

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, Tuesday, January 20, 2009
Board Room
4:00 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of December 15, 2008,
Pages 4-12**
- III. Presentation – none**
- IV. Public Hearing – none**
- V. Consent Agenda – Recommendation of Superintendent/President, Discussion
and Adoption**
 - A. Public Comment
 - 1. Academic Affairs
See Academic Affairs Agenda,
Pages 13-37
 - 2. Student and Community Advancement
See Student Services Agenda,
Pages 38-50
 - 3. Administrative Services
See Administrative Services Agenda, Pages 51-61
 - 4. See Measure “E” Bond Fund Agenda,
Pages 62-68
 - 5. See Human Resources Agenda,
Pages 69-85
 - 6. Superintendent/President
See Superintendent/President Agenda,
Pages 86-88
- VI. Public Comment on Non-Agenda Items**

VII. Oral Reports

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

VIII. Closed Session

- A. Student Expulsion, Brown Act
Section 54954.5
 - 1. Student Expulsion – 2 cases

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

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

EL CAMINO COLLEGE STRATEGIC PLAN 2007 THROUGH 2010

Vision Statement

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

Mission Statement

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

Statement of Philosophy

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

Statement of Values

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

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

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

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

Diversity – We recognize and appreciate our similarities and differences.

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

Guiding Principles

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

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

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

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

Strategic Initiatives

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

EL CAMINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING OF
Monday, December 15, 2008

The Board of Trustees of the El Camino Community College District met at 4:00 p.m. on Monday, December 15, 2008, in the Board Room at El Camino College.

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

Also present were Dr. Thomas M. Fallo, Superintendent/President; Dr. Francisco Arce, Vice President, Academic Affairs; Ms. Jo Ann Higdon, Vice President, Administrative Services; Dr. Arvid Spor, Dean, Enrollment Services; Ms. Barbara Perez, Vice President, Human Resources; and Dr. Lawrence Cox, Provost, El Camino College Compton Community Educational Center/Chief Executive Officer, Compton Community College District.

Minutes of the Regular Board Meeting of November 17, 2008 and the Special Board Meeting of December 2, 2008

The Minutes of the Regular Board Meeting of November 17, 2008 and the Special Board Meeting of December 2, 2008 were approved.

El Camino College Foundation Annual Report

Dr. Rob White, President of El Camino College Foundation, presented the Foundation's Annual Report.

Annual Organizational Meeting

This meeting was 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 was called as a regular meeting.

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

Trustee O'Donnell nominated Trustee Beverly to serve as President of the Board. Trustee Beverly declined.

It was moved by Trustee Gen, seconded by Trustee O'Donnell, that the Board elect Trustee Jackson, President for the period December 15, 2008, through the Annual Organizational Meeting in December, 2009.

It was moved by Trustee Combs, seconded by Trustee Jackson, that the Board elect Trustee Gen, Vice President for the period of December 15, 2008 through the Annual Organizational Meeting in December, 2009.

It was moved by Trustee Beverly, seconded by Trustee Combs, that the Board elect Trustee O'Donnell, Secretary for the period of December 15, 2008 through the Annual Organizational Meeting in December, 2009.

Motions carried. Student Trustee Yerelian recorded a yes advisory vote.

B. Los Angeles County Committee on School District Organization

Trustee Beverly was appointed to represent the Board on the Los Angeles County Committee on School District Organization.

C. Los Angeles County School Trustees Association

Trustee O'Donnell was appointed to represent the Board at meetings of the Los Angeles School Trustees Association for 2008-2009.

D. El Camino Community College District Foundation Board

Trustee Combs was appointed to serve on the El Camino Community College District Foundation Board.

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

It was moved by Trustee O'Donnell, seconded by Trustee Gen, that Thomas M. Fallo be appointed Secretary to the Board for the period of December 15, 2008 through the Annual Organizational Meeting in December, 2009.

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

F. Time, Date and Place of Board Meetings

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

Tuesday, January 20, 2009
Tuesday, February 17, 2009
Monday, March 16, 2009
Monday, April 20, 2009
Monday, May 18, 2009
Monday, June 15, 2009

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

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

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

It was moved by Trustee O'Donnell, seconded by Trustee Gen, 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 the period of December 15, 2008 through the Annual Organizational Meeting in December, 2009.

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

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

H. Acting Secretary to the Board of Trustees

It was moved by Trustee O'Donnell, seconded by Trustee Gen, that in the absence of the Superintendent/President and Secretary to the Board of Trustees during the period December 15, 2008, through the Annual Organizational Meeting in December, 2009, that the Vice Presidents serve as Acting Secretary to the Board of Trustees of the El Camino Community College District in the following sequence of authority:

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

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

I. Documents Authorized for Signature of Superintendent

It was moved by Trustee O'Donnell, seconded by Trustee Gen, that the Acting Superintendent be permitted to sign documents authorized for signature of the Superintendent in his absence from the College during the period from December 15, 2008, through the Annual Organizational Meeting in December, 2009. Motion carried. Student Trustee Yerelian recorded a yes advisory vote.

J. Signature Authorization

It was moved by Trustee O'Donnell, seconded by Trustee Gen, that the Board authorize signatures as follows:

1. Authority to Sign "A" and "B" Warrants

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

Resources; Janice Ely, Business Manager, to sign “A” and “B” warrants and other documents as authorized by the Board of Trustees, during the period December 15, 2008, through the Annual Organizational Meeting in December, 2009, one signature only being required. Josie Cheung, Accounting Officer, was authorized for on-line approval of “B” warrants, during the period December 15, 2008, through the Annual Organizational Meeting in December, 2009.

2. Authority to Sign Contracts

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

3. Authority to Sign Purchase Orders

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

4. Authority to Sign Purchase Orders for the Bookstore

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

5. Authority to Sign Change Orders

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

6. Authority to Sign Notices of Employment and Orders for Salary Payments
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President - Human Resources; and Janice Ely, Business Manager, to sign Notices of Employment and Orders for Salary Payments during the period December 15, 2008, through the Annual Organizational Meeting in December, 2009, one signature only being required.
7. Revolving Cash Fund – El Camino Community College District
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; Janice Ely, Business Manager; and Josie Cheung, Accounting Officer, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 15, 2008, through the Annual Organizational Meeting in December, 2009, two signatures required.
8. Registration Fund
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; and Janice Ely, Business Manager, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 15, 2008, through the Annual Organizational Meeting in December, 2009, two signatures required.
9. Cash Management Fund
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; and Janice Ely, Business Manager, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 15, 2008, through the Annual Organizational Meeting in December, 2009, two signatures required.
10. Trust Funds
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; and Janice Ely, Business Manager, to draw money from and issue checks against Trust Funds of El Camino College on deposit in the Bank of America, Hawthorne Branch, during the period December 15, 2008, through the Annual Organizational Meeting in December, 2009, two signatures required.

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

Services account in the Bank of America, Hawthorne Branch, during the period December 15, 2008, through the Annual Organizational Meeting in December, 2009, two signatures required.

16. Dental Self-Insurance Fund, Wells Fargo Bank Account
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; and Janice Ely, Business Manager, to draw money from and issue checks against the Dental Self-Insurance Trust Account with Wells Fargo Bank for up to \$30,000, during the period December 15, 2008, through the Annual Organizational Meeting December, 2009, two signatures required.
17. National Direct/Federal Perkins Student Loan/Nursing Loan Billing Service
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; and Janice Ely, Business Manager, to draw money from and issue checks against any funds deposited in the Student Loan/Nursing Loan Billing Service account in City National Bank, during the period December 15, 2008, through the Annual Organizational Meeting in December, 2009, any two signatures required.
18. Computer Loan Revolving Cash Fund – El Camino Community College District
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; Janice Ely, Business Manager, and Josie Cheung, Accounting Officer, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 15, 2008, through the Annual Organizational Meeting in December, 2009, two signatures required.
19. El Camino College Self-Insurance Account for Property and Liability – Keenan and Associates
Continue the Self-Insurance Account for Property and Liability with the Union Bank, 21515 Hawthorne Boulevard, Torrance Branch, and that the following be authorized to sign for the account during the period December 15, 2008, through the Annual Organizational Meeting in December, 2009, facsimile signature up to \$5,000 or any two signatures together required.

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

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

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

Consent Agenda

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

Academic Affairs

Instructional Field Trips – Winter 2009

International Education/Study Abroad Program – Winter 2009

Proposed Curriculum Changes: Effective 2009-2010 Academic Year

Student and Community Advancement

Field Trip

Grants

Administrative Services

Contracts Under \$72,400

Personal Services Agreements

Destruction of Records

Budget Reductions

Purchase Orders and Blanket Purchase Orders

Measure E Bond Fund

Category Budgets and Balances

Contract Amendment – LPA Inc. – Math/Business/Allied Health Building

Revised Change Order – Bromel Construction – Lot H Parking Structure & Parking Structure

Change Order – Bromel Construction – Lot H Parking Structure & Parking Structure

Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

Local Minimum Qualifications for Faculty Hires

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

Human Resources, Employment and Personnel Changes, Item 2, Amend Vice President's Contracts

It was moved by Trustee O'Donnell, seconded by Trustee Combs, that the automobile allowance for the Assistant Superintendent/Vice President's remain at \$300 per month. Motion carried with 5 votes. Student Trustee Yerelian recorded an advisory no vote.

It was moved by Trustee O'Donnell, seconded by Trustee Combs, that a study be conducted to determine mileage Vice Presidents travel on District business on a monthly basis. Motion carried with 4 votes. Trustee Beverly abstained. Student Trustee Yerelian recorded an advisory yes vote.

Human Resources, Stipend for Compton Educational Center

It was moved by Trustee Beverly, seconded by Trustee Gen, that the Board approve a stipend for work at the Compton Educational Center as shown on agenda, effective January 1, 2009 through June 30, 2010, unless the Agreement between the El Camino Community College District and the Compton Community College District is non-existent, whichever comes first, in lieu of overtime or other compensation.

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

Board of Trustee Goals for 2008-2009

It was moved by Trustee Beverly, seconded by Trustee Combs, that the Board add a goal to review Board Policy 2715, Code of Ethics/Standards of Practice, and include a clearly defined statement of consequences to address behavior that violates this policy as recommended by the Accreditation Team.

At Trustee Gen's request, Trustee Beverly and Trustee Combs agreed to amend original motion to include a goal to develop a succession plan for Presidential replacement.

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

Public Comment

Mr. Hayes spoke on College administration. Ms. Luukia Smith and Ms. Ann Ashcraft addressed stipends for Vice Presidents' Automobile allowance and stipends for Compton-related work. Mr. Vakil addressed stipends for Compton-related work.

Closed Session

Meeting adjourned to a Closed Session at 6:25 p.m.

Adjournment

Meeting reconvened at 7:50 p.m. and immediately adjourned.

Maureen O'Donnell, Secretary of the Board

Thomas M. Fallo, Secretary to the Board

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

Page No.

- A. Proposed Curriculum Changes: Effective 2009-2010 Academic Year.....14
- B. Sabbatical Leaves of Absence – 2009/2010.....36

ACADEMIC AFFAIRS

A. PROPOSED CURRICULUM CHANGES: EFFECTIVE 2009-2010 ACADEMIC YEAR

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

CHANGE IN ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS

Current Status/Proposed Change

SOCIAL AND BEHAVIORAL SCIENCE: minimum of 6 3 semester units

~~One course from A or B, plus one course from A, B, or C:~~

~~A.~~ American Studies 1, 3, 7

History 1A, 1B, 8, 9, 16A, 16B, 17, 18A, 18B, 32

Women's Studies 1

~~B.~~ Political Science 1, 5, 6, 8

~~C.~~ Anthropology 2, 3, 4, 6, 8, 10

Business 17, 22

Child Development 3, 9

Economics 1, 2, 5

Education 180

Ethnic Studies 1

Family and Consumer Studies 38

Geography 2, 5, 7

Global Studies 101

History 3, 4, 5A, 5B, 12A, 12B, 14A, 14B, 19, 22, 25, 27, 37

History of Science 11

Psychology 2, 5, 7, 8, 10, 12, 16, 22

Sociology 101, 102, 104, 107, 112

Recommendation:

SOCIAL AND BEHAVIORAL SCIENCE: minimum of 3 semester units

American Studies 1, 3, 7

History 1A, 1B, 8, 9, 16A, 16B, 17, 18A, 18B, 32

Women's Studies 1

Political Science 1, 5, 6, 8

Anthropology 2, 3, 4, 6, 8, 10

Business 17, 22

Child Development 3, 9

Economics 1, 2, 5

Education 180

Ethnic Studies 1

Family and Consumer Studies 38

Geography 2, 5, 7

Global Studies 101

ACADEMIC AFFAIRS

History 3, 4, 5A, 5B, 12A, 12B, 14A, 14B, 19, 22, 25, 27, 37
History of Science 11
Psychology 2, 5, 7, 8, 10, 12, 16, 22
Sociology 101, 102, 104, 107, 112

BEHAVIORAL AND SOCIAL SCIENCES DIVISION

CHANGES IN CERTIFICATE OF ACHIEVEMENT TITLE

Current Status/Proposed Change

1. ~~Transfer Studies~~: CSU General Education-Breadth

Recommendation:

CSU General Education-Breadth

Current Status/Proposed Change

2. ~~Transfer Studies~~: Intersegmental General Education Transfer Curriculum (IGETC)

Recommendation:

Intersegmental General Education Transfer Curriculum (IGETC)

CHANGE IN CATALOG PROGRAM DESCRIPTION

1. General Studies – Associate of Arts Degree

Current Status/Proposed Change

The ~~Associate Degree in gGeneral sStudies program~~ provides students with the opportunity to explore diverse methods of inquiry ~~through a selection of by selecting courses in from~~ a cross section of disciplines. ~~The degree can be earned in the following options: Arts, Humanities, and Communications, Social and Behavioral Sciences, Mathematics and Science, Business and Computer Technology, and Health and Wellness. The curriculum in an “area of emphasis.”~~ Students will enable students to develop critical thinking skills, and learn to communicate effectively in writing, acquire an understanding of major concepts to solve problems, and employ methods of scientific inquiry to understand the world around them. Completion of the degree requirements will provide students with the skills and resources necessary for making needed to make informed academic and career-related decisions. Competencies will be assessed through examinations, essays, research papers, directed projects and successful completion rates.

ACADEMIC AFFAIRS

Recommendation:

The Associate Degree in General Studies provides students with the opportunity to explore diverse methods of inquiry by selecting courses from a cross section of disciplines in an “area of emphasis.” Students will develop critical thinking skills, learn to communicate effectively in writing, acquire an understanding of major concepts to solve problems, and employ methods of scientific inquiry to understand the world around them. Completion of the degree requirements will provide students with the skills and resources needed to make informed academic and career-related decisions.

CHANGE IN MAJOR

1. General Studies – Associate of Arts Degree

Current Status/Proposed Change

~~Courses used to satisfy general education requirements cannot be used to meet major requirements.~~

~~Arts, Humanities, and Communications Option:~~

~~These courses emphasize the appreciation of art, humanities, and communication through cultural activities and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation.~~

~~A minimum of one course from at least two different subjects.~~

~~Select 18 units from:~~

~~American Sign Language 15, 16, 17A, 17B~~

~~Architecture 104, 150A, 150B, 199ab; Art 1, 2, 3, 4, 5A, 5B, 6, 7, 9, 10ab, 11abed, 17ab, 18abed, 19ab, 22ab, 23abed, 31abed, 37ab, 41ab, 61ab, 81ab, 82abed, 108, 141abed, 142abed, 143abed, 150~~

~~Chinese 1, 2, 24~~

~~Dance 1, 3, 5, 22ab, 23abed, 32ab, 33ab, 42ab, 43abed~~

~~English 1B, 1C, 10, 11, 12, 15A, 15B, 18, 20, 21, 22, 23, 24A, 24B, 25A, 26, 27, 28, 29, 30, 31, 32abc, 33, 34, 35, 36, 38, 39, 40A, 40B, 41A, 41B, 42, 43, 44, 46, 47~~

~~Film/Video 1, 3, 20, 21, 22, 52, 53~~

~~French 1, 2, 3, 4, 5, 6, 24, 35~~

~~German 1, 2, 3, 4, 5, 24~~

~~History 1A, 1B, 3, 4, 5A, 5B, 8, 9, 12A, 12B, 14A, 14B, 16A, 16B, 17, 18A, 18B, 19, 22, 25, 27, 30, 32, 37~~

~~History of Science 11~~

~~Humanities 1~~

ACADEMIC AFFAIRS

~~Italian 1, 2, 24~~

~~Japanese 1, 2, 3, 4, 25~~

~~Journalism 1, 12~~

~~Music 1, 2A, 2B, 3A, 3B, 3C, 7, 8A, 8B, 11, 12, 13, 15A, 15B, 18ab, 19abcd, 23abcd, 31A, 31B, 31C, 31D~~

~~Philosophy 2, 3, 5, 7, 8, 10, 11, 23~~

~~Spanish 1, 2, 3, 4, 5, 6, 24, 52A, 52B~~

~~Theatre Arts 1, 4, 8, 14A, 14B, 30, 84, 88, 90, 94~~

~~Speech Communication 1, 3, 4, 5, 8, 9, 12, 14~~

~~Health and Wellness Option:~~

~~These courses emphasize lifelong understanding and development of a student's physiological, and social well-being. Students will develop an awareness of the principles and methods for maintaining good personal health and fitness. Courses provide students with basic biological, behavioral, and social science concepts to enhance studies in related disciplines.~~

~~A minimum of one course from at least two different subjects.~~

~~Select 18 units from:~~

~~Anatomy 30, 32; Biology 10, 101, 102; Chemistry 1A, 4, 20, 21A, 21B; Child Development 3; Contemporary Health 1; Human Development 10; First Aid 1; Microbiology 33; Nutrition 11; Physical Education 217, 260, 270, 272, 275, 277, 280, 290; Physiology 31; Psychology 2, 5, 7, 12, 16, 33; Sociology 102~~

~~Biological, Physical or Mathematical Sciences Option:~~

~~These courses emphasize the development of mathematical and quantitative reasoning skills, the physical universe, its life forms, and its natural phenomena. Courses in mathematics and computer science will expand students' mathematical reasoning skills and integrate numeric, symbolic, functional, and spatial concepts. Courses in science will help students develop an understanding of the scientific method and the relationship between science and other human activities.~~

~~A minimum of one course from at least two different subjects.~~

~~Select 18 units from:~~

~~Anatomy 30, 32; Anthropology 1, 5; Astronomy 12, 20, 25; Biology 8, 10, 11, 12, 15, 16, 17, 18, 101, 102, 103; Chemistry 1A, 1B, 4, 7A, 7B, 20, 21A, 21B; Computer Science 1, 2, 3, 4, 10, 15P, 23, 30, 40, 60; Engineering 1, 9; Geography 1, 6, 9; Geology 1, 2, 3, 4, 6, 15, 30, 32, 34, 36; Mathematics 150, 160, 161, 170, 180, 190, 191, 210, 220, 270; Oceanography 10; Physics 1A, 1B, 1C, 1D, 2A, 2B, 3A, 3B, 11, 12; Physical Science 25~~

ACADEMIC AFFAIRS

~~Social and Behavioral Sciences Option:~~

~~These courses emphasize an appreciation and understanding of how members of diverse societies operate or have operated as individuals and social groups. Students will develop an awareness of methods of inquiry and will attain critical thinking skills relating to the ways in which people act and interact within social and cultural contexts. In addition, students will study the perspectives, concepts, principles, theories, and methodologies of disciplines within social and behavioral sciences.~~

~~A minimum of one course from at least two different subjects.~~

~~Select 18 units from:~~

~~Administration of Justice 100, 103, 107, 111, 115; Anthropology 2, 3, 4, 6, 7, 8, 9, 10, 11; Child Development 3, 9; Economics 1, 2, 5; Education 101, 201; Geography 2, 5, 7; History 1A, 1B, 3, 4, 5A, 5B, 8, 9, 11, 12A, 12B, 14A, 14B, 16A, 16B, 17, 18A, 18B, 19, 22, 25, 27, 30, 32, 37; History of Science 11; Political Science 1, 2, 3, 5, 6, 8, 10; Psychology 2, 3, 5, 7, 8, 9A, 9B, 10, 12, 15, 16, 21, 22; Sociology 101, 102, 104, 107, 109, 110, 112, 115~~

Recommendation:

Completion of the General Studies degree does not guarantee acceptance into a four year university. Students planning to transfer to a CSU or UC should follow the CSU GE Breadth or IGETC pattern and complete transferable coursework that relates to the major at the CSU or UC campus. For further information and course selection, please consult with an academic counselor.

