

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



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

**Agenda, Monday, November 19, 2007
Board Room
4:30 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of October 15, 2007,
Pages 4-6**
- III. Presentations – none**
- IV. Public Hearing – none**
- V. Consent Agenda – Recommendation of Superintendent/President,
Discussion and Adoption**
 - A. Public Comment
 - 1. Academic Affairs
*See Academic Affairs Agenda,
Pages 7-19*
 - 2. Student and Community Advancement
*See Student Services Agenda,
Pages 20-26*
 - 3. Administrative Services
See Administrative Services Agenda, Pages 27-48
 - 4. *See Measure “E” Bond Fund Agenda,
Pages 49-57*
 - 5. *See Human Resources Agenda,
Pages 58-74*
 - 6. Superintendent/President
*See Superintendent/President Agenda,
Pages 75-79*

VI. Committee of the Whole

- A. Public Comment
 - 1. 2006-2007 Board of Trustees Evaluation and Goals for 2007 – 2008, Pages 80-84

VII. Public Comment on Non-Agenda Items

VIII. Oral Reports

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

IX. Closed Session

- A. Labor Relations, Brown Act Section 54957.8
 - 1. El Camino College Federation of Teachers, Local 1388

- B. Anticipated Litigation, Brown Act Section 54956.9-Significant Exposure to Litigation
 - 1. 1 case

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

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

EL CAMINO COLLEGE STRATEGIC PLAN 2007 THROUGH 2010

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

El Camino College offers quality, comprehensive educational programs and services to ensure the educational success of students from our diverse community.

Statement of Philosophy

Everything El Camino College is or does must be centered on its community. The community saw the need and valued the reason for the creation of El Camino College. 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, fellow employees, community and ourselves, must be our underlying goal.

Cooperation among our many partners including other schools and colleges, businesses and industries, and individuals is vital for our success.

Access and success 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 Initiatives

1. Offer excellent educational and student support services:
 - a) Enhance college services to support student learning using a variety of instructional delivery methods and services.
 - b) Maximize growth opportunities and strengthen programs and services to enhance student success.
 - c) Strengthen partnerships with schools, colleges and universities, businesses and community-based organizations to provide workforce training and economic development for our community.
2. Support self-assessment, renewal, and innovation:
 - a) Use student learning outcomes and assessment to continually improve processes, programs and services.
 - b) Use research-based evidence as a foundation for effective planning, budgeting and evaluation processes.
3. Modernize the infrastructure to support quality programs and services:
 - a) Use technological advances to improve classroom instruction, services to students and employee productivity.
 - b) Improve facilities to meet the needs of students and the community for the next fifty years.

EL CAMINO COMMUNITY COLLEGE DISTRICT
MINUTES OF THE REGULAR MEETING OF
Monday, October 15, 2007

The Board of Trustees of the El Camino Community College District met at 4:30 p.m. on Monday, October 15, 2007, in the Board Room at El Camino College.

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

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

Minutes of the Regular Board Meeting of September 4, 2007

The Minutes of the Regular Board Meeting of September 4, 2007 were approved.

Consent Agenda

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

Academic Affairs

Conference Attendance – Mathematics, Engineering, Science Achievement Program
Accreditation Progress Report

Student Services

Student Field Trips
Student Conferences and Club Events
Community Education – Fall 2007
Grants
International Travel
2008 Summer School Calendar Amendment

Administrative Services

Establish General Fund 14
Establish General Fund 15
Transfer of Funds (11 to 14)
Budget 2007-08 Unrestricted General Fund – Compton Educational Center Related
Activity (14)
Transfer of Funds (11 to 15)

Budget 2007-08 Unrestricted Fund/Special Programs (15)

Contributions to Other Funds

Agreements Under \$69,000

Agreements \$69,000 or Higher

Notice of Completion

Facilities Master Plan

Purchase Orders and Blanket Purchase Orders

Measure E Bond Fund

Category Budgets and Balance

Technology Plan Projects

Contract – Metronome – Information Technology Services

Bid Award – Infrastructure Phase 2

Change Order – Central Plant – ACCO Engineered Systems, Inc.

Change Order – Project – Humanities Replacement Project – Bennett Landscape

Change Order – Communication Building Re-Roofing – Best Roofing & Waterproofing, Inc.

Change Order – Project – Infrastructure Phase I Project, Smith Electric, Inc.

Notice of Job Completion – Vector Resources, Inc.

Purchase Orders and Blanket Purchase Orders

Rejection of Bid Protest – Bid 2007-7/Phase II Infrastructure Project

Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

Resolution – Equivalence to Minimum Qualifications

Revised Classification Specifications for Administrator Position

President/Board of Trustees

Board Policy 2510 – Participation in Local Decision Making

Travel

Signature Authorization

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

Public Comment

Peter Marcoux, Evelyn Uyemura, Harold Tyler, Sean Donnell, Chris Wells, Luukia Smith, and Vincent Armstrong addressed Board Policy 2510 – Participation in Local Decision Making.

Committee of the Whole

Committee of the Whole opened at 5:46 p.m. to discuss 1) Board Correspondence and Reading Materials, 2) Accreditation Self-Study Participation of Board Members, and 3) 2006-2007 Board of Trustees Evaluation and Goals for 2007-2008.

Public Comment

Luukia Smith addressed Board Goals. Peter Marcoux addressed Board Correspondence and Reading Materials.

Adjournment

Meeting adjourned at 6:59 p.m.

Nathaniel Jackson, Secretary of the Board

Thomas M. Fallo, Secretary to the Board

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

	<u>Page No.</u>
A. Board Policy 4231 (Grade Change) – First Reading.....	8
B. International Education/Study Abroad Program – Winter 2008.....	15
C. Proposed Curriculum Changes: Effective 2007-2008 Academic Year.....	15

ACADEMIC AFFAIRS

A. BOARD POLICY 4231 (GRADE CHANGE) – FIRST READING

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

Board Policy 4231 – Grade Change

Administrative Procedure 4231, Grade Change, is presented for informational purpose only.

Board Policy 4231

Grade Change

When grades are given for any course of instruction taught in the El Camino Community College District, the grade given to each student shall be the grade determined by the instructor of the course, and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.

A student who alleges that a grade in a course was given as a result of mistake, fraud, bad faith, or incompetency may appeal the grade within 18 months of the last day of the term in which the grade was given.

Procedures for appeal have been developed by the President/Superintendent or his designees in collegial consultation with the Academic Senate.

This policy supersedes the section of BP 4220 that deals with grade change procedures.

Citation: Education Code Sections 76224(a) and 76232; Title 5 Section 55760(a)

El Camino College
Policy
Adopted:

Grades are determined by the instructor of a course. Both state law and college policy state that the determination of a grade by the instructor is final, in the absence of mistake, fraud, bad faith, or incompetency.

A. Grounds for requesting or appealing for a grade change.

A student can request or appeal for a grade change only if the grade is incorrect due to mistake, fraud, bad faith, or incompetency.

B. Informal grade change request

If a student believes that a mistake was made in computing or recording a grade, he or she may contact the instructor directly to ask the instructor to review the grade records and make the correction. A mistake in a grade can be corrected by the instructor.

Occasionally, the student may prefer to ask the instructor's Dean rather than asking the instructor. However, the Dean may not change the grade in response to an informal request; only the instructor can order the grade change in response to an informal request and only if the request is made within the time limits set by this procedure.

B.1. Making the request

A student who believes that a grade is incorrect because of a mistake may inform the instructor of the course or the Dean who supervises the instructor. If the Dean is informed, he/she may discuss the request with the student and instructor, separately or together. The student may decline to meet with the instructor.

B.2. Time limit

An informal request for a grade change must be received in the Division Office no later than eighteen months after the last day of the term for which the grade was given.

B.3. Response to request

If the instructor agrees to change the grade, he/she may file a Grade Change Request with the Admissions and Records Office, explaining the change. The Grade Change Request requires the Dean to verify that the change is permitted by college policy. The Admissions and Records Office shall change the student's grade record and preserve a copy of the Grade Change Request. If the instructor decides not to change

the grade, he/she should inform the student directly.

C. Grade Change Petition

A student may file a Grade Change Petition whether or not he/she has pursued an informal grade change request. Making an informal grade change request does not affect the time limit for filing a Grade Change Petition.

C.1. Filing a Grade Change Petition

A student who alleges that a grade in a course was given as a result of mistake, fraud, bad faith, or incompetency may file a Grade Change Petition with the Dean who supervises the instructor of the course, using the Grade Change Petition form. The student must state the grounds for the petition and include supporting documentation. The Grade Change Petition form is available at the offices of the instructional Deans and at the Admissions and Records office.

C.2. Time limit

A Grade Change Petition must be received by the appropriate instructional Dean no later than eighteen months after the last day of the term for which the grade was given.

C.3. Response to filing

Upon receipt of the Grade Change Petition, the Dean may discuss the request with the student and instructor, separately or together. The student may decline to meet with the instructor and/or the Dean. The Dean shall forward the Grade Change Petition to the instructor and direct the instructor to act on the petition.

The instructor shall then review the Petition within thirty days, decide whether or not to change the grade, and provide an explanation for the action. The Dean will verify that the action is permitted by college policy and shall provide a copy of the action to the student. The Admissions and Records Office shall preserve a copy of the Grade Change Petition.

C.4. Special circumstances

The procedure described here shall be used in the following circumstances:

- (a) If the instructor is unavailable to respond to the Grade Change Petition within the time limit; or

- (b) If, at the time the Grade Change Petition is filed, the student has filed, in accordance with District procedures, a discrimination complaint against the instructor; or
- (c) If, at the time the Grade Change Petition is filed, the Dean determines that it is possible there has been gross misconduct by the instructor.

In such circumstances, the Dean, in consultation with the Vice President of Academic Affairs, shall appoint an alternate instructor to review and act upon the Petition. The alternate shall be in the discipline of the course or in a related discipline. In the event that no qualified instructor is on the faculty, the Dean, in consultation with the Vice President of Academic Affairs, shall arrange for a qualified consultant.

D. Grade Appeal

If the instructor's response to the Grade Change Petition is not acceptable to the student, the student may file a Grade Appeal to the Vice President of Academic Affairs.

Before filing a grade appeal, the student must have submitted a formal Grade Change Petition to the appropriate Dean. The Grade Appeal shall consist of (a) the Grade Appeal Form stating the grounds for the appeal, (b) allegation of mistake, fraud, bad faith, or incompetency, (c) a copy of the Grade Change Petition showing the instructor's decision, and (d) supporting documentation. The Grade Appeal Form is available at the office of the Vice President of Academic Affairs.

D.1. Time limit

The Grade Appeal must be filed with the Vice President of Academic Affairs no later than thirty calendar days following the receipt of the instructor's response to the formal Grade Change Petition.

D.2. Grade Appeal Panel: Composition

When a Grade Appeal is filed with the Vice President of Academic Affairs, a Grade Appeal Panel shall be appointed within thirty calendar days. The Panel shall consist of (a) an instructional Dean other than the Dean of the Division in which the disputed grade was given; (b) two faculty members, chosen by the President of the Academic Senate, who shall be from the discipline of the course in which the disputed grade was given, or a related discipline; and (c) two students chosen by the President of the Associated Students Organization. The Panel shall be chaired by the Vice President of Academic Affairs or a designee; the chair shall be a non-voting member of the Panel.

All matters considered by the Grade Appeal Panel shall be treated as confidential by members of the Panel.

D.3. Grade Appeal Panel: Hearing

Within 30 calendar days of empanelment, the Grades Appeal Panel shall review the Grade Appeal, including all documents submitted by the student and other documentation it considers relevant.

The Grade Appeal Panel shall conduct a hearing prior to making a determination on the outcome of the grade appeal. Both the student and the instructor shall be notified of the day and time of the hearing and invited to attend. Both the student and the instructor will be provided an opportunity to make a statement and to be asked questions.

The student may be accompanied by an advisor. The advisor may be a faculty member or a student. The advisor may be present to advise the student, but may not ask or answer questions.

The instructor may be accompanied by an advisor. The advisor may be a faculty member or a representative of the faculty union. The advisor may be present to advise the instructor, but may not ask or answer questions.

The Grade Appeal Panel may make a recording of the hearing, which may be consulted during the Panel's deliberation.

D.4. Grade Appeal Panel: Decision

Following its hearing, the Panel shall deliberate and make findings by majority vote. The Panel may sustain or deny all, some, or none of the allegations in the Grade Appeal. The Panel may find that the disputed grade is incorrect because of mistake, fraud, bad faith, or incompetency; in such case, the Panel may determine the new grade to be assigned. The Appeal Panel shall issue its findings and recommendation to the Vice President of Academic Affairs, who shall inform the appealing student, the instructor, and the appropriate Dean.

The decision of the Grade Appeal Panel is final.

The Vice President of Academic Affairs will notify the instructor of the Grade Appeal Panel's recommendation. If the Panel recommends a grade change, the Vice President of Academic Affairs will direct the instructor to submit a grade change to the Admissions and Records Office. In the event that the instructor of record is unable or

unwilling to process the grade change within a reasonable time, the Vice President of Academic Affairs shall form a group of faculty to issue a grade change.

E. Expunging of changed grade

When a grade is changed in accordance with this procedure, the original incorrect grade shall be expunged from the student's record.

ACADEMIC AFFAIRS

B. INTERNATIONAL EDUCATION/STUDY ABROAD PROGRAM – WINTER 2008

It is recommended that the Board approve the following International Education/Study Abroad Program for Winter 2008:

Ghana – 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: Ms. E. Elaine Moore and Professor Kofi Yankey. Their duties as on-site directors will include but not be limited to teaching the following courses: Human Development 5 (Career Planning) and Economics 5 (Fundamentals of Economics). Duties will also include but not be limited to advising students, interacting with Ghanaian travel representatives, and administering the program in Ghana. Inclusive dates: January 10, 2008 – January 30, 2008.

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

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

It should be noted that in August* ~~2006~~ 2007, the Board of Governors made revisions to Title 5 regulations and one of the changes is to change the name of approved credit certificates to “Certificate of Achievement.” El Camino College uses Certificates of Competence and Certificates of Completion as the name of certificates and under the new regulations, colleges will now all be required to use the name “Certificate of Achievement.” The changes below are a result of these Title 5 regulations.

* Change made during Board meeting.

BEHAVIORAL AND SOCIAL SCIENCES DIVISION

CHANGE IN INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) GENERAL EDUCATION REQUIREMENT; COURSE REVIEW

1. Psychology 9A – Introduction to Elementary Statistical Methods for the Study of Behavior
Current Status/Proposed Change
Area 2: Mathematical Concepts and Quantitative Reasoning

ACADEMIC AFFAIRS

2. Psychology 9B – Experimental Methods in the Study of Behavior
Current Status/Proposed Change
Area 2: Mathematical Concepts and Quantitative Reasoning
3. Sociology 109 – Introduction to Elementary Statistical Methods for the Study of Behavior
Current Status/Proposed Change
Area 2: Mathematical Concepts and Quantitative Reasoning

STAND ALONE COURSE APPROVAL

1. Psychology 22 – Sport Psychology
2. Physical Education 275 - Sport Psychology

CHANGE CERTIFICATE OF COMPETENCE TO CERTIFICATE OF ACHIEVEMENT

1. Childhood Education

INACTIVATE CERTIFICATE OF COMPLETION

1. Childhood Education

FINE ARTS DIVISION

CHANGE CERTIFICATE OF COMPETENCE TO CERTIFICATE OF ACHIEVEMENT

1. Art
2. Film/Video
3. Photography
4. Theatre

INACTIVATE CERTIFICATES OF COMPLETION

1. Art

ACADEMIC AFFAIRS

2. Film/Video
3. Theatre

CHANGE IN CATALOG DESCRIPTION; COURSE REVIEW

1. Music 12 – Music Cultures of the World
Current Status/Proposed Change
This course focuses on the styles, techniques, ~~styles~~, performers, and historical evolution of Western ~~art music~~ and non-Western ~~art music~~, ~~including~~ Emphasis is placed on African, Asian, Latin American, and Polynesian music and the relationship between the music and the culture. In addition, American ethnic music and jazz will be presented.

