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

**Agenda, Monday, May 16, 2011
Board Room
4:00 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of April 18, 2011, Pages 6-8**
- III. Presentations**
 - A. El Camino College Forensics Team – RHI Rho Pi Community College National Championship
 - B. Facilities Master Plan
- 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 9-12
 - 2. Student and Community Advancement
See Student Services Agenda, Pages 13-23
 - 3. Administrative Services
See Administrative Services Agenda, Pages 24-37
 - 4. *See Measure "E" Bond Fund Agenda, Pages 38-41*
 - 5. *See Human Resources Agenda, Pages 42-53*

- 6. Compton Community Educational Center
*See Compton Community Educational Center
Agenda, Pages 54-58*
- 7. Superintendent/President
*See Superintendent/President Agenda,
Pages 59-60*

VII. Non-Consent Agenda, Pages 61- 85

- A. Public Comment
- B. Boundary Review Committee – Candidate Selection
- C. Redistricting Action Plan

VIII. Public Comment on Non-Agenda Items

IX. Oral Reports

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

X. Closed Session

- A. Existing Litigation, Brown Act,
Section 54956
 - 1. Case # BC400227
 - 2. Case # BC458332
- B. Anticipated Litigation, Brown Act
Section 54956.9 – Significant
Exposure to Litigation
 - 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
 - 5. Non-Represented Employees –
Confidential, Supervisors, and
Management
- D. Personnel Matters, Brown Act Section
54957
 - 1. Public Employee Performance Evaluation – Superintendent/President

Board of Trustees Meeting Schedule for 2011

4:00 p.m. Board Room

Monday, June 20, 2011
Monday, July 18, 2011
Monday, August 15, 2011
Tuesday, September 6, 2011
Monday, October 17, 2011
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

Month	Presentation	Report
January	<i>Foundation (moved from December 2010)</i> <i>Basic Skills (moved from November 2010)</i>	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
July	Compton Center	FTES – Both Locations
August	Budget	Notice of Public Hearing Quarterly Fiscal Status Educational Master Plan
September	Financial Aid	Budget Adoption Accreditation Mid-term
October	Redistricting Trustee Areas	Staff Development/Diversity
November	TBD	FTES – Both Locations Quarterly Fiscal Status
December	Foundation Annual Report	Success and Retention (including basic skills)

Revised: April 5, 2011

EL CAMINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING OF
Monday, April 18, 2011

The Board of Trustees of the El Camino Community College District met at 4 p.m. on Monday, April 18, 2011, in the Board Room 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 Johanna Zamora.

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 March 21, 2011

The Minutes of the Regular Board Meeting of March 21, 2011 were approved.

El Camino College Citizens' Bond Oversight Committee Annual Report and Financial Audit

It was moved by Trustee O'Donnell, seconded by Trustee Brown, that the Board receive the El Camino College Citizens' Bond Oversight Committee Annual Report and Financial Audit. Motion carried. Student Trustee Zamora recorded an advisory yes vote.

2011 Accountability Reporting for the Community Colleges (ARCC)

It was moved by Trustee O'Donnell, seconded by Trustee Brown, that the Board accept the 2011 Accountability Reporting for the Community Colleges (ARCC) report. Motion carried unanimously. Student Trustee Zamora recorded an advisory yes vote.

Consent Agenda

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

Academic Affairs

Center for the Arts Presentations – 2011/2012 Season
Proposed Curriculum Changes: Effective 2011-2012 Academic Year

Student and Community Advancement

Community Education Program for Summer 2011

Board Policy 5055 – Enrollment Priorities – First Reading
Information Only – Administrative Procedure 5055 – Enrollment Priorities
International Travel

Administrative Services

AB2910 – Quarterly Fiscal Status Reports
Contracts Under \$78,900
Personal Services Agreement
International Student Health Insurance
Purchase Orders and Blanket Purchase Orders
Information: ECC 2011-12 Budget Planning Proposal

Measure E Bond Fund

Category Budgets and Balances
Contract – Psomas Engineering – Ongoing Engineering Services
Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes
Temporary Non-Classified Service Employees
Declaration of Indefinite Salaries for Retroactive Pay
Board Policy 7310 Nepotism – First Reading

President/Board of Trustees

California Community College Trustees Board of Directors Election
~~*Board Policy 2350 – Speakers~~
~~*Item pulled and no substitutions were made.~~
Order Biennial Governing Board Election
Citizens’ Bond Oversight Committee
Redistricting Action Plan

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

Non-Consent Agenda

Tax And Revenue Anticipation Note 2011-12

It was moved by Trustee O’Donnell, seconded by Trustee Brown that the Board of Trustees authorize the participation of the District in the issuance of a Tax and Revenue Anticipation Note for the 2011-12 fiscal year, not to exceed \$20 million. Motion carried unanimously. Student Trustee Zamora recorded a yes advisory vote.

Resolution For Tax And Revenue Anticipation Note 2011-12

It was moved by Trustee O'Donnell, seconded by Trustee Brown that the Board of Trustees adopt the resolution authorizing and approving the borrowing of funds for Fiscal Year 2011-12 not to exceed \$20 million; the issuance and sale of a 2011-12 tax and revenue anticipation note therefore and participation in the Los Angeles County Schools Pooled Tax and Revenue Anticipation Notes Program for the 2011-12 fiscal year. Motion carried unanimously. Student Trustee Zamora recorded a yes advisory vote.

Interfund Transfers (Resolution)

It was moved by Trustee Beverly, seconded by Trustee O'Donnell that the Board of Trustees approve a resolution for the following interfund transfers for FY 2010-11:

INTERFUND TRANSFERS

From: Funds 14 and 15 (Special Programs)

To: Fund 17 (Irrevocable Reserve – Post Employment Benefits)

Amounts: End of year balances

Motion carried unanimously. Student Trustee Zamora recorded a yes advisory vote.

Compton Community Educational Center

Compton Center Student Success was presented as an informational item.

Public Comment

Mr. Nehasie Lee addressed Board Policy 2350 – Speakers; access for Compton Center students and expressed appreciation for the El Camino Community College District/Compton Community College District partnership. Students from Fine Arts addressed cuts to the Fine Arts program. Ms. Elizabeth Shadish addressed budget proposal on the agenda.

Closed Session

Regular Meeting adjourned to a Closed Session at 6:30 p.m. which ended at 8 p.m.

Maureen O'Donnell, Secretary of the Board

Thomas M. Fallo, Secretary to the Board

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

Page No.

A. Proposed Curriculum Changes: Effective 2011-2012 Academic Year..... 10

ACADEMIC AFFAIRS

A. PROPOSED CURRICULUM CHANGES: EFFECTIVE 2011/2012 ACADEMIC YEAR

It is recommended that the Board approve the proposed curriculum changes, effective the 2011-2012 academic year, as listed below.

INDUSTRY AND TECHNOLOGY DIVISION

NEW COURSE

1. Computer Aided Design/Drafting 43 – Design Process and Concepts
Units: 4.5 Lecture: 3 hours Lab: 5 hours
Faculty Load: 45.00%
Prerequisite: Computer Aided Design/Drafting 5 with a minimum grade of C or equivalent
Grading Method: Letter
Credit, Degree Applicable
Transfer CSU; Proposed Transfer UC

This advanced design and drafting course addresses the processes of product design, from concept through final production drawings, and focuses on the documentation requirements for each step of these processes: design requirements definition, conceptual design, design evaluation/refinement, preliminary design, detail design, final production documentation. Industry practices are stressed throughout the course as students develop skills in conceptual sketching, orthographic projection, dimensioning and tolerancing, and drawing notes. Research, planning and sketching are done manually, while formal drawings are prepared on a personal computer utilizing appropriate Computer Aided Design/Drafting (CADD) software.

CHANGE IN MAJOR, COURSE REQUIREMENTS, UNITS

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

Computer Aided Design/Drafting 5, 10abcd*, 28abcd*, 31abcd*, 32abcd*, 33abcd*, 37abcd*, 43, 45, ~~47, 49~~, Technical Mathematics 1
(*one semester)

one course from: Electronics and Computer Hardware Technology 11, 22, Machine Tool Technology 16ab*, 46, 101abcd*, Welding 15ab*, Art 141abcd*, 144abcd*, Computer Information Systems 13
(*one semester)

Total Units: ~~31-32~~ 29.5-30.5

Recommendation

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

Computer Aided Design/Drafting 5, 10abcd*, 28abcd*, 31abcd*, 32abcd*, 33abcd*, 37abcd*, 43, 45, Technical Mathematics 1
(*one semester)

one course from: Electronics and Computer Hardware Technology 11, 22, Machine Tool Technology 16ab*, 46, 101abcd*, Welding 15ab*, Art 141abcd*, 144abcd*, Computer Information Systems 13
(*one semester)

Total Units: 29.5-30.5

CHANGE IN CERTIFICATE OF ACHIEVEMENT, COURSE REQUIREMENTS, UNITS

1. Computer Aided Design/Drafting Certificate of Achievement

Current Status/Proposed Changes

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

Computer Aided Design/Drafting 5, 10abcd*, 28abcd*, 31abcd*, 32abcd*, 33abcd*, 37abcd*, 43, 45, ~~47, 49~~, Technical Mathematics 1
(*one semester)

one course from: Electronics and Computer Hardware Technology 11, 22, Machine Tool Technology 16ab*, 46, 101abcd*, Welding 15ab*, Art 141abcd*, 144abcd*, Computer Information Systems 13
(*one semester)

Total Units: ~~31-32~~ 29.5-30.5

Recommendation

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

Computer Aided Design/Drafting 5, 10abcd*, 28abcd*, 31abcd*, 32abcd*,
33abcd*, 37abcd*, 43, 45, Technical Mathematics 1
(*one semester)
one course from: Electronics and Computer Hardware Technology 11, 22,
Machine Tool Technology 16ab*, 46, 101abcd*, Welding 15ab*, Art 141abcd*,
144abcd*, Computer Information Systems 13
(*one semester)
Total Units: 29.5-30.5

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

	<u>Page No.</u>
A. 2011 Summer Camps.....	14
B. Grant – Acceptance.....	14
C. Matriculation Categorical Flexibility Provision.....	15
D. Board Policy 5055 – Enrollment Priorities Second Reading and Adoption.....	15

STUDENT AND COMMUNITY ADVANCEMENT

A. 2011 SUMMER CAMPS

It is recommended that the Board of Trustees approve the following 2011 summer camps sponsored by the Health, Sciences & Athletics Division:

1. 2011 Summer High School Football Passing League
June 22, 29, July 13, 20, 2011 – Wednesdays – 5 p.m. to 9 p.m.
July 6, 2011 – Monday – 5 p.m. to 9 p.m.
2. 2011 Summer High School Water Polo League
June 16 through July 21, 2011 – Thursdays – 6:30 p.m. to 10:00 p.m.

B. GRANT - ACCEPTANCE

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

California Community Colleges Chancellor’s Office Academic Affairs Division – Career Technical Education-Career Advancement Academy (CTE-CAA). The program provides CTE certification training in Machine Tool Technology, Aerospace Fastener Manufacturing, Welding, HVAC, and Engineering Technology. The project includes job readiness training in relevant career preparation and life skills workshops where students will earn certificates in each area of training. Basic skills training will be provided in reading, writing, and mathematics for people that qualify through assessment. Students that complete the program will exit with a minimum of 12 certificates, a resume, interview prep training, awareness in sustainable manufacturing practices, workplace ethics, a tool box containing basic tools, and a pair of safety shoes. This is a three-year grant. The distribution per year is as follows: \$662,743 each year in grant funds, which includes \$26,510 each year in indirect funds and \$166,306 each year in match.

David Gonzales, Project Director

Amount of Grant Funding from Granting Agency	\$1,988,229
Amount of College Match (in-kind)	<u>\$ 498,918</u>
Total Amount of Grant	\$2,487,147
Source of Matching Funds (BTC and Partner in-kind)	
Indirect Rate	\$79,530 (4%)
Performance Period:	April 1, 2011 through June 30, 2014

STUDENT AND COMMUNITY ADVANCEMENT

C. MATRICULATION CATEGORICAL FLEXIBILITY PROVISION

It is recommended that the Board of Trustees approve the Categorical Flexibility provision that permits the carryover of 2010-2011 Matriculation funds into the 2011-2012 fiscal year.

The 2009-10 Budget Act provides districts with categorical flexibility for specified programs. Under this flexibility provision, districts are allowed to redirect funds from any specified categorical program to any other categorical program funded in the state budget. Districts that elect to redirect categorical funds are deemed to be in compliance with the statutory regulatory and provisional language associated with the specified categorical programs. Categorical flexibility was triggered by the transfer of \$100 from the Matriculation fund into the EOPS fund at the Board meeting of March 5, 2010.

D. BOARD POLICY 5055 – ENROLLMENT PRIORITIES – SECOND READING AND ADOPTION

It is recommended that the Board of Trustees accept for second reading Board Policy 5055 – Enrollment Priorities, as attached. Administrative Procedure 5055 is presented for informational purposes only.

Board Policy 5055

Enrollment Priorities

All Courses of the District shall be open to enrollment, subject to a priority system that may be established. Enrollment also may be limited to students meeting properly validated prerequisites and co-requisites, or ~~subject to other restrictions established by the District.~~ due to other, practical considerations.

The Superintendent/President or designee ~~Procedures~~ shall establish procedures defining ~~be established defining~~ enrollment priorities, limitations, ~~restrictions~~, and processes for student challenge, which shall comply with Title 5 regulations.

Reference:

Title 5, Sections 58106; 51801

Replaces Board Policy 5120.

El Camino College

Adopted: 1/21/03

Amended:

I. Limitations

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. Enrollment may also be limited due to the following:

- A. Health and safety considerations
- B. Facility limitations
- C. Faculty workload
- D. Availability of qualified instructors
- E. Funding limitations
- F. Constraint of regional planning
- G. Legal requirements imposed by statutes, regulations, or contracts

II. Registration Priorities

During registration periods, the following registration priority shall be followed:

- A. Legally mandated groups
- B. Continuing students
- C. New and returning students
- D. K-12 concurrently enrolled students

Within each of the above cohorts, sub-cohorts may be established by law or through policy and procedure of the District.

III. Legally Mandated Groups

- A. Any member or former member of the Armed Forces of the United States for any academic term within two years of leaving active duty
- B. EOPS students
- C. DSPS students

IV. Continuing Students

Continuing students shall be assigned a priority registration time based on the following criteria:

- A. Student cohorts established by a federal or state grant that mandates priority registration shall receive priority registration if the granting of priority registration to the cohort does not contradict the provisions or intent of the laws and regulations governing registration priorities.
- B. Qualified students who are members of cohorts that meet the criteria for priority registration as established and approved by a Priority Registration Committee shall next receive priority in registration.

- C. Continuing students not receiving priority registration shall receive one registration point for each unit earned at El Camino College since 1983 for up to a maximum of 90 points.
- D. The more registration points, the earlier the registration assignment time.
- E. Ties in registration point shall be broken by random selection.
- F. Students who have earned more than 90 units cannot earn additional registration points. Instead, for each unit earned over 90 two registration points shall be deducted from the accrued registration point count. Therefore, if a student has earned 95 units, the registration point count shall be 80 ($90 - [2 \times 5]$).
- G. Students who have earned more than 90 units shall continue to have two registration points deducted for each unit earned beyond 90 units until the registration point count equals 15. The student shall not be penalized beyond 15 registration points.

