



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

Mr. William Beverly
President
Trustee Area Three

Mrs. Mary E. Combs
Vice President
Trustee Area Two

Dr. Nathaniel Jackson
Secretary
Trustee Area One

Dr. Ray Gen
Trustee Area Four

Miss Maureen O'Donnell
Trustee Area Five

Mr. Philip Gomez
Student Member

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

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

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

Agenda, Tuesday, February 21, 2006
Haag Recital Hall
4:30 p.m.

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of January 23, 2006**
- III. Presentations - none**
- IV. Public Hearings**
 - A. Public Hearing: Negotiations Between the El Camino Community College District and the Child Development Center Teachers – Full Contract Negotiations**
- V. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
 - A. Public Comment
 - B. Academic Affairs
 - See Academic Affairs Agenda, Pages 1-15*
 - Student and Community Advancement
 - See Student Services Agenda, Pages 1-3*
 - Administrative Services
 - See Administrative Services Agenda, Pages 1-14*
 - See Measure “E” Bond Fund Agenda, Pages 1-4*
 - See Human Resources Agenda, Pages 1-10*
- VI. Public Comment on Non-Agenda Items**
- VII. Oral Reports**
 - A. Academic Senate Report
 - B. Board of Trustees Report
 - C. President's Report
- VIII. Closed Session**
 - A. Existing Litigation, Brown Act Section 54946.9
 - 1. 2 Cases
 - B. Labor Relations, Brown Act Section 54957.8
 - 1. American Federation of Teachers,
Local 1388

2. El Camino Classified Employees
Local 6142
 3. El Camino Police Officers Association
- C. Personnel Matters, Brown Act Section
54947
1. 1 Case

Board of Trustees Meeting Schedule for 2006 4:30 p.m.
--

Monday, January 23, 2006
Tuesday, February 21, 2006
Monday, March 20, 2006
Monday, April 17, 2006
Monday, May 15, 2006
Monday, June 19, 2006
Monday, July 17, 2006
Monday, August 21, 2006
Tuesday, September 5, 2006
Monday, October 16, 2006
Monday, November 20, 2006
Monday, December 18, 2006

EL CAMINO COLLEGE STRATEGIC PLAN 2004-2007

Vision Statement

El Camino College will be the College of choice for successful student learning, caring student services and open access. We, the employees, will work together to create an environment that emphasizes people, respect, integrity, diversity and excellence. Our College will be a leader in demonstrating accountability to our community.

Mission Statement

The mission of El Camino College is to meet the educational needs of its diverse community and ensure student success by offering quality, comprehensive educational opportunities.

Statement of Philosophy

Everything El Camino College is or does must be centered on its community, for without the community, we have no students, no faculty or staff, no reason to exist. It is our community that saw the need and valued the reason for the creation of El Camino College. Therefore, it is to our community that we must be responsible and responsive in all matters educational, fiscal and social.

Statement of Values

Our highest value is placed on our students and their educational goals. Interwoven in that value is our recognition that the faculty and staff of El Camino College are the College's stability, its source of strength and its driving force. With this in mind, our five core values are:

People – We strive to balance the needs of our students, employees and community.

Respect – We work in a spirit of cooperation and collaboration.

Integrity – We act ethically and honestly toward our students, colleagues and community.

Diversity – We recognize and appreciate our similarities and differences.

Excellence – We aspire to deliver quality and excellence in all we do.

Guiding Principles

The following guiding principles are used to direct the efforts of the District:

El Camino College must strive for distinction in everything the College does—in the classroom, in services and in human relations. Respect for our students, our fellow employees, our community and ourselves, must be our underlying goal.

Cooperation among our many partners is vital for our success—whether they be other schools and colleges, businesses and industries, or individuals.

Access and opportunity must never be compromised. Our classrooms are open to everyone who meets our admission eligibility and our community programs are open to all. This policy is enforced without discrimination and without regard to gender, ethnicity, personal beliefs, abilities or background.

Strategic Goals 2004-2007

1. Support and constantly improve the quality of our educational offerings.
2. Promote student-centered learning to increase student success.
3. Support innovative practices that enhance the educational experience.
4. Foster a climate that promotes integrity and accountability.
5. Support and develop effective and motivated employees.
6. Improve and enhance internal and external communication.
7. Incorporate flexibility into institutional structure and process.

EL CAMINO COMMUNITY COLLEGE DISTRICT
MINUTES OF THE REGULAR MEETING OF
Monday, January 23, 2006

The Board of Trustees of the El Camino Community College District met at 4:30 p.m. on Monday, January 23, 2006, in the Haag Recital Hall at El Camino College.

The following Trustees were present: Trustee Mary E. Combs, Vice President; Trustee Nathaniel Jackson, Secretary; Trustee Ray Gen, Member; Trustee Maureen O'Donnell, Member; and Mr. Philip Gomez, Student Member.

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

Minutes of the Regular Board Meeting of December 19, 2005

The Minutes of the Regular Board Meeting of December 19, 2005 were approved.

Consent Agenda

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

Academic Affairs

Proposed Curriculum Changes – Effective 2006-2007 Academic Year

Student and Community Advancement

Student Field Trip

2006 Spring Girls' High School Basketball League

Administrative Services

Non-Resident Tuition Fee for 2006-2007

Audit Report 2004-2005

Contract/Personal Services Agreements Below \$50,000

Contracts Valued at \$50,000 or Higher

Change Order – Public works, Technical Arts Building Re-Roof Project

Purchase Orders and Blanket Purchase Orders

Measure E Bond Fund

Project Budgets

Citizens' Bond Oversight Committee

Retention Reduction

Contracts Valued at \$50,000 or Higher

Purchase Orders

Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

Classified Professional Growth

New Title for Vice President Position

Part-Time Faculty Salary Proposal

Notice and Scheduling of Hearing: Negotiations Between the El Camino

Community College District and the Child Development Center Teachers

Agreement Between El Camino Community College District and El Camino

Police Officers Association Contract Ratification

President/Board of Trustees

2004-2005 Board of Trustees Goals and Evaluation

2005-2006 Board of Trustees Goals and Evaluation

Travel

Motion Carried. Student Trustee Gomez recorded an advisory yes vote but abstained from action to adopt the Non-Resident Tuition Fee for 2006-2007.

Closed Session

Meeting recessed to a closed session at 5:00 p.m. Meeting reconvened at 6:00 p.m. and immediately adjourned.

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. Accreditation Progress Report	1
B. Conference Attendance – Mathematics, Engineering, Science Achievement (MESA) Program	14
C. Instructional Field Trips – Spring 2006	14
D. Sabbatical Leaves of Absence – 2006/07	14

A. ACCREDITATION PROGRESS REPORT

It is recommended that the Board approve the following Accreditation Progress Report:

EL CAMINO COLLEGE

Progress Report

Submitted by

El Camino College
16007 Crenshaw Boulevard
Torrance, California 90506

to

Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges

February 21, 2006

Table of Contents

<u>Page</u>	
i	Table of Contents
1	Statement of Report Preparation
2	Progress Report Task Force
3	Response to Recommendation 1
5	Response to Recommendation 2
6	Response to Recommendation 3
7	Response to Recommendation 4
9	Attachments
	1.1 Academic Affairs Program Review Status
	1.2 SCA Program Review Timeline

STATEMENT OF REPORT PREPARATION

Progress Report February 12, 2006

This Progress Report is written in response to the June 28, 2005 request from the Accrediting Commission for Community and Junior Colleges. The Progress Report is an update to the March 11, 2005 Focused Midterm Report submitted by El Camino College to the Commission. This Report responds to the Commission's request for the College to specify timelines and responsible individuals related to the four recommendations listed below:

- 1. As cited in previous (1990, 1996) accreditation recommendations, the college must improve and implement effective program review processes. All segments of the college community need to collaborate to develop and implement a streamlined, meaningful, and timely program review process for Academic Affairs and Administrative Services and link the outcomes to planning and budget processes. (Standards 3A.4, 3B.3)*
- 2. The team recommends that the college review and establish a consistently applied, thorough, objective, and accountable system of classified staff performance review, focused on individual growth and performance improvement (Standards 3.A.4, 3.B.3)*
- 3. As cited in both the 1990 and 1996 accreditation recommendations, the budget development process needs to be structurally linked to the institutional planning and program review process. This linkage should include the Educational Master Plan, Facilities Master Plan, Technology Master Plan, staffing plan, and other institutional planning efforts. (Standards 9.A.1, 9.A.3)*
- 4. The college's 1992 governance policy and current consultation procedures needs to be updated and clarified into one governance policy and procedure system in order to create an understandable and more effective governance system that clearly reflects the roles and responsibilities of all constituents. (Standard 10.B.8)*

The College has made significant progress addressing the four recommendations listed above as were described in the March 11, 2005 Focused Midterm Report. As background for the Commission, in spring 2005 the three vice president positions became vacant due to retirements. Two of the vice presidents, academic affairs and student and community advancement were hired as interims in July 2005. A permanent vice president of administrative services was hired to start on August 1, 2005. A permanent vice president of academic affairs was hired in December 2005 and the college is in the recruitment stage for a vice president of student services to start on July 1, 2006. Regardless of the changes in the composition of the Cabinet the College continued to address the Commission's recommendations and is making progress with the implementation.

The Vice President of Academic Affairs used the same members of the Accreditation Task Force to develop a response to the Commission's request for a progress report. In summer 2005, the President of the College assigned the Interim Vice President of Academic Affairs to become the Accreditation Liaison Officer with the responsibility to oversee this Progress Report.

Progress Report Task Force:

Dr. Francisco M. Arce, Vice President/Academic Affairs
Ms. Ruth Banda-Ralph, Faculty Co-Chair
Dr. Susan Dever, President, Academic Senate
Ms. Donna Manno, Representative, Administrative Services
Ms. Barbara Perez, Administrative Representative
Mr. Arvid Spor, Administrative Co-Chair

Thomas M. Fallo
Superintendent/President

Response to Recommendation 1

- 1. As cited in previous (1990, 1996) accreditation recommendations, the college must improve and implement effective program review processes. All segments of the college community need to collaborate to develop and implement a streamlined, meaningful, and timely program review process for Academic Affairs and Administrative Services and link the outcomes to planning and budget processes. (Standards 3A.4, 3B.3)*

Description of Progress Made Toward Recommendation 1

The College has met the requirement of Recommendation 1 and continues to move forward in an affirmative manner.

Academic Affairs

Under the direction of the Vice President of Academic Affairs the Dean of Natural Sciences is primarily responsible for overseeing the implementation of the program review in Academic Affairs. She meets regularly with the Vice President of Academic Affairs and the President of the Academic Senate to discuss issues related to implementation. The Dean is in the process of preparing a packet of information for each program review to assist the chairs in their work. At the orientation meeting this spring for the 2006 program reviews, each team will be provided key data to assist them in the analysis of their programs.

Currently 24 programs are in varying stages of their program review. The programs include Administration of Justice, Air Conditioning and Refrigeration, Anthropology, Architecture, Astronomy, Construction Technology, Dance, Engineering Mathematics, ESL, Reading, Film/Video, History, Law/Legal Assistant, Machine Tool Technology, Music, Nursing, Philosophy, Physics, Photography, Radiological Technology, Real Estate, Respiratory Care, Sociology, and Speech. Ten programs will be ready for the final stage of the process in April 2006. At that time, a committee comprised of representatives of the Academic Senate and Academic Affairs selected by the Vice President of Academic Affairs and the President of the Academic Senate, will meet with the program review chairs to review their documents and grant full or conditional approval of the programs. A second round of reviews will occur in September 2006 for the remainder of the programs (attachment 1.1).

