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**El Camino Community College District  
Board of Trustees  
Agenda, Monday, July 20, 2009  
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 June 15, 2009,  
Pages 4-6**
- III. Presentation – none**
- IV. Public Hearing – none**
- V. Consent Agenda – Recommendation of Superintendent/President, Discussion  
and Adoption**
  - A. Public Comment
    - 1. Academic Affairs  
*See Academic Affairs Agenda,  
Pages 7-33*
    - 2. Student and Community Advancement  
*See Student Services Agenda,  
Pages 34-36*
    - 3. Administrative Services  
*See Administrative Services Agenda, Pages 37-51*
    - 4. *See Measure “E” Bond Fund Agenda,  
Pages 52 - 58*
    - 5. Human Resources  
*See Human Resources Agenda,  
Pages 59 - 79*
    - 6. Superintendent/President  
*See Superintendent/President Agenda,  
Pages 80-86*
- VI. Other Items**
  - A. Public Comment
  - B. Board Policy 2715 – Code of Ethics Standards of Practice, Pages 87-89

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

**VIII. Oral Reports**

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

|                                                                                           |
|-------------------------------------------------------------------------------------------|
| <p><b>Board of Trustees Meeting Schedule for 2009</b><br/><b>4:00 p.m. Board Room</b></p> |
|-------------------------------------------------------------------------------------------|

Monday, July 20, 2009  
Monday, August 17, 2009  
Tuesday, September 8, 2009  
Monday, October 19, 2009  
Monday, November 16, 2009  
Monday, December 21, 2009

## 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  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING OF  
Monday, June 15, 2009

The Board of Trustees of the El Camino Community College District met at 4 p.m. on Monday, June 15, 2009, in the Board Room at El Camino College.

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

Also present were Dr. Thomas M. Fallo, Superintendent/President; Dr. Francisco Arce, Vice President, Academic Affairs; Mr. Bob Gann, Director of Facilities Planning and Services; Dr. Jeanie Nishime, Vice President, Student and Community Advancement; Ms. Barbara Perez, Vice President, Human Resources, and Dr. Lawrence Cox, Provost, El Camino College Compton Community Educational Center/Chief Executive Officer, Compton Community College District.

Minutes of the Regular Board Meeting of May 18, 2009

The Minutes of the Regular Board Meeting of May 18, 2009 were approved.

Tentative Budget 2009–2010

It was moved by Trustee Beverly, seconded by Student Trustee Nordel, that the Tentative Budget be pulled from the consent agenda. Motion Carried.

It was moved by Trustee Beverly, seconded by Student Trustee Nordel, that the Board adopt the Tentative Budget. Motion carried.

Board Policy 2715 – Code of Ethics/Standards of Practice

It was moved by Trustee Beverly, seconded by Student Trustee Nordel, that the Board table consideration of Board Policy 2715 – Code of Ethics/Standards of Practice until the July 20, 2009 Board meeting. Motion carried.

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

Center for the Arts Presentations -2009/2010

Proposed Curriculum Changes: Effective 2009-2010 Academic Year  
Board Policy 4270 – Substitute Courses for Health Education  
Board Policy 4312 – Soliciting Funds from Students  
Board Policy 4320 – Public Performance by Students  
Board Policy 4230 – Grading and Academic Record Symbols  
Board Policy 4250 – Probation, Dismissal & Readmission  
Board Policy 4260 – Prerequisites and Co-Requisites  
Board Policy 4400 – Community Services Programs

#### Student and Community Advancement

2009 Summer High School Basketball League  
Destruction of Records  
Grants  
International Travel  
Expulsion – 2009-5

#### Administrative Services

Resolution – District Appropriation Limit for 2009-10  
Interfund Transfers  
Year-End Appropriation Transfer 2008-09  
Contracts Under \$76,700  
Contracts Over \$76,700  
Memorandum of Understanding  
Bid Award: Bid No. 2009-02/Copier Lease  
Purchase Orders and Blanket Purchase Orders

#### Measure E Bond Fund

Category Budgets and Balances  
Contract Amendment – Flewelling & Moody – Social Science Modernization  
Change Order – GDL Construction, Inc. – Humanities Plaza Project  
Change Order – HPS Mechanical – Phase 3 Infrastructure  
Change Order – Marina Landscape – Parking Structure Landscape Project  
Notice of Job Completion – Modular Structures International, Inc. – Food Service  
Modular  
Purchase Orders and Blanket Purchase Orders

#### Human Resources

Employment and Personnel Changes  
Temporary Non-Classified Service Employees  
Resolution – Equivalence to Minimum Qualifications  
Revised Classification Specification for Administrator Position

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

Public Comment

Nehasi Lee addressed fees, student health fees and challenge forms for pre- and co-requisites. Ms. Lorraine Cervantes addressed partnership between El Camino Community College District and Compton Community College District.

Closed Session

Meeting adjourned to a Closed Session at 5:55 p.m.

Adjournment

Meeting adjourned at 7:15 p.m.

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Maureen O'Donnell, Secretary of the Board

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Thomas M. Fallo, Secretary to the Board

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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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| A. Center for the Arts Presentations – 2009/2010 .....                                                | 8                      |
| B. Proposed Curriculum Changes: Effective 2009-2010 Academic Year.....                                | 8                      |
| C. Board Policy 4270 (Substitute Courses for Health Education) – Second Reading<br>and Adoption ..... | 20                     |
| D. Board Policy 4312 (Soliciting Funds from Students) – Second Reading<br>and Adoption .....          | 20                     |
| E. Board Policy 4320 (Public Performance by Students) – Second Reading<br>and Adoption .....          | 20                     |
| F. Board Policy 4230 (Grading and Academic Record Symbols) – Second<br>Reading and Adoption.....      | 20                     |
| G. Board Policy 4250 (Probation, Dismissal and Readmission) – Second<br>Reading and Adoption.....     | 20                     |
| H. Board Policy 4260 (Prerequisites and Co-Requisites) – Second Reading<br>and Adoption .....         | 21                     |
| I. Board Policy 4400 (Community Services Programs) – Second Reading<br>and Adoption .....             | 21                     |

## ACADEMIC AFFAIRS

### A. CENTER FOR THE ARTS PRESENTATIONS – 2009/2010 SEASON

It is recommended that the Board approve the Center for the Arts presentations for the 2009/2010 season. Costs for each presentation are established as negotiated between the artist and his/her management representative and the District.

| <u>Performance</u>                                                                                                                                                                                                                           | <u>Date</u>   | <u>Amount</u> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------|
| 1. <b>Shakespeare's Life and Language</b><br><b>Payable to: The Will Geer Theatricum Botanicum</b><br>The Will Geer Theatricum Botanicum will present a summer session workshop for the college's theatre students in the Haag Recital Hall. | July 13, 2009 | \$500.00      |

### B. PROPOSED CURRICULUM CHANGES: EFFECTIVE 2009-2010 ACADEMIC YEAR

It is recommended that the Board approve the proposed curriculum additions, inactivations, and revisions, effective the 2009-2010 academic year, as listed below. The curriculum presentation package was revised to simplify the Board's review of proposed curriculum changes. All curriculum changes by division are organized under topics as opposed to having a repetition of these topics under eight instructional divisions.

#### COURSE REVIEW

##### BEHAVIORAL AND SOCIAL SCIENCES DIVISION

1. Philosophy 10 – History of Ancient and Medieval Philosophy

##### BUSINESS DIVISION

1. Computer Information Systems 27 – Using Spreadsheet Macros

##### FINE ARTS DIVISION

1. Music 2A – Beginning Sightsinging
2. Music 2B – Advanced Sightsinging



## **ACADEMIC AFFAIRS**

3. Music 18ab – Voice Class I
4. Music 19abcd – Voice Class II
5. Music 41abcd – Opera Workshop
6. Music 52abcd – Concert Choir
7. Music 53abcd – Chorale
8. Music 57abcd – Women’s Chorus

## **NATURAL SCIENCES DIVISION**

1. Physics 2B – General Physics

## **COURSE REVIEW; CHANGE IN CATALOG DESCRIPTION**

## **BEHAVIORAL AND SOCIAL SCIENCES DIVISION**

1. Anthropology 3 – Introduction to Archaeology

*Recommendation:*

This course is a survey of the field of archaeology in the United States and abroad. It traces the history of archaeology, and reviews the concepts and research methodologies commonly encountered within the field of archaeology. Students will be introduced to basic techniques of soils analysis and archaeological materials analysis.

2. Anthropology 7 – Native Peoples of South America

*Recommendation:*

This course focuses on the study of the native peoples of South America. Special emphasis is placed on the understanding of the relationship between the environmental zones of South America and the social, economic, political, and religious institutions of indigenous societies. The current conditions of South American indigenous groups, most often as the result of colonialist policies which include globalization and modernization, are also examined.

## ACADEMIC AFFAIRS

3. Anthropology 20A – Introduction to Museum Studies

*Recommendation:*

This course examines careers in museums, including curation, conservation, registration, the design of exhibits, collections management, and educational programs. Participants in the course will plan, design and install an exhibit in the Anthropology Museum involving two- and three-dimensional artifacts, and participate in all aspects of museum curation.

Note: No background in Anthropology is required.

4. Child Development 104 – The Home, The School, The Community

*Recommendation:*

This course examines the interconnection among the development of the child from birth to adolescence and the home/family, the school, and the community. Emphasis is placed on the influences of social agents such as family support services, educational systems, media, and peers and on how these social agents contribute in preparing the child for living independently in a diverse society. Topics will include parenting styles, schooling, roles of teachers, peers, the media, children with special needs, cultural influences on behavior, child abuse, neglect, and social policy.

Note: This is a core course for all teachers and assistants in early childhood programs regulated by the State of California.

5. Human Development 12 – Strategies for Success in the Workplace

*Recommendation:*

This course will provide students with the knowledge, skills and personal/interpersonal awareness necessary for success in the workplace. Students will learn resume writing and interviewing skills, workplace roles and responsibilities, strategies for effective time management and effective workplace communication. Emphasis will be placed on identifying professional behaviors and values for success in the workplace.

6. Political Science 3 – Introduction to Principles and Methods of Political Science

*Recommendation:*

This course focuses on analysis of the basic concepts, political theories and subfields of political science. Major topics include a description of the methodology and research techniques employed by contemporary political scientists. Major political theories of the individual and the state, and the impact of these themes on modern political ideologies will also be examined.

## ACADEMIC AFFAIRS

### BUSINESS DIVISION

1. Business 16 – 10-Key Calculating for Business

*Recommendation:*

This course offers instruction and practice for developing speed and accuracy on the 10-key computer keypad using proper touch techniques. Students will apply basic math and calculator functions to typical business tasks such as bank reconciliations, invoice preparation and audit, calculation of interest and discounts, pricing markups and markdowns, and payroll earnings and taxes.

2. Computer Information Systems 29 – Advanced Database Applications

*Recommendation:*

This course offers the student advanced instruction in relational databases in a Windows environment. The student designs and develops a database from user specifications. Topics include analyzing source documents, normalizing a database, techniques of effective design and creating and implementing all tables and database objects. Applications used are typical business operations such as inventory and human resources.

### INDUSTRY AND TECHNOLOGY DIVISION

1. Automotive Technology 23 – Major Tune-Up and Emission Controls

*Recommendation:*

This course covers the study of major engine tune-up and service and testing of emission control systems. Laboratory activities stress the proper use of test equipment utilized in the automotive field.

Note: The two-course sequence Automotive Technology 23 and 24 is the same as Automotive Technology 22A.

2. Automotive Technology 24 – Fuel Systems and Emissions

*Recommendation:*

This course covers the study of fuel system service, testing and diagnosis, including carburetor overhaul procedures, fuel injection and computer controlled fuel systems. Laboratory activities stress the proper use of test equipment utilized in the automotive field.

Note: The two-course sequence Automotive Technology 23 and 24 is the same as Automotive Technology 22A.

## ACADEMIC AFFAIRS

### 3. Automotive Technology 25 – Automotive Electrical Systems

*Recommendation:*

This course covers the theory and operation of automotive electronic components and systems. Laboratory activities stress proper use of test equipment utilized in the automotive field.

Note: The two-course sequence Automotive Technology 25 and 26 is the same as Automotive Technology 22B.

### 4. Automotive Technology 34 – Automatic Transmissions

*Recommendation:*

This course covers the study of automatic transmission construction and operation. Laboratory activities stress diagnosis, repair, overhaul procedures and the proper use of tools utilized in the automotive field.

Note: The two-course sequence Automotive Technology 34 and 35 is the same as Automotive Technology 33. Students who have completed Automotive Technology 34 and 35 will not receive credit for Automotive Technology 33.

### 5. Automotive Technology 35 – Manual Transmission, Drive Train and Drive Axles

*Recommendation:*

This course covers the study of manual transmission, clutch, drive line and drive axle construction and operation. Laboratory activities stress diagnosis, repair, overhaul procedures and the proper use of tools utilized in the automotive field.

Note: The two-course sequence Automotive Technology 34 and 35 is the same as Automotive Technology 33. Students who have completed Automotive Technology 34 and 35 will not receive credit for Automotive Technology 33.

### 6. Automotive Technology 43 – Introduction to Engine Repair

*Recommendation:*

This course covers the study of automotive engine construction and operation, diagnosis and repair procedures of the following: cylinder head removal and valve grinding, camshaft and timing gear replacement, water pump replacement, oil coolant and manifold (intake and exhaust) leaks and engine maintenance.

Laboratory activities stress the proper use of equipment utilized in the automotive field.

## ACADEMIC AFFAIRS

### 7. Automotive Technology 45 – Automotive Machining

*Recommendation:*

This course covers the study of the machining processes used in the automotive trade, including but not limited to: drilling and tapping, milling, boring and honing, pin fitting, press work, resurfacing, reaming, knurling, repairing of damaged threads, measuring, grinding, and crack detection methods and repairing. Laboratory activities stress proper use of equipment utilized in the automotive field.

### 8. Construction Technology 150 – Contract Estimating

*Recommendation:*

This course is designed for those with construction backgrounds who desire to advance to a supervisory position or become contractors. Topics include: blueprint reading, International Building Code (IBC) requirements, quantity surveying and estimating, and basic financial statements.

### 9. Construction Technology 160 – Business and Legal Aspects of Contracting

*Recommendation:*

This course is designed for those with construction backgrounds who desire to advance to a supervisory position or become contractors. Topics include: legal and business aspects of a contracting organization, Contractor's License Law, Lien Laws, labor code, payroll deductions, business organization and planning, and management principles.

### 10. Construction Technology 180 – Residential Plumbing

*Recommendation:*

This course explores the layout and fabrication techniques needed to erect a water and waste plumbing system for a residence. Students apply appropriate methods and procedures by selecting proper size pipes, fittings, fixtures and accessories and install and test various fixtures and systems. Other topics include the diagnosing, troubleshooting and clearing of stoppages in a plumbing system.

## COURSE REVIEW; DISTANCE EDUCATION UPDATE

## BEHAVIORAL AND SOCIAL SCIENCES DIVISION

### 1. Anthropology 1 – Introduction to Physical Anthropology

## **ACADEMIC AFFAIRS**

### **NATURAL SCIENCES DIVISION**

1. Oceanography 10 – Introduction to Oceanography

#### **COURSE REVIEW; DISTANCE EDUCATION UPDATE; CHANGE IN CATALOG DESCRIPTION**

### **BEHAVIORAL AND SOCIAL SCIENCES DIVISION**

1. Anthropology 2 – Introduction to Cultural Anthropology

*Recommendation:*

This course will provide students with an introduction to culture theory as well as to the cross-cultural understanding of human behavior. Emphasis will be placed on subsistence strategies, marriage and kinship institutions; levels of sociopolitical, organization; and religious systems along; with the effects of cultural change, mainly as the result of European expansion, industrialization, and globalization.

#### **COURSE REVIEW; DISTANCE EDUCATION UPDATE; CHANGES IN DESCRIPTIVE TITLE, CATALOG DESCRIPTION**

### **BEHAVIORAL AND SOCIAL SCIENCES DIVISION**

*Recommendation:*

1. Child Development 103 – Child Growth and Development

This course is an introduction to child development from conception through adolescence with emphasis on physical, cognitive and psychosocial growth. The effect of environmental and cultural influences on development will be investigated. Developmental theories will be analyzed and tested through practical applications such as child observations and interviews.

Note: This is a core course for all teachers and assistants in early childhood programs regulated by the State of California.

#### **COURSE REVIEW; CHANGES IN DESCRIPTIVE TITLE, CATALOG DESCRIPTION**

## ACADEMIC AFFAIRS

### BEHAVIORAL AND SOCIAL SCIENCES DIVISION

*Recommendation:*

1. Anthropology 11 – Anthropology of Religion, Magic, and Witchcraft  
This course is a cross-cultural and evolutionary survey of the supernatural. It includes an examination of magic and witchcraft practices and the different functions they play in various world societies including hunting and gathering groups, and tribal level and state level societies. Religious beliefs, symbolism and ritual are explained from an anthropological perspective.

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

### BEHAVIORAL AND SOCIAL SCIENCES DIVISION

*Recommendation:*

1. Child Development 112 – Teaching Young Children in a Diverse Society  
Prerequisite: Child Development 103 with a minimum grade of C or equivalent  
In this course students will examine the development of social identities in diverse societies including theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms and teaching. Various classroom strategies will be explored emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. Topics include self-examination and reflection on issues related to social identity; stereotypes and bias; social and educational access; and media and schooling.

### **COURSE REVIEW; DISTANCE EDUCATION UPDATE; CHANGES IN NUMBER, CATALOG DESCRIPTION, CSU GENERAL EDUCATION REQUIREMENT, IGETC GENERAL EDUCATION**

### BEHAVIORAL AND SOCIAL SCIENCES DIVISION

*Recommendation:*

1. History 102 – United States History from 1877 to the Present  
This course is a chronological survey of American history from 1877 to the present, focusing on American social, intellectual, political, economic, and

## ACADEMIC AFFAIRS

diplomatic institutions. Major topics include culture, ethnic and racial diversity and the role of the United States within the context of world history.

Note: History 101 is not a prerequisite.

CSU General Education Requirement - Area D6

CSU General Education Requirement - Area C2

IGETC General Education Requirement - Area 4

### *Recommendation:*

#### 2. History 154 – A History of Mexico

This course surveys the political, social, cultural, and economic history of Mexico from Pre-Columbian times to the present. Discussion of major epochs of Mexican history will focus on the influence of various cultural groups in shaping modern Mexico.

CSU General Education Requirement - Area D6

CSU General Education Requirement - Area C2

IGETC General Education Requirement - Area 4

## **COURSE REVIEW; CHANGES IN NUMBER, CATALOG DESCRIPTION, CSU GENERAL EDUCATION REQUIREMENT, IGETC GENERAL EDUCATION**

### **BEHAVIORAL AND SOCIAL SCIENCES DIVISION**

#### *Recommendation:*

#### 1. History 162 – History of Early Britain

This course focuses on the political, economic, social, and cultural development of Britain from earliest times to the 17<sup>th</sup> century. Topics include the emergence of common law and representative government, the evolution of England as a major power based on maritime and commercial supremacy, and the foundations of the British Empire. Cultural development through the English Renaissance and Baroque periods will also be examined.

CSU General Education Requirement - Area D6

CSU General Education Requirement - Area C2

IGETC General Education Requirement - Area 4

## **COURSE REVIEW; CHANGE IN CATALOG DESCRIPTION, A.A./A.S. GENERAL EDUCATION REQUIREMENT, CSU GENERAL EDUCATION REQUIREMENT**



## **ACADEMIC AFFAIRS**

### **BEHAVIORAL AND SOCIAL SCIENCES DIVISION**

#### **1. Psychology 7 – Physiological Psychology**

*Recommendation:*

This course focuses on physiological factors in human development, behavior, and experience. Fundamental topics include consciousness, language, emotion, memory, and sensation/perception. Clinical topics include Sexual Disorders, Bipolar Disorder, Schizophrenia, Post-Traumatic Stress Disorder, Autism, Alzheimer's Disease, and traumatic brain injury. Studies of both humans and other animals are evaluated and organized by scientific and clinical standards.

A.A./A.S. General Education Requirement – Natural Sciences

CSU General Education Requirement – Area B2

### **COURSE REVIEW; CHANGE IN TRANSFER STATUS**

#### **BUSINESS DIVISION**

#### **1. Computer Information Systems 80 – Oracle Application Programming**

*Recommendation:*

Proposed Transfer UC

### **COURSE REVIEW; DISTANCE EDUCATION UPDATE; CHANGE IN TRANSFER STATUS**

#### **BUSINESS DIVISION**

#### **1. Law 4 – Legal Environment of Business**

*Recommendation:*

Proposed Transfer UC

### **COURSE REVIEW; CHANGES IN CONDITIONS OF ENROLLMENT (Prerequisite, Corequisite, Recommended Preparation, or Enrollment Limitation), CATALOG DESCRIPTION**

## ACADEMIC AFFAIRS

### FINE ARTS DIVISION

1. Art 11abcd – Drawing Fundamentals II

*Recommendation:*

Prerequisite: one semester of Art 10ab with a minimum grade of C or equivalent  
This course provides intermediate instruction in drawing with emphasis on media development, pictorial space, composition, interpretation, and improvisation.

2. Art 52abcd - Rendering

*Recommendation:*

Prerequisite: one semester of Art 10ab with a minimum grade of C or equivalent  
This course covers the basic methods and techniques of rendering. Emphasis is placed on the graphic representation of three-dimensional form, space, and volume within an illusory and sharp-focused context. Topics include form analysis and the application of media such as markers, water-based paint, ink, graphite, pastel and colored pencil. Preparation of art work for portfolio presentation will also be covered.

