I. Roll Call, Pledge of Allegiance to the Flag

II. Approval of Minutes of the Regular Board Meeting of April 19, 2010, Pages 5-7

III. Presentation – El Camino College Forensics Team – National Parliamentary Debate Association’s Community College National Sweepstakes Champion

IV. Presentation – 2010 Accountability Reporting for the Community Colleges (ARCC)
   1. Public Comment
   2. Acceptance of the 2010 Accountability Reporting for the Community Colleges (ARCC)

V. Public Comment on Consent and Closed Session Agenda

VI. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption
   1. Academic Affairs
      See Academic Affairs Agenda, Pages 8-25
   2. Student and Community Advancement
      See Student Services Agenda, Pages 26-30
   3. Administrative Services
      See Administrative Services Agenda, Pages 31-40
   4. See Measure “E” Bond Fund Agenda, Pages 41-47
VII. Public Comment on Non-Agenda Items

VIII. Oral Reports
   A. Academic Senate Report
   B. Compton Center Report
   C. Board of Trustees Report
   D. President’s Report

IX. Closed Session
   A. Existing Litigation, Brown Act Section 54956
      1. Case # BC432800
      2. Case # ADJ7165388
   B. Labor Relations, Brown Act Section 54957.6, Dr. Lynn Solomita, District Labor Negotiator
      1. El Camino College Federation of Teachers, Local 1388
      2. El Camino College Federation of Teachers, Local 1388, Child Development Center
      3. El Camino Classified Employees Local 6142
      4. El Camino College Police Officers Association
   C. Personnel Matters, Brown Act Section 54957
      1. Public Employee Performance Evaluation – Superintendent/President
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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.
The Board of Trustees of the El Camino Community College District met at 4 p.m. on Monday, April 19, 2010, in the Board Room at El Camino College.

The following Trustees were present: Trustee Ray Gen, President; Trustee Maureen O’Donnell, Vice President; Trustee William Beverly, Secretary; and Student Member Christopher Pham. Trustees Combs and Jackson were absent due to illness.

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, Compton Center; and Dr. Lynn Solomita, Interim Vice President, Human Resources.

Minutes of the Regular Board Meeting of March 15, 2010
The Minutes of the Regular Board Meeting of March 15, 2010 were approved.

El Camino College Citizens’ Bond Oversight Committee Annual Report
It was moved by Trustee O’Donnell, seconded by Trustee Beverly, that the Board accept the El Camino College Citizens’ Bond Oversight Committee Annual Report. Motion carried. Student Member Pham recorded an advisory yes vote.

Items withdrawn from Consent Agenda
It was moved by Trustee Beverly, seconded by Trustee O’Donnell, that the Tax and Revenue Anticipation Note 2010-11 and Resolution for Tax and Revenue Anticipation Note – 2010-11 be removed from the consent agenda for a roll call vote. Trustee O’Donnell withdrew her second of this motion.

It was moved by Trustee Beverly, seconded by Trustee Gen that the Tax and Revenue Anticipation Note 2010-11 and Resolution for Tax and Revenue Anticipation Note – 2010-11 be removed from the consent agenda for a roll call vote. Motion carried. Student Member Pham recorded an advisory yes vote.

Tax and Revenue Anticipation Note – 2010-11
It was moved by Trustee Beverly, seconded by Trustee Gen, that the Board authorize the participation of the District in the issuance of a Tax and Revenue Anticipation Note for the 2010-11 fiscal year, not to exceed $20 million. Motion carried with Trustees Gen, O’Donnell, and Beverly voting yes. Trustees Combs and Jackson were absent. Student Member Pham recorded an advisory yes vote.
Resolution for Tax and Revenue Anticipation Note – 2010-11
It was moved by Trustee O’Donnell, seconded by Trustee Beverly, that the Board adopt the resolution authorizing and approving the borrowing of funds for Fiscal Year 2010-11 not to exceed $20 million; the issuance and sale of a 2010-11 tax and revenue anticipation note there for and participation in the Los Angeles County Schools Pooled Tax and Revenue Anticipation Notes Program for the 2010-11 fiscal year. Motion carried with Trustees Gen, O’Donnell, and Beverly voting yes. Trustees Combs and Jackson were absent. Student Member Pham recorded an advisory yes vote.

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

Academic Affairs
Carnegie Hall Tour – Chorale, Concert Choir and Women’s Chorus
Conference Attendance – Mathematics, Engineering, Science Achievement (MESA) Program
Instructional Field Trip – Spring 2010
Proposed Curriculum Changes: Effective 2010-2011 Academic Year

Student and Community Advancement
2010 Summer Youth Swim Camp
International Travel
Grants
Community Education Program – Winter/Spring 2010 – Revision
Community Education Program – Summer 2010

Administrative Services
AB2910 – Quarterly Fiscal Status Reports
International Student Health Insurance
Transfer of Funds – General Fund Unrestricted
Contracts Under $78,500
Contracts Over $78,500
Bid 2009-12 – Printing of the Class Schedules
Memorandums of Understanding
Purchase Orders and Blanket Purchase Orders

Measure E Bond Fund
Category Budgets and Balances
Bid Award – Track Field Sod Project
Bid Award – TV Studio Upgrade Project
Contract – Converse Consultants – Math Business Allied Health Project
Contract – Prestige Security Services – Math Business Allied Health Project
Contract – Sandy Pringle Associates – Math Business Allied Health Project
Contract – School Construction Compliance, LLC – Math Business Allied Health
Project/Social Science Renovation
Contract – Statewide Education Wrap-Up (Insurance) Program (SEWUP)
Contract Amendment – LPA, Inc. – Humanities Plaza and Food service Building
Change Order – GDL Construction – Humanities Plaza Project
Change Order – HPS Mechanical – Phase 3 Infrastructure
Notice of Job Completion – Pierre Sprinkler & Landscaping – Reclaim Water Project
Notice of Job Completion – Tri Span, Inc. – Business Building Demolition Project
Information Item – Various Vendors – Learning Resources Center Project
Purchase Orders and Blanket Purchase Orders

Human Resources
Employment and Personnel Changes
Temporary Non-Classified Service Employees

President/Board of Trustees
Signature Authorization
Absence of a Board Member
South Bay Workforce Investment Board Appointment
California Community College Trustees Board of Directors Election
El Camino Community College District Board of Trustees Resolution Acknowledging
Students, Employees and Communities

Motion carried. Student Member Pham recorded an advisory yes vote.

Public Comment
Mr. Nehasi Lee addressed facilities at Compton Center. Mr. David Vakil noted Academic
Senate work on Student Learning Outcomes.

Closed Session
Meeting adjourned to a Closed Session at 5:16 p.m.

Adjournment
Meeting reopened at 6 p.m. and immediately adjourned.

____________________________________
William Beverly, Secretary of the Board

____________________________________
Thomas M. Fallo, Secretary to the Board
A. Proposed Curriculum Changes: Effective 2010-2011 Academic Year.................9
A. PROPOSED CURRICULUM CHANGES: EFFECTIVE 2010-2011 ACADEMIC YEAR

It is recommended that the Board approve the proposed curriculum additions, effective the 2010-2011 academic year, as listed below. The curriculum presentation package was revised to simplify the Board’s review of proposed curriculum changes. All curriculum changes by division are organized under topics as opposed to having a repetition of these topics under eight instructional divisions.

NEW COURSE

INDUSTRY AND TECHNOLOGY

1. Cosmetology 5ab - Evening Cosmetology Practicum
   Units: 2   Lecture: 1 hour   Lab: 5 hours   Faculty Load: 31.667%
   Prerequisite: Cosmetology 1 or Cosmetology 10 and Cosmetology 11 with a minimum grade of C in each prerequisite course
   Credit, degree applicable; Letter Grade
   This course is designed for the student who is in need of receiving hours toward their State Board of Cosmetology requirement. The focus of this course is on the advanced principles and practical operations of cosmetology equipment, procedures and techniques.

CHANGE IN TITLE

BEHAVIORAL AND SOCIAL SCIENCES

1. General Studies Major
   Current Status/Proposed Change
   C. 3. Culture and Communication Studies

   Recommendation
   C. 3. Culture and Communication

CHANGE IN MAJOR

INDUSTRY AND TECHNOLOGY

Course requirements in the following majors have been revised to remove inactivated courses and update course number changes.
ACADEMIC AFFAIRS

1. Administration of Justice Major
At least 50% of the major requirements for the Associate in Arts degree must be completed at El Camino College.
Current Status/Proposed Change
Administration of Justice 100, 103, 115, 130, 131, 135, 170;
a minimum of six units from the following: Administration of Justice 70, 95/96abcd, 106, 107, 109, 111, 125, 126, 132, 133, 134, 136, 150, 155
Total Units: 27-32

Recommendation:
Administration of Justice 100, 103, 115, 130, 131, 135, 170;
a minimum of six units from the following: Administration of Justice 70, 95/96abcd (2-4 units), 106, 107, 109, 111, 126, 132, 133, 134, 150, 155
Total Units: 27-32

2. Air Conditioning and Refrigeration Major
At least 50% of the major requirements for the Associate in Science Degree must be completed at El Camino College.
Current Status/Proposed Change
Air Conditioning and Refrigeration 5, 6, 20, 21, 22, 23, 25, 27, 30, 34, 32, 34
Recommended electives: Air Conditioning and Refrigeration 95abcd, Computer Information Systems 13, Construction Technology 100, Environmental Technology 100, Technical Mathematics 1
Total Units: 35-39

Recommendation:
Air Conditioning and Refrigeration 5, 6, 20, 21, 22, 23, 25, 27, 30, 32, 34
Recommended electives: Technical Mathematics 1
Total Units: 39

3. Architecture Major
At least 50% of the major requirements for the Associate in Science Degree must be completed at El Camino College.
Current Status/Proposed Change
Architecture 100, 104, 120abcd*, 150A, 150B, 170, 171, 199abcd*;
four courses from: Architecture 121abcd*, 125abcd*, 158, 172, 180 (*one semester of)
Total Units: 35-36

Recommendation:
Architecture 100, 104, 120abcd*, 150A, 150B, 170, 171, 199abcd*;
ACADEMIC AFFAIRS

four courses from: Architecture 121abcd*, 125abcd*, 158, 172, 180 (*one semester)
Total Units: 35-36

4. Computer Aided Design/Drafting Major
At least 50% of the major requirements for the Associate in Science Degree must be completed at El Camino College.

Current Status/Proposed Change
Computer Aided Design/Drafting 5, 10abcd*, 28abcd*, 31abcd*, 32abcd*, 33abcd*, 34abcd*, 37abcd*, 45, 47, 49, Technical Mathematics 1;
Total Units: 33-34 31-32

Recommendation:
Computer Aided Design/Drafting 5, 10abcd*, 28abcd*, 31abcd*, 32abcd*, 33abcd*, 37abcd*, 45, 47, 49, Technical Mathematics 1;
Total Units: 31-32

5. Cosmetology Major

Current Status/Proposed Change
Completion of a minimum of 37-46.5 35 units (1,600 hours) from:
the Day Program: following:
Complete 13 units from: Cosmetology 1, 2abcd* (*minimum of two semesters), 3, 10, 11
Complete 13 units from: Cosmetology 2abcd* (*minimum of two semesters), 12, 13
Complete 9 units from: Cosmetology 2abcd* (*minimum two semesters), 3, 4, 14abcd, 16abcd
Evening Program: Cosmetology 10, 11, 12, 13, 14abcd, 16abcd
Total Units: 37-46.5 35

Recommendation:
Completion of a minimum of 35 units (1,600 hours) from the following:
Complete 13 units from: Cosmetology 1, 10, 11
Complete 13 units from: Cosmetology 2abcd* (*minimum of two semesters), 12, 13
ACADEMIC AFFAIRS

Complete 9 units from: Cosmetology 2abcd* (minimum of two semester) 3, 4, 14abcd, 16abcd
Total Units: 35

6. Electronics and Computer Hardware Technology Major (three options)
At least 50% of the major requirements for the Associate in Science degree must be completed at El Camino College.

