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

El Camino Community College District
Board of Trustees
Agenda, Monday, March 19, 2007
Board Room
4:30 p.m.

I. Roll Call, Pledge of Allegiance to the Flag

II. Approval of Minutes of the Regular Board Meeting of February 20, 2007, Pages 4-5

III. Presentations – none

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

V. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption
   A. Public Comment
   B. 1. Academic Affairs
      See Academic Affairs Agenda, Pages 6-41
   2. Student and Community Advancement
      See Student Services Agenda, Pages 42-46
   3. Administrative Services
      See Administrative Services Agenda, Pages 47-58
   4. See Measure “E” Bond Fund Agenda, Pages 59-62
   5. See Human Resources Agenda, Pages 63 - 79
   6. Superintendent/President
      See Superintendent/President Agenda, Pages 80-82

VI. Public Comment on Non-Agenda Items
VII. Oral Reports
A. Academic Senate Report
B. Compton Center Provost Report
C. Board of Trustees Report
D. President’s Report

VIII. Closed Session
A. Labor Relations, Brown Act Section 54957.8
   1. American Federation of Teachers, Local 1388
   2. El Camino Classified Employees Local 6142
   3. El Camino College Police Officers Association
   4. Non-Represented Employees – Confidential, Supervisors, and Management

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<td>4:30 p.m. Board Room</td>
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<td>Monday, January 22, 2007</td>
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<td>Monday, March 19, 2007</td>
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<td>Monday, November 19, 2007</td>
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<td>Monday, December 17, 2007</td>
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EL CAMINO COLLEGE STRATEGIC PLAN 2004-2007

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

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

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

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

People – We strive to balance the needs of our students, employees and community.
Respect – We work in a spirit of cooperation and collaboration.
Integrity – We act ethically and honestly toward our students, colleagues and community.
Diversity – We recognize and appreciate our similarities and differences.
Excellence – We aspire to deliver quality and excellence in all we do.

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

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

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

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

Strategic Goals 2004-2007
1. Support and constantly improve the quality of our educational offerings.
2. Promote student-centered learning to increase student success.
3. Support innovative practices that enhance the educational experience.
4. Foster a climate that promotes integrity and accountability.
5. Support and develop effective and motivated employees.
6. Improve and enhance internal and external communication.
7. Incorporate flexibility into institutional structure and process.
The Board of Trustees of the El Camino Community College District met at 4:30 p.m. on Tuesday, February 20, 2007, in the Board Room at El Camino College.

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

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

Minutes of the Regular Board Meeting of January 22, 2007
The Minutes of the Regular Board Meeting of January 22, 2007 were approved.

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

**Academic Affairs**
- Conference Attendance – California Association for the Education of Young Children, (CAEYC)
- Conference Attendance – Mathematics, Engineering, Science Achievement (MESA)
- Sabbatical Leaves of Absence – 2007/2008

**Student Services**
- Student Field Trips
- International Travel

**Administrative Services**
- AB 2910 – Quarterly Fiscal Status Report
- Budget Adjustments
- Contracts Under $69,000
- Contracts $69,000 or Higher
- Purchase Orders and Blanket Purchase Orders

**Measure E Bond Fund**
- Category Budgets and Balance
- Request to Make Emergency Repair – Ace Restoration and Waterproofing
- Amend Contract – LCC3 Construction Services Inc.
- Change Notice – Southern Counties Quality Masonry – Humanities Building
- Notice of Job Completion – Modular Structures International
- 2005-2006 Measure E Audit Report
Purchase Orders and Blanket Purchase Orders

**Human Resources**
Employment and Personnel Changes
Temporary Non-Classified Service Employees
Resolution – Equivalence to Minimum Qualifications
Classified Professional Growth

**Notice and Scheduling of Hearing:** Negotiations – El Camino Community College District and the El Camino College Federation of Teachers, Local 1388, AFT, AFL-CIO
Day of Mourning

**President and Board of Trustees**
Absence of Board Member
Citizens’ Bond Oversight Committee

**California Community College Trustees Board Election**
The Board named Trustee Combs to review nominations for membership on the California Community Colleges Trustees Board.

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

**Other Items**
Resolution – Support of the Community College Governance, Funding Stabilization, and Student Fee Reduction Act
It was moved by Trustee O’Donnell, seconded by Trustee Combs that the El Camino Community College District Board of Trustees adopt the resolution in support of the “Community College Governance, Funding Stabilization, and Student Fee Reduction Act.” Motion carried. Trustee Beverly and Student Trustee Peters abstained.

**Public Comment**
Mr. Nehasi Lee thanked the Board for adopting the Memorandum of Understanding between the El Camino College Community College District and Compton Community College District at its last meeting.

**Closed Session - Adjournment**
Meeting recessed to a closed session at 6:00 p.m. and adjourned at 7:30 p.m.

__________________________
Nathaniel Jackson, Secretary of the Board

__________________________
Thomas M. Fallo, Secretary to the Board
A. Center for the Arts Presentations – 2006-2007................................................................. 7
B. Conference Attendance – Honors Transfer Program....................................................... 7
C. Conference Attendance – Mathematics, Engineering, Science Achievement (MESA)... 7
D. Instructional Field Trip – Spring 2007.......................................................................... 8
E. Proposed Curriculum Changes: Effective 2007-2008 Academic Year ....................... 9
F. Accreditation Progress Report....................................................................................... 21
ACADEMIC AFFAIRS


It is recommended that the Board approve the following amendment to the Center for the Arts presentations for 2006/2007. Costs for each presentation are established as negotiated between the artist and his/her management representative and the District.

2006/2007

<table>
<thead>
<tr>
<th>Performance</th>
<th>Date</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Joyce Yang, piano</td>
<td>March 18, 2007</td>
<td>4,500.00</td>
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Payee Change

1. Joyce Yang, piano
   Payable to: Artists Acquisitions, LLC.
   (Note: Previously Board Approved July 17, 2006 to ICM Artists, Ltd. ICM Artists, Ltd. was purchased by Artists Acquisitions LLC therefore needing change of payee name.)

2. Cacia in Concert
   Payable to: Empressario, LLC.
   (Note: Previously Board Approved July 17, 2006, payable to Paul Cacia.)

B. CONFERENCE ATTENDANCE – HONORS TRANSFER PROGRAM

It is recommended that the Board approve the Honors Transfer Program students and staff listed below to participate in the Seventh Annual Research Conference at UC Irvine on March 17, 2007. Registration for the ten student participants will cost $450 ($25/participant) and will be paid through the iGrant that was awarded by the ECC Foundation.

   Ebram Abdelmalak          Jennifer Reinhart
   Christopher Borgia        Aya Seto
   Kristina Freeman          Kanza Shaheen
   Yevgeny Goryachev         Michael Stone
   Jennifer Hagihara         Yi Zhang

Advisors: Lucy Alamillo    Mary Ann Leiby
           Tom Cody           Steve Leonelli
           Connie Fitzsimons  Susan McLeod
           Joseph Holliday    Francis Schulte

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

It is recommended that the Board approve the MESA students to participate in the
ACADEMIC AFFAIRS

conferences listed below.

1. San Diego MESA Alliance Leadership Summit: Indian Hills Camp, Jamul, California -- March 2-4, 2007. Lodging and registration will be covered by the MESA Statewide Office. Students will be accompanied by MESA Director, Arturo Hernandez. Transportation will be by van.

   Welbert Bonilla             Melvin Martinez
   David Lopez                 Eric Olguin

2. Basic and Advance Science and Technology Academies of Research (BA STAR) Leadership Conference: Pines Resort, Bass Lake, California -- March 9-11, 2007. Lodging and registration will be covered by BA STAR Program. Students will be accompanied by MESA Director, Arturo Hernandez. Transportation will be by van.

   Ronald Calderon             Albert Silva
   Tesfa Mekebeb               Daari Terrel
   Tamara Restrepo

3. Santa Cruz Leadership Retreat: Happy Valley Conference Center, Santa Cruz, California -- April 13-15, 2007. Lodging and registration will be covered by MESA Statewide Office. Students (a maximum of eight will be able to participate in the activity) will be accompanied by MESA Director, Arturo Hernandez. Transportation will be by van.

   Juan Acosta                Jimenez Myron
   Elmer Berrios              Jose Martinez
   Ronald Calderon            Mayra Ochoa
   Nazareth Escobedo-Pinto    Eric Olguin
   Elizabeth Canales          Joseph Rodriguez
   Milena Campos              Albert Silva
   Diana Gomez                Jose Torrez
   Sonia Gonzalez             Dalia Uribe
   Arturo Gutierrez           Rojas Victor
   Jose Guardado              Bonilla Welbert

D. INSTRUCTIONAL FIELD TRIP – SPRING 2007

It is recommended that the Board approve the instructional field trip for Spring 2007:

March 23-26, 2007 – Professor Charles Herzig – Geology 30 Class, estimated students 20, Death Valley National Park, depart 8:00 a.m. (3/23), return 5:00 p.m. (3/26) – Van transportation.

ACADEMIC AFFAIRS
E. PROPOSED CURRICULUM CHANGES: EFFECTIVE 2007-2008 ACADEMIC YEAR

It is recommended that the Board approve the proposed curriculum revisions, additions, and inactivations, effective the 2007-2008 academic year, listed below:

BEHAVIORAL AND SOCIAL SCIENCES DIVISION

CHANGES IN MAJORS

1. Anthropology
   *Current Status/Proposed Change*
   Anthropology 1, 2, 3; and four courses from: Anthropology 4, 6, 7, 8, 9, 10, 11, 20A, 20B, History 9
   Total Units: 21

   *Recommendation:*
   Anthropology 1, 2, 3; four courses from: Anthropology 4, 6, 7, 8, 9, 10, 11, 20A, 20B, History 9
   Total Units: 21

2. History
   *Current Status/Proposed Change*
   History 1A, 1B, 3, 4; three courses from: History 5A, 5B, 8, 9, 12A, 12B, 14A, 14B, 16A, 16B, 17, 18A, 18B, 19, 22, 25, 27, 30, 32, 37, Political Science 1, 2, 3, 5, 6
   Total Units: 21

   *Recommendation:*
   History 1A, 1B, 3, 4; three courses from: History 5A, 5B, 8, 9, 12A, 12B, 14A, 14B, 16A, 16B, 17, 18A, 18B, 19, 22, 25, 27, 30, 32, 37, Political Science 1, 2, 3, 5, 6
   Total Units: 21

3. Psychology
   *Current Status/Proposed Change*
   Psychology 3, 5, 9A, 9B; one course from: Anthropology 2, or Sociology 101; two courses from: Psychology 7, 8, 12, 15, or 16; one course from: Anatomy 30, Anthropology 1, Biology 10, 11, or Physiology 31
   Total Units: 26-27

   *Recommendation:*
   Psychology 3, 5, 9A, 9B; one course from: Anthropology 2, Sociology 101; two courses from: Psychology 7, 8, 12, 15, 16; one course from: Anatomy 30, Anthropology 1, Biology 10, 11, Physiology 31
   Total Units: 26-27

ACADEMIC AFFIARS
CHANGE IN CATALOG DESCRIPTION; COURSE REVIEW

1. Dance 1 – Dance Appreciation
   
   **Current Status/Proposed Change**

   This course is a survey of styles, artists, and cultural/historical context for dance as an art form and social expression. Topics of emphasis may be varied from semester to semester to reflect visiting artists, current events, and popular culture. Materials are presented through lectures, demonstrations, video examples, class discussion and attendance at In addition to class time, students will be required to attend selected dance events at El Camino College sponsored by the Center for the Arts.

   **Recommendation:**

   This course is a survey of styles, artists, and cultural/historical context for dance as an art form and social expression. Topics of emphasis may be varied from semester to semester to reflect visiting artists, current events, and popular culture. In addition to class time, students will be required to attend selected dance events.

CHANGES IN MAJORS

1. Dance
   
   **Current Status/Proposed Change**

   Theory: Dance 3, 5, 71ab

   Technique: Dance 32ab, 42ab; 8 units from: Dance 22ab*, 23abcd*, 25abcd, 26abcd, 33abcd, 35abcd, 43abcd; 4 units from: Dance 83abcd, (can be taken a maximum of 3 semesters for major credit), 87abcd**, 89abcd; 3 units from: Dance 9ab, 10, 12abcd, 14ab, 16ab, 17abcd, 18ab, 21abcd, 51ab, 52abcd, 53ab, 54abcd, 61ab, 62abcd; Strongly recommended: Dance 72abcd

   Total Units: 26

   * Most four-year colleges/universities do not accept jazz for transfer credit.

   **Students are advised that at least one semester of Dance 87abcd is required for transfer students.

   **Recommendation:**

   Theory: Dance 3, 5, 71ab

   Technique: Dance 32ab, 42ab; 8 units from: Dance 22ab*, 23abcd*, 25abcd, 26abcd, 33abcd, 35abcd, 43abcd; 4 units from: Dance 83abcd, (can be taken a maximum of 3 semesters for major credit), 87abcd**, 89abcd; 3 units from: Dance 9ab, 10, 12abcd, 14ab, 16ab, 17abcd, 18ab, 21abcd, 51ab, 52abcd, 53ab, 54abcd, 61ab, 62abcd; Strongly recommended: Dance 72abcd

   Total Units: 26
ACADEMIC AFFAIRS

* Most four-year colleges/universities do not accept jazz for transfer credit.
**Students are advised that at least one semester of Dance 87abcd is required for transfer students.

