u>Percentage</u> |
|--------------------------|-----------------------|---------------------------------|-------------------|
| INCOME | | | |
| Federal | \$ 2,469,968 | \$ 2,948,252 | 119.36% |
| State | 56,353,743 | 63,188,736 | 112.13% |
| Local | 42,280,713 | 34,491,150 | 81.58% |
| Interfund Transfers | <u>578,378</u> | <u>565,073</u> | <u>97.70%</u> |
| Total Income | \$101,682,802 | \$101,193,211 | 99.52% |
| APPROPRIATIONS | | | |
| Academic Salaries | \$ 40,896,574 | \$ 41,756,905 | 102.10% |
| Classified Salaries | 26,815,592 | 25,605,081 | 95.49% |
| Staff Benefits | 18,678,683 | 17,818,516 | 95.39% |
| Supplies/Books | 2,991,328 | 2,599,116 | 86.89% |
| Other Operating Expenses | 10,309,212 | 10,173,085 | 98.68% |
| Capital Outlay | 1,438,400 | 1,503,416 | 104.52% |
| Other Outgo | <u>3,126,815</u> | <u>2,800,278</u> | <u>89.56%</u> |
| Total Appropriations | \$104,256,604 | \$102,256,397 | 98.08% |

As of 10/6/05

October 17, 2005

Administrative Services 1

B. CONTRACTS/PERSONAL SERVICE AGREEMENTS VALUED AT \$50,000 OR HIGHER

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

South Bay Center for Counseling – Through an agreement with the District’s Workplace Learning Resource Center (WpLRC), the contractor will provide job training for basic computer classes. Dates of Service: July 1, 2005 through June 30, 2006. Projected Income: \$51,000. Projected Expenses: \$23,000. Projected Net Income: \$28,000. Account Number: 12-55130-00-689000-6454.

WWCOT - It is recommended that the Board of Trustees approve the District’s decision to enter into an agreement with Widom, Wein, Cohen, O’Leary, Terasawa (WWCOT) to provide architectural and engineering services for the design of the new Student Services and Student Activities Buildings.

Seven architectural design firms, each experienced in the design of student services and activities centers were interviewed by a group of District Managers. Three firms were selected for additional evaluation. District managers made a site visit to a higher education building designed by each of the three firms. In addition, reference checks were performed and an evaluation was made of a quality set of building plans produced by each firm. WWCOT was selected by the District managers.

The total cost of the contract is not to exceed \$2,200,000.00. The total project budget is \$31,928,118 (as of 5/16/05).

**C. PUBLIC WORKS PROJECT – CHANGE ORDERS
MODULAR BUILDING REMODEL (HUMANITIES MOVE-IN)**

It is recommended that the contracts of the General Contractor listed below be changed by the amounts indicated due to the requested change orders.

| <u>Contractor</u> | <u>Amount</u> |
|--------------------------|----------------------|
| BBS Construction | \$ 12,050.00 |

1. A concrete ramp was added on the north side. It was not on the initial plans and its lack was cited by the Inspector of Record due to ADA (Americans with Disability Act) requirements. \$ 3,750.00
2. The disabled ramp on the south side was relocated to ease access and congestion and meet code requirements. The existing wall was in the path of travel. (unforeseen condition – not on plans) \$ 3,800.00

October 17, 2005

Administrative Services 2

3. Twelve existing air conditioning registers were relocated due to unforeseen conditions in ceiling and new modifications made to rooms. \$ 4,500.00

D. PUBLIC WORKS PROJECT- CHANGE ORDERS
FUEL TANK REPLACEMENT PROJECT, MAINTENANCE YARD

It is recommended that the contracts of the prime trade contractor listed below be changed by the amounts indicated due to the requested change orders.

| <u>CONTRACTOR</u> | <u>AMOUNT</u> |
|--|--------------------|
| Moine Bros. | \$ 3,850.00 |
| 1. L.A. County Department of Public Works plan and permit fees & temporary closure fee. | \$ 1,201.00 |
| 2. Additional pipe and fittings to re-route pipe due to buried concrete (unforeseen condition). | \$ 2,853.00 |
| 3. Removal and disposal of additional soil (non-hazardous) required by AQMD (Air Quality Management District of L.A. | \$ 2,482.50 |

E. RESOLUTION – STATEWIDE EDUCATIONAL WRAP-UP PROGRAM

It is recommended that the Board of Trustees approve District membership in the Statewide Educational Wrap-Up Program (SEWUP), which is a Joint Powers Association (JPA) program that provides owner-controlled insurance for construction projects. It is anticipated that the District will reduce its risk by utilizing SEWUP, which will give the District control of major insurance coverage for construction projects that will be used to mitigate risk exposures inherent in these types of projects. It is further recommended that the Board of Trustees approve the Vice President of Administrative Services or his designee as its official representative to the SEWUP/JPA.

F. PROP 39 AUDIT FOR MEASURE “E” BOND FUNDS

It is recommended that the Board approve the award of a contract to the audit firm of Vicenti, Lloyd & Stutzman for an independent financial audit of Measure “E” bond funds in accordance with the requirements of Prop 39 in the amount of \$11,500.00.

~~**G. NEW BOARD POLICIES – SECOND READING AND ADOPTION**~~

~~It is recommended that the Board accept the following Board policies for second reading and adoption:~~

- ~~6525 6549 Capitalization of Fixed Assets~~
- ~~6526 6548 Depreciation of Fixed Assets~~
- ~~6550 Disposal of Fixed Assets~~

~~*** Item G Pulled and no substitutions were made**~~

~~These policies are shown below.~~

~~Board Policy 6525 6549 Capitalization of Fixed Assets~~

~~In order to comply with governmental accounting standards, it is recommended that the Superintendent/President shall establish threshold amounts and procedures for the capitalization of the District's fixed assets.~~

~~The District's fixed assets will be capitalized according to the following threshold limits:~~

| | |
|--------------------------|---|
| Land: | Historical Cost amount |
| Buildings: | \$25,000 |
| Equipment: | \$5,000 |
| Improvements: | any value determined to increase the value and extend the useful life of the building or site. |

~~Reference:~~

~~GASB 34/35~~

~~El Camino Community College District
Adopted:~~

~~* Item pulled and no substitutions were made.~~

~~October 17, 2005~~

~~Administrative Services 4~~

~~Board Policy 6526 6548 Depreciation of Fixed Assets~~

~~The Superintendent/President shall establish policy and procedures to depreciate the District's capitalized fixed assets in accordance with governmental accounting standards.~~

~~The District's capitalized fixed assets will be depreciated annually using the straight line method of depreciation, according to the following useful life limits:~~

~~Land: No gain or loss until sold
Buildings: 50 year life
Equipment: Various useful life limits from 3 to 25 years
Site Improvements: 20 years~~

~~Reference:
GASB 34/35~~

~~El Camino Community College District
Adopted:~~

~~* Item pulled and no substitutions were made.~~

~~October 17, 2005~~

~~Administrative Services 5~~

~~Board Policy 6550 Disposal of Property and Fixed Assets~~

~~In order to comply with governmental accounting standards, it is recommended that the The~~

~~Superintendent/President is delegated authority by the Board to declare as surplus such personal property and capitalized fixed assets of the District as which is no longer useful for District purposes, and shall establish procedures to dispose of such property and fixed assets in accordance with applicable law. All sales of surplus personal property shall be reported to the Board on a periodic basis. This policy shall not be construed as authorizing any representative of the District to dispose of surplus real property or capitalized fixed assets at any time.~~

~~Reference:~~

~~Education code Section 70902 (b) (6)
GASB 34/35~~

~~El Camino Community College District~~

~~Adopted: June 11, 2001~~

~~Replaces Board Policy #3599~~

~~Amended:~~

~~* Item pulled and no substitutions were made.~~

~~October 17, 2005~~

~~Administrative Services 6~~

H. PURCHASE ORDERS

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

**Run Date
10/3/2005**

El Camino Community College District BOARD OF TRUSTEES PURCHASE ORDER LISTING

Meeting Date: 10-17-2005

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 be approved and that payment be authorized upon delivery and acceptance of the items ordered.

| P.O. Number P.O. Cost | Vendor Name | Site Name | Description | |
|--------------------------------------|-----------------------------------|------------------------|-----------------------------|------------|
| P0080504 | Pro Look Sports Corporation | Health Sciences | Non-Instruct Supplies | \$2,204.13 |
| P0080505 | John DeMita | Fine Arts | Non-Instruct Supplies | \$40.00 |
| P0080506 | B & L Crane | Chlorination & Filt Up | Repairs Noninstructional | \$240.00 |
| P0080507 | Mass Press | Div Office Humanities | Instructional Supplies | \$70.31 |
| P0080508 | B & L Crane | Chlorination & Filt Up | Repairs Noninstructional | \$480.00 |
| P0080509 | Ceb Passport Program | Div Office Business | Dues And Memberships | \$1,955.00 |
| P0080510 | University Elevator | Facilities/Planning | Repairs Noninstructional | \$3,600.00 |
| P0080511 | Pacific Coachways | Counseling Office | Non-Instruct Supplies | \$300.00 |
| P0080512 | Roger's Systems Specialist | Technical Services | Repairs Parts And Supplies | \$397.78 |
| P0080513 | Delphin Computer Supply | Technical Services | Repairs Parts And Supplies | \$3,533.29 |
| P0080514 | Time Clock Sales and Service | Financial Aid | Maintenance Contracts | \$88.32 |
| P0080515 | That Technical Bookstore.Com | Facilities/Planning/ | Non-Instruct Supplies | \$60.56 |
| P0080516 | O'Neil Printer Supplies | Parking-Student Perm | Non-Instruct Supplies | \$3,050.00 |
| P0080517 | Nextel Communications | Parking-Student Perm | New Equipment – Noninstruc. | \$449.94 |
| P0080518 | Life Assist Inc. | Parking-Student Perm | Non-Instruct Supplies | \$178.83 |
| P0080519 | Spot Up, Inc. | Health Sciences | Fundraising | \$572.08 |
| P0080520 | American Express Travel | Information Technolo | Transportation/ Mileage | \$146.40 |
| P0080521 | Xpedx Paper & Graphics | Copy Center | Non-Instruct Supplies | \$513.96 |
| P0080522 | Marcor Remediation, Inc. | Facilities/Planning | Repairs Noninstructional | \$6,498.00 |
| P0080523 | Brustein & Manasevit | Title V ECC/SMC Mgmt | Conferences Mgmt | \$1,050.00 |
| P0080524 | American Express Travel | Title V ECC/SMC Mgmt | Transportation/ Mileage | \$205.04 |
| P0080525 | Little Company of Mary Health Ser | Parking-Student Perm | Other Services And Expense | \$35.00 |
| P0080526 | South Bay Ford | Parking-Student Perm | Repairs Noninstructional | \$375.90 |
| P0080528 | Sars Software Products, Inc. | SARS Implementation | Non-Instruct Supplies | \$1,127.06 |
| P0080529 | E E. Moore | Counseling Office | Non-Instruct Supplies | \$75.78 |