Associate Degree in General Studies:

A. General Education: choose one of the following patterns

- AA General Education Requirements (minimum of 24 units and the math competency)
- CSU GE Breadth (39 units) This general education pattern will fulfill lower-division general education requirements at the CSU campuses.
- IGETC (34 units) This general education pattern will fulfill lower-division requirements at the CSU, UC and some private colleges and universities.

ACADEMIC AFFAIRS

B. Area of Emphasis:

- A minimum of 18 units are required in one Area of Emphasis listed below.
- A minimum of one course from two different disciplines is required in the emphasis.
- The courses selected in the emphasis may also be used to fulfill general education areas on the Associate Degree, CSU GE Breadth, or IGETC.

C. Electives:

Elective units may be necessary to obtain the 60 degree applicable units that are required for the Associate Degree.

1. Arts and Humanities

These courses emphasize the appreciation of arts and humanities through cultural activities and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students interested in transferring to a four year university will have a basic foundation for further studies in areas such as arts, history, communications, English, foreign language, film studies, literature, history, journalism, or philosophy. This emphasis may be useful for students interested in possible career paths in fine arts, education, administration, or public service.

Select 18 units with at least one course in Arts and one course in Humanities.

Arts:

Architecture 104
Art 1, 2, 3, 4, 5A, 5B, 6, 7, 9, 108, 150
Dance 1, 3, 5
Film/Video 1, 3
Music 1, 11, 12, 13, 15A, 15B
Theatre 1, 4, 8

Humanities:

Sign Language/Interpreter Training 15, 16, 17A, 17B
English 1B, 1C, 10, 11, 12, 15A, 15B, 18, 20, 21, 22, 23, 24A, 24B, 25A, 26, 27, 28, 29, 30, 31, 32abc, 33, 34, 35, 36, 38, 39, 40A, 40B, 41A, 41B, 42, 43, 44, 46, 47
Film/Video 52, 53, 54abc

ACADEMIC AFFAIRS

History 1A, 1B, 5A, 5B, 8, 9, 12A, 12B, 14A, 14B, 16A, 16B, 17, 18A, 18B, 19, 22, 25, 27, 30, 32, 37, 140, 141

History of Science 11

Humanities 1

Journalism 1, 12

Languages: Chinese 1, 2, 24; Italian 1, 2, 24; Japanese 1, 2, 3, 4, 25; French 1, 2, 3, 4, 5, 6, 24, 35; German 1, 2, 3, 4, 5, 24; Spanish 1, 2, 3, 4, 5, 6, 24, 52A, 52B

Philosophy 2, 3, 5, 7, 8, 10, 11, 23

Speech Communication 1, 3, 4, 5, 8, 9, 12, 14

2. **Fine and Applied Arts**

These courses emphasize the nature of artistic activities and expression of art through analysis, examination, performance, and technical development. Students will incorporate techniques, engage in performance, and learn to value aesthetic understanding and integrate these concepts when constructing value judgments. Students transferring to a four year university will have a basic foundation for further studies in areas such as architecture, art, digital media, creative writing, dance, film, music, performing arts, photography, studio art, or theatre arts. This emphasis may be useful for students interested in possible career paths in design, graphic arts, visual arts, photography, stage technician, musician, education, television, journalism, or acting.

Select 18 units from at least two disciplines.

Architecture, 104, 150A, 150B, 199ab

Art 1, 2, 3, 4, 5A, 5B, 6, 7, 9, 10ab, 11abcd, 17ab, 18abcd, 19ab, 22ab, 23abcd, 31abcd, 37ab, 41ab, 61ab, 81ab, 82abcd, 141abcd, 142abcd, 143abcd

Dance 1, 3, 5, 22ab, 23abcd, 32ab, 33abcd, 42ab, 43abcd

English 24A, 24B, 25A, 32abc, 38

Film/Video 1, 3, 4, 20, 21, 22, 32ab, 52, 53, 54abcd

Music 1, 2A, 2B, 3A, 3B, 3C, 7, 8A, 8B, 11, 12, 13, 15A, 15B, 18ab, 19abcd, 23abcd, 31A, 31B, 31C, 31D

Photography 1, 2, 51, 150

Theatre 1, 4, 8, 14A, 14B, 30, 84, 88, 90, 94

3. **Communication, Media, and Languages**

These courses emphasize the study of communication, culture, and the skills needed to communicate effectively in oral, written, or visual forms. Students transferring to a four year university will have a basic foundation for further studies in communication studies, media studies, journalism, English, or modern languages. This emphasis may be useful for students interested in possible career paths in

ACADEMIC AFFAIRS

broadcasting, public relations, advertising, journalism, interpreter, photography, technical writing, or radio and television.

Select 18 units from at least two disciplines.

Anthropology 4

Art 143abcd

English 1B, 1C, 10, 11, 12, 15A, 15B, 18, 20, 21, 22, 23, 24A, 24B, 25A, 26, 27, 28, 29, 30, 31, 32abc, 33, 34, 35, 36, 38, 39, 40A, 40B, 41A, 41B, 42, 43, 44, 46, 47

Film/Video 20, 22, 24, 28ab, 32ab, 52, 53, 54abcd

Journalism 1, 12

Library 1, 10

Photography 1, 11ab, 51

Languages: Sign Language/Interpreter Training 15, 16, 17A, 17B; Chinese 1, 2, 24; Italian 1, 2, 24; Japanese 1, 2, 3, 4, 25; French 1, 2, 3, 4, 5, 6, 24, 35; German 1, 2, 3, 4, 5, 24; Spanish 1, 2, 3, 4, 5, 6, 24, 52A, 52B

Speech Communication 1, 3, 4, 5, 8, 9, 12, 14

4. Social and Behavioral Sciences

These courses emphasize an appreciation and understanding of how members of diverse societies operate or have operated as individuals and social groups. Courses in the social and behavioral sciences will help students to develop an awareness of methods of inquiry and stimulate critical thinking about the ways in which people act and interact within social and cultural contexts. Students will study the perspectives, concepts, principles, theories, and methodologies of disciplines within social and behavioral sciences. Students transferring to a four year university will have a basic foundation for further studies in areas such as American studies, anthropology, criminal justice, child development, economics, geography, history, political science, psychology, or sociology. This emphasis may be useful for students interested in possible career paths in education, history, social work, public administration, public service agencies, library science, economics, or social policy.

Select 18 units from at least two disciplines.

Administration of Justice 100, 103, 107, 111, 115

American Studies 1, 3, 7

Anthropology 2, 3, 4, 6, 7, 8, 9, 10, 11

Child Development 3, 9

Economics 1, 2, 5

Education 201

Geography (excluding physical geography) 2, 5, 7

ACADEMIC AFFAIRS

History 1A, 1B, 5A, 5B, 8, 9, 12A, 12B, 14A, 14B, 16A, 16B, 17, 18A, 18B, 19, 22, 25, 27, 30, 32, 37, 140, 141

History of Science 11

Political Science 1, 2, 3, 5, 6, 8, 10

Psychology 2, 3, 5, 7, 8, 9A, 9B, 10, 12, 15, 16, 21, 22 (same as Physical Education 275)

Sociology 101, 102, 104, 107, 109, 110, 112, 115

5. **Biological and Physical Sciences**

These courses emphasize the physical universe, its life forms, and its natural phenomena. Courses in the sciences will help students develop an understanding of the scientific method and the relationship between science and other human activities. Students transferring to a four year university will a basic foundation for further studies in areas such as biology (biochemistry, biophysics, molecular and cell biology, marine biology, microbiology), chemistry, physical and earth sciences (astronomy, geology, physical geography, oceanography), or physics. This emphasis may be useful for students interested in possible career paths in life sciences, physiology, exercise science, physical sciences, or earth sciences.

Select 18 units with at least one course in Biological Science and one course from Physical Science.

Biological Sciences:

Anatomy 30, 32

Anthropology 1, 5

Biology 8, 10, 11, 12, 15, 16, 17, 18, 101, 102, 103

Microbiology 33

Physiology 31

Physical Sciences:

Astronomy 12, 20, 25

Chemistry 4, 1A, 1B, 7A, 7B, 20, 21A, 21B

Geography 1, 6, 9

Geology 1, 2, 3, 4, 6, 15, 30, 32, 34, 36

Oceanography 10

Physics 1A, 1B, 1C, 1D, 2A, 2B, 3A, 3B, 11, 12

Physical Science 25

ACADEMIC AFFAIRS

6. **Kinesiology and Wellness**

These courses emphasize lifelong understanding and the development of a student's physiological, psychological, and social well-being. Students transferring to a four year university will have a basic foundation for further studies in areas such as physical education, recreation, nutrition, or allied health fields. This emphasis may be useful for students interested in possible career paths in athletic training, personal training, management, exercise science, sports nutrition, and education.

Select 18 units from at least two disciplines.

Anatomy 30, 32

Biology 10, 101, 102

Chemistry 4, 1A, 20, 21A, 21B

Contemporary Health 1

First Aid 1

Fire and Emergency Technology 140, 141

Human Development 10

Microbiology 33

Nutrition 11, 15

Physical Education 217, 270, 272, 275, 277, 280, 290

Physics 2A, 2B, 11

Physiology 31

Psychology 2, 5, 7, 12, 16, 22

Sociology 101

HEALTH SCIENCES AND ATHLETICS DIVISION

NEW COURSES

1. Physical Education 3abcd – Boot Camp Fitness Training

Units: 1 Lab: 3 hours Faculty Load: 13.635%

Credit, degree applicable; Letter grade; Transfer CSU; Proposed Transfer UC

This course is an intense, highly regimented, military style form of physical conditioning. Disciplined forms of exercise include use of; body weight, simple apparatus and calisthenics to develop aerobic and muscle fitness.

2. Physical Education 250abcd – Techniques of Surfboard Riding

Units: 1 Lab: 3 hours Faculty Load: 13.635%

Prerequisite: Physical Education 240abcd with a minimum grade of C or equivalent

ACADEMIC AFFAIRS

Enrollment Limitation: Must be able to swim three hundred yards and tread water for three minutes

Credit, degree applicable; Letter grade; Transfer CSU; Proposed Transfer UC

This course offers instruction in handling of surfboards and practice of safe riding in the surf. Topics such as ocean safety, hazards, currents, tides, weather conditions, wave selection, surfing etiquette, board and wetsuit selection, and paddle technique will be emphasized.

Note: Students furnish their own surfboards and protective wetsuits to off-campus sites at local beaches.

HUMANITIES DIVISION

NEW COURSES

1. Journalism 6 – Basic Photojournalism

Units: 2 Lecture: 1 hour Lab: 3 hours Faculty Load: 21.667%

Recommended Preparation: eligibility for English 84

Credit, degree applicable; Letter grade; Transfer CSU

This course provides instruction in the elementary aspects of photography with emphasis on principles and techniques of photojournalism, including camera use, news photography, feature photography, sports photography, photo essays, and caption writing. Emphasis is placed on preparing students to take photographs for campus student publications using digital cameras and computer software such as Photoshop.

2. Journalism 14abcd – Multimedia Journalism

Units: 3 Lecture: 2 hours Lab: 3 hours Faculty Load: 28.33%

Prerequisite: Journalism 1 with a minimum grade of C

Credit, degree applicable; Letter grade; Transfer CSU

This course provides training in multimedia journalism with an emphasis on the principles and techniques of multimedia reporting, including preparing news for the World Wide Web using text, audio, video and photographs. Students create multimedia news projects for publications on the Web, using digital cameras, digital recorders, digital camcorders and computer software.

ACADEMIC AFFAIRS

INDUSTRY AND TECHNOLOGY DIVISION

INACTIVATE COURSES

1. Computer Aided Design/Drafting 26abcd – Creating Solid Models with Autodesk Software
2. Computer Aided Design/Drafting 27abcd – Creating Assemblies with Autodesk Software

NEW CERTIFICATE OF ACCOMPLISHMENT

1. Cosmetology Level I
At least 50% of the courses required for the Certificate of Accomplishment must be completed at El Camino College.
A Certificate of Accomplishment will be issued to students completing the following:
Complete 16-17 units from the following:
Cosmetology 1, 10, 11
Total Units: 16-17

NEW CERTIFICATE OF ACHIEVEMENT

1. Cosmetology Level II
At least 50% of the courses required for the Certificate of Achievement must be completed at El Camino College.
A Certificate of Achievement will be issued to students completing the following:
Complete 16-17 units from the following:
Cosmetology 1, 10, 11 and complete 16-17 units from the following:
Cosmetology 2abcd, 12, 13
Total Units: 32-34

CHANGE IN CATALOG PROGRAM DESCRIPTION

1. Cosmetology
Current Status/Proposed Change
The cosmetology program offers students to the opportunity option to gain proficiency in hair cutting, coloring, permanent waving, chemical relaxing, manicuring, pedicuring, and facials, ~~and related procedures. Upon completion of 1600 hours, students will be prepared to take the California~~ After completing

ACADEMIC AFFAIRS

introduction to cosmetology, Cosmetology Level I (Certificate of Accomplishment), students will have the basic skills for entry level positions as specified by the State Board of Cosmetology. Examination to become licensed. Cosmetology Level II (Certificate of Achievement) will give the student intermediate skills to work in the cosmetology industry. Completion of Cosmetology Level III (Certificate of Achievement) will give students 1600 hours and prepares them to take the California State Board of Cosmetology Examination. Competencies are assessed regularly in compliance with the California State Board of Cosmetology criteria. Students completing the program may expect to enter industry as a hair stylist, designer, color, and perm technician, salon owner and operator, esthetician, skin care specialist, or manicure technician. After successful completion of the California State of Board of Cosmetology Examination, students will have a state license to embark on their new career.

Recommendation:

The cosmetology program offers students to the option to gain proficiency in hair cutting, coloring, permanent waving, chemical relaxing, manicuring, pedicuring, and facials. After completing introduction to cosmetology, Cosmetology Level I (Certificate of Accomplishment), students will have the basic skills for entry level positions as specified by the State Board of Cosmetology. Cosmetology Level II (Certificate of Achievement) will give the student intermediate skills to work in the cosmetology industry. Completion of Cosmetology Level III (Certificate of Achievement) will give students 1600 hours and prepares them to take the California State Board of Cosmetology Examination. Competencies are assessed regularly in compliance with the California State Board of Cosmetology criteria. After successful completion of the California State of Board of Cosmetology Examination, students will have a state license to embark on their new career.

NEW COURSE

1. Administration of Justice 132 – Crime Scene Investigation

Units: 3 Lecture: 3 hours Faculty Load: 20.00%

Recommended Preparation: Administration of Justice 100

Credit, degree applicable; Transfer CSU; Letter grade

This course provides students with the basic understanding of Crime Scene Investigation (CSI), the workings of a CSI unit and will present an overview of the relationship that exists between forensic science and law enforcement. The course includes a study of crime scene examination, crime scene documentation, DNA and trace evidence analysis, and evidence collection procedures. Students learn to prepare a case for prosecution and testify in court.

ACADEMIC AFFAIRS

COURSE REVIEW; CHANGES IN DESCRIPTIVE TITLE, CATALOG DESCRIPTION

Current Status/Proposed Change

1. Architecture 121abcd – ~~Advanced~~ Three-Dimensional Architectural AutoCAD Computer Aided Design

This is ~~an advanced~~ a course in three-dimensional (3-D) computer aided design (CAD) using the various CAD software including AutoCAD Architectural Desktop software and Revit. Students will create detailed three dimensional massing computer models of buildings, generating floor plans, building sections, elevations, details and learn how to insert various library elements into drawings to create construction documents. ~~Camera angles to form perspectives as well as animated videos of modeled buildings will be covered.~~ schedules, as well as computer animations and renderings of 3-D models. Students will use Building Information Modeling (BIM) in design, analysis and documentation of their buildings.