2. Film/Video

Current Status/Proposed Change

Film/Video 1, 3, 20, 22; two courses 11-12 units from the following: English 38, Film/Video 4, 21, 24, 28ab, 32ab, 34ab, 36ab, 52, 53, two courses from the following: English 38, Film/Video 95abcd (2-4 units), Photography 51, Theatre 8

Total Units: 22-25 23-24

Recommendation:

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

Total Units: 23-24

CHANGE IN CATALOG PROGRAM DESCRIPTION

1. Music

Current Status/Proposed Change

By completing the degree or certificate requirements, students gain theoretical and practical knowledge of the music and/or entertainment industries. The degree provides students with a comprehensive foundation in the music theory, history, and performance of music. This is achieved through a structured training program of training in a variety of which includes solos, performance media, large and small ensembles, music theory and musicianship, basic vocal and keyboard, and technological skills, and the study of music history. Completing the certificate requirements prepares students for entry-level positions in music merchandising, audio for film/video production, computer music synthesis, songwriting, and recording engineering. Students will demonstrate their proficiency throughout the program by analyzing, writing, interpreting, and performing pieces of music, in a variety of genres and style periods or through demonstrating skills in music technology. Program assessment is measured by juried and public performances, program completion, transferability, and periodic program review.

Recommendation:

By completing the degree or certificate requirements, students gain theoretical and practical knowledge of the music and/or entertainment industries. The degree provides students with a comprehensive foundation in music theory, history, and performance. This is achieved through a structured training program which includes solos, ensembles, musicianship, basic vocal, keyboard, and technological skills. Completing the certificate requirements prepares students for entry-level positions in music merchandising, audio for film/video production, computer music synthesis, songwriting, and recording engineering. Students will demonstrate proficiency throughout the program by analyzing, writing,
ACADEMIC AFFAIRS

interpreting, and performing pieces of music, or through demonstrating skills in music technology. Program assessment is measured by juried and public performances, program completion, transferability, and periodic program review.

NEW DISTANCE EDUCATION COURSE VERSION

1. Dance 1 - Dance Appreciation - Online

HEALTH SCIENCES AND ATHLETICS DIVISION

INACTIVATE COURSES

1. Nursing 68 – Advanced Nursing Process I
2. Nursing 69 – Advanced Nursing Process II

INDUSTRY AND TECHNOLOGY DIVISION

INACTIVATE COURSES

2. Machine Tool Technology 13B – Lathe Set-up and Operation
5. Machine Tool Technology 13E – Grinding Machines and Advanced Precision Measurement

NEW COURSES

1. Machine Tool Technology 101abcd – Introduction to Conventional and CNC Machining
   Units: 4  Lecture: 2 hours  Lab: 6 hours  Faculty Load: 43.333%
   Credit, degree applicable; Transfer CSU
   This introductory course covers the principles and operation of conventional and CNC (Computer Numerically Controlled) machine tools with an emphasis on safety, measurement, hand tools, power saws, drilling machines, lathes, and milling and grinding machines focusing on practices and setups used in industry.
ACADEMIC AFFAIRS

2. Machine Tool Technology 103abcd –Conventional and CNC Turning
Units: 4  Lecture: 2 hours  Lab: 6 hours  Faculty Load: 43.333%
Credit, degree applicable; Transfer CSU
Prerequisite:  Machine Tool Technology 46 or 101abcd (or the former Machine Tool Technology 13A) with a minimum grade of C in prerequisite or equivalent
This course covers at an advanced level the principles and operation of conventional and CNC (Computer Numerically Controlled) machine tools with an emphasis on the set up and operation of lathes. Topics will include safety, turning, drilling, boring, threading, cutting tools, CNC programming, practices and setups as applied in industry.

Units: 4  Lecture: 2 hours  Lab: 6 hours  Faculty Load: 43.333%
Credit, degree applicable; Transfer CSU
Prerequisite:  Machine Tool Technology 46 or 101abcd (or the former Machine Tool Technology 13A) with a minimum grade of C in prerequisite or equivalent
This course covers at an advanced level the principles and operation of conventional and CNC (Computer Numerically Controlled) machine tools with an emphasis on the set up and operation of milling machines. Topics will include safety, drilling, milling, tapping, tooling, CNC programming practices, and setups as applied in industry.

Units: 4  Lecture: 2 hours  Lab: 6 hours  Faculty Load: 43.333%
Credit, degree applicable; Transfer CSU
Prerequisite:  Machine Tool Technology 46 or 101abcd (or the former Machine Tool Technology 13A) with a minimum grade of C in prerequisite or equivalent
This course covers the principles and operation of machine tools with an emphasis on advanced manufacturing processes and machines, such as EDM (Electrical Discharge Machines), water abrasive jet machines, and grinding machines. Additional topics will include abrasives, coordinate measuring machines, advanced precision measurement, GD&T (Geometric Dimensioning and Tolerancing), optical comparators, and practices and setups as applied in industry.

CHANGES IN MAJORS

1. Machine Tool Technology
   Current Status/Proposed Change
   Complete the required core courses and the courses in one of the following options: Machinist or Numerical Control Programmer. At least 50% of the courses required for the major must be completed at El Camino College.

   Required Core Courses:  Machine Tool Technology 2, 16ab* (*one semester), 10A, 13A, 13D, 13F, 40
ACADEMIC AFFAIRS

103abcd*, 105abcd*, 107abcd* (*one semester of)
Total Units: 36

Numerical Control Programmer Option: Machine Tool Technology 2, 10A, 10B, 10J, 16ab*
40, 101abcd*, 103abcd*, 105abcd*; 3 units one course from: Machine Tool Technology 10K,
11abcd* (*one semester of); 4 units from Machine Tool Technology 13B, 13C, 13E
Total Units: 33

Recommended Electives: Computer Aided Design/Drafting 5, 10abcd, 25abcd, 31abcd, 45,
Machine Tool Technology 95abcd, 99abc, Quality Assurance 4A, 8, Technical Mathematics 1,
Welding 15ab

Recommendation:
Complete the courses in one of the following options: Machinist or Numerical Control
Programmer. At least 50% of the courses required for the major must be completed at El
Camino College.

Machinist Option: Machine Tool Technology 2, 10A, 16ab*, 40, 101abcd*, 103abcd*,
105abcd*, 107abcd* (*one semester of)
Total Units: 28

Numerical Control Programmer Option: Machine Tool Technology 2, 10A, 10B, 10J, 16ab*,
40, 101abcd*, 103abcd*, 105abcd*; one course from: Machine Tool Technology 10K,
11abcd* (*one semester of)
Total Units: 33

Recommended Electives: Computer Aided Design/Drafting 5, 10abcd, 31abcd, 45, Machine
Tool Technology 95abcd, 99abc, Quality Assurance 4, 8, Technical Mathematics 1, Welding
15ab

2. Manufacturing Technology
Current Status/Proposed Change
Machine Tool Technology 13A, 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*; and a minimum of 18 units from the following:
Computer Aided Design/Drafting 26abcd*, 27abcd*, 28abcd*, 31abcd*, 32abcd*, 33abcd*,
34abcd*, 37abcd*, 45, 47, 49; Electronics and Computer Hardware Technology 22, 110, 112,
120, 122, 124, 130, 131, 140, 142, 144, 150, 152, 190, 191, 192, 193, 194; Engineering
Technology 10, 12, 14, 16, 18; Environmental Technology 100, 110, 120, 130, 140, 150, 160,
200, 210; Machine Tool Technology 10B, 10J, 10K, 11abcd,
ACADEMIC AFFAIRS

13B, 13C, 13D, 13E, 13F, 103abcd*, 105abcd*, 107abcd*; Manufacturing Technology 1, 2, 3, 70, 75; Quality Assurance 1, 8, 9; Welding 1, 2abc, 19ab, 21, 23abc, 40abcd, 45ab; Cooperative Career 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 (*one semester of)
Total Units: 37

Recommendation:
Machine Tool Technology 101abcd*; Machine Tool Technology 10A or Computer Aided Design/Drafting 10ab*; 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*; and a minimum of 18 units from the following: Computer Aided Design/Drafting 26abcd*, 27abcd*, 28abcd*, 31abcd*, 32abcd*, 33abcd*, 34abcd*, 37abcd*, 45, 47, 49; Electronics and Computer Hardware Technology 22, 110, 112, 120, 122, 124, 130, 131, 140, 142, 144, 150, 152, 190, 191, 192, 193, 194; Engineering Technology 10, 12, 14, 16, 18; 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; quality Assurance 1, 8, 9; Welding 1, 2abc, 19ab, 21, 23abc, 40abcd, 45ab; Cooperative Career 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 (*one semester of)
Total Units: 37

CHANGE IN CERTIFICATE OF COMPETENCE

1. Machine Tool Technology
Current Status/Proposed Change
A Certificate of Competence will be granted to students completing the required core courses and the courses in the Machinist or Numerical Control Programmer options with a grade average of B or better and the general requirements with a grade average of C. At least 50% of the courses required for the Certificate of Competence must be completed at El Camino College.

Required Core Courses: Machine Tool Technology 2, 16ab* (*one semester), 10A, 13A, 13D, 13F, 40

Total Units (including General Requirements): 36-39 28
ACADEMIC AFFAIRS

Total Units (including General Requirements): 37–40

General Requirements: English A or qualifying score for English 1A on English Placement Test

Recommendation:
A Certificate of Competence will be granted to students completing the courses in the Machinist or Numerical Control Programmer options with a grade average of B. At least 50% of the courses required for the Certificate of Competence must be completed at El Camino College.

Machinist Option: Machine Tool Technology 2, 10A, 16ab*, 40, 101abcd*, 103abcd*, 105abcd*, 107abcd* (*one semester of)
Total Units: 28

Numerical Control Programmer Option: Machine Tool Technology 2, 10A, 10B, 10J, 16ab*, 40, 101abcd*, 103abcd*, 105abcd*; 3 units one course from: Machine Tool Technology 10K, 11abcd* (*one semester of)
Total Units: 33

CHANGES IN CERTIFICATES OF COMPLETION

1. Machine Tool Technology
   **Current Status/Proposed Change**
   A Certificate of Completion will be granted to students completing the required core courses and the courses in the Machinist or Numerical Control Programmer or CNC Machine Operator options with a grade average of C. At least 50% of the courses required for the Certificate of Completion must be completed at El Camino College.

   Required Core Courses: Machine Tool Technology 2, 16ab* (*one semester), 10A, 13A, 13D, 13F, 40, English A or qualifying score for English 1A on English Placement Test.

   Machinist Option: Machine Tool Technology 2, 10A, 16ab*, 40, 101abcd*, 103abcd*, 105abcd*, 107abcd* (*one semester of)
   Total Units: 36–39

   Numerical Control Programmer Option: Machine Tool Technology 2, 10A, 10B, 10J, 16ab*, 40, 101abcd*, 103abcd*, 105abcd*; 3 units one course from: Machine Tool
ACADEMIC AFFAIRS

Technology 10K, 11abcd* (*one semester of); 4 units from Machine Tool Technology 13B, 13C, 13E
Total Units: 37-40 33

CNC Machine Operator Option: 101abcd*, 103abcd*, 105abcd*, 107abcd* (*one semester of)
Total Units: 16

Recommendation:
A Certificate of Completion will be granted to students completing the courses in the
Machinist or Numerical Control Programmer or CNC Machine Operator options with a grade
average of C. At least 50% of the courses required for the Certificate of Completion must be
completed at El Camino College.

Machinist Option: Machine Tool Technology 2, 10A, 16ab*, 40, 101abcd*, 103abcd*, 105abcd*, 107abcd* (*one semester of)
Total Units: 28

Numerical Control Programmer Option: Machine Tool Technology 2, 10A, 10B, 10J, 16ab*, 40, 101abcd*, 103abcd*, 105abcd*; one course from: Machine Tool Technology 10K, 11abcd* (*one semester of)
Total Units: 33

CNC Machine Operator Option: 101abcd*, 103abcd*, 105abcd*, 107abcd* (*one semester of)
Total Units: 16

2. Manufacturing Technology

Current Status/Proposed Change
A Certificate of Completion will be granted upon completion of the following courses with a
grade average of C or better. At least 50% of the courses required for the Certificate of
Completion must be completed at El Camino College.

Machine Tool Technology 13A, 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*; and a minimum of 18 units from the following:
Computer Aided Design/Drafting 26abcd*, 27abcd*, 28abcd*, 31abcd*, 32abcd*, 33abcd*, 34abcd*, 37abcd*, 45, 47, 49; Electronics and Computer Hardware Technology 22, 110, 112, 120, 122, 124, 130, 131, 140, 142, 144, 150, 152, 190, 191, 192, 193, 194; Engineering
Technology 10, 12, 14, 16, 18; Environmental Technology 100, 110, 120, 130, 140, 150, 160, 200, 210; Machine Tool Technology 10B, 10J, 10K, 11abcd, 13B, 13C, 13D, 13E, 13F, 103abcd*, 105abcd*, 107abcd*; Manufacturing Technology 1, 2, 3, 70, 75; Quality Assurance 1, 8, 9; Welding 1, 2abc, 19ab, 21, 23abc, 40abcd, 45ab;
ACADEMIC AFFAIRS

Cooperative Career 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 (*one semester of)
Total Units: 37

Recommendation:
A Certificate of Completion will be granted upon completion of the following courses with a grade average of C. At least 50% of the courses required for the Certificate of Completion must be completed at El Camino College.
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*; and a minimum of 18 units from the following: Computer Aided Design/Drafting 26abcd*, 27abcd*, 28abcd*, 31abcd*, 32abcd*, 33abcd*, 34abcd*, 37abcd*, 45, 47, 49; Electronics and Computer Hardware Technology 22, 110, 112, 120, 122, 124, 130, 131, 140, 142, 144, 150, 152, 190, 191, 192, 193, 194; Engineering Technology 10, 12, 14, 16, 18; 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; Quality Assurance 1, 8, 9; Welding 1, 2abc, 19ab, 21, 23abc, 40abcd, 45ab; Cooperative Career 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 (*one semester of)
Total Units: 37

NATURAL SCIENCES DIVISION

CHANGES IN MAJORS

1. Environmental Horticulture
Current Status/Proposed Change
At least 50% of the requirements for the major must be completed at El Camino College.
Horticulture 41, 42, 46, 53, 54, 55, 56; one course from: Biology 15, 16, Horticulture 44, 60, 95abcd
Total Units: 23-25

Recommendation:
At least 50% of the requirements for the major must be completed at El Camino College.
Horticulture 41, 42, 46, 53, 54, 55, 56; one course from: Biology 15, 16, Horticulture 44, 60, 95abcd
Total Units: 23-25
ACADEMIC AFFAIRS

2. General Science
   **Current Status/Proposed Change**
   20 units including one of the following two-semester year course sequences: Biology 101-102, and at least one course from the physical sciences and one course from the biological sciences.