Computer Technology Option:
Current Status/Proposed Change
Electronics and Computer Hardware Technology 11, 22, 110, 130, 434, 140ab*, 142ab*, 144ab* (*one semester)
two courses from: Electronics and Computer Hardware Technology 95abcd (one semester), 191, 194, Computer Information Systems 13, 40
Total Units: 32-34

Recommendation:
Electronics and Computer Hardware Technology 11, 22, 110, 130, 140ab*, 142ab*, 144ab* (*one semester);
two courses from: Electronics and Computer Hardware Technology 95abcd (one semester), 191, Computer Information Systems 13, 40
Total Units: 29-31

Electronics Technology Option:
Current Status/Proposed Change
Electronics and Computer Hardware Technology 11, 22, 110, 120, 122, 124, 130, 434, 140ab (one semester), 190;
one course from: Electronics and Computer Hardware Technology 95abcd (one semester), 142ab*, 144ab*, 150, 152, 191, 192, 193, 194 (*one semester)
Total Units: 37-39

Recommendation:
Electronics and Computer Hardware Technology 11, 22, 110, 120, 122, 124, 130, 140ab (one semester), 190;
one course from: Electronics and Computer Hardware Technology 95abcd (one semester), 142ab*, 144ab*, 191, 192 (*one semester)
Total Units: 27-29

Computer Hardware CompTIA Technician Option:
Current Status/Proposed Change
ACADEMIC AFFAIRS

Electronics and Computer Hardware Technology 11, 22, 140ab*, 142ab*, 144ab*, 146ab*, 148ab* (*one semester)
Total Units: 26

Recommendation:
Electronics and Computer Hardware 11, 22, 140ab*, 142ab*, 144ab*, 146ab*, 148ab* (*one semester)
Total Units: 26

7. Engineering Technology Major
At least 50% of the requirements for the major must be completed at El Camino College.
Current Status/Proposed Change
Engineering Technician Option:
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: 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)
Total Units: 26-28

Recommendation:
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: Engineering Technology 18 or 18A and 18B, Machine Tool Technology 16ab*, Computer Aided Design/Drafting 28abcd*, Electronics and Computer Hardware Technology 22, Manufacturing Technology 70, 75 or 75A and 75B, Welding 15ab* (*one semester)
Total Units: 26-28

8. Fashion Major (two options)
At least 50% of the major requirements for the Associate in Science Degree must be completed at El Camino College.

Fashion Design and Production Option:
Current Status/Proposed Change
Fashion 1, 2, 3, 4ab*, 10ab*, 14, 15ab*, 17ab*, 20, 26A, 26B, 29ab*, 35, 41, Art 10ab*, (*one semester)
ACADEMIC AFFAIRS

Total Units: 34 32

Recommendation:
Fashion 1, 2, 4ab*, 10ab*, 14, 15ab*, 17ab*, 20, 26A, 26B, 29ab*, 35, 41, Art 10ab*, (*one semester)
Total Units: 32

Fashion Merchandising Option:
Current Status/Proposed Change
Fashion 1, 2, 3, 4ab*, 10ab*, 15ab*, 20, 27, 28, 35, 41, 42abc*; Business 22 (*one semester)
Total Units: 28 29

Recommendation:
Fashion 1, 2, 4ab*, 10ab*, 15ab*, 20, 27, 28, 35, 41, 42abc*; Business 22 (*one semester)
Total Units: 29

9. Manufacturing Technology Major
Current Status/Proposed Change
Machine Tool Technology 101abcd*; Machine Tool Technology 10A or Computer Aided Design/Drafting 10abcd*; Machine Tool Technology 2 or Computer Aided Design/Drafting 5; Technical Mathematics 1 or Machine Tool Technology 40; Electronics and Computer Hardware Technology 11; Welding 15ab*;
a minimum of 18 units from: Computer Aided Design/Drafting 26abcd*, 27abcd*, 28abcd*, 31abcd*, 32abcd*, 33abcd*, 34abcd*, 37abcd*, 45, 47, 49; Electronics and Computer Hardware Technology 22, 110, 120, 122, 124, 130, 131, 140ab*, 142ab*, 144ab*, 150, 152, 190, 191, 192, 193, 194; Engineering Technology 10 or 10A and 10B, 12 or 12A and 12B, 14 or 14A and 14B, 16 or 16A and 16B, 18 or 18A and 18B; Environmental Technology 100, 110, 120, 130, 140, 150, 160, 200, 210; Machine Tool Technology 10B, 10J, 10K, 11abcd, 103abcd*, 105abcd*, 107abcd*; Manufacturing Technology 1, 2, 3, 70, 75 or 75A and 75B; Quality Assurance 1, 8, 9; Welding 1, 2abc, 19ab, 21, 23abc, 40abcd, 45ab (*one semester);
Cooperative Work Experience Education courses: a maximum of 4 units from either Computer Aided Design/Drafting 95abcd, Electronics and Computer Hardware Technology 95abcd, Machine Tool Technology 95abcd, Quality Assurance 95abcd, Welding 95abcd
Total Units: 37
ACADEMIC AFFAIRS

Recommendation:
Machine Tool Technology 101abcd*; Machine Tool Technology 10A or Computer Aided Design/Drafting 10abcd*; Machine Tool Technology 2 or Computer Aided Design/Drafting 5; Technical Mathematics 1 or Machine Tool Technology 40; Electronics and Computer Hardware Technology 11; Welding 15ab*;
a minimum of 18 units from: Computer Aided Design/Drafting 28abcd*, 31abcd*, 32abcd*, 33abcd*, 37abcd*, 45, 47, 49; Electronics and Computer Hardware Technology 22, 110, 120, 122, 124, 130, 140ab*, 142ab*, 144ab*, 191, 192; Engineering Technology 10 or 10A and 10B, 12 or 12A and 12B, 14 or 14A and 14B, 16 or 16A and 16B, 18 or 18A and 18B; Machine Tool Technology 10B, 10J, 10K, 11abcd, 103abcd*, 105abcd*, 107abcd*; Manufacturing Technology 2, 70, 75 or 75A and 75B; Welding 1, 2abc, 21, 23abc, 40abcd, 45ab (*one semester) Cooperative Work Experience Education courses: a maximum of 4 units from either Computer Aided Design/Drafting 95abcd, Electronics and Computer Hardware Technology 95abcd, Machine Tool Technology 95abcd, Welding 95abcd
Total Units: 37

NEW CERTIFICATE OF ACCOMPLISHMENT

INDUSTRY AND TECHNOLOGY

1. Electronics and Computer Hardware Technology: CompTIA Computer Hardware Technician
At least 50% of the courses required for the Certificate of Accomplishment must be completed at El Camino College.
Electronics and Computer Hardware Technology 144ab*, 146ab*, 148ab* (*one semester)
Total Units: 12

2. Electronics and Computer Hardware Technology: Robotics
At least 50% of the courses required for the Certificate of Accomplishment must be completed at El Camino College.
Electronics and Computer Hardware Technology 11, 22, 130, 191, 192
Total Units: 16

CHANGE IN CERTIFICATE OF ACCOMPLISHMENT

INDUSTRY AND TECHNOLOGY
ACADEMIC AFFAIRS

Course requirements in the following certificates have been revised to remove inactivated courses and update course number changes.

1. Cosmetology Level I Certificate
   At least 50% of the courses required for the Certificate of Accomplishment must be completed at El Camino College.
   
   **Current Status/Proposed Change**
   Completion of at least 500 hours.
   Complete 16-17 13 units from: Cosmetology 1, 10, 11
   Total Units: 16-17 13

   **Recommendation:**
   Completion of at least 500 hours.
   Complete 13 units from: Cosmetology 1, 10, 11
   Total Units: 13

2. Electronics and Computer Hardware Technology: Computer Hardware Technician Certificate
   At least 50% of the courses required for the Certificate of Accomplishment must be completed at El Camino College.
   
   **Current Status/Proposed Change**
   Electronics and Computer Hardware Technology 11, 130, 140ab*, 142ab*, 144ab* (*one semester)
   Total Units: 15

   **Recommendation:**
   Electronics and Computer Hardware Technology 11, 140ab*, 142ab*, 144ab* (*one semester)
   Total Units: 15

3. Electronics and Computer Hardware Technology: Electronics Technician Certificate
   At least 50% of the courses required for the Certificate of Accomplishment must be completed at El Camino College.
   
   **Current Status/Proposed Change**
   Electronics and Computer Hardware Technology 11, 22, 110, 120, 140ab (one semester)
   Total Units: 16

   **Recommendation:**
   Electronics and Computer Hardware Technology 11, 22, 110, 120, 140ab (one semester)
   Total Units: 16
ACADEMIC AFFAIRS

NEW CERTIFICATE OF ACHIEVEMENT

INDUSTRY AND TECHNOLOGY

1. Administration of Justice: Forensics
   At least 50% of the courses required for the Certificate of Achievement must be
   completed at El Camino College.
   Administration of Justice 111, 132, 134, 135; Photography 51; Art 10ab (one
   semester)
   Total Units: 17

2. Electronics and Computer Hardware Technology: Comprehensive Computer
   CompTIA Technician
   At least 50% of the courses required for the Certificate of Achievement must be
   completed at El Camino College.
   Electronics and Computer Hardware Technology 11, 22, 140ab*, 142ab*, 144ab*,
   146ab*, 148ab* (*one semester)
   Total Units: 26

CHANGE IN CERTIFICATE OF ACHIEVEMENT

INDUSTRY AND TECHNOLOGY

Course requirements in the following certificates have been revised to remove
inactivated courses and update course number changes.

1. Administration of Justice Certificate
   At least 50% of the courses required for the Certificate of Achievement must be
   completed at El Camino College.
   Current Status/Proposed Change
   Administration of Justice 100, 103, 115, 130, 131, 135, 170;
   a minimum of six units from: Administration of Justice 70, 95/96abcd (2-4 units),
   106, 107, 109, 111, 125, 126, 132, 133, 134, 136, 150, 155
   Total Units: 27-32
   Recommendation:
   Administration of Justice 100, 103, 115, 130, 131, 135, 170;
   a minimum of six units from the following: Administration of Justice 70,
   95/96abcd (2-4 units), 106, 107, 109, 111, 126, 132, 133, 134, 136, 150, 155
   Total Units: 27-32
ACADEMIC AFFAIRS

2. Air Conditioning and Refrigeration: Air Conditioning and Refrigeration Electric Controls Certificate
At least 50% of the courses required for the Certificate of Achievement must be completed at El Camino College.

Current Status/Proposed Change
Air Conditioning and Refrigeration 5, 6, 30, 34, 32, 34
Total Units: 15

Recommendation:
Air Conditioning and Refrigeration 5, 6, 30, 32, 34
Total Units: 13

3. Air Conditioning and Refrigeration: Heating, Ventilation, and Air Conditioning (HVAC) and Refrigeration Certificate
At least 50% of the courses for the Certificate of Achievement must be completed at El Camino College.

Current Status/Proposed Change
Air Conditioning and Refrigeration 5, 6, 20, 21, 22, 23, 25, 27, 30, 34, 32, 34, Technical Mathematics 1
Total Units: 38

Recommendation:
Air Conditioning and Refrigeration 5, 6, 20, 21, 22, 23, 25, 27, 30, 32, 34, Technical Mathematics 1
Total Units: 35-39

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

Current Status/Proposed Change
Core Requirements: Architecture 100, 104, 120abcd*, 150A, 150B, 170, 171, 199abcd*;
four courses from: Architecture 121abcd*, 125abcd*, 158, 172, 180abcd* (*one semester-ef)
General Requirements: English A or qualifying score for English 1A on the English Placement Test
Total Units: 35-39

Recommendation:
Core Requirements: Architecture 100, 104, 120abcd*, 150A, 150B, 170, 171, 199abcd*;
ACADEMIC AFFAIRS

four courses from: Architecture 121abcd*, 125abcd*, 158, 172, 180abcd* (*one semester)
General Requirements: English A or qualifying score for English 1A on the English Placement Test
Total Units: 35-39

5. Computer Aided Design/Drafting Certificate
At least 50% of the courses required for the Certificate of Achievement must be completed at El Camino College.

