

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



**El Camino Community College District  
Board of Trustees  
Agenda, Monday, March 10, 2008  
Board Room  
4:00 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of February 19, 2008, Pages 4-6**
- III. Presentation – El Camino College Citizens’ Bond Oversight Committee Annual Report – Mr. Chris Powell – posted at:**  
[http://www.elcamino.edu/administration/bond/docs/Annual%20Report\\_05-06.pdf](http://www.elcamino.edu/administration/bond/docs/Annual%20Report_05-06.pdf)
  - A. Public Comment
  - B. Acceptance of the El Camino College Citizens’ Bond Oversight Committee Annual Report
- IV. Presentation – Student Learning Outcomes (SLOs) – Dr. Francisco Arce**
- V. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
  - A. Public Comment
    1. Academic Affairs  
*See Academic Affairs Agenda, Pages 7-34*
    2. Student and Community Advancement  
*See Student Services Agenda, Pages 35-40*
    3. Administrative Services  
*See Administrative Services Agenda, Pages 41-52*
    4. *See Measure “E” Bond Fund Agenda, Pages 53-55*
    5. *See Human Resources Agenda, Pages 56-64*

6. Superintendent/President  
*See Superintendent/President Agenda,  
Page 65-66*

**VI. Public Comment on Non-Agenda Items**

**VII. Oral Reports**

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

**VIII. Closed Session**

- A. Labor Relations, Brown Act Section 54957.8
  - 1. El Camino College Federation of Teachers, Local 1388
  - 2. El Camino Police Officers Association
- B. Personnel Matters, Brown Act Section 54957
  - 1. 1 Case
  - 2. Public Employee Performance Evaluation – President

<b>Board of Trustees Meeting Schedule for 2008 4:00 p.m. Board Room</b>
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Monday, March 10, 2008  
Monday, April 21, 2008  
Monday, May 19, 2008  
Monday, June 16, 2008  
Monday, July 21, 2008  
Monday, August 18, 2008  
Tuesday, September 2, 2008  
Monday, October 20, 2008  
Monday, November 17, 2008  
Monday, December 15, 2008

## EL CAMINO COLLEGE STRATEGIC PLAN 2007 THROUGH 2010

### **Vision Statement**

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

### **Mission Statement**

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

### **Statement of Philosophy**

Everything El Camino College is or does must be centered on its community. The community saw the need and valued the reason for the creation of El Camino College. It is to our community that we must be responsible and responsive in all matters educational, fiscal and social.

### **Statement of Values**

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

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

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

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

**Diversity** – We recognize and appreciate our similarities and differences.

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

### **Guiding Principles**

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

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

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

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

### **Strategic Initiatives**

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

EL CAMINO COMMUNITY COLLEGE DISTRICT  
MINUTES OF THE REGULAR MEETING OF  
Tuesday, February 19, 2008

The Board of Trustees of the El Camino Community College District met at 4:30 p.m. on Tuesday, February 19, 2008, in the Board Room at El Camino College.

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

Also present were Dr. Thomas M. Fallo, Superintendent/President; Dr. Francisco Arce, Vice President, Academic Affairs; Dr. Jeff Marsee, Vice President, Administrative Services; and Dr. Jeanie Nishime, Vice President, Student Services.

Minutes of the Regular Board Meeting of January 22, 2008

The Minutes of the Regular Board Meeting of January 22, 2008 were approved.

Presentation – Full-Time Equivalent Student Report – Dr. Francisco Arce

Dr. Francisco Arce presented the attached Full-Time Equivalent Student Report.

Consent Agenda

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

Academic Affairs

Out-of-Country Travel

Proposed Curriculum Changes: Effective 2008-2009 Academic Year

Student Services

Student Field Trips

Student Conference

Revised Spring 2008 Forensic Team Tournaments

EOPS/CalWORKs/CARE Twilight Ball & Silent Auction

EOPS/CalWORKs/CARE Recognition Event

Community Education – Spring 2008

International Travels

Administrative Services

AB 2910 – Quarterly Fiscal Status Reports

Budget Adjustments

Assignment of Delinquent Tax Receivables

Audit Services 2008-09

Contracts Under \$72,400

Contracts \$72,400 or Higher  
Change Order – Solar Integrated/Facilities Re-Roofing Project  
Information Item – Budget Assumptions  
Purchase Orders and Blanket Purchase Orders

Measure E Bond Fund

Category Budgets and Balance  
Bid Award – Parking Structure and Athletic Facilities  
Change Order – Humanities Replacement Project – Todd & Associates  
Change Order – Humanities Replacement Project – Airmasters Air Conditioning  
Change Order – Humanities Replacement Project – Superior Wall Systems  
Change Order – Humanities Replacement Project – Bennett Landscaping  
Change Order – Humanities Replacement Project – Premiere Tile  
Change Order – Humanities Replacement Project – Doja, Inc.  
Change Order – Learning Resource Center – S.H. Fish Electric, Inc.  
Change Order – Learning Resource Center – Superior Wall Systems  
Change Order – Phase I Site Infrastructure Project – Mel Smith Electric, Inc.  
Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes  
Temporary Non-Classified Service Employees  
Revised Classification Specifications for Administrator Position  
Revised Classification Specifications for Supervisor Position

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

Public Comment

Dr. Angela Simon invited Board members to attend a social event.

Adjournment

Meeting recessed to a closed session at 5:45 p.m. and adjourned at 6:45 p.m.

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Nathaniel Jackson, Secretary of the Board

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Thomas M. Fallo, Secretary to the Board

**Update of 2-year Recovery Program**

	<b>FTES July 2007</b>	<b>FTES – Revised Projection February 14, 2008</b>	
<b>Year 04/05</b>			
Summer 04	1,909		
Fall 04- Spring 05	17,397		
Total	<u>19,306</u>		
05/06 (On Stabilization @ 19,306)			
Summer 05	1,856		
Fall 05 – Spring 06	16,346		
Total	<u>18,202</u>		
<b>06/07</b>			
	<b>Projected</b>	<b>Actual</b>	
Summer 06	1,806	1,805.70	
Fall 06 – Spring 07	16,400	16,452.89	
Summer 07 (Shifted to 06/07)	1,100	1,053.85	
Total	<u>19,306</u>	<u>19,312.44</u>	
<b>07/08</b>			
	<b>Projected</b>	<b>New Projection</b>	
Summer 07	700	716.64	
Fall 07 – Spring 08 (includes 3% inc over 06/07)	16,892	17,151.24	(4.6%)
Summer 08 (Shifted to 07/08)	1,800	1,445.00	
Total	<u>19,392</u>	<u>19,312.88</u>	
<b>08/09</b>			
Summer 08	0	355	
Fall 08 – Spring 09 (includes 3% inc over 07/08)	17,399	17,399	
Summer 09 (Shifted to 08/09)	1,800	1,552	
Total	<u>19,199</u>	<u>19,306</u>	
<b>09/10</b>			
Summer 09	0	248	
Fall 09 – Spring 10	17,399	17,399	
Summer 10 (Shifted to 09/10)	1,800	1,659	
Total	<u>19,199</u>	<u>19,306</u>	

Fall – Spring numbers include Winter Intersession and 06/07 data is based on projections in March.

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

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## **ACADEMIC AFFAIRS**

### **A. BOARD POLICY 4100.1 (CATALOG RIGHTS) – FIRST READING**

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

Board Policy 4100.1 – Catalog Rights

## ACADEMIC AFFAIRS

### Board Policy 4100.1

### Catalog Rights

The El Camino College Catalog specifies the general education, major, and unit requirements which the student must satisfy to qualify for an Associate Degree, ~~a Certificate of Competence, or a Certificate of Completion.~~ a Certificate of Achievement or a Certificate of Accomplishment. Students who have maintained continuous enrollment may choose to graduate under the catalog requirements in effect either 1) at the time they began attending El Camino College continuously or 2) at the time they graduate from El Camino College. For degree and certificate purposes, continuous enrollment is defined as enrolling at El Camino College at least one semester, (excluding summer and winter terms) each academic year and receiving a letter grade, a “W” (Withdrawal), CR/NC (Credit /No Credit), or Pass/No Pass on the transcript.

Previous Board Number: 5126

Renumbered: 4/18/05

El Camino College

Adopted: 9/20/93

Amended:

## ACADEMIC AFFAIRS

### B. CENTER FOR THE ARTS PRESENTATIONS – 2008/2009

It is recommended that the Board approve the Center for the Arts film presentations for 2008/2009. Costs for each presentation are established as negotiated between the artist and his/her management representative and the District.

#### 2008/2009

#### 2008-2009 Discovery Travel Cinema Series

#### Amount

##### 1. **On the Road to Mandalay (Burma and Angor Wat)**

September 22, 2008 2,000.00

**Payable to: Buddy Hatton** 1,480.00

**Payable to: Windoes Travelogues** 520.00

Myanmar, formerly known as Burma, is an exciting and beautiful country to see. It has spectacular monuments, golden pagodas, and ancient cities. The road known as Mandalay is the road to Man nation's principal city. A side trip explores Angkor Watt, an astonishing site to see. Join us on an exotic trip to Southeast Asia.

##### 2. **Inside Ireland**

September 29, 2008 2,000.00

**Payable to: Clint Denn** 1,480.00

**Payable to: R.J. Enterprises, Inc.** 520.00

Ireland is the magical Isle with rolling green hills, a country that welcomes guests to their land to learn about their culture, history, and architecture, as well as to experience their lively pubs filled with the spirit of the people, past and present.

##### 3. **Beyond the Jungle – Belize/Guatemala**

October 6, 2008 2,000.00

**Payable to: Dale Johnson** 1,480.00

**Payable to: Windoes Travelogues** 520.00

Belize borders the Caribbean Sea and Guatemala enjoys having coasts on the Caribbean Sea and Pacific Ocean. These Central American countries are known for the beauty of their jungles with exotic animals and botanicals, but there is much more to these countries – the people with their cultures, history and cities. Come and experience Belize and Guatemala in a way you won't forget.

##### 4. **Along the Continental Divide**

October 13, 2008 2,000.00

**Payable to: Robin D. Williams** 1,480.00

## ACADEMIC AFFAIRS

**Payable to: Lewis Williams Agency** 520.00

The United States Continental Divide is also known as the Great Divide and indeed it is! It is the watershed of North America, comprising of the highest points of land separating north and south rivers to divide the waters to flow either to the west or to the east. The Continental Divide starts in Canada and continues through the United States all the way to South America. Come join us on this journey and see the Great Divide close up!

5. **Bolivia** October 20, 2008 2,000.00

**Payable to: Stan Walsh** 1,480.00

**Payable to: Lewis Williams Agency** 520.00

Bolivia! South America is an exciting country with friendly people, a vibrant culture with beautiful traditions in a beautiful land. Come meet the people and see the sights!

6. **Bhutan...The Cloud Kingdom** October 27, 2008 2,000.00

**Payable to: Tom Sterling** 2,000.00

Bhutan may be the last Shangri-La on this earth. It is a tiny mountainous country with Buddhist reverence for all living things. It is a country with beautiful forests, wildlife preserves and national parks striving to protect its land, monasteries, and exotic animals.

7. **Europe's Alps** November 3, 2008 2,000.00

**Payable to: Jim Tompkins** 1,480.00

**Payable to: R.J. Enterprises** 520.00

The Alps are majestic and beautiful, as well as foreboding and dangerous. The Alps are in the heart of Europe and encompass the countries of Switzerland, Austria, France, Germany and Italy. The European Alps have so much to see and experience from exploring small towns at the base of the mountains, to riding cog-trains to view its mighty glaciers or to perhaps ski like an Olympian down one of its faces. Come see Europe's Alps!

8. **Alaska** January 26, 2009 2,000.00

**Payable to: John Holod & Jodie Ginter** 1,480.00

**Payable to: Lewis Williams Agency** 520.00

Alaska is the last great wilderness of the United States. Separated from the continental states by Canada, it has been a draw for people to visit Glacier Bay to see beluga whales, polar bears and calving glaciers. Another sight not to be

## ACADEMIC AFFAIRS

missed is Denali Park with its abundant wildlife and beautiful flora. See the park by car, by hiking or by train. And, there is so much more. Anchorage and the tiny towns of the inside passage. Join us for the excitement of the largest state of the union, Alaska, its people, its sights and its culture.

9. **Egypt ... In the Footsteps of Moses**      February 2, 2009      2,000.00  
**Payable to: Dennis Burkhart**      1,480.00  
**Payable to: Lewis Williams Agency**      520.00

Ancient Egypt, a land of history and religion. See the land of Egypt's Golden age as we follow in the footsteps of Moses from his meetings in Pharaoh's palace to his wanderings in the desert.

10. **Turkey Part 2**      February 9, 2009      2,000.00  
**Payable to: Robin D. Williams**      1,480.00  
**Payable to: Lewis Williams Agency**      520.00

Turkey is a land full of history and influenced by many cultures and religions. Istanbul once was the city of Constantinople, the eastern capital of the Roman Empire. Romans, Christians, Moslems and more have left their mark on the land that lies between the Mediterranean and the Black Seas. Travel through history, see the culture and see some of the sights that is Turkey.

11. **Hello Louisiana**      February 18, 2009      2,000.00  
**Payable to: Monty & Marsha Brown**      1,480.00  
**Payable to: Windoes Travelogues**      520.00

Welcome to your host's home state! Louisiana is a state that came about from the expansion of the U.S.A. by the Louisiana Purchase in the early 1800's by President Jefferson. It is an exciting state with the gateway city of New Orleans on the majestic Mississippi River, with Cajun Country, its food and beautiful bayous and the Crossroads section of the state that encompasses two of America's major historical trails – the El Camino Real and the Natchez Trail. Come enjoy some southern hospitality as we explore Louisiana.

12. **Cambodia**      March 2, 2009      2,000.00  
**Payable to: Mike Shiley**      1,480.00  
**Payable to: Lewis Williams Agency**      520.00

Welcome back Mr. Mike Shiley who enters Cambodia to show us the old and the new of this intriguing country. A country where the tourist rate continues to climb due to its people, inspiring culture and traditions that can be seen throughout all of its regions. This Asian country will fill you with awe – join us and travel through the countryside and cities of Cambodia.