V. New and Returning Students

New and returning students shall be assigned a registration appointment time based on the following criteria:

- A. New, in-District, high school graduates shall register before other new or returning students.
- B. New international students with F-1, M-1, or J-1 visas shall register next.
- C. Qualified new and returning students who are members of cohorts that meet the criteria for priority registration as established and approved by a Priority Registration Committee.
- D. Assignment of the registration appointment time for new and returning students not in the groups described in IV 1, 2 and 3 is on a first come, first serve basis. All other new and returning students shall have their registration appointment time based on the submission date of the application for admissions.

VI. K-12 Concurrently Enrolled Students

Assignment of the registration appointment time for K-12 concurrently enrolled students is on a first come, first serve basis. Each K-12 concurrently enrolled student shall be assigned a registration appointment time based on the submission date of all required documents for admissions (application for admissions, K-12 concurrent enrollment form, and other documents required by law, regulation, and District policy). Failure of a K-12 student to apply and submit all required documents by the deadline specified by the college shall result in that K-12 student being denied admissions and subsequent registration for that term.

VII. Registration Time Allowance

- A. All students may register on or after their scheduled registration appointment time, but not before.

B. All students must register by the published deadlines and in accordance with the policies and procedures of the District. If a student fails to meet these deadlines or to follow the District's policies and/or procedures, the student will not be allowed to register for the course. A student who attends and participates in a course without proper registration will neither receive credit nor a grade for that course and the backdating of registration will not be considered by the District unless the student can prove that he/she properly registered in a timely manner and it was a college error that caused the registration to fail. A hold against a student (dean, fee, dismissal, etc), a failure by the student to apply for admissions, a failure by the student to meet prerequisites or co-requisites, an unapproved course overload, a K-12 form or process not properly executed, an admissions hold (residency, AB 540, missing data, etc) not resolved by the student in the manner and timeframe proscribed by the District shall not be considered to be college error. A student will not be allowed to enroll in a class if there is any time overlap with another class.

A student may not be allowed to enroll in a class if the enrollment violates any of the repeat rules as set forth in Title 5 or in the El Camino College policy and procedure on repeats. Attending and participating in a course without registration, does not constitute college error.

VIII. District Designated Priority Groups

Cohorts or student groups not otherwise receiving priority registration may qualify for priority registration by meeting the following criteria set forth by the District.

- A. The group must demonstrate that extra-curricular or co-curricular activities require considerable dedicated hours outside of the classroom.
- B. The group must demonstrate that participation in the extra-curricular or co-curricular activities would not be possible without priority registration consideration.
- C. The group must demonstrate that there are no other alternatives or options at their disposal to receive priority registration.
- D. Groups shall be provided the opportunity to request priority registration based on guidelines established by a Priority Registration Committee.
- E. The burden of proof to demonstrate that the student group qualifies for priority registration is on the student group.
- F. Groups that are granted District designated priority status will maintain in that status for no more than five years.

IX. Priority Registration Committee

A. Composition of the Committee

The committee shall be composed of the following:

- 1) El Camino College Director of Admissions & Records or, in the director's absence, Assistant Director of Admissions & Records.

- 2) Student Representative appointed by the Associated Student Organization of El Camino College. The student representative may be from the ASO or any student in good standing attending El Camino College.
- 3) An instructor appointed by the Academic Senate.
- 4) The Director of Admissions & Records or the Dean of Student Services from the El Camino College Compton Center
- 5) A representative appointed by the Classified Bargaining Unit

B. Chair of the Committee

The El Camino College Director of Admissions & Records shall be the chair of the committee. The Director of Admissions & Records shall have the right to veto a decision of the committee if it is found that granting or failing to grant priority registration would violate provisions of the California Education Code, Title 5, or a contract or grant entered into by the El Camino Community College District.

X. Priority Registration Application Process

A. Application Period

- 1) The application period for eligible student groups to apply for priority registration shall be established and publicized by the Priority Registration Committee to the campus community in advance. The application period shall be for no less than 30 calendar days.
- 2) This application period will take place once in a calendar year. A student group that fails to meet the deadline will need to wait until the following year to apply. All material including supporting documentation must be submitted by the deadline. There will be no extensions.

B. Committee Review Period

The Priority Registration Committee shall establish a period of time to review, collectively or severally, the application material submitted by the student groups.

C. Committee Vote

- 1) The Priority Registration Committee shall meet to discuss, evaluate, consider, and vote on the applications submitted by the student groups.
- 2) Those student groups who do not qualify to apply (student clubs), have not submitted the required documentation, or have failed to demonstrate that the minimum criteria have been met, will not be considered.
- 3) Those student groups who have met all criteria and have supplied all the documentation required may be considered as a priority registration group by the Priority Registration Committee. However, meeting all the criteria and supplying all the documentation does not guarantee approval.
- 4) Those student groups who have supplied all the documentation required but for whom questions remain with regard to meeting the criteria set forth above may

be asked to appear before the committee to answer questions and provide clarification.

D. Committee Decision

The Priority Registration Committee shall make its determination on the applications for priority registration by a date established within the Guidelines.

E. Notification of Decision

- 1) The student groups shall be notified in writing of the committee's decision.
- 2) The committee may at its discretion limit priority registration within a group by seasonality of activities.
- 3) A copy of the notification shall be provided to the Vice President- Student and Community Advancement.
- 4) A copy of the notification shall be provided to the El Camino College Division of Information Technology Services.
- 5) The decision of the Priority Registration Committee is final.
- 6) Any group whose request is denied may reapply for consideration after a waiting period of two (2) years.

XI. Automatic Granting of Priority Registration Status

A. By Statute

Any group or cohort that is granted priority registration by statute following the passage and adoption of this procedure shall receive priority registration in accord with that statute and will not need to apply for priority registration as cited in VII of this procedure.

B. By Grant or Other Contractual Arrangement

Any group or cohort that is dependent on a grant or other legally binding arrangement that requires priority registration will not need to apply for priority registration as cited in VII of this procedure. However, the Vice-President of Student and Community Advancement will need to certify in writing that this group or cohort is legally entitled to priority registration under the terms of the grant or other legally binding arrangement.

XII. Loss of Group or Cohort Priority Registration

A. By Statute

Any group that has received priority registration by statute shall lose priority registration if that statute is repealed or declared null and void by a court of law.

B. By Grant or Other Contractual Arrangement

Any group or cohort that received priority registration based on the terms of a grant or other legally binding arrangement shall be subject to the loss of priority registration if the terms of the grant or arrangement have materially changed. The

Priority Registration Committee may subject the group to the conditions of Section VII of this procedure.

C. Other Groups or Cohorts

Other groups or cohorts that have been granted priority registration may be subject to review by the Priority Registration Committee if, in the opinion of the committee, the group or cohort no longer meets the criteria to continue to receive priority registration. District granted priority registration status must be reviewed every five years. In all such cases, the group or cohort will be subject to the provision of Section VII of this procedure.

XIII. Other Limitations

A. Cohort Limitations

The District may limit enrollment and allocate available seats to those students judged most qualified in courses of intercollegiate competition, honors courses, or public performance courses. The District may also limit enrollment in one or more sections to students enrolled in one or more other courses, provided that a reasonable percentage of all sections of the course do not have such restrictions.

B. Probation and/or Dismissal Limitations

The District may limit enrollment for students on academic or progress probation or subject to academic or progress dismissal. Limitations on enrollment may be by one of the following methods:

- 1) Total number of units a student may enroll in for a term;
- 2) By limiting the student to enroll in specific courses;
- 3) By requiring a student to follow a prescribed education plan;
- 4) Or any combination thereof.

XIV. Challenge to Enrollment Limitations

A. Grounds for Challenge

A student may challenge an enrollment limitation on the following grounds:

- 1) The enrollment limitation is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
- 2) The District is not following its policy on enrollment limitations;
- 3) The basis upon which the District has established an enrollment limitation does not in fact exist.

B. Burden of Proof

The burden of proof is on the student to show that grounds exist for a challenge to an enrollment limitation.

C. Process for a Challenge

- 1) A student challenging an enrollment limitation on the grounds cited in section XIII, A must file a petition with the Admissions Office and provide documentation supporting the challenge.
- 2) The petition will be considered within 10 business days by the Director of Admissions & Records or his/her designee.
- 3) The student will be notified the decision on the petition.

XV. Effective Date

- A. This Administrative Procedure shall be effective for the academic year following the calendar year in which it receives final board approval or in another period of time deemed suitable by the El Camino College Cabinet. The purpose of establishing this effective date provision is to allow the development, testing, and implementation of the software necessary to support this change; allow for catalog and schedule updates; and educate and prepare the college community to these changes.
- B. The Director of Admissions & Records will prepare an annual list of cohorts approved for priority registration for approval by the Board of Trustees at their regular meeting - specific month to be determined.

Reference: Title 5, Sections 51006, 58106, 58108

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

	<u>Page No.</u>
A. Contracts Under \$78,900.....	25
B. Contracts Over \$78,900.....	27
C. Personal Services Agreement.....	28
D. Personal Services Agreement – Amendment.....	28
E. Furniture Acquisition.....	28
F. Information Item.....	29
G. Declaration of Surplus Property.....	29
H. Resolution.....	29
I. Purchase Orders and Blanket Purchase Orders.....	31

Administrative Services

A. CONTRACTS UNDER \$78,900

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

- 1. Contractor:** **AMFOAM, INC.**
Services: Contractor will receive forty hours of training in Frontline Leadership; Business Skills and Continuous Improvement.
Requesting Dept.: Community Advancement – Center for Applied Competitive Technologies (CACT)
Date(s): 5/17/11 – 6/30/12
Financial Terms: Projected Gross Income \$8,819
Funded by the California Employment Training Panel (ETP)
- 2. Contractors:** **APOLLO EDUCATION & TRAINING ORGANIZATION
L & V COMPANY**
Services: Contractors will act as F-1 Visa Educational Agents to recruit F-1 Visa students for El Camino College. Both contractors are located in Vietnam.
Requesting Dept.: Admissions and Records – International Student Program
Date(s): 7/1/10 – 6/30/11 with four optional one-year renewal
Financial Terms: Fee shall be \$250 per student per consecutive semester completed, not to exceed \$500.
- 3. Contractor:** **J. B. & ASSOCIATES**
Services: Contractor will provide Frontline Leadership; Business Skills and Continuous Improvement training for the District.
Requesting Dept.: Community Advancement – CACT
Date(s): 5/17/11 – 6/30/12
Financial Terms: Cost not to exceed \$17,600
Funded by California ETP
- 4. Contractor:** **I BUSINESS FORUM LLC**
Services: Contractor will assist the Small Business Development Center (SBDC) to train SBDC business advisors in use of Adobe Connect Now software in performing consulting services.
Requesting Dept.: Community Advancement – SBDC
Date(s): 5/1/11 – 6/30/11
Financial Terms: Cost not to exceed \$2,500

Funded by the US Small Business Administration Grant

- 5. Contractor:** **LOMITA CARE CENTER**
Services: Contractor will provide El Camino College students with state required clinical experience.
Requesting Dept.: Health Sciences and Athletics – Nursing
Date(s): 7/1/11 – 6/30/15
Financial Terms: No cost to the District
- 6. Contractor:** **MAJOR LEAGUE MUSIC**
Services: Contractor will perform at the Commencement reception and ceremony.
Requesting Dept.: Student Services – Enrollment Services
Date(s): 6/10/11
Financial Terms: Cost not to exceed \$1,250
- 7. Contractor:** **MARFRED INDUSTRIES, INC.**
Services: Contractor will receive thirty-six hours of Vocational English as a Second Language training for manufacturing.
Requesting Dept.: Community Advancement - CACT
Date(s): 5/17/11 – 6/30/12
Financial Terms: Projected Gross Income \$8,929
Funded by the California ETP
- 8. Contractor:** **MARLINDA NURSING HOME**
Services: Contractor will provide El Camino College students with state required clinical experience.
Requesting Dept.: Health Sciences and Athletics – Nursing
Date(s): 4/1/11 – 3/31/15
Financial Terms: No cost to the District
- 9. Contractor:** **PACIFIC OCEAN CO. (HO CHI MINH CITY, VIETNAM)**
Services: Contractor will serve as an F-1 Visa Educational Agent to recruit F-1 Visa Students for El Camino College.
Requesting Dept.: Admissions – International Student Program, El Camino Language Academy
Dates: 2/1/11 – 2/1/16
Financial Terms: A one-time fee of \$500 per student for either fall or spring semester completed or \$300 per student for summer session.
- 10. Contractor:** **ROSECRANS VILLA RESIDENTIAL CARE**

Services: Contractor will provide El Camino College students with state required clinical experience.
Requesting Dept.: Health Sciences and Athletics – Nursing
Date(s): 3/1/11 – 2/28/15
Financial Terms: No cost to the District

11. **Contractor:** **SMALL MANUFACTURERS INSTITUTE**
Services: Contractor will provide technical assistance for the Fasteners Program.
Requesting Dept.: Community Advancement –CACT
Date(s): 5/17/11 – 6/30/11
Financial Terms: Cost not to exceed \$25,000
Funded by the Chancellor’s Office – Job Development Incentive Grant

12. **Contractor:** **SPACE EXPLORATION TECHNOLOGIES (SPACE X)**
Services: Contractor will receive a total of seventy-two hours of training in Frontline Leadership, Business Skills and Continuous Improvement.
Requesting Dept.: Community Advancement – CACT
Date(s): 5/17/11-6/30/12
Financial Terms: Projected Gross Income \$13,738
Funded by the California ETP

13. **Contractor:** **VITAS HEALTHCARE CORPORATION OF CALIFORNIA**
Services: Contractor will provide El Camino College students with state required clinical experience.
Requesting Dept.: Health Sciences and Athletics – Nursing
Date(s): 4/1/11 – 3/31/16
Financial Terms: No cost to the District

B. CONTRACT OVER \$78,900

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

Contractor: **LONG BEACH COMMUNITY COLLEGE DISTRICT (LBCCD)**
Services: Contractor will provide funding to the District’s Small Business Development Center (SBDC) who, as a subcontractor to LBCCD, will provide training workshops and one-on-one consulting services to small businesses in the South Bay and surrounding areas.

Requesting Dept.: Community Advancement – SBDC
Date(s): 1/1/11-12/31/11
Financial Terms: Projected Gross Income \$480,000
 Funded by the Los Angeles Regional Small Business Development Center, US Small Business Administration Grant Award

C. PERSONAL SERVICE AGREEMENTS:

Contractor: LAURIE WATKINS DZIGN
Services: Contractor will provide the graphic design of the Commencement Program.
Requesting Dept.: Student Services - Enrollment Services
Date(s): 5/17/11 – 5/31/11
Financial Terms: Cost not to exceed \$800

D. PERSONAL SERVICE AGREEMENT - AMENDMENT

Contractor: MARY ANN HARMON
Services: Contractor will provide writing and editing services to include interviewing students, alumni and employees, writing articles, newsletters and other publications for internal and external news releases. Previously approved by the Board not to exceed \$45,000.
Requesting Dept.: Public Relations and Marketing Office
Date(s): 7/1/10 – 6/30/11
Financial Terms: Cost \$65/hour, not to exceed \$57,000

E. FURNITURE ACQUISITION

It is recommended the Board of Trustees approve the following purchase orders for the acquisition of furniture for various departments on campus. The authority for these purchases is made possible through various cooperative purchasing agreements, of which each is listed with the relevant purchase order.