October 17, 2005

Administrative Services 7

| | | | | |
|----------|-----------------------------------|------------------------|-----------------------------|-------------|
| P0080530 | American Express Travel | Transfer Center | Conferences Mgmt | \$205.04 |
| P0080531 | Quality Business Machines | Div Office Humanities | Instructional Supplies | \$451.17 |
| P0080532 | Pacific Coachways | Counseling Office | Non-Instruct Supplies | \$300.00 |
| P0080533 | S & B Food Services Catering Serv | Counseling Office | Non-Instruct Supplies | \$248.50 |
| P0080534 | Action Upholstery | Parking-Student Perm | Other Services And Expense | \$300.00 |
| P0080535 | Destyn M. LaPorte | ECLA 04-05 new locat | Transportation/ Mileage | \$349.60 |
| P0080536 | Franklin Covey | Counseling Office | Non-Instruct Supplies | \$82.47 |
| P0080537 | Displays2go | Recruitment/School | Non-Instruct Supplies | \$614.49 |
| P0080538 | Pacific Coachways | Counseling Office | Non-Instruct Supplies | \$632.26 |
| P0080539 | Klinger Educational Products | Physics | Instructional Supplies | \$56.71 |
| P0080540 | Center for Education & Employ | Counseling Office | Publications/ Periodicals | \$195.00 |
| P0080541 | Pro Sound & Stage Lighting | Technical Services | Repairs Parts And Supplies | \$762.02 |
| P0080542 | Parkhouse Tire, Inc | Hazmat | Waste Disposal | \$125.00 |
| P0080543 | American Express Travel | SBDC CITD | Transportation/ Mileage | \$169.84 |
| P0080544 | Rosemary Swade | International Educat | Other Services And Expense | \$153.00 |
| P0080545 | Fisher Scientific | Life Sciences | Instructional Supplies | \$169.63 |
| P0080546 | U.S. Airconditioning Distribution | HVAC Shop | Non-Instruct Supplies | \$216.50 |
| P0080547 | Smardan Supply Company | Chlorination & Filt Up | Repairs Noninstructional | \$224.73 |
| P0080548 | Smardan Supply Company | Chlorination & Filt Up | Repairs Noninstructional | \$521.58 |
| P0080549 | Smardan Supply Company | Chlorination & Filt Up | Repairs Noninstructional | \$75.13 |
| P0080550 | S & B Food Services Catering Serv | EOPS CARE | Non-Instruct Supplies | \$1,386.56 |
| P0080551 | Inn Off Capitol Park | SBDC CITD | Conferences Mgmt | \$84.30 |
| P0080552 | Cosco Fire Protection Inc. | Electrical / Mechani | Repairs Noninstructional | \$14,140.00 |
| P0080553 | Xpedx Paper & Graphics | Copy Center | Non-Instruct Supplies | \$786.22 |
| P0080554 | Xpedx | Copy Center | Non-Instruct Supplies | \$369.02 |
| P0080558 | Metronome, Inc. c/o IFSC | Information Technolo | New Equipment – Noninstruc. | \$2,648.34 |
| P0080559 | American Express Travel | CalWORKs | Conferences Other | \$617.60 |
| P0080560 | Executive Lithograph | Purchasing and Busin | Publications/ Periodicals | \$704.60 |
| P0080561 | Barker Food Machinery | Facilities/Planning | Repairs Noninstructional | \$238.15 |
| P0080562 | Jol Design Inc. | Health Sciences | Non-Instruct Supplies | \$684.69 |
| P0080564 | Roof Sportswear | Resp Therapy | Non-Instruct Supplies | \$730.13 |
| P0080565 | U-Line | Mailroom | Non-Instruct Supplies | \$136.57 |
| P0080566 | Boise Cascade | Automotive Collision | Instructional Supplies | \$186.89 |
| P0080567 | Popular Woodworking | Construction Technol | Publications Periodicals | \$19.96 |
| P0080568 | Fire Engineering | Fire Academy/Emergen | Publications Periodicals | \$30.00 |
| P0080569 | "W" | Family Consumer Stu | Publications Periodicals | \$19.97 |
| P0080570 | BAZAAR | Family Consumer Stu | Publications Periodicals | \$8.00 |
| P0080571 | Boise Cascade | Warehouse | Inventories, Stores, Prep | \$11,820.36 |
| P0080572 | Precision Document Imaging | BFAP Carry Over | Other Services And Expense | \$27,000.00 |
| P0080573 | Judy Kasabian | ATE-Articulation Par | Instructional Supplies | \$616.02 |
| P0080574 | VER Sales | Ctr for Arts Product | Non-Instruct Supplies | \$280.26 |
| P0080575 | Southwestern Bag | Ctr for Arts Product | Non-Instruct Supplies | \$328.21 |
| P0080576 | Kimberly Wilkinson | Ctr for Arts Product | Non-Instruct Supplies | \$124.61 |
| P0080579 | Mass Press | Audio/Visual | Instructional Supplies | \$70.31 |

October 17, 2005

Administrative Services 8

| | | | | |
|----------|-----------------------------------|-----------------------|-----------------------------|------------|
| P0080580 | Comp U.S.A. | Div Office Instr. Se | Instructional Supplies | \$74.68 |
| P0080582 | Delphin Computer Supply | Div Office Instr. Se | Instructional Supplies | \$88.77 |
| P0080583 | Business Objects Americas C/O Bus | Information Technolo | Software | \$657.34 |
| P0080584 | Hitt Marking Devices | EOPS CARE | Non-Instruct Supplies | \$151.45 |
| P0080585 | Forest Plywood | Carpenter Shop | Non-Instruct Supplies | \$57.16 |
| P0080586 | Performance Pipeline Technology | Facilities/Planning | Repairs Noninstructional | \$6,750.00 |
| P0080588 | Western Highway Products, Inc. | Parking-Student Perm | Site Improvements | \$262.40 |
| P0080589 | Boise Cascade | Parking-Student Perm | New Equipment – Noninstruc. | \$492.54 |
| P0080590 | Verizon Wireless | Parking-Student Perm | New Equipment – Noninstruc. | \$474.90 |
| P0080591 | Discount Computer Supplies | Counseling Office | Non-Instruct Supplies | \$422.84 |
| P0080592 | Biddle Consulting Group | Human Resources | Other Services And Expense | \$849.00 |
| P0080593 | Chronicle of Higher Education | Center for Internati | Publications/ Periodicals | \$65.00 |
| P0080594 | Mouser Electronics | Physics | Instructional Supplies | \$500.21 |
| P0080595 | Naylor Publications, Inc. | ECLA 04-05 new locat | Multi Media Advertising | \$300.00 |
| P0080596 | Jones & Mayer | Institutional Service | Legal | \$1,093.75 |
| P0080597 | Rose Brand | Fine Arts | Non-Instruct Supplies | \$1,071.09 |
| P0080598 | Cal Western Paint | Ctr for Arts Product | Non-Instruct Supplies | \$251.52 |
| P0080599 | Southland Lumber | Ctr for Arts Product | Non-Instruct Supplies | \$634.98 |
| P0080600 | Boyce Forest Products | Ctr for Arts Product | Non-Instruct Supplies | \$669.50 |
| P0080601 | Rose Brand | Fine Arts | Non-Instruct Supplies | \$452.18 |
| P0080602 | Charles F. Turner | Fine Arts | Non-Instruct Supplies | \$500.00 |
| P0080603 | William J. Georges | Fine Arts | Non-Instruct Supplies | \$300.00 |
| P0080604 | Charles F. Turner | Fine Arts | Non-Instruct Supplies | \$300.00 |
| P0080605 | Kimberly Wilkinson | Fine Arts | Non-Instruct Supplies | \$300.00 |
| P0080606 | Channing L. Bete Co. | Health Services | Other Books | \$307.71 |
| P0080607 | Card Integrators | District Photo Id Ca | Non-Instruct Supplies | \$208.85 |
| P0080608 | Culver Newlin Inc. | Course/Curriculum De | Non-Instruct Supplies | \$168.87 |
| P0080609 | Xpedx Paper & Graphics | Warehouse | Inventories, Stores, Prep | \$2,665.12 |
| P0080610 | School World | Information Technolo | Computer Software Account | \$9,550.30 |
| P0080611 | Marshall Music | Music | Instructional Supplies | \$118.55 |
| P0080612 | Offside Sports Attn: David Cassor | Health Sciences | Non-Instruct Supplies | \$2,354.44 |
| P0080613 | Rainin Instrument, Llc | Natural Sci | New Equipmen-Instr. \$5k I | \$3,072.00 |
| P0080615 | Chronicle of Higher Education | V.P. Academic Affairs | Publications Periodicals | \$82.50 |
| P0080616 | Sitler's Suppliers, Inc. | Civic Center Fine Ar | Non-Instruct Supplies | \$1,459.45 |
| P0080617 | Brent Northrup NPDA Treasurer | Speech Communication | Dues And Memberships | \$30.00 |
| P0080618 | Emerson Music | South Bay Children's | Instructional Supplies | \$819.84 |
| P0080619 | Saylor Supply Co. | Art Department | Instructional Supplies | \$3,493.64 |
| P0080620 | Lucks Music Library | Music | Instructional Supplies | \$208.20 |
| P0080621 | Sax Arts and Crafts | Art Department | Instructional Supplies | \$918.65 |
| P0080622 | Gladde Music Publications | Music | Instructional Supplies | \$67.62 |
| P0080623 | Back Stage West | Theatre/Dance | Non-Instruct Supplies | \$86.60 |
| P0080624 | Mass Press | Administrative Serv. | Non-Instruct Supplies | \$70.31 |
| P0080625 | Commission on Accreditation of Al | Resp Therapy | Dues And Memberships | \$500.00 |
| P0080626 | A-1 Printing & Graphics, Inc | SBDC - Gardena/Long | Multi Media Advertising | \$3,204.20 |

