

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



**El Camino Community College District  
Board of Trustees  
Agenda, Monday, December 15, 2008  
Board Room  
4:00 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of November 17, 2008, and the Special Board Meeting of December 2, 2008, Pages 4-7**
- III. Presentations**
  - A. El Camino College Women's Volleyball Team – 2008 California Community College State Champions
  - B. Officer Jeffrey Lewis - Life Saving Recognition
  - C. El Camino College Foundation Annual Report – Rob White, Foundation Board President
- IV. Annual Organizational Meeting, Pages 8 - 15**
  - A. Public Comment
- V. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
  - A. Public Comment
    - 1. Academic Affairs  
*See Academic Affairs Agenda, Pages 16-40*
    - 2. Student and Community Advancement  
*See Student Services Agenda, Pages 41-43*
    - 3. Administrative Services  
*See Administrative Services Agenda, Pages 44-55*
    - 4. *See Measure "E" Bond Fund Agenda, Pages 56-60*

5. *See Human Resources Agenda,  
Pages 61-86*
6. Superintendent/President  
*See Superintendent/President Agenda,  
Pages 87-88*

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

## **VII. Oral Reports**

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

## **VIII. Closed Session**

- A. Pupil-Personnel Matters, Brown Act Section 54957(b)(2)
  1. 1 case
- B. Personnel Matters, Brown Act Section 54957
  1. Public Employee Performance Evaluation – Superintendent/President

## **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, November 17, 2008

The Board of Trustees of the El Camino Community College District met at 4:00 p.m. on Monday, November 17, 2008, in the Board Room at El Camino College.

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

Also present were Dr. Thomas M. Fallo, Superintendent/President; Dr. Francisco Arce, Vice President, Academic Affairs; Ms. Jo Ann Higdon, Vice President, Administrative 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 October 20, 2008

The Minutes of the Regular Board Meeting of October 20, 2008 were approved.

Public Hearing – Reopener Negotiations – El Camino Community College District and the El Camino Classified Employees Local 6142, CFT, AFL-CIO

It was moved by Trustee Beverly, seconded by Trustee Jackson, that a Public Hearing regarding Reopener Negotiations – El Camino Community College District and the El Camino Classified Employees Local 6142, CFT, AFL-CIO be opened. Motion carried. No public comments were made.

The Public Hearing closed at 4:35 p.m. Motion carried.

Public Hearing – Reopener Negotiations – El Camino Community College District and the El Camino College Federation of Teachers Local 1388, AFT, AFL-CIO

It was moved by Trustee Beverly, seconded by Trustee Jackson, that a Public Hearing regarding Reopener Negotiations – El Camino Community College District and the El Camino College Federation of Teachers Local 1388, AFT, AFL-CIO be opened. Motion carried. No public comments were made.

The Public Hearing closed at 4:36 p.m. Motion carried.

### Consent Agenda

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

#### Academic Affairs

Destruction of Records

Out-of-Country Travel

Proposed Curriculum Changes: Effective 2009-2010 Academic Year

#### Student and Community Advancement

Field Trips

Community Education – Fall 2008

Grants

#### Administrative Services

Contracts Under \$72,400

Contracts Over \$72,400

Contract Amendments

Declaration of Surplus Property

Purchase Orders and Blanket Purchase Orders

#### Measure E Bond Fund

Category Budgets and Balances

Contract – S & K Engineering Services – Infrastructure Phase 3

Contract – HMC Architects – Master Architect Services

Bid Award 2008-2 – Digital Networks Group, Inc. – Distance Education Conference Center (DECC)

Change Order – Bromel Construction – Lot H Parking Structure

Retention Reduction – Mel Smith Electric, Inc. – Infrastructure Phase 1

Notice of Job Completion – Mel Smith Electric, Inc. – Infrastructure Phase 1

Purchase Orders and Blanket Purchase Orders

#### Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

New Classification Specifications for Administrator Positions

Revised Classification Specifications for Administrator Position

#### President and Board of Trustees

Travel

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

### International Travel

It is recommended that the Board approve international travel for Leonid Rachman to participate in the American Educational Opportunities 2009 Spring Tour to Macau, Hong Kong, Kuala Lumpur, Singapore, Jakarta, Surabaya, and Bangkok, February 20 – March 8, 2009. The purpose of the trip is to recruit international students. Expenses in the amount of \$18,550 to be paid from International Student Program funds.

Motion carried. Trustee O'Donnell voted no. Student Trustee Yerelian recorded an advisory yes vote.

### Committee of the Whole

A Committee of the Whole was opened at 5:00 p.m. to consider the 2007-2008 Board of Trustee Evaluation and Goals. Committee of the Whole closed at 5:45 p.m.

### Public Comment

Mr. Hayes commented on Surplus Property.

### Adjournment

Meeting adjourned to a Closed Session at 6:40 p.m. Meeting reconvened at 7:50 p.m. and immediately adjourned.

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Maureen O'Donnell, Secretary of the Board

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Thomas M. Fallo, Secretary to the Board

EL CAMINO COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
MINUTES OF THE SPECIAL MEETING OF  
Tuesday December 2, 2008

The Board of Trustees of the El Camino Community College District met at 6:00 p.m. on Tuesday, December 2, 2008, in the Board Room at El Camino College.

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

Dr. Thomas M. Fallo, Superintendent/President, was also present.

Public Comment

Luukia Smith, Sean Donnell, Elizabeth Shadish, and Fred Hoopshire expressed their views on College issues and the President's evaluation and compensation.

Closed Session

Meeting adjourned to a Closed Session at 6:40 p.m.

Adjournment

Meeting reconvened at 9:15 p.m. and immediately adjourned.

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Maureen O'Donnell, Secretary of the Board

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Thomas M. Fallo, Secretary to the Board

## Annual Organizational Meeting

This meeting is called as prescribed in Education Code Section 72125 for the purpose of organizing the Board of Trustees by the (A) election of a president, vice president, and secretary from the members of the Board, (B) select a Board Member as a representative to the Los Angeles County Committee on School District Organization, (C) select a Board Member as a representative to the Los Angeles County School Trustees Association, (D) select a Board Member to serve on the El Camino Community College District Foundation; (E) appoint a Secretary to the Board; and to (F) set the time and place of Board Meetings; (G) (H) (I) establish the order of authority of chief administrative officers in the absence of the Superintendent/President; and to (J) approve signatures on change orders; to approve purchase orders; to approve warrants; to authorize personnel changes. In addition, it is called as a regular meeting.

A. Election of Officers for Period December 15, 2008 through the Annual Organizational Meeting in December, 2009

It is recommended that the Board elect officers for the period December 15, 2008, through the Annual Organizational Meeting in December, 2009.

B. Los Angeles County Committee on School District Organization

The Board is to appoint a representative to the Los Angeles County Committee on School District Organization.

C. Los Angeles County School Trustees Association

The Board is to appoint a representative to the Los Angeles County School Trustees Association for 2008-2009.

D. El Camino Community College District Foundation

It is recommended that the Board appoint a member to serve on the El Camino Community College District Foundation.

E. Secretary to the Board for Period December 15, 2008 through the Annual Organizational Meeting in December, 2009

It is recommended that Thomas M. Fallo be appointed Secretary to the Board for the period December 15, 2008, through the Annual Organizational Meeting in December, 2009.

F. Time, Date and Place of Board Meetings

It is recommended that the Board hold its regular meetings at 4:00 p.m. on the third Monday of each month or as noted below, in the Board Room in the Administration Building at El Camino College. If an El Camino Community College District holiday falls on Monday, the Board meeting will be held on the following Tuesday. Dates for 2009 are as follows:

Tuesday, January 20, 2009	Monday, July 20, 2009
Tuesday, February 17, 2009	Monday, August 17, 2009
Monday, March 16, 2009	Tuesday, September 8, 2009
Monday, April 20, 2009	Monday, October 19, 2009
Monday, May 18, 2009	Monday, November 16, 2009
Monday, June 15, 2009	Monday, December 21, 2009

G. Order of Administrative Authority in Absence of Superintendent/President

It is recommended that a Vice President be appointed to serve as Acting Superintendent/President of the El Camino Community College District in the absence of the Superintendent/President, the following order of authority is to be followed for period December 15, 2008, through the Annual Organizational Meeting in December, 2009:

Francisco M. Arce, Jo Ann Higdon, Barbara Perez, Jeanie Nishime

H. Acting Secretary to the Board of Trustees

In the absence of the Superintendent/President and Secretary to the Board of Trustees during the period December 15, 2008, through the Annual Organizational Meeting in December, 2009, it is recommended that the Vice Presidents serve as Acting Secretary to the Board of Trustees of the El Camino Community College District in the following sequence of authority:

Francisco M. Arce, Jo Ann Higdon, Barbara Perez, Jeanie Nishime

I. Documents Authorized for Signature of Superintendent

It is recommended that the Acting Superintendent be permitted to sign documents authorized for signature of the Superintendent in his absence from the College during the period from December 15, 2008, through the Annual Organizational Meeting in December, 2009.

## J. Signature Authorization

It is recommended that the Board authorize signatures as follows:

### 1. Authority to Sign “A” and “B” Warrants

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; Janice Ely, Business Manager; and to sign “A” and “B” warrants and other documents as authorized by the Board of Trustees, during the period December 15, 2008, through the Annual Organizational Meeting in December, 2009, one signature only being required. Josie Cheung, Accounting Officer authorized for on-line approval of “B” warrants, during the period December 15, 2008, through the Annual Organizational Meeting in December, 2009.

### 2. Authority to Sign Contracts

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; to be authorized to sign contracts during the period December 15, 2008, through the Annual Organizational Meeting in December, 2009, one signature only being required.

### 3. Authority to Sign Purchase Orders

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; to sign purchase orders for all District funds, the Auxiliary Services fund, Trust fund, and all Associated Student funds during the period December 15, 2008, through the Annual Organizational Meeting in December, 2009, one signature only being required.

4. Authority to Sign Purchase Orders for the Bookstore

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; Janice Ely, Business Manager; and Julie Bourlier, Bookstore Director, to sign purchase orders for the bookstore fund during the period December 15, 2008, through the Annual Organizational Meeting in December, 2009, one signature only being required.

5. Authority to Sign Change Orders

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; Rocky Bonura, Director of Business Services; and Janice Ely, Business Manager; be authorized to sign contract change orders during the period of December 15, 2008, through the Annual Organizational Meeting in December, 2009, one signature only being required.

6. Authority to Sign Notices of Employment and Orders for Salary Payments

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President - Human Resources; and Janice Ely, Business Manager; to sign Notices of Employment and Orders for Salary Payments during the period December 15, 2008, through the Annual Organizational Meeting in December, 2009, one signature only being required.

7. Revolving Cash Fund – El Camino Community College District

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; Janice Ely, Business Manager; and Josie Cheung, Accounting Officer, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 15, 2008,

through the Annual Organizational Meeting in December, 2009, two signatures required.

8. Registration Fund

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; and Janice Ely, Business Manager; to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 15, 2008, through the Annual Organizational Meeting in December, 2009, two signatures required.

9. Cash Management Fund

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; and Janice Ely, Business Manager; to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 15, 2008, through the Annual Organizational Meeting in December, 2009, two signatures required.

10. Trust Funds

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; and Janice Ely, Business Manager; to draw money from and issue checks against Trust Funds of El Camino College on deposit in the Bank of America, Hawthorne Branch, during the period December 15, 2008, through the Annual Organizational Meeting in December, 2009, two signatures required.

11. Associated Students Bank Account

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President –

Administrative Services; Barbara Perez, Vice President – Human Resources; and Janice Ely, Business Manager; to draw money from and issue checks against any funds of the Associated Students on deposit in the Bank of America, Hawthorne Branch, during the period December 15, 2008, through the Annual Organizational Meeting in December, 2009, any two signatures required.

12. Bookstore Fund

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; Janice Ely, Business Manager; and Julie Bourlier, Bookstore Director to draw money from and issue checks against any funds of the Bookstore of El Camino College on deposit in the Bank of America, Hawthorne Branch, during the period December 15, 2008, through the Annual Organizational Meeting in December, 2009, any two signatures required.

13. Small Business Development Center Bank Account

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; and Janice Ely, Business Manager; to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 15, 2008, through the Annual Organizational Meeting in December, 2009, two signatures required.

14. El Camino College Business Office Account

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; and Janice Ely, Business Manager; to draw money from and issue checks against funds in the El Camino College Business Office account in the Bank of America, Hawthorne Branch, during the period December 15, 2008, through the Annual Organizational Meeting in December, 2009, two signatures required.

15. Auxiliary Services Fund

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; and Janice Ely, Business Manager; to draw money from and issue checks against funds in the Auxiliary Services account in the Bank of America, Hawthorne Branch, during the period December 15, 2008, through the Annual Organizational Meeting in December, 2009, two signatures required.

16. Dental Self-Insurance Fund, Wells Fargo Bank Account

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; and Janice Ely, Business Manager; to draw money from and issue checks against the Dental Self-Insurance Trust Account with Wells Fargo Bank for up to \$30,000, during the period December 15, 2008, through the Annual Organizational Meeting December, 2009, two signatures required.

17. National Direct/Federal Perkins Student Loan/Nursing Loan Billing Service

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; and Janice Ely, Business Manager; to draw money from and issue checks against any funds deposited in the Student Loan/Nursing Loan Billing Service account in City National Bank, during the period December 15, 2008, through the Annual Organizational Meeting in December, 2009, any two signatures required.

18. Computer Loan Revolving Cash Fund – El Camino Community College District

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; Janice Ely, Business Manager; and Josie Cheung, Accounting Officer; to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 15, 2008, through the Annual Organizational Meeting in December, 2009, two signatures required.

19. El Camino College Self-Insurance Account for Property and Liability – Keenan and Associates

Continue the Self-Insurance Account for Property and Liability with the Union Bank, 21515 Hawthorne Boulevard, Torrance Branch, and that the following be authorized to sign for the account during the period December 15, 2008, through the Annual Organizational Meeting in December, 2009, facsimile signature up to \$5,000 or any two signatures together required.

El Camino College: Thomas M. Fallo, President; Jo Ann Higdon, Vice President – Administrative Services; and Janice Ely, Business Manager.

Keenan and Associates: David J. DeWenter, Chief Operating Officer; David Seres, Chief Financial Officer; Connie Koeller, Director, Financial Analysis; Suleman Moloo, Controller; Arlene La Coste, Claims Manager and Allen Frazier, Senior Vice President.

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

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## **ACADEMIC AFFAIRS**

### **A. INSTRUCTIONAL FIELD TRIP – WINTER 2009**

It is recommended that the Board approve the following instructional field trip for Winter 2009:

January 16-19, 2009 – Professor Matthew Ebner – Geography 20ABCD, estimated students 25, Death Valley and Mojave Desert – depart 7:00 a.m. (1/16), return 6:00 p.m. (1/19) – Van transportation.

### **B. INTERNATIONAL EDUCATION/STUDY ABROAD PROGRAM – WINTER 2009**

It is recommended that the Board approve the following International Education/Study Abroad Programs for Winter 2009:

1. Guadalajara, Mexico – contractor is University of Guadalajara/CEPE, Tomas V. Gomez No. 125, Colonia Ladron de Guevara C.P. 44600, Apdo. Postal 1-2130 C.P. 44100, Guadalajara, Jalisco, Mexico. The contact person is Mr. Jeffry S. Fernandez.

Roundtrip airfare arranged to Guadalajara, Mexico. The agency will be Leonardo World LLC, 9370 Sky Park Court, Suite 230, San Diego, CA 92123. The contact person is Eduard Schmiede.

On-Site Program Director: Dr. Nitza Llado. Her duties as the on-site director will include but not be limited to teaching the following courses: Spanish 1 – Elementary Spanish I; Spanish 24 – Introduction to Spanish and Latin American Language and Cultures. Duties will also include but not be limited to advising students, interacting with Guadalajara travel representatives, and administering the program in Guadalajara, Mexico. Inclusive dates: January 11, 2009 – January 31, 2009.

2. Australia/New Zealand – contractor is Leonardo World LLC, 9370 Sky Park Court, Suite 230, San Diego, CA 92123. The contact person is Eduard Schmiede.

On-Site Program Director: Dr. Arthur Verge. His duties as the on-site director will include but not be limited to teaching the following courses: History 4 – History of Modern Civilization; Political Science 2 – Comparative Politics. Duties will also include but not be limited to advising students, interacting with New Zealand and

Australia travel representatives, and administering the program in New Zealand and Australia. Inclusive dates: January 7, 2009 – January 28, 2009.

## **ACADEMIC AFFAIRS**

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

It is recommended that the Board approve the proposed curriculum revisions, effective the 2009-2010 academic year, as listed below.

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

##### **COURSE REVIEW; CHANGES IN NUMBER, CATALOG DESCRIPTION**

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

1. History ~~32~~ 122 – United States Social History: Cultural Pluralism in America  
This course surveys the role and contributions of ethnic groups and racial minorities to United States history. Emphasis is placed on these groups' cultural interaction with the American way of life from colonial times to the present. Focus will also be given to the ways that race and ethnicity have shaped personal lives, communities, the nation, and international relations.

###### *Recommendation:*

History 122 – United States Social History: Cultural Pluralism in America  
This course surveys the role and contributions of ethnic groups and racial minorities to United States history. Emphasis is placed on these groups' cultural interaction with the American way of life from colonial times to the present. Focus will also be given to the ways that race and ethnicity have shaped personal lives, communities, the nation, and international relations.

