

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



**El Camino Community College District
Board of Trustees**

**Agenda, Monday, December 17, 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 November 19, 2007,
Pages 4-6**
- III. Presentation – El Camino College Women’s Volleyball Team – 2007
California Community College State Champions**
- IV. Oath of Office**
 - A. William Beverly**
 - B. Mary E. Combs**
 - C. Nathaniel Jackson**
- V. Presentation – El Camino Community College Foundation Annual Report:
Mr. Robert Amos**
- VI. Annual Organizational Meeting,
Pages 7 - 14**
 - A. Public Comment**
- VII. Consent Agenda – Recommendation of Superintendent/President,
Discussion and Adoption**
 - A. Public Comment**
 - 1. Academic Affairs
*See Academic Affairs Agenda,
Pages 15-20*
 - 2. Student and Community Advancement
*See Student Services Agenda,
Pages 21-23*

3. Administrative Services
*See Administrative Services Agenda,
Pages 24-33*
4. *See Measure "E" Bond Fund Agenda,
Pages 34-41*
5. *See Human Resources Agenda,
Pages 42-82*
6. Superintendent/President
*See Superintendent/President Agenda,
Page 83-85*

VIII. Public Comment on Non-Agenda Items

IX. Oral Reports

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

X. Closed Session

- A. Labor Relations, Brown Act Section 54957.8
 1. American Federation of Teachers,
Local 1388
 2. El Camino College Police Officers
Association
- B. Existing Litigation, Brown Act
Section 54956.9
 1. 1 case
- C. Anticipated Litigation, Brown Act Section 54956.9 – Significant
Exposure to Litigation
 1. 1 case
- D. Student Expulsion, Brown Act
Section 54954.5
 1. Student Expulsion – 3 cases

EL CAMINO COLLEGE STRATEGIC PLAN 2007 THROUGH 2010

Vision Statement

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

Mission Statement

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

Statement of Philosophy

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

Statement of Values

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

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

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

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

Diversity – We recognize and appreciate our similarities and differences.

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

Guiding Principles

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

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

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

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

Strategic Initiatives

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

EL CAMINO COMMUNITY COLLEGE DISTRICT
MINUTES OF THE REGULAR MEETING OF
Monday, November 19, 2007

The Board of Trustees of the El Camino Community College District met at 4:30 p.m. on Monday, November 19, 2007, in the Board Room at El Camino College.

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

Also present were Dr. Thomas M. Fallo, Superintendent/President; Dr. Francisco Arce, Vice President, Academic Affairs; Dr. Jeff Marsee, Vice President, Administrative Services; Dr. Jeanie Nishime, Vice President, Student Services; and Dr. Doris Givens, Provost, El Camino College Compton Community Educational Center.

Minutes of the Regular Board Meeting of October 15, 2007

The Minutes of the Regular Board Meeting of October 15, 2007 were approved.

Consent Agenda

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

Academic Affairs

Board Policy 4231—Grade Change—First Reading
International Education/Study Abroad Program—Winter 2008
Proposed Curriculum Changes: Effective 2007-2008 Academic Year

Student Services

Student Field Trips
El Camino College Chorale Concert Tour
International Travels
2008-2009 School Year Calendar

Administrative Services

AB 2910—Quarterly Fiscal Status Reports
Transfer of Funds From General Fund Unrestricted (11) to Fund (12)
Destruction of Records
Budget Adjustments
Notice of Job Completion

Agreements Under \$69,000
Agreements \$69,000 or Higher
Bid 2007-4/Brick Veneer Replacement
Declaration of Surplus Property
Facilities Master Plan
Purchase Orders and Blanket Purchase Orders

Measure E Bond Fund

Category Budgets and Balance
Contract—LPA, Inc.
Humanities Replacement Project—Fixture & Furnishing Acquisition
Change Order—Humanities Replacement Project—Superior Wall Systems
Change Order—Humanities Replacement Project—Alcal Roofing & Insulation
Change Order—Humanities Replacement Project—Amtek Construction
Change Order—Humanities Replacement Project—Bickerton Iron Works
Change Order—Humanities Replacement Project—Borbon, Inc.
Change Order—Humanities Replacement Project—Doja Construction
Change Order—Humanities Replacement Project—S.H. Fish Electric, Inc.
Change Order—Humanities Replacement Project—Plumbing, Piping & Construction
Humanities Project Contingency
Change Order—Learning Resource Center—S.H. Fish Electric, Inc.
LRC Project Contingency
Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes
Temporary Non-Classified Service Employees
New Classification Specification for Classified Position
New Classification for Supervisor Position

President/Board of Trustees

Board Policy 2510—Participation in Local Decision Making—Second Reading & Adoption
Signature Authorization

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

Public Comment

Ms. Evelyn Uyemura referred to Academic Senate resolution regarding Board Policy 2510, Participation in Local Decision Making. Dr. Angela Simon noted Cesar Chavez day was not included on 2008-09 School Year Calendar. Mr. Vince Armstrong, Associated Students, addressed Board Policy 2510, Participation in Local Decision Making. Ms. Katherine Blanchard and Ms. Theresa Golden addressed campus safety.

Mr. Hernandez addressed position of Dean of Student Affairs at Compton Center. Mr. Nehasi Lee distributed and addressed a written statement.

Committee of the Whole

Committee of the Whole opened at 5:46 p.m. to discuss 1) Board Correspondence and Reading Materials, 2) Accreditation Self Study Participation of Board Members, and 3) 2006-2007 Board of Trustees Evaluation and Goals for 2007-2008.

Public Comment

Committee of the Whole to discuss 2006-2007 Board Evaluation and Goals for 2007-2008 opened at 5:20 p.m. Board members identified goals to be included on agenda for the December 15, 2007 Board agenda. Committee of the Whole closed at 6:04 p.m.

Adjournment

Meeting adjourned to a closed session at 6:59 p.m. Meeting reconvened at 7:30 p.m. and immediately adjourned.

Nathaniel Jackson, Secretary of the Board

Thomas M. Fallo, Secretary to the Board

*Minutes pulled for correction and will be presented at the January 22, 2008 Board meeting for approval.

Annual Organizational Meeting

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

A. Election of Officers for Period December 17, 2007 through the Annual Organizational Meeting in December, 2008

It is recommended that the Board elect officers for the period December 17, 2007, through the Annual Organizational Meeting in December, 2008.

B. Los Angeles County Committee on School District Organization

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

C. Los Angeles County School Trustees Association

The Board is to appoint a representative to the Los Angeles County School Trustees Association for 2007-2008.

D. El Camino Community College District Foundation

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

E. Secretary to the Board for Period December 17, 2007 through the Annual Organizational Meeting in December, 2008

It is recommended that Thomas M. Fallo be appointed Secretary to the Board for the period December 17, 2007, through the Annual Organizational Meeting in December, 2008.

F. Time, Date and Place of Board Meetings

It is recommended that the Board hold its regular meetings at ~~4:30~~ 3:30 p.m. on the third Monday of each month or as noted below, in the Board Room in the Administration Building at El Camino College. If an El Camino Community College District holiday falls on Monday, the Board meeting will be held on the following Tuesday. Dates for 2008 are as follows:

Tuesday, January 22, 2008	Monday, July 21, 2008
Tuesday, February 19, 2008	Monday, August 18, 2008
Monday, March 17, 2008	Tuesday, September 2, 2008
Monday, April 21, 2008	Monday, October 20, 2008
Monday, May 19, 2008	Monday, November 17, 2008
Monday, June 16, 2008	Monday, December 15, 2008

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

It is recommended that a Vice President be appointed to serve as Acting Superintendent/President of the El Camino Community College District in the absence of the Superintendent/President, the following order of authority is to be followed for period December 17, 2007, through the Annual Organizational Meeting in December, 2008:

Jeanie Nishime, Jeff Marsee, Francisco M. Arce

H. Acting Secretary to the Board of Trustees

In the absence of the Superintendent/President and Secretary to the Board of Trustees during the period December 17, 2007, through the Annual Organizational Meeting in December, 2008, it is recommended that the Vice Presidents serve as Acting Secretary to the Board of Trustees of the El Camino Community College District in the following sequence of authority:

Jeanie Nishime, Jeff Marsee, Francisco M. Arce

I. Documents Authorized for Signature of Superintendent

It is recommended that the Acting Superintendent be permitted to sign documents authorized for signature of the Superintendent in his absence from the College during the period from December 17, 2007, through the Annual Organizational Meeting in December, 2008.

J. Signature Authorization

It is recommended that the Board authorize signatures as follows:

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

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jeff Marsee, Vice President – Administrative Services; Barbara Perez, Interim Associate Vice President – Human Resources; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting, to sign “A” and “B” warrants and other documents as authorized by the Board of Trustees, during the period December 17, 2007, through the Annual Organizational Meeting in December, 2008, one signature only being required. Josie Cheung, Accounting Officer and Estella Lee, Accounting Officer authorized for on-line approval of “B” warrants, during the period December 17, 2007, through the Annual Organizational Meeting in December, 2008.

2. Authority to Sign Contracts

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jeff Marsee, Vice President – Administrative Services; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting, to be authorized to sign contracts during the period December 17, 2007, through the Annual Organizational Meeting in December, 2008, one signature only being required.

3. Authority to Sign Purchase Orders

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jeff Marsee, Vice President – Administrative Services; Barbara Perez, Interim Associate Vice President – Human Resources; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting, to sign purchase orders for all District funds, the Auxiliary Services fund, Trust fund, and all Associated Student funds during the period December 17, 2007, through the Annual Organizational Meeting in December, 2008, one signature only being required.

4. Authority to Sign Purchase Orders for the Bookstore

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jeff Marsee, Vice President – Administrative Services; Barbara Perez, Interim Associate Vice President – Human Resources; Janice Ely, Business Manager; Thomas Connolly, Director of Accounting; and Julie Bourlier, Bookstore Director, to sign purchase orders for the bookstore fund during the period December 17, 2007, through the Annual Organizational Meeting in December, 2008, one signature only being required.

5. Authority to Sign Change Orders

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jeff Marsee, Vice President – Administrative Services; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting, be authorized to sign contract change orders during the period of December 17, 2007, through the Annual Organizational Meeting in December, 2008, one signature only being required.

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

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jeff Marsee, Vice President – Administrative Services; Barbara Perez, Interim Associate Vice President - Human Resources; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting, to sign Notices of Employment and Orders for Salary Payments during the period December 17, 2007, through the Annual Organizational Meeting in December, 2008, one signature only being required.

7. Revolving Cash Fund – El Camino Community College District

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jeff Marsee, Vice President – Administrative Services; Janice Ely, Business Manager; and Thomas

Connolly, Director of Accounting; Josie Cheung, Accounting Officer; and Estella Lee, Accounting Officer, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 17, 2007, through the Annual Organizational Meeting in December, 2008, two signatures required.

8. Registration Fund

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jeff Marsee, Vice President – Administrative Services; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 17, 2007, through the Annual Organizational Meeting in December, 2008, two signatures required.

9. Cash Management Fund

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jeff Marsee, Vice President – Administrative Services; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 17, 2007, through the Annual Organizational Meeting in December, 2008, two signatures required.

10. Trust Funds

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jeff Marsee, Vice President – Administrative Services; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting, to draw money from and issue checks against Trust Funds of El Camino College on deposit in the Bank of America, Hawthorne Branch, during the period December 17, 2007, through the Annual Organizational Meeting in December, 2008, two signatures required.

11. Associated Students Bank Account

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jeff Marsee, Vice President – Administrative Services; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting, to draw money from and issue checks against any funds of the Associated Students on deposit in the Bank of America, Hawthorne Branch, during the period December 17, 2007, through the Annual Organizational Meeting in December, 2008, any two signatures required.

12. Bookstore Fund

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jeff Marsee, Vice President – Administrative Services; Janice Ely, Business Manager; Thomas Connolly, Director of Accounting; and Julie Bourlier, Bookstore Director to draw money from and issue checks against any funds of the Bookstore of El Camino College on deposit in the Bank of America, Hawthorne Branch, during the period December 17, 2007, through the Annual Organizational Meeting in December, 2008, any two signatures required.

13. Small Business Development Center Bank Account

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jeff Marsee, Vice President – Administrative Services; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 17, 2007, through the Annual Organizational Meeting in December, 2008, two signatures required.

14. El Camino College Business Office Account

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jeff Marsee, Vice President – Administrative Services; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting, to draw money from and issue checks

against funds in the El Camino College Business Office account in the Bank of America, Hawthorne Branch, during the period December 17, 2007, through the Annual Organizational Meeting in December, 2008, two signatures required.

15. Auxiliary Services Fund

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jeff Marsee, Vice President – Administrative Services; Barbara Perez, Interim Associate Vice President – Human Resources; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting, to draw money from and issue checks against funds in the Auxiliary Services account in the Bank of America, Hawthorne Branch, during the period December 17, 2007, through the Annual Organizational Meeting in December, 2008, two signatures required.

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

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jeff Marsee, Vice President – Administrative Services; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting, to draw money from and issue checks against the Dental Self-Insurance Trust Account with Wells Fargo Bank for up to \$30,000, during the period December 17, 2007, through the Annual Organizational Meeting December, 2008, two signatures required.

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

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jeff Marsee, Vice President – Administrative Services; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting, to draw money from and issue checks against any funds deposited in the Student Loan/Nursing Loan Billing Service account in City National Bank, during the period December 17, 2007, through the Annual Organizational Meeting in December, 2008, any two signatures required.

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

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jeff Marsee, Vice President – Administrative Services; Janice Ely, Business Manager; Thomas Connolly, Director of Accounting; Josie Cheung, Accounting Officer; and Estella Lee, Accounting Officer, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 17, 2007, through the Annual Organizational Meeting in December, 2008, two signatures required.

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

Continue the Self-Insurance Account for Property and Liability with the Union Bank, 21515 Hawthorne Boulevard, Torrance Branch, and that the following be authorized to sign for the account during the period December 17, 2007, through the Annual Organizational Meeting in December, 2008, facsimile signature up to \$5,000 or any two signatures together required.

El Camino College: Thomas M. Fallo, President; Jeff Marsee, Vice President – Administrative Services; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting.

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

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

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- C. Proposed Curriculum Changes: Effective 2008-2009 Academic Year..... 18

ACADEMIC AFFAIRS

A. BOARD POLICY 4231 (GRADE CHANGE) – SECOND READING

It is recommended that the Board accept the following policy for a second reading and adoption:

Board Policy 4231 – Grade Change

ACADEMIC AFFAIRS

Board Policy 4231

Grade Change

When grades are given for any course of instruction taught in the El Camino Community College District, the grade given to each student shall be the grade determined by the instructor of the course, and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.

A student who alleges that a grade in a course was given as a result of mistake, fraud, bad faith, or incompetency may appeal the grade within 18 months of the last day of the term in which the grade was given.

Procedures for appeal have been developed by the President/Superintendent or his designees in collegial consultation with the Academic Senate.

This policy supersedes the section of BP 4220 that deals with grade change procedures.