Recommendation:

Architecture 121abcd –Three-Dimensional Architectural Computer Aided Design
This is a course in three-dimensional (3-D) computer aided design (CAD) using various CAD software including AutoCAD and Revit. Students will create detailed three dimensional computer models of buildings, generating floor plans, building sections, elevations, details and schedules, as well as computer animations and renderings of 3-D models. Students will use Building Information Modeling (BIM) in design, analysis and documentation of their buildings.

Current Status/Proposed Change

2. Computer Aided Design/Drafting 10abcd – ~~Introduction to Mechanical Computer Aided Design/Drafting~~ Wireframe with Surfaces, Solid Modeling and Assemblies

This In this course is ~~an introduction to~~ students create three-dimensional (3-D) wireframe and surfaced models, solid models, assembly and two-dimensional (2-D) computer aided design/drafting (CADD). ~~Students will gain experience in the preparation of engineering level drawings. Previous skills with computers are not required.~~ Models or assemblies are displayed on a 2-D drawing format and orthographically projected with dimensions added. Shading, rendering and solid model modification is also available in the 2-D mode. Auxiliary, detail and section views are also created with such commands as Solview and Soldraw.

ACADEMIC AFFAIRS

Recommendation:

Computer Aided Design/Drafting 10abcd –Wireframe with Surfaces, Solid Modeling and Assemblies

In this course students create three-dimensional (3-D) wireframe and surfaced models, solid models, assembly and two-dimensional (2-D) drawings. Models or assemblies are displayed on a 2-D drawing format and orthographically projected with dimensions added. Shading, rendering and solid model modification is also available in the 2-D mode. Auxiliary, detail and section views are also created with such commands as Solview and Soldraw.

CHANGE IN MAJOR

1. Computer Aided Design/Drafting

Current Status/Proposed Change

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

Computer Aided Design/Drafting 5, 10abcd*, ~~27abcd*~~, 28abcd*, 31abcd*, 32abcd*, 33abcd*, 34abcd*, 37abcd*, 45, 47, 49, Technical Mathematics 1; ~~two units from: Computer Aided Design/Drafting 26abcd*, 33abcd*, 37abcd*~~; one course from the following: Electronics and Computer Hardware Technology 11, ~~21~~, 22, Machine Tool Technology ~~13A~~, 16ab, 46, 101abcd, Welding 15ab*, Art 141abcd*, 144abcd*, Computer Information Systems 13

(*one semester of)

Total Units: 33-34

Recommendation:

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

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

(*one semester of)

Total Units: 33-34

ACADEMIC AFFAIRS

CHANGE IN CERTIFICATE OF ACHIEVEMENT

1. Computer Aided Design/Drafting

Current Status/Proposed Change

A Certificate of Achievement will be granted upon completion of the courses listed below. At least 50% of the courses required for the Certificate of Achievement must be completed at El Camino College.

Computer Aided Design/Drafting 5, 10abcd*, ~~27abcd*~~, 28abcd*, 31abcd*, 32abcd*, 33abcd*, 34abcd*, 37abcd*, 45, 47, 49, Technical Mathematics 1; ~~two units from: Computer Aided Design/Drafting 26abcd*, 33abcd*, 37abcd*~~; one course from the following: Electronics and Computer Hardware Technology 11, ~~21~~, 22, Machine Tool Technology ~~13A~~, 16ab, 46, 101abcd, Welding 15ab*, Art 141abcd*, 144abcd*, Computer Information Systems 13

(*one semester of)

Total Units: 33-34

Recommendation:

A Certificate of Achievement will be granted upon completion of the courses listed below. At least 50% of the courses required for the Certificate of Achievement must be completed at El Camino College.

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

(*one semester of)

Total Units: 33-34

Current Status/Proposed Change

2. Cosmetology Level III

At least 50% of the courses required for the Certificate of Achievement must be completed at El Camino College. A Certificate of Achievement will be issued to students completing the following:

Complete 16-17 units from the following:

Cosmetology 1, 10, 11

and

Complete 16-17 units from the following:

Cosmetology 2abcd, 12, 13

and

ACADEMIC AFFAIRS

Complete 10-11 units from a combination of the following:
Cosmetology 2abcd, 3, 4, 13, 14abcd, 16abcd
Total Units: 42-45

Recommendation:

Cosmetology Level III

At least 50% of the courses required for the Certificate of Achievement must be completed at El Camino College. A Certificate of Achievement will be issued to students completing the following:

Complete 16-17 units from the following:

Cosmetology 1, 10, 11

and

Complete 16-17 units from the following:

Cosmetology 2abcd, 12, 13

and

Complete 10-11 units from a combination of the following:

Cosmetology 2abcd, 3, 4, 13, 14abcd, 16abcd

Total Units: 42-45

NEW CERTIFICATE OF ACCOMPLISHMENT

1. Computer Aided Design/Drafting

A Certificate of Accomplishment will be granted upon completion of the courses listed below:

AutoCad Mechanical Drafting Trainee

Computer Aided Design/Drafting 5, 10abcd* (*one semester of)

Total Units: 6

MATHEMATICAL SCIENCES

COURSE REVIEW

1. Mathematics 73 – Intermediate Algebra for General Education

2. Mathematics 80 – Intermediate Algebra for Science, Technology, Engineering and Mathematics

ACADEMIC AFFAIRS

NEW DISTANCE EDUCATION COURSE VERSIONS FOR EXISTING COURSES

1. Mathematics 73 – Intermediate Algebra for General Education (Online)
2. Mathematics 80 – Intermediate Algebra for Science, Technology, Engineering and Mathematics (Online)

COURSE REVIEW; CHANGE IN CATALOG DESCRIPTION

1. Mathematics 115 – Probability and Statistics for Prospective Elementary School Teachers

Current Status/Proposed Change

~~This In this course, is designed for students who plan to become prospective elementary school teachers, and will emphasize group and hands-on activities, the use of computer software, and graphing calculators in the exploration student focus on the conceptual and procedural understanding of probability and statistics, and probability. Topics include creating and interpreting During the statistics portion of the course, students investigate the creation and interpretation of graphs, random variables and sampling, measures of central tendency and dispersion, analysis of experiments including hypothesis testing, design of experiments, and data gathering. In addition, During the probability portion of the course, students explore the basic laws of probability, logic and set theory including dependent, independent, and mutually exclusive events, odds, and expected values will be explored outcomes. Group activities and hands-on activities, as well as the use of graphing calculators and statistical software, are integrated throughout the course.~~

Recommendation:

In this course, designed for prospective elementary school teachers, student focus on the conceptual and procedural understanding of probability and statistics. During the statistics portion of the course, students investigate the creation and interpretation of graphs, random variables and sampling, measures of central tendency and dispersion, analysis of experiments including hypothesis testing, design of experiments, and data gathering. During the probability portion of the course, students explore the basic laws of probability, including dependent, independent, and mutually exclusive events, odds, and expected outcomes. Group activities and hands-on activities, as well as the use of graphing calculators and statistical software, are integrated throughout the course.

ACADEMIC AFFAIRS

2. Mathematics 116 – Geometry and Measurement for Prospective Elementary School Teachers

Current Status/Proposed Change

~~This In this course, is designed for prospective elementary school teachers, and emphasizes problem solving with particular students focus on constructing tables and recognizing patterns. Topics include the conceptual and procedural understanding of geometry and measurement. Students explore informal geometry, congruence similarity, constructions, transformations, tessellations, and measurement involving both English and metric units in one, two, and three dimensions. Problem solving will include the use of~~ The use of appropriate units in real-world geometric situations is emphasized throughout the course. Group activities, hands-on activities and use of computer software ~~and hands-on activities are integrated throughout the course.~~

Recommendation:

In this course, designed for prospective elementary school teachers, students focus on the conceptual and procedural understanding of geometry and measurement. Students explore informal geometry, congruence similarity, constructions, transformations, tessellations, and measurement involving both English and metric units in one, two, and three dimensions. The use of appropriate units in real-world geometric situations is emphasized throughout the course. Group activities, hands-on activities and use of computer software are integrated throughout the course.

INACTIVATE MAJOR

1. Mathematics General – Associate in Science Degree

CHANGE IN CATALOG PROGRAM DESCRIPTION; CHANGE IN MAJOR

1. Mathematics – Associate in Science Degree

Current Status/Proposed Change

~~The degree is designed for students planning to transfer provides the student with a major sufficient depth to support a lifelong interest in mathematics, The and is suitable for the student will acquire the ability to apply the principles of differential and integral who plans to transfer in mathematics. The core of the major is the calculus sequence, in which the student will acquire a conceptual understanding of the principles of differential and integral calculus for functions of one and several variables, differential equations, and linear algebra. Competencies as well as the ability to apply calculus techniques in a variety of applications. A~~

ACADEMIC AFFAIRS

minimum of one additional course is required to provide the student with greater breadth in mathematics. Competency will be assessed by evaluating through problem solving involving limits; derivatives and integrals of real and vector-valued functions of one and several variables; areas and volumes; line, surface, and volume integrals; numerical methods; sequences and series; ordinary differential equations; power series solutions; Laplace transforms; eigenvectors; vector spaces; and application problems. Students will have the student's ability to utilize computer algebra systems in solve a wide range of calculus and other mathematical problems solving.

At least 8 units for this degree must be completed at El Camino College.
Mathematics 190, 191, 220; 4 units from: Mathematics 140, 150, 210, 270,
Physics 1A, Computer Science 1
Total Units: 19-20

Recommendation:

The degree provides the student with sufficient depth to support a lifelong interest in mathematics, and is suitable for the student who plans to transfer in mathematics. The core of the major is the calculus sequence, in which the student will acquire a conceptual understanding of the principles of differential and integral calculus for functions of one and several variables, as well as the ability to apply calculus techniques in a variety of applications. A minimum of one additional course is required to provide the student with greater breadth in mathematics. Competency will be assessed by evaluating the student's ability to solve a wide range of calculus and other mathematical problems.

At least 8 units for this degree must be completed at El Camino College.
Mathematics 190, 191, 220; 4 units from: Mathematics 140, 150, 210, 270,
Physics 1A, Computer Science 1
Total Units: 19-20

NATURAL SCIENCES DIVISION

NEW COURSES

1. Anatomy and Physiology 34A – Anatomy and Physiology I
Units: 4 Lecture: 3 hours Lab: 5 hours Faculty Load: 45.00%
Prerequisite: Chemistry 4, Chemistry 20, or Chemistry 21A, or equivalent or concurrent enrollment
Credit, degree applicable; Transfer CSU; Letter grade

ACADEMIC AFFAIRS

This is the first semester of the two-semester Anatomy and Physiology lecture and lab course. It is an in-depth course examining major organ systems, their morphology and functions as well as some of their common pathologies. Topics include an introduction to the human body, chemical and biochemical principles, cell morphology and function, cell division, genetics and histology. In the first semester, the students study the integumentary, skeletal, and muscular systems, as well as the first half of the nervous system. Laboratory investigations include models of the human body and dissection of higher vertebrates, in addition to physiological experiments. The course is designed for science, health-related, pre-nursing (Bachelor of Science in Nursing), and pre-professional majors.

2. Anatomy and Physiology 34B - Anatomy and Physiology II
Units: 4 Lecture: 3 hours Lab: 5 hours Faculty Load: 45.00%
Prerequisite: Anatomy and Physiology 34A
Credit, degree applicable; Transfer CSU; Letter grade
This is the second semester of the two-semester Anatomy and Physiology lecture and lab course. Topics examined include: special senses, autonomic nervous system, endocrine system, cardiovascular system, lymphatic system and immunity, respiratory system, digestive system and nutrition, cellular respiration, urinary system, fluid, electrolyte, and acid-base balance, reproductive system, genetic conditions and disorders, embryology and development. Laboratory investigations include models of the human body and dissection of higher vertebrates, in addition to physiological experiments. The course is designed for science, health-related, pre-nursing (Bachelor of Science in Nursing), and pre-professional majors.

COURSE REVIEW; CHANGE IN CATALOG DESCRIPTION

1. Chemistry 7A – Organic Chemistry I
Current Status/Proposed Change
This course involves a comprehensive study of the major classes of aliphatic ~~and aromatic~~ hydrocarbons, and of organic halides, ~~and~~ alcohols and ethers. This includes nomenclature, structure, properties, stereochemistry, reactions, synthetic methods, and spectroscopy. Emphasis is placed on a systematic approach to understanding the material through the use of bonding theories, energy concepts, kinetics, and reaction mechanisms. In the laboratory, emphasis is on techniques of separation and purification of organic compounds, common organic reactions, and spectroscopy.

ACADEMIC AFFAIRS

Recommendation:

This course involves a comprehensive study of the major classes of aliphatic hydrocarbons and of organic halides, alcohols and ethers. This includes nomenclature, structure, properties, stereochemistry, reactions, synthetic methods, and spectroscopy. Emphasis is placed on a systematic approach to understanding the material through the use of bonding theories, energy concepts, kinetics, and reaction mechanisms. In the laboratory, emphasis is on techniques of separation and purification of organic compounds, common organic reactions, and spectroscopy.

2. Chemistry 7B – Organic Chemistry II

Current Status/Proposed Change

This course involves a comprehensive study of aromatic compounds and the major classes of oxygen-containing and nitrogen-containing organic compounds. This includes nomenclature, structure, properties, stereochemistry, reactions, synthetic methods, and spectroscopy. Emphasis is placed on a systematic approach to understanding the material through the use of bonding theories, energy concepts, kinetics, and reaction mechanisms. ~~The A~~ study of biochemistry focuses primarily on carbohydrates, amino acids, proteins, and lipids, carbohydrates, amino acids and proteins. In the laboratory, emphasis is on ~~common~~ qualitative organic analysis, common organic reactions, and multi-step synthesis, ~~and qualitative organic analysis.~~

Recommendation:

This course involves a comprehensive study of aromatic compounds and the major classes of oxygen-containing and nitrogen-containing organic compounds. This includes nomenclature, structure, properties, stereochemistry, reactions, synthetic methods, and spectroscopy. Emphasis is placed on a systematic approach to understanding the material through the use of bonding theories, energy concepts, kinetics, and reaction mechanisms. A study of biochemistry focuses primarily on lipids, carbohydrates, amino acids and proteins. In the laboratory, emphasis is on qualitative organic analysis, common organic reactions, and multi-step synthesis.

COURSE REVIEW; CHANGES IN DESCRIPTIVE TITLE, CATALOG DESCRIPTION

Current Status/Proposed Change

1. Geology 15 – ~~Geologic Hazards~~ Natural Disasters

This course presents a study of ~~geologic processes~~ natural hazards such as earthquakes, volcanism, hurricanes, landslides and floods and how we can prepare

ACADEMIC AFFAIRS

for and possibly ~~control~~ mitigate these ~~hazards~~ phenomena in order to lessen their impact on ~~people~~ society. In addition, this course will ~~study energy and mineral resources of the~~ address global climate change and associated earth science processes, as well as the misuse and the control of pollution of water vital natural resources such as freshwater.

Recommendation:

Geology 15 – Natural Disasters

This course presents a study of natural hazards such as earthquakes, volcanism, hurricanes, landslides and floods and how we can prepare for and possibly mitigate these phenomena in order to lessen their impact on society. In addition, this course will address global climate change and associated earth science processes, as well as the misuse and pollution of vital natural resources such as freshwater.

CHANGE IN CERTIFICATE OF ACHIEVEMENT

1. Environmental Horticulture

Current Status/Proposed Change

A Certificate of Achievement will be awarded upon completion of the courses listed below. At least 50% of the requirements for the certificate must be completed at El Camino College.

Horticulture 41, 42, 46, 53, 54, 55, 56; one course from: Biology 8, 15, 16, Horticulture 44, 60, 95abcd

Total Units: 23-25

Recommendation:

A Certificate of Achievement will be awarded upon completion of the courses listed below. At least 50% of the requirements for the certificate must be completed at El Camino College.

Horticulture 41, 42, 46, 53, 54, 55, 56; one course from: Biology 8, 15, 16, Horticulture 44, 60, 95abcd

Total Units: 23-25

B. SABBATICAL LEAVES OF ABSENCE – 2009-2010

It is recommended that the Board approve the following faculty members for Sabbatical Leaves of Absence during 2009-2010:

ACADEMIC AFFAIRS

1. One Semester Sabbatical

Alicia Class	Fall 2009
Sean Donnell	Fall 2009
Massoud Ghyam	Full Year 2009-2010
Joseph Holliday	Spring 2010
Kevin Huben	Full Year 2009-2010
Elaine Moore	Spring 2010
Charleen Zartman	Spring 2010

2. Half-Pay Sabbatical

Jeff Jung	Fall 2009
-----------	-----------

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

	<u>Page No.</u>
A. Field Trip.....	39
B. Grant – Information.....	39
C. Grant – Acceptance.....	40
D. Community Education – Winter and Spring 2009.....	40
E. Expulsions – 2009-1, 2009-2.....	40

STUDENT AND COMMUNITY ADVANCEMENT

A. FIELD TRIP

It is recommended that the Board approve the following student field trips sponsored by the Career and Transfer Centers. The purposes of the trip are to enhance transition services and increase the number of transfers.

Transfer Center – Blanca Prado

The following chaperones will participate as needed: Rene Lozano, Kelsey Lino, Sue Oda-Omori, Lori Suekawa, Elaine Moore, Bill Cooper, Lisa Raufman, Tri Le, Tiffanie Hong, Griselda Castro, Lori Losorelli, Sabra Sabio and Junette Fariolen

February 27, 2009 – Mount St. Mary’s College, Los Angeles, California. Estimated students 20. Depart 8am; return 4pm. Bus transportation at no cost to the District.

Career Center – Van Nguyen

February 27, 2009 – Santa Monica Police Department, Santa Monica, California. Estimated students 15. Depart 9am; return 1:30pm. Transportation by ECC vans.