##### **NEW DISTANCE EDUCATION COURSE VERSION FOR EXISTING COURSE**

1. History 122 – United States Social History: Cultural Pluralism in America (Online)

##### **CHANGE IN MAJOR**

1. History

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

History 1A, 1B, ~~3~~140, ~~4~~141; three courses from: History 5A, 5B, 8, 9, 12A, 12B, 14A, 14B, 16A, 16B, 17, 18A, 18B, 19, 22, 25, 27, 30, ~~32~~, 37, 122, 152, 178, Political Science ~~1, 2, 3, 5, 6~~

Total Units: 21

## ACADEMIC AFFAIRS

### *Recommendation:*

History 1A, 1B, 140, 141; three courses from: History 5A, 5B, 8, 9, 12A, 12B, 14A, 14B, 16A, 16B, 17, 18A, 18B, 19, 22, 25, 27, 30, 37, 122 152, 178, Political Science 1

Total Units: 21

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

### *Current Status/Proposed Change*

1. Human Development 10 – Strategies for Creating Success in College and in Life  
~~No Transfer UC~~ Proposed Transfer UC

~~This course will provides students with the knowledge, skills and personal/interpersonal awareness necessary for an exploration of cognitive, psychological, social and physical factors influencing success in college and in life. The students will be assisted in the establishment of realistic academic and vocational/career goals and the development of a~~ Topics include personal education plan based on assessment data, self examination, and knowledge of programs and services provided by the college responsibility, critical thinking, motivation, self-efficacy, self-awareness, lifelong learning, self-management, health and wellness, interpersonal communication in a diverse world, and educational planning.

### *Recommendation:*

Human Development 10 – Strategies for Creating Success in College and in Life  
Proposed Transfer UC

This course provides an exploration of cognitive, psychological, social and physical factors influencing success in college and in life. Topics include personal responsibility, critical thinking, motivation, self-efficacy, self-awareness, lifelong learning, self-management, health and wellness, interpersonal communication in a diverse world, and educational planning.

## **DISTANCE EDUCATION COURSE VERSION UPDATES**

1. Human Development 10 – Strategies for Creating Success in College and in Life (Online)
2. Psychology 3 – The Psychology of Thinking (Online)

## ACADEMIC AFFAIRS

### COURSE REVIEW; CHANGE IN CATALOG DESCRIPTION

#### 1. Psychology 3 – The Psychology of Thinking

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

~~This course focuses on the psychological study of the nature of thinking. Its emphasis is on the progressive development and refinement of critical thinking and writing skills. These skills are expressed through the reading and writing of analytic and argumentative essays. Principles are applied from such areas as psycho-physiology, psycho-linguistics, and cognitive related to psychology. The In addition to learning basic skills of logic, students will also learn about the logic of the scientific method and the analysis of experimental designs are also addressed. The key components of common errors of human cognition that impede critical thinking. Emphasis is placed on the application of critical thinking skills to writing effective arguments, are studied as well as various forms of fallacies in reasoning. Formal logic is addressed in the form of categorical syllogisms and conditional logic analyzing the writings of others, and understanding contemporary controversies in psychology.~~

##### *Recommendation:*

This course focuses on the development of critical thinking skills related to psychology. In addition to learning basic skills of logic, students will also learn about the logic of the scientific method and the common errors of human cognition that impede critical thinking. Emphasis is placed on the application of critical thinking skills to writing effective arguments, analyzing the writings of others, and understanding contemporary controversies in psychology.

### NEW COURSES

#### 1. History 152 – History of Latin America through Independence

Units: 3      Lecture: 3 hours      Faculty Load: 20.000%

Recommended Preparation: eligibility for English 1A

Credit, degree applicable; Letter grade

Transfer CSU; Proposed Transfer UC

This course will survey the political, economic, social and cultural development of Latin America from the pre-European contact to the achievement of independence in the early 19<sup>th</sup> century. Topics covered in this course include the Native American world before European conquest, the socioeconomic, political and cultural consequences of contact between Native Americans, Europeans and

Africans, the formation of the colonial order, and the move toward independence from Spanish and Portuguese colonial rule.

## **ACADEMIC AFFAIRS**

2. History 178 – History of China

Units: 3      Lecture: 3 hours      Faculty Load: 20.000%

Recommended Preparation: eligibility for English 1A

Credit, degree applicable; Letter grade

Transfer CSU; Proposed Transfer UC

This course provides an introduction to the political, economic, social, and cultural development of China from earliest times to the present. Topics include Confucianism, Daoism, Buddhism, Western Imperialism, and the Republican and Communist Revolutions.

3. Sociology 108 – Global Perspectives on Race and Ethnicity

Units: 3      Lecture: 3 hours      Faculty Load: 20.000%

Recommended Preparation: eligibility for English 1A, Sociology 101 or Sociology 107 or Anthropology 2

Credit, degree applicable; Letter grade

Transfer CSU; Proposed Transfer UC

In this course students will examine ethnic groups around the world using concepts of race, ethnicity and minority status. Multiple theoretical perspectives will be used to examine the conditions under which certain ethnic groups have been designated with minority group status. Focus is given to the reactions of these groups to this designation, and the patterns of interaction between minority groups and dominant groups. Emphasis is on current situations involving minority-dominant group relations around the world and the historical conditions influencing them.

## **NEW DISTANCE EDUCATION COURSE VERSIONS FOR EXISTING COURSES**

1. History 152 – History of Latin America through Independence (Online)

2. History 178 – History of China (Online)

3. Sociology 108 – Global Perspectives on Race and Ethnicity (Online)

## **BUSINESS DIVISION**

## **INACTIVATE CERTIFICATE OF ACHIEVEMENT**

1. Computer Information Systems, Windows Networking Option

## **ACADEMIC AFFAIRS**

### **INACTIVATE COURSES**

1. Computer Information Systems 46 – Local Area Network System
2. Computer Information Systems 47 – Microsoft Windows Advanced Administration
3. Computer Information Systems 48 – Network Infrastructures in a Windows Environment
4. Computer Information Systems 49 – Directory Services Infrastructures in a Windows Environment
5. Computer Information Systems 83 – Database Administration Using Oracle

### **CHANGE IN MAJOR**

1. Computer Information Systems  
*Current Status/Proposed Change*  
Computer Information Systems 13, 18, 19; one of the following groups:  
Computer Information Systems 26 and 28 ~~OR 46 and 47~~ OR 140 and 141; two of the following courses: Computer Information Systems 16, ~~17~~, 27, 29, 30, 80, ~~83~~, 133, 134, 142, 143  
Total Units: 21-22

#### *Recommendation:*

Computer Information Systems 13, 18, 19; one of the following groups:  
Computer Information Systems 26 and 28 OR 140 and 141; two of the following courses: Computer Information Systems 16, 27, 29, 30, 80, 133, 134, 142, 143  
Total Units: 21-22

### **CHANGE IN CERTIFICATE OF ACHIEVEMENT**

1. Computer Information Systems  
*Current Status/Proposed Change*  
Microcomputer Applications Option:

A minimum of 12 Computer Information Systems units must be completed at El Camino College and a grade point average of 3.0 (B) is necessary in the required 30-34 units.

## ACADEMIC AFFAIRS

Computer Information Systems 13, 18, 26, 28, 40; one course from: Computer Information Systems 16, 133; ~~three~~ two courses from: Computer Information Systems 27, 29, ~~46, 80, 83, 133,~~ 134; ~~one~~ two courses from: Business 55, Computer Information Systems 11, 19, 30  
Total Units: 30-~~33~~ 34

### *Recommendation:*

#### Microcomputer Applications Option:

A minimum of 12 Computer Information Systems units must be completed at El Camino College and a grade point average of 3.0 (B) is necessary in the required 30-34 units.

Computer Information Systems 13, 18, 26, 28, 40; one course from: Computer Information Systems 16, 133; two courses from: Computer Information Systems 27, 29, 133, 134; two courses from: Business 55, Computer Information Systems 11, 19, 30

Total Units: 30-34

#### Microcomputer Support and Network Management Option:

A minimum of 12 Computer Information Systems units must be completed at El Camino College and a grade point average of 3.0 (B) is necessary in the required 33-34 units.

Computer Information Systems 13, 19, 40, 140, 141, 142, 143; four courses from the following: Computer Information Systems 16, 18, 28, 29, 80, ~~83~~; ~~one of the following groups: Computer Information Systems 140, 141, 142, and 143 OR Computer Information Systems 46, 47, 48, and 49~~

Total Units: 33-34

### *Recommendation:*

#### Microcomputer Support and Network Management Option:

A minimum of 12 Computer Information Systems units must be completed at El Camino College and a grade point average of 3.0 (B) is necessary in the required 33-34 units.

Computer Information Systems 13, 19, 40, 140, 141, 142, 143; four courses from the following: Computer Information Systems 16, 18, 28, 29, 80

Total Units: 33-34

Web Programming Option:

A minimum of twelve Computer Information Systems units must be completed at El Camino College and a grade point average of 3.0 (B) is necessary in the required 17-18 units.

## ACADEMIC AFFAIRS

Computer Information Systems 30, 133, 134; two courses from: Business 12, Computer Information Systems 28, Law 4 or 5 or 31

Total Units: 17-18

*Recommendation:*

Web Programming Option:

A minimum of twelve Computer Information Systems units must be completed at El Camino College and a grade point average of 3.0 (B) is necessary in the required 17-18 units.

Computer Information Systems 30, 133, 134; two courses from: Business 12, Computer Information Systems 28, Law 4 or 5 or 31

Total Units: 17-18

## FINE ARTS DIVISION

### NEW COURSES

1. Art 43abcd – Graphic Design

Units: 3      Lecture: 2 hours      Lab: 4 hours      Faculty Load: 33.333%

Recommended Preparation: one semester of Art 37ab with a minimum grade of C or equivalent or one semester of Art 141abcd with a minimum grade of C; and eligibility for English 84

Credit, degree applicable; Letter grade

Transfer CSU; Proposed Transfer UC

This course is an introduction to the concepts and processes of graphic design. Emphasis is placed on the study of graphic design, students' work with computers in raster, vector graphics, and page layout software, as well as with traditional art and design media. Problem-solving skills and the creative design process are emphasized through digital imaging, typography, identify design and page layout.

2. Art 109 – Contemporary Art in World Cultures

Units: 3      Lecture: 3 hours      Faculty Load: 20.000%

Recommended Preparation: eligibility for English 1A

Credit, degree applicable; Letter grade

Transfer CSU; Proposed Transfer UC

In this international survey of contemporary art, students study recent works by artists from different geographic regions of the world. Emphasis is placed on artworks that reflect changes to world cultures resulting from globalization and that capture the interconnections among world cultures and individuals from a

## **ACADEMIC AFFAIRS**

humanistic perspective. Using a comparative and transnational framework, students identify commonalities and differences in the way diverse cultures and individuals are affected by and respond to global change.

### **3. Music 3 – Introduction to Music Theory**

Units: 3      Lecture: 3 hours      Faculty Load: 20.000%

Enrollment Limitation: ability to read music notation (treble or bass clef and rhythm/meter)

Credit, degree applicable; Letter grade

Transfer CSU; Proposed Transfer UC

This course is designed for students who read music but have little or no background in music theory. Emphasis is placed on music notation, the piano keyboard, rhythm and meter, major and minor scales and key signatures, intervals, chords, musicianship, and corresponding aural skills.

## **NEW DISTANCE EDUCATION COURSE VERSION FOR EXISTING COURSE**

### **1. Art 109 – Contemporary Art in World Cultures (Online)**

## **HEALTH SCIENCES AND ATHLETICS DIVISION**

### **NEW COURSES**

#### **1. Nursing 128 – Maternal Infant Vocational Nursing**

Units: 2.5      Lecture: 1.5 hours      Lab: 3 hours      Faculty Load: 25.00%

Prerequisite: Nursing 126 with a minimum grade of C

Enrollment Limitation: admission to the Vocational Nursing Program

Credit, degree applicable; Letter grade

This course provides instruction and clinical practice in nursing care related to the normal developmental phases and most common problems of the childbearing family. Byrne and Thompson's theory of nursing and the nursing process serve as frameworks to analyze and plan for normal childbearing experiences.

2. Nursing 129 – The Childrearing Family for Vocational Nurses  
Units: 2.5    Lecture: 1.5 hours    Lab: 3 hours    Faculty Load: 25.00%  
Prerequisite: Nursing 126 with a minimum grade of C  
Enrollment Limitation: admission to the Vocational Nursing Program  
Credit, degree applicable; Letter grade

## **ACADEMIC AFFAIRS**

This course provides instruction and clinical practice in nursing care related to the normal developmental phases and most common problems of the childrearing family. Byrne and Thompson's theory of nursing and the nursing process serve as frameworks to analyze and plan nursing promotion of normal childhood health and development. Clinical practice sites include ambulatory care clinics and community agencies.

3. Nursing 130 – Advanced Vocational Nursing I  
Units: 7    Lecture: 3.5 hours    Lab: 10.5 hours    Faculty Load: 75.83%  
Prerequisite: Nursing 129 with a minimum grade of C  
Enrollment Limitation: admission to the Vocational Nursing Program  
Credit, degree applicable; Letter grade

This course provides instruction and clinical practice in advanced vocational nursing. Byrne and Thompson's basic human needs theory of nursing and the nursing process are integrated and applied to assist clients with problems associated with physical integrity needs, affiliative and sexual needs, mental health problems and other common related issues. Clinical practice sites include in-patient, out-patient, and community based health care agencies.

4. Nursing 132 – Advanced Vocational Nursing II  
Units: 7    Lecture: 3.5 hours    Lab: 10.5 hours    Faculty Load: 75.83%  
Prerequisite: Nursing 130 with a minimum grade of C  
Enrollment Limitation: admission to the Vocational Nursing Program  
Credit, degree applicable; Letter grade

This course provides instruction and clinical practice in leadership within the vocational nursing scope of practice. Content includes nursing theory and the leadership and management skills needed to care for groups of stable patients with complex health care needs. Practice sites include long-term care facilities, ambulatory care facilities, and other community health care agencies.

5. Physical Education 409abcd – Adapted Yoga  
Units: 1    Lab: 3hours    Faculty Load: 13.635%  
Credit, degree applicable; Letter grade; Pass/No Pass  
Transfer CSU; Proposed Transfer UC

This course is designed for students with disabilities. Emphasis is placed on personalized programs to meet each student's abilities. Improvements in core strength, flexibility, balance, relaxation, and stress reduction through mind and body integration will be stressed. Yoga postures (asanas) will be introduced and

## ACADEMIC AFFAIRS

modified when necessary. Breathing patterns while performing the asanas will be emphasized. This course will give the student both the knowledge and practice to move toward improved health and greater mind and body awareness.

### **PROGRAM DESCRIPTION; CHANGE IN PROGRAM PREREQUISITES; NEW MAJOR**

#### 1. Vocational Nursing

In the Vocational Nursing Program, students acquire the skills to function as first level licensed nurses (Licensed Vocational Nurses) providing nursing care for stable clients in a variety of long-term health care settings. Successful completers of the program are eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Program completers must pass the NCLEX-PN examination and meet all other requirements of the state board of nursing in order to obtain a license to practice vocational nursing. Students who complete the Associate Degree requirements are prepared for more rapid advancement in vocational nursing and for further education in the nursing profession. Program assessment is conducted by monitoring student success rates on the NCLEX-PN examination.

Program prerequisites:

High School Graduation or equivalent

Cumulative GPA 2.0 in all college work

Eligibility for English 1A

Eligibility for Mathematics 73 or 80

~~Anatomy 30, Nursing 103 or current certification as a State of California Certified Nursing Assistant, Nursing 124,151, Nutrition and Foods 11~~

Course requirements: Nursing 125, 126, 127, 128, 129, 130, 131, 132, 133

Total Units: 37

The following courses must be completed at El Camino College: Nursing 130, 131, 132, 133

Total units: 16

Other Requirements: Psychology 5, Mathematics 73 or 80, English 1A

*Recommendation:*

Program Prerequisites:

High School Graduation or equivalent  
Cumulative GPA 2.0 in all college work  
Eligibility for English 1A  
Eligibility for Mathematics 73 or 80

**ACADEMIC AFFAIRS**

Anatomy 30, Nursing 103, Nursing 124,151, Nutrition and Foods 11  
Course requirements: Nursing 125, 126, 127, 128, 129, 130, 131, 132, 133  
Total Units: 37  
The following courses must be completed at El Camino College: Nursing 130,  
131, 132, 133  
Total units: 16  
Other Requirements: Psychology 5, Mathematics 73 or 80, English 1A

**NEW CERTIFICATE OF ACHIEVEMENT**

1. Vocational Nursing

In the Vocational Nursing Program, students acquire the skills to function as first level licensed nurses (Licensed Vocational Nurses) providing nursing care for stable clients in a variety of long-term health care settings. Successful completers of this program are eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Program completers must pass the NCLEX-PN examination and meet all other requirements of a state board of nursing in order to obtain a license to practice vocational nursing. Students who complete the Associate Degree requirements are prepared for more rapid advancement in vocational nursing and for further education in the nursing profession. Program assessment is conducted by monitoring student success rates on the NCLEX-PN.

Anatomy 30, Nursing 103, 124, 151, Nutrition and Foods 11, Nursing 125, 126, 127, 128, 129, 130, 131, 132, 133  
Total Units: 52  
The following courses must be taken at El Camino College: Nursing 130, 131, 132, 133  
Total Units: 16  
Other requirements:  
High School Graduation or equivalent  
Cumulative GPA of 2.0 in all college work  
Eligibility for English 1A  
Eligibility for Mathematics 73 or 80

## ACADEMIC AFFAIRS

### HUMANITIES DIVISION

#### COURSE REVIEW; CHANGE IN CATALOG DESCRIPTION

1. Chinese 21ab – Beginning Conversational Chinese

This course is designed to develop competency in oral expression, oral comprehension, and conversational strategies. Students will learn how to converse in various situations such as business, travel, and dining within the context of Chinese culture.