Current Status/Proposed Change
Computer Aided Design/Drafting 5, 10abcd*, 28abcd*, 31abcd*, 32abcd*, 33abcd*, 34abcd*, 37abcd*, 45, 47, 49, Technical Mathematics 1;
one course from: Electronics 11, 22, Machine Tool Technology 16ab, 46, 101abcd, Welding 15ab*, Art 141abcd*, 144abcd*, Computer Information Systems 13, (*one semester)
Total Units: 33-34

Recommendation:
Computer Aided Design/Drafting 5, 10abcd*, 28abcd*, 31abcd*, 32abcd*, 33abcd*, 34abcd*, 37abcd*, 45, 47, 49, Technical Mathematics 1;
one course from: Electronics 11, 22, Machine Tool Technology 16ab, 46, 101abcd, Welding 15ab*, Art 141abcd*, 144abcd*, Computer Information Systems 13, (*one semester)
Total Units: 31-32

6. Computer Science Certificate

Current Status/Proposed Change
Computer Science 1, 2;
three courses from: Computer Science 3, 4, 10*, 15P, 23, 25*, 30, 36, 40, 55, 60, Mathematics 210
(*Only one course from Computer Science 10 or 25 may be counted toward the certificate.)

At least 4716 units required for the certificate must be completed at El Camino College.
Total Units: 21

Recommendation:
Computer Science 1, 2;
three courses from: Computer Science 3, 4, 10, 30, 40, 60, Mathematics 210
ACADEMIC AFFAIRS

At least 16 units required for the certificate must be completed at El Camino College.
Total Units: 21

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

Current Status/Proposed Change
Completion of Level I requirements and complete a minimum of 16-17 units from: Cosmetology 1, 10, 11; and complete 16-17 units from Cosmetology 2abcd, 3, 4, 5, 12, 13, 16abcd
Total Units: 32-34

Recommendation:
Completion of Level I requirements and complete a minimum of 11 units from: Cosmetology 2abcd, 3, 4, 5, 12, 13, 16abcd
Total Units: 24-31

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

Current Status/Proposed Change
Completion of Level I and Level II requirements and complete a minimum of 16-17 units from: Cosmetology 1, 10, 11; and complete 16-17 units from Cosmetology 2abcd, 12, 13; and complete 10-11 units from a combination of the following: Cosmetology 2abcd* (*minimum 2 semesters), 3, 4, 5, 13, 14abcd, 16abcd
Total Units: 42-45

Recommendation:
Completion of Level I and Level II requirements and complete a minimum of 8-11 units from: Cosmetology 2abcd* (*minimum 2 semesters), 3, 4, 5, 13, 14abcd, 16abcd
Total Units: 35-39

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


current status/proposed change
Electronics and Computer Hardware Technology 11, 22, 110, 130, 140ab*, 142ab*, 144ab* (*one semester);
two courses from: Electronics and Computer Hardware Technology 95abcd (one semester), 131, 191, 194, Computer Information Systems 13, 40
Total Units: 29-31

recommendation:
Electronics and Computer Hardware Technology 11, 22, 110, 130, 140ab*, 142ab*, 144ab* (*one semester);
two courses from: Electronics and Computer Hardware Technology 95abcd (one semester), 191, Computer Information Systems 13, 40
Total Units: 29-31

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

current status/proposed change
Electronics and Computer Hardware Technology 11, 22, 110, 120, 124, 130, 140ab (one semester), 190;
two courses from: Electronics and Computer Hardware Technology 95abcd (one semester), 142ab*, 144ab*, 150, 152, 190, 191, 192, 193, 194 (*one semester)
Total Units: 30-34

recommendation:
Electronics and Computer Hardware Technology 11, 22, 110, 120, 124, 130, 140ab (one semester);
two courses from: Electronics and Computer Hardware Technology 95abcd (one semester), 142ab*, 144ab*, 191, 192 (*one semester)
Total Units: 27-30

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

current status/proposed change
Electronics and Computer Hardware Technology 11, 22, 110, 120, 124, 130, 140ab (one semester), 191, 192, Machine Tool Technology 10A;
one course from: Electronics and Computer Hardware Technology 95abcd (one semester), 131, 142ab (one semester), 190
ACADEMIC AFFAIRS

Total Units: 34-36
Recommendaition:
Electronics and Computer Hardware Technology 11, 22, 110, 120, 124, 130, 140ab (one semester), 191, 192, Machine Tool Technology 10A; one course from: Electronics and Computer Hardware Technology 95abcd (one semester), 142ab (one semester), 190
Total Units: 34-36

At least 50% of the courses for the Certificate of Achievement must be completed at El Camino College.
Current Status/Proposed Change
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: 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)
Total Units: 25-26-28

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

At least 50% of the courses required for the Certificate of Achievement must be completed at El Camino College.
Current Status/Proposed Change
Fashion 1, 2, 3, 4ab*, 10ab*, 14, 15ab*, 17ab*, 20, 26A, 26B, 29ab*, 35, 41, 95abcd (2-4 units);
three courses from: Fashion 11ab*, 16ab*, 24abc*, 31, 36, 37; Art 10ab*, 37ab* (*one semester)
Total Units: 38-44 39-42

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

Current Status/Proposed Change
Fashion 1, 2, 3, 4ab*, 10ab*, 15ab*, 20, 27, 28, 35, 41, 42abc*; Fashion 95abcd (2-4 units); Business 15, 22 (*one semester)
two courses from: Business 12, 13, 14, 21, 27
Total Units: 39-42

Recommendation:
Fashion 1, 2, 4ab*, 10ab*, 14, 15ab*, 17ab*, 20, 26A, 26B, 29ab*, 35, 41, 95abcd (2-4 units);
three courses from: Fashion 11ab*, 16ab*, 24abc*, 31, 36, 37; Art 10ab*, 37ab* (*one semester)
Total Units: 39-42


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

Current Status/Proposed Change
Fashion 10ab*, 23, 31, 35, 41, 42abc*, 95abcd (2 units) (*one semester)
Total Units: 18

Recommendation:
Fashion 10ab*, 23, 31, 35, 41, 42abc*, 95abcd (2 units) (*one semester)
Total Units: 18


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

Current Status/Proposed Change
Fire and Emergency Technology 1, 140, 141; Fire and Emergency Technology 15 or 115A and 115B; Physical Education 8;
three units from: Fire and Emergency Technology 2, 5, 6, 7, 8, 9, 10, 11, 14, 19, 20
ACADEMIC AFFAIRS

Total Units: 25.5
Other Certificate Requirement: Completion of CPAT or FPAT (Physical Agility Test)

Recommendation:
Fire and Emergency Technology 1, 140, 141; Fire and Emergency Technology 15 or 115A and 115B;
three units from: Fire and Emergency Technology 2, 5, 6, 7, 8, 9, 10, 11, 14, 19, 20
Total Units: 23
Other Certificate Requirement: Completion of CPAT or FPAT (Physical Agility Test)

17. Manufacturing Technology Certificate
At least 50% of the courses required for the Certificate of Achievement must be completed at El Camino College.
Current Status/Proposed Change
Machine Tool Technology 101abcd*; Machine Tool Technology 10A or Computer Aided Design/Drafting 10abcd*; Machine Tool Technology 2 or Computer Aided Design/Drafting 5; Technical Mathematics 1 or Machine Tool Technology 40; Electronics and Computer Hardware Technology 11; Welding 15ab*;
a minimum of 18 units from: Computer Aided Design/Drafting 26abcd*, 27abcd*, 28abcd*, 31abcd*, 32abcd*, 33abcd*, 34abcd*, 37abcd*, 45, 47, 49; Electronics and Computer Hardware Technology 22, 110, 112, 120, 124, 130, 131, 140ab*, 142ab*, 144ab*, 150, 152, 190, 191, 192, 193, 194; Engineering Technology 10 or 10A and 10B, 12 or 12A and 12B, 14 or 14A and 14B, 16 or 16A and 16B, 18 or 18A and 18B; Environmental Technology 100, 110, 120, 130, 140, 150, 160, 200, 210; Machine Tool Technology 10B, 10J, 10K, 11abcd, 103abcd*, 105abcd*, 107abcd*; Manufacturing Technology 4, 2, 3, 70, 75 or 75A and 75B; Quality Assurance 1, 8, 9; Welding 1, 2abc, 19ab, 21, 23abc, 40abcd, 45ab (*one semester)
Cooperative Work Experience Education courses: a maximum of 4 units from either Computer Aided Design/Drafting 95abcd, Electronics and Computer Hardware Technology 95abcd, Machine Tool Technology 95abcd, Quality Assurance 95abcd, Welding 95abcd
Total Units: 37

Recommendation:
Machine Tool Technology 101abcd*; Machine Tool Technology 10A or Computer Aided Design/Drafting 10abcd*; Machine Tool Technology 2 or
ACADEMIC AFFAIRS

Computer Aided Design/Drafting 5; Technical Mathematics 1 or Machine Tool Technology 40; Electronics and Computer Hardware Technology 11; Welding 15ab*;
a minimum of 18 units from: Computer Aided Design/Drafting 28abcd*, 31abcd*, 32abcd*, 33abcd*, 37abcd*, 45, 47, 49; Electronics and Computer Hardware Technology 22, 110, 120, 122, 124, 130, 140ab*, 142ab*, 144ab*, 191, 192;
Engineering Technology 10 or 10A and 10B, 12 or 12A and 12B, 14 or 14A and 14B, 16 or 16A and 16B, 18 or 18A and 18B; Machine Tool Technology 10B, 10J, 10K, 11abcd, 103abcd*, 105abcd*, 107abcd*; Manufacturing Technology 2, 70, 75 or 75A and 75B; Welding 1, 2abc, 21, 23abc, 40abcd, 45ab (*one semester) Cooperative Work Experience Education courses: a maximum of 4 units from either Computer Aided Design/Drafting 95abcd, Electronics and Computer Hardware Technology 95abcd, Machine Tool Technology 95abcd, Welding 95abcd
Total Units: 37

INACTIVATE CERTIFICATE OF ACHIEVEMENT

INDUSTRY AND TECHNOLOGY

1. Electronics and Computer Hardware Technology: Communications Equipment Technician
A. Grants - Information..............................................................................27

B. Grants – Acceptance..............................................................................28

C. 2010 Summer Camps.............................................................................30
STUDENT AND COMMUNITY ADVANCEMENT

A. **GRANTS – INFORMATION**

It is recommended that the Board receive the following grants:

1. **U.S. Department of State, Bureau of Educational and Cultural Affairs. Study and Service in Nicaragua for Community College Students.** The proposed project seeks to develop a model of service learning-based study abroad program that meets the specific needs of community college students and engages a college/university partner in the host country in a mutually beneficial relationship.
   
   Dr. Gloria Miranda, Project Director

   Amount of Grant Funding from Granting Agency $145,176
   Amount of College Match (In-kind) 30,217
   Total Amount of Grant $175,393
   Source of Matching Funds - $30,217
   Indirect Rate $0.00
   Performance Period: October 1, 2010 through September 30, 2012

2. **U.S. Department of Education Office of Postsecondary Education. European Union – United States Atlantis Program: Globally Focused Inclusive Early Education Project.** The proposed project will develop innovative international curricula for students seeking bachelor’s degrees in Early Childhood Education. Students will be provided with international perspectives on their chosen field, specifically addressing inclusive practices for children with diverse abilities as well as diverse cultural and linguistic backgrounds.
   