## ACADEMIC AFFAIRS

13. **10 Questions for the Dali Lama**                      March 9, 2009                      2,000.00  
**Payable to: Rick Ray**    1,480.00  
**Payable to: Lewis Williams Agency**                      520.00

The Dali Lama – a religious leader exiled from his home country of Tibet. If you had an opportunity to have an audience with His Holiness, the leader of Buddhists worldwide, what would you ask this peaceful man? Come and enjoy a very intimate meeting with the Dali Lama. Savor and enjoy his sense of humor, his sense of serenity, and hear the answers to the 10 questions that Rick Ray has the privilege to share with you.

14. **My Own Private Italy**                                      March 16, 2009                      2,000.00  
**Payable to: Steve McCurdy**                                      1,480.00  
**Payable to: Lewis Williams Agency**                      520.00

Steve McCurdy shows you his inside view of beautiful Italy. He shares his own personal experiences about the land, the people, the culture and the sights. Enjoy his travels in the countryside and see olive groves and vineyards and travel to the cities of Rome and Naples as well as all sights in-between. It's an experience you won't want to miss!

## C. CONFERENCE ATTENDANCE – HONORS TRANSFER PROGRAM

It is recommended that the Board approve the Honors Transfer Program students and staff listed below to attend the 2008 Honors Student Research Conference on March 1, 2008, at UC Irvine. The funding for registration of El Camino attendees has been arranged through the ECC Foundation. Students will be accompanied by HTP director Joseph Holliday. Transportation will be by van.

### Students:

John Bacolores	Cassie Liao	Nicolas Preciado
Anum Baig	Katherine Liu	Nicole Randall
Jessica Chiu	Jayani Maheepala	Nancy Tripathi
Michael Fend	Nicole Parsons	Elise Yerelian
Ray Huff		

### Faculty/Staff:

Francisco Arce	Steve Leonelli	Rodolfo Otero
Connie Fitzsimons	Susan McLeod	Jean Shankweiler
Amy Himsel		

## ACADEMIC AFFAIRS

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

It is recommended that the Board approve MESA students to participate in the conferences listed below.

1. Basic and Advance Science & Technology Academics of Research (BA STAR) Leadership Conference, Pines Resort in Bass Lake, California, on March 14-16, 2008. Lodging and registration will be covered by the BA STAR Program. Students will be accompanied by MESA Director, Arturo Hernandez. Transportation will be by van.

Johan B. Giron  
Veronica Ixtupe

Tah Kevin Njokom  
Hadasa Reyes

2. Santa Cruz Leadership Retreat at the Happy Valley Conference Center in Santa Cruz, California, on April 11-13, 2008. Lodging and registration will be covered by MESA Statewide. A maximum of ten students from the list below will be able to participate in the retreat. Students will be accompanied by MESA Director, Arturo Hernandez. Transportation will be by van.

Juan Acosta	Arturo Gutierrez	Jimenez Myron
Elizabeth Bermudez	Jose Guardado	Ugoeze Nwokedi
Yamileh Bustillo	Philip Herbas	Tah Njokom
Elizabeth Canales	Antonio Hernandez	Monturayo Onafalujo
Milena Campos	Veronica Ixtupe	Tamara Restrepo
Jesus Diz	Guztavo Izquierdo	Hadasa Reyes
Davidson Ejimole	Edward Jara	Lucia Rivera
Mellisa Ellis	Lucila J'aime	Joseph Rodriguez
Nazareth Escobedo-Pinto	Alexis Laguardia	Lidia Tejada
Jose Esparsa	Ana Lopez	Jose Torrez
Eduardo Garcia	Jose Martinez	Johnny Torres
Chad Germany	Guztavo Marquez	Rojas Victor
Johan Giron	Daniel Mora	Meskerem Zewdie
Diana Gomez	Tony Molina	Tizita Zewdie

## **ACADEMIC AFFAIRS**

### **E. INSTRUCTIONAL FIELD TRIP – SPRING 2008**

It is recommended that the Board approve the following field trip for Spring 2008:

April 4-7, 2008 – Mr. Charles Herzig – Geology 30 Class, estimated students 25, Death Valley National Park, depart 8:00 a.m. (4/4), return 5:00 p.m. (4/7) – Van transportation.

### **F. INTERNATIONAL EDUCATION/STUDY ABROAD PROGRAM – SUMMER 2008**

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

Eastern Europe (Prague, Poland, Slovakia, Budapest, Croatia, Slovenia, and Austria) – agency will be Leonardo World LLC, 9370 Sky Park Court, Suite 230, San Diego, CA 92123. The contact person is Eduard Schmiede.

On-Site Program Directors: Professor Matt Ebiner. His duties as the on-site director will include but not be limited to teaching the following courses: Geography 1 – Physical Geography; Geography 2 – Cultural Geography; and Geography 20abcd – Geography Field Studies. Duties will also include but not be limited to advising students, interacting with Eastern European travel representatives, and administering the program in Eastern Europe. Inclusive dates: June 10, 2008 – June 30, 2008.

### **G. PROPOSED CURRICULUM CHANGES: EFFECTIVE 2008-2009 ACADEMIC YEAR**

It is recommended that the Board approve the proposed curriculum additions, inactivations, and revisions, effective the 2008-2009 academic year, as listed below.

It should be noted that in August, 2007, the Board of Governors approved revisions to Title 5 regulations regarding certificates. Title 5 now requires that a credit certificate approved by the California Community Colleges System Office be called a Certificate of Achievement. Title 5 also allows colleges to offer a low-unit credit certificate that is approved locally by the curriculum committee and the local governing board. These certificates are called Certificate of Accomplishment.

## ACADEMIC AFFAIRS

The certificate changes listed below reflect the revisions required by the new regulation.

### BEHAVIORIAL AND SOCIAL SCIENCES DIVISION

#### INACTIVATE MAJORS

1. Transfer Studies – Associate of Arts
2. Transfer Studies - Associate of Science

#### CHANGE CERTIFICATE OF COMPETENCE TO CERTIFICATE OF ACHIEVEMENT

1. School Health Clerk

#### INACTIVATE CERTIFICATE OF COMPLETION

1. School Health Clerk

### BUSINESS DIVISION

#### CHANGES IN DISCIPLINE, CATALOG DESCRIPTION; COURSE REVIEW

1. Business 52A – Microsoft Word Applications I  
*Current Status/Proposed Change*  
Discipline: Office Technologies/Business Education  
~~Students working with~~ In this course, students will learn the basics of Microsoft Word software in a Windows environment. create, store, retrieve Topics covered include creating, saving, retrieving, printing, and print managing documents;  
~~Students will also learn to efficiently edit documents; adjust formats; manage files; use~~ using mouse and keyboard; manipulate text within and between windows; use writing tools, including speller; and grammar checker, and thesaurus, tools; create envelopes, labels translation, and form letters using mail merge, and use other specialized functions research features; change fonts and format text with styles, themes, templates, and special features; manipulate tabs and change margins, spacing, and alignment; create multiple-page documents and insert page numbers, headers, and footers; draw shapes and insert images, textboxes, borders, and shading; and create tables and charts.

## ACADEMIC AFFAIRS

*Recommendation:*

Discipline: Office Technologies/Business Education

In this course, students will learn the basics of Microsoft Word software in a Windows environment. Topics covered include creating, saving, retrieving, printing, and managing documents. Students will also learn to efficiently edit documents using mouse and keyboard; manipulate text within and between windows; use writing tools, including speller and grammar checker, thesaurus, translation, and research features; change fonts and format text with styles, themes, templates, and special features; manipulate tabs and change margins, spacing, and alignment; create multiple-page documents and insert page numbers, headers, and footers; draw shapes and insert images, textboxes, borders, and shading; and create tables and charts.

2. Business 52B – Microsoft Word Applications II

*Current Status/Proposed Change*

Discipline: Office Technologies/Business Education

~~This In this course, teaches students will learn advanced features of Microsoft Word software in a Windows environment. the additional techniques of the Microsoft Word program. Students develop proficiency in Topics covered include merging documents; tracking and comparing changes in documents; customizing Word options, styles, and themes; creating, revising, organizing fill-in form templates; and enhancing the visual display and presentation of business protecting and preparing documents. Advanced functions of the software program utilized include styles, macros, sort for distribution. Students will also learn to use Word features in research papers to automate the creation of references, bibliographies, and select, graphics, equations, tables and charts, and fill in forms indexes, as well as tables of contents, figures and authorities.~~

*Recommendation:*

Discipline: Office Technologies/Business Education

In this course, students will learn advanced features of Microsoft Word software in a Windows environment. Topics covered include merging documents; tracking and comparing changes in documents; customizing Word options, styles, and themes; creating fill-in form templates; and protecting and preparing documents for distribution. Students will also learn to use Word features in research papers to automate the creation of references, bibliographies, and indexes, as well as tables of contents, figures and authorities.

## ACADEMIC AFFAIRS

### CHANGES IN DESCRIPTIVE TITLE, DISCIPLINE, TRANSFER STATUS, CONDITIONS OF ENROLLMENT (Prerequisite, Corequisite, Recommended Preparation, or Enrollment Limitation), CATALOG DESCRIPTION; COURSE REVIEW

#### *Current Status/Proposed Change*

1. Business 56abcd – ~~Preparation for Microsoft Office Specialist Word Certification in Word Preparation~~

Discipline: Office Technologies/Business Education

~~No Transfer CSU~~ Transfer CSU

Prerequisite: Business 52A or Business 54 or Computer Information Systems 13 with a minimum grade of C in prerequisite or equivalent experience with Microsoft Word

Recommended Preparation: Business 52B or Business 55

This course ~~provides~~ prepares students with the ~~problem-solving concepts and skills required to qualify for Microsoft Office Specialist Word certification exams in Microsoft Word.~~ Students will build proficiency in assess existing Word skills, analyze weaknesses, and learn to integrate all the features of the build proficiency in skill sets required for Microsoft Word program certification. An optional Microsoft Office Specialist Word certification test is offered on completion of the course for an additional fee.

#### *Recommendation:*

Business 56abcd – Microsoft Word Certification Preparation

Discipline: Office Technologies/Business Education

Transfer CSU

Prerequisite: Business 52A or Business 54 or Computer Information Systems 13 with a minimum grade of C in prerequisite or equivalent experience with Microsoft Word

Recommended Preparation: Business 52B or Business 55

This course prepares students for Microsoft Word certification exams. Students will assess existing Word skills, analyze weaknesses, and build proficiency in skill sets required for Microsoft Word certification. An optional Microsoft Word certification test is offered on completion of the course for an additional fee.

#### *Current Status/Proposed Change*

2. Business 57abcd – ~~Preparation for Microsoft Office Specialist PowerPoint Certification in PowerPoint Preparation~~

Discipline: Office Technologies/Business Education

~~No Transfer CSU~~ Transfer CSU

## ACADEMIC AFFAIRS

Prerequisite: Business 54 or Computer Information Systems 13 with a minimum grade of C in prerequisite or equivalent experience with Microsoft PowerPoint

Recommended Preparation: Business 55

~~This course provides prepares students with the problem-solving concepts and skills required to qualify for Microsoft Office Specialist certification in PowerPoint certification exams. Students will assess existing PowerPoint skills, analyze weaknesses, and build proficiency in Microsoft PowerPoint and learn to integrate all the features of the skills sets required for Microsoft PowerPoint program certification.~~ An optional Microsoft Office Specialist PowerPoint certification test is offered on completion of the course for an additional fee.

*Recommendation:*

Business 57abcd – PowerPoint Certification Preparation

Discipline: Office Technologies/Business Education

Transfer CSU

Prerequisite: Business 54 or Computer Information Systems 13 with a minimum grade of C in prerequisite or equivalent experience with Microsoft PowerPoint

Recommended Preparation: Business 55

This course prepares students for Microsoft PowerPoint certification exams. Students will assess existing PowerPoint skills, analyze weaknesses, and build proficiency in skills sets required for Microsoft PowerPoint certification. An optional Microsoft PowerPoint certification test is offered on completion of the course for an additional fee.

## FINE ARTS DIVISION

### CHANGE IN CATALOG PROGRAM DESCRIPTION

#### 1. Speech Communication

*Current Status/Proposed Change*

The degree and certificate provides students with a thorough foundation in the theory and practice of speech communication studies. This is achieved through a variety of courses that serve to develop personal, business, and professional communication skills in individual, interpersonal, and group situations, along with skills in research, organization, critical thinking, argumentation, and forensics. Students will demonstrate their proficiency through performance, class projects, research papers, objective tests, critiques, and competitions. Program assessment is measured by completion, evaluation of student learning outcomes,

## ACADEMIC AFFAIRS

transferability, competitions at the local, state, and national levels, and periodic program review.

### *Recommendation:*

The degree and certificate provides students with a thorough foundation in the theory and practice of communication studies. This is achieved through a variety of courses that serve to develop personal, business, and professional communication skills in individual, interpersonal, and group situations, along with skills in research, organization, critical thinking, argumentation, and forensics. Students will demonstrate their proficiency through performance, class projects, research papers, objective tests, critiques, and competitions. Program assessment is measured by completion, evaluation of student learning outcomes, transferability, competitions at the local, state, and national levels, and periodic program review.

## INACTIVATE CERTIFICATE OF COMPLETION

1. Music - Commercial Music Option

## CHANGE CERTIFICATE OF COMPETENCE TO CERTIFICATE OF ACHIEVEMENT; CHANGES IN COURSE REQUIREMENTS, UNITS

1. Music - Commercial Music Option

### *Current Status/Proposed Change*

A Certificate of ~~Competence~~ Achievement will be granted upon completion of the following courses: ~~listed below with a grade average of B-~~ Music 82abc, 84, and 85ab must be completed at El Camino College.

Required courses: Music 1, 80abc, 81A, 81B, 82abc\*, 83abcd\*, 84, 85ab\* (\*one semester of)

Total Units: ~~16~~ 20

### *Recommendation:*

A Certificate of Achievement will be granted upon completion of the following courses: Music 82abc, 84, and 85ab must be completed at El Camino College.