*Recommendation:*

This course is designed to develop competency in oral expression, oral comprehension, and conversational strategies. Students will learn how to converse in various situations such as business, travel, and dining within the context of Chinese culture.

#### COURSE REVIEW

1. French 2 – Elementary French II

1. French 3 – Intermediate French I

3. French 4 – Intermediate French II

4. French 5 – Advanced French I

5. French 6 – Advanced French II

6. German 2 – Elementary German II

1. Italian 2 – Elementary Italian II

8. Japanese 2 – Elementary Japanese II

9. Japanese 3 – Intermediate Japanese I

10. Japanese 4 – Intermediate Japanese II

11. Spanish 2 – Elementary Spanish II

## **ACADEMIC AFFAIRS**

12. Spanish 3 – Intermediate Spanish I

13. Spanish 4 – Intermediate Spanish II

14. Spanish 5 – Advanced Spanish I

15. Spanish 6 – Advanced Spanish II

## **INDUSTRY AND TECHNOLOGY DIVISION**

### **NEW COURSES**

1. Engineering Technology 10A – Principles of Engineering Technology I  
Units: 1.5      Lecture: 1 hour      Lab: 2 hours      Faculty Load: 16.67%  
Credit, degree applicable; Letter grade; Transfer CSU

This is the first of two courses in which students will explore technology systems and engineering processes to learn how math, science, and technology impact our society. The topics introduced include the design process, communication, documentation, and engineering systems.

Note: The two course sequence Engineering Technology 10A and Engineering Technology 10B is the same as Engineering Technology 10.

2. Engineering Technology 10B – Principles of Engineering Technology II  
Units: 1.5      Lecture: 1 hour      Lab: 2 hours      Faculty Load: 16.67%  
Recommended Preparation: Engineering Technology 10A  
Credit, degree applicable; Letter grade; Transfer CSU

This is the second of two courses in which students will explore technology systems and engineering processes to learn how math, science, and technology impact our society. The topics introduced include statics, properties of materials, quality assurance, materials testing, and engineering for reliability.

Note: The two course sequence Engineering Technology 10A and Engineering Technology 10B is the same as Engineering Technology 10.

3. Engineering Technology 12A – Introduction to Engineering Design I  
Units: 1.5                      Lecture: 1 hour      Lab: 2 hours      Faculty Load: 16.67%  
Credit, degree applicable; Letter grade; Transfer CSU  
This is the first of two courses in which students will gain a basic understanding of the design process used in engineering fields and the application of computer

## **ACADEMIC AFFAIRS**

modeling software. Emphasis is placed on the design process, geometric relationships, visualization, and technical sketching.

Note: The two course sequence Engineering Technology 12A and Engineering Technology 12B is the same as Engineering Technology 12.

4. Engineering Technology 12B – Introduction to Engineering Design II  
Units: 1.5                      Lecture: 1 hour      Lab: 2 hours      Faculty Load: 16.67%  
Recommended Preparation: Engineering Technology 12A  
Credit, degree applicable; Letter grade; Transfer CSU  
This is the second of two courses in which students will gain a basic understanding of the design process used in engineering fields and the application of computer modeling software. Emphasis is placed on, modeling, model documentation, assemblies, and production processes.  
Note: The two course sequence Engineering Technology 12A and Engineering Technology 12B is the same as Engineering Technology 12.
5. Engineering Technology 14A – Electronics for Engineering Technologists I  
Units: 1.5                      Lecture: 1 hour      Lab: 2 hours      Faculty Load: 16.67%  
Credit, degree applicable; Letter grade; Transfer CSU  
This is the first of two courses in which students are introduced to the application of electronics in engineering technology. The topics studied include safety, Ohm's Law, engineering notation, DC circuits, capacitance, inductance, reactance, and impedance. Techniques in computer simulation and electrical measurements will be stressed.  
Note: The two course sequence Engineering Technology 14A and Engineering Technology 14B is the same as Engineering Technology 14.
6. Engineering Technology 14B – Electronics for Engineering Technologists II  
Units: 1.5                      Lecture: 1 hour      Lab: 2 hours      Faculty Load: 16.67%  
Recommended Preparation: Engineering Technology 14A  
Credit, degree applicable; Letter grade; Transfer CSU  
This is the second of two courses in which students are introduced to the application of electronics in engineering technology. The topics studied include safety, analog and digital waveforms, basic motors, number systems, logic gates,

Boolean algebra, flip-flops, shift registers, and micro-processors. Techniques in computer simulation and electrical measurements will be stressed.

Note: The two course sequence Engineering Technology 14A and Engineering Technology 14B is the same as Engineering Technology 14.

## ACADEMIC AFFAIRS

7. Engineering Technology 16A – Computer Integrated Manufacturing I  
Units: 1.5            Lecture: 1 hour    Lab: 2 hours    Faculty Load: 16.67%  
Recommended Preparation: Engineering Technology 10 or 10A and 10B, Engineering Technology 12 or 12A and 12B  
Credit, degree applicable; Letter grade; Transfer CSU  
This is the first of two courses that cover the integration of engineering technology principles and automation in manufacturing environments. The topics covered include machine tool operations, simulations, and robotics.  
Note: The two course sequence Engineering Technology 16A and Engineering Technology 16B is the same as Engineering Technology 16.
  
8. Engineering Technology 16B – Computer Integrated Manufacturing II  
Units: 1.5            Lecture: 1 hour    Lab: 2 hours    Faculty Load: 16.67%  
Recommended Preparation: Engineering Technology 10 or 10A and 10B, Engineering Technology 12 or 12A and 12B, Engineering Technology 16A  
Credit, degree applicable; Letter grade; Transfer CSU  
This is the second of two courses that cover the integration of engineering technology principles and automation in manufacturing environments. Students will create three-dimensional designs with modeling software and produce actual components of their designs on computer numerically controlled (CNC) machine tools. Additional topics covered include simulations, rapid prototyping (RP), and manufacturing systems.  
Note: The two course sequence Engineering Technology 16A and Engineering Technology 16B is the same as Engineering Technology 16.
  
9. Engineering Technology 18A – Engineering Design and Development I  
Units: 1.5            Lecture: 1 hour    Lab: 2 hours    Faculty Load: 16.67%  
Prerequisite: Engineering Technology 12 or 12A and 12B, Engineering Technology 14 or 14A and 14B, and    Engineering Technology 16 or 16A and 16B with a minimum grade of C  
Credit, degree applicable; Letter grade; Transfer CSU  
This is the first course in a two course sequence that covers engineering design and development concepts. In this capstone course, teams of students will work together to design and construct solutions to engineering problems. Emphasis will

be placed on research methods, design problem statements, continuous improvement, cost analysis, and prototyping. Knowledge gained will be applied to a design solution of a problem assigned in the capstone project.

Note: The two course sequence Engineering Technology 18A and Engineering Technology 18B is the same as Engineering Technology 18

## ACADEMIC AFFAIRS

10. Engineering Technology 18B – Engineering Design and Development II  
Units: 1.5            Lecture: 1 hour    Lab: 2 hours    Faculty Load: 16.67%  
Prerequisite: Engineering Technology 18A with a minimum grade of C  
Credit, degree applicable; Letter grade; Transfer CSU  
This is the second course in a two course sequence that covers engineering design and development. In this capstone course, teams of students will work together to design and construct solutions to engineering problems. Emphasis will be placed on testing methods, project construction, project presentation, and professional peer review.  
Note: The two course sequence Engineering Technology 18A and Engineering Technology 18B is the same as Engineering Technology 18
  
11. Manufacturing Technology 75A – Integrated Robotic and Automated Technologies I  
Units: 1.5            Lecture: 1 hour    Lab: 2 hours    Faculty Load: 16.67%  
Recommended Preparation: Electronics and Computer Hardware Technology 11, Manufacturing Technology 70  
Credit, degree applicable; Letter grade; Transfer CSU  
This is the first course in a two course sequence that covers robotic and automation applications with emphasis on electronics theory, electro-mechanical fabrication, motors, and drive trains. Students will construct, program, and test a vehicular or process robot.  
Note: The two course sequence Manufacturing Technology 75A and 75B is the same as Manufacturing Technology 75.
  
12. Manufacturing Technology 75B – Integrated Robotic and Automated Technologies II  
Units: 1.5            Lecture: 1 hour    Lab: 2 hours    Faculty Load: 16.67%  
Recommended Preparation: Electronics and Computer Hardware Technology 11, Manufacturing Technology 70, 75A  
Credit, degree applicable; Letter grade; Transfer CSU  
This is the second course in a two course sequence that covers robotic and automation applications with emphasis on imbedded electronics, micro-controller programming, sensors, manufacturing materials and processes. Students will

construct, program, and test a vehicular or process robot to satisfy instructor assigned goals or tasks.

Note: The two course sequence Manufacturing Technology 75A and 75B is the same as Manufacturing Technology 75.

## ACADEMIC AFFAIRS

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

1. Machine Tool Technology 11abcd – Numerical Control Graphics Programming with CATIA

*Current Status/Proposed Change*

~~Prerequisite: Computer Aided Design/Drafting 31abcd with a minimum grade of C~~

Recommended Preparation: Computer Aided Design/Drafting ~~32abcd~~ 31abcd and Machine Tool Technology ~~13A~~ 101abcd

This is ~~an intermediate~~ a course in computer aided numerical control programming emphasizing interactive computer graphics with CATIA (\*registered trade mark of Dassault Systems). Concepts explored include interactive geometry and surface construction, tool motion created using Prismatic Machining and Multi-Axis Surface Milling functions, graphic editing, graphic output, repetitive programming, and complex surface machining for three, four, and five axis machining centers.

*Recommendation:*

Recommended Preparation: Computer Aided Design/Drafting 31abcd and Machine Tool Technology 101abcd

This is a course in computer aided numerical control programming emphasizing interactive computer graphics with CATIA (\*registered trade mark of Dassault Systems). Concepts explored include interactive geometry and surface construction, tool motion created using Prismatic Machining and Multi-Axis

Surface Milling functions, graphic editing, graphic output, repetitive programming, and complex surface machining for three, four, and five axis machining centers.

### **DISTANCE EDUCATION COURSE VERSION UPDATE**

1. Machine Tool Technology 11abcd – Numerical Control Graphics Programming with CATIA (Online)

## **CHANGE IN MAJOR**

1. Engineering Technology  
*Current Status/Proposed Change*

## **ACADEMIC AFFAIRS**

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

Engineering Technician Option: (pending approval by the California Community Colleges System Office):

Engineering Technology 10 or 10A and 10B, 12 or 12A and 12B, 14 or 14A and 14B, 16 or 16A and 16B, Machine Tool Technology 101abcd, Technical Mathematics 1; three courses from the following: Engineering Technology 18 or 18A and 18B, Machine Tool Technology 16ab\*, Computer Aided Design/Drafting 26abcd\*, 27abcd\*, 28abcd\*, Electronics and Computer Hardware Technology 22, Manufacturing Technology 70, 75 or 75A and 75B, Welding 15ab\*

(\*one semester of)

Total Units: 25-28

Engineering Technology Option: (pending approval by the California Community Colleges System Office):

Engineering Technology 10 or 10A and 10B, 12 or 12A and 12B, 14 or 14A and 14B, 16 or 16A and 16B, Chemistry 1A, Mathematics 190, Physics 2A; two courses from the following: Computer Information Systems 13, Electronics and Computer Hardware Technology 110, Engineering 1, 9, Engineering Technology 18 or 18A and 18B, Machine Tool Technology 101abcd, Manufacturing Technology 70, 75 or 75A and 75B

Total Units: 30-33

### *Recommendation:*

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

Engineering Technician Option: (pending approval by the California Community Colleges System Office):

Engineering Technology 10 or 10A and 10B, 12 or 12A and 12B, 14 or 14A and 14B, 16 or 16A and 16B, Machine Tool Technology 101abcd, Technical Mathematics 1; three courses from the following: Engineering Technology 18 or 18A and 18B, Machine Tool Technology 16ab\*, Computer Aided Design/Drafting

26abcd\*, 27abcd\*, 28abcd\*, Electronics and Computer Hardware Technology 22, Manufacturing Technology 70, 75 or 75A and 75B, Welding 15ab\*  
(\*one semester of)  
Total Units: 25-28

Engineering Technology Option: (pending approval by the California Community Colleges System Office):

## **ACADEMIC AFFAIRS**

Engineering Technology 10 or 10A and 10B, 12 or 12A and 12B, 14 or 14A and 14B, 16 or 16A and 16B, Chemistry 1A, Mathematics 190, Physics 2A; two courses from the following: Computer Information Systems 13, Electronics and Computer Hardware Technology 110, Engineering 1, 9, Engineering Technology 18 or 18A and 18B, Machine Tool Technology 101abcd, Manufacturing Technology 70, 75 or 75A and 75B  
Total Units: 30-33

## **CHANGE IN CERTIFICATE OF ACHIEVEMENT**

### **1. Engineering Technology**

#### *Current Status/Proposed Change*

A Certificate of Achievement will be granted to students completing the requirements in either the Engineering Technician or Engineering Technology options. At least 50% of the courses for the Certificate of Achievement must be completed at El Camino College.

Engineering Technician Option: (pending approval by the California Community Colleges System Office):

Engineering Technology 10 or 10A and 10B, 12 or 12A and 12B, 14 or 14A and 14B, 16 or 16A and 16B, Machine Tool Technology 101abcd, Technical Mathematics 1; three courses from the following: Engineering Technology 18 or 18A and 18B, Machine Tool Technology 16ab\*, Computer Aided Design/Drafting 26abcd\*, 27abcd\*, 28abcd\*, Electronics and Computer Hardware Technology 22, Manufacturing Technology 70, 75 or 75A and 75B, Welding 15ab\*  
(\*one semester of)

Total Units: 25-28

Engineering Technology Option: (pending approval by the California Community Colleges System Office):

Engineering Technology 10 or 10A and 10B, 12 or 12A and 12B, 14 or 14A and 14B, 16 or 16A and 16B, Chemistry 1A, Mathematics 190, Physics 2A; two courses from the following: Computer Information Systems 13, Electronics and Computer Hardware Technology 110, Engineering 1, 9, Engineering Technology

18 or 18A and 18B, Machine Tool Technology 101abcd, Manufacturing Technology 70, 75 or 75A and 75B  
Total Units: 30-33

*Recommendation:*

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

## ACADEMIC AFFAIRS

Engineering Technician Option: (pending approval by the California Community Colleges System Office):

Engineering Technology 10 or 10A and 10B, 12 or 12A and 12B, 14 or 14A and 14B, 16 or 16A and 16B, Machine Tool Technology 101abcd, Technical Mathematics 1; three courses from the following: Engineering Technology 18 or 18A and 18B, Machine Tool Technology 16ab\*, Computer Aided Design/Drafting 26abcd\*, 27abcd\*, 28abcd\*, Electronics and Computer Hardware Technology 22, Manufacturing Technology 70, 75 or 75A and 75B, Welding 15ab\*

(\*one semester of)

Total Units: 25-28

Engineering Technology Option: (pending approval by the California Community Colleges System Office):

Engineering Technology 10 or 10A and 10B, 12 or 12A and 12B, 14 or 14A and 14B, 16 or 16A and 16B, Chemistry 1A, Mathematics 190, Physics 2A; two courses from the following: Computer Information Systems 13, Electronics and Computer Hardware Technology 110, Engineering 1, 9, Engineering Technology 18 or 18A and 18B, Machine Tool Technology 101abcd, Manufacturing Technology 70, 75 or 75A and 75B

Total Units: 30-33

Title 5 regulations regarding Cooperative Work Experience Education (formerly Cooperative Career Education) courses were changed. Therefore, course review was conducted to ensure compliance with these new regulations. Enrollment limitations were revised requiring students to enroll by the second week of the semester. The catalog descriptions were revised for clarity, incorporating Title 5 changes.