   Professor Janet Young, Project Director

   Amount of Grant Funding from Granting Agency $180,000
   Amount of College Match (In-kind) 0
   Total Amount of Grant $180,000
   Source of Matching Funds n/a
   Indirect Rate $0.00
   Performance Period: October 1, 2010 through September 30, 2011

3. **MetLife Foundation/Civic Ventures – Community College Encore Career Project.** The MetLife Foundation/Civic Ventures is awarding eight, $25,000 grants to community colleges preparing adults 50+ years of age for careers in education, health care, social services and environment. The MetLife Foundation/Civic Ventures Community College Encore Career Initiative is designed to provide encore careers combining continued income, personal fulfillment and social impact.
STUDENT AND COMMUNITY ADVANCEMENT

Betty Sedor, Project Director

Amount of Grant Funding from Granting Agency  $25,000
Amount of College Match (In-kind) -0-
Total Amount of Grant $25,000
Source of Matching Funds – n/a
Indirect Rate $0.00
Performance Period: July 1, 2010 through June 30, 2011

4. Health Resources and Services Administration – American Recovery and Reinvestment Act (ARRA). The proposed project seeks funds to acquire simulation equipment to improve and expand the simulation program to include more frequent student exposure to simulation, multi-patient scenarios, pediatric simulation and interdisciplinary scenarios.
Kim Baily, Project Director

Amount of Grant Funding from Granting Agency  $219,581
Amount of College Match (In-kind) -0-
Total Amount of Grant $219,581
Source of Matching Funds – n/a
Indirect Rate $0.00
Performance Period: September 1, 2010 through August 31, 2011

B. GRANTS – ACCEPTANCE
It is recommended that the Board accept the following grants:

1. California Community Colleges Chancellor’s Office Economic and Workforce Development – Center for Applied Competitive Technologies (CACT). The initial term of this grant shall be from July 1, 2010 to and including June 30, 2011. Centers for Applied Competitive Technologies enhance the competitiveness of California’s small and medium-sized manufacturers by facilitating the transfer and adopting of advanced and environmentally-sound manufacturing technologies and techniques, allowing California manufacturers and their employees to remain competitive in changing markets and a global economy.
David Gonzales, Project Director
STUDENT AND COMMUNITY ADVANCEMENT

Amount of Grant Funding from Granting Agency $205,000
Amount of College Match (In-kind) 205,000
Total Amount of Grant $410,000

Source of Matching Funds – ECC/Business Training Center
Indirect Rate $7,885 (4%)
Performance Period: July 1, 2010 through June 30, 2011

2. California Community Colleges Chancellor’s Office Economic and Workforce Development – Center for Applied Competitive Technologies Strategic Priority Leadership, Coordination & Technical Assistance. The initial term of this grant shall be July 1, 2010, to and including June 30, 2011. The Leadership positions work with the Chancellor’s Office, a statewide initiative advisory committee, and the Economic and Workforce Development Program Advisory Committee to coordinate resources and assist in providing system-wide response to economic and workforce development opportunities. The primary focus of the Leadership position is to: 1) Serve in a State level leadership capacity on behalf of fostering the Economic Workforce Development mission within the System, 2) Provide guidance, technical assistance, and subject matter expertise to initiative projects, Centers and participating colleges.
Jose Anaya, Project Director

Amount of Grant Funding from Granting Agency $175,000
Amount of College Match (In-kind) -0-
Total Amount of Grant $175,000

Source of Matching Funds – ECC/Business Training Center
Indirect Rate $6,635 (4%)
Performance Period: July 1, 2010 through June 30, 2011

3. California Community Colleges Chancellor’s Office Economic and Workforce Development – Industry-Driven Regional Collaborative (IDRC) “Green” Export Training & Enabler Program (GETEP). The Industry-Driven Regional Collaborative is a 7-Step, Green Export Training & Enabler Program designed to increase California green technical jobs and export to China, primarily of environmental technologies, renewable energy and green building materials.
Maurice Kogon, Project Director

Amount of Grant Funding from Granting Agency $390,129
Amount of College Match (In-kind) 450,472
Total Amount of Grant $840,601

Source of Matching Funds – CITD/BTC & Partners in-kind
Indirect Rate $15,005 (4%)
C. **2010 SUMMER CAMPS**

It is recommended that the Board approve the following 2010 Summer Camps sponsored by the Health, Sciences and Athletics Division:

1. **2010 Summer High School Basketball League**
   June 14, 21 and 28, 2010 and July 12, 19 and 26, 2010 – Mondays – 4 p.m. to 9 p.m.
   Summer Camp Director: Michael Fenison

2. **2010 Summer Football Passing League for High School Students**
   June 23 and 30, 2010 – Wednesdays – 5 p.m. to 9 p.m.
   July 7, 2010 – Monday – 5 p.m. to 9 p.m.
   July 14 and 21, 2010 – Wednesdays – 5 p.m. to 9 p.m.
Agenda for the El Camino Community College District Board of Trustees
from
Administrative Services
Jo Ann Higdon, Vice President

A. Tentative Budget 2010-2011 .................................................................32
B. Transfer of Funds – Fund 14 .................................................................32
C. Contracts Under $78,500 .................................................................32
D. Destruction of Records .................................................................33
E. Purchase Orders and Blanket Purchase Orders ..........................34
A. **TENTATIVE BUDGET 2010–2011- FIRST READ**  
It is recommended that the Tentative Budget, including the General Fund-Unrestricted, General Fund-Restricted, General Fund-Compton Center Related, General Fund-Special Programs, Student Financial Aid, Workers' Compensation, Child Development, Capital Outlay, General Obligation Bond, Property and Liability Self-Insurance, Dental Self-Insurance, Special Reserve Fund-Retiree Health Premiums, and Bookstore Funds for the 2010–2011 fiscal year be submitted to the Board for adoption at the June 21, 2010, meeting. California Code Regulations Section 58305(a) requires that, on or before the first day of July, each community college district shall file a tentative budget with the County Superintendent of Schools.

B. **TRANSFER OF FUNDS – FUND 14**  
It is recommended that the Board of Trustees approve the transfer of $130,000 from Contingency/Unallocated Reserves for the purchase of computers for the use of Compton Educational Center faculty.

C. **CONTRACTS UNDER $78,500**  
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:** ATHERTON CHRISTIAN SCHOOL  
   **Services:** Provide part-time work activity opportunities for CalWORKs students.  
   **Requesting Dept.:** Student Services – CalWORKs Office  
   **Date(s):** 4/19/10 – 6/30/10  
   **Financial Terms:** State Funded

2. **Contractor:** CREDENTIALS INC.  
   **Services:** Students will be able to order and pay for transcripts on line twenty-four hours, seven days a week.  
   **Requesting Dept.:** Student Services – Admissions & Records  
   **Date(s):** 5/18/10 – 6/30/15  
   **Financial Terms:** One-time charge $5,000, plus $125 annual maintenance fee after the first year.

3. **Contractor:** DRIVERS EDUCATION TO GRADUATION FOUNDATION
Services: Provide part-time work activity opportunities to CalWORKs students.

Requesting Dept.: Student Services – CalWORKs Office
Date(s): 4/19/10 - 6/30/10
Financial Terms: State Funded

4. Contractor: EL PROYECTO del BARRIO, INC.
Services: Contractor employees will receive three hundred hours of training in Pharmacy Technician and Medical Billing.
Requesting Dept.: Community Advancement – Workplace Learning Resource Center (WpLRC)
Date(s): 5/18/10 – 6/30/11
Financial Terms: Projected Gross Income $65,000

5. Contractor: I LOVE DOGS, INC.
Services: Provide part-time work activity opportunities to CalWORKs students.
Requesting Dept.: Student Services – Counseling
Date(s): 3/30/10 – 6/30/10
Financial Terms: State Funded

6. Contractor: WISEBURN 21st CENTURY CHARTER SCHOOLS
Services: Two onsite Speech 3 courses will be provided at both the DaVinci Science and DaVinci Design schools.
Requesting Dept.: Student Services – Enrollment Services
Date(s): 8/1/10 – 12/31/10
Financial Terms: Projected Gross Income $11,000

D. DESTRUCTION OF RECORDS
It is recommended that the Board of Trustees authorize the destruction of Class III disposable records for fiscal years 2000-2005 for the Bookstore, Administrative Services Division. These records have met the retention period requirements and are not in conflict with Education Code Title 5, Education Code Sections 59020 through 59029.

- Invoices 2004 - 2005
- Check Copies 2004 - 2005
- Purchase Orders 2004 - 2005
- Daily Sales Reports 2004 - 2005
- Stockroom Receiving 2004 - 2005
- Time Sheets 2000 - 2004
  (Student/Casual)
E. **PURCHASE ORDERS AND BLANKET PURCHASE ORDERS**

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

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<tr>
<th>P.O. Number</th>
<th>Vendor Name</th>
<th>Site Name</th>
<th>Description</th>
<th>P.O. Cost</th>
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**Fund 12 Restricted - El Camino**

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<td>Susan D. Brouillette</td>
<td>WRIEC Year 5</td>
<td>Non-Instruct Supplies</td>
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<td>EOPS CARE</td>
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<td>P0303684</td>
<td>Oakland Marriott City</td>
<td>Small Bus. Admin</td>
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<td>$770.64</td>
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<td>P0303690</td>
<td>Steven B. Lehat</td>
<td>Matching - IDRC, etc.</td>
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<td>P0303701</td>
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<td>Parking-Student</td>
<td>Maintenance Contracts</td>
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<td>P0303705</td>
<td>Monterey Graphics</td>
<td>El Camino Language</td>
<td>Printing</td>
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<td>P0303707</td>
<td>Laura M. Narvaez</td>
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<td>Lou's Golf and</td>
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<td>Social Transformation</td>
<td>Transportation/ Mileage And</td>
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<td>P0303730</td>
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<td>Parking-Student</td>
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<td>P0303739</td>
<td>Elena N. Tokuda</td>
<td>Teacher Preparation</td>
<td>Instructional Supplies</td>
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<td>P0303740</td>
<td>Muaricio Castillo</td>
<td>Teacher Preparation</td>
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<td>Michael Ellena</td>
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<td>P0303745</td>
<td>American Welding</td>
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<td>P0303746</td>
<td>Smith Brothers Crane</td>
<td>Machine Tool Tech</td>
<td>Other Services And Expenses</td>
<td>$1,027.20</td>
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<td>P0303759</td>
<td>RP Group, the</td>
<td>Basic Skills</td>
<td>Conferences Other</td>
<td>$3,200.00</td>
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<td>P0303769</td>
<td>Dipte D. Patel</td>
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<td>P0303779</td>
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<td>Transportation/ Mileage And</td>
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<td>P0303787</td>
<td>Best Western Expo Inn</td>
<td>Center Int'l Trade Dev</td>
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<td>P0303790</td>
<td>Nolo Press</td>
<td>Instructional Services</td>
<td>Library Books</td>
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<td>P0303794</td>
<td>Sharon G. Cortez</td>
<td>TANF-CDC (FCCC)</td>
<td>Conferences Faculty</td>
<td>$331.65</td>
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<td>P0303795</td>
<td>Eddings Brothers</td>
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<td>P0303800</td>
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<td>$25.00</td>
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<td>P0303801</td>
<td>Bothwell Automotive,</td>
<td>Parking-Student</td>
<td>Repairs Non Instr</td>
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<tr>
<td>Fund 15</td>
<td>General Fund - Special Programs</td>
<td></td>
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<tr>
<td>P0303486</td>
<td>Jean M. Shankweiler TECHNOLOGY &amp; Contract Services $4,494.06</td>
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<td>P0303554</td>
<td>Western Assoc of Accreditation Support Conferences Faculty $445.00</td>
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<tr>
<td>P0303658</td>
<td>Matthew Bender Div Office Instr. Library Books $853.30</td>
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<tr>
<td>P0303666</td>
<td>Thomson West Div Office Instr. Library Books $4,633.69</td>
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<td>P0303728</td>
<td>Source Professional Div Office-Studnt Non-Instruct Supplies $992.71</td>
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<td>P0303789</td>
<td>Matthew Bender Div Office Instr. Library Books $2,486.08</td>
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**Fund 15 Total: 6**  
$13,904.84