DISTANCE EDUCATION COURSE VERSION

1. Music 12 - Music Cultures of the World (Online)

HEALTH SCIENCES AND ATHLETICS DIVISION

CHANGE CERTIFICATE OF COMPLETION TO CERTIFICATE OF ACHIEVEMENT

1. Respiratory Care

CHANGE CERTIFICATE OF COMPTETENCE TO CERTIFICATE OF ACHIEVEMENT

1. Sign Language/Interpreter Training

HUMANITIES DIVISION

DISTANCE EDUCATION COURSE VERSION, CHANGES IN A.A./A.S. AND IGETC GENERAL EDUCATION REQUIREMENT; COURSE REVIEW; TRADITIONAL ON-CAMPUS VERSION

1. Humanities 1 – An Introduction to the Humanities
Current Status/Proposed Change

ACADEMIC AFFAIRS

Associate in Arts Degree General Education Pattern – Section A. Option I, Area 3. Humanities

Associate in Science Degree General Education Pattern – Section A. Option I, Area 3. Humanities

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

CHANGE CERTIFICATE OF COMPETENCE TO CERTIFICATE OF ACHIEVEMENT

1. Journalism

DISTANCE EDUCATION COURSE VERSION

1. English 84 – Developmental Reading and Writing (Online)

INDUSTRY AND TECHNOLOGY DIVISION

CHANGE CERTIFICATE OF COMPETENCE TO CERTIFICATE OF ACHIEVEMENT

1. Architecture
2. Computer Aided Design/Drafting
3. Environmental Technology
4. Fire and Emergency Technology
5. Quality Assurance

INACTIVATE CERTIFICATES OF COMPLETION

1. Computer Aided Design/Drafting
2. Environmental Technology
3. Fire and Emergency Technology
4. Quality Assurance

ACADEMIC AFFAIRS

CHANGE CERTIFICATE OF COMPLETION TO CERTIFICATE OF ACHIEVEMENT

1. Manufacturing Technology

MATHEMATICAL SCIENCES DIVISION

CHANGE CERTIFICATE OF COMPLETION TO CERTIFICATE OF ACHIEVEMENT

1. Computer Science

NATURAL SCIENCES DIVISION

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

1. Astronomy 12 – Astronomy Laboratory

Current Status/Proposed Change

~~Recommended Preparation Prerequisite: Completion of or concurrent enrollment in Astronomy 20 or Astronomy 25 or equivalent with a minimum grade of C or concurrent enrollment~~

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

	<u>Page No.</u>
A. Student Field Trips.....	21
B. El Camino College Chorale Concert Tour.....	21
C. International Travels.....	22
D. 2008-2009 School Year Calendar.....	22

A. STUDENT FIELD TRIPS

It is recommended that the Board approve the following student field trips/club events: The purposes of the trips are to provide educational and cultural enrichment.

Native American Club Field Trip– Dr. Emily Rader, Adviser

December 1, 2007 – Sherman Indian Museum – Riverside, California. Estimated students 20. Depart 9 a.m.; return 6 p.m. Transportation by El Camino College vans. Approximate cost for the trip - \$100 to be paid from the Native American club.

Gay-Straight Alliance Club Camping Trip – Professor Joe Holliday, Adviser

November 30 through December 2, 2007 – Sycamore Canyon Park, Ventura County, California. Estimated students 16. (Ten will be selected to attend). Depart 12 noon; return 5pm. Transportation by El Camino College van. Expenses for the trip to be paid as follows: \$10 per student and \$200 from club funds.

History Club Field Trip – Dr. Florence Baker and Dr. Christina Gold, Advisers

December 2, 2007 – Bowers Museum, Santa Ana, California. Estimated students 156. Private transportation. Drivers are El Camino College safe-driver approved. Expenses for the trip to be paid as follows: \$15 per student and History Club will pay \$14 per student for admission to the museum.

Inter-Disciplinary Exploration Artisan Society (IDEAS) Club Field Trip – Associate Professor Russell McMillan

December 14-17, 2007 – San Francisco, California. Estimated students 11. (Eight students will be selected to attend). Depart 6 p.m., return 5 p.m. Transportation by El Camino College van. Driver is El Camino College approved. Expenses for the trip to be paid as follows: IDEAS Art Club - \$800. InterClub Council - \$300. The remainder of expenses will be paid by the students.

Project Success Field Trip– Kimya Anthony, Coordinator and Elaine Moore, Counselor

November 30, 2007 –California State University Dominguez Hills. Estimated students 20. Depart 12:00p.m., return 5:00p.m. Transportation by Pacific Coach Ways. Transportation is paid from Project Success funds.

B. STUDENT CONFERENCES

It is recommended that the Board approve attendance of the El Camino College Chorale at the Music Association of California Community Colleges Festival and Concert Tour, November 14-18, 2007, San Francisco, California. Expenses in the amount of \$8,796 to be paid as follows: \$2,500 to be paid by the students, faculty and staff, \$2,500 to be paid from the Championship Account, \$500 personal donation, and \$3,296 from the Auxiliary Chorale account. Dr. Joanna Medawar Nacheff, Adviser, Marcia Armstrong and Kenner Bailey, staff:

Michael Avila, Robert Bruce, Vin Castillo, Christopher Craig, Shannon Espinoza, Lunden Garner, Brianna Halpern, Jennie Harris, Hayley Jones, Joshua Keever, Laura Kole, Marie Mannino, Santomi Mochizuki, Kerry Paxton, Nisha Ram, Trameka Richardson, Rodney Rose, Chole Smart, Chelsea Stager, Lydia Tejada, Samuel Tejada, Chris Wright, Magaly Zamaor, Ma'za Zimmerman

C. INTERNATIONAL TRAVEL

It is recommended that the Board approve international travel for Leonid Rachman to participate in the AEO 2008 Asian Recruiting Trip to Hong Kong, Macau, Kuala Lumpur, Jakarta, Singapore, Penang, Bangkok, February 21, 2008 through March 12, 2008. Expenses in the amount of \$19,000 to be paid from the International Recruiting account.

D. 2008-2009 EL CAMINO COLLEGE SCHOOL YEAR CALENDAR

It is recommended that the Board approve the El Camino College School Year Calendar for 2008/2009 as shown on pages 4 through 7. It is further recommended that the Board approve the 2009 Summer School Calendar to reflect a term date of June 15 through August 21, 2009 for El Camino College and El Camino College Compton Center. Each campus will develop individual five-weeks, six-weeks and eight-week sessions as determined by the individual campus.

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR
2008-2009**

JULY 2008

S	M	T	W	T	F	S
		1	2	3*	[4]	[5]
[6]	7	8	9	10	[11]	[12]
[13]	14	15	16	17	[18]	[19]
[20]	21	22	23	24	[25]	[26]
[27]	28	29	30	31		

NOVEMBER 2008

S	M	T	W	T	F	S
						1
	2	3	4	5	6	7
	8	9	10*	11	12	13
	14	15	16	17	18	19
	20	21	22	23	24	25
	26	27*	28*	[29]		
[30]						

MARCH 2009

S	M	T	W	T	F	S
	1	2	3	4	5	6
	7	8	9	10	11	12
	13	14	15	16	17	18
	19	20	21	22	23	24
	25	26	27	28	29	30
	31					

AUGUST 2008

S	M	T	W	T	F	S
					[1]	[2]
[3]	4	5	6	7	[8]	[9]
[10]	[11]	[12]	[13]	[14]	[15]	[16]
[17]	[18]	[19]	[20]	{21}	{22}	23
	24	25	26	27	28	29
	30	31				

DECEMBER 2008

S	M	T	W	T	F	S
	1	2	3	4	5	6
	7	8	9	10	11	12
[13]	[14]	[15]	[16]	[17]	[18]	[19]
[20]	[21]	[22]	[23]	[24*]	[25*]	[26]
[27]	[28]	[29]	[30]	[31*]		

APRIL 2009

S	M	T	W	T	F	S
				1	2	3
	4	5	6	7	8	9
[10]	[11]	[12]	[13]	[14]	[15]	[16]
[17]	[18]	[19]	[20]	[21]	[22]	[23]
[24]	[25]	[26]	[27]	[28]	[29]	[30]

****December 26th changed to campus closed during Board meeting.**

SEPTEMBER 2008

S	M	T	W	T	F	S
	1*	2	3	4	5	6
	7	8	9	10	11	12
	13	14	15	16	17	18
	19	20	21	22	23	24
	25	26	27	28	29	30

JANUARY 2009

S	M	T	W	T	F	S
				1*	(2)	(3)
[4]	(5)	(6)	7	8	9	[10]
[11]	12	13	14	15	16	[17]
[18]	19*	20	21	22	23	[24]
[25]	26	27	28	29	30	[31]

MAY 2009

S	M	T	W	T	F	S
					1	2
	3	4	5	6	7	8
	9	10	11	12	13	14
	15	16	17	18	19	20
	21	22	23	24	25*	26
	27	28	29	30	31	

OCTOBER 2008

S	M	T	W	T	F	S
			1	2	3	4
	5	6	7	8	9	10
	11	12	13	14	15	16
	17	18	19	20	21	22
	23	24	25	26	27	28
	29	30	31			

FEBRUARY 2009

S	M	T	W	T	F	S
[1]	2	3	4	5	6	[7]
[8]	9	10	{11}	{12}	13*	14
	15	16*	17	18	19	20
	21	22	23	24	25	26
	27	28				

JUNE 2009

S	M	T	W	T	F	S
	1	2	3	4	5	6
	7	8	9	10	11	12
[13]	[14]	[15]	[16]	[17]	[18]	[19]
[20]	[21]	[22]	[23]	[24]	[25]	[26]
[27]	[28]	[29]	[30]			

Fall	Spring	Flex Days	Summer I	Summer II	Winter Session	No Classes
-------------	---------------	------------------	-----------------	------------------	-----------------------	-------------------

- { } - Staff Development Flex Days – Campus Remains Open – Classes not in session
- [] - Campus Closed
- * - Holidays (Management, Faculty, Staff, Students)
- () - Campus Remains Open – Classes not in session

Board Approved: November 19, 2007

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR 2008-2009
EIGHT-WEEK COURSE DATES**

FALL 2008

First Eight Weeks

August 23 through October 17

Second Eight Weeks

October 18 through December 12

SPRING 2009

First Eight Weeks

February 14 through April 10

Second Eight Weeks

April 18 through June 12

Board Approved: November 19, 2007

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR 2008-2009
HOLIDAYS FOR 12-MONTH EMPLOYEES**

1. Independence Day Holiday	Thursday	July 3
2. Labor Day Holiday	Monday	September 1
3. Veterans Day Holiday	Monday	November 10
4. Thanksgiving Holiday	Thursday	November 27
5. Local Holiday	Friday	November 28
6. Local Holiday	Wednesday	December 24
7. Christmas Holiday	Thursday	December 25
8. Local Holiday	Wednesday	December 31
9. New Year's Holiday	Thursday	January 1
10. Martin Luther King's Holiday	Monday	January 19
11. Lincoln's Holiday	Friday	February 13
12. Washington's Holiday	Monday	February 16
13. Memorial Day Holiday	Monday	May 25

Board Approved: November 19, 2007

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR 2008-2009
SUMMER 2009
(EL CAMINO COLLEGE CAMPUS)**

JUNE 2009							JULY 2009							AUGUST 2009							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6				1	2*	[3]	[4]								1
7	8	9	10	11	12	[13]	[5]	6	7	8	9	[10]	[11]	[2]	3	4	5	6	[7]	[8]	
[14]	15	16	17	18	[19]	[20]	[12]	13	14	15	16	[17]	[18]	[9]	10	11	12	13	[14]	[15]	
[21]	22	23	24	25	[26]	[27]	[19]	20	21	22	23	[24]	[25]	[16]	(17)	(18)	(19)	(20)	[21]	[22]	
[28]	29	30					[26]	27	28	29	30	[31]		[23]	(24)	(25)	(26)	{27}	{28}	29	
														30	31						

Summer Session ----- 2009

Six Weeks Session

Eight Weeks Session

June 15 through July 23, 2009
June 22 through July 30, 2009

June 22 through August 13, 2009

* - Holiday (Faculty, Staff, Students)
 [] - Classes Not In Session - Campus Closed
 () - Classes Not In Session - Campus Remains Open

Summer Schedule – 2009

The 4-day, 8-hour a day workweek for classified and administrative employees will begin Monday, June 15, 2009 and end Thursday, August 6, 2009. Fridays are non-working days during this 8-week period.

Board Approved: November 19, 2007

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

	<u>Page No.</u>
A. AB 2910 – Quarterly Fiscal Status Reports	28
B. Transfer of Funds From General Fund Unrestricted (11) to Fund (12)	29
C. Destruction of Records	29
D. Budget Adjustments	29
E. Notice of Job Completion.....	31
F. Contracts Under \$69,000.....	31
G. Agreements \$69,000 or Higher	35
H. Bid 2007-4/Brick Veneer Replacement	35
I. Declaration of Surplus Property	36
J. Facilities Master Plan	38
K. Purchase Orders and Blanket Purchase Orders	38

Administrative Services

A. **AB 2910 - QUARTERLY FISCAL STATUS REPORTS**

It is recommended that the Board of Trustees receive the following Quarterly Financial Status Report for the quarter ending September 30, 2007.

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

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

The report for September 30, 2007, is shown on the following Quarterly Financial Status Report for General Fund-Unrestricted (11).

FISCAL YEAR 2007-08

Quarter Ended (Q1) September 30, 2007

<u>General Fund</u>	<u>2007-08 Budget</u>	<u>Year-to-Date Actuals</u>	<u>Percentage</u>
INCOME			
Federal	\$ 181,000	\$ 54,121	29.90%
State	74,033,832	19,814,172	26.76%
Local	32,159,500	4,169,965	12.97%
Interfund Transfers	<u>450,000</u>	<u>0</u>	0%
Total Income	\$106,824,332	\$ 24,038,258	
APPROPRIATIONS			
Academic Salaries	\$ 48,008,974	\$ 5,277,734	10.99%
Classified Salaries	25,704,083	3,867,801	15.05%
Staff Benefits	17,411,555	3,109,277	17.86%
Supplies/Books	1,571,533	282,759	17.99%
Other Operating Expenses	* 13,833,431	2,364,932	17.10%
Capital Outlay	574,756	38,110	6.63%
Other Outgo	<u>2,720,000</u>	<u>1,614,153</u>	59.34%
Total Appropriations	\$109,824,332	\$ 16,554,766	
Revenues Over Expenditures	<u>\$ (3,000,000)*</u>	<u>\$ 7,483,492</u>	

*Includes \$3,000,000 transfer to Fund 15- - Special Contract Revenue

B. TRANSFER OF FUNDS FROM GENERAL FUND UNRESTRICTED (11) TO FUND RESTRICTED (12)

It is recommended that the Board of Trustees approve the following interfund transfer for the 2007-08 fiscal year:

From: General Fund-Unrestricted (11)	(\$ 67,058)
To: General Fund-Restricted (12) 3:1 Match	\$ 67,058

This transfer is the District's required one-third match of the State's allocated Instructional Materials Block Grant.

C. DESTRUCTION OF RECORDS

It is recommended that the Board of Trustees authorize the destruction of the following records. These records have met the retention period requirements and are not in conflict with California Education Code Title 5, Education Code Sections 59020 through 59029.

1. One box of Class III disposable records for fiscal year 1999-2000 for Fiscal Services Division
2. 15 Boxes of Class III disposable records for Accounts Payables Fiscal Year 2001/2002 (Located in the Warehouse)

D. BUDGET ADJUSTMENTS

It is recommended that approval be given to make adjustments to the 2007-08 General Fund Unrestricted expenditures as outlined below. These changes are within expenditure categories and have no impact on the final total budget amount approved at the September 4, 2007, Board of Trustees meeting.

Subsequent to the approval of the 2007-08 budget, the Vice President of Administrative Services completed a staffing position control analysis of all current full-time budgeted positions and reviewed all other salary and non-salary accounts. Changes to salary accounts and adjustments to non-salary accounts resulted in the amendments as presented. The combination of these adjustments will result in a zero net change to the total appropriations for 2007-08.

Summary of Adjustments to Final Budget 2007-08

FUND: 11 - General Fund Unrestricted

GL		Adopted Budget	Adjustments	Revised Budget
Acct	Description	7/1 /2007	To Budget	10 /31/2007
11xx	Instr Salaries, Regular	25,126,344	-93,496	25,032,848
12xx	Non-Instr Salaries, Regular	5,754,310	93,496	5,847,806
13xx	Instr Salaries-Non-Regular	16,487,153	0	16,487,153
14xx	Non-Instr Salaries, Non-Regular	641,167	-25,628	615,539
21xx	Non-Instr Salaries, Regular	20,617,788	-28,072	20,589,716
22xx	Instr Aides, Regular F/T	1,824,166	2,000	1,826,166
23xx	Non-Instr Salaries, Student-P/T	3,262,129	17,805	3,279,934
31xx	STRS Fund	3,486,010	0	3,486,010
32xx	PERS Fund	2,239,978	0	2,239,978
33xx	OASDI & Medicare	2,392,424	0	2,392,424
34xx	Health & Welfare	7,550,503	0	7,550,503
35xx	SUI	36,857	0	36,857
36xx	Workers' Comp Ins	981,117	0	981,117
37xx	Local Retirement	110,000	0	110,000
38xx	Alternative Retirement Plan	304,290	0	304,290
39xx	Other Benefits	310,376	0	310,376
42xx	Other Books	12,074	200	12,274
43xx	Instr Supplies	610,985	9,976	620,961
44xx	Non-Instr Repair Parts	93,996	-113	93,883
45xx	Non-Instr Supplies	794,478	-3,637	790,841
46xx	Gasoline	60,000	0	60,000
51xx	Personal & Contract Svcs	1,579,707	103,193	1,682,900
52xx	Travel & Conferences	393,339	10,000	403,339
53xx	Dues & Memberships	118,676	-245	118,431
54xx	Insurance	780,000	0	780,000
55xx	Utilities	3,700,110	-45	3,700,065
56xx	Rents, Leases & Repairs	1,965,859	-64,389	1,901,470
57xx	Legal & Regulatory	288,260	0	288,260
58xx	Other Services & Exp	1,986,414	-56,935	1,929,479
59xx	Miscellaneous	21,066	300	21,366
591x	Other Program Services	3,000,000	-3,000,000*	0

61xx	Site Improvement	0	0	0
63xx	Library Books	51,800	0	51,800
64xx	Equipment	522,956	35,590	558,546
73xx	Interfund Transfers	2,720,000	3,000,000	* 5,720,000
76xx	Payments for Students	0	0	0
Report Total		\$ 109,824,332	\$ 0	\$ 109,824,332

* Transfer of \$3,000,000 to Fund 15- - Special Contract Revenue

E. NOTICE OF JOB COMPLETION

It is recommended that the Board of Trustees accept the following project as complete and authorize final payment for the work. The work has been completed in accordance with the conditions and specifications of the subject contract and accepted by a District representative.

