

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



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

**Agenda, Monday, October 17, 2011  
Campus Theatre  
4:00 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of September 8, 2011,  
Pages 5-7**
- III. Presentation – Redistricting Trustee Areas**
- IV. Public Hearing – none**
- V. Public Comment on Consent Agenda**
- VI. Consent Agenda – Recommendation of Superintendent/President, Discussion  
and Adoption**
  1. Academic Affairs  
*See Academic Affairs Agenda,  
Pages 8-29*
  2. Student and Community Advancement  
*See Student Services Agenda,  
Pages 30-45*
  3. Administrative Services  
*See Administrative Services Agenda, Pages 46-66*
  4. *See Measure “E” Bond Fund Agenda,  
Pages 67-74*
  5. *See Human Resources Agenda,  
Pages 75-92*
  6. Compton Community Educational Center  
*See Compton Community Educational Center  
Agenda, Pages 93-98*
  7. Superintendent/President  
*See Superintendent/President Agenda,  
Pages 99-104*

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

## **VIII. Oral Reports**

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

## **IX. Closed Session**

- A. Existing Litigation, Brown Act, Section 54956
  - 1. Case # BC400227
  - 2. Case # BC458332
- B. Personnel Matters, Brown Act Section 54957
  - 1. 1 case
- C. Labor Relations, Brown Act Section 54957.6, Mr. Spencer Covert, District Labor Negotiator
  - 1. El Camino College Federation of Teachers, Local 1388
  - 2. El Camino College Federation of Teachers, Local 1388, Child Development Center
  - 3. El Camino Classified Employees Local 6142
  - 4. El Camino College Police Officers Association

<b>Board of Trustees Meeting Schedule for 2011</b> <b>4:00 p.m. Board Room</b>
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Monday, November 21, 2011  
Monday, December 12, 2011

## **Board Policy 1200 The El Camino College Mission, Philosophy, Values And Guiding Principles**

### **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**

- A. Enhance teaching to support student learning using a variety of instructional methods and services.
- B. Strengthen quality educational and support services to promote student success.
- C. Foster a positive learning environment and sense of community and cooperation through an effective process of collaboration and collegial consultation.
- D. Develop and enhance partnerships with schools, colleges, universities, businesses, and community-based organizations to respond to the workforce training and economic development needs of the community.
- E. Improve processes, programs, and services through the effective use of assessment, program review, planning, and resource allocation.
- F. Support facility and technology improvements to meet the needs of students, employees, and the community.
- G. Promote processes and policies that move the College toward sustainable, environmentally sensitive practices.

Adopted: 1/16/01, Amended: 1/22/02, 6/18/07, 6/21/10

**BOARD PRESENTATIONS AND REPORTS 2011-2012**

<i>Month</i>	<i>Presentation</i>	<i>Report</i>
July	Compton Center	
August	Budget	Notice of Public Hearing Quarterly Fiscal Status FTES – Both Locations
September	Financial Aid	Budget Adoption Accreditation Mid-term Educational Master Plan
October	Redistricting Trustee Areas	Staff Development/Diversity
November	Program Review, Planning and Budgeting	FTES – Both Locations Quarterly Fiscal Status
December	Foundation Annual Report	Success and Retention (including basic skills)
January	Student Success	Annual Financial Audit
February	Accreditation	Quarterly Fiscal Status
March	Title V Graduation Initiative grant	Full Time Equivalent Student (FTES) – Both Locations
April	Accountability Reporting for Calif. Community Colleges (ARCC) Citizens Oversight Committee	Measure E-Bond Audit
May	Facilities Master Plan	Quarterly Fiscal Status
June	Student Learning Outcomes (SLO)	Tentative Budget Planning & Budget Calendar

Revised: July 27, 2011

DRAFT

EL CAMINO COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING OF  
Thursday, September 8, 2011

The Board of Trustees of the El Camino Community College District met at 4 p.m. on Thursday, September 8, 2011, in the Haag Recital Hall at El Camino College.

The following Trustees were present: Trustee William Beverly, President; Trustee Ray Gen, Vice President; Trustee Maureen O'Donnell, Secretary; Trustee Mary E. Combs, Member; Trustee Kenneth A. Brown, Member; and Student Member Joshua Casper.

Also present were Dr. Thomas M. Fallo, Superintendent/President; Dr. Francisco Arce, Vice President, Academic Affairs; Ms. Jo Ann Higdon, Vice President, Administrative Services; Dr. Jeanie Nishime, Vice President, Student and Community Advancement; Ms. Barbara Perez, Vice President, Compton Community Educational Center; and Dr. Lynn Solomita, Interim Vice President, Human Resources.

Minutes of the Regular Board Meeting of August 15, 2011

The Minutes of the Regular Board Meeting of August 15, 2011 were approved.

Financial Aid Presentation

Dr. Jeanie Nishime made a presentation on Financial Aid.

Public Hearing – 2011-2012 El Camino Community College District Budget

A Public Hearing regarding the adoption of the 2011-2012 El Camino Community College District budget opened at 4:25 p.m. It was moved by Trustee O'Donnell, seconded by Trustee Combs, that the Public Hearing be closed at 5:45 p.m. Student Trustee Casper recorded a yes advisory vote. Motion carried.

Adoption of the 2011-2012 El Camino Community College District Budget

It was moved by Trustee O'Donnell, seconded by Trustee Combs that the Board adopt the 2011-2012 El Camino Community College District budget. Student Trustee Casper recorded a yes advisory vote. Motion defeated 3 no; 2 yes. Trustees Beverly and Brown voted yes. Trustees Gen, O'Donnell and Combs voted no.

It was moved by Trustee Gen, seconded by Trustee O'Donnell, that the Board adopt the 2011-2012 El Camino Community College District Budget eliminating line item TBD Salary and Benefits Savings-Negotiations \$975,000 shown on page 5 of the budget book and that the number be adjusted as necessitated by this action. Student Trustee Casper recorded a yes advisory vote. Motion carried 4 yes; 1 no. Trustees Gen, O'Donnell, Combs and Brown voted yes. Trustee Beverly voted no.

### Consent Agenda

It was moved by Trustee Brown, seconded by Trustee O'Donnell, that the Board adopt the items presented on the agenda in the following areas.

### Academic Affairs

Center for the Arts Presentation – 2011/2012 Season

Board Policy 3750 – Use of Copyrighted Materials – Second Reading & Adoption

Board Policy 6160 – El Camino College District Computer and Network Use Policy -  
Second Reading & Adoption

### Student and Community Advancement

Community Education Classes – Fall 2011 – Addendum

Accreditation Midterm Report

### Administrative Services

AB 2910 – Quarterly Fiscal Status Report

Contracts Under \$78,900

Personal Services Agreement

Amendments to Contracts

Information

Purchase Orders and Blanket Purchase Orders

### Measure E Bond Fund

Category Budgets and Balances

Contract – AMEC E&I Inc. – Industry & Technology Modernization

Contract Amendment – Converse Consultants – Math Business Allied Health Building  
Project

Contract Amendment – Sandy Pringle Associates – Math Business Allied Health  
Building Project

Change Order – Taisei construction Corporation – Math Business Allied Health  
Building Project

Purchase Orders and Blanket Purchase Orders

### Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

Stipend for Compton Educational Center

### President/Board of Trustees

Redistricting Action Plan

Boundary Review Committee August Agenda and Draft Meeting Notes

Amend Board of Trustee Goals for 2010-2011

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

Compton Community Educational Center

Compton Community Educational Center Accreditation Update was presented as an informational item.

Public Comment

Mr. Nehasi Lee and Mr. Charles Davis spoke of the El Camino Community College District and Compton Community College District partnership. Ms. Luukia Smith, Dr. Margaret Quinones-Perez, Ms. Ashley Patterson, Ms. Michelle Whiting, Ms. Momi Elliot and Mr. Chris Wells addressed the El Camino Community College District 2011-2012 Budget.

Closed Session

Regular Meeting adjourned to a Closed Session at 6:30 p.m. which ended at 7:10 p.m.

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Maureen O'Donnell, Secretary of the Board

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Thomas M. Fallo, Secretary to the Board

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

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**Page No.**

- A. Board Policy 4055 (Academic Accommodations for Students  
with Disabilities) – First Reading ..... 9
- B. Proposed Curriculum Changes: Effective 2012/2013 Academic Year..... 9



## ACADEMIC AFFAIRS

### A. BOARD POLICY 4055 (ACADEMIC ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES) – FIRST READING

It is recommended that the Board accept for a first reading Board Policy 4055, as attached. Administrative Procedure 4055 is presented for informational purpose only.

### B. PROPOSED CURRICULUM CHANGES: EFFECTIVE 2012/2013 ACADEMIC YEAR

It is recommended that the Board approve the proposed curriculum changes, effective the 2012-2013 academic year, as listed below.

#### BEHAVIORAL AND SOCIAL SCIENCES

#### CHANGE IN MAJOR; CHANGE IN TITLE, COURSE REQUIREMENTS, UNITS

##### 1. ~~Childhood~~ Development ~~Education~~ Major

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

A minimum of ~~15~~ 12 units of the major requirements must be completed at El Camino College.

Child Development 103, 104, 108, 112, 114 and Child Development 150 or 152;  
two courses from: Child Development 116, 117, 118, 119

~~8-9~~ three units from: Child Development 105, 107, ~~108~~, 110, 116, 117, 118, 119,  
122, ~~123~~, 125, 126, 129, 130, 131, 150, 152, 154, 160, 163, 166, 169, ~~170A, 170B~~,  
Nutrition and Foods 15

Note: Proof of a valid Pediatric CPR and First Aid Certification may be required for employment. This requirement may be met by successfully completing Child Development 111.

Total Units: ~~29-30~~ 27

##### Child Development Major

###### *Recommendation*

A minimum of 12 units of the major requirements must be completed at El Camino College.

Child Development 103, 104, 108, 112, 114 and Child Development 150 or 152;

two courses from: Child Development 116, 117, 118, 119  
three units from: Child Development 105, 107, 110, 116, 117, 118, 119, 122, 125,  
126, 129, 130, 131, 150, 152, 154, 160, 163, 166, 169, Nutrition and Foods 15

Note: Proof of a valid Pediatric CPR and First Aid Certification may be required for employment. This requirement may be met by successfully completing Child Development 111.

Total Units: 27

## **MATHEMATICAL SCIENCES**

### **NEW COURSE**

1. Mathematics 50C – Intermediate Algebra for Statistics  
Units: 4      Lecture: 3 hours      Lab: 3 hours      Faculty Load: 35.00%  
Prerequisite: Mathematics 23 or Mathematics 25 with a minimum grade of C in prerequisite or qualification by testing (El Camino College Mathematics Placement Test) and assessment.  
Grading Method: Letter  
Credit, non-degree applicable  
Using descriptive statistics and elementary probability as the primary applications, students in this intensive course learn the intermediate algebra and mathematical reasoning skills needed for transfer-level statistics.

## BOARD POLICY 4055

### Academic Accommodations for Students with Disabilities

~~The El Camino Community College District is committed to providing, in a timely and appropriate manner, reasonable accommodations for students with disabilities in accordance with compliance measures established by the Rehabilitation Act of 1973, sections 504 and 508, the Americans with Disabilities Act (ADA), and the ADA Amendments Act of 2008 (ADAAA). El Camino College shall provide reasonable accommodations recognizes the need to accommodate, to the greatest extent possible, to students with documented disabilities without compromising the student's course of study or the integrity of the college's academic standards. El Camino College intends that all of its graduates master the competencies required by Title 5 of the California Code of Regulations and complete courses required for degree or certificate. Reasonable accommodations are determined on an individual basis.~~

Reference: Title 5, Section 56006 (DSPS Regulations), 56027 (Academic Accommodations), 55063 (Minimum requirements for the Associate Degree)  
Rehabilitation Act of 1973, Section 504 and Section 508  
Americans with Disabilities Act of 1990 (ADA)  
ADA Amendments Act of 2008  
Title 5

El Camino College  
Adopted: October 20, 2003

## ADMINISTRATIVE PROCEDURE 4055

### Educational Policies Committee of the Academic Senate of El Camino College

#### **Procedure on Academic Accommodations for Students with a Disability**

##### **Background:**

The El Camino Community College District intends that ~~all of its graduates~~ master the competencies required by Title 5 of the California Code of Regulations. This entails the completion of required ~~and complete~~ courses required to obtain for a degree or certificate with appropriate documentation as specified in Title 5, Section 56006 (DSPA Regulations). El Camino Community College District's policy is to respond, ~~in a timely manner,~~ to ~~accommodation~~ a student requests for reasonable accommodations by of students with disabilities in a timely manner. However, provision of these accommodations does not guarantee the outcome of the student's endeavors. The Superintendent/President or designee shall establish standards ~~procedures for of~~ review ~~for of~~ academic requirements to ensure that such requirements do not discriminate against students with disabilities or have the effect of excluding students solely on the basis of disability.

Verification of educational limitations and prescriptive planning of academic accommodations with otherwise qualified students with a disability is the responsibility of the Special Resource Center (SRC). The El Camino College District shall provide students with a disability a process to request reasonable accommodations, which may include course substitution of degree requirements. As outlined in the SRC student handbook, it is the student's responsibility to request accommodations. Additionally, it is the student's responsibility to provide documentation of disability along with identified educational limitations to support their request for accommodations. Accommodation requests are considered on an individual basis. Considerations include, but are not limited to, whether the student is an otherwise qualified student with a disability, documentation of educational limitations, the essential nature of the course and program, accommodations and disability management strategies previously utilized by the student.

##### **Academic Accommodations Committee:**

The Committee shall be constituted as follows:

1. The El Camino College 504/Americans with Disabilities Compliance Officer or representative (chair)
2. The dean of the division or a designee from the department in which the course is taught
3. A full-time instructor who teaches the course in question or an instructor from the department in which the course is taught, or if not available, from a closely related discipline
4. A full-time faculty member or representative from the department of the student's major or field of concentration
5. The El Camino College DSP&S faculty member knowledgeable with the disability and/or educational limitations of the student.

### **Requests for Academic Accommodations:**

There are two 2 types of request for academic accommodations:-

1. Request for Reasonable Accommodations – an adjustment that allows a student with a disability an equal opportunity to complete course requirements;
2. Request for Course Substitution – the replacement of a required course with an approved alternative course.

### **Level 1: Reasonable Accommodations**

The District recognizes the provision of reasonable accommodations is intended to mitigate functional limitations to facilitate at most disabilities that impede a student's academic access and ability to ~~from completing~~ a course or achieve proficiency. ~~can be overcome by providing a reasonable accommodation to address the student's functional limitation.~~ For most students with documented disabilities, this first level of accommodation will involve an attempt to complete the course with additional help such as, e.g., learning facilitation, of tutorial assistance, in-class support services, educational material in alternate formats, assistive technology, auxiliary aids, test accommodations, and note-taking assistance. Other options may include a request to complete an extended version of the course, a slower paced version of the course and/or advisement to complete lower level of developmental courses or courses in an alternate format to promote academic in a sequence in order to insure success.

Procedure for requesting an accommodation:

1. It is the student's responsibility to provide appropriate documentation of a disability and to request course accommodations with a counselor or disability specialist in the Special Resource Center. As an alternative, students who do not want to use the services of the SRC may contact the Dean of Enrollment Services and request reasonable accommodations.
2. The SRC professional staff, in collaboration with the student, will evaluate and determine reasonable accommodations based upon the student's educational limitation(s) related to a documented disability. Reasonable accommodations will commence in a timely manner relative to the term of enrollment, and are not retroactive.
3. After consulting with the SRC, if the student disagrees with the SRC's recommendation for accommodations, the student may request a review of the accommodations through the grievance procedure outlined in the SRC student handbook. Additionally, if a conflict arises regarding the recommended accommodations at this level with the instructor, the SRC will initially attempt to resolve the conflict. If a resolution is not attained regarding the accommodation, the student, instructor, or SRC professional staff will refer the matter to the 504/Americans with Disabilities Compliance Officer or representative for review.
4. The 504/Americans with Disabilities Compliance Officer or representative will convene an Academic Accommodations Committee to investigate and resolve the issue within ten business days.
  - a. The Academic Accommodations Committee will evaluate and determine the appropriateness and feasibility of the accommodation to ensure access, and whether the requested academic adjustment fundamentally alters the course or program of instruction, or if implemented, will conflict with a direct licensing requirement or jeopardize a requirement essential to the program of instruction.
  - b. If necessary, the Academic Accommodations Committee will evaluate and determine alternative academic adjustments that may be considered to ensure the student is not denied the benefits of, or is excluded from participation in the academic program without impacting the integrity of the course.
  - c. During this time period the SRC will continue to provide interim accommodations pending a final resolution.

~~Should a dispute arise regarding the provision of services at this level, the Academic Accommodations Committee (defined below) shall meet and resolve the issue within ten academic calendar working days after the steps specified in the Special Resource Center's Support Services Policy and Procedures Handbook have been fulfilled by the student and submitted to the 504/Americans with Disabilities Compliance Officer or representative.~~

### **Level 2: Course Substitution**

A course substitution is the replacement of a required course with an approved alternative course. The substituted course must provide concept mastery comparable to that of the required course.

1. A course substitution may be appropriate provided that ~~If~~ a student with a verified disability is of the opinion ~~believes~~ that a) the reasonable accommodations offered does not enable him/her to successfully complete a required course and b) that attempts with additional or different accommodations have been exhausted or ~~if the student can show that his/her disability identified educational limitations are~~ of such magnitude that any attempt at completing the course would be futile, ~~the student~~

~~may submit a petition to the 504/Americans with Disabilities Compliance Officer or representative. For these students, a course substitution will be individually considered. After completing the academic accommodations documentation, as specified in Title 5, Section 56006 and the Special Resource Center's Support Services Policy and Procedures Handbook, the student may submit an Academic Accommodations Request form to the 504/Americans with Disabilities Compliance Officer or representative for referral to the Academic Accommodations Committee.~~

2. A course substitution can be granted under the following conditions:
  - a. only if ~~T~~the required course is found by the Academic Accommodations Committee to be nonessential to the student's course of study. ~~In addition, it must be found by~~
  - b. the Academic Accommodations Committee must determine that ~~t~~The student is not likely ~~has no reasonable chance of~~ to successfully completing the required

course even with the provision of all reasonable all the helpful accommodations  
by that the college can provide, and that

- c. ~~An appropriate~~ suitable course for substitution exists.
3. The institution shall explore alternatives such as Independent Study, but is not required to develop a substitute course should one not exist. Academic requirements that the college considers essential to the program of instruction or major being pursued by the student, or directly related to licensing requirements, will not be regarded as discriminatory.
4. As specified in Title 5, Section 56006 and the Special Resource Center's student handbook, the student submits an Academic Accommodations Request form with supporting documentation to the 504/Americans with Disabilities Compliance Officer or representative.
5. ~~5. Once a complete request is received, After all of the paperwork has been submitted to the 504/Americans with Disabilities Compliance Officer or representative, the Academic Accommodations Committee (defined below) shall meet and resolve the issue within ten~~ twenty academic calendar working business days within the primary (fall and spring) term.
- ~~6. Completion of a substitute course shall not be construed as meeting the prerequisite for other any courses. for which the substituted course was a requirement.~~

—**Level 3:**

As a last resort, a course waiver may be appropriate.

7. A course waiver is the elimination of a required course from a student's program of study. A waiver Academic Accommodations committee may will be consider course waiver ed under the following conditions:

- a. ~~only when~~ There is evidence that the student has met all of the requirements noted above for substitution, and
- b. There are no viable alternative courses offered at El Camino College, as determined by judgment of the Academic Accommodations Committee.
- c. The required course is peripheral to the student's course of study or major, and the student must not require any further classes or training in the specified area.



8. A waiver of the course requirement will not be considered a waiver of the student's responsibility to complete the minimum number of units required by the institution for completion of the course of study. A waiver of a course requirement shall not be construed as a waiver of any prerequisite for any other course. The absence of a substitute course does not automatically establish grounds for a waiver.

**Exceptions to Timeline:**

An exception to the timeline will be made ~~if should~~ the petition ~~is~~ received so late in ~~the a~~ primary term creating a challenge for that the committee ~~would not be able to~~ complete its process within the ~~current~~ term. In such case, the Chair of the Academic Accommodations Committee would convene the committee at the earliest possible time during the following primary term. The timeline for the committee's decision ~~would~~ will remain the same, and begin the first day of instruction of the following primary term. Pending the decision of the Academic Accommodations Committee, a Accommodations will be made in this interim period; ~~pending the decision of the Academic Accommodations Committee, as recommended~~ may be facilitated by the 504/Americans with Disabilities Compliance Officer or representative.

**Recognition by Qoether Institutions:**

~~A El Camino College grants~~ course substitutions or waivers applies to El Camino College courses exclusively. for degrees and certificates conferred by El Camino College only. Students shall be informed that a substitution or waiver granted by El Camino College may not be recognized by another educational institution. ~~The substitution or waiver shall be recorded on the transcript or reasonable alternative.~~ Similarly, the college does not recognize substitutions or waivers granted by another institution. It is the responsibility of the student for contacting potential transfer institutions regarding the acceptability of the substitution to meet transfer requirements.