<table>
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<tr>
<th>Fund 41</th>
<th>Capital Outlay</th>
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<tr>
<td>P0303361</td>
<td>American Library Addition-Cap Group II Equipment $18,053.03</td>
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<tr>
<td>P0303514</td>
<td>ADT Security Services Library Addition-Cap Group II Equipment $21,088.22</td>
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<tr>
<td>P0303651</td>
<td>The Hon Company Library Addition-Cap Group II Equipment $728.05</td>
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<tr>
<td>P0303652</td>
<td>McMurray Stern Inc. Library Addition-Cap Group II Equipment $34,007.63</td>
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<tr>
<td>P0303653</td>
<td>CSI Fullmer Library Addition-Cap Group II Equipment $1,756.00</td>
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<tr>
<td>P0303660</td>
<td>KI Library Addition-Cap Group II Equipment $6,119.88</td>
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**Fund 41 Total: 6**  
$81,752.81

<table>
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<tr>
<th>Fund 43</th>
<th>2005 GO Refunding Bonds</th>
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<tbody>
<tr>
<td>P0303402</td>
<td>Samy's Camera Instructional Services New Equipment - Instructional $4,125.72</td>
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<tr>
<td>P0303403</td>
<td>Samy's Camera Instructional Services New Equipment - Instructional $8,984.15</td>
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<tr>
<td>P0303405</td>
<td>Pro Max Instructional Services New Equipment - Instructional $6,565.19</td>
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<tr>
<td>P0303445</td>
<td>Markertek Video Supp Instructional Services New Equipment - Instructional $6,350.34</td>
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**Fund 43 Total: 4**  
$26,025.40

<table>
<thead>
<tr>
<th>Fund 62</th>
<th>Property &amp; Liability</th>
</tr>
</thead>
<tbody>
<tr>
<td>P0303722</td>
<td>Keenan &amp; Associates Purchasing and Liability - Self Insurance $1,385.21</td>
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<tr>
<td>P0303793</td>
<td>El Camino Community Purchasing and Liability - Self Insurance $12,387.85</td>
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**Fund 62 Total: 2**  
$13,773.06

<table>
<thead>
<tr>
<th>Fund 71</th>
<th>Associated Students</th>
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<tbody>
<tr>
<td>P0303764</td>
<td>Avia Hotel Long BeachStudent Affairs ASB Exp. $2,900.00</td>
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**Fund 71 Total: 1**  
$2,900.00

<table>
<thead>
<tr>
<th>Fund 72</th>
<th>Student Representation Fee</th>
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<tbody>
<tr>
<td>P0303545</td>
<td>Academic Senate for Student Affairs Conferences - Student $1,660.00</td>
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<tr>
<td>P0303685</td>
<td>The Westin Student Affairs Conferences - Student $1,255.32</td>
</tr>
<tr>
<td>P0303715</td>
<td>Harold L. Tyler Student Affairs Conferences - Student $750.00</td>
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**Fund 72 Total: 3**  
$3,665.32
### Fund 79 Auxiliary Services

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor/Department</th>
<th>Code/Title</th>
<th>Budget Category</th>
<th>Budget Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P0303490</td>
<td>Best Buy</td>
<td>EOP&amp;S</td>
<td>Non-Instruct Supplies</td>
<td>$448.40</td>
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<tr>
<td>P0303530</td>
<td>Fast Deer Bus Charter</td>
<td>Counseling Office</td>
<td>Non-Instruct Supplies</td>
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<tr>
<td>P0303552</td>
<td>Vini’s Party Rentals</td>
<td>Student Affairs</td>
<td>Non-Instruct Supplies</td>
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<tr>
<td>P0303567</td>
<td>Kenneth W. Lefort</td>
<td>Fine Arts</td>
<td>Non-Instruct Supplies</td>
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</tr>
<tr>
<td>P0303676</td>
<td>Easy Reader, the</td>
<td>Fine Arts</td>
<td>Non-Instruct Supplies</td>
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<tr>
<td>P0303742</td>
<td>Alysa M. Brennan</td>
<td>Fine Arts</td>
<td>Non-Instruct Supplies</td>
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<tr>
<td>P0303755</td>
<td>Nancy A. Adler</td>
<td>Fine Arts</td>
<td>Non-Instruct Supplies</td>
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<tr>
<td>P0303765</td>
<td>Jamie Sweetman</td>
<td>Fine Arts</td>
<td>Non-Instruct Supplies</td>
<td>$100.00</td>
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<tr>
<td>P0303766</td>
<td>Pierre Picot</td>
<td>Fine Arts</td>
<td>Non-Instruct Supplies</td>
<td>$100.00</td>
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<tr>
<td>P0303768</td>
<td>Kimberly Wilkinson</td>
<td>Fine Arts</td>
<td>Non-Instruct Supplies</td>
<td>$57.02</td>
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<tr>
<td>P0303798</td>
<td>Campus Food Serv.</td>
<td>Counseling Office</td>
<td>Non-Instruct Supplies</td>
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<tr>
<td>P0303831</td>
<td>St. Francis Episcopal</td>
<td>Fine Arts</td>
<td>Non-Instruct Supplies</td>
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<td>P0303835</td>
<td>Mid City Mailing</td>
<td>Fine Arts</td>
<td>Non-Instruct Supplies</td>
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<tr>
<td>P0303836</td>
<td>Bruce E. Hoerning</td>
<td>Administrative Serv.</td>
<td>Non-Instruct Supplies</td>
<td>$109.64</td>
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**Fund 79 Total:** 14

### Fund 81 Student Organizations

<table>
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<tr>
<th>PO Number</th>
<th>Vendor/Department</th>
<th>Code/Title</th>
<th>Budget Category</th>
<th>Budget Type</th>
<th>Amount</th>
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<tbody>
<tr>
<td>P0303556</td>
<td>Robinhood Enterprises</td>
<td>Student Affairs</td>
<td>A/P Manual.Gen.</td>
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<td>P0303661</td>
<td>Campus Food Serv.</td>
<td>Student Affairs</td>
<td>A/P Manual.Gen.</td>
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<td>P0303832</td>
<td>Campus Food Serv.</td>
<td>Student Affairs</td>
<td>A/P Manual.Gen.</td>
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**Fund 81 Total:** 3

### Fund 82 Scholarships & Trust/Agency

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor/Department</th>
<th>Code/Title</th>
<th>Budget Category</th>
<th>Budget Type</th>
<th>Amount</th>
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<tbody>
<tr>
<td>P0303498</td>
<td>Hyatt Regency Suites</td>
<td>Health Sciences and Fundraising</td>
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<td>P0303633</td>
<td>Campus Food Serv.</td>
<td>Staff Development</td>
<td>Fundraising</td>
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<td>P0303719</td>
<td>Del Rey Party Rentals</td>
<td>Trust Career Expo</td>
<td>Fundraising</td>
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<td>P0303792</td>
<td>Campus Food Serv.</td>
<td>Trust Career Expo</td>
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**Fund 82 Total:** 4

### PO Funds Total: 253

**$516,186.86**

### Fund 11 Unrestricted - El Camino

<table>
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<th>PO Number</th>
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<th>Code/Title</th>
<th>Budget Category</th>
<th>Budget Type</th>
<th>Amount</th>
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<tbody>
<tr>
<td>B0311087</td>
<td>Dancewear Solutions</td>
<td>Ctr for Arts Production</td>
<td>Non-Instruct Supplies</td>
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<td>B0311093</td>
<td>American</td>
<td>Hazmat</td>
<td>Waste Disposal</td>
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<td>B0311101</td>
<td>National Promotions &amp; Public Relations &amp; Printing</td>
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<td>B0311102</td>
<td>Torrance Postmaster</td>
<td>Public Relations &amp; Postage</td>
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<tr>
<td>B0311103</td>
<td>Public Opinion</td>
<td>Public Relations &amp; Other Services And Expenses</td>
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<td>B0311108</td>
<td>ECCD Petty Cash</td>
<td>Institutional Research</td>
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<td>B0311115</td>
<td>E.C.C. Public</td>
<td>Study Abroad ProgramOther Services And Expenses</td>
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<td>B0311120</td>
<td>E.C.C. Public</td>
<td>Commencement</td>
<td>Non-Instruct Supplies</td>
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**Fund 11 Total:** 8

**$195,750.00**

### Fund 12 Restricted - El Camino

Board of Trustees Agenda – May 17, 2010
| B0311104 | Accudata Integrated | TitleV Activity | Contract Services | $12,749.00 |
| B0311106 | ECCD Petty Cash | CTE II-grant | Non-Instruct Supplies | $200.00 |
| B0311116 | Braumiller Schultz, Llc | Responsive Training | Contract Services | $1,000.00 |
| B0311117 | World Wise Consulting, Matching - IDRC, etc. | Contract Services | $1,200.00 |
| B0311118 | Desimone | Aerospace Conference | Contract Services | $6,750.00 |
| B0311124 | ECCD Petty Cash | EWD/CTE Grant | Non-Instruct Supplies | $200.00 |
| B0311126 | Pivot Management | Cact CA Employee | Contract Services | $20,000.00 |
| B0311127 | Osterling Consulting, Cact CA Employee | Contract Services | $20,000.00 |
| B0311128 | Richard Johnson | Cact CA Employee | Contract Services | $10,000.00 |
| B0311129 | California | Cact CA Employee | Contract Services | $75,000.00 |
| B0311130 | Joshua Fredenburg | SBDC-YEP (COCCC) | PSA Contract Services | $2,000.00 |
| B0311131 | Valerie Carrigan | WPLRC Industry Driv | PSA Contract Services | $1,600.00 |
| B0311132 | E.C.C. Public | Adminstration | Printing | $235.00 |
| B0311135 | E.C.C. Public | WRIEC Year 5 | Reproduction - | $75.00 |
| B0311136 | Linda Vallejo | TitleV Activity | PSA Contract Services | $12,000.00 |

**Fund 12 Total: 15** $163,009.00

**Fund 15** General Fund -Special Programs

| B0311105 | E.C.C. Public | Div Office-Studnt | Non-Instruct Supplies | $300.00 |

**Fund 15 Total: 1** $300.00

**Fund 41** Capital Outlay

| B0311085 | National Roofing | Roof Repairs & | Contract Services | $9,990.00 |
| B0311090 | National Roofing | Roof Repairs & | Contract Services | $11,030.00 |
| B0311091 | National Roofing | Roof Repairs & | Contract Services | $10,150.00 |
| B0311092 | National Roofing | Roof Repairs & | Contract Services | $7,790.00 |
| B0311100 | Tandus Flooring, Inc. | Flooring Replacemts | Buildings | $6,547.70 |
| B0311134 | Smardan Supply | Replace Drinking | Non-Instruct Supplies | $12,000.00 |

**Fund 41 Total: 6** $57,507.70

**Fund 81** Student Organizations

| B0311119 | E.C.C. Public | Student Affairs | A/P Manual.Gen. | $15.00 |

**Fund 81 Total: 1** $15.00

**BPO Funds Total: 31** $416,581.70

**Grand Total POs and BPOs: 284** $932,768.56
A. Category Budgets and Balances........................................................................42
B. Contract – The Vinewood Company –
   Social Science Modernization Project........................................42
C. Contract Amendment – Flewelling & Moody Architects –
   Social Science Modernization Project.................................42
D. Change Order – Mackone Development, Inc. – Bookstore Renovation......43
E. Change Order – GDL Construction – Humanities Plaza Project.............45
F. Change Order – HPS Mechanical – Phase 3 Infrastructure.......................46
G. Purchase Orders and Blanket Purchase Orders ........................................47
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GENERAL OBLIGATION BOND FUND CATEGORIES AND PROJECT SUMMARY

The following table reports Measure E expenditures and commitments through April 30, 2010.