Citation: Education Code Sections 76224(a) and 76232; Title 5 Section 55760(a)

El Camino College
Policy
Adopted:

ACADEMIC AFFAIRS

B. INSTRUCTIONAL FIELD TRIP – WINTER 2008

It is recommended that the Board accept the following field trip for Winter 2008:

January 18-21, 2008 – Professor Matthew Ebner – Geography 20 Class, estimated students 25, Death Valley and Mojave National Preserve, depart 7:00 a.m. (1/18), return 7:00 p.m. (1/21) – Van transportation.

C. PROPOSED CURRICULUM CHANGES: EFFECTIVE 2008-2009 ACADEMIC YEAR

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

HUMANITIES DIVISION

NEW COURSES

1. Chinese 24 – Introduction to Chinese Language and Culture
Units: 3 Lecture: 3 hours Faculty Load: 20%
Recommended Preparation: eligibility for English 1A
Credit, degree applicable; Transfer CSU, UC (pending)
This course provides an introduction to the cultural aspects of the Chinese language through a study of Chinese culture, geography, social institutions, literature, art, architecture, music, and business. Topics include comparison of Chinese and other Asian languages and cultures as well as comparison with Western languages and civilizations.

Note: This course is conducted in English

2. English 48 – Modern Literature of Latin America
Units: 3 Lecture: 3 hours Faculty Load: 20%
Recommended Preparation: eligibility for English 1A
Credit, degree applicable; Transfer CSU, UC (pending)
This course is a survey of modern literature from Latin American countries. Students explore themes common to selected major writers and identify cultural, political, and stylistic patterns in their works.

ACADEMIC AFFAIRS

DISTANCE EDUCATION COURSE VERSION; COURSE REVIEW

1. English 4 – Grammar and Structure

INDUSTRY AND TECHNOLOGY DIVISION

INACTIVATE COURSES

1. Automotive Technology 71 – Introduction to Toyota Specific Technology
2. Automotive Technology 72 – Intermediate Toyota Specific Technology

MATHEMATICAL SCIENCES DIVISION

CHANGES IN CREDIT STATUS, TRANSFER STATUS; COURSE REVIEW

1. Computer Science 4 - Computer Science Programming in C# (C sharp)
Current Status/Proposed Change
Credit, ~~not~~ degree applicable
~~No Transfer CSU~~ Transfer CSU

COURSE REVIEW

1. Computer Science 10 – Computer Programming with FORTRAN

CHANGE IN CONDITIONS OF ENROLLMENT (Prerequisite, Corequisite, Recommended Preparation, or Enrollment Limitation); COURSE REVIEW

1. Mathematics 60 – Elementary Geometry
Current Status/Proposed Change
Prerequisite: Mathematics 40 or Mathematics 41B or Mathematics 43 with a minimum grade of C in prerequisite or qualification by testing (El Camino College Mathematics Placement Test) and assessment

ACADEMIC AFFAIRS

NATURAL SCIENCES DIVISION

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

Current Status/Proposed Change

1. Biology ~~1C~~ 103 – Fundamentals of Molecular Biology
Prerequisite: Biology ~~1B~~ 101 and 102 with a minimum grade of C in each course;
Chemistry 7A with a minimum grade of C or concurrent enrollment
This course is an introduction to molecular biology. ~~including protein structure and functions~~; The student will study DNA, and RNA structure and functions; protein synthesis; genome organization in structure; protein biochemistry; protein purification and analysis; genome organization of viruses, prokaryotes and eukaryotes; gene cloning; DNA technology and applications of genetic engineering DNA replication; transcription and splicing; regulation of transcription; translation; and recombinant DNA technology. The student will also explore the uses of DNA technology, such as forensics and agriculture, as well as the ethical considerations of these uses.

CHANGE IN DISCIPLINE; COURSE REVIEW

1. Geography 1 – Physical Elements
Current Status/Proposed Change
Discipline: Geography/Earth Science

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

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A. STUDENT FIELD TRIP

It is recommended that the Board approve the following student field trip sponsored by Project Success. The purpose of the trip is to provide cultural enrichment.

January 18, 2008 – Kimya Anthony

Museum of Tolerance, Los Angeles, California. Estimated students 20. Depart 11 a.m., return 3:30 p.m. Transportation by bus at a cost of \$650. Entrance fees of \$9 each to be paid by the students.

B. COMMUNITY EDUCATION – FALL 2007

It is recommended that the Board approve amending the following instructor salary changes for Community Education Program for Fall 2007:

Class Title	Contractor	Salary	Class Fee	Start Date	Date/Time	End Date	Room
Conversational Spanish – Beginning 1	De los Rios, Jerry	Opt A \$25.00	\$69	9/18/07	Tuesday & Thursday 7:00 PM-9:00 PM	10/4/07	MUS 202
Conversational Spanish – Beginning 2	De los Rios, Jerry	Opt A \$25.00	\$69	10/9/07	Tuesday & Thursday 7:00 PM-9:00 PM	10/25/07	MUS 202
Conversational Spanish – Intermediate 1	De los Rios, Jerry	Opt A \$25.00	\$69	10/30/07	Tuesday & Thursday 7:00 PM-9:00 PM	11/15/07	MUS 202

No other changes. Previously Board approved August 20, 2007.

C. GRANTS – APPLICATION INFORMATION

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

1. City of Los Angeles, Community Development Department – Entrepreneur/ Microenterprises Technical Assistance for South Los Angeles. The El Camino College Small Business Development Center shall use its current proven operational processes and system to deliver one-on-one counseling, training, and technical assistance to clients enrolled in the Los Angeles Business Assistance Program for South Los Angeles. The program targets entrepreneurs and microenterprises. Program participants will go through a screening process to determine if/when counseling and/or training is needed. Counseling and training activities shall be offered in both online and classroom environments. This is a two-year grant.

Amount of Grant Funding from Granting Agency:	\$465,399.94
Amount of College Match: (In-kind)	<u>538,461.94</u>
Total Amount of Grant:	<u>\$1,003,861.88</u>
Indirect Rate:	\$22,157.26 (5%)
Performance Period:	April 1, 2008 through March 31, 2010

2. U.S. Department of Labor – Community-Based Job Training – Fastener Manufacturing Center. El Camino College is taking the lead in bringing together industry partners in the South Bay to provide industry-driven training and capacity building projects designed to respond to aerospace industry needs with both short and long-term solutions. Community-based job training industry partners are The Boeing Company, Alcoa Fastening Systems, California Screw Products, Lisi Aerospace, SPS Technologies, West Coast Aerospace, Los Angeles Workforce Investment Board, South Bay Work Force Investment Board, Los Angeles Chamber of Commerce, California Space Authority, and the American Institute of Aeronautics and Astronautics. All partners will contribute an in-kind match to provide additional funds for the grant. This is a three-year industry-driven training and capacity building project designed to provide Fastener Manufacturing Institute Certification as well as certification under the existing Society of Manufacturing Engineers, National Institute for Metalworking Skills, and Manufacturing Skill Standards Council.

Amount of Grant Funding from Granting Agency	\$1,187,435
Amount of College Match (In-kind)	417,930
Partners Match (In-kind)	<u>2,679,346</u>
Total Amount of Grant:	<u>\$4,284,711</u>
Indirect Rate:	\$45,617 (4%)
Performance Period:	February 1, 2008 through January 31, 2011

D. 2007-2008 SCHOOL CALENDAR - REVISION

It is recommended that the Board approve revision of the 2008 Summer School Calendar to reflect a term date of June 9 through August 15, 2008, instead of August 14, 2008 for El Camino College and El Camino College Compton Center.

E. STUDENT EXPULSIONS – 2007-1, 2007-2, 2007-3

It is recommended that the Board approve expulsion of students' numbers 2007-1, 2007-2, and 2007-3, effective December 17, 2007.

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

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Administrative Services

**A. TRANSFER OF FUNDS FROM GENERAL FUND UNRESTRICTED (11)
TO GENERAL FUND RESTRICTED (12)**

It is recommended that the Board of Trustees approve the following interfund transfer for the 2007-08 fiscal year:

From: General Fund-Unrestricted (11)
To: General Fund-Restricted (12) 3:1 Match \$ 36,980

The transfer is the District's required one-third match of the State's 2007-2008 one-time allocation of \$110,940.

B. 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. Contractors: F-1 VISA EDUCATIONAL AGENCIES (See following list)

Services: The agencies recruit F-1 Visa students for El Camino College. Agencies will be paid a fee after the student has paid and completed his/her first and second semester.

Requesting Dept.: Admissions – International Student Program

Date: 12/1/07 – 6/30/08

Financial Terms: The cost for this service is \$250 per semester, not to exceed \$500.

1. British Education
2. Inter Support Co., Ltd.
3. International Education Advisory Centre
4. ISA Inc.
5. ISI Global
6. Palamore Institute
7. PTM
8. Real Technology
9. Sakae Institute of Study Abroad

2. **Contractor:** **LOS ANGELES HARBOR COLLEGE**
Services: Administer on-line assessments in support of the ECC Workplace Learning Center's Career Readiness Certificate Project.
Requesting Dept.: Workplace Learning Resource Center (WpLRC)
Date: 12/18/07 – 10/16/08
Financial Terms: No cost
3. **Contractor** **MEITETSU TRAVEL U.S.A. CORPORATION**
Services: The District's Cosmetology Department will provide instruction in manicuring for students of the Tokyo Jikei College. The contractor will assume responsibility for all liability and all housing, meals, and transportation for the students.
Requesting Dept: Industry and Technology Division
Date: 12/5/07
Financial Terms: Projected Net Income: \$6,300.
4. **Contractor:** **SPECTRA CLINICAL LABORATORIES**
Services: Provide part-time work employment opportunities to CalWORKs students.
Requesting Dept.: CalWORKs Department
Date: 1/2/08 – 6/30/08
Financial Terms: No Cost

C. **AGREEMENTS \$69,000 OR HIGHER**

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

1. **Contractor:** **APPLE COMPUTER, INC.**
Services: Provide 38 Apple computers for the Humanities Building Complex. Apple is the sole source of Apple and Macintosh branded hardware products authorized to sell to public and private nonprofit educational institutions in the United States.
Requesting Dept: Information Technology Systems
Financial Terms: Cost \$97,434.98
2. **Contractor:** **INGLEWOOD UNIFIED SCHOOL DISTRICT – CITY HONORS**
Services: Provide pre-engineering instruction to students through the District's Industry and Technology Division at the

Inglewood Unified, City Honors, and reimburse the contractor for materials, equipment and software needed to implement the program. FTES of 18.51 will be generated and apportionment will be shared with the contractor. This revision to the original contract that was approved in July adds City Honors to the program.

Requesting Dept.: Industry and Technology
Date: 8/1/07 – 6/30/08
Financial Terms: Projected Income: \$118,743/Projected Expenses: \$67,253/Projected Net: \$51,493

- 3. Contractor:** **PARKER & COVERT LLP**
Services: Provide legal representation/specific legal services as required by the District and to act as the Chief Negotiator for the District.
- Requesting Dept:** Human Resources
Date: 7/1/07 – 6/30/08
Financial Terms: Cost: Not to Exceed \$85,000

D. BID 2007-9/AUDIO VISUAL SYSTEMS (HUMANITIES COMPLEX)

It is recommended that the Board approve award to CCS Presentation Systems for the purchase of audio-visual equipment and the installation of same in forty-four (44) classrooms located in the Humanities Building. The purchase is made without proceeding through the bid process through the provision of Bid 2006-1 and the Epson Education National Account Program contract number (M0101723) established by the California State University Contract Services and Procurement.

Contractor: CCS Presentation Systems
Bid Amount: \$366,491.43

E. PURCHASE ORDERS

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

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
Fund 11	Unrestricted - El Camino			
P0101760	Discount Two-Way	Facilities/Planning	Non-Instruct Supplies	\$235.10
P0101768	Chefsmart	Ctr for Arts Promo	New Equipment -	\$1,029.25
P0101770	Ad Club	Facilities/Planning	Multi Media Advertising	\$590.15
P0101771	Travers Tree Service	Grounds	Repairs Noninstructional	\$2,800.00
P0101773	Mcmaster Carr	Physics	Instructional Supplies	\$204.82
P0101782	Diversified Photo	Photography	Instructional Supplies	\$2,325.43
P0101798	Center for Education	Counseling Office	Publications/ Periodicals	\$104.95
P0101799	Spencer Johnson	Staff Development	Conferences Mgmt	\$150.00
P0101803	Verizon Wireless	Health, Safety	Telephone	\$68.31
P0101804	Verizon Wireless	Health, Safety	Telephone	\$152.13
P0101830	National League for	Nursing	Dues And Memberships	\$1,660.00
P0101836	Full Compass	Div Office Fine Arts	Non-Instruct Supplies	\$199.53
P0101839	Edits Publishers	History	Instructional Supplies	\$449.21
P0101840	Secretary of State	Public Information	Publications/ Periodicals	\$20.00
P0101841	Kelly Paper Company	Copy Center	Non-Instruct Supplies	\$195.62
P0101842	Xpedx Paper &	Copy Center	Non-Instruct Supplies	\$277.87
P0101845	Kapco Library Product	Div Office Instr.	Instructional Supplies	\$165.69
P0101847	Back Stage West	Theatre/Dance	Non-Instruct Supplies	\$195.00
P0101848	Mouser Electronics	Physics	Instructional Supplies	\$516.52
P0101853	Matthew Bender	Div Office Instr.	Library Books	\$799.97
P0101854	Matthew Bender	Div Office Instr.	Library Books	\$333.22
P0101855	Taylor & Francis Gr	Div Office Instr.	Library Books	\$949.18
P0101856	Information Today	Div Office Instr.	Library Books	\$216.95
P0101864	Empire Cleaning	Facilities/Planning	Repairs Noninstructional	\$932.81
P0101865	Entertainment Light	Ctr for Arts Production	Non-Instruct Supplies	\$216.35
P0101866	South Coast Air Qual	Hazmat	Other Services And Expenses	\$99.09
P0101867	Barrett Robinson Inc.	Facilities/Planning	Non-Instruct Supplies	\$706.20
P0101868	Five Star Electrical	Electric Shop	Non-Instruct Supplies	\$487.13
P0101869	Western Highway	Grounds	Non-Instruct Supplies	\$189.39
P0101872	Carolee G. Casper	Student Affairs	Non-Instruct Supplies	\$34.68
P0101873	Delphin Computer	English	Instructional Supplies	\$269.54
P0101874	Yale Chase Materials	Ctr for Arts Production	Repairs Parts And Supplies	\$502.40
P0101882	Delphin Computer	Information Tech	Maintenance Contracts	\$16,133.60
P0101885	Nathan Medical	Human Resources	Other Services And Expenses	\$1,200.00
P0101896	Angstrom Stage	Ctr for Arts Production	Other Rentals	\$200.00
P0101898	Yale Chase Materials	Ctr for Arts Production	Repairs Parts And Supplies	\$721.42
P0101907	Mass Press	Political Science	Instructional Supplies	\$59.48
P0101909	Dell Marketing L. P.	Information Tech	Non Inst Comp Eq	\$5,886.67
P0101920	Monterey Graphics	Fiscal Services	Non-Instruct Supplies	\$866.43
P0101921	Hitt Marking Devices	Career Center	Non-Instruct Supplies	\$103.96
P0101922	Hitt Marking Devices	Fiscal Services	Non-Instruct Supplies	\$134.70
P0101944	Source 4	Fiscal Services	Non-Instruct Supplies	\$643.04
P0101946	Torrance Postmaster	Ctr for Arts Promo	Multi Media Advertising	\$1,894.01
P0101948	Nina K. Oshio	Human Resources	Other Services And Expenses	\$669.70
P0101952	Mass Press	Operations	Non-Instruct Supplies	\$118.96
P0101953	John E. Phillips	Facilities/Planning	Repairs Noninstructional	\$745.00
P0101954	Klean Sweep	Facilities/Planning	Repairs Noninstructional	\$190.00
P0101981	Performance Pipeline	Facilities/Planning	Repairs Noninstructional	\$5,650.00
P0101983	Sage Publications, Inc.	Community	Publications/ Periodicals	\$118.00
P0101984	ASTD	Community	Dues And Memberships	\$180.00