October 17, 2005

Administrative Services 9

| | | | | |
|----------|------------------------------------|----------------------|-----------------------------|-------------|
| P0080628 | Press Xpress | Copy Center | Repairs - Instructional | \$820.00 |
| P0080629 | Rick Hughes | CADD | Instructional Supplies | \$500.00 |
| P0080630 | Caped Convention, 2004 | DSPS | Conferences Mgmt | \$1,675.00 |
| P0080631 | Mitchell Repair Information Co. | Automotive Collision | Publications Periodicals | \$985.26 |
| P0080632 | Gardena Welding Supply | Environmental Tech-D | New Equipment - Instructi | \$378.88 |
| P0080633 | Glock, Inc. | Parking-Student Perm | In-Service Training | \$375.00 |
| P0080634 | Thomson Delmar Learning | Fire Academy/Emergen | Instructional Supplies | \$849.24 |
| P0080635 | South Bay Training Committee SBPT | Parking-Student Perm | In-Service Training | \$95.00 |
| P0080636 | High Figured Hardwoods | Construction Technol | Repairs Parts And Supplies | \$470.00 |
| P0080637 | Bob Lee's Automotive Center | Parking-Student Perm | Repairs Non Instr | \$176.05 |
| P0080638 | Galls Long Beach Uniform | Administrative Of Ju | Instructional Supplies | \$366.65 |
| P0080639 | Dynamic Imaging | Architectural Techno | Repairs - Instructional | \$298.87 |
| P0080640 | NSTA National Conference | ATE-Articulation Par | Conferences - Student | \$365.00 |
| P0080641 | Caped Convention, 2004 | Technology & Diversi | Aft Contract Committee | \$1,335.00 |
| P0080642 | South Coast Air Quality Management | Hazmat | Waste Disposal | \$1,368.56 |
| P0080643 | Southland Industries | Facilities/Planning | Maintenance Contracts | \$1,020.56 |
| P0080644 | Franklin Covey | EOPS CARE | Non-Instruct Supplies | \$85.25 |
| P0080645 | Pioneer Chemical Company | Operations | Non-Instruct Supplies | \$497.95 |
| P0080646 | Logisoft | VATEA Business Educa | Computer Software Account | \$14,298.50 |
| P0080647 | Skymall | Human Resources | Other Services And Expense | \$263.56 |
| P0080648 | Wesco Party & Special Events | Job Placement | Non-Instruct Supplies | \$403.10 |
| P0080649 | Delphin Computer Supply | Job Development Ince | New Equipment – Noninstruc. | \$647.34 |
| P0080650 | Pak-West | Operations | Non-Instruct Supplies | \$8,202.37 |
| P0080651 | Grainger | Operations | Non-Instruct Supplies | \$3,034.31 |
| P0080652 | Unipak Corp. | Operations | Non-Instruct Supplies | \$4,517.27 |
| P0080653 | Peerless Materials Company | Operations | Non-Instruct Supplies | \$844.35 |
| P0080654 | Waxie Sanitary Supply | Operations | Non-Instruct Supplies | \$1,836.61 |
| P0080655 | Kathco Products | Operations | Non-Instruct Supplies | \$663.19 |
| P0080656 | Unisource | Operations | Non-Instruct Supplies | \$3,338.88 |
| P0080657 | Design & Construction Resource | Construction Technol | Other Books | \$61.57 |
| P0080658 | Marine Education Textbooks, Inc. | Job Development Ince | Other Books | \$2,225.00 |
| P0080659 | The River School | Job Development Ince | Other Books | \$280.63 |
| P0080660 | Discount Two-Way Radio | Ctr for Arts Instr/A | Contract Services | \$2,110.77 |
| P0080661 | Carole Kloepfel | Purchasing and Busin | Benefits And Claims Paid | \$1,662.56 |
| P0080662 | American Express Travel | Information Technolo | Transportation/ Mileage | \$146.40 |
| P0080663 | Caroline Preston Bass | RITC 10/1/04 - 9/30 | Contract Services | \$300.00 |
| P0080664 | College of St. Catherine Region V | RITC 10/1/04 - 9/30 | Conferences Mgmt | \$100.00 |
| P0080665 | A-1 Office Plus | Health, Safety | New Equipment – Noninstruc. | \$1,266.53 |
| P0080666 | Aqua-Serv Engineers Inc. | HVAC Shop | Non-Instruct Supplies | \$2,798.91 |
| P0080667 | Mass Press | I&T Div Ofc | Non-Instruct Supplies | \$210.93 |
| P0080668 | Jan Wong | Sign Language | Instructional Supplies | \$109.78 |
| P0080669 | Susan Marron | Sign Language | Instructional Supplies | \$201.95 |
| P0080670 | Ann M. Garten | Public Information | Conferences Mgmt | \$380.00 |
| P0080671 | Hermosa Beach Chamber of Commerce | Public Information | Dues And Memberships | \$200.00 |

October 17, 2005

Administrative Services 10

| | | | | |
|----------|-----------------------------------|-----------------------|-----------------------------|-------------|
| P0080672 | Cummins-Allison Corporation | Fiscal Services | Maintenance Contracts | \$323.17 |
| P0080673 | Mass Press | Public Information | Non-Instruct Supplies | \$70.31 |
| P0080674 | North High School | Public Information | Multi Media Advertising | \$300.00 |
| P0080675 | NPA | Public Information | Multi Media Advertising | \$4,760.84 |
| P0080676 | Industrial Caster & Wheel | Utilities | Non-Instruct Supplies | \$1,074.18 |
| P0080677 | Porta Phone Co. | Physical Education | Repairs Parts And Supplies | \$173.25 |
| P0080678 | Pacific Coachways | Transfer Center | Transportation | \$497.67 |
| P0080679 | Medco Sports Medicine | Wellness Center | Instructional Supplies | \$148.29 |
| P0080681 | Icon International | Job Development Ince | New Equipment - Instructi | \$974.80 |
| P0080682 | Boise Cascade | DSPS | New Equipment - Instructi | \$3,716.53 |
| P0080684 | A.T. Kratter & Company, Inc. | DSPS | New Equipment - Instructi | \$575.84 |
| P0080685 | Recording for the Blind and Dysle | DSPS | New Equipment - Instructi | \$975.34 |
| P0080686 | B & H Photo-Video | DSPS | New Equipment - Instructi | \$771.50 |
| P0080687 | Full Compass | Ctr for Arts Product | Non-Instruct Supplies | \$82.28 |
| P0080688 | Spanish Broadcasting System | Public Information | Radio Advertising | \$11,100.00 |
| P0080690 | American Express Travel | Information Technolo | Transportation/ Mileage | \$146.40 |
| P0080691 | Mass Press | CalWORKs | Non-Instruct Supplies | \$70.31 |
| P0080692 | CCCSAA Citrus College | Student Affairs | ASB Exp. | \$1,015.00 |
| P0080693 | CCCSAA Citrus College | Student Affairs | ASB Exp. | \$615.00 |
| P0080694 | CCCSAA Citrus College | Student Affairs | Conferences Mgmt | \$390.00 |
| P0080695 | MROP | EOPS | Conferences Other | \$400.00 |
| P0080696 | Life Media | Human Resources | Multi Media Advertising | \$395.00 |
| P0080700 | Pacific Coachways | ECLA 04-05 new locat | Transportation/ Mileage | \$450.00 |
| P0080701 | Sandra P. DeMos | CDC | Dues And Memberships | \$250.00 |
| P0080702 | Rose Brand | Ctr for Arts Product | Repairs Parts And Supplies | \$2,031.80 |
| P0080703 | Sandra P. DeMos | CDC | Conferences Mgmt | \$15.00 |
| P0080704 | Brinks Home Security, Inc. | Div Office Instr. Se | Other Services And Expense | \$55.90 |
| P0080705 | Congressional Quarterly, Inc. | Instructional Service | Library Books | \$49.50 |
| P0080707 | NurseWeek Event Guide | Nursing - Workforce | Multi Media Advertising | \$600.00 |
| P0080709 | Delphin Computer Supply | Productions Donation | Non-Instruct Supplies | \$213.25 |
| P0080710 | Roger's Systems Specialist | Technical Services | Repairs Parts And Supplies | \$406.10 |
| P0080711 | Delphin Computer Supply | V.P. Academic Affairs | Non-Instruct Supplies | \$108.24 |
| P0080712 | American Express Travel | Div Office Instr. Se | Conferences Mgmt | \$146.40 |
| P0080713 | Mass Press | V.P. Academic Affairs | Non-Instruct Supplies | \$70.31 |
| P0080714 | Proquest Information & Learning | Div Office Instr. Se | Publications Periodicals | \$16,227.50 |
| P0080715 | American Express Travel | Administration | Travel And Conference Exp | \$146.40 |
| P0080716 | American Express Travel | Admissions/Records | Conferences Mgmt | \$212.27 |
| P0080717 | San Diego Printing Parts | Copy Center | Repairs Parts And Supplies | \$159.13 |
| P0080718 | COPS West | Parking-Student Perm | Conferences Mgmt | \$30.00 |
| P0080720 | South Bay Ford | Parking-Student Perm | New Equipment - Noninstruc. | \$400.42 |
| P0080721 | Ecctyc | Div Office Humanities | Non-Instruct Supplies | \$175.00 |
| P0080722 | Kimberly Wilkinson | Fine Arts | Non-Instruct Supplies | \$1,000.00 |
| P0080723 | William J. Georges | Fine Arts | Non-Instruct Supplies | \$400.00 |
| P0080724 | Vanessa Taub-Flores | Fine Arts | Non-Instruct Supplies | \$200.00 |

October 17, 2005

Administrative Services 11

| | | | | |
|----------|-----------------------------------|------------------------|-----------------------------|-------------|
| P0080725 | Dawn C. Huntoon | Fine Arts | Non-Instruct Supplies | \$700.00 |
| P0080726 | American Express Travel | NSF Aerospace Plann | Travel And Conference Exp | \$800.00 |
| P0080727 | A.P. Fischer Inc | Automotive Shop | Non-Instruct Supplies | \$414.03 |
| P0080728 | Fancy Floors, Inc. | Carpenter Shop | Non-Instruct Supplies | \$246.81 |
| P0080729 | American Express Travel | Information Technolo | Transportation/ Mileage | \$292.80 |
| P0080731 | American Express Travel | Admissions/Records | Conferences Mgmt | \$150.04 |
| P0080732 | LRP Publications | Admissions/Records | Non-Instruct Supplies | \$114.50 |
| P0080734 | Bank of America | Board Of Trustees | Conferences Mgmt | \$115.09 |
| P0080735 | Four Points Sheraton, L.A.X. | Student Affairs | Conferences Mgmt | \$147.11 |
| P0080736 | Four Points Sheraton, L.A.X. | Student Affairs | ASB Exp. | \$95.79 |
| P0080737 | Anaheim Marriott Hotel | Health Sciences and | Fundraising | \$293.16 |
| P0080738 | South Bay Regional Public Communi | Parking-Student Perm | New Equipment – Noninstruc. | \$4,038.63 |
| P0080739 | California Community Colleges | Student Affairs | ASB Exp. | \$65.00 |
| P0080741 | Doubletree Hotel, San Jose | Student Affairs | ASB Exp. | \$783.92 |
| P0080742 | Doubletree Hotel, San Jose | Student Affairs | Conferences Mgmt | \$391.96 |
| P0080743 | ASTD | Community Advancement | Dues And Memberships | \$169.00 |
| P0080744 | Boise Cascade | Warehouse | Inventories, Stores, Prep | \$2,537.38 |
| P0080746 | Achro/Aao | Human Resources | Dues And Memberships | \$150.00 |
| P0080747 | California Community Colleges Boa | Student Affairs | Conferences Mgmt | \$65.00 |
| P0080748 | Rp Group, the | VP-SCA | Dues And Memberships | \$350.00 |
| P0080749 | American Express Travel | VP-SCA | Conferences Mgmt | \$286.40 |
| P0080750 | NAFSA: Association of Intnl. Educ | Do not use--intl St | Dues And Memberships | \$295.00 |
| P0080751 | California Colleges for Internati | International Educat | Dues And Memberships | \$450.00 |
| P0080752 | South Bay Economic Development | Community Advancement | Conferences Mgmt | \$2,500.00 |
| P0080753 | Mass Press | Law/Legal Assistance | Instructional Supplies | \$70.31 |
| P0080754 | AAFPE Headquarters | Law/Legal Assistance | Transportation/ Mileage | \$500.00 |
| P0080755 | CCCCIO | V.P. Academic Affairs | Conferences Mgmt | \$425.00 |
| P0080756 | American Express Travel | Student Affairs | ASB Exp. | \$415.20 |
| P0080757 | American Express Travel | Student Affairs | ASB Exp. | \$692.00 |
| P0080758 | American Express Travel | Student Affairs | Conferences Mgmt | \$276.80 |
| P0080761 | Highsmith Company Inc. | Div Office Instr. Se | Instructional Supplies | \$366.39 |
| P0080762 | Bee Removers | Operations | Pest Control | \$245.00 |
| P0080763 | Bruce E. Hoerning | Facilities/Planning | Non-Instruct Supplies | \$94.76 |
| P0080767 | Metropolitan Cooperative Library | Div Office Instr. Se | Other Services And Expense | \$200.00 |
| P0080768 | Ideal Glass & Mirror Inc. | Classroom & Office Mod | Repairs Noninstructional | \$4,596.34 |
| P0080769 | Bob Gann | Facilities/Planning | Non-Instruct Supplies | \$70.34 |
| P0080770 | National Promotions & Advertising | Public Information | Printing | \$11,740.00 |
| P0080771 | CCS Presentation Systems Inc. | Math | New Equipment - Instructi | \$2,188.26 |
| P0080772 | Best Buy Co., Inc. | Physics | Instructional Supplies | \$263.98 |
| P0080773 | American Express Travel | VP-SCA | Conferences Mgmt | \$277.90 |
| P0080774 | American Express Travel | VP-SCA | Conferences Mgmt | \$246.90 |
| P0080775 | William E. Doyle | Fine Arts | Non-Instruct Supplies | \$416.10 |
| P0080776 | Grizzly Industrial | Art Department | Instructional Supplies | \$176.52 |
| P0080777 | Susan Saxe-Clifford, Phd | Parking-Student Perm | Other Services And Expense | \$350.00 |