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

1. Administration of Justice 95/96abcd - Cooperative Work Experience Education

2. Air Conditioning and Refrigeration 95abcd - Cooperative Work Experience Education
3. Anthropology 96abcd – Cooperative Work Experience Education
4. Architecture 96abcd - Cooperative Work Experience Education

## **ACADEMIC AFFAIRS**

5. Art 96abcd - Cooperative Work Experience Education
6. Automotive Collision Repair/Painting 95abcd - Cooperative Work Experience Education
7. Automotive Technology 95abcd - Cooperative Work Experience Education
8. Biology 96abcd - Cooperative Work Experience Education
9. Business 95abcd – Cooperative Work Experience Education (Banking and Finance)
10. Business 95/96abcd – Cooperative Work Experience Education (Business Management/Marketing)
11. Business 95abcd – Cooperative Work Experience Education (Office Administration)
12. Business 95/96abcd - Cooperative Work Experience Education (Accounting)
13. Business 96abcd - Cooperative Work Experience Education (Business Administration)
14. Child Development 95/96abcd – Cooperative Work Experience Education
15. Computer Aided Design/Drafting 95abcd - Cooperative Work Experience Education
16. Computer Information Systems 95/96abcd - Cooperative Work Experience Education
17. Construction Technology 95abcd - Cooperative Work Experience Education

18. Contemporary Health 96abcd - Cooperative Work Experience Education
19. Cosmetology 95abcd - Cooperative Work Experience Education
20. Dance 96abcd - Cooperative Work Experience Education

## **ACADEMIC AFFAIRS**

21. Electronics and Computer Hardware Technology 95abcd - Cooperative Work Experience Education
22. Environmental Technology 95abcd - Cooperative Work Experience Education
23. Fashion 95abcd - Cooperative Work Experience Education
24. Film/Video 95abcd - Cooperative Work Experience Education
25. Fire and Emergency Technology 95abcd - Cooperative Work Experience Education
26. Horticulture 95abcd - Cooperative Work Experience Education
27. Human Development 95ab – Cooperative Work Experience Education
28. Journalism 96abcd – Cooperative Work Experience Education
29. Law 95abcd - Cooperative Work Experience Education (Legal Assistant)
30. Machine Tool Technology 95abcd - Cooperative Work Experience Education
31. Music 96abcd - Cooperative Work Experience Education
32. Nursing 95/96abcd - Cooperative Work Experience Education
33. Psychology 96abcd – Cooperative Work Experience Education
34. Quality Assurance 95abcd - Cooperative Work Experience Education
35. Radiologic Technology 96abcd - Cooperative Work Experience Education

- 36. Recreation 96abcd - Cooperative Work Experience Education
- 37. Real Estate 95/96abcd - Cooperative Work Experience Education
- 38. Respiratory Care 95/96abcd - Cooperative Work Experience Education
- 39. Sign Language/Interpreter Training 95abcd - Cooperative Work Experience Education

**ACADEMIC AFFAIRS**

- 40. Sociology 96abcd – Cooperative Work Experience Education
- 41. Theatre 95abcd - Cooperative Work Experience Education
- 42. Welding 95abcd - Cooperative Work Experience Education

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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. FIELD TRIP

It is recommended that the Board approve the following student field trip sponsored by the El Camino College Compton Educational Transfer Center. The purposes of the trip are to enhance transition services, increase the number of transfers, affirm the emphasis on the transfer of underrepresented students and provide students with an opportunity to visit UC and CSU campuses in northern California.

Northern California Universities – Elizabeth Martinez and Macheo Shabaka  
April 13-17, 2009 – UC Berkeley, Berkeley, California, UC Santa Cruz, Santa Cruz, California, UC Davis, Davis, California, CSU Sacramento, Sacramento, CSU San Jose, San Jose, California, and CSU San Francisco, San Francisco, California. Estimated students 35. Depart 9:30am on April 13, 2009 and return at 1:00am on April 17, 2009. Expenses in the amount of \$5,197.64 to be paid from the Compton Educational Center Transfer Center account. Transportation by bus.

### B. GRANT - INFORMATION

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

U.S. Department of Labor, Community-Based Job Training (CBJT) Program – Aerospace Fastener Manufacturing Training Alliance (AFMTA). The El Camino Community College District's Aerospace Fastener Manufacturing Training Alliance is designed to meet the regional workforce challenges in Los Angeles County, Orange County and the Inland Empire's growing aerospace fastener manufacturing industry. The Alliance consists of several aerospace groups and various Workforce Investment Boards within the South Bay area. All partners are fully committed to investing in the development and delivery of the Alliance. The Alliance activities will be centrally located on the El Camino College Compton Educational Center Campus. El Camino Community College District has taken the lead in bringing together the Alliance of Industry Partners and has contributed the District match in-kind share. Other entities who have been supportive and contributed in like manner are the project partners and Workforce Investment Boards. All have indicated contributions in the following areas: staff time (project administration activities, curriculum development, and Advisory Board activities/focus groups), training dollars, use of the Compton Educational Center facilities, and facility maintenance costs; Workforce Investment Board (WIB) training dollars for program participants and the use of company facilities for training activities; and generated revenue from ETP/contract training of 300 students.  
Project Director: Mr. David Gonzales.

**STUDENT AND COMMUNITY ADVANCEMENT**

Amount of Grant Funding from Granting Agency	\$1,999,938
Amount of Match (In-kind: staff, equipment, WIB dollars)	<u>3,372,674</u>
Total Amount of Grant	\$5,372,613
Indirect Rate:	\$76,921 (4%)
Performance Period:	April 1, 2009 through March 31, 2012.

**C. GRANTS - ACCEPTANCE**

It is recommended that the Board accept the following grants:

1. California Community Colleges Economic and Workforce Development – Entrepreneurship Career Pathways Projects (Youth Entrepreneur Program). This is a continuation of a previously-funded, augmentation to the Center for International Trade Development grant. The purpose of the project is to replace misconceptions of vocational education and blue collar jobs with increased youth awareness of self-employment as a legitimate lifetime career path and youth aspirations to create their businesses that will provide them with a living wage. Project Director: Mr. Maurice Kogon

Amount of Grant Funding from Granting Agency	\$50,000
Amount of College match	<u>-0-</u>
Total Amount of Grant	\$50,000
Indirect Rate	\$1,923 (4%)
Performance Period:	December 1, 2008 through January 31, 2010.

2. Chancellor’s Office – Mathematics, Engineering, Science Achievement Program (MESA) –Fund for Student Success (FSS). Funds will be used to continue to support the needs of the growing rate of financially and educationally disadvantaged students. Funding will be used to support the El Camino MESA Center headquarters which provides a general student area for students and a quiet/multipurpose conference room where presentations/workshops are held for students. The funds will also be used to update computers, software programs and other equipment that will facilitate student study and resource accessibility. Project Director: Mr. Arturo Hernandez

Amount of Grant Funding From Granting Agency	\$ 73,033
Amount of College Match (Cash)	<u>128,874</u>
Total Amount of Grant	\$201,907
Indirect Rate	\$2,808.96 (4%)
Performance Period:	July 1, 2008 through June 30, 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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## Administrative Services

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

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** ALL ACCESS STAGING & PRODUCTIONS  
Services: Receive twenty-four (24) hours of training in Team Leadership.  
Requesting Dept.: Workplace Learning Resource Center (WpLRC)  
Date(s): 12/16/08 – 2/27/09  
Financial Terms: Projected gross income \$6,000. Course is self-supporting.
  
2. **CONTRACTOR:** CEDARS-SINAI MEDICAL CENTER  
Services: Provide clinical experience for students enrolled in the District's nursing program.  
Requesting Dept.: Nursing Dept/Health Sciences & Athletics  
Date(s): 11/1/08 – 10/31/09 (one year renewal terms)  
Financial Terms: No cost to the District
  
3. **CONTRACTOR:** DEL AMO HOSPITAL  
Services: Provide clinical experience for students enrolled in the District's nursing program.  
Requesting Dept.: Nursing Dept/Health Sciences & Athletics  
Date(s): 11/1/08 – 10/31/09 (annual one-year renewal terms)  
Financial Terms: No cost to the District
  
4. **Contractor:** F-1 VISA EDUCATIONAL AGENCIES (Listed below)  
Services: Recruit F-1 Visa Students for El Camino College.  
Requesting Dept.: Admissions – International Student Program  
Dates: 7/1/08 – 6/30/13  
Financial Terms: Program is self supporting.  
  
Agencies:
  1. ASK LLC
  2. Bluechip Sports & Education
  3. Center for Study Abroad – Miyaco
  4. CJR Education
  5. EF International Language Schools
  6. GEOS International Exchange Association
  7. Guangdong Service Center for Scholarly

Exchange

- 8. HKPS Co., LTD
- 9. International Education Advisory Centre (IEAC)
- 10. JA Study Abroad Center (JASA)
- 11. LITZ USA Student Service
- 12. Ryugaku Journal Inc.
- 13. The Center for Advanced Studies

5. CONTRACTOR: FEDERAL BUREAU OF PRISONS – METROPOLITAN DETENTION CENTER  
Services: Inmate population will receive training in Parenting Skills.  
Requesting Dept.: Workplace Learning Resource Center (WpLRC)  
Date(s): 12/1/08 – 9/30/13  
Financial Terms: State Funded – \$90,960 (five year total with four optional one-year renewals as shown). This program is self supporting.
- |                     |          |
|---------------------|----------|
| Base Year FY 08/09: | \$14,928 |
| Base Year FY 09/10: | \$16,416 |
| Base Year FY 10/11: | \$18,000 |
| Base Year 11/12:    | \$19,824 |
| Base Year 12/13:    | \$21,792 |
6. CONTRACTOR: SEW WHAT? INC.  
Services: Receive training in Frontline Leadership, Team Building, Conflict Resolution, Delegating and Goal Setting.  
Requesting Dept.: Workplace Learning Resource Center/Contract Education  
Dates: 12/16/08 – 6/30/09  
Financial Terms: Projected Gross Income \$14,928.  
Source of Funding: State Funded. Program is self supporting.
7. CONTRACTOR: ST. JOHN’S HEALTH CENTER  
Services: Provide clinical experience for students enrolled in the District’s nursing program.  
Requesting Dept.: Nursing Dept/Health Sciences & Athletics  
Date(s): 10/1/08 – 9/30/09  
Financial Terms: No cost to the District
8. CONTRACTOR: TRI-CITY REGIONAL MEDICAL CENTER

Services: Provide clinical experience for students enrolled in the District's nursing program.  
 Requesting Dept.: Nursing Dept/Health Sciences & Athletics  
 Date(s): 10/1/08 – 9/30/09  
 Financial Terms: No cost to the District

9. **CONTRACTOR:** WINDSOR CARE CENTER  
 Services: Provide clinical experience for students enrolled in the District's nursing program.  
 Requesting Dept.: Nursing Dept/Health Sciences & Athletics  
 Date(s): 11/1/08 – 10/31/09 (annual one year renewals)  
 Financial Terms: No cost to the District

**B. PERSONAL SERVICES AGREEMENTS**

It is requested that the Board of Trustees ratify the following contracted services to be rendered with the South Bay Youth Orchestra. These services are usually listed in the Blanket Purchase Order (BPO) Listing.

<u>Contractor/Service</u>	<u>BPO/Dates of Service</u>	<u>Cost</u>
1. Tonya Jaynes Percussion Specialist	BPO 210791 11/1/08 - 6/30/09	\$3,850
2. Cosima Luther Conductor & String Specialist	BPO 210789 11/1/08 - 6/30/09	\$5,000
3. Amanda Schulz Manager, Woodwind Specialist & Asst. Conductor	BPO 210790 11/1/08 – 6/30/09	\$4,125

**C. DESTRUCTION OF RECORDS**

It is recommended that the Board of Trustees approve the destruction and disposal of the following Class II and Class III Optional and Disposable records. These documents have met the required retention period and are not in conflict with Government Code Section 34090, California Penal Code Section 832.5 and California Evidence Code Section 1045.

Campus Police Department Records 1991 to 2003

**D. BUDGET REDUCTIONS**

It is recommended that the Board of Trustees authorize the Superintendent/President to implement the budget reduction strategy as outlined below.

<u>\$ Millions</u>	<u>Source</u>
\$1,000,000	Special Contract Funds
\$1,300,000	Unfilled Funded Vacancies
\$ 600,000	Reduce Faculty Hourly
\$1,100,000	Reduce Hourly
\$160,000	Temporary Legal Settlement
\$470,000	Income & Budget Recognition of International Student Fees
\$ 35,000	Health Fee Transfer Out of Unrestricted General Fund Expenditure
\$200,000	Reduce Capital Outlay Expenditures
\$200,000	Reduce Capital Construction Project Match
<u>\$ 80,000</u>	Reduce Instructional Equipment Match
\$5,145,000	Total

**E. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS**

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

<b>P.O. Number</b>	<b>Vendor Name</b>	<b>Site Name</b>	<b>Description</b>	<b>P.O. Cost</b>
<b>Fund 11</b>	<b>Unrestricted - El Camino</b>			
P0201518	Crucial Technology	Technical Services	Repairs Parts And Supplies	\$1,341.97
P0201572	American Floor Mats	Operations	Non-Instruct Supplies	\$2,970.28
P0201671	Battery Specialties	Audio/Visual	Instructional Supplies	\$99.97
P0201675	California Pro Sports	Athletics Training	Non-Instruct Supplies	\$85.45
P0201689	Best Buy	Machine Tool	Instructional Supplies	\$446.74
P0201693	Tigerdirect.Com	Machine Tool	Instructional Supplies	\$468.51
P0201695	Sitcorrect	Div Office Humanities	Instructional Supplies	\$258.72
P0201702	International Code	Construction	Instructional Supplies	\$46.97
P0201715	Time Clock Sales and	Cosmetology	Instructional Supplies	\$109.92
P0201717	Mouser Electronics	Electronics	Instructional Supplies	\$65.23
P0201718	Mouser Electronics	Electronics	Instructional Supplies	\$165.85

P0201719	New Wave Computer	Administrative	Instructional Supplies	\$718.79
P0201720	ACNT	Electronics	Instructional Supplies	\$584.33
P0201721	Monterey Graphics	Cosmetology	Instructional Supplies	\$48.71
P0201725	Anixter	Information Tech.	Non-Instruct Supplies	\$1,262.40
P0201726	Graybar Electric	Information Tech.	Non-Instruct Supplies	\$289.58
P0201728	Xerox Sales	Copy Center	Repairs Parts And Supplies	\$428.67
P0201729	Abtech Systems,	Information Tech.	Maintenance Contracts	\$550.53
P0201732	Full Compass	Music	Instructional Supplies	\$802.36
P0201734	John Greco	Art Department	Repairs Parts And Supplies	\$250.00
P0201737	Rhinotech Computer	Art Department	Art Dept Copier Supplies	\$158.05
P0201746	Inx International Ink	Copy Center	Non-Instruct Supplies	\$118.64
P0201748	Porta Phone Co.	Physical Education	Repairs Parts And Supplies	\$571.49
P0201749	A. R. Zeff's	Facilities/Planning	Repairs Noninstructional	\$896.00
P0201750	Ideal Glass & Mirror	Facilities/Planning	Repairs Noninstructional	\$1,975.00
P0201754	Community College	Public Relations	Conferences Mgmt	\$265.00
P0201762	Monterey Graphics	Financial Aid	Non-Instruct Supplies	\$48.71
P0201765	Bicepp	Health, Safety	Dues And Memberships	\$50.00
P0201769	Verizon Wireless	Health, Safety	Telephone	\$75.97
P0201776	Boise Cascade	Div Office Business	Instructional Supplies	\$1,223.49
P0201777	Aqua-Serv Engineers	HVAC Shop	Non-Instruct Supplies	\$3,045.51
P0201780	Av Tractor & Turf	Grounds	Non-Instruct Supplies	\$541.25
P0201781	Turf Star, Inc.	Grounds	Non-Instruct Supplies	\$1,159.36
P0201782	Marina Security Gate	Facilities/Planning	Repairs Noninstructional	\$285.83
P0201786	N. Glantz & Son	Anthropology	Instructional Supplies	\$154.58
P0201795	A-1 Office Concepts	Fiscal Services	New Equipment -	\$1,455.96
P0201801	Mark Hullibarger	Ctr for Arts Production	Center For The Arts Technical	\$430.00
P0201802	Mailer Lic	Instructional TV	Other Services And Expenses	\$240.00
P0201804	Vantage Lighting	Audio/Visual	Instructional Supplies	\$288.21
P0201805	U.S. Bank	Institutional Services	Escrow/adminstrtn fees	\$500.00
P0201808	Fast Deer Bus Chart	Transfer Center	Transportation	\$836.00
P0201812	Nancy A. Adler	Ctr for Arts Production	Non-Instruct Supplies	\$162.38
P0201814	South Coast Air Qual	Hazmat	Other Services And Expenses	\$9,592.64
P0201815	CCS Presentation	Anthropology	Instructional Supplies	\$275.34
P0201818	New Wave Computer	Ctr for Arts Promo	New Equipment	\$996.98
P0201819	Amazon.Com	Copy Center	Instructional Supplies	\$203.92
P0201834	Spectrum Laboratory	Art Department	Instructional Supplies	\$124.99
P0201842	Shiffler Equipment	Carpenter Shop	Non-Instruct Supplies	\$140.14
P0201844	Schooldude	Facilities/Planning	Repairs Noninstructional	\$5,135.92
P0201852	Speedy Board-Up	Facilities/Planning	Repairs Noninstructional	\$485.00
P0201853	Airgas	Operations	Non-Instruct Supplies	\$3,324.20
P0201855	New Wave Computer	English	Instructional Supplies	\$159.13
P0201856	Angstrom Stage	Ctr for Arts Production	Repairs Parts And Supplies	\$65.00
P0201857	CCS Presentation	Art Department	Instructional Supplies	\$2,473.36
P0201863	Mcmaster Carr	Air Conditioning	Instructional Supplies	\$41.63
P0201864	Dell Computer	Machine Tool	New Computer	\$1,726.71
P0201866	Levalley V. Pattison	Physical Education	Instructional Supplies	\$259.74
P0201880	Flag Marketing	Ctr for Arts Promo	Multi Media Advertising	\$3,500.00
P0201881	Full Compass	Ctr for Arts Production	Non-Instruct Supplies	\$127.84
P0201883	Mid City Mailing	Ctr for Arts Promo	Multi Media Advertising	\$681.00
P0201884	Lisa's Bon Appetit	Ctr for Arts Promo	Other Services And Expenses	\$436.37
P0201885	Lisa's Bon Appetit	Ctr for Arts Promo	Other Services And Expenses	\$504.38
P0201886	Doubletree Torrance	Ctr for Arts Promo	Other Services And Expenses	\$659.34
P0201899	Ahern Rentals	Ctr for Arts Production	Repairs Parts And Supplies	\$255.66
P0201909	Thomas M. Fallo	President's Office	Non-Instruct Supplies	\$10.00
P0201912	Virginia L. Rapp	Law/Legal Assistance	Transportation/ Mileage	\$30.16