P0101986	Engineer Supply Llc	Information Tech	Non-Instruct Supplies	\$140.56
P0101994	Zones, Inc.	Administrative	Instructional Supplies	\$192.04
P0102000	Francesca C. Bishop	Speech Communicat	Conferences Other	\$1,425.50
P0102001	Leonardo World Llc	V.P. Academic Affairs	Conferences Mgmt	\$3,416.00
P0102002	Express Pipe & Sup	Construction	Instructional Supplies	\$152.01
P0102014	Southern California	Facilities/Planning	Repairs Noninstructional	\$1,229.84
P0102016	Community College	Presidents Office	Conferences Mgmt	\$250.00
P0102017	Community College	Board Of Trustees	Conferences Mgmt	\$250.00
P0102018	Community College	Board Of Trustees	Conferences Mgmt	\$250.00
P0102019	Community College	Board Of Trustees	Conferences Mgmt	\$250.00
P0102026	Nclex Program Report	Nursing	Publications-Magazines	\$324.75
P0102028	Alfonso M. Pimentel	Ed & Community	Contract Services	\$280.00
P0102032	Rotary Club/Torrance	Administrative Serv	Conferences Mgmt	\$82.00
P0102034	Jeffrey A. Marsee	Administrative Serv	Conferences Mgmt	\$105.85
P0102036	Mass Press	Music	Non-Instruct Supplies	\$59.48
P0102042	Enterprise Rentals	Earth Sciences	Transportation	\$173.16
P0102043	American Express	VP-SCA	Conferences Mgmt	\$85.00
P0102044	Association for Inst	Institutional Research	Publications/ Periodicals	\$165.00
P0102045	Cal Tech Copier, Inc.	Institutional Research	Maintenance Contracts	\$295.00
P0102046	Stephen L. Odoi	Theatre/Dance	Contract Services	\$500.00
P0102048	Torrance Postmaster	Ctr for Arts Promo	Multi Media Advertising	\$1,894.01
P0102049	Classic Cleaners	Ctr for Arts Production	Non-Instruct Supplies	\$118.92
P0102050	ACCCA	Public Information	Conferences Mgmt	\$125.00
P0102052	California Community	Public Information	Conferences Mgmt	\$345.00
P0102053	Brinks Home Security	Div Office Instr.	Other Services And Expenses	\$83.85
P0102054	@One Project	Staff Development	Conferences Mgmt	\$75.00
P0102058	National Archive	Div Office Instr.	Publications-Magazines	\$13,537.67
P0102060	International Smog	Facilities/Planning	Repairs Noninstructional	\$280.00
P0102062	Fancy Floors, Inc.	Facilities/Planning	Repairs Noninstructional	\$163.67
P0102063	Calmet Services	Utilities	Waste Disposal	\$3,575.00
P0102065	Performance Pipeline	Facilities/Planning	Repairs Noninstructional	\$900.00
P0102066	Daily Saw Service	Copy Center	Repairs Parts And Supplies	\$20.52
P0102067	Community College	Div Office Instr.	Publications-Magazines	\$3,698.50
P0102072	E & H Trophy and	Ed & Community	Other Services And Expenses	\$1,406.71
P0102083	Office Max	Human Resources	Non-Instruct Supplies	\$54.20
P0102085	3M Security Systems	V.P. Academic Affairs	Repairs - Instructional	\$982.65
P0102088	Security Solutions	Information Tech	New Equipment	\$1,708.12
P0102089	American Messaging	Nursing	Other Rentals	\$405.00
P0102105	Association of Arts	Div Office Fine Arts	Conferences Mgmt	\$840.00
P0102120	American Express	Information Tech	Transportation/Mileage	\$490.16
P0102122	BOG's - California	Information Tech	Maintenance Contracts	\$3,700.00

Fund 11 Total: 91

\$96,621.63

Fund 12 Restricted - El Camino

P0101766	Ward's Natural Sci	Natural Sciences	New Equipmen-Instr.	\$579.68
P0101769	Carolina Biological	Natural Sciences	New Equipmen-Instr.	\$692.20
P0101772	E.C.C. Public	VTEA - Institutional	Reproduction	\$1,000.00
P0101774	Dipte D. Patel	SRC Donations	Instructional Supplies	\$139.37
P0101784	CDW-G	Parking-Student	New Equipment	\$1,041.80
P0101793	Magic's Auto Body	Parking-Student	Repairs Non Instr	\$1,002.06
P0101829	Hitt Marking Devices	EOPS	Non-Instruct Supplies	\$9.77
P0101835	Innovation First	CACT - Quick Start	Non-Instruct Supplies	\$11,755.51
P0101837	Mass Press	CalWORKS	Non-Instruct Supplies	\$59.48

P0101843	Brite Carpet Cleaning	Community	Other Services And Expenses	\$160.00
P0101870	L.K. Goodwin Co.	VATEA I&T	New Equipment - Instructional	\$4,209.63
P0101871	Intelitek	CACT - Quick Start	Non-Instruct Supplies	\$2,823.68
P0101875	Apple Computer, Inc.	VATEA Journalism	New Equipment - Instructional	\$9,947.52
P0101876	Thinking Media	JDIF/Work Ready	License Fee/Site Licenses	\$8,025.00
P0101877	Doubletree Hotel	Global Experience	Conferences Mgmt	\$814.74
P0101883	Pacific Coachways	EOPS	Transportation	\$1,650.00
P0101884	Mass Press	EOPS	Non-Instruct Supplies	\$59.48
P0101897	AT Systems West, Inc.	Parking-Student	Other Services And Expenses	\$114.45
P0101899	GDR	Parking-Student	Other Services And Expenses	\$6,200.00
P0101900	Van Lingen Towing	Parking-Student	Other Services And Expenses	\$54.00
P0101901	Geralin Clark	Project Reach	Instructional Supplies	\$93.79
P0101905	Susan D. Brouillette	DSPS	Instructional Supplies	\$38.91
P0101906	Bozena Morton	Global Experience	Non-Instruct Supplies	\$32.30
P0101925	Destyn M. LaPorte	El Camino Language	Other Instr Supplies	\$400.00
P0101927	Destyn M. LaPorte	El Camino Language	Field Trip Expense	\$769.29
P0101928	S & B Food Services	El Camino Language	Non-Instruct Supplies	\$261.91
P0101931	Delphin Computer	Parking-Student	New Equipment -	\$1,533.90
P0101932	University Crime Wat	Parking-Student	Conferences Mgmt	\$125.00
P0101933	S & B Food Services	SRC Donations	Instructional Supplies	\$152.52
P0101934	The Society for Intern	ITAR-Econ Dev Grant	Other Books	\$780.00
P0101935	South Bay Ford	Parking-Student	Repairs Non Instr	\$186.73
P0101936	Black Business	SBDC - Caltrans	Conferences Other	\$1,250.00
P0101937	Nxlevel Education	SBDC - Non-Program	Non-Instruct Supplies	\$1,560.00
P0101938	Sign a Rama	SBA Contract Jan-Dec	Printing	\$287.94
P0101939	Project Lead the Way	CSA WIRED - CACT	Non-Instruct Supplies	\$8,063.58
P0101940	New York Food	Community	Conferences Mgmt	\$851.12
P0101941	L. A. Area Chamber	Aerospace Export	Multi Media Advertising	\$1,575.00
P0101942	Sirchie Fingerprint Lab	Parking-Student	Non-Instruct Supplies	\$321.26
P0101949	Specialty Graphics	Behavioral & Social	New Equip - Noninstr	\$1,028.38
P0101951	Thompson Publishing	Title V ECC/SMC	Non-Instruct Supplies	\$163.95
P0101955	Community College	TTIP Library	Other Services And Expenses	\$3,202.00
P0101966	American Express	JDIF/Maritime Basic	Transportation/ Mileage	\$308.80
P0101970	Rodolfo Lopez, Jr.	Global Experience	Non-Instruct Supplies	\$180.90
P0101975	EWDP Support	CTLI (COCCC)	Conferences Other	\$120.00
P0101993	Sandra P. DeMos	CCAccessMeansPar	Dues And Memberships	\$100.00
P0102015	Vernon Sales	Faculty & Staff Div	Non-Instruct Supplies	\$2,069.57
P0102020	Scholastic Insurance	El Camino Language	Other	\$19,880.00
P0102021	Sidedoor Studio, The	El Camino Language	Multi Media Advertising	\$324.00
P0102029	Rotary Club	Community	Contributions	\$240.00
P0102030	Portofino Hotel	Community	Conferences Mgmt	\$1,811.43
P0102031	Drury Inn & Suites	JDIF/Maritime Basic	Conferences Mgmt	\$566.24
P0102033	National Technology	JDIF/Maritime Basic	Conferences Mgmt	\$1,399.00
P0102068	Women in Non	Community	Contributions	\$500.00
P0102069	A-1 Printing &	SBA Contract Jan-Dec	Printing	\$6,191.90
P0102070	PC Mall Gov Inc.	Community	Instructional Supplies/Lottery	\$119.55
P0102071	Jean Petty	Community	Conferences Mgmt	\$115.50
P0102074	S & B Food Services	Women in Ind.&Tech	Non-Instruct Supplies	\$274.11
P0102084	The Paton Group	Cact CA Employee	Other Books	\$2,307.48
P0102093	S & B Food Services	EOPS	Non-Instruct Supplies	\$526.90
P0102103	Lighthouse Publishing	El Camino Language	Multi Media Advertising	\$2,380.00
P0102104	International Ed	El Camino Language	Multi Media Advertising	\$1,200.00
P0102119	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$646.48
Fund 12 Total: 62				\$114,277.81

Fund 15	General Fund -Special Programs			
P0101711	Office Depot	Facilities/Planning	New Equipment	\$158.89
P0101852	Greenwood Publish	Div Office Instr.	Library Books	\$1,074.82
P0101908	Fastsigns	Div Office-Studnt	Non-Instruct Supplies	\$1,288.18
P0101950	Matthew Bender	Div Office Instr.	Library Books	\$802.89
P0102004	Michael Tani	First Year Exp	Non-Instruct Supplies	\$40.00
P0102005	California	First Year Exp	Conferences Mgmt	\$345.00
P0102055	Brodart Co.	Div Office Instr.	Library Books	\$487.13
P0102056	Thomson Gale	Div Office Instr.	Library Books	\$2,563.72
P0102057	Information Today	Div Office Instr.	Library Books	\$309.95
P0102091	Theresa M. Clifford	First Year Exp	Non-Instruct Supplies	\$167.64
P0102111	Torrance Postmaster	Div Office-Studnt	Contract Services	\$31,500.00
P0102113	Mid City Mailing	Div Office-Studnt	Contract Services	\$450.00
		Fund 15 Total: 12		\$39,188.22
Fund 41	Capital Outlay			
P0101775	Pyro-Comm Systems,	Food Service Modular	Testing & Inspection	\$400.00
P0101776	MTGL, Inc.	Food Service Modular	Testing & Inspection	\$1,500.00
P0101795	Anixter	Humanities Complex	Group II Equipment	\$13,142.65
P0101796	CDW-G	Humanities Complex	Group II Equipment	\$7,424.98
P0101797	Metronome Inc	Humanities Complex	Group II Equipment	\$119,008.70
P0101800	Valley Crest Tree	Tree Replacements	Site Improvements	\$48,350.00
P0101923	Dave Bang Associate	Building Systems	New Equipment	\$2,769.43
P0102024	Barrett Robinson Inc.	ADA Restroom	Non-Instruct Supplies	\$138.29
P0102061	Fancy Floors, Inc.	Flooring Replacement	Buildings	\$1,503.60
		Fund 41 Total: 9		\$194,237.65
Fund 44	GO Bond Series 2006B			
P0101879	S & M Moving System	Humanities Complex	Contract Services	\$14,773.67
P0102025	Acco Engineered	Central Plant	Site Improvements	\$8,668.00
P0102027	Dell Marketing L. P.	Central Plant	New Equipment	\$4,099.95
		Fund 44 Total: 3		\$27,541.62
Fund 62	Property & Liability			
P0101903	El Camino	Purchasing	Liability - Self Insurance	\$173.12
		Fund 62 Total: 1		\$173.12
Fund 71	Associated Students			
P0101786	Jose L. Gonzalez	Student Affairs	ASB Exp.	\$245.00
P0101999	Toys R Us	Student Affairs	ASB Exp.	\$1,000.00
		Fund 71 Total: 2		\$1,245.00
Fund 79	Auxiliary Services			
P0101767	Jason A. Lobell	Fine Arts	Non-Instruct Supplies	\$500.00
P0101787	Sue Oda-Omori	Counseling Office	Non-Instruct Supplies	\$156.76
P0101790	Torrance Postmaster	Fine Arts	Non-Instruct Supplies	\$432.87
P0101791	Darren Yomogida	Student Affairs	Non-Instruct Supplies	\$400.00
P0101792	Mid City Mailing	Fine Arts	Non-Instruct Supplies	\$320.00
P0101794	Van Nguyen	Counseling Office	Non-Instruct Supplies	\$421.59
P0101850	Campus Concerts	Fine Arts	Non-Instruct Supplies	\$700.00