California Multiple Award Schedule # 4-09-71-0075B

<u>Purchase Order</u>	<u>Vendor</u>	<u>Description</u>	<u>Dept</u>	<u>Amount</u>
# 402869	KI c/o CSI	Furniture	Fine Arts	\$19,687

California Multiple Award Schedule #4-09-71-0087A

<u>Purchase Order</u>	<u>Vendor</u>	<u>Description</u>	<u>Dept</u>	<u>Amount</u>
# 403019	Allsteel c/o CSI	Furniture	LRC	\$23,839

F. INFORMATION ITEM

The purpose of this notification is to inform the Board of Trustees that the District’s 2010-11 Annual Report for the State Pre-School has been completed. This is a new requirement by the California Department of Education Children’s Department Division.

G. 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.

ECC#	Serial	Manufacturer	Model	Description
009383		Itek Graphix	615E	Platemaker
013015		Itek Graphix	11-17	Platemaker
	32604	Coats		Balancer
		Itek Graphix	6135	Platemaker
		X-Rite	706	Shrink Wrap Machine
000936		ATF-Davidson	Chief 117	Press
000935		ATF-Davidson	Chief 117	Press
013016		NuArc	26-1K	Mercury Exposure System
000930		GBC		Collator

H. RESOLUTION

It is recommended the Board of Trustees approve the disposal of two in-operable fire trucks located at the District’s Fire Academy.

RESOLUTION No. _____

WHEREAS, for many years, El Camino Community College District (“District”) has owned two older fire trucks, a 1965 Crown Pumper and a 1973 Crown “Telesquirt” (collectively “Fire Trucks”), that have been housed at the District’s Fire Academy.

WHEREAS, for the last several years, the Fire Trucks have not been used because they have been in a state of advanced disrepair and have not been operational.

WHEREAS, the cost to make the Fire Trucks operational is not warranted by their current value.

WHEREAS, for the last several years, the Fire Trucks have taken up substantial space that could otherwise be used by the District's Fire Academy for needed storage space and other program purposes.

WHEREAS, the Fire Trucks have little or no current value, other than scrap value, which is substantially less than five thousand dollars (\$5,000.00).

WHEREAS, District staff has identified a private party that will purchase the Fire Trucks for scrap and pay the District their scrap value.

WHEREAS, California Education Code §81452 authorizes the sale of District personal property at a private sale, without advertising, by a District employee empowered by the District's Board of Trustees for that purpose if the District's Board of Trustees, by unanimous vote of the members present, finds that the value of the personal property does not exceed the sum of five thousand dollars (\$5,000.00).

NOW THEREFORE, the following resolutions are adopted by the Board of Trustees:

BE IT HEREBY RESOLVED, the District's Board of Trustees hereby finds, by unanimous vote of the Board members present, that the aggregate value of the 1965 Crown Pumper Fire Truck and the 1973 Crown "Telesquirt" Fire Truck, currently housed at the District's Fire Academy, is less than five thousand dollars (\$5,000.00).

BE IT FURTHER RESOLVED, the District's President/Superintendent, Thomas M.Fallo, is hereby authorized, pursuant to Education Code §81452, to sell the 1965 Crown Pumper Fire Truck and the 1973 Crown "Telesquirt" Fire Truck for scrap value at a private sale without advertising.

BE IT FURTHER RESOLVED, that unless required by applicable law, rule or regulation, the District's President/Superintendent, Thomas M. Fallo, is hereby authorized to take all necessary and/or appropriate action, without further action of the Board of Trustees, to implement the sale authorized herein, including executing a Bill of Sale, transfer of title, or any other documentation necessary to complete the sale.

APPROVED AND ADOPTED by the El Camino Community College District Board of Trustees this 16th day of May, 2011 by the following vote:

AYES: _____
NAYS: _____
ABSENT: _____
ABSTAIN: _____

Thomas M. Fallo, President/Superintendent
 El Camino Community College District Board of
 Trustees

I. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS

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

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
P0403214	MCM Electronics Parts	Information Technology	Non-Instruct Supplies	\$130.38
P0403216	MCM Electronics	Technical Services	Repairs Parts And Supplies	\$1,555.47
P0403260	B & H Photo-Video	Campus Police	Maintenance Contracts	\$10,109.45
P0403305	Fisher Scientific	Life Sciences	Instructional Supplies	\$9,091.22
P0403306	Mouser Electronics	Life Sciences	Instructional Supplies	\$58.95
P0403309	McMaster Carr	Earth Sciences	Instructional Supplies	\$138.01
P0403327	Gaumard Scientific	Nursing	New Equipment - Instructional	\$34,606.17
P0403333	Computerland of	Div Office Humanities	Non-Instruct Supplies	\$401.13
P0403335	I.C.I. Dulux Paint Store	Grounds	Non-Instruct Supplies	\$870.17
P0403338	VWR Scientific	Chemistry	Instructional Supplies	\$2,820.42
P0403359	B & H Photo-Video	Div Office Business	New Equipment - Instructional	\$2,184.78
P0403377	B & H Photo-Video	Earth Sciences	Instructional Supplies	\$47.80
P0403460	Woodland Hills	Chemistry	Instructional Supplies	\$543.26
P0403462	Wavefunction, Inc.	Information Technology	License Fee/Site Licenses	\$35,260.73
P0403463	Carolina Biological	Life Sciences	Instructional Supplies	\$2,995.67
P0403481	CDW-G	Technical Services	Repairs Parts And Supplies	\$750.42
P0403482	Dell Marketing L. P.	Technical Services	Repairs Parts And Supplies	\$490.70
P0403484	Insight Systems	Information Technology	New Computer	\$5,028.75
P0403485	Spectrum Chemical &	Chemistry	Instructional Supplies	\$1,737.03
P0403523	Insight Systems	2010-11 VP-Admin Svc	New Computer	\$8,032.00
P0403542	Pioneer Athletics	Grounds	Repairs Noninstructional	\$569.12
P0403548	Tryten Technologies	Information Technology	New Computer	\$4,364.02
P0403572	Etudes, Inc.	Information Technology	License Fee/Site Licenses	\$94,500.00
P0403573	CCS Presentation	Ed & Community	Non-Instruct Supplies	\$124.75
P0403574	Paper Direct	Ed & Community	Non-Instruct Supplies	\$156.75
P0403575	CDW-G	Div Office Business	Instructional Supplies	\$953.23
P0403576	The Apple Store	Office Administration	Instructional Supplies	\$158.98
P0403577	The Apple Store	Office Administration	Instructional Supplies	\$427.64
P0403579	CDW-G	Office Administration	Instructional Supplies	\$997.75
P0403580	Medco Sports Medicine	Physical Education	Instructional Supplies	\$397.64
P0403581	CCS Presentation	Instructional Television	New Equipment - Instructional	\$1,232.25
P0403583	Moore Medical Corp	Rad Tech	Instructional Supplies	\$41.60
P0403585	BSN	Physical Education	Instructional Supplies	\$2,096.20
P0403590	A-1 Office Concepts	Div Office Business	Instructional Supplies	\$3,126.19
P0403591	Xpedx Paper &	Copy Center	Non-Instruct Supplies	\$932.44
P0403592	Dell Marketing L. P.	Div Office Business	Instructional Supplies	\$800.70
P0403594	Office Depot	Early Start Program	Non-Instruct Supplies	\$87.79
P0403595	Amazon.Com	Early Start Program	Non-Instruct Supplies	\$231.06
P0403599	NAVPA	Veterans Education	Dues And Memberships	\$200.00
P0403613	CACCRAO	V.P. Academic Affairs	Conferences Classified	\$195.00
P0403622	AT&T Mobility	Health,Safety and Risk	Telephone	\$117.48
P0403623	AAWCC Conference	Facilities/Planning/Serv	Conferences Mgmt	\$45.00

P0403624	Xpedx Paper &	Warehouse	Inventories, Stores, Prepaid I	\$1,865.75
P0403633	Decco Graphics, Inc.	Commencement	Indirect Supplies	\$713.38
P0403637	Career	Career Center	Non-Instruct Supplies	\$111.70
P0403641	Skillscan Professional	Career Center	Non-Instruct Supplies	\$385.16
P0403643	Dreammaker	Career Center	Non-Instruct Supplies	\$169.25
P0403644	Career	Career Center	Other Services And Expenses	\$170.45
P0403656	Torrance Chamber of	Community	Dues And Memberships	\$250.00
P0403664	Spitz Space Systems,	V.P. Academic Affairs	Repairs - Instructional	\$11,168.46
P0403672	Universal Placement	VP-SCA	Contract Services	\$250.00
P0403673	Washington Christian	VP-SCA	Contract Services	\$250.00
P0403674	CCPRO	Copy Center	Conferences Mgmt	\$150.00
P0403676	Northern Asia Co., Ltd	VP-SCA	Contract Services	\$250.00
P0403677	International Education	VP-SCA	Contract Services	\$3,750.00
P0403678	CJR Education	VP-SCA	Contract Services	\$2,000.00
P0403685	Ash Enterprises	V.P. Academic Affairs	Repairs - Instructional	\$7,100.00
P0403691	Long Beach Burke	Facilities/Planning/Serv	Repairs Noninstructional	\$218.29
P0403702	PIEE BFL	VP-SCA	Contract Services	\$250.00
P0403704	American Express	Information Technology	Conferences Mgmt	\$275.00
P0403711	Matthew Bender	Div Office Instr.	Library Books	\$1,228.39
P0403715	SCAQMD	Rideshare	Filing Fee	\$946.39
P0403718	CES Central Education	VP-SCA	Contract Services	\$250.00
P0403719	E.G. Brennan & Co.,	Admissions/Recors	Maintenance Contracts	\$423.50
P0403726	San Diego Regional	Campus Police	In-Service Training	\$494.00
P0403727	Best Contracting	Facilities/Planning/Serv	Maintenance Contracts	\$3,143.00
P0403730	American Express	Ed & Community	Transportation/ Mileage And	\$94.00
P0403731	On Course Conference	Staff Development	Conferences Faculty	\$7,012.50
P0403733	Staples Advantage	2010-11 VP-Admin Svc	New Equipment -	\$4,623.83
P0403742	U.S. Bank	Institutional Services	Escrow/adminstrtn fees -	\$583.36
P0403743	Public Agency Law	Purchasing and	Legal	\$749.40
P0403744	Debbie E. Turano	Operations	Pest Control	\$90.00
P0403751	Thomson Gale	Div Office Instr.	Library Books	\$1,883.46
P0403752	Matthew Bender	Div Office Instr.	Library Books	\$1,117.24
P0403753	CSN Stores	Div Office Fine Arts	Repairs Parts And Supplies	\$206.31
P0403754	VWR Scientific	Life Sciences	Instructional Supplies	\$971.03
P0403755	A-1 Office Concepts	Human Resources	Non-Instruct Supplies	\$350.75
P0403756	CSI Fullmer	Facilities/Planning/Serv	Non-Instruct Supplies	\$136.62
P0403785	Fast Deer Bus Charter	Transfer Center	Transportation	\$540.50
P0403786	Quest Software	Information Technology	Maintenance Contracts	\$1,574.35
P0403816	A-1 Office Concepts	VP-SCA	New Equipment -	\$284.20
P0403817	Renaissance Learning,	V.P. Academic Affairs	Repairs - Instructional	\$93.42
P0403876	Windows It Pro	Information Technology	Maintenance Contracts	\$83.00
P0403879	AEO Tour	International Students	Conferences Mgmt	\$11,480.00
P0403880	El Camino College	Presidents Office	Other Services And Expenses	\$500.00
P0403882	Dell Marketing L. P.	Information Technology	New Computer	\$20,880.08
P0403883	Insight Systems	2010-11 VP-Admin Svc	New Computer	\$22,192.50
P0403887	Interior Services	2010-11 VP-Admin Svc	New Equipment -	\$375.00
P0403932	On Course Conference	Div Office Fine Arts	Conferences Faculty	\$145.00
P0403936	Enterprise Rentals	Earth Sciences	Transportation	\$412.53
P0403938	Francesca C. Bishop	Speech	Other Services And Expenses	\$2,454.63
P0403941	CCLC	Div Office Instr.	Publications-Magazines	\$5,961.00
P0403943	El Camino College	Public Relations &	Conferences Mgmt	\$60.00
P0403944	Xiamen Yiyuan Entry &	VP-SCA	Contract Services	\$1,000.00
P0403945	Westcoast Sound	Commencement	Other Rentals	\$3,572.90
P0403946	Community College	Public Relations &	Conferences Mgmt	\$30.00
P0403965	Prism Software	Information Technology	Maintenance Contracts	\$1,113.77
P0403967	Harland Technology	Information Technology	Maintenance Contracts	\$945.00

P0403970	Mid City Mailing	Ctr for Arts Promo	Multi Media Advertising	\$710.00
P0403972	Enterprise Rentals	Life Sciences	Transportation	\$500.28
P0403981	Herald Publications	Public Relations &	Multi Media Advertising	\$425.00
P0403982	Community College	Div Office Instr.	Publications-Magazines	\$125.00
P0403984	Inglewood Today	Public Relations &	Multi Media Advertising	\$595.00
P0403989	Francesca C. Bishop	Speech	Conferences Other	\$260.00
P0403990	ADT Security Services	Art Department	Maintenance Contracts	\$676.43
P0403991	Enterprise Rent-A-Car	Ed & Community	Transportation/ Mileage And	\$74.00
Fund 11 Total: 106				\$359,302.91

Fund 12 Restricted - El Camino

P0402954	Grainger	Title V - SMCC - Math	Instructional Supplies	\$364.81
P0402976	McMaster Carr	Title V - SMCC - Math	Instructional Supplies	\$44.41
P0402987	Genesee Scientific	Natural Sci	New Equipmen-Instr. \$5k less	\$214.01
P0403045	WCT Products	Parking-Student	New Equipment -	\$1,797.96
P0403046	CMMG, Inc.	Parking-Student	New Equipment -	\$231.50
P0403147	Edvotek	STEM transfer-Hispanic	Instructional Supplies	\$162.50
P0403239	Managerplus	Parking-Student	New Computer	\$2,153.77
P0403394	Genesee Scientific	STEM transfer-Hispanic	New Equipment - Instructional	\$785.59
P0403411	Barnes & Noble	Basic Skills	Conferences Other	\$490.24
P0403443	Antenna Plus	Parking-Student	New Equipment -	\$3,603.83
P0403449	Access Smart	Parking-Student	License Fee/Site Licenses	\$4,314.68
P0403453	Full Compass	Natural Sci	New Equipmen-Instr. \$5k less	\$406.08
P0403458	CDW-G	MESA Program	Non-Instruct Supplies	\$476.10
P0403480	Dell Marketing L. P.	RTF Grant #08-332-046	New Computer	\$1,340.82
P0403488	School Outfitters	STEM transfer-Hispanic	Non-Instruct Supplies	\$1,772.42
P0403489	Access Smart	Parking-Student	Software	\$2,122.69
P0403491	B & H Photo-Video	Parking-Student	New Computer	\$473.15
P0403492	Spectrum Industries,	STEM transfer-Hispanic	Instructional Supplies	\$4,133.54
P0403494	The Apple Store	STEM transfer-Hispanic	Non Inst Comp Eq less than	\$22,949.78
P0403502	Dooley Enterprises	Parking-Student	Non-Instruct Supplies	\$2,155.50
P0403507	Dooley Enterprises	Parking-Student	Non-Instruct Supplies	\$992.14
P0403527	911 for Kids	Parking-Student	Non-Instruct Supplies	\$3,081.91
P0403563	South Bay Regional	Parking-Student	New Equipment -	\$7,060.08
P0403571	Top Hat	EOPS	Non-Instruct Supplies	\$2,031.72
P0403578	American Society of	VTEA - Radiologic	Instructional Supplies	\$1,800.00
P0403587	Gift Peddlers, Inc.	Parking-Student	Non-Instruct Supplies	\$553.15
P0403603	Aarin Edwards	CalWORKS Regional	Non-Instruct Supplies	\$164.55
P0403606	Barnes & Noble	Community Education	Non-Instruct Supplies	\$503.46
P0403608	Rosebud Marketing	SBDC Program Income	Non-Instruct Supplies	\$129.73
P0403616	Doubletree Hotel	EOPS CARE	Non-Instruct Supplies	\$122.15
P0403617	Kellogg Institute	TitleV-Improving	Conferences Faculty	\$7,387.52
P0403621	El Camino College	El Camino Language	Field Trip Expense	\$3,025.00
P0403626	Fast Deer Bus Charter	STEM transfer-Hispanic	Transportation	\$559.73
P0403658	Women in International	Matching - IDRC, etc.	Dues And Memberships	\$40.00
P0403667	B & H Photo-Video	Sign Language	New Equipment - Instructional	\$3,839.06
P0403668	Lisa Smolen &	VATEA Special	Software	\$10,284.67
P0403671	Campus Food Services	YESS Grant	Non-Instruct Supplies	\$113.59
P0403675	American Express	WPLRC State	Transportation/ Mileage And	\$25.00
P0403686	CDW-G	VTEA - Radiologic	New Equipment - Instructional	\$436.44
P0403687	B & H Photo-Video	VTEA - Radiologic	New Equipment - Instructional	\$2,280.04
P0403688	Dell Marketing L. P.	VTEA - Radiologic	New Equipment - Instructional	\$25,507.72
P0403689	Computerland of	VATEA Business	New Equipment - Instructional	\$3,748.51
P0403690	Dell Marketing L. P.	VATEA Business	New Equipment - Instructional	\$5,126.49
P0403693	Constant Contact	Community Education	Multi Media Advertising	\$630.00