October 17, 2005

Administrative Services 12

| | | | | |
|----------|-----------------------------------|------------------------|----------------------------|------------|
| P0080778 | Little Company of Mary Health Ser | Parking-Student Perm | Other Services And Expense | \$35.00 |
| P0080779 | Beth Grobman Jacc Executive Secre | Humanities | Non-Instruct Supplies | \$300.00 |
| P0080780 | Charles G. Hardy, Inc | Classroom & Office Mod | Non-Instruct Supplies | \$347.83 |
| P0080781 | Townsteel | Lock Shop | Non-Instruct Supplies | \$609.46 |
| P0080783 | Pegasus Press Inc. | Operation Be Smart-S | Printing | \$3,166.31 |
| P0080785 | Power Lift SCMH | Parking-Student Perm | Other Services And Expense | \$821.43 |
| P0080786 | Mass Press | Physical Education | Instructional Supplies | \$70.31 |
| P0080787 | Best Western Hilltop Inn | Information Technolo | Transportation/ Mileage | \$184.80 |
| P0080788 | SHASTA COLLEGE | Information Technolo | Transportation/ Mileage | \$25.00 |
| P0080789 | Vantage Point Productions, Inc | RITP Prog Training | Non-Instruct Supplies | \$1,494.61 |
| P0080790 | Jay Pro Sports | Physical Education | Instructional Supplies | \$479.34 |
| P0080791 | Mass Press | Physical Education | Instructional Supplies | \$70.31 |
| P0080792 | Channel Supplies | Job Development Ince | New Equipment - Instructi | \$504.90 |
| P0080797 | South Bay Wildlife Rehabilitation | Life Sciences | Contract Services | \$250.00 |
| P0080798 | Sidedoor Studio, The | Operation Be Smart | Printing | \$353.08 |
| P0080800 | JACC Palomar College | Humanities | Non-Instruct Supplies | \$950.00 |
| P0080802 | SWACC | Purchasing and Busin | Excess Insurance | \$9,274.00 |
| P0080803 | The Stampman | Human Resources | Other Services And Expense | \$30.90 |
| P0080805 | Inverter Technology | Facilities/Planning | Non-Instruct Supplies | \$643.22 |
| P0080806 | EI Camino College Campus Police | Counseling Office | Non-Instruct Supplies | \$25.00 |
| P0080807 | LRP Publications | Counseling Office | Publications/ Periodicals | \$167.50 |
| P0080808 | LRP Publications | Counseling Office | Publications/ Periodicals | \$35.25 |
| P0080809 | Subs Delight | Community Advancement | Non-Instruct Supplies | \$140.70 |
| P0080810 | Dianne L. Martinez | Transfer Center | Conferences Mgmt | \$15.00 |
| P0080811 | Konica Minolta Business Solutions | Transfer Center | Non-Instruct Supplies | \$117.58 |
| P0080813 | South Coast Higher Education Vang | Counseling Office | Non-Instruct Supplies | \$50.00 |
| P0080814 | Mass Press | Physical Education | Instructional Supplies | \$70.31 |
| P0080815 | Mass Press | Human Resources | Other Services And Expense | \$70.31 |
| P0080816 | Association of Performing Arts Pr | Div Office Fine Arts | Dues And Memberships | \$645.00 |
| P0080817 | Stylus Publishing, Llc | VP-SCA | Other Books | \$29.95 |
| P0080818 | Kathleen A. Oswald | Presidents Office | Non-Instruct Supplies | \$20.39 |
| P0080819 | American Express Travel | Administrative Serv. | Transportation/ Mileage | \$170.40 |
| P0080821 | Boise Cascade | Rad Tech | Instructional Supplies | \$105.42 |
| P0080822 | Three Star Promotions | Health Sciences | Fundraising | \$1,207.59 |

Total :

279

\$317,471.01

| | | | | |
|----------|----------------------|------------------------|-----------------------------|--------------|
| B0071394 | Best Roofing | Roof Rpl & Struct Strg | Site Improvements | \$133,420.00 |
| B0080142 | Hewlett Packard Part | Information Technolo | New Equipment – Noninstruc. | \$14,400.00 |
| B0080444 | Daily Breeze, the | Purchasing and Busin | Multi Media Advertising | \$8,000.00 |
| B0087246 | California Space Aut | Community Advancement | Contract Services | \$5,000.00 |
| B0087301 | L.A. County Ems Agen | Paramedic Academy | Contract Services | \$500,000.00 |
| B0087302 | UCLA Center for Preh | Paramedic Academy | Contract Services | \$55,000.00 |
| B0087305 | Torrance Fire Depart | Fire Academy/Emergen | Contract Services | \$71,000.00 |
| B0087328 | Los Nettos Regional | Ca Virtual Uni. 2nd | Contract Services | \$750.00 |
| B0087344 | Ronald S. & Betty | 00-01 P4E INGLEWOOD | Building Rental | \$135,000.00 |

October 17, 2005

Administrative Services 13

| | | | | |
|----------|----------------------|------------------------|----------------------------|--------------|
| B0087362 | City of Hawthorne So | 00-01 P4E INGLEWOOD | Contract Services | \$1.00 |
| B0087547 | C.W. Driver | Science Complex Cons | Contract Services | \$307,331.00 |
| B0087551 | S & B Food Services | International Student | Non-Instruct Supplies | \$1,000.00 |
| B0087564 | South Bay Center | WPLRC PIC Aerospace | Contract Services | \$1.00 |
| B0087584 | State of California | Cact CA Employee Tra | Contract Services | \$1.00 |
| B0087687 | Susette Horspool | CITD - Export Enable | PSA Contract Services | \$40,000.00 |
| B0087706 | Prepare Emergency Se | Foster Care Ed 03-04 | Contract Services | \$360.00 |
| B0087711 | CRC Inc. | DSPS | Contract Services | \$4,000.00 |
| B0087715 | Delores Storey | Foster Care Ed 03-04 | PSA Contract Services | \$148.00 |
| B0087718 | Cheryl Gully | Foster Care Ed 03-04 | PSA Contract Services | \$592.00 |
| B0087725 | Larthia R. Dunhman | Foster Care Ed 03-04 | PSA Contract Services | \$296.00 |
| B0087728 | National Roofing Con | Roof Rpl & Struct Strg | Buildings | \$3,950.00 |
| B0087729 | E.C.C. Public Inform | ATE-Articulation Par | Reproduction Instructional | \$500.00 |
| B0087730 | School Services | Institutional Service | Contract Services | \$1,200.00 |
| B0087731 | Tri-Star Electronics | Cact CA Employee Tra | Contract Services | \$1.00 |
| B0087732 | Franklin Covey | Staff Development | Contract Services | \$13,000.00 |
| B0087733 | University Elevator | Facilities/Planning/ | Repairs Noninstructional | \$10,000.00 |
| B0087734 | ECCD Petty Cash | Fiscal Services | Non-Instruct Supplies | \$600.00 |
| B0087735 | Glima | CITD - Export Enable | Contract Services | \$1.00 |
| B0087736 | Pdi | Administration | Other Services And Expense | \$1.00 |
| B0087737 | Daniel Freeman Hospi | Physical Education | Contract Services | \$1.00 |
| B0087738 | ECCD Petty Cash | DSPS | Instructional Supplies | \$200.00 |
| B0087739 | ECCD Petty Cash | SRC High Tech Donati | Instructional Supplies | \$400.00 |
| B0087740 | Estwick & Associates | ILP | Contract Services | \$6,879.00 |
| B0087741 | ECCD Petty Cash | Counseling Office | Non-Instruct Supplies | \$1,000.00 |
| B0087742 | Norman A. Traub Asso | Parking-Student Perm | PSA Contract Services | \$3,000.00 |
| B0087743 | Teledyne Electronic | Cact CA Employee Tra | Contract Services | \$1.00 |
| B0087744 | Supplies & Solutions | P4E INGLEWOOD FIRE | Repairs - Instructional | \$1,000.00 |
| B0087745 | Electronics School | Electronics | Instructional Supplies | \$400.00 |
| B0087746 | Genesis Computer Sys | Electronics | Instructional Supplies | \$1,500.00 |
| B0087747 | Lovelady Hardware | Electronics | Instructional Supplies | \$500.00 |
| B0087748 | Torrance Electronics | Electronics | Instructional Supplies | \$500.00 |
| B0087749 | ECCD Petty Cash | Electronics | Instructional Supplies | \$500.00 |
| B0087750 | Electronics School | Electronics | Repairs Parts And Supplies | \$300.00 |
| B0087751 | Torrance Electronics | Electronics | Repairs Parts And Supplies | \$200.00 |
| B0087752 | ECCD Petty Cash | Electronics | Repairs Parts And Supplies | \$300.00 |
| B0087755 | ECCD Petty Cash | CalWORKs | Non-Instruct Supplies | \$1,000.00 |
| B0087756 | S & B Food Services | EOPS CARE | Bus Passes and Food Vouch | \$40,000.00 |
| B0087757 | L.A.C.M.T.A. | EOPS CARE | Bus Passes and Food Vouch | \$12,000.00 |
| B0087758 | Pacific Medical Mana | Administration | Contract Services | \$1.00 |
| B0087759 | S & B Food Services | Human Resources | Other Services And Expense | \$1,000.00 |
| B0087760 | Bobbie Mays | model approaches | PSA Contract Services | \$1,591.00 |
| B0087761 | Deanna Quesada | model approaches | PSA Contract Services | \$3,589.00 |
| B0087762 | Mandla Kayise | ILP | PSA Contract Services | \$2,090.50 |