The following grid delineates the process for the next round of reviews beginning fall 2006:

<i>Action Item</i>	<i>Timeframe</i>	<i>Originator</i>
Notify Deans and Institutional Research which programs will be starting program review in the fall.	January 2006	VP Academic Affairs, Dean of Natural Sciences
Identify program review chairs	February Flex Meeting	Deans
Provide basic program data.	April	Office of Institutional Research
Hold orientation/training session with team chairs	April/May	Dean of Natural Sciences
Program review surveys conducted	Sept/Oct	Chairs & Institutional Research
First drafts due to Division Office for dissemination to faculty	December	Deans & Chairs
Reports due to Academic Affairs Office	March 2007	Deans & Chairs
Program Review Acceptance	April	VP-Academic Affairs, President of Academic Senate
Dissemination of completed reports	May/June	VP-Academic Affairs

Student and Community Advancement:

Under the direction of the Vice President of Student and Community Advancement (SCA), the Dean of Enrollment Services is responsible for monitoring the program review process for all programs in Student and Community Advancement. The goal is for approximately 40 percent of SCA programs to complete the process by the end of spring 2006 with an additional 50 percent completed by spring 2007, and the remaining 10 percent by spring 2008 (attachment 1.2).

During September 2005, managers and staff from eleven departments in SCA, Admissions, Evaluations, Records, Registration, Veteran's Affairs, International Student Program, First Year Experience, Assessment and Testing, Outreach and School Relations, Student Development, and Financial Aid received detailed instructions on how to effectively write a meaningful program review. Managers and staff were further instructed to submit the first group of completed program reviews to the Vice President of Student and Community Advancement by the end of the spring 2006 for review and comment.

Administrative Services:

Under the direction of the Vice President of Administrative Services, the administrative services area is in the process of conducting program review. Human Resources will be completed in spring 2006 followed by Information Technology Services, Facilities Planning Services, and

Campus Police. Upon completion of their review in fall 2006, Fiscal Services, Purchasing and the Bookstore will complete the program reviews by fall 2007.

Summary

As the program reviews are completed in each of the respective vice president's areas, the vice president in collaboration with their councils will prioritize the recommendations generated by each department program review. The prioritized recommendations will be presented to the President's Cabinet for review and recommendation for funding. The newly prioritized recommendations will be presented to the Planning and Budgeting Committee for review and recommendation to the President. This review will occur during the planning cycle of the current budgeting process to identify programs and services that will receive new or increased funding in the following academic year.

Response to Recommendation 2

- 2. The team recommends that the college review and establish a consistently applied, thorough, objective, and accountable system of classified staff performance review, focused on individual growth and performance improvement (Standards 3.A.4, 3.B.3)*

Description of Progress Made Toward Recommendation 2

In 2005 the College completed Recommendation 2 and instituted a three-pronged approach for managers and supervisors to address the issues of consistency, performance improvement, and timeliness of classified evaluations. The three approaches used include a classified employee personnel grid, performance evaluation workshops, and the implementation of a classified employee performance evaluation procedure.

The evaluation grid was issued by the Human Resources Department to the College's three vice presidents and then disseminated to managers and supervisors in January 2005. The grids list departments or divisions within a vice president's area and show classified employee names, titles, original hire date, job status date, and last evaluation date. The grids are designed to highlight employee evaluations that had lapsed beyond the annual time frame thus prompting managers to catch up with delinquent classified staff evaluations and to construct a reminder system to avoid falling behind with annual evaluations. The majority of the College's managers and supervisors became engaged in the process and completed their staff evaluations however a sufficient amount of time has not passed since this effort began to know if managers will be persistent in their ongoing efforts to provide timely evaluations.

Two workshops were provided during the past year to address the team's recommendation of thoroughness, consistency, objectivity, accountability, growth, and performance improvement. In April a mandatory workshop was sponsored by the Human Resources Department. Another workshop occurred in November and was optional with training provided by the legal firm of

Liebert, Cassidy, and Whitmore. Improvements in the quality and caliber of the evaluations will need to be assessed by Human Resources personnel to determine if additional workshops are needed.

The third approach led by the Human Resources Department will alert managers and supervisors of classified personnel evaluations that must occur within 30-days of the notice, reminders will be sent at two weeks before the due date and a day after the due date. Copies of the reminder will also be sent to the manager's vice president at the two week mark. A list of overdue performance evaluations will be given to the Superintendent/President and the three vice presidents every month.

Response to Recommendation 3

- 3. As cited in both the 1990 and 1996 accreditation recommendations, the budget development process needs to be structurally linked to the institutional planning and program review process. This linkage should include the Educational Master Plan, Facilities Master Plan, Technology Master Plan, staffing plan, and other institutional planning efforts. (Standards 9.A.1, 9.A.3)*

Description of Progress Made Toward Recommendation 3

The College has met the requirements of Recommendation 3. Currently the College is in the second year of the three-year planning and budgeting process that began in the summer of 2004. The principle responsible parties of the planning and budgeting process are the College President, the three Vice Presidents and the Planning and Budget Committee (PBC). The planning and budgeting process has progressed through this academic year. As the budget is prepared for the third year of the cycle, it was decided that the focus of planning would be enrollment management with an emphasis on two program areas: student recruitment and student retention.

Recently, the three vice presidents requested from all unit managers a prioritized list of recommendations from the College's planning software that focused on student recruitment and retention. The PBC in March will also begin to review the status of action items generated in the 2004 Comprehensive Master Plan and the 2002 Accreditation Self-Study. Action items requiring development will be discussed and considered by the PBC for funding endorsement with the President's Cabinet making the final decision on funding. These prioritized recommendations will be reviewed and grouped into categories of recruitment and retention with a focus on plans that involve funding. Recommendations requiring funding will be brought to the PBC for advice and recommendation and then proceed to Cabinet. Program review has been identified as being a part of the process, and the first round of program reviews will begin to be considered by the PBC in spring 2006.

Based on prioritized recommendations from the various plans, the College allocated \$1,949,687 in funding to departments throughout the campus in the first year of the three-year planning cycle.

In the second year, the president's Cabinet funded \$2,581,436 of planning requests. In both years there was consultation with the following entities: Academic Senate, Planning and Budgeting Committee, and College Council.

The PBC serves as the steering committee for campus wide planning and budgeting. The PBC assures that planning and budgeting are interlinked and that the process is driven by institutional priorities set forth in the Educational Master Plan and other plans adopted by the College. The PBC makes recommendations to the Superintendent/President on all planning and budgeting issues and reports all committee activities to the campus community.

Response to Recommendation 4

4. The College's 1992 governance policy and current consultation procedures needs to be updated and clarified into one governance policy and procedure system in order to create an understandable and more effective governance system that clearly reflects the roles and responsibilities of all constituents. (Standard 10.B.8)

Description of Progress Made Toward Recommendation 4

The College has met the requirements of Recommendation 4. In June 2002 the El Camino College Board of Trustees approved the updated Board Policy (B.P.) 2510 and the corresponding Administrative Procedure (A.P.) 2510. Both the policy and procedure have been circulated through each collegial consultation committee on campus and placed on the College's website for ease of accessibility by all employees. The updated policy clarifies the District's decision-making process for the Academic Senate, staff, and students. The updated procedure spells out the role and functions of the District's College Council (a campus-wide collegial consultation committee), membership and process of College Council, other collegial consultation groups, and committee appointments.

To validate the effectiveness of the BP 2510, the College Council chaired by the President/Superintendent and made up of constituent representatives conducted a self evaluation in fall 2005. Generally, the self evaluation is positive and during discussions in College Council it was agreed that it is effective in its role. The College Council meets every week and includes a representative from the three unions, faculty senate, associated students and members of the President's Cabinet. Agenda items are generated by Council members. The Council also reviews the Board of Trustees Agenda and advises the President on a variety of matters covered in the Agenda.

Under the direction of the President/Superintendent the College Council will continue to conduct a self evaluation of its effectiveness on an annual cycle to ensure confidence in the college governance policy and procedure system. Recommendations for change or revision will be

discussed in College Council and Council representatives are expected to report back to their respective constituents. Consultation with constituents will be filtered back to the College Council for discussion and action.

ACADEMIC AFFAIRS PROGRAM REVIEW STATUS

October 2005

Program Review Status	Previous Self Study	2nd Round	1st Draft	Final Review
Paralegal Studies*	92/93, 00/01	2001	Done	
Speech Communication	92/93, 00/01	2001	Done	
Dance	93/94	2003	Done	Apr 06
English as a Second Language	92/93	2003	Done	Apr 06
Architecture		2004	IP	Apr 06
Astronomy	92/93	2004	Done	Apr 06
History/Ethnic Studies	92/93	2004	IP	Apr 06
Machine Tool Technology		2004	IP	Sep 06
Nursing*	94/95	2004	Done	
Philosophy		2004	IP	Apr 06
Physics	93/94	2004	IP	Apr 06
Real Estate	93/94	2004	IP	Apr 06
Administration of Justice	93	2005	IP	Sep 06
Air Conditioning and Refrigeration	94/95	2005	IP	Sep 06
Anthropology	97/98	2005	IP	Sep 06
Construction Technology	93/94	2005	IP	Sep 06
English - Reading	93/94	2005	IP	Sep 06
Film/Video		2005	IP	Sep 06
Mathematics - Engineering	94/95	2005	IP	Apr 06
Music		2005	IP	Apr 06
Photography		2005	IP	Sep 06
Radiological Technology*	92/93	2005	IP	
Sociology	98/99	2005	IP	Sep 06
Art	93/94	2006	Dec 06	Apr 07
Automotive Technology		2006	Dec 06	Apr 07
CADD	96/97	2006	Dec 06	Apr 07
Childhood Education	93/94	2006	Dec 06	Apr 07
Computer Information Systems		2006	Dec 06	Apr 07
Computer Science		2006	Dec 06	Apr 07
Fire and Emergency Technology	93/94	2006	Dec 06	Apr 07
Life Sciences	92/93	2006	Dec 06	Apr 07
Quality Assurance		2006	Dec 06	Apr 07
Recreation/PE Major		2006	Dec 06	Apr 07
Respiratory Care*	96/97,00/01, 03	2006	Dec 06	Apr 07
Teacher Education Program		2006	Dec 06	Apr 07

Program Review Status	Previous Self Study	2nd Round	1st Draft	Final Review
Welding		2006	Dec 06	Apr 07
Academic Strategies	93/94	2007	Dec 07	Apr 08
Auto Collision Repair/Painting	92/93	2007	Dec 07	Apr 08
Business		2007	Dec 07	Apr 08
Cosmetology	96/97	2007	Dec 07	Apr 08
Electronics & Computer Hardware Technology	93/94	2007	Dec 07	Apr 08
English	93/94	2007	Dec 07	Apr 08
Environmental Horticulture		2007	Dec 07	Apr 08
Fashion	93/94	2007	Dec 07	Apr 08
Honors Transfer Program	97/98,98/99	2007	Dec 07	Apr 08
Learning Resources Unit		2007	Dec 07	Apr 08
Mathematics - Developmental	93/94	2007	Dec 07	Apr 08
MESA		2007	Dec 07	Apr 08
Physical Education – Athletics Program	94/95	2007	Dec 07	Apr 08
Political Science	93/94	2007	Dec 07	Apr 08
Pre-Engineering		2007	Dec 07	Apr 08
Sign Language/Interpreter Training	94/95	2007	Dec 07	Apr 08
Theatre	93/94	2007	Dec 07	Apr 08
Chemistry	97/98	2008	Dec 08	Apr 09
Earth Sciences	98/99	2008	Dec 08	Apr 09
Economics	98/99	2008	Dec 08	Apr 09
Family & Consumer Studies	96/97	2008	Dec 08	Apr 09
Foreign Language	97/98,98/99	2008	Dec 08	Apr 09
General Studies	97/98	2008	Dec 08	Apr 09
Health Center	96/97	2008	Dec 08	Apr 09
Journalism	97/98	2008	Dec 08	Apr 09
Psychology	97/98	2008	Dec 08	Apr 09
School Health Clerk		2008	Dec 08	Apr 09
Science Career Prep Programs		2008	Dec 08	Apr 09
Special Resource Center	94/95	2008	Dec 08	Apr 09
Study Abroad Program		2008	Dec 08	Apr 09

*Accredited by outside agencies. Their accreditation reports serve as their program review.