P0403694	Campus Food Services	WPLRC Industry Driven	Non-Instruct Supplies	\$378.64
P0403695	Campus Food Services	(STCW) Standards for	Non-Instruct Supplies	\$109.75
P0403696	American Association	VTEA Title II Tech Prep	Conferences Other	\$250.00
P0403697	Lawndale Chamber of	SBDC Program Income	Dues And Memberships	\$75.00
P0403698	Aquarium of the Pacific	TANF-CDC (FCCC)	Non-Instruct Supplies	\$4,000.00
P0403699	Campus Food Services	(STCW) Standards for	Non-Instruct Supplies	\$109.75
P0403700	Louvena R. Ford	Faculty & Staff Diversity	Contract Services	\$400.00
P0403703	Campus Food Services	CTE II - grant	Non-Instruct Supplies	\$126.21
P0403712	Marina Security Gate	Community	Other Services And Expenses	\$117.68
P0403714	Fast Deer Bus Charter	CTE II - grant	Transportation/ Mileage And	\$1,200.00
P0403717	Colors Flowers and	TitleV-Improving	Non-Instruct Supplies	\$76.83
P0403720	AAWCC Conference	Parking-Student	In-Service Training	\$45.00
P0403721	Bothwell Automotive,	Parking-Student	Repairs Non Instr	\$403.00
P0403722	Enterprise Rentals	NSF-Aerospace Mfg Ed	Transportation/ Mileage And	\$201.37
P0403723	Bothwell Automotive,	Parking-Student	Repairs Non Instr	\$142.48
P0403724	City of Gardena	Parking-Student	In-Service Training	\$40.00
P0403725	Campus Food Services	Community Education	Non-Instruct Supplies	\$679.08
P0403728	Van Lingen Towing	Parking-Student	Repairs Non Instr	\$50.00
P0403729	Stuart J. Melvin	Parking-Student	Non-Instruct Supplies	\$164.61
P0403734	Feel So Good Uhak	El Camino Language	Contract Services	\$300.00
P0403737	Manuel Lopez	STEM transfer-Hispanic	Contract Services	\$80.00
P0403738	Luis D. Gomez	STEM transfer-Hispanic	Contract Services	\$80.00
P0403739	Vladimir Ochoa	STEM transfer-Hispanic	Contract Services	\$80.00
P0403740	Gabriel G. Moura	STEM transfer-Hispanic	Contract Services	\$80.00
P0403741	Department of General	Parking-Student	Contract Services	\$0.00
P0403745	Student Insurance	El Camino Language	Other	\$20,390.00
P0403787	Letter Smith Design	EOPS CARE	Non-Instruct Supplies	\$250.00
P0403874	Fast Deer Bus Charter	El Camino Language	Student Transportation Rental	\$700.00
P0403877	Regina R. Smith	Faculty & Staff Diversity	Non-Instruct Supplies	\$445.00
P0403881	Aquarium of the Pacific	STEM transfer-Hispanic	Non-Instruct Supplies	\$324.00
P0403927	Doubletree Hotel	EOPS	Non-Instruct Supplies	\$10,202.83
P0403928	Westhost, Inc.	El Camino Language	Multi Media Advertising	\$29.85
P0403930	Stancel Corportaion	Parking-Student	New Equipment -	\$20,560.31
P0403931	Campus Food Services	Faculty & Staff Diversity	Non-Instruct Supplies	\$252.94
P0403933	American Express	CalWORKS Regional	Conferences Other	\$534.80
P0403934	Chabot -Las Positas	WPLRC State	Multi Media Advertising	\$500.00
P0403935	Campus Food Services	(STCW) Standards for	Non-Instruct Supplies	\$197.55
P0403940	Thinkglobal Inc.	El Camino Language	Multi Media Advertising	\$449.00
P0403942	California Space	CACT COCCC	Dues And Memberships	\$500.00
P0403963	Sue Oda-Omori	STEM transfer-Hispanic	Non-Instruct Supplies	\$83.32
P0403964	Lane Hirabayashi	Faculty & Staff Diversity	Contract Services	\$100.00
P0403968	International Education	El Camino Language	Contract Services	\$500.00
P0403969	Fast Deer Bus Charter	Community Education	Transportation	\$510.00
P0403977	Fast Deer Bus Charter	STEM transfer-Hispanic	Transportation	\$945.00
P0403988	Edvotek	STEM transfer-Hispanic	Instructional Supplies	\$162.50
P0403993	American Express	CalWORKS Regional	Conferences Other	\$112.00
P0403997	Milt Wright &	WPLRC Industry Driven	Other Books	\$65.81
P0403998	Lou's Golf and	Parking-Student	Repairs Non Instr	\$530.00
P0403999	Bothwell Automotive,	Parking-Student	Repairs Non Instr	\$160.00
P0404005	Next Overseas	El Camino Language	Contract Services	\$1,000.00

Fund 12 Total: 94

\$198,130.35

Fund 15 General Fund -Special Programs

P0403051	Ez - Up Direct	Campus Police	New Equipment -	\$455.66
P0403052	The Map Shop	2010-11 VP-Admin Svc	New Equipment - Instructional	\$233.00
P0403055	Shelfmaster, Inc.	Campus Police	New Equipment -	\$5,223.92

P0403237	Yamaha Golf Cars of	Campus Police	New Equipment -	\$1,544.21
P0403396	Interior Services	Human Resources	New Equipment -	\$3,027.00
P0403423	Dell Marketing L. P.	Information Technology	New Computer	\$2,605.62
P0403469	MSC Industrial Supply	Facilities/Planning/Serv	New Equipment -	\$2,591.86
P0403503	B.D. White Top Soil	Grounds	Non-Instruct Supplies	\$1,251.15
P0403504	West Coast Turf	Grounds	Non-Instruct Supplies	\$548.75
P0403505	Vernier Software	2010-11 VP-Admin Svc	New Computer	\$1,713.30
P0403509	Edmund Scientific	2010-11 VP-Admin Svc	Instructional Supplies	\$151.56
P0403511	Dell Marketing L. P.	Campus Police	Maintenance Contracts	\$3,030.71
P0403513	Staples Advantage	2010-11 VP-Admin Svc	New Equipment - Instructional	\$2,301.46
P0403516	B & H Photo-Video	2010-11 VP-Admin Svc	New Equipment - Instructional	\$321.59
P0403517	B & H Photo-Video	2010-11 VP-Admin Svc	New Equipment - Instructional	\$645.28
P0403518	CCS Presentation	2010-11 VP-Admin Svc	New Computer	\$729.61
P0403521	B & H Photo-Video	2010-11 VP-Admin Svc	New Equipment - Instructional	\$658.43
P0403522	B & H Photo-Video	2010-11 VP-Admin Svc	New Computer	\$301.69
P0403525	Dell Marketing L. P.	Campus Police	New Equipment -	\$4,424.69
P0403565	Moneta Nursery Inc.	Grounds	Non-Instruct Supplies	\$1,975.50
P0403650	Allsteel, Inc.	2010-11 VP-Admin Svc	New Equipment -	\$1,617.93
P0403657	Interior Services	Veterans Education	New Equipment -	\$2,312.00
P0403659	Bone Clones	2010-11 VP-Admin Svc	New Equipment - Instructional	\$362.30
P0403660	Carolina Biological	2010-11 VP-Admin Svc	New Equipment - Instructional	\$292.91
P0403665	Staples Advantage	Div Office-Studnt	Non-Instruct Supplies	\$4,020.11
P0403681	Allsteel, Inc.	2010-11 VP-Admin Svc	New Equipment -	\$1,078.62
P0403682	Allsteel, Inc.	2010-11 VP-Admin Svc	New Equipment -	\$451.07
P0403683	A-1 Office Concepts	2010-11 VP-Admin Svc	New Equipment -	\$568.40
P0403713	Thomson West	Div Office Instr.	Library Books	\$7,088.17
P0403875	Law Offices of Larry	Institutional Services	Legal	\$1,462.50
P0403878	Public Agency Law	Institutional Services	Legal	\$1,291.15
P0403926	ABC-Clio, llc	Div Office Instr.	Library Books	\$1,200.95

Fund 15 Total: 32 \$55,481.10

Fund 33 Child Development

P0403966	Department of Social	CDC	Other Services And Expenses	\$660.00
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Fund 33 Total: 1 \$660.00

Fund 41 Capital Outlay

P0403298	Interior Services	Classroom&Office	Buildings	\$1,263.00
P0403609	CSI Fullmer	Classroom&Office	Buildings	\$218.30
P0403610	Interior Services	Classroom&Office	Buildings	\$3,296.00
P0403612	Tandus Flooring, Inc.	Flooring Replacements	Buildings	\$5,601.96
P0403692	Genesis Floor	Flooring Replacements	Buildings	\$309.39

Fund 41 Total: 5 \$10,688.65

Fund 62 Property & Liability

P0403750	Keenan & Associates	Purchasing and	Liability - Self Insurance	\$889.63
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Fund 62 Total: 1 \$889.63

Fund 71 Associated Students

P0403640	Campus Food Services	Student Affairs	ASB Exp.	\$265.05
			Fund 71 Total: 1	\$265.05

Fund 79 Auxiliary Services

P0403400	Portage Newspaper	Humanities	Non-Instruct Supplies	\$422.82
P0403614	Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$400.00
P0403618	Artillery Magazine	Fine Arts	Non-Instruct Supplies	\$350.00
P0403619	Art Assist	Fine Arts	Non-Instruct Supplies	\$375.00
P0403627	D & D Sporting Goods	Resp Therapy	Non-Instruct Supplies	\$606.41
P0403628	Paradise Awards	Counseling Office	Non-Instruct Supplies	\$148.17
P0403636	Century Flower Market	Counseling Office	Non-Instruct Supplies	\$207.55
P0403645	Campus Food Services	Student Affairs	Non-Instruct Supplies	\$44.17
P0403646	A & E Trophies &	Honors Program	Non-Instruct Supplies	\$443.03
P0403649	Katisha P. Adams	Fine Arts	Non-Instruct Supplies	\$200.00
P0403670	Soccer Central	Resp Therapy	Non-Instruct Supplies	\$1,262.14
P0403680	Jasmin A. Harris	Fine Arts	Non-Instruct Supplies	\$200.00
P0403701	Lori B. Medigovich	Humanities	Non-Instruct Supplies	\$1,302.16
P0403767	American Express	Counseling Office	Non-Instruct Supplies	\$75.00
P0403973	JACC, Inc.	Humanities	Non-Instruct Supplies	\$100.00
P0403974	California College	Humanities	Non-Instruct Supplies	\$99.00
P0403985	Camayak	Humanities	Non-Instruct Supplies	\$500.00
P0403992	Torrance Postmaster	Fine Arts	Non-Instruct Supplies	\$554.84
P0404000	Four Points Sheraton,	Counseling Office	Non-Instruct Supplies	\$101.52
P0404001	American Express	Counseling Office	Non-Instruct Supplies	\$285.40
P0404002	Campus Food Services	Counseling Office	Non-Instruct Supplies	\$369.17
P0404003	Robert L. Long	Counseling Office	Non-Instruct Supplies	\$50.00
			Fund 79 Total: 22	\$8,096.38

Fund 81 Student Organizations

P0403648	American Express	Student Affairs	A/P Manual.Gen.	\$1,524.21
			Fund 81 Total: 1	\$1,524.21

Fund 82 Scholarships & Trust/Agency

P0403975	ATI Assessment	Nursing	Fundraising	\$645.33
P0403976	ATI Assessment	Nursing	Fundraising	\$817.00
			Fund 82 Total: 2	\$1,462.33

PO Funds Total: 265 \$636,500.61

Fund 11 Unrestricted - El Camino

B0411038	Major League Music	Commencement	Contract Services	\$1,250.00
B0411042	Sir Speedy	Copy Center	Printing	\$2,000.00
B0411056	E.C.C.C.D. Bookstore	Commencement	Non-Instruct Supplies	\$1,800.00
			Fund 11 Total: 3	\$5,050.00

Fund 12 Restricted - El Camino

B0411043	E.C.C. Public	Matching - IDRC, etc.	Printing	\$27.50
B0411044	I Business Forum Llc	SBDC Program Income	Contract Services	\$2,500.00
B0411054	E.C.C. Public	Matching - IDRC, etc.	Printing	\$27.50
B0411057	Small Manufacturers'	Aerospace Conference	Contract Services	\$25,000.00
B0411064	E.C.C. Public	Matching - IDRC, etc.	Printing	\$27.50
B0411066	J B & Associates	WPLRC - ETP	Contract Services	\$17,600.00
			Fund 12 Total: 6	\$45,182.50
Fund 15	General Fund -Special Programs			
B0411041	E.C.C. Public	Div Office-Studnt	Non-Instruct Supplies	\$100.00
			Fund 15 Total: 1	\$100.00
Fund 79	Auxiliary Services			
B0411037	E.C.C. Public	EOP&S	Non-Instruct Supplies	\$500.00
			Fund 79 Total: 1	\$500.00
Fund 81	Student Organizations			
B0411040	E.C.C. Public	Student Affairs	A/P Manual.Gen.	\$200.00
			Fund 81 Total: 1	\$200.00
			BPO Funds Total: 12	\$51,032.50
			<u>Grand Total POs and BPOs: 277</u>	\$687,533.11

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

	<u>Page No.</u>
A. Category Budgets and Balances.....	39
B. Contracts under \$78,900.....	39
1. Contact – MACTEC Engineering & Consulting, Inc. – Soils Investigation	
2. Contract – MACTEC Engineering & Consulting, Inc. – Methane Gas Investigation	
C. Bid Award 2010-8 – CCS Presentation Systems – Social Science Audio-Visual Systems.....	40
D. Change Order – HPS Mechanical – Phase 3 Infrastructure.....	40
E. Notice of Job Completion – HPS Mechanical – Phase 3 Infrastructure.....	40
F. Notice of Job Completion – Commercial Paving & Coating - Campus Paving Improvement Project.....	41
G. Purchase Orders and Blanket Purchase Orders.....	41

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 April 30, 2011.