B0110898	Nancy Brown	CACT - Quick Start	PSA Contract Services	\$1,500.00
B0110899	Paul A. Van Hulle	Cact CA Employee	PSA Contract Services	\$25,000.00
B0110903	Western Graphix	Parking-Student	Non-Instruct Supplies	\$200.00
B0110916	Soap Design Co	Contract Education	Contract Services	\$2,500.00
B0110917	Estwick & Associates	Foster Care Ed 03-04	Contract Services	\$592.00
B0110918	D. James Hancuff	SBA Contract Jan-Dec	Contract Services	\$2,025.00
B0110919	Jose Perez	model approaches to	PSA Contract Services	\$1,720.00
B0110920	Jose Perez	Foster Care Ed 03-04	PSA Contract Services	\$592.00
B0110922	Susan Barclay-Jones	Foster Care Ed 03-04	PSA Contract Services	\$592.00
B0110923	Elonda Austin-Perez	Foster Care Ed 03-04	PSA Contract Services	\$592.00
B0110926	Van Lingen Towing	Ref & Lane Tech	Instructional Supplies	\$250.00
B0110928	Carlos Sol	SBDC - Non-Program	PSA Contract Services	\$2,000.00
B0110929	Pixelfish, Inc.	Community	Contract Services	\$7,500.00
B0110930	Harold B. Hulbert	Cact CA Employee	PSA Contract Services	\$20,000.00
B0110931	Bonner Quorum	SBDC COCCC	Contract Services	\$8,400.00
B0110932	Barbara A. Casper	SBA Contract Jan-Dec	PSA Contract Services	\$20,000.00
B0110933	D. James Hancuff	SBA Contract Jan-Dec	Contract Services	\$14,310.00
B0110934	Giovanna Brasfield	SBDC - Caltrans	PSA Contract Services	\$15,000.00
B0110935	Global Holdings	Community	Contract Services	\$16,830.00
B0110936	Carlos Sol	Community	PSA Contract Services	\$8,160.00
B0110939	ECCD Petty Cash	Natural Sciences	Instructional Supplies/Lottery	\$400.00
B0110945	Kallman Worldwide,	Aerospace Export	Contract Services	\$29,800.00
B0110948	Kevin Farmer	SBDC COCCC	PSA Contract Services	\$1,500.00
B0110952	S & B Food Services	Staff Development	Contract Services	\$4,000.00
B0110953	The Safemart	Parking-Student	Non-Instruct Supplies	\$150.00
B0110955	Electrical Consultants	Contract Training	Contract Services	\$16,000.00
Fund 12 Total: 32				\$213,662.00
Fund 15 General Fund -Special Programs				
B0110937	Ewing Irrigation	Grounds	Non-Instruct Supplies	\$3,000.00
B0110938	Moneta Nursery Inc.	Grounds	Non-Instruct Supplies	\$7,000.00
Fund 15 Total: 2				\$10,000.00
Fund 41 Capital Outlay				
B0101491	Ford Graphics	Women's Shwr&Lckr	Buildings	\$5,000.00
B0110941	Southland Construct	Women's Shwr&Lckr	Buildings	\$590,000.00
B0110942	National Roofing	Repair Roof SSC	Repairs Noninstructional	\$1,000.00
Fund 41 Total: 3				\$596,000.00
BPO Funds Total: 45				\$844,957.00
<u>Grand Total POs and BPOs: 259</u>				\$1,358,764.54

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

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Administrative Services – Measure E Bond Fund

A. CATEGORY BUDGETS AND BALANCES

The following table reports Measure E expenditures and commitments through November 30, 2007. The budget includes state, bond, and local source of funds.

GENERAL OBLIGATION BOND FUND CATEGORIES AND PROJECT SUMMARY

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Additional Classrooms and Modernization (ACM)	\$191,843,972	\$54,869,485	\$12,800,179	\$124,174,308
Campus Site Improvements (CSI)	35,907,523	1,621,693	473,926	33,811,904
Energy Efficiency Improvements (EEI)	2,818,000	1,714,307	74,812	1,028,881
Health and Safety Improvements (HSI)	144,935,897	22,297,093	6,801,242	115,837,562
Information Technology and Equipment (ITE)	34,776,156	7,295,697	116,648	27,363,811
Physical Education Facilities Improvements (PEFI)	1,585,700	0	0.00	1,585,700
Unallocated Refunding Income	1,910,463	0	0	1,910,463
TOTAL	<u>\$413,777,711</u>	<u>\$87,798,276</u>	<u>\$20,266,807</u>	<u>\$305,712,628</u>

B. CONTRACT – PHASE 2 INFRASTRUCTURE PROJECT – KOURY ENGINEERING AND TESTING

It is recommended the Board of Trustees approve entering into a contract with Koury Engineering and Testing to provide special testing and inspection services for the Infrastructure Phase 2 Project.

Four testing and inspection firms responded to the District's request for proposals to provide special test and inspection services for construction projects, based upon the responses two firms were selected to be interviewed. The interviewed firms were evaluated based upon previous experience, staff qualifications, responses to questions and the proposed fee structure. Both firms' qualifications are acceptable, and the fee structure is reasonable. Koury is being recommended since it has a local office, which will reduce transportation and hourly charges. The fee is based upon an hourly fee schedule and the estimated amount of special inspections and material testing that will be required.

Dates of Service: December 18, 2007 though September 31, 2008.

Cost: Not to exceed \$75,000 invoiced monthly.

C. CHANGE ORDER – HUMANITIES REPLACEMENT PROJECT – SUPERIOR WALL SYSTEMS

Administrative Services – Measure E Bond Fund

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

Provide sheet metal enclosure for vertical roof drain piping on stairs 2 & 3. This will improve the visual appearance of the building.

Total Change Order Amount	\$3,018
Original Contract Amount	\$1,484,330
Prior Changes	8,055
This Change Order Amount	<u>3,018</u>
New Contract Amount	<u>\$1,495,403</u>

D. CHANGE ORDER – HUMANITIES REPLACEMENT PROJECT – AIREMASTERS, INC.

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

Modify piping and add valves to chilled water supply system to accommodate the connection of a temporary chiller. This work was necessary in order to test and balance the system. Previous planning assumed chilled water would be available from the Central Plant for this activity. However, the pace of construction on the Central Plan precluded that option.

Total Change Order Amount	\$14,724
Original Contract Amount	\$1,625,000
Prior Changes	6,189
This Change Order Amount	<u>14,724</u>
New Contract Amount	<u>\$1,645,913</u>

E. CHANGE ORDER – HUMANITIES REPLACEMENT PROJECT – ORANGE BUILDERS

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

Remove exposed stairway fire sprinklers. This change is being made to remove the potential of vandalism to the entire system.

Administrative Services – Measure E Bond Fund

Total Change Order Amount	\$5,933
Original Contract Amount	\$409,900
Prior Changes	1,219
This Change Order Amount	<u>5,933</u>
New Contract Amount	<u>\$417,052</u>

F. CHANGE ORDER – HUMANITIES REPLACEMENT PROJECT – BENNETT LANDSCAPING

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

Substitute decomposed granite for gravel at exterior planter areas. This change is being made to reduce the potential of vandalism.

Total Change Order Amount	\$1,449
Original Contract Amount	\$262,714
Prior Changes	6,922
This Change Order Amount	<u>1,449</u>
New Contract Amount	<u>\$271,085</u>

G. CHANGE ORDER – HUMANITIES REPLACEMENT PROJECT – PLUMBING, PIPING, & CONSTRUCTION, INC.

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

Investigate and replace fire hydrant damaged by another contractor. Revised routing for 4 inch water main and isolation valve. The contractor responsible for the damage will be backcharged.

Total Change Order Amount	\$9,108
Original Contract Amount	\$513,000
Prior Changes	19,135
This Change Order Amount	<u>9,108</u>
New Contract Amount	<u>\$541,243</u>

Administrative Services – Measure E Bond Fund

H. CHANGE ORDER – HUMANITIES REPLACEMENT PROJECT – AMTEK CONSTRUCTION

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

Provide retaining wall adjacent to relocated access ramp. The building’s concrete foundation interfered with the original ramp location.

Total Change Order Amount	\$10,994
Original Contract Amount	\$1,042,000
Prior Changes	48,003
This Change Order Amount	<u>10,994</u>
New Contract Amount	<u>\$1,100,997</u>

I. CHANGE ORDER – HUMANITIES REPLACEMENT PROJECT – S. H. FISH ELECTRIC

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

Provide new clocks in rooms 113 and 122 missing from contract documents. Provide electrical connections for additional fire dampers at duct shaft for women’s restrooms due to rerouting of exhaust duct. Provide electrical power for AHU 1, 2, and 3 inter cab light and electrical outlets not shown on contract documents.

Total Change Order Amount	\$3,755
Original Contract Amount	\$2,671,000
Prior Changes	41,039
This Change Order Amount	<u>3,755</u>
New Contract Amount	<u>\$2,715,794</u>

J. CHANGE ORDER – HUMANITIES REPLACEMENT PROJECT – BORBON, INC.

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

Administrative Services – Measure E Bond Fund

Paint added roof drain enclosures.

Total Change Order Amount	\$657
Original Contract Amount	\$249,900
Prior Changes	25,258
This Change Order Amount	<u>657</u>
New Contract Amount	<u>\$275,815</u>

HUMANITIES PROJECT CONTINGENCY - Summary

Contingency	\$1,100,000
Prior Change Orders	-216,167
This Month's Change Orders	<u>-49,638</u>
Balance	<u>\$834,195</u>

**K. CHANGE ORDER – LEARNING RESOURCES CENTER PROJECT –
FREDERICK TOWERS**

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

Back charge for engineering costs to mitigate misplaced anchor bolts.

Total Change Order Amount	-\$5,352
Original Contract Amount	\$1,074,000
Prior Changes	0
This Change Order Amount	<u>-5,352</u>
New Contract Amount	<u>\$1,068,648</u>

**LEARNING RESOURCES CENTER PROJECT CONTINGENCY -
Summary**

Contingency	\$278,000
Prior Change Orders	-44,640
This Month's Change Orders	<u>5,352</u>
Balance	<u>\$238,712</u>

Administrative Services – Measure E Bond Fund

L. CHANGE ORDER – PHASE 1 INFRASTRUCTURE – MEL SMITH ELECTRIC, INC.

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

At the Technical Arts Building’s point of connection for data, electrical power and hydronic water, it was necessary to tunnel under a previously unknown underground obstruction and relocate piping. Existing valve boxes were replaced with signal traffic rated boxes to improve maintenance of valves and longevity of asphalt. Overtime was worked to accommodate the college’s school schedule for the reopening of Parking Lot C.

Total Change Order Amount	\$38,787
Original Contract Amount	\$10,790,000
Prior Changes	377,274
This Change Order Amount	<u>38,787</u>
New Contract Amount	<u>\$11,206,061</u>

PHASE 1 INFRASTRUCTURE CONTINGENCY - Summary

Contingency	\$611,660
Prior Change Orders	-377,721
This Month’s Change Orders	<u>-38,787</u>
Balance	<u>\$195,596</u>

M. CHANGE ORDER – CENTRAL PLANT – ACCO ENGINEERED SYSTEMS

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

Add two (2) eyewash stations near chemical pot feeders and add roof drain under cooling tower.

Total Change Order Amount	\$6,920
Original Contract Amount	\$12,245,000
Prior Changes	81,868
This Change Order Amount	<u>6,920</u>
New Contract Amount	<u>\$12,333,788</u>

Administrative Services – Measure E Bond Fund

CENTRAL PLANT CONTINGENCY - Summary

Contingency	\$900,000
Prior Change Orders	-81,868
This Month’s Change Orders	<u>-6,920</u>
Balance	<u>\$811,212</u>

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

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

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
P0101805	Mel Smith Electric, Inc.	Infrastructure Phase I	Site Improvements	\$9,675
P0109062	State Water	Humanities Complex	Permit Processing Fees	284
P0109063	Los Angeles County	Humanities Complex	Buildings	<u>757</u>
<u>Grand Total POs and BPOs</u>				<u>\$10,716</u>

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

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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 1-29 and 1-25.

Certificated Personnel:

1. Retirement – Mr. Raymond Lovell, full-time instructor of Educational Development, Special Resource Center/Health Sciences and Athletics Division, last day worked June 6, 2008, first day of retirement June 7, 2008 and that a plaque be prepared and presented to him in recognition of his service to the District since February 1977.
2. Pre-retirement – Ms. Marilyn Anderson, full-time instructor of English, Humanities, to work a reduced load of 50% Fall and 50% in Spring, for five years beginning Fall 2008 through Spring 2013, in accordance with the Agreement, Article XVIII, Section 2(c).
3. Extend Employment – Dr. Charles Irvin Drew, Interim Dean of Health Sciences & Athletics, Range 16, Step 5, effective January 1 through June 30, 2008.
4. Leave of Absence (50% paid, medical) – Ms. Lutchminia Bilici, full-time instructor of Computer Information Systems (CIS), Business Division, effective February 9 through June 6, 2008.
5. Special Assignment – Mr. Craig Neumann, part-time instructor of Fire and Emergency Technology, Industry and Technology Division, to coordinate firefighter in-service training program, to be paid \$60.18 an hour not to exceed 144 hours or \$8,666, effective February 9 through June 6, 2008, in accordance with the Agreement, Article X, Section 9(m).
6. Special Assignment – Dr. Joy Zhao, full-time instructor of English, Humanities Division, to coordinate faculty activities related to China Program Development, to be paid \$60.18 an hour, not to exceed \$2,000, effective January 2 through February 5, 2008, in accordance with the Agreement, Article X, Section 14(a).
7. Special Assignment – The following part-time instructors of Nursing, Health Sciences & Athletics Division, to work as Skills Lab Specialist and Tutor, effective August 27 through June 30, 2008, not to exceed 23 hours each per week, in accordance with the Agreement, Article X, Section 9(m).

Instructor

Steven Jones

Class & Step

Class IL, Step 5

8. Special Assignment – Ms. Rose Ann Cerofeci, part-time instructor in the Humanities Division, to develop and deliver training for classified staff as part of Staff Development, to be paid \$60.18 an hour, not to exceed 90 hours or \$5,417, effective January 2, 2008 through June 30, 2008, in accordance with the Agreement, Article X, Section 9(m).
9. Special Assignment – Ms. Barbara Budrovich, full-time instructor of English, Humanities Division, to supervise the Writing Center and Computer Assisted Instruction Lab during the Winter session, to be paid \$45.14 an hour, not to exceed 100 hours or \$4,514, effective January 2 through February 5, 2008, in accordance with the Agreement, Article X, Section 14(a).
10. Special Assignment - The following part-time instructors of English, Humanities Division, to work as lab supervisor, to be paid \$45.14 an hour, effective January 2 through February 5, 2008, in accordance with the Agreement, Article X, Section 13.

<u>Instructor</u>	<u>Not to Exceed Hours</u>	<u>Not to Exceed Dollars</u>
Susan Herdzina	50	\$2,257
Sheryl Kunisaki	100	\$4,514
Annie Liu	50	\$2,257

11. Special Assignment - The following faculty members to be compensated reassigned time for performing Federation activities during the ~~2006~~ 2007 Fall semester, to be paid ~~\$55.65~~ \$58.43 an hour, for a total of 200 hours, in accordance with the Agreement, Article III, Section 11 (c).

*Items changed during Board meeting.