   **Physical Sciences year course sequences:** Chemistry 1A-1B, Chemistry 21A-21B, Physics 1A-1B, Physics 1A-1C, Physics 2A-2B, Physics 3A-3B; an additional 10-13 units from the following courses to reach a total of 20 units:
   - Astronomy 12, 9, 20, 40, 25, 12, Chemistry 1A, 1B, 4, 21A, 21B, Geology 1, 2, 3, 4, 15;
   - Physics 1A, 2A, 3A, 3B; at least one Biological Sciences course: Anatomy 32, Biology 1A, 1B, 8, 10, 11, 12, 14, 16, 17, 18, 101, 102, Microbiology 33, Physiology 31

   **Total Units: 20**

   **Recommendation:**
   One of the following two-semester sequences: Biology 101-102, Chemistry 1A-1B, Chemistry 21A-21B, Physics 1A-1B, Physics 1A-1C, Physics 2A-2B, Physics 3A-3B; an additional 10-13 units from the following courses to reach a total of 20 units: at least one Physical Science course: Astronomy 20, 25, 12, Chemistry 1A, 1B, 4, 21A, 21B, Geology 1, 2, 3, 4, 15; at least one Biological Sciences course: Anatomy 32, Biology 1A, 1B, 8, 10, 11, 12, 14, 16, 17, 18, 101, 102, Microbiology 33, Physiology 31

   **Total Units: 20**

3. Laboratory Technician (Medical)
   **Current Status/Proposed Change**
   Biology 101 and 102 or Biology 102 and Physiology 31; Chemistry 1A and 1B; Mathematics 160 or 190; Microbiology 33; Physics 2A and 2B, or Physics 3A and 3B; Biology 1A and 1B or Biology 1A and Physiology 31

   **Total Units: 37-38**

   **Recommendation:**
   Biology 101 and 102 or Biology 102 and Physiology 31; Chemistry 1A and 1B; Mathematics 160 or 190; Microbiology 33; Physics 2A and 2B or Physics 3A and 3B

   **Total Units: 36-40**

4. Physical Science
   **Current Status/Proposed Change**
   One of the following year course two-semester sequences: Chemistry 1A-1B, Physics 1A-1B, Physics 1A-1C, Physics 2A-2B, or Physics 3A-3B; an additional 10-13 units from the following courses for a minimum to reach a total of 20 units: Astronomy 12, 9, 20, 40, 25, Chemistry 4, 7A, 7B, Computer Science 1, or 10, Geology 1, 2, 3, 4, 15, Mathematics 140 or 150, 180, 190, 191, 220, 270, Physics 1C, 1D

   **Total Units: 20**
ACADEMIC AFFAIRS

Recommendation:
One of the following two-semester sequences: Chemistry 1A-1B, Physics 1A-1B, Physics 1A-1C, Physics 2A-2B, Physics 3A-3B; an additional 10-13 units from the following courses to reach a total of 20 units: Astronomy 12, 20, 25, Chemistry 4, 7A, 7B, Computer Science 1, 10, Geology 1, 2, 3, 4, 15, Mathematics 150, 180, 190, 191, 220, 270, Physics 1C, 1D
Total Units: 20

CHANGES IN CATALOG PROGRAM DESCRIPTIONS

1. General Science
   Current Status/Proposed Change
   The general science program provides students the opportunity to investigate diverse methods of inquiry by experiencing courses from a cross section of science disciplines. Students will develop critical thinking skills, learn to communicate effectively in writing, and acquire an understanding of major scientific concepts. Through course options, students will use mathematical concepts to solve problems and employ methods of scientific inquiry to understand the world around them. Completion of the degree requirements will prepare students with the skills and resources needed to facilitate academic and career decisions. Competencies will be assessed by evaluating the student’s ability to quantitatively through regularly scheduled theory and qualitatively determine the results of physical situations laboratory examinations.

Recommendation:
The general science program provides students the opportunity to investigate diverse methods of inquiry by experiencing courses from a cross section of science disciplines. Students will develop critical thinking skills, learn to communicate effectively in writing, and acquire an understanding of major scientific concepts. Through course options, students will use mathematical concepts to solve problems and employ methods of scientific inquiry to understand the world around them. Completion of the degree requirements will prepare students with the skills and resources needed to facilitate academic and career decisions. Competencies will be assessed through regularly scheduled theory and laboratory examinations.

2. Physical Science
   Current Status/Proposed Change
   The physical science program provides students the opportunity to investigate diverse methods of inquiry by experiencing courses from a cross section of science disciplines. Students will develop critical thinking skills, learn to communicate effectively in writing, and acquire an understanding of major scientific concepts. Through course options, students will use mathematical concepts to solve problems and employ methods of scientific inquiry to understand the world around them. Completion of the degree requirements will prepare students with the skills and resources needed to facilitate
ACADEMIC AFFAIRS

academic and career decisions. Competencies will be assessed by evaluating the student’s ability to quantitatively through regularly scheduled theory and qualitatively determine the results of physical situations laboratory examinations.

Recommendation:
The physical science program provides students the opportunity to investigate diverse methods of inquiry by experiencing courses from a cross section of science disciplines. Students will develop critical thinking skills, learn to communicate effectively in writing, and acquire an understanding of major scientific concepts. Through course options, students will use mathematical concepts to solve problems and employ methods of scientific inquiry to understand the world around them. Completion of the degree requirements will prepare students with the skills and resources needed to facilitate academic and career decisions. Competencies will be assessed through regularly scheduled theory and laboratory examinations.

F. ACCREDITATION PROGRESS REPORT

It is recommended that the Board accept the Accreditation Progress Report as follows:
EL CAMINO COLLEGE

Progress Report

Submitted by

El Camino College
16007 Crenshaw Boulevard
Torrance, California 90506

to

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

March 19, 2007
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3. SCA Program Review Timeline
4. Administrative Services Program Review Timeline
5. Proposed Planning and Budget Development Calendar
6. Planning and Budgeting Committee Endorsements
This Progress Report is written in response to the June 29, 2006 letter from the Accrediting Commission for Community and Junior Colleges (ACCJC) requesting a progress report of the College’s response to three recommendations from the April, 2002 Accreditation Site Visit. The Progress Report is an update to the February 12, 2006 Progress Report submitted by El Camino College to the Commission. This Report responds to the Commission’s request for the College to demonstrate progress in the remaining three recommendations listed below:

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

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

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

The College has made progress addressing the three recommendations listed above as were described in the February 12, 2006 Progress Report. The Vice President of Academic Affairs (Accreditation Liaison Officer) included some of the same members of the Accreditation Task Force to develop a response to the Commission’s request for a progress report.

Progress Report Task Force:
Francisco M. Arce, Vice President of Academic Affairs
Susan Dever, Faculty Accreditation Co-Chair and President, Academic Senate
Jeffery Marsee, Vice President of Administrative Services
Arvid Spor, Administrative Co-Chair and Dean of Enrollment Services
Response to Recommendation 1

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

Description of Progress Made Toward Recommendation 1

The College has met the requirement of Recommendation 1 and continues to expand prior efforts.

Academic Affairs

Under the direction of the Vice President of Academic Affairs the Dean of Natural Sciences is primarily responsible for overseeing the program review process in the Academic Affairs area. The Dean meets regularly with the Vice President of Academic Affairs and the President of the Academic Senate to discuss issues related to implementation. A committee comprised of three faculty members, the Vice President of Academic Affairs, and the Dean of Natural Sciences reviews completed program reviews and makes recommendations to the Vice President for prioritization and possible inclusion into the planning and budgeting process. The completed program reviews will be reviewed in three stages during the spring 2007 semester.

More than half of the sixty-six Academic Affairs programs are in some stage of program review with 17 having completed their first drafts and ready to submit to the Office of Academic Affairs (Attachment 1). The programs that started their reviews in 2005 – 2006 were the first to go through the review process as it was envisioned. Based on their progress, more emphasis will be put on preparing survey information and data collecting immediately after the orientation meeting. The Office of Institutional Research prepares a handout which informs chairs what resources are available in addition to the data packet each academic program receives (Attachment 2).

The following grid delineates the process for the next round of reviews beginning fall 2007:

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

An orientation is required for the lead faculty responsible for chairing the discipline program review. The College is organized into 8 academic divisions with several disciplines in each of the divisions. To date the faculty participants in the required program review orientation acknowledge the value of the orientation program led by the Dean of Natural Sciences. The orientation program contributed to higher completion rates than in the past.

**Student and Community Advancement:**

The Student and Community Advancement (SCA) Area under the direction of the Interim Vice President of Student Services completed approximately 36 percent of all SCA program reviews by the summer of 2006. An additional 53 percent of SCA departments are currently in some stage of program review and are expected to complete in spring 2007. The remaining 11 percent are expected to begin in the fall 2007 and completed by spring 2008 (Attachment 3).

The following SCA programs completed their program reviews by summer 2006: Admissions, Evaluations, Records, Registration, Veteran’s Affairs, International Student Program, First Year Experience, Assessment and Testing, Outreach and School Relations, and Financial Aid.

In the fall 2006, the Interim Vice President of Student Services assembled an committee of faculty, classified staff, and management to review each of the completed SCA program reviews listed above. The committee met to hear program review recommendations presented by division managers which lead to committee discussions and ranking of the program review recommendations. The ranked recommendations were presented to the Planning and Budgeting Committee (PBC) on November 9 and 16, 2006. The PBC endorsed $100,000 funding for program review recommendations and tabled the remainder of the recommendations until March 2007 when the committee expects to receive and discuss program review presentations from other areas of campus. The PBC recommendations are forwarded to the Cabinet for endorsement and if approved, a budget augmentation is prepared for approval by the Board of Trustees.

**Administrative Services:**

Under the direction of the Vice President of Administrative Services, the Administrative Services area has created flow-charts for each department as a method to more clearly understand the processes involved in the delivery of services and to identify and implement needed changes to improve the
processes. Flowcharting was the first step in the process to create program reviews for the Administrative Services area. The actual program review cycle began in 2006-2007 and will be completed by summer 2008 (Attachment 4). The Administrative Services unit used a campus wide electronic survey to evaluate staff satisfaction with each of the services. The responses will be collected and interpreted for future process improvements. The Administrative Services unit is in the process of adopting a modified version of the program review guidelines used by Student Services to address specific program areas such as staffing, facilities, equipment, budget, and program effectiveness.

Summary

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

Response to Recommendation 2

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

Description of Progress Made Toward Recommendation 2

The College has met the requirement of Recommendation 2 and continues to expand prior efforts.

Human Resources Department alerts managers and supervisors of classified personnel evaluations that must occur within 30-days of the notice, reminders will be sent two weeks before the due date and a day after the due date. Copies of the reminder will also be sent to the manager’s vice president at the two week mark. A list of overdue performance evaluations will be given to the Superintendent/President and the three vice presidents every month. This system worked very well for the first six months of 2006 with an average 90.5 percent of the evaluations being given and submitted on time. The percentages of evaluations completed on-time dropped over the summer and early fall 2006, but are getting back on track again.

Response to Recommendation 3

3. As cited in both the 1990 and 1996 accreditation recommendations, the budget development process needs to be structurally linked to the institutional planning and program review process. This linkage should include the Educational Master Plan, Facilities Master Plan,
Description of Progress Made Toward Recommendation 3

The College has met the requirements of Recommendation 3. Currently the College is in the third year of the three-year planning and budgeting process that began in summer 2004. The College President and the Vice Presidents coordinate with the Planning and Budget Committee (PBC) to develop a linkage between planning and budgeting on an annual basis. Institutionalization of the planning and budgeting process has evolved into a formal consultation process. More specifically plans were developed, reviewed, and in a number of cases endorsed for funding by the PBC and these were forwarded to the President’s Cabinet for consideration and Board approval when approved by the Cabinet. Likewise, planning and budgeting priorities identified and prioritized by the Cabinet are sent to the PBC for consultation. The goal is to seek consensus on budgeting priorities for the academic year and future budget development. The approach is working well and allows for initiatives to evolve from the program/unit/division level and from the Cabinet.

To move away from implementing budgets that are based largely on prior year expenditures/budgets, the planning process tries to anticipate current and future institutional needs that correspond to instruction services, student services and operations, and discretionary programs (Attachment 5).

Instructional budgets reflect direct relationship between the student demand for instruction and the FTEF allocations to each instructional division. The course scheduling process estimates the number of sections planned for the various terms and the required full time equivalent (FTEF) needed. Instructional planning assumptions include the following considerations:

1. full-time and part-time faculty FTEF
2. weekly, daily and positive attendance sections by term
3. anticipated cost of instruction by program area and
4. acceptable instructional load by discipline and division
5. annual FTES goals for the college by instructional division/discipline/program (the college as noted is organized into 8 instructional divisions)

Student services and operations budgets are based on the level of support services and salaries that are needed to support the instructional effort. The costs consist of required expenditures to operate the college, such as utilities, full-time salaries, benefits, and debt service. The challenge is to more efficiently utilize limited resources. Planning efforts would include looking for new operational efficiencies and then developing action plans to revise the expenditures, such as reducing the cost of utilities.