### INDUSTRY AND TECHNOLOGY DIVISION

1. Automotive Technology 14 - Brakes

*Recommendation:*

Recommended Preparation: Automotive Technology 1 or equivalent  
This course covers the study of brake systems, including anti-lock brake systems (ABS) and their operation. Laboratory activities stress brake system diagnosis, repair, machining, overhaul procedures and proper use of tools and equipment utilized in the automotive industry.

Note: The two-course sequence Automotive Technology 14 and 16 is the same as Automotive Technology 11.

2. Automotive Technology 16 – Suspension and Four Wheel Alignment

*Recommendation:*

Recommended Preparation: Automotive Technology 1 or equivalent  
This course covers the study of suspension and steering systems construction and their operation. Laboratory activities stress suspension and steering system diagnosis, repair, machining, overhaul, front wheel and four wheel alignment procedures and proper use of tools and equipment utilized in the automotive field.

Note: The two-course sequence Automotive Technology 14 and 16 is the same as Automotive Technology 11.

## **ACADEMIC AFFAIRS**

### **3. Automotive Technology 26 – Automotive Testing and Diagnosis**

*Recommendation:*

Prerequisite: A total of 8 units with a minimum grade of C is required from the following courses: Automotive Technology 22A, 23, 24, 25 or equivalent

This course covers the study of advanced automotive testing and diagnostic procedures of the following systems: ignition, fuel, emissions, electrical and electronic, and computer control systems. Laboratory activities stress the proper use of diagnostic equipment utilized in the automotive field.

Note: The two-course sequence Automotive Technology 25 and 26 is the same as Automotive Technology 22B.

## **INACTIVATE DISTANCE EDUCATION VERSION**

### **BEHAVIORAL AND SOCIAL SCIENCES DIVISION**

#### **1. History 1B – United States History from 1877 to the Present (Telecourse)**

## **NEW DISTANCE EDUCATION COURSE VERSIONS**

### **BEHAVIORAL AND SOCIAL SCIENCES DIVISION**

1. Anthropology 3 – Introduction to Archaeology (Online)
2. Anthropology 7 – Native Peoples of South America (Online)
3. Anthropology 11 – Anthropology of Religion, Magic and Witchcraft (Online)
4. Anthropology 20A – Introduction to Museum Studies (Online)
5. Child Development 112 – Teaching Young Children in a Diverse Society (Online)
6. History 162 – History of Early Britain (Online)
7. Human Development 12 – Strategies for Success in the Workplace (Online)
8. Philosophy 10 – History of Ancient and Medieval Philosophy (Online)
9. Political Science 3 – Introduction to Principles and Methods of Political Science
10. Psychology 7 – Physiological Psychology (Online)

## **ACADEMIC AFFAIRS**

### **BUSINESS DIVISION**

1. Business 16 – 10-Key Calculating for Business (Online)

#### **C. BOARD POLICY 4270 (SUBSTITUTE COURSES FOR HEALTH EDUCATION) – SECOND READING AND ADOPTION**

It is recommended that the Board accept for a second reading and adoption the deletion of Board Policy 4270, as attached.

#### **D. BOARD POLICY 4312 (SOLICITING FUNDS FROM STUDENTS) – SECOND READING AND ADOPTION**

It is recommended that the Board accept for a second reading and adoption the deletion of Board Policy 4312, as attached.

#### **E. BOARD POLICY 4320 (PUBLIC PERFORMANCE BY STUDENTS) – SECOND READING AND ADOPTION**

It is recommended that the Board accept for a second reading and adoption the deletion of Board Policy 4320, as attached. Administrative Procedure 4320 will replace Board Policy 4320 and is presented for informational purpose only.

#### **F. BOARD POLICY 4230 (GRADING AND ACADEMIC RECORD SYMBOLS) – SECOND READING AND ADOPTION**

It is recommended that the Board accept for a second reading and adoption the revisions to Board Policy 4230, as attached.

#### **G. BOARD POLICY 4250 (PROBATION, DISMISSAL AND READMISSION) – SECOND READING AND ADOPTION**

It is recommended that the Board accept for a second reading and adoption the revisions to Board Policy 4250, as attached. Administrative Procedure 4250 is presented for informational purpose only.

## **ACADEMIC AFFAIRS**

### **H. BOARD POLICY 4260 (PREREQUISITES AND CO-REQUISITES) – SECOND READING AND ADOPTION**

It is recommended that the Board accept for a second reading and adoption the revisions to Board Policy 4260, as attached. Administrative Procedure 4260 is presented for informational purpose only.

### **I. BOARD POLICY 4400 (COMMUNITY SERVICES PROGRAMS) – SECOND READING AND ADOPTION**

It is recommended that the Board accept for a second reading and adoption the revisions to Board Policy 4400, as attached.

**~~BOARD POLICY 4270~~                      ~~Substitute Courses for Health Education~~**

~~When the parents or guardian of a minor student, or a student over 21 years of age state in writing that a course in community and personal hygiene or health education is contrary to the religious beliefs of the student, the student may be excused from such course and permitted to substitute one of the following courses:~~

|                              |                                         |                             |
|------------------------------|-----------------------------------------|-----------------------------|
| <del>Anatomy 32</del>        | <del>Principles of Human Anatomy</del>  | <del>4 semester units</del> |
| <del>Biology 10</del>        | <del>Fundamentals of Biology</del>      | <del>4 semester units</del> |
| <del>Home Economics 17</del> | <del>Nutrition</del>                    | <del>2 semester units</del> |
| <del>Microbiology 33</del>   | <del>General Microbiology</del>         | <del>4 semester units</del> |
| <del>Physiology 31</del>     | <del>Human Physiology</del>             | <del>4 semester units</del> |
| <del>Zoology 1A</del>        | <del>General Invertebrate Zoology</del> | <del>4 semester units</del> |
| <del>Zoology 1B</del>        | <del>General Vertebrate Zoology</del>   | <del>4 semester units</del> |
| <del>Zoology 2</del>         | <del>Elements of Zoology</del>          | <del>3 semester units</del> |

~~Nursing students may meet the health education requirement for graduation by substituting the instruction received in Nursing 1, Nursing 2, and Nursing 4.~~

~~Previous Board Policy Number: 6122~~

El Camino College  
Adopted 2/11/63  
Amended 4/27/64

**~~BOARD POLICY 4312~~ ~~Soliciting Funds from Students~~**

~~Once each academic year a general Welfare Drive will be conducted by the students and the money raised distributed to various agencies as determined by the Associated Students Council and approved by the Vice President – Student and Personnel Services. No other drive for student funds will be permitted unless specifically authorized by action of the Board of Trustees.~~

~~Previous Board Policy and Rules Number: 1423~~

El Camino College  
Adopted: 2/9/59  
Amended: 5/10/65  
Renumbered: 4/18/05

~~**BOARD POLICY 4320** ————— **Public Performances by Students**~~

~~Musical and/or other programs may be presented by College performing classes and/or other students for non-college organizations. Requests for such presentations must be approved by the appropriate dean and the instructor in charge of the affected class.~~

~~The College may charge an honorarium for the presentation (s).~~

~~Previous Board Policy Number: 1421~~

**Administrative Procedure 4320**                      **Public Performance by Students**

Musical or other programs may be presented by College performing classes or other students for non-college organizations. Requests for such presentations must be approved by the appropriate dean and the instructor of the class.

The College may charge an honorarium for the presentation.

This Administrative Procedure replaces BP 4320, Public Performance by Students.



## BOARD POLICY 4230

## Grading and Academic Record Symbols

### Semester Unit of Credit

College work at El Camino College is measured in terms of semester units. One unit of credit is awarded for approximately 54 hours of lecture, study or laboratory work. The amount of credit awarded shall be adjusted in proportion to the number of hours of lecture, study or laboratory work.

~~In lecture courses, one unit of credit is assigned for a minimum of 16 hours of class time and a minimum of 32 hours of study and preparation time. In laboratory or shop-based classes, one unit of credit is assigned for a minimum of 48 hours of in-class work.~~

~~In accordance with Title 5, one credit hour requires a minimum of 48 hours of lecture, study, or laboratory work.~~

### Grades, Grade Points, and Grade Point Average

Grade points are numerical values which indicate the scholarship level of letter grades. Grade point average equals total grade points divided by total units attempted for credit courses in which letter grades have been assigned. Grade points are assigned according to the following scale:

|                                                                                              |                        |
|----------------------------------------------------------------------------------------------|------------------------|
| A-Excellent                                                                                  | 4 points for each unit |
| B-Good                                                                                       | 3 points for each unit |
| C-Satisfactory                                                                               | 2 points for each unit |
| D-Passing, less than satisfactory                                                            | 1 point for each unit  |
| F-Failing                                                                                    | 0 points for each unit |
| P – Pass (at least satisfactory – units awarded not counted in grade point average)          | See Note 1             |
| NP – No Pass (less than satisfactory, or failing – units not counted in grade point average) | See Note 1             |
| I-Incomplete                                                                                 | See Note 2             |
| IP-In Progress                                                                               | See Note 3             |
| W-Withdrawal                                                                                 | See Note 4             |
| MW-Military Withdrawal                                                                       | See Note 5             |

Notes:

1. Pass-No Pass (formerly Cr/NC for Credit/No Credit) A certain number of courses are offered only on a P/NP basis while some others are offered on a P/NP or letter grade option depending on which the student selects by the fourth week of a 16-week class or 25% of a class. A student earning a P grade will receive unit credit toward graduation if the course is degree-applicable. Unit credit earned in P/NP courses will not be considered when calculating grade point average. Designation of P/NP or option P/NP grading is included in the course description. All grades in credit courses except W and P/NP will be considered in determining the grade point average. While NP and W grades are not used in grade point determination, a student with an excessive number of withdrawals or NPs is subject to probation or dismissal regulations.

### 2.I-Incomplete

A student may receive a notation of “I” (Incomplete) and a default grade when a student did not complete his or her academic work for unforeseeable, emergency, and justifiable reasons. The Incomplete grade to be assigned by the instructor and designated on the student’s transcript will be IB, IC, ID, or IF. Collectively, these grades will be referred to as an “I” grade. The written record containing the conditions for removal of the “I” will be held for the student in the Records Office through the sixth week of the next regular semester. If the student does not complete the required work by the end of the sixth week, the “I” will automatically be removed and the default grade will be assigned. Any extension of the time for completion of the required work must be approved by the division dean. The student should petition for the extension of time on a form provided by the Admissions Office.

### 3. IP-In Progress

The “IP” symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is “in progress,” but that assignment of an evaluative symbol (grade) must await its completion. The “IP” symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student’s permanent record for the term in which the course is completed. The “IP” shall not be used in calculating grade point averages. If a student enrolled in an “open-entry, open-exit” course is assigned an “IP” at the end of an attendance period and does not reenroll in that course during the subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade-A through F, P or NP) to be recorded on the student’s permanent record for the course.

#### 4. W-Withdrawal

It is the student's responsibility to process a withdrawal. A student may also be dropped by the instructor if the student has excessive absences. Withdrawal from classes is authorized through the 12<sup>th</sup> week of instruction in a 16 week class, or 75% of a class, whichever is less. If a student remains in class beyond the published withdrawal date an evaluative symbol (grade-A through F, P or NP) or an "I" (Incomplete) shall be assigned. A student who must withdraw after the published withdrawal date due to extenuating circumstances may petition for assignment of a "W." Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

No notation ("W" or other) shall be made on the academic record of the student who withdraws prior to the close of the fourth week of a 16-week class, or 30% of a class, whichever is less. Any withdrawal occurring after the published No Notation date shall be recorded as a "W" on the student's record.

The "W" shall not be used in calculating grade point averages, but excessive "W's" shall be used as factors in probation and dismissal procedures.

#### 5. MW –Military Withdrawal

Military Withdrawal occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, the student may be assigned "MW." Military withdrawals shall not be counted in the limitation on excessive withdrawals nor in progress probation and dismissal calculations.

#### Notes:

- The Grade Change process is now covered by BP 4231. Adopted by Board 12/17/07.
- The Probation and Dismissal portion of this policy is now covered by BP 4250. Recommended for adoption 6/09.
- The Course Repetition portion of this policy is now covered by BP 4225. Adopted by the Board 7/17/06.
- The Academic Renewal portion of this policy is now covered by BP 4240. Adopted by Board 8/21/06.
- Reviewed by Educational Policies Committee 20 March 2008.

Previous Board Policy Number: 6130

El Camino College

Adopted: 4/11/83

Amended: 5/14/84, 1/27/86, 1/26/87, 11/23/87, 3/13/89, 4/10/89, 5/9/91, 6/22/98

Renumbered: 4/18/05

El Camino College has two types of probation: Academic Probation and Progress Probation. The purpose of probation is to encourage a student having academic difficulties to seek appropriate guidance and support in formulating and achieving goals.

1. Placement on Academic Probation

- ~~a. A student who has attempted at least 12 semester units, as shown by the academic record, shall be placed on academic probation following any semester when the grade point average for total units attempted at El Camino College is less than 2.0 (grade C).~~
- ~~b. Students who are placed on academic probation should see a counselor prior to registration for the semester subsequent to their receiving notice.~~
- ~~c. When a student is placed on academic probation for the fall semester, the student's program shall be limited to no more than 12 units plus one unit of physical education, if needed for graduation.  
When a student is placed on academic probation for the spring semester, the student may be required to reduce the current program to 12 units plus one unit of physical education, if needed for graduation. This determination will be made by the counselor during the required meeting following receipt of notice of academic probation.  
When a student is placed on academic probation for the spring semester, that student may enroll in no more than four units in the following summer session.~~

1. Placement on Academic Probation

A student who has attempted at least 12 semester units, as shown by the academic record, will be placed on Academic Probation when the grade point average for total units attempted at El Camino College is less than 2.0.

~~2. Removal from Academic Probation~~

~~A student shall be removed from academic probation upon earning a grade point average of 2.0 (grade C) or higher in total units attempted at El Camino College.~~

2. Removal from Academic Probation

A student will be removed from Academic Probation when the cumulative grade point average is 2.0 or higher in total units attempted at El Camino College.

~~3. Progress Probation~~

~~a. Placement on Progress Probation~~

~~A student who has enrolled in a total of at least 12 semester units as shown by the official academic record, shall be placed on progress probation when the percentage of all units in which a student has enrolled and for which entries of “W,” “I,” and “NC” are recorded reaches or exceeds fifty percent (50%). To drop a course and not have a grade entry appear on the official academic record or be counted as units attempted, action must be taken prior to the close of the fourth week of a semester course, the first week of a six week course, or the second week of an eight or nine week course.~~

### 3. Placement on Progress Probation

A student who has enrolled in 12 or more semester units as shown by the official academic record will be placed on Progress Probation if entries of “W,” “I,” “NC” and/or “NP” account for 50% or more of the total units attempted. Courses dropped prior to the “No Notation” deadline are not considered “units attempted” and do not receive entries as “W” “I,” or “NC/NP.”

### 4. Removal from Progress Probation

~~A student on progress probation because of an excess of units for which entries of “W,” “I,” and “NC” are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).~~

### 4. Removal from Progress Probation

A student will be removed from Progress Probation when the percentage of entries of “W,” “I,” “NC” and/or “NP” drops below 50% of the total units attempted.

### 5. Disqualification and Dismissal

#### a. Disqualification Because of Repeated Academic Probation

~~A student placed on academic probation will be dismissed when in the subsequent semesters the student’s cumulative grade point average is less than 1.75. Dismissal will only occur following each spring semester.~~

#### b. Disqualification Because of Repeated Progress Probation

~~A student placed on progress probation will be dismissed when in subsequent semesters the percentage of units in which the student has been enrolled, for which entries of “W,” “I,” and “NC” are recorded, reaches or exceeds fifty percent (50%). Dismissal will only occur following each spring semester.~~

~~A disqualified student who returns after an absence of one or more semesters shall be permitted to enroll on continuing progress probation.~~

~~c. A summer session will not count as the one semester of disqualification.~~

### 5. Dismissal Because of Academic Probation

A student on Academic Probation will be dismissed if the student earned a cumulative grade point average of less than 1.75 in all graded credit units attempted in each of 3 consecutive semesters. Terms shorter than 16 weeks will not be considered a semester. A semester in which the student does not take any courses will not be counted as a semester.

6. Dismissal Because of Progress Probation

A student on Progress Probation will be dismissed if the percentage of units in which the student has been enrolled for which entries of “W,” “I,” “NC and/or “NP” remains at or above 50% for three consecutive semesters. Terms shorter than 16 weeks will not be considered a semester. A semester in which the student does not take any courses will not be counted as a semester.

7. Appeal of Probation or Dismissal

A student who believes that there are extenuating circumstances that warrant an exception to the probation and dismissal standards set forth in this policy may submit a written appeal in compliance with administrative procedures.

~~6. Readmission Following Disqualification~~

~~A disqualified student who returns after an absence of one or more semesters shall be permitted to enroll on continuing probation. To enroll, a student must see a counselor prior to the school established registration period in order to arrange a program of courses in accordance with the student’s aptitude and achievement ability.~~

~~7. Readmission Following Probation or Continuing Probation and Voluntary Withdrawal~~

~~A student on probation who withdraws voluntarily from college, either before the probation semester or during it, and later applies for readmission shall be readmitted in the same status as existed at withdrawal. However, a student may petition to apply accredited college work that was completed while in absence from El Camino toward improving the academic probation status at El Camino.~~

8. Readmission Following Dismissal

A student who has been dismissed may return after sitting out at least one 16 week semester. A readmitted student will remain on probation until the cumulative average is above 2.0 and/or the percentage of “W,” “I,” and “NC/NP” entries is below 50%.

~~8. Incomplete Marks~~

~~“I” marks (incomplete) are not used in grade point calculations. However, for academic probation purposes, the grade assigned based on incomplete work is used to determine academic status.~~

9. Right of Petition

~~The student may appeal probation or disqualification status by petition if the individual feels an error has been made or there were extenuating circumstances. The petition shall be filed in the Admissions Office.~~

10. Change of Status

~~The academic probation status may not be changed because of “academic renewal” or “course repetition” as defined in another section of this publication~~

Reference: Ed. Code Section 70902 (b) (3)  
Title 5, Section 55031, 55032, 55033, 55034

Note: The strikeout portions are from a section of BP 4230 – Formerly Standards of Scholarship. Amendments recommended for Board adoption 6/09.

BP 4250 replaces the relevant portions of BP 4230.

El Camino College  
Adopted

## **BOARD POLICY 4260**

## **Prerequisites and Co-Requisites**

The President/Superintendent is authorized to establish prerequisites, co-requisites and advisories on recommended preparation for courses in the curriculum. All such pre-requisites, co-requisites and advisories shall be established in accordance with the standards set out in Title 5 and with mutual agreement from the Academic Senate. Any pre-requisites, co-requisites or advisories shall be necessary and appropriate for achieving the purpose for which they are established. The procedures shall include a procedure by which a pre-requisite or co-requisite may be challenged by a student on grounds permitted by law. Pre-requisites, co-requisites and advisories shall be identified in District publications available to students.

Reference: Title 5 Sections 55000 and 55003

This Board Policy and its related Administrative Procedure replace Board Policy 4260.1.

See Administrative Procedure 4260.

El Camino College

Adopted:



## **BOARD POLICY 4400**

## **Community Services Programs**

~~The District shall maintain a community services program for the purpose of personal and professional development. Such classes shall be designated as community education classes open for admission to all adults. Some classes will be open to age-appropriate minors who can benefit from the program.~~

~~Students registered in community services classes shall be charged a fee not to exceed the cost of maintaining the classes. Community services classes are not for credit classes.~~

### **Reference:**

~~Education Code Section 78300~~

~~Administrative Procedure 4400~~

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## **BOARD POLICY 4400**

## **Community Services**

The College may offer Community Services programs, known as Community Education classes, for the purpose of personal and professional development. Community Education classes are not-for-credit classes designed to contribute to the physical, mental, moral, economic, or civic development of the individuals enrolled in them.

Classes are open for admission to adults and some classes are open to, or limited to, age-appropriate minors who may benefit from the classes.

General fund monies are not expended to establish and maintain Community Education offerings. Students enrolled in Community Education offerings may be charged a fee not to exceed the cost of maintaining community education classes, or classes may be provided for remuneration by contract, or with contributions or donations of individuals or groups.

### **Reference:**

Education Code Section 78300 et seq; Title 5, Sections 55002, 55160(b)

Approved by Educational Policies Committee May 7, 2009

Approved by Academic Senate May 19, 2009

El Camino College

Adopted: 12/20/04

Amended:

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

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**STUDENT AND COMMUNITY ADVANCEMENT**

**A. 2009 SUMMER PEP SQUAD/DANCE CAMP**

It is recommended that the Board approve attendance of the following students at the 2009 Summer Universal Cheerleading Association College Camps for Cheer & Dance, August 8-10, 2009, University of California at Santa Barbara, Santa Barbara, California. The event is at no cost to the District.

Pep Squad Advisor: Elizabeth Canales

Esmeralda Arrendondo, Darlene Berry, Brandy N. Deutsch, Cassandra W. Dewey Dawn P. Fabros, Jose Gaeta, Monique A. Garibaldo, Dashanna N. Gordon Danielle E. Harris, Victor A. Herrera, Kauluwehi T. Kato, Briana Leal, Jessica R. Lesure, Daisy M. Magdaleno, Nancy M. Magdaleno, Christina L. Malave Jessica L. Meader, Paris L. Moore, Pamela Rebora, Charnae S. Sansberry Hannah R. Swanson, Kathy Taing, Juan M. Tovar, Maria C. Zamudio

**B. GRANT - INFORMATION**

It is recommended that the Board receive for information the following grant:

Department of Education – Improving Student Success in Developmental Courses (Developing Hispanic Serving Institutions Program – Title V). The proposed project seeks to strengthen the El Camino College programs and services to increase the number of students, especially Hispanic students, who successfully complete developmental-level reading, writing and mathematics, enroll in college-level courses and attain degrees/certificates or transfer to universities to pursue baccalaureate degrees.