October 17, 2005

Administrative Services 14

| | | | | |
|----------|----------------------|----------------------|----------------------------|-------------|
| B0087763 | Modupe Carpenter | KEPS | PSA Contract Services | \$1,925.00 |
| B0087764 | Sandy Ferris | KEPS | PSA Contract Services | \$1,887.00 |
| B0087765 | E.C.C. Public Inform | Health Services | Reproduction - Noninstruc | \$1,500.00 |
| B0087766 | Six Flags Magic Moun | Student Affairs | ASB Exp. | \$6,300.00 |
| B0087767 | E.C.C. Public Inform | Student Affairs | A/P Manual.Gen. | \$40.00 |
| B0087768 | American Apparel | Cact CA Employee Tra | Contract Services | \$1.00 |
| B0087769 | Mailer's Haven | Contract Education | Contract Services | \$5,000.00 |
| B0087770 | Craig C. Stone | Fine Arts | Non-Instruct Supplies | \$1,200.00 |
| B0087772 | E.C.C. Public Inform | Student Affairs | A/P Manual.Gen. | \$200.00 |
| B0087774 | ECCD Petty Cash | Family Consumer Stud | Instructional Supplies | \$500.00 |
| B0087775 | Sew Vac Ltd. | Family Consumer Stud | Repairs - Instructional | \$1,000.00 |
| B0087776 | Vecchiarelli Brother | Family Consumer Stud | Repairs - Instructional | \$1,000.00 |
| B0087777 | S & B Food Services | MESA Program | Contract Services | \$750.00 |
| B0087780 | Flavio's Auto Repair | EOPS CARE | Transportation Repair Vou | \$12,000.00 |
| B0087781 | Thomson Learning | Nursing - Workforce | Other Books | \$3,000.00 |
| B0087783 | S & B Food Services | Staff Development | Contract Services | \$1,500.00 |
| B0087784 | Marcy J. Morford | RITP Prog Training | PSA Contract Services | \$1,000.00 |
| B0087785 | Vecchiarelli Brother | Family Consumer Stud | Instructional Supplies | \$1,500.00 |
| B0087786 | Torrance Chamber of | Public Information | Conferences Mgmt | \$300.00 |
| B0087787 | Moog Aircraft Torran | Cact CA Employee Tra | Contract Services | \$1.00 |
| B0087789 | E.C.C. Public Inform | Student Affairs | A/P Manual.Gen. | \$400.00 |
| B0087790 | S & B Food Services | Center for Internati | Non-Instruct Supplies | \$500.00 |
| B0087791 | Quality Business Mac | I&T Div Ofc | Repairs - Instructional | \$300.00 |
| B0087792 | Jack-X-Change | Automotive Collision | Repairs - Instructional | \$750.00 |
| B0087794 | Annette Miner | RITP Prog Training | PSA Contract Services | \$1,000.00 |
| B0087795 | Melissa Smith | RITP Prog Training | PSA Contract Services | \$1,000.00 |
| B0087796 | Wichita Area Technic | NSF Aerospace Planni | Travel And Conference Exp | \$700.00 |
| B0087797 | Madeleine Bruning | Nursing - Workforce | PSA Contract Services | \$8,250.00 |
| B0087798 | Chabad of South Bay | CalWORKs | Contract Services | \$1.00 |
| B0087799 | Learning Garden Pre- | CalWORKs | Contract Services | \$1.00 |
| B0087800 | Los Angeles County | Child Development Ce | Contract Services | \$1.00 |
| B0087801 | Maricopa Preschool | CalWORKs | Contract Services | \$1.00 |
| B0087802 | Overnight Prints | Ctr for Arts Promo | Multi Media Advertising | \$4,000.00 |
| B0087803 | E.C.C. Public Inform | Women in Ind. & Tech | Printing | \$500.00 |
| B0087804 | Image Solutions | Administration | Other Services And Expense | \$50,000.00 |
| B0087805 | E.C.C. Public Inform | Student Affairs | ASB Exp. | \$500.00 |
| B0087806 | Dan O. Ogi | Job Placement | PSA Contract Services | \$1,500.00 |
| B0087807 | U.S. Shop Tools | Machine Tool Technol | Instructional Supplies | \$500.00 |
| B0087808 | Ionics | Life Sciences | Maintenance Contracts | \$5,387.00 |
| B0087809 | Ionics | Chemistry | Maintenance Contracts | \$5,387.00 |
| B0087810 | Leonardo World Llc | International Educat | Non-Instruct Supplies | \$1.00 |
| B0087811 | ECC BOOKSTORE | Human Resources | Non-Instruct Supplies | \$500.00 |
| B0087813 | Spinitar Presentatio | Staff Development | Non-Instruct Supplies | \$1,000.00 |
| B0087817 | Mass Press | Staff Development | Non-Instruct Supplies | \$2,320.23 |

October 17, 2005

Administrative Services 15

| | | | | |
|----------|-----------------------------|----------------------|-----------------------|-----------------------|
| B0087818 | E.C.C. Public Inform | Student Affairs | A/P Manual.Gen. | \$100.00 |
| B0087819 | Excelenica in Educat | Division Ofc Student | Contract Services | \$1.00 |
| B0087820 | E.C.C. Public Inform | Student Affairs | A/P Manual.Gen. | \$50.00 |
| B0087821 | Southern California | RITC 10/1/04 - 9/30 | Contract Services | \$250.00 |
| B0087824 | Adrienne M. Braden | model approaches | PSA Contract Services | \$2,071.00 |
| B0087825 | New York Food | Ed & Community Devel | Non-Instruct Supplies | \$3,000.00 |
| B0087827 | L.A.C.O.E. - Div. of | Human Resources | Dues And Memberships | \$7,344.00 |
| B0087828 | Catherine Nelson | Foster Care Ed 03-04 | PSA Contract Services | \$148.00 |
| | Total : | 105 | | \$1,521,572.73 |
| | Total POs and BPOs : | 384 | TOTAL : | \$1,839,043.74 |

October 17, 2005

Administrative Services 16

**Agenda for the El Camino Community College District Board of Trustees
for
Measure “E” Bond Fund**

| | <u>Page No.</u> |
|---|------------------------|
| I. INFORMATION | |
| A. Project Budgets | 2 |
| B. Citizens’ Bond Oversight Committee | 4 |
| II. APPROVAL | |
| A. Bid 2005-04/Humanities Building – Demolition, Earthwork and Site Utilities | 4 |
| III. RATIFICATION | |
| A. Purchase Orders | 5 |

I. INFORMATION

A. PROJECT BUDGETS

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

The following table reports expenditures through September 30, 2005.

| GENERAL OBLIGATION BOND FUND CATEGORIES AND PROJECTS | | | |
|--|---------------------------|-------------------------------|--------------------|
| | REVISED BUDGET | TOTAL EXPENDITURES | 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 | 16,612 | 1,512,388 |
| Athletic Education and Fitness Complex (0203) | 15,718,000 | 244,946 | 15,473,054 |
| Bookstore/Cafeteria Conversion to Admin. (0204) | 6,084,896 | 65,586 | 6,019,310 |
| Business Building Replacement (0205) | 10,926,189 | 125,795 | 10,800,394 |
| Central Plant (0206) | 10,858,000 | 116,895 | 10,741,105 |
| Child Development Center Phase 2 (0207) | 2,525,000 | 27,318 | 2,497,682 |
| Crenshaw Blvd. Frontage Enhancement (0208) | 1,100,000 | 12,000 | 1,088,000 |
| Fire Academy Structure (0209) | 791,375 | 8,682 | 782,693 |
| Fire Program Facility (0210) | 123,000 | 1,497 | 121,503 |
| Humanities Complex Replacement (0212) | 23,120,064 | 1,266,158 | 21,853,906 |
| Learning Resource Center Addition (0213) | 7,100,000 | 112,673 | 6,987,327 |
| Manhattan Beach Blvd. Parking Structure & Entrance (0214) | 216,232 | 534 | 215,698 |
| Remodeling Phase One (0215) - CLOSED | | 249,133 | (249,132.54) |
| Remodeling Phase Two (0216) | 157,625 | 34,146 | 123,479 |
| Remodeling Phase Three (0217) | 8,715,875 | 93,868 | 8,622,007 |
| Science Complex Renovation (0219) | 6,721,738 | 6,261,786 | 459,952 |
| Signage and Wayfinding (0224) | 2,600,000 | 50,554 | 2,549,446 |
| Student Services and Activities Replacement (0220) | 31,928,118 | 363,917 | 31,564,201 |
| Temporary Space and Relocation Costs (0221) | 2,000,000 | 602,071 | 1,397,929 |
| Reserve for Contingencies (0299) | 37,748,071 | - | 37,748,071 |
| Total Additional Classrooms and Modernization | 174,963,183 | 10,360,037 | 164,603,146 |
| <u>Campus Site Improvements: Accessibility, Safety / Security (CSI)</u> | | | |
| Asphalt Resurfacing - All Lots (0301) | 400,000 | 14,459 | 385,541 |
| Emergency Generators and Distribution (0302) | 2,265,000 | 14,752 | 2,250,248 |
| Emergency Power to Security Lighting (0303) | 175,000 | 1,140 | 173,860 |
| Entrance - Redondo Beach Blvd. to Lot H (0304) | 400,000 | 3,985 | 396,015 |
| Fencing Replacement and Additions (0305) | 375,000 | 2,442 | 372,558 |
| Landscaping and Irrigation System Replace. (0306) | 2,540,000 | 39,129 | 2,500,871 |
| Lighting - Upgrade / Replace All Lots (0308) | 2,440,000 | 15,891 | 2,424,109 |
| Lot F Parking Structure Improvements (0309) | 1,632,000 | 10,629 | 1,621,371 |

| | | | |
|---|--------------------|------------------|--------------------|
| Lot H Parking Structure (0310) | 8,348,666 | 384,610 | 7,964,056 |
| Paving Replacement - All Walks and Driveways (0311) | 2,187,000 | 14,244 | 2,172,756 |
| Pedestrian Walks at Manhattan Beach Blvd. and Lot E (0312) | 81,600 | 531 | 81,069 |
| Security Video (0313) | 180,000 | 7,599 | 172,401 |
| Voice / Data / Signal Site Duct Bank (0314) | 1,945,181 | 82,121 | 1,863,060 |
| Reserve for Contingencies (0399) | 1,757,784 | - | 1,757,784 |
| Total Campus Site Improvements: Accessibility, Safety / Security | 24,727,231 | 591,533 | 24,135,698 |
| <u>Energy Efficiency Improvements (EEI)</u> | | | |
| Energy Efficiency Improvements Phase Two (0402) | 2,818,000 | 43,000 | 2,775,000 |
| Reserve for Contingencies (0499) | 215,653 | - | 215,653 |
| Total Energy Efficiency Improvements | 3,033,653 | 43,000 | 2,990,653 |
| <u>Health and Safety Improvements (HSI)</u> | | | |
| Administration (0501) | 4,367,732 | 64,234 | 4,303,498 |
| Art & Behavioral Sciences (0502) | 12,247,136 | 181,954 | 12,065,182 |
| Auxiliary Warehouse (0504) | 105,042 | 1,170 | 103,872 |
| Communications (0507) | 8,223,354 | 204,746 | 8,018,608 |
| Construction Technology (0508) | 943,970 | 14,824 | 929,146 |
| Domestic Water System (0509) | 2,488,800 | 65,414 | 2,423,386 |
| Facilities and Receiving (0510) | 1,985,416 | 131,764 | 1,853,652 |
| Fire Alarm (0511) | 780,800 | 8,050 | 772,750 |
| Firelines (0512) | 1,837,503 | 74,659 | 1,762,844 |
| Hazardous Materials Abatement (0513) | 200,000 | 64,857 | 135,143 |
| Library (0515) | 7,876,509 | 405,041 | 7,471,468 |
| Marsee Auditorium (0516) | 6,670,843 | 100,338 | 6,570,505 |
| Math & Computer Sciences (0517) | 10,761,643 | 161,435 | 10,600,208 |
| Music (0518) | 8,896,846 | 210,715 | 8,686,131 |
| Natural Gas System (0519) | 488,000 | 5,069 | 482,931 |
| North Gymnasium (0520) | 3,248,993 | 251,205 | 2,997,788 |
| Physical Education and Men's Shower (0521) | 4,216,871 | 59,737 | 4,157,134 |
| Planetarium (0522) | 559,465 | 11,875 | 547,590 |
| Pool and Health Center (0523) | 8,273,592 | 124,727 | 8,148,865 |
| Primary Electrical Distribution System (0524) | 13,460,000 | 421,575 | 13,038,425 |
| Reimbursements (0525) | 1,456,353 | 1,456,353 | - |
| Security Systems (0526) | 1,313,664 | 24,376 | 1,289,288 |
| Sewer System (0527) | 1,964,200 | 20,097 | 1,944,103 |
| Social Sciences (0528) | 7,415,520 | 109,475 | 7,306,045 |
| Storm Drain System (0530) | 1,083,909 | 11,135 | 1,072,774 |
| Technical Arts (0531) | 5,600,000 | 97,657 | 5,502,343 |
| Shops (0533) | 10,600,000 | 193,527 | 10,406,473 |
| Reserve for Contingencies (0599) | 8,337,328 | - | 8,337,328 |
| Total Health and Safety Improvements | 135,403,489 | 4,476,011 | 130,927,478 |
| <u>Information Technology and Equipment (ITE)</u> | | | |
| Behavioral and Social Sciences (0601) | 579,077 | 22,984 | 556,093 |
| Business (0602) | 1,123,650 | 438,401 | 685,249 |
| Facilities Planning and Services (0603) | 1,818,724 | 283,304 | 1,535,420 |
| Fine Arts (0604) | 2,805,096 | 328,212 | 2,476,884 |
| Health Sciences and Athletics (0605) | 1,203,993 | 177,688 | 1,026,305 |
| Humanities (0606) | 607,033 | 150,534 | 456,499 |
| Industry and Technology (0607) | 1,771,641 | 422,712 | 1,348,929 |
| Information Technology (0608) | 14,557,510 | 1,769,904 | 12,787,606 |
| Learning Resources (0609) | 4,665,775 | 137,253 | 4,528,522 |