P0201913	Certiport Corporation	Office Administration	Instructional Supplies	\$561.60
P0201914	Mark Hullibarger	Div Office Fine Arts	Repairs Parts And Supplies	\$600.00
P0201915	Los Angeles	Life Sciences	Contract Services	\$44.00
P0201916	Coast Kites	Art Department	Instructional Supplies	\$485.69
P0201922	American Library	Div Office Instr.	Instructional Supplies	\$60.96
P0201923	Emedco	Div Office Instr.	Instructional Supplies	\$48.64
P0201924	Demco	Div Office Instr.	Instructional Supplies	\$28.05
P0201925	Paramount Scaffold	Facilities/Planning	Repairs Noninstructional	\$3,630.00
P0201926	Highsmith Company	Div Office Instr.	Instructional Supplies	\$347.35
P0201928	So. Ca Org. of Adn	Nursing	Dues And Memberships	\$100.00
P0201929	Board of Registered	Nursing	Dues And Memberships	\$200.00
P0201931	National League	Nursing	Dues And Memberships	\$1,500.00
P0201932	NLNAC	Nursing	Dues And Memberships	\$1,875.00
P0201934	Battery Specialties	Electric Shop	Non-Instruct Supplies	\$764.45
P0201935	New Wave Computer	Audio/Visual	Instructional Supplies	\$433.00
P0201936	Midwest Library Serv.	Div Office Instr.	Library Books	\$313.42
P0201937	Matthew Bender	Div Office Instr.	Library Books	\$1,671.79
P0201938	Value Line Publishing,	Div Office Instr.	Library Books	\$798.00
P0201939	Webtrends Corp.	Information Tech.	Maintenance Contracts	\$740.00
P0201941	Nurse Educator	Nursing	Publications-Magazines	\$105.72
P0201942	Hitt Marking Devices	Nursing	Non-Instruct Supplies	\$46.70
P0201948	Binding 101	Art Department	Instructional Supplies	\$880.86
P0201969	Trusco Manufacturing	Grounds	Non-Instruct Supplies	\$29.46
P0201970	Mid City Mailing	Admissions/Records	Postage	\$320.00
P0201987	The Printer Works	Technical Services	Repairs Parts And Supplies	\$827.19
P0201989	Fastsigns	Music	Repairs Parts And Supplies	\$377.79
P0201994	Edits Publishers	History	Instructional Supplies	\$256.27
P0201998	Parma 2007	Health, Safety	Dues And Memberships	\$100.00
P0202002	Bruce Spain	Div Office Fine Arts	Conferences Mgmt	\$324.00
P0202005	South Bay Wildlife	Life Sciences	Contract Services	\$250.00
P0202011	New Wave Computer	Ctr for Arts Promo	New Equipment	\$134.24
P0202012	Image IV Systems	Div Office Humanities	Copiers	\$21.60
P0202013	Ricoh Business	English	Instructional Supplies	\$72.12
P0202015	Pasco Scientific	Physics	Instructional Supplies	\$129.08
P0202016	Decision Technology	Information Tech.	Maintenance Contracts	\$8,000.00
P0202017	Monterey Graphics	Warehouse	Inventories, Stores, Prepaid	\$3,709.95
P0202022	Enterprise Rent-A-Car	Earth Sciences	Transportation	\$173.16
P0202030	Kimberly Wilkinson	Ctr for Arts Production	Non-Instruct Supplies	\$30.65
P0202032	Herff Jones, Inc.	Admissions/Records	Non-Instruct Supplies	\$77.83
P0202038	Martin S. Fiebert	V.P. Academic Affairs	Contract Services	\$150.00

**Fund 11 Total: 106**

**\$86,904.43**

**Fund 12 Restricted - El Camino**

P0201655	Sims Welding Supply	VATEA I&T	New Equipment - Instructional	\$842.26
P0201691	Concept Development	Parking-Student	New Equipment	\$952.55
P0201716	Mcmaster Carr	Ref & Lane Tech.	Instructional Supplies	\$1,208.06
P0201723	CPO Milwaukee	VATEA I&T	New Equipment - Instructional	\$550.98
P0201724	Baileigh Industrial	VATEA I&T	New Equipment - Instructional	\$395.88
P0201733	Imssco, Inc.	JDIF/Maritime Basic	New Equipment	\$4,871.25
P0201738	California Community	Matriculation	Conferences Mgmt	\$395.00
P0201740	CDW-G	Parking-Student	New Equipment	\$89.85
P0201741	Entenmann Rovin Co.	Parking-Student	New Equipment	\$74.15
P0201751	South Bay Film Fest.	Artes de El Camino	Contract Services	\$27.77

P0201752	Inspiration Software	Basic Skills	License Fee/Site Licenses	\$6,257.86
P0201757	Boise Cascade	Compton Title V Act.	Non-Instruct Supplies	\$120.07
P0201767	Mcmaster Carr	Ref & Lane Tech.	Instructional Supplies	\$296.53
P0201787	Amazon.Com	CCAccessMeansPar	Instructional Supplies	\$237.55
P0201788	Hec Ramsey	Parking-Student	Non-Instruct Supplies	\$637.44
P0201789	Zones, Inc.	Parking-Student	New Equipment	\$265.33
P0201790	Brian Zimmerman	Parking-Student	Non-Instruct Supplies	\$354.63
P0201796	Rotary Club of	Community	Contributions	\$240.00
P0201806	United Printers	Matriculation	Non-Instruct Supplies	\$1,079.25
P0201813	Imssco, Inc.	(STCW) Standards	Equipment	\$2,212.63
P0201817	American Express	Administration	Travel And Conference	\$159.00
P0201839	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$1,818.21
P0201860	Campus Food Service	EOPS CARE	Non-Instruct Supplies	\$367.91
P0201861	The History Store	VATEA I&T	Instructional Supplies	\$29.96
P0201862	Buyshade.Com	VATEA I&T	Instructional Supplies	\$156.57
P0201865	The Apple Store	VATEA I&T	New Equipment - Instructional	\$28,644.46
P0201868	Janet L. Young	Careers in Child Care	Conferences Faculty	\$1,350.00
P0201869	Freestyle Sales	VATEA Medial / TV	New Equipment - Instructional	\$2,403.34
P0201882	American Express	EOPS CARE	Conferences Other	\$165.00
P0201887	Monterey Graphics	DSPS	Instructional Supplies	\$48.71
P0201892	Campus Food Service	Project Reach	Conferences - Student	\$499.16
P0201893	Gridworks	Compton Title V Act.	New Equip - Noninstr \$5k	\$10,053.53
P0201894	Fastsigns	model approaches	Instructional Supplies	\$60.50
P0201895	Oriental Trading	YESS Grant	Instructional Supplies	\$203.77
P0201896	Oriental Trading	Foster Care Ed 03-04	Instructional Supplies	\$150.83
P0201900	Marina Security Gate	Parking-Student	Other Services And Expenses	\$110.00
P0201902	Edits Publishers	EOPS	Non-Instruct Supplies	\$603.18
P0201903	Entenmann Rovin Co.	Parking-Student	New Equipment -	\$167.25
P0201904	Datamax O'Neil Print	Parking-Student	Non-Instruct Supplies	\$2,063.45
P0201905	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$219.16
P0201906	At&t	Compton Title V Act.	New Equip - Noninstr \$5k	\$1,007.57
P0201907	ALC Global Partners	El Camino Language	Contract Services	\$500.00
P0201910	Studioelrey	CAHSEE (COCCC	Multi Media Advertising	\$3,100.00
P0201911	CCS Presentation	CAHSEE (COCCC	New Equip - Noninstr \$5k	\$352.69
P0201918	Empowering People,	WPLRC TERMINAL	Non-Instruct Supplies	\$1,013.96
P0201927	Max Parker	Matching - IDRC, etc.	Printing	\$324.75
P0201930	Progressive Gifts	El Camino Language	Other Instr Supplies	\$330.09
P0201933	A-1 Printing	SBDC Program Incom	Printing	\$4,763.00
P0201967	Bronwen Madden	Matching - IDRC	Transportation/ Mileage	\$27.10
P0201968	Assessment	Capacity Bldg	Instructional Supplies	\$28.65
P0201971	Patricia A. Cunniff	Meeting of the Minds	Contract Services	\$400.00
P0201972	Mary K. Abbey	Meeting of the Minds	Contract Services	\$400.00
P0201973	Lynn Barnett	Meeting of the Minds	Contract Services	\$200.00
P0201986	Accent Gold Solution	CTE grant	Software	\$43.75
P0201999	South Bay Municipal	Parking Violations	Other Services And Expenses	\$3,300.00
P0202009	Judy Kasabian	Meeting of the Minds	Non-Instruct Supplies	\$71.45
P0202024	Ewd Coordination	CITD	Multi Media Advertising	\$500.00
P0202025	Campus Food Service	Matriculation	Non-Instruct Supplies	\$1,999.12
P0202031	Crowne Plaza Hotel	CTLI (COCCC)	Conferences Other	\$420.00
P0202034	Center for Creative	CTE grant	Conferences Mgmt	\$1,725.00
P0202035	The Broadmoor	CTE grant	Transportation/ Mileage	\$1,288.80
P0202036	American Express	CTE grant	Transportation/ Mileage	\$475.00
			<b>Fund 12 Total: 62</b>	<b>\$92,653.96</b>

**Fund 15      General Fund -Special Programs**

P0201943	New Wave Computer	Music	New Equipment - Instructional	\$105.00
P0201944	Westlake Profession	Music	New Equipment - Instructional	\$736.10
P0201945	Kelly's Music	Music	New Equipment - Instructional	\$216.49
P0201947	Westlake Profession	Music	New Equipment - Instructional	\$636.51
P0201950	Morey's Music Store	Music	New Equipment - Instructional	\$6,374.84
P0201958	Forrests Music	Music	New Equipment - Instructional	\$7,634.20
P0201983	PSCFA	Forensics	Transportation	\$745.00
P0202000	Artscene	Art Department	Multi Media Advertising	\$525.00
P0202001	Dynatronics, Corp.	Theatre/Dance	New Equipmen-Instr. \$5k	\$3,392.50
P0202004	Grainger	Theatre/Dance	New Equipmen-Instr. \$5k	\$491.35
P0202007	Artscene	Art Department	Multi Media Advertising	\$920.00
<b>Fund 15 Total: 11</b>				<b>\$21,776.99</b>

**Fund 33      Child Development**

P0201783	Konica Minolta	CDC	Maintenance Contracts	\$600.00
P0201785	Konica Minolta	CDC	Maintenance Contracts	\$600.00
<b>Fund 33 Total: 2</b>				<b>\$1,200.00</b>

**Fund 41      Capital Outlay**

P0201618	Rayson Window	Classroom & Office	Buildings	\$1,959.33
P0201821	Westfall Commercial	Humanities Complex	Group II Equipment	\$6,191.90
<b>Fund 41 Total: 2</b>				<b>\$8,151.23</b>

**Fund 62      Property & Liability**

P0201841	El Camino Commun.	Purchasing and	Liability - Self Insurance	\$6,319.38
<b>Fund 62 Total: 1</b>				<b>\$6,319.38</b>

**Fund 71      Associated Students**

P0201766	Juana Rodriguez	Student Affairs	ASB Exp.	\$100.00
P0201822	Office Max	Student Affairs	ASB Exp.	\$246.73
P0201823	Toys R Us	Student Affairs	ASB Exp.	\$900.00
P0201824	Laidlaw Education	Student Affairs	ASB Exp.	\$756.26
P0201901	Campus Food Service	Student Affairs	ASB Exp.	\$300.00
<b>Fund 71 Total: 5</b>				<b>\$2,302.99</b>

**Fund 79      Auxiliary Services**

P0201753	Fastsigns	Financial Aid	Non-Instruct Supplies	\$1,196.16
P0201768	New Wave Computer	Humanities	Non-Instruct Supplies	\$492.55
P0201807	Van Nguyen	Counseling Office	Non-Instruct Supplies	\$156.29
P0201835	Patricia D. Mack	Fine Arts	Non-Instruct Supplies	\$75.00
P0201836	Deborah B. Minnichelli	Fine Arts	Non-Instruct Supplies	\$75.00
P0201837	Sandra J. Nitchman	Fine Arts	Non-Instruct Supplies	\$75.00
P0201838	Richard E. Alleshouse	Fine Arts	Non-Instruct Supplies	\$120.00
P0201840	Karen M. Lawrence	Fine Arts	Non-Instruct Supplies	\$75.00
P0201845	Victoria R. Carr	Fine Arts	Non-Instruct Supplies	\$75.00

P0201846	Hugo D. Vazquez, Jr.	Fine Arts	Non-Instruct Supplies	\$75.00
P0201847	Zethel L. Walton	Fine Arts	Non-Instruct Supplies	\$95.00
P0201848	Valencia Mitchell	Fine Arts	Non-Instruct Supplies	\$95.00
P0201849	Allyson Dvir	Fine Arts	Non-Instruct Supplies	\$95.00
P0201850	Deborah L. Gagnon	Fine Arts	Non-Instruct Supplies	\$95.00
P0201851	Art Assist	Fine Arts	Non-Instruct Supplies	\$350.00
P0201858	Mercede Shamlo	Fine Arts	Non-Instruct Supplies	\$95.00
P0201859	Andrew W. Mayer	Fine Arts	Non-Instruct Supplies	\$75.00
P0201908	Quami Adams	Fine Arts	Non-Instruct Supplies	\$200.00
P0201957	Dawn C. Huntoon	Fine Arts	Non-Instruct Supplies	\$186.01
P0201985	Paradise Awards	Health Sciences	Non-Instruct Supplies	\$173.21
P0201990	Sandra J. Nitchman	Fine Arts	Non-Instruct Supplies	\$85.00
P0201991	Deborah B. Minnichelli	Fine Arts	Non-Instruct Supplies	\$85.00
P0201992	Patricia D. Mack	Fine Arts	Non-Instruct Supplies	\$100.00
P0201995	Lourdes Lucero	Fine Arts	Non-Instruct Supplies	\$100.00
P0201996	Andrew W. Mayer	Fine Arts	Non-Instruct Supplies	\$85.00
P0202006	Campus Concerts	Fine Arts	Non-Instruct Supplies	\$350.00
P0202008	Phyllis S. Fowler	Fine Arts	Non-Instruct Supplies	\$200.00
P0202020	U Name It	Financial Aid	Non-Instruct Supplies	\$30.85
P0202021	Pginet Consulting	Financial Aid	Non-Instruct Supplies	\$1,083.75
P0202026	Campus Food Service	Counseling Office	Non-Instruct Supplies	\$275.00
P0202027	Campus Food Service	Counseling Office	Non-Instruct Supplies	\$336.47

**Fund 79 Total: 31 \$6,605.29**

**Fund 82 Scholarships & Trust/Agency**

P0201745	Embroiderme	Health Sciences	Fundraising	\$2,505.48
P0201756	Scholar-Baller	Health Sciences	Fundraising	\$996.00
P0201843	California Pro Sports	Health Sciences	Fundraising	\$2,666.77
P0201890	Embroiderme	Health Sciences	Fundraising	\$1,749.54
P0201891	Billy Tees Inc.	Health Sciences	Fundraising	\$2,056.75
P0201946	Paradise Awards	Health Sciences	Fundraising	\$496.99
P0201949	Paradise Awards	Health Sciences	Fundraising	\$96.34
P0201956	Educational	Nursing	Fundraising	\$20,760.00
P0201988	Spot Up, Inc.	Health Sciences	Fundraising	\$496.30
P0201997	California Pro Sports	Health Sciences	Fundraising	\$1,313.68
P0202023	Office Max	Special Resource	Fundraising	\$41.89

**Fund 82 Total: 11 \$33,179.74**

**PO Funds Total: 231 \$259,094.01**

**Fund 11 Unrestricted - El Camino**

B0210894	Dowden Associates,	Resource	Contract Services	\$30,000.00
B0210895	Monterey Graphics	Staff Development	Non-Instruct Supplies	\$1,150.00
B0210896	Ash Enterprises	Astronomy	Maintenance Contracts	\$5,500.00
B0210897	1099 Pro., Inc.	Fiscal Services	Contract Services	\$33,500.00
B0210917	Dan O. Ogi	Job Placement	PSA Contract Services	\$300.00
B0210959	American Educational	International Students	Conferences Mgmt	\$15,900.00

**Fund 11 Total: 6 \$86,350.00**

**Fund 12 Restricted - El Camino**

B0201182	Fast Deer Bus Chart	El Camino Language	Student Transportation Rental	\$1,600.00
B0210902	ECCD Petty Cash	CAHSEE (COCCC	Non-Instruct Supplies	\$500.00
B0210915	Patrice A. McCorvey	Title V ECC/SMC Act.	PSA Contract Services	\$100.00