Required courses: Music 1, 80abc, 81A, 81B, 82abc\*, 83abcd\*, 84, 85ab\* (\*one semester of)

Total Units: 20

## ACADEMIC AFFAIRS

### CHANGE CERTIFICATE OF RECOGNITION TO CERTIFICATE OF ACHIEVEMENT; CHANGES IN COURSE REQUIREMENTS, UNITS

#### 1. Speech Communication

##### *Current Status/Proposed Change*

A Certificate of ~~Recognition~~ Achievement will be granted ~~to the student upon completion of~~ completing the following courses: ~~with a grade average of B:~~ Speech Communication 1, Speech Communication 4, and Speech Communication 3, or Speech Communication 12-99abc (1 unit); Select a minimum of 11 units from: Speech Communication 4, 5, 7, 8, 9, 12, 14, 24abcd, 25abcd, 99abc (1-2 units)

Total Units: ~~9~~ 18

(At least ~~6~~ 12 units must be completed at El Camino College.)

##### *Recommendation:*

A Certificate of Achievement will be granted upon completion of the following courses: Speech Communication 1, 3, 99abc (1 unit); Select a minimum of 11 units from: Speech Communication 4, 5, 7, 8, 9, 12, 14, 24abcd, 25abcd, 99abc (1-2 units)

Total Units: 18

(At least 12 units must be completed at El Camino College.)

## NEW COURSE

#### 1. Film/Video 54abc – Regional Cinemas

Units: 3 Lecture: 3 hours Faculty Load: 20%

Recommended Preparation: eligibility for English 1A

Credit, degree applicable; Transfer CSU

This course will survey major films and filmmakers from one or more regions such as Italy or India or from a geographic area such as Africa or Latin America. By analyzing representative films as unique cultural products, the student will be introduced to various methods of interpreting and evaluating a particular region's indigenous cinema within its socio-political context. Emphasis is placed on studying films and directors whose stylistic and thematic trends have been affected by significant cultural events. As the content changes each semester, this course is repeatable for credit.

## ACADEMIC AFFAIRS

### CHANGE IN MAJOR

#### 1. Film/Video

*Current Status/Proposed Change*

Film/Video 1, 3, 20, 22; 11-12 units from: English 38, Film/Video 4, 21, 24, 28ab, 32ab, 34ab, 36ab, 52, 53, 54abcd, 95abcd (2-4 units), Photography 51

Total Units: 23-24

*Recommendation:*

Film/Video 1, 3, 20, 22; 11-12 units from: English 38, Film/Video 4, 21, 24, 28ab, 32ab, 34ab, 36ab, 52, 53, 54abcd, 95abcd (2-4 units), Photography 51

Total Units: 23-24

## HEALTH SCIENCES AND ATHLETICS DIVISION

### CHANGE CERTIFICATE OF COMPLETION TO CERTIFICATE OF ACCOMPLISHMENT

#### 1. Radiologic Technology

### CHANGE IN NURSING PROGRAM PREREQUISITES

*Current Status/Proposed Change*

In order to be eligible for the nursing program, students must first satisfy the following requirements:

- Attend a general orientation session for the prospective nursing students.
- Graduate from high school or earn acceptable scores on the G.E.D.
- Complete Mathematics 40 or 41B or higher level Mathematics course or pass the Mathematics Competency Test.
- ~~Complete the Degrees of Reading Power Test.~~
- Complete the following Nursing Program prerequisite courses with a minimum 2.5 GPA: Anatomy 30 or 32; English 1A, Microbiology 33, and Physiology 31. (Note: If a student earns only a grade of C in each of these prerequisite courses, then the 2.5 GPA requirement will not be met.)
- Achieve a passing composite score on a Nursing Assessment/Readiness Test.
- Earn a cumulative 2.5 GPA in all college work.

In addition to meeting the above requirements, students must have official transcripts on file in the Records Office showing evidence of high school

## ACADEMIC AFFAIRS

completion as well as all college and university credits earned. A student must also provide verification of criminal background clearance.

### *Recommendation:*

In order to be eligible for the nursing program, students must first satisfy the following requirements:

- Attend a general orientation session for the prospective nursing students.
- Graduate from high school or earn acceptable scores on the G.E.D.
- Complete Mathematics 40 or 41B or higher level Mathematics course or pass the Mathematics Competency Test.
- Complete the following Nursing Program prerequisite courses with a minimum 2.5 GPA: Anatomy 30 or 32; English 1A, Microbiology 33, and Physiology 31. (Note: If a student earns only a grade of C in each of these prerequisite courses, then the 2.5 GPA requirement will not be met.)
- Achieve a passing composite score on a Nursing Assessment/Readiness Test
- Earn a cumulative 2.5 GPA in all college work.

In addition to meeting the above requirements, students must have official transcripts on file in the Records Office showing evidence of high school completion as well as all college and university credits earned. A student must also provide verification of criminal background clearance.

## NEW COURSES

### 1. Physical Education 274 – Clinical Assessment and Management of Athletic Injuries

Units: 3 Lecture: 2 hours Lab: 3 hours Faculty Load: 28.333%

Prerequisite: Physical Education 272 with a minimum grade of C; valid American Red Cross First Aid and CPR Certificate

Recommended Preparation: eligibility for English A or 84

Credit, degree applicable; Transfer CSU

This course builds on concepts from Physical Education 272, Care and Prevention of Athletic Injuries, and examines advanced techniques in the field of athletic training. Emphasis is placed on recognition, assessment, management, and prevention of athletic injuries including strapping techniques. Students will implement and administer athletic training concepts as they apply to athletics and athletic competition.

## ACADEMIC AFFAIRS

### 2. Physical Education 282abcd – Primary Prevention of Cardiovascular and Related Diseases

Units: 2      Lecture: 1 hour      Lab: 3 hours      Faculty Load: 20.300%

Credit, degree applicable; Transfer CSU

This course provides instruction in risk factor identification and modification for cardiovascular related diseases including the metabolic syndrome. Emphasis is placed on healthy lifestyle behaviors including exercise training, proper nutrition, and weight management. Other topics to be discussed include smoking cessation, lipid lowering techniques, and blood pressure reduction strategies. This course is designed for apparently healthy individuals with one or more risk factors for cardiovascular disease such as physical inactivity, obesity, high blood pressure, high cholesterol, cigarette smoking, high blood sugar, and for students who are interested in these health-related topics.

## INDUSTRY AND TECHNOLOGY DIVISION

### CHANGE IN CATALOG PROGRAM DESCRIPTION

#### 1. Automotive Technology

##### *Current Status/Proposed Change*

The automotive technology program prepares students for employment in the field and provides upgrade opportunities for currently employed personnel. By completing the degree or certificate requirements, the student will gain proficiency in safety practices, automotive service, testing, troubleshooting, brakes, suspension, wheel alignment, engine tune-up, electrical systems, fuel systems (carburetion and fuel injection), emission systems, transmissions, drive trains, engine repair, engine rebuilding, ~~and automotive machining, or air conditioning.~~ Competencies will be assessed regularly in accordance with Automotive Service Excellence (ASE) standards. ~~A Students student completing the program degree or certificate requirements may expect to enter industry as a technician in automotive service, repair, tune-up, or smog certification, or automotive air conditioning. technicians. Internship opportunities are also available through the T-TEN (Toyota Technical Education Network) program.~~

##### *Recommendation:*

The automotive technology program prepares students for employment in the field and provides upgrade opportunities for currently employed personnel. By completing the degree or certificate requirements, the student will gain proficiency in safety practices, automotive service, testing, troubleshooting, brakes, suspension, wheel alignment, engine tune-up, electrical systems, fuel systems

## **ACADEMIC AFFAIRS**

(carburetion and fuel injection), emission systems, transmissions, drive trains, engine repair, engine rebuilding, automotive machining, or air conditioning. Competencies will be assessed regularly in accordance with Automotive Service Excellence (ASE) standards. A student completing degree or certificate requirements may expect to enter industry as a technician in automotive service, repair, tune-up, smog certification, or automotive air conditioning.

### **CHANGE CERTIFICATES OF COMPLETION TO CERTIFICATES OF ACHIEVEMENT**

1. Administration of Justice – Administration of Justice Option
2. Administration of Justice – Reserve Police Officer Option
3. Air Conditioning and Refrigeration – Air Conditioning Option
4. Air Conditioning and Refrigeration – Air Conditioning and Refrigeration Electric Controls Option
5. Air Conditioning and Refrigeration – Heating, Ventilation, and Air Conditioning (HVAC) and Refrigeration Option
6. Air Conditioning and Refrigeration – Refrigeration Option
7. Cosmetology – Cosmetology Option
8. Engineering Technology – Engineering Technician Option
9. Engineering Technology - Engineering Technology Option
10. Fashion – Costume Technician Option
11. Fashion – Fashion Stylist Option
12. Fashion – Computer Pattern Making Technician Option

### **CHANGE CERTIFICATES OF COMPLETION TO CERTIFICATES OF ACCOMPLISHMENT**

1. Administration of Justice – Security Officer Option

## ACADEMIC AFFAIRS

2. Automotive Collision Repair/Painting – Automotive Collision Investigation Option
3. Automotive Collision Repair/Painting – Automotive Accident Reconstruction Option
4. Electronics and Computer Hardware Technology – Computer Hardware Technician Option
5. Electronics and Computer Hardware Technology – Electronics Technician Option
6. Electronics and Computer Hardware Technology – Powerline Industry Readiness Option

### CHANGES IN NUMBER, REPEATABILITY

1. Architecture 180abcd - Design/Build Studio  
~~Not repeatable~~ Note: This course is repeatable.

*Recommendation:*

Architecture 180abcd - Design/Build Studio

Note: This course is repeatable.

### CHANGES IN TITLE, COURSE REQUIREMENTS; CHANGE CERTIFICATES OF COMPETENCE TO CERTIFICATES OF ACHIEVEMENT

*Current Status/Proposed Change*

1. Automotive Collision Repair/Painting II  
~~A Certificate of Competence will be granted to the student completing the Core Requirements with a grade average of B and the General Requirements with a grade average of C. At least 50% of the Core Requirements courses required for the Certificate of Competence~~ Achievement must be completed at El Camino College.  
~~Core Requirements:~~ Complete a minimum of 32 units from the following: Automotive Collision Repair/Painting 1A, 1B, 1C, 1D, 2A, 2B, 2C, 3A, 4abcd, 5abcd, 20, 22, 24, 26; ~~General Requirements:~~ Complete 9-12 units from the following: English A or qualifying score for English 1A on English Placement Test, Machine Tool Technology 16ab\*, Technical Mathematics 1, Welding 15ab\* (9-12 units)

## ACADEMIC AFFAIRS

(\*one semester of)

Total Units: 41-44

*Recommendation:*

Automotive Collision Repair/Painting II

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

Complete a minimum of 32 units from the following: Automotive Collision Repair/Painting 1A, 1B, 1C, 1D, 2A, 2B, 2C, 3A, 4abcd, 5abcd, 20, 22, 24, 26;

Complete 9-12 units from the following: English A or qualifying score for English 1A on English Placement Test, Machine Tool Technology 16ab\*, Technical Mathematics 1, Welding 15ab\*

(\*one semester of)

Total Units: 41-44

*Current Status/Proposed Change*

### 2. Automotive ~~Technology~~ Technician II

~~A Certificate of Competence will be granted upon completion of 32-40 units in the core requirements with a grade average of B or better and the general requirements with a grade average of C. At least 50% of the major requirements courses required for the Certificate of Competence~~ Achievement must be completed at El Camino College.

~~Core Requirements:~~ Complete a minimum of: 8 units from: Automotive Technology 33 or 34 and 35; 8 units from: Automotive Technology 22A or 23 and 24; 8 units from: Automotive Technology 22B or 25 and 26 ~~(or 8 units from Automotive Technology 71 and 72)~~; one course from: Automotive Technology 41, 42, 43, 45; 8 units from: Automotive Technology 11 or 14 and 16;

~~General Requirements:~~ Complete 6-10 units from the following: English A or qualifying score for English 1A on the English Placement Test, Technical Mathematics 1; Welding 15ab\* or Machine Tool Technology 101abcd\* or Machine Tool Technology 46 (3-9 units)

(\*one semester of)

Total Units: ~~43-45~~ 42-50

*Recommendation:*

Automotive Technician II

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

Complete 8 units from: Automotive Technology 33 or 34 and 35; 8 units from: Automotive Technology 22A or 23 and 24; 8 units from: Automotive Technology

## ACADEMIC AFFAIRS

22B or 25 and 26; one course from: Automotive Technology 41, 42, 43, 45; 8 units from: Automotive Technology 11 or 14 and 16; Complete 6-10 units from the following: English A or qualifying score for English 1A on the English Placement Test, Technical Mathematics 1; Welding 15ab\* or Machine Tool Technology 101abcd\* or Machine Tool Technology 46 (\*one semester of)  
Total Units: 42-50

### *Current Status/Proposed Change*

#### 3. Welding II

A Certificate of ~~Competence~~ Achievement will be granted upon completion of the ~~core~~ courses in the day or evening programs. ~~with a grade average of B and completion of the general requirements with a grade average of C.~~ At least 50% of the ~~core~~ courses required for the Certificate of Achievement must be completed at El Camino College.

#### ~~Core Courses:~~

Day Program: Complete 32 units from: Welding 1, 2abc; ~~General Requirements:~~ Complete 9-12 units from the following: Computer Aided Design/Drafting 5, Machine Tool Technology 16ab, Technical Mathematics 1, English A or qualifying score for English 1A on English Placement Test

Evening Program: Complete a minimum of ~~30~~ 32 units from: Welding 21, 23abc, 40abcd, 45abcd; ~~General Requirements:~~ Complete 9-12 units from the following: Computer Aided Design/Drafting 5, Machine Tool Technology 16ab, Technical Mathematics 1, English A or qualifying score for English 1A on English Placement Test

Total Units: Day Program: 41-44; Evening Program: ~~39-42~~ 41-44

#### *Recommendation:*

#### Welding II

A Certificate of Achievement will be granted upon completion of the courses in the day or evening programs. At least 50% of the courses required for the Certificate of Achievement must be completed at El Camino College.