Revised 1/2/06

SCA PROGRAM REVIEW TIMELINE

Year – 1 (2005/06)

- Admissions
- Evaluations
- Records
- Registration
- Veteran's Affairs
- International Student Program – ISP
- Outreach & School Relations
- Financial Aid
- Assessment & Testing
- Student Development
- Matriculation - Orientation
- First Year Experience / Supplemental Instruction

Year – 2 (2006/07)

- Center for Applied Competitive Technology – CACT
- Center for International Trade Development – CITD
- Inglewood Center/One-Stop
- Small Business Development Center – SBDC
- Workforce and Community Education
- El Camino Language Academy – ECLA
- Workplace Learning Resource Center – WpLRC
- Counseling
- EOP&S/CARE/CalWORKs
- Career Center
- Transfer Center
- Project Success
- Puente Program
- Matriculation - Student Enhancement Program

Year – 3 (2007/08)

- Institutional Research and Planning
- Resource Development - Foundation
- Resource Development - Grants Development and Management

2/14/06

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

It is recommended that the Board approve the MESA students listed below to participate in the Basic and Advance Science Technology Academies of Research (BA STAR) retreat that will take place in the Alliance Redwoods in Occidental, California, 10-12 March 2006. Expenses will be covered by the MESA Program and students will be accompanied by the MESA Director, Arturo Hernandez. Transportation will be by van.

Daryl Addison	Joel Cowart
Sandra Aldana	April Huerta
Daniel Aleman	Miguel Lima
Rogelio Arias	Salvador Montes
Nicolas Atilano	Lester Palacios
Armando Cabrera	Jorge Sanchez
Carlos Castro	Daari Terrell
Daven Cocroft	Mekebeb Tesfa
Brittany Cowan	John Villasenor

C. INSTRUCTIONAL FIELD TRIPS – SPRING 2006

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

1. March 31 – April 3, 2006 – Professor Joseph Holliday – Geology 30 Class, estimated students 20, Death Valley, depart 8:00 a.m. (3/31), return 4:00 p.m. (4/3) – Van transportation.
2. May 4-7, 2006 – Professor Matthew Ebner – Geography 20ABCD Class, estimated students 25, San Francisco, Monterey, Big Sur – depart 7:00 a.m. (5/4), return 7:00 p.m. (5/7) – Van transportation.
3. June 22-25, 2006 – Professor Matthew Ebner – Geography 20ABCD Class, estimated students 25, Sacramento, Lake Tahoe, Mono Lake – depart 7:00 a.m. (6/22), return 7:00 p.m. (6/25) – Van transportation.

D. SABBATICAL LEAVES OF ABSENCE – 2006/2007

It is recommended that the Board approve the following faculty members for Sabbatical Leaves of Absence during 2006/07:

1. One-Semester Sabbatical

Eugene Armao	Fall 2006
Joyce Dallal	Spring 2007
Matthew Ebner	Fall 2006
Barbara Jaffe	Fall 2006
Robert Lewis	Fall 2006
Dale Perinetti	Spring 2007
Louis Sinopoli	Fall 2006
Susan Taylor	Spring 2007

2. Half-Pay Sabbatical

Stephanie Schwartz	Fall 2006
--------------------	-----------

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

	<u>Page No.</u>
A. Student Field Trips.....	1-2
B. International Travel.....	2
C. Destruction of Records – Career Placement Services.....	3

A. STUDENT FIELD TRIPS

It is recommended that the Board ratify/approve the following student field trips sponsored by Project Success, Transfer Center, and Women in Technology. The purposes of the trips are to obtain information about transfer and admissions requirements as well as career tours. Additional Chaperons if needed: Sue Oda-Omori, Lori Suekawa, Ken Key, Ken Gaines, Elaine Moore, Bill Cooper, Terry Spearman, Lisa Raufman, Tri Le, Tiffanie Hong, Griselda Castro, Lori Losorelli, Sabra Sabio, Maribel Hernandez, Dexter Vaughn, Junette Fariolen, and Cheryl Beverly-Grant.

Project Success – E. Elaine Moore

February 17, 2006 – Cal State Dominguez Hills, Carson California. Estimated students – 30. Depart 8:15am; return 12:30pm. Transportation by bus.

March 10, 2006 – Loyola Marymount University, Los Angeles, California. Estimated students 30. Depart 8:00am; return 12:30pm. Transportation by bus.

Transfer Center – Dianne Martinez

February 18, 2006 – Cal State Los Angeles, Los Angeles California, California. Estimated students 20. Depart 9am; return 3pm. Transportation by vans.

March 10, 2006 – Cal Poly Pomona, Pomona, California. Estimated students 20. Depart at 8am; return 5:00 pm. Transportation by vans.

March 14, 2006 – Laguna College of Art, Laguna, California. Estimated students 20. Depart 8am; return 5pm. Transportation by vans.

March 17, 2006 – Art Center College of Design, Pasadena, California. Estimated students 20. Depart 8am; return 5pm. Transportation by vans.

March 22, 2006 –California Arts, Los Angeles, California. Estimated students 20. Depart 8am; return 5pm. Transportation by vans.

March 28, 2006 – OTIS College of Design, Los Angeles, California. Estimated students 20. Depart 8am; return 5pm. Transportation by vans.

March 31, 2006 – USC, Los Angeles, California. Estimated students 45. Depart 8am; return 5pm. Transportation by bus.

April 7, 2006 – San Diego State, San Diego, California. Estimated students 20. Depart 8am; return 5pm. Transportation by vans.

April 8, 2006 – Can State Fullerton, Fullerton, California. Estimated students 20. Depart 8am; return 5pm. Transportation by vans.

April 22, 2006 – UC Irvine, Irvine, California. Estimated students 20. Depart 8am; return 5pm. Transportation by vans.

April 28, 2006 – UCLA, Los Angeles, California. Estimated students 45. Depart 8am; return 5pm. Transportation by Bus.

April 29, 2006 – Cal State Channel Islands, Long Beach, California. Estimated students 20. Depart 8am; return 5pm. Transportation by vans.

May 5, 2006 – Cal State Northridge, Northridge, California. Estimated students 20. Depart 8am; return 5pm. Transportation by vans.

May 12, 2006 – UC Santa Barbara, Santa Barbara, California. Estimated students 20. Depart 8am; return 5pm. Transportation by vans.

Women in Technology

February 23, 2006 – JPL Tour (Women in Technology). Pasadena, California. Estimated students 40. Depart 10am; return 5:00pm. Transportation by vans.

March 23, 2006 – Victoria Martinez – Robinson Helicopter Company, Torrance, California. Estimated students 20. Depart 12Noon; return 3:30pm. Transportation by vans.

B. INTERNATIONAL TRAVEL

It is recommended that the Board approve international travel for Ms. Destyn LaPorte to participate in the Study USA Fair, March 21-27, 2006, in Soul, Korea. The purpose of the trip is to recruit students and meet with Korean agents. Expenses in the amount of \$5,000 are to be paid from the El Camino College Language Academy Conference Account.

C. **DESTRUCTION OF RECORDS – CAREER PLACEMENT SERVICES**

It is recommended that the Board approve the destruction of Class III – Disposable Records for Fiscal Years 1987 through 2000. The following records have met the retention period requirements of the Administrative Code, Title 5, Education Sections 59020 through 59029.

Career Placement Services Student/Casual Timesheets
Career Placement Services Student Application Forms
College Work-Study Audit Files

**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.....	1
B. Transfer of Funds to Capital Outlay Projects Fund 41	2
C. Contracts Under \$50,000	2
D. Contracts \$50,000 or Higher.....	3
E. Notice of Job Completion	4
F. Enron.....	4
G. Declaration of Surplus Property.....	7
H. Purchase Orders and Blanket Purchase Orders.....	10

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 December 31, 2005.

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 December 31, 2005, is shown on the following Quarterly Financial Status Report for Unrestricted General Fund (11) and Restricted General Fund (12).

**FISCAL YEAR 2005-06
Quarter Ended (Q) December 31, 2005**

<u>General Fund</u>	<u>2005-06 Budget</u>	<u>Year-to-Date Actuals</u>	<u>Percentage</u>
INCOME			
Federal	\$ 3,385,202	\$ 641,710	18.96%
State	68,427,223	34,706,453	50.72%
Local	34,613,774	16,747,135	48.38%
Interfund Transfers	<u>592,266</u>	<u>139,478</u>	<u>23.55%</u>
Total Income	\$107,018,465	\$52,234,776	48.81%
APPROPRIATIONS			
Academic Salaries	\$ 44,421,847	\$17,094,214	38.48%
Classified Salaries	26,868,270	11,314,746	42.11%
Staff Benefits	18,991,591	6,725,219	35.41%
Supplies/Books	2,683,500	1,008,095	37.57%
Other Operating Expenses	11,143,158	5,485,630	49.23%
Capital Outlay	1,083,830	220,087	20.31%
Other Outgo	<u>2,180,000</u>	<u>1,072,552</u>	<u>49.20%</u>
Total Appropriations	\$107,372,196	\$42,920,543	39.97%

B. TRANSFER OF FUNDS TO CAPITAL OUTLAY PROJECTS FUND 41

It is recommended that \$60,000 of funds in the 2005-06 General Fund-Restricted parking revenues budget be transferred to the Capital Outlay Projects Fund for support of the Facilities Master Plan.

C. CONTRACTS UNDER \$50,000

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

1. Community Advancement Division

The Community Advancement Division provides contract training to private industry consistent with the California State Education Department's emphasis on economic development. The Center for Applied Competitive Technologies (CACT) and the Small Business Development Center (SBDC) contracts with various companies to provide such training.

<u>Contractor</u>	<u>Dates of Service</u>	<u>Contract Amount</u>
<u>Adams Rite Aerospace</u>	01/19/06-06/30/06	Income: \$35,028 Expenses: <u>\$15,330</u> Net: \$19,698

The CACT will provide Manufacturing Skills/Blueprint Reading training to contractor's employees under State Employment Training (ETP) Contract #ET06-0112 (Board approved 8/15/05).

<u>American Apparel</u>	01/27/06-06/30/06	Income: \$44,480 Expenses: <u>\$20,000</u> Net: \$24,480
-------------------------	-------------------	--

The CACT will provide on-going improvement training for 80 employees of American Apparel under State Contract #ET06-0112 (Board approved 8/15/05).

<u>Chatsworth Products, Inc.</u>	02/2006-06/30/06	Income: \$11,340.00 Expenses: <u>\$ 6,000.00</u> Net: \$5,340.00
----------------------------------	------------------	--

Through this contract, the CACT will provide continuing Improvement/Lean Manufacturing training for 15 employees at the contractor's location.