B. GRANT - INFORMATION

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

California Community Colleges Chancellor’s Office – Career and Technical Education Community Collaborative Packet (Community Collaborative & Supplemental). The purpose of this Career and Technical Education Community Collaborative Project is to expand the Community Collaborative among the Districts of Cerritos and El Camino and the El Camino College Compton Educational Center and to enhance the existing projects that comprise the following four program areas: 1) Career Exploration Development for 7th & 8th Graders, 2) Career Technical Education Sectors, 3) Teacher and Faculty Externships in Business and Industry, and 4) Career and Technical Education Professional Development. The Supplemental grant will augment the 7th and 8th grade segment of the Career and Technical Education Community Collaborative. The Workforce Innovation Partnerships grant will expand the Center for Applied Competitive Technology’s (CACT) Fastener Manufacturing Training program to high school students in the Compton Educational Center’s service area.
Project Director: David Gonzales

Amount of Grant Funding from Granting Agency	\$750,000
Amount of Match (In-kind: staff, equipment, WIB dollars)	<u>75,000</u>
Total Amount of Grant	\$825,000
Indirect Rate:	\$28,846 (4%)
Performance Period:	February 1, 2009 through August 31, 2011

STUDENT AND COMMUNITY ADVANCEMENT

C. GRANT - ACCEPTANCE

It is recommended that the Board accept the following grant:

California Community Colleges Chancellor’s Office via the U.S. Department of Labor – Workplace Learning Resource Center SB70 – Career and Technical Education (CTE) Initiative Hub Grant. The total grant period is anticipated to be five years for a total amount of \$937,500. The annual funding for 2009 is \$187,500, with an Indirect Rate of \$7,212 (4%). The goal of this project is to promote the Economic Workforce Development model of integrating business and emerging industries with Career Technical Education (CTE) programs and courses provided in high schools. The CTE Initiative Hub Project Director has a statewide role and must work collaboratively with the Chancellor’s Office, the Initiative Director, and other Initiative Regional Centers and to be the Initiative’s liaison to community colleges, middle schools, and high schools in their respective disciplines. The goal is enhanced in the following areas: 1) Work Experience, 2) Skills identification and certification, 3) Career pathways and program/curricula design; 4) Pre-high school career education, 5) Currency with labor market demand and economic trends, 6) Increase membership and level of participation in student-business organizations, and 7) Build a statewide system to link business and economic development with Career and Technical Education.
Project Director: Philip Sutton

Amount of Grant Funding from Granting Agency	\$937,500
Amount of College match	<u>-0-</u>
Total Amount of Grant	\$937,500
Indirect Rate	\$37,500 (4%)
Performance Period (Year 1):	January 1, 2009 through December 31, 2009

D. COMMUNITY EDUCATION – Winter and Spring 2009

It is recommended that the Board approve of the Community Education courses as shown on pages to.

E. EXPULSIONS – 2009-1 and 2009-2

It is recommended that the Board approve expulsion of two students, 2009-1 and 2009-2, effective January 2, 2009.

STUDENT AND COMMUNITY ADVANCEMENT

Community Education Classes Winter/Spring 2009			
Course Title	Contract	Salary	Class Fee
Pharmacy Technician Training Program FREE Information Night #210109	College, Boston Reed	\$0	\$0.00
Clinical Medical Assistant Training Program Free Information Night #210137	College, Boston Reed	\$0	\$0.00
Medical Biller Training Program: Free Information Night #230018	College, Boston Reed	\$0	\$0.00
Free Travel Tour Information Night(s) #010028	Vacations, Collette	0%	\$0.00
Soap Making #112371	Abdul, Quayum	40%	\$39.00
Candle Making #119681	Abdul, Quayum	40%	\$39.00
Bath Products #119697	Abdul, Quayum	40%	\$39.00
Zumba Dance Fitness! #800066	Acosta, Carolina	40%	\$59.00
Introduction to Search Engine Marketing #540075	Band, Robert	40%	\$79.00
Silent Yoga (Classical Hatha Yoga for the Deaf Community) #800084	Benjamin, Nikki	40%	\$59.00
Silent Yoga (Classical Hatha Yoga for the Deaf Community) #800084	Benjamin, Nikki	40%	\$59.00
Yoga for Health & Relaxation--Beginning #800003	Berman, Ron	40%	\$72.00
Yoga for Health & Relaxation--Beginning #800003	Berman, Ron	40%	\$72.00
Yoga For Health & Relaxation--Intermediate #800004	Berman, Ron	40%	\$72.00
Yoga For Health & Relaxation--Intermediate #800004	Berman, Ron	40%	\$72.00
Meditation for Positive Living #800071	Brahma Kumaris	40%	\$44.00
Sexual Harassment Prevention in the Workplace #240058	Byun, Cristallea	40%	\$99.00
Sexual Harassment Prevention in the Workplace #240058	Byun, Cristallea	40%	\$99.00

Course Title	Contract	Salary	Class Fee
Self-Hypnosis Stress Reduction and Relaxation Techniques #750053	Carter, Jethro	40%	\$39.00
Think Healthy, Be Thin, Stay Thin through Self-Hypnosis #800011	Carter, Jethro	40%	\$39.00
From First Draft to Final Draft Screenplay #710051	Charles, Claudette	40%	\$69.00
From First Draft to Final Draft Screenplay #710051	Charles, Claudette	40%	\$69.00
Academic Chess (Ages 5 - 13) #460121	Chess, Academic	40%	\$79.00
Writing Your 1st Book (or 7th) #710034	Christensen, Bobbie	40%	\$29.00
Publishing Your 1st Book (or 7th) #710042	Christensen, Bobbie	40%	\$29.00
Marketing Your 1st Book (or 7th) #710053	Christensen, Bobbie	40%	\$29.00
Financial Portfolio: Building Your Financial Portfolio on \$25 a Month #810048	Christensen, Bobbie	40%	\$39.00
Become a Notary Public - Renewing Notaries ONLY #210139	Christensen, Carrie	40%	\$50.00
Become a Notary Public - Renewing Notaries ONLY	Christensen, Carrie	40%	\$50.00
Capoeira - The Art of Brazil #800077	Claverie, Courtney	40%	\$90.00
Secrets of Fine Art Collecting #109002	Cohen, Peggy	40%	\$39.00
Secrets of Fine Art Collecting #109002	Cohen, Peggy	40%	\$39.00
ABCs of Financial Planning for Older Adults #8890002	Colescott, Candace	40%	\$29.00
Flamenco Dance #140001	Costello, Regine	40%	\$79.00
Flamenco Dance #140001	Costello, Regine	40%	\$79.00
Belly Dance: Basic Building Blocks, Class #1 #140002	Costello, Regine	40%	\$65.00
Belly Dance: Intermediate Elements and Choreography, Class #2 #140003	Costello, Regine	40%	\$79.00
Belly Dance: Putting it All Together-Preparing for Performance, #3 #140004	Costello, Regine	40%	\$79.00
Belly Dance (Beginning) #800031	Costello, Regine	40%	\$69.00

Course Title	Contract	Salary	Class Fee
Belly Dance (Beginning) #800031	Costello, Regine	40%	\$69.00
How to Deal with Difficult" People" #750054	Derbolowsky, Johanna	40%	\$39.00
No Clue? No Worries! Purchasing Your First Home #810067	Ellis, Kenya	40%	\$25.00
No Clue? No Worries! Purchasing Your First Home #810067	Ellis, Kenya	40%	\$25.00
No Clue? No Worries! Purchasing Your First Home #810067	Ellis, Kenya	40%	\$25.00
Quickbooks Fundamental #500081	Farmer, Kevin	40%	\$115.00
Quickbooks Intermediate #500082	Farmer, Kevin	40%	\$115.00
Computer Basic Boot Camp for Older Adults #8890001	Fedderson, Dale	40%	\$39.00
2-Day Film School Crash Course #10012	Film Institute, Hollywood	40%	\$395.00
Your Perfect Body #800080	Frank, Dale	40%	\$39.00
Your Perfect Body #800080	Frank, Dale	40%	\$39.00
How to Become a Fitness Trainer #800081	Frank, Dale	40%	\$39.00
You Can Sell Hit Songs #120006	Frederick, Robin	40%	\$35.00
Negotiation 2: How to Talk and What to Say--Course 2 of 4 #300026	Georgen, Pearl	40%	\$39.00
Negotiation 3: Mastery of the Art--Course 3 of 4 #300027	Georgen, Pearl	40%	\$39.00
Negotiation 1: The Art of Getting What You Want - Course 1 of 4 #300041	Georgen, Pearl	40%	\$39.00
Negotiation 4: Resolving Critical Issues--Course 4 of 4 #300057	Georgen, Pearl	40%	\$39.00
Negotiation 5: Secrets of Effective Persuasion--Advanced Course 1 of 3 #300058	Georgen, Pearl	40%	\$49.00
Negotiation 6: Power Strategies--Advanced Course 2 of 3 #300059	Georgen, Pearl	40%	\$49.00

Course Title	Contract	Salary	Class Fee
Negotiation 7: Multiplying Your Effectiveness--Advanced Course 3 of 3 #300060	Georgen, Pearl	40%	\$49.00
Public Speaking for Cowards #300115	Georgen, Pearl	40%	\$85.00
Weight Training & Stretching (Beginning) #800083	Henry, Jeff	40%	\$59.00
Weight Training & Stretching (Beginning) #800083	Henry, Jeff	40%	\$59.00
Medical Terminology 1 #230034	Herbert, Vickie	40%	\$199.00
Medical Billing and Reimbursement #230035	Herbert, Vickie	40%	\$199.00
Medical Coding CPT #230038	Herbert, Vickie	40%	\$139.00
Medical Terminology 2 #230039	Herbert, Vickie	40%	\$199.00
Medical Information Technology #230040	Herbert, Vickie	40%	\$199.00
Managing the Owner-Operated Business, Part One: Planning #210129	Konstant, Gene	40%	\$44.00
Managing the Owner-Operated Business, Part Two: Finance #210130	Konstant, Gene	40%	\$44.00
Managing the Owner-Operated Business, Part Three: Organization #210131	Konstant, Gene	40%	\$44.00
Managing the Owner-Operated Business, Part Four: Personnel #210132	Konstant, Gene	40%	\$44.00
Managing the Owner-Operated Business, Part Five: Sales & Marketing #210133	Konstant, Gene	40%	\$44.00
Rescore Your Personal-Business Credit #810063	Konstant, Gene	40%	\$79.00
Acupressure Massage For All #800060	Krueckemeier, Rod	40%	\$69.00
Dream Interpretation #740053	Kung Fu Studio, Shozuya	40%	\$39.00
How to Start A Successful Restaurant Business #210124	Lao, Michael	40%	\$59.00

<u>Course Title</u>	<u>Contract</u>	<u>Salary</u>	<u>Class Fee</u>
How to Start A Successful Restaurant Business #210124	Lao, Michael	40%	\$59.00
How to Start A Successful Restaurant Business #210124	Lao, Michael	40%	\$59.00
Improving Restaurant Profitability #210125	Lao, Michael	40%	\$59.00
Improving Restaurant Profitability #210125	Lao, Michael	40%	\$59.00
Improving Restaurant Profitability #210125	Lao, Michael	40%	\$59.00
Real Estate Appraisal: A New Business/A New Career #210003	Levitan, Les	40%	\$49.00
Real Estate Appraisal: A New Business/A New Career #210003	Levitan, Les	40%	\$49.00
The Do's and Don'ts When Investing in Real Estate Foreclosures #810068	Martinson, Tom	40%	\$55.00
The Do's and Don'ts When Investing in Real Estate Foreclosures #810068	Martinson, Tom	40%	\$55.00
The Do's and Don'ts When Investing in Real Estate Foreclosures #810068	Martinson, Tom	40%	\$55.00
Investing in Commercial Real Estate #810069	Martinson, Tom	40%	\$55.00
Making Big Profits When Investing in Fixer Properties #810071	Martinson, Tom	40%	\$55.00
Piano/Keyboard (Beginning Ages 8-13) #900007	MUSICSTAR Performing Arts	40%	\$99.00
Drum Line (Ages 8-13) #900008	MUSICSTAR Performing Arts	40%	\$99.00
Piano/Keyboard (Beginning Ages 14 & Up) #900009	MUSICSTAR Performing Arts	40%	\$99.00
Drum Line (Ages 14 & Up) #900010	MUSICSTAR Performing Arts	40%	\$99.00
<u>Course Title</u>	<u>Contract</u>	<u>Salary</u>	<u>Class Fee</u>

Professional Bar Management #210118	Nicholson, Kellie	40%	\$79.00
The Business of Bartending #210126	Nicholson, Kellie	40%	\$99.00
The Business of Bartending Lab Class #210127	Nicholson, Kellie	40%	\$39.00
Who Do You Think You Are? #750051	Nicholson, Kellie	40%	\$39.00
Introduction to One Stroke Painting #100036	Numamoto, April	40%	\$35.00
Introduction to One Stroke Painting #100036	Numamoto, April	40%	\$35.00
Tai Chi for Older Adults #8880001	Oon, Irene	40%	\$24.00
Modeling Career Series, Part 1 - How to Become a Professional Model #210135	Pollard, Daisi	40%	\$59.00
Modeling Career Series, Part 1 - How to Become a Professional Model #210135	Pollard, Daisi	40%	\$59.00
Modeling Career Series, Part 2 - The Photo Shoot #210136	Pollard, Daisi	40%	\$59.00
Modeling Career Series, Part 2 - The Photo Shoot #210136	Pollard, Daisi	40%	\$59.00
How to Become a Substitute Teacher Full-Time or Part-Time #210096	Prosper, Charles	40%	\$35.00
Daughter and Dads - A Relationship Success Course #150013	Prosper, Charles	40%	\$39.00
The Secret Revealed - How to Use the 12 Great Laws of Success #750052	Prosper, Charles	40%	\$35.00
Become a Notary Public--Prep Class #210002	Public Seminars, Notary	40%	\$94.00
Become a Notary Public--Prep Class #210002	Public Seminars, Notary	40%	\$94.00
Become a Certified Loan Signing Agent--Build Your Own Notary Signing Business #210044	Public Seminars, Notary	40%	\$99.00
Cake Decorating 1 - Foundation #119695	Rossberg, Kirk	40%	\$69.00
<u>Course Title</u>	<u>Contract</u>	<u>Salary</u>	<u>Class Fee</u>
Cake Decorating 2 - Intermediate #119696	Rossberg, Kirk	40%	\$69.00

Cake Decorating 3 - Advanced #130002	Rossberg, Kirk	40%	\$69.00
Ukulele Aloha #120020	Salvo, Dan	40%	\$59.00
Ukulele Aloha #120020	Salvo, Dan	40%	\$59.00
Ukulele Aloha #120020	Salvo, Dan	40%	\$59.00
Cooking: New Orleans Style #130004	Sanders, Chef J. Michael	40%	\$69.00
Cooking: New Orleans Style #130004	Sanders, Chef J. Michael	40%	\$69.00
Career Planning for Law Enforcement	Shreves, Ronald	40%	\$69.00
Beer Making - Home Brewing Basics #130003	Society, Mike Froehlich, CA Fermentation	40%	\$75.00
Retirement Planning Today #810072	Takahashi, Larry	40%	\$39.00
Retirement Planning Today #810072	Takahashi, Larry	40%	\$39.00
Make-up 101! #740054	Toner, Kathleen	40%	\$49.00
Make-up 101! #740054	Toner, Kathleen	40%	\$49.00
Make-up 101! #740054	Toner, Kathleen	40%	\$49.00
Life Drawing Marathons #100013	Van Overbeck, Michael	40%	\$18.00
Life Drawing Marathons #100013	Van Overbeck, Michael	40%	\$18.00
Life Drawing Marathons #100013	Van Overbeck, Michael	40%	\$18.00
Life Drawing Marathons #100013	Van Overbeck, Michael	40%	\$18.00
Life Drawing Marathons #100013	Van Overbeck, Michael	40%	\$18.00
Life Drawing Marathons #100013	Van Overbeck, Michael	40%	\$18.00
Floral Design Basics #730085	Ward, Vanessa	40%	\$39.00
Course Title	Contract	Salary	Class Fee

Start Your Own Balloon Decorating Business #210120	Younger, Ruth	40%	\$39.00
Basic yet Brutal: Women's Self-Defense #800078	Thomas, Jennifer	50%	\$90.00
Basic yet Brutal: Women's Self-Defense #800078	Thomas, Jennifer	50%	\$90.00
Flight Academy (Grades 7-12) #460122	Academy, World of Flight	60%	\$139.00
Flight Academy (Grades 7-12) #460122	Academy, World of Flight	60%	\$139.00
Flight Academy (Grades 7-12) #460122	Academy, World of Flight	60%	\$139.00
Kung Fu Kubs (Ages 3-5) #460076	Kung Fu Studio, Shozuya	70%	\$89.00
Kung Fu Kubs (Ages 3-5) #460076	Kung Fu Studio, Shozuya	70%	\$89.00
Kung Fu Kubs (Ages 3-5) #460076	Kung Fu Studio, Shozuya	70%	\$89.00
Kung Fu Kubs (Ages 3-5) #460076	Kung Fu Studio, Shozuya	70%	\$89.00
Kung Fu for Kids (Grades 1-6) #650003	Kung Fu Studio, Shozuya	70%	\$49.00
Kung Fu for Kids (Grades 1-6) #650003	Kung Fu Studio, Shozuya	70%	\$49.00
Kung Fu for Kids (Grades 1-6) #650003	Kung Fu Studio, Shozuya	70%	\$49.00
Kung Fu for Kids (Grades 1-6) #650003	Kung Fu Studio, Shozuya	70%	\$49.00
Tai Chi: Beginning Level #800015	Kung Fu Studio, Shozuya	70%	\$59.00
Tai Chi: Beginning Level #800015	Kung Fu Studio, Shozuya	70%	\$59.00
Tailored Tutoring: 2 to 1 (Grades 1-6) #400024	Wilson, Linda	75%	\$200.00
<u>Course Title</u>	<u>Contract</u>	<u>Salary</u>	<u>Class Fee</u>
Tailored Tutoring: 2 to 1 (Grades 1-6) #400024	Wilson, Linda	75%	\$200.00