Discretionary funds are critical to the quality of the programs, but can only be funded once the instructional and operational costs are budgeted. Budgets developed with discretionary funds are used to fund planning initiatives prioritized through program review and Cabinet planning priorities. Redirecting funds through this category creates the strongest linkage to the planning process as a
mechanism for redirecting institutional resources. Some of these funds are allocated as one time augmentations and evaluated on an annual basis for continued funding.

This model gives the College the ability to review functions and efficiencies in each of the three program areas. It also requires collaborative efforts to ensure adequate funds are available to meet the institutional plans, goals and objectives. Finally, it places a reality check in place to help make the planning process budget driven.

Listed below are examples that illustrate the planning and budgeting processes used for institutional planning and budgeting efforts during 2006-2007.

**Enrollment Management**

In the summer of 2006 managers submitted fifty-three proposals with funding requests to the PBC that were based upon department plans designed to improve student recruitment and retention. The committee reviewed and ranked all of the plans and after much debate chose to support the top twelve plans. An official endorsement of the plans with recommended funding levels were forwarded to the President on December 4, 2006. The PBC recommendation was to fund recruitment and retention plans for a total $575,750 of which the Cabinet endorsed $362,045. On December 18, 2006 the Board of Trustees approved the $362,045 funding request (Attachment 6).

Under the direction of the Vice President of Academic Affairs and the Interim Vice President of Student Services, the Enrollment Management Team developed recruitment and retention components in the 2006 – 2007 Enrollment Management Plan. The plan was presented to the Academic Senate and the Council of Deans for review and comment before advancing to the PBC. A presentation was made before the PBC on November 9, 2006 with discussions that lead to an immediate recommendation to fund $50,000 of the $476,000 requested in the plan while tabling the remainder of the plan’s funding request until spring of 2007. The $50,000 funding request was included in the December 4, 2006 PBC memo to President Fallo and subsequently approved by the Board on December 18, 2006.

**Online Instruction**

A third example of this process is a retention proposal from the Distance Education Committee to fund online instructional program growth. The committee brought their plan before the Academic Senate and Council of Deans for review and a recommendation to the PBC on November 16, 2006. The PBC endorsed the plan with funding at $112,000. The request was presented in the December 4, 2006 PBC recommendation to the President and subsequently approved by the Board of Trustees on December 18th.

**Program Review Recommendations**

In fall 2006 the Interim Vice President of Student Services formed a committee to review the recommendations made in the eleven Student and Community Advancement program reviews that were completed from the 2005 – 2006 fiscal year. The committee evaluated, ranked, and forwarded
the recommended requests to the PBC for consideration. The PBC recommended $100,000 funding and to table the remaining requests until the spring semester when program review recommendations are expected to be presented from Academic Affairs and Administrative Services programs. The PBC recommendation was forwarded to the Cabinet which approved $50,000. On December 18, 2006 the Board of Trustees approved the $50,000 funding request.

In conclusion, the College is making significant progress in the three areas recommended for improvement by the Commission. Program review is institutionalized and used for planning and budgeting prioritizations. Better linkages exist between planning and budgeting and the process continues to be strengthened. Classified evaluations are timely and a process to ensure completion is in place.
APPENDICES

Appendix 1: Academic Affairs Program Review Status

Appendix 2: Program Review – Data Availability from IR and Ways that IR Can Help

Appendix 3: SCA Program Review Timeline

Appendix 4: Administrative Services Program Review Timeline

Appendix 5: Proposed Planning and Budget Development Calendar

Appendix 6: Planning and Budgeting Committee Endorsements
Please note that the Appendix table that appears on pages 32 and 33 – is not available electronically. A hard copy can be viewed in the President’s office.
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Please note that the Appendix table that appears on pages 32 and 33 – is not available electronically. A hard copy can be viewed in the President’s office.
Appendix 2

Program Review – Data Availability from IR

Student Opinion Survey (current term courses)

- Begin with core questions (see samples available from IR)
- Create additional questions based on specific needs/desires
- Be brief – brevity reduces survey fatigue and focuses on your main issues of concern/interest

Standard Data Set (3-year trend)

- Demographic Profile of Students (compared to College)
  - Gender
  - Ethnicity
  - Age groups (<18, 18-19, 20-24, etc.)
  - Majors
  - Other options, as appropriate and requested

- Academic Success Data
  - Course Grade Distribution
  - Retention and Success Rates

- Degree and Transfer (Majors in Dept. compared to College)
  - Numbers in a Major
  - Degree/Certificate counts
  - Transfer Destinations

- Enrollment Statistics/Participation Rates
  - Annual (duplicated) headcount served in courses
  - Productivity (WSCH/FTE)
  - Fill Rate by Day/Eve Classes

- Special Features
  - Graphics to cut and paste into report
  - Glossary of terms for understanding and quoting statistics

Suggested Approaches to the Data

- Look for anomalies in data – IR can assist with follow-up research
- Integrate data into report and narrative, rather than attaching tables and graphs to the end of the report without comment.
- Start early! – The IR office needs ample lead time and can begin collecting information for you before you need it.
Program Review – Ways that IR can help

Program Data Analysis

- Compilation of data on any piece of student information in Datatel (or provided by program)
- Trend analysis on program participation/success rates
- Experimental studies
- Mapping of data

Student Satisfaction Surveys, Staff/faculty Peer Reviews

- Guidance on refining survey questions
- Creation and scanning of surveys
- Web survey capability
- Text analysis of open-ended questions
- Analyzing and reporting results of surveys

Student Learning Outcomes

- Consultation on learning outcomes and assessment issues
- Assistance with development and implementation of assessment plans
- Validation of assessment instruments
- Analysis of assessment results

Think Integration! (Combine efforts to make the most of resources)

Other Resources (“self-serve” data):

ECC Office of Institutional Research

California Community College Chancellor’s Office (Data Mart)

California Department of Education Basic Education Data System (CBEDS)

National Center for Educational Statistics IPEDS Peer Analysis (PAS)
  (ECC code = 113980)
Appendix 3

SCA PROGRAM REVIEW TIMELINE

Please note that the Appendix table that appears on page 36 – is not available electronically. A hard copy can be viewed in the President’s office.
ADMINISTRATIVE SERVICES PROGRAM REVIEW TIMELINE

Please note that the Appendix table that appears on page 37 – is not available electronically. A hard copy can be viewed in the President’s office.
Appendix 5

El Camino College
Proposed Planning & Budget Development Calendar

Please note that the Appendix table that appears on pages 38 and 39 – is not available electronically. A hard copy can be viewed in the President’s office.
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Please note that the Appendix table that appears on pages 38 and 39 – is not available electronically. A hard copy can be viewed in the President’s office.
Dear President Fallo:

The Planning and Budgeting Committee has diligently met six out of the past seven Thursday afternoons to hear presentations and to discuss multiple plans and program review recommendations with accompanying funding requests. Your direction to the two of us, and by default all PBC members, was to endorse strategic long-term plans. One strategic method to boost the College’s FTES is to improve student retention.

The PBC set a goal last year to focus primarily on student retention. The following plan-driven augmentation funding requests were endorsed last Thursday by the PBC in an effort to meet the end of November deadline. Greater detail on each plan will be provided upon request.

A. $112,000 – Distance Education expansion proposal (unanimously endorsed by the Academic Senate)

B. $50,000 – A component of the 2006 – 2007 Enrollment Management Plan (New Student Orientation, Welcome Week, High School Senior Day, etc.)

C. $15,000 – Financial Aid Program Review recommendation (Datatel auto packager – reduces processing time from six to two weeks)

D. $75,000 – FYE Program Review recommendation to expand recruitment and retention. The request was for $150,000 for one year, pro-rated to $75,000 for the remainder of this year. The committee fully supported FYE’s proposals.

E. $10,000 – Financial Aid Program Review recommendation to expand evening hours from two to four days each week

F. $10,500 – Humanities Q-Builder request (active involvement in learning)

G. $4,200 - Humanities Q-Builder request (success for developmental students)

H. $10,950 – Industry and Technology Q-Builder request to improve student success and retention within the division

I. $76,500 – Natural Sciences Q-Builder request to fund MESA-led tutorial programs

J. $47,300 - Industry and Technology Q-Builder request for engineering technology

K. $1,300 – Math Q-Builder request (online supplements for math courses)
L. $84,000 – Business Q-Builder request to improve student success/retention

M. $30,000 – Math Q-Builder request to provide necessary non-bond funded equipment in classrooms

N. $3,000 – Natural Sciences Q-Builder request to expand teaching and learning

O. $40,000 – Humanities Q-Builder request to provide greater access to technology

P. $5,000 - Humanities Q-Builder request to enhance faculty knowledge/skills related to recruitment and retention

Q. $1,000 - Humanities Q-Builder request to promote increased levels of non-classroom contact between faculty and students

$575,750 - Total augmentation funding requests

PBC members also endorsed a component of the 2006 – 2007 Enrollment Management Plan to hire a fulltime “working” Director of Institutional Research at an annual rate of approximately $140,000 (salary and benefits). The committee did not include this endorsement with the above augmentations because the committee members expressly requested that this position be funded with on-going funds. The actual amount spent on such a position this fiscal year would probably be less than $50,000 considering the timing of the selection process.

There was also discussion about a proposal in the Humanities division to pay faculty a stipend to transition face-to-face classes to an online environment. The committee referred this proposal to the Distance Education committee for further examination. PBC thought favorably of this idea.

The PBC endorsed the notion of setting aside the balance of funds (approximately $424,000) to be used for program reviews that come before the committee over the next three months with funding recommendations made to you by no later than March 31, 2007. This timeline was based on when the vice presidents considered program reviews to be available from all three areas.

The committee expressed a desire to let the campus community know the full funding request process to aid with future requests. As co-chairs we would write an explanation of the process the committee used to determine which proposals were endorsed by PBC for funding consideration. On behalf of the PBC we ask that your final decision and accompanying rationale also be communicated to the campus community.

Sincerely,

Arvid Spor     David Vakil
Co-chair     Co-chair
A. Student Field Trips

B. Student Conferences

C. 2007 Summer Youth Camps

D. Community Education – Spring 2007

E. Off-Site Planning Summit – El Camino College

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A. **STUDENT FIELD TRIPS**

It is recommended that the Board approve the following student field trips sponsored by Career Center, Transfer Center, Women in Technology, and the Science Club. The purposes of the trips are to provide career, transfer, instructional, and cultural enrichment.

**Women in Technology – Idania Reyes, Connie Zandate, Karen Hess**
(No cost to the District. Transportation by college vehicles.)

April 25, 2007 – Honeywell Aerospace, Torrance, California. Estimated students 15. Depart 12 Noon and return at 4:00pm. Transportation by vans.

May 16, 2007 – Boeing Satellite, El Segundo, California. Estimated students 15. Depart 1:00pm; return 5:00pm. Transportation by vans.

**Transfer Center – Dianne Martinez**
(Expenses include rental of bus at a cost of $500. No other expense to the District.)
March 23, 2007 – California State University Dominguez Hills, Carson, California. Estimated students 45. Depart 8:00am; return 1:00pm. Transportation by bus.

April 27, 2007 – University of California at Davis, Davis, California. Estimated students 10. Depart 7:00am; return 7:00pm. Airline expenses paid for by UC Davis.

**Career Center – Van Nguyen**
(No cost to the District. Transportation by college vehicles.)
April 6, 2007 – Orange County Fire Authority, Westminster, California. Estimated students 20. Depart 9:00am; return 1:00pm. Transportation by vans.

April 19, 2007 – Daily Breeze, Torrance, California. Estimated students 20. Depart 9:00am; return 1:00pm. Transportation by vans.

**Science Club Trip to Arizona and Utah National Parks – Chuck Herzig, Joseph Holliday, Jeanne Bellemin**
April 9 – 13, 2007 – National Parks in Arizona and Utah. Estimated students 30. Expenses paid through El Camino College Foundation Grant and an additional $20 per student. Depart 8:00am on April 9, 2007 and return 8:00pm on April 13, 2007. Transportation by vans.
B. **STUDENT CONFERENCES**

1. It is recommended that the Board approve attendance of the following Circle K Club members to the District Convention at the Irvine Marriott Hotel, Irvine California, March 23-25, 2007. All registration, hotel cost, meal expenses and transportation will be paid from Circle K and Interclub Council Club Support funds. Daniel Berney, Instructor and Adviser:

   Rosaelena Ramirez, Huan Tran, Anthony Tran, Kim Tran, Nicholle Pascual, Adrian Aguilo, Edward Weikel, Chris Bungi, Lori Weinkug, Jennifer Siopongco, Earl P. Lopez, Ashley McGinty, Victoria Bernardo, Jose Gonzales, Angie Matias, Freddy Mendoza

2. It is recommended that the Board approve attendance of the following Sociology Club members to the Pacific Sociological Association Annual Meeting in Oakland, California, March 29, 2007 through April 1, 2007. All registration, airline, hotel and meal expenses in the amount of $3,000 to be paid from Interclub Council funds. Stacey Allen, Instructor and Adviser:

   Danielle Coulombe, Stephanie Kuehn, Heidi Piedra, Lorena Ruiz, Virdianna Vasquez, Terryn Tangalin, Victor Benites, Monica Medina, Lizbeth Pineda

3. It is recommended that the Board approve attendance of the following students at the Journalism Association of Community Colleges state conference in Sacramento, California, March 22-24, 2007. Students will pay $150 each toward the $200 registration fee, and the other $50 will come from the Auxiliary Services Budget. Lodging expenses in the amount of $4,101 will be paid from Auxiliary Services funds. Bus transportation is being provided by Cerritos College. Jolene Combs, Lori Medigovich, Kate McLaughlin and Don Treat, Advisers.