<u>Pathology, Inc.</u>	12/05/05-06/30/06	Income: \$13,478.40 Expenses: <u>\$7,200.00</u> Net: \$6,278.40
------------------------	-------------------	---

Through this agreement, the CACT will provide continuous Improvement Training to 23 employees under state funded Contract #ET06-0112 (Board approved 08/15/05).

<u>Contractor</u>	<u>Dates of Service</u>	<u>Contract Amount</u>
<u>Teledyne Reynolds</u>	01/19/06-06/30/06	Income: \$22,240 Expenses: <u>\$9,600</u> Net: \$12,640

The CACT will provide Lean Manufacturing training to contractor employees, under State ETP Contract #ET06-0112 (Board approved 08/15/05).

2. Industry and Technology Division

California Community Colleges 09/30/05-08/31/06 Income: \$12,000

The Foundation for California Community Colleges has an agreement with the State of California, Bureau of Automotive Repair (BAR) to provide referees to hear consumer complaints and negotiate reasonable results in disputes, and to train student technicians to perform the necessary technical services in the State's Smog Check program. The program's goal is to help improve California air quality while training College students in critical technical services and provide to the citizen, consumer, and taxpayer, economical alternatives associated with vehicle ownership and a safer and healthier living environment. Funds earned through the program may be used by the Foundation through grants to enhance the educational programs of the California Community College system. BAR is the nation's foremost automobile regulatory system

Through this agreement with the Foundation, El Camino College will provide its shop facility for the Lane Technician Smog Check Program.

D. CONTRACTS \$50,000 OR HIGHER

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

<u>ELS Group,</u>	01/06/06-06/30/06	Cost:	\$7,500/month
<u>International Search Partners</u>		Fee:	<u>\$1,125/month</u>
		Total Cost:	\$51,750

The Small Business Development Center (SBDC) is partially funded by the U. S. Small Business Administration, California Community College Economic & Workforce Development Program and El Camino Community College District.

The ELS Group is a Division of International Search Partners, an agency that specializes in identifying professional management consultants for organizations.

Under this agreement, consultant Thomas Niland will serve as the Interim Director for the Small Business Development Center (SBDC).

E. NOTICE OF JOB COMPLETION

It is recommended that the Board approve payment to Best Roofing & Water Proofing, Inc. for work performed on the projects listed below. The required work has been completed in accordance with the conditions and specifications of the subject bids and have been accepted by District Representative David Miller, Assistant Director/Facilities Planning and Services. Payment is to be paid as indicated below.

	<u>Project</u>	<u>Contract Amount</u>
1.	<u>Pool Building Re-Roofing</u> Bid #2004-04 (Board 11/15/04) BPO #71394	\$192,021.32
2.	<u>Technical Arts Building Re-Roofing</u> Bid #2004-11 (Board 06/27/05) BPO #87598	\$238,621.80
		Total: <u>\$430,643.12</u>

F. ENRON

It is recommended that the Board approve the Resolution Authorizing Settlement of the District’s Bankruptcy Claims Against Enron, including participation in the “True-up” process, and authorize the Community College League of California to execute the Settlement Agreement on Behalf of the District.

Background: The El Camino Community College District along with 35 other Districts has filed a claim in a bankruptcy proceeding against Enron and its subsidiaries. The Community College League of California (“CCLC”) and bankruptcy counsel for the District and CCLC, Gibson, Dunn and Crutcher, have succeeded in negotiating a settlement of the claims of the various districts against Enron, and of Enron’s counter-claims against various Districts. In addition to approving the substance of the Settlement Agreement with Enron, this Resolution will also delegate to the CCLC the authority to execute the Settlement Agreement with Enron, and commit the District to participating in the “True-up” process.

Resolution and Authorization to Enter Into Settlement Agreement With Enron – is not available electronically.

February 21, 2006

Administrative Services 5

G. 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.

EL CAMINO COLLEGE SURPLUS LIST
Date: 12-05 Inventoried by: Ora Bryant

ECC #	Qty.	Description	Manufacturer	Model	Serial #	Cond.
17848	1	Typewriter	IBM	Selectric		4
28641	1	Printer	HP	1600c	USB7205569	4
27470	1	Printer	HP	III	3139JA2173	3
26854	1	Printer	HP	III	3033A45327	3
	1	Scan Jet	HP	ADF	SG960110TY	4
	1	Pick-up	FORD	1983	023848	5
	1	Fire Truck	Crown	Deluxe	F1404	3
001177	1	Computer	Dell	4100	6YPX401	4
002089	1	Power supply	APC	2200	WS9905012147	4
003567	1	FAX	Brother	Intellifax980m	E51342165	4
001390	1	Computer	Apple	Quattro 630	XB43920H3JY	4
27048	1	Printer	HP	Laser Jet	3044J77714	4
18966	1	Typewriter	Silver reed	EX55	85030955	4
002076	1	Notebook	Toshiba	330CDS	68800454A	4
28610	1	Printer	HP	870cxi		4
005421	1	Computer,	Unitek	P3	none	4
005419	1	Computer	Unitek	P3	none	4
005418	1	Computer	Unitek	P3	none	4
005415	1	Computer	Unitek	P3	none	4
005420	1	Computer	Unitek	P3	none	4
005422	1	Computer	Unitek	P3	none	4
005424	1	Computer	Unitek	P3	none	4
005430	1	Computer	Unitek	P3	none	4
005431	1	Computer	Unitek	P3	none	4
005416	1	Computer	Unitek	P3	none	4
005411	1	Computer	Unitek	P3	none	4
005413	1	Computer	Unitek	P3	none	4
005412	1	Computer	Unitek	P3	none	4
40730	1	Computer	Unitek	P3	none	4
005425	1	Computer	Unitek	P3	none	4
40731	1	Computer	Unitek	P3	none	4
005427	1	Computer	Unitek	P3	none	4
40719	1	Computer	Unitek	P3	none	4

* **Condition 1 = EXCELLENT (in working order) 2 = GOOD (needs repairs)**
3 = FAIR (needs minor repairs) 4 = POOR (no longer serviceable)
5 = Old and obsolete

February 21, 2006

Administrative Services 8

EL CAMINO COLLEGE SURPLUS LIST

Date: 7/11/03

Inventoried by: Ora Bryant

ECC #	Qty.	Description	Manufacturer	Model	Serial #	Cond.
005432	1	Computer			none	4
005417	1	Computer			none	4
005423	1	Computer			none	4
000850	1	Computer			none	4
001126	1	Computer			none	4
001097	1	Computer	Dell	4100		4
000620	1	Computer	Dell	XPSD233		4
002429	1	Computer	MIS	P2		4
001934	1	Computer	MIS	P2		4
002999	1	Computer	New Tec	P2		4
000863	1	Computer	Dell	P3		4
001325	1	Computer	Apple	6500-250		4
008397	1	Computer	Dell	4100		4
006258	1	Computer	MIS	P2		4
006288	1	Computer	MIS	P2		4
006290	1	Computer	MIS	P2		4
001943	1	Computer	New Tec	P2	087679062497	4
006253	1	Computer	Dell	XPSD233	EN90J	4
002114	1	Computer	MIS	P2	7852393	4
002112	1	Computer	New Tec	P2	08768206249737	4
002819	1	CPU	IBM	55SX	NONE	4
001591	1	CPU	ETOWER	4661	86-B103812	4
002789	1	CPU	Gateway	140061	QFT98AF0300612	4
002785	1	CPU	Gateway	G6-233	8538785	4
002782	1	Printer	Epson	DFX-5000t	None	4

* **Condition 1 = EXCELLENT (in working order)** **2 = GOOD (needs repairs)**
3 = FAIR (needs minor repairs) **4 = POOR (no longer serviceable)**
5 = Old and obsolete

H. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS

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

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
P0081515	Proquest Information & Learning	Div Office Instr. Se	Publications Periodicals	\$3,550.12
P0081516	Jeffrey Thomson	Fine Arts	Non-Instruct Supplies	\$160.00
P0081520	South Coast Air Quality Manage	Hazmat	Other Services And Expense	\$85.99
P0081521	CCS Presentation Systems, Inc.	I &T Division	New Equipmen-Instr.	\$7,139.06
P0081522	Konica Minolta Business Solutions	Automotive Technology	Instructional Supplies	\$69.15
P0081524	American Express Travel	Board Of Trustees	Conferences Mgmt	\$148.60
P0081525	A-1 Printing & Graphics, Inc	SBDC - Gardena/Long	Multi Media Advertising	\$3,658.85
P0081526	California Community College	Board Of Trustees	Conferences Mgmt	\$225.00
P0081527	Alert Services, Inc.	Radiologic Tech Dona	Non-Instruct Supplies	\$413.88
P0081528	Perform Better	Radiologic Tech Dona	Non-Instruct Supplies	\$137.20
P0081529	A-1 Office Plus	Div Office Nat Science	Non-Instruct Supplies	\$204.59
P0081530	Sidedoor Studio, The	Women in Ind. & Tech	Non-Instruct Supplies	\$99.00
P0081531	Roberto B. Pandolfi	WPLRC State Leaders	Conferences Mgmt	\$55.33
P0081532	Time Motion Tools	Electronics	Instructional Supplies	\$212.34
P0081533	Dieterich-Post Company	Architectural Techno	Repairs - Instructional	\$740.09
P0081538	Mass Press	President's Office	Non-Instruct Supplies	\$59.48
P0081539	Vantage Point Productions, Inc	RITP Prog Training	Non-Instruct Supplies	\$72.26
P0081540	Scholastic Insurance Services	El Camino Language	Other	\$10,704.00
P0081541	Van Lingen Body Shop	Parking-Student Perm	Other Services And Expense	\$26.00
P0081542	The Tape Company	Audio/Visual	Instructional Supplies	\$996.01
P0081543	American Express Travel	Specialty Beverage	Transportation/ Mileage	\$264.11
P0081544	Office Max A Boise Company	Warehouse	Inventories, Stores, Prep	\$8,937.12
P0081545	California Presenters	Div Office Fine Arts	Dues And Memberships	\$150.00
P0081546	Armenian Body Shop	Purchasing and Busin	Contract Services	\$1,694.75
P0081547	Brinks Home Security, Inc.	Div Office Instr.	Other Services And Expense	\$55.90
P0081548	Geac Library Solutions	Div Office Instr.	Maintenance Contracts	\$600.00
P0081549	Council of Chief Librarians	Div Office Instr.	Other Services And Expense	\$100.00
P0081550	California Community College	President' Office	Conferences Mgmt	\$310.00
P0081551	California Community College	President' Office	Conferences Mgmt	\$225.00
P0081552	Hy-Tek, Ltd	Health Sciences	Fundraising	\$265.00
P0081553	Competitive Aquatic Supply Inc	Health Sciences	Non-Instruct Supplies	\$622.44
P0081554	Days Inn	Health Sciences	Fundraising	\$1,006.50
P0081555	Amazon.Com Corporate Credit	Ctr for Arts Product	Non-Instruct Supplies	\$199.00
P0081556	Mass Press	El Camino Language	Printing	\$59.48