<u>Instructor</u>	<u>Not to Exceed Hours</u>	<u>Not to Exceed Dollars</u>
Sean Donnell (R/T 96)	20 hours	\$ 1,168.60
Chris Jeffries	40 hours	\$ 2,337.20
Angela Simon	20 hours	\$ 1,168.60
Don Brown	6 hours	\$ 350.58
Ken Key	6 hours	\$ 350.58
Elizabeth Shadish	6 hours	\$ 350.58
Stephanie Schwartz	3 hours	\$ 175.29
Van Chaney	<u>3 hours</u>	<u>\$ 175.29</u>
TOTAL	104 hours	\$ 6,076.72

12. Special Assignment – Ms. Jessica Padilla, full-time instructor of Anatomy, Natural Sciences Division, to evaluate a Compton Center Anatomy instructor, to be paid

\$43.83 an hour, not to exceed 3 hours or \$150, effective November 28, 2007, in accordance with the Agreement, Article X, Section 14(a).

13. Special Assignment - Dr. Linda Galluci, full-time Counselor, Counseling Division, to work as Student Learning Outcomes Coordinator (SLO), to be paid \$60.18 an hour, not to exceed 119 hours or \$7,162, effective January 3 through June 30, 2008, in accordance with the Agreement, Article X, Section 14(a).
14. Special Assignment - Ms. Patricia McGinley, full-time instructor of Nursing, Health Sciences & Athletics Division, to substitute for Nursing 250 under the Centinela Freeman Program for Community Advancement, to be paid \$58.43 an hour, not to exceed 4.5 hours or \$263, effective November 8 through November 30, 2007, in accordance with the Agreement, Article X, Section 14(a).
15. Special Assignment - The following instructors of Mathematics to assess and evaluate basic skills courses, to be paid \$60.18 an hour, not to exceed 20 hours each for a grand total for all participants of \$6,018, effective January 2 through February 8, 2008, in accordance with the Agreement, Article X, Section 14(a).

Lars Kjeseth
Kaysa Laureano
Malinni Roeun

Gregory Scott
Paul Wozniak

16. Special Assignment - Ms. Trudy Meyer, full-time instructor of Mathematics, to work as faculty coordinator, to be paid \$60.18 an hour, not to exceed 40 hours or \$2,408, effective January 2 through February 8, 2008, in accordance with the Agreement, Article X, Section 14(a).
17. Special Assignment - Dr. Lars Kjeseth, full-time instructor of Mathematics, to manage Cohort Project and develop activity field-testing protocols, to be paid \$60.18 an hour, not to exceed 100 hours or \$6,108, effective January 2 through February 6, 2008, in accordance with the Agreement, Article X, Section 14(a).
18. Special Assignment - The following part-time instructors of Mathematics, to develop further the materials produced in the cohorts for the joint Mathematics Title V Grant with Santa Monica College to be paid \$43.83 an hour in 2007 and \$45.14 in 2008, not to exceed 40 hours each for a grand total of 200 hours or \$1,806 each for a grand total of \$10,834, effective December 17, 2007 through February 7, 2008, in accordance with the Agreement, Article X, Section 9(m).

Maribel Lopez
Marion Reeve
Arkadiy Sheynshteyn

Patricia Stoddard
May Xu
David Yee

19. Special Assignment - The following instructors will provide Service Learning training for Project Reach, to be paid \$45.14 an hour, not to exceed \$1,205 each, effective February 11 through June 20, 2008, in accordance with the Agreement, Article X, Section 14(a).

<u>Instructor</u>	<u>Division</u>
Ruth Banda-Ralph	Enrollment Services
Frieda Dowden	Behavioral & Social Sciences
Dalia Juarez	Humanities

20. Special Assignment - The following full-time instructors to develop further the materials produced in the cohorts joint Mathematics Title V Grant with Santa Monica College, to be paid \$58.43 an hour in 2007 and \$60.18 in 2008, not to exceed 40 hours each for a grand total of 480 hours or \$28,887, effective December 17, 2007 through February 7, 2008, in accordance with the Agreement, Article X, Section 14(a)

<u>Mathematics</u>	<u>Not to Exceed Hours</u>	<u>Not to Exceed Dollars</u>
Jeff Cohen	40	\$2,407
Kaysa Laureano-Ribas	40	\$2,407
Arturo Martinez	120	\$7,222
Trudy Meyer	40	\$2,407
Eduardo Morales	40	\$2,407
Malinni Roeun	40	\$2,407
Greg Scott	40	\$2,407
Jacquelyn Sims	40	\$2,407
Susan Taylor	40	\$2,407
 <u>Human Development</u>		
Kristie Daniel Di Gregorio	20	\$1,204
Juli Soden	20	\$1,204

21. Special Assignment – Of the following part-time instructors of Mathematics only 10 faculty will be assigned to assess and evaluate basic skills courses, to be paid \$60.18 an hour, not to exceed a grand total of \$12,216, effective January 2 through February 8, 2008, in accordance with the Agreement, Article X, Section 9(m).

Adalinda Avila	Dimetros Dammena
Michael Bateman	Bruce Dovner
Roberr Bauman	Henri Feiner
Beyene Bayssa	Winfred Ferrell
Robert Cladwell	Junko Forbes
Wei-Feng Chen	Astatke Gizaw

Megan Granich
Hamza Hamza
Antony Hoang
Thu-Hang Hoang
Avid Khorram
Duc Le
Loan Le
Maribel Lopez
Steve Martinez
Perry McDonnell
Hai Ngo
Cuong Nguyen
Diem Nguyen
Hang Nguyen

Mohammad Rahnavard
Russell Reece
Marion Reeve
Tatiana Roque
Lernik Saakian
Alan Stillson
Linda Ternes
James Wan
Rich Wong
Jung Woo
May Xu
Christie Yang
David Yee

22. Stipend Assignment - The following part-time instructors of Industry & Technology to participate in pre-engineering training and program development, to be paid \$300 each, effective October 22 through November 7, 2007 in accordance with the Agreement, Article X, Section 9(m).

Robert Diaz
Wendy Kahan

Franz Seifert
Manuel Villaroman

23. Stipend Assignment - The following instructors to implement Service Learning in their classes for Project Reach, to be paid \$600 each, effective February 11 through June 30, 2008, in accordance with the Agreement, Article X, Section 14(a).

Instructor

Nancilyn Burruss
Matt Cheung
Cece Fuentes
Margarita Gonzalez
Mary Ann Leiby
Darryle Nagano Krier
Julie Soden

Division

Humanities
Humanities
EOP&S
Counseling
Humanities
Fine Arts
Behavioral & Social Sciences

24. Stipend Assignment - The following instructors from the Humanities Division, to attend training for and use Total Reader in Fall 2007, to be paid \$250, effective August 24, 2007 through June 30, 2008, in accordance with the Agreement, Article X, Section 14(a).

Debra Mochidome
Jean Paik

Shannon Richardson

25. Stipend Assignment - Mr. Harold Hofmann, full-time instructor of Machine Tool Technology, Industry & Technology Division, to attend LabVIEW software training at Honeywell Aerospace for Project Leader Program, to be paid \$400, effective November 19 through November 30, 2007, in accordance with the Agreement, Article X, Section 14(a).
26. Amend Employment – The following part-time/temporary instructors to be amended as follows for the 2008 Winter Session.

Behavioral & Social Sciences

Gearardo Nebbia, Class II, Step 6 (instead of Step 5)
Lorrie Shiota, Class IV, Step 6 (instead of Step 5)
Ventriss Woods, Class V, Step 8 (instead of Step 7)

Business

Jeffrey Cowan, Class II, Step 7 (instead of Step 6)
Jerry Muraoka, Class V, Step 12 (instead of Step 10)

Fine Arts

Daryle Nagano, Class II, Step 9 (instead of Step 8)

Humanities

Nancilyn Burruss, Class II, Step 6 (instead of Step 5)
Kathleen Collins, Class III, Step 9 (instead of Step 8)
Aura Imbarus, Class II, Step 9 (instead of Step 8)

Industry & Technology

William Johnson, Class I, Step 5 (instead of Class II, Step 8)

Natural Sciences

Richard Slocum, Class V, Step 10 (instead of Step 9)

27. Employment - The following part-time/temporary instructors to be hired as needed for the 2008 Winter Session.

Fine Arts

Carolyn Almos, Class III, Step 4
Walter Cox, Class III, Step 4
Heidi Gornto, Class IV, Step 9
Norman Looney, Class IV, Step 24
Suzanne Wong, Class II, Step 4

Health Sciences & Athletics

Krysti Rosario, Class I, Step 4

Joel Smith, Class III, Step 4

Maria White, Class II, Step 4

Mathematical Sciences

Vage Avakyan, Class V, Step 20

Shiuling Huang, Class III, Step 7

28. Employment - The following part-time/temporary instructors to be hired as needed for the 2008 Spring Semester.

Business

Steven Alexander

Shirley Aoto

William Bartz

Arnold Blanshard

Jack Bliss

Meredith Caliman

Douglas Carnahan

Jeffrey Cowan

Noel Craven

Loretta Daniels

Vincent DeLuca

Reni Dougherty

Allan Fork

Derf Fredericks

John Fuchs

Marilyn Harris

James Healy

Jo Ann Jones

Babak Khollesi

Neil Kuritzky

Philip Ser-Sun Lau

Ming Chun Lu

Katherine Maschler

Walker Matthews

Elaine McDaniel

Jon Mercant

Xavier Miranda

Jerry Muraoka

Denise Nevin

Stanley Niemczycki

Vi Tuong Pham

Robert Rooks

William Saichek

Rory Schlueter

Sophia Sherif

Lawrence Smith

Kathleen Standen

Jessica Stoudenmire

Jeffrey Tao

Helen Tillotson

Douglas Westhoff

Stephen Whitson

Brenda Williams

Fine Arts

Aminah Abdul-Jabbaar

Peter Abilogu

Deborah Aitken

Laura Kay Almo

Carolyn W. Almos

Craig Antrim

Cynthia Bahti

Ava Baldwin

Larisa Bates

Richard Berger

Dana Bisignano
Randall Von Bloomberg
Kim Borgaro
Linda Busch
Hsin-Yi Chang
Barry Cogert
Robert Coomber
Camille Cornelius
Jose Costas
Walter Cox
Jeffrey Crum
Robert Dalton
J. Carola de la Rocha
John Dearman
Caryn Desai
Rhonda Dillon
Mary Drobny
Barbara Dyer
Susan Einstein
Richard Ewing
Kurt Festinger
Virginia Frazier
Paul Gellman
Heidi Gornto
Jonathon Grasse
Matthew Grief
Mary Hackett-Konicek
Hiroshi E. Hamanishi
Jamie Hammond
Gloriane Harris
Karin Harris
Richard Hastings
Diane Hayden
Kent Eric Hayward
Susan Helfter
Michael Hernandez
Robert Hersh
Hiroko Hojo
Richard Holben
James Hovorka
Grant Hungerford
Maria Jaque
Karin Jensen

Isadora Johnson
Marcie Kaufman
Emma Kheradyar
Thomas Kidd
Leroy Kim
Lawrence Klepper
Rona Klinghofer
Carol Lisek
Kristi Lobitz
Norman Looney
James Mack
Patricia Maki
Annie Malone
Margot Martin
Michael Miller
Ruby Millsap
Joseph Mitchell
Vicki Muto
Daryle Nagano
Jeffrey Netzer
Binh Ngo
Dee Marie Nieto
Nancy OBrien
Terrell O'Donnell
Thomas Owens
Ann Patterson
David Patterson
Deborah Patterson
Omaha Perez
Michael Quinn
Lee Raby
Dorothy Ray
Tina Riggs (Chambers)
Lois Roberts
Manon Robertshaw
Gary Robertson
Bruce Russell
Victoria Sanchez
Lloyd Sherman
Andrew Shnurr
Diane Simons
Howlett Smith
Holly Sneed

Christine Stahl
Susan Ste Marie
Bruce Tellier
Sandra Trepasso
Helene Wagner

Medora Wildenberg
Medora Wildenberg
Kimberly Wilkinson
Suzanne Wong
Eunee Yee

Health Sciences & Athletics

Billie Jo Anthony
David Bacon
Sivi Banks-Carson
Jaymie Baquero
Edwardo Barragan
Richard Blount
Veronica Bruce
Susan Calderon
Colleen Caldwell
Elizabeth Canales
Marisa Chang
Pamela Chappell
Stephanie Collazo
Nina Collins
Lisa Correa
Roland Custodio
Linda Delzeit
Denise Diego
Kathleen Ann Du Ross
Patricia Duncan
Salomay Dyer
Margaret Ernaga
Michael Fenison
Nathan Fernley
Robert Flores
Suzette Frio
Diana B. Galias
Norene Gift
Jamie Hammond
Karen Hellwig
Jennifer Henderson
Rosalie Hernandez
Hiroko Hojo
William Hood
Michael Houck
Kevin Hughley

Naveed Hussain
Maryam Ibrahim
Sherry Jenkins
Steven Jones
Bonnie Kayser
Margaret Kidwell-Udin
Yeon Kim
Stacy Komai
Milagros Laja
Monica Lizarraga
Maria Teresa Martinez
Katherine Meese
Michael Mills
Stan Mintz
Leila Miranda-Lavertu
Craig Mizufuka
Douglas Mizukami
Josephine Moore
Helen Nakano
Jenny Nguyen
Mary Ogi
Ellen Schmidt Olaivar
Norkor Omaboe-Bulder
Nobeyba Ortega
Paula Park
Zoila Paz
Fred Petersen
Huibrie C. Pieters
Danielle R. Roman
Nathaniel Roque
Kathleen Rosales
Krysti Rosario
Linda Scott
Kiran Sharma
Stephen Shaw
Sean Sheil

Joel Smith
Melinda Smith
Susan Stohrer
Darryl Sue
Elizabeth Sweeney
Mark Thomas
Matthew Trites
Estella Turner
Steven Van Kanegan
Esther Vojkovich

Nina Walchko
Lisa Weyh
Maria White
Essence Wilson
Joyce Wise
Karen Wyatt
Mits Yamashita
Lynn Zeman
Aiping Zhou

Humanities

Amanda Ackerman
Jack Arensmeyer
Eric Balley
Jeannine Barba
Maria Barrio De Mendoza
Maria Bauer
Natasha Bauman
Vicki Blaho
Jason Bostick
Frances Brown
Ronald Brutti
Nancilynn Burruss
Rose Ann Cerofeci
Zeina Chakhchir
Kathleen Collins
Jolene Combs
Georgiana Coughlan
David Cron
Yolanda Cuesta
Agnes Davies
Kimiko Ego
Giti Farudi
Rita M. Fork
Paul Freeborn
Tiffany Gebhard
Antonio Gonzalez
Ellen Griffin
Julia Hackner
Greta Hendricks
Susan Herdzina
Jennifer Hill

Elizabeth Hindman
Jennifer Holt
Patricia Hoovler
Miriam Houssels
Aura Imbarus
Roberto Jimenez
Dalia Juarez
Bruce Kermane
Gary Kohatsu
Kim Krizan
Sheryl Kunisaki
Scott Kushigemachi
Gina Ladinsky
Christine Lanoie-Newman
Eve Lee
Annie Liu
Debra Lorango
Rosamina Lowi
Karen Lugo
Cathleen Lundy
Meagan Madigan
Susan Magabo
Michael Mangan
Clinton Margrave
Kate McLaughlin
John Millea
Yuki Minekawa
Kareema Nasouf
Susan Nozaki
Jean Paik
Leah Pate