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Additional Classrooms and Modernization	\$235,406,433	\$86,956,175	\$17,940,932	\$130,509,327
Campus Site Improvements	32,416,561	25,381,146	526,813	6,508,602
Energy Efficiency Improvements	2,818,000	2,756,426	0	61,574
Health and Safety Improvements	129,899,135	49,933,885	11,279,159	68,686,091
Information Technology and Equipment	24,678,355	12,144,924	83,759	12,449,672
Physical Education Facilities Improvements	572	572	0	0
TOTAL	<u>\$425,219,056</u>	<u>\$177,173,128</u>	<u>\$29,830,663</u>	<u>\$218,215,266</u>

B. CONTRACTS UNDER \$78,900

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

1. **CONTRACT - MACTEC ENGINEERING & CONSULTING, INC. - SHOPS BUILDING REPLACEMENT PROJECT**

Cost: \$24,700

Provide geotechnical engineering services at the site for the new Shops Building. Work to include subsurface investigation, geologic-seismic hazard evaluation, testing and preparation of a report containing analyses and recommendations.

2. **CONTRACT - MACTEC ENGINEERING & CONSULTING, INC. - SHOPS BUILDING REPLACEMENT PROJECT**

Cost: \$24,500

Provide geotechnical engineering services to conduct a subsurface methane gas investigation at the site of the new Shops Building. Work to include installation of methane gas detection probes, sampling and preparation of a report of analytic field/laboratory results.

C. BID AWARD 2010-8 – CCS PRESENTATION SYSTEMS – SOCIAL SCIENCE AUDIO-VISUAL SYSTEMS

It is recommended Bid No. 2010-8 be awarded to CCS Presentation Systems in accordance with the specifications, terms and conditions of the above-named bid.

<u>RECOMMENDED BIDDER</u>	<u>BID AMOUNT</u>
CCS Presentation Systems	\$181,260

OTHER BIDDERS

Digital Network Group	\$201,387
First Fire Systems	\$226,396

D. CHANGE ORDER – HPS MECHANICAL - PHASE 3 INFRASTRUCTURE

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

1. Revise routing of chilled and hot water pipes near the North Gym building as coordinated with the Campus Master Plan and replace black welded pipe in the vented utility trench, west of the Library, with direct buried polyethylene pipe. District request.	-\$12,628
2. Eliminate labor associated with installing (23) bollards around fire hydrants. District request.	<u>-\$1,952</u>
Total Change Order Amount	<u>-\$14,580</u>
Original Contract Amount	\$9,382,373
Prior Changes	895,248
This Change Order Amount	<u>-14,580</u>
New Contract Amount	<u>\$10,263,041</u>

E. NOTICE OF JOB COMPLETION – HPS MECHANICAL - PHASE 3 INFRASTRUCTURE

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.

Contractor
HPS Mechanical

Contract Amount
\$10,263,041

Purchase Order Number: BPO 211244

F. NOTICE OF JOB COMPLETION – COMMERCIAL PAVING & COATING – CAMPUS PAVING IMPROVEMENT 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.

Contractor
Commercial Paving & Coating

Contract Amount
\$430,672

Purchase Order Number: BPO 410782

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

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

PO #	VENDOR NAME	SITE NAME	DESCRIPTION	COST
P402685	Ash Enterprises	Natural Sciences	New Equipment	\$2,179.15
P402854	Dell Marketing	Information Technology	New Computer	979.93
P403057	Genesee Scientific	Natural Sciences	New Equipment	4,006.25
P403116	Sargent Welch	Natural Sciences	New Equipment	1,063.48
P403362	Cal-Ed Optical	Natural Sciences	New Equipment	2,077.20
P403367	Cal-Ed Optical	Natural Sciences	New Equipment	5,199.83
P403514	LPA Architects, Inc.	Humanities Complex	Architecture & Engineering	6,200.00
P403669	Montgomery Hardware	Infrastructure Phase III	Group II Equipment	2,011.72
P403762	Keenan & Associates	Restroom Accessibility	Contract Services	1,422.00
P403763	Keenan & Associates	Restroom Accessibility	Contract Services	2,152.76
P403764	Keenan & Associates	Restroom Accessibility	Contract Services	939.58
P403765	SEWUP/JPA	Restroom Accessibility	Contract Services	30,786.00
P403994	Awards Plus	Signage and Wayfinding	General Office Supplies	570.70
B411030	Smardan Supply	Restroom Accessibility	Construction Material	15,000.00
B411036	MACTEC	Shops Building	Testing & Inspection	24,500.00
B411039	LPA Architects, Inc.	Athletic Education/Fitness	Architecture & Engineering	1,972,000.00
B411061	HMC Architecture	Science Complex	Architecture & Engineering	187,000.00
B411063	National Roofing	Math Business Allied Health	Contract Services	26,000.00
			TOTAL POs AND BPOs	<u>\$2,284,088.60</u>

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

	<u>Page No.</u>
A. Employment and Personnel Changes.....	43
B. Temporary Non-Classified Service Employees	46
C. Revised Classification Specifications for Administrator Position.....	49
D. Resolution to Cancel Board of Trustees Resolution to Allow Part-Time Employees to Participate in CAL-PERS Administered Employees' Medical and Hospital Care Act.....	49
E. Board Policy 7310 Nepotism.....	49

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 1-13 and 1-7.

Academic Personnel:

1. Retirement - Mr. Robert McLeod, full-time instructor of Chemistry, Natural Sciences Division, last day worked June 10, 2011, first day of retirement June 11, 2011, and that a plaque be prepared and presented to him in recognition of his service to the District since 1976.
2. Retirement - Mr. Jack Keenan, full-time instructor of Management, Business Division, last day worked June 10, 2011, first day of retirement June 13, 2011, and that a plaque be prepared and presented to him in recognition of his service to the District since 1976.
3. Rescind Pre-Retirement - Mr. Vincent Robles, full-time Librarian, Learning Resources, from 90% load to full-time 100% load, effective August 25, 2011.
4. Change in Assignment - Dr. Kim Baily, Director of Nursing, Health Sciences & Athletics Division, to full-time instructor of Nursing, Class V, Step 14, effective July 1, 2011.
5. Change in Contract - President Thomas Fallo has voluntarily offered to take a 5% reduction to his current base salary from \$276,905 to \$263,059 effective July 1, 2011. In addition, President Fallo will participate equally in all other management concessions.
6. Change in Salary - Mr. Brent Isaacs, full-time instructor of English, Humanities Division, from Class III, Step 12 to Class IV, Step 14, effective June 6, 2011.
7. Change in Salary - Dr. Eduardo Morales, full-time instructor of Math, Mathematical Sciences Division, from Class III, Step 12 to Class V, Step 13, effective June 6, 2011.
8. Change in Salary - Mr. Matthew Cheung, full-time instructor of English, Humanities Division, from Class II, Step 7 to Class III, Step 7, effective June 6, 2011.

- 9. Special Assignment - Ms. Barbara Budrovich, full-time instructor of English, Humanities Division, to supervise Writing Center and Computer Assisted Instruction (CAI) lab for summer 2011, to be paid \$45.14 an hour, not to exceed 90 hours or \$4,063, effective June 27 through August 1, 2011, in accordance with the Agreement, Article 10, Section 14(a).
- 10. Special Assignment - Ms. Barbara Budrovich, full-time instructor of English, Humanities Division, as summer writing center coordinator to survey faculty for classroom tutor assessment, observe and evaluate writing center tutors and determine performance improvement plans, to be paid \$60.18 an hour, not to exceed 10 hours or \$602, effective June 27 through August 1, 2011, in accordance with the Agreement, Article 10, Section 14(a).
- 11. Stipend Assignment - Mr. Daniel Valladares, part-time instructor of Computer Aided Design Drafting (CADD), Industry & Technology Division, to supervise design completion for Community Advancement, one day in April, to be paid \$480, effective April 1 through April 30, 2011, in accordance with the Agreement, Article 10, Section 9(m).
- 12. Employment -The following part-time/temporary instructors to be hired as needed for the 2011 Spring semester.

Health Sciences & Athletics
 Karen Water

- 13. Employment -The following part-time/temporary instructors to be hired as needed for the 2011 summer session.

Behavioral & Social Science

- | | |
|-------------------------------------|-------------------------------------|
| Mohammed Abdelhami Class IV, Step 8 | Kaoru Oguri, Class V, Step 14 |
| Jose Arrieta, Class II, Step 4 | Edgar Pacas, Class II, Step 5 |
| Van Chaney, Class III, Step 5 | Jalpa Parikh, Class IV, Step 7 |
| Mediha Din, Class II, Step 4 | Jeffrey Rigby, Class IV, Step 28 |
| Thomas Glenn, Class IV, Step 14 | Francis Schulte, Class III, Step 12 |
| Shahrokh Haghighi, Class V, Step 20 | Emily Sedgwick, Class II, Step 12 |
| Thomas Keville, Class II, Step 12 | Kell Stone, Class II, Step 7 |
| Gerardo Nebbia, Class II, Step 8 | Paul Swendson, Class II, Step 12 |
| Hatien Nguyen, Class III, Step 4 | |

Business

- | | |
|---------------------------------|-------------------------------|
| Jerry Muraoka, Class V, Step 13 | John Slawson, Class V, Step 8 |
|---------------------------------|-------------------------------|

Fine Arts

Linda Busch, Class IV, Step 9
Walter Cox, Class III, Step 5
Joy Curtis-Urlich, Class I, Step 4
Mary Drobny, Class IV, Step 14

Health Sciences & Athletics

Richard Blount, Class II, Step 8
Colleen Caldwell, Class I, Step 4
Sivi Carson, Class III, Step 6
Lucia Cordeiro Drever, Class II, Step 4
Salomay Dyer, Class III, Step 5
Michael Fenison, Class II, Step 6
Diana Galias, Class I, Step 6
Naveed Hussain, Class III, Step 4
Stacey Komai, Class II, Step 4
Douglas Mizukami, Class I, Step 4

Humanities

Maria Barrio deMendoza, Class II, Step 5
Yaeko Hirano, Class III, Step 4
Francesca Kemitch, Class IV, Step 5
Rossella Pescatori, Class V, Step 7

Industry & Technology

Kevin Coffelt, Class III, Step 9
Victor DeLaTorre, Class I, Step 4
Timothy Dennis, Class II, Step 5
Sharon Higgins, Class II, Step 10
James Lemmon, Class II, Step 12

Mathematical Sciences

Minh Can, Class IV, Step 5
Marguerite George, Class II, Step 4
Laura Hinckley, Class II, Step 6

Natural Sciences

Robert Altermatt, Class II, Step 5
Robin Bouse, Class V, Step 4
Stephen Koletty, Class V, Step 10

Special Resource Center

Jan Wong, Class I, Step 4

Jackie Freedman, Class II, Step 4
Michelle Funderburk, Class IV, Step 11
Imara Quinonez, Class I, Step 4
Helen Wagner, Class II, Step 12

Norkor Omaboe, Class II, Step 5
Taryn Nicole Parker, Class II, Step 4
Danielle Roman, Class II, Step 7
Krysti Rosario, Class I, Step 5
Stephen Shaw, Class II, Step 6
Sean Sheil, Class II, Step 10
Darryl Sue, Class V, Step 9
Matthew Trites, Class II, Step 6
Steven Van Kanegan, Class II, Step 12
Karen Wyatt, Class II, Step 6

Mary Lyons, Class II, Step 4
Phil Reno, Class III, Step 5
Bradley Sweatt, Class I, Step 7
Dale Ueda, Class III, Step 6
Warren William, Class II, Step 6

Perry McDonnell, Class III, Step 10
Gizaw Tadele, Class II, Step 28

Natalia Lev, Class II, Step 9
Robert Lindsay, Class II, Step 4

Classified Personnel:

1. Retirement - Ms. Jeannine Barba, Student Services Specialist, Range 33, Step E, Enrollment Services Division, Student and Community Advancement Area, effective June 24, 2011 and that a plaque be presented to her in recognition of her service to the District since 1980.
2. Resignation - Mr. Satish Warriar, Assistant Director Information Technology Services, Range 13, Step 5 (Administrator Salary Schedule), Information Technology Services Division, Administrative Services Area, effective May 30, 2011, plus accrued vacation.
3. Promotion - Mr. Joshua Armstrong, from Dispatch Clerk, Range 25, Step E, to Lead Dispatch Clerk, Range 27, Step E, Campus Police Division, Administrative Services Area, effective June 1, 2011.
4. Employment - Mr. Gary Crawford, Groundskeeper/Gardener I, Range 22, Step A, Facilities Planning and Services Division, Administrative Services Area, effective June 1, 2011.
5. Employment - Mr. Steve Marselle, Skilled Trades Assistant, Range 28, Step A, Facilities Planning and Services Division, Administrative Services Area, effective June 1, 2011.
6. Employment - Ms. Diana Stanojevich, Accounting Technician II, Range 34, Step A, Fiscal Services Division, Administrative Services Area, effective June 1, 2011.

Special Services Professional:

7. Employment - Mr. Wadhy Solano, Special Services Professional, Range 5, Step 1, Natural Sciences Division, Academic Affairs Area, effective March 7 through September 30, 2011.

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 1-8.

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

Instructional Aide Series

1. Instructional Aide II

The following individuals are to provide basic tutoring, support services and accommodations for students.

Isel Chavarria, \$9.25 per hour
Vinesha Gunawardena, \$9.25 per hour
Robbin Nooner, \$9.25 per hour
Thao Tran, \$9.25 per hour

2. Instructional Aide III

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

Afifa Alawi, \$10.50 per hour

3. Instructional Aide VI

The following individuals are to assist students with their writing assignments in all phases of the composing process – understanding and responding to the topic, generating ideas, outlining, drafting, revising, and other duties as needed.

Damara Ademola Popoola, \$15.00 per hour
Laura Braun, \$15.00 per hour
Christine Chu, \$15.00 per hour
Amanda Edwards, \$15.00 per hour
Catherine Herold, \$15.00 per hour
Carole Hoffman, \$15.00 per hour
Esther Lee, \$15.00 per hour
Sarah Leinen, \$15.00 per hour
Sean Patrick, \$17.00 per hour
Ryan Ritchie, \$15.00 per hour
Kim Runkle, \$17.00 per hour
Beth Shibata, \$17.00 per hour
Victoria Tokar, \$15.00 per hour
Terry Wright, \$15.00 per hour
Susan Wade, \$17.00 per hour
Mark Walch, \$17.00 per hour
Leah Weed, \$17.00 per hour

Program Aide Series

4. Program Aide I

The following individual is to assist the staff with basic duties to support the needs of a program, function, or office.

Crystal Korff, \$8.00 per hour

5. Program Aide VI

The following individual is to coordinate the business management duties for the ECC Chorale, promote and publicize Chorale events, maintain audio/visual archives, and oversee the general daily functions of the Chorale and personnel.