**Academic Accommodations Committee:**

~~An appropriately qualified DSP&S Specialist will review all submitted documents for accuracy and completeness before submission to the Academic Accommodations Committee (the Committee).~~

~~The Committee shall be constituted as follows:~~

1. ~~The El Camino College 504/Americans with Disabilities Compliance Officer or representative (chair)~~
2. ~~The dean of the division or a designee from the department in which the course is taught~~
3. ~~A full-time instructor who teaches the course in question or an instructor from the department in which the course is taught, or if not available, from a closely related discipline~~
4. ~~A full-time faculty member from the department of the student's major or field of concentration~~
5. ~~The El Camino College DSP&S faculty member involved in the case~~
6. ~~If desired by the student, an advocate of the student's choice (non-voting)~~

### **Review Meeting**

~~\_\_\_\_\_An appropriately qualified DSP&S Specialist will review all submitted documents for accuracy and completeness prior to submission to the Academic Accommodations Committee. The Academic Accommodations Committee will convene to review the student's request –in the specified time frame. The student will have an opportunity to present his/her request accompanied by any relevant documentation for academic accommodations to the committee. If desired by the student, an advocate of the student's choice may accompany the student. Thereafter, the committee will deliberate and reach a consensus for the appropriate academic accommodations - A majority vote is required to approve a course adjustments or substitution. At each level, the status quo remains, unless the student wins a majority of the votes of the Academic Accommodations Committee. The El Camino College 504/Americans with Disabilities Compliance Officer or representative shall maintain records of all decisions of the Committee and notify the student of decisions.~~

### **Notification:**

The El Camino College 504/Americans with Disabilities Compliance Officer or representative shall notify the student, the Special Resource Center, ~~the Academic Senate~~, the Director of Admissions and Records and all other pertinent offices of any changes allowed by the Academic Accommodations Committee to the student's course of study in writing within five business 5-working days after a decision has been determined.

**Appeals:**

~~In the event a request for f the Academic Accommodations is Committee denied, the student may appeal the Academic Accommodations Committee's decision request, and if further information is considered by the student and the DSP&S Specialist to be pertinent, If there is new information for consideration by the Academic Accommodations Committee, the student may only appeal the decision one (1) time and may appeal submit documents or information not previously submitted that s/he and DSPS specialist believes are pertinent in support of the appeal. to the Committee one time. If the appeal is denied, the student may submit a written request to the 504/Americans with Disabilities Compliance Officer ask that the appeal it be forwarded to the Vice President of Academic Affairs for review. This request must be submitted within 30 days of notification of the committee's decision. , who will decide the issue. The decision of the Vice President of Academic Affairs is will be final.~~

**EL CAMINO COLLEGE  
ACADEMIC ACCOMMODATION REQUEST FORM**

**~~TO BE COMPLETED BY STUDENT~~** (Use additional pages if necessary)

1. \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ Name (First) \_\_\_\_\_ (Last) \_\_\_\_\_ Date

\_\_\_\_\_

\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ Zip

\_\_\_\_\_

\_\_\_\_ Student ID \_\_\_\_\_ Email address \_\_\_\_\_ Telephone (Day) \_\_\_\_\_ (Evening)

**2. Academic accommodation requested:**

\_\_\_\_ Special Accommodation \_\_\_\_ Course Substitution \_\_\_\_ Course Waiver \_\_\_\_ Other [dit]

**3. Please give details of your request and supportive evidence:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. What alternatives, if any, have you attempted?:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Comments from El Camino College staff (if appropriate):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**504/ADA Coordinator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

~~TO~~<sub>[d2]</sub> **BE COMPLETED BY 504/ADA COORDINATOR**

**1. ~~Approved pending Academic Accommodation Appeals Subcommittee Action:~~**

~~Date: \_\_\_\_\_ Action Taken: \_\_\_\_\_~~  
\_\_\_\_\_  
\_\_\_\_\_

**2. ~~Action of Academic Accommodation Appeals Subcommittee:~~**

~~Date: \_\_\_\_\_ Action Taken: \_\_\_\_\_~~  
\_\_\_\_\_

~~Student Signature: \_\_\_\_\_~~  
\_\_\_\_\_

**3. ~~Action of Academic Accommodation Appeals Committee:~~**

~~Date: \_\_\_\_\_ Action Taken: \_\_\_\_\_~~  
\_\_\_\_\_

~~Student Signature: \_\_\_\_\_~~  
\_\_\_\_\_

**4. ~~Course Substitution Request:~~**

~~Date: \_\_\_\_\_ Action Taken: \_\_\_\_\_~~  
\_\_\_\_\_

~~Student Signature: \_\_\_\_\_~~  
\_\_\_\_\_

**5. ~~Course Waiver Request:~~**

~~Date: \_\_\_\_\_ Action Taken: \_\_\_\_\_~~  
\_\_\_\_\_

~~Student Signature: \_\_\_\_\_~~  
\_\_\_\_\_

**6. ~~Appeal of Action of Academic Accommodations Appeals Committee:~~**

~~Date: \_\_\_\_\_ Action Taken: \_\_\_\_\_~~  
\_\_\_\_\_

~~Student Signature: \_\_\_\_\_~~  
\_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **BOARD POLICY 4055**

### **Academic Accommodations for Students with Disabilities**

The El Camino Community College District provides reasonable accommodations for students with disabilities in accordance with compliance measures established by the Rehabilitation Act of 1973, sections 504 and 508, the Americans with Disabilities Act (ADA), and the ADA Amendments Act of 2008 (ADAAA). El Camino College shall provide reasonable accommodations to students with documented disabilities without compromising the student's course of study or the integrity of the college's academic standards. Reasonable accommodations are determined on an individual basis.

Reference: Title 5, Section 56006 (DSPS Regulations), 56027 (Academic Accommodations), 55063 (Minimum requirements for the Associate Degree)  
Rehabilitation Act of 1973, Section 504 and Section 508  
Americans with Disabilities Act of 1990 (ADA)  
ADA Amendments Act of 2008  
Title 5

El Camino College  
Adopted: October 20, 2003

## **ADMINISTRATIVE PROCEDURE 4055**

### **Procedure on Academic Accommodations for Students with a Disability**

#### **Background:**

The El Camino Community College District intends that its graduates master the competencies required by Title 5 of the California Code of Regulations. This entails the completion of required courses to obtain a degree or certificate with appropriate documentation as specified in Title 5, Section 56006 (DSPS Regulations). El Camino Community College District's policy is to respond to a student request for reasonable accommodations in a timely manner. However, provision of these accommodations does not guarantee the outcome of the student's endeavors. The Superintendent/President or designee shall establish standards of review for academic requirements to ensure that such requirements do not discriminate against students with disabilities or have the effect of excluding students solely on the basis of disability.

Verification of educational limitations and prescriptive planning of academic accommodations with otherwise qualified students with a disability is the responsibility of the Special Resource Center (SRC). The El Camino College District shall provide students with a disability a process to request reasonable accommodations, which may include course substitution of degree requirements. As outlined in the SRC student handbook, it is the student's responsibility to request accommodations. Additionally, it is the student's responsibility to provide documentation of disability along with identified educational limitations to support their request for accommodations. Accommodation requests are considered on an individual basis. Considerations include, but are not limited to, whether the student is an otherwise qualified student with a disability, documentation of educational limitations, the essential nature of the course and program, accommodations and disability management strategies previously utilized by the student.

#### **Academic Accommodations Committee:**

The Committee shall be constituted as follows:

1. The El Camino College 504/Americans with Disabilities Compliance Officer or representative (chair)
2. The dean of the division or a designee from the department in which the course is taught
3. A full-time instructor who teaches the course in question or an instructor from the department in which the course is taught, or if not available, from a closely related discipline
4. A full-time faculty member or representative from the department of the student's major or field of concentration



5. The El Camino College DSP&S faculty member knowledgeable with the disability and/or educational limitations of the student.

### **Requests for Academic Accommodations:**

There are two types of request for academic accommodations:

1. Request for Reasonable Accommodations – an adjustment that allows a student with a disability an equal opportunity to complete course requirements;
2. Request for Course Substitution – the replacement of a required course with an approved alternative course.

### **Reasonable Accommodations**

The District recognizes the provision of reasonable accommodations is intended to mitigate functional limitations to facilitate student's academic access and ability to complete a course or achieve proficiency. For most students with documented disabilities, this first level of accommodation will involve an attempt to complete the course with additional help such as learning facilitation, in-class support services, educational material in alternate formats, assistive technology, auxiliary aids, test accommodations, and note-taking assistance. Other options may include a request to complete an extended version of the course, and/or advisement to complete developmental courses or courses in an alternate format to promote academic success.

Procedure for requesting an accommodation:

1. It is the student's responsibility to provide appropriate documentation of a disability and to request course accommodations with a counselor or disability specialist in the Special Resource Center. As an alternative, students who do not want to use the services of the SRC may contact the Dean of Enrollment Services and request reasonable accommodations.
2. The SRC professional staff, in collaboration with the student, will evaluate and determine reasonable accommodations based upon the student's educational limitation(s) related to a documented disability. Reasonable accommodations will commence in a timely manner relative to the term of enrollment, and are not retroactive.
3. After consulting with the SRC, if the student disagrees with the SRC's recommendation for accommodations, the student may request a review of the accommodations through the grievance procedure outlined in the SRC student handbook. Additionally, if a conflict arises regarding the recommended accommodations at this level with the instructor, the SRC will initially attempt to resolve the conflict. If a resolution is not attained regarding the accommodation, the student, instructor, or SRC professional staff

will refer the matter to the 504/Americans with Disabilities Compliance Officer or representative for review.

4. The 504/Americans with Disabilities Compliance Officer or representative will convene an Academic Accommodations Committee to investigate and resolve the issue within ten business days.
  - a. The Academic Accommodations Committee will evaluate and determine the appropriateness and feasibility of the accommodation to ensure access, and whether the requested academic adjustment fundamentally alters the course or program of instruction, or if implemented, will conflict with a direct licensing requirement or jeopardize a requirement essential to the program of instruction.
  - b. If necessary, the Academic Accommodations Committee will evaluate and determine alternative academic adjustments that may be considered to ensure the student is not denied the benefits of, or is excluded from participation in the academic program without impacting the integrity of the course.
  - c. During this time period the SRC will continue to provide interim accommodations pending a final resolution.

### **Course Substitution**

A course substitution is the replacement of a required course with an approved alternative course. The substituted course must provide concept mastery comparable to that of the required course.

1. A course substitution may be appropriate provided that a student with a verified disability believes that a) reasonable accommodations offered do not enable him/her to successfully complete a required course and b) that attempts with additional or different accommodations have been exhausted or if that his/her identified educational limitations are of such magnitude that any attempt at completing the course would be futile.
2. A course substitution can be granted under the following conditions:
  - a. The required course is found by the Academic Accommodations Committee to be nonessential to the student's course of study.
  - b. The student is not likely to successfully complete the required course even with the provision of all reasonable accommodations by the college.
  - c. A suitable course for substitution exists.

3. The institution shall explore alternatives such as Independent Study, but is not required to develop a substitute course should one not exist. Academic requirements essential to the program of instruction or major being pursued by the student, or directly related to licensing requirements, will not be regarded as discriminatory.
4. As specified in Title 5, Section 56006 and the Special Resource Center's student handbook, the student submits an Academic Accommodations Request form with supporting documentation to the 504/Americans with Disabilities Compliance Officer or representative.
5. 5. Once a complete request is received, the Academic Accommodations Committee shall meet and resolve the issue within twenty business days within the primary (fall and spring) term.
6. Completion of a substitute course shall not be construed as meeting the prerequisite for other courses.
7. A course waiver is the elimination of a required course from a student's program of study. Academic Accommodations committee may consider course waiver under the following conditions:
  - a. There is evidence the student has met all of the requirements noted above for substitution.
  - b. There are no viable alternative courses offered at El Camino College, as determined by judgment of the Academic Accommodations Committee.
  - c. The required course is peripheral to the student's course of study or major, and the student must not require any further classes or training in the specified area.
8. A waiver of the course requirement will not be considered a waiver of the student's responsibility to complete the minimum number of units required by the institution for completion of the course of study. A waiver of a course requirement shall not be construed as a waiver of any prerequisite for any other course. The absence of a substitute course does not automatically establish grounds for a waiver.

**Exceptions to Timeline:**

An exception to the timeline will be made if the petition is received so late in a primary term creating a challenge for the committee to complete its process within the term. In such case, the Chair of the Academic Accommodations Committee would convene the committee at the earliest possible time during the following primary term. The timeline for the committee's decision will remain the same and begin the first day of instruction of the following primary term. Pending the decision of the Academic Accommodations Committee, accommodations will

be made in this interim period as recommended by the 504/Americans with Disabilities Compliance Officer or representative.

### **Recognition by Other Institutions:**

A course substitution or waiver applies to El Camino College courses exclusively. Students shall be informed that a substitution or waiver granted by El Camino College may not be recognized by another educational institution. Similarly, the college does not recognize substitutions or waivers granted by another institution. It is the responsibility of the student for contacting potential transfer institutions regarding the acceptability of the substitution to meet transfer requirements.

### **Review Meeting**

An appropriately qualified DSP&S Specialist will review all submitted documents for accuracy and completeness prior to submission to the Academic Accommodations Committee. The Academic Accommodations Committee will convene to review the student's request in the specified time frame. The student will have an opportunity to present his/her request accompanied by any relevant documentation for academic accommodations to the committee. If desired by the student, an advocate of the student's choice may accompany the student. Thereafter, the committee will deliberate and reach a consensus for the appropriate academic accommodations - course adjustments or substitution. The El Camino College 504/Americans with Disabilities Compliance Officer or representative shall maintain records of all decisions of the Committee and notify the student of decisions.

### **Notification:**

The El Camino College 504/Americans with Disabilities Compliance Officer or representative shall notify the student, the Special Resource Center, the Director of Admissions and Records and all other pertinent offices of any changes allowed by the Academic Accommodations Committee to the student's course of study in writing within five business days after a decision has been determined.

### **Appeals:**

In the event a request for academic accommodations is denied, the student may appeal the Academic Accommodations Committee's decision. If there is new information for consideration by the Academic Accommodations Committee, the student may only appeal the decision one (1) time and submit documents or information not previously submitted that s/he and DSPS specialist believes are pertinent in support of the appeal. If the appeal is denied, the Board of Trustees Agenda - October 17, 2011

student may submit a written request to the 504/Americans with Disabilities Compliance Officer that the appeal be forwarded to the Vice President of Academic Affairs for review. This request must be submitted within 30 days of notification of the committee's decision. The decision of the VicePresident of Academic Affairs is final.

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

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## STUDENT AND COMMUNITY ADVANCEMENT

### A. FALL 2011 FORENSICS TEAM TOURNAMENT

It is recommended that the Board of Trustees ratify/approve the following 2011 Forensics Team Tournaments. Expenses are to be paid from Auxiliary Services, District and fundraising:

<u>Date</u>	<u>Tournament</u>	<u>Location</u>	<u>Cost not To exceed</u>
Sep 30-Oct 1	Warm-Up	El Camino	\$0
Oct 14-16	Double-Up	Azusa	\$2,000
Oct 22-23	Lancer Invitational	Pasadena	\$1,000
Nov 12-13	Griffin International	San Diego	\$2,500*
Dec 2-4	**PSCFA Fall Champs	Cerritos	\$1,200
Feb 4-5	Sunset Cliffs Classic	San Diego	\$2,500*
Feb 17-19	Tabor-Venitsky Inv.	Cerritos	\$1,000
Feb 24-26	Spring Championships	Moorpark	\$2,500
Mar 14-16	CCCFA State Tournament	Concord, CA	\$5,000
April 7-15	Phi Rho Pi Nationals	Schaumburg, IL	\$12,000

\*Indicates District Vehicle.

\*\* Pacific Southwest Collegiate Forensics Association

Advisers: Francesca Bishop, Mark Crossman and Diana Crossman

The following students are scheduled to attend one or more tournaments:  
Brandon Blackmon, Jonathan Deatherage, Richard Ewell, Sabeen Jafri, Daniel Kim, Ashley Lanning, Sarah Malik, Aubrey Manahan, Morgan McNally, Shannon Meredith, Johanna Ortega, Harrison Shieh, Kevin Tomac, Thomas Tsai, Nick Walden, and  
Kelsey Wayne

## **STUDENT AND COMMUNITY ADVANCEMENT**

### **B. JOURNALISM ASSOCIATION OF COMMUNITY COLLEGES REGIONAL CONFERENCE**

It is recommended that the Board of Trustees ratify/approve attendance of the following students at the Journalism Association of Community Colleges Regional Conference scheduled October 14 - 15, 2011 at California State University-Fullerton, Fullerton, California. Registration expenses not to exceed \$1,600 will be paid from the Auxiliary Services Union Conferences Funds. Transportation will be by District vehicles.

Advisers: Lori Medigovich, Kate McLaughlin, Jennifer Peters, Don Treat, and Gary Kohatsu

Mary Alvarez, Nelson Amaya, Eryn Blair, Deanna Calloway, Jorge Camarillo, Tayani Davis, Brittany Domingo, Eman Elshiyab, Maria Christina Gonzalez, Jessica Hernandez, Aryn Hicks, Alexander Liley-Roth, Andrew Lim, Eileen Mendoza, Carly Michael, Yuko Nagatsuka, Patrick Osborne, Ashley Patterson, Dilia Perez, Stephanie Ramirez, Sergio Reynoso, Joshua Sherman, Haipha Simon, Matthew Simon, Ajai Spellman, Natalie Sripongkosol, Laura Torres, Samantha Troisi, Shane Utton, Viridiana Vaca-Rios, Diane Vay, Miranda Walz

### **C. COMMUNITY EDUCATION CLASSES – WINTER/SPRING 2012**

It is recommended that the Board of Trustees approve the Community Education Classes for Winter/Spring 2012 as shown on pages through .

### **D. INTERNATIONAL TRAVELS**

It is recommended that the Board of Trustees approve the following international travels:

1. Maurice Kogon and Kerry Bonner to participate in the Eco Expo Asia International Trade Fair on Environmental Protection and International Association of Trade Training Organizations Conference, October 20 through November 5, 2011, in Hong Kong/Gaungzhou/Chengdu, China. Expenses in the amount of \$5,800 and \$5,650, respectively, for airfare, lodging, and other incidentals to be paid from Center for International Trade Development funds.
2. Leonid Rachman to participate in the Spring 2012 American Educational Opportunities /El Camino College Recruiting Spring Tour for F-1 Visa students, February 13 through 28, 2012, in Tokyo, Singapore, Jakarta, Kuala Lumpur, Bangkok, and Hong Kong, Southeast Asia. Expenses in the amount of \$17,500 for airfare, tour cost, lodging, and other incidentals to be paid from International Student Recruitment funds.



# STUDENT AND COMMUNITY ADVANCEMENT

## E. GRANTS - APPLICATION

It is recommended that the Board of Trustees receive the following grant information:

1. California Community Colleges Chancellor's Office Economic and Workforce Development – Center for Applied Competitive Technologies (CACT) Responsive Training Fund. Training will be provided for 225 incumbent technicians and engineers in aerospace and automotive component manufacturing in California and will take place at worksites or the Business Training Center. The program will allow CACT to maintain and enhance its training capabilities by adding technical training programs to its catalogue. An opportunity will also be provided to identify additional Career and Technical Education (CTE) career pathways for entry-level incumbent workers that can lead to new programs in the community college system and also contribute to California's economic stability.  
David Gonzales, Project Director

Amount of Grant Funding from Granting Agency	\$224,787	
Amount of College Match (in-kind)	<u>\$224,887</u>	
Total Amount of Grant	\$449,674	
Source of Matching Funds (ECC/BTC and Partners in-kind)		
Indirect Rate	\$8,646	(4%)
Performance Period: October 1, 2011 through June 30, 2012		

## STUDENT AND COMMUNITY ADVANCEMENT

2. California Community Colleges Chancellor’s Office Economic and Workforce Development – Center for International Trade Development (CITD) Industry Driven Regional Collaborative. Along with local key partners (Centers for International Trade Development, LA-based offices of the U. S. Commercial Service, Mayor’s Trade and Economic Development offices, Los Angeles Area Chamber of Commerce, Port of Los Angeles, Los Angeles World Airports, and the USC and UCLA schools of international business) the program will be a collaborative effort. The endeavor will be to bring the region’s exports and jobs to their full capacity and potential by increasing the base of viable exporters (new exporters) and the overall exports of the larger base (more markets). The focus will be on industries, companies, and markets with the greatest export growth potential and expressed need. A collaborative and effective system will be created to deliver these needed services.  
Maurice Kogon, Project Director

Amount of Grant Funding from Granting Agency	\$ 418,038	
Amount of College Match (in-kind)	<u>\$ 668,968</u>	
Total Amount of Grant	\$1,087,006	
Source of Matching Funds (ECC/BTC and Partners in-kind)		
Indirect Rate	\$16,078	(4%)
Performance Period: October 1, 2011 through June 30, 2013		

3. California Community Colleges Chancellor’s Office Economic and Workforce Development – Center for International Trade Development (CITD) Responsive Training Fund. The focus will be on the international trade regulations that affect California exporters and importers, especially agriculture, aerospace, electronics, information technologies, and medical equipment. Training will be provided to a minimum of 75 businesses and 300 employees and will consist of the following four forms: 1) group seminars open to all participants, 2) company-specific workshops tailored to management needs, 3) customized training to help companies set up in-house compliance systems, and 4) a series of webinars accessible via computer.  
Maurice Kogon, Project Director

Amount of Grant Funding from Granting Agency	\$234,730
Amount of College Match (in-kind)	<u>\$234,858</u>
Total Amount of Grant	\$469,588
Source of Matching Funds (ECC/BTC and Partners in-kind)	

Indirect Rate \$9,028 (4%)  
 Performance Period: October 1, 2011 through June 30, 2012

## STUDENT AND COMMUNITY ADVANCEMENT

4. California Community Colleges Chancellor’s Office Economic and Workforce Development – Workplace Learning Resource Center (WpLRC) Job Development Incentive Funds. The “Certified Medical Administrative Assistant” program will primarily serve the urban region of the South Bay of Los Angeles but will recruit participants throughout the county. Utilizing partnerships with the network of Workforce Investment Boards, One Stop Career Centers and the Department of Public Social Services across the region, the project will serve welfare recipients, unemployed and the working poor families with entry-level job skills certification training in Medical Administrative Assistant. The Workplace Learning Resource Center will provide skills upgrade training to incumbent healthcare industry workers from effective communications, computer skills, including database management and customer service, to allied health support personnel including the Environmental Services Staff (ES) who perform the housekeeping and daily maintenance duties to keep hospitals, health clinics and urgent care facilities running efficiently and safely.  
 Phillip Sutton, Project Director

Amount of Grant Funding from Granting Agency	\$242,240
Amount of College Match (in-kind)	<u>\$242,240</u>
Total Amount of Grant	\$484,480
Source of Matching Funds (Partners in-kind)	
Indirect Rate	\$9,317 (4%)
Performance Period: October 1, 2011 through June 30, 2013	

5. California Employment Training Panel (ETP) – Employment Training Panel (ETP) (ET 12-0143). The Employment Training Panel provides financial assistance to California businesses to support customized worker training to: 1) Attract and retain businesses that contribute to a healthy California economy, 2) Provide workers with secure jobs that pay good wages and have opportunities for advancement, 3) Assist employers to successfully compete in the global economy, and 4) Promote the benefits and ongoing investment of training among employers.  
 Eldon Davidson, Project Director

Amount of Grant Funding from Granting Agency	\$749,850
Amount of College Match (in-kind)	<u>\$ -0-</u>

Total Amount of Grant \$749,850  
Source of Matching Funds  
Indirect Rate \$0  
Performance Period: October 3, 2011 through October 5, 2013

## STUDENT AND COMMUNITY ADVANCEMENT

6. California Employment Training Panel (ETP) – Employment Training Panel (ETP) – AB 118 Program (ET11-0806). The Employment Training Panel (ETP) provides financial assistance to California businesses to support customized worker training. ETP funding under the AB 118 program, is administered in partnership with the California Energy Commission. The Employment Training Panel disbursed approximately \$4.5 million in Alternative and Renewable Fuel Training Program state funds in partnership with the California Energy Commission to train incumbent and unemployed workers.