Bonita Pereyra
Carolina Perez
Rossella Pescatori
Jennifer Peters
Lana Phillips
Claudia Prada
Joshua Pryor
Robert Puglisi
Cynthia Quintero
Loretta Ramirez
Robert Reichle
Natalie Ricard
Shannon Richardson
Anna Rodriguez
Kim Runkle
Tristan D. Saldana
Peter Salim
Jelena Savina
Joyce Marie Schenk
David Schlick
Dale Shannon

Amir Sharifi
Chunchi Shen
Grace Shibata
Jan Shimauro
Kathy Silvey
Allison Smith
Christopher Stevens
Eric Takamine
Kanzo Takemori
Norma E Tamer
Cindy Tino-Sandoval
Alexander Toth
Kathy Vertullo
John Wietting
Wendy Wright
Xiaowen Wu
Yong Yoon
Nina Yoshida
Hailiang Zhao
Alfred Zucker

Industry & Technology

Mark Arnold
George Allen Barber
Danny Barley
Gregory Barton
Robert Blackshear
Roger Bombassei
Kenneth Brazile
Michael Brownlie
Vera Bruce
John Carr
Kevin Coffelt
Nicholas Colin
Bruce Cook
Victor De la Torre
Timothy Dennis
Roger Des Rosiers
Robert Diaz
David Chi Do
Jeffrey Donahue
Kelly Dozier

Michael Effler
Stephen Ellis
Robert Engler
Dorothy Foral
Gregory George
Reggie Goodloe
Belinda Goodwin
Dudley Gray
Bridgitte Green
Charles Hamilton
Donald Herr
Sharon Higgins
Kenneth Ings
Michael Inman
Tommy Jester
William Johnson
Walter Kahan
Wendy Kahan
George Karnazes
Jerry Kinnan

Vera Kopecky
Thomas Kurth
James Lemmon
Mark Lepore
Edward Lugo
Mary Lyons
Christine Mariotti
Susan Martin
Richard Martinez
Jonathan Measures
Hector Morales
Chris Moran Wisdom
Sheila Murray
Craig Neumann
Nick Nickolin
Stephen Nothern
Robert Olmsted
Oscar Ortiz
Annette Owens
Maximeno Pena
Philip Reno
Christine Richey
Eugene Rock
Bernardo Rodriguez
Rey Rojo
Kenneth Ryan

Learning Resources

Anita Colby
Alice Cornelio
John Fowler
Margaret Murphy

Mathematical Sciences

Vage Avakyan
Adalinda Avila
Aida Awainisyan
Michael Bateman
Robert Bauman
Beyenne Bayssa
Susanne Bucher
Scott Bullock
Robert Caldwell

Michael Ryerson
Cyrus Saghifi
Linda Schuetze
Franz Seifert
Oscar Serrano
Richard Shima
James Sims
John Skipper
Michael Smith
Lynn Strobel
Gerald Strouse
Bradley Sweatt
Keith Swensson
David Taneman
Dale Ueda
Daniel Valladares
Michael VanOverbeck
Emmanuel Villaroman
Philip Walls
Shirley Warren
Sue Warren
William Warren
Carl Whitaker
Ronald Williams
David Winkler
Issac Yang

Bruce Russell
Jane Terry
Douglas Thompson

Wei-Feng Chen
Remo Ciccone
Dimetrios Dammerna
Zekarias Dammerna
Bruce Dovner
Henri Feiner
Winfred Ferrell
Manolita L. Formanes
Monte Furuya

Theodore Gibson
Jack Gill
Astatke Gizaw
Megan Granich
Hamza Hamza
Raymond Ho
Anthony Hoang
Thu-Hang Hoang
Shiuling Huang
Jamel Kammoun
Avid Khorram
William Latto Jr.
Loan Le
Maribel Lopez
Jose Martinez
Steve Martinez
Perry McDonnell
Wendy Miao
Ashod Minasian
Kevin Mofid
Hai Ngo
Alice O'Leary
Delores Owens
Quyên Phung
Mohammad Rahnavaard

Natural Sciences

Robert Altermatt
Premilla Arasasingham
Valerie Baggett
Jose Bava
Gary Booher
Robin Bouse
Michael Brennan
Adeleh Esfandiari
Lynn Fielding
Bruce Fitzpatrick
Diana Garcia
Kevin Kane
Melvin Kantz
Olga Katsuk
Mahbub Khan
Jed Laderman

Russell Reece
Marion Reeve
Matthew Robertson
Lernik Saakian
Oussama M. Safadi
Nashat Saweris
Michael Semenoff
Ellis Shamash
Arkadiy Sheynshteyn
Richard Sibner
Satish Singhal
Shane Smith
Alan Stillson
Patricia Stoddard
Gizaw Tadele
Linda Ternes
Er-Xiang Wang
Patrick Webster
Rich Wong
Jung Woo
May Xu
Christie Yang
David Yee
Michael Zeitzew

Gary Landis
Laurie Len
Bruce Letvin
Natalia Lev
Lida Masoudipour
Wade Mayo
Patricia Neumann
Douglas Neves
Huyen Nguyen
James Osborne
Leon Palmer
Ebenezer Peprah
Dave Pierce
Ansha Qian
M. Hassan Rezaie Boroon
Jeronimo Ribaya

Vineeta Sachdev
Rajinder Sidhu
Richard Slocum
Donna M. Speckman
Thomas Stewart

Rosmery Tajiboy
Michel Van Biezen
David Vasquez
Karla Villatoro
Carla Weaver

Special Resource Center

Myisha J. Blackman
Onisha Blagdon
Geralin Clark
Jaymie L. Collette
Paul Culton
Susan Diamond-Bucher
Rachel Friedman
Barbara Gomez

Edward Kelly
Sheila Lenham
Denise Lopez
Janine Nelson
Lee Elle Tullis
Genevieve Zuidervaat
Shanon Zusman

29. Employment - The following part-time/temporary substitute instructors to be hired as needed for the 2008 Spring Semester.

Business

Rose Bernyk
Maureen Carnahan
Robin Cash

Dina Dreizler
Kim Gundlach
John Slawson

Health Sciences & Athletics

Paul Landreaux

Industry & Technology

Sergio Borbon
James Ellingson
Paul Gales
Ralph Sproul

Michael Stapleford
Dat Tran
James Ulrich
Sue Ann Wenzlaff

Natural Sciences

Francisco Izaguirre

Classified Personnel:

1. Retirement – Ms. Glenda Harvey, Night Custodian, Range 20, Step E, Facilities Planning and Services Division, Administrative Service Area, effective December 29, 2207, and that a plaque be presented to her in recognition of her services to the District since 1999.

2. Retirement - Ms. Doris Miles, Student Services Specialist, Range 33, Step E, Enrollment Services Division, Student and Community Advancement Area, effective December 31, 2007 and that a plaque be presented to her in recognition of her services to the District since 1985.
3. Resignation – Ms. Dianne L. Martinez, Student Services Advisor, Range 35, Step E, Counseling & Student Services Division, Student and Community Advancement Area, effective January 11, 2008, plus accrued vacation.
4. Resignation - Ms. Linda Morford, Senior Clerical Assistant, Range 24, Step B, Business Services Division, Academic Affairs Area, effective December 31, 2007, plus accrued vacation.
5. Personal Leave of Absence 50% - Ms. Jeannine Barba, Student Services Specialist, Range 33, Step E, Student Development/Enrollment Services Division, Student and Community Advancement Area, effective January 28 through June 6, 2008.
6. Personal Leave of Absence 13% - Ms. Kathleen Collins, 83.33% Secretary, Range 26 Step E, Humanities Division, Academic Affairs Area, effective January 2 through February 5, 2008.
7. Stipend - Ms. Martha Aaron, Administrative Assistant I, Range 28, Step E, Community Advancement Division, Student and Community Advancement Area, to be paid a lump sum of \$3,090 for duties performed out of classification from October 1, 2006 through November 30, 2007.
8. Work Out of Classification – Ms. Janice Caldwell, Police Officer, Range 1, Step E, to Police Sergeant, Range 26, Step A (Supervisory Salary Schedule) Campus Police Division, Administrative Services Area, effective December 3 through December 10, 2007.
9. Extend Work Out of Classification - Mr. Taylor Robbins, Assistant Director Financial Aid and Scholarships, Range 11, Step 5, to Director Financial Aid, Compton Center, Range 13, Step 3, Financial Aid/Enrollment Services Division, Student and Community Advancement Area, effective January 1 through January 31, 2008.
10. Promotion - Ms. Martha Aaron, Administrative Assistant I, Range 28, Step E, to Administrative Assistant II, Range 31, Step E, Community Advancement Division, Student and Community Advancement Area, effective January 2, 2008.

11. Promotion - Mr. Rodrick McMillan, from Electrician, Range 37, Step E, to Facilities Systems Supervisor, Range 27, Step A (Supervisory Salary Schedule), Facilities Planning and Services Division, Administrative Services Area, effective January 2, 2008.
12. Promotion - Ms. Julieta Ortiz, Financial Aid Assistant, Range 24, Step D, Financial Aid/Enrollment Services Division, to Student Services Specialist, Range 33, Step A, Outreach & School Relations/Enrollment Services Division, Student and Community Advancement Area, effective January 2, 2008.
13. Promotion - Mr. Carl Turano, from Custodian, Range 20, Step E, to Stock Clerk, Range 22, Step E, Facilities Planning and Services Division, Administrative Services Area, effective January 2, 2008.
14. Employment – Ms. Theresa Barragan, Student Service Advisor, Range 35, Step A, Counseling & Student Services, Student and Community Advancement Area, effective January 2, 2008.
15. Employment - Mr. Mark Padjen, Groundskeeper/Gardener II, Range 22, Step A, Facilities Planning and Services Division, Administrative Services Area, effective January 2, 2008.
16. Employment - Ms. Carolyn Pineda, Research Analyst, Range 47, Step A, Institutional Research, Student and Community Advancement, effective January 7, 2008.

Special Services Professional

17. Amend Assignment - Mr. Patrick G. Imamura, Special Services Professional, Range 1, Step 1, of the Special Services Professional Salary Schedule, Community Advancement Division, Student and Community Advancement Area, effective July 1 through October 19, 2007 instead of June 30, 2008.
18. Change in Status - Ms. Consuelo Zandate, Special Services Professional, from Range 2, Step 3, to Step 4, Community Advancement Division, Student and Community Advancement Area, effective January 2, 2008.

Temporary Classified Services Employee

19. Mr. Lovell Alford - Academic Affairs Analyst, Range 34, Step A, Academic Affairs Area, effective November 26 through 30, 2007.

20. Ms. Aster Gebregziabher - Clerical Assistant, Range 22, Step A, Mathematical Sciences Division, Academic Affairs Area to work 40 hours per week providing clerical assistance to the division office, effective December 18, 2007 through June 30, 2008.
21. Ms. Barbara Grover - Administrative Assistant II, Range 31, Step E, Behavioral & Social Sciences Division, Academic Affairs Area, to work as needed to assist in the division office effective November 14, 2007 through January 31, 2008. (Retired Annuitant)
22. Ms. Naila Hay - Dispatch Clerk, Range 25, Step A, Campus Police Division, Administrative Services Area, on-call as needed, effective December 18, 2007 through June 30, 2008.
23. Ms. Jane Richmond - 40% Senior Clerical Assistant, Range 24, Step A, Staff Development/Human Resources Division, Administrative Services Area, two to four days per week, 16 hours per week effective January 2 through June 30, 2008.
24. Mr. Marcus Ross - Night Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective January 2 through June 30, 2008.
25. Extend Assignment - Ms. Jean Zane, Assistant Director Financial Aid and Scholarships, Range 11, Step 1 (Administrative Salary Schedule), Financial Aid/Enrollment Services Division, Student and Community Advancement area, effective January 1 through January 31, 2008 (Retired Annuitant).

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 1-19.

The following temporary non-classified service employees are hired for the 2007 – 2008 fiscal year, effective December 18, 2007 through June 30, 2008, unless otherwise stated:

1. Monica Alarcon – Program Aide VI, \$16.00 per hour, Monday through Friday (days vary), hours vary as needed, January 2, 2008 through June 30, 2008, Business Education, Academic Affairs Area, to assist the division staff with clerical support and other duties as assigned.
2. Robin Cash – Program Aide VI, \$17.00 per hour, Monday through Friday (days vary), 32 hours per week (hours vary), January 2, 2008 through June 30, 2008, Distance Education/Learning Resources, Academic Affairs Area, to design and

create appropriate resources to aid faculty in the design, development, and migration of courses to the online environment.

3. Emma Dela Cerna – Professional III, \$40.00 per hour, days and hours vary as needed, November 12, 2007 through June 30, 2008, Community Advancement, Student and Community Advancement Area, to tutor nursing students in Pediatrics.
4. Earl Eastcott – Timer-Men’s Basketball, \$10.00 per hour, Wednesday, Friday (days vary), 10 hours per week (hours vary), November 10, 2007 through June 30, 2008, Health Sciences and Athletics, Academic Affairs Area, to perform timer duties at athletic events.
5. Carmen Gutierrez – House Staff II, \$7.75 per hour, days and hours vary as needed, effective September 1, 2007 through June 30, 2008, Center for the Arts/Fine Arts, Academic Affairs Area, to provide customer service for any given event in either the Marsee Auditorium, Campus Theatre, or Recital Hall.
6. Brian Hayden – Program Assistant IV, \$11.75 per hour, days and hours vary as needed, effective January 1, 2008 through December 31, 2008, Staff Development/Human Resources, Administrative Services Area, to assist faculty and staff in the Innovation Center with a variety of software programs, assist with various Staff Development projects, and other duties as assigned.
7. Gee-Yung Lee – Library Media Aide III, \$8.50 per hour, Monday through Saturday (days vary), hours vary as needed, Learning Resources, Academic Affairs Area, to perform a variety of complex library, learning resources, and media services duties.
8. Reynaldo Mallari – Paraprofessional, \$12.00 per hour, days and hours vary as needed, Health Sciences and Athletics, Academic Affairs Area, to supervise students in the Fitness Center and to develop and maintain the program.
9. Consuelo Morales – Assistive Linguistics Professional I, \$27.50 per hour, days and hours vary as needed, effective January 2, 2008 through June 30, 2008, Special Resource Center /Health Sciences and Athletics, Academic Affairs Area, to provide accommodations for students with disabilities.
10. Olinda Rivas – Teacher’s Assistant III, \$8.25 per hour, Monday through Thursday (days vary), 20 hours per week (hours vary), effective November 20, 2007 through June 30, 2008, Cosmetology/Industry and Technology, Academic Affairs Area, to assist faculty with the cosmetology program

11. Claudette Rizkallah – House Staff II, \$7.75 per hour, days and hours vary as needed, effective November 20, 2007 through June 30, 2008, Center for the Arts/Fine Arts, Academic Affairs Area, to provide customer service for any given event in either the Marsee Auditorium, Campus Theatre, or Recital Hall.
12. Alba Rosas – Paraprofessional, \$15.00 per hour, days and hours vary as needed, Women in Industry & Technology/Workforce and Community Education/Community Advancement, Student and Community Advancement area, to assist with various duties for Workforce and Community Education.
13. DeVon Scott – Assistive Linguistics Professional I, \$32.50 per hour, days and hours vary as needed, effective January 2, 2008 through June 30, 2008, Special Resource Center /Health Sciences and Athletics, Academic Affairs Area, to provide accommodations for students with disabilities.
14. Ayanna Thompson – Program Aide I, \$9.00 per hour, Monday through Saturday (days vary), 40 hours per week (hours vary), effective January 2, 2008 through June 30, 2008, Learning Resources, Academic Affairs Area, to perform a variety of complex library, learning resources, and media services duties.
15. The following individuals are to work as Assistive Linguistics Professional I, \$20.00 per hour, days and hours vary as needed, effective January 2, 2008 through June 30, 2008, Special Resource Center /Health Sciences and Athletics, Academic Affairs Area, to provide accommodations for students with disabilities.