Tailored Tutoring: 2 to 1 (Grades 1-6) #400024	Wilson, Linda	75%	\$200.00
Tailored Tutoring: 2 to 1 (Grades 1-6) #400024	Wilson, Linda	75%	\$200.00
Tailored Tutoring: 2 to 1 (Grades 1-6) #400024	Wilson, Linda	75%	\$200.00
Tailored Tutoring: 2 to 1 (Grades 1-6) #400024	Wilson, Linda	75%	\$200.00
Tailored Tutoring: 2 to 1 (Grades 1-6) #400024	Wilson, Linda	75%	\$200.00
Tailored Tutoring: 2 to 1 (Grades 1-6) #400024	Wilson, Linda	75%	\$200.00
Tailored Tutoring: 2 to 1 (Grades 1-6) #400024	Wilson, Linda	75%	\$200.00
Tailored Tutoring: 2 to 1 (Grades 1-6) #400024	Wilson, Linda	75%	\$200.00
Tailored Tutoring: 2 to 1 (Grades 1-6) #400024	Wilson, Linda	75%	\$200.00
Tailored Tutoring: 2 to 1 (Grades 1-6) #400024	Wilson, Linda	75%	\$200.00
Tailored Tutoring: 2 to 1 (Grades 1-6) #400024	Wilson, Linda	75%	\$200.00
Medical Biller Training Program #230032	College, Boston Reed	\$1510 p/student	\$2,110.00
Clinical Medical Assistant Training Program #210138	College, Boston Reed	\$1685 p/student	\$2,285.00
Pharmacy Technician Training Program #210110	College, Boston Reed	\$1690 p/student	\$2,395.00
A Matter of Balance: Managing Concerns About Falls of Older Adults	Webb, Zerlina	\$25 p/h	\$14
A Matter of Balance: Managing Concerns About Falls of Older Adults	Webb, Zerlina	\$25 p/h	\$14
S.A.T. Boot Camp #400023	Serradell, Diane	\$29 p/h	\$359.00
Pre-Algebra (Grades 6-8) #410038	Reece, Russell	\$30.08p/h	\$59.00
Pre-Algebra (Grades 6-8) #410038	Reece, Russell	\$30.08p/h	\$59.00
Fundamentals of Algebra (Grades 7-9) #410039	Reece, Russell	\$30.08p/h	\$59.00
Fundamentals of Algebra (Grades 7-9) #410039	Reece, Russell	\$30.08p/h	\$59.00
Staying Mentally Sharp for Older Adults	Nancy Ciolli	\$40 p/h	\$19
<u>Course Title</u>	<u>Contract</u>	<u>Salary</u>	<u>Class Fee</u>
Staying Mentally Sharp for Older Adults	Nancy Ciolli	\$40 p/h	\$19

Healthier Living: Managing Ongoing Health Conditions for the Older Adult #8880002	Rogers, Toni	\$40 p/h	\$14.00
A Matter of Balance: Managing Concerns About Falls of Older Adults	Rogers, Toni	\$40 p/h	\$14
Woodturning Guild Membership #110001	Selph, Jack	\$60.18 p/h	\$35.00
Health Information Management Series FREE Information Night #230033	Herbert, Vickie	n/a	\$0.00
South Bay Youth Orchestra (Grades 5-12) #900006	Schulz, Patrick	n/a	\$300.00
Business Boot Camp for People Serious About Business #240059	TBA: SBDC	n/a	\$199.00
Entrepreneurial Training For Young Adults Program Orientation #400025	TBA: SBDC	n/a	\$0.00
Entrepreneurial Training For Young Adults Program Orientation #400025	TBA:SBDC	N/A	\$0.00
Young@Heart (Older Adult Program) FREE Open House	Various	n/a	\$0.00
Ed2Go Various	Online	various	various
Ed2Go Various	Online	various	various
Ed2Go Various	Online	various	various
Ed2Go Various	Online	various	various
Ed2Go Various	Online	various	various
Gatlin Education - Various	Online	various	various

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

	<u>Page No.</u>
A. AB2910 – Quarterly Fiscal Status Report.....	52
B. Non-Resident Tuition Fee for 2009-2010	53
C. 2007-2008 Audit Report.....	53
D. Destruction of Records	53
E. Contracts Under \$76,700.....	54
F. Contracts Over \$76,700.....	55
G. Purchase Orders and Blanket Purchase Orders	56

Administrative Services

A. AB 2910 - QUARTERLY FISCAL STATUS REPORT

It is recommended that the Board of Trustees receive the following Quarterly Financial Status Report for the quarter ending December 31, 2008. AB 2910, Chapter 1486, Statutes of 1986, requires that California community college districts report quarterly on their financial condition.

The report for December 31, 2008, is shown on the following Quarterly Financial Status Report for General Fund-Unrestricted (11).

This mid-year report reflects State revenue receipts at 53% of the budgeted amount. Local revenue receipts are only 20% of the anticipated amount. The District expects to receive additional property tax revenue and enrollment fees in the third quarter. Salary expenditures at the midpoint of the fiscal year are reported at 40% of the budgeted amount. Total expenditures are reported at approximately 42% of the annual budgeted amount. Budgeted Net Revenues reflects the adopted budget deficit of \$4 million.

FISCAL YEAR 2008-09 **Quarter Ended (Q2) December 31, 2008**

<u>General Fund</u>	<u>2008-09 Budget</u>	<u>Year-to-Date Actuals</u>	<u>Percentage</u>
INCOME			
Federal	\$ 200,000	\$ 57,813	28.91%
State	72,029,187	38,489,110	53.44%
Local	35,940,681	7,399,575	20.59%
Interfund Transfers	0	0	
Total Income	\$108,169,868	\$45,946,498	
APPROPRIATIONS			
Academic Salaries	\$ 49,963,774	\$ 19,983,539	40.00%
Classified Salaries	25,552,342	10,573,958	41.38%
Staff Benefits	18,270,313	9,091,273	49.76%
Supplies/Books	1,540,422	612,566	39.77%
Other Operating Expenses	10,654,674	4,776,819	44.83%
Capital Outlay	493,662	214,560	43.46%
Other Outgo	5,720,000	1,181,525	20.66%
Total Appropriations	\$112,195,187	\$46,434,240	
Net Revenues	\$ (4,025,319)	\$ (487,742)	

B. NON-RESIDENT TUITION FEE FOR 2009–2010

It is recommended that the Board of Trustees adopt the non-resident tuition fee for the fiscal year 2009-2010, commencing with the summer session of 2009, in the amount of \$190 per unit of course work pursuant to Education Code Section 76140. Non-resident students are residents of a state other than California.

It is also recommended that the Board of Trustees adopt a foreign non-resident tuition fee for the fiscal year 2009-2010, commencing with summer session 2009, in the amount of \$221 per unit of course work, pursuant to Education Code Section 76141 (a). Foreign non-resident students are both citizens and residents of a foreign country.

The additional \$31 for foreign non-resident students is permitted to be charged for capital outlay purposes. El Camino College will set aside these additional dollars for the purpose of capital outlay, maintenance, and equipment.

The 2008-2009 tuition fee rate is \$181 per unit for non-resident students and \$195 per unit for foreign non-resident students. The 2009-2010 adjustments to the rates are based on formulas provided by the State Chancellor’s Office using reported statewide averages, District FTES and expenditures, and rates charged by neighboring districts.

C. 2007-2008 AUDIT REPORT

It is recommended that the Board accept the annual financial audit report prepared by Vavrinek Trine, Day and Co. for the El Camino Community College District. Copies of the audit report for the 2007–2008 fiscal year have been distributed to the Board of Trustees. The District received an unqualified opinion on its financial statements for 2007-08. The District also received an unqualified opinion on its Federal and State programs. The public may review the audit report in the Office of the Vice President-Administrative Services, in Administration Room ADM 106, or on the web at: <http://elcamino.edu/administration/board/> .

D. DESTRUCTION OF RECORDS

It is recommended that the Board of Trustees authorize the destruction of Class III disposable records for fiscal years 2000-05 for Fiscal Services Division. These records have met the retention period requirements and are not in conflict with Education Code Title 5, Education Code Sections 59020 through 59029.

Financial Aid Disbursement Records	2000-2003
Cash Receipts	2002-2005

E. CONTRACTS UNDER \$76,700

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

1. Contractor: ADEL WIGGINS GROUP
Services: Eleven employees will receive training in Geometric Dimension and Tolerance and Continuous Improvement.
Requesting Dept.: Community Advancement
Date(s): 1/1/09 – 6/30/09
Financial Terms: Projected Gross Income \$5,079. Course is self-supporting.

2. Contractor: DEPENDABLE HAWAIIAN EXPRESS (DHX)
Services: Fourteen employees will receive 24 hours of training in Applied Strategic Planning and Continuous Improvement.
Requesting Dept.: Community Advancement
Date(s): 1/1/09 – 6/30/09
Financial Terms: Projected Gross Income \$5,389. Course is self-supporting.

3. Contractor: FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES – YOUTH EMPOWERMENT STRATEGIES FOR SUCCESS (YESS) PROJECT
Services: Youth between the ages of 16 – 21 will receive life skills preparation training for emancipation out of the welfare system.
Requesting Dept.: Community Advancement
Date(s): 9/1/08 – 9/1/09
Financial Terms: Grant Funded

4. Contractor: KIRKHILL ELASTOMERS, INC.
Services: Approximately 20 employees are to receive 90 hours of training in Continuous Improvement, Spanish, Computer, Shop Math, and Blueprint Reading.
Requesting Dept.: Community Advancement
Date(s): 1/21/09 – 6/30/09
Financial Terms: Projected Gross Income \$20,250. Course is self-supporting.

5. Contractor: LEONARDO WORLD LLC

Services: Coordinate the District's 2009 Winter Session Study
Abroad Programs.
Requesting Dept.: Behavioral & Social Sciences
Date(s): Winter Session:
1/7/09 – 1/28/09 Australia/New Zealand
1/11/09 – 1/31/09 Guadalajara, Mexico
Financial Terms: No Cost to the District

6. Contractor: LONG BEACH CITY COMMUNITY
COLLEGE DISTRICT (LBCCCD)
Services: Twenty-five participants of the Aerospace Fastener
Manufacturing Training Program will receive 32-hours
of customized training in Job Readiness, to be
conducted at the El Camino College Compton
Community Educational Center.
Requesting Dept.: Workplace Learning Resource Center
Date(s): 10/21/08 – 4/30/09
Financial Terms: Projected Gross Income \$16,000
Source of Funding: State Grant

7. Contractor: PRIME HEALTHCARE CENTINELA, LLC
Services: Provide clinical experience for students enrolled in the
District's Nursing program.
Requesting Dept.: Nursing Department
Date(s): 11/1/08 – 12/1/12
Financial Terms: No cost to the District

8. Contractor: UNIVERSITY OF GUADALAJARA/CEPE
Services: Host the District's Winter 2009 Study Aboard Program
to Guadalajara, Mexico.
Requesting Dept.: Behavioral and Social Sciences
Date(s): 1/11/09 – 1/31/09
Financial Terms: No cost to the District

F. CONTRACTS OVER \$76,700

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

1. Contractor: CERRITOS COMMUNITY COLLEGE
DISTRICT
Services: In partnership with the District, implement robotics
and other technical training for middle and high school
students.

Requesting Dept.: Community Advancement
 Date(s) 1/20/09 – 6/30/09
 Financial Terms: Grant Funded

2. Contractor: CHARLES DREW UNIVERSITY OF MEDICINE AND SCIENCE
- Services: Through Title V cooperative agreement, “Strengthening Institutions – Hispanic Serving Institutions”, work with the Compton Community Educational Center to strengthen the capacity of each institution by developing grants, foundation fund raising and linkages with business and industry.
- Requesting Dept.: El Camino College Resource Development Office
 Date(s): 10/1/08 – 9/30/09
 Financial Terms: Cost \$316,184
 Source of Funding: U.S. Department of Education Title V Grant

G. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS

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

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
Fund 11 Unrestricted - El Camino				
P0201713	Dell Computer	Ctr for Arts Promo	New Equipment	\$678.39
P0201984	Monterey Graphics	VP-SCA	Non-Instruct Supplies	\$48.71
P0202018	Stuart F. Cooper	Information Tech.	Non-Instruct Supplies	\$1,106.26
P0202029	Rockler Woodworking	Anthropology	Instructional Supplies	\$86.51
P0202037	Presstek, Inc.	Copy Center	Instructional Supplies	\$720.93
P0202047	Classic Cleaners	Ctr for Arts Production	Non-Instruct Supplies	\$357.54
P0202048	Dell Computer	Div Office Fine Arts	Instructional Supplies	\$1,442.74
P0202050	The Apple Store	Art Department	Repairs Parts And Supplies	\$3,274.94
P0202063	Virtual Graffiti, Inc.	Information Tech.	Maintenance Contracts	\$10,909.65
P0202064	Cal Tech Copier, Inc.	Institutional Research	Maintenance Contracts	\$1,189.92
P0202065	Shredder Specialties	VP-SCA	Repairs Noninstructional	\$90.00
P0202089	Dell Computer	Information Tech.	Maintenance Contracts	\$717.69
P0202090	Mcm Electronics Parts	Technical Services	Repairs Parts And Supplies	\$390.04
P0202091	I T Watchdogs, Inc.	Technical Services	Repairs Parts And Supplies	\$505.92
P0202093	Association	Ed & Community	Conferences Mgmt	\$290.00
P0202095	Verizon Wireless	Health, Safety	Telephone	\$174.72
P0202096	Verizon Wireless	Health, Safety	Telephone	\$48.38
P0202097	Champion Chemical	Operations	Non-Instruct Supplies	\$4,230.85
P0202098	All American Automat	Facilities/Planning	Repairs Noninstructional	\$828.29
P0202118	Travers Tree Service	Grounds	Repairs Noninstructional	\$7,480.00
P0202131	Paramount Fitness	Physical Education	Repairs Parts And Supplies	\$114.34
P0202133	Association	Nursing	Dues And Memberships	\$350.00
P0202134	Presstek, Inc.	Copy Center	Instructional Supplies	\$371.58

P0202135	KHL Engineered	Copy Center	Instructional Supplies	\$623.84
P0202136	Ideal Glass & Mirror	Facilities/Planning	Repairs Noninstructional	\$325.00
P0202137	Michael D. Blada	Plumbing Shop	Non-Instruct Supplies	\$90.55
P0202138	Universal Specialties	Plumbing Shop	Non-Instruct Supplies	\$74.02
P0202139	Charles G. Hardy, Inc	Carpenter Shop	Non-Instruct Supplies	\$552.18
P0202140	Shiffler Equipment	Carpenter Shop	Non-Instruct Supplies	\$88.29
P0202143	Mouser Electronics	Electronics	Instructional Supplies	\$93.16
P0202147	Academy of Criminal	Administrative	Dues And Memberships	\$95.00
P0202151	California Fire	Fire	Dues And Memberships	\$75.00
P0202161	Campus Food Service	Job Placement	Non-Instruct Supplies	\$690.20
P0202174	James Publishing	Div Office Business	Publications-Magazines	\$28.00
P0202179	Bluechip Sports	International Students	Multi Media Advertising	\$500.00
P0202180	Dell Computer	Technical Services	Repairs Parts And Supplies	\$899.86
P0202183	MKH Electronics	Physical Education	Repairs Parts And Supplies	\$307.43
P0202184	Department of Gener	Facilities/Planning	Repairs Noninstructional	\$727.06
P0202186	OCS America, Inc.	International Students	Non-Instruct Supplies	\$35.00
P0202187	Monterey Graphics	Div Office-Student	Non-Instruct Supplies	\$97.42
P0202188	Academic Senate	Academic Senate	Dues And Memberships	\$4,269.30
P0202191	Mark Hullibarger	Ctr for Arts Production	Center For The Arts Technical	\$290.00
P0202196	Boise Cascade	Resource	Non-Instruct Supplies	\$108.24
P0202199	Thomson Gale	Div Office Instr.	Library Books	\$462.49
P0202200	Council for Resource	Resource	Dues And Memberships	\$230.00
P0202201	Woodworker West	Construction	Publications-Magazines	\$18.00
P0202202	Lakeshore Publishers	Construction	Publications-Magazines	\$39.94
P0202207	Boise Cascade	Div Office Instr.	Instructional Supplies	\$212.54
P0202209	Community College	Div Office Instr.	Publications-Magazines	\$4,111.00
P0202212	Marianna West	Cosmetology	Instructional Supplies	\$1,881.24
P0202218	Xpedx Paper	Copy Center	Instructional Supplies	\$547.31
P0202220	James F. Schwartz	Div Office Fine Arts	Instructional Supplies	\$327.97
P0202221	Advanced Document	Art Department	Repairs Parts And Supplies	\$2,567.02
P0202225	Foundation	Facilities/Planning	Repairs Noninstructional	\$21,430.28
P0202226	Law Fire Protection	Facilities/Planning	Repairs Noninstructional	\$216.47
P0202227	All American Automat	Facilities/Planning	Repairs Noninstructional	\$987.88
P0202228	Unisource Corp.	Operations	New Equipment	\$1,047.86
P0202229	Inglewood Chamber	Transition Center for	Other Services And Expenses	\$995.00
P0202232	Monterey Graphics	Outreach and School	Non-Instruct Supplies	\$48.71
P0202233	Quality Business	Physical Education	Repairs Parts And Supplies	\$189.91
P0202235	Highsmith Company	Div Office Instr.	Instructional Supplies	\$28.19
P0202236	Josephine Press	Art Department	Repairs Parts And Supplies	\$1,700.00
P0202238	ACCCA	Public Relations	Conferences Mgmt	\$125.00
P0202245	Felton D. Reed	Automotive Shop	Non-Instruct Supplies	\$89.20
P0202247	Boca Systems, Inc.	Ctr for Arts Ticket	Non-Instruct Supplies	\$1,581.27
P0202249	Blackbaud, Inc.	Ctr for Arts Ticket	Contract Services	\$9,640.29
P0202252	National Academic	Counseling Office	Publications/ Periodicals	\$90.00
P0202264	CVIS	Information Tech.	Maintenance Contracts	\$2,500.00
P0202265	Apex Learning	Information Tech.	Maintenance Contracts	\$6,000.00
P0202266	CI Solutions	Information Tech.	Maintenance Contracts	\$2,990.00
P0202270	Iparadigms	Information Tech.	Maintenance Contracts	\$21,850.26
P0202272	Computerland	Information Tech.	Maintenance Contracts	\$13,104.80
P0202275	Information Today	Div Office Instr.	Library Books	\$318.55
P0202276	Nolo Press	Div Office Instr.	Library Books	\$45.00
P0202279	Community College	Div Office Instr.	Publications-Magazines	\$3,532.00
P0202285	Jones & Mayer	Institutional Services	Legal	\$66.50
P0202286	Source 4	Information Tech.	Maintenance Contracts	\$700.00
P0202287	Aacc	President's Office	Institutional Dues & Memberships	\$14,045.00