Amount of Grant Funding from Granting Agency	\$747,460
Amount of College Match (in-kind)	\$ -0-
Total Amount of Grant	\$747,460
Source of Matching Funds	
Indirect Rate	\$0
Performance Period: June 30, 2011 through February 28, 2013	

### F. GRANTS - ACCEPTANCE

It is recommended that the Board of Trustees accept the following grants:

1. Department of Education – Hispanic Serving Institutions (HSI) Science, Technology, Engineering and Math (STEM) Title III. The HSI STEM Grant Project increases the number of STEM degrees awarded and transfers of all students in STEM majors to the UC and CSU systems. Goals and activities include the development of articulation agreements for transfer of technical programs to four-year institutions, strengthening academic and student support services for STEM students into a new STEM Center, continuing faculty and professional development in STEM areas, and increasing outreach activities to the Hispanic community and feeder schools to raise awareness about STEM career pathways.

Lars Kjeseth and Teresa Palos – Project Directors

Amount of Grant Funding from Granting Agency	\$4,348,515
Amount of College Match (in-kind)	\$ -0-
Total Amount of Grant	\$4,348,515
Source of Matching Funds	
Indirect Rate	\$ 0
Performance Period: October 1, 2011 through September 30, 2016	

## STUDENT AND COMMUNITY ADVANCEMENT

2. California Employment Training Panel (ETP) – Employment Training Panel (ETP)

(ET 12-0143). The Employment Training Panel seeks to attract and retain businesses that contribute to a healthy California economy. Workers are provided with secure jobs that pay good wages and opportunities are provided for advancement. Employers are given a competitive edge through funds provided to offset the costs of job skills training necessary to maintain high performance workplaces.

Eldon Davidson, Project Director

Amount of Grant Funding from Granting Agency	\$749,850
Amount of College Match (in-kind)	\$ -0-
Total Amount of Grant	\$749,850
Source of Matching Funds	
Indirect Rate	\$ 0
Performance Period: October 3, 2011 through October 5, 2013	

3. California Employment Training Panel (ETP) – Employment Training Panel (ETP) – AB 118 Program (ET11-0806). The ETP is a business and labor supported state agency that assists employers in strengthening their competitive edge by providing funds to offset the costs of job skills training necessary to maintain high-performance workplaces. This training supports a larger scale Alternative and Renewable Fuel and Vehicle Technology Program that was created by the California Energy Commission.

Eldon Davidson, Project Director

Amount of Grant Funding from Granting Agency	\$747,460
Amount of College Match (in-kind)	\$ -0-
Total Amount of Grant	\$747,460
Source of Matching Funds	
Indirect Rate	\$0
Performance Period: June 30, 2011 through February 28, 2013	

## STUDENT AND COMMUNITY ADVANCEMENT

4. Department of Education – Improving Graduation and Completion Rates. This five-year grant totaling \$3.2 million is awarded under Title V for the Development of Education for Hispanic-Serving Institutions. This is year two of the grant. The project will continue to strengthen El Camino College programs and services that directly impact students, especially Hispanic students' ability to complete gateway English and mathematics courses and other requirements necessary to graduate with an Associate degree and/or become transfer prepared.

Idania Reyes, Project Director

Amount of Grant Funding from Granting Agency	\$650,000
Amount of College Match (in-kind)	\$ <u>-0-</u>
Total Amount of Grant	\$650,000

Source of Matching Funds

Indirect Rate \$ 0

Performance Period: October 1, 2010 through September 30, 2015

## STUDENT AND COMMUNITY ADVANCEMENT

<b>Community Education Classes – Winter/Spring 2012</b>			
<b>Course Name</b>	<b>Instructor Name</b>	<b>Salary</b>	<b>Class Fee</b>
Soap Making	Abdul, Quayum	40%	\$39
Candle Making	Abdul, Quayum	40%	\$39
Fashion Copycats: Learn to Knock Off Your Favorite Styles	Brooks-Allman, Marva	\$45.14p/h ECC Instructor, Non-Credit Rate	\$55
Introduction to Home brewing	Schulz, Patrick	\$45.14p/h ECC Instructor, Non-Credit Rate	\$45
Bollywood Dance Fitness	Costello, Regine	40%	\$72
Belly Dance (Beginning)	Costello, Regine	40%	\$69
Dance of the Seven Veils: A Romantic Belly Dance Workshop	Costello, Regine	40%	\$65
The Business of Bartending	Nicholson, Kellie	40%	\$149
Introduction to Voiceovers	Voices For All	40%	\$54
Floristry Training Certificate Program: 3 course series	Rodriguez, Roxana	40%	\$185
Personal Fitness Trainer Certification	WITS—World Instructor Training Schools	\$424 per student	\$599
Used Vehicle Dealer Certification	Williams, Ronald	40%	\$89



Learn to Become a Live Scan Fingerprint Operator	Vega, Susan or Nelson, Aaron	40%	\$139
Make-Up Artist 101 Certificate Seminar	Tyler, Jenesie	\$230 per student	\$350
Medical Billing & Coding Health Information Management 7-Class Series Parts 1-7	Fujimoto, Cora	\$29 p/h	\$1,666
<b>Course Name</b>	<b>Instructor Name</b>	<b>Salary</b>	<b>Class Fee</b>
Medical Billing & Coding Health Information Management 7-Class Series Parts 1-7	Nelson, Dagmar	\$29 p/h	\$1,666
Negotiation Series - 4 course series	Georgen, Pearl	40%	\$39
Negotiation advanced series- 3 course series	Georgen, Pearl	40%	\$49
Negotiation expert series - 3 course series	Georgen, Pearl	40%	\$49
Child Care Health & Safety Training: For Child-Care Workers and Foster Parents	Young, Paulette	40%	\$45
Food Manager Certification	Kazanchyan, Gevork	40%/50% (if less than 10 students enrolled)	\$89
Contractors State License Board Exam Preparation	Williams, Michael	40%	\$195
SAT Boot Camp (Grades 11-12)	Serradell, Diane	\$31 per hour	\$359
Ace the SAT Essay	Arehart, Robin	40%	\$75
Kung Fu Kubs (Ages 3-5)	Kung Fu Studio, Scholar Warrior	40%	\$79
Academic Chess (Ages 5 - 13)	Academic Chess	40%	\$79

Kung Fu for Kids (Ages 7-12)	Scholar Warrior Kung Fu Studio	40%	\$59
Night at the Planetarium: Constellations	Lloyd, Vincent	\$45.14p/h ECC Instructor, Non-Credit Rate	\$20
Italian Movie Nights! (In Italiano)	Pescatori, Rossella	\$45.14p/h ECC Instructor, Non-Credit Rate	\$120
Introduction to Spanish	Bedolla, Josefina	40%	\$99
<b>Course Name</b>	<b>Instructor Name</b>	<b>Salary</b>	<b>Class Fee</b>
Pirate Camp (For Adults!)	Group LLC, North Beach	\$350 - flat fee	\$39
Yoga for Health & Relaxation--Beginning	Berman RYT, Ron	40%	\$69
Yoga For Health & Relaxation--Intermediate	Berman RYT, Ron	40%	\$69
Tai Chi Chuan	Kung Fu Studio, Scholar Warrior	40%	\$39
Think Healthy, Be Thin, Stay Thin through Self-Hypnosis	Carter, Jethro	40%	\$45
Qi Gong	Kung Fu Studio, Scholar Warrior	40%	\$39
Natural Pain Management	Vinick, Dr. Mark	40%	\$15
Basic Pilates Mat	Webb, Meka	40%	\$39
Financial Portfolio: Building Your Financial Portfolio on \$25 a Month	Christensen, Bobbie	40%	\$39
Computer Basics Boot Camp for Older Adults	Fedderson, Dale	40%	\$59
Best of the Internet & MS Word	Fedderson, Dale	40%	\$45

Anger Management Trainer's Workshop	McNamee, Debra	40%	\$79
Understanding Your Child's Learning Style	Williams, Sharon	40%	\$39
Learn to Play Guitar in a Day!	Hutchinson, Marlene	40%	\$79
How To End Overeating Without Dieting	Georgen, Pearl	40%	\$15
Drums "R" Fun For Everyone	Giachello, Lenny Gee	40%	\$96
Tamale Making Workshop @ Mother-Daughter Tea	Bedolla, Corinna	\$35 p/hr	\$35
Tailored Basic Math &/or English Tutoring: 2 to 1 (Grades 1-6)	Arce Wilson, Linda	50%	\$199
ED2GO /Cengage- Various Online Classes	Various	\$60 per student	\$99
<b>Course Name</b>	<b>Instructor Name</b>	<b>Salary</b>	<b>Class Fee</b>
Gatlin/Cengage Various Online Courses -	Various	Various	Various
Kid's College Music Academy (Grades 1-8): Home School Program Lead Instructor Vocal & Piano	Charles David Wright:	\$99 p/h	Varies: \$125-\$140 per 4wk session
Kid's College Music Academy (Grades 1-8): Home School Program Guitar & Electric Base	Sean Grace:	\$39 p/h	Varies: \$125-\$140 per 4wk session
Kid's College Music Academy (Grades 1-8): Home School Program Piano & Guitar and vocal	Dana Bisignano	\$45.12 p/h ECC Non-Credit rate	Varies: \$125-\$140 per 4wk session
Kid's College Music Academy (Grades 1-8): Home School Program Cello & Violin	Diana Parmeter	\$39 p/h	Varies: \$125-\$140 per 4wk session

Kid's College Music Academy (Grades 1-8): Home School Program Violin, Viola & Cello	Richard Clark	\$39 p/h	Varies: \$125-\$140 per 4wk session
Kid's College Music Academy (Grades 1-8): Home School Program Flute, Clarinet, Saxophone & Piano	Cheryl Loofbourrow	\$39 p/h	Varies: \$125-\$140 per 4wk session
Kid's College Music Academy (Grades 1-8): Home School Program Guitar	Anna Perez	\$39 p/h	Varies: \$125-\$140 per 4wk session
<b>Course Name</b>	<b>Instructor Name</b>	<b>Salary</b>	<b>Class Fee</b>
Kid's College Music Academy (Grades 1-8): Home School Program Vocal	Kelsea Cire Scheppmann	\$39 p/h	Varies: \$125-\$140 per 4wk session
Pharmacy Technician Training Program	Boston Reed College	\$2120.00 per student	\$2,995
Veterinary Assistant Training Program	Boston Reed College	\$799 per student	\$1099
Electronic Health Records Systems Technologist	Boston Reed College	\$3100 per student	\$3600
Aqualillies Synchronized Swimming Demonstration & Workshop	Aqualillies C/O Mesha Kussman	\$1180 flat fee	\$89
Alcohol & Drug Counselor Training Program	Riverside Community College District	\$3700 per student	\$4500
Woodturning Guild Membership	Jack Selph	\$45.14p/h ECC Instructor, Non-Credit	\$35

		Rate	
Woodturning Portfolio Builder	Jack Selph	\$45.14p/h ECC Instructor, Non-Credit Rate	\$99
Weight Training & Stretching (Beginning)	Henry, Jeff	40%	\$79
Medical Coding Certification Prep Course: AAPC Certified Professional Coder (CPC) Exam	Smith, Debbie	40%	\$599
Medical Billing & Coding Train the Trainer	Smith, Debbie	\$45.00 p/h	\$0
How to Start a Cart Vending Business	Konstant, Gene	40%	\$39

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

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## Administrative Services

### A. 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 September 30, 2011. AB 2910, Chapter 1486, Statutes of 1986, requires that California community college districts report quarterly on their financial condition.

The report for September 30, 2011, is shown on the following Quarterly Financial Status Report for General Fund-Unrestricted (11).

FISCAL YEAR 2011-2012

Quarter Ended (Q1) September 30, 2011

<u>General Fund</u>	<u>2011-12 Budget</u>	<u>Year-to-Date Actuals</u>	<u>Percentage</u>
INCOME			
Federal	\$80,000	\$15,809	19.76%
State	62,460,421	14,231,642	22.79%
Local	37,682,084	8,318,345	22.08%
Interfund Transfers	800,000	0	
Total Income	<u>\$101,022,505</u>	<u>\$22,565,796</u>	
APPROPRIATIONS			
Academic Salaries	\$45,700,366	\$5,108,504	11.18%
Classified Salaries	24,882,870	4,182,881	16.81%
Staff Benefits	19,734,530	4,142,623	20.99%
Supplies/Books	1,222,000	250,844	20.53%
Other Operating Expenses	11,236,788	3,024,942	26.92%
Capital Outlay	79,600	72,608	91.22%
Other Outgo	5,790,000	5,125,000	88.51%
Total Appropriations	<u>\$108,646,154</u>	<u>\$21,907,402</u>	
Net Revenues	<u>(\$7,623,649)</u>	<u>\$658,394</u>	

## **B. CONTRACTS UNDER \$78,900**

It is recommended the Board of Trustees, in accordance with Board Policy 6340, approve/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:** **BACHEM AMERICAS, INC.**  
**Services:** Contractor will receive twenty-four hours of business skills and continuous improvement training.  
**Requesting Dept.:** Student and Community Advancement – Center for Applied Competitive Technologies (CACT)  
**Date(s):** 10/18/11 – 6/30/12  
**Financial Terms:** Projected gross income \$5,495
- 2. Contractor:** **ELITE EDUCATION AND CULTURAL EXCHANGE CENTRE (HONG KONG)**  
**Services:** Contractor will serve as F-1 Visa educational agents to recruit F-1 Visa Students for El Camino College.  
**Requesting Dept.:** Admissions and Records – International Student Program  
**Date(s):** 7/1/11 – 6/30/12 with four optional one-year renewal periods  
**Financial Terms:** The fee shall be \$250 per student per consecutive semester completed, not to exceed \$500 per student
- 3. Contractor:** **ESTWICK & ASSOCIATES, INC.**  
**Services:** Contractor to provide facilitation and training to prospective foster parents and adoptive parents in the Partnering for Safety and Permanency – Model Approach to Partnerships in Parenting pre-service training program for the County of Los Angeles Department of Children and Family Services.  
**Requesting Dept.:** Community Advancement – Foster Kinship Education Program  
**Dates(s):** 9/1/11 – 12/31/11  
**Financial Terms:** Cost not to exceed \$10,360  
Funded by the California Community College Foundation
- 4. Contractor:** **GARDENA POLICE DEPARTMENT**  
**Services:** Contractor will provide fiscal pass-through services for the El Camino Police Department for its participation in the “Avoid the 100 DUI Campaign” in West Los Angeles County.  
**Requesting Dept.:** Administrative Services – Police Department  
**Date(s):** 10/1/11 – 9/30/12  
**Financial Terms:** No cost to the District



- 5. Contractor:** **GIDDA’S HOME HEALTH SERVICES, INC.**  
**Services:** Contractor to provide part-time work activity opportunities to CalWORKs students to work as medical office clerks, home health aides, and certified nursing assistants.  
**Requesting Dept.:** Student and Community Advancement – Counseling and Student Services  
**Date(s):** 8/30/11 – 6/30/12  
**Financial Terms:** No cost to the District
- 6. Contractor:** **HAIN CELESTIAL GROUP**  
**Services:** Contractor will receive forty hours of business skills and continuous improvement training.  
**Requesting Dept.:** Student and Community Advancement – CACT  
**Date(s):** 9/7/11 – 6/30/12  
**Financial Terms:** Projected gross income \$7,696
- 7. Contractor:** **HONG KONG TRADE DEVELOPMENT COUNCIL**  
**Services:** Contractor to provide booth space for 18 ECC Center for International Trade Development Center’s (CITD) clients at the Eco Expo Asia trade show.  
**Requesting Dept.:** Student and Community Advancement – CITD  
**Date(s):** 10/18/11 – 6/30/12  
**Financial Terms:** Cost not to exceed \$31,140  
Funded by client registration fees
- 8. Contractor:** **JKS MARKET**  
**Services:** Contractor to provide part-time work activity opportunities to CalWORKs students to work as cashier clerks.  
**Requesting Dept.:** Student and Community Advancement – Counseling and Student Services  
**Date(s):** 7/1/11 – 6/30/12  
**Financial Terms:** No cost to the District
- 9. Contractor:** **KERN COMMUNITY COLLEGE DISTRICT**  
**Services:** Companies participating in the State’s Employment Training Program, under contract with the contractor, will receive various workplace customized training, to include occupational-specific job assessment needs and related task analysis.  
**Requesting Dept.:** Community Advancement – Workplace Learning Resource Center  
**Date(s):** 7/19/11 – 6/30/12

**Financial Terms:** Projected Gross Income \$75,000

**10. Contractor:** **LENNOX SCHOOL DISTRICT**  
**Services:** Contractor's high school students will be provided in-class pre-engineering instruction through the District's Industry and Technology Division at the Lennox Mathematics, Science and Technology Academy. Classes include Engineering Technology 10, 12 and Manufacturing Technology 70.

**Requesting Dept.:** Academic Affairs - Industry and Technology

**Date(s):** 7/1/11 – 6/30/12

**Financial Terms:** No cost to the District

**11. Contractor:** **MARKETING ACTION, INC.**  
**Services:** Contractor will develop and produce marketing materials for the Business Training Center.

**Requesting Dept.:** Community Advancement – CACT

**Date(s):** 10/18/11 – 6/30/12

**Financial Terms:** Cost not to exceed \$2,800  
Funded by CACT grant from the Chancellor's Office

**12. Contractor:** **MDESIGNS PRODUCTIONS LLC.**  
**Services:** Contractor will develop and produce four 30 minute video programs for use on the ECC Cable Channel and website.

**Requesting Dept.:** Academic Affairs – Learning Resources Center

**Date(s):** 10/18/11 – 6/30/12

**Financial Terms:** Cost not to exceed \$19,000

**13. Contractor:** **MYEDU.COM**  
**Services:** Contractor will provide a social application platform that will provide students with degree, planning, course scheduling, textbook purchasing, and other student planning options. ECC will serve as a pilot for the project administered by the Chancellor's Office.

**Requesting Dept.:** Student and Community Advancement - Admissions and Records

**Date(s):** 8/1/11 – 8/1/13

**Financial Terms:** No cost to the District

**14. Contractor:** **NON-PROFIT NAVIGATORS**  
**Services:** Contractor will provide real-time captioning services in accordance with Disabled Students Programs and Services standards.

**Requesting Dept.:** Health Science and Athletics – Special Resource Center  
**Date(s):** 10/1/11 – 6/30/12  
**Financial Terms:** Cost not to exceed \$10,900  
Funded by Western Region Interpreter Education Center grant

**15. Contractor:** **NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
**Services:** Contractor’s School of Continuing Education will provide grant performance reporting services to the El Camino College Center for Applied Competitive Technologies (CACT) program.  
**Requesting Dept.:** Community Advancement – CACT  
**Date(s):** 10/1/11 – 2/28/12  
**Financial Terms:** Cost not to exceed \$11,170  
Funded by the CACT Strategic Hub grant from the Chancellor’s Office

**16. Contractor:** **READING PARTNERS**  
**Services:** Contractor is a non-profit organization that will employ Federal Work Study Students who attend El Camino College to tutor elementary school students.  
**Requesting Dept.:** Student and Community Advancement – Financial Aid  
**Date(s):** 10/1/11 – 6/30/12  
**Financial Terms:** No cost to the District

**17. Contractor:** **SAFETY UNLIMITED, INC.**  
**Services:** Contractor will receive forty hours of OSHA approved Hazmat Technician Training (HAZWOPER/24).  
**Requesting Dept.:** Community Advancement – CACT  
**Date(s):** 10/1/11 – 2/28/12  
**Financial Terms:** Cost not to exceed \$5,900  
Funded by the Responsive Training Fund grant

**18. Contractor:** **SAN FRANCISCO COMMUNITY COLLEGE DISTRICT**  
**Services:** Contractor will coordinate and offer seminars and workshops for mentors and directors in the early childhood education fields and coordinate and develop mentoring programs to assist in the strengthening of the early childhood education workforce in the District’s region.  
**Requesting Dept.:** Academic Affairs - Behavioral and Social Sciences  
**Date(s):** 8/1/11 – 6/30/12

**Financial Terms:** Projected gross income \$34,501

**19. Contractor:** **SIEMENS PRODUCT LIFECYCLE MANAGEMENT SOFTWARE, INC.**

**Services:** Contractor will provide specialized Unigraphics NX System engineering program software training to an ECC faculty member and an engineer in a partner industry.

**Requesting Dept.:** Community Advancement – CACT

**Date(s):** 10/1/11 – 6/30/12

**Financial Terms:** Cost not to exceed \$7,000  
Funded by the Responsive Training Fund grant

**20. Contractor:** **SIGN THIS! INC.**

**Services:** Contractor will develop trilingual modules and provide individualized mentoring to ECC students regarding trilingual interpreting in the lab.