Ancialyn Pinckney

Aldrena Rodgers

16. The following individuals are to work as Assistive Linguistics Professional I, \$25.00 per hour, days and hours vary as needed, effective January 2, 2008 through June 30, 2008, Special Resource Center /Health Sciences and Athletics, Academic Affairs Area, to provide accommodations for students with disabilities.

Veronica Arvizu
Margarit Fesliyan
Caroline King

Shannon Leavitt
Mireya Padilla
Mona Tanji

17. The following individuals are to work as Assistive Linguistics Professional I, \$30.00 per hour, days and hours vary as needed, effective January 2, 2008 through June 30, 2008, Special Resource Center /Health Sciences and Athletics, Academic Affairs Area, to provide accommodations for students with disabilities.

Malakia Adunni
Pamela Ashe

Elisabett Brambila
Shela Cardenas

Kelley Coplin
Kristen Del Rosario
Brian Diamond
Eduardo Huante
Stefanie Meilinger

Janine Nelson
Lori Patton
Mandee Reed
Janna Saavedra

18. The following individuals are to work as Assistive Linguistics Professional II, \$35.00 per hour, days and hours vary as needed, effective January 2, 2008 through June 30, 2008, Special Resource Center /Health Sciences and Athletics, Academic Affairs Area, to provide accommodations for students with disabilities.

Krystal Armstrong
Ken Marumoto
Shawna Peacock
Alejandro Perez

Ethel Smith
Darlene Stevenson
Debbie Weber
Barbara Yancy

19. The following individuals are to work as Assistive Linguistics Professional II, \$40.00 per hour, days and hours vary as needed, effective January 2, 2008 through June 30, 2008, Special Resource Center /Health Sciences and Athletics, Academic Affairs Area, to provide accommodations for students with disabilities.

Rachel Abbatiello
Myisha Blackman

Lee Elle Tullis
Lynette Vickers

C. RESOLUTION – EQUIVALENCE TO MINIMUM QUALIFICATIONS

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

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

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

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

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

Silvia Ribelles De La Vega, Spanish

D. REVISED SALARY SCHEDULE FOR TEMPORARY NON-CLASSIFIED EMPLOYEES

It is recommended that the Board approve the revised salary schedule for temporary non-classified employees, effective January 1, 2008, to comply with the State of California's adoption of the new minimum wage rate of \$8.00 per hour.

E. REVISED SALARY SCHEDULE FOR STUDENT WORKERS

It is recommended that the Board approve the revised salary schedule for student workers, effective January 1, 2008, to comply with the State of California's adoption of the new minimum wage rate of \$8.00 per hour.

F. INACTIVATED JOB CLASSIFICATIONS ON SUPERVISOR SALARY SCHEDULE

It is recommended that the Board approve the inactivation of the following supervisory job classifications:

Electrical Supervisor
HVAC/Plumbing Supervisor
Manager of Campus Building Inspection
Production Services Supervisor
Senior Facilities Supervisor
Shipping & Receiving Supervisor

G. APPROVED SALARY SCHEDULES FOR 2008

The following salary schedules reflect the 3% increase which was approved by the Board of Trustees on August 20, 2007:

Vice President, Administrator, Supervisor, Classified, Police Officers, Confidential, Full-Time Faculty (Academic), Full-Time Faculty (Fiscal), Schedule D-3, Schedule D-4, Part-Time Faculty, Child Development Center Teachers.

TEMPORARY, NON-CLASSIFIED EMPLOYEE HOURLY RATES OF PAY

THE HIRING DEPARTMENT MUST START ALL NEWLY HIRED TEMPORARY, NON-CLASSIFIED HOURLY EMPLOYEES AT **RATE I IN ANY GIVEN LEVEL.**

In certain situations, a manager may require that a new temporary non-classified employee be placed at a higher rate within a job title, based on specific job-related knowledge and skills that the employee brings to the position. In this case, the requesting department must submit the Temporary Employee Qualifications Checklist, and the respective area Vice President and Associate Vice President of Human Resources must approve placement of the job title and rate for each Temporary, Non-Classified employee before submission of the Board item.

Level I – Provides basic help for basic tasks and duties under supervision.

Level II – Some work experience in the particular job field is mandatory. Duties include responsibility for more complex functions and tasks. This level requires minimal direct supervision.

Level III – Requires experience and specialized knowledge. Duties include a variety of advanced tasks pertaining to more complex work and/or skills. Must be capable of using independent judgment and able to serve as a lead to others who are less skilled.

Level IV – Extensive experience required. Should have specialized knowledge or training for specific functions. Strong independent judgment, leadership, and communication skills as well as knowledge of relevant College policies are necessary. Can work independently.

Level V – Extensive experience required. Must have specialized knowledge or training for specific functions as well as judgment and problem solving skills. Must be able to handle complex tasks and provide guidance and leadership. Knowledge of relevant College policies is necessary.

Level VI – Extensive experience required. Must have specialized and advanced knowledge or training for specific functions. Ability to apply independent judgment and problem solving skills without supervision is necessary. Must be able to handle complex tasks and provide guidance and leadership at a high level. Detailed knowledge of relevant College policies is necessary.

	Rate 1	Rate 2	Rate 3	Rate 4	Rate 5
Level I	8.00	8.25	8.50	8.75	9.00
Level II	9.25	9.50	9.75	10.00	10.25
Level III	10.50	10.75	11.00	11.25	11.50
Level IV	11.75	12.00	12.25	12.50	12.75
Level V	13.00	13.25	13.50	13.75	14.00
Level VI	15.00	16.00	17.00	18.00	19.00

Series:

Campus Police Aide Series

Assists the department with duties which may include clerical support, dispatch, Live Scan, parking enforcement, and other jobs essential to assisting Campus Police.

Instructional Services Aide Series

Assists with instructional support services which may include tutoring, teacher assistance, modeling, laboratory aid, and other jobs associated with supporting instruction.

Office Systems Aide Series

Assists with office and department support which may include general office, customer service, computer assistance, cashiering, stocking supplies, and other jobs.

Program Aide Series

Assists with duties that are related to daily operation and maintenance of a program and/or project.

Sports And Recreational Aide Series

Assists the athletic department with duties related to coordinating various sports programs and events.

Theater Aide Series

Assists the Center for the Arts with duties which may include ushering, ticket taking, greeting theater patrons and working backstage as part of the technical crew.

Employees must complete at least one (1) year of satisfactory work with at least 320 hrs before being considered for advancement to the next rate. Justification for this must be provided in the form of a printed copy of the employee's cumulative hours from the Time Keeper system when submitting the Board item.

PAY RATE PER EVENT

Per game - \$40.00

Job Title: Camera Operator
 Scorer/Announcer
 Scout – Football (plus mileage)

PROFESSIONAL Series

Highly experienced professionals with consummate, specialized skills. Professional Certification or Bachelor's or Master's degree preferred.

Professional I - \$20.00 to \$33.00 per hour

Professional II - \$34.00 to \$47.00 per hour

Professional III - \$48.00 to \$61.00 per hour

Professional IV - \$62.00 and up per hour

Professional Series titles are used for employees who are experienced professionals in their respective fields, having duties not similar to Classified or the previously mentioned Temporary Non-Classified jobs.

- **Assistive Linguistics Professional:** sign-language interpreting, real-time captioning
- **Education Professional:** tutoring, preparing curriculum for not-for-credit classes
- **Medical Professional:** Physician, Nurse, Psychologist, & Chiropractic duties
- **Program Professional:** coordination, supervision, or maintenance of projects/programs
- **Training Professional:** provides training, expertise, leadership, & professional services

Professional Series employees working as a medical specialist (Psychological Assistant, Chiropractor, Clinical Psychologist, and Physician) must furnish a valid license and certification of malpractice insurance for no less than \$1,000,000.

RESTRICTIONS

Temporary, Non-Classified employees may not exceed 170 working days within the fiscal year. This is to be a cumulative figure, the sum being the combined days of multiple work locations. Hiring managers must continually monitor and confirm that less than 170 working days is maintained.

**El Camino College
Student Worker Rates of Pay**

POSITION TITLE	PAY RATE – HOURLY						DUTY LEVEL DESCRIPTION
	Rate A	Rate B	Rate C	Rate D	Rate E	Rate F	
Student Worker I	8.00	8.25	8.50	8.75	9.00	9.25	Entry level. Provides basic help for basic tasks and duties under supervision.
Student Worker II	9.50	9.75	10.00	10.25	10.50	10.75	Same duties as Student Worker I, but requires experience and some specialized knowledge, skills or training.
Student Worker III	11.00	11.25	11.50	11.75	12.00	12.25	Provides assistance and for more complex tasks. Must use independent judgment under supervision. Requires specialized knowledge, skills or training.
Student Worker IV	12.50	12.75	13.00	13.25	13.50	13.75	Provides support and assistance in an advanced capacity. Must use independent judgment with moderate supervision. Requires specialized knowledge, skills or training for specific functions.
Student Worker V	14.00	14.50	15.00	15.50	16.00	16.50	Provides support and assistance in a highly advanced capacity. Must use independent judgment with minimal supervision. Requires highly specialized knowledge, skills or training for specific functions.
Student Representative	\$200 per month, prorated by the number of meetings attended						Student Representative – Board of Trustees
Student Ad Manager	15% Commission on paid account, \$50/wk bonus for \$1,200 in ads, \$100/wk bonus for \$1,600 in ads, minimum sales requirement is \$800/wk.						Advertising Manager for student newspaper.

**EL CAMINO COMMUNITY COLLEGE DISTRICT
VICE PRESIDENT SALARY SCHEDULE**

Effective: January 1, 2008

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
150,299	159,017	168,239	177,996	188,320

Approved: August 20, 2007

**EL CAMINO COMMUNITY COLLEGE DISTRICT
ADMINISTRATOR SALARY SCHEDULE
Effective: January 1, 2008**

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
Range 1	60,183	62,047	63,966	65,954	67,966
Range 2	62,047	63,966	65,954	67,966	70,010
Range 3 Planetarium Director	63,966	65,954	67,966	70,010	72,091
Range 4	65,954	67,966	70,010	72,091	74,278
Range 5 Assistant Director of Development, Annual & Alumni Giving	67,966	70,010	72,091	74,278	76,504
Range 6 Director, MESA Program	76,778	79,146	81,518	83,960	86,492
Range 7 Assistant Director, Bookstore Assistant Director, Small Business Development Center Director, Education & Community Development Project Director, Regional Interpreter Training Grant	83,562	85,914	88,989	92,085	95,178
Range 8 Assistant Director, EOP&S/CalWORKS Assistant Director, Facilities Planning & Services Director, Accounting Director, Child Development Center Director, Outreach & School Relations	87,689	90,330	93,187	96,445	99,701
Range 9	90,419	93,225	96,085	98,961	101,944
Range 10	93,225	96,085	98,961	101,944	105,003
Range 11 Assistant Director, Admissions & Records Assistant Director, Financial Aid and Scholarships CalWORKS & Career Placement Services Director Director, Bookstore Director, Community Relations Director, EOP&S/CalWORKS Director, International Business Development	96,084	98,961	101,944	105,003	108,152

**EL CAMINO COMMUNITY COLLEGE DISTRICT
ADMINISTRATOR SALARY SCHEDULE
Effective: January 1, 2008**

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
Range 11 (continued) Director, Student Development Director, Technical Education Director, Workforce Education PACE & Week-end College Director					
Range 12 Director, Institutional Research	101,276	104,406	107,556	110,757	113,508
Range 13 Assistant Director, Human Resources Assistant Director, Information Technology Services Associate Dean Director, Business Services Director, Center for International Education Director, Financial Aid & Scholarship Director, Learning Resources Director, Resource Development/Grants Development & Management Director, Special Resource Center Director, Staff and Student Diversity Executive Director, El Camino Center for the Arts	104,406	107,556	110,757	113,508	117,523
Range 14 Director, Nursing	110,234	113,673	117,056	120,584	124,220
Range 15 Chief of Police and Director of Public Services Instructional Programs Director, Admissions & Records	113,672	117,076	120,584	124,220	127,929
Range 16 Associate Vice President, Human Resources Business Manager Dean Director, Facilities, Planning & Services Director, Human Resources Director, Information Technology Services Executive Director, Foundation	119,951	123,569	127,244	131,078	135,005
Range 17	123,569	127,244	131,078	135,006	139,057
Range 18	127,244	131,078	135,006	139,057	143,218

Approved: August 20, 2007

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SUPERVISOR SALARY SCHEDULE
Effective: January 1, 2008**

Range	Title	Step A	Step B	Step C	Step D	Step E
1		3171	3326	3496	3669	3850
2		3245	3412	3585	3764	3955
3		3326	3496	3669	3850	4047
4		3412	3585	3764	3955	4149
5		3496	3669	3850	4047	4258
6		3585	3764	3955	4149	4375
7		3669	3850	4047	4258	4470
8		3764	3955	4149	4375	4598
9		3850	4047	4258	4470	4701
10	Custodial Supervisor	3955	4149	4375	4598	4837
11		4047	4258	4470	4701	4997
12		4149	4375	4598	4837	5081
13	Head Custl Ops Supv	4258	4470	4701	4997	5214
14		4375	4598	4837	5081	5345
15	Grounds/Ops Supv Operations Supervisor	4470	4701	4997	5214	5477
16	Bookstore Supervisor Industry & Technology Tech Supervisor Testing Office Supervisor Vocational Education Coordinator	4598	4837	5081	5345	5621
17	Placement Office Supv	4701	4997	5214	5477	5763
18	Planetarium Manager Theatre Manager	4837	5081	5345	5621	5916
19	Publications Supervisor	4997	5214	5477	5763	6069
20		5081	5345	5621	5916	6234

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SUPERVISOR SALARY SCHEDULE
Effective: January 1, 2008**

Range	Title	Step A	Step B	Step C	Step D	Step E
21	A&R Supervisor Business Coordinator (SBDC) Computer Operations Supervisor Instructional Services Supervisor Science Laboratories Supervisor	5214	5477	5763	6069	6385
22		5345	5621	5916	6234	6558
23		5477	5763	6069	6385	6722
24	Senior Accounting Supv Staff Development Coordinator Theatre Production Manager	5621	5916	6234	6558	6900
25	Facilities Services Supv	5763	6069	6385	6722	7080
26	Police Sergeant	5916	6234	6558	6900	7253
27	Financial Aid Supervisor Facilities Systems Supervisor	6069	6385	6722	7080	7436
28	Booking/Promotion Mgr Alternate Media Technology Supervisor DSPS Support Services Supervisor	6234	6558	6900	7253	7719
29		6385	6722	7080	7436	7913
30		6558	6900	7253	7719	8111
31		6722	7080	7436	7913	8310
32		6900	7253	7719	8111	8520
33		7080	7436	7913	8310	8735
34		7253	7719	8111	8520	8955
35	Network Support Supv Supervisor, Technical Services	7436	7913	8310	8735	9173

NOTE: Longevity: Add \$75 per month to step after 20 years of service.
Add \$150 per month to step after 25 years of service.