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>BUDGET</th>
<th>EXPENDED</th>
<th>COMMITTED</th>
<th>BALANCE</th>
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</thead>
<tbody>
<tr>
<td>Additional Classrooms and Modernization</td>
<td>$211,118,972</td>
<td>$72,979,657</td>
<td>$25,737,145</td>
<td>$112,402,170</td>
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<tr>
<td>Campus Site Improvements</td>
<td>34,607,523</td>
<td>24,591,984</td>
<td>187,008</td>
<td>9,828,532</td>
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<tr>
<td>Energy Efficiency Improvements</td>
<td>2,818,000</td>
<td>2,755,163</td>
<td>14,214</td>
<td>48,623</td>
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<td>Health and Safety Improvements</td>
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<td>40,814,616</td>
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<td>93,367,102</td>
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<td>Information Technology and Equipment</td>
<td>34,776,156</td>
<td>11,549,784</td>
<td>28,293</td>
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<td>P.E. Facilities Improvements</td>
<td>1,585,700</td>
<td>572</td>
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<tr>
<td>Contingency*</td>
<td>2,757,031</td>
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<td>0</td>
<td>2,757,031</td>
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<tr>
<td>TOTAL</td>
<td>$424,595,187</td>
<td>$152,691,776</td>
<td>$28,716,748</td>
<td>$243,186,664</td>
</tr>
</tbody>
</table>

*Includes unallocated refunding income and interest through 12/2009.

B. CONTRACT– THE VINEWOOD COMPANY, LLC – SOCIAL SCIENCE MODERNIZATION PROJECT

It is recommended that the Board of Trustees approve entering into a contract with The Vinewood Company to provide a Division of State Architects (DSA) certified inspector for the Social Science Modernization Project.

Three inspection firms were interviewed by the District and the Construction Management staff and were evaluated based upon previous experience, staff qualifications, responses to questions and the proposed fee structure.

**Dates of Service:** July 2010 – August 2011

**Cost:** Not to exceed $196,762.50, invoiced bi-monthly. The cost is based upon the consultant providing a DSA certified Class 2 inspector.

C. CONTRACT AMENDMENT – FLEWELLING & MOODY ARCHITECTS – SOCIAL SCIENCE MODERNIZATION PROJECT

It is recommended that the Board of Trustees approve the following additional design services.
At the request of the District modify the construction documents to include the following items. These modifications are needed due to changes of campus requirements and standards that have occurred since the original design.

1. Delete exterior equipment enclosure.
2. Modify mechanical design of the Intermediate Distribution Frame room to provide a cooling system that does not require an exterior compressor.
3. Add access control card readers.
4. Modify type of automatic doors.
5. Modify clock system to global position satellite system.
6. Relocate and increase the data and audio visual cabling and outlets.

Total Increase in Contract Amount $15,800

Original Contract Amount $900,000
Prior Changes 87,365
Contract Amendment Amount 15,800
New Contract Amount $1,003,165

D. CHANGE ORDER – MACKONE DEVELOPMENT, INC.
BOOKSTORE RENOVATION

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

1. Cut soffit and duct support runners as needed to remove and replace existing deteriorated duct. Replace and repair runners and soffit located in the stock room. Unforeseen Condition. $8,713
2. Remove and reroute existing conduit supplying the second floor Motor Control Cabinet. This work was required due to the removal of an existing wall that contained the conduit. Unforeseen Condition. $8,318
3. Perform demolition needed to provide a door opening in the Fan Room. The planned door location interfered with an existing column. Unforeseen Condition. $1,403
4. Install new Corridor Fire and Smoke Dampers (CFSD); patch walls, provide credit for not installing smaller capacity CFSDs. Code Requirement. $4,052

5. Remove three abandoned pipes entering the building at the exterior southwest corner of the building and patch wall. The pipes were used to carry fuel oil into the Bookstore from underground storage tanks that have been abandoned. District Request. $1,163

6. Reroute existing conduit above the new ceiling height. Conduit interfered with installation of a new door opening. Unforeseen Condition. $182

7. Replace an existing roof drain and damaged piping below deck. District Request. $10,787

8. Provide power outlets for Reach-in-Refrigerators. The refrigerators were not included in the original design. District Request. $9,951

9. Provide plumbing access panels at the three following locations, west wall of the Stock Room, north wall of Stock Room and Men’s Room. District Request. $905

10. Install four electrical floor junction boxes with access covers. Removal of an existing wall exposed existing conduit. District Request. $3,543

11. Perform slab removal in the sales area to provide 3/4-inch depression to accommodate the proper installation of the finish floor tile. Unforeseen Condition. $5,661

12. Portions of ductwork required removal to provide access to install post tension cables in the kitchen. Unforeseen Condition. $1,389

13. Install wall framing backing for the attachment of full height book shelf units on the Stock Room wall. Unforeseen Condition. $2,951
14. Increase the height of the tile base of the Bookstore to cover wall damage. District Request. $397

15. Provide electrical breakers for the convenience store portion of the Bookstore. District Request. $1,712

16. Locate and provide access to a conduit from the distribution transfer switch at Central Plant to the generator. District Request. $407

17. Replace damaged plaster soffit. District Request. $3,445

18. Furnish and install vinyl composition tile in the data distribution room and paint walls same as adjacent offices. District Request. $2,446

19. Furnish and install slot wall panels to align with upper cabinet door in Bookstore Sales Area at sales wall cabinets between counter and upper cabinets. District Request. $1,385

20. Repair water damaged soffits in stock room. Damage was caused by vandalism. District Request. $1,883

**Total Change Order Amount** $71,624

<table>
<thead>
<tr>
<th>Original Contract Amount</th>
<th>Prior Changes</th>
<th>This Change Order Amount</th>
<th>New Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4,899,000</td>
<td>281,847</td>
<td>71,624</td>
<td>$5,252,471</td>
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**E. CHANGE ORDER – GDL CONSTRUCTION – HUMANITIES PLAZA PROJECT**

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

1. Extend the electrical conduit path from the Library point-of-entry to the second floor data distribution room to support the data/communications for the Food Service Building and the Plaza emergency phone. Engineer’s request. $9,658

**Total Change Order Amount** $9,658
F. CHANGE ORDER – HPS MECHANICAL – PHASE 3 INFRASTRUCTURE

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

1. Elimination of the chilled and hot water vault at the MBA building. District Request. -$6,196

2. Reroute existing irrigation mainline east of the Marsee Auditorium in Parking Lot L in order to provide proper ground cover with the new finish grades. District Request. $1,301

3. Provide and install electrical conduit for two future emergency phones at the North Gym and Art Deli patio. District Request. $7,717

4. During excavation east of the South Gym and Health Center, existing storm drain lines were discovered in planter footings. In order to remove the planter and footings, the storm drain lines needed to be rerouted to avoid potential damage during the removal. Unforeseen Condition. $6,250

5. Emergency repair of a three-inch domestic water mainline break that occurred east of the Health Center, which feeds the Art Building. District Request. $8,419

6. Provide and install one-inch gas line to the Music building water heater in order to maintain service when the boilers are decommissioned. Engineer’s Request. $4,205

Total Change Order Amount $21,696

Original Contract Amount $9,382,373
Prior Changes 361,052
This Change Order Amount 21,696
New Contract Amount $9,765,121
G. 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.

<table>
<thead>
<tr>
<th>P.O. #</th>
<th>VENDOR</th>
<th>SITE</th>
<th>DESCRIPTION</th>
<th>COST</th>
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<tbody>
<tr>
<td>P303473</td>
<td>American Rent A Fence</td>
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<td>Site Improvements</td>
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<tr>
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<td>Bookstore Building</td>
<td>Group II Equipment</td>
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<td>Bookstore Building</td>
<td>Construction Material</td>
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<td>Group II Equipment</td>
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<td>Signage</td>
<td>Site Improvements</td>
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<td>El Prado Cleaning</td>
<td>Bookstore Building</td>
<td>Contract Services</td>
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<td>B311099</td>
<td>American Technologies</td>
<td>Infrastructure Phase III</td>
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<td>Social Sciences</td>
<td>Architecture/Engineering</td>
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<td>B311133</td>
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<td>B311139</td>
<td>Tropical Creations</td>
<td>Lot H Parking/Athletics</td>
<td>Site Improvements</td>
<td>19,286.00</td>
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TOTAL POs AND BPOs $1,842,340.06
<table>
<thead>
<tr>
<th></th>
<th>Agenda for the El Camino Community College District Board of Trustees from Human Resources Lynn Solomita, Interim Vice President Human Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Employment and Personnel Changes……………………………………………………………49</td>
</tr>
<tr>
<td>B.</td>
<td>Temporary Non-Classified Service Employees ………………………………………54</td>
</tr>
<tr>
<td>C.</td>
<td>Declaration of Indefinite Salaries for Retroactive Pay…………………………………..61</td>
</tr>
<tr>
<td>D.</td>
<td>Notice and Scheduling of Hearing Negotiations – El Camino Community College District and El Camino Community College Federation of Teachers, Local 1388, AFT, AFL-CIO……………………………………………………….61</td>
</tr>
<tr>
<td>E.</td>
<td>Revised Classification Specifications For Classified Position……………….62</td>
</tr>
<tr>
<td>F.</td>
<td>New Classification Specifications For Classified Position…………….62</td>
</tr>
</tbody>
</table>
A. **EMPLOYMENT AND PERSONNEL**

It is recommended that the Board ratify/approve the employment and personnel changes for academic, classified, special services professionals and temporary classified service employees as shown in items 1-22 and 1-5.

**Academic Personnel:**

1. **Deceased** - Mr. Neil Moss, full-time instructor of Art, Fine Arts Division, effective April 20, 2010.

2. **Retirement** - Mr. Jeffrey Lenham, full-time instructor of Educational Development, Deaf and Hard of Hearing Specialist, Special Resource Center, Health Sciences & Athletics Division, last day worked June 11, 2010, first day of retirement, June 12, 2010, and that a plaque be prepared and presented to him in recognition of his service to the District since 1976.

3. **Retirement** - Mr. Timothy Meza, full-time instructor of Construction Technology, Industry and Technology Division, last day worked June 11, 2010, first day of retirement, June 12, 2010, and that a plaque be prepared and presented to him in recognition of his service to the District since 1986.

4. **Retirement** - Ms. Kriss Stauber, full-time instructor of Office Administration, Business Division, last day worked June 11, 2010, first day of retirement June 12, 2010, and that a plaque be prepared and presented to her in recognition of her service to the District since 1981.

5. **Retirement** - Mr. Daniel Houston, full-time instructor of English as a Second Language (ESL), Humanities Division, last day worked June 11, 2010, first day of retirement, June 12, 2010, and that a plaque be prepared and presented to him in recognition of his service to the District since 1974.

6. **Change in Assignment** - Dr. Anne Valle, full-time/temporary instructor of Life Sciences, Natural Sciences Division, Class V, Step 4, effective April 5 through June 11, 2010.

7. **Change in Assignment** - Mr. Rajinder Sidhu, full-time/temporary instructor of Life Sciences, Natural Sciences Division, Class III, Step 7, effective April 5 through June 11, 2010.

8. **Special Assignment** - Dr. Lars Kjeseth, full-time instructor of Mathematics, to provide faculty support and work on implementation of CurricuNet, to be paid
9. Special Assignment - Dr. Jenny Simon, full-time instructor of English, Humanities Division, to provide faculty support and work on Student Learning Outcomes (SLOs) assessment implementation, to be paid $60.18 an hour, not to exceed 50 hours or $3,010, effective June 14 through August 19, 2010, in accordance with the Agreement, Article 10, Section 14(a).

10. Special Assignment - The following faculty members to be compensated reassigned time for negotiations preparation, to be paid $60.18 an hour, for a total of 150 hours, in accordance with the Agreement, Article III, Section 11 (c).

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Discipline</th>
<th>Not to Exceed Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donald Brown</td>
<td></td>
<td>90</td>
</tr>
<tr>
<td>Elizabeth Shadish</td>
<td></td>
<td>60</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>150</td>
</tr>
</tbody>
</table>

11. Special Assignment - The following part-time instructors to coordinate activities in the Learning Center, to be paid $45.14 an hour, effective July 1 through August 18, 2010, in accordance with the Agreement, Article 10, Section 9(m).

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Discipline</th>
<th>Not to Exceed Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheryl Kunisaki</td>
<td>English</td>
<td>10</td>
</tr>
<tr>
<td>Robin Cash</td>
<td>Computer Information Systems</td>
<td>15</td>
</tr>
</tbody>
</table>

12. Amend Stipend - Mr. James Mack, part-time instructor of Music, Fine Arts Division, to perform clarinet as Spring Resident Artist, to be paid $300 (instead of $150), effective March 15, 2010, in accordance with the Agreement, Article 10, Section 9(m).