**Requesting Dept.:** Health Science and Athletics – Special Resource Center

**Date(s):** 9/9/11 – 6/30/12

**Financial Terms:** Cost not to exceed \$2,000  
Funded by Career and Technical Education grant

**21. Contractor:** **SMALL MANUFACTURERS INSTITUTE**

**Services:** Contractor will provide technical services for the Aerospace Fasteners Program at the El Camino College Compton Center.

**Requesting Dept.:** Community Advancement – CACT

**Date(s):** 10/1/11 – 6/30/12

**Financial Terms:** Cost not to exceed \$18,000  
Funded by the Industry Driven Regional Collaborative grant

**22. Contractor:** **SPACEDATA**

**Services:** Contractor will create a SharePoint Online database linked to Microsoft Access to allow Contract and Community Education to maintain companies, courses, classes, sessions, instructors, and sub-contractor information. Create a sub-database for Business Training Center staff to maintain class rosters, attendance, and invoicing information. Provide a solution to import and export attendance tracking information to the Employment Training Panel (ETP) web site for billing purposes.

**Requesting Dept.:** Community Advancement – CACT

**Date(s):** 10/18/11 – 6/30/12

**Financial Terms:** Cost not to exceed \$14,000

Funded by ETP contract

- 23. Contractor:** **TIEMPOS DORADOS**  
**Services:** Contractor will develop marketing materials for the Career Technical Education Program.  
**Requesting Dept.:** Community Advancement – CACT  
**Date(s):** 10/18/11 – 6/30/12  
**Financial Terms:** Cost not to exceed \$3,000  
Funded by CACT grant from the Chancellor’s Office
- 24. Contractor:** **THE TRAINING SOURCE**  
**Services:** Contractor will work together with ECC’s Business Training Center to identify, develop and secure new contracts for training of clients.  
**Requesting Dept.:** Community Advancement – CACT  
**Date(s):** 10/18/11 – 6/30/12  
**Financial Terms:** Cost not to exceed \$10,000  
Funded by ETP contract
- 25. Contractor:** **TOTAL RECALL CAPTIONING, INC.**  
**Services:** Contractor will provide real-time captioning services in accordance with Disabled Students Programs and Services standards.  
**Requesting Dept.:** Health Science and Athletics – Special Resource Center  
**Date(s):** 10/18/11 – 6/30/12  
**Financial Terms:** Cost not to exceed \$15,000  
Funded by Western Region Interpreter Education Center grant
- 26. Contractor:** **WINTECH (JAPAN)**  
**Services:** Contractor will serve as F-1 Visa educational agents to recruit F-1 Visa Students for El Camino College.  
**Requesting Dept.:** Admissions and Records – El Camino Language Academy  
**Date(s):** 10/1/11 – 6/30/12 with four optional one-year renewal periods  
**Financial Terms:** The fee shall be \$500 per student per 12-14 week session and \$300 per student per 8 week summer session.
- 27. Contractor:** **WORLD INSTRUCTOR TRAINING SCHOOLS**  
**Services:** Contractor will provide a Personal Fitness Trainer Certification partnership providing classroom instruction, hands-on practical training, and an internship component at a local fitness center.

**Requesting Dept.:** Community Advancement – Community Education  
**Date(s):** 7/1/11 – 6/30/12  
**Financial Terms:** Projected gross income \$5,000

**28. Contractor:** **YOSEMITE COMMUNITY COLLEGE DISTRICT, CHILD DEVELOPMENT TRAINING CONSORTIUM**  
**Services:** Contractor will assist the El Camino Child Development in determining and meeting the needs of individuals seeking new and/or maintaining currently held child development permits.  
**Requesting Dept.:** Academic Affairs - Behavioral and Social Sciences  
**Date(s):** 9/1/11 – 6/30/12 (Year 2; Year 1 approved by the Board on 10/18/10)  
**Financial Terms:** Projected Gross Income \$25,000

**C. CONTRACTS OVER \$78,900**

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

**Contractor:** **WESTERN OREGON UNIVERSITY, SPECIAL EDUCATION**  
**Services:** Contractor is the primary contractor with the U.S. Department of Education Rehabilitation Services Administration to provide training for interpreters. El Camino College, as a subcontractor under the grant, will be responsible for training qualified interpreters to meet the diverse needs of the deaf, hard-of-hearing and deaf-blind.  
**Requesting Dept.:** Health Sciences and Athletics – Special Resource Center  
**Date(s):** 10/1/10 – 9/30/15  
**Financial Terms:** Projected Gross Income \$150,000 – Year Two

**D. PERSONAL SERVICE AGREEMENT**

- 1. Contractor:** KATHLEEN TAYLOR  
**Services:** Contractor will provide “The Dynamics of Emotional Intelligence on the Job” training for ECC employees.  
**Requesting Dept.:** Human Resources – Staff Development  
**Date(s):** 10/1/11 – 6/30/12  
**Financial Terms:** Cost not to exceed \$2,000
- 2. Contractor:** GERALD SWINEY

Services: Contractor will provide maintenance for the woodworking shop equipment.  
 Requesting Dept.: Academic Affairs – Industry and Technology  
 Date(s): 10/19/11 – 6/30/12  
 Financial Terms: Cost not to exceed \$4,000

3. Contractor: ROBERT H. WATSON  
 Services: Contractor will provide maintenance, repair, and tune pianos in classrooms and practice rooms.  
 Requesting Dept.: Academic Affairs – Fine Arts – Music Department  
 Date(s): 10/1/11 – 6/30/12  
 Financial Terms: Cost not to exceed \$3,600

**E. DECLARATION OF SURPLUS PROPERTY**

It is recommended the Board of Trustees approve the appropriate disposition of the following property. Education Code Sections 81450 through 81460 and Board Policy 6550 provide the method and manner of disposal of personal property no longer required or suitable for District use.

<u>Serial</u> <u>Year</u>	<u>Manufacturer/Model</u>	<u>Description</u>	<u>Condition</u>
2FALP71WOVX122523 suitable 1997	Ford	Crown Victoria	Not

**F. REVISED FINAL BUDGET 2011-2012**

It is recommended that a revised Final Budget be approved for the Unrestricted General Fund and the Property and Liability Self-Insurance Fund for FY 2011-12 as follows:

1. \$975,000: The Board approved the Budget book for FY 11-12 with one change. That change had the effect of lowering the Ending Balance for FY 11-12 by \$975,000.
2. \$459,000: After the closing of our books, Fiscal Services discovered that a payroll clearing account for FY 2010-11 had not been cleared appropriately. Fiscal Services will be making a "prepared by client adjusting journal entry" for submittal to our auditors. This entry will serve to increase the Ending Balance for FY 10-11 of our Unrestricted General Fund by \$459,053 and this increase flows through to our Beginning and Ending Balances for FY 11-12 as well.
3. \$2.05 million: Contingent liabilities in the amount of \$2.05 million for FY 10-11 will be transferred from the Unrestricted General Fund to the Property/Liability Fund. A corresponding transfer of funds (from the Unrestricted General Fund to the

Property/Liability Fund) will provide the source of funding for these contingent liabilities. Thus, there is no effect on the ending balances of either the Unrestricted General Fund or the Property/Liability Fund.

The effects of items 1 & 2 will result in the budgeted ending balance in the Unrestricted General Fund decreasing from \$16,298,768 to \$15,782,821

**G. CHANCELLOR’S OFFICE TAX OFFSET PROGRAM**

It is recommended the Board of Trustees approve the District’s participation in the Chancellor’s Office Tax Offset Program (COTOP). Through this program, unpaid fees of resident students and students paying out-of-state fees will be submitted for collection under the contract with the COTOP. Date(s) of service 10/1/11 – 12/20/12.

**H. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS**

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

<b>P.O. Number</b>	<b>Vendor Name</b>	<b>Site Name</b>	<b>Description</b>	<b>P.O. Cost</b>
<b>Fund 11 Unrestricted - El Camino</b>				
P0500366	VWR Scientific	Life Sciences	Instructional Supplies	\$1,458.52
P0500403	Airgas	Facilities/Planning/Serv	Non-Instruct Supplies	\$2,287.63
P0500426	Industrial Caster &	Hazmat	Waste Disposal	\$1,242.10
P0500428	Academic Senate	Academic Senate	Dues And Memberships	\$4,326.40
P0500429	Staples Advantage	Ed & Community	Non-Instruct Supplies	\$150.05
P0500430	Monterey Graphics	Ed & Community	Non-Instruct Supplies	\$48.94
P0500431	Calmet Services	Utilities	Waste Disposal	\$4,207.50
P0500432	Xpedx Paper &	Warehouse	Inventories, Stores, Prepaid I	\$3,471.30
P0500436	Xerox Corporation	Copy Center	Non-Instruct Supplies	\$538.53
P0500446	Dell Marketing L. P.	Technical Services	Repairs Parts And Supplies	\$1,166.53
P0500447	MCM Electronics Parts	Technical Services	Repairs Parts And Supplies	\$775.58
P0500451	CDW-G	Presidents Office	New Equipment -	\$169.09
P0500452	McKesson Medical	Nursing	Instructional Supplies	\$93.21
P0500453	Laerdal Medical	Nursing	Instructional Supplies	\$120.55
P0500454	Pocket Nurse	Nursing	Instructional Supplies	\$4,445.95
P0500468	Hawkins Delafield &	Fiscal Services	Contract Services	\$2,036.53
P0500473	Monterey Graphics	Student Affairs	Non-Instruct Supplies	\$146.82
P0500474	Roc Software Systems,	Information Technology	Maintenance Contracts	\$1,845.00
P0500476	Westcoast Sound	Ctr for Arts Production	Non-Instruct Supplies	\$4,870.54
P0500478	TR Trading Company	Admissions/Recors	Non-Instruct Supplies	\$2,208.72
P0500479	Leonid Rachman	International Students	Conferences Mgmt	\$945.00
P0500485	BOG's - California	Public Relations &	Publications/ Periodicals And	\$120.00
P0500487	Staples Advantage	Ed & Community	Non-Instruct Supplies	\$154.53
P0500489	Abtech Systems,	Information Technology	Maintenance Contracts	\$111,648.00
P0500497	Hitt Marking Devices	Nursing	Non-Instruct Supplies	\$40.85
P0500500	Southern Calif Football	Physical Education	Dues And Memberships	\$1,800.00



P0500501	Foothill Athletic	Physical Education	Dues And Memberships	\$100.00
P0500502	Monterey Graphics	English	Instructional Supplies	\$48.94
P0500503	Bruce E. Hoerning	Paint Shop	Non-Instruct Supplies	\$84.80
P0500504	BOG's - California	Information Technology	Maintenance Contracts	\$3,900.00
P0500505	Aardvark Clay and	Art Department	Instructional Supplies	\$966.12
P0500506	Bailey Ceramic Supply	Art Department	Instructional Supplies	\$2,603.33
P0500513	Computerland	Information Technology	Maintenance Contracts	\$129,975.00
P0500514	National Student	Institutional Research	Maintenance Contracts	\$1,674.25
P0500515	Esecurity	Information Technology	Maintenance Contracts	\$664.00
P0500519	VWR Scientific	Health,Safety and Risk	Non-Instruct Supplies	\$413.22
P0500520	Xpedx Paper &	Copy Center	Instructional Supplies	\$1,185.08
P0500523	Laura M. Narvaez	Early Start Program	Non-Instruct Supplies	\$50.00
P0500527	Empire Cleaning	Operations	Non-Instruct Supplies	\$277.35
P0500529	EDMAC	Institutional Services	Contract Services	\$9,700.00
P0500534	Freestyle Photographic	Photography	Instructional Supplies	\$505.61
P0500556	CDW-G	Campus Police	Maintenance Contracts	\$264.83
P0500558	Orange County Sheriff's	Campus Police	In-Service Training	\$80.00
P0500561	Monterey Graphics	Veterans Education	Non-Instruct Supplies	\$48.94
P0500562	Carolina Biological	Life Sciences	Instructional Supplies	\$210.08
P0500567	1099 Pro., Inc.	Fiscal Services	Non-Instruct Supplies	\$651.41
P0500570	Monterey Graphics	Fire	Instructional Supplies	\$48.94
P0500574	IEW Systems	Fire Academy 06-07	Other Services And Expenses	\$225.00
P0500576	The News	I&T Div Ofc	Publications-Magazines	\$39.00
P0500577	Ricoh Corp	Ctr for Arts Promo	Non-Instruct Supplies	\$139.20
P0500578	Monterey Graphics	Financial Aid	Non-Instruct Supplies	\$48.94
P0500579	Coastal Marketing	I&T Div Ofc	Publications-Magazines	\$58.00
P0500580	Monterey Graphics	Fire Academy 06-07	Instructional Supplies	\$48.94
P0500581	Monterey Graphics	Air Conditioning And	Instructional Supplies	\$48.94
P0500590	Samy's Camera	Copy Center	Non-Instruct Supplies	\$22.40
P0500591	Hyland Software, Inc.	Information Technology	Maintenance Contracts	\$700.00
P0500592	Greentree Systems	Recruitment	Conferences Mgmt	\$82.50
P0500593	Monterey Graphics	Student Affairs	Non-Instruct Supplies	\$526.02
P0500594	James. Stevens &	Student Affairs	Non-Instruct Supplies	\$241.95
P0500600	Monterey Graphics	Counseling Office	Non-Instruct Supplies	\$48.94
P0500601	CPP	Career Center	Non-Instruct Supplies	\$416.92
P0500602	Office of Administrative	English	Instructional Supplies	\$13.20
P0500604	L.A. County Ems	Paramedic Academy	Contract Services	\$20,871.18
P0500605	L.A. County Ems	Paramedic Academy	Contract Services	\$54,341.76
P0500606	UCLA Center for	Paramedic Academy	Contract Services	\$8,160.00
P0500610	Los Angeles	Life Sciences	Contract Services	\$130.50
P0500612	Jo A. Higdon	Administrative Services	Conferences Mgmt	\$70.00
P0500614	Matthew Bender	Div Office Instr.	Library Books	\$1,732.56
P0500615	Thomson West	Div Office Instr.	Library Books	\$2,147.82
P0500616	Computerland of	Copy Center	Repairs Parts And Supplies	\$553.00
P0500617	Highsmith Company	Div Office Instr.	Instructional Supplies	\$127.34
P0500618	Demco, Inc.	Div Office Instr.	Instructional Supplies	\$46.15
P0500619	Battery Specialties	Audio/Visual	Instructional Supplies	\$164.39
P0500620	Innovative Users Group	Div Office Instr.	Other Services And Expenses	\$100.00
P0500621	Baker & Taylor, Inc.	Div Office Instr.	Library Books	\$33.33
P0500622	Baker & Taylor, Inc.	Div Office Instr.	Library Books	\$125.65
P0500623	Sage Publications, Inc.	Div Office Instr.	Library Books	\$426.13
P0500624	Nolo Press	Div Office Instr.	Library Books	\$59.08
P0500625	Thomson Gale	Div Office Instr.	Library Books	\$271.64
P0500626	The Apple Store	Div Office Business	Non-Instruct Supplies	\$890.40
P0500627	Latino Advocates for	Div Office Instr.	Library Books	\$50.00

P0500628	Baker & Taylor, Inc.	Div Office Instr.	Library Books	\$114.74
P0500629	Matthew Bender	Div Office Instr.	Library Books	\$2,138.37
P0500632	McNaughton-Brodart	Div Office Instr.	Other Rentals	\$9,753.70
P0500643	Techsmith	Staff Development	Non-Instruct Supplies	\$914.25
P0500644	CCFC Annual	Administrative Services	Conferences Mgmt	\$305.00
P0500645	Collection Bureau of	Instructional Television	Other Services And Expenses	\$539.25
P0500647	Western State	Physical Education	Dues And Memberships	\$350.00
P0500656	Oriental Trading	Presidents Office	Other Services And Expenses	\$163.26
P0500659	International Textile &	Family Consumer	Dues And Memberships	\$150.00
P0500660	Xpedx Paper &	Warehouse	Inventories, Stores, Prepaid I	\$1,848.75
P0500662	Scantron	Information Technology	Non-Instruct Supplies	\$2,455.01
P0500668	Verizon Wireless	Health,Safety and Risk	Telephone	\$27.98
P0500669	Cardiac Science Corp	Health,Safety and Risk	Non-Instruct Supplies	\$66.12
P0500670	AT&T	Health,Safety and Risk	Telephone	\$139.40
P0500683	Law Offices of Larry	Institutional Services	Legal	\$23,287.50
P0500686	Monterey Graphics	I&T Div Ofc	Non-Instruct Supplies	\$70.69
P0500689	Etudes, Inc.	Staff Development	Conferences Other	\$250.00
P0500694	Amazon.Com	Staff Development	Other Books	\$329.40
P0500697	Bio Rad Laboratories	Life Sciences	Instructional Supplies	\$200.58
P0500698	KLM Bioscientific	Life Sciences	Instructional Supplies	\$99.97
P0500699	Hitt Marking Devices	Div Office BSSC	Non-Instruct Supplies	\$40.85
P0500719	Redondo Beach Round	Public Relations &	Dues And Memberships	\$25.00
P0500722	American Express	Facilities/Planning/Serv	Conferences Mgmt	\$416.50
P0500723	Manhattan Beach	Public Relations &	Dues And Memberships	\$45.00
P0500725	NCMPR	Public Relations &	Dues And Memberships	\$450.00
P0500726	Coadn South	Nursing	Dues And Memberships	\$100.00
P0500727	Hawthorne Chamber of	Public Relations &	Dues And Memberships	\$125.00
P0500728	Ann M. Garten	Public Relations &	Instructional Supplies	\$280.00
P0500729	McMaster Carr	Health,Safety and Risk	Non-Instruct Supplies	\$190.81
P0500730	Monterey Graphics	Ed & Community	Non-Instruct Supplies	\$48.94
P0500732	Kapco Library Products	Div Office Instr.	Instructional Supplies	\$126.74
P0500733	Gaylord Brothers, Inc.	Div Office Instr.	Instructional Supplies	\$324.77
P0500734	ACBO	Administrative Services	Conferences Mgmt	\$285.00
P0500736	Staples Advantage	Ed & Community	Non-Instruct Supplies	\$195.70
P0500738	CACCRAO	Admissions/Recors	Dues And Memberships	\$200.00
P0500739	Monterey Graphics	Fire	Instructional Supplies	\$48.94
P0500741	BELOVED Nails	Cosmetology	Instructional Supplies	\$186.23
P0500746	Staples Advantage	Presidents Office	Non-Instruct Supplies	\$33.08
P0500749	Motion Laboratories	Ctr for Arts Production	Non-Instruct Supplies	\$703.08
P0500755	LRP Publications	Div Office-Studnt	Non-Instruct Supplies	\$35.25
P0500756	Amazon.Com	Institutional Research	Publications/ Periodicals And	\$32.92
P0500760	Xpedx Paper &	Copy Center	Instructional Supplies	\$412.98
P0500762	Image IV Systems	Div Office Humanities	Copiers	\$680.91
P0500763	Rose Brand	Ctr for Arts Production	Non-Instruct Supplies	\$576.96
P0500766	Ace Karaoke	Physical Education	Instructional Supplies	\$379.54
P0500767	Buddy's All Stars Inc.	Physical Education	Instructional Supplies	\$1,585.59
P0500768	Links Sign Language	Ctr for Arts Instr/Admin	Contract Services	\$197.50
P0500775	Krystal Klear Window	Facilities/Planning/Serv	Repairs Noninstructional	\$4,075.00
P0500776	Life Assist Inc.	I&T Div Ofc	Non-Instruct Supplies	\$124.46
P0500780	Cardiac Science Corp	Health,Safety and Risk	New Equipment -	\$4,684.28
P0500782	Shindigz	Presidents Office	Other Services And Expenses	\$198.80
P0500785	Monterey Graphics	Fire	Instructional Supplies	\$48.94
P0500796	Datatel, Inc.	Information Technology	Maintenance Contracts	\$6,562.50
P0500800	AACC	Presidents Office	Dues And Memberships	\$15,990.00
P0500803	American Express	Staff Development	Conferences Other	\$159.00

P0500814	American Sociological	Sociology	Instructional Supplies	\$107.00
P0500815	SurveyMonkey.Com	VP-SCA	Publications/ Periodicals And	\$204.00
P0500816	Bruce E. Hoerning	Facilities/Planning/Serv	Non-Instruct Supplies	\$92.45
P0500820	AMATYC/SW	Division Office Math	Conferences - Student	\$35.00
P0500825	Calmet Services	Utilities	Waste Disposal	\$5,737.50
P0500833	Chaffey College	Campus Police	Conferences Mgmt	\$50.00
P0500834	Knorr Systems Inc.	Facilities/Planning/Serv	Repairs Noninstructional	\$1,011.36
P0500837	Magna Publications,	Div Office Fine Arts	Non-Instruct Supplies	\$149.00
P0500838	Day-Timer	Div Office Fine Arts	Instructional Supplies	\$76.63
P0500840	Costco Wholesale	Ctr for Arts Ticket Office	Non-Instruct Supplies	\$100.00
P0500841	A-1 Office Concepts	Ctr for Arts Production	Non-Instruct Supplies	\$358.84
P0500842	Susan Greenberg	Ctr for Arts Instr/Admin	Contract Services	\$500.00
P0500843	Bryan Brock	Ctr for Arts Instr/Admin	Contract Services	\$150.00
P0500844	Alfred R. Camacho	Ctr for Arts Instr/Admin	Contract Services	\$150.00
P0500845	Paul Viapiano	Ctr for Arts Instr/Admin	Contract Services	\$400.00
P0500847	Fast Deer Bus Charter	Transfer Center	Transportation	\$720.00
P0500849	Fast Deer Bus Charter	Transfer Center	Transportation	\$1,100.00
P0500855	RehabWest, Inc	Human Resources	Other Services And Expenses	\$624.16
P0500881	A-1 Office Concepts	V.P. Academic Affairs	New Equip - Noninstr	\$271.70
P0500883	E.C.C.C.D. Foundation	Copy Center	Conferences Mgmt	\$50.00
P0500886	Full Compass	Ctr for Arts Production	Non-Instruct Supplies	\$107.79
P0500887	CCS Presentation	Ctr for Arts Production	Repairs Parts And Supplies	\$575.06
P0500890	Fisher Scientific	Health,Safety and Risk	New Equipment -	\$1,299.41
P0500893	Quantum Signs &	Transfer Center	Non-Instruct Supplies	\$222.94
P0500895	Full Compass	Ctr for Arts Production	Non-Instruct Supplies	\$813.93
P0500899	Henri Venanzi	Ctr for Arts Instr/Admin	Contract Services	\$500.00
P0500900	Amazon.Com	Staff Development	Other Books	\$164.70
P0500901	Chronicle of Higher	Institutional Research	Dues And Memberships	\$72.50