Marcia Armstrong, \$16.00 per hour (eff. June 1, 2011 to June 30, 2011)

Sports Aide Series

6. Sports Aide VI

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

Shelley Benner, \$17.00 per hour
Elise Caywood, \$17.00 per hour
Joshua Clark, \$17.00 per hour
Jennie Harris, \$17.00 per hour
Kaitlin Kiley, \$17.00 per hour
Monica Lizarraga, \$17.00 per hour
Jesse Mangiagli, \$17.00 per hour
Richard Pieper, \$17.00 per hour
Katelyn Rogers, \$17.00 per hour
Rebecca Savoia, \$17.00 per hour
Erica Shaw, \$17.00 per hour
Katelynn Sloss, \$17.00 per hour
Candice Smith, \$17.00 per hour
Kaela Stager, \$17.00 per hour
Sandra Tejada, \$17.00 per hour
Nicholas Timko, \$17.00 per hour
Angie Zeller, \$17.00 per hour

7. Theater Aide VI

The following individuals are to perform technical theater duties for events at El Camino College.

Alicia Yanez, \$15.00 per hour (eff. Mar. 22, 2011 to June 30, 2011)

Program Professional Series

8. Program Professional I

The following individuals are to assist the coaching staff with the coordination of all aspects of practice and competition and coordinate the summer football passing league.

Kevin Duncan, \$25.00 per hour

Don Gereau, \$25.00 per hour

Damien Satete, \$25.00 per hour

C. REVISED CLASSIFICATION SPECIFICATIONS FOR ADMINISTRATOR POSITION

It is recommended that the Board of Trustees approve the revised classification specifications for the Assistant Director – Information Technology Services as attached.

D. RESOLUTION TO CANCEL BOARD OF TRUSTEES RESOLUTION TO ALLOW PART-TIME EMPLOYEES TO PARTICIPATE IN CAL-PERS ADMINISTERED EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT

It is recommended that the Board of Trustees cancel the resolution to allow part-time employees to participate in the CAL-PERS administered employees' Medical and Hospital Care Act.

E. BOARD POLICY 7310 NEPOTISM

It is recommended that the Board of Trustees accept for a second reading Board Policy 7310, as attached.

RESOLUTION TO CANCEL BOARD OF TRUSTEES RESOLUTION TO ALLOW PART-TIME EMPLOYEES TO PARTICIPATE IN CAL-PERS ADMINISTERED EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT

It is recommended that the Board of Trustees cancel the resolution to allow part-time employees to participate in CAL-PERS administered employees' Medical and Hospital Care Act, approved October 8, 2001, effective immediately

Aye ___ Nay ___ Abstain ___

Clerk of the Governing Board

Date

RESOLUTION TO ALLOW PART-TIME EMPLOYEES TO PARTICIPATE IN CAL-PERS ADMINISTERED EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT

BACKGROUND:

In the 2000-2001 Legislative term, the California Legislature passed Assembly Bill 2383 which allows school districts to permit part-time employees who work less than a half-time basis to participate in the Cal-PERS administered Public Employees' Medical and Hospital Care Act ("PEMHCA") health plan. (Stats.2000, c. 874 (A.B. 2383), section 2.) Prior to the passage of this amendment, the law required eligible employees to work at least half-time (50%) to qualify for benefits.

RECOMMENDATION:

It is recommended that the Board of Trustees approve as a Resolution of the Board of the El Camino Community College District to allow part-time employees, who work less than half-time and who are not represented by an exclusive representative, to participate in the Cal-PERS administered PEMHCA health plan. (Government Code sections 22751 et seq.; Government Code section 22878.2.)

WHEREAS, California Government Code section 22878.2 permits the Board, by resolution, to allow classified employees who work less than half-time to voluntarily participate in the Cal-PERS administered Public Employees' Medical and Hospital Care Act ("PEMHCA") health plan; and

WHEREAS, the recruitment and retention of employees, including part-time employees, is an important District priority; and

WHEREAS, the employees to whom this resolution applies are those part-time employees who are not represented by an exclusive representative; and

WHEREAS, the financial impact to the College of allowing participation is the administrative cost paid to Cal-PERS by the College for employee participation is currently \$16.00 per employee per month for an estimated annual District cost of \$16,000 per year.

NOW, THEREFORE, BE IT RESOLVED, that the El Camino Community College District Board of Trustees does hereby adopt the following Resolution:

(1) The College is hereby authorized to pay the administrative costs to Cal-PERS for employee participation in the PEMHCA health plan.

(2) Part-time classified employees, who work less than half-time, may voluntarily purchase health benefits under the PEMHCA plan administered by Cal-PERS.

(3) This authorization shall remain in effect until modified or cancelled by resolution of the Board of Trustees.

Aye ___ Nay ___ Abstain ___

_____ Date: _____
Clerk of the Governing Board

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ASSISTANT DIRECTOR – INFORMATION TECHNOLOGY SERVICES

BASIC FUNCTION:

Under the direction of the Director of Information Technology Services, oversee the operations, services, and activities of the division; represent and function on behalf of the Director when required; oversee the development and maintenance of software used or created by the District; oversee the production of computer generated reports sent to the Chancellor's Office; and manage staff.

REPRESENTATIVE DUTIES:

Make the day to day decisions regarding the operations, services, and activities of Information Technology Services; interpret and administer district policies and objectives; provide necessary resources for implementing the District's technology master plan.

Provide technical assistance as required to end users; recommend and coordinate the training efforts undertaken by the District for users of applications and office support systems.

Represent the Director at meetings involving implementation of college policy and/or state mandated requirements and reports the results back to the District.

Develop plans, policies and procedures for providing services to end-users; develop and implement long and short term plans, identify end user computing requirements.

Train, supervise, and evaluate assigned staff; recommend various personnel actions including selection, discipline, termination, reassignment, promotions and others; participates on interview panels as requested.

Prioritize and schedule assignments; assign work to staff and review results; review requests for technology services and determine priority; establish internal mechanisms for assuring accurate and timely technology support for end users.

Review the efforts of the application development team, ensure that user needs are properly reflected in the projects being developed and that timelines developed are consistent with user deadlines; primary responsibility for user support and training; coordinate all activities, both internal and external, that support end users.

Maintain standards, production, and documentation for various programs and systems.

Prepare and maintain a variety of records and reports.

Assistant Director-Information Technology Services (continued) Page 2

Analyze computer generated statistics.

Monitor and change database requirements as needed for efficiency.

Attend a variety of meetings and conferences and serve on assigned committees.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning and organization of technology techniques.

Web applications and electronic commerce utilizing the World Wide Web.

Hardware and software systems including UNIX. Microsoft *SharePoint*, and Microsoft ~~NT~~ *SQL Server and Datatel Colleague*.

Hardware and software problem diagnosis and resolution.

System design and analysis.

Principles and practices of administration, supervision and training.

Record keeping techniques.

Operation of PCs, printers and other peripherals.

ABILITY:

Plan, organize and direct the daily activities of Information Systems.

Develop and maintain the various software packages used at the District.

Write or oversee the writing of computer generated reports.

Train, supervise, and evaluate assigned staff.

Determine users needs and develop applications and systems accordingly.

Assign, monitor, and review work.

Analyze and resolve technical problems.

Work independently with little direction.

Communicate effectively both orally and written.

Maintain records and prepare reports.

Operate a computer and assigned office equipment.

Utilize various programming languages.

Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: *a Bachelor's degree* ~~two years of college level course work~~ in computer science and programming and four years experience in the information technology field with increasing responsibility including ~~one year~~ *two years* in a supervisory or management capacity.

WORKING CONDITIONS:

May be required to drive to offsite locations.

Assistant Director-Information Technology Services (continued) Page 3

Move from one work area to another.

Hand, wrist, finger dexterity to operate various office machines

Interact with a variety of individuals.

Lift up to 25 lbs.

Administrator Salary Schedule Range 13

Revised and Board Approved - May 16, 2011

BOARD POLICY 7310

Nepotism

The District allows the employment of relatives and of domestic partners as defined by the Family Code Section 290 et seq. in the same department or division; however, they shall not be assigned to ~~a regular position~~ any assignment within the same department, division or site that has an immediate family member who is in a position to recommend or influence personnel decisions.

Personnel decisions include appointment, retention, evaluation, tenure, work assignment, promotion, demotion or salary of the relative or domestic partner.

Immediate family means spouse, domestic partner, parents, grandparents, siblings, children, grandchildren and in-laws or any other relative living in the employee's home.

Immediate family members of the Board of Trustees, Superintendent/President or Vice President(s) may not be appointed to any positions in the District.

The District will make reasonable efforts to assign job duties to minimize the potential for creating an adverse impact on supervision, safety, security or morale or creating other potential conflicts of interest.

Notwithstanding the above, the District retains the right where such placement has the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest, to refuse to place spouses in the same department, division or facility. The District retains the right to reassign or transfer any person to eliminate the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest.

Reference: Government Code Section 12920, et seq., 1090 et seq.

El Camino College
Adopted: June 11, 2001
Replaces Board Policy #4100
Amended: May 16, 2011

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

	<u>Page No.</u>
A. Accreditation Update – Information	55
B. Budget Reductions – Information.....	57

COMPTON COMMUNITY EDUCATIONAL CENTER

A. ACCREDITATION UPDATE – INFORMATION

It is recommended that the Board receive for information the following status report on the eligibility requirements for accreditation at the Compton Center.

Subcommittee Report - Status Updates							
Friday, April 29, 2011							
Sub-committee	Criterion	Criteria met?	Narrative Complete	Documentation compiled?	Action plan written?	Notes	
1	1	Authority	Yes	Yes 3/28/11	No		
	2	Mission	Yes	Partial	No		
	3	Governing Board	Yes	No	No		
	4	CEO	Yes	Yes 3/28/11	No		
	5	Admin. Capacity	No	Yes 2/2/11	Not Applicable	In progress	Some functions including selected student services are being done by El Camino College. A staffing plan to address this is being developed. (See criteria 14 and 15.)
	6	Operational Status	Yes	Yes 3/28/11	No		

2	7	Degrees	Yes	Yes 2/2/11	Yes		Usually identical to ECC because adopted ECC curriculum. Some Compton programs were combined from those at ECC.
	8	Educational Programs	Yes	Yes 2/2/11	Partial		
	9	Academic Credit	Yes	Yes	Partial		
	10	Student Learning & Achievem't	No	Partial	Partial	Yes	Report focused only on SLOs, must include completion outcomes and statistics. An SLO assessment plan is underway that should result in all courses being assessed by Fall 2012 and all programs assessed by end of Spring 2012. Completing the goals in the plan is largely faculty-dependent.
	11	General Education	Yes	Yes 2/2/11	No		
	12	Academic Freedom	Yes	Yes 2/2/11	Yes		
	13	Faculty	Yes	Yes 2/2/11	Yes		
3	14	Student Services	With concerns, yes	Yes 2/2/11	Partial		Some functions provided by ECC would be needed at Compton. Student demographics and funding history needed, as are more details on website about EOPS and Transfer. Enrollment-related forms needed for documentation.
	15	Admissions	With concerns, yes	No	Partial		
	16	Information, Learning Resources	Yes	Yes 2/2/11	No		Report draft is underway.
	20	Public Information	Yes		Yes		

4	17	Financial Resources	Major Concerns	No	No	No	Information presented in outline form. Significant recent changes in processes have helped improve accountability. Second auditing firm's report will be important. Some areas of Center are significantly under-funded.
	18	Financial Accountabl.	Major Concerns	No	No	No	
5	19	Instit. Planning and Evaluation	No	Yes 2/2/11	No	Partial	Educational Master Plan still in development and is the primary document. Both the Technology and Facilities plans are being completed and will be sent through the consultative process. Each of the areas are utilizing Plan Builder to produce annual plans to assist in the development of the budget.
None	21	Relations with the Accrediting Comm.	Consult with Accreditation Liaison Officer, Dr. Arce. This item is not under purview of Accreditation Steering Committee.				

B. BUDGET REDUCTIONS – INFORMATION

It is recommended that the Board receive for information the Compton Community College District 2011-2012 Budget Planning Proposal for the Compton Center. The proposal examines the three possible funding proposals from the state.

2011-2012 BUDGET PLANNING PROPOSAL

Budget Reductions (Fund 01)	\$2.4 million Option 1 6,000 FTES	\$3.8 million Option 2 5,702 FTES	\$6 million Option 3 5,280 FTES
Section Reductions (@ 3.98 FTES per)	160	237	342
Section Reductions @ \$3,500 each	0.560	0.829	1.197
Reduce Manager/Supervisor Positions	-	0.100	0.200
Freeze Manager Position	0.056	0.056	0.056
Freeze Faculty Positions@\$50,000(net)	0.250	0.450	0.450
Freeze Classified Positions @\$55,000(net)	0.385	0.385	0.385
Reduce Classified Positions @\$55,000 (net)	-	0.495	1.045
Reduce Hourly Classified/Casual/Student Workers	0.200	0.300	0.450
Reduce Other Services and Expenses	0.265	0.265	0.265
Reduce Contract Services	0.150	0.150	0.150
Reduce Travel and Conferences	0.050	0.050	0.156
Reduce Supplies and Materials	0.020	0.030	0.350
Reduce Advertising	0.025	0.030	0.040
Equipment	0.090	0.090	0.200
SUB-TOTAL	2.051	3.23	4.944
NEGOTIATED RELATED	0.250	0.400	0.800
SUB-TOTAL	0.250	0.400	0.800
General Fund Reserve Reduction	0.163	0.232	0.339
SUB-TOTAL	0.163	0.232	0.339
TOTAL	2.464	3.862	6.083

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

A. Travel.....Page 60

A. Travel

It is recommended that the Board approve the attendance of Trustee Ray Gen at the Community College League of California Advisory Committee on Legislation in Sacramento, California on June 3, 2011, with transportation and necessary expenses paid.

Non Consent-Agenda

- A) Public Comment..... Page 62
- B) Boundary Review Committee – Candidate Selection..... Page 62
- C) Redistricting Action Plan Page 84

A. Public Comment

B. BOUNDARY REVIEW COMMITTEE - CANDIDATE SELECTION

It is recommended that the board vote for and appoint seven members to the Boundary Review Committee.

A biography/resume for each nominee is attached.

The entire Board of Trustees shall appoint the membership of the BRC, which shall include at least one member from each of the five Trustee Areas.

VOTING INSTRUCTIONS:

- Please vote for one (1) candidate only from each Trustee Area.
- Candidates with the majority of votes will be selected as the representative of that Trustee Area.
- In the case of a tie, a second vote will take place.

Trustee Area 1	Marché L. Boose	<input type="checkbox"/>
Trustee Area 2	Robert Pullen-Miles	<input type="checkbox"/>
	Nilo Michelin	<input type="checkbox"/>
Trustee Area 3	Siannah Collado	<input type="checkbox"/>
	Nathan Mintz	<input type="checkbox"/>
	Steve Napolitano	<input type="checkbox"/>
Trustee Area 4	Kelly McDowell	<input type="checkbox"/>
	Susan Truax	<input type="checkbox"/>
Trustee Area 5	Heidi Ashcraft	<input type="checkbox"/>
	John Alter	<input type="checkbox"/>

VOTING INSTRUCTIONS CONTINUED:

- After the first five have been selected, two additional members will be chosen from the remaining candidates. Using the blank ballot form below, write the names of the two candidates you wish to select.
- In the second vote, if there is not a clear majority, another vote will take place. The candidate with the lowest amount or no (0) votes will be eliminated and Board members will cast their vote between the remaining candidates.