   Rolando Rodriguez, Yoshi Kobata, Melissa Sipin, Hugo Alcala, Heather Perry, Kathy Gaytan, Cleo Gordon, Yahaira Garcia, David Saunders, Sara O’Connell, Nancy Ponder, Janena Cabrera, Matt Lopez, Anna Urena, David Liuzzi, Angela Sabrowsky, James Gobee, Jeremiah Dobruck, Chelsea Kamrath, Emily Kaneshiro, Filip Jerzycke, Kim Harter

C. **2007 SUMMER CAMPS**

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

1. 2007 Summer Youth Soccer Camp – Session #1 – August 15-19, 2007 (9:00am-12:30pm) Session #2 – August 22-26, 2007 (9:00am-12 Noon). Summer Camp Director: Albert Britton.

   Summer Camp Coaches: Andrew Britton, Emily Rodin and John Massaquoi

   Total Income: $8,750
   Total Expenses: $4,410
   Net Income: $4,340
2. 2007 Summer Football Passing League – Sessions (six weeks), June 20, 2007 through July 25, 2007 (5:00pm – 9:00pm). Camp Directors: Gene Engle and Kevin Duncan. Other workers as needed: David Canalas, Don Gereaux, Matt Kirk and Tim Hyde
Total Income: $1,400
Total Expenses: $1,400
Net Income $ 0

Total Income: $2,200
Total Expenses: $1,806
Net Income $ 394

Total Income: $29,400
Total Expenses: $18,176
Net Income $11,224

5. 2007 Summer Youth Swim Program – Four Sessions: June 11-21, June 25-July 5, July 9 – 19, and July 23 – August 2, 2007. Camp Director: Corey Stanbury. Secretarial Assistant: Carolyn Biedler. Assistant Coaches will be hired as required.
Total Income: $43,875.00
Total Expenses: $26,620.50
Net Income $17,254.50

D. COMMUNITY EDUCATION – SPRING 2007
It is recommended that the Board approve the following change in instructor for Spring 2007:
March 2, 2007 Event Planning 1: An Overview  Jeff Curry JoAnn Angeli
March 8, 2007 Event Planning 2: Administration, Goals and Outcomes Jeff Curry JoAnn Angeli
March 15, 2007 Event Planning 3: Contracts, Negotiations, and Forms Jeff Curry JoAnn Angeli
March 22, 2007 Event Planning 4: Budgeting and Funding Jeff Curry JoAnn Angeli
March 29, 2007 Event Planning 5: Organizing & Working with Committees Jeff Curry JoAnn Angeli
April 5, 2007 Event Planning 6: Marketing, Showtime & Debriefing Jeff Curry Joann Angeli
E. **OFF-SITE PLANNING SUMMIT – EL CAMINO COLLEGE**

It is recommended that the Board approve a Planning Summit for El Camino College management, faculty and staff, April 18, 2007, 7:30am -5:00pm and April 19, 2007, 7:30am-4:30pm at the Salvation Army Training Center at Crestmont College, Rancho Palos Verdes, California. Conference expenses in the amount of $4,050 for rental, lunch and refreshments will be paid from the District’s Other Conferences Account.

A. Contracts Under $69,000 .................................................................48
B. Contract Amendment – Professional Personnel Leasing, Inc. (PPL) .................50
C. Contracts $69,000 or Higher .................................................................50
D. Amend Resolution 2003-02 Bond Oversight Committee Bylaws ....................51
E. Purchase Orders and Blanket Purchase Orders ..............................................52
Administrative Services

A. CONTRACTS UNDER $69,000
It is recommended that the Board of Trustees, in accordance with Board Policy 6340, ratify the District entering into the following agreements. The Vice President of Administrative Services, or his authorized designee, has executed the necessary documents.

1. ADMINISTRATIVE SERVICES - Accounting Office

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Dates of Service</th>
<th>Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Los Angeles County Office of Education (LACOE)</td>
<td>7/1/06-6/30/09</td>
<td>Expense: $11,856</td>
</tr>
</tbody>
</table>

LACOE shall provide the District with licensed PC products for PeopleSoft and Human Resources System (HRS) so that the District can download information from these systems to District personal computers (PCs).

2. STUDENT AND COMMUNITY ADVANCEMENT

COMMUNITY ADVANCEMENT DIVISION
The Community Advancement Division provides contract training to privateindustry consistent with the California State Education Department’s emphasis on economic development.

The Center for Applied Competitive Technologies (CACT) helps to advance the State’s economic growth and global competitiveness through technology education, manufacturing training and services that contribute to continuous workforce development.

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Dates of Service</th>
<th>Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Teledyne Micro-electronics</td>
<td>03/5/07-06/30/07</td>
<td>Income: $7,700</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Expense: (6,250)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Net: $1,450</td>
</tr>
</tbody>
</table>

Under State Contract #ET07-0231, The CACT will provide 40 hours of Lean Training for ten (10) employees.

Workplace Learning Resource Center (WpLRC) provides targeted job skills training and retraining to assist businesses and individuals in their efforts to remain competitive in the global market.

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Dates of Service</th>
<th>Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. American Apparel</td>
<td>8/9/06-6/30/07</td>
<td>Income: $37,808</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Expense: (20,000)</td>
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<tr>
<td></td>
<td></td>
<td>Net: $17,808</td>
</tr>
</tbody>
</table>
Under State Contract #ET06-0122, the WpLRC will provide 40 hours of Continuous Improvement Training for sixty-eight (68) employees.

c. American Apparel  
10/18/06-6/30/07  
Income: $47,260  
Expense: (25,000)  
Net: $22,260

Under State Contract #ET06-0122, the WpLRC will provide 40 hours of Continuous Improvement Training for sixty-eighty (85) employees.

d. American Apparel  
1/1/07-6/30/07  
Income: $37,808  
Expense: (20,000)  
Net: $17,808

Under State Contract #ET07-0122, The WpLRC will provide 40 hours of Continuous Improvement Training for sixty-eight (68) employees.

e. American Apparel  
3/14/07-6/30/07  
Income: $26,168  
Expense: (16,000)  
Net: $10,168

Under State Contract #ET07-0231, The WpLRC will provide 40 hours of Continuous Improvement Training for sixty-eight (68) employees.

3. COUNSELING DIVISION - EOPS/CalWORKs/CARE Department

The District receives funds through a grant from the State of California CalWORKs Program to assist welfare recipient students obtain the educational level needed to transition off welfare and ultimately achieve long-term self-sufficiency. These funds enable community colleges to be a full partner in the statewide welfare reform system by requiring colleges to provide the following direct student support services: (1) service coordination; (2) curriculum development and redesign; (3) work-study; (4) subsidized child care; and (5) job development and job placement.

Through affiliate agreements, the CalWORKs Office assists in providing support programs for students who are financially and educationally disadvantaged.

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Dates of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Life Charters</td>
<td>3/1/07 – 6/30/07</td>
</tr>
</tbody>
</table>

The contractor will provide part-time work activity opportunities to CalWORKS students. CalWORKS funds will be used to provide matching (50%) of hourly wage. This is a categorically funded program.
B. AMENDMENT – PROFESSIONAL PERSONAL LEASING, INC. (PPL)

It is recommended that the Board of Trustees approve the following contacts as amended:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Dates of Service</th>
<th>Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Personnel Leasing,</td>
<td>2/6/07 – 6/30/07</td>
<td>Cost: $11,275.27/month</td>
</tr>
<tr>
<td>Incorporated (PPL)</td>
<td></td>
<td>Total Cost: $56,376.35</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Board Approved: 2/20/2007</td>
</tr>
</tbody>
</table>

The contractor will provide the District with the services of Dr. Neil McCallum as the Interim Dean of Health Sciences. Mr. McCallum will be paid at the rate of $9,804.58 per month. The District will also pay PPL a monthly service fee of 15%.

Professional Personnel Leasing, Inc. (PPL)  
2/6/07 – 6/30/07 Cost: $56,376.35

The District shall pay PPL a 15% finder’s fee based on the salary of Dr. Neil McCallum, Interim Dean of Health Sciences and Athletics. The recommendation is that Dr. McCallum’s status is to be changed from consultant to employee, effective February 6, 2007. (see Human Resources agenda item) This action will pay for the placement of Dr. McCallum while changing his employee status.

C. CONTRACTS $69,000 OR HIGHER

It is requested that the Board of Trustees approve the following contract changes as shown:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Dates of Service</th>
<th>Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deborah Imonti</td>
<td>7/1/06-6/30/07</td>
<td>NTE: * $80,000–$90,000</td>
</tr>
<tr>
<td></td>
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<td>Board Approved: 6/19/2006</td>
</tr>
</tbody>
</table>

The contractor will develop, market and monitor contract training contracts, including State of California Employment Training and Panel (ETP) contracts with companies doing business with the El Camino College Business Training Center. The contractor will coordinate training taking place at various companies and will also generate ongoing reports to the State regarding the progress and completion of ETP contracts. The increase reflects a change in the scope of the contract due to substantial additions to the original ETP contract amount.

* Item corrected during Board meeting
Santa Monica College is sub-contracting with El Camino Community College District for the Title V Cooperative Grant. The contract is for five years. El Camino College will use the funds to improve students’ mathematics skills, improve supplemental instruction, and create a pre-collegiate level math center.

**The Career Placement Services (CPS) Office provides employment services to students, alumni, faculty, and staff by coordinating job searches and interviews with prospective employers. This program, funded through Joint Powers Agreement No. 83 100 between various cities in the South Bay Service Delivery area, provides employment training services under the Workforce Investment Act of 1998 (SBWIA).**

**Contractor** | **Dates of Service** | **Contract Amount**
---|---|---
2. Title V Cooperative Grant – Santa Monica College | 10/01/06 – 9/30/2007 | Grant: $1.5 M 9/30/2011 @ $300,000/year

Board Approved: 2/20/2007


Expense: TBD

The contractor will provide lab training experience in engine systems and services for designated ECC students. The college will bill 23% or as otherwise stated on the contractor’s purchase order for administrative charges.

**Item pulled from Board agenda and no substitutions were made.**

D. **AMEND RESOLUTION 2003-02 BOND OVERSIGHT COMMITTEE BYLAWS**

It is recommended that the Board amend the following:

5.5 Appointment. Members of the Committee shall be appointed by the Board through the following process: (a) advertise for applications in local newspapers; (b) the Superintendent/President or his designee will review the applications; (c) the Superintendent or his designee will make recommendations to the Board. (d) or by any other process that the Board may establish.

At the March 10, 2003, Board meeting, the Trustees added (d) to the appointment section of the Citizens’ Bond Oversight Committee Bylaws. Board members expressed a desire to permit Citizens’ Bond Oversight Committee recommendations by individual Trustees.

In January 2007, El Camino College advertised in the Daily Breeze and Inglewood Today newspapers for nominations and/or interest for the Business Organization representative and for a representative from Trustee Areas 1, 2 and 3. No applications were received for any of the three positions. The Superintendent/President made a recommendation for an appointee to
serve as the Business Organization representative. At the February 20, 2007, Board meeting the Trustees approved that recommendation. This appointment means that the Citizens’ Bond Oversight Committee will now have a seven-person membership as required by Proposition 39.

The seven representatives (as required by Proposition 39) are: one student member, one member active in a business organization, one member active in a senior citizens’ organization, one member active in a bona-fide taxpayers association, one member active in a support organization for the college – such as a foundation, and two members of the community at-large.

This proposed revision will keep the El Camino Community College District Citizens’ Bond Oversight Committee in compliance with Proposition 39. The proposed change will also reduce any future confusion about the appointment process or the status of individual representatives. It eliminates any misunderstanding that individual Trustee appointees have a different status than those members appointed to the individual seats through the process recommended under Proposition 39.

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

It is recommended that all purchase orders and blanket purchase orders be ratified as shown. Purchase orders and blank purchase orders have been separated by fund as follows.

<table>
<thead>
<tr>
<th>Fund 11</th>
<th>General Fund</th>
<th>Fund 81</th>
<th>Student Organization</th>
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<td>Fund 12</td>
<td>General Restricted</td>
<td>Fund 82</td>
<td>Scholarships &amp; Trust</td>
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<td>Fund 33</td>
<td>Child Development</td>
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<tr>
<td>Fund 41</td>
<td>Capital Outlay Projects</td>
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<td>Fund 62</td>
<td>Property &amp; Liability Self Insurance</td>
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<td>Fund 72</td>
<td>Student Representation</td>
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<td>Fund 79</td>
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<td>Site Name</td>
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<td>P0092349</td>
<td>CCCCSSAA</td>
<td>V.P. Academic Affairs</td>
<td>Conferences Mgmt</td>
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<td>Armstrong Medical IndustrHist</td>
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<td>Instructional Supplies/Lottery</td>
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<td>P0092355</td>
<td>Rose Brand</td>
<td>Ctr for Arts Production Instr</td>
<td>Non-Instruct Supplies</td>
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<td>CDW-G</td>
<td>Staff Development</td>
<td>Non-Instruct Supplies</td>
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<td>Edwin F. Kalmus and Co.</td>
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<td>Other Rentals</td>
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<td>Human Resources</td>
<td>Publications/ Periodicals</td>
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<td>Human Resources</td>
<td>Multi Media Advertising</td>
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<td>John M. Means</td>
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<td>Ctr for Arts Production Instr</td>
<td>Center For The Arts Technical</td>
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<td>P0092394</td>
<td>Xerox Corporation</td>
<td>Copy Center</td>
<td>Instructional Supplies/Lottery</td>
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<td>P0092442</td>
<td>Cccc/Coa Publications</td>
<td>Presidents Office</td>
<td>Conferences Mgmt</td>
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<td>P0092443</td>
<td>BUTTE COLLEGE</td>
<td>Admissions/Records Office</td>
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<td>P0092444</td>
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<td>Transportation/ Mileage</td>
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<td>P0092454</td>
<td>PC Mall Gov Inc.</td>
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<td>Div Office Nat Sciences</td>
<td>Non-Instruct Supplies</td>
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<td>Hazmat</td>
<td>Waste Disposal</td>
</tr>
<tr>
<td>P0092466</td>
<td>Xpressprint</td>
<td>Ed &amp; Community Develop</td>
<td>Multi Media Advertising</td>
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<td>P0092469</td>
<td>Pacific Coachways</td>
<td>TANF</td>
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<td>P0092470</td>
<td>Chronicle of Higher Ed</td>
<td>V.P. Academic Affairs</td>
<td>Publications-Magazines/Lottery</td>
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<td>European American Music Ctr for Arts Instr/Admin</td>
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<td>P0092473</td>
<td>California Presenters</td>
<td>Div Office Fine Arts</td>
<td>Dues And Memberships</td>
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<td>P0092474</td>
<td>Mass Press</td>
<td>Outreach and School Relations</td>
<td>Non-Instruct Supplies</td>
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<tr>
<td>P0092479</td>
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<td>P0092480</td>
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**Fund 11 Total: 136** $95,597.83