Project Director: Bozena Morton

|                                              |                                            |
|----------------------------------------------|--------------------------------------------|
| Amount of Grant Funding from Granting Agency | \$2,875,000                                |
| Amount of College Match                      | <u>-0-</u>                                 |
| Total Amount of Grant                        | \$2,875,000                                |
| Indirect Rate: None                          |                                            |
| Performance Period:                          | October 1, 2009 through September 30, 2014 |

**C. GRANT – AMENDMENT**

It is recommended that the Board approve amending the performance period for the following grant:

U.S. Department of Education Office of Postsecondary Education – Fulbright-Hays Group Projects Abroad. El Camino College, in partnership with Long Beach City College, has been awarded a four-week Fulbright-Hays Group Projects Abroad short-term seminar to be held in Vietnam and extending to Cambodia. The project will provide selected community college faculty with an opportunity

## STUDENT AND COMMUNITY ADVANCEMENT

to gain discipline-related knowledge of Vietnam and engage in research, training and curriculum development for the purpose of creating a representative coverage of Vietnam and Cambodia across multiple disciplines.

Project Director: Constance Fitzsimons

|                                              |            |
|----------------------------------------------|------------|
| Amount of Grant Funding from Granting Agency | \$72,797   |
| Amount of College Match                      | <u>-0-</u> |
| Total Amount of Grant                        | \$72,797   |

Performance Period: Changed from March 1, 2009 through February 28, 2010 to March 1, 2009 through February 28, 2011  
(Previously Board approved May 18, 2009)

### D. GRANT – ACCEPTANCE

It is recommended that the Board accept the following grant:

U.S. Small Business Administration (SBA) Office of Small Business Development Centers (OSBDC) – SBDC Renewal – Long Beach Community College District SBDC Network. This is a renewal grant for the El Camino College Small Business Development Center (SBDC). The purpose of the El Camino College Small Business Development Center is to grow businesses in this region through delivery of one-on-one counseling, seminars, workshops, conferences and other technical activities that contribute to the achievement of the success of existing businesses, and to foster the growth of new businesses and jobs. With this grant we will deliver program services to small businesses in the South Bay and surrounding cities, funded by the U.S. SBA and contracted by Long Beach Community College District as a sub-recipient for the above-mentioned grant.

Project Director: Starleen Van Buren

|                                              |                |
|----------------------------------------------|----------------|
| Amount of Grant Funding from Granting Agency | \$305,000      |
| Amount of Match (In-kind)                    | <u>374,274</u> |
| Total Amount of Grant                        | \$679,274      |

Indirect Rate: \$14,524 (5%)  
Performance Period: January 1, 2009 through December 31, 2009

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**Agenda for the El Camino Community College District Board of Trustees**  
**from**  
**Administrative Services**  
**Jo Ann Higdon, Vice President**

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**A. FIVE-YEAR CONSTRUCTION PLAN 2009-2013**

Background: As required by the Community College Construction Act of 1980, the El Camino Community College District is submitting its 2009-2013 Five-Year Construction Plan and associated documents to the Office of the Chancellor of the California Community Colleges.

| YEAR    | PROJECT – FUNDING PHASE                                                                         | AMOUNT       |
|---------|-------------------------------------------------------------------------------------------------|--------------|
| 2009-10 | Learning Resource Center Addition – Equipment *                                                 | \$249,000    |
|         | Infrastructure Phase III – Construction and Equipment                                           | \$6,500,000  |
|         | Lot H Parking Structure & Athletic Facility                                                     | \$21,170,000 |
|         | Cafeteria/Bookstore Conversion – Construction and Equipment                                     | \$12,761,550 |
|         | Humanities Plaza – Construction and Equipment                                                   | \$2,208,000  |
|         | Social Science Remodel for Efficiency – Construction*                                           | \$11,419,000 |
|         | Track & Field House – Preliminary Plans and Working Drawings                                    | \$2,268,250  |
| 2010-11 | Track & Field House – Construction and Equipment                                                | \$14,309,310 |
|         | Math & Computer Science Building (MBA) – Preliminary Plans and Working Drawings                 | \$2,416,000  |
|         | Math/Business/Allied Health Building – Construction                                             | \$55,728,000 |
| 2011-12 | Math & Computer Science Building Remodel – Construction and Equipment*                          | \$29,558,000 |
|         | Math/Business/Allied Health Building (MBA) – Equipment                                          | \$2,600,000  |
| 2012-13 | Vocational Shops Replacement – Preliminary Plans, Working Drawings, Construction and Equipment* | \$23,103,000 |
|         | Student Services Replacement – Preliminary Plans, Working Drawings, Construction and Equipment* | \$30,591,000 |

\* State assistance requested

**B. TEMPORARY CASH BORROWING**

It is recommended that the Board of Trustees approve temporary borrowing of cash between District funds to meet cash flow shortages July 1, 2009 – June 30, 2010. The interfund borrowing occurs when a fund is awaiting reimbursement.

**C. CONTRACTS UNDER \$76,700**

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

1. **Contractor:** ECONOMIC DEVELOPMENT CORPORATION OF LOS ANGELES  
**Services:** As a sub-contractor and partner, the El Camino College District will complete specific tasks in support of the Workforce Innovation in Regional Economic Development's (WIRED) Innovation-Driven Economic Development Model Implementation Demonstration Project.  
**Requesting Dept.:** Community Advancement  
**Date(s):** 5/9/09 – 10/7/09  
**Financial Terms:** Projected Gross Income \$10,000
2. **Contractor:** EL PROYECTO del BARRIO, INC.  
**Services:** Twenty participants will receive 96 hours of training in Customer Service Academy.  
**Requesting Dept.:** Community Advancement  
**Date(s):** 5/26/09 – 6/12/09; June 23 and 24, 2009  
**Financial Terms:** Projected Gross Income \$31,000.
3. **Contractor:** SCHOOLS FIRST FEDERAL CREDIT UNION  
**Services:** Continue to provide Automated Teller Machines (ATMs) at designated locations on campus. This new agreement is necessary due to the acquiring of the El Camino College Federal Credit Union by Schools First Federal Credit Union.  
**Requesting Dept.:** Administrative Services  
**Date(s):** 7/27/09 – 7/26/12 (plus 2 additional successive one-year options)  
**Financial Terms:** No Cost to the District
4. **Contractor:** THE FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES  
**Services:** El Camino College joins with the contractor and nine other community colleges by entering into a cooperative agreement with the U.S. Department of State, Bureau of Educational and Cultural Initiative for Egypt, to provide educational programs, professional

development, and employment skills to Egyptian students.

**Requesting Dept.:** Community Advancement  
**Date(s):** 7/20/09 – 6/30/10  
**Financial Terms:** Projected Gross Income \$110,650

5. **Contractor:** THE HAIN CELESTIAL GROUP  
**Services:** Agency to receive 40 hours of combined training in Business Skills, Computer Training, and Continuous Improvement.

**Requesting Dept.:** Community Advancement  
**Date(s):** 7/21/09 – 6/30/10  
**Financial Terms:** Projected Gross Income \$7,696.

6. **Contractor:** WATTS/WILLOWBROOK BOYS AND GIRLS CLUB  
**Services:** El Camino Community College District will provide instructional services and college credit courses for 11<sup>th</sup> and 12<sup>th</sup> grade students enrolled at the El Camino College Compton Education Center. Compton Community College District will receive the FTES.

**Requesting Dept.:** Academic Affairs – Compton Education Center  
**Date(s):** 7/1/09 – 6/30/10  
**Financial Terms:** No cost to the District.  
**Source of Funding:** Based on FTES (Full-Time Equivalent Students)

7. **Contractor:** WESTERN GOVERNORS' UNIVERSITY  
**Services:** Western Governors' University (WGU) will use the El Camino College Simulation Lab for El Camino College Associate Degree Nursing students enrolled in its Bachelor of Science Nursing programs.

**Requesting Dept.:** Health Science and Athletics – Nursing  
**Date(s):** 7/20/09 – 6/30/10  
**Financial Terms:** Projected Gross Income \$17,000.

8. **Contractor:** INTELECOM ONLINE RESOURCES NETWORK  
**Services:** Provide El Camino College Compton Center faculty with access to its website and the use of its online repositories to enhance course content. As a visual tool, students will be able to capture the content of a course and see it applied.

**Requesting Dept.:** Academic Affairs



**Date(s):** 7/1/09 – 6/30/10  
**Financial Terms:** Fee: \$1,500 (to be paid by the CCCC)

9. **Contractor:** SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
- Services:** Provide El Camino College Compton Center instructors with access to their internet service, EDUSTREAM, and videos online. This is necessary for the Center to enhance course content in distance education and in-class courses.
- Requesting Dept.:** Academic Affairs  
**Date(s):** 7/1/09 – 6/30/14  
**Financial Terms:** No Cost to the District

**D. CONTRACTS OVER \$76,700**

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

1. **Contractor:** COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC SOCIAL SERVICES (DPSS)
- Services:** In partnership with local businesses and governmental agencies, the El Camino College CalWORKs program will provide work experience for eligible students while they pursue their educational degrees and certificates.
- Requesting Dept.:** Counseling and Student Services - CalWORKs  
**Date(s):** 7/1/09 – 6/30/12  
**Financial Terms:** Projected Gross Income \$378,000 (\$126,000 annually)

**E. BID 2009-1 – AUDIO VISUAL SYSTEMS**

It is recommended that Bid 2009-1 be awarded to the following contractor in accordance with the specifications, terms and conditions of the above-named bid. This bid provides for ceiling projectors and related audio visual equipment to be installed in seven (7) rooms in the Industry & Technology Division.

| <u>P.O.</u>    | <u>Vendor</u>            | <u>Bid Amount</u> |
|----------------|--------------------------|-------------------|
| TBD            | CCS Presentation Systems | \$53,016.14       |
| Other Bidders: | Global Presenter         | \$69,648.00       |
|                | Direct A/V               | \$79,410.46       |

**F. BID 2009-3 – PRINTING OF COLLEGE NEWSPAPER & MAGAZINE**

It is recommended that Bid 2009-3 be awarded to the following contractor in accordance with the specifications, terms and conditions of the above-named bid. This bid provides for the printing of the Warrior Life Magazine (2 issues) and the Campus Newspaper (18 issues). The period of service will be for one (1) year commencing on August 1, 2009 and ending on June 30, 2010. By mutual consent with the successful bidder, this bid may be renewed for four (4) additional one-year periods, not to exceed a total of five (5) years, at mutually negotiated prices.

| <u>P.O.</u>    | <u>Vendor</u>                    | <u>Bid Amount</u>                                                   |
|----------------|----------------------------------|---------------------------------------------------------------------|
| TBD            | American/Foothill Publishing Co. | \$ 5,637.30 (2009-10 magazines)<br>\$16,020.00 (2009-10 newspapers) |
| Other Bidders: | Valley Printers                  | \$ 7,166.80 (magazines)                                             |
|                | National                         | \$ 7,394.04 (magazines)                                             |
|                | Mass Press                       | \$ 7,734.90 (magazines)                                             |
|                | Marina Graphic                   | \$ 8,322.67 (magazines)                                             |
|                | Rogers/McDonalds                 | \$ 9,552.82 (magazines)                                             |
|                | Rogers/Mcdonalds                 | \$21,002.22 (newspapers)                                            |
|                | Monterey Graphics                | \$10,121.62 (magazines)                                             |
|                | IColor                           | \$10,706.60 (magazines)                                             |

**G. REQUEST FOR PROPOSALS - RFP #009-01/PAY-FOR-PRINT SOLUTION FOR THE LIBRARY AND LEARNING RESOURCES UNIT**

Proposals were sought from vendors who could provide, maintain and support “pay-for-print/copy” equipment services in the Library and Learning Resource Center at “no cost” to the District.

The recommended vendor, Quality Copies, Inc. (QCI) will provide a Cost-Per-Copy/Print system to provide for self-serve photocopier/printing. In addition to the equipment, QCI will also provide for paper and toner used in equipment. The term of this contract will be for a period of five (5) years beginning 8/01/09 through 7/30/14.

**H. DESTRUCTION OF RECORDS**

It is recommended that the Board of Trustees authorize the destruction of Class III disposable records for fiscal years 1998-2004 for the Bookstore, Administrative Services Division. These records have met the retention period requirements and are not in conflict with Education Code Title 5, Education Code Sections 59020 through 59029.

|                     |             |
|---------------------|-------------|
| Invoices            | 1998 - 2004 |
| Check Copies        | 1998 - 2004 |
| Purchase Orders     | 1998 - 2004 |
| Stockroom Receiving | 1998 - 2004 |

**I. PIONEER THEATRES, INC.**

It is recommended that the Board enter into a real property agreement for the lease of District’s parking lot at the southwest corner of Redondo Beach Boulevard and Crenshaw Boulevard (north of the Child Development Center and east of the flood control channel), for the period ending May 31, 2014, with an option to extend for an additional five-year period at the same cost for the lessee, \$240,000/per year. Parking lot will provide over-capacity passenger vehicle parking space for the Radium. Revenue: \$20,000 per month (\$240,000/year).

**J. RESOLUTION – CALIFORNIA DEPARTMENT OF EDUCATION**

It is recommended that the Board of Trustees adopt the following resolution and authorize the named individuals to enter into agreement, initiate and sign various documents, on behalf of the District, with the California Department of Education (Contract CSPP-9196) for the purpose of providing child care and development services for the Fiscal Year 2009-2010. The maximum reimbursable amount (MRA) for this time period is \$196,152.

**RESOLUTION**

BE IT RESOLVED that the Governing Board of El Camino Community College District authorizes entering into local agreement number/s CSPP-9196 and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

| <u>NAME</u>     | <u>TITLE</u>                    | <u>SIGNATURE</u> |
|-----------------|---------------------------------|------------------|
| Thomas M. Fallo | Superintendent/President        | _____            |
| Francisco Arce  | Vice President Academic Affairs | _____            |
| Rocky Bonura    | Director Business Services      | _____            |

PASSED AND ADOPTED THIS 20<sup>th</sup> day of July 2009/10, by the Governing Board of El Camino Community College District of Los Angeles County, California.

I, Thomas M. Fallo, Clerk of the Governing Board of El Camino Community College District of Los Angeles, County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a Board of Trustees meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

\_\_\_\_\_  
(Clerk’s signature)

\_\_\_\_\_  
(Date)

**K. DECLARATION OF SURPLUS PROPERTY**

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

## SURPLUS PROPERTY LIST

June 29, 2009

| ECC #  | Qty | Description | Mfgr. | Model          | Serial # | Cond. | Purchase Year |
|--------|-----|-------------|-------|----------------|----------|-------|---------------|
| 008799 | 1   | Computer    | Dell  | Optiplex GX240 | 4FNZB11  | 2     | 2002          |
| 008798 | 1   | Computer    | Dell  | Optiplex GX240 | 46NZB11  | 2     | 2002          |
| 008794 | 1   | Computer    | Dell  | Optiplex GX240 | 8DNZB11  | 2     | 2002          |
| 008758 | 1   | Computer    | Dell  | Optiplex GX240 | 95NZB11  | 2     | 2002          |
| 008785 | 1   | Computer    | Dell  | Optiplex GX240 | 17NZB11  | 2     | 2002          |
| 008795 | 1   | Computer    | Dell  | Optiplex GX240 | 5BNZB11  | 2     | 2002          |
| 008789 | 1   | Computer    | Dell  | Optiplex GX240 | G6NZB11  | 2     | 2002          |
| 008769 | 1   | Computer    | Dell  | Optiplex GX240 | BCNZB11  | 2     | 2002          |
| 008796 | 1   | Computer    | Dell  | Optiplex GX240 | 3GNZB11  | 2     | 2002          |
| 008757 | 1   | Computer    | Dell  | Optiplex GX240 | D6NZB11  | 2     | 2002          |
| 008764 | 1   | Computer    | Dell  | Optiplex GX240 | 69NZB11  | 2     | 2002          |
| 008778 | 1   | Computer    | Dell  | Optiplex GX240 | GGNZB11  | 2     | 2002          |
| 008759 | 1   | Computer    | Dell  | Optiplex GX240 | 5DNZB11  | 2     | 2002          |
| 008768 | 1   | Computer    | Dell  | Optiplex GX240 | GDNZB11  | 2     | 2002          |
| 008790 | 1   | Computer    | Dell  | Optiplex GX240 | F8NZB11  | 2     | 2002          |
| 008762 | 1   | Computer    | Dell  | Optiplex GX240 | CDNZNB11 | 2     | 2002          |
| 008773 | 1   | Computer    | Dell  | Optiplex GX240 | JDNZB11  | 2     | 2002          |
| 008763 | 1   | Computer    | Dell  | Optiplex GX240 | 1DNZB11  | 2     | 2002          |
| 008787 | 1   | Computer    | Dell  | Optiplex GX240 | 1GNZB11  | 2     | 2002          |
| 008755 | 1   | Computer    | Dell  | Optiplex GX240 | F5NZB11  | 2     | 2002          |
| 008792 | 1   | Computer    | Dell  | Optiplex GX240 | C9NZB11  | 2     | 2002          |
| 008782 | 1   | Computer    | Dell  | Optiplex GX240 | J9NZB11  | 2     | 2002          |
| 008791 | 1   | Computer    | Dell  | Optiplex GX240 | B7NZB11  | 2     | 2002          |
| 008784 | 1   | Computer    | Dell  | Optiplex GX240 | 3CNZB11  | 2     | 2002          |
| 008780 | 1   | Computer    | Dell  | Optiplex GX240 | HBNZB11  | 2     | 2002          |
| 008797 | 1   | Computer    | Dell  | Optiplex GX240 | 19NZB11  | 2     | 2002          |
| 008770 | 1   | Computer    | Dell  | Optiplex GX240 | FFNZB11  | 2     | 2002          |
| 008774 | 1   | Computer    | Dell  | Optiplex GX240 | 76NZB11  | 2     | 2002          |
| 008772 | 1   | Computer    | Dell  | Optiplex GX240 | 55NZB11  | 2     | 2002          |
| 008766 | 1   | Computer    | Dell  | Optiplex GX240 | FCNZB11  | 2     | 2002          |
| 008783 | 1   | Computer    | Dell  | Optiplex GX240 | 96NZB11  | 2     | 2002          |
| 008788 | 1   | Computer    | Dell  | Optiplex GX240 | 7CNZB11  | 2     | 2002          |
| 008793 | 1   | Computer    | Dell  | Optiplex GX240 | 38NZB11  | 2     | 2002          |
| 008761 | 1   | Computer    | Dell  | Optiplex GX240 | BGNZB11  | 2     | 2002          |
| 008779 | 1   | Computer    | Dell  | Optiplex GX240 | 7FNZB11  | 2     | 2002          |
| 008771 | 1   | Computer    | Dell  | Optiplex GX240 | BFNZB11  | 2     | 2002          |
| 008765 | 1   | Computer    | Dell  | Optiplex GX240 | 16NZB11  | 2     | 2002          |
| 008781 | 1   | Computer    | Dell  | Optiplex GX240 | 88NZB11  | 2     | 2002          |
| 008775 | 1   | Computer    | Dell  | Optiplex GX240 | JGNZB11  | 2     | 2002          |

1 No longer required

2 No longer suitable

**SURPLUS PROPERTY LIST**  
**June 29, 2009**

| ECC #  | Qty | Description | Mfgr. | Model          | Serial #    | Cond. | Purchase Year |
|--------|-----|-------------|-------|----------------|-------------|-------|---------------|
| 008760 | 1   | Computer    | Dell  | Optiplex GX240 | FFNZB11     | 2     | 2002          |
| 008756 | 1   | Computer    | Dell  | Optiplex GX240 | 76NZB11     | 2     | 2002          |
| 008777 | 1   | Computer    | Dell  | Optiplex GX240 | 55NZB11     | 2     | 2002          |
| 009189 | 1   | Computer    | Dell  | Optiplex GX240 | FCNZB11     | 2     | 2002          |
| 009220 | 1   | Computer    | Dell  | Optiplex GX240 | 96NZB11     | 2     | 2002          |
| 011193 | 1   | Computer    | Dell  | Optiplex GX240 | 556HQ51     | 2     | 2002          |
| 008163 | 1   | Computer    | Dell  | Dimension 4100 | 1WCXL01     | 2     | 2001          |
| 008158 | 1   | Computer    | Dell  | Dimension 4100 | 9VCXL01     | 2     | 2001          |
| 001285 | 1   | Computer    | Dell  | PENTIUM 2      | 2942        | 2     | 2002          |
| 008776 | 1   | Computer    | Dell  | Optiplex GX240 | 77NZB11     | 2     | 2002          |
| 005246 | 1   | Printer     | HP    | Laser jet      | 9256        | 2     | 1995          |
| 011200 | 1   | Computer    | Dell  | Optiplex GX270 | 246HQ51     | 2     | 2004          |
| 010144 | 1   | LAPTOP      | Dell  | Inspion 5100   |             | 2     | 2003          |
| 003737 | 1   | Printer     | HP    | 4500M          | JPHAE 08337 | 2     | 2000          |
| 007048 | 1   | Typewriter  | none  | Lexmark        | 11-WD232    | 2     | 1990          |
|        |     |             |       |                |             |       |               |