Project: Roofing-Hawthorne Building
Contractor: Ladner Coatings, Inc. (Bid 2006-11)
8372 Monroe Avenue
Stanton, CA 90680
Purchase Order: 97971
Contract Amount: \$46,115

F. CONTRACTS UNDER \$69,000

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

1. Contractor: AEROSUP, INC.
Services: El Camino College's International Trade Development's Aerospace Export Enabler training program will provide customized export support.
Requesting Dept.: Center for International Trade Development
Date: 10/1/07 – 6/30/08
Financial Terms: Projected Income \$1,000

2. **Contractor:** CIPS MARKETING
Services: 20 employees will receive 8 hours of training in OSHA related improvements and documentation.
Requesting Dept.: Contract Education
Date: 10/07 – 11/07
Financial Terms: Projected Income \$1,600/Projected Expense \$1,080/Projected Net \$520

3. **Contractor:** DDS PLUMBING
Services: Will provide part-time work activity opportunities for CalWORKs students.
Requesting Dept.: CalWORKs
Date: 11/20/07 – 6/30/08
Financial Terms: No Cost

4. **Contractor:** GLOBAL COMMUNICATION SEMICONDUCTORS, INC. (GCS)
Services: 18 employees are to receive 24 hours of Six Sigma training.
Requesting Dept.: Contract Education
Date: 12/18/07 – 6/30/08
Financial Terms: Projected Income \$11,082/Projected Expenses \$4,600/Projected Net \$6,482

5. **Contractor:** LEONARDO WORLD LLC
Services: Act as agent for suppliers of services providing programs and travel arrangements for the Ghana Study Abroad Program.
Requesting Dept.: Behavioral & Social Sciences
Date: 1/10/08 – 1/30/08
Financial Terms: No Cost

6. **Contractor:** LITTLE COMPANY OF MARY HOSPITAL
Services: Provide part-time employment opportunities for CalWORKs students.
Requesting Dept.: CalWORKs
Date: 10/16/07 – 6/30/08
Financial Terms: No Cost

7. **Contractor:** **MEMORIAL HOSPITAL OF GARDENA**
Services: Clinical site as educational facility for practical experience for El Camino College students to perform clinical internships.
Requesting Dept.: Radiologic Technology
Date: 7/1/07 – 7/1/12
Financial Terms: No Cost
8. **Contractor:** **NATIONAL BENEFIT SERVICES, LLC and ORANGE COUNTY TEACHERS FEDERAL CREDIT UNION**
Services: As third-party administrators, perform services as required for the proper administration of the District's retirement plans that qualify under the 403(b) and 457 plans pursuant to changes initiated by the Internal Revenue Commission (IRC).
Requesting Dept.: Human Resources
Date: 12/1/07 – 12/31/10
Financial Terms: No Cost
9. **Contractor:** **SANTA MONICA-UCLA MEDICAL CENTER & ORTHOPAEDIC HOSPITAL**
Services: Educational facility for El Camino College students to obtain practical experience to perform clinical internship.
Requesting Dept.: Radiologic Technology
Date: 9/1/07 – 9/1/12
Financial Terms: No Cost
10. **Contractor:** **WEBER METALS**
Services: 42 employees will receive 40 hours of training in Shop Math and/or VESL (Vocational English as a Second Language).
Requesting Dept.: Workplace Learning Resource Center (WpLRC)
Date: 11/20/07 – 6/30/08
Financial Terms: Projected Income \$30,015/Projected Expenses \$15,300/Projected Net \$14,715

11. **Contractor:** **XAP CORPORATION**
Services: Provide on-line Spanish applications.
Requesting Dept.: Admissions and Records
Date: 7/1/07 – 6/30/08
Financial Terms: Expense \$3,500
12. **Contractor:** **YOSEMITE COMMUNITY COLLEGE DISTRICT, CHILD DEVELOPMENT TRAINING CONSORTIUM**
Services: Assist the El Camino College Child Development Department in determining and meeting the needs of individuals seeking new or maintaining current Child Development permits.
Requesting Dept.: Behavioral & Social Sciences
Date: 9/1/07 – 6/30/08
Financial Terms: Projected Income \$9,400/Projected Expense \$9,400/Net \$0
13. **Contractors:** **F-1 VISA EDUCATIONAL AGENCIES (See following list)**
Services: Recruit F-1 Visa students for El Camino College.
Requesting Dept.: Admissions – International Student Program
Date: 9/1/07 – 6/30/08
Financial Terms: Projected Income (if each contractor generates 1 FTES) \$10,800/Projected Expense \$1,250/Projected Net \$9,550
1. Beijing Gong Mao, Inc., China
 2. CES (Central Education Services), Indonesia
 3. Duzon Haneol Educational Foundation, Philippines
 4. Overseas Ambition Solutions, Malaysia
 5. UHAK HUB Corp., Korea
14. **Contractor:** **THE CITY OF LONG BEACH – WORKFORCE DEVELOPMENT BUREAU**
Services: Pay tuition costs, books, and supplies required to train participants enrolled in El Camino College District's training programs as listed in the State of California Eligible Training Provider List (ETPL).
Requesting Dept.: Workplace Learning Resource Center (WpLRC)
Date: 11/20/07 – ongoing
Financial Terms: No cost

G. AGREEMENTS \$69,000 OR HIGHER

It is requested that the Board of Trustees approve that the District enter into the following agreements:

- 1. Contractor:** **WESTERN OREGON UNIVERSITY**
Services: Provide and increase the number of available qualified interpreters to meet the diverse needs of deaf, hard of hearing and deaf-blind VR (vocational rehabilitation) customers.
Requesting Dept.: Special Resources Center
Date: Year 2 of 5-Year Partnership Grant (Expires 9/30/10).
Financial Terms: Projected Income \$136,536/Projected Expense \$136,536

- 2. Contractor:** **METRANOME**
Services: Using the California Multiple Awards Schedule (CMAS) contract #3-05-70-1868C for Cisco Products, equipment upgrade, the District Will purchase necessary equipment for the expansion of the Information Technology Services data and processing hardware and related storage facilities for the expansion of the Humanities Building.
Requesting Dept: Information Technology Systems
Financial Terms: Cost \$119,008.70

H. BID 2007-4/BRICK VENEER REPLACEMENT

It is recommended that the Board of Trustees approve the award of Bid 2007-4 to the following contractor in accordance with the specifications, terms and conditions of the above-named bid for the complete removal and replacement of thin brick veneer to the exterior and interior atrium lobby to the Women’s Athletic Building.

Contractor: **SOUTHLAND CONSTRUCTION**
Bid Amount: \$590,000

Other Bidders
Y & M Construction \$ 683,100
Simmich Construction \$ 792,425
Plyco Corp. \$1,447,700

I. DECLARATION OF SURPLUS PROPERTY

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

SURPLUS PROPERTY LIST

ECC #	Qty.	Description	Model	Serial #	Manufacturer	Cond.
005438	1	Audio Sound Brd	MQ1602	3207	Yamaha	2
001425	1	Welder	CP-3VS	72-614573	Miller	2
002271	1	EDM machine	EDM-10	PS-05	Vega	2
001426	1	Tig welder	3A	M249444	Air go	2
001605	1	Super stack	3300	none	3 Com	2
006737	1	"	1100	none	3 Com	2
006727	1	"	9300	none	3 Com	2
001604	1	"	3300	1ZVMP14458	3 Com	2
006734	1	"	3300	none	3 Com	2
006771	1	"	3300	none	3 Com	2
006735	1	computer	none	none	Millennium	2
006736	1	computer	none	none	Millennium	2
006782	1	computer	none	none	Millennium	2
002507	1	computer	none	7852075	Millennium	2
002532	1	computer	none		Millennium	2
003297	1	computer	tag ram	0019447	none	2
002512	1	Computer	none	none	Millennium	2
002513	1	Computer	none	none	Millennium	2
002517	1	Computer	none	none	Millennium	2
002508	1	computer	none	none	Millennium	2
003879	1	computer	none	none	3 Com	2
008061	1	computer	Dimension 4100	2VPMK01	Dell	2
008056	1	computer	Dimension 4100	CDQMK01	Dell	2
008085	1	computer	Dimension 4100	69QMK01	Dell	2
008051	1	computer	Dimension 4100	CSNML01	Dell	2
008083	1	computer	Dimension 4100	2CQMK01	Dell	2
008092	1	computer	Dimension 4100	9DQMK01	Dell	2
008100	1	computer	Dimension 4100	BDQMK01	Dell	2
008049	1	computer	Dimension 4100	BSNML01	Dell	2
008060	1	computer	Dimension 4100	D847J01	Dell	2
008062	1	computer	Dimension 4100	BCQMK01	Dell	2
008030	1	computer	Dimension 4100	D6QMK01	Dell	2
008292	1	computer	Dimension 4100	1D27J01	Dell	2
004055	1	computer	Dimension 4100	3XMKM01	Dell	2
008050	1	computer	Dimension 4100	F26NM01	Dell	2
008204	1	computer	Dimension 4100	DHFLJ01	Dell	2
008786	1	computer	Dimension 4100	HK5GC01	Dell	2
008801	1	computer	Dimension 4100	9SMNL01	Dell	2

1. NO LONGER REQUIRED
2. NO LONGER SUITABLE

SURPLUS PROPERTY LIST

ECC #	Qty.	Description	Manufacturer	Model	Serial #	Cond
008910	1	computer	Dell	GX240	79K0F11	2
008579	1	computer	Dell	Dimension 4300	198VZ01	2
009051	1	computer	Dell	GX240	CVTWG11	2
006619	1	computer	Micro world	none	2911	2
011483	1	computer	Dell	GX280		2
005247	1	computer	HP	4Plus	JPBF041940	2
001521	1	computer	3Com	3300	2KSL014953	2
000415	1	Computer	3Com	3300	3C16980	2
001546	1	Power edge	Dell	4300	None	2
001550	1	File Server	Dell	2300	UP4MC	2
001548	1	File Server	Dell	2300	D401711	2
008637	1	File Server	Dell	2300	EJOMP	2
002512	1	computers	millennium	none	7852112	2
00513	1	computers	millennium	none	7852092	2
002517	1	computers	millennium	none	7852101	2
002508	1	computers	millennium	none	7852100	2
002532	1	computers	millennium	none	7852386	2
002507	1	computers	millennium	none	7852075	2
003297	1	computers	millennium	none	0019447	2
008061	1	computers	Dell	Dimension 4100	2VPMK01	2
008056	1	computers	Dell	Dimension 4100	CDQMK01	2
008085	1	computers	Dell	Dimension 4100	69QMK01	2
005051	1	computers	Dell	Dimension 4100	CSNML01	2
008083	1	computers	Dell	Dimension 4100	2CQMK01	2
008092	1	computers	Dell	Dimension 4100	9DQMK01	2
008100	1	computers	Dell	Dimension 4100	BDQMK01	2
008049	1	computers	Dell	Dimension 4100	BSNML01	2
008060	1	computers	Dell	Dimension 4100	BCQMK01	2
008062	1	computers	Dell	Dimension 4100	F26NM01	2
008304	1	computers	Dell	Dimension 4100	DHFLJ01	2
008292	1	computers	Dell	Dimension 4100	HK5GC01	2
004055	1	computers	Dell	Dimension 4100	9SMNL01	2
008050	1	computers	Dell	Dimension 4100	9SMNL01	2
008204	1	computers	Dell	Dimension 4100	3SCXL01	2
008801	1	computers	Dell	GX240	B1QVB11	2
008910	1	computers	Dell	GX240	79KKOF11	2
008579	1	computers	Dell	Dimension 4100	198VZ01	2
008786	1	computers	Dell	GX240	H7NZB11	2
009051	1	computers	Dell	Dimension 4100	CVTWG11	2
006619	1	computers	Micro world	none	2911	2
011483	1	computers	Dell	GX240	6HRLG61	2
005247	1	computers	HP	none	JPGK174925003284	2
003284	1	computers	HP	Pavilion	US81350810	2
002589	1	computers	HP	Pavilion	US82691227	2
002589	1	computers	HP	Pavilion	US82691227	2

1. NO LONGER REQUIRED
2. NO LONGER SUITABLE

J. FACILITIES MASTER PLAN

The approved amendment to the Facilities Master Plan contained a chart that was missing one item, and this affected the calculations. The following reflects the corrected chart.

SUMMARY

Additional Classrooms & Modernization	\$175,871,183	\$15,972,789	\$39,785,845	\$231,629,787
Campus Site Improvements	20,413,973	15,493,550	0	35,907,523
Energy Efficiency Improvements	3,033,653	-215,653	0	2,818,000
Health and Safety Improvements	138,808,747	6,127,150	18,273,000	163,208,897
Information Technology & Equipment	55,673,268	-20,897,112	0	34,776,156
Physical Education Facilities	<u>1,707,049</u>	<u>-121,349</u>	<u>0</u>	<u>1,585,700</u>
TOTAL	<u>\$395,507,873</u>	<u>*\$16,359,375</u>	<u>\$58,058,845</u>	<u>\$469,926,063</u>

**SUMMARY OF PROJECT BUDGET
2007 FACILITIES MASTER PLAN**

*This increase will be funded by unallocated refunding income and interest income.

Refunding Income		
\$6,866,776		
Previously Allocated	=	
<u>991,410</u>		\$5,875,366
Unallocated Refunding Income		<u>12,158,472</u>
Interest		
Total Unallocated Funding		<u>\$18,033,838</u>

K. PURCHASE ORDERS

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

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
Fund 11	Unrestricted - El Camino			
P0101191	Five Star Electrical	Electric Shop	Non-Instruct Supplies	\$156.14
P0101192	Aqua-Serv Engineers	HVAC Shop	Non-Instruct Supplies	\$6,270.92
P0101195	City of Torrance	Institutional Services	Regulatory	\$747.34
P0101196	Time Clock Sales and	Div Office Business	Non-Instruct Supplies	\$150.00
P0101197	1099 Pro., Inc.	Fiscal Services	Contract Services	\$230.37
P0101202	Rose Brand	Ctr for Arts Produc.	Non-Instruct Supplies	\$74.00
P0101204	Ricoh Corp	Fiscal Services	Non-Instruct Supplies	\$67.12
P0101205	Ransom & Randolph	Art Department	Instructional Supplies	\$738.56
P0101208	Five Star Electrical	Facilities/Planning	Non-Instruct Supplies	\$920.13
P0101210	Hitt Marking Devices	Fiscal Services	Non-Instruct Supplies	\$25.96
P0101211	Daily Breeze, the	Fiscal Services	Other Services And Expenses	\$61.80
P0101212	D'Entertainment	Art Department	Instructional Supplies	\$219.43
P0101213	Mcmaster-Carr Sup	Art Department	Instructional Supplies	\$66.83
P0101233	Mass Press	Division Ofc Student	Non-Instruct Supplies	\$118.96
P0101234	Inverter Technology	Facilities/Planning	Repairs Noninstructional	\$1,679.00
P0101235	Empire Cleaning	Facilities/Planning	Repairs Noninstructional	\$78.00
P0101243	Arbor Scientific	Astronomy	Instructional Supplies	\$221.35
P0101248	Diversified Photo	Photography	Instructional Supplies	\$648.42
P0101249	Harland Technology	Information Tech.	Maintenance Contracts	\$1,192.00
P0101252	Freestyle Photo	Photography	Instructional Supplies	\$270.76
P0101253	Pump Man	Facilities/Planning	Repairs Noninstructional	\$4,970.00
P0101254	Pump Man	Facilities/Planning	Repairs Noninstructional	\$1,200.00
P0101255	Accrediting	VP-SCA	Publications/ Periodicals	\$10.00
P0101260	PCC Forensics T/A	Speech Commun.	Other Services And Expenses	\$750.00
P0101261	Travel Adventure	Discovery Series	Multi Media Advertising	\$496.00
P0101262	Rotary Club/Torrance	Administrative Serv.	Conferences Mgmt	\$82.00
P0101279	Full Compass	Ctr for Arts Produc.	New Equipmen-Instr.	\$1,677.88
P0101280	Mass Press	Outreach and School	Non-Instruct Supplies	\$535.32
P0101281	Southern California	Facilities/Planning	Repairs Noninstructional	\$3,345.00
P0101282	Southern California	Facilities/Planning	Repairs Noninstructional	\$4,650.00
P0101285	Delphin Computer	Div Office Fine Arts	Non-Instruct Supplies	\$515.27
P0101291	Computerland/Silicon	Div Office Humanities	Non-Instruct Supplies	\$295.52
P0101295	Pacific Graphics	Ctr for Arts Promo	Multi Media Advertising	\$2,313.01
P0101298	Boise Cascade	Warehouse	Inventories, Stores, Prepaid	\$2,442.12
P0101300	Bruce E. Hoerning	Facilities/Planning	Non-Instruct Supplies	\$89.85
P0101304	North High School	Public Information	Multi Media Advertising	\$350.00
P0101305	Los Angeles Sentinel	Public Information	Multi Media Advertising	\$787.50
P0101306	NCMPR	Public Information	Conferences Mgmt	\$100.00
P0101307	Community College	Public Information	Conferences Mgmt	\$245.00
P0101308	Xerox Corporation	Copy Center	Non-Instruct Supplies	\$447.00
P0101346	Ricoh Corp	VP-SCA	Non-Instruct Supplies	\$201.35
P0101350	Mass Press	Cosmetology	Instructional Supplies	\$59.48
P0101351	Southland Lumber	Machine Tool	Instructional Supplies	\$422.69
P0101352	Msc Industrial Supply	Automotive Collision	Instructional Supplies	\$369.47
P0101353	Sunny Express	Welding	Instructional Supplies	\$19.50
P0101355	AAA Electric Motor	Welding	Repairs - Instructional	\$963.16
P0101356	Newark Electronics	Electronics	Instructional Supplies	\$221.36
P0101357	A1 Office Concepts	I&T Div Ofc	Non-Instruct Supplies	\$302.02