February 21, 2006

Administrative Services 10

P0081557	Full Compass	Ctr for Arts Product	Non-Instruct Supplies	\$826.46
P0081558	David Fairchild	Public Information	Contract Services	\$250.00
P0081559	Rp Group, the	First Year Exp Found	Conferences Mgmt	\$100.00
P0081560	Tasa Graphic Arts, Inc.	Earth Sciences	Instructional Supplies	\$96.00
P0081561	Kramer Sporting Goods	Health Sciences	Fundraising	\$1,575.73
P0081562	Kramer Sporting Goods	Health Sciences	Fundraising	\$2,910.89
P0081563	Maritime Communications, Inc.	Job Development Ince	New Equipment – Instruc.	\$3,476.43
P0081564	El Camino College Foundation	Title V-Activity 1	Contract Services	\$19,252.48
P0081565	American Express Travel	Univ- Silesia, Ciesz	Travel And Conference Exp	\$1,112.71
P0081566	Mass Press	President's Office	Non-Instruct Supplies	\$59.48
P0081567	Mass Press	President's Office	Non-Instruct Supplies	\$59.48
P0081568	Council for Resource Develop	Resource Develop	Dues And Memberships	\$195.00
P0081569	OCS America, Inc.	International Student	Non-Instruct Supplies	\$35.00
P0081571	Bob Lee's Automotive Center	Parking-Student Perm	Repairs Non Instr	\$64.25
P0081572	Pacific Coachways	Counseling Office	Non-Instruct Supplies	\$300.00
P0081573	Center for Education & Employ	Counseling Office	Publications/ Periodicals	\$104.95
P0081574	LRP Publications	Counseling Office	Publications/ Periodicals	\$71.80
P0081575	LRP Publications	Counseling Office	Publications/ Periodicals	\$29.45
P0081576	S & B Food Services Catering Serv	Counseling Office	Non-Instruct Supplies	\$412.50
P0081577	Jones & Mayer	Institutional Service	Legal	\$1,872.50
P0081578	IACP	Parking-Student Perm	Dues And Memberships	\$150.00
P0081579	Viking Office Products	Counseling Office	Non-Instruct Supplies	\$433.89
P0081580	Ringside Inc.	Physical Education	Instructional Supplies	\$2,844.88
P0081581	Joint Review Committee on	Rad Tech	Dues And Memberships	\$1,500.00
P0081582	CLEARs Wendy Phelps, SSSC	Parking-Student Perm	Dues And Memberships	\$35.00
P0081583	Abtech Systems, Inc/Nitech	Technical Services	Repairs Parts And Supplies	\$172.38
P0081584	Impact Radio, Inc.	Ctr for Arts Promo	Multi Media Advertising	\$600.00
P0081585	Venue Sports	Health Sciences	Non-Instruct Supplies	\$2,580.75
P0081586	Billy Tees Inc.	Health Sciences	Fundraising	\$61.57
P0081587	Awards Plus	Public Information	Non-Instruct Supplies	\$233.82
P0081588	American Express Travel	Administrative Serv.	Conferences Mgmt	\$136.00
P0081589	Schooldude	Administrative Serv.	Contract Services	\$5,135.92
P0081590	NAEYC National Assoc for Ed.	Careers in Child Car	Dues And Memberships	\$105.00
P0081592	Hitt Marking Devices	Financial Aid	Non-Instruct Supplies	\$54.13
P0081593	National Promotions & Advertising	Women in Ind. & Tech	Printing	\$5,075.00
P0081594	Capitol Enquiry	Public Information	Non-Instruct Supplies	\$115.60
P0081596	SBACC	Public Information	Conferences Mgmt	\$350.00
P0081597	SESAC Inc.	Ctr for Arts Product	Other Services And Expense	\$870.67
P0081598	Boyce Forest Products	Ctr for Arts Product	Non-Instruct Supplies	\$877.34
P0081599	Rose Brand	Ctr for Arts Product	Non-Instruct Supplies	\$462.18
P0081600	A & E Television Networks	Div Office BSSC	Non-Instruct Supplies	\$50.20
P0081601	Ronald A. Scarlata	Fine Arts	Non-Instruct Supplies	\$60.00

February 21, 2006

Administrative Services 11

P0081602	American Express Travel	SBDC CITD	Transportation/ Mileage	\$146.00
P0081603	Datatel, Inc.	Information Technolo	Contract Services	\$1,674.44
P0081604	American Express Travel	SBDC CITD	Transportation/ Mileage	\$146.00
P0081605	Boise Cascade	Physical Education	Instructional Supplies	\$372.38
P0081606	CPOA	Parking-Student Perm	Conferences Mgmt	\$290.00
P0081607	Xpedx Paper & Graphics	Human Resources	Other Services And Expense	\$1,184.26
P0081608	S & B Food Services Catering	Trust Career Expo	Fundraising	\$332.78
P0081609	VS Athletics	Health Sciences	Fundraising	\$676.11
P0081610	Kapco Library Products	Div Office Instr.	Instructional Supplies	\$106.11
P0081611	Highsmith Company Inc.	Div Office Instr.	Instructional Supplies	\$32.77
P0081612	Gaylord Brothers, Inc.	Div Office Instr.	Instructional Supplies	\$131.01
P0081613	NACCTEP	Title V ECC/SMC Act	Conferences Mgmt	\$325.00
P0081614	Pacific Coachways	Recruitment/School	Transportation	\$1,572.40
P0081615	S & B Food Services Catering	EOP&S Maint of Effor	Non-Instruct Supplies	\$1,657.71
P0081616	Compact International, Inc.	Health Sciences	Fundraising	\$619.28
P0081617	Sam Ash	Health Sciences	Fundraising	\$649.48
P0081618	American Red Cross	Health, Safety	Non-Instruct Supplies	\$574.81
P0081619	Sheraton Grand Sacramento	SBDC COCCC	Conferences Mgmt	\$1,435.76
P0081620	Joseph J. Derthick	Fine Arts	Non-Instruct Supplies	\$65.00
P0081621	Keenan & Associates	Purchasing and Busin	Excess Insurance	\$429.00
P0081622	Yosemite Community College Dist.	Faculty & Staff Dive	Non-Instruct Supplies	\$160.00
P0081623	Badge-A-Minit	Human Resources	Non-Instruct Supplies	\$66.67
P0081624	South Bay Heating & Air Condition	Classroom & Office Mod	Buildings	\$18,440.00
P0081625	South Bay Ballet	Artes de El Camino	Contract Services	\$1,316.85
P0081626	American Express Travel	SBDC COCCC	Transportation/ Mileage	\$146.60
P0081627	American Express Travel	CACT COCCC	Transportation/ Mileage	\$146.60
P0081628	Lippincott Williams & Wilkins Sub	Nursing	Fundraising	\$3,850.00
P0081629	Boise Cascade	Warehouse	Inventories, Stores, Prep	\$928.79
P0081630	South Coast Air Quality Manage	Facilities/Planning	Repairs Noninstructional	\$1,450.67
P0081631	California Community College	Board Of Trustees	Conferences Mgmt	\$225.00
P0081632	Direct Electric	Facilities/Planning	Repairs Noninstructional	\$85.00
P0081633	D & D Sporting Goods	Health Sciences	Fundraising	\$77.36
P0081634	Cal Western Paint	Ctr for Arts Product	Non-Instruct Supplies	\$230.37
P0081636	Boise Cascade	Human Resources	Non-Instruct Supplies	\$1,205.91
P0081637	Moneta Nursery Inc.	Grounds	Repairs Noninstructional	\$944.38
P0081638	Robert King Music	Fine Arts	Non-Instruct Supplies	\$578.38
P0081639	Highsmith Company Inc.	Div Office Instr. Se	Instructional Supplies	\$339.81
P0081640	Mira Costa Baseball	Public Information	Multi Media Advertising	\$1,350.00
P0081641	El Camino College Auxiliary Serv.	Community Advancement	Interfund Transfers Out	\$41,300.00
P0081642	Los Angeles Times	Public Information	Non-Instruct Supplies	\$32.96
P0081643	NACCTEP	Title V ECC/SMC Act.	Conferences Mgmt	\$325.00
P0081644	UC Regents	Global Experience	Conferences Mgmt	\$160.00

February 21, 2006

Administrative Services 12

P0081645	Mid City Mailing Services	Fiscal Services	Other Services And Expense	\$220.00
P0081646	Xpedx Paper & Graphics	Copy Center	Non-Instruct Supplies	\$852.30
P0081647	Xpedx	Copy Center	Non-Instruct Supplies	\$651.98
P0081648	Jobelephant.Com Inc.	Human Resources	Multi Media Advertising	\$653.13
P0081649	Dawn C. Huntoon	Fine Arts	Non-Instruct Supplies	\$1,000.00
P0081650	William J. Georges	Fine Arts	Non-Instruct Supplies	\$500.00
P0081651	Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$1,000.00
P0081652	Rp Group, the	Public Information	Conferences Mgmt	\$125.00
P0081653	Los Angeles County Tax Collector	Institutional Service	Regulatory	\$415.42
P0081654	BMI General Licensing	Ctr for Arts Product	Other Services And Expense	\$3,004.38
P0081655	American Express Travel	Title V ECC/SMC Act.	Transportation/ Mileage	\$240.45
P0081656	Westhost, Inc.	El Camino Language	Publications/ Periodicals	\$28.85
P0081657	American Express Travel	Information Technology	In-Service Training	\$683.82
P0081658	Phillips Plumbing	Facilities/Planning	Repairs Noninstructional	\$410.00
P0081660	Delphin Computer Supply	Facilities/Planning	Non-Instruct Supplies	\$108.25
P0081661	Pearson NCS	Admissions/Records	Non-Instruct Supplies	\$838.56
P0081663	Mediaworks Pro Group	Behavioral & Social	Conferences Other	\$522.85
P0081664	Delphin Computer Supply	First Year Exp Found	New Computer Equipment	\$3,426.13
P0081666	Kelvin Technology	Air Conditioning And	Instructional Supplies	\$81.80
P0081667	NACCTEP	Title V ECC/SMC Acti	Dues And Memberships	\$300.00
P0081668	PC Mall Gov Inc.	Health Sciences	Fundraising	\$361.67
P0081669	HI Corporation	Resp Therapy	Non-Instruct Supplies	\$1,866.84
P0081670	HI Corporation	Health Sciences	Fundraising	\$1,170.12
P0081671	Ced/ Metropolitan Electrical Dist	Classroom & Office Mod	Buildings	\$375.31
P0081672	Crystal Beverage Company	Public Information	Non-Instruct Supplies	\$4,522.84
P0081673	Bone Clones Osteological Repro	Behavioral & Soc Sci.	New Equipment – Instruc.	\$2,219.84
P0081674	France Casting Museum Quality	Behavioral & Soc Sci.	New Equipment – Instruc.	\$235.91
P0081683	Dell Marketing L. P.	Information Technology	Maintenance Contracts	\$1,074.00
P0081684	Scantron Corporation	Administrative Of Ju	Maintenance Contracts	\$469.00
P0081685	Mid City Mailing Services	Fine Arts	Non-Instruct Supplies	\$345.00
P0081686	Torrance Postmaster	Fine Arts	Non-Instruct Supplies	\$459.41
P0081687	Thompson Publishing Group Inc.	Staff Diversity	Publications/ Periodicals	\$57.75
	Total :	150		\$211,956.95

B0081451	Mark Hullibarger	Music	Repairs Parts And Supplies	\$955.00
B0081535	American Nautical Se	Job Development Ince	Other Books	\$9,995.42
B0087912	The Lightbulb Factor	Title V ECC/SMC Act.	Contract Services	\$5,000.00
B0087935	Gerardo De Los Rois	SBDC COCCC	PSA Contract Services	\$3,000.00
B0087936	Richard Nicoletti	SBA Contract Jan-Dec	PSA Contract Services	\$4,440.00
B0087937	Sharon Peterson	SBDC COCCC	PSA Contract Services	\$2,600.00
B0087942	George V. Buren	SBA Contract Jan-Dec	PSA Contract Services	\$200.00
B0087945	E.C.C. Public Inform	Student Affairs	A/P Manual.Gen.	\$100.00

February 21, 2006

Administrative Services 13

B0087946	Tony's Catering	Community Advancement	Non-Instruct Supplies	\$600.00
B0087947	Critic's Choice Cate	Health Sciences	Fundraising	\$1,000.00
B0087948	ECC BOOKSTORE	Div Office Business	Non-Instruct Supplies	\$400.00
B0087950	The Residence Inn	Community Advancement	Conferences Mgmt	\$19,620.00
B0087953	E.C.C.C.D. Revolving	Instructional Televi	Instructional Supplies	\$100.00
	Total:	13		\$48,010.42
	Total POs and BPOs:	163	TOTAL:	\$259,967.37

February 21, 2006

Administrative Services 14

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

	<u>Page No.</u>
A. Project Budgets	1
B. 2004-2005 Measure E Audit Report	3
C. Citizens’ Bond Oversight Committee	3
D. Public Works Project Humanities – Change Orders.....	3
E. Purchase Orders.....	4

A. PROJECT BUDGETS

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

The following table reports expenditures through January 31, 2006.