13. Stipend Assignment - Mr. William Georges, full-time instructor of Theatre, Fine Arts Division, to work as light designer for Play #4, to be paid $1,500, effective March 21 through May 14, 2010, in accordance with the Agreement, Article 10, Section 14(a).

14. Stipend Assignment - Mr. William Warren, part-time instructor of Fire Academy, Industry & Technology Division, to instruct Standards for Training Certification and Watch Keeping (STCW) students at El Camino Fire Academy for Community Advancement, to be paid $400, effective April 29, 2010, in accordance with the Agreement, Article 10, Section 14(a).
15. Stipend Assignment - Dr. Polli Chambers-Salazar, full-time instructor of Music, Fine Arts Division, to perform as spring resident artist, to be paid $375, effective May 22, 2010, in accordance with the Agreement, Article 10, Section 14(a).

16. Extra Service Pay - The following full-time Librarians, Learning Resources, to be employed each scheduled day of the 2010 Summer Session, in accordance with the Agreement, Article 10, Section 13(b).

Don Brown               Noreth Men
Alice Cornelio          Vincent Robles
Moon Ichinaga           Claudia Striepe
Edward Martinez

17. Employment - The following part-time Clinical Psychologists, Health Sciences & Athletics Division, to be hired as needed in Student Health Services, not to exceed a total of 46 hours per week, effective July 1, 2010 through June 30, 2011, to be paid in accordance with the Agreement, Article 10, Section 9(e).

<table>
<thead>
<tr>
<th>Name</th>
<th>Not to exceed hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ruth Taylor</td>
<td>30</td>
</tr>
<tr>
<td>Sally Emery</td>
<td>16</td>
</tr>
</tbody>
</table>

18. Employment - The following part-time Nurse Practitioners, Health Sciences & Athletics Division, to be hired as needed in Student Health Services, not to exceed 35 hours per week, effective July 1, 2010 through June 30, 2011, to be paid in accordance with the Agreement, Article 10, Section 9(m).

Melanie Bronstein   Ellen Schmidt-Olivier
Linda Goldman       Theresa Wright

19. Employment - The following Nurse Practitioners and Doctor, Health Sciences & Athletics Division, to conduct sports physicals, not to exceed $1,500 per semester (summer, spring & fall), effective July 1, 2010 through June 30, 2011, to be paid in accordance with the Agreement, Article 10, Section 13(b).

<table>
<thead>
<tr>
<th>Name</th>
<th>Full-time</th>
<th>Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debbie Conover</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holly Fall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Melanie Bronstein</td>
<td></td>
<td>Therese Wright</td>
</tr>
<tr>
<td>Linda Goldman</td>
<td></td>
<td>Dr. George Thompson</td>
</tr>
<tr>
<td>Ellen Schmidt-Olivier</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
20. Employment - The following part-time Librarians, Learning Resources, to be hired as needed for Summer Session.

   Anita Colby
   John Fowler
   Margaret Stevens
   Jane Terry
   Douglas Thompson

21. Employment - The following part-time/temporary instructors to be hired as needed for the 2010 Spring semester:

   Fine Arts
   Kevin Myers
   Yumi Kiyose

22. Employment - The following part-time/temporary instructors to be hired as needed for the 2010 Summer Session:

   Behavioral & Social Science
   Mohammed Abdelhamid, Class IV, Step 7
   Jose Arrieta, Class II, Step 4
   Nancilyn Burruss, Class II, Step 7
   Marie Butler, Class V, Step 28
   Van Chaney, Class III, Step 4
   Darla Fjeld, Class V, Step 4
   Thomas Glenn, Class IV, Step 14
   Austin Gordon, Class V, Step 9
   Lawrence E. Guillow, Class V, Step 20
   Shahrokh Haghighi, Class V, Step 14
   Paul Harley, Class II, Step 12
   Meric Keskinel, Class V, Step 7
   Thomas Keville, Class II, Step 12
   Amy La Coe, Class IV, Step 9
   Marc Mesyanek, Class II, Step 6

   Robroy Meyers, Class II, Step 8
   Gerardo Nebbia, Class II, Step 8
   Hatien Nguyen, Class III, Step 4
   Kaoru Oguri, Class V, Step 14
   Robert Osterman, Class II, Step 4
   Edgar Pacas, Class II, Step 4
   Gaile Price, Class II, Step 7
   Jeffrey Rigby, Class IV, Step 28
   Francis Schulte, Class III, Step 12
   Emily Sedgwick, Class II, Step 12
   Gregory Simon, Class V, Step 4
   Paul Swendsong, Class II, Step 12
   Farshid Tahernia, Class IV, Step 5
   Mari Womack, Class V, Step 8
   Kofi Yankey, Class II, Step 9

   Business
   Arnold Blanshard, Class II, Step 4
   Loretta Daniels, Class I, Step 4
   Donna McGovern, Class III, Step 5

   Denise Nevin, Class II, Step 4
   Robert Rooks, Class I, Step 9
   John Slawson, Class V, Step 8

   Fine Arts
   Ava Baldwin, Class II, Step 6
   Camille Cornelius, Class III, Step 12

   Walter Cox, Class III, Step 5
   Michelle Funderburk, Class IV, Step 10
<table>
<thead>
<tr>
<th>Name</th>
<th>Class</th>
<th>Step</th>
</tr>
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<tbody>
<tr>
<td>Jamie Hammond</td>
<td>II</td>
<td>8</td>
</tr>
<tr>
<td>Diane Hayden</td>
<td>III</td>
<td>4</td>
</tr>
<tr>
<td>Kent Hayward</td>
<td>IV</td>
<td>8</td>
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<tr>
<td>Michael Hernandez</td>
<td>II</td>
<td>4</td>
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<tr>
<td>Marcie Kaufman</td>
<td>III</td>
<td>4</td>
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<tr>
<td>Emma Kheradyar</td>
<td>III</td>
<td>5</td>
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<tr>
<td>Tom Kidd</td>
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<td>Holly Lampe</td>
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<td>7</td>
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<tr>
<td>Margot Martin</td>
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<tr>
<td>Thomas Stubblefield</td>
<td>II</td>
<td>4</td>
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<tr>
<td>Sandra Trepaso</td>
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<tr>
<td>Mark Urista</td>
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<tr>
<td>Suzanne Wong</td>
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<td>Lucretia Wright</td>
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<tr>
<td>Health Sciences &amp; Athletics</td>
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<tr>
<td>Brandon Alcocer</td>
<td>II</td>
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<tr>
<td>David Bacon</td>
<td>II</td>
<td>4</td>
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<tr>
<td>Richard Blount</td>
<td>II</td>
<td>7</td>
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<tr>
<td>Colleen Caldwell</td>
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<td>4</td>
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<td>Richard Sibner</td>
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Board of Trustees Agenda – May 17, 2010
Gizaw Tadele, Class II, Step 24
Erxiang Wang, Class II, Step 12
May Xu, Class IV, Step 14
Christie Yang, Class III, Step 10
David Yee, Class IV, Step 6
Michael Zeitzew, Class V, Step 8

Natural Sciences
Robin Bouse, Class V, Step 4
Michael Brennan, Class III, Step 6
Diana Garcia, Class V, Step 14
Natalia Lev, Class II, Step 8
Ebenezer Peprah, Class II, Step 4
Karla Villatoro, Class IV, Step 6

Special Resource Center
Onisha Blagdon, Class I, Step 4

Classified Personnel:

1. Retirement - Ms. Lila Forray, Senior Clerical Assistant, Range 24, Step E, Mathematical Sciences Division, Academic Affairs Area, effective June 1, 2010 and that a plaque be presented to her in recognition of her service to the District since 1989.

2. Retirement - Ms. Robin Nilsen, Clerical Assistant, Range 22, Step E, Assessment/Testing/Enrollment Services Division, Student and Community Advancement Area, effective June 4, 2010, and that a plaque be presented to her in recognition of her service to the District since 1969.


Special Services Professional
4. Change of Assignment - Ms. Roberta Becka, Special Services Professional, Range 8, from Step 4 to Step 5 of the Special Services Professional Salary Schedule, Community Advancement Division, Student and Community Advancement Area, effective June 1 through June 30, 2010.

Temporary Classified Services Employees
5. Ms. Elizabeth Matusak - Accounting Assistant II, Range 27, Step A, Fiscal Services Division, Administrative Services Area, to process financial aid checks and disburse to students, effective June 10 through July 30, 2010.

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 1-22.
The following temporary, non-classified service employees are to be hired for the 2010-2011 fiscal year, paid, hourly, effective July 1, 2010 through June 30, 2011, days and hours vary as needed, unless otherwise stated.

**Campus Police Aide Series**

1. **Campus Police Aide II**

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

   Miguel Castro, $9.50

2. **Campus Police Aide III**

   The following individuals are to be responsible for non-hazardous police services to the students, staff, and faculty of El Camino College, and other departmental duties.

   $10.75 per hour
   Brian Hill
   Can Hoang
   LeTecia McClendon
   Stephanie Avila, $11.25

3. **Campus Police Aide IV**

   The following individuals are responsible for overseeing the Campus Police Cadet program, maintenance and servicing of the campus parking permit machines, and performing non-hazardous police services for the campus community, $12.50 per hour.

   Jorge Martinez
   Paul Pulido

**Instructional Aide Series**

4. **Instructional Aide I**

   The following individuals are to assist in the classroom, laboratory, or other facility with basic duties and accommodations, $8.00 per hour.

   Sarah Ascencio
   Ryan Cleveland
   Denise Gutierrez
   Michael Johnson
   Heidi Lier
   Shawn Makaena
   Thessa Rogero

5. **Instructional Aide II**

   The following individuals are to provide basic tutoring, support services and accommodations for students.
$9.25 per hour
Alicia Bartley       Ava Stanko
Amber Beck          Mayra Velasquez

Elsyn Magana, $10.00

6. **Instructional Aide III**

The following individuals are to provide intermediate level tutoring, maintain records, and other specified accommodations for students, $10.50 per hour.

Aree Anne Kate Bernabeo  Kris Rattivat
Amber Grace             Valerie Wright

7. **Instructional Aide IV**

The following individuals are to provide teaching assistance, intermediate level tutoring, technical support, classroom set-up, care and repair of equipment and instruments, and instructional support services and accommodations for student with disabilities.

$11.75 per hour
Kasey Armstrong       Maria Ramirez
Joseph Fernandez      Jesse Rodriguez

$12.25 per hour
Nikki Benjamin        Joan Treat
Mary Kretzmar         Benjamin Tzeng
Yoko Nakase           Cesar Vasquez

8. **Instructional Aide V**

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

George Malak, $13.00

9. **Instructional Aide VI**

The following individual is to provide support to specific programs with tutorial assistance in the classroom, laboratory, and online, and help organize and coordinate various projects.
Office Aide Series

10. **Office Aide I**

The following individual is to assist the staff with basic duties.
Brandi Hardy, $8.00 (eff. 5/20/10 through 6/30/10)

11. **Office Aide II**

The following individual is to provide assistance to students, faculty, staff, and the general public with the various services on campus.
Jonathan Lucas, $9.25 (eff. 5/10/10 through 6/30/10)

12. **Office Aide III**

The following individuals are to assist students with various processes; compile, input, and maintain data, payment process, and perform other duties as assigned.

$10.50 per hour
Aaron De Naranjo
Laura Gibson
Mary Lou Miranda
Veronica Munoz
Maria Reina

Jose Jauregui, $11.50

13. **Office Aide IV**

The following individuals are to assist with all department processes and to support staff through knowledge of department operations.

Rose Velez, $11.75
Lujuana Washington, $12.50

Program Aide Series

14. **Program Aide V**

The following individual is to assist the Director with program operations and maintenance.

Dennise Lopez, $13.50 (eff. 5/18/10 through 6/30/10)

Sports Aide Series

15. **Sports Aide VI**
The following individuals are to assist the coaching staff with the summer swimming program, $17.00 per hour.