| | | | |
|---|-----------------------|----------------------|-----------------------|
| Math (0610) | 688,661 | 134,997 | 553,664 |
| Natural Sciences (0611) | 3,002,285 | 585,119 | 2,417,166 |
| Nursing (0612) | 252,651 | 116,478 | 136,173 |
| Student and Community Advancement (0613) | 567,500 | 169,879 | 397,621 |
| Interfund Transfer (0614) | 141,150 | 141,150 | - |
| Phase II, III, IV Purchases (0697) | 12,686,900 | - | 12,686,900 |
| Installation Contingency (0698) | 4,464,194 | - | 4,464,194 |
| Reserve for Contingencies (0699) | 3,746,018 | - | 3,746,018 |
| Total Information Technology and Equipment | 54,681,858 | 4,878,614 | 49,803,244 |
| <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) | 121,349 | - | 121,349 |
| Total Physical Education Facilities | 1,707,049 | - | 1,707,049 |
| | <u>\$ 394,516,463</u> | <u>\$ 20,349,195</u> | <u>\$ 374,167,268</u> |

B. CITIZENS' BOND OVERSIGHT COMMITTEE

The next meeting of the Citizens' Bond Oversight Committee is scheduled for Wednesday, November 9, 2005, at 3 p.m.

II. APPROVAL

A. BID 2005-04/HUMANITIES BUILDING – DEMOLITION, EARTHWORK, AND SITE UTILITIES

It is recommended that the Bid 2005-04 be awarded to the following vendors for the Humanities Building Demolition, Earthwork, and Site Utilities project in accordance with the specifications, terms, and conditions of the above named bid.

| <u>P.O. #'s</u> | <u>Vendor</u> | <u>Bid Amount</u> | <u>With Insurance</u> | <u>Total</u> |
|-----------------|---|-------------------|-----------------------|--------------|
| TBD | Doja Inc.[3] - Demolition | \$285,000.00 | \$35,994.18 | \$320,994.18 |
| | Louis Todd Corp. [3] – Earthwork | \$358,000.00 | \$ 2,990.23 | \$360,990.23 |
| | HPS Mechanical Inc.[5] – Site Utilities | \$544,910.00 | \$15,862.57 | \$560,772.57 |

Other Bidders: Demolition – U.S. Demolition Inc. \$294,778.00; G.D. Heil Inc. \$318,600.00; CST Environmental Corp. \$367,800.00. Earthwork – Salsbury \$400,352.00; Doja Inc. \$415,000.00; Crew Inc. \$429,000.00. Site Utilities – Plumbing, Piping & Construction, \$633,000; Atlas Allied, \$1,273,000 and Minco America Corp., \$1,297,000. “No Bid” Responses: None

Non-Responses: Demolition – AAA Demolition, Darco Engineering, American Wrecking, Pena Grading, J & G Industries, Penhall, American Demolition, Cleveland Wrecking, Pacific Demolition, Southern Counties Concrete Cutting, and Hammer Down Site Utilities – Castongia Inc., Bali Construction, CGI Construction. Earthwork – AL

Macintosh.

October 17, 2005

Measure “E” Bond Fund 4

III. RATIFICATION

A. PURCHASE ORDERS

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.

Run Date
10/3/2005

**El Camino Community College District
Measure "E" Purchase Order Listing
Meeting Date: 10-17-2005**

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 be approved and that payment be authorized upon delivery and acceptance of the items ordered.

| P.O. Number | Vendor Name | Site Name | Description | P.O. Cost |
|-----------------------------|----------------------------|----------------------|----------------------------|--------------------|
| P0080556 | Roger's Systems Specialist | Science Complex Reno | Group II Equipment | \$364.9 |
| P0080557 | Delphin Computer Supply | Science Complex Reno | Group II Equipment | \$3,675.1 |
| P0089018 | Graybar Electric | Remodeling-Phase 2 | Remodeling & Renovations | \$290.8 |
| P0089019 | Graybar Electric | Remodeling-Phase 2 | Remodeling & Renovations | \$464.7 |
| P0089020 | Affidia Systems | Science Complex Reno | Group II Equipment | \$11,142.9 |
| P0089021 | Tbp Architecture, Inc | Master Planning | Architecture & Engineering | \$3,416.8 |
| P0089025 | Haltbrink Asphalt Paving | TemporarySpace/Reloc | Site Improvements | \$5,100.0 |
| Total : | | 7 | | \$24,455.3 |
| B0089023 | Ford Graphics | Humanities Complex | Blue Printing-Construction | \$12,000.0 |
| B0089024 | Marcor Remediation, | Humanities Complex | Site Improvements | \$152,900.0 |
| Total : | | 2 | | \$164,900.0 |
| Total POs and BPOs : | | 9 | TOTAL : | \$189,355.3 |

October 17, 2005

Measure "E" Bond Fund 5

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

| | <u>Page No.</u> |
|---|-----------------|
| A. Employment and Personnel Changes | 1-7 |
| B. Temporary Non-Classified Service Employees | 7-11 |
| C. Volunteers..... | 11 |

A. EMPLOYMENT AND PERSONNEL

It is recommended that the Board ratify/approve the employment and personnel changes for certificated, classified, special project temporary administrators and temporary classified service employees as shown in items 1-33 and 1-19.

Certificated Personnel:

1. Amend Pre-Retirement – Mr. Robert Pielke, full-time instructor of Philosophy, to begin partial retirement through PERS, with a reduced load of 50% in Fall and 50% in Spring, instead of pre-retirement, effective August 25, 2005.
2. Resignation – Ms. Suzie Alwash, full-time instructor of Earth Science, effective December 16, 2005.
3. Employment – Mr. Rory Natividad, full-time/temporary Faculty Coordinator/Athletic Director, Class II, Step 9, Fiscal Salary Schedule, effective October 1, 2005 through June 30, 2006.
4. Amend Employment – Ms. Andrea Micallef, full-time instructor of Graphic Arts, Class IV, Step 7 (instead of Class II), effective August 25, 2005.
5. Amend Employment – Ms. Susan Oda-Omori, full-time Counselor, from Class III, Step 20 to Class IV, Step 20, Fiscal Salary Schedule, effective October 1, 2005 (instead of September 24, 2005).
6. Amend Employment – Ms. Jenny Simon, full-time instructor of English as a Second Language (ESL), from Class III, Step 5 to Class IV, Step 5, Academic Salary Schedule, effective October 22, 2005.
7. Amend Employment – Ms. Merriel Winfree, full-time instructor of Cosmetology, Class II, Step 9 (instead of Class I, Step 5), Academic Salary Schedule, effective August 25, 2005.
8. Leave of Absence (paid medical) – Dr. Donald Goldberg, Dean of Mathematical Sciences, effective October 17 through December 31, 2005.
9. Leave of Absence (paid medical 26.67%) – Mr. John Martinelli, full time instructor of Accounting, effective August 27 through December 16, 2005.
10. Leave of Absence (paid medical 26.67%) – Mr. Robert Daily, full-time instructor of Accounting, effective August 27 through December 16, 2005.
11. Amend Leave of Absence (unpaid Family Leave) – Ms. Karen Forney, full-time instructor of English, effective August 27, 2005 through January 13, 2006.

October 17, 2005

Human Resources – Administrative Services 1

12. Change in Assignment – Dr. Marc Glucksman, full-time/temporary Interim Dean of Mathematics, Range 16, Step 5, effective October 1, 2005 through June 30, 2006
13. Special Assignment – Ms. Kathleen Stephens, full-time instructor of Nursing, to coordinate all part-time faculty working in nursing extension program, to be paid \$51.69 an hour, not to exceed \$320 a week, effective August 29, 2005 through June 30, 2006, in accordance with the Agreement, Article x, Section 14(c).
14. Special Assignment – The following part time instructors in Industry & Technology, to administer credit by examination, to be paid \$51.69, effective August 27, 2005 through December 16, 2005, in accordance with the Agreement, Article X, Section 9(m).

| | | |
|--------------------|-----------------|------------------|
| Mark Arnold | Glenna Johnson | Rey Rojo |
| Dany Barley | William Johnson | Monique Schaefer |
| Kevin Coffelt | Jerry Kinnan | Franz Seifert |
| Victor de la Torre | Mark Lepore | Dale Ueda |
| Jeff Donahue | James Lemmon | Dan Valladares |
| Robert Diaz | Ed Lugo | Phillips Walls |
| Charles Hamilton | Mary Lyons | Earl Warren |
| Sharon Higgins | Robert Olmsted | Sue Ann Warren |

15. Special Assignment – The following full time instructors in Industry & Technology, to administer Credit-by-examination, to be paid \$51.69, effective August 27, 2005 through June 9, 2006, in accordance with the Agreement, Article X, Section 14(c).

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

16. Special Assignment – Ms. Stephanie Collazo, part-time instructor of Nursing, to teach & test for competency nursing skills in skills labs, to be paid \$51.69 an hour, not to exceed \$120 a week, effective September 12 through October 24, 2005, in accordance with the Agreement, Article X, Section 9(m).
17. Special Assignment – Mr. Robert Diaz, part-time instructor of Manufacturing Technology, to provide support for the El Camino Robotics Academy, to be paid \$38.77 an hour, not to exceed 72 hours or \$2,986, effective October 18 through December 16, 2005, in accordance with the Agreement, Article X, Section 9(m).