**Fund 11 Total: 164**

**\$495,148.86**

**Fund 12 Restricted - El Camino**

P0500390	Dell Marketing L. P.	TitleV-Improving	Non Inst Comp Eq less than	\$1,446.79
P0500433	HI-TEC Registration	NSF-Aerospace Mfg Ed	Conferences Other	\$550.00
P0500435	Lakeshore Learning	Head Start Partnership	Instructional Supplies	\$947.56
P0500437	Western Graphics	Head Start Partnership	Instructional Supplies	\$587.25
P0500438	Cal Poly Pomona	CTE Supp IV	Conferences Other	\$3,500.00
P0500444	International Trade	Matching - IDRC, etc.	Contributions	\$3,000.00
P0500459	Campus Food Services	VATEA Business	Contract Services	\$187.59
P0500460	Campus Food Services	VATEA Business	Contract Services	\$328.29
P0500464	Destyn M. LaPorte	El Camino Language	Field Trip Expense	\$533.90
P0500472	3AZZ1 Enterprises,	EOPS CARE	Contract Services	\$300.00
P0500480	Shredder Specialties	Parking-Student	Other Services And Expenses	\$603.43
P0500481	B & H Inglewood Tow	Parking-Student	Repairs Non Instr	\$50.00
P0500482	Destyn M. LaPorte	El Camino Language	Non-Instruct Supplies	\$784.89
P0500483	Amazon.Com	Community Education	Non-Instruct Supplies	\$176.98
P0500484	Magic's Auto Body &	Parking-Student	Repairs Non Instr	\$1,000.00
P0500486	Overseas Educational	El Camino Language	Contract Services	\$300.00
P0500488	Sandra J. Parvis	CCAMPIS prior year	Dues And Memberships	\$250.00
P0500509	College of the Desert	MESA Program	Conferences Mgmt	\$400.00
P0500512	American Express	CalWORKs	Conferences Other	\$259.40
P0500521	James P. Ellingson	WPLRC State	Non-Instruct Supplies	\$36.00
P0500525	Laura M. Narvaez	EOPS CARE	Contract Services	\$70.00
P0500526	Campus Food Services	MediCal Administrative	Non-Instruct Supplies	\$174.91
P0500528	CDW-G	Business	New Equipmen-Instr.	\$325.81

P0500530	Digital Dolphin	TitleV-Improving	Non Inst Comp Eq less than	\$322.99
P0500531	Campus Food Services	TitleV-Improving	Non-Instruct Supplies	\$264.26
P0500532	Campus Food Services	TitleV-Improving	Non-Instruct Supplies	\$283.16
P0500533	Campus Food Services	TitleV-Improving	Non-Instruct Supplies	\$89.18
P0500537	Bayside Medical Center	Parking-Student	Other Services And Expenses	\$127.80
P0500538	B & H Inglewood Tow	Parking-Student	Repairs Non Instr	\$25.00
P0500539	Los Angeles Superior	Parking Violations DMV	Other Services And Expenses	\$9,397.50
P0500541	Channing L. Bete Co.	Health Services	Direct Supp	\$1,498.48
P0500542	Filing Supplies Online	Health Services	Non-Instruct Supplies	\$180.68
P0500543	ChefsMart	Health Services	New Equipment -	\$738.05
P0500544	The Badger	Parking-Student	Non-Instruct Supplies	\$258.95
P0500546	Digital Printing	Parking-Student	Non-Instruct Supplies	\$750.25
P0500553	Digital Dolphin	Parking-Student	Non-Instruct Supplies	\$205.54
P0500554	Bothwell Automotive,	Parking-Student	Repairs Non Instr	\$421.00
P0500555	Torrance Memorial	Parking-Student	Other Services And Expenses	\$35.00
P0500557	Bothwell Automotive,	Parking-Student	Repairs Non Instr	\$77.00
P0500559	Safeguard - So.	Parking-Student	Non-Instruct Supplies	\$514.15
P0500565	Westin San Diego	WPLRC State	Conferences Mgmt	\$472.80
P0500566	CCCAOE	WPLRC State	Conferences Mgmt	\$395.00
P0500573	Independent Brake	Ref & Lane Tech(Smg	Repairs - Instructional	\$1,131.37
P0500589	S-T Industries	NSF Belcon Industries	Non-Instruct Supplies	\$282.75
P0500595	Campus Food Services	CalWORKs	Non-Instruct Supplies	\$1,532.02
P0500603	American Express	Matriculation	Conferences Other	\$327.40
P0500635	Apple, Inc.	VATEA Medial / TV	New Equipment - Instructional	\$1,739.95
P0500636	Digital Dolphin	VATEA Medial / TV	New Equipment - Instructional	\$2,337.04
P0500637	Digital Dolphin	VATEA Medial / TV	New Equipment - Instructional	\$5,433.15
P0500638	Cutting-Mats.Net	VATEA Medial / TV	New Equipment - Instructional	\$720.00
P0500640	MacKichan Software,	Title V - SMCC - Math	Instructional Supplies	\$15,560.44
P0500654	CCCAOE	CACT COCCC	Conferences Mgmt	\$435.00
P0500655	NCATC	CACT COCCC	Conferences Mgmt	\$370.00
P0500657	South Bay Electric	CACT COCCC	Non-Instruct Supplies	\$461.64
P0500658	American Express	CACT COCCC	Transportation/ Mileage And	\$534.80
P0500661	American Type Culture	STEM transfer-Hispanic	Instructional Supplies	\$1,047.32
P0500663	North Star Graphics	Parking-Student	Non-Instruct Supplies	\$565.50
P0500664	Dell Marketing L. P.	Parking-Student	New Equipment -	\$747.09
P0500665	Torrance Auto Parts	Parking-Student	New Equipment -	\$324.08
P0500666	Botach Tactical	Parking-Student	New Equipment -	\$489.38
P0500667	Joshua S. Armstrong	Parking-Student	Non-Instruct Supplies	\$373.95
P0500684	Dell Marketing L. P.	STEM transfer-Hispanic	Non Inst Comp Eq less than	\$60.02
P0500685	The Apple Store	STEM transfer-Hispanic	Non Inst Comp Eq less than	\$3,370.40
P0500688	California Association	SBDC Program Income	Dues And Memberships	\$80.00
P0500695	Doubletree Hotel	CACT COCCC	Conferences Mgmt	\$325.96
P0500696	National Institute for	WIP (10-292-720)	Conferences Other	\$500.00
P0500700	Omni Shoreham Hotel	NSF-Aerospace Mfg Ed	Conferences Other	\$524.42
P0500701	American Express	NSF-Aerospace Mfg Ed	Transportation/ Mileage And	\$329.40
P0500702	VWR Scientific	STEM transfer-Hispanic	New Equipment - Instructional	\$1,873.92
P0500703	VWR Scientific	STEM transfer-Hispanic	Instructional Supplies	\$248.54
P0500709	Los Rios Community	WPLRC Industry Driven	Conferences Mgmt	\$50.00
P0500710	ACT	WPLRC Industry Driven	Other Services And Expenses	\$5.50
P0500717	City of Torrance	(STCW) Standards for	Other Services And Expenses	\$898.00
P0500724	VWR Scientific	STEM transfer-Hispanic	Instructional Supplies	\$759.37
P0500731	Lou's Golf and	Parking-Student	Repairs Non Instr	\$239.49
P0500740	Destyn M. LaPorte	El Camino Language	Field Trip Expense	\$348.00
P0500742	MSC Industrial Supply	Teacher Preparation	Instructional Supplies	\$264.92
P0500743	Westin San Diego	CACT COCCC	Conferences Mgmt	\$315.20
P0500744	Westin San Diego	CACT COCCC	Conferences Mgmt	\$315.20

P0500745	Westin San Diego	CACT COCCC	Conferences Mgmt	\$472.79
P0500748	CCCAOE	CACT COCCC	Conferences Mgmt	\$1,740.00
P0500750	RP Group, the	TitleV-Improving	Conferences Other	\$375.00
P0500761	Wintech Study Abroad	El Camino Language	Contract Services	\$500.00
P0500764	The Apple Store	VATEA Medial / TV	Instr.CompEquip	\$20,676.38
P0500786	Bailey Westerhoff	WRIEC Year 1	Contract Services	\$250.00
P0500788	UpToDate	Health Services	Publications/ Periodicals And	\$1,109.26
P0500789	The Apple Store	STEM transfer-Hispanic	Non Inst Comp Eq less than	\$107.66
P0500790	Promega	STEM transfer-Hispanic	Instructional Supplies	\$178.76
P0500791	Edvotek	STEM transfer-Hispanic	Instructional Supplies	\$620.43
P0500792	VWR Scientific	STEM transfer-Hispanic	Instructional Supplies	\$209.19
P0500801	Omni Shoreham Hotel	NSF-Aerospace Mfg Ed	Conferences Other	\$524.42
P0500802	American Express	NSF-Aerospace Mfg Ed	Transportation/ Mileage And	\$493.40
P0500817	American Express	CalWORKs	Conferences Other	\$100.00
P0500818	Computerland of	CACT COCCC	Software	\$52.00
P0500819	Brede Exposition	NSF-Aerospace Mfg Ed	Conferences Other	\$149.75
P0500823	South Bay Workforce	Community	Contributions	\$500.00
P0500824	American Express	IDRC Green	Conferences Mgmt	\$1,955.10
P0500827	Community Playthings	Behavioral & Soc Sci	Instr.CompEquip less than\$5k	\$12,670.48
P0500828	VWR Scientific	STEM transfer-Hispanic	Instructional Supplies	\$2,711.35
P0500832	Bothwell Automotive,	Parking-Student	Repairs Non Instr	\$435.00
P0500835	American Express	Strategic Priority	Conferences Mgmt	\$220.40
P0500836	Bellah Business	Faculty & Staff Diversity	Contract Services	\$167.04
P0500846	RP Group, the	TitleV-Improving	Conferences Other	\$375.00
P0500848	CCCMPA	Matriculation	Conferences Other	\$150.00
P0500850	CCCMPA	Matriculation	Conferences Mgmt	\$200.00
P0500852	Finishmaster	VATEA I&T	New Equipment - Instructional	\$1,258.78
P0500853	Automotive Equipment	VATEA I&T	New Equipment - Instructional	\$23,870.57
P0500856	NAC for Early Care	CCAMPIS prior year	Dues And Memberships	\$1,000.00
P0500859	American Express	TitleV-Improving	Conferences Other	\$191.40
P0500860	American Express	TitleV-Improving	Conferences Mgmt	\$191.40
P0500861	Fire Protection	(STCW) Standards for	Other Books	\$252.74
P0500863	NACCP	CCAMPIS prior year	Dues And Memberships	\$130.00
P0500864	San Francisco Airport	TitleV-Improving	Conferences Mgmt	\$673.26
P0500865	Imageworks	Parking-Student	Non-Instruct Supplies	\$697.92
P0500866	Parkhouse Tire, Inc	Parking-Student	Repairs Non Instr	\$351.96
P0500867	Nxlevel Education	SBA Matching Funds	Non-Instruct Supplies	\$1,026.00
P0500868	Emergency First	(STCW) Standards for	Other Books	\$1,072.25
P0500869	Anixter	Parking-Student	New Equipment -	\$449.56
P0500870	Gall's Inc	Parking-Student	Non-Instruct Supplies	\$662.80
P0500871	A-1 Office Concepts	Veterans Education	New Equipment -	\$1,522.46
P0500872	Fred Pryor Seminars	SBDC Program Income	Conferences Other	\$179.00
P0500873	The Monday Club	SBDC Program Income	Workshop Sponsorship	\$250.00
P0500882	Amazon.Com	MDC-Parenting	Other Books	\$212.80
P0500888	American Express	IDRC Green	Conferences Mgmt	\$1,193.70
P0500896	Samy's Camera	Art Dept Donations	Non-Instruct Supplies	\$1,188.90

**Fund 12 Total: 125**

**\$160,109.72**

**Fund 15 General Fund -Special Programs**

P0500524	Campus Food Services	EOPS CARE	Bus Passes and Food	\$17,600.00
P0500677	Jackson Safety	2010-11 VP-Admin Svc	Instructional Supplies	\$2,825.70
P0500678	National Iwitts	2010-11 VP-Admin Svc	Instructional Supplies	\$675.96
P0500680	Hobart Institute of	2010-11 VP-Admin Svc	Instructional Supplies	\$3,177.45

P0500681	Jones & Bartlett	2010-11 VP-Admin Svc	New Equipment - Instructional	\$658.36
P0500682	Amazon.Com	2010-11 VP-Admin Svc	New Equipment - Instructional	\$329.99
P0500711	MSC Industrial Supply	2010-11 VP-Admin Svc	Instructional Supplies	\$653.88
P0500712	Kent Industrial Inc.	2010-11 VP-Admin Svc	Instructional Supplies	\$648.13
P0500713	Laservision	2010-11 VP-Admin Svc	Instructional Supplies	\$431.08
P0500714	MSC Industrial Supply	2010-11 VP-Admin Svc	Instructional Supplies	\$986.25
P0500735	A-1 Office Concepts	2010-11 VP-Admin Svc	New Equipment -	\$815.10
<b>Fund 15 Total: 11</b>				<b>\$28,801.90</b>
<b>Fund 41</b>	<b>Capital Outlay</b>			
P0500540	JB Wholesale -	Repairs, Remove	Repairs Noninstructional	\$2,322.90
P0500708	Tandus Flooring, Inc.	Flooring Replacements	Buildings	\$1,336.78
P0500783	Smardan Supply	Classroom&Office	Non-Instruct Supplies	\$2,379.86
P0500851	CSI Fullmer	Classroom&Office	Buildings	\$562.40
P0500884	CSI Fullmer	Classroom&Office	Non-Instruct Supplies	\$356.66
P0500885	Genesis Floor	Flooring Replacements	Buildings	\$1,663.88
<b>Fund 41 Total: 6</b>				<b>\$8,622.48</b>
<b>Fund 62</b>	<b>Property &amp; Liability</b>			
P0500493	SWACC	Purchasing and	Liability - Self Insurance	\$11,953.00
P0500568	Student Insurance	Health,Safety and Risk	Hospital & Medical	\$500.00
P0500721	El Camino Community	Purchasing and	Liability - Self Insurance	\$4,637.49
<b>Fund 62 Total: 3</b>				<b>\$17,090.49</b>
<b>Fund 71</b>	<b>Associated Students</b>			
P0500672	Doubletree Hotel, San	Student Affairs	ASB Exp.	\$1,002.96
P0500705	CCCSAA	Student Affairs	ASB Exp.	\$1,800.00
P0500765	American Express	Student Affairs	ASB Exp.	\$1,739.20
<b>Fund 71 Total: 3</b>				<b>\$4,542.16</b>
<b>Fund 79</b>	<b>Auxiliary Services</b>			
P0500434	Diamond & Trophy	Humanities	Non-Instruct Supplies	\$1,228.88
P0500440	Monterey Graphics	Humanities	Non-Instruct Supplies	\$97.88
P0500455	Patty Briles	Fine Arts	Non-Instruct Supplies	\$500.00
P0500456	Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$1,275.00
P0500457	William J. Georges	Fine Arts	Non-Instruct Supplies	\$300.00
P0500458	Dramatic Publishing	Fine Arts	Non-Instruct Supplies	\$70.00
P0500462	Bryan E. Bates	Fine Arts	Non-Instruct Supplies	\$100.00
P0500463	Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$100.00
P0500469	VS Athletics	Health Sciences and	Non-Instruct Supplies	\$795.57
P0500475	Screenworks, Inc.	Resp Therapy	Non-Instruct Supplies	\$347.14
P0500494	Bryan E. Bates	Fine Arts	Non-Instruct Supplies	\$700.00
P0500495	Rose Brand	Fine Arts	Non-Instruct Supplies	\$688.81
P0500496	Industrial Metal Supply	Fine Arts	Non-Instruct Supplies	\$304.50
P0500498	Artillery Magazine	Fine Arts	Non-Instruct Supplies	\$350.00
P0500522	Campus Food Services	EOP&S	Non-Instruct Supplies	\$665.65
P0500560	Campus Food Services	Honors Program	Non-Instruct Supplies	\$1,194.35
P0500634	Fast Deer Bus Charter	Counseling Office	Non-Instruct Supplies	\$500.00

P0500675	Screenworks, Inc.	Health Sciences and	Non-Instruct Supplies	\$520.69
P0500704	Buddy's All Stars Inc.	Health Sciences and	Non-Instruct Supplies	\$884.61
P0500757	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$312.66
P0500758	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$150.08
P0500759	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$90.05
P0500793	Spot Up, Inc.	Health Sciences and	Non-Instruct Supplies	\$1,100.75
P0500794	Hely & Weber	Radiologic Tech	Non-Instruct Supplies	\$931.54
P0500795	Playscripts	Fine Arts	Non-Instruct Supplies	\$70.00
P0500876	Del Rey Party Rentals	Counseling Office	Non-Instruct Supplies	\$235.00
P0500894	David M. Lee	Fine Arts	Non-Instruct Supplies	\$400.00

**Fund 79 Total: 27** **\$13,913.16**

**Fund 81 Student Organizations**

P0500499	Amazon.Com	Student Affairs	A/P Manual.Gen.	\$350.85
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**Fund 81 Total: 1** **\$350.85**

**Fund 82 Scholarships & Trust/Agency**

P0500477	REALVOLLEYBALL	Health Sciences and	Fundraising	\$534.43
P0500608	Assessment	Nursing	Fundraising	\$2,123.89
P0500611	Assessment	Nursing	Fundraising	\$5,328.75
P0500613	Assessment	Nursing	Fundraising	\$4,689.30
P0500641	REALVOLLEYBALL	Health Sciences and	Fundraising	\$658.39
P0500642	Porta Phone Co.	Health Sciences and	Fundraising	\$3,967.75
P0500648	Digital Dolphin	Health Sciences and	Fundraising	\$538.31
P0500649	Dick's Sporting Goods	Health Sciences and	Fundraising	\$189.14
P0500747	SwimOutlet.Com	Health Sciences and	Fundraising	\$586.38
P0500779	Staples Advantage	Special Resource	Fundraising	\$193.64
P0500829	Gunther Athletic Service	Health Sciences and	Fundraising	\$97.55
P0500831	D Best Sportswear	Health Sciences and	Fundraising	\$535.00
P0500839	Soccer Central	Health Sciences and	Fundraising	\$1,111.80
P0500889	Duraflex International	Health Sciences and	Fundraising	\$860.00

**Fund 82 Total: 14** **\$21,414.33**

**PO Funds Total: 354** **\$749,993.95**

**Fund 11 Unrestricted - El Camino**

B0510465	Development	Ed & Community	Contract Services	\$7,975.00
B0510470	Pocket Nurse Medical	Nursing	Instructional Supplies	\$5,988.46
B0510471	ECCD Petty Cash	Anthropology	Instructional Supplies	\$1,500.00
B0510472	E.C.C.C.D. Bookstore	Psychology	Other Books	\$250.00
B0510473	ECCD Petty Cash	Fiscal Services	Non-Instruct Supplies	\$200.00
B0510488	Phillips Plywood Co.,	Carpenter Shop	Non-Instruct Supplies	\$1,000.00
B0510491	Campus Food Services	Trustee Redistricting	Non-Instruct Supplies	\$300.00
B0510494	Caldwell Flores	Trustee Redistricting	Contract Services	\$15,000.00
B0510499	Champion Chemical	Operations	Non-Instruct Supplies	\$8,000.00
B0510501	The Printer Works	Technical Services	Repairs Parts And Supplies	\$2,000.00
B0510509	Sperian	Fire Academy 06-07	Repairs - Instructional	\$700.00
B0510510	L N Curtis & Sons	Fire Academy 06-07	Repairs - Instructional	\$1,500.00
B0510511	Failsafe Testing	Fire Academy 06-07	Repairs - Instructional	\$1,000.00
B0510512	Burton's Saw	Fire Academy 06-07	Repairs - Instructional	\$700.00