Day Program: Complete 32 units from: Welding 1, 2abc; Complete 9-12 units from the following: Computer Aided Design/Drafting 5, Machine Tool Technology 16ab, Technical Mathematics 1, English A or qualifying score for English 1A on English Placement Test

Evening Program: Complete a minimum of 32 units from: Welding 21, 23abc, 40abcd, 45abcd; Complete 9-12 units from the following: Computer Aided Design/Drafting 5, Machine Tool Technology 16ab, Technical Mathematics 1, English A or qualifying score for English 1A on English Placement Test

## ACADEMIC AFFAIRS

Total Units: Day Program: 41-44; Evening Program: 41-44

### CHANGES IN TITLE, COURSE REQUIREMENTS; CHANGE CERTIFICATES OF COMPLETION TO CERTIFICATES OF ACHIEVEMENT

#### *Current Status/Proposed Change*

#### 1. Automotive Collision Repair/Painting I

~~A Certificate of Completion will be granted to the student completing the courses in the Automotive Collision Repair/Painting or the Automotive Collision Investigation or the Automotive Accident Reconstruction options with a grade average of C. At least 50% of the requirements for the Certificate of Completion~~  
Achievement must be completed at El Camino College.

Automotive Collision Repair/Painting 1A, 1B, 1C, 1D, 2A, 2B, 2C, 3A, 4abcd, 5abcd, 20, 22, 24, 26

Total Units: 32

#### *Recommendation:*

Automotive Collision Repair/Painting I

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

Automotive Collision Repair/Painting 1A, 1B, 1C, 1D, 2A, 2B, 2C, 3A, 4abcd, 5abcd, 20, 22, 24, 26

Total Units: 32

#### *Current Status/Proposed Change*

#### 2. Automotive Technician I

~~A Certificate of Completion will be granted upon completion of the required courses in the Automotive Technician or Automotive Tune Up Technician or Automotive Brakes and Suspension Technician or Automotive Transmission and Drive Train Technician or Automotive Engine Rebuilding and Repair Technician options with a grade average of C. At least 50% of the requirements~~  
courses required for the Certificate of ~~Completion~~ Achievement must be completed at El Camino College.

8 units from: Automotive Technology 33 or 34 and 35; 8 units from: Automotive Technology 22A or 23 and 24; 8 units from: Automotive Technology 22B or 25 and 26 ~~or 71 and 72~~; one course from: Automotive Technology 41, 42, 43, 45; 8 units from: Automotive Technology 11 or 14 and 16

Total Units: ~~32-40~~ 36-40

## ACADEMIC AFFAIRS

### *Recommendation:*

Automotive Technician I

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

8 units from: Automotive Technology 33 or 34 and 35; 8 units from: Automotive Technology 22A or 23 and 24; 8 units from: Automotive Technology 22B or 25 and 26; one course from: Automotive Technology 41, 42, 43, 45; 8 units from: Automotive Technology 11 or 14 and 16

Total Units: 36-40

## **CHANGE CERTIFICATE OF COMPLETION TO CERTIFICATE OF ACHIEVEMENT**

1. Cosmetology

## **CHANGE IN TITLE; CHANGE CERTIFICATE OF COMPLETION TO CERTIFICATE OF ACHIEVEMENT**

### *Current Status/Proposed Change*

1. Welding I

A Certificate of ~~Completion~~ Achievement will be granted upon completion of the courses in the day or evening program ~~with a grade average of C~~. At least 50% of the ~~core~~ courses must be completed at El Camino College.

Day Program: Complete 32 units from: Welding 1, 2abc

Total Units: 32

Evening Program: Complete a minimum of 32 units from: Welding 21, 23abc, 40abcd, 45abcd

Total Units: 32

### *Recommendation:*

Welding I

A Certificate of Achievement will be granted upon completion of the courses in the day or evening program. At least 50% of the courses must be completed at El Camino College.

Day Program: Complete 32 units from: Welding 1, 2abc

Total Units: 32

Evening Program: Complete a minimum of 32 units from: Welding 21, 23abc, 40abcd, 45abcd

Total Units: 32

## ACADEMIC AFFAIRS

### CHANGE CERTIFICATE OF COMPLETION TO CERTIFICATE OF ACCOMPLISHMENT; NEW OPTION

#### 1. Automotive Technology

##### *Current Status/Proposed Change*

A Certificate of ~~Completion~~ Accomplishment will be granted upon completion of the required courses in the ~~Automotive Technician or Automotive Tune-Up Technician or Automotive Air Conditioning Technician or Automotive Brakes and Suspension Technician or Automotive Engine Rebuilding and Repair Technician or Automotive Transmission and Drive Train Technician options.~~ ~~with a grade average of C.~~ At least 50% of the ~~requirements~~ courses required for the Certificate of ~~Completion~~ Accomplishment must be completed at El Camino College.

##### Automotive Air Conditioning Technician Option:

Automotive Technology 81

Total Units: 3

##### Automotive Brakes and Suspension Technician Option:

Automotive Technology 11 or 14 and 16

Total Units: 8

##### Automotive Engine Rebuilding and Repair Technician Option:

Automotive Technology 41 or 42 or 43 and 45

Total Units: 8

##### Automotive Transmission and Drive Train Technician Option:

Automotive Technology 33 or 34 and 35

Total Units: 8

##### *Recommendation:*

A Certificate of Accomplishment will be granted upon completion of the required courses in the Automotive Air Conditioning Technician or Automotive Brakes and Suspension Technician or Automotive Engine Rebuilding and Repair Technician or Automotive Transmission and Drive Train Technician options. At least 50% of the courses required for the Certificate of Accomplishment must be completed at El Camino College.

##### Automotive Air Conditioning Technician Option:

Automotive Technology 81

Total Units: 3

##### Automotive Brakes and Suspension Technician Option:

Automotive Technology 11 or 14 and 16

Total Units: 8

## ACADEMIC AFFAIRS

Automotive Engine Rebuilding and Repair Technician Option:

Automotive Technology 41 or 42 or 43 and 45

Total Units: 8

Automotive Transmission and Drive Train Technician Option:

Automotive Technology 33 or 34 and 35

Total Units: 8

### **CHANGE CERTIFICATE OF COMPLETION TO CERTIFICATE OF ACHIEVEMENT; NEW OPTION**

#### 1. Automotive Technology

*Current Status/Proposed Change*

A Certificate of ~~Completion~~ Achievement will be granted upon completion of the required courses in the Automotive Brakes/Suspension, Transmission/Drive Train Technician or Automotive Engine Rebuilding/Repair Technician or Automotive Tune-up Technician Options. At least 50% of the courses required for the Certificate of ~~Completion~~ Achievement must be completed at El Camino College.

Automotive Brakes/Suspension, Transmission/Drive Train Technician Option:

Automotive Technology 11 or 14 and 16; Automotive Technology 33 or 34 and 35

Total Units: 16

Automotive Engine Rebuilding/Repair Technician Option:

Automotive Technology 41 or 42; Automotive Technology 43 or 45

Total Units: 12

Automotive Tune-Up Technician Option:

Automotive Technology 22A or 23 and 24; Automotive Technology 22B or 25 and 26

Total Units: 16

*Recommendation:*

A Certificate of Achievement will be granted upon completion of the required courses in the Automotive Brakes/Suspension, Transmission/Drive Train Technician or Automotive Engine Rebuilding/Repair Technician or Automotive Tune-up Technician Options. At least 50% of the courses required for the Certificate of Achievement must be completed at El Camino College.

Automotive Brakes/Suspension, Transmission/Drive Train Technician Option:

Automotive Technology 11 or 14 and 16; Automotive Technology 33 or 34 and 35

Total Units: 16

Automotive Engine Rebuilding/Repair Technician Option:

Automotive Technology 41 or 42; Automotive Technology 43 or 45

Total Units: 12

## **ACADEMIC AFFAIRS**

Automotive Tune-Up Technician Option:

Automotive Technology 22A or 23 and 24; Automotive Technology 22B or 25 and 26

Total Units: 16

### **INACTIVATE CERTIFICATES OF COMPLETION**

1. Construction Technology – Construction Technology Option
2. Construction Technology – Cabinet and Fine Woodworking Option
3. Electronics and Computer Hardware Technology – Communications Equipment Technician Option
4. Electronics and Computer Hardware Technology – Computer Hardware Electronics Technician Option
5. Electronics and Computer Hardware Technology – Electronics Engineering Technician Option
6. Electronics and Computer Hardware Technology – Industrial Computer Control Technician
7. Fashion – Fashion Design and Production Option
8. Fashion – Fashion Merchandising Option
9. Machine Tool Technology – Machinist Option
10. Machine Tool Technology – Numerical Control Programmer Option

### **CHANGE CERTIFICATES OF COMPETENCE TO CERTIFICATES OF ACHIEVEMENT**

1. Construction Technology – Construction Technology Option
2. Construction Technology – Cabinet and Fine Woodworking Option

## **ACADEMIC AFFAIRS**

3. Electronics and Computer Hardware Technology – Communications Equipment Technician Option
4. Electronics and Computer Hardware Technology – Computer Hardware Electronics Technician Option
5. Electronics and Computer Hardware Technology – Electronics Engineering Technician Option
6. Electronics and Computer Hardware Technology – Industrial Computer Control Technician Option
7. Fashion – Fashion Design and Production Option
8. Fashion – Fashion Merchandising Option
9. Machine Tool Technology – CNC Machine Operator Option

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

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**A. STUDENT FIELD TRIPS**

It is recommended that the Board approve the following student field trips sponsored by Project Success, Puente and the Transfer Center. The purposes of the trips are to provide cultural enrichment and transfer information. Other chaperones that may be called upon as needed for the Transfer Center are: Rene Lozano, Rigoberto Castro, Kelsey Lino, Sue Oda-Omori, Theresa Barragan, Lori Suekawa, Elaine Moore, Bill Cooper, Lisa Raufman, Tri Le, Tiffanie Hong, Griselda Castro, Lori Losorelli, Sabra Sabio and Junnette Fariolen.

Project Success – Brian Mims

March 14, 2008 – African American Male Summit, Coastline le Joa Center, Westminster, California. Estimated students 7. Depart 6:45 a.m.; return 5:30 p.m. Transportation by college van.

Puente – Griselda Castro and Peter Marcoux

April 26, 2008 – Great Wall Mural, San Bernardino, California. Estimated students 40. Depart 8:30 a.m.; return 1:30 p.m. Transportation by bus at a cost of \$300.

March 29, 2008 – Museum of Tolerance, Los Angeles, California. Estimated students 50. Depart 7:30 a.m.; return 1:30 p.m. Transportation by bus at a cost of \$300.

Transfer Center – Theresa Barragan

April 12, 2008 – UC Santa Barbara tour, Santa Barbara, California. Estimated students 50. Depart 7 a.m.; return 5 p.m. Transportation by bus at a cost of \$300.

April 12, 2008 – CSU Fullerton tour, Fullerton, California. Estimated students 15. Depart 7 a.m.; return 3 p.m. Transportation by college vans.

April 18, 2008 – CSU Long Beach tour, Long Beach, California. Estimated students 22. Depart 8 a.m.; return 3 p.m. Transportation by college vans.

April 19, 2008 – UC Irvine tour, Irvine, California. Estimated students 15. Depart 8 a.m.; return 5 p.m. Transportation college vans.

April 25, 2008 – UCLA Stomp Conference Center, Los Angeles, California. Estimated students 50. Depart 8 a.m.; return 3 p.m. Transportation by bus at a cost of \$300.

April 29, 2008 – USC General Campus Tour, Los Angeles, California. Estimated students 22. Depart 12 p.m.; return 5 p.m. Transportation by college vans.

Transfer Center – Sue Oda-Omori, Cynthia Mosqueda, Rene Lozano, Theresa Barragan. Alternate: Blanca Prado

April 7 – 9, 2008 – Northern California Tour. Visit to UC Davis, UC Berkeley, UC Santa Cruz, and San Francisco State. Estimated students 30-60. Depart 7 a.m. on April 7, 2008 and return by 7 p.m. on April 9, 2008. Expenses for transportation, lodging, and meals not to exceed \$6,000 to be funded by the Transfer Center, Puente, and First Year Experience.

Science Club Field Trip – Joseph Holliday, Jeanne Bellemin

April 8-11, 2007 – Morro Bay State Park, Morro Bay, California. Estimated students 22. Expenses in the amount of \$1100 for camp site fees, gasoline and food to be paid as follows: \$900 from the Science Club funds and the remainder of \$200 by the students. Transportation by college vans.

**B. STUDENT CONFERENCE**

It is recommended that the Board approve attendance of the Sociology Club at the Pacific Sociological Association Annual Conference, April 10-13, 2008 at the Marriott Hotel, Portland, Oregon. Expenses in the amount of \$7,800 to cover conference registration, accommodations, airfare and meals will be paid from Sociology Club funds and students attending the conference.

Adviser – Stacey Allen.

Adriana Navarro, Lisa Touriel, Martha Saenz, Nicole Papillion, Albert Silva Rania Eldanaf, Tamara Elodat, Stephanie Kuehn, Lori Jenkins, Heedo Jang Heidi Piedra (Presenter), Lorena Ruiz (Presenter)

**C. COMMUNITY EDUCATION – SPRING 2008**

1. It is recommended that the Board approve the change in salary fee for the following Community Education course for Spring 2008:

Class Title	Instructor	Salary Fee	Class Fee	Start Date	Day	Times	End Date	Room
Introduction To Fire Service Tools & Equipment	Winkler, David	<del>40%</del> \$40/hr	\$50	1/29/08	Tues	8 a.m. – 5 p.m.	1/29/08	Inglewood Fire Academy

2. It is recommended that the Board approve changes for the following Community Education course for Spring 2008:

Class Title	Instructor	Salary Fee	Class Fee	Start Date	Day	Times	End Date	Room
Belly Robies Belly Dance	<del>Beintker,</del> Katalina Costello, Regine	40% *Opt A	\$59	<del>2/23/08</del> 3/8/08	Sat	12:15 pm – 1:15 pm 3:30 pm – 4:30 pm	<del>4/19/08</del> 5/3/08	PE 52

\* Option A – 50% of the revenue collected for student enrollments after a 30% overhead fee is deducted from the gross amount of enrollment fees.