B0210916	D. James Hancuff, PC	SBA Contract Jan-Dec	Contract Services	\$17,000.00
B0210918	Goldberg Consultants	SBA Matching Funds	Contract Services	\$34,500.00
B0210919	Raymond Jacobs	Community	PSA Contract Services	\$22,000.00
B0210920	Barbara A. Sweet	SBA Matching Funds	PSA Contract Services	\$30,000.00
B0210921	Charles Lowe	SBDC - Non-Program	PSA Contract Services	\$9,200.00
B0210922	Charles Lowe	SBDC - Caltrans	PSA Contract Services	\$7,500.00
B0210923	Charles Lowe	SBDC - Caltrans	PSA Contract Services	\$25,000.00
B0210924	Carlos Sol	Community	PSA Contract Services	\$8,200.00
B0210925	Kevin Farmer	Community	PSA Contract Services	\$2,600.00
B0210926	Nathaniel R. Jemison	Community	PSA Contract Services	\$10,000.00
B0210927	Gretchen Hayes	Foster Care Ed 03-04	PSA Contract Services	\$588.00
B0210928	Carlos Sol	Matching - IDRC, etc.	PSA Contract Services	\$147.00
B0210929	Esperanza Martinez	Matching - IDRC, etc.	PSA Contract Services	\$1,000.00
B0210930	Susan G. Bowers	Compton Title V Act.	PSA Contract Services	\$8,000.00
B0210931	Janet H. Levine	Compton Title V Act.	PSA Contract Services	\$5,600.00
B0210936	Palos Verdes	CTE grant	Contract Services	\$2,500.00
B0210937	N2ractive	DOE Title VI B (ITCI)	Contract Services	\$9,000.00
B0210938	El Camino College	Contract Education	Other Services And Expenses	\$6,400.00
B0210940	Laurie Fathe	Meeting of the Minds	PSA Contract Services	\$8,920.85
B0210941	Mary D. Beard	Meeting of the Minds	Contract Services	\$1,200.00
B0210942	Sadie C. Bragg	Meeting of the Minds	Contract Services	\$800.00
B0210943	Viginia M. Carson	Meeting of the Minds	Contract Services	\$800.00
B0210944	Monica D. Clement	Meeting of the Minds	Contract Services	\$800.00
B0210945	Dwain Desbien	Meeting of the Minds	Contract Services	\$800.00
B0210946	June L. Gaston	Meeting of the Minds	Contract Services	\$800.00
B0210947	Patty George	Meeting of the Minds	Contract Services	\$800.00
B0210948	Julie Guelich	Meeting of the Minds	Contract Services	\$800.00
B0210949	Jim Kelley	Meeting of the Minds	Contract Services	\$800.00
B0210950	Marilyn Mays	Meeting of the Minds	Contract Services	\$800.00
B0210951	Harriet R. Morrison	Meeting of the Minds	Contract Services	\$800.00
B0210952	Meg Moss	Meeting of the Minds	Contract Services	\$800.00
B0210953	Brenda Reed	Meeting of the Minds	Contract Services	\$800.00
B0210954	Alice Sessions	Meeting of the Minds	Contract Services	\$800.00
B0210955	Linda Zarzana	Meeting of the Minds	Contract Services	\$800.00
B0210956	ECCD Petty Cash	CTE grant	Non-Instruct Supplies	\$300.00
B0210957	Edwin Ruiz	WPLRC - ETP	PSA Contract Services	\$60,000.00
B0210963	Mary D. Beard	Meeting of the Minds	PSA Contract Services	\$1,200.00
B0210964	Sadie C. Bragg	Meeting of the Minds	PSA Contract Services	\$800.00
B0210965	Viginia M. Carson	Meeting of the Minds	PSA Contract Services	\$800.00
B0210966	Monica D. Clement	Meeting of the Minds	PSA Contract Services	\$800.00
B0210967	Dwain Desbien	Meeting of the Minds	PSA Contract Services	\$800.00
B0210968	June L. Gaston	Meeting of the Minds	PSA Contract Services	\$800.00
B0210969	Patty George	Meeting of the Minds	PSA Contract Services	\$800.00
B0210970	Julie Guelich	Meeting of the Minds	PSA Contract Services	\$800.00
B0210971	Jim Kelley	Meeting of the Minds	PSA Contract Services	\$800.00
B0210972	Marilyn Mays	Meeting of the Minds	PSA Contract Services	\$800.00
B0210973	Harriet R. Morrison	Meeting of the Minds	PSA Contract Services	\$800.00
B0210974	Meg Moss	Meeting of the Minds	PSA Contract Services	\$800.00
B0210975	Brenda Reed	Meeting of the Minds	PSA Contract Services	\$800.00
B0210976	Alice Sessions	Meeting of the Minds	PSA Contract Services	\$800.00
B0210977	Linda Zarzana	Meeting of the Minds	PSA Contract Services	\$800.00
B0210978	Dennis C. Ebersole	Meeting of the Minds	PSA Contract Services	\$800.00
<b>Fund 12 Total: 55</b>				<b>\$296,255.85</b>

<b>Fund 33</b>	<b>Child Development</b>			
B0201783	Konica Minolta	CDC	Maintenance Contracts	\$600.00
B0201785	Konica Minolta	CDC	Maintenance Contracts	\$600.00
		<b>Fund 33 Total: 2</b>		<b>\$1,200.00</b>
<b>Fund 41</b>	<b>Capital Outlay</b>			
B0210901	Darren P. Doerschel	Library Addition-Cap	PSA Contract Services	\$7,650.00
		<b>Fund 41 Total: 1</b>		<b>\$7,650.00</b>
<b>Fund 79</b>	<b>Auxiliary Services</b>			
B0210913	Custom Trophy	Humanities	Non-Instruct Supplies	\$600.00
B0210914	Custom Trophy	Humanities	Non-Instruct Supplies	\$600.00
B0210962	E.C.C. Public	Counseling Office	Non-Instruct Supplies	\$200.00
		<b>Fund 79 Total: 3</b>		<b>\$1,400.00</b>
<b>Fund 81</b>	<b>Student Organizations</b>			
B0210903	E.C.C. Public	Student Affairs	A/P Manual.Gen.	\$50.00
		<b>Fund 81 Total: 1</b>		<b>\$50.00</b>
<b>Fund 82</b>	<b>Scholarships &amp; Trust/Agency</b>			
B0210910	Buddy's All Stars Inc.	Health Sciences	Fundraising	\$11,000.00
		<b>Fund 82 Total: 1</b>		<b>\$11,000.00</b>
		<b>BPO Funds Total: 69</b>		<b>\$403,905.85</b>
		<b><u>Grand Total POs and BPOs: 300</u></b>		<b>\$662,999.86</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 November 30, 2008.

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Additional Classrooms and Modernization	\$191,843,972	\$61,186,291	\$5,915,004	\$124,742,677
Campus Site Improvements	35,907,523	14,207,564	9,107,926	12,592,034
Energy Efficiency Improvements	2,818,000	2,688,881	29,162	99,958
Health and Safety Improvements	144,935,897	29,833,267	2,088,674	113,013,957
Information Technology and Equipment	34,776,156	9,471,105	1,816,361	23,488,690
Physical Education Facilities Improvements	1,585,700	0	0	1,585,700
Unallocated Refunding Income	1,910,463	0	0	1,910,463
<b>TOTAL</b>	<b><u>\$413,777,711</u></b>	<b><u>\$117,387,107</u></b>	<b><u>\$18,957,126</u></b>	<b><u>\$277,433,478</u></b>

### B. CONTRACT AMENDMENT – LPA, INC. – MATH/BUSINESS/ALLIED HEALTH BUILDING

The desirability of adding an additional 35,000 square feet to the Math & Business building to provide space for the Nursing, Radiological Technology and Respiratory Care programs has been discussed for some time. Due to this proposed increase in project scope, LPA requested a fee increase. Through negotiations the amount of increase has been determined to be an additional \$599,000 fee for design services.

It is recommended that the Board of Trustees approve increasing the fee amount for the architectural and engineering services contract with LPA Inc. by \$599,000 to \$3,349,000.

Background – At its December 17, 2007 meeting, the Board of Trustees approved a fee in the amount of \$2,750,000 for architectural and engineering services necessary to construct a new classroom building of approximately 80,000 square feet to house the Math and Business Divisions programs. Subsequently it was decided to increase the size of the building to approximately 115,000 square feet and include the Nursing, Radiological Technology and Respiratory Care programs in the building. Due to the increase in project scope, LPA requested a fee increase.

## Administrative Services – Measure E Bond Fund

Increased Cost of Project - The decision to increase the size of the planned building will increase the cost of the project. Increases in cost will be incurred for construction, equipment, and the other associated costs including Department of the State Architect inspections, fees, and testing, design fees, construction management, and surveys, etc. An estimate of the increase is shown below:

Construction	\$14,000,000	
Other Costs @ 22%	<u>3,080,000</u>	\$17,080,000
Equipment	\$860,000	
Other Costs @ 4%	<u>35,000</u>	<u>895,000</u>
		<u>\$17,975,000</u>

The original budget for the project was \$45,480,800. With the increased cost for the added floor, the budget would increase to \$63,455,800.

Funding – It was originally planned to house the health occupations programs in a renovated Communications Building which would have been funded from a combination of State and Measure E (Series C) funds. Thus, the funding of this revised approach will be borne by the sale of Series C of Measure E bonds.

As has been the practice, the overall campus Facilities Master Plan’s project budgets will be adjusted and presented to the Board at a future date.

### C. REVISED CHANGE ORDER – BOMEL INDUSTRIES – LOT H PARKING STRUCTURE AND ATHLETIC FACILITIES

At its September 2, 2008 meeting the Board of Trustees approved a change order the amount of which was not to exceed \$614,025. The adjusted amount of this change order is now \$314,437.

The reduction in potential cost was due to Los Angeles County’s acceptance of a less costly intersection design and negotiations with the contractor which produced a substantially reduced cost.

**Administrative Services – Measure E Bond Fund**

**D. CHANGE ORDER – BOMEL CONSTRUCTION – LOT H PARKING STRUCTURE & ATHLETIC FACILITIES**

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

- |  |               |
|--|---------------|
| 1. Connect Lot H IDF room to east side of Lot F with underground communication conduit and incorporate removal and replacement of asphalt in Stadium Way, per owner’s request. | \$21,760      |
| 2. Provide concrete sidewalk in median along Stadium Way, per owner’s request.   | 3,991         |
| 3. Furnish and install electrical conduit from the electronic scoreboard to the irrigation controller.   | 2,922         |
| 4. Change in storm drain curb inlet to accommodate new curb design.  | 3,544         |
| 5. County deposit and permit fees required for street improvement work approved by the County.   | <u>40,489</u> |

Total Change Order Amount \$72,706

Original Contract Amount	\$19,290,000
Prior Changes (including Item C Above)	\$590,332
This Change Order Amount	<u>\$72,706</u>
New Contract Amount	<u>\$19,953,038</u>

**E. 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>
P0200493	Allied Refrigeration	Temporary Space	Group II Equipment	\$4,520.73
P0201735	Hershey Systems, Inc.	Information Technology	Professional Services	5,005.00
P0201744	Control Air	Temporary Space	Testing & Inspection	840.00
P0201747	Atlas Sales & Rentals	Information Technology	Equipment Rental	2,265.00
P0201854	Forkert Engineering	Social Sciences	Architecture/Engineering	3,600.00
P0201917	Ventek International	Lot H Parking/Athletics	Group I Equipment	5,400.00
P0201940	Atlas Sales & Rentals	Information Technology	Equipment Rental	1,181.42
B0200042	Main Electric Supply	Lot H Parking/Athletics	Group I Equipment	30,762.49
B0210904	S & K Engineers	Information Technology	Architecture/Engineering	25,000.00
B0210905	Summit Installation	Information Technology	Buildings	4,972.00
			<b><u>Grand Total POs and BPOs</u></b>	<b><u>\$83,546.64</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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**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 1-21 and 1-9.

**Academic Personnel:**

1. Amend Employment - Ms. Bonnilee Kaufman, full-time/temporary instructor of Educational Development, Special Resource Center/Health Sciences & Athletics Division, Class II, Step 4, to Class III, Step 4, Academic Salary Schedule, effective February 14 through June 12, 2009.

~~2. \*Amend Employment Agreement — Assistant Superintendent/Vice President's Agreement, to increase the automobile allowance from \$300 to \$600 per month, effective January 1, 2009.~~

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

3. Change in Salary - Ms. Charleen Zartman, full-time instructor of Physical Education, Health Sciences & Athletics Division, from Class II, Step 30 to Class III, Step 30, Academic Salary Schedule, effective December 13, 2008.

4. Change in Salary - Ms. Lori Suekawa, full-time Faculty Coordinator, Counseling Division, from Class III, Step 9 to Class IV, Step 9, Fiscal Salary Schedule, effective January 1, 2009.

5. Extra Service Pay - The following full-time librarians to be employed each scheduled day of the 2009 winter session, in accordance with the Agreement, Article 10, Section 13(b).

Edward Martinez  
Noreth Men

Vincent Robles  
Claudia Striepe

6. Special Assignment - The following non-credit instructors of English, Humanities Division, to supervise English 100 lab, to be paid \$45.14 an hour each, effective January 7 through February 10, 2009, in accordance with the Agreement, Article X, Section 9(m).

<u>Non-credit instructors</u>	<u>Not to exceed hours</u>	<u>Not to exceed dollars</u>
Sean Patrick	47	\$2,122
Mark Walch	48	\$2,167
Susan Wade	49	\$2,212

7. Special Assignment – Ms. Kate McLaughlin, part-time instructor of Journalism, Humanities Division, to supervise Journalism Lab, to be paid \$45.14 an hour, not to exceed 90 hours or \$4,063, effective February 14 through June 12, 2009, in accordance with the Agreement, Article 10, Section 9(m).
8. Special Assignment – Ms. Lori Medigovich, full-time instructor of Journalism, Humanities Division, to supervise Journalism Lab, to be paid \$45.14 an hour, not to exceed 150 hours or \$6,771, effective February 14 through June 12, 2009, in accordance with the Agreement, Article 10, Section 14(a).
9. Special Assignment - Mr. Ricardo Castillo, part-time instructor/Disabilities Specialist, Special Resource Center/Health Sciences & Athletics Division, to coordinate projects for students with disabilities, to be paid \$45.14 an hour, not to exceed 300 hours or \$13,542, effective December 1, 2008 through June 30, 2009, in accordance with the Agreement Article 10, Section 14(a).
10. Special Assignment – Dr. Lars Kjeseth, full-time instructor of Mathematics, to supervise production of 5 course activity manuals and ETUDES workspaces as part of Joint Math Title V Grant with Santa Monica College, to be paid \$60.18 an hour, not to exceed 200 hours or \$12,036, effective January 5 through February 15, 2009, in accordance with the Agreement, Article 10, Section 14(a).
11. Special Assignment – The following part-time instructors of Humanities, to administer credit-by-examination in foreign languages, to be paid \$60.18 an hour, not to exceed 15 hours total or \$903, effective February 14 through June 30, 2009, in accordance with the Agreement, Article 10, Section 7(c).

Ruth Ahn	Eve Lee
Jack Arensmeyer	Mari Lopez
Maria Barrio De Mendoza	Francisca Mejia
Eric Balley	Yuki Minekawa
Yuko Bickel	Rossella Pescatori
Shana Brenish	Claudia Prada
Zeina Chakhchir	Silvia Ribelles de la Vega
Yolanda Cuesta	David Schlick
Antonio Fuentes	Chris Stevens
Antonio Gonzalez	Kanzo Takamori
Miriam Houssels	Xiaowen Wu
Roberto Jimenez	Nina Yoshida
Francesca Kemitch	Hailing Zhao

12. Special Assignment – Ms. Lutchminia Bilici, full-time instructor of Computer Information Science (CIS), to administer credit-by-examination, to be paid \$60.18

13. Special Assignment - The following faculty members to be compensated reassigned time for performing Federation activities during the 2008 Fall semester, to be paid \$60.18 an hour, for a total of 200 hours, in accordance with the Agreement, Article III, Section 11(c).

Sean Donnell	90 hours	(Paid 25% release time)
Angela Simon	55 hours	\$ 3,310
Chris Jeffries	15 hours	\$ 1,204
Donald Brown	20 hours	\$ 903
Kenneth Key	10 hours	\$ 602
Elizabeth Shadish	10 hours	\$ 602
TOTAL	200 hours	\$ 6,621

14. Special Assignment - The following full-time instructors to administer credit-by-examinations, to be paid \$60.18 an hour, not to exceed a total of 50 hours or \$3,009, effective August 23, 2008 through June 12, 2009, in accordance with the Agreement, Article 10, Section 14(a).