1 No longer required  
2 No longer suitable

**L. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS**

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

| P.O. Number    | Vendor Name                     | Site Name               | Description                | P.O. Cost   |
|----------------|---------------------------------|-------------------------|----------------------------|-------------|
| <b>Fund 11</b> | <b>Unrestricted - El Camino</b> |                         |                            |             |
| P0204644       | Privateer                       | Facilities/Planning     | Repairs Noninstructional   | \$1,500.00  |
| P0204645       | Southland Industries            | Facilities/Planning     | Repairs Noninstructional   | \$5,975.00  |
| P0204646       | Mighty Ducts                    | Facilities/Planning     | Repairs Noninstructional   | \$13,986.00 |
| P0204658       | Verizon Wireless                | Health, Safety          | Telephone                  | \$80.88     |
| P0204674       | Mark Hullibarger                | Music                   | Repairs Parts And Supplies | \$128.00    |
| P0204682       | Community College               | VP-SCA                  | Publications/ Periodicals  | \$21.00     |
| P0204683       | Nextel/Sprint                   | Administrative Serv.    | Telephone                  | \$62.74     |
| P0204685       | Academic Senate                 | Academic Senate         | Conferences Mgmt           | \$325.00    |
| P0204688       | BOG's - California              | Public Relations        | Publications/ Periodicals  | \$120.00    |
| P0204697       | Kimberly Wilkinson              | Ctr for Arts Production | Non-Instruct Supplies      | \$1,136.01  |
| P0204698       | Committee on                    | Resp Therapy            | Dues And Memberships       | \$1,500.00  |
| P0204715       | D Lewis Company                 | Facilities/Planning     | Repairs Noninstructional   | \$600.00    |
| P0204716       | Scotch Paint                    | Facilities/Planning     | Non-Instruct Supplies      | \$734.79    |

|                          |                         |                         |                               |                     |
|--------------------------|-------------------------|-------------------------|-------------------------------|---------------------|
| P0204718                 | Empire Cleaning         | Operations              | Non-Instruct Supplies         | \$1,369.96          |
| P0204721                 | U.S. Bank               | Institutional Services  | Escrow/administration fees    | \$250.00            |
| P0204722                 | Bee Professionals.      | Hazmat                  | Waste Disposal                | \$225.00            |
| P0204723                 | Domestic Linen Sup.     | Facilities/Planning     | Non-Instruct Supplies         | \$88.27             |
| P0204724                 | Domestic Linen Sup.     | Automotive Shop         | Laundry                       | \$88.77             |
| P0204725                 | Ideal Glass & Mirror    | Carpenter Shop          | Non-Instruct Supplies         | \$393.28            |
| P0204739                 | Gardenswartz & Rowe     | Staff Development       | Non-Instruct Supplies         | \$281.13            |
| P0204741                 | Braun Towel & Linen     | Hazmat                  | Waste Disposal                | \$124.55            |
| P0204748                 | Lisa's Bon Appetit      | Ctr for Arts Promo      | Other Services And Expenses   | \$558.74            |
| P0204755                 | American Educational    | International Students  | Conferences Mgmt              | \$11,250.00         |
| P0204758                 | Mark Hullibarger        | Ctr for Arts Production | Center For The Arts Technical | \$290.00            |
| P0204763                 | Verizon Wireless        | Health, Safety          | Telephone                     | \$55.76             |
| P0204769                 | CDW-G                   | Information Tech.       | Maintenance Contracts         | \$3,300.00          |
| P0204782                 | Kimberly Wilkinson      | Ctr for Arts Production | Non-Instruct Supplies         | \$69.50             |
| P0204787                 | Ryugaku Journal, Inc.   | VP-SCA                  | Contract Services             | \$1,750.00          |
| P0204788                 | International Educat.   | VP-SCA                  | Contract Services             | \$1,500.00          |
| P0204789                 | Ms. Amar Enkhtaivan     | VP-SCA                  | Contract Services             | \$750.00            |
| P0204804                 | R. M. Gros              | Recruitment             | Other Services And Expenses   | \$600.00            |
| P0204825                 | Larry Frierson/Law      | Institutional Services  | Legal                         | \$1,687.50          |
| P0204827                 | Battery Systems-Long    | Hazmat                  | Waste Disposal                | \$2,449.54          |
| P0204828                 | Stericycle, Inc.        | Hazmat                  | Waste Disposal                | \$2,869.98          |
| P0204831                 | Empire Cleaning         | Hazmat                  | Waste Disposal                | \$2,550.93          |
| P0204833                 | Bank of America         | President's Office      | Non-Instruct Supplies         | \$97.26             |
| P0204835                 | Daily Breeze, the       | Human Resources         | Multi Media Advertising       | \$551.44            |
| P0204852                 | Braun Towel & Linen     | Operations              | Non-Instruct Supplies         | \$88.09             |
| P0204856                 | Michael D. Blada        | Facilities/Planning     | Non-Instruct Supplies         | \$237.54            |
| P0204857                 | Abate Tech.             | Facilities/Planning     | Non-Instruct Supplies         | \$300.00            |
| P0204877                 | Shred-It California     | Counseling Office       | Non-Instruct Supplies         | \$548.70            |
| P0204888                 | Mark Hullibarger        | Commencement            | Contract Services             | \$145.00            |
| P0204890                 | Mid City Mailing        | Ctr for Arts Promo      | Multi Media Advertising       | \$914.11            |
| P0204896                 | Xante Corporation       | Copy Center             | New Equipment                 | \$817.25            |
| P0204901                 | Etudes Project          | Information Tech.       | Non Inst Comp                 | \$86,475.00         |
| P0204911                 | Irwin Savodnik, M.D.    | Human Resources         | Other Services And Expenses   | \$1,093.10          |
| P0204913                 | Mark Hullibarger        | Ctr for Arts Production | Center For The Arts Technical | \$145.00            |
| P0204915                 | Installation Pros       | Human Resources         | Other Services And Expenses   | \$4,802.80          |
| P0204916                 | L.A. County Ems         | Paramedic Academy       | Contract Services             | \$169,557.00        |
| P0204922                 | Mark Hullibarger        | Ctr for Arts Production | Center For The Arts Technical | \$265.00            |
| P0204923                 | Verizon Wireless        | Health, Safety          | Telephone                     | \$84.93             |
| P0300006                 | Abtech Support,         | Information Tech.       | Maintenance Contracts         | \$27,708.00         |
| P0300008                 | NAFSA: Association      | Resource                | Dues And Memberships          | \$380.00            |
| P0300010                 | American Educational    | International Students  | Conferences Mgmt              | \$1,740.00          |
| P0300011                 | Fortune                 | President's Office      | Publications/ Periodicals     | \$65.00             |
| P0300012                 | Chronicle of Higher     | President's Office      | Publications/ Periodicals     | \$82.50             |
| P0300013                 | Accrediting             | President's Office      | Dues And Memberships          | \$22,411.00         |
| P0300014                 | Council for Higher      | President's Office      | Dues And Memberships          | \$1,502.00          |
| P0300020                 | Dell Computer           | Technical Services      | Repairs Parts And Supplies    | \$691.43            |
| P0300022                 | Boyce Forest Products   | Ctr for Arts Production | Repairs Parts And Supplies    | \$413.34            |
| P0300023                 | Industrial Metal Supply | Ctr for Arts Production | Repairs Parts And Supplies    | \$684.35            |
| P0300024                 | McFeely's               | Ctr for Arts Production | Repairs Parts And Supplies    | \$86.16             |
| <b>Fund 11 Total: 62</b> |                         |                         |                               | <b>\$380,558.33</b> |

**Fund 12      Restricted - El Camino**

|          |                        |                        |                        |            |
|----------|------------------------|------------------------|------------------------|------------|
| P0204665 | Campus Food Service    | Head Start Partnership | Instructional Supplies | \$190.76   |
| P0204678 | Vector Resources, Inc. | Parking-Student        | Contract Services      | \$7,812.26 |

|                          |                        |                        |                             |                    |
|--------------------------|------------------------|------------------------|-----------------------------|--------------------|
| P0204679                 | Geralin Clark          | Project Reach          | Instructional Supplies      | \$15.28            |
| P0204680                 | Dipte D. Patel         | Project Reach          | Instructional Supplies      | \$22.27            |
| P0204681                 | Torrance Memorial      | Parking-Student        | Other Services And Expenses | \$35.00            |
| P0204684                 | Bob Lee's Automotive   | Parking-Student        | Repairs Non Instr           | \$260.69           |
| P0204693                 | Kid Concepts U.S.A.    | TANF-CDC (FCCC)        | Non-Instruct Supplies       | \$538.24           |
| P0204695                 | Campus Food Service    | CAHSEE (COCCC          | Non-Instruct Supplies       | \$2,454.63         |
| P0204726                 | Matthew Bender         | Instructional Services | Library Books               | \$828.39           |
| P0204740                 | Laura M. Narvaez       | CalWORKs               | Contract Services           | \$599.00           |
| P0204742                 | Bernan                 | Instructional Services | Library Books               | \$1,716.70         |
| P0204747                 | Capital Aeroporter     | Basic Skills           | Conferences Faculty         | \$330.00           |
| P0204752                 | Jeffory E. Alexander   | Title V ECC/SMC Act    | Contract Services           | \$300.00           |
| P0204756                 | Doubletree Hotel       | Title V Activity -Oct  | Conferences Other           | \$1,018.12         |
| P0204757                 | Emc Jist Publishing    | WPLRC PIC Aerospace    | Other Books                 | \$138.35           |
| P0204770                 | Campus Food Service    | MESA Program           | Conferences - Student       | \$1,138.90         |
| P0204771                 | Nancy N. Wright        | Head Start Partnership | Student Fees/Stipends       | \$450.00           |
| P0204781                 | Geralin Clark          | Project Reach          | Instructional Supplies      | \$52.07            |
| P0204785                 | Nxlevel Education      | SBDC Program Incom     | Non-Instruct Supplies       | \$407.50           |
| P0204786                 | Nxlevel Education      | SBA Matching Funds     | Non-Instruct Supplies       | \$1,630.00         |
| P0204791                 | Best Buy               | Foster Care Ed 03-04   | New Equip - Noninstr        | \$1,320.40         |
| P0204792                 | Matthew Bender         | Instructional Services | Library Books               | \$1,928.63         |
| P0204807                 | Premier Security, Inc. | Parking-Student        | Other Services And Expenses | \$560.00           |
| P0204808                 | Bayside Medical Ctr    | Parking-Student        | Other Services And Expenses | \$66.90            |
| P0204811                 | Monterey Graphics      | Matching - IDRC, etc.  | Printing                    | \$787.69           |
| P0204812                 | Mid City Mailing       | Matching - IDRC, etc.  | Multi Media Advertising     | \$310.00           |
| P0204819                 | Dell Computer          | Foster Care Ed 03-04   | New Computer                | \$3,199.96         |
| P0204826                 | Dipte D. Patel         | Project Reach          | Instructional Supplies      | \$5.23             |
| P0204829                 | Cal State University   | CalWORKs               | Conferences Other           | \$150.00           |
| P0204837                 | Geralin Clark          | Project Reach          | Instructional Supplies      | \$8.73             |
| P0204838                 | Lou's Golf and         | Parking-Student        | Repairs Non Instr           | \$177.50           |
| P0204839                 | Texas Instruments      | Basic Skills           | Conferences Other           | \$5,625.00         |
| P0204840                 | Vector Resources, Inc. | Parking-Student        | New Equipment               | \$204.65           |
| P0204851                 | El Camino College      | CAHSEE (COCCC          | Student Fees/Stipends       | \$34.50            |
| P0204853                 | Pauline Annarino       | WRIEC Year 4           | Non-Instruct Supplies       | \$401.47           |
| P0204854                 | Karen Dahms            | WRIEC Year 4           | Contract Services           | \$300.00           |
| P0204855                 | Campus Food Service    | ECP (YEP) Grant        | Non-Instruct Supplies       | \$920.00           |
| P0204859                 | Campus Food Service    | Ref & Lane Tech(Smg    | Instructional Supplies      | \$149.83           |
| P0204872                 | American Express       | Title V - SMCC - Math  | Conferences Mgmt            | \$479.00           |
| P0204873                 | Campus Food Service    | Project Reach          | Conferences Faculty         | \$706.24           |
| P0204876                 | Campus Food Service    | El Camino Language     | Non-Instruct Supplies       | \$756.65           |
| P0204879                 | Destyn M. LaPorte      | El Camino Language     | Other Instr Supplies        | \$359.64           |
| P0204887                 | Nasbite International  | CITD - Export Semina   | Conferences Mgmt            | \$60.00            |
| P0204895                 | Bob Lee's Automotive   | Parking-Student        | Repairs Non Instr           | \$436.30           |
| P0204908                 | Bayside Medical Ctr    | Parking-Student        | Other Services And Expenses | \$66.90            |
| P0204910                 | South Bay Municipal    | Parking Violations DM  | Other Services And Expenses | \$10,605.50        |
| P0204920                 | Nelly Rodriguez        | TitleV Activity -Oct   | Non-Instruct Supplies       | \$298.93           |
| P0204921                 | San Diego District     | CITD                   | Conferences Mgmt            | \$250.00           |
| <b>Fund 12 Total: 48</b> |                        |                        |                             | <b>\$50,107.81</b> |

**Fund 15      General Fund -Special Programs**

|          |                     |                       |                       |            |
|----------|---------------------|-----------------------|-----------------------|------------|
| P0204675 | ACCCA               | Staff Development     | Conferences Mgmt      | \$8,200.00 |
| P0204809 | Campus Food Service | Motivational Transfer | Non-Instruct Supplies | \$371.48   |

|                |                                 |                          |                            |                       |
|----------------|---------------------------------|--------------------------|----------------------------|-----------------------|
|                |                                 | <b>Fund 15 Total: 2</b>  |                            | <b>\$8,571.48</b>     |
| <b>Fund 41</b> | <b>Capital Outlay</b>           |                          |                            |                       |
| P0300007       | CCS Presentation                | Library Addition-Cap     | Group II Equipment         | \$454.26              |
|                |                                 | <b>Fund 41 Total: 1</b>  |                            | <b>\$454.26</b>       |
| <b>Fund 61</b> | <b>Workers' Compensation</b>    |                          |                            |                       |
| P0300019       | Southern California             | Purchasing               | Excess Insurance Liability | \$1,144,024.00        |
|                |                                 | <b>Fund 61 Total: 1</b>  |                            | <b>\$1,144,024.00</b> |
| <b>Fund 62</b> | <b>Property &amp; Liability</b> |                          |                            |                       |
| P0204784       | H & H Auto Body C/O             | Purchasing               | Liability - Self Insurance | \$869.66              |
| P0204794       | Bayside Medical Ctr             | Health, Safety           | Hospital & Medical         | \$50.00               |
| P0204795       | Bayside Medical Ctr             | Health, Safety           | Hospital & Medical         | \$50.00               |
| P0204796       | Bayside Medical Ctr             | Health, Safety           | Hospital & Medical         | \$50.00               |
| P0204797       | Bayside Medical Ctr             | Health, Safety           | Hospital & Medical         | \$50.00               |
| P0204798       | Bayside Medical Ctr             | Health, Safety           | Hospital & Medical         | \$50.00               |
| P0204799       | Bayside Medical Ctr             | Health, Safety           | Hospital & Medical         | \$50.00               |
| P0204800       | Bayside Medical Ctr             | Health, Safety           | Hospital & Medical         | \$50.00               |
| P0204836       | El Camino Communit              | Purchasing               | Liability - Self Insurance | \$16.43               |
| P0204914       | Keenan & Associates             | Purchasing               | Liability - Self Insurance | \$96.00               |
| P0300017       | Keenan & Associates             | Purchasing               | Liability - Self Insurance | \$30,907.00           |
| P0300018       | SWACC                           | Purchasing               | Excess Insurance           | \$562,121.00          |
| P0300025       | Prudential                      | Purchasing               | Liability - Self Insurance | \$1,405.00            |
|                |                                 | <b>Fund 62 Total: 13</b> |                            | <b>\$595,765.09</b>   |
| <b>Fund 79</b> | <b>Auxiliary Services</b>       |                          |                            |                       |
| P0204677       | Paradise Awards                 | Resp Therapy             | Non-Instruct Supplies      | \$495.34              |
| P0204696       | Kimberly Wilkinson              | Fine Arts                | Non-Instruct Supplies      | \$6.36                |
| P0204702       | Hugo D. Vazquez, Jr.            | Fine Arts                | Non-Instruct Supplies      | \$140.00              |
| P0204703       | Michael J. Pettingale           | Fine Arts                | Non-Instruct Supplies      | \$80.00               |
| P0204704       | Rhoadell D. Sudduth             | Fine Arts                | Non-Instruct Supplies      | \$100.00              |
| P0204705       | Melody W. Millett               | Fine Arts                | Non-Instruct Supplies      | \$100.00              |
| P0204706       | Sandra J. Nitchman              | Fine Arts                | Non-Instruct Supplies      | \$80.00               |
| P0204707       | Roger Wolff                     | Fine Arts                | Non-Instruct Supplies      | \$150.00              |
| P0204708       | Deborah B. Minnichelli          | Fine Arts                | Non-Instruct Supplies      | \$80.00               |
| P0204709       | Mercede Shamlo                  | Fine Arts                | Non-Instruct Supplies      | \$100.00              |
| P0204710       | Patricia D. Mack                | Fine Arts                | Non-Instruct Supplies      | \$80.00               |
| P0204711       | Karen Lawrence                  | Fine Arts                | Non-Instruct Supplies      | \$160.00              |
| P0204712       | Richard E. Alleshouse           | Fine Arts                | Non-Instruct Supplies      | \$105.00              |
| P0204713       | Geoffrey Dent                   | Fine Arts                | Non-Instruct Supplies      | \$80.00               |
| P0204714       | Campus Food Service             | Counseling Office        | Non-Instruct Supplies      | \$1,445.19            |
| P0204753       | Lori B. Medigovich              | Humanities               | Non-Instruct Supplies      | \$1,628.15            |
| P0204759       | William J. Georges              | Fine Arts                | Non-Instruct Supplies      | \$457.34              |
| P0204764       | Victoria R. Carr                | Fine Arts                | Non-Instruct Supplies      | \$80.00               |
| P0204765       | Marcella A. Derthick            | Fine Arts                | Non-Instruct Supplies      | \$150.00              |
| P0204766       | Allyson Dvir                    | Fine Arts                | Non-Instruct Supplies      | \$100.00              |
| P0204767       | Deborah L. Gagnon               | Fine Arts                | Non-Instruct Supplies      | \$100.00              |



|                          |                     |                      |                       |                    |
|--------------------------|---------------------|----------------------|-----------------------|--------------------|
| P0204768                 | Lori B. Medigovich  | Humanities           | Non-Instruct Supplies | \$1,079.23         |
| P0204810                 | Campus Food Service | Counseling Office    | Non-Instruct Supplies | \$1,328.52         |
| P0204830                 | Dawn C. Huntoon     | Fine Arts            | Non-Instruct Supplies | \$56.12            |
| P0204834                 | Campus Food Service | Administrative Serv. | Non-Instruct Supplies | \$147.00           |
| P0204842                 | Lemar R. Guillary   | Fine Arts            | Non-Instruct Supplies | \$300.00           |
| P0204843                 | Rhoadell D. Sudduth | Fine Arts            | Non-Instruct Supplies | \$700.00           |
| P0204874                 | Stephen L. Odoi     | Fine Arts            | Non-Instruct Supplies | \$150.00           |
| P0204875                 | Roxanne Abilogu     | Fine Arts            | Non-Instruct Supplies | \$150.00           |
| P0204899                 | Campus Food Service | Counseling Office    | Non-Instruct Supplies | \$1,199.84         |
| <b>Fund 79 Total: 30</b> |                     |                      |                       | <b>\$10,828.09</b> |

**Fund 82 Scholarships & Trust/Agency**

|                         |                     |                   |             |                 |
|-------------------------|---------------------|-------------------|-------------|-----------------|
| P0204909                | Campus Food Service | Trust Career Expo | Fundraising | \$895.29        |
| <b>Fund 82 Total: 1</b> |                     |                   |             | <b>\$895.29</b> |