**D. EL CAMINO COLLEGE CHORALE HAWAII CONCERT TOUR**

It is recommended that the Board approve the attendance and participation of the El Camino College Chorale concert tour to Oahu, Hawaii with concerts and musical exchanges at Brigham Young University at Hawaii, University of Hawaii at Manoa and various churches, April 8 – 13, 2008. Expenses in the amount of \$20,000 to cover the cost of airfare, lodging and land transportation to be paid as follows: \$10,000 from the Auxiliary Chorale Account and Foundation and \$10,000 from student donations of \$400 per student. Adviser - Dr. Joanna Nacheff, Accompanist - Kenner Bailey, Staff - Marcia Armstrong:

Brittany Alatorre, Michael Avila, Robert Bruce, Brant Carey, Vin Castillo  
Christopher Craig, Shannon Espinoza, Lundon Garner, Jennie Harris, Hayley Jones  
Laura Kole, Sul Lee, Zachary Livingston, Marie Mannino, Satomi Mochizuki  
Nisha Ram, Trameka Richardson, Rodney Rose, Dante Ross, Chloe Smart  
Chelsea Stager, Lydia Tejada, Samuel Tejada, Magaly Zamora, Maz'a Zimmerman

**E. GRANTS - INFORMATION**

It is recommended that the Board receive as information the following Grants:

1. California Community College Economic and Workforce Development – Youth Entrepreneur Program – 2008 Summer Buzz on Biz Academy. The 2008 Summer Buzz on Biz Academy has been designed to expose 18-27 year-old African American and Latino high school and college students to various opportunities, expert speakers, healthy competition and incentive activities, part-time business creation and development, mentorship and outreach, resource development and management, and collaborative partnerships in an atmosphere that is conducive to learning. The El Camino College Small Business Development Center (SBDC) Youth Entrepreneur Program will provide a minimum of 50 youths and young adults with a theory of and application to the entrepreneurial way of thinking to aid them in the development and operation of part-time businesses, which can eventually lead to full-time operational status, while completing their high school and college education.

Amount of Grant Funding from Granting Agency	\$60,000
Amount of College Match (In-kind – SBDC)	<u>70,000</u>
Total Amount of Grant	\$130,000
Indirect Rate	\$2,857(4%)
Performance Period:	April 1, 2008 through March 31, 2009

2. Chancellor’s Office – Career Technical Education-Equipment for Nursing and Allied Health Programs. The proposed one-year project seeks to utilize grant funds for the purpose of purchasing state-of-the-art equipment to modernize the nursing and radiological technology programs.

Amount of Grant Funding from Granting Agency	\$90,229
Amount of College Match (Cash)	<u>-0-</u>
Total Amount of Grant	\$90,229
Indirect Rate	\$3,470.36 (4%)
Performance Period:	April 1, 2008 through November 30, 2009

3. The James Irvine Foundation/Community College Research Center (CCRC) – South Bay Concurrent Courses Partnership: Pathways to College and Careers. El Camino College proposes to partner with The James Irvine Foundation and the Community College Research Center to address needs identified in the Irvine Foundation’s Connect ED initiative, by offering hands-on instruction directly linked to a variety of career paths in engineering, technology, and manufacturing through the expansion of our current Plugging Into Competitiveness (PIC) program. It is proposed to expand El Camino College’s current program to include additional high schools. The consortium of key partner groups will allow El Camino to: 1) expand the high school pre-engineering curricula in the existing Project Lead the Way program, 2) increase student retention and success through improved and expanded support services available to participating students, 3) extend Project Lead the Way’s reach by expanding to more area high schools and encouraging college enrollment, 4) recruit college student mentors from the El Camino College Mathematics Engineering and Science Achievement (MESA) program, and 5) develop a mobile lab to take the Plugging Into Competitiveness show on the road.

Amount of Grant Funding from Granting Agency	\$399,490
Amount of College Match (In-kind)*	<u>262,872</u>
Total Amount of Grant	\$662,362
Indirect Rate	\$15,365 (4%)

Performance Period: April 1, 2008 through December 31, 2010

\*Plugging into Competitiveness, Project Lead the Way, Mathematics Engineering and Science Achievement Program

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

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## Administrative Services

### A. CONTRACTS UNDER \$72,400

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

- 1. Contractor:** AVALON VILLA  
**Services:** Provide educational facility for students in the nursing program to gain practical experience in clinical services.  
**Requesting Dept.:** Nursing Department  
**Dates:** 1/4/08 – 1/3/12  
**Financial Terms:** None
- 2. Contractor:** CFHS HOLDINGS, INC.  
**Services:** Provide educational facility for students in the nursing program to gain practical experience in clinical services.  
**Requesting Dept.:** Nursing Department  
**Dates:** 1/1/08 – 12/31/11  
**Financial Terms:** None
- 3. Contractor:** COWLEY COLLEGE  
**Services:** In partnership with El Camino College, co-develop and implement curricula for technical training and education for the aerospace industry.  
**Requesting Dept.:** Industry and Technology Division  
**Dates:** 10/1/07 – 6/30/08 (2 optional 1 year renewals)  
**Financial Terms:** Projected Income \$8,850; Projected Expense \$8,850; Projected Net \$0  
Funded by the National Science Foundation (NSF) Partnership Grant
- 4. Contractor:** LITTLE COMPANY OF MARY – SAN PEDRO HOSPITAL  
**Services:** Provide clinical instruction and supervision for El Camino College Radiologic Technology students.  
**Requesting Dept.:** Radiologic Technology Department  
**Date:** 1/11/08 – 1/10/10  
**Financial Terms:** None

5. **Contractor:** RIVERSIDE COMMUNITY COLLEGE DISTRICT (RCCD)  
**Services:** 3 directors from the Center for International Trade Development will pursue fee-based capacity building training opportunities in Mexico. Travel for ECC directors was approved at the February 19 Board meeting.  
**Requesting Dept.:** Center for International Trade Development  
**Dates:** 2/22/08 – 6/30/08  
**Financial Terms:** Projected Income \$10,000; Projected Expense \$10,000; Projected Net \$0.
6. **Contractor:** TORRANCE MEMORIAL MEDICAL CENTER  
**Services:** Provide educational facility for students in the nursing program to gain practical experience in clinical services.  
**Requesting Dept.:** Nursing Department  
**Dates:** 8/1/08 – 8/1/11  
**Financial Terms:** None
7. **Contractor:** TRI-STAR ELECTRONICS  
**Services:** 15 employees are to receive 24 hours of training in Computer Skills.  
**Requesting Dept.:** Workplace Learning Resource Center (WpLRC)  
**Dates:** 3/11/08 – 6/30/08  
**Financial Terms:** Projected Income \$6,926; Projected Expenses \$3,500; Projected Net \$3,426.
8. **Contractor:** WEBER METALS, INC.  
**Services:** 8 employees will receive 40 hours of training in Intercultural Communications; and 15 employees will receive 24 hours of training in Computer Skills.  
**Requesting Dept.:** Workplace Learning Resource Center (WpLRC)  
**Dates:** 3/11/08 – 6/30/08  
**Financial Terms:** Projected Income \$13,083; Projected Expenses \$6,500; Projected Net \$6,583.

**B. CONTRACT OVER \$72,400**

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

**1. Contractor: CISCO SYSTEMS, INC.**

**Services:** Provide planning and design services per proposal #Y23766 for the expansion and implementation of the new IP Telephony (Voice Over Internet Protocol) System previously approved by the Board in the October Board Agenda for the expansion and installation of the new IP Phone Communication System for the El Camino College Campus.

**Requesting:** Information Technology Systems

**Financial:** Cost \$260,703

**C. INFORMATION ITEM – GENERAL FUND UNRESTRICTED –SPECIAL PROGRAM FUNDS (15)**

The following report shows the amounts budgeted and expended to date in the General Fund Unrestricted – Special Program Funds (15).

EL CAMINO COMMUNITY COLLEGE DISTRICT					
GENERAL FUND UNRESTRICTED - SPECIAL CONTRACT FUNDS (15)					
2006-2007 ACTUALS, 2007-08 FINAL BUDGET AND 2007-08 INCOME TO DATE					
FEBRUARY 29, 2008					
Account Number	Description		2007-2008 Final Budget	2007-2008 Actual Income as of 2/29/2008	% Received
	<u>LOCAL INCOME</u>				
	<u>INCOMING TRANSFERS</u>				
8980	Transfer from General Fund - Unrestricted (11)		3,000,000	3,000,000	
	Total Incoming Transfers		3,000,000	3,000,000	100%
	<b>TOTAL INCOME - (Excluding Beginning Balance)</b>		<b>3,000,000</b>	<b>3,000,000</b>	<b>100%</b>

EL CAMINO COMMUNITY COLLEGE DISTRICT				
GENERAL FUND UNRESTRICTED - SPECIAL CONTRACT FUNDS (15)				
2006-2007 ACTUALS, 2007-08 FINAL BUDGET AND 2007-08 EXPENDITURES TO DATE				
FEBRUARY 29, 2008				
Account Number	Description	2007-2008 Final Budget	2007-2008 Actual Expenditures as of 2/15/2008	% Spent
<b>EXPENDITURES / APPROPRIATIONS</b>				
<b>ACADEMIC SALARIES</b>				
1100	Regular Schedule, Teaching	0	0	0.00%
1200	Regular Schedule, Non-Teaching	0	0	0.00%
1300	Other Schedule, Teaching	127,155	11,515	9.06%
1400	Other Schedule, Non-Teaching-Admin	379,147	162,277	42.80%
Total Academic Salaries		506,302	173,792	34.33%
<b>CLASSIFIED SALARIES</b>				
2100	Full Time	199,677	23,673	11.86%
2200	Instructional Aides, Full time	34,500	0	0.00%
2300	Student Help, Hourly and Overtime	415,914	102,696	24.69%
Total Classified Salaries		650,091	126,369	19.44%
<b>STAFF BENEFITS</b>				
3120	State Teachers' Retirement	16,805	10,013	59.58%
3200	Public Employees' Retirement	13,584	4,281	31.52%
3300	Social Security - OASDI, Medicare	25,451	8,337	32.76%
3400	Health and Welfare - Medical	11,169	7,557	67.66%
3500	Unemployment Insurance	1,598	121	7.57%
3600	Workers' Compensation Insurance	5,641	2,485	44.05%
3700	Cash in Lieu of Insurance	60,720	1,254	2.07%
3800	Other Benefits	16,471	0	0.00%
3900	Retiree Benefits	0	0	0.00%
Total Staff Benefits		151,439	34,048	22.48%
<b>BOOKS, SUPPLIES AND MATERIALS</b>				
4200	Books	3,088	706	22.86%
4300	Instructional Supplies	64,912	16,545	25.49%
4400	Other Instructional Supplies	0	0	0.00%
4500	Non-Instructional Supplies	0	0	0.00%
4600	Gasoline	0	0	0.00%
Total Books, Supplies and Materials		68,000	17,251	25.37%

EL CAMINO COMMUNITY COLLEGE DISTRICT					
GENERAL FUND UNRESTRICTED - SPECIAL CONTRACT FUNDS (15)					
2006-2007 ACTUALS, 2007-08 FINAL BUDGET AND 2007-08 EXPENDITURES TO DATE					
FEBRUARY 29, 2008					
Account Number	Description		2007-2008 Final Budget	2007-2008 Actual Expenditures as of 2/15/2008	% Spent
<b>CONTRACT SERVICES AND OPERATING EXPENSES</b>					
5100	Contract for Personal Services		108,750	46,467	42.73%
5200	Travel, Conference and In-Service Training		37,373	16,764	44.86%
5300	Dues and Memberships		24,275	13,585	55.96%
5400	Insurance		0	0	0.00%
5500	Utilities and Housekeeping Services		0	0	0.00%
5600	Contracts, Rentals, and Repairs		71,800	18,998	26.46%
5700	Legal, Elections, and Audit Expense		0	0	0.00%
5800	Other Services, Postage, Advertising		57,500	51,008	88.71%
5900	Miscellaneous		1,000	0	0.00%
5910	Other Program Services		0	0	0.00%
Total Contract Services and Operating Expenses			300,698	146,822	48.83%
<b>CAPITAL OUTLAY</b>					
6200	Construction		0	0	
6300	Library Books		100,000	48,810	48.81%
6410	Equipment		118,150	12,386	10.48%
Total Capital Outlay			218,150	61,196	28.05%
<b>OTHER OUTGO</b>					
7300	Interfund Transfers		900,000	900,000	100.00%
7600	Other Payments to/for Students		0	0	
Total Other Outgo			900,000	900,000	100.00%
<b>TOTAL EXPENDITURES / APPROPRIATIONS</b>			<b>\$2,794,680</b>	<b>\$1,459,478</b>	<b>52.22%</b>