P0202288	New Wave Computer	VP-SCA	New Computer	\$312.84
P0202289	Monterey Graphics	Music	Non-Instruct Supplies	\$97.42
P0202293	Cclc/Cccaa	Public Relations	Conferences Mgmt	\$370.00
P0202294	ACCCA	Public Relations	Conferences Mgmt	\$295.00
P0202295	Sharilyn L. Thomas	TANF	Conferences Other	\$150.00
P0202296	Solarwinds.Net	Information Tech.	Non-Instruct Supplies	\$2,159.59
P0202299	Cclc/Cccaa	Public Relations	Conferences Mgmt	\$65.00
P0202300	Bluechip Sports	VP-SCA	Contract Services	\$250.00
P0202301	Center for Study Abro	VP-SCA	Contract Services	\$250.00
P0202302	CJR Education	VP-SCA	Contract Services	\$1,500.00
P0202303	Geos International	VP-SCA	Contract Services	\$1,250.00
P0202304	Guangdong Service	VP-SCA	Contract Services	\$250.00
P0202305	International Ed	VP-SCA	Contract Services	\$1,000.00
P0202306	HKPS Co., Ltd	VP-SCA	Contract Services	\$250.00
P0202322	SESAC Inc.	Ctr for Arts Production	Other Services And Expenses	\$1,068.14
P0202323	Verizon Wireless	Health, Safety	Telephone	\$79.30
P0202324	Verizon Wireless	Health, Safety	Telephone	\$55.50
P0202325	Leonid Rachman	International Students	Conferences Mgmt	\$1,765.00
P0202326	Dell Computer	Inglewood One Stop	Non-Instruct Supplies	\$49.73
P0202329	Sheet Music Plus	Music	Instructional Supplies	\$76.05
P0202352	Dept.Of Toxic	Hazmat	Other Services And Expenses	\$302.50
Fund 11 Total: 99				\$170,692.70

Fund 12 Restricted - El Camino

P0202033	Amazon.Com	Terminal Island	Non-Instruct Supplies	\$352.80
P0202056	Los Angeles Business	CAHSEE (COCCC	Multi Media Advertising	\$1,365.10
P0202057	Computerland	VATEA I&T	New Equipment - Instructional	\$6,359.28
P0202062	Hilton Hotel San	JDIF/Work Ready Cer	Conferences Mgmt	\$99.00
P0202066	Accent Gold Solutions	CTE (grant	Software	\$43.75
P0202068	Gall's Inc	Parking-Student	New Equipment	\$311.25
P0202069	Datamax O'Neil Print	Parking-Student	Non-Instruct Supplies	\$3,297.50
P0202092	Association of	Contract Education	Conferences Mgmt	\$290.00
P0202123	That Technical	CTLI (COCCC)	Other Books	\$91.47
P0202141	Mid City Mailing	SBDC - Caltrans	Printing	\$545.00
P0202142	Innovation First	I&T Division	Instructional Supplies	\$1,476.97
P0202144	Mcmaster Carr	Congress Direct Grant	Non-Instruct Supplies	\$1,004.36
P0202145	M & K Metal Co.	Congress Direct Grant	Non-Instruct Supplies	\$1,746.15
P0202156	Campus Food Service	MESA Program	Conferences Mgmt	\$700.00
P0202157	Ad Infin Item	MESA Program	Non-Instruct Supplies	\$522.59
P0202158	College of the Desert	MESA Program	Dues And Memberships	\$400.00
P0202160	Esperanza G. Corrado	Career & Tech Ed	Non-Instruct Supplies	\$405.57
P0202162	Campus Food Service	YESS Grant	Non-Instruct Supplies	\$36.79
P0202163	Campus Food Service	YESS Grant	Non-Instruct Supplies	\$617.04
P0202164	Nelly Rodriguez	Compton Title V Acti	Transportation/ Mileage	\$120.28
P0202171	Yosemite Community	Faculty & Staff Diversi	Conferences Mgmt	\$2,050.00
P0202172	Virco Manufacturing	MESA Program	New Equipment	\$1,203.98
P0202173	Gallup Press	MESA Program	Non-Instruct Supplies	\$1,201.58
P0202181	Dell Computer	Humanities	Instr.CompEquip	\$4,461.20
P0202192	National Emergency	Parking-Student	Dues And Memberships	\$75.00
P0202193	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$264.30
P0202194	Magic's Auto Body	Parking-Student	Repairs Non Instr	\$1,498.35
P0202197	Mercer County	ECP (YEP) Grant	License Fee/Site Licenses	\$12,000.00
P0202203	C & T Publishing	VATEA I&T	Instructional Supplies	\$40.18
P0202205	Emc Jist Publishing	WPLRC PIC Aerospa	Other Books	\$1,307.02

P0202210	Official Minority Rev	Admin of Justice	Multi Media Advertising	\$495.00
P0202211	Transportation	Ref & Lane Tech(Smg	Instructional Supplies	\$5,905.18
P0202213	MATCO Tools	Ref & Lane Tech(Smg	Instructional Supplies	\$659.15
P0202214	Kitchen Accessories	VATEA I&T	Instructional Supplies	\$95.89
P0202215	Campus Food Service	EOPS CARE	Non-Instruct Supplies	\$306.58
P0202224	Sandra P. DeMos	CCAccessMeansPare	Dues And Memberships	\$100.00
P0202230	Anasazi Instruments	STEM transfer-Hispan	New Equipment - Instructional	\$100,564.25
P0202231	Varian Inc	STEM transfer-Hispan	New Equipment - Instructional	\$69,062.42
P0202243	Monterey Graphics	Head Start Partnership	Instructional Supplies	\$194.84
P0202246	Kerry Records	Artes de El Camino	Contract Services	\$8,424.70
P0202248	The College Board	Matriculation	Non-Instruct Supplies	\$5,999.40
P0202251	Pginet Consulting	Adminstration	Other Services And Expenses	\$1,083.75
P0202268	Premium Promotional	Faculty & Staff Diversi	Non-Instruct Supplies	\$1,470.32
P0202269	Monterey Graphics	CAHSEE (COCCC	Non-Instruct Supplies	\$48.71
P0202273	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$127.69
P0202277	Community College	TTIP Library Automat	Other Services And Expenses	\$11,235.00
P0202278	Community College	TTIP Library Automat	Other Services And Expenses	\$24,190.00
P0202280	Source Professional	Matriculation	Non-Instruct Supplies	\$2,258.11
P0202281	A-1 Printing	Matching - IDRC, etc.	Printing	\$610.00
P0202282	Entenmann Rovin Co.	Parking-Student	Non-Instruct Supplies	\$18.40
P0202283	South Bay Ford	Parking-Student	Repairs Non Instr	\$47.50
P0202284	Susan Saxe-Clifford,	Parking-Student	Other Services And Expenses	\$1,125.00
P0202291	National Emblem, Inc.	Parking-Student	Non-Instruct Supplies	\$1,417.25
P0202292	Intoximeters	Parking-Student	Other Services And Expenses	\$250.00
P0202297	Dell Computer	MESA Program	New Equipment	\$1,287.37
P0202298	Studiocode Business	Congress. Direct Gran	New Equipment - Instructional	\$22,851.57
P0202316	Britton Riley	Family Concert/SBYO	Contract Services	\$200.00
P0202317	Christopher Luther	Family Concert/SBYO	Contract Services	\$100.00
P0202318	Gabriella Castriotta	Family Concert/SBYO	Contract Services	\$200.00
P0202319	Judith Norton	CACT/BEST	Non-Instruct Supplies	\$145.55
P0202328	Solano County Selpa	ECP(YEP)Grant	Conferences Other	\$850.00
P0202331	Ciara K. Tymony	Sign Language	Contract Services	\$150.00
P0202332	Joyce Linden	Sign Language	Contract Services	\$150.00
P0202333	Yvonne Thomas	Sign Language	Contract Services	\$150.00
P0202340	Nelly Rodriguez	Compton Title V Activ	Non-Instruct Supplies	\$160.93
P0202346	M & K Metal Co.	Productions Donations	Non-Instruct Supplies	\$1,623.75
P0202348	Visucate	VATEA Medial / TV	Computer Software Account	\$8,107.93

Fund 12 Total: 67 **\$315,552.75**

Fund 15 General Fund -Special Programs

P0202003	Supreme Audio	Theatre/Dance	New Equipmen-Instr.	\$1,085.44
P0202049	The Apple Store	Music	New Equipment - Instructional	\$2,517.24
P0202101	Ahn's Piano & Organ	Music	New Equipment - Instructional	\$19,900.01
P0202189	Thomas M. Fallo	Accreditation Support	Other Services And Expenses	\$8,754.13

Fund 15 Total: 4 **\$32,256.82**

Fund 41 Capital Outlay

P0202129	Westfall Commercial	Humanities Complex	Group II Equipment	\$1,639.70
P0202185	Smardan Supply	Replace Drinking	Non-Instruct Supplies	\$714.19
P0202263	Digital Networks	Library Addition-Cap	Group II Equipment	\$249,681.44

Fund 41 Total: 3 **\$252,035.33**

Fund 62 Property & Liability

P0202067	Teresa R. Keeler	Purchasing	Liability - Self Insurance	\$852.42
P0202117	Self Insurance Plans	Purchasing	Liability - Self Insurance	\$4,648.99
P0202122	El Camino Communit	Purchasing	Liability - Self Insurance	\$1,704.29
P0202259	Keenan & Associates	Purchasing	Liability - Self Insurance	\$2,000.00
P0202321	Keenan & Associates	Purchasing	Liability - Self Insurance	\$444.00
Fund 62 Total: 5				\$9,649.70

Fund 79 Auxiliary Services

P0202046	Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$753.57
P0202051	Michael J. Pettingale	Fine Arts	Non-Instruct Supplies	\$85.00
P0202146	Campus Food Service	Health Sciences	Non-Instruct Supplies	\$697.13
P0202170	Ronald A. Scarlata	Fine Arts	Non-Instruct Supplies	\$150.00
P0202175	Paradise Awards	Health Sciences	Non-Instruct Supplies	\$229.22
P0202178	Paradise Awards	Health Sciences	Non-Instruct Supplies	\$545.59
P0202216	Terry Braustein	Fine Arts	Non-Instruct Supplies	\$1,200.00
P0202217	Miriam J. Alario	Fine Arts	Non-Instruct Supplies	\$517.28
P0202250	Campus Food Service	Counseling Office	Non-Instruct Supplies	\$140.00
P0202254	Marcella A. Derthick	Fine Arts	Non-Instruct Supplies	\$85.00
P0202255	Sue Oda-Omori	Counseling Office	Non-Instruct Supplies	\$10.52
P0202267	Spot Up, Inc.	Health Sciences	Non-Instruct Supplies	\$393.06
P0202341	Charles F. Turner	Fine Arts	Non-Instruct Supplies	\$300.00
P0202342	Cal Western Paint	Fine Arts	Non-Instruct Supplies	\$344.26
P0202344	Boyce Forest Products	Fine Arts	Non-Instruct Supplies	\$550.43
P0202345	Southland Lumber	Fine Arts	Non-Instruct Supplies	\$1,375.36
P0202362	Dramatists Play	Fine Arts	Non-Instruct Supplies	\$300.00
Fund 79 Total: 17				\$7,676.42

Fund 82 Scholarships & Trust/Agency

P0202132	Gunther Athletic Serv	Health Sciences	Fundraising	\$996.98
P0202148	Soccer Central	Health Sciences	Fundraising	\$2,516.45
P0202149	Campus Food Serv	Health Sciences	Fundraising	\$1,937.03
P0202176	Ewing Irrigation	Health Sciences	Fundraising	\$549.11
P0202177	Gail Materials	Health Sciences	Fundraising	\$1,177.60
P0202223	California Pro Sports	Health Sciences	Fundraising	\$398.66
Fund 82 Total: 6				\$7,575.83

PO Funds Total: 201 \$795,439.55

Fund 11 Unrestricted - El Camino

B0200490	Datatel, Inc.	Information Tech.	Maintenance Contracts	\$29,985.00
B0210985	Mark Hullibarger	Music	Maintenance Contracts	\$4,180.00
B0211001	Full Capacity Market	Ed & Community	Contract Services	\$19,810.00
Fund 11 Total: 3				\$53,975.00

Fund 12 Restricted - El Camino

B0210984	Campus Food Service	CTE (grant	Non-Instruct Supplies	\$2,400.00
B0210987	Campus Food Service	Trade Exchange	Non-Instruct Supplies	\$2,001.98
B0211002	E.C.C. Public	CACT/BEST	Other Services And Expenses	\$1,900.00
B0211004	Johnson Company	Ref & Lane Tech(Smg	Instructional Supplies	\$700.00
B0211006	Krista A. Valle	Title V ECC/SMC Acti	PSA Contract Services	\$200.00
B0211017	Bonner Quorum	SBA Contract Jan-Dec	Contract Services	\$4,200.00
B0211018	Darick J. Simpson	SBDC-YEP (COCCC)	PSA Contract Services	\$4,000.00
B0211019	Brian Markarian	Title V ECC/SMC Act	PSA Contract Services	\$200.00
B0211020	Stephen S. Kotleba	Title V ECC/SMC Act	PSA Contract Services	\$300.00
B0211021	Chad Lukens	Congress. Direct Gra	PSA Contract Services	\$10,300.00
B0211022	Postmaster	Contract Education	Postage	\$45,000.00
B0211024	Yasha Y. Vand	Fire Tech Donations	PSA Contract Services	\$800.00
B0211025	Banning High School	ECP(YEP)Grant	Contract Services	\$17,937.00
Fund 12 Total: 13				\$89,938.98

Fund 15 General Fund -Special Programs

B0211013	Fred Pryor Seminars	Staff Development	Contract Services	\$3,600.00
Fund 15 Total: 1				\$3,600.00

BPO Funds Total: 17 \$147,513.98

Grand Total POs and BPOs: 218 \$942,953.53

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

	<u>Page No.</u>
A. Category Budgets and Balances.....	63
B. Bid Award 2008-6 – Best Quality Painting – Humanities Plaza Project.....	65
C. Information Item – Math Business & Allied Health Building.....	66
D. Change Order – Bomel Construction – Lot H Parking Structure & Athletic Facilities.....	67
E. Purchase Orders and Blanket Purchase Orders.....	68

Administrative Services – Measure E Bond Fund

A. CATEGORY BUDGETS AND BALANCES

GENERAL OBLIGATION BOND FUND CATEGORIES AND PROJECT SUMMARY

The following table reports Measure E expenditures and commitments through December 31, 2008.