**PO Funds Total: 158 \$2,191,204.35**

**Fund 11 Unrestricted - El Camino**

|          |                         |                         |                             |             |
|----------|-------------------------|-------------------------|-----------------------------|-------------|
| B0203291 | Enterprise Rentals      | Earth Sciences          | Transportation              | \$766.82    |
| B0204018 | Enterprise Rent-A-Car   | Earth Sciences          | Transportation              | \$458.78    |
| B0211313 | William L. Garrison     | Resource                | PSA Contract Services       | \$1,800.00  |
| B0211324 | Baigali Bayarmaa,       | VP-SCA                  | Contract Services           | \$500.00    |
| B0211325 | International Educat    | VP-SCA                  | Contract Services           | \$1,000.00  |
| B0310002 | E.C.C. Public           | First Year Experience   | Non-Instruct Supplies       | \$279.76    |
| B0310003 | ECCD Petty Cash         | Ctr for Arts Production | Non-Instruct Supplies       | \$1,000.00  |
| B0310004 | Campus Food Service     | Presidents Office       | Other Services And Expenses | \$20,000.00 |
| B0310005 | Ward's Natural Scienc   | Life Sciences           | Instructional Supplies      | \$3,500.00  |
| B0310006 | Steris Corporation      | Div Office Nat Science  | Maintenance Contracts       | \$4,885.60  |
| B0310007 | Safety-Kleen            | Automotive Shop         | Repairs Noninstructional    | \$1,300.00  |
| B0310008 | Lee's Alignment         | Automotive Shop         | Repairs Noninstructional    | \$600.00    |
| B0310009 | Eberhard Equipment      | Automotive Shop         | Repairs Noninstructional    | \$1,000.00  |
| B0310010 | Domestic Linen Supp     | Automotive Shop         | Laundry                     | \$1,150.00  |
| B0310011 | South Bay Ford          | Automotive Shop         | Non-Instruct Supplies       | \$800.00    |
| B0310012 | Yale Chase Materials    | Automotive Shop         | Non-Instruct Supplies       | \$9,000.00  |
| B0310013 | Roy's Flower Garden     | Automotive Shop         | Non-Instruct Supplies       | \$3,000.00  |
| B0310014 | Parkhouse Tire, Inc     | Automotive Shop         | Non-Instruct Supplies       | \$4,000.00  |
| B0310015 | Eddings Brothers        | Automotive Shop         | Non-Instruct Supplies       | \$8,000.00  |
| B0310016 | Battery Systems-Long    | Automotive Shop         | Non-Instruct Supplies       | \$6,000.00  |
| B0310017 | Pyro-Comm Systems,      | Facilities/Planning     | Maintenance Contracts       | \$7,000.00  |
| B0310018 | Reliable Elevator       | Facilities/Planning     | Maintenance Contracts       | \$30,000.00 |
| B0310019 | Performance Pipeline    | Facilities/Planning     | Repairs Noninstructional    | \$17,000.00 |
| B0310020 | Reliable Elevator       | Facilities/Planning     | Repairs Noninstructional    | \$15,000.00 |
| B0310021 | Tri Signal Integration, | Facilities/Planning     | Repairs Noninstructional    | \$17,000.00 |
| B0310022 | Schwalm Generation      | Facilities/Planning     | Repairs Noninstructional    | \$6,000.00  |
| B0310024 | ProTech UST Services    | Facilities/Planning     | Repairs Noninstructional    | \$3,000.00  |
| B0310025 | Mckinley Equipment      | Facilities/Planning     | Repairs Noninstructional    | \$500.00    |
| B0310026 | Island Petroleum        | Facilities/Planning     | Repairs Noninstructional    | \$3,000.00  |
| B0310027 | Flue Steam, Inc.        | Facilities/Planning     | Repairs Noninstructional    | \$1,000.00  |
| B0310028 | A. R. Zeff's            | Facilities/Planning     | Repairs Noninstructional    | \$1,300.00  |
| B0310029 | ECCD Petty Cash         | Facilities/Planning     | Non-Instruct Supplies       | \$600.00    |

|                          |                        |                        |                             |                     |
|--------------------------|------------------------|------------------------|-----------------------------|---------------------|
| B0310030                 | E.C.C.C.D. Bookstore   | Facilities/Planning    | Non-Instruct Supplies       | \$100.00            |
| B0310031                 | Abate Tech.            | Facilities/Planning    | Repairs Noninstructional    | \$4,000.00          |
| B0310032                 | Grainger               | HVAC Shop              | Non-Instruct Supplies       | \$500.00            |
| B0310033                 | Smardan Supply         | HVAC Shop              | Non-Instruct Supplies       | \$4,500.00          |
| B0310034                 | Refrigeration Supply   | HVAC Shop              | Non-Instruct Supplies       | \$3,000.00          |
| B0310035                 | McMaster Carr          | HVAC Shop              | Non-Instruct Supplies       | \$500.00            |
| B0310036                 | Johnstone Supply       | HVAC Shop              | Non-Instruct Supplies       | \$4,000.00          |
| B0310037                 | George T. Hall         | HVAC Shop              | Non-Instruct Supplies       | \$2,250.00          |
| B0310038                 | Applied Industrial     | HVAC Shop              | Non-Instruct Supplies       | \$2,250.00          |
| B0310039                 | Allied Refrigeration   | HVAC Shop              | Non-Instruct Supplies       | \$3,500.00          |
| B0310040                 | AAA Motors             | HVAC Shop              | Non-Instruct Supplies       | \$4,500.00          |
| B0310041                 | Home Depot             | Electric Shop          | Non-Instruct Supplies       | \$1,000.00          |
| B0310042                 | Western Illuminated    | Electric Shop          | Non-Instruct Supplies       | \$1,000.00          |
| B0310043                 | Majestic Lighting      | Electric Shop          | Non-Instruct Supplies       | \$10,000.00         |
| B0310044                 | Grainger               | Electric Shop          | Non-Instruct Supplies       | \$15,000.00         |
| B0310045                 | Ced/ Metropolitan      | Electric Shop          | Non-Instruct Supplies       | \$12,000.00         |
| B0310046                 | Klean Sweep            | Grounds                | Sweeping Service            | \$7,200.00          |
| B0310047                 | Yamada Service Ctr     | Grounds                | Non-Instruct Supplies       | \$2,500.00          |
| B0310048                 | Westwood Building      | Grounds                | Non-Instruct Supplies       | \$2,000.00          |
| B0310049                 | Moneta Nursery Inc.    | Grounds                | Non-Instruct Supplies       | \$4,800.00          |
| B0310050                 | Ewing Irrigation       | Grounds                | Non-Instruct Supplies       | \$3,000.00          |
| B0310051                 | Bishop Company         | Grounds                | Non-Instruct Supplies       | \$2,000.00          |
| B0310052                 | A.M. Leonard           | Grounds                | Non-Instruct Supplies       | \$2,000.00          |
| B0310053                 | Unisource              | Operations             | Non-Instruct Supplies       | \$5,000.00          |
| B0310054                 | Empire Cleaning        | Operations             | Non-Instruct Supplies       | \$7,000.00          |
| B0310059                 | Robert J. Campbell     | Public Relations       | PSA Contract Services       | \$24,000.00         |
| B0310060                 | Karen S. Dow           | Public Relations       | PSA Contract Services       | \$10,000.00         |
| B0310061                 | Mary A. Harmon         | Public Relations       | PSA Contract Services       | \$36,000.00         |
| B0310066                 | ADT Securitiy Services | Community              | Other Services And Expenses | \$500.00            |
| B0310070                 | South Bay Heating      | Community              | Maintenance Contracts       | \$2,500.00          |
| B0310071                 | ECCD Petty Cash        | Horticulture           | Instructional Supplies      | \$500.00            |
| B0310072                 | Steris Corporation     | Div Office Nat Science | Repairs - Instructional     | \$300.00            |
| B0310073                 | ECCD Petty Cash        | Life Sciences          | Instructional Supplies      | \$3,000.00          |
| B0310074                 | J.R. Instruments       | Life Sciences          | Repairs Parts And Supplies  | \$1,500.00          |
| B0310084                 | ADT Securitiy Services | Human Resources        | Contract Services           | \$2,965.90          |
| B0310090                 | Herff Jones, Inc.      | Admissions/Records     | Non-Instruct Supplies       | \$2,500.00          |
| B0310091                 | Knorr Systems Inc.     | Pool                   | Non-Instruct Supplies       | \$500.00            |
| B0310092                 | Inter Valley Pool      | Pool                   | Non-Instruct Supplies       | \$4,000.00          |
| B0310093                 | Montgomery Hardwar     | Lock Shop              | Non-Instruct Supplies       | \$5,000.00          |
| B0310094                 | McMaster Carr          | Lock Shop              | Non-Instruct Supplies       | \$500.00            |
| B0310095                 | M & K Metal Co.        | Welding Shop           | Non-Instruct Supplies       | \$600.00            |
| B0310096                 | Airgas                 | Welding Shop           | Non-Instruct Supplies       | \$1,700.00          |
| B0310097                 | J. M. Mckinney Co.     | Plumbing Shop          | Non-Instruct Supplies       | \$500.00            |
| B0310098                 | Smardan Supply         | Plumbing Shop          | Non-Instruct Supplies       | \$13,000.00         |
| <b>Fund 11 Total: 76</b> |                        |                        |                             | <b>\$383,606.86</b> |

**Fund 12      Restricted - El Camino**

|          |                         |                  |                   |             |
|----------|-------------------------|------------------|-------------------|-------------|
| B0310065 | XAP Inc.                | Administration   | Contract Services | \$2,143.00  |
| B0310068 | El Segundo Janitorial   | Community        | Contract Services | \$14,000.00 |
| B0310069 | Action Contractors Inc. | Community        | Contract Services | \$5,000.00  |
| B0310075 | U.S. Merchant Marine    | (STCW) Standards | Contract Services | \$12,000.00 |

|                                             |                                        |                       |                       |                       |
|---------------------------------------------|----------------------------------------|-----------------------|-----------------------|-----------------------|
| B0310077                                    | Estwick & Associates                   | MDC-Parenting         | Contract Services     | \$20,000.00           |
| B0310078                                    | Alpha Flag Enterprise                  | (STCW) Standards      | Contract Services     | \$3,000.00            |
| B0310081                                    | Sparkletts                             | Health Services       | Non-Instruct Supplies | \$2,000.00            |
| <b>Fund 12 Total: 7</b>                     |                                        |                       |                       | <b>\$58,143.00</b>    |
| <br>                                        |                                        |                       |                       |                       |
| <b>Fund 15</b>                              | <b>General Fund -Special Programs</b>  |                       |                       |                       |
| B0211317                                    | E.C.C. Public                          | New Student Welcom    | Non-Instruct Supplies | \$274.68              |
| B0211318                                    | E.C.C. Public                          | Motivational Transfer | Non-Instruct Supplies | \$92.50               |
| <b>Fund 15 Total: 2</b>                     |                                        |                       |                       | <b>\$367.18</b>       |
| <br>                                        |                                        |                       |                       |                       |
| <b>Fund 79</b>                              | <b>Auxiliary Services</b>              |                       |                       |                       |
| <br>                                        |                                        |                       |                       |                       |
| B0310082                                    | Gunther Athletic Serv.                 | Health Sciences       | Non-Instruct Supplies | \$4,091.00            |
| B0310083                                    | E.C.C. Public                          | Health Sciences       | Non-Instruct Supplies | \$3,800.00            |
| B0310085                                    | Gerber Ambulance                       | Health Sciences       | Non-Instruct Supplies | \$1,500.00            |
| B0310086                                    | Gunther Athletic Serv.                 | Health Sciences       | Non-Instruct Supplies | \$500.00              |
| B0310087                                    | Enterprise Rent-A-Car                  | Radiologic Tech       | Non-Instruct Supplies | \$2,000.00            |
| B0310088                                    | Fast Deer Bus Charte                   | Radiologic Tech       | Non-Instruct Supplies | \$28,305.00           |
| <b>Fund 79 Total: 6</b>                     |                                        |                       |                       | <b>\$40,196.00</b>    |
| <br>                                        |                                        |                       |                       |                       |
| <b>Fund 82</b>                              | <b>Scholarships &amp; Trust/Agency</b> |                       |                       |                       |
| B0310023                                    | E.C.C. Public                          | Health Sciences       | Fundraising           | \$3,000.00            |
| B0310055                                    | Campus Food Service                    | Health Sciences       | Fundraising           | \$3,000.00            |
| B0310062                                    | Office Max                             | Health Sciences       | Fundraising           | \$6,000.00            |
| B0310063                                    | Verizon Wireless                       | Health Sciences       | Fundraising           | \$600.00              |
| B0310064                                    | A-1 Coast Rentals                      | Health Sciences       | Fundraising           | \$1,600.00            |
| B0310080                                    | E.C.C. Public                          | Health Sciences       | Fundraising           | \$600.00              |
| <b>Fund 82 Total: 6</b>                     |                                        |                       |                       | <b>\$14,800.00</b>    |
| <b>BPO Funds Total: 97</b>                  |                                        |                       |                       | <b>\$497,113.04</b>   |
| <b><u>Grand Total POs and BPOs: 255</u></b> |                                        |                       |                       | <b>\$2,688,317.39</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

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

The following table reports Measure E expenditures and commitments through June 30, 2009.

| CATEGORY                                              | BUDGET                      | EXPENDED                   | COMMITTED                  | BALANCE                     |
|-------------------------------------------------------|-----------------------------|----------------------------|----------------------------|-----------------------------|
| <b><u>Additional Classrooms and Modernization</u></b> |                             |                            |                            |                             |
| Acquisitions                                          | \$705,867                   | \$705,867                  | \$0                        | \$0                         |
| Architectural Barrier Removal Phase 2                 | 18,582                      | 18,520                     | 0                          | 62                          |
| Athletic Education and Fitness Complex                | 15,718,000                  | 304,609                    | 376,216                    | 15,037,175                  |
| Bookstore/Cafeteria Conversion to Admin.              | 14,100,000                  | 1,085,909                  | 5,247,923                  | 7,766,168                   |
| Math & Business Building Replacement                  | 63,442,427                  | 2,755,843                  | 1,470,220                  | 59,216,364                  |
| Central Plant                                         | 15,085,000                  | 14,229,942                 | 136,975                    | 718,084                     |
| Child Development Center Phase 2                      | 30,573                      | 30,470                     | 0                          | 103                         |
| Crenshaw Blvd. Frontage Enhancement                   | 13,373                      | 13,373                     | 0                          | 0                           |
| Fire Academy Structure                                | 791,375                     | 164,893                    | 0                          | 626,482                     |
| Fire Program Facility                                 | 123,000                     | 1,651                      | 0                          | 121,349                     |
| Humanities Complex Replacement                        | 30,896,287                  | 27,375,455                 | 2,411,973                  | 1,108,858                   |
| Learning Resource Center Addition                     | 5,099,964                   | 4,962,410                  | 50,322                     | 87,233                      |
| MBB Parking Structure & Entrance                      | 216,232                     | 471                        | 0                          | 215,761                     |
| Remodeling Phase One-Three                            | 876,554                     | 794,511                    | 71,220                     | 10,824                      |
| Science Complex Renovation                            | 6,721,738                   | 6,551,576                  | 3,055                      | 167,107                     |
| Signage and Wayfinding                                | 2,600,000                   | 231,112                    | 90,541                     | 2,278,347                   |
| Student Services and Activities Replacement           | 26,492,800                  | 1,827,704                  | 691,123                    | 23,973,973                  |
| Temporary Space and Relocation Costs                  | 3,469,200                   | 3,397,532                  | 17,561                     | 54,106                      |
| Activities Center                                     | 24,718,000                  | 0                          | 0                          | 24,718,000                  |
| <b>Total Additional Classrooms/Modernization</b>      | <b><u>\$211,118,972</u></b> | <b><u>\$64,451,849</u></b> | <b><u>\$10,567,129</u></b> | <b><u>\$136,099,995</u></b> |

#### **Campus Site Improvements: Accessibility, Safety / Security**

|                                          |            |            |           |           |
|------------------------------------------|------------|------------|-----------|-----------|
| Asphalt Resurfacing - All Lots           | \$400,000  | \$14,975   | \$0       | \$385,025 |
| Emergency Generators and Distribution    | 122,673    | 116,173    | 0         | 6,500     |
| Emergency Power to Security Lighting     | 4,289      | 4,289      | 0         | 0         |
| Entrance - Redondo Beach Blvd. to Lot H  | 400,000    | 30,208     | 0         | 369,792   |
| Fencing Replacement and Additions        | 375,000    | 5,777      | 0         | 369,223   |
| Landscape/Irrigation System Replacements | 1,940,000  | 49,932     | 17        | 1,890,051 |
| Lighting - Upgrade / Replace All Lots    | 2,440,000  | 59,807     | 0         | 2,380,193 |
| Lot F Parking Structure Improvements     | 1,632,000  | 32,732     | 0         | 1,599,268 |
| Lot H Parking Structure                  | 25,600,000 | 22,095,682 | 1,919,715 | 1,584,603 |
| Paving Replacement - All Walks/Driveways | 1,487,000  | 61,062     | 0         | 1,425,938 |
| Pedestrian Walks at MBB. & Lot E         | 81,600     | 637        | 0         | 80,963    |
| Security Video                           | 7,831      | 7,831      | 0         | 0         |

|                                       |                            |                            |                           |                            |
|---------------------------------------|----------------------------|----------------------------|---------------------------|----------------------------|
| Voice / Data / Signal Site Duct Bank  | 117,130                    | 117,130                    | 0                         | 0                          |
| <b>Total Campus Site Improvements</b> | <b><u>\$34,607,523</u></b> | <b><u>\$22,596,235</u></b> | <b><u>\$1,919,732</u></b> | <b><u>\$10,091,556</u></b> |

**Energy Efficiency Improvements**

|                                             |                           |                           |                        |                        |
|---------------------------------------------|---------------------------|---------------------------|------------------------|------------------------|
| Energy Efficiency Improvements Phase Two    | \$2,818,000               | \$2,752,255               | \$15,543               | \$50,201               |
| <b>Total Energy Efficiency Improvements</b> | <b><u>\$2,818,000</u></b> | <b><u>\$2,752,255</u></b> | <b><u>\$15,543</u></b> | <b><u>\$50,201</u></b> |

**Health and Safety Improvements**

|                                             |                             |                            |                            |                            |
|---------------------------------------------|-----------------------------|----------------------------|----------------------------|----------------------------|
| Administration                              | \$4,367,732                 | \$111,553                  | \$0                        | \$4,256,179                |
| Art & Behavioral Sciences                   | 12,247,136                  | 324,508                    | 45,796                     | 11,876,831                 |
| Infrastructure Phase 1-3                    | 37,000,000                  | 19,534,926                 | 10,936,968                 | 6,528,106                  |
| Auxiliary Warehouse                         | 105,042                     | 1,301                      | 0                          | 103,741                    |
| Communications                              | 219,262                     | 219,262                    | 0                          | 0                          |
| Construction Technology                     | 943,970                     | 16,466                     | 0                          | 927,504                    |
| Domestic Water System                       | 110,208                     | 110,128                    | 0                          | 80                         |
| Facilities and Receiving                    | 1,985,416                   | 156,440                    | 48,733                     | 1,780,242                  |
| Fire Alarm                                  | 279,694                     | 277,817                    | 0                          | 1,877                      |
| Firelines                                   | 119,905                     | 119,905                    | 0                          | 0                          |
| Hazardous Materials Abatement               | 200,000                     | 143,590                    | 36,452                     | 19,957                     |
| Library                                     | 7,876,509                   | 442,664                    | 0                          | 7,433,845                  |
| Marsee Auditorium                           | 6,670,843                   | 148,551                    | 289,870                    | 6,232,422                  |
| Math Science & New Tech Arts                | 12,600,000                  | 576,186                    | 315,000                    | 11,708,814                 |
| Music                                       | 8,896,846                   | 226,290                    | 14,310                     | 8,656,246                  |
| Natural Gas System                          | 13,852                      | 13,852                     | 0                          | 0                          |
| North Gymnasium                             | 3,248,993                   | 262,095                    | 0                          | 2,986,898                  |
| Physical Education and Men's Shower         | 4,216,871                   | 78,178                     | 0                          | 4,138,693                  |
| Planetarium                                 | 559,465                     | 12,815                     | 0                          | 546,650                    |
| Pool and Health Center                      | 8,273,592                   | 370,175                    | 113,036                    | 7,790,381                  |
| Primary Electrical Distribution System      | 5,480,458                   | 5,061,211                  | 808                        | 418,439                    |
| Reimbursements                              | 1,456,353                   | 1,414,353                  | 0                          | 42,000                     |
| Security Systems                            | 30,245                      | 30,245                     | 0                          | 0                          |
| Sewer System                                | 55,449                      | 55,449                     | 0                          | 0                          |
| Social Sciences                             | 7,415,520                   | 605,044                    | 189,086                    | 6,621,390                  |
| Storm Drain System                          | 30,644                      | 30,644                     | 0                          | 0                          |
| Technical Arts                              | 1,927,800                   | 397,447                    | 0                          | 1,530,353                  |
| Shops                                       | 10,600,000                  | 213,338                    | 0                          | 10,386,662                 |
| <b>Total Health and Safety Improvements</b> | <b><u>\$136,931,805</u></b> | <b><u>\$30,954,433</u></b> | <b><u>\$11,990,060</u></b> | <b><u>\$93,987,312</u></b> |

**Information Technology and Equipment**

|                                  |           |           |         |           |
|----------------------------------|-----------|-----------|---------|-----------|
| Behavioral and Social Sciences   | \$654,077 | \$125,031 | \$0     | \$529,046 |
| Business                         | 1,143,650 | 492,222   | 0       | 651,428   |
| Facilities Planning and Services | 1,925,724 | 386,008   | 0       | 1,539,716 |
| Fine Arts                        | 2,870,096 | 435,701   | 5,285   | 2,429,110 |
| Health Sciences and Athletics    | 1,269,987 | 298,264   | (1,125) | 972,848   |
| Humanities                       | 625,978   | 217,287   | 0       | 408,691   |
| Industry and Technology          | 1,883,641 | 586,941   | 0       | 1,296,700 |

|                                                          |                             |                             |                            |                             |
|----------------------------------------------------------|-----------------------------|-----------------------------|----------------------------|-----------------------------|
| Information Technology                                   | 14,557,510                  | 7,088,708                   | 206,623                    | 7,262,180                   |
| Learning Resources                                       | 4,940,775                   | 260,085                     | 0                          | 4,680,690                   |
| Math                                                     | 723,061                     | 231,191                     | 0                          | 491,870                     |
| Natural Sciences                                         | 3,063,431                   | 666,422                     | 0                          | 2,397,009                   |
| Nursing                                                  | 252,651                     | 116,478                     | 0                          | 136,173                     |
| Student and Community Advancement                        | 645,925                     | 221,664                     | 0                          | 424,261                     |
| Interfund Transfer                                       | 141,150                     | 141,150                     | 0                          | 0                           |
| Campus Police                                            | 68,500                      | 66,650                      | 0                          | 1,850                       |
| Purchasing                                               | 10,000                      | 9,418                       | 0                          | 582                         |
| Phase II, III, IV Purchases                              | 0                           | 0                           | 0                          | 0                           |
| Installation Contingency                                 | 0                           | 349                         | 0                          | (349)                       |
| <b>Total I.T. and Equipment</b>                          | <b><u>\$34,776,156</u></b>  | <b><u>\$11,343,568</u></b>  | <b><u>\$210,783</u></b>    | <b><u>\$23,221,806</u></b>  |
| <b><u>Physical Education Facilities Improvements</u></b> |                             |                             |                            |                             |
| Baseball Field                                           | \$1,091,800                 | \$572                       | \$0                        | \$1,091,228                 |
| North Field                                              | 481,600                     | 0                           | 0                          | 481,600                     |
| Sand Volleyball                                          | 12,300                      | 0                           | 0                          | 12,300                      |
| Reserve for Contingencies                                | 0                           | 0                           | 0                          | 0                           |
| <b>Total Physical Education Facilities</b>               | <b><u>\$1,585,700</u></b>   | <b><u>\$572</u></b>         | <b><u>\$0</u></b>          | <b><u>\$1,585,128</u></b>   |
| <b>Contingency*</b>                                      | <b><u>\$1,292,767</u></b>   | <b><u>\$0</u></b>           | <b><u>\$0</u></b>          | <b><u>\$1,292,767</u></b>   |
| <b>TOTAL</b>                                             | <b><u>\$423,130,923</u></b> | <b><u>\$132,098,912</u></b> | <b><u>\$24,703,247</u></b> | <b><u>\$266,328,764</u></b> |

\* Includes unallocated refunding income and interest through 12/2008.