P0101358	Community College	VP-SCA	Conferences Mgmt	\$445.00
P0101370	SCIAC	Counseling Office	Dues And Memberships	\$75.00
P0101371	ACTT	Testing Center	Non-Instruct Supplies	\$209.14
P0101372	Career Cruising	Career Center	Other Services And Expenses	\$510.00
P0101373	Mark Hullibarger	Ctr for Arts Produc.	Center For The Arts Technical	\$280.00
P0101376	Webtrends Corp.	Information Tech.	Maintenance Contracts	\$740.00
P0101379	Konica Minolta	Automotive Tech.	Maintenance Contracts	\$389.00
P0101381	Verizon Wireless	Health, Safety	Telephone	\$83.88
P0101382	Verizon Wireless	Health, Safety	Telephone	\$68.34
P0101384	Datatel, Inc.	Financial Aid	Contract Services	\$1,252.82
P0101393	ACC Church News	Ctr for Arts Promo	Multi Media Advertising	\$960.00
P0101394	Xpedx	Copy Center	Non-Instruct Supplies	\$1,129.37
P0101395	Xpedx Paper	Copy Center	Non-Instruct Supplies	\$987.68
P0101396	R & D Printing	Public Information	Printing	\$240.32
P0101397	R & D Printing	Public Information	Printing	\$647.34
P0101398	NCMPR	Public Information	Multi Media Advertising	\$150.00
P0101409	Southern California	Grounds	Repairs Noninstructional	\$630.00
P0101411	PC Mall Gov Inc.	Technical Services	Repairs Parts And Supplies	\$244.91
P0101412	Midwest Library Serv.	Div Office Instr.	Library Books	\$335.19
P0101414	Nolo Press	Div Office Instr.	Library Books	\$146.83
P0101415	M. Glantz & Son	Div Office Instr.	Instructional Supplies	\$157.39
P0101416	Highsmith Company	Div Office Instr.	Instructional Supplies	\$427.74
P0101428	Mailer Llc	Instructional Television	Other Services And Expenses	\$250.00
P0101429	Council of Chief	Div Office Instr.	Publications-Magazines	\$150.00
P0101437	Boise Cascade	Warehouse	Inventories, Stores, Prepaid	\$1,143.12
P0101440	Solarwinds.Net	Information Tech.	Maintenance Contracts	\$395.00
P0101441	CCS Presentation	Ed & Community	Non-Instruct Supplies	\$369.39
P0101449	Bank of America	Board Of Trustees	Conferences Mgmt	\$445.00
P0101450	Boise Cascade	Div Office Fine Arts	Non-Instruct Supplies	\$107.17
P0101451	Cable N Bits	Technical Services	Repairs Parts And Supplies	\$903.58
P0101452	CDW-G	Div Office Fine Arts	Non-Instruct Supplies	\$910.66
P0101454	American Red Cross	Administrative Serv.	Contract Services	\$575.00
P0101455	MKH Electronics	Physical Education	Repairs Parts And Supplies	\$165.00
P0101456	Caahep/Commission	Resp Therapy	Dues And Memberships	\$500.00
P0101457	Vicenti, Lloyd,	Fiscal Services	Conferences Mgmt	\$159.00
P0101461	Rotary Club/Torrance	Administrative Serv.	Dues And Memberships	\$145.00
P0101467	U.S. Bank	Institutional Services	Election	\$2,581.00
P0101469	AAFPE Headquarters	Law/Legal Assistance	Dues And Memberships	\$375.00
P0101470	Bruce E. Hoerning	Facilities/Planning	Non-Instruct Supplies	\$65.89
P0101471	Calmet Services	Utilities	Waste Disposal	\$3,932.50
P0101472	Matthew Bender	Div Office Instr.	Library Books	\$1,485.16
P0101473	Congressional	Div Office Instr.	Library Books	\$565.50
P0101474	Law Offices of Larry	Institutional Services	Legal	\$675.00
P0101475	West Coast Sound	Ctr for Arts Produc.	Other Rentals	\$2,950.00
P0101487	CDW-G	Technical Services	Repairs Parts And Supplies	\$1,392.20
P0101489	CCS Presentation	English	Instructional Supplies	\$408.36
P0101492	Run Tech Media	Music Library	Instructional Supplies	\$170.77
P0101493	Silicon Valley Children	VP-SCA	Conferences Classified	\$1,200.00
P0101494	ACME Display	Ctr for Arts Produc.	Non-Instruct Supplies	\$311.19
P0101495	Aardvark Clay and	Art Department	Instructional Supplies	\$4,571.42
P0101496	Laguna Clay Company	Art Department	Instructional Supplies	\$2,888.35
P0101497	Dance Spirit	Theatre/Dance	Non-Instruct Supplies	\$14.95
P0101498	Pointe Magazine	Theatre/Dance	Non-Instruct Supplies	\$24.95

P0101499	American Express	VP-SCA	Conferences Mgmt	\$108.68
P0101500	Midwest Library Serv.	Div Office Instr.	Library Books	\$356.37
P0101501	Freestyle Sales	Photography	Instructional Supplies	\$282.17
P0101502	L.A. Focus	Ctr for Arts Promo	Multi Media Advertising	\$843.75
P0101503	Torrance Postmaster	Ctr for Arts Promo	Postage	\$1,894.07
P0101504	Hitt Marking Devices	Staff Development	Non-Instruct Supplies	\$82.47
P0101505	Community College	Div Office Instr.	Library Books	\$21.00
P0101506	Mass Press	Job Placement	Non-Instruct Supplies	\$118.96
P0101524	Lee's Alignment	Facilities/Planning	Repairs Noninstructional	\$91.65
P0101528	L.A.C.O.E. Attn:	Human Resources	Dues And Memberships	\$7,344.00
P0101529	Coll. Entrance Exam	Testing Center	Non-Instruct Supplies	\$276.50
P0101530	Datatel, Inc.	Information Tech.	Maintenance Contracts	\$800.00
P0101531	Mark Hullibarger	Ctr for Arts Produc.	Center For The Arts Technical	\$280.00
P0101532	Classic Cleaners and	Ctr for Arts Produc.	Non-Instruct Supplies	\$124.49
P0101533	Irish News	Ctr for Arts Promo	Multi Media Advertising	\$700.00
P0101536	Full Compass	Ctr for Arts Produc.	New Equipmen-Instr.	\$1,064.97
P0101537	Abtech Support,	Information Tech.	Maintenance Contracts	\$572.00
P0101540	NAFSA: Association	Resource	Dues And Memberships	\$335.00
P0101541	The Economist	Speech Commun.	Dues And Memberships	\$219.00
P0101542	Time Magazine	Speech Commun.	Dues And Memberships	\$79.94
P0101543	Brent Northrup	Speech Commun.	Dues And Memberships	\$50.00
P0101544	GROSSMONT	Speech Commun.	Other Services And Expenses	\$1,140.00
P0101545	Full Compass	Music	Instructional Supplies	\$1,029.47
P0101546	William E. Doyle	Music	Instructional Supplies	\$480.22
P0101547	Mass Press	Physical Education	Other Instr Supplies	\$59.48
P0101552	American Express	Student Affairs	Conferences Mgmt	\$116.80
P0101558	Doubletree Torrance	Ctr for Arts Promo	Other Services And Expenses	\$627.15
P0101576	Science Mall-Usa	Earth Sciences	Instructional Supplies	\$73.63
P0101577	CCS Presentation	Ctr for Arts Promo	New Equipment	\$1,887.00
P0101590	Xpedx Paper	Copy Center	Non-Instruct Supplies	\$448.34
P0101592	Grainger	Ctr for Arts Produc.	Non-Instruct Supplies	\$232.36
P0101594	Ricoh Corp	Physical Education	Instructional Supplies	\$189.33
P0101595	CDW-G	Technical Services	Repairs Parts And Supplies	\$460.57
P0101604	Schwalm Generation	Facilities/Planning	Repairs Noninstructional	\$2,943.95
P0101605	CDW-G	Information Tech.	Maintenance Contracts	\$20,521.60
P0101609	New Haven Moving	Ctr for Arts Promo	New Equipment -	\$276.73
P0101610	Chauffeurs Unlimited	Ctr for Arts Promo	Multi Media Advertising	\$809.00
P0101640	Ad Club	Facilities/Planning	Multi Media Advertising	\$800.00
P0101641	Mark Hullibarger	Ctr for Arts Produc.	Center For The Arts Technical	\$165.00
P0101645	Monterey Graphics	Fiscal Services	Non-Instruct Supplies	\$660.33
P0101646	Mass Press	Purchasing and	Non-Instruct Supplies	\$59.48
P0101649	A Plus Window Tint	Facilities/Planning	Repairs Noninstructional	\$100.00
P0101666	American Express	VP-SCA	Conferences Classified	\$820.81
P0101668	Entertainment Light	Ctr for Arts Promo	New Equipment -	\$5,514.07
P0101669	Gaylord Brothers, Inc.	Div Office Instr.	Instructional Supplies	\$305.85
P0101670	Brodart Co	Div Office Instr.	Instructional Supplies	\$30.62
P0101671	Sargent-Welch	Physics	Instructional Supplies	\$73.87
P0101673	Hector G. Salazar	Ctr for Arts Promo	New Equipment	\$216.45
P0101674	Los Angeles County	Institutional Services	County Contracts	\$2,600.00
P0101676	CDW-G	Art Department	Instructional Supplies	\$163.55
P0101680	Inglewood Chamber	Inglewood One Stop	Multi Media Advertising	\$995.00
P0101683	Universal Placement	International Student	Multi Media Advertising	\$275.00
P0101709	Five Star Electrical	Electric Shop	Non-Instruct Supplies	\$86.69
P0101710	Cal Osha Reporter	Health, Safety	Publications-Magazines	\$427.00
P0101727	PC Mall Gov Inc.	Ctr for Arts Promo	Non-Instruct Supplies	\$346.39

P0101728	Full Compass	Ctr for Arts Promo	New Equipment -	\$1,136.74
P0101729	Lucks Music Library	Music	Instructional Supplies	\$58.96
P0101730	Professional Drum	Music	Instructional Supplies	\$399.44
P0101750	Freestyle Sales	Photography	Instructional Supplies	\$310.28
P0101758	Construction Products	Copy Center	Instructional Supplies	\$77.06
P0101759	South Coast Air Qual.	Hazmat	Other Services And Expenses	\$6,711.98

Fund 11 Total: 162

\$151,012.92

Fund 12 Restricted - El Camino

P0101188	Bim Publications	Community	Multi Media Advertising	\$1,495.00
P0101189	CCCAOE	WPLRC State	Conferences Mgmt	\$590.00
P0101190	CCCAOE	Community	Conferences Mgmt	\$295.00
P0101193	Doral Desert Princess	WPLRC State	Conferences Mgmt	\$423.00
P0101198	CDW-G	Parking-Student	Non-Instruct Supplies	\$182.36
P0101199	Cavanaugh	Parking-Student	In-Service Training	\$66.00
P0101200	CCPOA	Parking-Student	Dues And Memberships	\$30.00
P0101201	IACLEA	Parking-Student	Dues And Memberships	\$250.00
P0101203	Magic's Auto Body	Parking-Student	Repairs Non Instr	\$2,441.75
P0101206	American Express	Community	Transportation/ Mileage	\$473.60
P0101207	American Express	Community	Transportation/ Mileage	\$473.60
P0101214	Destyn M. LaPorte	El Camino Language	Multi Media Advertising	\$77.98
P0101215	Pacific Coachways	El Camino Language	Student Transportation Rental	\$500.00
P0101231	Ad Infin Item	Careers in Child Care	Instructional Supplies	\$2,279.05
P0101232	Donna Green	Faculty & Staff Div	Non-Instruct Supplies	\$1,909.48
P0101238	Computerland/Silicon	Title V ECC/SMC	Software	\$86.70
P0101239	Cheryl A. Kroll	Title V ECC/SMC	Non-Instruct Supplies	\$20.97
P0101251	American Express	Faculty & Staff Div	Conferences Mgmt	\$396.88
P0101256	CDW-G	CalWORKS	Non-Instruct Supplies	\$230.27
P0101264	American Express	CITD	Transportation/ Mileage	\$170.00
P0101286	Costco Wholesale	Artes de El Camino	Dues And Memberships	\$90.00
P0101288	American Express	CalWORKS	Conferences Other	\$291.60
P0101299	Ideal Glass & Mirror	Productions Donat	Contract Services	\$1,800.00
P0101302	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$490.96
P0101303	Santa Ana College	Parking-Student	In-Service Training	\$120.00
P0101336	South Bay Municipal	Parking Violations	Other Services And Expenses	\$3,431.00
P0101339	Social Accountability	Community	Conferences Mgmt	\$250.00
P0101340	American Express	Administration	Travel And Conference	\$691.24
P0101341	Marriott Savannah	Community	Conferences Mgmt	\$787.55
P0101342	Marriott Savannah	Community	Conferences Mgmt	\$787.55
P0101343	Ad Club	Community	Other Services And Expenses	\$645.90
P0101348	PC Mall Gov Inc.	Foster Care Ed 03-04	Instructional Supplies	\$112.99
P0101349	Cord Communications	VTEA Title II Tech	Non-Instruct Supplies	\$64.48
P0101354	American Express	Community	Conferences Mgmt	\$430.21
P0101361	South Bay Economic	Community	Other Services And Expenses	\$5,000.00
P0101362	Avis D. Wilson	Women in Ind.& Tech.	Non-Instruct Supplies	\$54.12
P0101368	National Coalition of	CACT COCCC	Dues And Memberships	\$600.00
P0101369	Ronald W. Way	Adv Aerospace Manuf	Travel And Conference	\$606.67
P0101377	American Express	Community	Conferences Mgmt	\$141.68
P0101378	Foundation Center,	Community	Multi Media Advertising	\$295.00
P0101380	Sharin K. Nakayama	SRC Donations	Instructional Supplies	\$79.11
P0101383	Mass Press	DSPS	Instructional Supplies	\$59.48
P0101385	A-1 Office Plus	DSPS	Instructional Supplies	\$3.56
P0101386	A-1 Office Plus	DSPS	Instructional Supplies	\$39.93
P0101391	Premium Promotional	Faculty & Staff Div	Non-Instruct Supplies	\$627.72
P0101439	Social Accountability	Community	Non-Instruct Supplies	\$110.00