GENERAL OBLIGATION BOND FUND CATEGORIES AND PROJECTS

	REVISED BUDGET	EXPENDED	BALANCE
<u>Additional Classrooms and Modernization (ACM)</u>			
Acquisitions (0201)	5,000,000	705,867	4,294,133
Architectural Barrier Removal Phase 2 (0202)	1,529,000	18,582	1,510,418
Athletic Education and Fitness Complex (0203)	15,718,000	274,322	15,443,678
Bookstore/Cafeteria Conversion to Administration (0204)	6,084,896	73,428	6,011,468
Business Building Replacement (0205)	10,926,189	139,877	10,786,312
Central Plant (0206)	10,858,000	187,740	10,670,260
Child Development Center Phase 2 (0207)	2,525,000	30,573	2,494,427
Crenshaw Blvd. Frontage Enhancement (0208)	1,100,000	13,418	1,086,582
Fire Academy Structure (0209)	791,375	14,880	776,495
Fire Program Facility (0210)	123,000	1,656	121,344
Humanities Complex Replacement (0212)	23,120,064	1,972,949	21,147,116
Learning Resource Center Addition (0213)	7,100,000	121,824	6,978,176
Manhattan Beach Blvd. Parking Structure and Entrance (0214)	216,232	812	215,420
Remodeling Phase One (0215) - CLOSED		249,133	(249,133)
Remodeling Phase Two (0216)	157,625	34,611	123,014
Remodeling Phase Three (0217)	8,715,875	105,101	8,610,774
Science Complex Renovation (0219)	6,721,738	6,477,215	244,523
Signage and Wayfinding (0224)	2,600,000	53,905	2,546,095
Student Services and Activities Replacement (0220)	31,928,118	405,068	31,523,050
Temporary Space and Relocation Costs (0221)	2,000,000	708,337	1,291,663
Master Planning (0223)		35,000	(35,000)
Reserve for Contingencies (0299)	37,748,071		37,748,071
Total Additional Classrooms and Modernization	174,963,183	11,624,298	163,338,886
<u>Campus Site Improvements: Accessibility, Safety / Security (CSI)</u>			
Asphalt Resurfacing - All Lots (0301)	400,000	14,975	385,025
Emergency Generators and Distribution (0302)	2,265,000	17,671	2,247,329
Emergency Power to Security Lighting (0303)	175,000	1,365	173,635
Entrance - Redondo Beach Blvd. to Lot H (0304)	400,000	4,501	395,499
Fencing Replacement and Additions (0305)	375,000	2,926	372,074
Landscaping and Irrigation System Replacements (0306)	2,540,000	42,403	2,497,597

Lighting - Upgrade / Replace All Lots (0308)	2,440,000	19,036	2,420,964
Lot F Parking Structure Improvements (0309)	1,632,000	23,669	1,608,331
Lot H Parking Structure (0310)	8,348,666	872,601	7,476,065
Paving Replacement - All Walks and Driveways (0311)	2,187,000	17,062	2,169,938
	REVISED BUDGET	EXPENDED	BALANCE
Pedestrian Walks at Manhattan Beach Blvd. and Lot E (0312)	81,600	637	80,963
Security Video (0313)	180,000	7,831	172,169
Voice / Data / Signal Site Duct Bank (0314)	1,945,181	84,628	1,860,553
Reserve for Contingencies (0399)	1,757,784	-	1,757,784
Total Campus Site Improvements: Accessibility, Safety / Security	24,727,231	1,109,304	23,617,927
<u>Energy Efficiency Improvements (EEI)</u>			
Energy Efficiency Improvements Phase Two (0402)	2,818,000	43,000	2,775,000
Reserve for Contingencies (0499)	215,653		215,653
Total Energy Efficiency Improvements	3,033,653	43,000	2,990,653
<u>Health and Safety Improvements (HSI)</u>			
Administration (0501)	4,367,732	72,324	4,295,408
Art & Behavioral Sciences (0502)	12,247,136	204,843	12,042,293
Auxiliary Warehouse (0504)	105,042	1,305	103,737
Communications (0507)	8,223,354	220,115	8,003,239
Construction Technology (0508)	943,970	16,588	927,382
Domestic Water System (0509)	2,488,800	68,622	2,420,178
Facilities and Receiving (0510)	1,985,416	141,908	1,843,508
Fire Alarm (0511)	780,800	9,056	771,744
Firelines (0512)	1,837,503	81,798	1,755,705
Hazardous Materials Abatement (0513)	200,000	76,703	123,297
Library (0515)	7,876,509	421,587	7,454,922
Marsee Auditorium (0516)	6,670,843	112,806	6,558,037
Math & Computer Sciences (0517)	10,761,643	190,644	10,570,999
Music (0518)	8,896,846	227,342	8,669,504
Natural Gas System (0519)	488,000	5,698	482,302
North Gymnasium (0520)	3,248,993	257,277	2,991,716
Physical Education and Men's Shower (0521)	4,216,871	67,618	4,149,253
Planetarium (0522)	559,465	12,921	546,544
Pool and Health Center (0523)	8,273,592	140,855	8,132,737
Primary Electrical Distribution System (0524)	13,460,000	530,769	12,929,231
Reimbursements (0525)	1,456,353	1,456,353	-
Security Systems (0526)	1,313,664	30,245	1,283,419
Sewer System (0527)	1,964,200	22,629	1,941,571
Social Sciences (0528)	7,415,520	152,161	7,263,359
Storm Drain System (0530)	1,083,909	12,532	1,071,377
Technical Arts (0531)	5,600,000	108,123	5,491,877
Shops (0533)	10,600,000	213,338	10,386,662
Reserve for Contingencies (0599)	8,337,328	-	8,337,328
Total Health and Safety Improvements	135,403,489	4,856,160	130,547,329
<u>Information Technology and Equipment (ITE)</u>			
Behavioral and Social Sciences (0601)	579,077	22,984	556,093
Business (0602)	1,123,650	438,401	685,249
Facilities Planning and Services (0603)	1,818,724	283,304	1,535,420
Fine Arts (0604)	2,805,096	328,212	2,476,884

Health Sciences and Athletics (0605)	1,203,993	177,688	1,026,305
Humanities (0606)	607,033	150,534	456,499
Industry and Technology (0607)	1,771,641	422,712	1,348,929
Information Technology (0608)	14,557,510	1,784,540	12,772,970
Learning Resources (0609)	4,665,775	260,085	4,405,690
	REVISED		
	BUDGET	EXPENDED	BALANCE
Natural Sciences (0611)	3,002,285	585,119	2,417,166
Nursing (0612)	252,651	116,478	136,173
Student and Community Advancement (0613)	567,500	169,879	397,621
Interfund Transfer (0614)	141,150	141,150	-
Phase II, III, IV Purchases (0697)	12,686,900		12,686,900
Installation Contingency (0698)	4,464,194		4,464,194
Reserve for Contingencies (0699)	3,746,018	-	3,746,018
Total Information Technology and Equipment	54,681,858	5,016,082	49,665,776
<u>Physical Education Facilities Improvements (PEFI)</u>			
Baseball Field (0701)	1,091,800	-	1,091,800
North Field (0702)	481,600	-	481,600
Sand Volleyball (0703)	12,300	-	12,300
Reserve for Contingencies (0799)	121,349	-	121,349
Total Physical Education Facilities	1,707,049	-	1,707,049
Refunding Income	6,866,776		6,866,776
	\$ 401,383,239	\$ 22,648,843	\$ 378,734,396

B. 2004–2005 MEASURE E AUDIT REPORT

It is recommended that the Board accept the revised annual financial and performance audit report prepared by Vicenti Lloyd & Stutzman LLP, for the El Camino Community College Proposition 39 General Obligation Bonds Measure E. Copies of the audit reports for the 2004–2005 fiscal year have been distributed to the Board of Trustees. The public may review the audit report in the Office of the Vice President-Administrative Services, Room AD 106.

C. CITIZENS’ BOND OVERSIGHT COMMITTEE

The next meeting of the Citizens’ Bond Oversight Committee is scheduled for March 1 at 3 p.m. in the Administration Building, Room 127.

D. PUBLIC WORKS PROJECT HUMANITIES – CHANGE ORDERS

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

CONTRACTOR

AMOUNT

HPS Mechanical

CREDIT (\$14,402)

THIS CHANGE ORDER INDICATES CREDITS TO THE DISTRICT

1. Deduction due to alternate routing and point of connection for new water lines (\$5,621)
2. Deduction due to alternate routing and point of connection for new natural gas lines (\$8,781)

February 21, 2006

Measure “E” Bond Fund 3

E. PURCHASE ORDERS

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

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
P0089061	Ctl Environmental Services	Humanities Complex	Site Improvements	\$1,310.00
P0089064	C & A Floor Coverings, Inc.	Remodeling-Phase 2	Buildings	\$2,324.01
*P0089065	Dell Marketing L. P.	Faculty Computers	Non Inst Comp Eq	<u>\$304,961.25</u>
	Total :	3		\$308,595.26
B0087949	Minco Construction	Fire Alarm	Buildings	\$587,000.00
B0089034	Innovative Interface	Instructional Service	New Equipment - Noninstruc	\$56,000.00
B0089050	Southern California	Primary Elect Distri	Contract Services	\$373,956.75
B0089063	Toft Wolff Farrow	Library	Architecture & Engineering	\$5,120.00
	Total :	4		<u>\$1,022,076.75</u>
	Total POs and BPOs :	7	TOTAL :	\$1,330,672.01

* Originally encumbered from bond funds but will be expended out of current operating budget (Fund 11).