18. Special Assignment – Ms. Lynn Fielding, part-time instructor of Geology, to work in lab for the Welding department, to be paid \$25.85 an hour, not to exceed \$5,000 or 193 hours, effective

October 17, 2005

Human Resources – Administrative Services 2

October 18 through December 16, 2005, in accordance with the Agreement, Article X, Section 9(m).

19. Special Assignment – Ms. Katherine Meese, part-time clinical instructor, to assist instructor in skills lab and provide workshops at Little Company of Mary, to be paid \$38.77 an hour, not to exceed \$350 a week, effective September 21, 2005 through June 30, 2006, in accordance with the Agreement, Article X, Section 9(m).
20. Special Assignment – Mr. Rick Shima, part-time instructor of Fire & Emergency Technology, to provide instruction in the Fire Academy, to be paid \$38.77 an hour, not to exceed 40 hours or \$1,500, effective October 18 through December 16, 2005, in accordance with the Agreement, Article X, Section 9(m).
21. Special Assignment – Dr. Carol Lisek, part-time instructor of Music and Faculty Coordinator, to coordinate Division of Fine Arts and Center for the Arts student attendance education programs, to be paid \$38.77 an hour, not to exceed 24 hours per week for 12 weeks at 60% load, or \$11,165.76, effective September 26 through December 16, 2005, in accordance with the Agreement Article X, Section 9(m).
22. Special Assignment – Mr. Kenneth Key, full-time Counselor, to perform assessments, evaluations preparation and follow-up to prepare potential students for nursing program eligibility as part of the Workplace Learning Resource Center Nursing Program Contract with Centinela Freeman Regional Medical Center, under Education Code 87470, to be paid \$51.69 an hour, not to exceed 290 hours or \$15,000, effective October 1, 2005 through June 30, 2006, in accordance with the Agreement, Article X, Section 14(c).
23. Special Assignment – The following full-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 Education Code 87470, to be paid \$51.69 an hour, not to exceed \$6,000, effective October 18, 2005 through June 30, 2006, in accordance with the Agreement, Article X, Section 14(c).

| <u>Instructor</u> | <u>Lecture/Lab</u> |
|-------------------|--------------------|
| Kyung Moon (Mary) | Lecture & lab |
| Yasna Ouwerkerk | Lecture |
| Kathy Stephens | Lecture and lab |
| Trench Simon | Lecture and lab |

24. Special Assignment – The following full-time/temporary instructors of Nursing, to teach for-credit Nursing lab classes as part of the Workplace Learning Resource Center Nursing Program Contract with Centinela Freeman Regional Medical Center, under Education Code 87470, to be paid \$51.69 an hour, effective October 18, 2005 through June 30, 2006, in accordance with the Agreement, Article X, Section 14(c).

Lucinda Bramlett
Nadia Lopez

October 17, 2005

Human Resources – Administrative Services 3

25. Stipend Assignment – Mr. Ray Lewis, full-time instructor of Administration of Justice, to plan and present career and technical education programs, Student Learning Outcomes Workshop (SLO), to be paid \$500, effective October 18 through December 16, 2005, in accordance with the Agreement Article X, Section 14(c).
26. Stipend Assignment – Ms. Jenny Simon, full-time instructor of English as a Second Language (ESL), to make presentation at Student Learning Outcomes Workshop, to be paid \$500, effective May 24, 2005, in accordance with the Agreement, Article X, Section 14(c).
27. Stipend Assignment – Mr. William Georges, full-time instructor of Technical Theatre, for light design for Play #1, to be paid \$1,000, effective September 2 through October 15, 2005, in accordance with the Agreement, Article X, Section 14(c).
28. Stipend Assignment – Mr. William Georges, full-time instructor of Technical Theatre, to design lights for Play #2 – “The Misanthrope”, to be paid \$1,500, effective September 20 through November 13, 2005, in accordance with the Agreement, Article X, Section 14(c).
29. Employment – The following part-time instructors of Nursing, to teach for-credit Nursing lab classes as part of the Workplace Learning Resource Center Nursing Program Contract with Centinela Freeman Regional Medical Center, under Education Code 87470, effective October 18, 2005 through June 30, 2006, in accordance with the Agreement, Article X, Section 9(m).

| <u>Instructor</u> | <u>Class, Step</u> | <u>Lecture/Lab</u> |
|---------------------|--------------------|--------------------|
| Cynthia Ashby | Class II, Step 2 | Lab |
| Christiana Baskaran | Class II, Step 3 | Lab |
| Peggy Kidwell-Udin | Class II, Step 6 | Lab |
| Ellen Olaivar | Class II, Step 6 | Lab |
| Huibrie C. Pieters | Class II, Step 5 | Lecture & Lab |
| Kyra Tatman | Class II, Step 5 | Lecture & Lab |
| Essence Wilson | Class I, Step 1 | Lab |
| Joyce Wise | Class II, Step 6 | Lecture |

30. Employment – Mr. John Lazar, part-time instructor of Nursing, to teach for-credit lecture and lab Nursing classes as part of the Workplace Learning Resource Center Nursing Program Contract with Centinela Freeman Regional Medical Center, under Education Code 87470, Class I, Step 1, effective October 18, 2005 through June 30, 2006, in accordance with the Agreement, Article X, Section 9(m).
31. Employment – The following part-time instructors of Community Advancement, to teach for-credit lab Nursing classes as part of the Workplace Learning Resource Center Nursing Program Contract with Centinela Freeman Regional Medical Center, under Education Code 87470, effective October 18, 2005 through June 30, 2006, in accordance with the Agreement, Article X, Section 9(m).

October 17, 2005

Human Resources – Administrative Services 4

| <u>Instructor</u> | <u>Class, Step</u> |
|--------------------------|--------------------|
| Brenda Beall | Class I, Step 1 |
| Nina Collins | Class II, Step 1 |
| Michelle Griggs-Gabbedon | Class II, Step 4 |
| Steven Jones | Class I, Step 3 |
| Wendy Mbogo | Class I, Step 1 |
| Katherine Meese | Class I, Step 1 |
| Danielle Naegle | Class I, Step 1 |
| Estelita Sencio | Class II, Step 1 |
| Benson Yeung | Class II, Step 2 |

32. Employment– The following part-time/temporary instructors to be hired as needed for the 2005 Fall Semester.

Community Advancement

Brenda Beall

Health Sciences & Athletics

Bonnie Hughes

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

Fine Arts

Matthew Greif

Taryn Koch

33. Employment– The following part-time/temporary substitute instructors to be hired as needed for the 2005 Fall Semester.

Industry & Technology

Isaac Ray Yang

Natural Sciences

Geraldine Karpel

Classified Personnel:

1. Resignation – Ms. Jo Ann Madden, Disabled Student Program & Services (DSPS) Support Services Supervisor, Range 27, Step E, Special Resource Center/Health Sciences & Athletics Division, Academic Affairs Area, effective November 11, 2005.

October 17, 2005

Human Resources – Administrative Services 5

2. Personal Leave of Absence 50%- Ms. Jeannine Barba, Student Services Specialist, Range 33, Step E, Counseling and Student Services Division, Student and Community Advancement Area, effective August 25, 2005 through June 23, 2006.
3. Personal Leave of Absence 5% - Ms. Katherine Conley, 75% Cosmetology Assistant, Range 21, Step E, Industry and Technology Division, Academic Affairs Area, effective August 29 through December 16, 2005.
4. Personal Leave of Absence 5% - Ms. Wendy Kahan, Toolroom/Instructional Equipment Technician, Range 31, Step E, Industry & Technology Division, Academic Affairs Area, effective August 29 through December 16, 2005.
5. Personal Leave of Absence 100% – Mr. Rory Natividad, Senior Athletic Trainer, Range 37, Step E, Health Sciences & Athletics Division, Academic Affairs Area, effective October 1, 2005 through June 30, 2006.
6. Personal Leave of Absence 25% - Mr. Albert Romero, Library Media Technician II, Range 26, Step E, Learning Resources, Academic Affairs Area, effective October 3, 2005 through June 9, 2006.
7. 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 September 1, 2005 through June 30, 2006.
8. Employment – Ms. Martha B. Cisneros, Clerical Assistant, Range 22, Step A, Small Business Development Center/Community Advancement Area, Student and Community Advancement Area, effective November 1, 2005.
9. Employment – Mr. Tosh Tipton, Police Officer, Step A, Campus Police Division, Administrative Services Area, effective November 1, 2005.
10. Employment - Ms. Lechi Thi Vo, Accounting Assistant II, Range 27, Step A, Bookstore Division, Administrative Services Division, effective October 3, 2005.

Special Project Temporary Administrator:

11. Rescind Termination - Ms. Pauline Annarino, Special Project Temporary Administrator, Regional Interpretation Training Center (R.I.T.C.), Special Resource Center/ Health Sciences and Athletics Division, Academic Affairs Area, to be paid \$267 a day, Range 4, Step 2, of the Special Project Temporary Administrator Daily Rate Schedule, effective July 1, 2005 through September 30, 2005 instead of June 30, 2006, due to RITC Grant ending.
12. Extend Employment - Ms. Pauline Annarino, Special Project Temporary Administrator, Regional Interpretation Training Center (R.I.T.C.), Special Resource Center/ Health Sciences and Athletics Division, Academic Affairs Area, to be paid \$267 a day, Range 4,

October 17, 2005

Human Resources – Administrative Services 6

Step 2, of the Special Project Temporary Administrator Daily Rate Schedule, effective September 30 through December 30, 2005.

Temporary Classified Services Employees:

13. Ms. Patricia Breitag – Accompanist – Piano, Range 32, Step A, Fine Arts Division, Academic Affairs Area, as needed for the 2005-2006 fiscal year, effective September 9, 2005.
14. Ms. Dawn Huntoon - Theatre Technician, Range 31, Step A, Fine Arts/Center for the Arts Division, Academic Affairs Area, on an on-call, as needed basis, effective October 20, 2005.
15. Ms. Phyllis Fowler – Promotions Assistant, Range 28, Step A, Fine Arts/Center for the Arts Division, Academic Affairs Area, on an on-call, as needed basis, effective October 18, 2005.
16. Mr. Tosh Tipton - Police Officer, Step A, Campus Police Division, Administrative Services Area, effective October 18 through October 31, 2005.
17. Ms. Kristal Walker - Theatre Assistant, Range 20, Step A, Fine Arts/Center for the Arts Division, Academic Affairs Area, on an on-call, as needed basis, effective October 20, 2005.
18. Ms. Kathy Way - User Support Technician, Range 37, Step E, Vice President’s Office, Academic Affairs Area, effective October 6, 2005 through June 30, 2006, not to exceed 960 hours.
19. Amendment Employment- Ms. Xiaowen Wu, Program Coordinator, English as a Second Language (ESL) Assessment, Range 36, Step A, Humanities Division, Academic Affairs Area, from 30 to 35 hours per week, effective October 18, 2005.

B. TEMPORARY NON-CLASSIFIED SERVICE EMPLOYEES:

It is recommended that the Board authorize employment of the following temporary Casual employees, subject to funding, as shown in items 1-24.

1. Alisa Bogane – Paraprofessional, \$16.75 per hour, Monday through Friday (days vary), at 40 hours per week (hours vary), effective October 20, 2005 through June 30, 2006, Workforce & Community Education/Community Advancement, Student & Community Advancement area, to assist with customer service; website update; budget reconciliation; create purchase requisitions; maintain/order supplies/marketing activities; daily sales activity reports, and other duties, Community Education Income funded.