P0101448	Oriental Trading	Foster Care Ed 03-04	Instructional Supplies	\$95.22
P0101453	National Council for	Community	Conferences Mgmt	\$1,975.00
P0101458	American Express	El Camino Language	Transportation/ Mileage	\$325.00
P0101460	Western Graphix	Parking-Student	Non-Instruct Supplies	\$69.28
P0101462	Biometrics4ALL, Inc.	Parking-Student	Maintenance Contracts	\$1,379.68
P0101463	NENA Conference	Parking-Student	Dues And Memberships	\$75.00
P0101464	Entenmann Rovin Co.	Parking-Student	New Equipment	\$377.26
P0101466	AT Systems West, Inc.	Parking-Student	Other Services And Expenses	\$154.25
P0101468	Magic's Auto Body	Parking-Student	Repairs Non Instr	\$2,545.40
P0101486	Kathryn E. Holmes	DSPS	Instructional Supplies	\$37.68
P0101508	Symantec Corporation	Staff Development	Conferences Other	\$5,320.00
P0101522	Delphin Computer	JDIF/Maritime Basic	Non-Instruct Supplies	\$336.33
P0101526	Long Beach Business	SBDC - Caltrans	Multi Media Advertising	\$395.00
P0101527	Nxlevel Education	SBDC - Non-Program	Conferences Other	\$250.00
P0101534	Boise Cascade	Foster Care Ed 03-04	Instructional Supplies	\$153.72
P0101535	S & B Food Services	EOPS CARE	Non-Instruct Supplies	\$499.16
P0101538	California Space	CACT COCCC	Dues And Memberships	\$500.00
P0101548	American Express	Global Experience	Conferences Mgmt	\$917.16
P0101553	SHPE West Coast	MESA Program	Conferences - Student	\$550.00
P0101554	American Express	MESA Program	Conferences - Student	\$1,974.00
P0101596	North Star Graphics	Parking-Student	Repairs Non Instr	\$313.93
P0101598	South Bay Municipal	Parking Violations	Other Services And Expenses	\$3,176.00
P0101599	Pegasus Press Inc.	SBA Contract	Printing	\$604.96
P0101602	American Express	CITD	Transportation/ Mileage	\$305.03
P0101603	American Express	CITD	Transportation/ Mileage	\$305.03
P0101606	Datamax O'Neil Print	Parking-Student	Non-Instruct Supplies	\$3,297.50
P0101608	Kidsafety of America	CCAccessMeansPar	Instructional Supplies	\$322.02
P0101612	Xerox	Fine Arts	New Equipment - Instructional	\$8,202.11
P0101627	Little Company	Parking-Student	Other Services And Expenses	\$105.00
P0101628	Cummins-Allison	Parking-Student	New Equipment	\$20,287.78
P0101629	American Express	JDIF/Work Ready	Conferences Other	\$176.80
P0101630	Vector Resources	Parking-Student	New Equipment	\$9,536.64
P0101631	Nxlevel Education	SBDC-Non-Program	Conferences Mgmt	\$250.00
P0101632	Thinking Media	JDIF/Work Ready .	License Fee/Site Licenses	\$16,025.00
P0101633	Eedec Workshop	Faculty & Staff Div	Conferences Mgmt	\$110.00
P0101634	Ccc Registry Job Fairs	Faculty & Staff Div	Conferences Mgmt	\$2,050.00
P0101635	Dell Marketing L. P.	CSA WIRED - CACT	New Computer	\$2,765.87
P0101636	College of the Canyon	SBDC - Non-Program	Conferences Mgmt	\$39.00
P0101637	College of the Canyon	SBDC - Non-Program	Conferences Mgmt	\$39.00
P0101638	Thinking Media	JDIF/Work Ready	License Fee/Site Licenses	\$8,025.00
P0101639	Susan Saxe-Clifford,	Parking-Student	Other Services And Expenses	\$750.00
P0101642	Wright Line	Parking-Student	New Equipment -	\$4,118.93
P0101644	GDR	Parking-Student	Other Services And Expenses	\$10,900.00
P0101667	Women's Health Care	Health Services	Other Books	\$375.00
P0101679	American Express	CITD	Transportation/ Mileage	\$503.03
P0101681	American Technical	CACT/BEST	Non-Instruct Supplies	\$1,242.04
P0101688	Dell Marketing L. P.	VP AA 0506 new	New Equipment - Instructional	\$2,048.86
P0101689	Westhost, Inc.	El Camino Language	Multi Media Advertising	\$29.85
P0101701	Alisa Fetrow	High School	Contract Services	\$350.00
P0101712	Mass Press	EOPS	Non-Instruct Supplies	\$59.48
P0101713	Office Max	EOPS	Non-Instruct Supplies	\$378.88
P0101715	Bridging the Gap	Health Services	Other Books	\$46.94
P0101724	Boise Cascade	Veterans Education	New Equipment	\$559.10
P0101725	Pc Connection	Fine Arts	New Equipment - Instructional	\$897.53
P0101726	Dick Blick Art Material	Fine Arts	New Equipment - Instructional	\$189.12

P0101731	Lexipol Llc	Parking-Student	Self Insurance Legal Fees	\$1,950.00
P0101732	Little Company	Parking-Student	Other Services And Expenses	\$35.00
Fund 12 Total: 103				\$148,301.96

Fund 15 General Fund -Special Programs

P0101360	Hely & Weber	Athletics-	Non-Instruct Supplies	\$717.57
P0101438	Fastsigns	Student Learning	Non-Instruct Supplies	\$129.90
P0101465	Michael E. Miller	Athletics	Non-Instruct Supplies	\$47.41
P0101523	Midwest Library Serv.	Div Office Instr.	Library Books	\$1,825.03
P0101525	The Gale Group	Div Office Instr.	Library Books	\$968.84
P0101589	Allsteel, Inc.	Div Office Fine Arts	New Equipment	\$8,627.59
P0101607	Interservice	Div Office Fine Arts	New Equipment	\$1,731.74
P0101652	Marilyn Filbeck	Student Learning	Contract Services	\$250.00
P0101677	Bob Gann	Facilities/Planning	New Equipment	\$39.90
P0101678	Zones, Inc.	Facilities/Planning	New Equipment	\$617.91
Fund 15 Total: 10				\$14,955.89

Fund 41 Capital Outlay

P0101194	Pump Source	Sump	Repairs Noninstructional	\$6,766.12
P0101250	Los Angeles County	Food Service Modular	Buildings	\$757.00
P0101257	Allsteel, Inc.	Humanities Complex	Group II Equipment	\$116,716.39
P0101271	Allsteel, Inc.	Humanities Complex	Group II Equipment	\$105,418.14
P0101272	Allsteel, Inc.	Humanities Complex	Group II Equipment	\$141,332.33
P0101292	Interservice	Humanities Complex	Group II Equipment	\$920.81
P0101293	Interservice	Humanities Complex	Group II Equipment	\$2,106.36
P0101294	Landscape Forms	Humanities Complex	Group II Equipment	\$16,087.60
P0101297	KI c/o Interservice	Humanities Complex	Group II Equipment	\$46,429.45
P0101344	Ergonomic Solutions	Humanities Complex	Group II Equipment	\$42,759.83
P0101347	Interservice	Humanities Complex	Group II Equipment	\$10,431.30
P0101491	Ford Graphics	Women's Shwr&Lckr	Buildings	\$5,000.00
Fund 41 Total: 12				\$494,725.33

Fund 62 Property & Liability

P0101375	Time Clock Sales	Purchasing	Contract Services	\$236.00
P0101459	El Camino Commun	Purchasing	Liability - Self Insurance	\$522.89
P0101675	Keenan & Associates	Purchasing	Liability - Self Insurance	\$119.99
P0101704	Bryan Y. Kawakami	Purchasing	Liability - Self Insurance	\$864.85
Fund 62 Total: 4				\$1,743.73

Fund 71 Associated Students

P0101284	Doubletree Hotel	Student Affairs	ASB Exp.	\$302.92
P0101557	Xpedx Paper	Student Affairs	ASB Exp.	\$749.54
P0101682	Awards Plus	Student Affairs	ASB Exp.	\$119.68
Fund 71 Total: 3				\$1,172.14

Fund 72 Student Representation Fee

P0101283	Doubletree Hotel	Student Affairs	Conferences - Student	\$549.80
P0101549	American Express	Student Affairs	Conferences - Student	\$584.00
P0101555	Academic Senate	Student Affairs	Conferences - Student	\$860.00
P0101556	Doubletree Hotel	Student Affairs	Conferences - Student	\$417.98
Fund 72 Total: 4				\$2,411.78

Fund 79	Auxiliary Services			
P0101240	Elizabeth G. Lohrer	Fine Arts	Non-Instruct Supplies	\$100.00
P0101241	Laura Stickney	Fine Arts	Non-Instruct Supplies	\$100.00
P0101242	Phyllis S. Fowler	Fine Arts	Non-Instruct Supplies	\$200.00
P0101263	Jeffrey A. Marsee	Administrative Serv.	Non-Instruct Supplies	\$75.76
P0101278	Pacific Coachways	Fine Arts	Non-Instruct Supplies	\$742.38
P0101287	Acp Membership	Humanities	Non-Instruct Supplies	\$139.00
P0101338	Ecolab, Inc.	Radiologic Tech	Non-Instruct Supplies	\$2,861.12
P0101359	Tommy D's	Resp Therapy	Non-Instruct Supplies	\$868.60
P0101374	Artscene	Fine Arts	Non-Instruct Supplies	\$345.00
P0101387	Katisha P. Adams	Fine Arts	Non-Instruct Supplies	\$750.00
P0101388	Quami Adams	Fine Arts	Non-Instruct Supplies	\$700.00
P0101389	Brittany A. Bryson	Fine Arts	Non-Instruct Supplies	\$400.00
P0101390	Katisha P. Adams	Fine Arts	Non-Instruct Supplies	\$750.00
P0101442	Charles F. Turner	Fine Arts	Non-Instruct Supplies	\$100.00
P0101443	Miriam J. Alario	Fine Arts	Non-Instruct Supplies	\$500.00
P0101444	Kenneth W. Lefort	Fine Arts	Non-Instruct Supplies	\$100.00
P0101445	Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$1,000.00
P0101446	Tom Ralls	Fine Arts	Non-Instruct Supplies	\$75.00
P0101488	Fortune Cookie Store	Student Affairs	Non-Instruct Supplies	\$75.00
P0101490	Discount Tuxedo	Fine Arts	Non-Instruct Supplies	\$110.17
P0101648	California Pro Sports	Resp Therapy	Non-Instruct Supplies	\$2,576.04
P0101650	R & H Theatricals	Fine Arts	Non-Instruct Supplies	\$4,472.50
P0101665	Pacific Coachways	Counseling Office	Non-Instruct Supplies	\$300.00
P0101716	Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$500.00
P0101743	Larry Tunick	Fine Arts	Non-Instruct Supplies	\$100.00
P0101744	Karen M. Lawrence	Fine Arts	Non-Instruct Supplies	\$75.00
P0101746	Paul Baker	Fine Arts	Non-Instruct Supplies	\$250.00
P0101747	Zethel Walton	Fine Arts	Non-Instruct Supplies	\$80.00
P0101748	Allyson Bates	Fine Arts	Non-Instruct Supplies	\$80.00
P0101749	Sandra J. Nitchman	Fine Arts	Non-Instruct Supplies	\$65.00
P0101752	Deborah B. Minnichelli	Fine Arts	Non-Instruct Supplies	\$65.00
P0101753	Geoffrey Dent	Fine Arts	Non-Instruct Supplies	\$65.00
P0101754	Deborah L. Gagnon	Fine Arts	Non-Instruct Supplies	\$80.00
P0101755	Patricia D. Mack	Fine Arts	Non-Instruct Supplies	\$75.00
P0101756	Richard E. Alleshouse	Fine Arts	Non-Instruct Supplies	\$90.00
P0101757	Marie Rodriguez	Fine Arts	Non-Instruct Supplies	\$80.00
		Fund 79 Total: 36		\$18,945.57
Fund 81	Student Organizations			
P0101651	Ad Stitch Design	Student Affairs	A/P Manual.Gen.	\$267.00
		Fund 81 Total: 1		\$267.00
Fund 82	Scholarships & Trust/Agency			
P0101168	Laerdal Medical	Nursing	Fundraising	\$10,111.07
P0101209	Comfort Inn	Health Sciences	Fundraising	\$916.30
P0101236	Tommy D's	Health Sciences	Fundraising	\$399.70
P0101237	3CFCA	Health Sciences	Fundraising	\$362.00
P0101258	KD Precision	Health Sciences	Fundraising	\$994.43
P0101259	Tru West Inc	Health Sciences	Fundraising	\$1,422.25

P0101301	Net Results	Health Sciences	Fundraising	\$4,999.00
P0101337	Net Results	Health Sciences	Fundraising	\$2,561.00
P0101392	Hellman Production,	Special Resource	Fundraising	\$1,454.90
P0101485	Spot Up, Inc.	Health Sciences	Fundraising	\$294.99
P0101539	Tru West Inc	Health Sciences	Fundraising	\$2,152.78
P0101559	Brown Industries, Inc.	Nursing	Fundraising	\$934.30
P0101611	Computerland/Silicon	Health Sciences	Fundraising	\$152.63

Fund 82 Total: 13

\$26,755.35

PO Funds Total: 348

\$860,291.67

Fund 11 Unrestricted - El Camino

B0100878	E.C.C. Public	VP-SCA	Printing	\$1,060.00
B0110724	Vavrinek, Trine, Day	Institutional Services	Audit	\$50,000.00
B0110730	E.C.C. Public	Staff Development	Reproduction	\$300.00
B0110732	Karen S. Dow	Public Information	PSA Contract Services	\$10,000.00
B0110753	ECCD Petty Cash	Anthropology	Instructional Supplies	\$2,500.00
B0110756	ECCD Petty Cash	Fiscal Services	Non-Instruct Supplies	\$500.00
B0110758	ECCD Petty Cash	Construction	Instructional Supplies	\$980.00
B0110760	Mcmaster Carr	Welding	Instructional Supplies	\$500.00
B0110764	E.C.C. Public	Counseling Office	Non-Instruct Supplies	\$300.00
B0110786	ECCD Petty Cash	Audio/Visual	Instructional Supplies	\$100.00
B0110787	CCS Presentation	Audio/Visual	Instructional Supplies	\$2,500.00
B0110791	Unisource	Operations	Non-Instruct Supplies	\$3,000.00
B0110811	Jim Tompkins	Ctr for Arts Instr/Ad	PSA Contract Services	\$4,500.00
B0110812	Majestic Lighting	Electric Shop	Non-Instruct Supplies	\$2,000.00
B0110823	E.C.C.C.D. Bookstore	Copy Center	Non-Instruct Supplies	\$200.00
B0110825	San Dieguito Printers	Public Information	Printing	\$97,000.00
B0110828	Martin Sprints	Copy Center	Non-Instruct Supplies	\$3,000.00
B0110835	All Points Capital Co.	Purchasing	Copiers	\$0.89
B0110839	1099 Pro., Inc.	Fiscal Services	Contract Services	\$31,000.00
B0110856	Island Petroleum	Facilities/Planning	Repairs Noninstructional	\$5,100.00
B0110858	Darren P. Doerschel	V.P. Academic Affairs	PSA Contract Services	\$3,570.00
B0110864	Lee's Alignment	Automotive Shop	Repairs Noninstructional	\$600.00
B0110865	South Bay Ford	Automotive Shop	Repairs Noninstructional	\$800.00
B0110866	Abc Press	Copy Center	Instructional Supplies	\$3,000.00

Fund 11 Total: 24

\$222,510.89

Fund 12 Restricted - El Camino

B0010034	Arnold Jacques Des	Title V ECC/SMC	Non-Instruct Supplies	\$3,229.00
B0100034	Arnold Jacques Des	Title V ECC/SMC	Non-Instruct Supplies	\$3,229.00
B0110348	Bay Area Asia Deaf	WRIEC Year 2	Contract Services	\$800.00
B0110677	Martin J. Mechsner	Adv Aerospace Manu	PSA Contract Services	\$15,000.00
B0110723	ECCD Petty Cash	(STCW) Standards	Conferences Mgmt	\$300.00
B0110728	E.C.C. Public	Careers in Child Care	Instructional Supplies	\$500.00
B0110729	E.C.C.C.D. Bookstore	Careers in Child Care	Other Books	\$4,000.00
B0110733	Sheree Lee	Aerospace Export	PSA Contract Services	\$7,000.00
B0110737	ECCD Petty Cash	(STCW) Standards	Non-Instruct Supplies	\$500.00
B0110738	Paper Direct	JDIF/Maritime Basic	Non-Instruct Supplies	\$500.00
B0110739	California Space	Aerospace Export	Contract Services	\$7,500.00
B0110751	Rhapsody in Taps	Fine Arts Dntn-Dance	Contract Services	\$300.00
B0110759	Forest Plywood	Construction Tech	Instructional Supplies	\$1,000.00
B0110763	Pivot Management	Cact CA Employee	Contract Services	\$60,000.00

B0110766	Robert Clifford	CACT - Quick Start	PSA Contract Services	\$1,500.00
B0110767	Vicente Washington	CACT - Quick Start	PSA Contract Services	\$1,500.00
B0110768	Theodore A. Harder	CACT - Quick Start	PSA Contract Services	\$1,500.00
B0110772	Support Station	El Camino Language	Contract Services	\$300.00
B0110773	HDI	El Camino Language	Contract Services	\$600.00
B0110774	E.C.C. Public	YESS 07-08 email	Other Services - Compton	\$400.00
B0110778	Windmill English	El Camino Language	Contract Services	\$600.00
B0110779	Merica Chain Group	El Camino Language	Contract Services	\$600.00
B0110780	Cadstar, Inc.	Parking-Student	Contract Services	\$45,000.00
B0110793	ECCD Petty Cash	YESS 07-08 email	Instructional Supplies	\$500.00
B0110794	ECCD Petty Cash	YESS 07-08 email	Non-Instruct Supplies	\$2,500.00
B0110795	ECCD Petty Cash	Foster Care Ed 03-04	Other Services And Expenses	\$700.00
B0110796	ECCD Petty Cash	Foster Care Ed 03-04	Instructional Supplies	\$500.00
B0110797	Los Angeles Info	El Camino Language	Contract Services	\$300.00
B0110805	ECCD Petty Cash	Speciality Beverage	Conferences Mgmt	\$450.00
B0110807	Angeline Dimicco	JDIF/Work Ready .	PSA Contract Services	\$8,000.00
B0110808	Accent Gold Solution	JDIF/Work Ready .	Contract Services	\$15,000.00
B0110809	Global Holdings	Community	Contract Services	\$3,000.00
B0110815	Jennifer Richardson	Adv Aerospace Manu	PSA Contract Services	\$6,000.00
B0110816	Scott P. Schaffer	Adv Aerospace Manu	PSA Contract Services	\$6,000.00
B0110817	Estwick & Associates,	YESS 07-08 email	Contract Services	\$28,632.00
B0110820	E.C.C.C.D. Child	CCAccessMeansPar	Contract Services	\$30,000.00
B0110821	Adeleke B. Peters	YESS 07-08 email	PSA Contract Services	\$12,416.00
B0110822	Noemi A. Gonzalez	Cact CA Employee	PSA Contract Services	\$5,000.00
B0110824	Trent Newlon	JDIF/Maritime Basic	PSA Contract Services	\$6,000.00
B0110829	National Instruments	Honeywell Training	Contract Services	\$23,418.00
B0110830	Palos Verdes Pennin	CACT - Quick Start	Contract Services	\$15,000.00
B0110831	S.C.R.O.C.	CACT - Quick Start	Contract Services	\$15,000.00
B0110832	Centinela Valley Un	CACT - Quick Start	Contract Services	\$9,500.00
B0110833	Redondo Beach Unif	CACT - Quick Start	Contract Services	\$15,000.00
B0110855	Theodore A. Harder	LA County - Tech Prep	PSA Contract Services	\$1,200.00
B0110857	S & B Food Services	CACT - Quick Start	Non-Instruct Supplies	\$5,280.00
B0110859	Brad Ermeling	Title V ECC/SMC	PSA Contract Services	\$1,500.00
B0110862	Augusoft	Contract Education	Contract Services	\$1,000.00