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

	<u>Page No.</u>
A. Employment and Personnel Changes	1-5
B. Temporary Casual Employment	5-10
C. Classified Professional Growth.....	10
D. Volunteers.....	10

A. EMPLOYMENT AND PERSONNEL

It is recommended that the Board ratify/approve the employment and personnel changes for certificated, classified, special project temporary administrators and temporary classified service employees as shown in items 1-19 & 1-13:

Certificated Personnel:

1. Extend Employment – Mr. Patrick Jefferson, full-time/temporary faculty coordinator, Teacher Education Program (TEP), Behavioral & Social Sciences, Class III, Step 7, effective March 10 through June 30, 2006.
2. Leave of Absence (unpaid personal) – Ms. Jennifer Annick, full-time instructor of English, Humanities, effective April 17 through June 9, 2006.
3. Leave of Absence (paid medical) – Mr. John Martinelli, full-time instructor of Accounting, Business, effective February 8 through June 30, 2006.
4. Leave of Absence (60% paid medical) – Ms. Carmen Hunt, full-time instructor of Speech Communication, Fine Arts, effective February 8 through June 9, 2006.
5. Change in Assignment – Ms. R. Michelle Griggs Gabbedon, part-time instructor of Nursing, Health Sciences & Athletics, Class II, Step 2, to be paid by Loyola Marymount Grant, effective February 13 through June 30, 2006.
6. Change in Assignment – Ms. Leslie Back, Interim Dean of Fine Arts, return to full-time faculty coordinator and instructor of Music, Fine Arts, effective February 11, 2006.
7. Extra Services – Ms. Leslie Back, full-time Faculty Coordinator & instructor of Music, Fine Arts, to coordinate Fine Arts Division, Center for the Arts student attendance education program, to be paid \$62.68 an hour, not to exceed 9 8-hour days, effective February 1 through February 9, 2006, in accordance with the Agreement, Article X, Section 13(b).
8. Extra Services – Ms. Leslie Back, full-time Faculty Coordinator & instructor of Music, Fine Arts, to coordinate Division of Fine Arts/Center for the Arts student attendance education program, to be paid \$62.68 an hour, not to exceed \$15,545 or 31 8-hour days, effective June 19 through August 10, 2006, in accordance with the Agreement, Article X, Section 13(d).
9. Special Assignment – Ms. Blanca Rodriguez, part-time Counselor, Counseling, to provide counseling and support services to Teacher Education Program (TEP) participants, to be paid \$41.74 an hour, not to exceed 23 hours per week or \$17,000, effective February 22 through June 9, 2006, in accordance with the Agreement Article X, Section 9(m).

10. Special Assignment – Ms. Monica Gross, full-time instructor of Nursing, Health Sciences & Athletics, to assist part-time teachers in Nursing 150 for all extended programs, to be paid \$55.65 an hour, not to exceed \$1,700, effective February 27 through June 30, 2006, in accordance with the Agreement, Article X, Section 14(c).
11. Special Assignment – Ms. Janet Young, full-time instructor of Childhood Education, Behavioral & Social Sciences, to consult with the Teacher Education Program (TEP) activities staff, to be paid \$55.65 an hour, not to exceed \$21,147 or 380 hours, effective February 22 through June 30, 2006, in accordance with the Agreement, Article X, Section 14(c).
12. Special Assignment – Mr. Augustus Shackelford, part-time instructor of Economics, to help evaluate new tenure-track instructors, to be paid \$51.69 an hour, not to exceed 3 hours or \$155.07, effective November 14, 2005 through November 15, 2005, in accordance with the Agreement, Article X, Section 9(m).
13. Special Assignment – The following full-time instructors of Nursing, Health Sciences & Athletics, to make presentation to at-risk nursing students attending seminars funded by Vocational & Technical Education Act (VTEA) grant, to be paid \$55.65 an hour, not to exceed \$360, in accordance with the Agreement, Article X, Section 14(c).

<u>Employee</u>	<u>Effective Dates</u>
Mary Moon	January 17 through June 30, 2006
Kathy Morgan	January 17 through June 30, 2006
Claudia Striepe	January 24 through June 30, 2006

14. Special Assignment – The following part-time instructors of Nursing, Health Sciences & Athletics, to make presentation to at-risk nursing students attending seminars funded by Vocational & Technical Education Act (VTEA) grant, to be paid \$55.65 an hour, not to exceed \$360, in accordance with the Agreement, Article X, Section 9(m).

<u>Employee</u>	<u>Effective Dates</u>
Katherine Meese	January 9 through June 30, 2006
Steven Jones	January 17 through June 30, 2006

15. Special Assignment – Ms. Marisa Chang, part-time Educational Specialist, Nursing Skills Lab, Health Sciences & Athletics, to make presentation to at-risk nursing students attending seminars funded by Vocational & Technical Education Act (VTEA) grant, to be paid \$55.65 an hour, not to exceed \$1,200, effective January 4 through June 30, 2006, in accordance with the Agreement, Article X, Section 9(m).
16. Stipend Assignment – Ms. Kathleen Stephens, full-time instructor of Nursing, Health Sciences & Athletics, to make presentation to at-risk nursing students attending seminars funded by Vocational & Technical Education Act (VTEA) grant, to be paid \$55.65 an hour, not to exceed \$600, effective January 9 through June 30, 2006, in accordance with the Agreement, Article X, Section 14(c).

17. Stipend Assignment – Mr. William Georges, full-time instructor of Technical Theatre, Fine Arts, to work as lighting designer for Play #3, to be paid \$1,500, effective February 6 through June 25, 2006, in accordance with the Agreement, Article X, Section 14(c).
18. Employment – The following part-time/temporary instructors to be hired as needed for the 2006 Spring semester:

Behavioral & Social Science

Nancilynn Burruss

Michelle Moen

Business

James Hoffman

Stanley Niemczycki

Tammy Pao

Norman Riggs

Kenneth VonHelmolt

Stephen Whitson

Fine Arts

Robert Hersh

Health Sciences & Athletics

Cynthia Ashby

Veronica Bruce

Danielle Naegle

Nathaniel Roque

Darryl Sue

Humanities

Maria C. Armstrong

Jason Bostick

Monica Chopra

Yvette Hawley

Jeanne M. Watson

Industry & Technology

Reggie Goodloe

Gerald Karpinski

Annette Owens

Kabaka Pokossa

Oscar Serrano

Keith Swensson

Issac Yang

Mathematical Sciences

Janejira Aranyawat

Adalinda Avila

Jorge Baca

Raymond Badalian

Carlos Centeno

Julia Nudel

Rich Wong

Natural Science

Thanh-Thuy Thi Bui

Donald Faulhaber

Matthew Parlee

19. Employment - The following part-time/temporary instructors to be hired as needed for the 2005 Winter intersession:

Industry and Technology

Sue Ellen Warren, Class II, Step 9

Classified Personnel:

1. Retirement – Ms. Aleda Jackson, Administrative Assistant I, Range 28, Step E, Student Development/Enrollment Services, Student and Community Advancement Area, effective March 31, 2006 and that a plaque be prepared and presented to her in recognition of her services to the District since 1979.
2. Resignation - Mr. Sean Ray, Police Officer, Range 1, Step E, Campus Police Division, Administrative Services Area, effective March 1, 2006, plus accrued vacation.
3. Resignation – Mr. Jesus Ugalde, Police Officer, Range 1, Step E, Campus Police Division, Administrative Services Area, effective February 6, 2006, plus accrued vacation.
4. Termination – Ms. Wendy Williams, Administrative Assistant I, Range 28, Step B, Small Business Development Center, Student and Community Advancement Area, effective February 25, 2006.
5. Personal Leave of Absence 4.15% - Ms. Kathleen Collins, 83.33% Secretary, Range 26 Step E, Humanities Division, Academic Affairs Area, effective February 11 through June 9, 2006.
6. Personal Leave of Absence 5% - Ms. Katherine Conley, 75% Cosmetology Assistant, Range 21, Step E, Industry and Technology Division, Academic Affairs Area, effective February 13 through June 9, 2006.
7. Work Out of Classification – Ms. Carolee Casper, Senior Clerical Assistant, Range 24, Step E, to work out of class 40% as Administrative Assistant II, Range 31, Step C, Public Information Division, President’s Office Area, effective February 27 through June 30, 2006.
8. Work Out of Classification – Ms. Beverly Rouse, Senior Clerical Assistant, Range 24, Step B, to Administrative Assistant II, Range 31, Step A, Information Technology Services Division, Administrative Services Area, effective August 11, 2005 through May 15, 2006.

Temporary Classified Services Employees:

9. Amend Employment - Ms. Betty Kane, Administrative Assistant II, Range 31, Step E, instead of Step A, (retired annuitant), Vice President's Office, Student and Community Advancement Area, effective November 7, 2005 through January 31, 2006.
10. Mr. Jesson Cooke – Night Custodian, Range 20, Step A, Facilities, Planning & Services Division, Administrative Services Area, to work 40 hours per week, effective February 22, 2006.
11. Ms. Shelley Franklin – 60% Library Media Technician III, Range 28, Step A, Learning Resources, Academic Affairs Area, to work 24 hours per week, effective February 1 through June 9, 2006.
12. Ms. Anne Marie Marin - Theatre Assistant, Range 20, Step A, Fine Arts Division, Academic Affairs Area, on-call as needed, effective February 22 through June 30, 2006.
13. The following employees as Dispatch Clerk, Range 25, Step A, Campus Police Division, Administrative Services Area, effective, to work on call as needed for the fiscal year, effective February 22, 2006:

Elizabeth Bakaimani

Michael Martinez

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 1-33:

1. Renny Bowden – Professional II, \$36.00 per hour, Monday through Friday (days vary), 8:00 a.m. to 5:00 p.m. (hours vary), effective February 1, 2006 through June 30, 2006, Workplace Learning Resource Center (WpLRC)/Community Advancement, Student and Community Advancement area, to work with the WpLRC in conducting contract education training (Contract funded).
2. Nancy Bradbury – Professional I, \$22.00 per hour, Monday through Friday (days vary), arrange up to 40 hours per week, effective February 22, 2006 through June 30, 2006, Teacher's Education Program (TEP)/Behavioral & Social Sciences, Academic Affairs area, to assist the Special Project Administrator, answer phones, Datatel entry, conduct inventory checks, order necessary materials, maintain program records for funding agency and evaluation purposes (Teacher Education Program Title V Grant funded).
3. Mario Chang-Zecena – Paraprofessional, \$12.50 per hour, Wednesday & Saturday, 9:00 a.m. to 3:00 p.m. (hours vary), effective February 11, 2006 through June 30, 2006, Natural Sciences/Math, Engineering, & Science Achievement Program (MESA), Academic Affairs area, to be responsible for organizing and managing an Academic Excellence Workshops for students who are participating in the MESA/Alliance Minority Participation (AMP) Programs and other related duties (District funded).