Vera Bruce	Albert Lugo
Vic Cafarchia	Douglas Marston
Eric Carlson	Lee Macpherson
Steve Cocca	Ken Mays
Sam Dantzler	Tim Meza
Douglas Glenn	Dan Richardson
Hiram Hironaka	George Rodriguez
Harold Hofmann	John Ruggirello
Kevin Huben	Harry Stockwell
Richard Hughes	Mike Stallings
John Lewis	Kenneth Zion
Ray Lewis	

15. Stipend Assignment - Mr. Matthew Kline, full-time instructor of Humanities, to present a 1.5 hour workshop to new faculty learning academy, to be paid \$200, effective December 5, 2008, in accordance with the Agreement, Article 10, Section 14(a).
16. Stipend Assignment – The following full-time coaches to be hired for 16 weeks, effective January 15 through May 14, 2009, in accordance with the Agreement, Article 10, Section 11(a):



Health Sciences & Athletics

Jenny Nguyen  
Melinda Smith

Susan Stohrer  
Essence Wilson

Industry & Technology

Charlene Brewer-Smith  
Roger Des Rosiers  
James Ellingson  
Paul Gales  
Wagner Magalhaes  
Roselyn Nunley  
Christine Richey

Ralph Sproul  
Michael Stapleford  
Gerald Strouse  
Dat Tran  
Michael VanOverbeck  
Sue Ann Wenzlaff

21. Employment - The following part-time/temporary instructors to be hired as needed for the 2009 Spring Semester:

Behavioral & Social Sciences

Mohammed Abdelhamid  
Catherine Adesina  
Barry Thomas Baker  
Jeannine Barba  
Mara Bentley  
Marie Butler  
Derek Cadman  
Tisa Casas  
Van Chaney  
Geralin Clark  
Michael Critelli  
Darla Fjeld  
Nancy Fong  
Pannie Gagajena  
Joseph Georges  
Thomas Glenn  
Austin Gordon  
Mark Gordon  
John Green  
Edward Gropp  
Lawrence Guillow  
Shahrokh Haghighi  
Paul Harley  
Meric Keskinel  
Thomas Keville  
Amy Marie La Coe

Gislene Mariette  
Robroy Meyers  
Andrew Monzon  
Gerardo Nebbia  
Rebeca Nunez-Mason  
Kaoru Oguri  
Robert Osterman  
Jalpa Parikh  
Allen Perlstein  
Cecelia Phillips  
Gaile Price  
Kirsten Resnick  
Bradley Reynolds  
Jeffrey Rigby  
Samuel Russo  
Jessica Schilling  
Francis Schulte  
Sharyn Seaton  
Kell Stone  
Paul Swendson  
Farshi Tahernia  
Mari Womack  
Ventriss Woods  
Kofi Yankey  
Paulette Young

Business

Steven Alexander  
William Bartz  
Arnold Blanshard  
Jack Bliss  
Glenda Brass  
Meredith Caliman  
Douglas Carnahan  
Maureen Carnahan  
Brennan Carr  
Robin Cash  
Jeffrey Cowan  
Noel Craven  
Loretta Daniels  
Vincent DeLuca  
Dina Dreizler  
Allan Fork  
Derf Fredericks  
John Fuchs  
Christopher Gilbert  
Kim Gundlach  
Marilyn Harris  
James Healy  
Elizabeth Higgins  
Jo Ann Jones  
Babak Khollesi  
Neil Kuritzky  
Andre Lee

Betty LeMarr  
Ming Chun Lu  
Leon Manuel  
Katherine Maschler  
Walker Matthews  
Donna McGovern  
Jon Mercant  
Xavier Miranda  
Jerry Muraoka  
Denise Nevin  
Stanley Niemczycki  
Norman Riggs  
Robert Rooks  
Marcia Russell  
William Saichek  
Rory Schlueter  
Sophia Sherif  
John Slawson  
Melissa Som de Cerff  
Kathleen Standen  
Jessica Stoudenmire  
Jeffrey Tao  
Paula Teske  
Helen Tillotson  
Douglas Westhoff  
Stephen Whitson  
Brenda Williams

Fine Arts

Noorunnissa Abbasi  
Aminah Abdul-Jabbaar  
Peter Abilogu  
Deborah Aitken  
Laura Kay Almo  
Carolyn W. Almos  
Craig Antrim  
Elizabeth Atherton  
Cynthia Bahti  
Ava Baldwin  
Larisa Bates  
Dana Bisignano

Kim Borgaro  
Anna Bosler  
Wendi Brown  
Linda Busch  
Robert Coomber  
Camille Cornelius  
Walter Cox  
Jeffrey Crum  
Robert Dalton  
Scott Davis  
J. Carola de la Rocha  
John Dearman

John DeMita  
Caryn Desai  
Rhonda Dillon  
Mary Drobny  
Barbara Dyer  
Susan Einstein  
Jeremy Estrella  
Richard Ewing  
Suzanne Jacobs Fagan  
Kurt Festinger  
Jocelyn Foye  
Virginia Frazier  
Paul Gellman  
Heidi Gornto  
Jonathon Grasse  
Matthew Grief  
Mary Hackett-Konicek  
Hiroshi E. Hamanishi  
Jamie Hammond  
Gloriane Harris  
Karin Harris  
Richard Hastings  
Diane Hayden  
Michael Hernandez  
Hiroko Hojo  
Eric Holman  
James Hovorka  
Grant Hungerford  
Pamela Huth  
Karin Jensen  
Isadora Johnson  
Marcie Kaufman  
Emma Kheradyar  
Thomas Kidd  
Leroy Kim  
Lawrence Klepper  
Rona Klinghofer  
Holly Lampe  
Carol Lisek  
Kristi Lobitz  
Norman Looney  
James Mack  
Patricia Maki

Annie Malone  
Margot Martin  
Dana Maue  
Elizabeth Mennemeyer  
Michael Miller  
Ruby Millsap  
Ryota Minei  
Joseph Mitchell  
Vicki Muto  
Daryle Nagano  
Jeffrey Netzer  
Binh Ngo  
Dee Marie Nieto  
Nancy OBrien  
Annette Owens  
Ann Patterson  
Michael Quinn  
Imara Quinonez  
Dorothy Ray  
Tina Riggs  
Karen Roberts  
Lois Roberts  
Manon Robertshaw  
Gary Robertson  
Lucretia Robinson  
Clinton Rusich  
Victoria Sanchez  
Mark Shannon  
Lloyd Sherman  
Diane Simons  
Holly Sneed  
Christine Stahl  
Susan Ste Marie  
Bruce Tellier  
Laura Thompson  
Sandra Trepasso  
Dawn Trickett  
Mark Urista  
Helene Wagner  
Kimberly Wilkinson  
Suzanne Wong  
Eunee Yee  
Peggy Zask

Shanon Zusman

Health Sciences & Athletics

Brandon Alcocer

Billie Jo Anthony

David Bacon

Sivi Banks-Carson

Jaymie Baquero

Edwardo Barragan

William Beckham

Richard Blount

Susan Calderon

Colleen Caldwell

Marisa Chang

Pamela Chappell

Janet Chase

Stephanie Collazo

Nina Collins

Lisa Correa

Roland Custodio

Linda Delzeit

Denise Diego

Lucia Drever

Kathleen Ann Du Ross

Patricia Duncan

Margaret Ernaga

Michael Fenison

Nathan Fernley

Daniel Fitzpatrick

Suzette Frio

Joan Gahan

Diana B. Galias

Don Gereau

Norene Gift

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

Margaret Kidwell-Udin

Yeon Kim

Stacy Komai

Milagros Laja

Paul Landreaux

Monica Lizarraga

Katherine Meese

Michael Mills

Stan Mintz

Craig Mizufuka

Douglas Mizukami

Josephine Moore

Helen Nakano

Mary Ogi

Ellen Schmidt Olaivar

Norkor Omaboe-Bulder

Nobeyba Ortega

Paula Park

Fred Petersen

Huibrie C. Pieters

Danielle R. Roman

Nathaniel Roque

Krysti Rosario

Linda Scott

Kiran Sharma

Stephen Shaw

Sean Sheil

Joel Smith

Carole Stevenson

Darryl Sue

Elizabeth Sweeney

Michael Taylor

Mark Thomas

Shane Toal

Matthew Trites

Steven Van Kanegan

Nina Walchko  
Karen Walter  
Lisa Weyh  
Maria White

Joyce Wise  
Karen Wyatt  
Mits Yamashita  
Lynn Zeman

Humanities

Amanda Ackerman  
Rebecca Ahn  
Jack Arensmeyer  
Nancy Armstrong  
Eric Balley  
Maria Barrio De Mendoza  
Natasha Bauman  
Vicki Blaho  
Jason Bostick  
Frances Brown  
Ronald Brutti  
Nancilynn Burruss  
Shannon Bush  
Allison Carr  
Zeina Chakhchir  
Kathleen Collins  
Jolene Combs  
Marcia Cree  
David Cron  
Yolanda Cuesta  
Agnes Davies  
Allison DeVaney  
Kimiko Ego  
Paula Fonseca-Bai  
Rita M. Fork  
Kevin Franklin  
Paul Freeborn  
Stafanie Frith  
Antonio Fuentes  
Jennifer Gallagher  
Tiffany Gebhard  
Antonio Gonzalez  
Ellen Griffin  
Julia Hackner  
Kathy Silvey Hall  
Yvette Hawley  
Jeremy Hector

Greta Hendricks  
Susan Herdzina  
Jennifer Hill  
Elizabeth Hindman  
Diana Hines  
Jennifer Holt  
Patricia Hoovler  
Judy Houser  
Miriam Houssels  
Aura Imbarus  
Michael Jaffe  
Roberto Jimenez  
Kristin Jones  
Dalia Juarez  
Francesca Kemitch  
Bruce Kermane  
Angie Kirk  
Gary Kohatsu  
Shana Kraynak  
Kim Krizan  
Sheryl Kunisaki  
Scott Kushigemachi  
Eve Lee  
Mari Lopez  
Debra Lorango  
Karen Lugo  
Meagan Madigan  
Susan Magabo  
Michael Mangan  
Clinton Margrave  
Diana Maruna  
Kate McLaughlin  
Francisca Mejia  
John Millea  
Yuki Minekawa  
Andres Moina  
Melissa Moran

Kareema Nasouf  
Susan Nozaki  
Sumino Otsuji  
Carol Park  
Jan Parrish  
Dianne Pearce  
Bonita Pereyra  
Rossella Pescatori  
Jennifer Peters  
Lana Phillips  
Claudia Prada  
Robert Puglisi  
Maria Ramirez  
Silvia Ribelles de la Vega  
Natalie Ricard  
Shannon Richardson  
Kim Runkle  
Jelena Savina  
Joyce Marie Schenk  
David Schlick

Dale Shannon  
Amir Sharifi  
Grace Shibata  
Gary Smith  
Christopher Stevens  
Eric Takamine  
Kanzo Takemori  
Cindy Tino-Sandoval  
Alexander Toth  
Kathy Vertullo  
Wendy Walsh  
John Wietting  
Wendy Wright  
Xiaowen Wu  
Yong Yoon  
Nina Yoshida  
Hailiang Zhao  
Alfred Zucker  
Genevieve Zuidervaat

Industry & Technology

Mark Arnold  
Gayle Baizer  
George Allen Barber  
Danny Barley  
Robert Blackshear  
Roger Bombassei  
Kenneth Brazile  
Michael Brownlie  
John Carr  
Kevin Coffelt  
Nicholas Colin  
Bruce Cook  
Victor De la Torre  
Timothy Dennis  
Robert Diaz  
Makisha Diggins-Davis  
David Chi Do  
Jeffrey Donahue  
Kelly Dozier  
Mark Early  
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  
Margaret Johnson  
William Johnson  
Walter Kahan  
Wendy Kahan  
George Karnazes  
Jerry Kinnan  
Francine Kola-Bankole  
Vera Kopecky  
Thomas Kurth

James Lemmon  
Mark Lepore  
Edward Lugo  
Mary Lyons  
Richard Martinez  
Sheila Murray  
Craig Neumann  
Nick Nickolin  
Stephen Nothern  
Robert Olmsted  
Oscar Ortiz  
Annette Owens  
Priscilla Ratcliff  
Philip Reno  
Eugene Rock  
Bernardo Rodriguez  
Rey Rojo  
Kenneth Ryan  
Michael Ryerson  
Linda Schuetze  
Franz Seifert

Learning Resources

Anita Colby  
John Fowler  
Margaret Stevens

Mathematical Sciences

Vage Avakyan  
Adalinda Avila  
Robert Bauman  
Beyenne Bayssa  
Susanne Bucher  
Scott Bullock  
Robert Caldwell  
Wei-Feng Chen  
Remo Ciccone  
Marilyn Cortez  
Dimetrios Dammena  
Zekarias Dammena  
Bruce Dovner  
Abdelwahab El-Abyad

James Sims  
John Skipper  
Michael Smith  
Bobette Stott  
Lynn Strobel  
Bradley Sweatt  
Keith Swensson  
David Taneman  
Dale Ueda  
Jorge Ulloa  
Daniel Valladares  
Emmanuel Villaroman  
Philip Walls  
Shirley Warren  
Sue Warren  
William Warren  
Carl Whitaker  
Ronald Williams  
David Winkler  
Issac Yang

Jane Terry  
Douglas Thompson

Henri Feiner  
Winfred Ferrell  
Junko Forbes  
Manolita L. Formanes  
Monte Furuya  
Theodore Gibson  
Jack Gill  
Astatke Gizaw  
Laura Gollner  
Megan Granich  
Raymond Ho  
Anthony Hoang  
Thu-Hang Hoang  
Shiuling Huang

Jamel Kammoun  
Mahbub Khan  
Avid Khorram  
William Latto Jr.  
Duc Le  
Loan Le  
Maribel Lopez  
Alice Martinez  
Jose Martinez  
Steve Martinez  
Perry McDonnell  
Wendy Miao  
Ashod Minasian  
Kevin Mofid  
Hai Ngo  
Cuong Nguyen  
Diem Nguyen  
Hang Minh Nguyen  
Alice O'Leary  
Aida Ovanessian  
Delores Owens  
Quyên Phung  
Mohammad Rahnavard  
Russell Reece  
Marion Reeve

Matthew Robertson  
Malinni Roeun  
Tatiana Roque  
Lernik Saakian  
Oussama M. Safadi  
Nashat Saweris  
Michael Semenoff  
Ellis Shamash  
Arkadiy Sheynshteyn  
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

Natural Sciences

Robert Altermatt  
Premilla Arasasingham  
Valerie Baggett  
Jose Bava  
Gary Booher  
Robin Bouse  
Michael Brennan  
Peter Doucette  
Adeleh Esfandiari  
Lynn Fielding  
Diana Garcia  
Melvin Kantz  
Mahbub Khan  
Jed Laderman  
Gary Landis  
Octavian Le

Laurie Len  
Bruce Letvin  
Natalia Lev  
Robert Lindsay  
Lida Masoudipour  
Wade Mayo  
James Myrtle  
Patricia Neumann  
Douglas Neves  
Huyen Nguyen  
James Osborne  
Leon Palmer  
Ebenezer Peprah  
Dave Pierce  
Ansha Qian  
Kenneth Rodriguez

Vineeta Sachdev  
Rajinder Sidhu  
Donna M. Speckman  
Thomas Stewart  
Rosmery Tajiboy

Anne Marie Valle  
Michel Van Biezen  
David Vasquez  
Karla Villatoro  
Carla Weaver

Special Resource Center

Tisa Casas  
Ricardo Castillo  
Geralin Clark  
Paul Culton  
Rachel Friedman

Barbara Gomez  
Edward Kelly  
Sheila Lenham  
Jan Wong

**Classified Personnel:**

1. Resignation - Ms. LaTonya Motley, Trainer/Instructional Technology Specialist, Range 41, Step E, Staff Development, Human Resources Area, effective December 12, 2008, plus accrued vacation.
2. Work out of Classification – Ms. Maria Cortez, Clerical Assistant, Range 22, Step E to Senior Clerical Assistant, Range 24, Step E, Behavioral & Social Sciences Division, Academic Affairs Area, effective January 1 through March 30, 2009.
3. Employment - Mr. Marcus Thompson, Compton Center Police Officer, Step A, Campus Police Division, Administrative Services Area, effective December 16, 2008.
4. Employment - Mr. Jorge Cervantes, Compton Center Police Officer, Step A, Campus Police Division, Administrative Services Area, effective December 16, 2008.

**Special Services Professional**

5. Change in Assignment - Ms. Denise DiPasquale, Special Services Professional, from Range 4, Step 2 to Range 4, Step 3 of the Special Services Professional Salary Schedule, Community Advancement Division, Student and Community Advancement Area, effective December 1, 2008.
6. Employment - Ms. Renee Dorn, Special Services Professional, Range 5, Step 4 of the Special Services Professional Salary Schedule, not to exceed \$38,640, Enrollment Services, Student and Community Advancement Area, effective January 1 through June 30, 2009.

## **Temporary Classified Services Employees**

7. Employment - Ms. Kristi Adams, Administrative Assistant I, Range 28, Step A, Vice President Academic Affairs Office, Academic Affairs Area, effective December 16, 2008 through June 30, 2009.
8. Employment - Ms. Kathy Way, User Support Technician, Range 37, Step E, Vice President, Academic Affairs Office, Academic Affairs Area, effective December 16, 2008 through June 30, 2009 (Retired Annuitant).
9. Employment - Ms. Helen Wada, Clerical Assistant, Range 22, Step A, Humanities Division, Academic Affairs Area, to assist dean with clerical tasks, effective January 1 through June 30, 2009.

## **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 1-3.

The following temporary non-classified service employees are hired for the 2008 – 2009 fiscal year to be paid hourly, days and hours vary as needed, unless otherwise stated.

### **PROGRAM AIDE SERIES**

#### **1. Program Aide VI**

The following individual is to assist the Job Developer/Placement Advisor of the El Camino College EOP&S/CalWORKS program with maintaining student activity database and files, employer reimbursements files, and student job referrals and placements.

Charlene Jordan, \$17.00, EOP&S/CalWORKS (January 1, 2009-June 30, 2009)

### **SPORTS AIDE SERIES**

#### **2. Sports Aide II**

The following individuals are to assist faculty and staff with basic tasks for practices and competition.

Earl Eastcott, \$10.00, Health Sciences and Athletics (Nov. 14, 2008-June 30, 2009)

Michelle Fenison, \$10.00, Health Sciences and Athletics (Nov. 8, 2008-June 30, 2009)

## **THEATER AIDE SERIES**

### 3. Theater Aide I

The following individuals are to provide customer service for any given event either in the Marsee Auditorium, Campus Theater, or Recital Hall.

Jesus Arroyo, \$8.25, Center for the Arts (September 27, 2008-June 30, 2009)

### C. STIPEND FOR COMPTON EDUCATIONAL CENTER

It is recommended that the following be paid a stipend for work at the Compton Educational Center, effective January 1, 2009 through June 30, 2010.