Fund 12 Total: 48 \$367,754.00

Fund 15 General Fund -Special Programs

B0110783	Pacific Coachways	Athletics	Transportation	\$27,000.00
B0110784	Enterprise Rent-A-Car	Athletics	Transportation	\$3,000.00
B0110806	Midwest Library	Div Office Instr.	Library Books	\$50,000.00
B0110810	ECCD Petty Cash	Student Learning	Non-Instruct Supplies	\$150.00

Fund 15 Total: 4 \$80,150.00

Fund 41 Capital Outlay

B0099267	Modular Structures	Food Service Modular	Buildings	\$186,915.00
B0101270	Interservice	Humanities Complex	Group II Equipment	\$202,575.94
B0101296	Interservice	Humanities Complex	Group II Equipment	\$4,856.70
B0101345	Interservice	Humanities Complex	Group II Equipment	\$15,127.94
B0110750	National Roofing	Roof Rpl&Struct	Repairs Noninstructional	\$10,200.00
B0110754	Maas Companies, Inc.	ADA Restroom	Professional Services-Bond	\$3,379.63
B0110755	Flewelling & Moody	Tree Replacements	Site Improvements	\$500.00
B0110761	KI c/o Interservice	Humanities Complex	Group II Equipment	\$714,371.58

Fund 41 Total: 8 \$1,137,926.79

Fund 81	Student Organizations			
B0110752	E.C.C. Public	Student Affairs	A/P Manual.Gen.	\$100.00
B0110765	E.C.C. Public	Student Affairs	A/P Manual.Gen.	\$30.00
B0110826	E.C.C. Public	Student Affairs	A/P Manual.Gen.	\$100.00
		Fund 81 Total: 3		\$230.00
			BPO Funds Total: 87	\$1,808,571.68
		<u>Grand Total POs and BPOs: 435</u>		\$2,668,863.35

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

		<u>Page No.</u>
A.	Category Budgets and Balances.....	50
B.	Contract – LPA, Inc.....	50
C.	Humanities Replacement Project – Fixture & Furnishing Acquisition.....	51
D.	Change Order – Humanities Replacement Project – Superior Wall Systems.....	52
E.	Change Order – Humanities Replacement Project – Alcal Roofing & Insulation.....	52
F.	Change Order – Humanities Replacement Project – Amtek Construction.....	53
G.	Change Order – Humanities Replacement Project – Bickerton Iron Works.....	53
H.	Change Order – Humanities Replacement Project – Borbon, Inc.....	53
I.	Change Order – Humanities Replacement Project – Doja Construction.....	54
J.	Change Order – Humanities Replacement Project – S. H. Fish Electric, Inc.....	54
K.	Change Order – Humanities Replacement Project – Plumbing, Piping & Construction.....	55
L.	Humanities Project Contingency.....	55
M.	Change Order – Learning Resource Center – S. H. Fish Electric, Inc.....	56
N.	LRC Project Contingency.....	56
O.	Purchase Orders and Blanket Purchase Orders.....	57

Administrative Services – Measure E Bond Fund

A. CATEGORY BUDGETS AND BALANCES

The following table reports Measure E expenditures and commitments through October 31, 2007. The budget includes state, bond, and local source of funds.

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

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Additional Classrooms and Modernization (ACM)	\$191,843,972	\$52,700,365	\$14,858,856	\$124,284,752
Campus Site Improvements (CSI)	35,907,523	1,606,587	495,533	33,805,404
Energy Efficiency Improvements (EEI)	2,818,000	1,714,307	74,812	1,028,881
Health and Safety Improvements (HSI)	144,935,897	21,467,537	7,621,123	115,847,237
Information Technology and Equipment (ITE)	34,776,156	6,810,152	500,342	27,465,662
Physical Education Facilities Improvements (PEFI)	1,585,700	0.00	0.00	1,585,700
Unallocated Refunding Income	1,910,463	0.00	0.00	1,910,463
TOTAL	<u>\$413,777,711</u>	<u>\$84,298,949</u>	<u>\$23,550,664</u>	<u>\$305,928,098</u>

B. CONTRACT – LPA, INC.

It is recommended the Board of Trustees approve entering into a contract with the architectural firm of LPA, Inc. to provide the necessary architectural, engineering and interior design services to design and construct the Mathematics and Business Building.

The fee for services was negotiated considering the factors of project scope, level of complexity of the work required, estimated construction cost and the firm’s staff to be assigned to the project.

The firm of LPA, Inc. was selected based upon; its experience and expertise performing this type of project with the District.

Dates of Service: December 1, 2007 though December 31, 2011.

Cost: Not to exceed \$2,750,000, invoiced monthly.

Administrative Services – Measure E Bond Fund

C. HUMANITIES REPLACEMENT PROJECT – FIXTURE & FURNISHINGS ACQUISITION

It is recommended that the Board of Trustees approve the following purchase orders for the acquisition of fixtures and furnishings to equip the new Humanities Building. The authority for these purchases is made possible through various cooperative purchasing agreements, each of which is listed with the relevant purchase order.

Foundation of California Community Colleges Board Report #05-3-105B

Purchase

Order #	Vendor	Description	Amount
P101297	KI c/o Interservice	Mobile System	\$46,429.45
B110761	KI c/o Interservice	Furnishings	<u>\$714,371.58</u>
	Total		<u>\$766,801.03</u>

California Multiple Award Schedule #4-01-01-0060A

Purchase

Order #	Vendor	Description	Amount
P101257	Allsteel, Inc.	Furnishings	\$116,716.39
P101271	Allsteel, Inc.	Furnishings	\$105,418.14
P101272	Allsteel, Inc.	Furnishings	\$141,332.33
B101270	Interservice	Installation	<u>\$202,575.94</u>
	Total		<u>\$566,042.80</u>

General Services Administration #GS-27F-0016L

Purchase

Order #	Vendor	Description	Amount
P101294	Landscape Forms	Furnishings	\$16,087.60
P101296	Interservice	Installation	<u>\$ 4,856.70</u>
	Total		<u>\$20,944.30</u>

General Services Administration #GS-14F-0722G

Purchase

Order #	Vendor	Description	Amount
----------------	---------------	--------------------	---------------

Administrative Services – Measure E Bond Fund

P101344	Ergonomic Solutions	Furnishings	\$42,759.83
B101345	Interservice	Installation	<u>\$15,127.94</u>
	Total		<u>\$57,887.77</u>

Total of all Purchase Orders **\$1,411,675.90**

D. CHANGE ORDER – HUMANITIES REPLACEMENT PROJECT – SUPERIOR WALL SYSTEMS

It is recommended that the Board of Trustees approve the following change order.

Increase the wall height above the ceiling in various locations to improve acoustic performance by eliminating sound migration.	\$5,970
Total Change Order Amount	<u>\$5,970</u>

Original Contract Amount	\$1,484,330
Prior Changes	2,085
This Change Order Amount	<u>5,970</u>
New Contract Amount	<u>\$1,492,385</u>

E. CHANGE ORDER – HUMANITIES REPLACEMENT PROJECT – ALCAL ROOFING & INSULATION

It is recommended that the Board of Trustees approve the following change order.

The owner requested additional water protection of exposed concrete above the roof flashing to further enhance the long term water proofing capabilities of the building.	\$5,434
Total Change Order Amount	<u>\$5,434</u>

Original Contract Amount	\$578,029
Prior Changes	0
This Change Order Amount	<u>5,434</u>
New Contract Amount	<u>\$583,463</u>

Administrative Services – Measure E Bond Fund

F. CHANGE ORDER – HUMANITIES REPLACEMENT PROJECT – AMTEK CONSTRUCTION

It is recommended that the Board of Trustees approve the following change order.

The owner initiated this change order to relocate parking stalls for better pedestrian flow to and from the campus.	\$48,003
Total Change Order Amount	<u>\$48,003</u>

Original Contract Amount	\$1,042,000
Prior Changes	0
This Change Order Amount	<u>48,003</u>
New Contract Amount	<u>\$1,090,003</u>

G. CHANGE ORDER – HUMANITIES REPLACEMENT PROJECT – BICKERTON IRON WORKS

It is recommended that the Board of Trustees approve the following change order.

Provide guardrail at roof entrance adjacent to stairwell. Required by Division of the State Architect inspector.	\$3,745
Total Change Order Amount	<u>\$3,745</u>

Original Contract Amount	\$617,146
Prior Changes	3,078
This Change Order Amount	<u>3,745</u>
New Contract Amount	<u>\$623,969</u>

H. CHANGE ORDER – HUMANITIES REPLACEMENT PROJECT – BORBON, INC.

It is recommended that the Board of Trustees approve the following change order.

Administrative Services – Measure E Bond Fund

Added painting due to wall height increase. Reference Change Order *E. D	\$2,523
Total Change Order Amount	<u>\$2,523</u>

* Change made during Board meeting.

Original Contract Amount	\$249,900
Prior Change Orders	22,735
This Change Order	<u>2,523</u>
New Contract Amount	<u>\$275,158</u>

I. CHANGE ORDER – HUMANITIES REPLACEMENT PROJECT – DOJA CONSTRUCTION

It is recommended that the Board of Trustees approve the following change order.

Provide additional demolition necessary to relocate parking stalls from building frontage. Reference Change Order G.	\$8,568
Total Change Order Amount	<u>\$8,568</u>

Original Contract Amount	\$285,000
Prior Changes	0
This Change Order Amount	<u>8,568</u>
New Contract Amount	<u>\$293,568</u>

J. CHANGE ORDER – HUMANITIES REPLACEMENT PROJECT – S. H. FISH ELECTRIC, INC.

It is recommended that the Board of Trustees approve the following change order.

1. Provide electrical wiring to doors with card access control system. After bidding, a building standard was adopted that provides for card reader access to new building entrances and high security interior doors. \$21,362

Administrative Services – Measure E Bond Fund

- | | |
|---|--------------|
| 2. Change previously specified building clocks to new campus standard. | 3,778 |
| 3. Provide electrical wiring to circulating pumps in data rooms. This is necessary due to the addition of circulation pumps to remove condensation from cooling units installed in these rooms. | <u>2,136</u> |

Total Change Order Amount	<u>\$27,276</u>
---------------------------	-----------------

Original Contract Amount	\$2,671,000
Prior Changes	42,070
This Change Order Amount	<u>27,276</u>
New Contract Amount	<u>\$2,740,346</u>

K. CHANGE ORDER – HUMANITIES REPLACEMENT PROJECT – PLUMBING, PIPING & CONSTRUCTION

It is recommended that the Board of Trustees approve the following change order.

Provide additional plumbing including circulation pumps in data rooms. Reference Change Order K.	\$2,051
Total Change Order Amount	<u>\$2,051</u>

Original Contract Amount	\$513,000
Prior Changes	17,084
This Change Order Amount	<u>2,051</u>
New Contract Amount	<u>\$532,135</u>

L. HUMANITIES PROJECT CONTINGENCY

Contingency	\$1,100,000
Prior Change Orders	-112,597
This Month’s Change Orders	<u>-103,570</u>
Balance	<u>\$883,833</u>

Administrative Services – Measure E Bond Fund

M. CHANGE ORDER – LEARNING RESOURCES CENTER – S. H. FISH

It is recommended that the Board of Trustees approve the following change order.

1. Relocate data cabling to above ceiling in Room 200 of the existing Library. A passageway is being installed from the new building addition into this room. The bid documents did not show the existence of the data cabling chase at the passageway.	\$6,187
2. Delete the installation of a data/communications vault from the building site. The vault was installed by the contractor performing the Infrastructure Phase 1 work.	-3,140
3. Delete installation of a secondary electrical conduit. An existing pathway was used instead.	<u>-752</u>
Total Change Order Amount	<u>\$2,295</u>

Original Contract Amount	\$865,000
Prior Changes	<u>0</u>
This Change Order Amount	2,295
New Contract Amount	<u>\$867,295</u>

The total project budget is unchanged. The increase will be paid out of the project contingency.

N. LRC PROJECT CONTINGENCY

Contingency	\$278,000
Prior Change Orders	-42,345
This Month's Change Orders	<u>-2,295</u>
Balance	<u>\$233,360</u>

Administrative Services – Measure E Bond Fund

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

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

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
P0101600	Zones, Inc.	Information Technology	New Computer	\$2,300
P0109029	Metronome Inc	Information Technology	New Computer	443,607
P0109042	Mel Smith Electric	Infrastructure Phase I	Site Improvements	2,403
P0109045	Acco Engineered	Central Plant	Group I Equipment	6,275
P0109052	American Permieter	Infrastructure Phase I	Group I Equipment	16,173
P0109053	DSA Los Angeles	Humanities Complex	Architecture & Eng.	17,560
P0109054	Power Plus	Learning Resource	Site Improvements	1,480
P0109057	Dell Marketing L. P.	Information Technology	New Computer	6,913
P0109058	Dell Marketing L. P.	Information Technology	New Computer	33,977
P0109059	Dell Marketing L. P.	Information Technology	New Computer	1,331
P0109060	HCD	Temporary Space	Permit Processing Fees	20
P0109061	HCD	Temporary Space	Permit Processing Fees	20
B0109043	Vector Resources	Primary Elect	Site Improvements	6,395
B0109044	Mel Smith Electric	Infrastructure Phase I	Site Improvements	14,928
B0109046	Keenan & Associates	Learning Resource	Professional Services	21,440
B0109047	Applied Security	Infrastructure Phase I	Professional Services	9,921
B0109048	Daily Breeze, the	Master Planning	Advertising-Bond Proj.	15,000
B0109049	Maas Companies	Social Sciences	Professional Services	182,497
B0109050	Ford Graphics	Infrastructure Phase I	Blue Printing	12,000
B0109055	HPS Mechanical	Infrastructure Phase I	Site Improvements	4,432,574
B0109056	Total Environmental	Humanities Complex	Equipment Rental	38,132
B0110781	U.S. Airconditioning	Central Plant	New Equipment -	40,754
B0110782	U.S. Airconditioning	Central Plant	Maintenance Contracts	48,370
<u>Grand Total POs and BPOs: 23</u>				<u>\$5,354,070</u>

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

	<u>Page No.</u>
A. Employment and Personnel Changes	59
B. Temporary Non-Classified Service Employees.....	66
C. New Classification Specification for Classified Position.....	68
D. New Classification Specification for Supervisor Position.....	68

EMPLOYMENT AND PERSONNEL

It is recommended that the Board ratify/approve the employment and personnel changes for certificated, classified, special service professionals and temporary classified service employees as shown in items 1-11 and 1-35.

Certificated Personnel:

1. Amend Retirement - Mr. Daniel LaCoe, full-time Counselor, Counseling Division, last day worked December 30, 2007 (instead of December 1) and first day of retirement, December 31, 2007 (instead of January 1, 2008).
2. Retirement - Ms. Jolene Combs, full-time instructor of Journalism, Humanities Division, last day worked January 11, 2008 and first day of retirement January 12, 2008, and that a plaque be prepared and presented to her in recognition of her service to the District since September 1981.
3. Stipend Assignment - The following part-time instructors of Dance, Fine Arts Division, to choreograph the fall dance concert, effective October 1 through November 20, 2007, in accordance with Article X, Section 14(a).

<u>Instructor</u>	<u>Stipend Amount</u>
Jamie Hammond	\$500
Kristin Chew	\$400
Karin Jensen	\$400

4. Stipend Assignment - Mr. Stacey Komai, part-time instructor of Golf, Health Sciences & Athletics, to coach men's golf team, to be paid \$500 per week, not to exceed 16 weeks or \$8,000, effective February 11, 2008 through June 6, 2008, in accordance with the Agreement, Article X, Section 11(e).
5. Stipend Assignment - The following instructors of Mathematics to participate in professional development basic skills workshop, to be paid \$43.83 an hour, not to exceed a maximum of 6 hours per faculty member or a grand total of \$7,012, effective December 7, 2007 through February 6, 2008, in accordance with the Agreement, Article X, Section 14(a).