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
<u>Additional Classrooms and Modernization</u>				
Acquisitions	\$705,867	\$705,867	\$0	\$0
Architectural Barrier Removal Phase 2	18,582	18,520	0	62
Athletic Education and Fitness Complex	15,718,000	299,247	377,033	15,041,720
Bookstore/Cafeteria Conversion to Admin.	14,100,000	801,893	114,341	13,183,766
Math & Business Building Replacement	43,480,800	821,146	2,407,531	40,252,123
Central Plant	15,085,000	14,202,675	166,575	715,750
Child Development Center Phase 2	30,573	30,470	0	103
Crenshaw Blvd. Frontage Enhancement	700,000	13,373	0	686,627
Fire Academy Structure	791,375	164,893	0	626,482
Fire Program Facility	123,000	1,651	0	121,349
Humanities Complex Replacement	30,896,287	27,208,361	694,773	2,993,153
Learning Resource Center Addition	5,099,964	4,699,212	22,424	378,328
MBB Parking Structure and Entrance	216,232	471	0	215,761
Remodeling Phase One-Three	876,554	640,363	229,753	6,438
Science Complex Renovation	6,721,738	6,524,725	3,073	193,940
Signage and Wayfinding	2,600,000	135,493	122,778	2,341,730
Student Services and Activities Replacement	26,492,800	1,817,503	696,228	23,979,069
Temporary Space and Relocation Costs	3,469,200	3,368,939	1,855	98,406
Master Planning	0	121,082	422,663	-543,745
Activities Center	<u>24,718,000</u>	<u>0</u>	<u>0</u>	<u>24,718,000</u>
Total Additional Classrooms/Modernization	<u>\$191,843,972</u>	<u>\$61,575,882</u>	<u>\$5,259,027</u>	<u>\$125,009,063</u>
<u>Campus Site Improvements: Accessibility, Safety / Security</u>				
Asphalt Resurfacing - All Lots	\$400,000	\$14,975	\$0	\$385,025
Emergency Generators and Distribution	122,673	116,173	0	6,500
Emergency Power to Security Lighting	4,289	4,289	0	0
Entrance - Redondo Beach Blvd. to Lot H	400,000	29,508	0	370,492
Fencing Replacement and Additions	375,000	5,777	0	369,223
Landscaping/Irrigation System Replacements	2,540,000	49,149	0	2,490,851
Lighting - Upgrade / Replace All Lots	2,440,000	59,807	0	2,380,193
Lot F Parking Structure Improvements	1,632,000	32,732	0	1,599,268

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Lot H Parking Structure	25,600,000	15,241,110	7,575,858	2,783,031
Paving Replacement - All Walks/Driveways	2,187,000	61,062	0	2,125,938
Pedestrian Walks at MBB & Lot E	81,600	637	0	80,963
Security Video	7,831	7,831	0	0
Voice / Data / Signal Site Duct Bank	<u>117,130</u>	<u>117,130</u>	<u>0</u>	<u>0</u>
Total Campus Site Improvements: Accessibility, Safety / Security	<u>\$35,907,523</u>	<u>\$15,740,181</u>	<u>\$7,575,858</u>	<u>\$12,591,484</u>
<u>Energy Efficiency Improvements</u>				
Energy Efficiency Improvements Phase Two	<u>\$2,818,000</u>	<u>\$2,695,726</u>	<u>\$22,316</u>	<u>\$99,958</u>
Total Energy Efficiency Improvements	<u>\$2,818,000</u>	<u>\$2,695,726</u>	<u>\$22,316</u>	<u>\$99,958</u>
<u>Health and Safety Improvements</u>				
Administration	\$4,367,732	\$111,553	\$0	\$4,256,179
Art & Behavioral Sciences	12,247,136	305,781	5,000	11,936,355
Infrastructure Phase 1-3	37,000,000	18,605,364	971,717	17,422,919
Auxiliary Warehouse	105,042	1,301	0	103,741
Communications	8,223,354	219,262	0	8,004,092
Construction Technology	943,970	16,466	0	927,504
Domestic Water System	110,208	110,128	0	80
Facilities and Receiving	1,985,416	156,440	0	1,828,976
Fire Alarm	279,694	277,817	111	1,767
Firelines	119,905	119,905	0	0
Hazardous Materials Abatement	200,000	135,179	44,864	19,957
Library	7,876,509	431,723	0	7,444,786
Marsee Auditorium	6,670,843	147,616	0	6,523,227
Math Science & New Tech Arts	12,600,000	576,186	315,000	11,708,814
Music	8,896,846	226,290	0	8,670,556
Natural Gas System	13,852	13,852	0	0
North Gymnasium	3,248,993	256,895	0	2,992,098
Physical Education and Men's Shower	4,216,871	78,178	0	4,138,693
Planetarium	559,465	12,815	0	546,650
Pool and Health Center	8,273,592	336,652	1,903	7,935,037
Primary Electrical Distribution System	5,480,458	5,061,211	83,062	336,186
Reimbursements	1,456,353	1,414,353	0	42,000
Security Systems	30,245	30,245	0	0
Sewer System	55,449	55,449	0	0
Social Sciences	0	0	324,924	0
Storm Drain System	30,644	30,644	0	0
Technical Arts	1,927,800	387,309	0	1,540,491
Shops	<u>10,600,000</u>	<u>213,338</u>	<u>0</u>	<u>10,386,662</u>
Total Health and Safety Improvements	<u>\$144,935,897</u>	<u>\$29,860,958</u>	<u>\$1,746,579</u>	<u>\$113,328,360</u>

Information Technology and Equipment

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Behavioral and Social Sciences	\$654,077	\$119,330	\$0	\$534,747
Business	1,143,650	477,596	0	666,054
Facilities Planning and Services	1,925,724	384,456	0	1,541,268
Fine Arts	2,870,096	435,701	0	2,434,395
Health Sciences and Athletics	1,269,987	270,702	1,929	997,356
Humanities	625,978	217,287	0	408,691
Industry and Technology	1,883,641	586,941	0	1,296,700
Information Technology	14,557,510	5,884,938	1,259,929	7,412,643
Learning Resources	4,940,775	260,085	0	4,680,690
Math	723,061	231,191	0	491,870
Natural Sciences	3,063,431	666,422	0	2,397,009
Nursing	252,651	116,478	0	136,173
Student and Community Advancement	645,925	221,664	0	424,261
Interfund Transfer	141,150	141,150	0	0
Campus Police	68,500	66,650	0	1,850
Purchasing	10,000	9,418	0	582
Phase II, III, IV Purchases	0	0	0	0
Installation Contingency	<u>0</u>	<u>349</u>	<u>0</u>	<u>-349</u>
Total Information Technology and Equipment	<u>\$34,776,156</u>	<u>\$10,090,355</u>	<u>\$1,261,858</u>	<u>\$23,423,943</u>
<u>Physical Education Facilities Improvements</u>				
Baseball Field	\$1,091,800	\$0	\$0	\$1,091,800
North Field	481,600	0	0	481,600
Sand Volleyball	12,300	0	0	12,300
Reserve for Contingencies	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Physical Education Facilities	<u>\$1,585,700</u>	<u>\$0</u>	<u>\$0</u>	<u>\$1,585,700</u>
Contingency (Includes unallocated refunding income and interest through 2006-2007).	<u>1,910,463</u>	<u>0</u>	<u>0</u>	<u>1,910,463</u>
TOTAL	<u>\$413,777,711</u>	<u>\$119,963,103</u>	<u>\$15,865,638</u>	<u>\$277,948,970</u>

B. BID AWARD 2008-6 – BEST QUALITY PAINTING – HUMANITIES PLAZA PROJECT

It is recommended that Bid No. 2008-6 be awarded to the following contractor in accordance with the specifications, terms and conditions of the above-named bid.

<u>Contractor</u>	<u>Amount</u>
Best Quality Painting	\$1,895,000

Other Bidders

Tek Up Construction*	\$1,562,304
DIMA Corporation*	\$1,596,450
Hanan Corporation	\$1,977,000
PCN 3 Inc.	\$2,888,000
Minako Construction	\$3,177,700

*These bidders were determined to be non responsive to the bid.

C. INFORMATION ITEM – MATH, BUSINESS & ALLIED HEALTH BUILDING

The 2007 Facilities Master Plan includes a project to construct a new building at the site of the existing Business Building. The new building was originally planned to house the Math and Business Divisions programs and be approximately 80,000 square feet in size. Table 1 shows the estimated project cost and Measure E funding sources.

TABLE 1

COST	
Building Construction	\$29,760,000
Site Construction	2,000,000
Furnishings and Equipment	2,600,000
Soft Costs	8,200,000
Contingency	<u>2,920,800</u>
TOTAL	<u>\$45,480,800</u>
MEASURE E FUNDING	
Math, Business Building (0205)	\$43,480,800
Crenshaw Frontage Enhancements (0208)	700,000
Landscaping (0306)	600,000
Paving Replacement (0311)	<u>700,000</u>
	<u>\$45,480,800</u>

Plans changed to increase the building size to approximately 105,000 square feet and include the Nursing, Radiological Technology and Respiratory Care Programs in the building. Factors affecting this decision were prompted by several items. First, there was the desirability for the additional programs to be housed in a new facility rather than a renovated building. Second, the new facility could be occupied at an earlier date than a renovated building. Third, the additional needed space could be attained by adding a fourth floor, thereby better utilizing the campus' limited site area. Fourth, there was the desirability of acquiring the additional building square footage at current market prices rather than in the future

at a likely higher cost. Finally, since the Nursing and Allied Health Programs were planned to be housed in a renovated Communications Building, the funding for that project can be used to augment the funding for the larger building. Table 2 below, shows the larger sized building's estimated project cost and the Measure E funding sources.

TABLE 2
COST

Building Construction	\$43,760,000
Site Construction	2,000,000
Furnishings and Equipment	3,460,000
Soft Costs	11,315,000
Contingency	<u>2,920,800</u>
TOTAL	<u>\$63,455,800</u>

MEASURE E FUNDING

Math Business Building (0205)	\$43,480,800
Crenshaw Frontage Enhancements (0208)	700,000
Landscaping (0306)	600,000
Paving Replacement (0311)	700,000
Communications Building Renovation	8,004,092
Contingency	1,910,463
Interest 2007-08	7,243,757
Interest 2008-09	<u>816,688</u>
TOTAL	<u>\$63,455,800</u>

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

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

1. Install communication conduit to connect Lot H IDF room to the existing parking Lot F, at the District's request. \$8,862
2. Additional survey requested by Southern California Edison. \$694
3. Re-connect six street lights south of the Police Station to Lot H, at the District's request. \$7,586
4. Provide power conduit to PE South, which was taken out of Phase 3 Infrastructure project, at the District's request. \$12,024

- 5. Due to delay in Southern California Edison relocating power lines that were in conflict with the new storm drain system and rain in the forecast, the District requested additional backfilling and excavating of utility trenches. \$3,080
- 6. Raise existing fire water valve box to grade at southeast corner of Lot H. \$406

Total Change Order Amount \$32,652

Original Contract Amount	\$19,290,000
Prior Changes	663,038
This Change Order Amount	<u>32,652</u>
New Contract Amount	<u>\$19,985,690</u>

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

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

PO #	VENDOR	SITE	DESCRIPTION	COST
P0202130	Cosco Fire Protection	Business Bldg	Testing & Inspection	\$594.00
P0202159	S & K Engineers	Art & Behavioral	Architecture/Engineering	5,000.00
P0202206	Acco Engineered	Central Plant	Buildings	10,061.00
P0202234	Mel Smith Electric	Infrastructure Phase I	Site Improvements	7,819.00
P0202244	Larry's Concrete	Lot H Parking/Athletics	Buildings	550.00
P0202274	Forms+Surfaces	Humanities Complex	Group II Equipment	36,375.25
B0210991	Southland Industries	Info. Tech.	Buildings	14,645.00
B0211005	Moneta Nursery Inc.	Landscaping/Irrigation	Non-Instruct Supplies	800.00
B0211009	Cumming Corp.	Social Sciences	Architecture/Engineering	<u>22,600.00</u>
GRAND TOTAL POs & BPOs				<u>\$98,444.25</u>

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

	<u>Page No.</u>
A. Employment and Personnel Changes	70
B. Temporary Non-Classified Service Employees	77
C. Resolution – Equivalence to Minimum Qualifications	79
D. Revised Classification Specifications for Administrator Position	80

A. EMPLOYMENT AND PERSONNEL

It is recommended that the Board ratify/approve the employment and personnel changes for academic, classified, special service professionals and temporary classified service employees as shown in items 1-31 and 1-14.

Academic Personnel:

1. Employment - Dr. Jean Shankweiler, Dean of Natural Sciences, Range 16, Step 3, Administrator Salary Schedule, effective February 1, 2009.
2. Extend Employment - Mr. Michael Fenison, full-time/temporary Faculty Coordinator, Health Sciences & Athletics Division, Class II, Step 5, Fiscal Salary Schedule, effective January 1 through June 30, 2009.
3. Change in Salary - Ms. Toni Newman, full-time Child Development Center Teacher, Behavioral & Social Sciences Division, from Class 2, Step E to Class 4, Step E, effective February 1, 2009.
4. Extra Services - Ms. Leslie Back, full-time instructor of Music/Faculty Coordinator, Fine Arts Division, to coordinate fall schedule development for the Fine Arts Division, to be paid \$69.39 an hour, not to exceed 224 hours or \$15,544, effective January 5 through February 12, 2009, in accordance with the Agreement, Article 10, Section 13(b).
5. Special Assignment - Ms. Barbara Budrovich, full-time instructor of English, Humanities Division, to supervise the Writing Center and Computer Assisted Instruction (CAI) Lab for winter session, to be paid \$45.14 an hour, not to exceed 140 hours or \$6,320, effective January 2 through February 12, 2009, in accordance with the Agreement, Article 10, Section 14(a).
6. Special Assignment - The following full-time Counselors, to coordinate with English faculty to provide counseling intervention to students in English courses, to be paid \$45.14 an hour, effective August 1 through December 23, 2008, in accordance with the Agreement, Article 10, Section 14(a).

<u>Counselor</u>	<u>Not to Exceed Hours</u>	<u>Not to Exceed Dollars</u>
Margaret Miranda	48.5	\$2,190
Cecelia Raufman	28.5	\$1,287
Valencia Rayford	48.5	\$2,190

7. Special Assignment - Ms. Ruby Millsap, part-time instructor of Dance, Fine Arts Division, to coordinate dance productions and direct presentations, to be paid \$515 per week for eight weeks, not to exceed \$4,120, effective March 7 through May 3, 2009, in accordance with the Agreement, Article 10, Section 10(d).
8. Special Assignment - Ms. Caryn Desai, part-time instructor of Theatre, Fine Arts Division, to direct musical theatre production in the spring, to be paid \$515 per week for eight weeks, not to exceed \$4,120, effective April 6 through May 31, 2009, in accordance with the Agreement, Article 10, Section 10(d).
9. Special Assignment - Mr. Henri Venanzi Jr., part-time instructor of Music, Fine Arts Division, to direct choir for musical theatre production in the spring, to be paid \$515 a week for 8 weeks, not to exceed \$4,120, effective February 2 through March 29, 2009, in accordance with the Agreement, Article 10, Section 10(d).
10. Special Assignment - Mr. Mark Urista, part-time instructor of Speech, Fine Arts Division, to work as Assistant Forensics Coach, to be paid \$257.50 per week for 16 weeks, not to exceed \$4,120, effective February 14 through June 12, 2009, in accordance with the Agreement, Article 10, Section 10(d).
11. Special Assignment - The following non-credit instructors of English, Humanities Division, to supervise English 100 lab, to be paid \$45.14 an hour, not to exceed 96 hours each or \$4,334 each, effective February 14 through June 12, 2009, in accordance with the Agreement, Article 10, Section 9(m).

Sean Patrick
Susan Wade
Mark Walch

12. Special Assignment - Ms. Yolanda Cuesta, part-time instructor of Spanish, Humanities Division, to administer credit-by-examination in Spanish, to be paid \$60.18 an hour, not to exceed 12 hours or \$723, effective January 7 through February 10, 2009, in accordance with the Agreement, Article 10, Section 9(m).
13. Special Assignment - Ms. Rebecca Ahn, part-time instructor of Japanese, Humanities Division, to administer credit-by-examination in Japanese, to be paid \$60.18 an hour, not to exceed 4 hours or \$241, effective February 14 through June 12, 2009, in accordance with the Agreement, Article 10, Section 9(m).
14. Special Assignment - Mr. Edward Lugo, part-time instructor of Machine Technology, Industry & Technology Division, to conduct aerospace industry research and develop training modules, to be paid \$60.18 an hour, not to exceed

140 hours or \$8,426, effective January 21 through June 30, 2009, in accordance with the Agreement, Article X, Section 9(m).

15. Special Assignment - Ms. Susanna Meiers, part-time instructor of Art, Fine Arts Division, to work as art gallery curator and prepare curriculum and laboratory, to be paid \$53.26 an hour, not to exceed 480 hours or \$25,565, effective January 26 through June 19, 2009, in accordance with the Agreement, Article 10, Section 9(m).
16. Special Assignment - Mr. Michael Miller, part-time instructor of Art, Fine Arts Division, to work in art gallery student laboratory, to perform installations and prepare curriculum, to be paid \$53.26 an hour, not to exceed 224 hours or \$11,930 effective January 26 through June 19, 2009, in accordance with the Agreement, Article 10, Section 9(m).
17. Special Assignment - The following full-time instructors of Mathematics, to develop further ETUDES-NG Cohort Workspaces and to lead cohort members in reviewing and revising existing activities and creating supplemental activities as well as assessment instruments, to test in sections of a variety of math classes for the joint Mathematics Title V Grant with Santa Monica College, to be paid \$60.18 an hour, not to exceed a total of 590 hours or \$35,506 effective February 1 through June 30, 2009, in accordance with the Agreement, Article 10, Section 14(a).

<u>Instructor</u>	<u>Not to Exceed Hours</u>	<u>Not to Exceed Dollars</u>
Michael Bateman	80	\$4,814
Susan Bickford	30	\$1,806
Jeffrey Cohen	30	\$1,806
Hamza Hamza	80	\$4,814
Kaysa Laureano-Ribas	30	\$1,806
Arturo Martinez	30	\$1,806
Turdy Meyer	30	\$1,806
Eduardo Morales	30	\$1,806
Greg Scott	80	\$4,815
Jacquelyne Sims	30	\$1,806
Ralph Taylor	80	\$4,815
Susan Taylor	30	\$1,806
Susan Tummers Stocum	30	\$1,806

18. Special Assignment - The following part-time instructors of Mathematics, to develop further ETUDES-NG Cohort Workspaces and to lead cohort members in reviewing and revising existing activities and creating supplemental activities as well as assessment instruments, to test in sections of a variety of math classes for the joint Mathematics Title V Grant with Santa Monica College, to be paid \$60.18

an hour, not to exceed a total of 350 hours or \$21,063 effective February 1 through June 30, 2009, in accordance with the Agreement, Article 10, Section 14(a).

<u>Instructor</u>	<u>Not to Exceed Hours</u>	<u>Not to Exceed Dollars</u>
Junko Forbes	30	\$1,806
Wendy Miao	30	\$1,806
Quyên Phung	30	\$1,806
Malinni Roeun	120	\$7,222
Tatiana Roque	80	\$4,815
Arkadiy Sheynshteyn	30	\$1,806
May Xu	30	\$1,806

19. Special Assignment - The following part-time instructors to develop curriculum and teach California High School Exit Exam (CAHSEE) participants for Community Advancement, to be paid \$45.14 an hour, not to exceed 80 hours each or \$3,611 each for a total of \$18,056, effective January 1 through June 30, 2009, in accordance with the Agreement, Article 10, Section 9(m).

Vicki Blaho
 Dalia Juarez
 Bonnilee Kaufman
 David Perez
 David Yee

20. Special Assignment - Ms. Lorenda Johnson, part-time Counselor, to create educational plans for ECC California High School Exit Exam (CAHSEE) prep students, to be paid \$47.83 an hour, not to exceed 176 hours or \$8,418, effective January 27 through June 30, 2009, in accordance with the Agreement, Article 10, Section 9(m).

21. Special Assignment - The following instructors of Mathematics and Career & Technical Education (CTE) to work with other faculty in their specific disciplines to train them and produce classroom materials, to be paid \$60.18 an hour, not to exceed 30 hours each, for a maximum total of \$32,500, effective January 20 through April 30, 2009, in accordance with the Agreement, Article 10, Section 14(a).