**B. CONTRACT - CUMMING CORP. CONSULTANT – ONGOING COST MANAGEMENT SERVICES**

It is recommended that the Board of Trustees approve entering into a contract with Cumming Corp. to provide on-going cost management services to the District. These services will include, but are not limited to, budgeting, estimating and constructability reviews for various projects as needed by the District.

This firm is being recommended based upon its prior experiences performing this type of work, the demonstrated expertise and the qualifications of its staff and consultants to perform the services and competitive fee structure.

**Dates of Services:** July 21, 2009 through June 30, 2010

**Cost:** Cost not to exceed \$100,000 including reimbursable costs, on an annual average basis, unless specifically approved by the Board. Invoicing will be monthly based upon an individual proposal basis.

**C. CONTRACT AMENDMENT – FLEWELLING & MOODY ARCHITECTS  
- SOCIAL SCIENCE REMODEL**

It is recommended that the Board of Trustees approve the following additional design services. This work is being performed at the request of the District.

Provide security system design for the Social Science Building.

|                                 |                  |
|---------------------------------|------------------|
| Total Contract Amendment Amount | \$10,120         |
| Original Contract Amount        | \$900,000        |
| Prior Changes                   | 77,245           |
| This Change Order Amount        | <u>10,120</u>    |
| New Contract Amount             | <u>\$987,365</u> |

**D. CHANGE ORDER – HPS MECHANICAL – PHASE 3 INFRASTRUCTURE**

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

Provide and install a new transformer, conduits and conductors for the emergency phones and site lighting south of the Stadium. During work on the Stadium Field renovation it was discovered the existing conduit was near the end of its service life. This work was performed at the request of the District.

|                           |                    |
|---------------------------|--------------------|
| Total Change Order Amount | \$15,007           |
| Original Contract Amount  | \$9,382,373        |
| Prior Changes             | 158,860            |
| This Change Order Amount  | <u>15,007</u>      |
| New Contract Amount       | <u>\$9,556,240</u> |

**E. RETENTION REDUCTION – BOMEL CONSTRUCTION CO. – LOT H  
PARKING STRUCTURE & ATHLETIC FACILITIES PROJECT**

It is recommended that the Board of Trustees reduce the retention amount from 8% to \$150,000, which is being withheld from Bomel Construction Company for work performed on the Lot H Parking Structure & Athletic Facilities Project. As of June 11, 2009, the District has received full occupancy of the Lot H Parking Structure. Payment of remaining retention is pending approval of miscellaneous close-out items.



**F. NOTICE OF JOB COMPLETION – ACCO ENGINEERED SYSTEMS – PHOTO LAB RELOCATION**

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

| <u>Contractor</u>                      | <u>Contract Amount</u> |
|----------------------------------------|------------------------|
| ACCO Engineered Systems<br>Bid: 2008-7 | \$42,298               |

Purchase Order Number: B211178

**G. NOTICE OF JOB COMPLETION – MARINA LANDSCAPE, INC. – PARKING STRUCTURE LANDSCAPE PROJECT**

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

| <u>Contractor</u>      | <u>Contract Amount</u> |
|------------------------|------------------------|
| Marina Landscape, Inc. | \$30,360               |

Purchase Order Number: BPO 211246

**H. 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>P.O. #</b> | <b>VENDOR</b>         | <b>SITE</b>               | <b>DESCRIPTION</b>         | <b>COST</b> |
|---------------|-----------------------|---------------------------|----------------------------|-------------|
| P204689       | Commercial Fence      | Lot H Parking & Athletics | Site Improvements          | \$2,630.00  |
| P204690       | Sign A Rama           | Lot H Parking & Athletics | Non-Instructional Supply   | 131.10      |
| P204719       | SCMH – Southern       | Bookstore Building        | Group II Equipment         | 6,521.14    |
| P204720       | Insignia              | Signage                   | Site Improvements          | 5,899.50    |
| P204751       | LA Cty Public Wks     | Entrance – RBB            | Architecture & Engineering | 700.00      |
| P204760       | Keenan and Associates | Bookstore Building        | Contract Services          | 14,485.09   |
| P204761       | SEWUP/JPA             | Bookstore Building        | Contract Services          | 133,305.00  |
| P204762       | Larry’s Concrete      | Infrastructure Phase III  | Buildings                  | 250.00      |

|          |                        |                           |                                  |                            |
|----------|------------------------|---------------------------|----------------------------------|----------------------------|
| P204783  | State Water Resources  | Math Bus. Allied Health   | Construction Permits             | 433.00                     |
| P204790  | Commercial Fence       | Lot H Parking & Athletics | Site Improvements                | 5,630.00                   |
| P204793  | Western Store Fixtures | Bookstore Building        | Group II Equipment               | 19,835.79                  |
| P204805  | Academy Flooring       | Bookstore Building        | Buildings                        | 1,670.06                   |
| P204806  | Academy Flooring       | Math Bus. Allied Health   | Buildings                        | 288.87                     |
| P204813  | Custom Fold Doors      | Music                     | Buildings                        | 14,310.00                  |
| P204832  | Industrial Lock        | Lot H Parking & Athletics | Contract Services                | 780.00                     |
| P204841  | S & M Moving System    | Math Bus. Allied Health   | Contract Services                | 2,380.00                   |
| P204844  | Marcor Remediation     | Humanities Complex        | Testing & Inspection             | 7,430.00                   |
| P204866  | Shields, Harper        | Facilities & Receiving    | Group I Equipment                | 19,533.36                  |
| P204869  | Mark Costello Inc.     | Bookstore Building        | Contract Services                | 509.00                     |
| P204883  | Barrett Robinson Inc.  | Math Bus. Allied Health   | Contract Services                | 1,560.80                   |
| P300015  | Smith Brothers Crane   | Bookstore Building        | Contract Services                | 693.00                     |
| P300016  | Dept General Svcs      | Social Sciences           | Architecture & Engineering       | 32,251.59                  |
| P202866A | Hitech Software, Inc.  | Lot H Parking & Athletics | Group I Engineering              | 76,127.00                  |
| B211314  | Aqua Science           | Humanities Complex        | Testing & Inspection             | 6,240.00                   |
| B211315  | Corporate Business     | Bookstore Building        | Other Rentals                    | 10,000.00                  |
| B211316  | LPA Architects, Inc.   | Learning Resources        | Architecture & Engineering       | 47,141.55                  |
| B211319  | Portable Storage Corp. | Bookstore Building        | Equipment Rental                 | 1,700.00                   |
| B211320  | Koury Engineering      | Various Projects          | Testing and Inspection           | 150,000.00                 |
| B310057  | S & M Moving System    | Bookstore Building        | Contract Services                | 13,055.43                  |
| B310058  | Pringle & Associates   | Bookstore Building        | Testing & Inspection             | 150,000.00                 |
|          |                        |                           | <b>Grand Total POs and BPOs:</b> | <b><u>\$725,491.28</u></b> |

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**Agenda for the El Camino Community College District Board of Trustees**  
**From**  
**Human Resources**  
**Barbara Perez, Vice President**

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| B. Temporary Non-Classified Service Employees ..... | 77              |

**A. EMPLOYMENT AND PERSONNEL**

It is recommended that the Board ratify/approve the employment and personnel changes for academic, classified, special service professionals and temporary classified service employees as shown in items 1-28 and 1-11.

**Academic Personnel:**

1. Amend Employment - Mr. Ashod Minasian, full-time instructor of Mathematics, Class II, Step 5 (instead of Step 4), Academic Salary Schedule, effective August 27, 2009.
2. Amend Employment - Ms. Rachel Williams, full-time instructor of English, Humanities Division, Class III (instead of Class II), Step 4, Academic Salary Schedule, effective August 27, 2009.
3. Extend Employment Contract - Dr. Thomas M. Fallo, Superintendent/President, effective July 1, 2009 through June 30, 2013.
4. Re-employment - Dr. James Schwartz, Interim Dean Health Sciences & Athletics, Range 16, Step 5, and \$575 per month compensation for medical coverage, effective August 1, 2009 through June 30, 2010 or until position is filled.
5. Change in Assignment - Dr. Charles Irvin Drew, from Interim Dean, Health Sciences & Athletics Division, to full-time instructor of Chemistry, Natural Sciences Division, Class V, Step 24, effective August 1, 2009.
6. Change in Assignment - Dr. Matthew Kline, from full-time instructor of English, to Faculty Coordinator, Humanities Division, Class V, Step 10, Fiscal Salary Schedule, effective August 1, 2009 through June 30, 2010.
7. Leave of Absence (100% personal) - Dr. Ruth Banda-Ralph, full-time Faculty Coordinator, Enrollment Services Division, effective June 22 through September 30, 2009.
8. Amend Special Assignment - Ms. Jennifer Montgomery, full-time instructor of Childhood Education, Behavioral & Social Sciences Division, to continue as Temporary Assistance for Needy Families (TANF) liaison and Head Start Activity Director, to be paid \$60.18 an hour, not to exceed 720 hours (instead of 600 hours), or \$43,978 (instead of \$36,108), effective August 27, 2009 through June 12, 2010, in accordance with the Agreement, Article 10, Section 14(a).

9. Special Assignment - Ms. Lutchminia Bilici, full-time instructor of Computer Information Systems, Business Division, to administer credit-by-examination, to be paid \$60.18 an hour, not to exceed \$500, effective July 1, 2009 through June 30, 2010, in accordance with the Agreement, Article 10, Section 7(c).
10. Special Assignment - Ms. Janice Ball, full-time instructor of Academic Strategies, Humanities Division, to perform in-service training for MESA facilitators for the Mathematics Division, to be paid \$60.18 an hour, not to exceed 9 hours or \$600, effective July 1 through September 30, 2009, in accordance with the Agreement, Article 10, Section 14(a).
11. Special Assignment - Mr. Paul-Anthony Quintero, part-time Counselor, to provide counseling for students in Science Technology Engineering and Math (STEM) related careers and transfer information collection, to be paid \$45.14 an hour, not to exceed 1,116 hours or \$50,376, effective July 1, 2009 through June 30, 2010, in accordance with the Agreement, Article 10, Section 14(a).
12. Special Assignment - Ms. Bernadette Flameno, part-time Counselor, to assist with articulation in the Science Technology Engineering and Math (STEM) related fields to improve transfer and strengthen STEM pathways, to be paid \$45.14 an hour, not to exceed 1,116 hours or \$50,376, effective July 1, 2009 through June 30, 2010, in accordance with the Agreement, Article 10, Section 14(a).
13. Special Assignment - The following part-time Counselors, will meet with students individually and in groups for the Math Academy, to be paid by the Basic Skills Initiative, to work no more than 24 hours each, effective July 27 through August 31, 2009, in accordance with the Agreement, Article 10, Section 14(a).

| <u>Counselor</u>  | <u>Pay Rate</u> |
|-------------------|-----------------|
| Stephanie Bennett | \$44.22         |
| Barry Gropp       | \$49.64         |
| Hatien Nguyen     | \$49.64         |
| Else Reinertson   | \$53.26         |

14. Special Assignment - The following part-time instructors, will prepare, teach and evaluate the Math Academy, to be paid \$60.18 an hour by the Basic Skills Initiative, effective July 21 through December 23, 2009, in accordance with the Agreement, Article 10, Section 14(a).

| <u>Instructor</u> | <u>Not to exceed hours</u> |
|-------------------|----------------------------|
| Jack Gill         | 60                         |
| Amy LaCoe         | 100                        |
| Hatien Nguyen     | 100                        |

- 15. Special Assignment - Mr. Craig Neumann, part-time instructor of Fire and Emergency Technology, Industry & Technology Division, to coordinate firefighter in-service, paramedic training program, to be paid \$60.18 an hour, not to exceed 154 hours or \$9,279, effective August 29 through December 18, 2009, in accordance with the Agreement, Article 10, Section 9(m).
- 16. Special Assignment - The following instructors in Nursing, Health Sciences & Athletics Division, to work as simulation facilitator/debriefer, to be paid \$60.18 an hour, not to exceed 32 hours a semester each for a grand total of \$21,120, effective July 1, 2009 through June 30, 2010, in accordance with the Agreement, Article 10, Section 14(a).

Full-time instructors

Monica Gross  
 Margaret Kidwell-Udin  
 Teresa Martinez  
 Leila Miranda Lavertu  
 Pat McGinley  
 Mary Moon

Victoria Orton  
 Yasna Ouwerkerk  
 Kathleen Rosales  
 Laura Shainian  
 Kathy Stephens  
 Maria White

Part-time instructors

Pat Duncan  
 Susan Ferme  
 Suzette Frio  
 Joan Gahan  
 Esther Gravis  
 Marcy Hosseinpour  
 Octvaia Hyacinth  
 Steven Jones

Phoebe Kim  
 Mary Kitzmiller  
 Kitty Meese  
 Nobeyba Ortega  
 Guenevere Parsley  
 Heather Riley  
 Linda Scott  
 Karen Walter

- 17. Special Assignment - The following instructors of Nursing, Health Sciences & Athletics Division, to provide services for Institute of Nursing Success to be paid \$50.00 an hour through the Foundation, not to exceed 15 hours or \$750 each, effective June 22 through July 20, 2009, in accordance with the Agreement, Article 10, Section 14(a).

Full-time instructors

Mary Moon  
 Victoria Orton  
 Kathy Stephens  
 Kathleen Rosales

Part-time Instructors

Marisa Chang  
 Bonnie Kayser  
 Mary Kitzmiller  
 Heather Riley

18. Special Assignment - Ms. Mary Kitzmiller, part-time instructor of Nursing, Health Sciences & Athletics Division, to coordinate nursing success strategies, to be paid \$60.18 an hour, not to exceed 19 hours a week or \$18,000, effective July 1, 2009 through June 30, 2010, in accordance with the Agreement, Article 10, Section 14(a).
19. Rescind Stipend Assignment - Dr. Charles Irvin Drew, for work at the Compton Educational Center, effective August 1, 2009.
20. Stipend Assignment - Ms. Connie Fitzsimons, Dean of Fine Arts, for work at the Compton Educational Center, to be paid \$250 per month, effective July 1, 2009 through June 30, 2010.
21. Stipend Assignment - Mr. Steven Cocca, full-time instructor of Electronics, Industry & Technology Division, to continue research and development for Science Technology Engineering and Math (STEM) Grant in Natural Sciences, to be paid \$2,000, effective July 1 through August 28, 2009, in accordance with the Agreement, Article 10, Section 14(a).
22. Stipend Assignment - Mr. Raymond Adoc, part-time instructor of Respiratory Care, Health Sciences & Athletics Division, to provide clinical supervision to respiratory care students, to be paid \$60.18 an hour, not to exceed 17 hours a week or \$1,023 for a grand total of \$8,185, effective June 22 through August 13, 2009, in accordance with the Agreement, Article 10, Section 9(m).
23. Stipend Assignment - The following part-time instructors in Industry and Technology to attend Project Lead the Way training, to be paid \$1,500 each by a grant from the Community Advancement Division, effective July 1 through July 31, 2009, in accordance with the Agreement, Article 10, Section 14(a).

Instructor

Victor de la Torre  
Jose Rivas

Daniel Valladares

24. Stipend Assignment - The following instructors of Music, Fine Arts Division, to sing for ECC Community Choir & 2 rehearsals, to be paid \$150 each, effective June 2 through June 6, 2009, in accordance with the Agreement, Article 10, Section 14(a).

Full-time

Hedley Nosworthy

Part-time

Rhonda Dillon  
Nancy O'Brien

25. Employment - The following regularly scheduled part-time/temporary counselors to be hired as needed, not to exceed 24 hours per week, effective July 1, 2009 through June 30, 2010, in accordance with the Agreement, Article 10, Section 9(e), to be paid through District, EOP&S or grant funds:

Rosalva Amezcua  
Jeanine Barba  
Lydia Basmajian  
Stephanie Bennett  
Vera Cheng  
Yolanda Dawson  
Joe Dzida  
Arnette Edwards  
Maria Estrada  
Don Ferguson  
Bernadette Flameno  
Nancy Fong  
Stan Germain  
Margarita Gonzalez  
Barry Gropp  
Maribel Hernandez  
Veronice Herrera  
Nyora Higgs  
Kelsey Iino  
Lorenda Johnson  
Emmy Kong

Cathy Lakatos  
Tri Huu Le  
Daissa Lee  
Dora Lozano  
Ebony McDuffie  
Myrna Mendoza  
Bryan Mims  
Manual Montoya  
Hatien Nguyen  
Van Mong-Thu Nguyen  
Rebecca Nunez-Mason  
Daniel Ortega  
Paul-Anthony Quintero  
Efren Rangel  
Else Reinsertsen  
BlancaRodriguez  
Shantel Thornton  
Celia Villalpando  
Teresa Vuong  
Xiao Ying Wang  
Tracey Ziegler

26. Employment - The following part-time/temporary instructors to be hired as needed for the 2009 Summer session:

**Behavioral & Social Science**

Mohammed Abdelhamid, Class IV, Step 7  
Catherine Adesina, Class III, Step 4  
Eric Alegria, Class II, Step 4  
Mara Bentley, Class II, Step 4  
Nancilyn Burruss, Class II, Step 6  
Marie Butler, Class V, Step 28  
Van Chaney, Class III, Step 4  
Darla Fjeld, Class V, Step 4  
Joseph Georges, Class IV, Step 28  
Thomas Glenn, Class IV, Step 14  
Jerry Gonzalez, Class III, Step 4  
John Green, Class II, Step 4  
Barry Gropp, Class III, Step 4

Shahrokh Haghghi, Class V, Step 14  
Paul Harley, Class II, Step 11  
Verionica Herrera, Class II, Step 4  
Steven Kaufman, Class II, Step 6  
Thomas Keville, Class II, Step 12  
Margaret Kidwell-Udin, Class IV, Step 9  
Toshiko Konishi, Class V, Step 9  
Amy La Coe, Class IV, Step 9  
Maria Martinez, Class II, Step 4  
Ricky Murray, Class II, Step 12  
Kaoru Oguri, Class V, Step 14  
Robert Osterman, Class II, Step 4  
Edgar Pacas, Class II, Step 4



Jayne Petrich, Class I, Step 4  
Jill Pfeiffer, Class IV, Step 14  
Cecelia Phillips, Class III, Step 24  
Jeffrey Rigby, Class IV, Step 28  
Francis Schulte, Class III, Step 12  
Sharyn Seaton, Class II, Step 10

### Business

Loretta Daniels, Class I, Step 4

### Fine Arts

Ana Alvarez-Lowe, Class II, Step 4  
Cynthia Bahti, Class II, Step 28  
Ava Baldwin, Class II, Step 5  
Camille Cornelius, Class III, Step 12  
Walter Cox, Class III, Step 4  
Robert Dalton, Class II, Step 8  
Mary Drobny, Class IV, Step 14  
Jeremy Estrella, Class II, Step 4  
Suzanne Fagan, Class IV, Step 4  
Kurt Festinger, Class I, Step 10  
Jocelyn Foye, Class III, Step 4  
Michelle Funderburk, Class IV, Step 10  
Hiroshi Hamanishi, Class I, Step 5  
Kent Hayward, Class IV, Step 8  
Pamela Huth, Class IV, Step 4

### Health Sciences & Athletics

David Bacon, Class II, Step 4  
Jaymie Baquero, Class II, Step 4  
Richard Blount, Class II, Step 6  
Daniel Brown, Class II, Step 4  
Susan Calderon, Class II, Step 5  
Colleen Caldwell, Class I, Step 4  
Elizabeth Canales, Class I, Step 4  
Lucia Cordeiro Drever, Class II, Step 4  
Linda Delzeit, Class II, Step 10  
Patricia Duncan, Class II, Step 4  
Michael Fenison, Class II, Step 5  
Nathan Fernley, Class II, Step 5  
Joan Gahan, Class II, Step 4  
Diana Galias, Class I, Step 5  
Esther Gravis, Class II, Step 4  
Jennifer Henderson, Class II, Step 4

Emily Sedgwick, Class II, Step 12  
Terry Spearman, Class V, Step 20  
Kell Stone, Class II, Step 7  
Paul Swendson, Class II, Step 12  
Mari Womack, Class V, Step 8  
Kofi Yankey, Class II, Step 9