B0510513	Alpha & Omega	Fire Academy 06-07	Repairs - Instructional	\$3,250.00
B0510514	Southland Lumber	Fire Academy 06-07	Instructional Supplies	\$2,800.00
B0510515	Firefighter's Safety	Fire Academy 06-07	Instructional Supplies	\$1,000.00
B0510516	ECCD Petty Cash	Fire Academy 06-07	Non-Instruct Supplies	\$955.00
B0510517	Parker Lighting, Inc.	Fire Academy 06-07	Instructional Supplies	\$500.00
B0510519	Crenshaw Lumber	Construction	Instructional Supplies	\$5,000.00
B0510520	ECCD Petty Cash	Construction	Instructional Supplies	\$1,000.00
B0510521	E.C.C.C.D. Bookstore	Div Office Business	Non-Instruct Supplies	\$600.00
B0510522	Diversified Imaging	Ctr for Arts Promo	Multi Media Advertising	\$1,000.00
B0510532	E.C.C.C.D. Center for	Discovery Series	Contract Services	\$24,000.00
B0510537	ECCD Petty Cash	Ed & Community	Non-Instruct Supplies	\$1,500.00
B0510538	Community College	Div Office-Studnt	Contract Services	\$50,000.00
B0510541	Consolidated Disposal	Utilities	Waste Disposal	\$33,248.10
B0510543	E.C.C. Public	Health,Safety and Risk	Reproduction -	\$113.00
B0510544	Fashion Supplies, Inc.	Family Consumer	Instructional Supplies	\$1,300.00
B0510545	L.A. Metropolitan	Family Consumer	Repairs - Instructional	\$600.00
B0510546	ECCD Petty Cash	Financial Aid	Non-Instruct Supplies	\$200.00
B0510547	ARC Imaging	Architectural	Maintenance Contracts	\$5,280.00
B0510548	ECCD Petty Cash	Family Consumer	Instructional Supplies	\$250.00
B0510557	Quality Business	Copy Center	Repairs Parts And Supplies	\$450.00
B0510564	Broadline Disributing	Fire Academy 06-07	Instructional Supplies	\$2,000.00
B0510565	ECCD Petty Cash	Architectural	Instructional Supplies	\$250.00
B0510566	Graphaids	Architectural	Instructional Supplies	\$800.00
B0510567	ARC Imaging	Architectural	Instructional Supplies	\$1,500.00
B0510568	ECCD Petty Cash	Administrative Of	Instructional Supplies	\$100.00
B0510569	KPSS, Inc.	Cosmetology	Instructional Supplies	\$900.00
B0510570	Phenix Technology, Inc	Fire Academy 06-07	Instructional Supplies	\$900.00
B0510572	ECCD Petty Cash	Div Office Instr.	Instructional Supplies	\$200.00
B0510573	E.C.C. Public	Study Abroad Program	Other Services And Expenses	\$93.00
B0510575	B & H Inglewood Tow	Fire Academy 06-07	Repairs - Instructional	\$800.00
B0510583	ECCD Petty Cash	First Year Experience	Non-Instruct Supplies	\$250.00
B0510584	E.C.C. Public	First Year Experience	Non-Instruct Supplies	\$500.00
B0510588	ECCD Petty Cash	Electronics	Instructional Supplies	\$1,000.00
B0510589	Thompson Building	Construction	Instructional Supplies	\$1,000.00
B0510590	Crenshaw Lumber	Construction	Instructional Supplies	\$1,000.00
B0510591	Electronics School	Electronics	Instructional Supplies	\$1,100.00
B0510592	Torrance Electronics	Electronics	Instructional Supplies	\$500.00
B0510593	ECCD Petty Cash	Electronics	Repairs Parts And Supplies	\$500.00
B0510594	Torrance Electronics	Electronics	Repairs Parts And Supplies	\$300.00
B0510595	Crenshaw Wholesale	Construction	Instructional Supplies	\$2,000.00
B0510606	Control Manitenance	Facilities/Planning/Serv	Repairs Noninstructional	\$9,175.00
B0510609	Anderson Saw	Construction	Instructional Supplies	\$600.00
B0510610	Craft Supplies U.S.A.	Construction	Instructional Supplies	\$400.00
B0510611	Forest Plywood	Construction	Instructional Supplies	\$1,000.00
B0510612	Klingspor	Construction	Instructional Supplies	\$500.00
B0510613	Louis & Company	Construction	Instructional Supplies	\$1,000.00
B0510614	Rockler	Construction	Instructional Supplies	\$2,000.00
B0510615	Strata Forest Products	Construction	Instructional Supplies	\$2,000.00
B0510616	Tool City	Construction	Instructional Supplies	\$1,000.00
B0510617	Woodcraft	Construction	Instructional Supplies	\$400.00
B0510618	Craft Supplies U.S.A.	Construction	Repairs Parts And Supplies	\$400.00
B0510619	Louis & Company	Construction	Repairs Parts And Supplies	\$500.00
B0510620	McMaster Carr	Construction	Repairs Parts And Supplies	\$400.00
B0510621	Anderson Saw	Construction	Repairs - Instructional	\$500.00
B0510623	Verizon Wireless	Administrative Services	Telephone	\$800.00
B0510624	E.C.C.C.D. Center for	Ctr for Arts Instr/Admin	Contract Services	\$33,000.00



B0510631	G & F Roof Supply	Construction	Instructional Supplies	\$1,000.00
B0510637	Gerald Swiney	Construction	PSA Contract Services	\$4,000.00
B0510638	Kathleen Taylor	Staff Development	PSA Contract Services	\$2,000.00
B0510640	E.C.C. Public	English	Instructional Supplies	\$50.00
B0510644	E.C.C. Public	Division Office Math	Instructional Supplies	\$200.00
B0510658	Robert H. Watson	Music	PSA Contract Services	\$3,600.00
B0510660	Campus Food Services	Staff Development	Contract Services	\$6,000.00
B0510661	MDesigns Productions,	Instructional Television	Contract Services	\$19,000.00
<b>Fund 11 Total: 78</b>				<b>\$284,377.56</b>

**Fund 12 Restricted - El Camino**

B0510125	Soap Design Company	Community Education	Contract Services	\$6,000.00
B0510433	Total Recall	DSPS	Contract Services	\$2,500.00
B0510492	El Camino College	Community Education	Other Services And Expenses	\$2,000.00
B0510496	ECCD Petty Cash	Artes de El Camino	Non-Instruct Supplies	\$1,000.00
B0510497	SJM Industrial Radio	Community Education	Other Rentals	\$457.01
B0510500	J B & Associates	WPLRC - ETP	Contract Services	\$11,733.34
B0510518	Campus Food Services	Community	Non-Instruct Supplies	\$600.00
B0510533	ECCD Petty Cash	TitleV-Improving	Non-Instruct Supplies	\$800.00
B0510534	E.C.C. Public	TitleV-Improving	Reproduction Instructional	\$800.00
B0510539	Arlene Narvaez	Sign Language	Contract Services	\$2,000.00
B0510542	SVM, lp	EOPS CARE	Transportation Repair	\$19,990.00
B0510551	E.C.C. Public	Title V - SMCC - Math	Reproduction Instructional	\$4,500.00
B0510552	ECCD Petty Cash	CACT Strategic Hub	Non-Instruct Supplies	\$250.00
B0510556	Hong Kong Trade	IDRC Green	Contract Services	\$30,000.00
B0510574	E.C.C. Public	Career & Tech Ed	Printing	\$500.00
B0510580	Estwick & Associates,	Model	Contract Services	\$10,360.00
B0510581	Tiempos Dorados	CACT COCCC	Contract Services	\$3,000.00
B0510582	E.C.C. Public	Model	Reproduction Instructional	\$300.00
B0510585	Siemens Product	RTF - (10-332-064)	Contract Services	\$7,000.00
B0510586	Safety Unlimited, Inc	RTF - (10-332-064)	Contract Services	\$5,900.00
B0510587	Marketing Action, Inc	CACT COCCC	Contract Services	\$2,800.00
B0510596	ECCD Petty Cash	SBDC Program Income	Non-Instruct Supplies	\$200.00
B0510608	E.C.C.C.D. Bookstore	Teacher Preparation	Instructional Supplies	\$4,000.00
B0510622	Small Manufacturers'	Industry Driven Reg.	Contract Services	\$18,000.00
B0510630	Campus Food Services	(STCW) Standards for	Non-Instruct Supplies	\$4,000.00
B0510632	EPA EDM Performance	NSF Belcon Industries	Non-Instruct Supplies	\$600.00
B0510639	North Orange County	CACT Strategic Hub	Contract Services	\$11,170.00
B0510646	SpaceData	Contract Training	Contract Services	\$14,000.00
B0510647	E.C.C. Public	YESS Grant	Non-Instruct Supplies	\$200.00
B0510648	ECCD Petty Cash	Foster Care Ed 03-04	Other Services And Expenses	\$200.00
B0510649	E.C.C. Public	Foster Care Ed 03-04	Reproduction Instructional	\$400.00
B0510650	ECCD Petty Cash	Artes de El Camino	Non-Instruct Supplies	\$1,000.00
B0510651	Civic Center Studios	TitleV-Improving	Contract Services	\$8,075.00
B0510654	ECCD Petty Cash	Model	Other Services And Expenses	\$700.00
B0510655	ECCD Petty Cash	YESS Grant	Instructional Supplies	\$500.00
B0510659	Hong Kong Trade	IDRC Green	Contract Services	\$31,400.00
<b>Fund 12 Total: 36</b>				<b>\$206,935.35</b>

**Fund 15 General Fund -Special Programs**

B0510553	E.C.C. Public	CalWORKs	Printing	\$500.00
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		<b>Fund 15 Total: 1</b>		<b>\$500.00</b>
<b>Fund 41</b>	<b>Capital Outlay</b>			
B0510603	LCC 3 Construction	DSA Certification	Testing & Inspection	\$62,000.00
		<b>Fund 41 Total: 1</b>		<b>\$62,000.00</b>
<b>Fund 62</b>	<b>Property &amp; Liability</b>			
B0510525	Kaiser Permanente	Purchasing and	Liability - Self Insurance	\$9,570.00
		<b>Fund 62 Total: 1</b>		<b>\$9,570.00</b>
<b>Fund 71</b>	<b>Associated Students</b>			
B0510536	E.C.C. Public	Student Affairs	ASB Exp.	\$350.00
		<b>Fund 71 Total: 1</b>		<b>\$350.00</b>
<b>Fund 81</b>	<b>Student Organizations</b>			
B0510571	E.C.C. Public	Student Affairs	A/P Manual.Gen.	\$200.00
		<b>Fund 81 Total: 1</b>		<b>\$200.00</b>
<b>Fund 82</b>	<b>Scholarships &amp; Trust/Agency</b>			
B0510474	Straps Unlimited	Health Sciences and	Fundraising	\$10,000.00
	<b>Fund 82 Total: 1</b>	<b>\$10,000.00</b>		
			<b>\$573,932.91</b>	<b>BPO Funds Total: 120</b>
		<b>\$1,323,926.86</b>		<b><u>Grand Total POs and BPOs: 474</u></b>

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

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**Administrative Services – Measure E Bond Fund**

**A. CATEGORY BUDGETS AND BALANCES**

**GENERAL OBLIGATION BOND FUND CATEGORIES  
AND PROJECT SUMMARY**

The following table reports Measure E expenditures and commitments through September 30, 2011.

<b>CATEGORY</b>	<b>BUDGET</b>	<b>EXPENDE D</b>	<b>COMMITTE D</b>	<b>BALANCE</b>
<b><u>Additional Classrooms and Modernization</u></b>				
Acquisitions	\$705,867	\$705,867	\$0	\$0
Architectural Barrier Removal Phase 2	18,520	18,520	0	0
Athletic Education and Fitness Complex	42,223,638	952,443	1,641,663	39,629,532
Bookstore/Cafe Conversion to Admin.	10,868,608	9,102,158	90,485	1,675,966
Math & Business Building Replacement	36,942,427	20,077,075	9,314,621	7,550,730
Central Plant	14,545,000	14,349,907	73,175	121,918
Child Development Center Phase 2	30,470	30,470	0	0
Crenshaw Blvd. Frontage Enhancement	13,373	13,373	0	0
Fire Academy Structure	164,893	164,893	0	0
Fire Program Facility	1,651	1,651	0	0
Humanities Complex Replacement	30,552,368	30,036,015	313,834	202,519
Learning Resource Center Addition	5,099,964	5,041,952	27,456	30,556
MBB Parking Structure & Entrance	35,431,214	86,547	0	35,344,667
Remodeling Phase One-Three	850,766	842,216	8,549	0
Science Complex Renovation	7,116,726	6,781,185	150,699	184,842
SSV and Activities Replacement	41,077,921	1,985,270	0	39,092,651
Temporary Space and Relocation Costs	3,467,718	3,468,293	-575	0
Signage and Wayfinding	1,295,309	566,940	25,390	702,979
Architectural Planning Contingency	<u>5,000,000</u>	<u>7,085</u>	<u>2,612</u>	<u>4,990,304</u>
<b>Total Additional Classrooms Modernization</b>	<b><u>\$235,406,43</u></b>	<b><u>\$94,231,860</u></b>	<b><u>\$11,647,909</u></b>	<b><u>\$129,526,66</u></b>
	<b><u>3</u></b>			<b><u>4</u></b>

**Campus Site Improvements: Accessibility,  
Safety / Security (CSI)**

Asphalt Resurfacing - All Lots	\$400,000	\$14,975	\$0	\$385,025
Emergency Generators and	116,173	116,173	0	0

## Distribution

Emergency Power to Security Lighting	4,289	4,289	0	0
Entrance - RBB to Lot H	30,208	30,208	0	0
Fencing Replacement and Additions	105,777	5,777	0	100,000
Landscape/Irrigation System	1,049,932	49,932	0	1,000,000
Replacement				
Lighting - Upgrade / Replace All Lots	3,059,807	279,880	69,602	2,710,325
Lot F Parking Structure Improvements	34,926	34,926	0	0
Lot H Parking Structure	24,371,895	23,978,977	161,580	231,338
Paving Replacement:	1,110,695	705,658	26,174	378,863
Walks/Driveways				
Pedestrian Walks at MBB & Lot E	7,898	7,898	0	0
Security Video	2,007,831	234,177	40,058	1,733,596
Voice / Data / Signal Site Duct Bank	117,130	117,130	0	0
<b>Total Campus Site Improvements:</b>	<b><u>\$32,416,561</u></b>	<b><u>\$25,579,998</u></b>	<b><u>\$297,414</u></b>	<b><u>\$6,539,148</u></b>
<b>Accessibility, Safety / Security</b>				

## Energy Efficiency Improvements

EEI - Phase Two	<u>\$2,818,000</u>	<u>\$2,756,836</u>	<u>\$0</u>	<u>\$61,164</u>
<b>Total Energy Efficiency Improvements</b>	<b><u>\$2,818,000</u></b>	<b><u>\$2,756,836</u></b>	<b><u>\$0</u></b>	<b><u>\$61,164</u></b>

## Health and Safety Improvements

### (HSI)

Administration	\$112,740	\$112,740	\$0	\$0
Art & Behavioral Sciences	369,179	369,585	-406	0
Infrastructure Phase 1-3	45,470,718	37,800,556	3,186,604	4,483,558
Auxiliary Warehouse	1,301	1,301	0	0
Communications	219,262	219,262	0	0
Construction Technology	16,466	16,466	0	0
Domestic Water System	110,208	110,208	0	0
Facilities and Receiving	215,159	215,159	0	0
Fire Alarm	277,817	277,817	0	0
Firelines	119,905	119,905	0	0
Hazardous Materials Abatement	176,465	175,573	0	892
Restroom Access Compliance	2,000,000	742,739	908,465	348,795
Library	452,759	452,759	0	0
Marsee Auditorium	460,474	460,474	0	0
Math Science & New Tech Arts	34,309,701	1,299,683	1,508,634	31,501,384
Music	240,600	240,600	0	0
Natural Gas System	13,852	13,852	0	0
North Gymnasium	262,214	262,214	0	0
Physical Education and Men's Shower	78,178	78,178	0	0

Planetarium	12,815	12,815	0	0
Pool and Health Center	505,821	502,185	0	3,636
Primary Electrical Distribution System	5,062,019	5,061,211	0	808
Reimbursements	1,414,353	1,414,353	0	0
Security Systems	30,245	30,245	0	0
Sewer System	55,449	55,449	0	0
Social Sciences	5,584,449	3,888,986	490,783	1,204,680
Storm Drain System	30,644	30,644	0	0
Technical Arts	405,147	405,147	0	0
Shops		<u>1,263,675</u>	<u>981,703</u>	<u>29,645,817</u>
	<u>31,891,195</u>			
<b>Total Health and Safety Improvements</b>	<b><u>\$129,899,135</u></b>	<b><u>\$55,633,780</u></b>	<b><u>\$7,075,784</u></b>	<b><u>\$67,189,571</u></b>

**Information Technology and Equipment**

Behavioral and Social Sciences	\$554,077	\$159,531	\$5,000	\$389,546
Business	643,650	489,657	0	153,993
Facilities Planning and Services	625,724	400,970	0	224,754
Fine Arts	1,032,522	653,395	184,056	195,071
Health Sciences and Athletics	830,707	584,827	167,528	78,351
Humanities	425,978	217,287	0	208,691
Industry and Technology	983,641	595,971	1,630	386,039
Information Technology	12,857,370	7,323,220	4,993	5,529,156
Learning Resources	3,025,003	510,992	4,150	2,509,861
Math	723,061	231,191	0	491,870
Natural Sciences	1,860,479	672,601	1,329	1,186,549
Nursing	252,651	116,478	0	136,173
Student and Community Advancement	645,925	257,753	0	388,172
Interfund Transfer	141,150	141,150	0	0
Campus Police	66,650	66,650	0	0
Purchasing	9,418	9,418	0	0
Phase II, III, IV Purchases	0	0	0	0
Installation Contingency	349	349	0	0
<b>Total I.T. Equipment</b>	<b><u>\$24,678,355</u></b>	<b><u>\$12,431,440</u></b>	<b><u>\$368,687</u></b>	<b><u>\$11,878,228</u></b>

**Physical Education Facilities Improvements**

Baseball Field	\$572	\$572	\$0	\$0
North Field	0	0	0	0
Sand Volleyball	0	0	0	0
Reserve for Contingencies	0	0	0	0
<b>Total Physical Education Facilities</b>			<b><u>0</u></b>	

	<u>572</u>	<u>572</u>		<u>0</u>
<b>TOTAL</b>	<b><u>\$425,219,056</u></b>	<b><u>\$190,634,487</u></b>	<b><u>\$19,389,794</u></b>	<b><u>\$215,194,775</u></b>

**B. CONTRACT – FLEWELLING & MOODY - BOOKSTORE ASSESSMENT AND REMEDIATION**

It is recommended the Board of Trustees approve entering into a contract with the above firm to provide architectural and engineering services to evaluate and provide recommendations regarding existing concrete joists.

During construction of the Bookstore Modernization project, the contractor drilled into the building’s pre-stressed concrete beams at locations prohibited in the construction documents. An investigation was conducted to determine if the drilling compromised the beams. Final test results indicate one beam requires strengthening. Structural engineers have completed plans to strengthen the beam.

The cost for the evaluation and remedial design will be charged back to the contractor. The College is retaining \$415,124 from payment to the contractor until this issue is resolved.

**Dates of Services:** April 2011 through June 2012

**Cost:** Cost not to exceed \$80,000.

**C. CHANGE ORDER – AMERICAN GARDENS – BASEBALL FIELD IMPROVEMENTS**

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

1. Install an additional 135 linear feet of 2”x10” aluminum seat planks and 270 linear feet of 2”x8” aluminum foot planks and all brackets and fittings and on the home field side bleachers. District request.	\$9,500
2. Install two additional netting panels to divide the batting cage. District request.	<u>1,200</u>
Total Change Order Amount	<u>\$10,700</u>
Original Contract Amount	\$198,178
Prior Changes	0
This Change Order Amount	<u>10,700</u>
New Contract Amount	<u>\$208,878</u>

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

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

**Dates of Services:** April 2011 through June 2011.

- |  |               |
|--|---------------|
| 1. Provide and install two 24"x24" access panels at the entrance roll-up grille gates. Requested by the District to provide the ability to operate the gates in case of an electrical failure. | \$2,774       |
| 2. Provide and install two exhaust fans at the elevator machine rooms. State Elevator Inspector requirement.   | 4,359         |
| 3. Modify lighting control circuits to allow lights outside the parking structure to be on the emergency power supply system. Division of the State Architect requirement.                     | 10,231        |
| 4. Reimbursement from Los Angeles County Department of Public Works for the street improvement permit fee.   | -25,457       |
| 5. Eliminate two foul-line poles at the softball field. District request.  | -4,305        |
| 6. Provide and install protective stanchions around fire sprinkler standpipes at each level. Division of the State Architect requirement.  | <u>11,794</u> |

Total Change Order Amount	<u><u>-\$604</u></u>
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Original Contract Amount	\$19,290,000
Prior Changes	788,529
This Change Order Amount	<u>-\$604</u>
New Contract Amount	<u><u>\$20,077,925</u></u>

**E. CHANGE ORDER – TAISEI CONSTRUCTION CORPORATION– MATH BUSINESS ALLIED HEALTH PROJECT**

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

- |   |          |
|---|----------|
| 1. Remove and replace existing damaged sidewalk on east | \$23,748 |
|---|----------|



side of Parking Lot K. District request.

2. Remove four diseased trees and replace with new, 29,750  
increase size of 13 trees from previously specified size,  
increase number of shrubs installed and perform various  
modifications to walkways. District request.

Total Change Order Amount \$53,498

Original Contract Amount	\$20,666,000
Prior Changes	592,752
This Change Order Amount	<u>53,498</u>
New Contract Amount	<u>\$21,312,250</u>

**F. NOTICE OF JOB COMPLETION – BOMEL CONSTRUCTION – LOT H PARKING STRUCTURE & ATHLETIC COMPLEX PROJECT**

It is recommended the Board of Trustees accept as complete the following project and authorize final payment for the work. The required work has been completed in accordance with the conditions and specifications of the subject contract and accepted by a District representative.

<b><u>Contractor</u></b>	<b><u>Contract Amount</u></b>
Bomel Construction Company	\$20,077,925

Purchase Order Number: BPO 111025

**G. NOTICE OF JOB COMPLETION – SOUTHLAND CONSTRUCTION – BRICK VENEER REPLACEMENT PROJECT**

It is recommended the Board of Trustees accept as complete the above project and authorize final payment for the work. The required work has been completed in accordance with the conditions and specifications of the subject contract and accepted by a District representative.