Full-time instructors of Mathematics

Susan Bickford
 Trudy Meyer
 Jacquelyn Sims
 David Westberg

Part-time instructors of Mathematics

Laura Gollner

Russell Reece

Alan Stillson

Full-time instructors of Industry & Technology

Steven Cocca

Hiram Hironaka

Harold Hoffman

Frank Jacobi

Douglas Marston

Vivian Nemie

Daniel Richardson

Michael Stallings

Part-time instructors of Industry & Technology

Franz Seifert

Dale Ueda

Sue Ellen Warren

22. Stipend Assignment - Ms. Ryota Minei, part-time instructor of Music, Fine Arts Division, to perform as musician for ECC Community Orchestra Concert, to be paid \$90, effective November 15, 2008, in accordance with the Agreement, Article 10, Section 14(a).
23. Stipend Assignment - Ms. Rhonda Dillon, part-time instructor of Music, Fine Arts Division, to perform as vocalist with ECC Community Choir, to be paid \$125, effective December 2 through December 6, 2008, in accordance with the Agreement, Article 10, Section 14(a).
24. Stipend Assignment - Ms. Rhonda Dillon, part-time instructor of Music, Fine Arts Division, to perform as soloist for Messiah Sing-Along with ECC Chorale, to be paid \$200, effective December 5, 2008, in accordance with the Agreement, Article 10, Section 14(a).
25. Stipend Assignment - Ms. Nancy OBrien, part-time instructor of Music, Fine Arts Division, to perform as vocalist with ECC Community Choir, to be paid \$200, effective December 2 through December 6, 2008, in accordance with the Agreement, Article 10, Section 14(a).
26. Stipend Assignment - Mr. Hadley Nosworthy, full-time instructor of Music, Fine Arts Division, to perform as vocalist with ECC Community Choir to be paid \$125,

effective December 2 through December 6, 2008, in accordance with the Agreement, Article 10, Section 14(a).

27. Stipend Assignment - Mr. Donald Brown, full-time Librarian, Fine Arts Division, to play the organ for Messiah Sing-Along with ECC Chorale, to be paid \$200, effective December 5, 2008, in accordance with the Agreement, Article 10, Section 14(a).
28. Stipend Assignment - Mr. James Mack, part-time instructor of Music, Fine Arts Division, to perform as a musician for the ECC Community Orchestra Concert, to be paid \$110, effective November 15, 2008, in accordance with the Agreement, Article 10, Section 14(a).
29. Employment - Ms. Pamella West, part-time instructor in Early Childhood Education, Behavioral & Social Sciences, to coordinate Head Start Grant at the Compton Center, to be paid \$60.18 an hour, not to exceed \$7,523, effective January 21 through June 30, 2009.
30. Employment - The following part-time/temporary instructors to be hired as needed for the 2009 Winter Session:

Fine Arts

John Demita, Class IV, Step 4

Health Sciences & Athletics

Esther Gravis, Class I, Step 4

Octavia Hyacinth, Class II, Step 4

Maryam Ibrahim, Class II, Step 5

Guenever Parsley, Class I, Step 4

Kathleen Rosales, Class II, Step 5

Humanities

Susan Herdzina, Class II, Step 4

Michael Mangan, Class III, Step 4

Alfred Zucker, Class V, Step 28

Genevieve Zuidervaart, Class III, Step 6

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

Behavioral & Social Sciences

Maria Elena Martinez

Victoria Martinez-Weitzel

Fine Arts

Ana Alvarez-Lowe

Amy Champion

Phoenix Cole

Susan Duncan

Henri Venanzi Jr.

Jeanette-Louise Yaryan

Health Sciences & Athletics

Esther Gravis

Industry & Technology

David Brock

Joseph Dulla

Natural Sciences

Ephrem Asfaw

Dragan Marinkovic

Classified Personnel:

1. Separation - Mr. Kevin Branch, Custodian, Range 20, Step E, Facilities Planning and Services Division, Administrative Services Area, effective December 27, 2008 and that he be placed on the 39-month re-employment list.
2. Personal Leave of Absence .4% - Ms. Kathleen Collins, 83.33% Secretary, Range 26 Step E, Humanities Division, Academic Affairs Area, effective February 14 through June 12, 2009.
3. Personal Leave of Absence 25% - Mr. Albert Romero, Library Media Technician II, Range 26, Step E, Learning Resources, Academic Affairs Area, effective January 5 through June 12, 2009.
4. Personal Leave of Absence 14.25% - Ms. Kimberly Wilkinson, Costume Technician, Range 31, Step E, Fine Arts Division, Academic Affairs Area, effective February 14 through June 12, 2009.
5. Employment - Ms. Erika Solorzano, Police Officer, Step A, Campus Police Division, Administrative Services Area, effective March 1, 2009.

Special Services Professional

6. Employment - Mr. Abubakar Atane, from Range 7, Step, 5 of the Special Services Professional Salary Schedule, VP Administrative Services Area, effective February 2, 2009 through January 31, 2010.
7. Change of Assignment - Ms. Idania Reyes, Range 5, Step 2, of the Special Services Professional Salary Schedule, Industry & Technology Division, Academic Affairs Area, effective February 2, 2009 through January 18, 2010.

Temporary Classified Services Employees

8. Mr. Gary Castillo - Administrative Assistant II, Range 31, Step A, Title V at the Compton Center, Academic Affairs Area, effective January 5, through June 30, 2009.
9. *Ms. Estella Lee - Accounting Officer, Range ~~36~~ 39, Step A E, Fiscal Services Division, Administrative Services Area, on call as needed, effective February 2 through June 30, 2009 (Retired Annuitant). *Item changed during Board meeting.
10. Ms. Erika Solorzano - Police Officer Trainee, Step A, Campus Police Division, Administrative Services Area, effective January 21 through February 28, 2009.
11. Mr. Leo Middleton - Director of Staff and Student Diversity, Range 13, Step 5, President's Office Area, effective January 12 through June 30, 2009. (Retired Annuitant)
12. Mr. Franklin Prater Jr. - Theatre Assistant, Range 20, Step A, Fine Arts Division, Academic Affairs Area, on call as needed for the season, effective January 21 through June 30, 2009.
13. Mr. John Swaffield III - Theatre Technician, Range 31, Step A, Fine Arts Division, Academic Affairs Area, on call as needed for the season, effective January 21 through June 30, 2009.
14. Ms. Karyl Newman - Bookstore Sales Assistant, Range 19, Step A, Bookstore Division, Administrative Services Area, effective January 21 through June 30, 2009.

B. TEMPORARY NON-CLASSIFIED SERVICE EMPLOYEES

It is recommended that the Board authorize employment of the following Temporary Non-Classified Service Employees, subject to funding, as shown in items 1-10.

The following temporary non-classified service employees are hired for the 2008 – 2009 fiscal year to be paid hourly, effective January 21, 2009 through June 30, 2009, days and hours vary as needed, unless otherwise stated.

CAMPUS POLICE AIDE SERIES

1. Campus Police Aide V

The following individual is responsible for overseeing the Campus Police Cadet program, maintaining/servicing the parking permit machines, and assisting ECC Police Department in performing general law enforcement duties.

Michael Doucette, \$13.25, Campus Police

INSTRUCTIONAL AIDE SERIES

2. Instructional Aide I

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

Michelle Costello, \$8.00, Fine Arts (effective Sept. 12, 2008 – June 30, 2009)

3. Instructional Aide II

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

Yohana Robles, \$10.00, Humanities

PROGRAM AIDE SERIES

4. Program Aide VI

The following individual is to assist with Omni Update training for faculty and staff at El Camino College and Compton Educational Center, and to provide general technology assistance for the Staff Development Office and professional development programs.

Brian Hayden, \$15.00, Human Resources (effective Jan. 5, 2009 – June 30, 2009)

SPORTS AIDE SERIES

5. Sports Aide VI

The following individual is to assist faculty and staff with athletic practices and competition.

Robert Baird, \$17.00, Health Sciences and Athletics (effective Jan. 15, 2009 – Jun. 30, 2009)

THEATER AIDE SERIES

6. Theater Aide II

The following individual is to assist with backstage duties, ticket sales, and other related duties.

Rea Santo Ramos, \$9.25, Fine Arts/Center for the Arts

PROFESSIONAL SERIES

7. Assistive Linguistics Professional II

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

Krystal Armstrong, \$40.00, Special Resource Center

Robert Loparo, \$45.00, Special Resource Center (Dec. 20, 2008 – Jun. 30, 2009)

8. Education Professional II

The following individual is to teach Basic, Low, and High Intermediate English as a Second Language (ESL) classes.

Andres Moina, \$42.00, Community Advancement

9. Program Professional I

The following individual is to plan, organize, and direct the operations and activities in the areas of recruitment and outreach to obtain students eligible to participate in the California High School Exit Exam preparatory program at El Camino College and Compton Educational Center.

Johnny Conley, \$25.00, Community Advancement

10. Training Professional I

The following individuals are to provide training, expertise, leadership and professional services for the Fire Academy and Emergency Medical Technology programs.

Stephen Loner, \$32.00, Industry and Technology

Christopher Valente, \$32.00, Industry and Technology

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 instructors to teach in the designated discipline(s) during employment at El Camino College:

Henri Venanzi, Jr., Music

D. REVISED CLASSIFICATION SPECIFICATIONS FOR ADMINISTRATOR POSITION

It is recommended that the Board of Trustees approve the revised classification specification for the Executive Director of the Foundation position as shown on pages 81-85.

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: EXECUTIVE DIRECTOR EL CAMINO COMMUNITY COLLEGE DISTRICT FOUNDATION

DEFINITION: BASIC FUNCTION:

Under the direction of the Superintendent/President and with input from the Foundation's Board of Directors, provides leadership to ~~The Executive Director has primary responsibility for planning, coordinating and implementing~~ fund raising activities at El Camino Community College District. These programs include annual giving major gifts, planned gifts, federal, corporate and foundation relations, alumni relations, special events and specific campaigns. ~~The Executive Director will have secondary responsibility~~ Responsible for personnel management, strategic planning, fiscal planning and accountability, program planning and implementation and information systems and implementation.

~~The Executive Director reports to the Superintendent/President of El Camino Community College District. The Executive Director will also work closely with the District's Board of Trustees, administrative team, faculty, student body leadership as well as the Foundation's Board of Directors and volunteer leadership to achieve the goals of the Foundation.~~

DUTIES AND RESPONSIBILITIES:

~~In collaboration with the Superintendent/President of the District and the Board of Directors of the Foundation,~~ Develops and implements a comprehensive fund-raising program with specific long-range and short-range goals and objectives which reflect the Foundation/District priorities in support of the College's mission and goals in collaboration with the Superintendent/President of the District and the Board of Directors of the Foundation.

Coordinate the Foundation Board of Directors, participate in all board and committee meetings; implement policies and procedures that direct the management, stewardship, investment and distribution of Foundation Funds in accordance with the Administration of the District.

Manage and participate in the development of goals, objectives, policies, and priorities of Foundation and alumni programs; recommend, within District policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Develops, implements and monitors the alumni relations program, including annual giving activities.

~~Identifies and solicits sources of funding including private individuals, corporations and foundations.~~

Participates in major and planned gift solicitations, formulates prospect strategies as well as participates in direct cultivation, solicitation, stewardship and recognition.

Executive Dir. El Camino Community College District Foundation – (continued) Page 2

Develop and manage programs in the areas of major giving, planned giving, annual giving and corporate and foundation gifts, sponsorships and grants.

Document and administer specific donor intent and/or restrictions of all contributions received by the Foundation. Implement donor stewardship programs that recognize and cultivate donor relations.

Develops and implements a college-wide strategy for volunteer leadership and enhanced community involvement in fund raising activities.

Plans and implements special events and programs designed to involve increasingly more current and prospective donors.

Assist and direct administrators and other employees in the solicitation and acceptance of gifts and other contributions; acknowledge all contributions.

Recruits, trains, organizes and directs the efforts of volunteers in fund-raising activities.

~~Assists the Superintendent/President, Foundation Board of Directors and other key individuals in planning and managing specific campaign activities.~~

Plan, direct, coordinate and review the work plan for the Foundation; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Recruits, train, motivate and evaluate assigned personnel; provide and coordinate staff training; work with employees to develop skills and abilities. ~~experienced and competent staff as need arises and provides for professional growth and training of staff.~~

Develops and maintains systems of prospect management and research, and donor relations.

Oversee the publication of Foundation-based publications including brochures, annual reports, website and other fundraising materials.

~~In cooperation with El Camino College's Vice President of Administrative Services and Business Manager,~~ Assures fiscal accountability of the Foundation in cooperation with El Camino College's Vice President of Administrative Services and Business Manager.

Ensure that state, federal and other required reports are filed in a timely manner.

Works with Superintendent/President and Foundation Nominating Committee to identify prospective members for the El Camino College Foundation Board of Directors.

Executive Dir. El Camino Community College District Foundation – (continued) Page 3
Member of Council for Advancement and Support of Education (CASE), National Society for Fund Raising Executive (NSFRE), or equivalent. Participate on a variety of boards and

commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fundraising.

QUALIFICATIONS:

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operational characteristics, services and activities of non-profit institutions.

Modern and complex principles and practices of program development and administration.

Principles and concepts of fundraising programs including planned giving and capital campaigns.

Budgeting revenue control, and non-profit financial operations.

Public relations and marketing principles and practices.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software including database management programs

ABILITY TO:

Provide administrative and professional leadership and direction.

Manage, lead and coordinate the work of others, including training or performance consulting, scheduling and performance evaluation.

Establish and maintain effective working relationships in a diverse multi-cultural and multi-ethnic environment.

Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

Prepare and administer budgets.

Communicate clearly and concisely, both orally and in writing.

Hire, train, manage and evaluate staff.

Develop, write and manage grant and contracts.

Plan and organize work.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Seek and identify potential funding sources.

EDUCATION AND EXPERIENCE:

A bachelor's degree is required. A minimum of five years of successful fund raising experience, including annual giving and major gifts. Experience in raising funds from individuals as well as corporations and foundations and demonstrated success in effective volunteer management. Demonstrated expertise in personnel management, strategic planning, fiscal planning and accountability, and program planning and implementation is preferred.

Executive Dir. El Camino Community College District Foundation – (continued) Page 4
EXPERIENCE:

~~A minimum of five years of successful fund raising experience, including annual giving and major gifts.~~

~~Experience in raising funds from individuals as well as corporations and foundations.~~

~~Demonstrated success in effective volunteer management.~~

~~Demonstrated expertise in personnel management, strategic planning, fiscal planning and accountability, program planning and implementation, and information systems and implementations is preferred.~~

GOALS AND OBJECTIVES:

~~The Superintendent/President of the District and the leadership of the Board of Directors of the Foundation have identified a number of priorities and initiatives which they would like to see the new Executive Director address during the first two years. The following appear most critical (not in order of priority):~~

~~Increase the level of giving to the college.~~

~~Develop a strong annual giving program, with both internal and external participation, as the foundation for the overall fund raising program.~~

~~Expand the base of major gifts, donors and prospects.~~

~~Develop a strong partnership with the Board of Directors and enhance their enthusiasm for and participation in the work of the Foundation in support of the college.~~

~~Create new contexts for community involvement with the college.~~

~~Become a highly visible and respected advocate for the college among the leadership of the community.~~

DESIRABLE CHARACTERISTICS:

~~Sincerity, honesty and integrity.~~

~~Exceptional interpersonal skills with the ability to develop relationships of trust with internal and external constituents.~~

~~Excellent written and verbal communication skills.~~

~~High level of initiative and creativity.~~

~~Strong team orientation.~~

~~Ability to work effectively in a diverse, urban environment.~~

~~The ideal director will be an energetic and knowledgeable development officer capable of organizing, implementing and directly participating in a comprehensive fund raising program with a high degree of professionalism, sensitivity and integrity.~~

Administrator Salary Schedule – Range 1615
~~Revised June 1998~~
Revised and Board Approved: January 20, 2009

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 87
- B. Board of Trustees Goals for 2008-2009 Page 87

A. Travel

It is recommended that the Board approve the following travel:

1. Trustee Ray Gen, Community College League of California (CCLC) Effective Trustee Workshop and CCLC Legislative Conference, Sacramento, California, January 23-26, 2009, with transportation and necessary expenses paid.
2. Trustee Mary Combs, Community College League of California (CCLC) Effective Trustee Workshop and CCLC Legislative Conference, Sacramento, California, January 23-26, 2009, with transportation and necessary expenses paid.
3. Trustee Nathaniel Jackson, Community College League of California (CCLC) Effective Trustee Workshop and Board Chair Workshop, Sacramento, California, January 23-25, 2009, with transportation and necessary expenses paid.
4. Thomas M. Fallo, 2009 National Legislative Conference, Washington, D.C., February 7- 11, 2009, with no loss of salary, transportation and necessary expenses paid.

B. Board of Trustees Goals for 2008-2009

It is recommended that the Board adopt the following goals for 2008-2009. Item VII reflects changes made at the December 15, 2008 meeting.

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

- c. Read Trustee education materials sent by various organizations.
- IV. Effect implementation of the 2007 Facilities Master Plan update.
 - a. Monitor and approve Measure E Fiscal updates
 - b. Implement construction program.
 - c. Monitor and approve construction program.
- V. Fiscal Responsibilities.
 - a. Monitor 2008-2009 Budget. Review and approve any recent adjustments.
 - b. Study, review and approve the 2009-2010 budget.
 - c. Study, review and approve the 2007-08 annual financial audit.
- VI. Student Learning Outcomes
 - a. Receive and participate in discussion of the Accountability Report for Community Colleges (ARCC).
 - b. Receive and participate in discussion of the Community College Survey of Student Engagement.
 - c. Receive and participate in discussion of the Community College Survey of Faculty Engagement.
 - d. Review Student Learning Outcomes update.
- VII. Policies
 - a. Review Board Policy 2715 Code of Ethics/Standards of Practice and include a clearly defined statement of consequences to address behavior that violates policy as recommended by the Accreditation Team.
 - b. Develop a succession plan for Presidential replacement.