Two Additional Members

Marché L. Boose

7721 Victoria Avenue, Los Angeles, CA 90305
(323) 449-5241 / marche@boose.com

Summary

A well-rounded business development manager with over six years experience in sales, customer relations, identifying and pursuing opportunities and three years music industry experience at WEA. Well liked; known for attention to detail, persistence and loyalty. Excellent follow through and persuasion skills.

- Sales / Business Development
- Account Management
- Client Relations / Training
- Marketing
- Strategic Research / Planning
- Presentations / Product Demos
- Budgets / Forecasts
- Financial Reporting
- Financial Analyses

Professional Experience

NIELSEN HOME ENTERTAINMENT, Hollywood, CA 2006-2010
Manager, Business Development and Client Relations

Oversaw entire \$2.5M VideoScan licensing revenue for independent film studios/distributors and non-traditional entertainment companies. VideoScan is the industry leader subscription based service which tracks retail sales of the video sell-through market. Managed customer relations for over 40 core clients including (HBO, Microsoft and Fidelity) and educated clients on how to use VideoScan.

- *Successfully managed all aspects of a deal (cold calls, in-person and virtual product demonstrations, contract management and negotiations, renewals, billing and training). Prepared custom reports for non web-access clients.*
- *Pursued and nurtured client relationships; reinstated attrition clients which generated \$100K annualized revenue.*
- *Maintained client attrition rate during economic downturn through creative solutions.*
- *Sole contact for public and client inquires. Led on-site and virtual training and provided technical support for web-access clients.*

WALT DISNEY, Burbank, CA 2004-2005
Consultant

Streamlined internal operations for newly installed SAP software for the DVD Post Production, Worldwide Technical Services team.

- *Standardized procedures for Coordinators and Accounts Payable. Implemented processes for purchase orders, project cost reporting, auditing, approval and coding invoices.*
- *Negotiated with major vendors to reduce aged account billings by an average of 10%.*

MARY KAY, San Jose, CA 2003-2005
Independent Beauty Consultant

Managed all aspects of direct sales, customer relations, marketing, finance and inventory planning.

- *Increased brand recognition and consumer loyalty by leading in-person product*

demonstrations, tradeshow, web-site promotions and email notifications.

- *Consistently increased sales 25%-50% during seasonal sales through creative promotions.*
- *Helped women and teenagers gain more confidence and self-esteem.*

WEA (Warner-Elektra-Atlantic), Burbank, CA

1999-2002

Sales Analyst

Provided analyses to Sales, Marketing, Operations and key accounts to support their business decisions.

- *Automated and revamped daily flash, weekly, monthly domestic and international sales and operations reports; submitted to CEO (AOL Time Warner) 25% quicker.*
- *Founded system generated report inaccuracies; decreased risk of over and under stating financial position.*
- *Revamped quarterly forecast and annual budget; decreased turnaround 10 days annually.*
- *Compiled actual results to budget; researched and explained variances to management.*
- *Liaison with IT to transition to new reporting system; conducted testing and communicated results and recommendations to management.*

POLYGRAM FILMED ENTERTAINMENT, Beverly Hills, CA

1998-1999

Consultant

Assisted due diligence; PolyGram sold to various entities. Completed projects under stringent deadlines.

- *Inter-company reconciliation, general ledger analyses, consolidated financial statements.*
- *Prepared financial models to provide forecasts, cash-flow projections and profit analyses for television, current film productions, home video rentals and sell-through.*

HOUSEHOLD CREDIT SERVICES, Salinas, CA

1993-1998

Senior Business Analyst

Managed projects within various teams including Portfolio Management, Marketing, Visa and MasterCard Relations, Planning and Reporting. Supervised four coworkers and interns.

- *Analyzed internal financial statements; prepared financial reports, executive summaries, and ad-hoc analyses for the SEC, Board of Directors, Management and Marketing.*
- *Assisted Marketing to develop affinity credit cards; drafted system requirements for financial reporting purposes. Prepared analyses after products were launched.*
- *Discovered \$2M annual savings while managing a team to file quarterly association fees; managed liaison with Visa and MasterCard to explain significant cash-flow fluctuations.*
- *Managed \$8 billion securitized bond issued portfolio; daily performance analyses, financial reporting and forecasting.*
- *Trained 11 professionals and spearheaded the relocation of Securitization to Corporate.*
- *Recipient of the Extra Mile Award: "The goal to achieve. The desire to excel. The ability to perform."*

Education

- *MBA, Corporate Management, Golden Gate University, Monterey, CA.*
- *BS, Business Administration, San Jose State University, San Jose, CA.*

Skills

- *Microsoft Office (Access, Excel, Outlook, PowerPoint, Word). SAP, Peoplesoft, Hyperion, Nielsen VideoScan, Nielsen SoundScan, and internet savvy.*
- *Persistent and persuasive salesperson, creative, strategic thinker, and a team player. Excellent customer service, communication and project management skills. A resourceful problem solver; thrives in a fast-paced environment and not afraid of change.*

Councilman **Robert Pullen-Miles** has been a community advocate for many years, both as an elected/appointed official and as a private citizen.

In 2004, Mr. Pullen-Miles was elected to the Lawndale City Council, after serving three years on the Lawndale Planning Commission, where he presided over vital zoning, land-use and community development projects. As a member of the city council (now serving his second term), Pullen is playing an important role in improving the quality of life for the residents of Lawndale. Some of his accomplishments include: a new public library, improved labor relations, a new city park, a balanced budget & healthy reserve (throughout his tenure), a new community/senior center (under development), increased youth & senior programs, and the adoption of a 35 million dollar capital improvement program (which included major repairs to streets, sidewalks and storm drains and other traffic improvements).

Mr. Pullen-Miles also initiated the city's Arts in Public Places program; and an ordinance that prohibits the sale of vehicles parked on city major streets; both initiatives are contributing to the beautification and preservation of the Lawndale community.

In addition to being a community leader in the city of Lawndale, Mr. Pullen-Miles currently serves as a district representative for state Senator Ted Lieu, where he has worked on a number of environmental and economic development issues. Additionally, he serves as Lieu's liaison to the communities of Carson, El Segundo and Manhattan Beach.

Prior to joining Senator Lieu's staff, he served as a district representative to the late state Senator Jenny Oropeza and to former Assemblyman Carl Washington., where he was responsible for public safety, community development and public utilities issues within the 28th Senatorial and 52nd Assembly Districts.

Before venturing into public service, Pullen served the community as an emergency medical technician (EMT) for a leading ambulance provider. Additionally, law enforcement and youth gang diversion has always been a top priority with Mr. Pullen-Miles, which is evident through his service to the youth of Centinela Valley as a Reserve Deputy Probation Officer for Los Angeles County.

Pullen has committed his life to public service and has served on numerous boards including: Gardena Rent Mediation Board, Los Angeles Air Force Base –Restoration Advisory Board, West Basin Water District Public Information Committee, Helpline Youth Counseling Inc., South Bay Council of Governments, and the METRO South Bay Service Sector Council, to name a few. He also holds a BSc. in Legal Studies, a certificate in Emergency Medical Service and is a graduate from the Los Angeles County Probation Department's Reserve Probation Deputy Training Program. He is also a member of both the National and California Association of Parliamentarians.

Councilman Pullen-Miles and Léna Pullen have been married for 16 years. They are the proud parents of three daughters; Sadé (10), Samara (8) and Sienna (2).

From: nem0152@lausd.net
Sent: Thursday, May 05, 2011 1:59 PM
To: Garten, Ann Marie
Cc: nilomichelin@hotmail.com
Subject: statement/BIO

Nilo Michelin is a Hawthorne School Board Member and a History Teacher at Carson High School. He credits his teachers in helping him complete a BA in Political Science from UCLA and a JD from UCLA Law School.

He believes that teachers, parents, and students should form a partnership to ensure that every student goes on to college.

Several schools in the Hawthorne School District have won the California Distinguished School Awards and the Hawthorne Math and Science Academy has won the National Blue Ribbon Award.

He recognizes El Camino College as a crucial community partner in the process of maximizing every student's education.

Nilo Michelin
310-435-7472

Siannah Collado, J.D.

2427 Sebald Avenue ▪ Redondo Beach, CA 90278

(310) 977-5569

siannahcollado@gmail.com

EDUCATION

SOUTHWESTERN UNIVERSITY SCHOOL OF LAW, Los Angeles, California

Juris Doctorate, 2007

Bar Admission: California, 2007

Activities: *Vice President*, Black Law Student Association (BLSA), 2006-2007

Lieutenant Governor of Student Bar Associations of the Ninth Circuit, American Bar Association 2006-2007

Student Bar Assoc. – *Treasurer*; Black Law Students' Assoc. Latino Law Student Assoc.

International Entertainment and Sports Law Program – University of London

UNIVERSITY OF SOUTHERN CALIFORNIA, Los Angeles, California

Bachelor of Arts in International Relations, 2003

Activities: Student Senate – *Director of Academic Affairs*; Hispanic Scholarship Fund, USC Chapter – *Founding Member and Coordinator*; Latino Pre-Law Society – *Founder*.

Honors: University and National Dean's List; National Society of Collegiate Scholars.

EL CAMINO COLLEGE, Torrance, California

Associate of Science in Business Administration, 2001

Activities: Board of Trustees – Student Rep. (2000 – 2001); Alumnus of the Year (2005).

PROFESSIONAL BACKGROUND

LOS ANGELES COUNTY DISTRICT ATTORNEY'S OFFICE, Los Angeles, California

May 2008 - Present

Deputy District Attorney

- Prosecute misdemeanor and felony crimes committed against the County of Los Angeles, including domestic violence, vandalism, thefts, and drug-related offenses. Work on a daily basis with defense attorneys to craft early dispositions and alternative diversion opportunities for qualified defendants.

October 2010 to Present – Deputy District Attorney assigned to the *Victim Impact Program*

- Vertically prosecute elder abuse, child abuse, hate crimes, sex crimes, stalking and family violence

AMERICAN BOARD OF TRIAL ADVOCATES – LOS ANGELES CO. CHAPTER Fall 2007

Fellow

- Received fellowship to work at Los Angeles County law firms, observing experienced trial attorneys and litigators in court, at deposition, and in day-to-day representation of their clients.
- Assisted judge during month-long assignment, observing day-to-day work in trial court.

STEINBERG, TOLLNER & MOON, Newport Beach, California

2005 – 2006

Legal Intern

- Researched earning potential of prospective client athletes in football, basketball, boxing, and soccer.
- Drafted reports to aid company CEO in selecting clientele.

BEVERLY LAW CORPORATION, Torrance, California

2002 – 2008

Legal Assistant/ Associate Attorney

- Aided lawyers in busy litigation firm, including translating for Spanish-speaking clients.

Nathan M. Mintz

625 Esplanade #41 Redondo Beach, CA 90277

Nathan.m.mintz@gmail.com ; M: 310.363.2570

Professional Experience

Raytheon SAS

El Segundo, CA

Jun05 – present

Senior Systems Engineer II

Accomplishments:

- *Block III IPT Team Lead: Next Generation Jammer*
 - *Managed a small team (10 engineers) responsible for delivering a jammer pod design concept for potential solicitation on the Navy Next Generation Jammer Program.*
- *Requirements Manager: ISIS*
 - *Responsible for all requirements development on a cutting edge radar development program.*
 - *Authored and owned multiple specifications and interface documents.*
 - *Managed spec reviews, liaison between systems and design teams issues.*
- *RF Modes and Algorithms Department*
 - *Built a scalable signal processor for post-processing of raw instrument data with a database backbone.*
 - *Constructed the IMS for a small development program and contributed to the proposal for its next phase.*
 - *Supported ten flight tests aboard the Raytheon Multi-Program Testbed aircraft.*
- *Tech Innovation Challenge team proposal awarded two phases of IRAD funding (100K) for reduction to practice. US Patent Pending: "System and Method for detection of concealed cargo in an automobile."*
- *Staff to the chief engineer on a large, troubled program in space systems*
 - *Helped implement engineering change process and phased closure activity for large (600+ heads) program.*
 - *Coordinated execution activities for a large (>100 heads) analysis team to drive design closure.*
 - *Deployed daily status metrics to track progress- reported directly to SAS executive leadership and customers.*
 - *Interfaced daily with external customers to close action items and to negotiate deliverables.*
 - *Negotiated CDR criteria and work products with customer and implemented tracking metrics.*
- *Nanotechnology: Participated in three separate IRAD efforts*
 - *Completed quantum dot focal plane array technology area survey for Raytheon.*
 - *Project lead for quantum dot focal plane array project. Three white paper solicitations & two RFPs.*
 - *Worked with Corporate wide team on Carbon Nanotube thermal gasket materials development.*
- *Space control and systems architecture: Three US patents pending.*
- *Technical Contributor in Materials & Processes and Contamination Control for numerous efforts in space systems*

- *Provided test support. Evaluated drawings. Conducted experiments to evaluate material properties. Modeled material behavior (outgassing, fatigue properties, thermal boundary resistance). Wrote specifications, plans and procedures.*

Nathan Mintz for State Assembly Torrance, CA Jan10-Nov10
 Nominee for State Assembly—53rd District

- *Coordinated a directed mail fundraising campaign across 10,000 potential donors*
 - *Raised over \$200,000 from over 500 individual donors*
 - *Responsible for timely reporting of financial reports to Fair Political Practices Commission (FPPC)*
- *Hiring/firing responsibility for a team of five staff members*
 - *Planned and executed over 50 meet the candidate events throughout district*
 - *Developed corporate branding and ensured that it was consistent across all external media*
 - *Coordinated a mail campaign comprising over 200,000 mailpieces to targeted voters*
 - *Recruited and coordinated a team of over 150 volunteers which distributed over 60,000 walkpieces to targeted voters and made over 5,000 targeted phone calls*
 - *Utilized polling data and historical voter data results to target voter contact plan.*
- *Interfaced with news media to spread campaign message*
 - *Coordinated press releases and wrote op eds to numerous news outlets (e.g. Torrance Daily Breeze and LA Daily News)*
 - *Participated in interviews with news outlets such as Fox News Channel and NPR*

Stanford University Stanford, CA Mar05 – Jun05
Lab Assistant

Performed metrology on thin film samples using contact and tapping mode AFM and XPS/ESCA.

Clearance: SSBI (Active as of Jan 2006), DoD Secret.

Skills

Matlab, MathCad, Mathematica, and Microsoft Office. Earned Value Management System, Risk/Opportunity Management. Scripting languages, FORTRAN, Bash. Requirements and specification development; advanced signal processing methods such as Super-resolution techniques and autofocus algorithms. Satellite Toolkit and Orbital Mechanics and spacecraft attitude controls modeling and simulation. Subject matter expert in nanotechnology; kinetics and thermodynamics; physics of failure in semiconductor devices; Focal Plane Technology; General component knowledge; outgassing and particle migration modeling; numerous material characterization techniques.

Education

- BS: Material Science Engineering Stanford University GPA: 3.5 / 4.0 Jun05
- MS: Material Science Engineering Stanford University GPA: 3.2 / 4.0 Mar06

Relevant University Coursework: space systems design, IC manufacturing, nanotechnology, kinetics, thermodynamics, quantum mechanics, composites, electronic materials, thin film synthesis and analysis, nanophotonics, microheat transfer, fracture mechanics, computer science, electronics design.

Other Pursuits

Co-founder, California Common Sense: A non-profit think tank dedicated to pursuing bi-partisan solutions to California’s state budget problems.