**D. PURCHASE ORDERS**

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

<b>Number</b>	<b>P.O. Vendor Name</b>	<b>Site Name</b>	<b>Description</b>	<b>P.O. Cost</b>
<b>Fund 11 Unrestricted - El Camino</b>				
P0102743	Melroy Co.	Physical Education	Repairs Parts And Supplies	\$975.00
P0102862	Xpedx Paper	Warehouse	Inventories, Stores, Prepaid	\$6,374.30
P0102874	ACCCA	Community	Conferences Mgmt	\$395.00
P0102875	Pacific Southwest	Speech Communic	Other Services And Expenses	\$646.00
P0102877	Bio-Rad Laboratories	Life Sciences	Instructional Supplies	\$83.21
P0102878	Hyatt Regency Suites	Ed & Community	Conferences Mgmt	\$658.00
P0102880	Thomson West	Human Resources	Publications/ Periodicals	\$53.91
P0102881	Ash Enterprises	Astronomy	Maintenance Contracts	\$5,100.00
P0102883	Nolo Press	Div Office Instr.	Library Books	\$128.03
P0102884	TVJ.EDU	Film Rental	Instructional Supplies	\$64.90
P0102885	Amazon.Com	Film Rental	Instructional Supplies	\$62.14
P0102886	Delphin Computer	V.P. Academic Affairs	New Equipment -	\$1,608.60
P0102888	Samuel French, Inc.	Ctr for Arts Production	Non-Instruct Supplies	\$78.00
P0102889	Rainbow Referral	Counseling Office	Publications/ Periodicals	\$79.69
P0102890	Namifiers	VP-SCA	Non-Instruct Supplies	\$42.95
P0102891	A-1 Office Plus	Counseling Office	Non-Instruct Supplies	\$643.01
P0102895	ACCCA	VP-SCA	Conferences Mgmt	\$295.00
P0102899	University of South	TECHNOLOGY	Aft Contract Committee	\$1,010.00
P0102905	Specialized Products	Information Tech	Non-Instruct Supplies	\$102.56
P0102906	L & N Apparel	Information Tech	Non-Instruct Supplies	\$95.11
P0102908	Anixter	Information Tech	Non-Instruct Supplies	\$1,998.42
P0102909	Monterey Graphics	Student Affairs	Non-Instruct Supplies	\$190.50
P0102912	Empire Cleaning	Facilities/Planning	Repairs Noninstructional	\$348.23
P0102925	Mark Hullibarger	Ctr for Arts Production	Center For The Arts Technical	\$280.00
P0102926	Dreammaker	Counseling Office	Non-Instruct Supplies	\$171.28
P0102927	Hotel Vitale	TECHNOLOGY	Aft Contract Committee	\$1,240.32
P0102928	Alejandro Garcia	Counseling Office	Student Stipends	\$50.00
P0102930	Ivette M. Diaz	Counseling Office	Student Stipends	\$140.00
P0102931	Vincent J. Armstrong	Counseling Office	Student Stipends	\$180.00
P0102932	Prince S. Ali	Counseling Office	Student Stipends	\$250.00
P0102933	Vivian M. Amezcua	Counseling Office	Student Stipends	\$110.00
P0102935	Rio Grande	Art Department	Instructional Supplies	\$590.94
P0102948	Laughlin, Falbo, Levy	Institutional Services	Legal	\$2,220.00
P0102949	Delphin Computer	English	Instructional Supplies	\$121.89
P0102950	Ricoh Corp	Div Office Nat Sci	Non-Instruct Supplies	\$48.71
P0102951	Botach Tactical	Technical Services	Repairs Parts And Supplies	\$638.52
P0102952	Dell Computer	Technical Services	Repairs Parts And Supplies	\$701.94
P0102953	Command Concepts	Technical Services	Repairs Parts And Supplies	\$316.20
P0102954	Bradleys Plastic Bag	Life Sciences	Instructional Supplies	\$156.47
P0102955	Mcmaster Carr	Technical Services	Repairs Parts And Supplies	\$740.34
P0102956	The Apple Store	Ctr for Arts Promo	New Equipment -	\$8,705.85
P0102957	ACCCA	V.P. Academic Affairs	Conferences Mgmt	\$395.00
P0102958	VWR Scientific	Chemistry	Instructional Supplies	\$5,461.65
P0102959	Collegesource, Inc.	Admissions/Records	Non-Instruct Supplies	\$819.00
P0102962	KHL Engineered	Copy Center	Instructional Supplies	\$623.84
P0102963	Mark Hullibarger	Ctr for Arts Production	Center For The Arts Technical	\$280.00
P0102964	Archival Products	Music Library	Instructional Supplies	\$402.60
P0102965	Delphin Computer	Facilities/Planning	Non-Instruct Supplies	\$237.07
P0102966	Community College	VP-SCA	Publications/ Periodicals	\$26.00

P0102968	Manhattan Beach	Public Information	Conferences Mgmt	\$20.00
P0102969	Xerox Corporation	Copy Center	Non-Instruct Supplies	\$1,077.09
P0102970	Enterprise Rentals	Earth Sciences	Transportation	\$822.53
P0102972	Verizon Wireless	Health, Safety	Telephone	\$67.07
P0102977	Thomson West	Purchasing	Publications/ Periodicals	\$41.14
P0102986	Time Clock Sales	Student Affairs	Non-Instruct Supplies	\$821.46
P0102990	Full Compass	Ctr for Arts Production	New Equipmen-Instr.	\$2,692.18
P0102991	Cal Western Paint	Ctr for Arts Production	Non-Instruct Supplies	\$63.47
P0102992	Matilija Nursery	Grounds	Non-Instruct Supplies	\$26.81
P0102995	Advanced Electronics	Facilities/Planning	Repairs Noninstructional	\$317.50
P0102996	American Industrial	Carpenter Shop	Non-Instruct Supplies	\$422.64
P0102997	A Plus Window Tint	Facilities/Planning	Repairs Noninstructional	\$200.00
P0103010	National Academic	Counseling Office	Dues And Memberships	\$55.00
P0103011	Verisign	Information Tech	Maintenance Contracts	\$2,480.00
P0103012	Prism Software	Information Tech	Maintenance Contracts	\$1,242.00
P0103013	Rackman	Ctr for Arts Production	New Equipmen-Instr.	\$1,178.15
P0103017	Carolina Biological	Life Sciences	Instructional Supplies	\$164.06
P0103018	Verizon Wireless	Health, Safety	Telephone	\$70.25
P0103021	California Fire	Fire	Dues And Memberships	\$25.00
P0103022	Brinks Home Security,	Div Office Instr.	Maintenance Contracts	\$335.40
P0103023	NCS Pearson, Inc.	Information Tech	Maintenance Contracts	\$1,332.00
P0103027	A-1 Office Plus	Office Administration	Instructional Supplies	\$352.64
P0103032	Franjeans Flag	Counseling Office	Non-Instruct Supplies	\$318.51
P0103033	Bank of America	Presidents Office	Non-Instruct Supplies	\$200.99
P0103034	B & H Photo-Video	Earth Sciences	Instructional Supplies	\$134.23
P0103042	Leonid Rachman	International Students	Conferences Mgmt	\$1,113.00
P0103046	ACCCA	Administrative Serv	Conferences Mgmt	\$395.00
P0103068	Battery Specialties	Electric Shop	Non-Instruct Supplies	\$715.42
P0103069	Rose Brand	Ctr for Arts Production	Non-Instruct Supplies	\$601.41
P0103071	Canon Business	Fiscal Services	Maintenance Contracts	\$590.74
P0103072	Depot Restaurant	TECHNOLOGY	Contract Services	\$500.00
P0103078	Francesca C. Bishop	Div Office Fine Arts	Instructional Supplies	\$1,163.74
P0103082	Rand McNally	Earth Sciences	Instructional Supplies	\$370.60
P0103084	Kater-Crafts	Div Office Instr.	Bookbinding	\$3,199.94
P0103085	California Association	Counseling Office	Conferences Faculty	\$300.00
P0103088	Rotary Club of Torr	Administrative Serv	Conferences Mgmt	\$162.00
P0103090	Matthew Bender	Div Office Instr.	Library Books	\$656.19
P0103093	ADT Security Serv	Information Tech	Maintenance Contracts	\$113.24
P0103098	Ward's Natural Sci	Earth Sciences	Instructional Supplies	\$398.56
P0103099	Science News	Earth Sciences	Publications-Magazines	\$98.00
P0103100	Aardvark Clay and	Art Department	Instructional Supplies	\$323.75
P0103102	Communication	Ctr for Arts Promo	Multi Media Advertising	\$89.00
P0103103	Woodworker West	Construction	Instructional Supplies	\$60.00
P0103104	Mass Press	Fire	Instructional Supplies	\$59.48
P0103108	Battery Specialties	Ctr for Arts Production	Non-Instruct Supplies	\$733.97
P0103109	Amazon.Com	Music Library	Library Books	\$37.35
P0103118	Tomark Sports, Inc.	Physical Education	Instructional Supplies	\$137.78
P0103128	Diversified Photo	Photography	Instructional Supplies	\$224.61
P0103129	4C/SD	Staff Development	Dues And Memberships	\$125.00
P0103130	Highsmith Company	Div Office Instr.	Instructional Supplies	\$54.17
P0103132	Ronald A. LaFond	Horticulture	Instructional Supplies	\$313.20
P0103141	Delphin Computer	Technical Services	Repairs Parts And Supplies	\$220.83
P0103142	Printer Works, the	Technical Services	Repairs Parts And Supplies	\$327.43
P0103144	EWDP Support	Community	Conferences Mgmt	\$295.00

P0103146	CCCAOE	Community	Conferences Mgmt	\$295.00
P0103147	Discount Two-Way	Technical Services	Repairs Parts And Supplies	\$792.76
P0103149	EWDP Support	Community	Conferences Mgmt	\$295.00
P0103150	Mass Press	Community	Non-Instruct Supplies	\$59.48
P0103151	Torrance Postmaster	Public Information	Postage	\$175.00
P0103152	Chief Automotive	Automotive Collision	Publications-Magazines	\$713.37
P0103153	American Woodworker	Construction	Publications-Magazines	\$23.98
P0103162	Lucks Music Library	Music	Instructional Supplies	\$55.31
P0103163	Thomson West	V.P. Academic Affairs	Publications-Magazines	\$283.00
P0103164	Hitt Marking Devices	Fiscal Services	Non-Instruct Supplies	\$30.44
P0103168	American Bar	Legal Assistance	Dues And Memberships	\$700.00
P0103172	Zones, Inc.	Audio/Visual	Instructional Supplies	\$510.74
P0103173	Intelcom	Instructional Television	Other Services And Expenses	\$23,158.16
P0103175	Hagemeyer	Facilities/Planning	Repairs Noninstructional	\$410.00
<b>Fund 11 Total: 117</b>				<b>\$101,281.95</b>

**Fund 12 Restricted - El Camino**

P0102851	Mass Press	Title V ECC/SMC	Non-Instruct Supplies	\$59.48
P0102852	Office Max	Careers in Child Care	Instructional Supplies	\$67.07
P0102873	Disability Services	DSPS	Instructional Supplies	\$65.00
P0102876	A-1 Office Plus	DSPS	Instructional Supplies	\$14.14
P0102892	Office Max	Humanities	New Equipment - Instructional	\$481.66
P0102893	Zones, Inc.	Humanities	Instr.CompEquip	\$10,062.23
P0102896	S & B Food Services	EOPS CARE	Non-Instruct Supplies	\$1,232.50
P0102904	Hec Ramsey	Parking-Student	Non-Instruct Supplies	\$653.01
P0102911	Proforce Law	Parking-Student	New Equipment	\$8,434.09
P0102914	Plato Learning	VP AA 0506 new	Computer Software Account	\$3,396.00
P0102915	Entenmann Rovin Co.	Parking-Student	New Equipment -	\$1,136.65
P0102916	North Star Graphics	Parking-Student	Repairs Non Instr	\$313.93
P0102917	Little Company of Mar	Parking-Student	Other Services And Expenses	\$35.00
P0102918	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$804.32
P0102919	Life Assist Inc.	Parking-Student	Non-Instruct Supplies	\$302.28
P0102920	Wolfram Research	VP AA 0506 new	Computer Software Account	\$8,517.08
P0102934	Icon International	JDIF/Maritime Basic	Non-Instruct Supplies	\$1,629.16
P0102936	CCCAOE	WPLRC State	Conferences Mgmt	\$295.00
P0102939	Sal Aguilar Printing	Compton Title V	Printing	\$53.77
P0102943	Sal Aguilar Printing	Compton Title V	Printing	\$105.47
P0102971	Mass Press	Foster Care Ed 03-04	Instructional Supplies	\$237.92
P0102973	Southbay Science	Honeywell Training	Conferences	\$7,500.00
P0102974	Franklin Covey	EOPS	Non-Instruct Supplies	\$180.26
P0102975	Edits Publishers	EOPS	Non-Instruct Supplies	\$644.11
P0102976	Resource Directory	EOPS	Other Books	\$84.69
P0102980	Geralin Clark	Project Reach	Instructional Supplies	\$59.59
P0102984	American Express	CITD	Transportation/ Mileage	\$409.68
P0102985	The Print Network	El Camino Language	Printing	\$247.14
P0102993	Edgt Inc.	Renov for Cap Bldg	Computer Software Account	\$383.46
P0102994	Assessment	Renov for Cap Bldg	Computer Software Account	\$480.00
P0103000	U.S. Department of	CITD	Conferences Mgmt	\$600.00
P0103002	Pacific Coachways	South Bay Children's	Transportation	\$804.00
P0103014	American Express	Community	Transportation/ Mileage	\$381.69
P0103020	S & B Food Services	AACC Workshop	Non-Instruct Supplies	\$103.53
P0103036	S & B Food Services	VTEA - Institutional	Conferences Other	\$36.48
P0103037	TWI Group Inc.	Aerospace Export	Conferences Mgmt	\$7,224.63