<b><u>Contractor</u></b>	<b><u>Contract Amount</u></b>
Southland Construction Company	\$590,000

Purchase Order Number: BPO 110941

## H. PURCHASE ORDERS (PO) AND BLANKET PURCHASE ORDERS (BPO)

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

<b>PO #</b>	<b>VENDOR NAME</b>	<b>SITE NAME</b>	<b>DESCRIPTION</b>	<b>COST</b>
P500439	Insight Systems	Information Technology	New Computer	\$22,769.69
P500470	CCS Presentation	Information Technology	New Computer	11,929.88
P500510	Epic Production	Fine Arts	New Equipment/Instructional	184,055.99
P500536	Insight Systems	Information Technology	New Computer	4,993.44
P500571	Consolidated	Math Business Allied Health	Group II Equipment	1,608.19
P500572	Consolidated	Math Business Allied Health	Group II Equipment	3,236.40
P500630	CSI Fullmer	Social Sciences	Group II Equipment	453.13
P500631	Krueger International	Social Sciences	Group II Equipment	2,503.47
P500633	CSI Fullmer	Social Sciences	Group II Equipment	2,894.54
P500673	First Fire Systems, Inc.	Infrastructure Phase III	License Fee/Site Licenses	6,786.00
P500674	Pacific Parking	Math Business Allied Health	Group I Equipment	863.44
P500787	Rockler	Industry & Technology	New Equipment/Instructional	2,433.72
P500826	Insignia	Signage and Wayfinding	Site Improvements	12,132.98
B500423	American Reprographics	Social Sciences	Blue Printing/Construction	5,000.00
B500424	American Reprographics	Lighting Upgrade	Blue Printing/Construction	2,500.00
B510344	PSOMAS	Math, Computer Science	Architecture & Engineering	15,250.00
B510452	AMEC	Math, Computer Science	Testing & Inspection	5,100.00
B510469	West Coast Aerial	Signage and Wayfinding	Contract Services	975.00
B510601	DT Construction, Inc.	Behavioral/Social Science	Contract Services	5,000.00
B510645	Golden State Water	Infrastructure Phase III	Site Improvements	81,600.00
			<b>TOTAL POs AND BPOs</b>	<b><u>\$372,085.87</u></b>

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**Agenda for the El Camino Community College District Board of Trustees  
from  
Human Resources  
Lynn Solomita, Interim Vice President Human Resources**

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C. New Classification Specifications for Administrator Position.....	86
D. New Classification Specifications for Classified Position.....	86

**A. EMPLOYMENT AND PERSONNEL**

It is recommended that the Board ratify/approve the employment and personnel changes for academic, classified, special services professionals and temporary classified service employees as shown in items 1-28 and 1-8.

**Academic Personnel:**

1. Retirement - Mr. Vincent Robles, full-time Librarian, Learning Resources Division, last day worked June 8, 2012, first day of retirement June 9, 2012, and that a plaque be prepared and presented to him in recognition of his service to the District since 1990.
2. Change in Salary - Ms. Valencia Rayford, full-time Counselor, from Class III, Step 12 to Class IV, Step 12, effective November 1, 2011.
3. Amend Special Assignment - Mr. Kenneth Mays, part-time instructor of Fire & Emergency Technology, Industry & Technology Division to work through transition period for Mr. William Melendez the new Fire Academy Coordinator, to be paid \$60.18 an hour, not to exceed 40 hours instead of 20 hours or \$2,407 instead of \$1,204, effective June 21 through August 11, 2011, in accordance with the Agreement, Article 10, Section 14(a).
4. Amend Special Assignment - The following instructors of Mathematics to plan and implement the Algebra Advancement Academy under the Graduation Initiative, to be paid \$60.18 an hour, not to exceed total of 119 hours, instead of 40 hours, effective June 23 through August 31, 2011, in accordance with the Agreement, Article 10, Section 14(a).

	<u>Not to Exceed Hours</u>	<u>Not to Exceed Dollars</u>
Junko Forbes	63 hours	\$3,791
Laura Hinckley	56 hours	\$3,372

5. Special Assignment - Ms. Barbara Budrovich, full-time instructor of English, Humanities Division, to recruit, schedule and train learning team tutors for Enrollment Services under the Graduation Initiative Program, to be paid \$60.18 an hour, not to exceed 65 hours or \$3,912, effective September 1, 2011 through June 30, 2012, in accordance with the Agreement, Article 10, Section 14(a).
6. Special Assignment - Ms. Geralin Clark, full-time instructor of Education Development, Special Resource Center, Health Sciences & Athletics Division, to implement Career Technical Education supported activities, to be paid \$45.14 an

hour, not to exceed 45 hours or \$2,031, effective October 18, 2011 through June 30, 2012, in accordance with the Agreement, Article 10, Section 14(a).

7. Special Assignment - Ms. Tisa Casas, full-time instructor of Education Development, Special Resource Center, Health Sciences & Athletics Division, to implement Career Technical Education supported activities, to be paid \$45.14 an hour, not to exceed 235 hours or \$10,608, effective October 18, 2011 through June 30, 2012, in accordance with the Agreement, Article 10, Section 14(a).
8. Special Assignment - Ms. Elizabeth Sarah Davis, part-time instructor of Nursing, Health Sciences & Athletics Division, to work as nurse practitioner in Student Health Center, to be paid \$53.26 an hour, not to exceed 30 hours or \$1,598 per week, effective October 5, 2011 through June 30, 2012, in accordance with the Agreement, Article 10, Section 9(m).
9. Special Assignment - Ms. Susan Zareski, part-time instructor of Nursing, Health Sciences & Athletics Division, to mentor and train new faculty, to be paid \$60.18 an hour, not to exceed 8 hours a week for 32 weeks or \$15,406, effective September 1, 2011 through June 8, 2012, in accordance with the Agreement, Article 10, Section 9(m).
10. Special Assignment - Ms. Dana Bisignano, part-time instructor of Music, Fine Arts Division, to conduct not-for-credit community education classes, to be paid \$45.14 an hour, not to exceed 111 hours or \$5,000, effective September 9, 2011 through June 30, 2012, in accordance with the Agreement, Article 10, Section 9(m).
11. Special Assignment - The following instructors to provide workshops and support faculty in Student Learning Outcomes (SLOs) across divisions, to be paid \$45.14 an hour, effective October 18 through December 16, 2011, 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>
Ray Lewis	18 hours	\$813
Sue Ellen Warren	17 hours	\$768

12. Special Assignment - Ms. Amy Scarlet, part-time instructor of Nursing, Health Sciences & Athletics Division, to coordinate nursing success strategies (SOS), to be paid \$60.18 an hour, not to exceed 8 hours a week for 9 weeks or \$4,333, effective October 18 through December 16, 2011, in accordance with the Agreement, Article 10, Section 14(a).

13. Special Assignment - Mr. Jeffrey Cohen, full-time instructor of Mathematics, to oversee and assist in the management of National Science Foundation (NSF) Scholarship grant, to be paid \$60.18 an hour, not to exceed 84 hours or \$5,000, effective July 1, 2011 through June 20, 2012, in accordance with the Agreement, Article 10, Section 14(a).
14. Special Assignment - Ms. Amy LaCoe, part-time instructor of Behavioral & Social Sciences, to develop, implement and evaluate non-academic success skills in the Summer Math Academy, to be paid \$60.18 an hour, not to exceed 29 hours or \$1,745, effective June 23 through August 31, 2011, in accordance with the Agreement, Article 10, Section 9(m).
15. Special Assignment - The following instructors of Mathematics to prepare and conduct 34 workshops for students, to be paid \$60.18 an hour, not to exceed one hour per workshop for a total of 161 hours or \$9,689, effective August 29 through December 16, 2011, in accordance with the Agreement, Article 10, Section 14(a).

Full-time:

Junko Forbes  
Greg Scott

Part-time:

Malinni Roeun  
May Xu

16. Special Assignment - Ms. Malinni Roeun, part-time instructor of Mathematics, to coordinate statistics and program evaluation for Math Advancement Academy, to be paid \$60.18 an hour, not to exceed 25 hours or \$1,504 by the Graduation Initiative Program, effective June 23 through August 31, 2011, in accordance with the Agreement, Article 10, Section 14(a).
17. Special Assignment - The following instructors to be hired to administer credit-by-examinations to be paid \$60.18 an hour, not to exceed 40 hours or \$1,805, effective August 27 through December 16, 2011, in accordance with the Agreement, Article 10, Section 14(a).

Kevin Coffelt  
Tmothy Dennis  
Bradley Sweatt

Dale Ueda  
William Warren

18. Special Assignment - The following instructors to administer credit-by-examination, to be paid \$60.18 an hour, not to exceed a total of 70 hours or \$4,213, effective August 27, 2011 through June 8, 2012, in accordance with the Agreement, Article 10, Section 14(a).

Robert Beaudoin  
Vera Bruce

Vic Cafarchia  
Eric Carlson

Steven Cocca  
Sam Dantzler  
Ross Durand  
Patricia Fairchild  
Douglas Glenn  
Hiram Hironaka  
Harold Hofmann  
Kevin Huben  
Richard Hughes

Ray Lewis  
Lee MacPherson  
Douglas Marston  
William Melendez  
Renee Newell  
Dan Richardson  
Jack Selph  
Mike Stallings  
Harry Stockwell

19. Stipend Assignment - Mr. John DeMita, part-time instructor of Theatre, Fine Arts Division, to direct Fall play, to be paid \$515 per week for 8 weeks, not to exceed \$4,120, effective September 26 through November 13, 2011, in accordance with the Agreement, Article 10, Section 14(a).
20. Stipend Assignment - Ms. Ava Baldwin, part-time instructor of Speech, Fine Arts Division, to perform speech as winter resident artist, to be paid \$750, effective January 22, 2012, in accordance with the Agreement, Article 10, Section 9(m).
21. Stipend Assignment - Ms. Diana Galias, part-time instructor of Physical Education, Health Sciences & Athletics, Division, to coordinate Pep Squad, to be paid \$515 per week for five weeks, not to exceed \$2,575, effective November 1 through December 6, 2011, in accordance with the Agreement, Article 10, Section 2(e).
22. Stipend Assignment - Dr. Christopher Mello, full-time instructor of Music, Fine Arts Division, to perform as fall resident artist at guitar concert, to be paid \$250, effective October 29, 2011, in accordance with the Agreement, Article 10, Section 14(a).
23. Stipend Assignment - Ms. Kristi Lobitz, part-time instructor of Music, Fine Arts Division, to perform as fall resident artist, to be paid \$500, effective November 19, 2011, in accordance with the Agreement, Article 10, Section 9(m).
24. Stipend Assignment - The following instructors to facilitate the Graduation Initiative (Title V) Learning Teams for Humanities in Fall 2011, to be paid a stipend of \$625 each, not to exceed \$4,550, effective September 1 through December 30, 2011, in accordance with the Agreement, Article 10, Section 14(a).

Full-time:

Debra Breckheimer  
Allison Carr  
Nancy Currey

Rachel Lewis  
Jenny Simon

Part-time:

Karen Amano-Tompkins

Kathy Hall

25. Stipend Assignment - The following instructors to participate in Graduation Initiative Learning Teams for Humanities in Fall 2011, to be paid \$350 each, not to exceed a total of \$9,450, effective September 1 through December 30, 2011, in accordance with the Agreement, Article 10, Section 14(a).

Full-time:

Jennifer Annick

Peter Marcoux

Rebecca Bergeman

Debbie Mochidome

Rose Ann Cerofeci

Stephanie Schwartz

Barbara Jaffe

Evelyn Uyemura

Matthew Kline

Rachel Williams

Nitza Llado

Part-time:

Marilyn Anderson

Sumino Otsuji

Maria Bauer

Robert Pulglisi

Georgiana Coughlan

Shannon Richardson

Yvette Hawley

Elena Savina

Greta Hendricks

Catherine Schaeffer

Susan Herdzina

Eric Takamine

Angie Kirk

Kathy Vertullo

Susan Magabo

26. Stipend Assignment - The following instructors to participate in Graduation Initiative Learning Teams for Mathematics and Behavioral & Social Sciences for the fall semester 2011, to be paid \$500 each, not to exceed a total of \$7,000, effective September 1 through December 30, 2011, in accordance with the Agreement, Article 10, Section 14(a).

Full time:

Eduardo Barajas

Alice Martinez

Junko Forbes

Martha Sandoval

Hamza Hamza

Arkidey Sheynsteyn

Kaysa Laureano

Susan Taylor

Part-time:

Nancilyn Burruss

Malinni Roeun

Laura Hinckley

Tatiana Roque

Amy LaCoe

Jose Villalobos



27. Employment - Ms. Janice Pea, part-time/substitute teacher for the Child Development Center, Behavioral & Social Sciences Division, to be hired as needed Class II, Step 1, effective August 22, 2011 through June 30, 2012.
28. Employment - The following part-time/temporary instructors to be hired as needed for the 2011 fall semester:

Fine Arts

Bernice Boseman

Ellie Choate

Health Sciences & Athletics

Ray Asaro

Amy Scarlet

Mathematical Sciences

Karpis Oganyan

Allen Sampson

Natural Sciences  
Robert Lindsay

**Classified Personnel:**

1. Retirement - Mr. Angelo Duzich, Painter, Range 35, Step E, Facilities Planning and Services Division, Administrative Services Area, effective December 31, 2011, and that a plaque be presented to him in recognition of his services to the District since 1996.
2. Retirement - Mr. Robert Gann, Director Facilities Planning and Services, Range 16, Step 5, Facilities Planning and Services Division, Administrative Services Area, effective December 30, 2011, and that a plaque be presented to him in recognition of his services to the District since 1975.
3. Retirement - Ms. Ana Lane, Administrative Assistant I, Range 28, Step E, Financial Aid/Enrollment Services Division, Student and Community Advancement Area, effective December 31, 2011, and that a plaque be presented to her in recognition of her services to the District since 1995.
4. Resignation - Ms. LaTonya Motley, Instructional Media Coordinator, Range 38, Step E, Learning Resources, Academic Affairs Area, effective September 23, 2011, plus accrued vacation.
5. Extend Work Out of Classification - Ms. Shobhana Warriar, Senior Clerical Assistant Range 24, Step E, to Administrative Assistant II (Confidential), Range 10, Step A, Vice President's Office, Administrative Services Area, effective October 1 through December 30, 2011.
6. Work Out of Classification - Ms. Linda Lew, Student Services Technician, Range 28, Step E, to work out of class 50% as Student Service Specialist, Range 33, Step D, Enrollment Services Division, Student and Community Advancement Area, effective March 16 through May 18, 2011.
7. Employment - Ms. Anne Palmer, Library Media Technician III, Range 28, Step A, Learning Resources, Academic Affairs Area, effective November 1, 2011.

**Temporary Classified Services Employees – (not to exceed 170 days per year)**

8. The following individual to be placed in a pool, as Clerical Assistant, Range 22, Step A, to work as needed for the 2011-2012 fiscal year:

Hye Kwon

**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 1-18.

The following temporary, non-classified service employees are to be hired for the 2011-2012 fiscal year, paid hourly, effective November 1, 2011 through June 30, 2012, days and hours vary as needed, unless otherwise stated.

**Campus Police Aide Series**

1. Campus Police Aide III

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

Can Hoang, \$11.50 per hour (eff. 10/20/11 – 6/30/12)

Brian Maldonado, \$10.25 per hour (eff. 10/18/11 – 6/30/12)

Danielle Sandoval, \$10.50 per hour (eff. 8/20/11-6/30/12)

2. Campus Police Aide IV

The following individual is responsible for overseeing the Campus Police Cadet program, maintenance and servicing the parking permit machines, and performing non-hazardous services for the college community.

Brian Hill, \$12.50 per hour (eff. 9/7/11-6/30/12)

**Instructional Aide Series**

3. Instructional Aide I

The following individuals are to assist instructors or other staff in the classrooms or laboratory settings with basic tutoring, support services, and accommodations for students.

Matthew Palmer, \$8.00 per hour

Evan Sisson, \$8.25 per hour (eff. 10/1/11 – 6/30/12)

4. Instructional Aide II

The following individual is to provide basic tutoring, support services, maintain computers and other equipment, and accommodations for students.

Tiffany Bryant, \$9.25 per hour (eff. 8/29/11 – 6/30/12)

5. Instructional Aide III

The following individual is to intermediate level tutoring, maintaining records, and other accommodations for students.

Phorious Whitmore, \$10.50 per hour (eff. 9/20/11- 6/30/12)

6. Instructional Aide IV

The following individuals are to teaching assistance, intermediate level tutoring, classroom set-up, and instructional support services, and accommodations for students.

Louvena Ford, \$11.75 per hour (eff. 9/9/11 – 6/30/12)

Linda Morford, \$12.00 per hour (eff. 9/20/11 – 6/30/12)

Ryan Wilkes, \$12.25 per hour (eff. 10/18/11 – 6/30/12)

**Office Aide Series**

7. Office Aide II

The following individual is to assist the Writing Center with general office duties.

Georgios Parapouras, \$9.25 per hour

**Program Aide Series**

8. Program Aide I

The following individual is to provide basic assistance with daily program operations.

Martina Mirkovich, \$8.00 per hour (eff. 10/18/11 – 6/30/12)

9. Program Aide IV

The following individual is to assist with program duties for the El Camino College choral.

Marcia Armstrong, \$12.25 per hour (eff. 9/20/11 – 6/30/12)

10. Program Aide VI

The following individual is to be responsible for coordinating academic enrichment activity program for students interested in Science, Technology, Engineering, and Mathematics related fields.

Dennise Lopez, \$15.00 per hour (eff. 10/18/11 – 6/30/12)

The following individual is to assist in planning, organizing, and promoting the activities for the Head Start Career Advancement grant.

Nubia Cornejo, \$17.00 per hour (eff. 10/18/11- 6/30/12)

## **Sports Aide Series**

### 11. Sports Aide IV

The following individual is to provide lifeguard duties.

Joshua Zurfluh, \$12.00 per hour

### 12 Sports Aide VI

The following individuals are to assist the coaching staff with the coordination of all aspects of practice and competition.

Devin Carroll, \$17.00 per hour

Bryan Courtney, \$15.00 per hour

Melissa Sanchez, \$15.00 per hour (eff. 10/1/11 – 6/30/12)

### 13. Sports Aide VI

The following individual is to assist the coaching staff with the coordination of all aspects of practice and competition.

David Crockett, \$17.00 per hour

## **Theater Aide Series**

### 14. Theater Aide I

The following individuals are to assist the theater manager and staff with basic theater duties for on campus activities.

Pearl Faumui, \$8.25 per hour (eff. 10/1/11 – 6/30/12)

Eulalia Henson, \$8.25 per hour (eff. 10/1/11 – 6/30/12)

Lashawn Rivers, \$8.25 per hour (eff. 10/1/11 – 6/30/12)

## **Assistive Linguistics Professional Series**

### 15. Assistive Linguistics Professional I

The following individual is 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.

Karen Martin, \$30.00 per hour (eff. 10/18/11 – 6/30/12)

Kelsey Montgomery, \$25.00 per hour (eff. 10/20/11 – 6/30/12)

## **Education Professional Series**

16. Education Professional I

The following individual is to model for the Fine Arts life drawing and painting classes.

Marguerite Garner, \$25.00 per hour (eff. 10/18/11 – 6/30/12)

**Program Professional Series**

17. Program Professional III

The following individual is to meet with injured athletes and administer physical exams for students.

Dr. George Thompson, \$56.00 per hour (eff. 9/1/11 – 6/30/12)

**Training Professional Series**

18. Training Professional I

The following individual is to assist the instructor in the training of students from the maritime industry in a variety of fire technology areas.

Richard Martinez, \$32.00 per hour (eff. 10/18/11 – 6/30/12)

**C. NEW CLASSIFICATION SPECIFICATIONS FOR ADMINISTRATOR POSITION**

It is recommended that the Board of Trustees approve the new classification specifications for Director, Career Pathways as shown on pages 12-14.

**D. NEW CLASSIFICATION SPECIFICATIONS FOR CLASSIFIED POSITION**

It is recommended that the Board of Trustees approve the new classification specifications for the Exercise Fitness Specialist as shown on pages 15-17.

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE:       DIRECTOR, CAREER PATHWAYS**  
**Grant Funded Position**

### **BASIC FUNCTION:**

Under the general direction of the Dean of Community Advancement, plans, administers, coordinates, supervises and oversees the multiple grants which create student pathways into the Career Technical Education (CTE) programs of the college. The program initiatives are designed to prepare and support high school students in gaining experience, education and skills which will make them successful in CTE programs. Manages grant budgets and continues to develop sources of funding for the program initiatives. The responsibilities require skills in budget management, course and instructor selection, public relations, marketing and organizational development, supervising and evaluating the performance of consultants, instructors and staff.

### **REPRESENTATIVE DUTIES:**

Plan, develop and execute strategic goals and objectives to deliver career pathway programs and services.

Develop and maintain relationships with external partners at other colleges, school districts, Workforce Boards, community groups and local, state, and national agencies to identify students and/or develop services which prepare students to enter college CTE programs.

Actively promote and market career pathway programs and services to the community.

Identify and initiate contacts of prospective career pathway partners.

Coordinate and develop marketing themes, promotional publications, and advertising and public relations activities for career pathway programs.

Project staffing needs; provide leadership in the recruitment, selection and evaluations of instructional personnel and subject matter experts.

Oversee and evaluate the delivery of instruction; review and approve course materials and make adjustments as necessary to meet the obligations of career pathway grants.

Supervise and evaluate the performance of professional and subordinate personnel to ensure that program objectives are being met; assure efficient program operations; assign and review work.

Assess program operations and activities in terms of cost-effectiveness and program goals.

Review work methods, products, procedures, and functions to assure efficiency and financial self-sufficiency.

Prepare and administer annual operational program budgets.

Develop and maintain strong, cooperative and effective relationships with Academic Affairs, instructors, counselors, academic deans, and others as required.

Perform public relation duties by representing pathway programs in the community; network and coordinate with other relevant District departments and personnel, local, state, and national economic development and governmental entities, business and industry leaders, etc.

Ensure the proper and timely completion of required reports, manage risk management and health/safety issues.

Interpret and assure compliance with county, state, federal and local laws, rules, regulations and requirements governing contract and community education classes, trainings and programs.

Perform other administrative duties as required.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Leading programs related to career technical education

Applying contextualized learning to manufacturing technology or related CTE programs

California Community College Chancellor's Office grant project compliance, performance, and reporting

Program development and evaluation

Program management and leadership

Principles and methods of marketing and project management

Principles of adult learning theory, group dynamics, and human behavior

Course development and implementation

Marketing, promotion and public relations techniques

Budget preparation and control

Interpersonal skills using tact, patience and courtesy

Operation of a computer and assigned software

**ABILITY TO:**

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

Utilize oral and written skills to present the pathway programs effectively to the region

Establish and maintain cooperative working relationships with the District and regional college staff and students, industry and community groups

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

Work in a fast-changing, entrepreneurial and project based environment



Manage budgets on assigned grants and projects  
Hire, train, manage and evaluate staff and consultants/trainers  
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:**

Must have a Master's degree in a related field and three (3) years progressively responsible experience related to workforce vocational training and/or career technical education; OR Bachelor's degree in a related field and five (5) years experience as described above.