#### \$160 per month

Julie Bourlier

#### \$250 per month

Irvin Drew

Donald Goldberg

Alice Grigsby

Thomas Lew

Gloria Miranda

Virginia Rapp

Stephanie Rodriguez

James Schwartz

Jean Shankweiler

Regina Smith

Arvid Spor

Michael Trevis

John Wagstaff

Satish Warriar

#### \$330 per month

Kim Baily

Espe Nieto

Dipte Patel

#### \$415 per month

Babatunde Atane

Rocky Bonura

Hortense Cooper

Janice Ely

Ann Garten

William Mulrooney

Kathy Oswald

#### \$500 per month

Francisco Arce

JoAnn Higdon

Jeanie Nishime

Barbara Perez

## **D. LOCAL MINIMUM QUALIFICATIONS FOR FACULTY HIRES**

It is recommended that the Board adopt the local minimum qualifications for faculty as shown.

### **El Camino College Local Minimum Qualifications**

#### **Master's List**

#### ***Discipline***

#### ***Local Qualifications***

#### **Academic Strategy**

Master's degree in educational development, education, English, reading, mathematics, educational psychology or closely related field, with extensive coursework in reading, study skills or learning theory; OR the equivalent.

#### **Accounting**

Master's in accountancy or business administration with accounting concentration OR Bachelor's in business with accounting emphasis or business administration with accounting emphasis or economics with an accounting emphasis AND Master's in business, business administration, business education, taxation, or finance OR the equivalent.

(NOTE: A Bachelor's degree with a CPA license is an alternative qualification for this discipline, pursuant to Title 5 Section 53410.1.)

#### **Agriculture**

Master's in agriculture, agriculture sciences or education with a specialization in agriculture OR Bachelor's in any of the above AND Master's in agriculture business, natural resources, animal science, plant science, soil science, forestry, pomology, agricultural engineering, environmental horticulture, agronomy, viticulture or enology OR the equivalent.

#### **Anthropology**

Master's in anthropology or archeology OR the equivalent.

#### **Art**

Master's in fine arts, art, or art history OR Bachelor's in any of the above AND Master's in humanities OR the equivalent.

#### **Astronomy**

Master's in astronomy or astrophysics OR Bachelor's in either of the above AND Master's in physics, math, geophysics, engineering OR the equivalent.

#### **Biological Sciences**

Master's in any biological science OR Bachelor's in any biological science AND Master's in biochemistry, biophysics, or marine science OR the equivalent.

<b>Business</b>	Master's in business, business management, business administration, accountancy, finance, marketing, or business education OR Bachelor's in any of the above AND Master's in economics, personnel management, public administration, or JD or LL.B. degree OR Bachelor's in economics with a business emphasis AND Master's in personnel management, public administration, or JD or LL.B. degree OR the equivalent.
<b>Business Education</b>	Master's in business, business administration, or business education OR Bachelor's in any of the above AND Master's in vocational education OR the equivalent.
<b>Chemistry</b>	Master's in chemistry OR Bachelor's in chemistry AND Master's in biochemistry, chemical engineering, chemical physics OR the equivalent.
<b>Child Development/ Early Childhood Education</b>	Master's in child development, early childhood education, human development, family and consumer studies with a specialization in child development/early childhood OR Bachelor's in any of the above AND Master's in educational psychology with a specialization in child development, social work, educational supervision, elementary education, special education, psychology, bilingual/bicultural education, life management/home economics, family life studies, or family and consumer studies OR the equivalent.
<b>Communications Studies (Speech Communications)</b>	Master's in speech, rhetoric, communication, communication studies, speech communication, or organizational communication OR Bachelor's in any of the above AND Master's in mass communication OR the equivalent.
<b>Computer Science</b>	Master's in computer science or computer engineering OR Bachelor's in either of the above AND Master's in information science, computer information systems, information systems, mathematics, or engineering OR the equivalent.
<b>Counseling</b>	Master's in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, marriage and family therapy, or marriage, family and child counseling, OR the equivalent.

(NOTE: A license as a Marriage and Family Therapist (MFT) is an alternative qualification for this discipline,

pursuant to Title 5 Section 53410.1.)

**Dance** Master's in dance, physical education with a dance emphasis, or theater with dance emphasis, OR Bachelor's in any of the above AND Master's in physical education, any life science, physiology, theater arts, kinesiology, humanities, performing arts, or music OR the equivalent.

**Dietetics** See Nutritional Sciences/Dietetics.

**Drama/Theater Arts** Master's in drama/theater arts/performance OR the equivalent.

**Earth Science** Master's in geology, geophysics, earth sciences, meteorology, oceanography, or paleontology OR Bachelor's in geology AND Master's in geography, physics, or geochemistry OR the equivalent.

**Ecology** Master's in ecology or environmental studies OR the equivalent OR See Interdisciplinary Studies.

**Economics** Master's in economics OR Bachelor's in economics AND Master's in business, business administration, business management, business education, or finance OR the equivalent.

**Education** Master's in education OR the equivalent.

**Engineering** Master's in any field of engineering OR Bachelor's in any of the above AND Master's in mathematics, physics, computer science, chemistry, or geology OR the equivalent.

(NOTE: A Bachelor's in any field of engineering with a professional engineer's license is an alternative qualification for this discipline, pursuant to Title 5 Section 53410.1.)

**Engineering Technology** Master's in any field of engineering technology or engineering OR Bachelor's degree in either of the above AND Master's degree in physics, mathematics, computer science, biological science, or chemistry, OR Bachelor's degree in industrial technology, engineering technology or engineering AND a professional engineer's license OR the equivalent.

<b>English</b>	Master's in English, literature, comparative literature, or composition OR Bachelor's in any of the above AND Master's in linguistics, TESL, speech, education with a specialization in reading, creative writing, or journalism OR the equivalent.
<b>ESL</b>	Master's in TESL, TESOL, applied linguistics with a TESL emphasis, linguistics with a TESL emphasis, English with a TESL emphasis, or education with a TESL emphasis OR Bachelor's in TESL, TESOL, English with a TESL certificate, linguistics with a TESL certificate, applied linguistics with a TESL certificate, or any foreign language with a TESL certificate AND Master's in linguistics, applied linguistics, English, composition, bilingual/bicultural studies, reading, speech, or any foreign language OR the equivalent.
<b>Ethnic Studies</b>	Master's in the ethnic studies field OR the equivalent OR See Interdisciplinary Studies.
<b>Family and Consumer Studies/ Home Economics</b>	Master's in family and consumer studies, life management/home economics, or home economics education OR Bachelor's in any of the above AND Master's in child development, early childhood education, human development, gerontology, fashion, clothing and textiles, housing/interior design, foods/nutrition, or dietetics and food administration OR the equivalent.
<b>Film Studies</b>	Master's degree in film, drama/theater arts, or mass communication OR Bachelor's degree in any of the above AND Master's degree in media studies, English, or communication OR the equivalent.
<b>Foreign Languages</b>	Master's in the language being taught OR Bachelor's in the language being taught AND Master's in another foreign language OR the equivalent.
<b>Geography</b>	Master's in geography OR Bachelor's in geography AND Master's in geology, history, meteorology, or oceanography OR the equivalent OR See Interdisciplinary Studies.
<b>Gerontology</b>	Master's in gerontology OR the equivalent OR See Interdisciplinary Studies.
<b>Health</b>	Master's in health science, health education, biology, nursing, physical education, dietetics, or nutrition OR

	Bachelor's in any of the above AND Master's in public health, or any biological science OR the equivalent.
<b>Health Services Director/ Heath Services Coordinator/College Nurse</b>	Minimum Qualifications for these faculty members specified in Title 5 Section 53411.
<b>History</b>	Master's in history OR the equivalent.
<b>Humanities</b>	Master's in humanities OR the equivalent OR See Interdisciplinary Studies.
<b>Instructional Design/ Technology</b>	Master's in instructional design/technology OR the equivalent.
<b>Interdisciplinary Studies</b>	Master's in the interdisciplinary area OR Master's in one of the disciplines included in the interdisciplinary area, provided that the local faculty determine that the instructor's coursework was broad enough to provide an ample basis for offering such a course.
<b>Journalism</b>	Master's in journalism or communication with a specialization in journalism OR Bachelor's in either of the above AND Master's in English history, communication, literature, composition, comparative literature, any social science, business, business administration, marketing, graphics, or photography OR the equivalent.
<b>Law</b>	JD or LLB plus admission to the California Bar and 2 years experience practicing law OR meet qualification in the discipline of the application OR the equivalent.
<b>Learning Assistance Instructors</b>	Minimum Qualifications for these faculty members are specified in Title 5 Section 53415.
<b>Library Science</b>	Master's in library science, library and information science, OR the equivalent.
<b>Linguistics</b>	Master's in linguistics or applied linguistics OR Bachelor's in linguistics AND Master's in TESOL, anthropology, psychology, sociology, English, or any foreign language OR the equivalent.
<b>Management</b>	Master's in business administration, business management, business education, marketing, public administration, or finance OR Bachelor's in any of the

above AND Master's in economics, accountancy, taxation, or law OR the equivalent.

**Marketing**

Master's in business administration, business management, business education, marketing, advertising, or finance OR Bachelor's in any of the above AND Master's in economics, accountancy, taxation, or law OR the equivalent.

**Mass Communication**

Master's in radio, television, film, mass communication, or communication, journalism OR Bachelor's in any of the above AND Master's in drama/theater arts, communication, communication studies, business, telecommunications, or English the equivalent.

**Mathematics**

Master's in mathematics or applied mathematics OR Bachelor's in either of the above AND Master's in statistics, physics, or mathematics education OR the equivalent.

**Music**

Master's in music OR the equivalent.

**Nursing**

Master's in nursing OR Bachelor's in nursing AND Master's in health education or health science OR the equivalent. The minimum qualifications as set by the Board of Registered Nursing, whichever is higher.

**Nutritional Science/  
Dietetics**

Master's in nutrition, dietetics, or dietetics and food administration OR Bachelor's in any of the above AND Master's in chemistry, public health, or family and consumer studies/home economics OR the equivalent (NOTE: A Bachelor's in nutrition, dietetics, or dietetics and food administration, and certification as a registered dietitian, is an alternative qualification for this discipline, pursuant to Title 5 Section 53410.1.)

**Philosophy**

Master's in philosophy OR the equivalent.

**Photography**

Master's in photography, fine arts, or art OR Bachelor's in any of the above AND Master's in art history or humanities OR the equivalent.

**Physical Education**

Master's in physical education, exercise science, education with an emphasis in physical education, kinesiology, physiology of exercise, or adaptive physical education, OR Bachelor's in any of the above AND Master's in any life science, dance, physiology, health education, recreation administration, or physical therapy

	OR the equivalent.
<b>Physical Science</b>	See Interdisciplinary Studies.
<b>Physics</b>	Master's in physics OR Bachelor's in physics AND Master's in astronomy, astrophysics or engineering OR the equivalent.
<b>Political Science</b>	Master's in political science, government, public administration or international relations OR Bachelor's in any of the above AND Master's in economics, history, sociology or social science with an emphasis in political science, JD OR the equivalent.
<b>Psychology</b>	Master's in psychology OR the equivalent.
<b>Reading</b>	Master's in education with a specialization in reading or teaching reading OR Bachelor's in any academic discipline AND twelve semester units of course work in teaching reading AND Master's in English, literature, linguistics, applied linguistics, composition, comparative literature, TESL, or psychology OR the equivalent.
<b>Recreation Administration</b>	Master's in recreation administration or physical education OR Bachelor's in either of the above AND Master's in dance, gerontology, or public administration, OR the equivalent.
<b>Religious Studies</b>	Master's in religious studies, theology, or philosophy OR Bachelor's in any of the above AND Master's in humanities OR the equivalent.
<b>Social Science</b>	Master's in social science OR See Interdisciplinary Studies.
<b>Sociology</b>	Master's in sociology OR the equivalent.
<b>Special Education</b>	Minimum Qualifications for these faculty members are specified in Title 5 Section 53414.
<b>Speech Communication</b>	See Communication Studies.
<b>Theater Arts</b>	See Drama/Theater Arts.
<b>Women's Studies</b>	Master's in women's studies OR the equivalent OR See Interdisciplinary Studies.

## Non-Master's Disciplines List

### Category 1 – Bachelor's Degrees Readily Available:

Discipline	Local Minimum Qualifications
<b>Computer Information Systems</b>	Master's in computer science, computer information systems or business administration with an emphasis in computer information systems OR Bachelor's in any of the above and 5 years of appropriate work experience OR the equivalent.
<b>Ornamental Horticulture</b>	Bachelor's in ornamental horticulture, plant science or botany AND 2 years experience in ornamental horticulture OR the equivalent.
<b>Real Estate</b>	Bachelor's in business or finance, CA DRE Broker license or CA OREA Certified Appraisal license AND 2 years experience as a broker or appraiser OR Associate's in business, real estate, finance or real estate appraisal, CA DRE Broker license or CA OREA Certified Appraisal license and 6 years experience as a broker or appraiser.

**Category 2 -** Bachelor's degree and five years experience in the discipline and any certificate or license required to do that work OR any Associate's degree and six years experience and any certificate or license required to do that work.

**Discipline:**

Administration of Justice	Electronics
Air Conditioning, Refrigeration, Heating	Emergency Medical Technologies
Architecture	Engineering Support
Auto Body Technology	Environmental Technologies
Automotive Technology	Fire Technology
Cabinet Making	Industrial Technology
Carpentry	Machine Tool Technology
Construction Technology	Manufacturing Technology
Cosmetology	Robotics
Drafting	Telecommunication Technology
Electricity	Welding
Electromechanical Technology	

**Category 3** - Bachelor's degree and two years experience in the discipline and any certificate or license required to do that work OR any Associate's degree and six years experience and any certificate or license required to do that work.

**Discipline:**

Addiction Paraprofessional Training	Dental Technology
Agricultural Business and Related Services	Diagnostic Medical Technology
Aeronautics	Diesel Mechanics
Agricultural Engineering	Dietetic Technician
Agricultural Production	Electromicroscopy
Animal Training and Management	Electronic Technology
Appliance Repair	Electroplating
Archaeological Technology	Equine Science
Athletic Training	Estimating
Aviation	Fabric Care
Banking and Finance	Fashion and Related Technologies
Barbering	Flight Attendant Training
Bicycle Repair	Fluid Mechanics Technology
Broadcasting Technology	Folk Dance
Building Codes and Regulations	Forestry/Natural Resources
Building Maintenance	Furniture Making
Business Machine Technology	Graphic Arts
Cardiovascular Technology	Gunsmithing
Ceramic Technology	Health Care Ancillaries
Coaching	Health Information Technology
Commercial Art	Heavy Duty Equipment Mechanics
Commercial Music	Hotel and Motel Services
Computer Information Systems	Industrial Design
Computer Service Technology	Industrial Maintenance
Construction Management	Industrial Relations
Court Interpreting	Industrial Safety
Court Reporting	Insurance
Culinary Arts/Food Technology	Interior Design

Janitorial Services	Printing Technology
Jewelry	Private Security
Labor Relations	Prosthetics and Orthotics
Legal Assisting	Psychiatric Technician
Library Technology	Public Relations
Licensed Vocational Nursing	Radiation Therapy
Locksmithing	Radiological Technology
Marine Diving Technology	Real Estate
Martial Arts/Self Defense	Registered Veterinary Technician
Masonry	Rehabilitation Technician
Materials Testing Technology	Respiratory Technician
Media Production	Respiratory Technologies
Medical Instrument Repair	Restaurant Management
Mining and Metallurgy	Retailing
Mortuary Science	Sanitation and Public Health Technology
Motorcycle Repair	Search and Rescue
Multimedia	Sheet Metal
Music Management	Ship and Boat Building and Repair
Music Merchandising	Shoe Rebuilding
Musical Instrument Repair	Sign Language, American
Nursing Science/Clinical Practice	Sign Language/English Interpreting
Occupational Therapy Assisting	Small Business Development
Office Technologies	Small Engine Mechanics
Ornamental Horticulture	Stagecraft
Pharmacy Technology	Steamfitting
Photographic Technology/Commercial Photography	Surgical Technology
Physical Therapy Assisting	Transportation
Piano Tuning and Repair	Travel Services
Plastics	Upholstering
Plumbing	Vision Care Technology
	Watch and Clock Repair

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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. Board of Trustees Goals for 2008-2009

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A. Board of Trustees Goals for 2008-2009

Each year the Board of Trustees establishes goals and evaluates its performance on the previous year's goals. The Board of Trustees' remarks are publicly presented and members of the Board may discuss, amend or delete the recommended goals for the forthcoming years.

Participate in community activities and events and bring observations to the Board for policy issues.

- I. Attend events in the community.
  - a. Speak to community groups.
  - b. Make Board presentations.
  - c. Bring copies of community events and activities to other Board members.
  - d. Consider a Board meeting at Compton Center.
- II. Participate in the operation of the College at Board Meetings.
  - a. Speak freely and opening on policy issues.
  - b. Solicit opinions of fellow Board members.
  - c. Present ideas during discussion section of Board Meetings.
- III. Continue a Trustee education program.
  - a. Attend a conference on Trustee responsibilities.
  - b. Submit materials from various sources to fellow Trustees.
  - c. Read Trustee education materials sent by various organizations.
- IV. Effect implementation of the 2007 Facilities Master Plan update.
  - a. Monitor and approve Measure E Fiscal updates
  - b. Implement construction program.
  - c. Monitor and approve construction program.
- V. Fiscal Responsibilities.
  - a. Monitor 2008-2009 Budget. Review and approve any recent adjustments.
  - b. Study, review and approve the 2009-2010 budget.
  - c. Study, review and approve the 2007-08 annual financial audit.
- VI. Student Learning Outcomes
  - a. Receive and participate in discussion of the Accountability Report for Community Colleges (ARCC).
  - b. Receive and participate in discussion of the Community College Survey of Student Engagement.
  - c. Receive and participate in discussion of the Community College Survey of Faculty Engagement.
  - d. Review Student Learning Outcomes update.