Karin Jensen, Class IV, Step 8  
Holly Lampe, Class II, Step 4  
Kristi Lobitz, Class III, Step 12  
Norman Looney, Class IV, Step 24  
Annie Malone, Class II, Step 12  
Margot Martin, Class V, Step 12  
Ryota Minei, Class II, Step 4  
Michael Quinn, Class II, Step 10  
Imara Quinonez, Class I, Step 4  
Tina Riggs, Class III, Step 24  
Gary Robertson, Class II, Step 12  
Lucretia Robinson, Class II, Step 7  
Mark Urista, Class II, Step 4  
Helene Wagner, Class II, Step 12

Octavia Hyacinth, Class II, Step 4  
Margaret Kidwell-Udin, Class IV, Step 9  
Stacey Komai, Class II, Step 4  
Craig Mizufuka, Class II, Step 4  
Josephine Moore, Class I, Step 7  
Tom Nelson, Class II, Step 12  
Mary Ogi, Class II, Step 6  
Ellen Olaivar, Class II, Step 12  
Norkor Omaboe, Class II, Step 4  
Taryn Nicole Parker, Class II, Step 4  
Guenever Parsley, Class I, Step 4  
Fred Petersen, Class II, Step 6  
Huibrie C. Pieters, Class V, Step 10  
Danielle Roman, Class II, Step 7  
Krysti Rosario, Class I, Step 4  
Michael Schultz, Class III, Step 9

Stephen Shaw, Class II, Step 5  
Sean Sheil, Class II, Step 8  
Joel Smith, Class III, Step 5  
Susan Stohrer, Class II, Step 5  
Elizabeth Sweeney, Class V, Step 4

### Humanities

Vicki Blaho, Class IV, Step 14  
Allison Carr, Class II, Step 5  
Kathleen Collins, Class III, Step 10  
Allison DeVaney, Class II, Step 10  
Antonio Fuentes, Class II, Step 4  
Ellen Griffin, Class V, Step 8  
Kathryn Hall, Class II, Step 5  
Susan Herdzina, Class II, Step 4  
Yaeko Hirano, Class III, Step 4  
Patricia Hoovler, Class III, Step 24  
Judy Houser, Class V, Step 14  
Michael Jaffe, Class II, Step 4

### Industry & Technology

Kevin Coffelt, Class III, Step 7  
Timothy Dennis, Class II, Step 4  
Jeffrey Donahue, Class II, Step 12  
Dorothy Foral, Class II, Step 4  
Wendy Kahan, Class II, Step 4  
James Lemmon, Class II, Step 11  
Mary Lyons, Class II, Step 4

### Mathematical Sciences

Adalinda Avila, Class II, Step 5  
Robert Bauman, Class III, Step 12  
Remo Ciccone, Class II, Step 7  
Zekarias Dammena, Class II, Step 28  
Henri Feiner, Class II, Step 24  
Winfred Ferrell, Class II, Step 10  
Junko Forbes, Class II, Step 4  
Jack Gill, Class III, Step 12  
Astatke Gizaw, Class II, Step 12  
Laura Hinckley, Class II, Step 5  
Loan Le, Class II, Step 8  
Perry McDonnell, Class III, Step 9  
Wendy Miao, Class II, Step 12  
Hai Ngo, Class III, Step 12

Steven Van Kanegan, Class II, Step 12  
Maria White, Class II, Step 4  
Joyce Wise, Class II, Step 4  
Karen Wyatt, Class II, Step 5

Angie Kirk, Class III, Step 4  
Kim Krizan, Class II, Step 5  
Meagan Madigan, Class III, Step 4  
Francisca Mejia, Class II, Step 4  
Sumino Otsuji, Class II, Step 4  
Claudia Prada, Class IV, Step 8  
Natalie Ricard, Class IV, Step 14  
Alexander Toth, Class V, Step 28  
Nina Yoshida, Class IV, Step 14  
Alfred Zucker, Class V, Step 28  
Genevieve Zuidervaart, Class III, Step 6

Phil Reno, Class III, Step 4  
Bernardo Rodriguez, Class II, Step 6  
Bradley Sweatt, Class I, Step 5  
Dale Ueda, Class III, Step 5  
Emmanuel Villaroman, Class II, Step 4  
Warren William, Class II, Step 5  
Issac Yang, Class II, Step 4

Alice O'Leary, Class II, Step 9  
Mohammad Rahnavard, Class V, Step 9  
Matthew Robertson, Class II, Step 6  
Lernik Saakian, Class V, Step 24  
Oussama M. Safadi, Class V, Step 28  
Michael Semenoff, Class II, Step 12  
Azzam Shihabi, Class V, Step 8  
Richard Sibner, Class IV, Step 5  
Gizaw Tadele, Class II, Step 24  
James Wan, Class V, Step 20  
Erxiang Wang, Class II, Step 12  
Richard Wong, Class II, Step 12  
Jung Woo, Class V, Step 5

Natural Sciences

Robert Altermatt, Class II, Step 4  
Ephrem Asfaw, Class III, Step 4  
Michael Brennan, Class III, Step 5  
Adeleh Esfandiari, Class V, Step 20  
Lynn Fielding, Class II, Step 12  
Diana Garcia, Class V, Step 13

Bruce Letvin, Class V, Step 4  
Chih Lew, Class V, Step 4  
Robert Lindsay, Class II, Step 4  
Ebenezer Peprah, Class II, Step 4  
Rajinder Sidhu, Class III, Step 6

Special Resource Center

Robert Loparo, Class II, Step 4

27. Employment - The following part-time/temporary instructors to be hired as needed for the 2009 Fall semester:

**Behavioral & Social Sciences**

Mohammed Abdelhamid  
Catherine Adesina  
Barry Thomas Baker  
Marie Butler  
Derek Cadman  
Tisa Casas  
Van Chaney  
Geralin Clark  
Michael Critelli  
Mediha Din  
Darla Fjeld  
Nancy Fong  
Pannie Gagajena  
Joseph Georges  
Thomas Glenn  
Austin Gordon  
Lawrence Guillow  
Shahrokh Haghighi  
Paul Harley  
Tamara Jackson  
Meric Keskinel  
Thomas Keville  
Margaret Kidwell Udin  
Toshiko Konishi  
Amy Marie La Coe  
Edward McCrary

Robroy Meyers  
Andrew Monzon  
Ricky Murray  
Gerardo Nebbia  
Hatien Nguyen  
Kaoru Oguri  
Robert Osterman  
Edgar Pacas  
Jalpa Parikh  
Allen Perlstein  
Cecelia Phillips  
Gaile Price  
Kirsten Resnick  
Bradley Reynolds  
Jeffrey Rigby  
Samuel Russo  
Jessica Schilling  
Francis Schulte  
Sharyn Seaton  
Emily A. Sedgwick  
Gregory Simon  
Kell Stone  
Paul Swendson  
Mari Womack  
Ventris Woods  
Kofi Yankey

Business

Steven Alexander  
Arnold Blanshard  
Jack Bliss  
Meredith Caliman  
Douglas Carnahan  
Maureen Carnahan  
Brennan Carr  
Jeffrey Cowan  
Noel Craven  
Loretta Daniels  
Vincent DeLuca  
Allan Fork  
Derf Fredericks  
Christopher Gilbert  
Kim Gundlach  
James Healy  
Jo Ann Jones  
Ming Chun Lu  
Katherine Maschler

Walker Matthews  
Donna McGovern  
Jon Mercant  
Xavier Miranda  
Jerry Muraoka  
Denise Nevin  
Stanley Niemczycki  
Norman Riggs  
Robert Rooks  
Marcia Russell  
Rory Schlueter  
Sophia Sherif  
John Slawson  
Melissa Som de Cerff  
Jessica Stoudenmire  
Jeffrey Tao  
Paula Teske  
Stephen Whitson  
Brenda Williams

Fine Arts

Noorunnissa Abbasi  
Aminah Abdul-Jabbaar  
Peter Abilogu  
Deborah Aitken  
Kenshaka Ali  
Laura Kay Almo  
Carolyn W. Almos  
Ana Alvarez-Lowe  
Craig Antrim  
Elizabeth Atherton  
Cynthia Bahti  
Ava Baldwin  
Larisa Bates  
Dana Bisignano  
Kim Borgaro  
Anna Bosler  
Wendi Brown  
Linda Busch  
Hsin-Yi Chang  
Phoenix Cole

Robert Coomber  
Camille Cornelius  
Walter Cox  
Jeffrey Crum  
Robert Dalton  
J. Carola de la Rocha  
John Dearman  
John DeMita  
Rhonda Dillon  
Mary Drobny  
Barbara Dyer  
Susan Einstein  
Jeremy Estrella  
Richard Ewing  
Suzanne Jacobs Fagan  
Kurt Festinger  
Jocelyn Foye  
Virginia Frazier  
Jacqueline Freedman  
Michelle Funderburk

Paul Gellman  
Michael Golding  
Heidi Gornto  
Jonathon Grasse  
Matthew Grief  
Hiroshi E. Hamanishi  
Jamie Hammond  
Gloriane Harris  
Karin Harris  
Richard Hastings  
Diane Hayden  
Kent Eric Hayward  
Robert Hersh  
Hiroko Hojo  
Eric Holman  
James Hovorka  
Grant Hungerford  
Pamela Huth  
Maria Jaque  
Karin Jensen  
Isadora Johnson  
Randy Jones  
Marcie Kaufman  
Margaret Kemp  
Emma Kheradyar  
Thomas Kidd  
Leroy Kim  
Lawrence Klepper  
Rona Klinghofer  
Dean Koba  
Holly Lampe  
Yunsun Lee  
Carol Lisek  
Kristi Lobitz  
Norman Looney  
Christoph Luty  
James Mack  
Patricia Maki  
Annie Malone

Health Sciences & Athletics

Raymond Adoc  
Brandon Alcocer  
Billie Jo Anthony

Margot Martin  
Dana Maue  
Susanna Meiers  
Elizabeth Mennemeyer  
Michael Miller  
Ruby Millsap  
Ryota Minei  
Joseph Mitchell  
Vicki Muto  
Daryle Nagano  
Jeffrey Netzer  
Binh Ngo  
Dee Marie Nieto  
Nancy OBrien  
Ann Patterson  
Michael Quinn  
Tina Riggs  
Karen Roberts  
Lois Roberts  
Manon Robertshaw  
Gary Robertson  
Lucretia Robinson  
Clinton Rusich  
Bruce Russell  
Victoria Sanchez  
Jory Schulman  
Lloyd Sherman  
Susan Ste Marie  
Thomas Stubblefield  
Bruce Tellier  
Laura Thompson  
Sandra Trepasso  
Dawn Trickett  
Mark Urista  
Helene Wagner  
Kimberly Wilkinson  
Suzanne Wong  
Eunee Yee  
Shanon Zusman

David Bacon  
Sivi Banks-Carson  
Jaymie Baquero

Edwardo Barragan  
Richard Blount  
Susan Calderon  
Colleen Caldwell  
Elizabeth Canales  
Marisa Chang  
Pamela Chappell  
Janet Chase  
Nina Collins  
Lucia Cordeiro Drever  
Lisa Correa  
Roland Custodio  
Linda Delzeit  
Denise Diego  
Patricia Duncan  
Margaret Ernaga  
Michael Fenison  
Susan Ferme  
Nathan Fernley  
Daniel Fitzpatrick  
Suzette Frio  
Joan Gahan  
Diana B. Galias  
Don Gereau  
Norene Gift  
Esther Gravis  
Karen Hellwig  
Jennifer Henderson  
Hiroko Hojo  
William Hood  
Mahnaz Hosseinpour  
Michael Houck  
Kevin Hughley  
Naveed Hussain  
Octavia Hyacinth  
Sherry Jenkins  
Christina Johnson  
Steven Jones  
Bonnie Kayser  
Yeon Kim  
Matthew Kirk

Mary Kitzmiller  
Milagros Laja  
Paul Landreaux  
Monica Lizarraga  
Carmen Loya  
Katherine Meese  
Stan Mintz  
Craig Mizufuka  
Douglas Mizukami  
Josephine Moore  
Helen Nakano  
Tom Nelson  
Mary Ogi  
Ellen Schmidt Olaivar  
Norkor Omaboe  
Nobeyba Ortega  
Paula Park  
Taryn Parker  
Guenever Parsley  
Fred Petersen  
Huibrie C. Pieters  
Danielle R. Roman  
Nathaniel Roque  
Krysti Rosario  
Linda Scott  
Kiran Sharma  
Stephen Shaw  
Sean Sheil  
Carole Stevenson  
Susan Stohrer  
Darryl Sue  
Elizabeth Sweeney  
Michael Taylor  
Mark Thomas  
Matthew Trites  
Steven Van Kanegan  
Esther Vojkovich  
Karen Walter  
Lisa Weyh  
Karen Wyatt  
Mits Yamashita

Humanities

Amanda Ackerman

Rebecca Ahn

Karen Amano-Tompkins  
Jack Arensmeyer  
Nancy Armstrong  
Jeannine Barba  
Maria Barrio De Mendoza  
Maria Bauer  
Natasha Bauman  
Vicki Blaho  
Jason Bostick  
Frances Brown  
Ronald Brutti  
Nancilynn Burruss  
Shannon Bush  
Allison Carr  
Zeina Chakhchir  
Kathleen Collins  
Jolene Combs  
Georgiana Coughlan  
Marcia Cree  
David Cron  
Yolanda Cuesta  
Cathleen Daniels  
Agnes Davies  
Allison DeVaney  
Susan Duncan  
Kimiko Ego  
Paula Fonseca-Bai  
Rita M. Fork  
Kevin Franklin  
Antonio Fuentes  
Jennifer Gallagher  
Lisa Gaydosh  
Antonio Gonzalez  
Ellen Griffin  
Latosha Guy  
Julia Hackner  
Kathy Hall  
Tomo Hattori  
Yvette Hawley  
Jeremy Hector  
Greta Hendricks  
Susan Herdzina  
Jennifer Hill  
Elizabeth Hindman

Diana Hines  
Jennifer Holt  
Patricia Hoovler  
Judy Houser  
Miriam Houssels  
Nida Husain  
Aura Imbarus  
Michael Jaffe  
Roberto Jimenez  
Kristin Jones  
Dalia Juarez  
Francesca Kemitch  
Bruce Kermane  
Angie Kirk  
Gary Kohatsu  
Kim Krizan  
Sheryl Kunisaki  
Scott Kushigemachi  
Betty Littles  
Mari Lopez  
Debra Lorango  
Karen Lugo  
Meagan Madigan  
Susan Magabo  
Michael Mangan  
Clinton Margrave  
Francisca Mejia  
John Millea  
Yuki Minekawa  
Andres Moina  
Melissa Moran  
Kareema Nasouf  
Susan Nozaki  
Sumino Otsuji  
Carol Park  
Jan Parrish  
Leah Pate  
Dianne Pearce  
Bonita Pereyra  
Rossella Pescatori  
Lana Phillips  
Claudia Prada  
Robert Puglisi  
Cynthia Quintero

Loretta Ramirez  
Silvia Ribelles de la Vega  
Natalie Ricard  
Shannon Richardson  
Kim Runkle  
Jelena Savina  
Joyce Marie Schenk  
Dale Shannon  
Amir Sharifi  
Grace Shibata  
Gary Smith  
Christopher Stevens

Eric Takamine  
Kanzo Takemori  
Cindy Tino-Sandoval  
Kathy Vertullo  
Wendy Walsh  
John Wietting  
Wendy Wright  
Nina Yoshida  
Hailiang Zhao  
Alfred Zucker  
Genevieve Zuidervaat

Industry & Technology

Mark Arnold  
Gayle Baizer  
George Allen Barber  
Danny Barley  
Roger Bombassei  
Michael Brownlie  
John Carr  
Roberto Medina Causey  
Kevin Coffelt  
Nicholas Colin  
Bruce Cook  
Victor De la Torre  
Timothy Dennis  
Robert Diaz  
Makisha Diggins-Davis  
David Chi Do  
Jeffrey Donahue  
Kelly Dozier  
Michael Effler  
Stephen Ellis  
Robert Engler  
Dorothy Foral  
Gregory George  
Reggie Goodloe  
Belinda Goodwin  
Dudley Gray  
Bridgitte Green  
Charles Hamilton  
Donald Herr  
Sharon Higgins

Kenneth Ings  
Michael Inman  
Arturo Jimenez  
Clifford Johnson  
Margaret Johnson  
William Johnson  
Wendy Kahan  
George Karnazes  
Francine Kola-Bankole  
Vera Kopecky  
Thomas Kurth  
James Lemmon  
Edward Lugo  
Mary Lyons  
Michael Marshall  
Richard Martinez  
Sheila Murray  
Craig Neumann  
Nick Nickolin  
Stephen Nothern  
Robert Olmsted  
Oscar Ortiz  
Annette Owens  
Priscilla Ratcliff  
Philip Reno  
Eugene Rock  
David Rodriguez  
Rey Rojo  
Kenneth Ryan  
Linda Schuetze



Franz Seifert  
Oscar Serrano  
Richard Shima  
James Sims  
John Skipper  
Michael Smith  
Ralph Sproul  
Michael Stapleford  
Lynn Strobel  
Gerald Strouse  
Bradley Sweatt  
David Taneman

Learning Resources

Anita Colby  
John Fowler  
Margaret Stevens

Mathematical Sciences

Vage Avakyan  
Adalinda Avila  
Robert Bauman  
Beyenne Bayssa  
Susanne Bucher  
Scott Bullock  
Robert Caldwell  
Minh Can  
Wei-Feng Chen  
Remo Ciccone  
Marilyn Cortez  
Dimetrios Dammena  
Zekarias Dammena  
Bruce Dovner  
Abdelwahab El-Abyad  
Joseph Estephan  
Henri Feiner  
Timothy Ferguson  
Winfred Ferrell  
Junko Forbes  
Manolita L. Formanes  
Monte Furuya  
Theodore Gibson  
Jack Gill  
Astatke Gizaw

Dale Ueda  
Jorge Ulloa  
Daniel Valladares  
Michael VanOverbeck  
Emmanuel Villaroman  
Philip Walls  
Shirley Warren  
Sue Warren  
William Warren  
Carl Whitaker  
David Winkler  
Issac Yang

Jane Terry  
Douglas Thompson

Megan Granich  
Laura Hinckley  
Raymond Ho  
Anthony Hoang  
Shiuling Huang  
London Jamar Shannon  
Jamel Kammoun  
Amy Yin-Ping Kelleher  
Avid Khorram  
William Latto Jr.  
Duc Le  
Loan Le  
Michael Lee  
Maribel Lopez  
Gayathri Manikandan  
Alice Martinez  
Jose Martinez  
Steve Martinez  
Perry McDonnell  
Wendy Miao  
Kevin Mofid  
Hai Ngo  
Cuong Nguyen  
Diem Nguyen  
Hang Minh Nguyen

Alice O'Leary  
Aida Ovanessian  
Delores Owens  
Mai-Anh Pham  
Quyen Phung  
Charmaine Raffel  
Mohammad Rahnvard  
Russell Reece  
Marion Reeve  
Matthew Robertson  
Malinni Roeun  
Tatiana Roque  
Lernik Saakian  
Oussama M. Safadi  
Michael Semenoff  
Ellis Shamash

Natural Sciences

Robert Altermatt  
Premilla Arasasingham  
Ephrem Asfaw  
Valerie Baggett  
Jose Bava  
Gary Booher  
Robin Bouse  
Michael Brennan  
Begona De Velasco  
Adeleh Esfandiari  
Lynn Fielding  
Diana Garcia  
Melvin Kantz  
Mahbub Khan  
Jed Laderman  
Octavian Le  
Laurie Len  
Bruce Letvin

Special Resource Center

Onisha Blagdon  
Tisa Casas  
Ricardo Castillo  
Geralin Clark  
Paul Culton  
Rachel Friedman

Azzam Shihabi  
Richard Sibner  
Satish Singhal  
Shane Smith  
Alan Stillson  
Patricia Stoddard  
Gizaw Tadele  
James Wan  
Er-Xiang Wang  
Patrick Webster  
Rich Wong  
Jung Woo  
May Xu  
Christie Yang  
David Yee  
Michael Zeitzew

Natalia Lev  
Wade Mayo  
Patricia Neumann  
Douglas Neves  
Jane Oyama  
Leon Palmer  
Ebenezer Peprah  
Dave Pierce  
Ansha Qian  
Vineeta Sachdev  
Rajinder Sidhu  
Richard Slocum  
Donna M. Speckman  
Thomas Stewart  
Rosmery Tajiboy  
Anne Marie Valle  
Karla Villatoro  
Carla Weaver

Barbara Gomez  
Bonnilee Kaufman  
Edward Kelly  
Sheila Lenham  
Robert LoParo  
Lee Elle Tullis

Jan Wong

28. Employment – The following part-time/temporary substitute instructors to be hired as needed for the 2009 Fall semester:

**Business**

Robin Cash

Dina Dreizler

Marilyn Harris

Kurt Hull

Babak Khollesi

Neil Kuritzky

Andre Lee

Randy Quiroz

Helen Tillotson

Douglas Westhoff

**Fine Arts**

Diane Simons

**Industry & Technology**

Charlene Brewer-Smith

Roger Des Rosiers

Joseph Dulla

Mark Early

James Ellingson

Paul Gales

Walter Kahan

Jerry Kinnan

Mark Lepore

Jose Manso

Jonathan Measures

Hector Morales

Rosalyn Nunley

Christine Richey

Dat Tran

James Ulrich

**Classified Personnel**

1. Retirement - Ms. Gloria Wagner, Custodian, Range 20, Step E, Facilities Planning and Services Division, Administrative Services Area, effective July 30, 2009, and that a plaque be presented to her in recognition of her service to the District since 1992.
2. Amend Work Out of Classification - Mr. Lovell Alford, Academic Affairs Analyst, Range 34, Step C, to Curriculum Advisor, Range 36, Step C, instead of Step B, Vice President's Office, Academic Affairs Area, effective July 1 through September 30, 2009.
3. Stipend - Mr. Pham Hinh, Network Technician, Range 42, Step A, Information Technology Services Division, Administrative Services Area, to receive a \$50 per month stipend for carrying a cell phone for after-work hours for emergencies, effective July 1, 2009 through June 30, 2010.