Board Approved: August 20, 2007

**EL CAMINO COMMUNITY COLLEGE DISTRICT
CLASSIFIED SALARY RANGE SCHEDULE
Effective January 1, 2008**

<u>Range</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step A Equivalent</u>
1	1931	2031	2126	2222	2328	11.14
2	1978	2073	2194	2276	2379	11.41
3	2031	2126	2222	2328	2439	11.72
4	2073	2194	2276	2379	2499	11.96
5	2126	2222	2328	2439	2555	12.26
6	2194	2276	2379	2499	2624	12.66
7	2222	2328	2439	2555	2685	12.82
8	2276	2379	2499	2624	2758	13.13
9	2328	2439	2555	2685	2814	13.43
10	2379	2499	2624	2758	2883	13.73
11	2439	2555	2685	2814	2955	14.07
12	2499	2624	2758	2883	3024	14.42
13	2555	2685	2814	2955	3105	14.74
14	2624	2758	2883	3024	3175	15.14
15	2685	2814	2955	3105	3257	15.49
16	2758	2883	3024	3175	3331	15.91
17	2814	2955	3105	3257	3413	16.23
18	2883	3024	3175	3331	3499	16.63
19	2955	3105	3257	3413	3584	17.05
20	3024	3175	3331	3499	3680	17.45
21	3105	3257	3413	3584	3763	17.92
22	3175	3331	3499	3680	3861	18.32
23	3257	3413	3584	3763	3953	18.79
24	3331	3499	3680	3861	4060	19.22
25	3413	3584	3763	3953	4161	19.69
26	3499	3680	3861	4060	4272	20.19
27	3584	3763	3953	4161	4366	20.68
28	3680	3861	4060	4272	4476	21.23
29	3763	3953	4161	4366	4593	21.71
30	3861	4060	4272	4476	4711	22.28
31	3953	4161	4366	4593	4829	22.81
32	4060	4272	4476	4711	4962	23.42
33	4161	4366	4593	4829	5085	24.01
34	4272	4476	4711	4962	5218	24.65
35	4366	4593	4829	5085	5346	25.19
36	4476	4711	4962	5218	5485	25.83

**EL CAMINO COMMUNITY COLLEGE DISTRICT
CLASSIFIED SALARY RANGE SCHEDULE**

Effective January 1, 2008

37	4593	4829	5085	5346	5625	26.50
38	4711	4962	5218	5485	5772	27.18
39	4829	5085	5346	5625	5925	27.86
40	4962	5218	5485	5772	6081	28.62
41	5085	5346	5625	5925	6234	29.34
42	5218	5485	5772	6081	6400	30.10
43	5346	5625	5925	6234	6563	30.84
44	5485	5772	6081	6400	6736	31.64
45	5625	5925	6234	6563	6905	32.45
46	5772	6081	6400	6736	7095	33.30
47	5925	6234	6563	6905	7269	34.18
48	6081	6400	6736	7095	7466	35.08
49	6234	6563	6905	7269	7647	35.96
50	6400	6736	7095	7466	7858	36.93
51	6563	6905	7269	7647	8060	37.86
52	6736	7095	7466	7858	8276	38.86
53	6905	7269	7647	8060	8481	39.84

***Longevity Increments**

Add \$ 75 per month to step after 20 years of service

Add \$150 per month to step after 25 years of service

Board Approved: August 20, 2007

**EL CAMINO COMMUNITY COLLEGE DISTRICT
POLICE OFFICERS ASSOCIATION
SALARY SCHEDULE**

Effective January 1, 2008

Police Officers:

	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Monthly:	4579	4814	5063	5332	5607
Hourly:	26.42	27.77	29.21	30.76	32.35

Trainee Step:

Monthly: 4125

Hourly: 23.80

Board Approved: August 20, 2007

**EL CAMINO COMMUNITY COLLEGE DISTRICT
CONFIDENTIAL SALARY SCHEDULE**

Effective January 1, 2008

	STEP A	STEP B	STEP C	STEP D	STEP E
3 (24) HR Assistant	3528	3711	3899	4097	4312
4 (25) HR Technician I	3624	3813	3998	4208	4429
5 (26) Secretary	3711	3899	4097	4312	4540
6 (27) HR Technician II	3813	3998	4208	4429	4642
7 (28) Admin Assistant I	3899	4097	4312	4539	4759
8 (29) ER Specialist	3998	4208	4429	4642	4884
9 (30) HR Technician III	4102	4318	4543	4763	5011
10 (31) Admin Assistant II	4208	4429	4642	4884	5146
11 (33) No Current Pos.	4429	4642	4884	5146	5410
12 (35) Assist to VP	4642	4884	5146	5410	5691
13 (44) Assist to Pres.	5838	6151	6471	6810	7174

Longevity: Add \$75 per month to step after 20 years of service.
Add \$150 per month to after 25 years of service.

Board Approved: November 19, 2007

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SALARY SCHEDULE FOR FACULTY MEMBERS
EMPLOYED ON ACADEMIC YEAR BASIS**

Effective January 1, 2008

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V
	BACHELOR DEGREE	MASTERS DEGREE	MASTERS 24 UNITS	MASTERS 48 UNITS	DOCTORATE
1					
2					
3					
4	56,077	59,426	62,782	66,131	69,481
5	58,508	61,858	65,206	68,557	71,907
6	60,941	64,286	67,637	70,987	74,343
7	63,364	66,718	70,066	73,426	76,768
8	65,795	69,141	72,498	75,846	79,194
9	68,223	71,576	74,923	78,275	81,624
10	70,655	74,003	77,352	80,705	84,056
11		76,433	79,783	83,132	86,480
12		78,862	82,212	85,569	88,904
13				87,991	91,343
14				90,421	93,771
20	72,894	81,102	84,453	92,661	96,015
24	75,135	83,341	86,695	94,905	98,255
28	77,379	85,584	88,936	97,147	100,498
30**	79,622	87,826	91,183	99,391	102,739

** Anniversary increment as provided by Article X, Section 18

Approved: August 20, 2007

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SALARY SCHEDULE FOR FACULTY MEMBERS
EMPLOYED ON FISCAL YEAR BASIS**

Effective January 1, 2008

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V
	<u>BACHELOR</u> <u>DEGREE</u>	<u>MASTERS</u> <u>DEGREE</u>	<u>MASTERS</u> <u>24 UNITS</u>	<u>MASTERS</u> <u>48 UNITS</u>	<u>DOCTORATE</u>
1					
2					
3					
4	72,905	77,260	81,617	85,974	90,329
5	76,062	80,415	84,781	89,137	93,488
6	79,225	83,578	87,931	92,293	96,645
7	82,392	86,758	91,093	95,449	99,805
8	85,542	89,901	94,255	98,605	102,963
9	88,702	93,062	97,474	101,771	106,125
10	91,862	96,214	100,575	104,930	109,280
11		99,381	103,734	108,090	112,244
12		102,533	106,890	111,250	115,598
13				114,410	118,762
14				117,566	121,918
20	94,104	104,776	109,131	119,805	124,160
24	96,343	107,016	111,373	122,048	126,401
28	98,589	109,260	113,615	124,289	128,645
** Anniversary increment as provided by Article X, Section 18					
30**	100,830	111,503	115,857	126,532	130,886

Approved: August 20, 2007

APPENDIX D-3
SPECIAL RATES OF PAY FOR FACULTY
Effective January 1, 2008

RATE I \$60.18

Use for: Full-Time Faculty Substitute rate (Full-Time Faculty Substitute Rate for continuous substitute instruction/teaching in excess of two (2) weeks shall be at Rate I plus 15% of Rate I.).

Part-Time Faculty Substitute rate.

Overload rate (Instruction only).

Clinical Psychologists

Preparation for and conduct of instructional courses, workshops or seminars.

Instructional services assigned by the District on days not otherwise required as part of the Faculty Member's contract of service.

Consulting services of a technical/complex nature in which the Faculty Member coordinates or supervises the work of others, and/or has responsibility for oversight, reporting or accountability of a particular project or function.

RATE II \$45.14

Use for: Counselor, librarian, physician assistant, faculty coordinator, registered nurse and nurse practitioner duties, all of which involve student contact, in excess of 40 hours/per week during the academic year. See Article X, Section 13.

Substitute rate for counselors, librarians and nurses.

Assisting in the development of curriculum and conduct of research, if expressly approved in advance by the appropriate Vice President.

Administering or supervising assessment measures for students.

Conducting laboratory courses (e.g., computer laboratory, police and fire academy).

Certificated Tutors

Instructor of record for non-credit courses.

RATE III \$30.10

Use for: Special assignments not included in Rate I or II, such as student supervision (not as instructor of record).

Approved: August 20, 2007

APPENDIX D-4

**SALARY SCHEDULE FOR COACHING STIPEND
PER SEMESTER FOR ONE CLASS HOUR PER WEEK
(BASED ON 18-WEEK SEMESTER)**

Effective January 1, 2008

FT	\$3,149 per year
PT	\$ 515 per week
FT Athletics	\$ 553 per week
FT 2 Teams	\$1,021 per week
PT Athletics	\$ 515 per week

Approved: August 20, 2007

**EL CAMINO COMMUNITY COLLEGE DISTRICT
PART-TIME FACULTY SALARY SCHEDULE
Effective January 1, 2008**

<u>LECTURE</u> Step	<u>Class I – BA</u>		<u>Class II - MA</u>	
	Stipend	Hourly	Stipend	Hourly
1	1327	73.73	1406	78.13
2	1385	76.93	1464	81.33
3	1442	80.13	1521	84.53
4	1500	83.31	1579	87.72
5	1557	86.51	1636	90.91
6	1615	89.70	1694	94.11

<u>LAB</u> Step	<u>Class I – BA</u>		<u>Class II - MA</u>	
	Stipend	Hourly	Stipend	Hourly
1	1006	55.87	1066	59.20
2	1049	58.29	1109	61.63
3	1093	60.71	1153	64.05
4	1136	63.13	1196	66.47
5	1180	65.50	1240	68.88
6	1223	67.97	1284	71.31

<u>ACTIVITY</u> Step	<u>Class I – BA</u>		<u>Class II - MA</u>	
	Stipend	Hourly	Stipend	Hourly
1	956	53.10	1013	56.28
2	997	55.41	1054	58.58
3	1039	57.71	1096	60.88
4	1080	60.00	1137	63.18
5	1122	62.31	1179	65.47
6	1163	64.61	1220	67.78

<u>NON-INSTRUCTIONAL</u> Step	<u>Class I – BA</u>		<u>Class II - MA</u>	
		Hourly		Hourly
1		41.72		44.22
2		43.53		46.03
3		45.34		47.83
4		47.15		49.64
5		48.96		51.44
6		50.76		53.26

Approved: August 20, 2007

EL CAMINO COMMUNITY COLLEGE DISTRICT
ANNUAL AND HOURLY SALARY SCHEDULE FOR
CHILD DEVELOPMENT CENTER TEACHERS

Effective: January 1, 2008

<u>CLASS</u>	<u>EDUCATION</u>	<u>STEPS</u>				
		<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
1.	No Degree	29,891 14.370	30,779 14.798	31,703 15.242	32,642 15.693	33,630 16.168
2.	AA	35,707 17.167	36,763 17.674	37,883 18.213	39,005 18.752	40,190 19.322
3.	BA	41,522 19.963	42,776 20.565	44,061 21.183	45,381 21.818	46,730 22.466
4.	BA+24	47,375 22.776	48,790 23.457	50,307 24.186	51,804 24.906	53,370 25.659

The Lead Child Development Center Teacher will be paid \$245 a month stipend in addition to the appropriate salary on the Child Development Center Teacher Monthly Salary Schedule.

Approved: August 20, 2007

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

- | | |
|--|---------|
| A. Travel | Page 84 |
| B. Absence of a Board Member | Page 84 |
| C. Board of Trustees Goals for 2007-2008 | Page 84 |

A. Travel

It is recommended that the Board approve the following travel with transportation and necessary expenses paid:

- a. Trustee Ray Gen and Trustee Mary E. Combs to attend the Community College League of California Effective Trustee and Legislative Conferences, January 25-28, 2008, Sacramento, CA.
- b. Dr. Thomas M. Fallo to attend the Association of Community College Trustees 2008 National Legislative Summit, February 10-13, 2008, Washington, DC.

B. Absence of Board Member

It is recommended that the Board excuse Trustee Mary E. Combs from the November 19, 2007 Board Meeting with no loss of salary due to illness.

C. Board of Trustees Goals for 2007-2008

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

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

- I. Attend events in the community.
 - a. Speak to community groups.
 - b. Make Board presentations.
 - c. Bring copies of community events and activities to other Board members.
- II. Participate in the operation of the College at Board Meetings.
 - a. Speak freely and opening on policy issues.
 - b. Solicit opinions of fellow Board members.
 - c. Present ideas during discussion section of Board Meetings.
- III. Continue a Trustee education program.
 - a. Attend a conference on Trustee responsibilities.
 - b. Submit materials from various sources to fellow Trustees.

- c. Read Trustee education materials sent by various organizations.

IV. Effect implementation of the 2007 Facilities Master Plan update.

- a. Monitor and approve Measure E Fiscal updates
- b. Implement construction program.
- c. Monitor and approve construction program.

V. Review Accreditation Standards

- a. Receive and approve the 2008 Accreditation Self-Study.
- b. Review at least two presentations during the development of 2008 Self-Study .
- c. Participate in discussion and/or forums during the development of the 2008 Self-Study.
- d. Review Accreditation manuals and guidelines.

VI. Fiscal Responsibilities.

- a. Monitor 2007-2008 Budget.
- b. Study, review and approve the 2008-2009 budget.
- c. Study, review and approve the 2007-08 annual financial audit.

VII. Student Learning Outcomes

- a. Study and review the Student Learning Outcomes model.
- b. Participate in two study sessions in Student Learning Outcomes.