**Fund 12 Restricted - El Camino**

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Board of Trustees Agenda – March 19, 2007  Page 55
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<td>P0092647</td>
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<td>P0092648</td>
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<td>P0092659</td>
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<td>P0092667</td>
<td>S &amp; B Food Services</td>
<td>Staff Diversity</td>
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<td>P0092668</td>
<td>Life Assist Inc.</td>
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<td>P0092673</td>
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<td>Fire Tech Donations &amp; Svc</td>
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<td>P0092675</td>
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<td>P0092676</td>
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<td>P0092681</td>
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<td>P0092683</td>
<td>Airgas</td>
<td>I&amp;T Division</td>
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<td>P0092694</td>
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<td>Title V - SMCC - Math Tran</td>
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<td>P0092695</td>
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<td>Fund 12 Total: 117</td>
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</tr>
</tbody>
</table>

**Fund 33 Child Development**

| P0092369 | Best Buy Co., Inc. | CDC Donations | Non-Instruct Supplies | $458.88 |
| P0092375 | Sandra P. DeMos | CDC | Conferences Mgmt | $40.00 |
| P0092455 | Resource Directory | CDC | Conferences Mgmt | $79.69 |
| P0092536 | Toni L. Newman | Child Development Center | Conferences Other | $40.00 |
| P0092543 | Jody M. Jones | CDC | Conferences Other | $40.00 |
| P0092605 | Department of Social Se | CDC | Other Services And Expenses | $600.00 |
| P0092623 | Discount School Supply | CDC Instr Materials | Instructional Supplies/Lottery | $642.17 |

**Fund 33 Total: 7 | $1,900.74**

**Fund 41 Capital Outlay**

| P0092495 | Smardan Supply Comp | Replace Drinking Fountains | Non-Instruct Supplies | $2,146.18 |
| P0092712 | National Roofing Consult | Roof Repl Commun Bldg | Maintenance Contracts | $6,000.00 |

**Fund 41 Total: 2 | $8,146.18**

**Fund 62 Property & Liability**

| P0092544 | El Camino College | Purchasing and Business Se Liability - Self Insurance | $647.50 |

**Fund 62 Total: 1 | $647.50**

**Fund 79 Auxiliary Services**

| P0092361 | HI Corporation | Resp Therapy | Non-Instruct Supplies | $1,577.75 |
| P0092366 | Coastal Sol Enterprises | Health Sciences and Athlet | Non-Instruct Supplies | $1,232.24 |
| P0092368 | HI Corporation | Resp Therapy | Non-Instruct Supplies | $357.23 |
| P0092392 | Kimberly Wilkinson | Fine Arts | Non-Instruct Supplies | $1,000.00 |
| P0092526 | Boyce Forest Products | Fine Arts | Non-Instruct Supplies | $669.50 |
| P0092527 | Applecore Uniforms | Radiologic Tech Donations | Non-Instruct Supplies | $503.11 |
| P0092542 | Danielle Vanderlinden | Fine Arts | Non-Instruct Supplies | $500.00 |
| P0092610 | Cal Western Paint | Fine Arts | Non-Instruct Supplies | $129.77 |
| P0092636 | Dramatic Publishing | Fine Arts | Non-Instruct Supplies | $79.13 |
| P0092682 | JACC Treasurer | Humanities | Non-Instruct Supplies | $2,850.00 |
| P0092704 | Paul Hadobas | Fine Arts | Non-Instruct Supplies | $600.00 |

**Fund 79 Total: 11 | $9,498.73**

**Fund 82 Scholarships & Trust/Agency**

| P0092365 | Coastal Sol Enterprises | Health Sciences and Athl | Fundraising | $1,943.96 |
| P0092374 | Provantage | Health Sciences and Athl | Fundraising | $790.58 |
| P0092571 | Buddy's All Stars Inc. | Health Sciences and Athl | Fundraising | $699.50 |
| P0092573 | Days Inn | Health Sciences and Athl | Fundraising | $1,346.40 |
| P0092575 | Colorado Time Systems | Health Sciences and Athl | Fundraising | $5,190.38 |
| P0092715 | SMI Awards | Health Sciences and Athl | Fundraising | $909.02 |

**Fund 82 Total: 6 | $10,879.84**
### Fund 11 Unrestricted - El Camino

<table>
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<tr>
<th>BPO Number</th>
<th>Account Owner</th>
<th>Description</th>
<th>Category</th>
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<tbody>
<tr>
<td>B0097803</td>
<td>Logan Mechanical</td>
<td>Automotive Collision Repairs - Instructional</td>
<td>Non-Instruct Supplies</td>
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<td>B0097823</td>
<td>ECCD Petty Cash</td>
<td>Horticulture</td>
<td>Contract Services</td>
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<tr>
<td>B0097824</td>
<td>The Salvation Army</td>
<td>Staff Development</td>
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<tr>
<td>B0097826</td>
<td>Collegesource, Inc.</td>
<td>Admissions/Records Office</td>
<td>Non-Instruct Supplies</td>
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<tr>
<td>B0097830</td>
<td>The Salvation Army</td>
<td>Planning Summit</td>
<td>Conference Other</td>
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<tr>
<td>B0097833</td>
<td>University Elevator</td>
<td>Facilities/Planning/Services</td>
<td>Repairs Noninstructional</td>
<td>$14,900.00</td>
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<td>B0097835</td>
<td>Allstar Fire Equipment</td>
<td>Fire Academy 06-07</td>
<td>Non-Instruct Supplies</td>
<td>$500.00</td>
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<tr>
<td>B0097836</td>
<td>Firefighter's Safety Cent</td>
<td>Fire Academy 06-07</td>
<td>Instructional Supplies/Lottery</td>
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<td>B0097837</td>
<td>Inglewood Bears Autom</td>
<td>Fire Academy 06-07</td>
<td>Repairs - Instructional</td>
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<td>B0097838</td>
<td>Mcmaster Carr</td>
<td>Air Conditioning And Refriger</td>
<td>Instructional Supplies/Lottery</td>
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**Fund 11 Total:** $24,316.34

### Fund 12 Restricted - El Camino

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<td>B0097796</td>
<td>Steven A. Swain</td>
<td>Parking-Student Permits</td>
<td>PSA Contract Services</td>
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<td>B0097804</td>
<td>Desimone Engineering</td>
<td>Cact CA Employee Training</td>
<td>Contract Services</td>
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<tr>
<td>B0097809</td>
<td>E.C.C.D. Bookstore</td>
<td>Title V ECC/SMC Activity I</td>
<td>Non-Instruct Supplies</td>
<td>$250.00</td>
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<td>B0097819</td>
<td>Torrance Electronics</td>
<td>Career Technical Education</td>
<td>New Equipment - Instructional</td>
<td>$400.00</td>
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<td>B0097820</td>
<td>Quest Diagnostics</td>
<td>Health Services</td>
<td>Contract Lab Services</td>
<td>$3,500.00</td>
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<td>B0097822</td>
<td>Kwanghwamoon Over</td>
<td>El Camino Language Arts EC</td>
<td>Contract Services</td>
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<td>B0097828</td>
<td>E.C.C. Public Information</td>
<td>VTEA Title II Tech Prep</td>
<td>Printing</td>
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<td>B0097829</td>
<td>E.C.C. Public Information Matriculation</td>
<td>Non-Instruct Supplies</td>
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<td>B0099185</td>
<td>Nonprofit Navigators</td>
<td>WRIEC Year 2 (Formerly RI)</td>
<td>Contract Services</td>
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**Fund 12 Total:** $38,150.00

### Fund 41 Capital Outlay

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<tbody>
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<td>B0099201</td>
<td>Flewelling &amp; Moody</td>
<td>Women's Shwr&amp;Lckr Room</td>
<td>Buildings</td>
<td>$18,500.00</td>
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**Fund 41 Total:** $18,500.00

### Fund 81 Student Organizations

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<td>E.C.C. Public Information</td>
<td>Student Affairs</td>
<td>A/P Manual.Gen.</td>
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<td>B0097821</td>
<td>E.C.C. Public Information</td>
<td>Student Affairs</td>
<td>A/P Manual.Gen.</td>
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**Fund 81 Total:** $130.00

**BPO Funds Total:** $707,611.34

**Grand Total POs and BPOs:** 327 $1,068,426.98
A. Category Budgets and Balances ................................................................. 60

*B. Contract Amendment – CW Driver Learning Resources Center Addition Project ............................... 60

*C. Contract Amendment – CW Driver Humanities Building Replacement Project .............................. 60

D. Contract Amendment – Flewelling & Moody Bookstore/Cafeteria Renovation ................................. 61

E. Purchase Orders and Blanket Purchase Orders .............................................................................. 61

* Item pulled from Board agenda and no substitutions were made.
A. CATEGORY BUDGETS AND BALANCES

The following table reports Measure E expenditures and commitments through February 28, 2007.

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>BUDGET</th>
<th>EXPENDED</th>
<th>COMMITTED</th>
<th>BALANCE</th>
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<td>Additional Classrooms and Modernization (ACM)</td>
<td>$175,871,183</td>
<td>$28,146,652</td>
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<tr>
<td>Campus Site Improvements (CSI)</td>
<td>20,413,973</td>
<td>1,568,220</td>
<td>534,338</td>
<td>18,311,415</td>
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<td>Energy Efficiency Improvements (EEI)</td>
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<td>1,377,915</td>
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<td>Health and Safety Improvements (HSI)</td>
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<td>10,993,968</td>
<td>11,066,662</td>
<td>116,748,117</td>
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<td>Information Technology and Equipment (ITE)</td>
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<td>Physical Education Facilities Improvements (PEFI)</td>
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<td>Refunding Income</td>
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<td>TOTAL</td>
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<td>$47,616,721</td>
<td>$48,926,386</td>
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*B. CONTRACT AMENDMENT – CW DRIVER LEARNING RESOURCES CENTER ADDITION PROJECT

It is recommended that the Board of Trustees approve increasing the fee amount for the construction management services contract with CW Driver by $111,851.

At its June 19, 2006 meeting, the Board of Trustees approved entering into a contract in the amount of $550,000 with CW Driver to perform construction management services for the Learning Resources Center Addition.

A reduced fee was negotiated on the basis that the contractor would also be performing construction management services on the Bookstore/Cafeteria Conversion. Due to delays in the design process the Bookstore/Cafeteria Conversion Project has been delayed and the construction periods will not overlap.

Funding for the cost increase is included in the previously budgeted project contingency amount. The total project budget is unchanged.

* Item pulled from Board agenda and no substitutions were made.

*C. CONTRACT AMENDMENT – CW DRIVER HUMANITIES BUILDING REPLACEMENT PROJECT

It is recommended that the Board of Trustees approve increasing the fee amount for the construction management services contract with CW Driver by $223,702.
Administrative Services – Measure E Bond Fund

At its February 22, 2005 meeting, the Board of Trustees approved entering into a contract in the amount of $1,600,000 with CW Driver to perform construction management services for the Humanities Building Replacement Project.

The fee amount was negotiated based upon an 18 month contract period. The project start was delayed by three months. Two factors caused the delay. Two months of this delay was caused by the extended review period of the Division of the State Architect. The third month’s delay was caused by an extended bid award period.

Funding for the cost increase is included in the previously budgeted project contingency amount. The total project budget is unchanged.

* Item pulled from Board agenda and no substitutions were made.

D. CONTRACT AMENDMENT - FLEWELLING & MOODY BOOKSTORE/CAFETERIA RENOVATION PROJECT

It is recommended that the Board of Trustees approve increasing the fee amount for the architectural services contract with Flewelling & Moody by $34,000.

At its December 19, 2005, meeting the Board of Trustees approved entering into a contract in the amount of $587,000 with Flewelling & Moody to provide architectural and engineering design services for the renovation of the Bookstore/Cafeteria Building. The contract amount was increased by $8,500 at the January 22, 2007 meeting. The increased amount was compensation for the development of options that incorporated a 300 person dining area in the design. The District has chosen to proceed with one of the options.

The current recommended fee increase is compensation for three items; incorporating the chosen dining area option into the construction documents, increasing the scope of work to include needed structural repairs discovered during design and coordination with the construction manager to obtain a revised estimate for the project.

E. PURCHASE ORDERS (PO) AND BLANKET PURCHASE ORDERS (BPO)

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

<table>
<thead>
<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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<td>P0092698</td>
<td>Sims Welding Supply</td>
<td>Industry &amp; Technology</td>
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<td>P0099176</td>
<td>Sharpshooters</td>
<td>Industry &amp; Technology</td>
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<td>P0099177</td>
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<td>P.O. Number</td>
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<td>P0099178</td>
<td>Ted Thorsen, LLC</td>
<td>Industry &amp; Technology</td>
<td>New Equipment – Instructional</td>
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<td>P0099180</td>
<td>Delphin Computer Supply</td>
<td>Health Sciences &amp; Athletics</td>
<td>New Equipment</td>
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<td>P0099184</td>
<td>Marcor Remediation, Inc.</td>
<td>Central Plant</td>
<td>Testing &amp; Inspection</td>
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<td>P0099187</td>
<td>Keenan &amp; Associates</td>
<td>Learning Resource Center</td>
<td>Professional Services</td>
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<td>P0099189</td>
<td>Shapely Shadow, Inc.</td>
<td>Industry &amp; Technology</td>
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<td>P.O. Number</td>
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<td><strong>TOTAL</strong></td>
<td><strong>$724,714</strong></td>
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### Agenda for the El Camino Community College District Board of Trustees

**from**

Human Resources - Administrative Services

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A. EMPLOYMENT AND PERSONNEL

It is recommended that the Board ratify/approve the employment and personnel changes for certificated, classified, special service professionals and temporary classified service employees as shown in items 1-33 and 1-14.