February 21, 2006

Human Resources – Administrative Services 5

4. Kelley Coplin – Interpreter III, \$21.75 per hour, Sunday through Saturday (days vary), 7:00 am to 10:00 pm (hours vary), effective January 11, 2006 through June 30, 2006, Special Resource Center (SRC)/Health Sciences and Athletics, Academic Affairs area, to provide accommodations for students with disabilities in accordance with Title 5, Disabled Students’ Programs and Services (DSPS) Regulations, Sections 56026 (District and SRC funded).
5. Gerardo De Los Rios –Professional II, \$37.00 per hour, Monday through Saturday (days vary), 8:00 a.m. to 9:00 p.m. (hours vary), effective February 22, 2006 through June 30, 2006, Center for International Trade Development (CITD)/Community Advancement, Student and Community Advancement area, to function as a counselor and instructor for the Small Business Development Center (SBDC) and the CITD (CITD, Federal grant, and user fees funded).
6. Timothy Edwards – Professional III, \$38.00 per hour, Monday through Thursday (days vary), 1:00 p.m. to 3:15 p.m. (hours vary), February 21, 2006 through June 30, 2006, El Camino Language Academy (ECLA)/Enrollment Services, Student and Community Advancement area, to teach Basic, Low, and High Intermediate ESL classes (ECLA funded).
7. Kimiko Ego – Professional III, \$38.00 per hour, Monday through Thursday (days vary), 1:00 p.m. to 3:15 p.m. (hours vary), February 22, 2006 through June 30, 2006, El Camino Language Academy (ECLA)/Enrollment Services, Student and Community Advancement area, to teach Basic, Low, and High Intermediate English as a Second Language (ESL) classes (ECLA funded).
8. James Ellingson – Professional II, \$32.00 per hour, Sunday through Saturday (days vary), 8:00 a.m. to 10:00 p.m. (hours vary), effective February 22, 2006 through June 30, 2006, Fire Academy/Industry and Technology, Academic Affairs area, to provide training, expertise, leadership, and professional services in the Fire Academy program as a Public Safety Trainer (District funded).
9. Margarit Fesliyan – Interpreter II, \$19.25 per hour, Sunday through Saturday (days vary), between 7:00 a.m. to 10:00 p.m. (hours vary), effective January 11, 2006 through June 30, 2006, Special Resource Center (SRC)/Health Sciences and Athletics, Academic Affairs area, to provide accommodations for students with disabilities in accordance with Title 5, Disabled Students’ Programs and Services (DSPS) Regulations, Sections 56026 (District and SRC funded).
10. Kenneth Gross – Office Aide I, \$6.75 per hour, (days vary), arrange 4 hours per week, effective February 22, 2006 through June 30, 2006, Music/Fine Arts, Academic Affairs area, to assist instructor with the Opera Workshop class (District funded).

11. Christopher Haanpaa – LiveScan Technician II, \$10.50 per hour, Saturday and other days as needed, arrange twenty (20) hours per week, effective February 22, 2006 through June 30, 2006, Campus Police, Administrative Services area, to be responsible for the fingerprinting of members of the public and El Camino College employees using the LiveScan digital fingerprint computer (Campus Police funded).
12. Wanda Holt – Paraprofessional, \$17.00 per hour, Monday through Friday, arrange 20 to 40 hours per week, effective February 22, 2006 through June 30, 2006, California Work Opportunity and Responsibility to Kids (CalWORKs), Student Services area, to support daily operations while assisting in maintaining contact with community agencies and other duties as assigned (CalWORKs funded).
13. John Jines – Bookstore Aide I, \$6.75 per hour, Monday and Wednesday, 11:00 a.m. to 2:00 p.m., effective February 22, 2006 through June 30, 2006, Bookstore, Administrative Services area, to perform a variety of routine and repetitive tasks (Bookstore funded).
14. Desiree Johnson – Paraprofessional, \$17.00 per hour, Monday through Friday (days vary), (hours vary), effective February 22, 2006 through June 30, 2006, California Work Opportunity and Responsibility to Kids (CalWORKs), Student Services area, to assist CalWORKs Job Developer with student intake and employment activities; assist with full time job search and job referrals, and other duties as needed (CalWORKs funded).
15. Ky Le – Paraprofessional, \$15.50 per hour, Wednesday & Saturday, arrange hours between 9:00 a.m. to 3:00 p.m. (hours vary), effective February 11, 2006 through June 30, 2006, Natural Sciences' Math, Engineering, & Science Achievement Program (MESA), Academic Affairs area, to be responsible for organizing and managing an Academic Excellence Workshop for students who are participating in the MESA/Alliance Minority Participation (AMP) Programs and other related duties (District funded).
16. Michelle Light – Professional III, \$53.00 per hour, Monday through Saturday (days vary), 8:00 am to 8:00 pm (hours vary), effective January 20, 2006 through June 30, 2006, Workplace Learning Resource Center (WpLRC)/Community Advancement, Student and Community Advancement area, to teach a not-for-credit Parenting class at Terminal Island (Contract funded by the Department of Defense).
17. Yisell Lopez – Program Assistant III, \$10.00 per hour, Monday through Friday, arrange twenty (20) hours per week (hours vary), effective February 22, 2006 through June 30, 2006, Honors Transfer Program (HTP)/Natural Sciences, Academic Affairs area, to perform a variety of duties related to running the HTP office (District funded).
18. Benjamin Martin – Professional II, \$37.00 per hour, Monday through Saturday (days vary), 8:00 am to 9:00 pm (hours vary), effective January 3, 2006 through June 30, 2006, Small Business Development Center (SBDC)/Community Advancement, Student Services area, to present workshops on: Basic Accounting, Quickbooks, and One-on-One Consulting (SBDC funded).

19. Mayueth Mendez – Program Assistant III, \$10.00 per hour, (days vary), arrange up to 40 hours a week (hours vary), effective February 22, 2006 through June 30, 2006, Extended Opportunities Program & Services (EOP&S)/ Counseling & Student Services, Student and Community Advancement area, to assist in the recruitment and early identification of potentially eligible EOP&S persons both on-campus and within the El Camino College District and other duties as needed (EOP&S funded).
20. Craig Neumann – Professional II, \$35.00 per hour, Monday through Friday (days vary), 8:00 a.m. to 5:00 p.m. (hours vary), effective February 22, 2006 through June 30, 2006, Workplace Learning Resource Center (WpLRC)/ Community Advancement, Student Services area, to teach the basic firefighting module for the Standards for Training Certification and Watchkeeping (STCW) (Contract funded).
21. Ruth Nunez – Paraprofessional, \$12.50 per hour, Monday through Friday, arrange 32 hours per week, effective February 22, 2006 through June 30, 2006, Teacher Education Program (TEP)/ Behavioral and Social Sciences, Academic Affairs Area, to assist the Supplemental Instruction (SI) Coordinator by facilitating SI sessions and assisting with the management, training, and scheduling of SI Coaches (County of Los Angeles Department of Public Social Services funded).
22. Janice Pea – Teacher’s Assistant IV, \$11.50 per hour, Monday, Wednesday, and Friday, arrange eighteen (18) hours per week, effective February 22, 2006 through June 30, 2006, Extended Opportunities Program & Services (EOP&S), Student and Community Advancement area, to assist instructors in the implementation of a comprehensive child development program (Child Development Center funded).
23. Sharon Peterson – Professional II, \$37.00 per hour, Monday through Saturday (days vary), 8:00 a.m. to 5:00 p.m. (hours vary), effective February 22, 2006 through June 30, 2006, Small Business Development Center (SBDC)/ Community Advancement, Student Services area, to perform counseling, instruction, and outreach activities assisting new businesses and existing businesses (Contract funded).
24. Jeremy Sisante – Professional II, \$32.00 per hour, days and hours to vary, effective January 23, 2006 through June 30, 2006, Fire Academy/ Industry and Technology, Academic Affairs area, to provide training, expertise, leadership, and professional services in the Fire Academy program as a Public Safety Trainer (District funded).
25. Daniel Valladares – Professional III, \$55.00 per hour, Monday through Friday (days vary), 8:00 a.m. to 5:00 p.m. (hours vary), effective February 22, 2006 through June 30, 2006, Center for Applied Competitive Technologies (CACT)/Community Advancement, Student Services area, to teach Computer Aided Three Dimensional Interactive Application (CATIA) V5 3D modeling skills including parametric modeling fundamentals, axis construction, lines and points, applying tangency constraints, pattern command, and other technical information for the not-for-credit contract education class (Contract funded).

26. William Warren III – Professional III, \$40.00 per hour, Monday through Friday (days vary), 8:00 a.m. to 5:00 p.m. (hours vary), effective February 1, 2006 through June 30, 2006, Workplace Learning Resource Center (WpLRC)/Community Advancement, Student and Community Advancement area, to teach the basic firefighting module for the Standards for Training Certification and Watchkeeping (STCW) (Contract funded).
27. Carla Worrell – Program Assistant I, \$8.00 per hour, Monday through Friday, 7:30 a.m. to 4:30 p.m., effective February 22, 2006 through June 30, 2006, Bookstore, Administrative Services area, to perform a variety of routine and repetitive tasks (Bookstore funded).
28. The following individuals are to work as Paraprofessional, \$15.00 per hour, Monday through Friday (days vary), 7:00 am to 10:15 pm (hours vary), effective February 22, 2006 through June 30, 2006, Writing Center/Humanities, Academic Affairs area, to assist and guide students in responding to their paragraph and essay assignments and other duties as needed (District funded).

Judith Patch

Karl Striepe

29. The following individuals are to work as Paraprofessional, \$13.00 per hour, Monday through Friday (days vary), 7:00 am to 10:15 pm (hours vary), effective February 22, 2006 through June 30, 2006, Writing Center/Humanities, Academic Affairs area, to work as a Writing Center tutor assisting students in all phases of the composing process-generating ideas, outlining, drafting, and analyzing, revising, and polishing and other duties as needed (District funded).

Judith Patch

Karl Striepe

30. The following individuals are to work as Professional IV, \$65.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 5:00 p.m. (hours vary), effective February 22, 2006 through June 30, 2006, Workplace Learning Resource Center (WpLRC)/Community Advancement, Student and Community Advancement area, to develop and present scientifically based short-term post licensure instruction on the topics of Operating Room Nursing, including but not limited to, the care of the patient during the total operative experience (Contract funded).

Jane Kuhn

Monica Weisbrich

31. The following individuals are to work as Program Assistant III, \$10.00 per hour, Monday through Thursday, 8:00 am to 7:00 pm (hours vary), effective February 26, 2006 through June 30, 2006, Counseling & Student Services, Student and Community Advancement area, to assist with appointment scheduling, copying, filing, record-keeping, retrieving schedules or appointment records, and other duties (District funded).

Andrea Eke

Angela Funes

32. The following individuals are to work as Registration Cashier/Clerk I, \$8.50 per hour, Monday through Friday (as-needed basis), 7:45 a.m. to 8:00 p.m. (hours vary), effective February 1, 2006 through June 30, 2006, Fiscal Services, Administration Services area, to process student payments – in person, phone, web; calculate and check refunds; mail registration receipts, and other duties (District funded).

Susan Elizarraras

Rita Santana

33. The following individuals are to work as Teacher's Assistant IV, \$11.50 per hour, days and hours to vary, effective January 20, 2006 through June 30, 2006, Emergency Medical Technology Program (EMT)/ Industry and Technology, Academic Affairs area, to assist the instructor with teaching/ testing in the EMT program (District and contract funded).

Timothy Dennis
Daniel Engler
Robert Franck

Jeremy Sisante
John Velasquez
Issac Yang

C. CLASSIFIED PROFESSIONAL GROWTH

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

California Association of Community College Registrars and Admissions Officers (CACCRAO) Regions 7 & 8 Spring 2006 Annual Staff Workshop, Golden West College, Huntington Beach, CA. March 24, 2006. \$35.00 per participant, as listed below, for a total of \$595.00:

Martha Angel
Mayda Angel-Reatiga
Angelica Cholico
Elizabeth Cholico
Victoria De La Torre
Dorothy Fowler

Joyce Fukuchi
Marjorie Hall
Adriana Lopez
Rachelle Lunney
Willie Ruth McGee
Susan Nickle

Leonid Rachman
Grace Rodriguez
David Snowden
Marie Tate-Green
LaShanta Young

D. VOLUNTEERS:

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

Bill Foster
Myla Heyning
Michael Kane
Margaret (Peggy) Kidwell-Udin
Carmen Martinez

Carolyn Navarro
Christian Ryder
Erika Takahashi
Amos Thompson
Leticia Trejo

February 21, 2006

Human Resources – Administrative Services 10