Full-Time

Susan Bickford
Lars Kjeseth
Kaysa Laureano
Arturo Martinez

Malinni Roeun
Gregory Scott
Jacquelyn Sims
Susan Tummers

Lijun Wang

Part-Time

Adalinda Avila
Michael Bateman
Robert Bauman
Beyene Bayssa
Robert Caldwell
Wei-Feng Chen
Dimetros Dammena
Bruce Dovner
Henri Feiner
Winfred Ferrell
Junko Forbes
Astatke Gizaw
Megan Granich
Hamza Hamza
Antony Hoang
Thu-Hang Hoang
Avid Khorram
Duc Le
Loan Le

Maribel Lopez
Perry McDonnell
Hai Ngo
Chuong Nguyen
Diem Nguyen
Hang Nguyen
Mohammad Rahnavard
Russell Reece
Marion Reeve
Tatiana Roque
Lernik Saakian
Alan Stillson
James Wan
Rich Wong
Jung Woo
May Xu
Christie Yang
David Yee

6. Employment - The following part-time instructors of Engineering Technology, Industry and Technology Division, effective August 25 through December 14, 2007, to be paid by Long Beach Unified School District.

Nancy Brown
Joseph Carpenter
Charles Williams-Robinson

7. Employment - Mr. Jose Rivas, part-time instructor of Engineering Technology, Industry and Technology Division, effective August 25 through December 14, 2007, to be paid by Lennox Unified School District.
8. Employment - Ms. Maria Pineros, part-time/substitute Child Development Center Teacher, CDC/Behavioral & Social Sciences Division, Class I, Step A, effective November 20, 2007 through June 30, 2008.
9. Employment - The following part-time/temporary instructors to be hired as needed for the 2007 Fall Semester.

Health Sciences & Athletics

Industry & Technology

Sharon Golub
Faith Robinson

Jesse Chavez

10. Employment - The following part-time/temporary substitute instructor to be hired as needed for the 2007 Fall Semester.

Health Sciences & Athletics

Bonnie Hughes

11. Employment - The following part-time/temporary instructors to be hired as needed for the 2008 Winter Intersession.

Behavioral & Social Sciences

Marie Butler, Class V, Step 28
Thomas Glenn, Class IV, Step 14
Verionica Herrera, Class II, Step 4
Steven Kaufman, Class II, Step 4
Thomas Keville, Class II, Step 11
Edward McCrary, Class IV, Step 28
Robroy Meyers, Class II, Step 7
Ricky Murray, Class II, Step 9
Gerardo Nebbia, Class II, Step 5
Kaoru Oguri, Class V, Step 12

Gaile Price, Class II, Step 5
Kirsten Resnick, Class III, Step 6
Francis Schulte, Class III, Step 12
Sharyn Seaton, Class II, Step 10
Lorrie Shiota, Class IV, Step 5
Kell Stone, Class II, Step 6
Mari Womack, Class V, Step 7
Ventris Woods, Class V, Step 7
Kofi Yankey, Class II, Step 8
Paulette Young, Class I, Step 4

Business

Jeffrey Cowan, Class II, Step 6
Loretta Daniels, Class I, Step 4
Jerry Muraoka, Class V, Step 10

Robert Rooks, Class I, Step 7
Lorenzo Ybarra, Class II, Step 4

Fine Arts

Kim Borgaro, Class I, Step 4
Kristin Chew, Class I, Step 4
Robert Dalton, Class II, Step 7
Hiroshi Hamanishi, Class I, Step 4
Jamie Hammond, Class II, Step 5
Carol Lisek, Class I, Step 4
Dana Maue, Class II, Step 4

Ruby Millsap, Class II, Step 9
Daryle Nagano, Class II, Step 8
Binh Ngo, Class II, Step 8
Tina Riggs, Class III, Step 18
Gary Robertson, Class II, Step 17
Helen Wagner, Class II, Step 12

Health Sciences & Athletics

Jaymie Baquero, Class II, Step 4
Tisa Casas, Class II, Step 4
Patricia Duncan, Class II, Step 4
Olaivar Ellen, Class II, Step 15
Nathan Fernley, Class II, Step 4
Diana Galias, Class I, Step 5

Ruby Griggs Gabbedon, Class II, Step 5
Rosalie Hernandez, Class I, Step 4
Margaret Kidwell-Udin, Class IV, Step 9
Sharma Kiran, Class III, Step 5
Nadia Lopez, Class II, Step 4
Leila Miranda, Class I, Step 4

Walchko Nina, Class II, Step 4
Zoila Paz, Class II, Step 4
Huibrice C. Pieters, Class V, Step 10

Kathleen Rosales, Class I, Step 4
Sean Sheil, Class II, Step 8
Joyce Wise, Class II, Step 4

Humanities

Amanda Ackerman, Class II, Step 4
Nancilyn Burruss, Class II, Step 5
Kathleen Collins, Class III, Step 8
Yolanda Cuesta, Class II, Step 11
Agnes Davies, Class II, Step 6
Paul Freeborn, Class IV, Step 4
Jennifer Hill, Class III, Step 7
Aura Imbarus, Class II, Step 8

Annie Lui, Class III, Step 4
Kate McLaughlin, Class I, Step 4
Robert Reichle, Class III, Step 15
Natalie Ricard, Class IV, Step 12
Joyce Schenk, Class IV, Step 24
Cynthia Tino-Sandoval, Class II, Step 6
Alfred Zucker, Class V, Step 27

Industry & Technology

Sharon Higgins, Class II, Step 8
William Johnson, Class II, Step 8

Eugene Rock, Class II, Step 10
Sue Ellen Warren, Class II, Step 10

Mathematical Sciences

Michael Bateman, Class II, Step 6
Winfred Ferrell, Class II, Step 8
Manolita Formanes, Class II, Step 7
Mohammad Rahnavaard, Class V, Step 8

Richard Sibner, Class IV, Step 4
Alan Stillson, Class IV, Step 8
Christie Yang, Class III, Step 8

Natural Sciences

Richard Slocum, Class V, Step 9

Classified Personnel:

1. Retirement - Ms. Alana Angel, Library Media Technician II, Range 28, Step E, Learning Resources, Academic Affairs Area, effective November 30, 2007, and that a plaque be presented to her in recognition of her services to the District since 1984.
2. Retirement - Ms. Marguerite Fisher, Admissions & Records Supervisor, Range 21, Step E (Supervisory Salary Schedule), Admissions & Records Division, Student and Community Advancement Area, effective February 1, 2008, and that a plaque be presented to her in recognition of her service to the District since 1985.
3. Amend Retirement - Ms. Laura Landry, Program Coordinator, Range 36, Step E, Community Education/Community Advancement Division, Student and Community Advancement Area, effective November 7 instead of November 8, 2007.

4. Resignation - Mr. Charles Mathis, Custodian, Range 20, Step E, Facilities Planning and Services Division, Administrative Services Area, effective November 14, 2007, plus accrued vacation.
5. Resignation - Mr. Quoc Nguyen, Police Officer, Range 1, Step E, Campus Police Division, Administrative Services Area, effective November 19, 2007 plus accrued vacation..
6. Resignation - Ms. Evangeline M. Trieste, Secretary, Range 26, Step A, Counseling and Student Services Division, Student and Community Advancement Area, effective October 23, 2007.
7. Promotion - Ms. Capri Blount, Accounting Assistant II, Range 27, Step E, to Lead Accounting Technician, Range 34, Step C, Purchasing and Business Services Division, Administrative Services Area, effective December 3, 2007.
8. Promotion - Ms. Willie R. McGee, Clerical Assistant, Range 22, Step E, to Student Services Specialist, Range 33, Step A, Admissions & Records Division, Student and Community Advancement Area, effective December 3, 2007.
9. Extend Work Out of Classification 25% - Ms. Sheryl Kimball, Information Systems Technician Specialist, Range 37, Step E, to 25% Web Developer, Range 41, Step D, Information Technology Services Division, Administrative Services Area, effective July 1, 2007 through June 30, 2008 (instead of October 31, 2007) or until position is filled.
10. Work Out of Classification - Ms. Martha Perez from 50% Clerical Assistant, Range 22, Step D, to 50% Secretary, Range 26, Step C, and 50% Student Services Technician, Range 28, Step B, Counseling and Student Services Division, Student and Community Advancement Area, effective November 20, 2007 through June 30, 2008, or until position is filled.
11. Employment - Mr. Lovell Alford, Academic Affairs Analyst, Range 34, Step A, Vice President's Office, Academic Affairs Area, effective December 3, 2007.
12. Employment - Ms. Elvira Castro, Night Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective December 3, 2007.
13. Employment - Mr. Michael Desanto, Police Officer, Range 1, Step A, Campus Police Division, Administrative Services Area, effective December 1, 2007.

14. Employment - Mr. Kenny G. Galan, Police Officer, Range 1, Step A, Campus Police Division, Administrative Services Area, effective December 1, 2007.
15. Employment - Mr. Ramon Parra, Night Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective December 3, 2007.
16. Employment - Ms. Sharilyn Thomas, Calworks Case Management/Services Coordinator, Range 36, Step A, Counseling and Student Services Division, Student and Community Advancement Area, effective December 3, 2007.

Special Services Professional

17. Change of Assignment - Mr. John Skipper, Special Services Professional, Range 8, Step 5, of the Special Services Professional Salary Schedule, not to exceed \$50,050, Campus Police Division, Administrative Services Area, effective July 1, 2007 through February 29, 2008, instead of December 31, 2007, not to exceed 960 hours. (Retired Annuitant)
18. Extend Leave of Absence 100% - Ms. Michelle Arthur, Special Services Professional, Range 5, Step 5, Community Advancement Division, Student and Community Advancement Area, effective August 10 through November 18, instead of October 17, 2007.
19. Change in Status - Ms. Melanie Sharp, Special Services Professional, from Range 4, Step 2, to Step 3, Community Advancement Division, Student and Community Advancement Area, effective November 1, 2007.

Temporary Classified Services Employees

20. Employment – The following individuals as Custodians, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective December 3, 2007 through June 30, 2008:

Yusef Apacanis

Maria Delgado

Larry Veazey

21. Ms. Roxana Cortez - 50% Clerical Assistant, Range 22, Step A, Counseling and Student Services Division, Student and Community Advancement Area, hours vary Monday through Friday, effective November 20, 2007 through June 30, 2008.
22. Mr. Kahlil Cummings – Accompanist-Percussion, Range 27, Step A, Fine Arts Division, Academic Affairs Area, November 21 through December 14, 2007.

23. Mr. Robert Dalton – Laboratory Technician I, Range 27, Step A, Fine Arts Division, Academic Affairs Area, to work 5 hours per week for photography, effective November 21, 2007 through June 30, 2008.
24. Mr. Michael Desanto - Police Officer, Range 1, Step A, Campus Police Division, Administrative Services Area, effective November 20 through November 30, 2007.
25. Ms. Andrea Eke - 25% Clerical Assistant, Range 22, Step A, Counseling and Student Services Division, Student and Community Advancement Area, to support matriculation, hours vary Monday through Friday, effective November 20, 2007 through June 30, 2008.
26. Ms. Marguerite Fisher - Admissions & Records Supervisor, Range 21, Step E (Supervisory Salary Schedule), Admissions & Records Division, Student and Community Advancement Area, effective February 4, 2008 through June 30, 2008. (retired annuitant)
27. Mr. Brian Flook – 60% Production Services Supervisor, Range 16, Step1, Public Information Division, President’s Office Area, effective November 20, 2007 through June 30, 2008.
28. Ms. Angela Funes - 25% Clerical Assistant, Range 22, Step A, Counseling and Student Services Division, Student and Community Advancement Area, to support matriculation, hours vary Monday through Friday, effective November 20, 2007 through June 30, 2008.
29. Mr. Kenny G. Galan - Police Officer, Range 1, Step A, Campus Police Division, Administrative Services Area, effective November 20 through November 30, 2007.
30. Ms. Dora Gomez - Student Services Advisor, Range 35, Step A, Counseling and Student Services Division, Student and Community Advancement Area, effective December 1 through December 21, 2007.
31. Ms. Quan Hong - 50% Clerical Assistant, Range 22, Step A, Counseling and Student Services Division, Student and Community Advancement Area, to provide clerical support, not to exceed 20 hours, effective November 20, 2007 through June 30, 2008.
32. Ms. Tiffanie Hong - 50% Secretary Range 26, Step A, 50% Student Services Advisor, Range 35, Step A, Counseling and Student Services Division, Student and Community Advancement Area, to provide clerical support, not to exceed 20 hours, effective November 20, 2007 through June 30, 2008.

33. Ms. Alice Kennedy - Accounting Assistant II, Range 30, Step A, Fine Arts Division, Academic Affairs Area to assist in ticket office as needed, effective November 20, 2007 through June 30, 2008.
34. Ms. Annie Liu - Program Coordinator, Range 36, Step A, Humanities Division, Academic Affairs Area, 6 hours per week, assisting dean in coordinating programs, effective November 20, 2007 through June 30, 2008.
35. Mr. Brendan Moir - Sound Technician, Range 36, Step A, Fine Arts Division, Academic Affairs Area, to operate sound board as needed, effective November 20, 2007 through June 30, 2008.

B. TEMPORARY NON-CLASSIFIED SERVICE EMPLOYEES

It is recommended that the Board authorize employment of the following Temporary Non-Classified Service Employees, subject to funding, as shown in items 1-17.

The following temporary non-classified service employees are hired for the 2007 – 2008 fiscal year, effective November 20, 2007 through June 30, 2008, unless otherwise stated.

1. Vonetta Augustine – Paraprofessional, \$15.00 per hour, days and hours vary, Counseling and Student Services, Student and Community Advancement Area, to assist the Project Success coordinator in the management of the program.
2. Elizabeth Bermudez – Paraprofessional, \$13.50 per hour, days and hours vary, Math, Engineering, and Science Achievement Program/Natural Sciences, Academic Affairs Area, to assist with helping to coordinate and organize activities, student files, assist in the promotion and overall function of the program.
3. Cheryl Clemons – Paraprofessional, \$17.00 per hour, Monday through Friday (days vary), 40 hours per week (hours vary), Distance Learning/Learning Resources, Academic Affairs Area, to assist students, faculty, and staff with the various programs offered through the Distance Learning office.
4. Roxana Cortez – Paraprofessional, \$15.00 per hour, Monday through Friday (days vary), 20 hours per week, October 1, 2007 through June 30, 2008, Counseling and Student Services, Student and Community Advancement Area, to assist Counseling division staff as needed.
5. Nadia Hernandez – Library/Media Technical Aide, \$9.00 per hour, Monday through Friday (days vary), 20 hours per week (hours vary), Learning Resources, Academic Affairs Area, to perform a variety of complex library, learning resources, and media services duties.

6. Wanda Holt – Paraprofessional, \$18.00 per hour, Monday through Friday (days vary), 8:00 a.m. to 4:30 p.m. (hours vary), effective October 16, 2007 through June 30, 2008, Extended Opportunities Program & Services/California Work Opportunity and Responsibility to Kids/Cooperative Agencies Resources for Education, Student and Community Advancement Area, to support daily operations while assisting in maintaining contact with community agencies and other duties as assigned.
7. Nicholas Jones – Coaching Assistant, \$16.25 per hour, days and hours vary, Health Sciences and Athletics, Academic Affairs Area, to assist the coaching staff with the coordination of all aspects of practice and competition.
8. Andrew Kim – Paraprofessional, \$10.00 per hour, Tuesday through Saturday (days vary), 20 hours per week (hours vary), Math, Engineering, and Science Achievement Program/Natural Sciences, Academic Affairs Area, to work as a facilitator in organizing and managing an Academic Excellence Workshop.
9. Ky Le – Tutor VII, \$18.50 per hour, days and hours vary, effective October 22, 2007 through June 30, 2008, Mathematical Sciences, Academic Affairs Area, to provide tutoring services in the Math Study Center.
10. Esly Pinzon – Paraprofessional, \$12.00 per hour, days and hours vary, Outreach and School Relations/Enrollment Services, Student and Community Advancement Area, to assist with the primary functions of the day-to-day operations in the office of Outreach and School Relations.
11. Samantha Ramirez – Program Assistant II, \$9.00 per hour, Monday through Friday (days vary), 10 hours per week (hours vary), Writing Center/Humanities, Academic Affairs Area, to assist faculty with computer-related tasks involving Etudes and Wisesoft, and preparing a Powerpoint presentation and a reading lab manual.
12. Darlene Stevenson – Interpreter IV, \$24.25 per hour, Sunday through Saturday (days vary), 7:00 a.m. to 10:00 p.m. (hours vary), effective October 8, 2007 through June 30, 2008, Special Resource Center/Health Sciences and Athletics, Academic Affairs Area, to provide accommodations for students with disabilities.
13. Daniel Valladares – Professional IV, \$100.00 per hour, Monday through Friday (days vary), up to 80 hours per fiscal year, Center for Applied Competitive Technologies/Community Advancement, Student and Community Advancement Area, to provide technical training and consulting services on AutoCAD engineering software system for Honeywell Aerospace.

14. Caryn Yokota – Paraprofessional, \$11.50 per hour, Monday through Friday (days vary), 30 hours per week (hours vary), effective August 20, 2007 through June 30, 2008, First Year Experience/Enrollment Services, Student and Community Advancement Area, to assist with group tutoring and academic assistance in Supplemental Instruction program.
15. Scott Zuvich – Paraprofessional, \$18.00 per hour, Monday through Saturday (days vary), 8:00 a.m. to 10:00 p.m. (hours vary), effective July 1, 2007 through June 30, 2008, Center for Applied Competitive Technologies/Community Advancement, Student and Community Advancement Area, to provide assistance in designing, programming, testing, maintaining and supporting web server.
16. The following individuals are to work as Tutor IV, \$11.50 per hour, Monday through Saturday (days vary), hours vary, Learning Resources, Academic Affairs Area, to provide tutoring services in Learning Resources.