Certificated Personnel:

1. Rescind Pre-Retirement Application - Mr. Daniel LaCoe, full-time Counselor, from February 20, 2007 Board action.

2. Retirement – Mr. Daniel LaCoe, full-time Counselor, last day worked December 1, 2007, first day of retirement, January 1, 2008, and that a plaque be prepared and presented to him in recognition of his service to the District since 1982.

3. Retirement – Dr. Katherine Townsend, Director of Nursing, Health Sciences & Athletics, last day worked June 30, 2007, first day of retirement, July 1, 2007 and that a plaque be prepared and presented to her in recognition of her service to the District since June 1964.


11. Leave of Absence (100% personal unpaid) – Ms. Allison DeVaney, full-time instructor of Reading, Humanities, effective August 23, 2007 through June 6, 2008.
12. Change in Assignment – Ms. Leslie Back, full-time instructor of Music and 40% Faculty Coordinator to 100% Faculty Coordinator, Fine Arts, effective February 12 through June 30, 2007.

13. Special Assignment – Mr. George Karnazes, part-time instructor of Fire and Emergency Technology, Industry & Technology, to work with Compton Center faculty to improve the instruction in Compton Fire Academy program conducted at the Compton Center Fire Department Training ground, to be paid $41.74 an hour, not to exceed 145 hours or $6,053, effective February 10 through June 30, 2007, in accordance with the Agreement, Article X, Section 9(d).

14. Special Assignment – Dr. Jenny Simon, full-time instructor of English as a Second Language (ESL), Humanities, to develop Student Learning Outcomes (SLOs) and assessment program for the college, to be paid $55.65 an hour, not to exceed 15 hours or $835, effective February 4 through February 8, 2007, in accordance with the Agreement, Article X, Section 14 (c).

15. Special Assignment – Dr. Tom Storer, full-time instructor of Health Science & Athletics, to review and edit proposed Psych 22, to be paid $41.74 an hour, not to exceed 5 hours or $209, effective January 13 through February 9, 2007, in accordance and with the Agreement, Article X, Section 14 (c).

16. Special Assignment - Mr. Mark Lipe, full-time instructor of Health Science & Athletics, to work on curriculum – Sport Psychology, to be paid $41.74 an hour, not to exceed 2 hours or $84.00, effective January 13 through February 9, 2007, in accordance with the Agreement, Article X, Section 14(c).

17. Special Assignment – Ms. Susan Tummers, full-time instructor of Mathematics, to conduct professional development sessions on basic skills, to be paid $55.65 an hour, not to exceed 20 hours or $1,113, effective March 20 through June 8, 2007, in accordance with the Agreement, Article X, Section 14(c).

18. Special Assignment – Dr. Lars Kjeseth, full-time instructor of Mathematics, to supervise implementation of Math Title V Project, to be paid $55.65 an hour, not to exceed 60 hours or $3,339, effective December 16, 2006 through February 9, 2007, in accordance with the Agreement, Article X, Section 14(c).

19. Special Assignment – Mr. Jeffrey Cohen, full-time instructor of Mathematics, to create and implement Math 180 Cohort Activities, to be paid $55.65 an hour, not to exceed 128 hours or $7,124, effective February 10 through June 1, 2007, in accordance with the Agreement, Article X, Section 14(c).

20. Special Assignment – Mr. Jeffrey Cohen, full-time instructor of Mathematics, to do preparatory work for coordinating Spring Math 180 Cohort, to be paid $55.65 an hour, not to exceed 42.5 hours or $2,366, effective December 16, 2006 through February 9, 2007, in accordance with the Agreement, Article X, Section 14(c).
21. Special Assignment – Ms. Jill Evansizer, full-time instructor of Mathematics, to create and implement Math 180 Cohort Activities, to be paid $55.65 an hour, not to exceed 85 hours or $4,731 effective February 10 through June 1, 2007, in accordance with the Agreement, Article X, Section 14(c).

22. Special Assignment – Ms. Van Nguyen, part-time Counselor/Advisor, Student Services, to work in English as a Second Language Counseling and Assessment, to be paid $41.74 an hour, not to exceed $6,261, effective March 20 through June 30, 2007, in accordance with the Agreement, Article X, Section 9(m).

23. Special Assignment – Mr. Arkadiy Sheynshteyn, part-time instructor of Mathematics, to train in the collaborative work of the Math 150 Cohort, to be paid $41.74 an hour, not to exceed 12.5 hours or $1,774, effective February 10 through June 1, 2007, in accordance with the Agreement, Article X, Section 9(m).

24. Special Assignment – Ms. Tisa Casas, part-time instructor of Human Development, Special Resource Center, to work on career development modules for students with disabilities, to be paid $41.74 an hour, not to exceed 177 hours or $7,288, effective March 20 through June 30, 2007, in accordance with the Agreement, Article X, Section 14(a).

25. Special Assignment – Mr. Christopher Stevens, part-time instructor of German, Humanities, to administer credit-by-examination in German, to be paid $55.65 an hour, not to exceed 8 hours or $450, effective March 20 through June 30, 2007, in accordance with the Agreement, Article X, Section 20.

26. Special Assignment – Ms. Kim Baily, full-time instructor of Nursing, Health Sciences & Athletics, to assist lead instructor in lecture component of Nursing in the Centinela Freeman Nursing program under Workplace Learning Resource Center, to be paid $55.65 an hour, not to exceed 27 hours or $1,500, effective February 1 through June 30, 2007, in accordance with the Agreement, Article X, Section 14(c).

27. Special Assignment – Ms. Merriel Winfree, full-time instructor of Cosmetology, Industry & Technology, to assist staff and administration on the development, planning and implementation of a Cosmetology program at El Camino Compton Educational Center, to be paid $41.74 an hour, not to exceed 150 hours or $6,621, effective March 20 through June 30, 2007, in accordance with the Agreement, Article X, Section 7(d).

28. Stipend Assignment – Ms. Tisa Casas, part-time instructor of Human Development, Special Resource Center, Health Sciences & Athletics, to work as train the trainer on Project Reach Out to increase the number of faculty (mentees) who include a service learning component in their 16 week course syllabus, to be paid $600, effective March 20 through June 30, 2007, in accordance with the Agreement, Article X, Section 14(a).

29. Stipend Assignment- Mr. William Hoanzel, full-time instructor of Special Education, Special Resource Center, to service learning mentee for Project Reach, to be paid $600, effective March 20 through June 30, 2007, in accordance with the Agreement, Article X, Section 14(a).
30. Re-Employment – Dr. Joseph Georges, part-time instructor of Philosophy, Behavioral & Social Sciences, to work as Faculty Technology Specialist in Learning Resources Unit, to be paid Class II, Step 6, not to exceed $45,000, effective March 1 through June 30, 2007.

31. Employment - The following part-time/temporary instructors be hired as needed for the Winter 2007 intersession:
   
   **Industry & Technology**
   Vera Bruce, Class II, Step 12

32. Employment - The following part-time/temporary substitute instructors be hired as needed for the Spring 2007 semester:

   **Natural Science**
   Rajinder Sidhu

33. Employment - The following part-time/temporary instructors be hired as needed for the Spring 2007 semester

   **Behavioral & Social Science**
   Veronica Herrera

   **Fine Arts**
   Lee Raby

   **Health Sciences & Athletics**
   David Bacon
   Guillermina Colunga
   Agnes Liclican Salvacion
   Patricia Beitel
   Guillermina Colunga

   **Humanities**
   Abram Antler
   Eric Takamine
   Lisa Edwards
   Maria Torres
   Pilar Rustad

   **Industry & Technology**
   Malinee Silverman

**Classified Personnel:**

1. Change of Assignment – Mr. James Cummins, from 75% to 100% Staff Interpreter, Range 34, Step D, Special Resource Center/ Health Sciences & Athletics Division, Academic Affairs area, effective March 20, 2007.
2. Change of Assignment – Mr. Brian Krause, from 60% to 100% Program Coordinator, Range 36, Step E, Special Resource Center/Health Sciences & Athletics Division, Academic Affairs area, effective March 20, 2007.


4. Promotion – Mr. Thomas Brown, Facilities Services Supervisor, Range 25, E, to Assistant Director Facilities Planning & Services, Range 8, Step 2, (Administrative Salary Schedule), Facilities Planning & Services Division, Administrative Services Area, effective April 2, 2007.

5. Promotion - Ms. Sharin K. Nakayama, Lead Interpreter Specialist, Range 38, Step D, to DSPS Support Services Supervisor, Range 27, Step A, (Supervisor Salary Schedule), Special Resource Center/Health Sciences & Athletics Division, Academic Affairs area, effective April 2, 2007.

Special Services Professional


Temporary Classified Services Employees

7. Change of Assignment – Ms. Susan McLeod, from Senior Clerical Assistant, Range 24, Step A, to Clerical Assistant, Range 22, Step A, Fine Arts Division, Academic Affairs area, to provide support for extended office hours effective March 1, 2007.


10. Employment – Ms. Magdalene Hughes, Accounting Assistant II, Range 27, Step E, Fiscal Services Division, Administrative Services area, to work as needed, effective March 20 through June 30, 2007.

11. Employment – Ms. Beatriz Ramirez, Secretary, Range 26, Step A, Behavioral & Social Sciences Division, Academic Affairs area, to work 40 hours per week, effective March 20, 2007.

13. Rescind Employment - Mr. Kevin Smith - Dispatch Clerk, Range 25, Step A, Campus Police Division, Administrative Services Area, to work on call as needed, effective January 23 through June 30, 2007.


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 1-21.

The following temporary non-classified service employees are hired for the 2006-2007 fiscal year effective March 20, 2007 through June 30, 2007, unless otherwise stated:

1. Kathy Anderson – Teacher’s Assistant I, $7.50 per hour, Tuesday and Thursday, arrange four (4) hours per week (hours vary), effective February 20, 2007 through June 30, 2007, Special Resource Center (SRC)/Health Sciences & Athletics, Academic Affairs area, to provide accommodations for students with disabilities in accordance with Title 5, Disabled Students’ Programs and Services Regulations.

2. Marvel Broughton – Office Aide I, $7.50 per hour, Monday through Friday (days vary), arrange five (5) hours per week (hours vary), Reference Desk/Learning Resources, Academic Affairs area, to assist the Learning Resources staff.

3. Marisol Cruz – Paraprofessional, $13.00 per hour, Monday through Friday (days vary), arrange 32 hours per week (hours vary), Nursing/Health Sciences & Athletics, Academic Affairs area, to assist the nursing department with various projects and office support.

4. Justin Furtado – Teacher’s Assistant IV, $12.25 per hour, Tuesday, Wednesday, & Thursday, hours vary as needed, Emergency Medical Technology Program (EMT), Industry and Technology, Academic Affairs area, to assist instructor with teaching/testing in the EMT program.

5. Ramon Guizar – Paraprofessional, $12.00 per hour, Monday through Thursday (days vary), arrange fifteen (15) hours per week (hours vary), Transfer Center/Counseling and Student Services, Student and Community Advancement area, to provide office support for the Transfer Center.

6. Julie Huff-Corallo – Professional II, $37.00 per hour, Saturday, arrange seven (7) hours per week (hours vary), Music Department/Fine Arts, Academic Affairs area, to provide expertise with the various programs offered by the Southbay Children’s Choir.
7. Christy Johnston – Paraprofessional, $17.00 per hour, Monday through Thursday, arrange between six to twelve (6-12) hours per week, effective March 21, 2007 through June 30, 2007, Art Department/Fine Arts, Academic Affairs area, to work as a model for the art classes.

8. Rajan Mohan – Tutor VI, $15.50 per hour, Friday and Saturday, 8:00 a.m. to 2:00 p.m. (hours vary), effective February 24, 2007 through June 30, 2007, Natural Sciences, Academic Affairs area, to provide tutoring services for the Natural Sciences division.

9. Shawn Moore – Paraprofessional, $15.00 per hour, Monday through Friday (days vary), 7:00 a.m. to 10:30 p.m. (hours vary), Writing Center/Humanities, Academic Affairs area, to assist students with their writing assignments in all phases of the composing process – understanding and responding to the topic, generating ideas, outlining, drafting, revising, and other duties as needed.

10. Jorge Mostacero – Paraprofessional, $10.00 per hour, Monday through Friday, arrange twenty (20) hours per week (hours vary), effective February 12, 2007 through June 30, 2007, First Year Experience/Enrollment Services, Student and Community Advancement area, to work with selected students to increase knowledge of college requirements, and implementing academic and support programs.

11. Juan Munoz Gatica – Professional I, $25.00 per hour, arrange four (4) days per week (days vary), arrange up to twenty (20) hours per week (hours vary), Outreach and School Relations/Enrollment Services, Student and Community Advancement area, to assist in the office of outreach and school relations including outreach to the high schools, classroom presentations, campus tours, and other outreach services.

12. Hao Nguyen – Paraprofessional, $10.00 per hour, Monday, Wednesday, and Friday, arrange twenty (20) hours per week (hours vary), effective February 14, 2007 through June 30, 2007, First Year Experience/Enrollment Services, Student and Community Advancement area, to work with selected students to increase knowledge of college requirements, and implementing academic and support programs.