P0103038	Zones, Inc.	Humanities	New Equipment - Instructional	\$877.18
P0103039	B & H Photo-Video	Humanities	New Equipment - Instructional	\$162.38
P0103040	Karen Weber	EOPS	In-Service Training	\$651.90
P0103041	Inna M. Newbury	Basic Skills	Instructional Supplies	\$189.00
P0103045	Office Max	Humanities	New Equipment - Instructional	\$519.47
P0103070	S & B Food Services	Basic Skills	Contract Services	\$476.98
P0103073	AT Systems West, Inc.	Parking-Student	Other Services And Expenses	\$38.85
P0103074	Smart Computing	Parking-Student	Publications/ Periodicals	\$29.00
P0103075	Van Lingen Towing	Parking-Student	Other Services And Expenses	\$54.00
P0103076	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$1,396.66
P0103081	NAEYC	CCAccessMeansPar	Instructional Supplies	\$346.48
P0103086	El Camino College	Centinela Freeman	Contributions	\$240.00
P0103087	El Camino College	Community	Contributions	\$400.00
P0103091	S & B Food Services	VATEA Business	Non-Instruct Supplies	\$373.50
P0103094	Decision Technology	VP AA 0506 new	Computer Software Account	\$2,250.00
P0103095	Soundslides, Llc	VP AA 0506 new	Computer Software Account	\$605.77
P0103097	The Apple Store	VP AA 0506 new	Computer Software Account	\$1,274.00
P0103101	Harbor Freight Tools	VATEA I&T	Instructional Supplies	\$1,116.66
P0103105	Jesus Jaimes Diaz	MESA Program	Student Stipends	\$50.00
P0103110	Daniel E. Mora	MESA Program	Student Stipends	\$100.00
P0103111	Naylor, Llc	El Camino Language	Multi Media Advertising	\$300.00
P0103112	Renee E. Norville	MESA Program	Student Stipends	\$150.00
P0103113	NAEYC	Careers in Child Care	Dues And Memberships	\$60.00
P0103114	Veronica G. Ixtupe	MESA Program	Student Stipends	\$50.00
P0103115	NAEYC	Careers in Child Care	Dues And Memberships	\$105.00
P0103116	Hadasa Y. Reyes	MESA Program	Student Stipends	\$100.00
P0103117	Myron Jimenez	MESA Program	Student Stipends	\$150.00
P0103119	NAEYC	Careers in Child Care	Dues And Memberships	\$210.00
P0103120	Jose E. Guardado	MESA Program	Student Stipends	\$50.00
P0103121	Torrance Unified	Teacher Preparation	Contract Services	\$59.04
P0103122	Johan B. Giron	MESA Program	Student Stipends	\$50.00
P0103124	Lucia A. Rivera	MESA Program	Student Stipends	\$100.00
P0103125	Safety Kids	Careers in Child Care	Instructional Supplies	\$289.44
P0103126	S & B Food Services	El Camino Language	Non-Instruct Supplies	\$363.03
P0103127	Sidedoor Studio, The	El Camino Language	Multi Media Advertising	\$270.00
P0103131	Ideal Glass & Mirror	Natural Sciences	Instructional Supplies	\$234.19
P0103133	Pauline Annarino	WRIEC Year 3	Non-Instruct Supplies	\$333.40
P0103134	Ronald W. Way	Adv Aerospace Manuf	Non-Instruct Supplies	\$339.08
P0103138	Employment	Compton Title V	Other Services And Expenses	\$176.00
P0103139	Lakeshore Learning	Careers in Child Care	Instructional Supplies	\$1,355.26
P0103140	TWI Group Inc.	Aerospace Export	Conferences Mgmt	\$495.00
P0103143	El Camino College	Centinela Freeman	Other Services And Expenses	\$598.00
P0103145	Texas Tech University	CITD	Conferences Mgmt	\$790.00
P0103148	EWDP Support	WPLRC State	Conferences Mgmt	\$295.00
P0103154	Educational Testing	El Camino Language	Other Instr Supplies	\$830.00
P0103165	South Bay Municipal	Parking Violations DM	Other Services And Expenses	\$3,140.00
P0103166	EWDP Support	CITD	Conferences Mgmt	\$885.00
P0103170	Paintball Discounters,	Parking-Student	New Equipment -	\$269.80
P0103171	Judith Norton	CACT/BEST	Non-Instruct Supplies	\$632.28
P0103174	Dreammaker	CalWORKs	Non-Instruct Supplies	\$1,091.68
P0103176	Magic's Auto Body &	Parking-Student	Repairs Non Instr	\$6,599.21
P0103177	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$1,052.05
P0103179	Van Lingen Towing	Parking-Student	Other Services And Expenses	\$54.00
P0103180	South Bay Ford	Parking-Student	New Equipment	\$120.98

P0103181	California Workforce	JDIF/Work Ready	Conferences Mgmt	\$500.00
			<b>Fund 12 Total: 91</b>	<b>\$90,284.29</b>
<b>Fund 15 General Fund -Special Programs</b>				
P0102879	Claudia Saddul	Div Office-Studnt	Non-Instruct Supplies	\$545.00
P0102929	Thomson Gale	Div Office Instr.	Library Books	\$378.11
P0102982	Mass Press	First Year Exp	Non-Instruct Supplies	\$118.97
P0103015	Parker Directory	Div Office Instr.	Library Books	\$64.19
P0103016	Congressional	Div Office Instr.	Library Books	\$177.35
P0103044	Allsteel, Inc.	Institutional Research	New Equipment	\$3,123.41
P0103089	Marshall & Swift	Div Office Instr.	Library Books	\$479.67
			<b>Fund 15 Total: 7</b>	<b>\$4,886.70</b>
<b>Fund 41 Capital Outlay</b>				
P0102897	Plumbersurplus.Com	Classroom & Office	Buildings	\$350.62
P0102967	Universal Asphalt Co.	Concrete Walkway	Site Improvements	\$8,935.00
			<b>Fund 41 Total: 2</b>	<b>\$9,285.62</b>
<b>Fund 44 GO Bond Series 2006B</b>				
P0102940	Los Angeles County	Lot H Prk Struc	Blue Printing-Construction P&S	\$1,708.10
P0103024	Blackhawk Engineer	Central Plant	Construction Material	\$9,661.30
P0103025	Advanced Masonry &	Infrastructure Phase I	Site Improvements	\$3,980.00
P0103026	Acco Engineered	Central Plant	Site Improvements	\$11,055.00
P0103079	Keenan &	Learning Resource	Professional Services-Bond	\$21,440.00
			<b>Fund 44 Total: 5</b>	<b>\$47,844.40</b>
<b>Fund 72 Student Representation Fee</b>				
P0102910	A.S.A.C.C. Business	Student Affairs	Advocacy Activities-ASO Rep	\$3,150.00
P0103019	American Express	Student Affairs	Advocacy Activities-ASO Rep	\$2,162.93
P0103092	Holiday Inn on the Hill	Student Affairs	Advocacy Activities-ASO Rep	\$3,636.52
			<b>Fund 72 Total: 3</b>	<b>\$8,949.45</b>
<b>Fund 79 Auxiliary Services</b>				
P0102846	Ping, Inc.	Health Sciences	Non-Instruct Supplies	\$742.40
P0102947	Art Assist	Fine Arts	Non-Instruct Supplies	\$250.00
P0102983	Coastal Sol Enterprise	Health Sciences	Non-Instruct Supplies	\$1,190.75
P0103035	Acushnet Company	Health Sciences	Non-Instruct Supplies	\$728.95
P0103178	Office Max	Humanities	Non-Instruct Supplies	\$920.60
			<b>Fund 79 Total: 5</b>	<b>\$3,832.70</b>
<b>Fund 81 Student Organizations</b>				
P0103083	Collegiate Cap & Gow	Student Affairs	A/P Manual.Gen.	\$141.27
			<b>Fund 81 Total: 1</b>	<b>\$141.27</b>
<b>Fund 82 Scholarships &amp; Trust/Agency</b>				
P0102961	Office Max	Health Sciences	Fundraising	\$123.41
P0102981	Coastal Sol Enterprise	Health Sciences	Fundraising	\$1,598.86
			<b>Fund 82 Total: 2</b>	<b>\$1,722.27</b>
<b>PO Funds Total: 233</b>				<b>\$268,228.65</b>

<b>Fund 11</b>	<b>Unrestricted - El Camino</b>			
B0111037	Quami Adams	Theatre/Dance	PSA Contract Services	\$1,500.00
B0111041	M & N Trophies	Public Information	Non-Instruct Supplies	\$100.00
B0111063	Fry's Electronics	Learning Center	Instructional Supplies	\$500.00
B0111064	Pacific Tire Motorsport	Fire Academy 06-07	Repairs - Instructional	\$2,600.00
B0111065	Turnout Maintenance	Fire Academy 06-07	Repairs - Instructional	\$2,000.00
B0111069	Dell Computer	Technical Services	Repairs Parts And Supplies	\$2,000.00
	<b>Fund 11 Total: 6</b>			<b>\$8,700.00</b>
<b>Fund 12</b>	<b>Restricted - El Camino</b>			
B0110694	CRC Sign Language	DSPS	Contract Services	\$2,500.00
B0111038	E.C.C. Public	Contract Education	Reproduction -	\$1,500.00
B0111039	Becky M. Boyer	Victorville Office	Contract Services	\$6,000.00
B0111042	Sheree Lee	CTLI (COCCC)	PSA Contract Services	\$18,000.00
B0111049	Pamela Edwards	Foster Care Ed 03-04	PSA Contract Services	\$381.00
B0111051	Robbie Odom	Foster Care Ed 03-04	PSA Contract Services	\$592.00
B0111052	Mary Hibbard	Foster Care Ed 03-04	PSA Contract Services	\$740.00
B0111074	Paper Direct	JDIF/Work Ready Cer	Non-Instruct Supplies	\$500.00
B0111075	S & B Food Services	Basic Skills	Contract Services	\$1,000.00
	<b>Fund 12 Total: 9</b>			<b>\$31,213.00</b>
<b>Fund 15</b>	<b>General Fund -Special Programs</b>			
B0111068	David Gottshall	Staff Development	PSA Contract Services	\$2,400.00
	<b>Fund 15 Total: 1</b>			<b>\$2,400.00</b>
<b>Fund 33</b>	<b>Child Development</b>			
B0111057	ECCD Petty Cash	CDC	General Office Supplies	\$200.00
	<b>Fund 33 Total: 1</b>			<b>\$200.00</b>
<b>Fund 41</b>	<b>Capital Outlay</b>			
B0101271	Allsteel, Inc.	Humanities Complex	Group II Equipment	\$97,307.42
	<b>Fund 41 Total: 1</b>			<b>\$97,307.42</b>
<b>Fund 44</b>	<b>GO Bond Series 2006B</b>			
B0111031	California Community	Humanities Complex	Architecture & Engineering	\$51,151.10
	<b>Fund 44 Total: 1</b>			<b>\$51,151.10</b>
<b>Fund 82</b>	<b>Scholarships &amp; Trust/Agency</b>			
B0111067	S & B Food Services	Health Sciences and Fundraising		\$1,000.00
	<b>Fund 82 Total: 1</b>			<b>\$1,000.00</b>
	<b>BPO Funds Total: 20</b>			<b>\$191,971.52</b>
	<b><u>Grand Total POs and BPOs: 253</u></b>			<b>\$460,200.17</b>

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

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## Administrative Services – Measure E Bond Fund

### A. CATEGORY BUDGETS AND BALANCES

The following table reports Measure E expenditures and commitments through February 29, 2008.

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

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Additional Classrooms and Modernization (ACM)	\$191,843,972	\$58,088,300	\$12,855,200	\$120,900,472
Campus Site Improvements (CSI)	35,907,523	1,664,791	19,660,333	14,582,400
Energy Efficiency Improvements (EEI)	2,818,000	1,714,307	74,812	1,028,881
Health and Safety Improvements (HSI)	144,935,897	25,610,229	3,685,764	115,639,904
Information Technology and Equipment (ITE)	34,776,156	7,351,317	61,757	27,363,082
Physical Education Facilities Improvements (PEFI)	1,585,700	0	0	1,585,700
Unallocated Refunding Income	<u>1,910,463</u>	<u>0</u>	<u>0</u>	<u>1,910,463</u>
TOTAL	<u>\$413,777,711</u>	<u>\$ 94,428,945</u>	<u>\$36,337,865</u>	<u>\$283,010,902</u>

### B. CONTRACT – SOUTHLAND INDUSTRIES - ENERGY MANAGEMENT SYSTEM EXPANSION

It is recommended the Board of Trustees approve entering into a contract with Southland Industries to provide engineering services, software, equipment and installation to expand and upgrade the energy management system on campus. The contract's scope includes the expanding the energy management system to building exterior lighting, replacement of obsolete program controllers, conversion of pneumatic controllers to digital control. Training and maintenance support is also included.

Government Code 4217 gives public agencies the ability to acquire energy conservation projects through a selection and negotiation process. This work qualifies as an energy conservation project.

Southland Industries was selected through a Request for Proposal #06-001 for a previous energy conservation project that was approved by the Board of Trustees in March 2006. This selection is based upon Southland Industries proven ability to perform this type of work, its experience working on campus and the equivalent pricing of its proposal.

Contract Amount: \$1,384,942

Dates of Service: 03/17/08 – 12/31/08

## Administrative Services – Measure E Bond Fund

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

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

<b>PO NUMBER</b>	<b>VENDOR NAME</b>	<b>SITE</b>	<b>DESCRIPTION</b>	<b>PO COST</b>
P0102940	Los Angeles County	Lot H Parking & Athl.	Blue Printing	\$1,708
P0103024	Blackhawk Engineering	Central Plant	Construction Material	9,661
P0103025	Advanced Masonry	Infrastructure Phase I	Site Improvements	3,980
P0103026	Acco Engineered	Central Plant	Site Improvements	11,055
P0103079	Keenan & Associates	Learning Resource	Professional Services	<u>21,440</u>
			<b>Grand Total</b>	<b><u>\$47,844</u></b>

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

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**A. EMPLOYMENT AND PERSONNEL**

It is recommended that the Board ratify/approve the employment and personnel changes for certificated, classified, special service professionals and temporary classified service employees as shown in items 1-17 and 1-14.

**Certificated:**

1. Amend Employment – Dr. Linda Gallucci, Interim Dean of Community Advancement, from Range 16, Step 3 to Range 16, Step 5, effective March 1, 2008.
2. Amend Employment – Ms. Laura Shainian, full-time instructor of Nursing, Health Sciences & Athletics, from Class II, Step 4 to Class II, Step 8, effective February 9, 2008.
3. Re-employment – Dr. Charles Irvin Drew, Interim Dean of Health Sciences & Athletics, effective April 1, 2008 until position is filled.
4. Leave of Absence (Personal, unpaid, 13.33%) – Ms. Melinda Barth, full-time instructor of English, Humanities Division, effective January 21, 2002 through May 24, 2002.
5. Leave of Absence (Personal, unpaid, 100%) – Dr. Susan Dever, full-time Faculty Coordinator, Learning Resources Division, effective March 17, 2008 through March 13, 2009.
6. Amend Special Assignment – Dr. Susan Dever, full-time Faculty Coordinator, Learning Resources Division, to co-chair Accreditation Self Study, to be paid \$60.18 an hour, not to exceed 150 hours (instead of 122 hours) or \$9,269 (instead of \$8,000), effective January 2 through March 16, 2008, in accordance with the Agreement, Article X, Section 14(a).
7. Amend Special Assignment – The following instructors of Mathematics to participate in professional development basic skills workshop, to be paid \$41.64 an hour (instead of \$43.83 an hour), not to exceed a maximum of 6 hours per faculty member for a grand total of \$7,012, effective December 7 through February 6, 2008, in accordance with the Agreement, Article X, Section 14(a).