Shelly Benner
Joshua Clark
Jennie Harris
Jesse Mangiagli
Richard Pieper
Rebecca Savoia
Kaela Stager
Sandra Tejeda
Angie Zeller
Kiersten Zeller

**Theater Aide Series**

**16. Theater Aide I**

The following individual is to assist the theater management and staff with basic theater duties for on-campus events.

Umang Bhatt, $8.25 (eff. 5/18/10 through 6/30/10)

**PROFESSIONAL SERIES**

**Assistive Linguistics Professional Series**

**17. Assistive Linguistics Professional I**

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

$20.00 per hour
Lorena Gomez
Simeonne LaBrecque
Jessica Lopez
Sandra Lopez
Kelsey Montgomery
Tynisha Neely
Aldrena Rodgers
Teresa Russ
Alex Sandoval
Dyann Stewart

$25.00 per hour
Veronica Arvizu
Margarit Fesliyan
Caroline King, $25.00
Shannon Leavitt, $25.00
Anita Licea, $25.00

$27.50 per hour
Sarah Padilla

$30.00 per hour
Elisabett Brambila
Shela Cardenas
Stefanie Meilinger
Mireya Padilla
Janna Saavedra
$32.50 per hour
Joseph Calderon
Kristen Del Rosario
Consuelo Morales
Raena Oshiro
Lori Patton

18. Assistive Linguistics Professional II

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

$35.00 per hour
Malakia Adunni
Tamara Hill
Eduardo Huante
Ken Marumoto
Jack Nielson
Cynthia Parral
Shawna Peacock
Alejandro Perez
Ancialyn Pinckney
Ethel Smith
Darlene Stevenson
Mona Tanji
Debbie Weber
Barbara Yancey

$37.50 per hour
Lenora Arnwine

$40.00 per hour
Rachael Abbatiello
Krystal Armstrong
Pamela Ash
Myisha Blackman
Selma Chavez
Lee Elle Tullis
Lynette Vickers
$42.50 per hour
Desiree Tanner

$45.00 per hour
Martin Garcia
Astrid Hagen
Robert LoParo

**Education Professional Series**
19. **Education Professional II**

The following individuals are to teach Basic, Low, or High Intermediate English as a Second Language class.

$40.00 per hour
Patricia Pollack

$42.00 per hour
Stella Kabelitz
Andres Moina

$44.00 per hour
Maria Kindweiler

$45.00 per hour
Faith Vietti

$46.00 per hour
Susan Macias
Bonnie Pereyra
Robert Puglisi

**Program Professional Series**

20. **Program Professional I**
The following individual is to coordinate and oversee all aspects of the Future Teachers Conference.

Michelle Zinser, $25.00

**Training Professional Series**

21. **Training Professional II**

The following individuals are to facilitate groups with youth at risk or foster youth using experiential training strategies and strength-based practices in both the Youth Empowerment Strategies for Success and the Foster and Kinship Care Education Programs, $37.00 per hour.

Naynette Kennett (eff. 5/22/10 through 6/30/10)  
Greg Uba (eff. 6/12/10 through 6/30/10)

22. **Training Professional III**

The following individual is to instruct the Standards for Training Certification and Watch keeping (STCW) Tankerman Person-in-Charge class.

Johnathan Brainard, $50.00 (eff. 6/1/10 through 6/30/10)

**C. DECLARATION OF INDEFINITE SALARIES FOR RETROACTIVE PAY**

As a result of financial uncertainties, negotiations, legislation and other factors, the governing board hereby declares that all management, certificated, classified, confidential and other unrepresented employee salaries are declared indefinite for 2010-2011.

**D. NOTICE AND SCHEDULING OF HEARING: NEGOTIATIONS – EL CAMINO COMMUNITY COLLEGE DISTRICT AND EL CAMINO COLLEGE FEDERATION OF TEACHERS, LOCAL 1388, AFT, AFL-CIO**

It is recommended that the Board of Trustees schedule a public hearing and adoption of the following subjects for negotiations at its meeting on June 21, 2010. The Federation and the District wish to sunshine proposals for successor negotiations of the collective bargaining agreement which expires on June 30, 2010. The District and the Federation seek improvements, changes and modifications in the language of the following articles:

- Article 1 - Recognition  
- Article 2 - Rights of the District  
- Article 3 - Rights of the Federation  
- Article 4 - Intracollegiate Relations  
- Article 5 - Academic Freedom and Responsibility
Article 6 – Classification of Faculty Members
Article 7 – Calendar
Article 8 – Hours and Working Conditions
Article 9 – Winter and Summer Assignments
Article 10 – Compensation
Article 11 – Paid Leaves
Article 12 – Unpaid Leaves
Article 13 – Sabbatical Leaves
Article 14 – Vacation
Article 15 – Holidays
Article 16 – Professional Meetings and Conferences
Article 17 – Insurance Benefits
Article 18 – Pre-retirement Program
Article 19 – Retirement, Disability and Resignation
Article 20 – Procedures for Faculty Evaluation
Article 21 – General Provisions
Article 22 – Dispute Resolution Procedures
Article 23 – Work Stoppage
Article 24 – Instructional Technology
Article 25 – Agreement Conditions and Duration
And Appendices A through N
Additionally there may be other subjects identified.

E. **REVISED CLASSIFICATION SPECIFICATIONS FOR CLASSIFIED POSITION**
It is recommended that the Board approved the new classification specifications for the Research Analyst, as follows.

F. **NEW CLASSIFICATION SPECIFICATIONS FOR CLASSIFIED POSITION**
It is recommended that the Board approved the new classification specifications for the Building Automation Systems Technician, as follows.
EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: RESEARCH ANALYST

BASIC FUNCTION:
Under the direction of an assigned administrator, perform statistical and analytical institutional research; provide information or research for decision-making and program planning; and provide technical support to faculty, administrators and staff regarding research design, survey development, and test validation.

REPRESENTATIVE DUTIES:
Develop institutional research designs and apply appropriate computer tools, statistical measures and data collection techniques. Conduct studies for both instructional and non-instructional programs and services. Design, maintain, manipulate and query specialized databases and information systems to support research. Organize and present research-based information, analysis, and interpretation clearly and effectively, in narrative, tabular, graphical and oral modes. Maintain research data warehouse system and an indexed archive of information and reports suitable for responding to surveys, questionnaires, and federal and state data collection or accountability requirements. Provide technical and analytical support to offices, divisions, committees, faculty, staff, and administration in research-related activities. Evaluate and respond to requests originating inside and outside the institution; work with requesters to clarify their needs and optimize the utility of research results for them and for the District. Organize, prioritize, and schedule work on a multitude of research-related requests from college constituents.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Research theory, methodology, and advanced applied statistics
Technical report writing
Design surveys
Personal, mainframe and client server computer systems
Familiarity with State and federal accountability reporting requirements

ABILITY TO:
Plan, organize, conduct and participate in analytical studies.
Establish and maintain cooperative working relationships with others.
Analyze and interpret complex data.
Communicate effectively, orally and in writing.
Approach problems objectively.
Present findings and recommendations clearly.
Exercise good judgment, diplomacy, tact and patience.
Operate a variety of research and analytic-related computer application programs.
Meet schedules and timeframes.
Reason logically and creatively and apply that logic to research topics.

EDUCATION AND EXPERIENCE:
Must have a bachelor’s Master’s degree in a specialization involving social science, higher education, social or educational research, psychology or a related field and at least three years of research experience that demonstrate the ability to conduct complex analyses. Service as an instructor at a two (2) or four (4) year college and demonstrated experience in research or special study work may be substituted for up to two (2) years of relevant experience.

WORKING CONDITIONS:
Incumbents in this position may sit for extended periods of time using a personal computer with a Vision Display Terminal (VDT) screen.
Ability to move from one work area to another as needed.
EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: BUILDING AUTOMATION SYSTEMS TECHNICIAN

BASIC FUNCTION:

Under direction of the Facilities Systems Supervisor or assigned administrator, manage and administer a campus-wide computerized energy management system and a building automation system.

REPRESENTATIVE DUTIES:

Perform daily system administration of several software applications for building control systems.

Monitor and control HVAC equipment, set schedules and define energy saving practices on campus.

Perform upgrades and modifications to system software and building automation system equipment at the application and equipment level.

Maintain the campus scheduling of equipment for on/off start times, temperatures, records of equipment performance, troubleshooting of equipment failure.

Maintain preventative maintenance and repair records for all building automation system equipment.

Consult with campus staff and vendors on problems related to hardware, software or network communication functions.

Work closely with campus HVAC, plumbing and electrical services personnel.

Work closely with all members of the college community on issues related to building automation systems.

Review current campus-wide energy usage and where appropriate recommend modifications for more efficient energy usage.

Assist in the development and implementation of the campus energy management program and building automation systems.

Assist in the identification, preparation and recommendation of energy cost reduction opportunities.
Review and remain current and knowledgeable on state of the art energy conservation methods and equipment.

Perform other related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
Automated building management systems, energy conservation equipment and related components.
Power loads and potential for reducing loads.
HVAC systems and controls.
Energy conservation techniques and practices with specific applications to large buildings.
Safe and proper use of materials, tools and equipment used in the installation, repair and maintenance of energy systems.
Building control functions.
Health and safety laws and regulations.
Shop mathematics.
Software applications, including spreadsheet systems.

**ABILITY TO:**
Coordinate an energy conservation program.
Coordinate on/off schedules, maintenance, and repair of equipment for optimum energy management.
Analyze and document the effects of systems and operational changes on utility consumption.
Operate and troubleshoot equipment used in energy management.
Utilize a variety of software applications, their administration and management.
Establish and maintain effective working relationships with those encountered in the course of work.
Evaluate alternative approaches and effective solutions.
Prepare accurate and detailed written material and administrative reports.
Maintain and work from technical manuals, specifications, drawings and other information related to applicable energy conservation equipment.
Exercise sound, independent judgment and initiative within established guidelines.
Use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems.
Deal with changing, intensive deadlines.
Work independently with little direction.
Plan and organize work.
Analyze situations accurately and adopt an effective course of action.  
Maintain insurability under the District’s vehicle insurance policy is required.  
Creatively develop graphs and charts.  
Interact with District management, staff and others encountered in the course of work.  
Recognize and see warning signs, obstacles and/or hazardous conditions.  

**EDUCATION AND EXPERIENCE:**  
Graduation from high school or G.E.D. equivalent, supplemented by technical course work or training in heating, ventilation, air conditioning systems and controls and computer programming and four years progressively responsible experience operating and repairing HVAC systems and controls, and operation of a computer operated automated building management system; or an equivalent combination of training and experience. Must have experience with systems such as Tridium and Lonworks or equivalent.  

**LICENSE AND OTHER REQUIREMENTS:**  
A valid California driver’s license.  

**WORKING CONDITIONS:**  
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  

Outdoor/indoor work environment.  
Exposure to high temperatures.  
Exposure to condensation and wetness.  
Exposure to high volume noise.  
Frequent standing for prolonged periods of time.  
Office conditions; noise level is usually quiet.  
Occasional crouching, squatting and kneeling for prolonged periods of time.  
Frequent moving around in tight spaces.  
Occasional climbing ladders.  
Frequently reaching above shoulder level with hands and arms.  
Hand and finger dexterity to grasp, handle and twist various tools and equipment.  
Occasional installation of various electrical components.  
Stand and talk or hear; walk or sit.  
Occasionally work up to heights of 50 feet.
Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Lift and move up to 50 pounds and occasionally over 75 pounds.

Classified Salary Range 41
Board Approved: May 17, 2010
A. Absence of Board Members.................................................................Page 70
B. Travel.................................................................................................Page 70
A. **Absence of Board Members**
   It is recommended that the Board excuse Trustees Jackson and Combs from the April 19, 2010 Board Meeting with no loss of salary due to illness.

B. **Travel**
   It is recommended that the Board approve the attendance of Trustee Ray Gen at the Community College League of California Advisory Committee on Legislation in Sacramento, CA on Friday, June 4, 2010, with transportation and necessary expenses paid.