Joon Kim

Mariko Takayama

17. The following individuals are to work as Tutor VII, \$18.50 per hour, days and hours vary, Mathematical Sciences, Academic Affairs Area, to provide tutoring services in the Math Study Center.

Kaori Miyamura

Tim Vu

C. NEW CLASSIFICATION SPECIFICATION FOR CLASSIFIED POSITION

It is recommended that the Board approve the new classification specification for the Production Coordinator as shown on the following pages.

D. NEW CLASSIFICATION SPECIFICATION FOR SUPERVISOR POSITION

It is recommended that the Board approve the new classification specification for the Publications Supervisor as shown on the following pages.

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PRODUCTION COORDINATOR

SUMMARY DESCRIPTION:

Under the direction of the assigned supervisor, oversees the primary functions of the day-to-day operations of the copy center and print shop; initiates, develops, maintains and disseminates specialized information; interacts with faculty and staff; monitors, develops, implements specific assigned duties related to the area assigned; leads, trains, coordinates and provides work direction to subordinate personnel; and perform a variety of technical tasks relative to assigned area of responsibility. Also performs the more complex and difficult reprographics work including preparing classroom related material on computer for offset press and copier reproduction in a networked environment; operates computerized high volume duplication and related equipment for the reproduction of District materials; and performs binding and finishing work for printed materials.

REPRESENTATIVE DUTIES:

Lead and oversee lower level staff as assigned; train assigned employees in their areas of work including proper equipment operation methods, procedures, and techniques.

Operate programmable high volume duplication and related equipment for the reproduction of District materials; participate in performing the most complex work of the unit including binding and finishing work for printed materials.

Operate computer equipment for electronically and web transmitted documents, email, and computer network documents to print server.

Sets up, programs and operates high-speed, programmable photocopying machines, Docu-Color press, scan station, personal computer for reproducing materials from rough draft or typewritten copy.

Evaluates and corrects networking jobs.

Oversee printing and photocopying services for the District; set up, adjust, operate, and maintain multiple high-speed computerized digital copiers, printers, scanners, and print servers.

Reproduce District printed material for instructors and administrators; assure timely and effective services; maintain prescribed standards of work production.

Review work in progress and work performed to assure proper application of duplicating processes, paper weights and sizes and other related information.

Check, replace, and maintain duplicator supplies; assure appropriate levels and proper working condition; replace dry ink, waste toner, staple cartridge, fuser agents, paper and other supplies; maintain an inventory of supplies and parts.

Troubleshoot minor equipment problems; interact with vendors and service technicians over the phone to resolve operational issues; explain equipment problems and failures.

Perform a variety of bindery and finishing work such as binding, drilling, cutting, collating, trimming, folding, and shrink wrap of printed materials; organize, package and distribute orders to District departments.

Communicate with District staff in person and on the telephone; inform instructors and staff of copyright laws and guidelines.

Operate a computer to prepare and maintain daily logs and files of work projects, etc.

Prepare and maintain daily logs and files of work projects.

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper operation of programmable, computerized, high-volume duplicator and related printing equipment.

Proper operation of binding and finishing equipment including safe handling procedures.

Principles of lead supervision and training.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles and procedures of record keeping and filing.

English usage, spelling, grammar, and punctuation.

Occupational hazards and standard safety practices.

ABILITY TO:

Independently perform the most difficult reprographics operation procedures.

Interpret, explain, and enforce department policies and procedures.

Lead, organize, and review the work of staff.

Operate a high-speed photocopy machine and other equipment needed to collate, staple and drill materials as requested.

Interpret printing request forms and make independent decisions.

Implement and maintain standard filing systems.
Understand and carry out oral and written instructions.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Meet critical deadlines while working with frequent interruptions.
Observe strict safety regulations and procedures.
Work cooperatively with other departments and divisions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Completion of the twelfth grade and three years of increasingly responsible experience in the operation of a variety of reprographic production equipment including computerized document processing.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Environment: Work is performed primarily in a printing office with extended periods of time operating reprographic equipment and viewing computer monitor; exposure to machine vibrations and noise while operating machinery.

Physical: Primary functions require sufficient physical ability and mobility to work in a print shop setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate office and reprographic equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Classified Salary Range 34
Board Approved: November 19, 2007

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PUBLICATIONS SUPERVISOR

SUMMARY DESCRIPTION:

Under the direction of an assigned supervisor, the Publications Supervisor will organize and manage the promotion and delivery of marketing materials (print and web) for El Camino College (including Compton Center); oversee the development of various contracts for services with vendors; develop, manage and oversee the production of promotional and marketing materials; manage and deliver a variety of materials for distribution to businesses, community-based agencies, educational institutions and the community at large. Assist in coordination of various special events and activities for the college both on campus and in the community; assist in coordination of various requests from production companies for filming on campus. Manage and oversee general operations and staff for the Copy Center and Print Shop.

REPRESENTATIVE DUTIES:

The duties of the Publications Supervisor may include, but are not limited to the following:

Direct and oversee all college publications, including class schedules, college catalog, news releases and brochures, as well as the web site and related web pages; assist in directing and coordinating college marketing and advertising campaigns.

Assist with directing and overseeing the design and structure of the college web site; review and approve all web-related promotional products.

Research, plan, organize and produce marketing and promotional print and web materials for the college (including Compton Center).

Plan, recommend and assist in implementing web and email-based promotions and awareness campaigns.

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

Research, write and develop text for print and web marketing materials, as needed; review and edit all print and web promotional materials to promote El Camino College, Compton Center and their programs.

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

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

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

Assist in the coordination and development of relationships with a variety of vendors, organizations, community-based agencies, educational entities and production companies.

Prepare and track project costs and expenditures to assure that budget and plans are managed effectively.

Establish procedures to implement production of materials and services and develop strategies in conjunction with the department director; ensure that constituents are given the opportunity for feedback on developed materials prior to distribution.

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

Research, monitor and prepare data for various reports needed by the District.

Provide supervision, oversight and coordination of department staff.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Familiarity with digital copiers and pre-and post-press reprographic equipment and small offset presses preferred.

ABILITY TO:

Display evidence of sensitivity to and understanding of social-economic, academic, cultural and ethnic diversity within the population including individuals with physical and/or learning disabilities as these factors relate to differences in learning styles.

Exhibit effective oral written communication skills and interpersonal skills using tact, patience and courtesy; develop and deliver needs assessments.

Analyze situations accurately and take effective courses of action.

Maintain records and prepare reports.

Prioritize and schedule work.

Work effectively with others.

Maintain current knowledge of technical advancements within field including podcasting, streaming video and email databases.

Implement programs and projects within specific budget guidelines.

Be able to acquire knowledge of applicable Education Code, local, state, federal regulations, where applicable.

EDUCATION AND EXPERIENCE:

Minimum of bachelor's degree in communications, marketing, journalism or public relations. Minimum three years experience in public relations, writing, publications development and/or journalism.

Supervisory experience preferred.

Supervisor Salary Range 19
Board Approved: November 19, 2007

A. Board Policy 2510 – Participation in Local Decision Making

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

Board Policy 2510 Participation in Local Decision Making

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for Superintendent/President action under which the District is governed and administered.

Each of the following shall participate as required by law in the decision-making processes of the District:

Academic Senate(s) Title 5, Sections 53200-53206.)

The Board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.

The Board will normally accept the recommendations of the Academic Senate on academic and professional matters as defined by Sub-Chapter 2, Section 53200, et seq., California Administrative Code, Title 5, and as listed below:

1. Curriculum, including establishing prerequisites and placing courses within disciplines;
2. Degree and certificate requirements;
3. Grading policies;
4. Educational program development;
5. Standards and policies regarding student preparation and success;
6. District and College governance structures as related to faculty roles;
7. Faculty roles and involvement in accreditation process, including self-study and annual reports;
8. Policies for faculty professional development activities;
9. Processes for program review;
10. Processes for institutional planning and budget development, and
11. Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate.

The Board of Trustees designates the Vice President-Academic Affairs as the liaison to the Academic Senate for the items listed above.

If the District Governing Board of Trustees disagrees with the recommendation of the Academic Senate, representatives of the two bodies shall have the obligation to meet and reach mutual agreement by written resolution, regulation, or policy of the Governing Board.

Nothing in this policy shall be construed to impinge upon the due process rights of faculty, nor to detract from any negotiated agreements between the Federation of Teachers and the District. Written notification shall be given to the El Camino College Federation of Teachers by the District at the beginning of discussions between the Academic Senate and the District on academic and professional matters.

Staff (Title 5, Section 51023.5)

Classified staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on staff. The opinions and recommendations of the Police Officers Association (POA), El Camino Classified Employees (ECCE) and confidential groups will be given every reasonable consideration.

~~**Students** (Title 5, Section 51023.7)~~

~~The Associated Students shall be given an opportunity to participate effectively in the formulation and development of District policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the Associated Students.~~

Students (Title 5, Section 51023.7)

The Associated Students shall be given an opportunity to participate effectively in the formulation and development of District policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the Associated Students.

The Board of Trustees shall recognize the Associated Student organization as provided by Education Code Section 76060, as the representative body of the students to offer opinions and to make recommendations to the administration of the College and to the Board of Trustees with regard to District policies and procedures that have or will have a significant effect on students. The District policies and procedures that have or will have a “significant effect on students” include the following:

1. Grading policies;
2. Codes of student conduct;
3. Academic disciplinary policies;
4. Curriculum development;
5. Courses or programs which should be initiated or discontinued;
6. Processes for institutional planning and budget development;
7. Standards and policies regarding student preparation and success;
8. Student services planning and development;
9. Student fees within the authority of the district to adopt; and
10. Any other District and College policy, procedure, or related matter that the Board of Trustees determines will have a significant effect on students.

The Board of Trustees shall give reasonable consideration to recommendations and positions developed by students regarding district and college policies and procedures pertaining to the hiring and evaluation of faculty, administration, and staff.

Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540, et seq.

Reference:

Education Code Section 70902(b)(7); Title 5, Sections 53200 et seq., (Academic Senate),
51023.5 (staff), 51023.7 (students)

Replaces Board Policy 3605

El Camino College

Adopted: 7/15/02

Amended:

B. Signature Authorization

It is recommended that the Board authorize Barbara Perez, Interim Associate Vice President – Human Resources to sign 1) “A” and “B” Warrants, 3) Purchase Orders, 4) Purchase Orders for the Bookstore, 6) Notices of Employment and Orders for Salary Payments, 15) Auxiliary Services Fund, 16) Dental Self-Insurance Fund – Wells Fargo Bank Account for the period of November 19, 2007 through the Annual Organizational Meeting in December, 2007.

VII. Committee of the Whole

Public Comment

1. 2006-2007 Board of Trustees Evaluation and Goals for 2007 – 2008

Each year the Board of Trustees establishes Goals and Evaluates its performance on the previous years goals. The Board of Trustees uses the attached evaluation form. The remarks are publicly presented and members of the Board may present recommended goals for the forthcoming year. The October Board meeting “sunshines” the evaluation instrument and restates the Board priorities as adopted on October 16, 2006.

- A Course Repeatability
- A Distance Education
- A Compton Center Report

- B Re-examine District voting structure
- B Communication Policy

- C Video Tape Board Meetings
- C Leave of Absence Report

- D Staff replacement and training

Background

At the October 2006 Board meeting, the Board was presented with the following potential assignments which generated the categorization of goals presented above.

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

1. Re-examination of District voting structure by District as opposed to at-large could take approximately 5 months and cost approximately \$20,000 for possible legal advice.
2. Board of Trustees Video and Audio Taping project: A consultant specializing in design and installation of video taping systems for public agencies has been retained to develop a project proposal for the Board of Trustees’ consideration. Preliminary consulting services to design the appropriate systems are estimated to take about 30 days at a cost of approximately \$6,000. Project design and installation will take approximately two months if the design and proposal are acceptable to the Board. Initial estimates of the cost for this project range from \$200,000 to \$350,000.
3. Course repeatability: The Fine Arts Division is weighing the option of non-credit course development in various Fine Arts programs as an alternative or a supplement

to credit courses. It is estimated, if approved, non-credit Fine Arts courses could be offered as early as fall 2007. Estimated cost is unknown at this time.

4. Distance Education Program: A program plan to increase distance education online course programming is near completion and includes the adoption of a college course management software program, faculty development, technical support for faculty and students and new staffing. Estimated cost of the program ranges from \$150,000 to \$300,000. The proposal will be completed within the next 30 days for Cabinet review.
5. District communication policy to be developed by Community Relations and will take approximately 4 months to process through Collegial Consultation. There will be minimal cost increase.
6. Leave of Absence Report is nearing completion and will be distributed to the Board within the month.
7. Staff replacement and training policy. There is no current Board Policy. There would be significant personnel and budget impact. Development of a Board Policy would require several months to go through collective bargaining and/or collegial consultation processes.
8. Parking permit machines are continually monitored and upgraded to meet student needs.
9. Compton Center Report. As offered at the last Board meeting, Provost Givens will make brief oral reports at each Board meeting.

**EL CAMINO COLLEGE BOARD OF TRUSTEES
SELF-EVALUATION QUESTIONNAIRE 2006-2007 -RESULTS**

Individual Trustees' appraisal of all members' activities.

	Strongly Agree	Agree	Disagree	Strongly Disagree	No Response
Priorities and Planning	MO	RS, RG, MC, NJ			BB
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.	RS	RG, MO, BB, MC, NJ			
3. All members of the Board can articulate the vision of the college to the diverse constituencies of the district.	RS	RG, MO, BB, MC, NJ			
Board and Chief Executive Officer Relations	MO	RS, RG, BB, MC, NJ	RG		
1. The Board and CEO maintain optimum communications.					
2. The roles of the CEO and the Board are clearly defined.	RS, RG, MO	BB, MC, NJ			
3. Trustees keep the CEO well informed of contacts with the community.	RS, MO	BB, MC	RG, NJ		
4. Trustees keep the CEO well informed of contacts with college employees.	MO	MC	RS, RG, BB, NJ		
Board and College Relations	RS, MO	RG, MC, NJ	BB,		
1. Trustees are knowledgeable about the college's history.					
2. Trustees are well versed concerning the college's strengths and weaknesses.	MO	RS, RG, BB	MC, NJ		
3. Trustees are knowledgeable about the mission of the college.	RS, MO	RG, BB, MC, NJ			
4. The Board is sensitive to the concerns of students.	MO, BB	RS, RG, MC, NJ			
5. The Board is sensitive to the concerns of employees.	MO, BB	RG, NJ	RS, MC		
6. The Board supports the college by attending various events.	MO	RG, BB, MC, NJ	RS		
Board and Community Relations	MO	RS, RG, BB, MC	NJ		
1. Trustees are well informed concerning the needs of the community.					
2. Trustees fairly and assertively represent the communities they serve.	MO	RS, RG, BB, MC, NJ			
3. Trustees use their community ties to promote a positive image of the college	RG, MO	RS, BB, MC, NJ			

Board Agendas	MO	RS, RG, MC, NJ	RG, BB,		
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.	RS, MO	BB, MC, NJ	RG		
3. The Board Agendas are organized logically which facilitates efficient use of time.	RS, MO, BB	RG, MC, NJ			
	Strongly Agree	Agree	Disagree	Strongly Disagree	No Response
Board Organization and Dynamics	RS, MO	RG, BB, MC, NJ			
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.	RS, RG, MO	BB, NJ			MC
3. All public meetings of the Board are conducted in compliance with the Brown Act.	RS, RG, MO, MC	BB	NJ		
Board Decision-Making Processes	MO, BB	RS, RG, MC, NJ			
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.	RG, MO, BB	RS, RG, MC, NJ			
3. Board members are provided with adequate information needed to fully understand the issues.	RG, BB, MC	RG, MO	RS, NJ		
Trustee Development and Education	RS, MC	RG, MO, BB	NJ		
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.	RS, MO	RG, BB, NJ			MC
3. Board members are well informed and knowledgeable about legislative issues that may impact the college.	RS, MO	BB, MC	RG, NJ		
4. Board members are well informed and knowledgeable about state policy issues that may impact the college	RS, MO	BB, MC, NJ	RG		
5. Information about important issues is readily shared among Board members.	RS, MO BB	RG, MC, NJ	RG		
Board Goals	RS, RG, MO	BB, MC, NJ			
1. The Board prepares an annual set of written goals and objectives.					
2. The annual objectives of the Board are measurable	RS	RG, MO	MC		BB, NJ
3. The Board has a set of clearly defined performance standards.	RS		MC, NJ		RG MO BB
4. The Board's goals and objectives are clearly communicated to the college community.	RS	MO, BB, MC	NJ, RG		

Board Evaluation 1. The Board systematically identifies and reports its accomplishments.	RS	RG, MO, MC, NJ			BB
2. The Board provides ample opportunity for college employees and citizens of the community to evaluate its performance.	RS, MO	BB, NJ	RG, MC		
3. The Board takes appropriate measures to assure that its self-evaluation is objective, impartial and constructive.	RS, MO	RG, NJ	MC		BB