**LICENSE AND OTHER REQUIREMENTS:**

Valid California driver's license

**WORKING CONDITIONS:**

May be required to drive to off site locations periodically  
Move from one work area to another  
Hand, wrist and finger dexterity to operate various machines  
Some overnight travel may be required

Administrator Salary Schedule - Range 11  
Position is grant funded  
Board Approved: October 17, 2011

## EL CAMINO COMMUNITY COLLEGE DISTRICT

### **CLASS TITLE: EXERCISE FITNESS SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of the Dean and in conjunction with the instructors, will conduct assessments and develop programs to maximize the physical potential of students and general populations of all ages. Provide screening assessments, exercise programs, tests and other related evaluations to develop and monitor individuals' fitness levels and progress. Responsible for overseeing the fitness/wellness center including maintenance, upgrades and/or improvements as required and ensuring participant's safe and proper equipment use and conduct.

#### **REPRESENTATIVE DUTIES:**

Perform screening assessments and complete PARQ's (**Physical Activity Readiness Questionnaires**) including collection of medical and exercise history, cardiovascular disease risk factors, and blood pressure.

Administer sub-maximal and maximal cardiopulmonary exercise tests to determine cardiovascular fitness and aerobic endurance.

Evaluate muscle function including strength and power using a variety of resistance devices and specialized assessment equipment.

Develop conditioning programs that address cardiovascular demands of the sport.

Develop flexibility, muscular endurance and sports specific programs.

Perform testing and evaluations of student-athletes on a routine basis.

Support and communicate with instructors, team doctors, athletic trainers and coaches to serve student-athlete needs.

Provide guidance regarding nutritional and supplemental products and reinforce drug free environment, in accordance with FDA recommendations.

Provide recommendations to general public, students, student-athletes and instructors.

Provide assessment and documentation tools, in order to assure proper explanation of training techniques.

Prepare fitness profile reports and assist in the development of customized participant exercise programs.

Recommend facility upgrades and improvements including purchasing of equipment replacements or additions for fitness facilities based on independent research.

Develop maintenance schedule for equipment, perform and document periodic equipment safety checks, and remove from use any unsafe equipment.

Assist with fitness/wellness center supervision including enforcement of safe practices, equipment use and conduct.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to develop and conduct strength and conditioning programs for athletic programs.

Ability to assist instructors with course fitness assessments.

Ability to assist participants of all ages with fitness assessments.

Ability to provide oversight to ensure a safe and productive environment for fitness/wellness center users.

Good communication skills, both oral and written.

Ability to maintain confidentiality.

**KNOWLEDGE OF:**

Knowledge of strength and conditioning equipment.

Knowledge of conducting physical fitness screening assessments and evaluations.

Knowledge of developing conditioning and individual customized fitness programs.

Interpersonal/human relations skills.

Related uses, maintenance, storage, inventory and purchase of equipment and supplies used in a comprehensive exercise physiology laboratory utilized for adult fitness programs.

Effective communication and interpersonal skills to facilitate interacting across a diverse population requiring tact, courtesy, patience and professionalism at all times.

**ABILITY TO:**

Ability to develop and administer strength and conditioning programs.

Effective use of open circuit calorimetry, anthropometric and muscle testing equipment in conducting fitness assessments across a broad range of individuals of all ages, ranging from high performance athletes to general public.

Effectively use computing skills including proficiency in Microsoft Word, Excel and PowerPoint; familiarization with email programs such as Microsoft Outlook; experience with Internet searching.

Establish and maintain cooperative and effective working relationships with others.

Accept flexible assignments including evenings and weekends.

Understand and carry out oral and written directions.

Provide work direction to others as required.

Work independently.

Maintain equipment and supplies.  
Speak effectively to civic groups and promote the adult fitness program.  
Ability to lift up to 75 lbs.

**EDUCATION AND EXPERIENCE:**

Bachelor of Science or Bachelor of Arts and at least 6 months related work experience.

**LICENSES AND OTHER REQUIREMENTS:**

CSCS (Certified Strength and Conditioning Specialist) certification.  
First Aid and CPR certification.  
A.C.S.M. Health/Fitness Instructor or Exercise Specialist certification is desirable.

**WORKING CONDITIONS:**

Fitness setting.  
Days and hours may vary, including evenings and weekends.  
Additional hours may be required.  
Daily interaction with a diverse population.  
Work will be performed in multiple environments including: office, fitness center (gym), and/or outdoor environments (100%).

**PHYSICAL REQUIREMENTS:**

Standing 80-90%; sitting at desk/use of computer/phone 10-20% 5-10%  
Extended periods of standing and assisting others during physical exercise, stretching, etc.  
Use and maintain exercise instruments and equipment.  
Ability to lift up to 75 lbs.

Classified Salary Range 33  
Board Approved: October 17, 2011

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**Agenda for the El Camino Community College District Board of Trustees.  
from  
Compton Education Center  
Barbara Perez, Vice President**

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**Page No.**

A. Education Master Plan – Information ..... 94

## **A. EDUCATION MASTER PLAN – INFORMATION**

It is recommended that the Board receive for information the following report on the vision for the Compton Center in the upcoming Education Master Plan. The Center's plan will be incorporated into El Camino College's plan which will be shared with the Board next month.

### **Vision for the Compton Center**

As the Compton Center looks ahead to the next 10 years, six major needs must be addressed. All of these goals must consider the context of enrollment projections.

1. The employees and communities of both the El Camino Community College District and the Compton Community College District look forward to the Compton Center becoming an independent, fully-accredited college within the Compton Community College District (CCCD) sometime during the decade spanning 2011-2020.
2. The Center (and later, the College) must serve the community's needs more equitably than it does now.
3. Facilities and access to technology need to be greatly enhanced.
4. The Center will need to hire substantial numbers of new employees to replace a large number of expected retirees. Providing professional development and leadership opportunities will be of paramount importance.
5. The Center will need to maintain consistency in leadership positions while also being flexible to the changing needs of the students, employees, and community, .
6. Most importantly, the Center must focus on students' achievement and attainment of their goals.

### **Fully Accredited College of the CCCD**

As the Compton Center looks ahead to the year 2020, it will likely be a fully accredited college by the Accrediting Commission of Community and Junior Colleges (ACCJC). It is also anticipated that oversight of the college will have transferred from the El Camino Community College District to the Compton Community College District. To achieve these goals, an effort is underway to ensure the Center is advanced to accreditation candidacy within the next four years. While internal accreditation-related deadlines are constantly examined by the Accreditation Steering Committee (ASC), externally imposed timelines will be issued by the ACCJC and are outside the control of the Compton Center or El Camino College.

### **Equitably Serving the Needs of the Community**

While the resident population in the CCCD and surrounding service area will show modest growth over the next decade, the potential for growth at the Compton Center itself is much greater. Demographics in our service area are favorable for enrollment growth over the next ten years. An additional opportunity for growth exists because the Compton Center has historically under-served significant segments of the district, notably: a large population of Latino residents, the eastern side of the District, working

students served by off-peak hours, and male students. However, obstacles to enrollment and retention will persist well into the future. In large numbers, area students do not consider coming to the Compton Center, or, if they do, they come under-prepared for study at the college level.

To reach a target enrollment range of 114,000 to 128,000 weekly student contact hours for the fall 2020 term and 8000-9000 Full-Time Equivalent Students (FTES) for that year, the Compton Center can formulate the strategy required by looking at a four year record of extraordinary enrollment growth, owed equally to favorable external conditions and its own aggressive enrollment plan. Considering an environment in flux, that enrollment plan sets target populations for focused outreach and recruitment, adds programs and staffing to meet specified enrollment objectives, monitors developments monthly, and ensures that all elements work together with ample funding. Procedurally, the means are in place at the Compton Center to generate consistent growth for the indefinite future.

**The substantive features of a long term enrollment management plan will include the following:**

1. Raise enrollment rates in the eastern region of the CCCD - to raise participation in Paramount (now 7.6 per 1000 adults) and Lynwood (16.3) to the norm for the District (currently 27) and eventually to parity with the city of Compton (now, 52);
2. Raise percentage enrollment of Latino students (now at 36% of total enrollment by headcount) to parity with resident population in the District (now 62%);
3. Address the language barrier by increasing ESL courses and developmental offerings to which ESL serves as a pathway;
4. Provide a record of marketable performance by increasing retention rates within terms to 80% and persistence rates across terms to 65%;
5. Intervene strategically in curricular areas which consistently underperform - e.g. to increase in-course success rates for basic skills offerings (now 45%) and online offerings (also 45%) to the norm for all classes (60%) - in order to keep all students on pace to reach their educational objectives.
6. Develop attractive off-peak evening and weekend class offerings, which currently account for less than one third of enrollment, to a point of enrollment parity with daytime peak offerings;
7. Raise the percentage of students taking a full time load (now, 16% taking 12-15 units) to levels which would enhance the foregoing objectives.

**Facilities and Access to Technology**

**Facilities**

Over the past 12 years, the CCCD has not increased its classroom inventory, nor has it significantly improved technological capacity. This lack of significant improvement has placed constraints on current enrollment. Long range plans are underway for a complete redesign of the Compton campus buildings and facilities by the year 2020, which would

not only meet the instructional needs but also provide the look/feel of a college that attracts and keeps students on campus beyond class time. Over the next ten years, the District plans to implement a campus reconstruction project broader in scope and more ambitious in design than at any time since the original construction in 1952.

- First is the immediate need to restore campus facilities to compliance with state and local standards for safety. In the next three years, a major infrastructure project funded by the state will provide the foundation and future state-of-the-art instruction facilities
- Second, the District will need to accommodate substantial enrollment growth, with the support services it requires on a campus essentially fixed in acreage. Conversion to multi-story classroom buildings would multiply classroom space for a given footprint while retaining or even enlarging the aesthetic green space.
- Finally, construction for a distant future must be functional. Classrooms must be sufficiently flexible in design to allow for cross-over usage. The Allied Health building is undergoing a renovation which will result in a state-of-the-art facility for the nursing program. Additionally, if Compton is to create a "college atmosphere" capable of bringing students to campus for more than a class session or two, it will need an auditorium, well-designed gathering areas, a student activity center, and lounge areas within instructional buildings.
- The facilities master plan also includes provision for a one-stop student service facility, which would integrate enrollment, registration, financial aid, counseling, and access to records at a single site.

### **Technology**

To enhance functionality, facilities planning must carefully assess the role of technology over a longer term horizon. Construction projects, with durations of several years between approval and completion, run a continuous risk of investing in technological innovations that become outdated before or shortly after construction is completed. Future plans must ensure that facilities and technology upgrades are sufficiently transparent, integrated and continually revised to allow for strategic adjustment before irretrievable commitments are finalized.

Until recently, Compton has lagged behind community colleges generally in such areas as online registration/enrollment, distance education, and smart classroom construction.

- Students now have access to online resources to meet their procedural needs that did not exist before the partnership and have now become the norm.
- There were no online or hybrid course offerings four years ago, and now the Center has more than 10% of its offerings online—the fastest growing segment in the schedule.
- Rapid development in both areas was the intentional result of a variety of aggressive training programs for faculty, support staff and students.



- Smart classrooms remain an elusive goal, but will be integrated into plans for new classroom construction over the next few years.

Even as enrollment grows over the longer term, Compton, like all other districts, will be operating under severe economically imposed funding constraints. Because Compton has been protected by supplemental recovery funds for the past three years, the restrictions imposed by current California state budget difficulties require a sharper transition than at districts which have already made years of adjustments. These circumstances will place a high premium on optimal use of resources to serve instruction, for example: increasing distance education classes and strategically directing students to off-peak/off-campus classes (usually with lower enrollments).

### **Replacing the retiring workforce & developing/providing leadership opportunities for new employees**

Several key staffing issues have been identified that will need to be addressed in order for the Center to apply for eligibility for accreditation. Of the 84 full-time faculty teaching during 2009-2010, 41 are 60 years of age or over, and another 16 are 50-59 years old. Three out of four full-time faculty will reach or approach the traditional retirement age by 2020 and the addition/replacement positions required over the next decade may exceed the number of the entire current full-time faculty. Counseling faculty and staff are likely to assume the most critical support role, not simply to keep pace with enrollment, but also because research has established a high correlation between student success in completing objectives, and the ratio of students to academic counselors. Compton's long term staffing plan will include addressing a deficiency of counselors.

### **Consistency in Leadership Positions While Maintaining Flexibility for Changing Community and Employees**

In recent years, administrative structure at Compton has been much less stable than customary, largely as a consequence of the wholesale changes brought by state assumption of authority and the accreditation being revoked. Currently, the longest serving lead administrator has tenure of only four years, and the last of several interim assignments has just been filled. As the center moves closer to candidacy and accreditation, imperatives are to reduce turnover and provide the flexible and functional administrative team required of an autonomous college.

Institutional flexibility must be folded into the structures that are being established. The critical imperative will be to put an institutional process in place for making program assessments which go beyond the too often one-dimensional reliance on enrollment trends at the expense of a comprehensive curricular vision.

- Curriculum should be current, compliant with state standards, and responsive to the needs of its community.
- Course offerings in such areas as Basic Skills, which remain essentially decoupled, will require intervention to integrate them with each other and with the transfer,

degree, and certificate courses for which the Basic Skills courses should be treated as preparation.

- Build from an advanced curriculum to ensure that its functioning is seamlessly organic, so that courses may come to appear, both to instructors and students, not as isolated patchwork units, but as contributors to a single coherent educational objective.

Compton has recently made significant strides in writing Student Learning Outcomes (SLOs) for a large percentage of offered courses/programs. In the next few years, Compton will need to assess SLOs and use them as a methodical means to track student progress and learning.

### **Focus on Student Achievement and Goal Attainment**

The greatest challenge to the CCCD in the next ten years will be to acculturate and educate students who come to the Center less prepared for college work than at other institutions. In the five years since the partnership with ECCCD began, enrollment at the Compton Center will have grown from 2700 FTES to 7000 FTES, an increase of 190%. But on the standard measures of accountability, which include success/retention rates, persistence in enrollment over terms, and completion of degree, certificate and transfer requirements, Compton falls well below even peer institutions. The disparity between access (bringing students in greater numbers to campus) and success (in providing the conditions for students to meet their objectives in a timely fashion) will, over the long term, be the measure of the institution's own success. Compton must recognize that every student for whom the stay at Compton has become unduly prolonged or a dead end is a reflection of Compton's own failure to serve. The last Student Learning Outcome - completion of student objectives, which is quantified by legislative mandate by the ARCC - will be the ultimate measure of institutional performance.

The next decade is likely to see a trend shift toward holding colleges more accountable for the success of the students they enroll, relative to the funding they receive. Student support services include programs such as Disabled Students Programs and Services, CalWorks, and EOP&S/CARE, and provide otherwise disadvantaged students with resources to advance their educational objectives. In the recent past, state funding for restricted categorical programs has declined over 40%, with no restoration in sight. Compton will need to plan for both the level of its total commitment and the distribution of limited available funds to these programs.

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

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- A. November Board Meeting.....Page 100
- B. Recommendation for 65<sup>th</sup> Anniversary Sculpture.....Page 100
- C. 2010-2011 Board of Trustees Evaluation.....Page 100

- A. November Board Meeting  
Discussion and possible resetting of the date of the November Board meeting.
- B. Recommendation for 65<sup>th</sup> Anniversary Sculpture  
It is recommended that the Board approve the following concept proposal in conjunction with El Camino College's 65<sup>th</sup> Anniversary.

In 2012, El Camino College will celebrate its 65<sup>th</sup> Anniversary. We are proud of our tradition of serving the needs of the South Bay by offering outstanding academics and student services.

As part of this celebration, it is recommended that the Board approve the concept of commissioning renowned artist and distinguished ECC alumnus James Russell to create a sculpture commemorating El Camino College's 65<sup>th</sup> anniversary. Mr. Russell was one of our 50th Anniversary Distinguished Alumni and is a longtime supporter of El Camino College.

#### **Mr. Russell's Background**

Mr. Russell's work has been featured in more than 50 selected solo and group exhibitions, and is represented in more than 30 corporate and private collections. In addition, he has spoken extensively for the Getty Institute for National Educators on the role of the artist in public art.

Mr. Russell's four-decade career has been marked by consistent professional successes with public art programs and private commissions. His immense body of work is the scion of his pursuit of excellence as a monumental sculptor. He has personally created and installed each commissioned artwork.

<http://www.russellsculpture.com/index.html>

#### **Mr. Russell's Education**

**M.F.A.** in Monumental Sculpture, 1977, California State University, Long Beach

**M.A.** in Sculpture, 1970, California State University, Long Beach

**B.A.** 1966, California State University, Long Beach

**A.A.** 1960, El Camino College

- C. 2010-2011 Board of Trustees Evaluation  
Each year the Board of Trustees establishes goals and evaluates its performance on the previous year's goals. In its October meeting the Board goals are re-presented for the previous year and a questionnaire is completed for discussion of those goals at the November meeting. At the November and December meetings, the Board establishes its goals for the subsequent year.

- I. Participate in community activities and events and bring observations to the Board for policy issues.
  - a. Attend events in the community.
  - b. Speak to community groups.
  - c. Make Board presentations.
  - d. Bring copies of community events and activities to other Board members.
  - e. 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. Update the 2007 Facilities Master Plan.
  - a. Monitor and approve Measure E Fiscal updates.
  - b. Implement construction program.
  - c. Review construction program activities.
  - d. Develop a new Facilities Master Plan.
  
- V. Fiscal Responsibilities.
  - a. Monitor 2010-2011 Budget.
  - b. Study, review and approve the 2011-2012 Budget.
  - c. Study, review and approve the 2009-10 annual financial audit.
  - d. Respond to national, state and local fiscal changes.
  
- VI. Accreditation
  - a. Receive, review and participate in El Camino College's Accreditation reports and actions.
  - 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. Support Student Accessibility.
  - a. Actively support El Camino College Foundation activities.

- b. Establish and fund Osher Scholarships.
- c. Develop community involvement in the Foundation.

\*VII. Support Redistricting Action Plan

- a. Appoint a Boundary Review Committee
- b. Select a Mapping Firm
- c. Hold Public Hearings on proposed Trustee Areas
- d. Adopt new Trustee Areas
- e. Submit new Trustee Areas to Los Angeles County Recorder

\*\*VIII. Required Board Training

- a. Ethics, per AB 1234
- b. Sexual Harassment

\* Goal added 3/21/11.

\*\* Goal added 9/8/11.

**EL CAMINO COLLEGE BOARD OF TRUSTEES  
SELF-EVALUATION QUESTIONNAIRE 2010-2011**

<b><u>Individual Trustees' appraisal of all members' activities.</u></b>	Strongly Agree	Agree	Disagree	Strongly Disagree	No Response
<b><u>Priorities and Planning</u></b>					
1. Most of the issues occupying the Board's time and attention are directly related to the mission and goals of the institution.					
2. All members of the Board have a clear understanding of the vision of the college.					
3. All members of the Board can articulate the vision of the college to the diverse constituencies of the district.					
<b><u>Board and Chief Executive Officer Relations</u></b>					
1. The Board and CEO maintain optimum communications.					
2. The roles of the CEO and the Board are clearly defined.					
3. Trustees keep the CEO well informed of contacts with the community.					
4. Trustees keep the CEO well informed of contacts with college employees.					
<b><u>Board and College Relations</u></b>					
1. Trustees are knowledgeable about the college's history.					
2. Trustees are well versed concerning the college's strengths and weaknesses.					
3. Trustees are knowledgeable about the mission of the college.					
4. The Board is sensitive to the concerns of students.					
5. The Board is sensitive to the concerns of employees.					
6. The Board supports the college by attending various events.					
<b><u>Board and Community Relations</u></b>					
1. Trustees are well informed concerning the needs of the community.					
2. Trustees fairly and assertively represent the communities they serve.					
3. Trustees use their community ties to promote a positive image of the college					
<b><u>Board Agendas</u></b>					
1. The Board Agendas always focus on policy issues.					
2. The Board Agendas always allow sufficient time and attention for discussion of legislative and state policy issues.					
3. The Board Agendas are organized logically which facilitates efficient use of time.					

	Strongly Agree	Agree	Disagree	Strongly Disagree	No Response
<b><u>Board Organization and Dynamics</u></b>					
1. Definitions of the roles of the Board chair and other officers are clearly understood by the Trustees.					
2. The roles of the Board officers are conscientiously implemented.					
3. All public meetings of the Board are conducted in compliance with the Brown Act.					
<b><u>Board Decision-Making Processes</u></b>					
1. Trustees demonstrate respect for the opinions of others at Board meetings.					
2. Board meetings are structured to assure that all relevant information is considered before making a decision.					
3. Board members are provided with adequate information needed to fully understand the issues.					
<b><u>Trustee Development and Education</u></b>					
1. Board members (including the Student Trustee) receive a thorough orientation to their roles and responsibilities.					
2. Board members have a thorough understanding of the district's mission and goals.					
3. Board members are well informed and knowledgeable about legislative issues that may impact the college.					
4. Board members are well informed and knowledgeable about state policy issues that may impact the college					
5. Information about important issues is readily shared among Board members.					
<b><u>Board Goals</u></b>					
1. The Board prepares an annual set of written goals and objectives.					
2. The annual objectives of the Board are measurable					
3. The Board has a set of clearly defined performance standards.					
4. The Board's goals and objectives are clearly communicated to the college community.					
<b><u>Board Evaluation</u></b>					
1. The Board systematically identifies and reports its accomplishments.					
2. The Board provides ample opportunity for college employees and citizens of the community to evaluate its performance.					
3. The Board takes appropriate measures to assure that its self-evaluation is objective, impartial and constructive.					