Full-Time

Susan Bickford  
Marc Glucksman

Lars Kjeseth  
Kaysa Laureano

Arturo Martinez  
Eduardo Morales  
Malinni Roeun  
Gregory Scott

Jacquelyn Sims  
Susan Tummers  
Lijun Wang  
Paul Wozniak

Part-Time

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

Wendy Miao  
Ashod Minasian  
Kevin Mofid  
Hai Ngo  
Chuong Nguyen  
Diem Nguyen  
Hang Nguyen  
Mohammad Rahnvard  
Russell Reece  
Marion Reeve  
Tatiana Roque  
Lernik Saakian  
Ellis Shamash  
Arkadiy Sheynshteyn  
Alan Stillson  
James Wan  
Erxiang Wang  
Rich Wong  
Jung Woo  
May Xu  
Christie Yang  
David Yee

8. Special Assignment – Dr. Lars Kjeseth, full-time instructor of Mathematics, to work as Student Learning Outcomes (SLO) Coordinator, to be paid \$60.18 an hour, not to exceed 30 hours or \$1,806, effective June 9 through June 30, 2008, in accordance with the Agreement, Article X, Section 14(a).
9. Special Assignment – Mr. Clinton Rusich, part-time instructor of Applied Music, Fine Arts Division, to work as jazz piano instructor as needed, to be paid \$60.18 an hour, not to exceed 80 hours or \$4,815, effective February 9 through June 6, 2008, in accordance with the Agreement, Article X, Section 9(m).
10. Special Assignment – Ms. Terrie Spritzer, part-time instructor of Educational Development, Special Resources Center, Health Sciences & Athletics Division, to conduct activities for Disabled Students Program & Services (DSPS), to be paid

\$30.10 an hour, not to exceed 100 hours or \$3,010, effective March 11 through June 30, 2008, in accordance with the Agreement, Article X, Section 9(m).

11. Special Assignment – Dr. Jenny Simon, full-time instructor of English, Humanities Division, to work as Student Learning Outcomes (SLO) Coordinator, to be paid \$60.18 an hour, not to exceed 60 hours or \$3,611 effective January 3 through June 30, 2008, in accordance with the Agreement, Article X, Section 14(a).
12. Special Assignment – Mr. Kevin Coffelt, part-time instructor of Fire & Emergency Technology, Industry & Technology Division, to qualify for Accreditation of the Emergency Medical Technician course, to be paid \$60.18 an hour, not to exceed 14 hours or \$843, effective March 18, 2008 through June 6, 2008, in accordance with the Agreement, Article X, Section 9(m).
13. Special Assignment – Ms. Lynn Fielding, part-time instructor of Geology, Natural Sciences Division, to work as lab assistant for the Welding Department in Industry and Technology Division, to be paid \$29.22 an hour, not to exceed 166 hours or \$4,850, effective February 9 through June 6, 2008, in accordance with the Agreement, Article X, Section 9(m).
14. Special Assignment – Dr. Jeffrey Jung, full-time instructor of English, Humanities Division, to assist Writing Center with tracking and reporting system for Student Learning Outcomes (SLO) retention and hours for apportionment, to be paid \$45.14 an hour, not to exceed 30 hours or \$1,355, effective March 11 through June 30, 2008, in accordance with the Agreement, Article X, Section 14(a).
15. Stipend Assignment – Dr. Ruth Taylor, part-time Psychologist, to conduct two one hour counseling sessions, to be paid \$140, effective January 7 through January 21, 2008, in accordance with the Agreement, Article X, Section 14(a).
16. Employment – Mr. Theodore Harder, part-time instructor of Engineering Technology, Industry and Technology Division, to be paid by the Long Beach School District, effective February 9 through June 6, 2008.
17. Employment - The following part-time/temporary instructors to be hired as needed for the 2008 Spring semester.

Behavioral & Social Science

Griselda Castro

Business

Melissa Som de Cerff

Fine Arts

Elizabeth Atherton  
Suzanne Jacobs Fagan

Christopher Luty  
Peggy Zask

Health Sciences & Athletics

Raymond Adoc

Humanities

Wendy Walsh

Industry & Technology

Mark Early

**Classified Personnel:**

1. Resignation - Ms. Astrid Hagen, Staff Interpreter, Range 34, Step D, Special Resource Center/Health Sciences & Athletics Division, Academic Affairs Area, effective march 1, 2008, plus accrued vacation.
2. Personal Leave of Absence 100% (Unpaid) – Mr. John Moore, Night Custodian Supervisor, Range 10, Step E (Supervisor Salary Schedule), Facilities Planning & Services Division, Administrative Services Area, effective February 13, through May 13, 2008.
3. Extend Personal Leave of Absence 100% (Unpaid) – Ms. Carmen De La Cruz, Custodian, Range 20, Step E, Facilities Planning & Services Division, Administrative Services Area, effective March 1 through April 8, 2008.
4. Employment – Ms. Andrea Eke, Secretary, Range 26, Step A, Counseling and Student Services Division, Student and Community Advancement Area, effective April 1, 2008.

**Special Services Professional**

5. Resignation - Ms. Nancy Bradbury, Special Services Professional, Range 1, Step 2, of the Special Services Professional Salary Schedule, Behavioral & Student Service Division, Academic Affairs Area, effective February 29, 2008.
6. Change in Status - Ms. Cristallea Byun, Special Services Professional from Range 8, Step 2, to Step 3 of the Special Services Professional Salary Schedule, Community Advancement Division, Student and Community Advancement Area, effective April 1, 2008.

7. Change in Status - Ms. Denise DiPasquale, Special Services Professional, from Range 4, Step 1, to Step 2 of the Special Services Professional Salary Schedule, Community Advancement Division, Student and Community Advancement Area, effective January 1, 2008.
8. Change in Status - Mr. David Gonzales, Special Services Professional, from Range 8, Step 1, to Step 2 of the Special Services Professional Salary Schedule, Community Advancement Division, Student and Community Advancement Area, effective November 1, 2007.

**Temporary Classified Services Employees:**

9. Mr. Michael Chung - Clerk, Range 17, Step A, Behavioral & Social Sciences Division, Academic Affairs Area, hours vary up to 40 hours per week, effective March 11 through June 30, 2008.
10. Mr. Joseph Elizondo - Clerical Assistant, Range 22, Step A, Fine Arts Division, Academic Affairs Area, to work 40 hours per week, effective March 11 through June 30, 2008.
11. Mr. Juan Flores – Custodian, Range 20, Step A, Facilities Planning & Services Division, Administrative Services Division, to work 40 hours per week, effective March 11 through June 30, 2008.
12. Ms. Shirley Snider - Administrative Assistant II, Range 31, Step E, Fine Arts Division, Academic Affairs Area, to work as needed, effective March 11 through June 30, 2008 (Retired Annuitant).
13. The following employees as Sound Technician, Range 36, Step A, Fine Arts Division, Academic Affairs Area, to work as needed, effective March 20 through June 30, 2008:

Kimberly Neal	Patrick Pearsall	Adrian Torres
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14. The following employees as Theatre Technician, Range 31, Step A, Fine Arts Division, Academic Affairs Area, to work as needed, effective March 20 through June 30, 2008:

Janelle Asti	Terri Hung	Eric Zimmerman
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**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 1-14.

The following temporary non-classified service employees are hired for the 2007 – 2008 fiscal year, effective March 11, 2008 through June 30, 2008, unless otherwise stated:

1. Paul Cabasa – Training Professional I, \$32.00 per hour, Sunday through Saturday (days vary), hours vary as needed, 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.
2. Miguel Castro – Campus Police Aide II, \$9.25 per hour, days and hours vary as needed, effective February 20, 2008 through June 30, 2008, Campus Police, Administrative Services Area, to assist the department staff with office support and other duties as assigned.
3. Megan Chan – Instructional Services Aide II, \$9.50 per hour, Monday through Friday (days vary), arrange 30 hours per week (hours vary), effective February 7, 2008 through June 30, 2008, First Year Experience/Enrollment Services, Student and Community Advancement Area, to assist with group tutoring and academic assistance in Supplemental Instruction program.
4. Hui Chu – Instructional Services Aide III, \$10.50 per hour, Sunday through Saturday (days vary), hours vary as needed, effective February 14, 2008 through June 6, 2008, Special Resource Center /Health Sciences and Athletics, Academic Affairs Area, to provide accommodations for students with disabilities.
5. Laura Gollner – Instructional Services Aide VI, \$19.00, days and hours vary as needed, Mathematical Sciences, Academic Affairs Area, to provide tutoring services in the Math Study Center.
6. Roxana Gomez – Campus Police Aide III, \$11.00 per hour, days and hours vary as needed, Campus Police, Administrative Services Area, to be responsible for the fingerprinting of members of the public and El Camino employees using the LiveScan digital fingerprint computer.
7. Shawn Moore – Instructional Services Aide I, \$9.00 per hour, Monday through Friday (days vary), 7:00 a.m. to 10:30 p.m. (hours vary), Writing Center/Humanities, Academic Affairs Area, to provide receptionist and writing laboratory assistance for the Writing Center.
8. Linda Morford – Program Aide III, \$10.50 per hour, Monday through Thursday, effective February 11, 2008 through June 6, 2008, Business, Academic Affairs Area, to assist the Business faculty in the classroom and computer labs.

9. Thessa Rogero – Instructional Services Aide I, \$8.00 per hour, days and hours vary as needed, effective March 11, 2008 through May 31, 2008, Natural Sciences, Academic Affairs Area, to assist instructor with the open labs for the anatomy classes.
10. The following individuals are to work as Assistive Linguistic Professional I, \$20.00 per hour, Sunday through Saturday (days vary), hours vary as needed, effective February 1, 2008 through June 30, 2008, Special Resource Center /Health Sciences and Athletics, Academic Affairs Area, to provide accommodations for students with disabilities.

Sandra M. Lopez

D'yann Stewart

11. The following individuals are to work as Assistive Linguistic Professional II, \$35.00 per hour, Sunday through Saturday (days vary), hours vary as needed, Special Resource Center /Health Sciences and Athletics, Academic Affairs Area, to provide accommodations for students with disabilities.

Tamara Hill

Mona Tanji

12. The following individuals are to work as Instructional Services Aide III, \$10.50 per hour, days and hours vary as needed, Fine Arts, Academic Affairs Area, to assist the faculty in the classroom.

Mary Currier

Len Hilacion

13. The following individuals are to work as Instructional Services Aide IV, \$12.25 per hour, Sunday through Saturday (days vary), hours vary as needed, Emergency Medical Technology Program (EMT), Industry and Technology, Academic Affairs Area, to assist instructor with teaching/testing in the EMT program.

Paul Cabasa

Aarin Wingfield

Joshua Such

14. The following individuals are to work as Instructional Services Aide VI, \$15.00 per hour, Monday through Friday (days vary), 7:00 a.m. through 10:00 p.m. (hours vary), Writing Center/Humanities, Academic Affairs Area, to assist students with their writing assignments in all phases of the composing process – understanding and responding to the topic, generating ideas, outlining, drafting, revising, and other duties as needed.

Christopher Adam

Daniel Pecchenino

C. RESOLUTION – EQUIVALENCE TO MINIMUM QUALIFICATIONS

It is recommended that the Board of Trustees approve a Resolution of the Board of El Camino Community College District authorized by the California Education Code Section 87359 as shown below:

WHEREAS, California Education Code Section 87359 provides that the governing board upon the advice and judgment of the Academic Senate may approve employment of instructors who possess qualifications at least equivalent to the minimum qualifications specified in the regulations of the Board adopted pursuant to Education Code Section 87356; and

WHEREAS, the El Camino College Policy "Equivalence to the Minimum Qualifications" was adopted June 11, 1990; and

WHEREAS, there are instructors on the staff at El Camino Community College who are eminently qualified to teach in their designated subject area.

NOW, THEREFORE, BE IT RESOLVED, that the El Camino Community College District Board of Trustees hereby approves the assignment of the below listed instructors to teach in the designated discipline(s) during employment at El Camino College:

Donis Leonard, Speech

**D. NOTICE AND SCHEDULING OF HEARING: HEARING REGARDING NEGOTIATION BETWEEN THE EL CAMINO COMMUNITY COLLEGE DISTRICT AND THE EL CAMINO POLICE OFFICERS ASSOCIATION FOR 2007/2008 REOPENER NEGOTIATIONS**

It is recommended that the Board of Trustees schedule a Public Hearing at the April 2008 Board Meeting to reopen negotiations with the Police Officers' Association to discuss Article 5 – Hours of Service and Article 6 – Compensation. Articles 1 through 22 and Appendices A through D will be included for discussion purposes only as they relate to the two aforementioned articles.

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

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|---|--------------------|
| A. Absence of Board Member                              | Page 66            |
| B. California Community College Trustees Board Election | Page 66            |
| <del>*C. Citizens' Bond Oversight Committee</del>       | <del>Page 66</del> |

\* Item pulled and no substitutions were made.

A. Absence of Board Member

It is recommended that the Board excuse Trustee Combs from the February 19, 2008 Board Meeting with no loss of salary due to illness.

B. California Community College Trustees Board Election

It is recommended that the Board name a member to review nominations for membership on the California Community Colleges Trustees Board and make a recommendation to the Board.

~~\*C. Citizens' Bond Oversight Committee~~

~~It is recommended that the Board appoint the following person to membership on the Citizens' Bond Oversight Committee for a one-year term:~~

~~Student Organization Representative~~

~~Ms. Vivian Amezcua~~

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