13. Abiola Olambiwonnu – Paraprofessional, $15.00 per hour, Monday through Friday (days vary), arrange forty (40) hours per week (hours vary), Distance Learning/Learning Resources, Academic Affairs area, to assist students, faculty, and staff with the various programs offered through the Distance Learning office; maintain and update the website; import/upload student information into the college course management system; and other duties as assigned.

14. Diana Platt – Professional III, $45.00 per hour, Monday through Saturday (days vary), 8:00 a.m. to 10:00 p.m. (hours vary), effective March 5, 2007 through June 30, 2007, Small Business Development Center (SBDC)/Community Advancement, Student and Community Advancement area, to deliver contracted services for SBDC through one-on-one confidential counseling and training events in the areas of new business start-ups,
marketing and sales, apparel, customer service, business communication, leadership and motivation, and retail in both English and Spanish.

15. Saraswathi Prabhakar – Tutor II, $8.50 per hour, Monday through Saturday (days vary), arrange ten (10) hours per week (hours vary), Learning Resources, Academic Affairs area, to provide tutoring services in the Learning Resources Center.

16. Sara Ramezan-Arab – Tutor I, $7.50 per hour, Monday through Saturday (days vary), arrange five (5) hours per week (hours vary), Learning Resources, Academic Affairs area, to provide tutoring services in Learning Resources.

17. Evan Sisson – Teacher’s Assistant III, $8.25 per hour, Tuesday and Thursday, arrange fifteen (15) hours per week (hours vary), Art Department/Fine Arts, Academic Affairs area, to assist the instructor with the art classes.

18. Yoshiyuki Minamiya – Paraprofessional, $15.00 per hour, Monday through Friday (days vary), arrange 40 hours per week (hours vary), El Camino Language Academy (ECLA)/Community Advancement, Student and Community Advancement area, to provide clerical support to the ECLA program.

19. The following individuals are to work as Paraprofessional, $15.00 per hour, Monday through Friday (days vary), hours vary as needed, Special Resource Center (SRC)/Health Sciences & Athletics, Academic Affairs area, to assist with learning disabilities assessment activities.

Suzanne Galen Jin Ok

20. The following individuals are to work as Paraprofessional, $15.00 per hour, Monday through Friday (days vary), arrange ten (10) hours per week (hours vary), Transfer Center/Counseling and Student Services, Student and Community Advancement area, to assist the Counseling division staff as needed.

Andrea Eke Angela Funes

21. The following individuals are to work as Professional III, $42.00 per hour, Monday through Friday (days vary), arrange fifteen (15) hours per week (hours vary), El Camino Language Academy (ECLA)/Community Advancement, Student and Community Advancement area, to teach Basic, Low, and High Intermediate English as a Second Language (ESL) classes.

Maria Kindweiler Silvia Ribelles de la Vega
C. CLASSIFIED PROFESSIONAL GROWTH

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


D. REINSTITUTED CLASSIFICATION SPECIFICATION FOR ADMINISTRATOR POSITION

It is recommended that the Board approve the reinstituted classification specification for the Director Institutional Research & Planning as shown on pages 10-12.

E. ELIMINATED CLASSIFICATION SPECIFICATION FOR ADMINISTRATOR POSITION

It is recommended that the Board approve the elimination of the classification specification for the Director of Risk Management which was incorporated in the Director of Business Services position description approved May 2006. The eliminated job description is shown on pages 13-16.

F. NOTICE AND SCHEDULING OF HEARING: NEGOTIATIONS BETWEEN THE EL CAMINO COMMUNITY COLLEGE DISTRICT AND THE CHILD DEVELOPMENT CENTER TEACHERS

It is recommended by the District that the Board of Trustees schedule a public hearing for its meeting on April 16, 2007 to start negotiations between El Camino Community College District and the Child Development Center Teachers for a successor Agreement to the current Agreement which expires on June 30, 2006.
EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR – INSTITUTIONAL RESEARCH AND PLANNING

BASIC FUNCTION:
Under the direction of the Vice President-Student and Community Advancement Services, plan, coordinate and implement institutional effectiveness projects; coordinate the District’s planning efforts; design and execute research projects and planning initiatives that inform decision-making, planning, and policy formulation for the District, students, and the programs offered; perform statistical and analytical institutional research; provide technical support to faculty, administrators and staff regarding research design, survey development, and test validation; work in a multi-cultural, diverse student, staff, and community population; supervise and evaluate the performance of assigned personnel; and administer the program budget.

REPRESENTATIVE DUTIES:
Effectively collaborate and communicate with faculty, administrators, and staff to provide research, analysis and reporting of institutional statistics, internal and external administrative reports, student enrollment and profile data, and program review.

Plan, coordinate and implement institutional research projects; design and execute surveys and research projects that will provide information about the District, students, and programs offered for administrative decision-making, institutional reporting and publications.

Assist faculty and administration to evaluate the effectiveness of instructional and non-instructional programs and services and to conduct classroom research.

Assist college staff in the preparation of questionnaires and survey instruments; identify primary institutional, local, State and national demographics, economic trends and other data to be used in research projects, reports, instructional planning and development.

Design, maintain, manipulate and query specialized databases and information systems for research, planning, and institutional accountability.

Coordinate activities related to the evaluation and accomplishment of institutional goals stated in the Strategic Plan, and the goals in Program Reviews, the Comprehensive Master Plan and the Accreditation Self-Study.

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.

Coordinate and implement, in cooperation with other staff, the District’s strategic and master planning processes and assure the linking of planning to budgeting.

Facilitate planning sessions with large and small groups.
Provide technical and analytical support to administrators, faculty, staff, and committees in research and planning-related activities.

Evaluate and respond to requests originating inside and outside the institution.

Compile, complete and submit local, state and federal reports as required.

Develop and administer the office budget; and train, supervise, and evaluate the performance of assigned staff.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

Requires knowledge of and proficiency with: research theory and methodology; advanced applied statistics; report writing; survey design; personal and client server computer systems; strategic and comprehensive master planning; facilitation techniques; and be familiar with State and Federal accountability reporting requirements.

Requires the ability to: plan, organize, conduct and participate in analytical studies; establish and maintain strong working relationships with faculty, administrators, staff and students; facilitate groups and build consensus; analyze and interpret complex data; effectively communicate verbally and in writing; approach problems objectively and present findings, conclusions, and recommendations clearly. Must be able to exercise good judgment, diplomacy, and patience; operate a variety of research and analysis-related computer application programs; meet schedules and timeframes; and apply research theory logically, creatively, and reasonably that will translate into achievable designs in the educational setting.

**EDUCATION AND EXPERIENCE:**

Master’s degree in a specialization involving social science, higher education, social or educational research, psychology or a related field and three years of research experience.

Demonstrate sensitivity and have an understanding of the diverse academic, socioeconomic, cultural, ethnic backgrounds of students and of persons with disabilities.

Demonstrate an understanding of the following in previous positions: the principles of administration, supervision and training; planning and organizing work; accessing information; evaluating programs and personnel; communicating effectively orally and in writing; budgeting and managing funds; departmental needs in the context of the planning, research, and institutional accountability; and working collaboratively with others.
DESIRABLE QUALIFICATIONS:

A Doctorate and relevant experience in an educational setting and three years of demonstrated institutional effectiveness experience including planning and research are preferred.

At least 12 units of upper division or graduate semester units in research design and/or applied statistics is preferred.

An understanding of California Community College and higher educational issues.

Familiarity with computerized database structures and experience extracting data using query/programming languages.

WORKING CONDITIONS:

Office work environment.
Hand and finger dexterity for computer use.
Vision display terminal (VDT) screen.
May have to move from one work area to another as needed.
Attend multiple meetings.
Extended periods of sitting.

Administrator Salary Schedule Range 13
Board Approved: June 27, 2005
Revised and Board Approved: March 20, 2007
CLASS TITLE: DIRECTOR — RISK MANAGEMENT

BASIC FUNCTION:

Under the direction of the Director of Human Resources and in a multi-cultural diverse environment, plan, organize, control and direct the risk management programs of the District, including health, safety and loss prevention programs. Manage the District's Worker's Compensation claims; provide short-term and long-term planning and assure compliance with legal codes, laws, policies and procedures including changing requirements of the District; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Plan, organize and direct a variety of programs, projects and activities; plan and prepare written policies and programmatic descriptions explaining systematic methods and procedures and assigning responsibilities for reducing the risk of personal injury, death or property damage; communicate with managers and line supervisors regarding safety and health, workers’ compensation and risk management programs and procedures.

Provide for safety training and education; select, package and present various hazard related information to assist managers, supervisors, faculty, students and others in accepting, understanding and applying knowledge to their respective activities, duties and responsibilities to create increased safety awareness; develop audio-visual and printed materials and other communication media.

Manage the District's Worker's Compensation claims; review, direct and coordinate efforts of District personnel and Third Party Administrators to the resolution of claims in the best interest of the parties involved; communicate with physicians, legal counsel, claims examiners and District personnel; review and take appropriate action on claims scheduled on daily file review or unscheduled as required.

Identify potential hazards; identify and verify various conditions, methods or processes having potential to cause damage or injury to people or property; conduct accident investigation to discover causes of such incidents to prevent reoccurrence; communicate with others regarding suspected hazards; research literature and perform complex hazard identification activity such as hazard analyses or system safety analyses; coordinate the handling, use, storage and disposal of hazardous materials.

Verify and evaluate hazard controls and assure hazard control measures are performing as designed; conduct physical auditing and testing of methods, devices, equipment and processes; assure program objectives are being achieved; develop recommendations regarding modifications to existing programs.
Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates.

Maintain the relevant sections of risk management policy and procedures manual; audit recommendations; draft and revise policies and procedures.

Prepare for litigated claims; consult attorneys and policy holders; coordinate documents, sign interrogatories and arrange for witness statements, evidence and independent investigations as appropriate. Serve as defense witness; provide defense for the District in small claims court; recommend disposition or settlement claims.

Respond to complaints including claimed and real exposures; review accident, injury or illnesses and determine causal factors and remedial measures; prepare and compile statistical reports and required data.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

Provide technical expertise, information and assistance to administrators and employees regarding assigned functions; assist managers in the education and application of Worker’s Compensation laws.

Administer the District’s Rideshare program; prepare analyses for annual mandated trip reduction plan and submit to AQMD; promote ridesharing for employees, coordinate promotional activities and coordinate annual rideshare week and survey week.

Develop and prepare the annual preliminary budget for assigned programs; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Maintain liaison with risk management and worker’s compensation personnel, employee organizations, contractors, federal and State OSHA, EPA, AQMD, fire department and other governmental agencies.

Operate a computer and other office equipment as assigned.

Maintain current knowledge of codes, laws and regulations related to risk management, safety, health and Worker’s Compensation.

Attend and conduct a variety of meetings as assigned; participate on assigned committees; and research committee issues as needed.

Perform related duties as assigned.
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Organization and direction of the District’s Risk, Management, Health and Safety and Workers’ Compensation Programs.
Administration of safety, health, risk management and loss prevention.
Principles and techniques of industrial safety and accident prevention.
Methods and techniques of accident reporting and investigation.
Equipment, operations and hazards associated with various occupational groups in the District.
Principles of Worker’s Compensation claims handling.
Budget preparation and control.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Research methods and report writing techniques.
OSHA, Cal-OSHA, EPA, AQMD and local fire department regulations.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:
Plan, organize and administer the District’s Risk, Safety and Health, and Workers’ Compensation Programs.
Identify and analyze present and potential risk management and safety problems and hazards.
Supervise and evaluate the performance of assigned staff.
Train others in prevention and emergency procedures.
Present information effectively.
Analyze claims data, process claims and negotiate settlements.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Work effectively and cooperatively with peers, faculty, staff, students and community members from multicultural, diverse backgrounds.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to assigned activities.

Director – Risk Management – Continued
Any combination equivalent to: a bachelor's degree in business, risk management, environmental health and safety or related field and five years increasingly responsible experience in risk management, loss prevention, and safety and health programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Administrator Salary Range 11.
Board Approved: April 12, 1999
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B. Signature Authorization Page 82
A. **Order Biennial Governing Board Election**

It is recommended that the Board adopt the following resolution ordering the Biennial Governing Board Election.

Order of Election of El Camino Community College District of Los Angeles, County, California

**RESOLUTION ORDERING GOVERNING BOARD MEMBER ELECTION**

RESOLVED that pursuant to Education Code (EC) Sections 5000-5030, the Los Angeles County Superintendent of Schools (County Superintendent) is hereby ORDERED to call an election for the purpose, and in accordance with the designations contained in the following specifications of the El Camino Community College District Election Order made under the authority of EC Sections 5302, 5304, and 5322.

**SPECIFICATIONS OF THE ELECTION ORDER**

The election shall be held on Tuesday, November 6, 2007. The polling hours shall be from 7 a.m. to 8 p.m.

The purpose of the election is to submit to the voters of the District the question of whether three members shall be elected to the Governing Board of the El Camino Community College District.

The Los Angeles County Registrar-Recorder/County Clerk (Registrar-Recorder) will perform all the duties incident to the preparation for and holding of the above-mentioned election. The El Camino Community College District will pay the costs of the election. If any agency holds an election on November 6, 2007, the El Camino Community College District shall pay its pro rata share of the costs. The Registrar-Recorder will canvass the returns of the election. All matters pertaining to the conduct of this election shall be under the provisions of the appropriate sections of the Education and Election Codes.

IT IS FURTHER ORDERED that the Clerk of the District is hereby directed to furnish two copies of this order to the County Superintendent not less than 57 days prior to the date set for the election.

The foregoing Resolution and Order was adopted and affirmed by the Governing Board of the El Camino Community College District of Los Angeles County, being the Board authorized by law to make the designations contained therein, by formal votes as follows:

Ayes
Noes
Absent

_________________________________
Clerk of the Governing Board
Thomas M. Fallo
B. **Signature Authorization**