October 17, 2005

Human Resources – Administrative Services 7

2. Kristina Christian – Office Aide II, \$7.25 per hour, Monday and Wednesday, 11:30 am to 2:30 pm, effective October 17, 2005 through June 30, 2006, Fine Arts, Academic Affairs Area, to assist in the jewelry/metal smith lab, District funded.
3. Gina Diaz – Professional IV, \$64.00 per hour, Monday through Saturday (days vary), 8:00 am to 5:00 pm (hours vary), effective October 18, 2005 through June 30, 2006, Workplace Learning Resource Center (WpLRC)/Community Advancement, Student and Community Advancement area, to teach theory content and skills check off for Pediatric Advanced Life Support (PALS), and Neonatal Resuscitation Protocol (NRP) in the not-for-credit post licensure education courses, WpLRC funded.
4. Renee Dorn – House Manager, \$12.50 per hour, days vary, hours vary, effective October 18, 2005 through June 30, 2006, Center for the Arts/Fine Arts, Academic Affairs area, to organize and coordinate the paid and volunteer Front of House personnel for any given event in the Marsee Auditorium, Campus Theatre, Recital Hall and other on-campus facilities, District and Center for the Arts funded.
5. Kathleen Du Ross – Professional IV, \$68.50 per hour, Monday through Saturday (days vary), 8:00 am to 5:00 pm (hours vary), effective October 18, 2005 through June 30, 2006, Workplace Learning Resource Center (WpLRC)/Community Advancement, Student and Community Advancement area, to teach content relating to the care of the cardiovascular patient and the understanding and interpretation of Electrocardiogram (EKG) and 12 lead EKG in the not-for-credit post licensure nursing education courses, WpLRC funded.
6. Lyzeth Esparza – Paraprofessional, \$18.50 per hour, days and hours vary, effective October 18, 2005 through June 30, 2006, Extended Opportunities Program & Services (EOP&S), Student & Community Advancement area, to perform a variety of duties to support the early outreach and recruitment efforts of EOPS/ESP (Early Start Program) to designated EOPS high schools, middle schools and local youth agencies, EOP&S funded.
7. Larry Franklin – Professional IV, \$68.50 per hour, Monday through Saturday (days vary), 8:00 am to 5:00 pm (hours vary), effective October 18, 2005 through June 30, 2006, Workplace Learning Resource Center (WpLRC)/Community Advancement, Student and Community Advancement area, to teach theory content and skills check off for Advancement Cardiac Life Support (ACLS) and Basic Cardio Pulmonary Resuscitation (CPR) in the not-for-credit post licensure nursing education courses, WpLRC funded.
8. Michael Hoang – Paraprofessional, \$16.00 per hour, Monday through Friday, 9:45 am to 6:15 pm, effective October 17, 2005 through June 30, 2006, Health Sciences & Athletics (HS&A), Academic Affairs Area, to provide accommodations for students with disabilities in accordance with Title V, DSPS Regulations, Section 56026 and also provides clerical duties for the Health, Sciences & Athletics division office, District funded.

9. James Hoffman – Professional III, \$51.75 per hour, Monday through Friday (days vary), 8:00 am to 5:00 pm (hours vary), effective October 18, 2005 through June 30, 2006, Center for International Trade Development (CITD)/Community Advancement, Student and Community Advancement area, to develop curriculum and handle articulation with high schools and colleges, Community Advancement funded.
10. Sherri Kennedy – House Staff I, \$7.00 per hour, days and hours vary, effective October 18, 2005 through June 30, 2006, Center for the Arts/Fine Arts, Academic Affairs area, to perform the duties of usher and/or ticket taker in the Marsee Auditorium, Campus Theatre, Recital Hall and other on-campus facilities for any given event, District and Center for the Arts funded.
11. Mayueth Mendez – Program Assistant II, \$9.00 per hour, days and hours vary, effective October 18, 2005 through June 30, 2006, Extended Opportunities Program & Services (EOP&S), Student & Community Advancement area, to assist in the recruitment and early identification of potentially eligible EOP&S persons both on-campus and within the El Camino College District and other duties as needed, EOP&S funded.
12. Kathleen Morton – Paraprofessional, \$15.50 per hour, Monday through Friday (days vary), arrange 40 hours per week (hours vary), effective October 20, 2005 through June 30, 2006, Workforce & Community Education/Community Advancement, Student & Community Advancement area, to assist with customer service; process registrations and cash handling; update website; instructor contracts, class materials, marketing; promotional activities, and other duties, Community Education Income funded.
13. Mayra Perez – Paraprofessional, \$14.00 per hour, Monday through Friday, hours vary, effective October 18, 2005 through June 30, 2006, Health Sciences & Athletics (HS&A), Academic Affairs Area, to provide accommodations for students with disabilities in accordance with Title V, DSPS Regulations, Section 56026 and also provides clerical duties for the Health, Sciences & Athletics division office, District funded.
14. Allison Smith – Paraprofessional, \$13.00 and \$15.00 per hour, Monday through Friday (days vary), 7:00 am to 10:30 pm (hours vary), effective October 18, 2005 through June 30, 2006, Writing Center/Humanities, Academic Affairs area, to work as a Writing Center tutor and a classroom tutor assisting students in all phases of the composing process-generating ideas, outlining, drafting, and analyzing, revising, and polishing and other duties as needed, District funded.
15. Shelley Spearman – Teacher’s Assistant IV, \$11.50 per hour, Monday through Friday, arrange 25 – 30 hours per week (hours vary), effective September 20, 2005 through June 30, 2006, Special Resource Center (SRC)/Health Sciences & Athletics, Academic Affairs area, to provide services for students in the SRC, District and SRC funded.
16. Magdalena Tello – Program Assistant III, \$10.00 per hour, Tuesday and Thursday, 9:00 am to 2:00 pm, effective October 18, 2005 through June 30, 2006, Extended Opportunities Program & Services (EOP&S), Student & Community Advancement area, to assist the Student Services Advisor and other staff by providing levels of general outreach services, EOP&S funded.

17. John Verdugo – Professional IV, \$57.50 per hour, Monday through Saturday (days vary), 8:00 am to 5:00 pm (hours vary), effective October 18, 2005 through June 30, 2006, Workplace Learning Resource Center (WpLRC)/Community Advancement, Student and Community Advancement area, to assist in teaching the theory content as well as skills check off for Pediatric Advanced Life Support (PALS), and Neonatal Resuscitation Protocol (NRP) in the not-for-credit post licensure education courses, WpLRC funded.
18. Helen Wada – Paraprofessional, \$17.00 per hour, Monday through Friday, 9:00 am to 3:00 pm (hours vary), effective October 18, 2005 through June 30, 2006, Humanities, Academic Affairs area, to assist the dean, faculty coordinators, Classified staff, faculty, students, and the general public with various duties to support the Humanities Division, District funded.
19. Michele Warner – Office Aide I, \$6.75 per hour, Monday through Friday (days vary), 8:00 am to 5:00 pm (hours vary), effective October 18, 2005 through June 30, 2006, Writing Center/Humanities, Academic Affairs area, to screen all student for appropriate services and assist them is acquiring the services; and answers questions from students, faculty, and staff and keeps paperwork up to date and organized, District funded.
20. Phorious Whitmore – Program Assistant III, \$9.00 per hour, Monday through Thursday, arrange up to 4 hours per day, effective October 18, 2005 through December 16, 2005, Business, Academic Affairs Area, to assist with the office services for the Business Division, District funded.
21. Shin Hui (Bernice) Yu-Huang – Program Assistant III, \$10.00 per hour, Monday through Friday (days vary), 7:30 am to 4:30 pm (hours vary), effective October 18, 2005 through June 30, 2006, Humanities, Academic Affairs area, to assist Humanities division office with clerical support and other duties as needed, District funded.
22. Debra Zavala – Paraprofessional, \$17.00 per hour, Monday through Friday, 8:00 am to 5:00 pm, effective October 18, 2005 through June 30, 2006, Fire Academy/Industry and Technology, Academic Affairs Area, to assist Fire Academy Coordinators with schedules, rosters, certificate preparation, filing, field trip arrangements, and other duties as needed, District funded.
23. The following individuals are to work as Coaching Assistant, \$16.25 per hour, days and hours vary (up to 14 hours per week), effective August 17, 2005 through June 30, 2006, Health Sciences & Athletics, Academic Affairs Area, to assist with the Men’s or Women’s Intercollegiate team coach with all aspects of practice and competition, District funded.

Jim Chambers
Kevin Duncan
Pete Flores
Jason Gelber
Dan Heck

Matthew Kirk
Ismael Ordonez
Michael Sakurai
Kenneth Talanoa
Damien Watters

24. The following individuals are to work as Facility Attendant, \$7.00 per hour, days and hours vary, effective August 17, 2005 through June 30, 2006, Health Sciences & Athletics, Academic Affairs Area, to receive, issue, store materials, locks, and towels used for a comprehensive physical education and athletic program for men and women, District funded.

Pete Flores

Samuel Peraza

C. VOLUNTEERS:

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

| | | |
|-----------------------|-------------------|-------------------|
| Alain Acevedo | Dora Graciano | Amber Robinson |
| Moises Aglipay | Teresa Harris | Denise Rodriguez |
| Aushley Baker-Wilhite | John Hetman | Jack Seaman |
| Patricia Barrios | Nikki Hicks | Jeremy Sisante |
| Kevin Carpenter | Christopher Hobbs | Manuel Tenorio |
| Duru Cay | Bianca Hutchins | Julie Toshimitsu |
| Daniel Colbert | Stephen Jolley | Ernesto Torres |
| Kiyanna Dower | Kenneth Keating | Gilbert Torres |
| Terry Davis | Craig Kuykendall | Ali Onur Turkal |
| Anthony Doukas | Clyde Lambert | Arthur Tysen |
| Geoffrey Ertel | Tomoko Mase | Eddie Urrutia |
| Joseph Fernandez | Ryan Mendivic | John Walser |
| Timothy Flora | John Owens | Sharleen Winchell |
| Christopher Freeman | Matthew Palmer | Amy Yau |
| Ryan Gilbert | Irene Pedersen | Jose Ziambrano |
| Casey Glynn | Mychiko Reese | |
| Bryan Geiger | Anthony Reyes | |

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. Travel | Page 1 |
| B. Signature Authorization | Page 1 |
| B. Board of Trustees' Self-Evaluation | Page 1 |

A. Travel

It is recommended that the Board approve attendance of Thomas M. Fallo, at the Excelencia in Education – Starting Point: Community College Fall meeting, October 30- November 1, 2005 in New York City, with no loss of salary, transportation and necessary expenses paid.

B. Signature Authorization

Thomas M. Fallo, Superintendent; Francisco Arce, Interim Vice President – Academic Affairs; Jeffrey Marsee, Vice President – Administrative Services; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to draw money from and issue checks against any funds of the Registration Fund, Cash Management Fund, and SBDC Fund on deposit in the Bank of America, Hawthorne Branch, during the period October 1, 2005, through Annual Organizational Meeting in December, 2005, any two signatures required.

C. 2004-2005 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.
 - 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 2005 presentation, individual Board members complete the self-evaluation questionnaire for 2004-2005. At the November Board meeting, the Board members comment on their evaluations and make recommendations for 2005-2006 goals.

**EL CAMINO COLLEGE BOARD OF TRUSTEES
SELF-EVALUATION QUESTIONNAIRE 2004-2005**

| <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. | | | | | |