4. Employment - Mr. David Gonzales, Director–Center for Applied Competitive Technologies, Range 11, Step 4, Community Advancement Division, Student and Community Advancement Area, effective August 3, 2009.
5. Employment - Mr. Roy Dietz Jr., Locksmith, Range 37, Step A, Facilities Planning and Services Division, Administrative Services Area, effective August 3, 2009.

**Special Services Professional**

6. Ms. Nelly Rodriguez - Special Services Professional, Range 7, Step 3, of the Special Services Professional Salary Schedule, not to exceed \$22,628, Academic Affairs Area, effective July 1, 2009 through September 30, 2009.

**Temporary Classified Services Employees**

7. Mr. Mark Nielson - Toolroom Instructional Equipment Attendant, Range 23, Step A, Health Sciences & Athletics Division, Academic Affairs Area, effective July 27, 2009.
8. Ms. Mildred Pullman - Clerical Assistant, Range 22, Step E, Mathematical Sciences Division, Academic Affairs Area, to cover the office 2:30-6:30 p.m. Monday-Thursday, 7:30-10:30 a.m. Saturday, effective July 1, 2009 through June 30, 2010 (Retired Annuitant).
9. Ms. Olivia Roby - Clerical Assistant, Range 22, Step A, Health Sciences & Athletics Division, Academic Affairs Area, effective July 1, 2009 through June 30, 2010.
10. Ms. Summer Kennedy - Clerical Assistant, Range 22, Step A, Student and Community Advancement Area, to work Monday through Thursday 8:00a.m. - 4:30 p.m., effective July 21, 2009 through June 30, 2010.
11. Rescind Employment for the 2009 – 2010 fiscal year:

Behavioral & Social Sciences  
Michael Chung

Community Advancement  
Arlene Alvarez

Facilities  
Dolores Bernal  
Damion Crawford  
Maria Delgado  
Julia Flores  
Sharon Pointer

Enrique Quinones  
Marcus Ross

Financial Aid  
Jean Zane

**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 to be hired for the 2009-2010 fiscal year, paid hourly, effective July 1, 2009 through June 30, 2010, days and hours vary as needed, unless otherwise stated.

**Campus Police Aide Series**

1. Campus Police Aide II

The following individual is responsible for non-hazardous police services to the students, staff, and faculty of El Camino College.

Can Hoang, \$10.50 (July 20, 2009 – June 30, 2010)

2. Campus Police Aide IV

The following individual is responsible for overseeing the Campus Police Cadet program, maintenance and servicing of the campus parking permit machines, and performing non-hazardous police services for the campus community.

Matthew Ryan, \$12.75 (July 20, 2009 – June 30, 2010)

**Instructional Aide Series**

3. Instructional Aide I

The following individual is to assist in the classroom, laboratory, or other facility with basic duties and accommodations.

Satoe Fukushima, \$8.00 (August 3, 2009 – June 30, 2010)

4. Instructional Aide II

The following individual is to provide basic tutoring, support services and accommodations for students.

Phorious Whitmore, \$10.00

5. Instructional Aide III

The following individual is to provide intermediate level tutoring, maintain records, and other specified accommodations for students.

Linda Morford, \$10.50

6. Instructional Aide IV

The following individuals are to provide support to specific programs with tutorial assistance in the classroom, laboratory, and online, and help organize and coordinate various projects.

Elizabeth Schwartz, \$12.00

Megan Miller, \$11.75

7. Instructional Aide V

The following individual is to provide high level tutoring, student assistance for technical skills development, help organize and coordinate various projects, organize and manage students participating in specified programs, and provide classroom support services and online support.

Satoe Fukushima, \$14.00 (August 1, 2009 – June 30, 2010)

**Office Aide Series**

8. Office Aide II

The following individuals are to assist with appointments and scheduling, basic office tasks, payment processing, media services, daily operations and maintenance, and supporting division staff as needed.

Charles Spears, \$10.25

Ayanna Thompson, \$9.25

9. Office Aide V

The following individual is to assist with scheduling, evaluations, and various clerical procedures and to support staff through extensive knowledge of department operations.

Ashley Dester, \$14.00

**Program Aide Series**

10. Program Aide II

The following individual is to provide assistance and research in support of programs and services.

Evelyn Barnes, \$10.00

11. Program Aide VI

The following individual is to provide administrative, technical, financial, and contractual assistance, assist with coordinating staff and room schedules and activities, delegate clerical tasks to lab assistants, and review and verify reports for various programs.

Elizabeth Bermudez, 16.00 (July 21, 2009 – June 30, 2010)

**Sports Aide Series**

12. Sports Aide VI

The following individuals are to assist the coaching staff with the coordination of all aspects of practice and competition, \$17.00 per hour

Jennie Harris (June 15, 2009 – June 30, 2010)

Kaela Stager (June 15, 2009 – June 30, 2010)

Jamie Taira (June 15, 2009 – June 30, 2010)

**Professional Series**

**ASSISTIVE LINGUISTICS PROFESSIONAL SERIES**

13. Assistive Linguistics Professional I

The following individual is to be hired by the Special Resource Center to provide language interpreting support services between Deaf and Hard-of Hearing students, staff, and their hearing peers, the classroom instructor and other personnel.

**Sarah Padilla, \$27.50**

14. Assistive Linguistics Professional II

The following individuals are to be hired by the Special Resource Center to provide language interpreting support services between Deaf and Hard-of Hearing students, staff, and their hearing peers, the classroom instructor and other personnel, and must possess National Certification.

Selma Chavez, \$40.00

Jack Nielson, \$35.00

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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. Travel.....Page 81
- B. Board Policy 2715 – Code of Ethics/Standards of Practice  
Second Reading & Adoption.....Page 82
- C. Informational Item – Los Angeles County Registrar-Recorder  
County Clerk Calendar of Events – Consolidated Elections  
November 3, 2009.....Page 85



A. Travel

1. It is recommended that the Board approve/ratify the following travel for Thomas M. Fallo, with no loss of salary, at no cost to the District:
  - a. Statewide Association of Community Colleges, Joint Powers Authority  
Fiscal Year 2009-2010, to attend meetings throughout the State of California, transportation and necessary expenses paid by Statewide Association of Community Colleges, Joint Powers Authority.
  - b. Schools Association for Excess Risk  
Fiscal Year 2009-2010, to attend meetings throughout the State of California, transportation and necessary expenses paid by Statewide Association of Community Colleges, Joint Powers Authority.
  
2. It is recommended that the Board approve/ratify the following travel for Thomas M. Fallo, with no loss of salary, transportation and necessary expenses paid:
  - a. California Community Colleges Chief Executive Officers Meetings  
Fiscal Year 2009-2010 – State of California.
  - b. California State Legislative Session  
Fiscal Year 2009-2010 – Sacramento, California.
  - c. Commission on Athletics  
Fiscal Year 2009-2010 – State of California.
  - d. Association of Community Colleges Trustees Meetings  
Fiscal Year 2009-2010.
  - e. Community College League of California Meetings  
Fiscal Year 2009-2010 – State of California.
  - f. California Community Colleges – Board of Governor Meetings  
Fiscal Year 2009-2010 – State of California.
  - g. Association of California Community College Administrators  
Fiscal Year 2009-2010 – State of California.
  - h. Accrediting Commission for Community and Junior Colleges  
Fiscal year 2009-2010 – State of California.
  - i. Department of Education  
Fiscal year 2009-2010 – Washington, D.C.

B. Board Policy 2715 – Code of Ethics/Standards of Practice

It is recommended that the Board adopt Board Policy 2715 – Code of Ethics/Standards of Practice

Board Policy 2715

Code of Ethics/Standards of Practice

The Board maintains high standards of ethical conduct for its members. Members of the Board are responsible for the following Code of Ethics:

As a Board member, I am a member of a select group of people chosen by the citizens of the El Camino Community College District to perform a vital service. I have been granted a position of “trusteeship” over the District. I have an obligation to fulfill this trust to the best of my ability. To become a capable and successful Board member, I must be willing to devote the necessary hours to serve as trustee, attend Board meetings, college functions, conferences and workshops and to study thoroughly the issues and problems demanding decisions.

To this end, I pledge my best efforts under this Code of Ethics:

1. Trustees will confine Board action to policy determination, to assuring fiscal stability of the District, and to delegating authority to the Superintendent/ President as the Board executive.

Knowing that under all circumstances, the Board of Trustees is legally responsible for effective operation of the District, trustees will use appropriate channels to conduct all college business. Although district employees, students and community residents may freely express their views to Board members, trustees will use discretion in involving themselves or in taking action in matters they have placed under the authority of the chief executive officer.

2. Trustees will oversee spending public funds appropriately, prudently and legally, including those relating to their own expenses.

Trustees will base their decisions on all information available to them in each situation. They will exercise special care to assure that their own expenses are authorized, legitimate, reasonable and directly related to their trusteeship.

3. Trustees will observe appropriate conduct at Board meetings to facilitate decision-making that reflects the best interests of the College and the community.

Trustees will take action only in public sessions. They will maintain confidentiality of privileged information. They will assure an atmosphere in which controversial issues may be presented fairly and one in which the dignity of each individual is maintained.

4. Trustees will encourage and welcome active involvement of students, employees and residents of the District.

Trustees will listen to their constituency with respect to establishing policy on College operation along with proposed developments and will consider their views when making deliberations and decisions.

5. Trustees will avoid any conflict of interest and will always act in a professional manner.

Trustees will not intentionally use their position for personal gain or personal prestige. They will fulfill their responsibilities without regard to prejudice, provinciality, partisanship or animosity, thereby bringing credit to the College through conduct in business, social, professional and personal relationships.

6. Trustees will abide by majority decisions of the Board, while retaining the right to seek changes in decisions through ethical and constructive channels. Trustees recognize that a single Board member has no legal authority as an individual and that decisions may be made only by a majority vote. Therefore, members will work together to maintain a spirit of cooperation and respect at all times regardless of differences of opinion and individual trustee decisions.

7. Trustees who violate the Board's code of ethics harm the Board and District. The Board will be prepared to investigate the factual basis behind any legitimate charge or complaint of Trustee misconduct. Charges by any person that a Trustee has violated laws and regulations governing Board behavior or the Board's Code of Ethics/Standards of Practice shall be directed to the Board President or the Board of Trustees itself.

If deemed appropriate, the Board President shall establish an ad hoc committee to examine the charges and recommend further courses of action to the Board.

If a violation is determined to warrant disciplinary action, any of the following may be considered depending upon whether it is a first, second or subsequent occurrence and the severity of the issue.

- A. Discussion with the Board President, or if the Trustee in question is the Board President, by the Board Vice President or next ranking Board officer.
- B. To the extent the member's conduct has exposed the Board or the District to potential legal action, the Board President may arrange a confidential meeting between the Board President, the member and the District counsel to further discuss the issue.
- C. Letter of Reprimand from the Board President, or if the Trustee in question is the Board President, by the Board Vice President or next ranking Board officer.
- D. As deemed advisable, the Board shall schedule additional workshops or retreats on codes of ethics and the importance of upholding them.
- E. As a final step, if all other steps have been unsuccessful, the Board may consider a Resolution of Censure.

Censure is an official expression of disapproval adopted by the Board of Trustees. A Board member may be subject to a Resolution of Censure by the Board of Trustees should it be determined that a serious violation of Trustee misconduct has occurred.

In the event that the alleged violation constitutes a violation of the laws of the State of California, the Board should consider whether to refer the violation to the Los Angeles County District Attorney or the Attorney General of California.

Reference:

Accreditation Standard ~~10.A.5~~ IV B.1 a, e, h.

El Camino College

Adopted: 4/16/01

Amended:

Replaces Board Policy # 9240

C. Informational Item – Los Angeles County Registrar-Recorder County Clerk Calendar of Events – Consolidated Elections November 3, 2009

**Los Angeles County  
Registrar-Recorder/County Clerk**



**TENTATIVE – SUBJECT TO CHANGE**

**CALENDAR OF EVENTS  
CONSOLIDATED ELECTIONS – NOVEMBER 3, 2009**

**IMPORTANT NOTICE**  
All documents are to be filed with and duties performed by the Registrar-Recorder/County Clerk unless otherwise specified.

| <b>DATES</b>                  |                               | <b>EVENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| JULY 6 * (M)<br>E-120*        |                               | <b>ADOPT ELECTION RESOLUTION (CITIES)</b><br>Recommended last day for City Council to adopt resolution calling a general municipal election to elect city elected officials.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| JULY 13 (M)<br>E-113          | AUG. 7 (F)<br>5 P.M.<br>E-88  | <b>NOMINATION PERIOD (UDEL &amp; SCHOOLS)</b><br>First and last day for candidates to file declaration of candidacy.<br>(E.C. §§ 10510 & 10604)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| AUG. 7 (F)<br>5 P.M.<br>E-88  |                               | <p><b>CANDIDATE STATEMENTS (UDEL &amp; SCHOOLS)</b><br/>Candidate statements shall be filed no later than the last day to file declaration of candidacy.<br/>(E.C. §§13307 &amp; 10540)</p> <p><b>CANDIDATE WITHDRAWAL (UDEL &amp; SCHOOLS)</b><br/>No candidate, including incumbent, whose declaration of candidacy has been filed may withdraw after this date except when the nomination period has been extended for that office.<br/>(E. C. §§10510 &amp; 10603, 10604)</p> <p><b>CONSOLIDATION OF ELECTIONS</b><br/>Last day for local jurisdictions to file a resolution with the Board of Supervisors and the Registrar-Recorder/County Clerk requesting consolidation with election.<br/>(E. C. §§ 10400, 10402 &amp; 10403)</p> <p><b>ADOPT SPECIAL MEASURE ELECTION RESOLUTION (SCHOOLS)</b><br/>Last day for governing boards to adopt a resolution calling special school district measure election and setting forth the specifications of the election order. Copies shall be filed with the county elections official.<br/>(Ed. Code. § 5322)</p> |
| AUG. 8** (Sa)<br>E-87**       | AUG. 12 (W)<br>5 P.M.<br>E-83 | <b>EXTENSION OF NOMINATION PERIOD (UDEL &amp; SCHOOLS)</b><br>If a declaration of candidacy for the incumbent is not filed by August 7, candidates <b>other than the incumbent</b> may file a declaration of candidacy between these dates.<br>(E. C. §§ 10516 & 10604) <p>NOTE: The extension does not apply where there is no incumbent eligible to be elected.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| AUG. 12 (W)<br>5 P.M.<br>E-83 |                               | <b>CANDIDATE WITHDRAWAL – NOMINATION EXTENSION PERIOD (UDEL &amp; SCHOOLS)</b><br>Last day candidate may withdraw declaration of candidacy when the nomination period has been extended for that office.<br>(E. C. §§ 10516 & 10604)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

\*Date adjusted due to weekend and/or holiday.

\*\*August 8 (Saturday) and August 9 (Sunday) office will be closed.

| <b>DATES</b>                           |                                       | <b>EVENTS</b>                                                                                                                                                                                                                                                                                         |
|----------------------------------------|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>AUG. 13 (Th)</b><br>11 A.M.<br>E-82 |                                       | <b>RANDOMIZED ALPHABET DRAWING BY SECRETARY OF STATE</b><br>The Secretary of State shall hold a public drawing to determine order of candidates' names on ballot by randomly drawing each letter of the alphabet.<br>(E. C. § 13112)                                                                  |
| <b>AUG. 17 (M)</b><br>5 P.M.<br>E-78   |                                       | <b>ARGUMENTS – LAST DAY TO SUBMIT</b><br>Last day to submit arguments for or against any county, school or district measure. Arguments may not exceed 300 words in length.<br>(E. C. §§ 9162, 9163, 9315, 9316, 9501 & 9502)<br><br>NOTE: The word limit for a school district reorganization is 500. |
| <b>AUG. 27 (Th)</b><br>5 P.M.<br>E-68  |                                       | <b>REBUTTALS – LAST DAY TO SUBMIT</b><br>Last day for authors of arguments for or against any county, school or district measure to submit their rebuttals. Rebuttals may not exceed 250 words in length.<br>(E. C. §§ 9167, 9317 & 9504)                                                             |
| <b>SEPT. 8* (Tu)</b><br>E-56*          | <b>OCT. 20 (Tu)</b><br>5 P.M.<br>E-14 | <b>WRITE-IN CANDIDATES DECLARATION PERIOD (UDEL &amp; SCHOOLS)</b><br>A name written on a ballot will not be counted unless the person has filed during this period a declaration stating that he or she is a write-in candidate for the election.<br>(E. C. §§ 8600 & 8601)                          |
| <b>SEPT. 24 (Th)</b><br>E-40           | <b>OCT. 13 (Tu)</b><br>E-21           | <b>MAIL SAMPLE BALLOT BOOKLETS</b><br>An Official Sample Ballot Booklet shall be mailed to each eligible voter during this period.<br>(E. C. § 13303)                                                                                                                                                 |
| <b>OCT. 5 (M)</b><br>E-29              | <b>OCT. 27 (Tu)</b><br>5 P.M.<br>E-7  | <b>VOTE BY MAIL – FIRST AND LAST DAY TO APPLY</b><br>Applications may be filed between these dates (both dates inclusive). Applications received prior to the 29 <sup>th</sup> day preceding the election will be kept and processed during this period.<br>(E. C. § 3001)                            |
| <b>OCT. 19 (M)</b><br>E-15             |                                       | <b>CLOSE OF REGISTRATION</b><br>Last day to register or transfer to vote in the election.<br>(E.C. § 2107)                                                                                                                                                                                            |
| <b>NOV. 3 (Tu)</b><br>ELECTION DAY     |                                       | <b>ELECTION DAY</b><br>Polls open at 7 a.m. and close at 8 p.m.<br>(E.C. §§14212, 1304 & 10541 & Ed. Code § 5000 & 19700)                                                                                                                                                                             |
| <b>NOV. 5 (Th)</b><br>E+2              |                                       | <b>CANVASS ELECTION RETURNS</b><br>The canvass of returns shall commence no later than the first Thursday following the election.<br>(E.C. §§ 15301 & 10547)                                                                                                                                          |
| <b>NOV. 23 (M)</b><br>E+20             |                                       | <b>COMPLETION OF OFFICIAL CANVASS</b><br>A certified statement of the results of the election shall be prepared and submitted to the governing board no later than the last Monday before the last Friday in November.<br>(E.C. §§ 10550 10551 & 15372)                                               |

\*Date adjusted due to weekend and/or holiday

VII. Other Item

Board Policy 2715 – Code of Ethics/Standards of Practice

At the June 15, 2009 Board meeting Trustee Combs presented an alternative to Board Policy 2715 – Code of Ethics/Standards of Practice.

Board Policy 2715

Code of Ethics/Standards of Practice

The Board maintains high standards of ethical conduct for its members. Members of the Board are responsible for the following Code of Ethics:

As a Board member, I am a member of a select group of people chosen by the citizens of the El Camino Community College District to perform a vital service. I have been granted a position of “trusteeship” over the District. I have an obligation to fulfill this trust to the best of my ability. To become a capable and successful Board member, I must be willing to devote the necessary hours to serve as trustee, attend Board meetings, college functions, conferences and workshops and to study thoroughly the issues and problems demanding decisions.

To this end, I pledge my best efforts under this Code of Ethics:

1. **Trustee Board action includes policy** determination, to assuring fiscal stability of the District, **long term planning and vision, and to delegating the Boards’ decision of what is reasonable** authority to the Superintendent/President as the Board executive.

Knowing that under all circumstances, the Board of Trustees is legally responsible for effective operation of the District, trustees will use appropriate channels to conduct all college business. Although district employees, students and community residents **have the right to freely** express their views to Board members. **When necessary, Trustees will ethically involve themselves with Superintendent/President, and/or appropriate departments in seeking solutions to disputes.**

2. **Trustees will oversee spending public funds appropriately, prudently and legally. They will exercise care to assure that their own expenses are authorized, legitimate, and reasonable. ~~Trustees will base their decisions on all information available to them in each situation.~~**
3. Trustees will observe appropriate conduct at Board meetings to facilitate decision-making that reflects the best interests of the College and the community.

Trustees will take action only in public sessions. They will maintain confidentiality of privileged information. They will assure an atmosphere in

which controversial issues may be presented fairly and one in which the dignity of each individual is maintained.

4. Trustees will encourage and welcome active involvement of students, employees and residents of the District.

Trustees will listen to their constituency with respect to establishing policy on College operation along with proposed developments and will consider their views when making deliberations and decisions.

5. Trustees will avoid any conflict of interest and will always act in a professional manner.

Trustees will not intentionally use their position for personal gain or personal prestige. They will fulfill their responsibilities without regard to prejudice, provinciality, partisanship or animosity, thereby bringing credit to the College through conduct in business, social, professional and personal relationships.

6. Trustees will abide by majority decisions of the Board, while retaining the right to seek changes in decisions through ethical and constructive channels. Trustees recognize that a single Board member has no legal authority as an individual and that decisions **may only be made** by a majority vote. Therefore, members will work together to maintain a spirit of cooperation and respect at all times regardless of differences of opinion and individual trustee decisions.

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between the Board President, the Trustees and the District counsel to further discuss the issue.

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El Camino College

Adopted: 4/16/01

Amended:

Replaces Board Policy # 9240