Member, Leadership Committee, California Citizen’s Against Lawsuit Abuse: A grassroots citizens organization devoted to advancing tort reform in California.

Patents, Publications and Presentations

Mintz, Nathan; Skidmore, Mark ; Spariosu, Kalin; “Countermeasure System and Method Using Quantum Dots”, Issued Mar 29,2011 , US Patent #7916065,

Mintz, Nathan; Skidmore, Mark “Space Object Deployment System and Method”, Filed November 2007, US Patent Pending, app # 2011/980,252

Mintz, Nathan; Spariosu, Kalin “Radiometric Calibrator Using a Quantum Dot Based Source”, Filed Aug. 2009, US Patent Pending., app #2011/024,612

Mintz, Nathan; Pillans, Brendan, et al. “System and Method for detection of concealed cargo in an automobile”, Filed June 2010, US Patent Pending.

Mintz, Nathan “Quantum Dot Infrared Photodetectors: A Technology Area Survey” May 2007, Raytheon Electro Optical Systems Technology Network (EOSTN) Symposium.

Mintz, Nathan; Elias, William “Solving the Killer Particle Problem: Modeling FOD migration in critical systems.” August 2007, Raytheon, Materials & Mechanical Systems Technology Network (MMTN) Symposium.

Steve Napolitano

Thanks for speaking with me about this the other day about serving on El Camino's Redistricting Committee. As discussed, below is my bio for the Board's consideration. As you know, I currently serve as First Vice President on the El Camino Foundation Board. I also have experience in redistricting matters, being the Supervisor's alternate appointee to Los Angeles County's Redistricting Commission. If you need any additional information, please do not hesitate to contact me. Thanks!

Bio:

Steve Napolitano represents Supervisor Knabe in the nine beach communities of Marina del Rey, Playa del Rey, Westchester, El Segundo, Manhattan Beach, Hermosa Beach, Redondo Beach, Torrance and Lomita. Ongoing key issues include LAX Expansion, second generation development in Marina del Rey, clean up of Santa Monica Bay, Playa Vista development and beach enhancement and maintenance.

Steve is no stranger to the South Bay community. He is a licensed attorney specializing in education and municipal law, and is a former three-term Mayor and Councilmember for the City of Manhattan Beach. In 2007, Steve received the prestigious Field Representative of the Year Award by the LAX Coastal Area Chamber of Commerce.

He is a Manhattan Beach native and was first elected in 1992, at the age of 26, as the youngest person to serve as Mayor and City Councilmember in the City of Manhattan Beach. From 2002 to 2003, he served as President of the Independent Cities Association.

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Deputy, Supervisor Knabe
Torrance Field Office
825 Maple Ave., Room 150
Torrance, CA 90503
Phone: 310/222-3015
Fax: 310/320-4058

Kelly McDowell
(Hobart Kelliston McDowell III)
A T T O R N E Y

—
PUBLIC AND GOVERNMENT
AFFAIRS CONSULTING
335B CENTER STREET
EL SEGUNDO, CALIFORNIA 90245
TELEPHONE (310) 640-6822 FAX (310) 640-1826
E-MAIL kelly.mcdowell@pacbell.net

EXPERIENCE-Government and Politics (1998-2010)
2004-2010-Mayor, City of El Segundo, California
1998-2004-City Council Member, City of El Segundo

First elected in April 1998; re-elected as top vote-getter in 2002; became mayor April 2004; reelected without opposition in 2006. Mayor is selected by the city council every two years; city council terms are four years.

The mayor and four other city council members govern an independent city of 17,000 residents and over 80,000 workers. The council controls \$110 million in annual expenditures and 350 employees.

Accomplishments during my years as mayor include:

Settled Los Angeles International Airport Environmental Litigation

- Principal strategist and negotiator for petitioners (Los Angeles County, three cities and a citizens group) in prosecuting and settling California Environmental Quality Act lawsuit concerning airport master plan against City of Los Angeles and Los Angeles World Airports (LAWA), parent agency of Los Angeles International Airport (LAX).

- Led eighteen months of direct negotiations with Mayors Hahn and Villaraigosa, resulting in breakthrough settlement in December 2005.
- Settlement makes LAX the first airport in American history to downsize through gate reduction.
- Negotiated \$250 million of LAWA money to sound-insulate all eligible houses in neighboring jurisdictions, including over \$70 million for El Segundo.
- Settlement also provides direct airport planning role for all LAX neighbors, including El Segundo.
- Other provisions include mandates for LAWA to regionalize commercial aviation in Southern California.
- Principal spokesman and negotiator for petitioner group in LAX planning process following settlement.

Retained Los Angeles Air Force Base

- Leader in successful regional effort to retain Los Angeles Air Force Base in El Segundo, preserving 50,000 jobs in Los Angeles County alone. Efforts included leading military's first ever land-for-facilities swap with private developer using no taxpayer money. Led coordination and consensus-building for swap at all levels of government within a federally-mandated one year time frame.

Received First Most Business-Friendly City Award

- Led successful effort by El Segundo to win first-ever award from Los Angeles County Economic Development Corporation as most business-friendly city in Los Angeles County.

Obtained \$10 Million, Low -Interest, State Road-Building Loan

- Led El Segundo's successful effort to obtain \$10 million low-interest loan from California State Infrastructure Bank within two-week federally-mandated time frame, permitting critically needed, federally-funded roadway extension project to proceed.

Veto of AB2702

- As president of Independent Cities Association (see below), led successful effort to obtain gubernatorial veto of Assembly Bill 2702, which would have eliminated local control of R-1 single family residential zones.

El Segundo Land Use and Related Issues

- Led effort to rezone 33-acre obsolete power plant site on El Segundo beach for resort and hotel uses.
- Spearheaded re-planning of El Segundo's Smokey Hollow industrial area.
- Started ten-year capital project planning for city to successfully deal with rapidly escalating construction costs.
- Oversaw city's successful acquisition at developer's cost of six-acre site for soccer fields and fire station.
- Negotiated record-setting license fee of \$1.5 million for limited rights to name new soccer fields.
- Guided city council effort to combat mansionization in R-1 residential zone through amendments to general plan and zoning code.
- Led city's entitlement process for 400,000 square foot shopping center.
- Accomplishments as a city council member before I became mayor include:

Organized Opposition to Riordan LAX Master Plan

- Presentations to dozens of government agencies and political bodies, including city councils, regional transportation agencies, the Southern California Association of Governments, sub-regional councils of government, homeowners' groups and grass-roots organizations across the southern California counties of Los Angeles,

Orange, Ventura, San Bernardino and Riverside to advocate regional airport planning in El Segundo's highly successful opposition to the Riordan administration's proposed expansion of LAX.

Implemented Downtown Planning and Revitalization

- Successful implementation of comprehensive land use planning and business revitalization program for downtown El Segundo, including oversight of planning task force, outside consultants and city staff; development of comprehensive downtown planning guidelines; establishment of farmers' market and related programs; and enhancement of city's business incentive programs.

Outside positions held on behalf of City of El Segundo:

Independent Cities Risk Management Authority (ICRMA) (1998-2006)

- First appointed as El Segundo's delegate to ICRMA in 1998. Selected in 1999 as President and Chairman of the governing board of this 28-city insurance and risk management pool. Presided over ICRMA's \$16 million annual budget and served as liaison to member city governments, insurers, brokers and defense counsel.

Instrumental in achieving the following goals:

- Retiring all of ICRMA's \$17 million in debt eight years early.
- Returning \$1.5 million in ICRMA surplus to member cities.
- Establishing new workers' compensation insurance program in only 90 days.

Independent Cities Association (2000-2010)

- Past President (2004-2005) and member of board of directors of this advocacy organization with mayors and council members representing over 50 southern California cities and 7 million people.

Los Angeles County Sanitation Districts: District 5 and South Bay Cities District (2003-2010)

- Chair of boards of directors for these two districts; and member of Personnel Committee; served with Chair of Los Angeles County Board of Supervisors, mayors of 16 cities and a Los Angeles
- City Council member.

Los Angeles County Economic Development Corporation (2004-2010)

- Member, Executive Committee and Board of Directors of this non-profit economic development corporation funded by Los Angeles County and the private sector.

South Bay Cities Council of Governments (2004-2010; Chair 2009-2010)

- Chair of Board of Directors, Chair of Steering Committee of this 16-city regional agency.

South Bay Regional Public Communications Authority (1998-1999)

- As chairman of the board of this four-city 911 dispatch agency, successfully engineered El Segundo's negotiated withdrawal to coincide with the opening of the city's own \$6 million emergency communications center.

Los Angeles County Beach Commission (August 2010-Present)

- Member, Commission advising Board of Supervisors on beach matters. Appointed on motion by Supervisor Don Knabe (4th District).

El Camino College Foundation (August 2010-Present)

- Member, Board of Directors of the fund-raising and scholarship administration foundation for El Camino College, Torrance, California (over 60,000 students, two campuses).

EXPERIENCE-Public Affairs (2002-Present)

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Public Affairs Consulting
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El Segundo, California 90245

Consultant on land use issues and related matters in over 20 southern California cities, representing leading clients in affordable housing development; self-storage; multi-family residential development; hotel development; pipeline projects; and chemical manufacturing.

- Responsibilities include:
 - Overseeing client entitlement applications generally.
 - Working with city staff at all levels on client applications.
 - Lobbying elected and appointed officials.
 - Advising clients, foreign and domestic, concerning land use entitlement process in California cities and counties.
 - Coordinating efforts between government agencies, client companies and private planning and entitlement firms.

EXPERIENCE-Political Campaign Consultant (1996-Present)

- Experience in all aspects of political campaign services as a paid consultant, volunteer and on my own behalf, including strategic planning and campaign operations management; developing and implementing computerized voter

databases; designing and writing brochures, mailers, speeches, press releases and candidate ballot statements; and writing, producing and directing television spot advertisements.

EXPERIENCE-Law Practice (1977-Present)

Attorney in Private Practice (1984-Present)

Law Offices of Hobart K. McDowell III

Corporate and Real Property Matters

- Extensive background in corporate and real property transactions; affordable housing financing; land use and development issues; partnership, limited liability company and joint venture matters; and purchases and sales of businesses valued up to \$20 million.

Private and Public Finance

- Comprehensive experience in private debt and equity financing transactions, institutional and private, including industrial development financings up to \$40 million in value.

Securities Law Matters

- Long-term experience counseling issuers and others in public and private debt and equity offerings, compliance programs and enforcement actions.

Forensic Matters

- Expert witness in franchise law and securities law issues, including testimony in deposition and at trial.

Associate Attorney Experience (1977-1983)

September 1982- December 1983

General Counsel

Somerset Group of Companies

Beverly Hills, California

March 1981- August 1982

Associate Attorney

Resch, Polster, Schwartz, Alpert & Berger

Los Angeles, California

September 1979- February 1981

Associate Attorney

Albert & Ellis

Los Angeles, California

December 1977-August 1979

Associate Attorney

Erickson, Zerfas & Adams

Los Angeles, California

Summer, 1977 Law Clerk
Gulf Oil Corporation
Los Angeles, California

EDUCATION

1977 J.D., U.C.L.A. School of Law (John M. Olin Fellow in Law and Economics)
1974 B.A., Economics, Stanford University
1970 Graduated, Deerfield Academy, Deerfield, Massachusetts

PROFESSIONAL AFFILIATIONS

Admitted 1977 State Bar of California
Admitted 1977 Bar of Federal District Court, Central District of California

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LIST OF REFERENCES

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Susan W. Truax has worked in-house, directly for clients and through agencies to provide public relations services for dozens of notable companies and public agencies, including manufacturers of business and consumer hardware and software; consumer goods; developers of ophthalmic medical procedures; technology service providers; industry trade associations; real estate developers; and a public school district.

As a publicist for more than 20 years, Truax has extensive experience in media and analyst relations; copy writing, editing and Web site reviews; pitching stories; securing speaking engagements; and developing strategic plans for product launches, media-analyst tours, industry trade shows and crisis communications.

Truax has established long-standing relationships with key influencers in trade, business, daily, and vertical media outlets, and with prominent industry analysts. She has received coverage for her clients in the Los Angeles and Orange County affiliates of ABC, CBS, NBC and Fox News, *Into Tomorrow* with David Graveline, *Daily Candy*, the *Los Angeles Times*, *Dallas Morning News*, *The Orange County Register*, *The Daily Breeze*, *Wall Street Journal*, *BusinessWeek*, *Forbes*, *Fortune*, *eWeek* (formerly *PC Week*), *InfoWorld*, *Mobile Computing*, *Parade*, *PC Magazine*, *PC World*, *Hollywood Reporter*, *Reader's Digest*, *More*, *Variety*, and many other broadcast, online and print media outlets.

The founder and CEO of a technology client credited the presentation Truax created as the factor most responsible for his company's receipt of both the Business Application and Grand Prize awards in the 2006 NAVTEQ Global LBS Challenge.

Truax has a long history as a community activist. She served as the campaign manager for two successful general obligation bond initiatives for the El Segundo Unified School District (1997 and 2001), guiding the message and providing all written content for the measures that provided \$49 million for repairs and upgrades in the four-school district. She was a member of the El Camino Community College Bond Oversight Committee for Measure E, passed in 2002, and has served on the Downtown El Segundo Task Force; the Board of Trustees for the El Segundo Education Foundation (August 1999 to present); and the South Bay Alumnae Chapter of Delta Gamma Board. She has volunteered for numerous local, state and national political campaigns and has met with legislators in the South Bay and Sacramento to advocate public education funding. She was appointed in 2010 by former Congresswoman Jane Harman to serve as a Democratic State Central Committee Delegate, and in 2011 was elected to a two-year term as a Delegate for California's 53rd Assembly District.

The ESUSD recognized Truax for her Outstanding Service in 2001 and named her Outstanding Volunteer of the Year in 2002. The El Segundo Chamber of Commerce presented Truax with the Dave Jones Award for Service and Dedication to Education in 2002. Co-founder of MoveOn.org, Joan Blades, personally requested her to contribute an essay on Phone Banking for its *NY Times* Best Seller, *50 Ways to Love Your Country*.

Truax received an Associate of Arts from the College of Marin and a Bachelor of Arts in Public Relations from San Jose State University.

Heidi Ann Koch Ashcraft Biography

Born September 1, 1948 in Pomona, Calif. Raised in El Monte, Calif. Graduated Arroyo High School, June 1966. Graduated SouthWest Medical Assisting College, Whittier, Calif. 1968.

Attended Citrus Community College 1968-1970.

Heidi married Daniel Ashcraft in 1970. They have 1 daughter and 3 sons. The family moved to Redondo Beach, Calif. in 1973 and then to Torrance, Calif. in 1978, where they still reside. All 4 of their children attended Torrance Unified School District Schools. Heidi is a member of the Church of Jesus Christ of Latter-day Saints, Redondo Beach.

Heidi was active in TUSD PTAs from 1978-1998 serving as President at Bert Lynn Middle School and West High School.

1982-1983 Member of the TUSD Committee for Disposition of Carl Steele Elementary School.

1986-present Heidi and her husband own and operate Ashcraft Design, a Product Design Consultancy. Heidi is CFO for the company.

In November 1995, Heidi was elected to the Torrance Unified Board of Education and re-elected in 1999 and 2003. She chose not to run for a 4th term. During her time on the Board of Education she served at Vice President and President several times.

1995-1999 Represented TUSD Board of Education on the Los Angeles County School Trustee's Association.

1997- Completed CSBA's Master of Boardmanship Program.

1996-2002 Member of the Board of Directors for L.A. County High School for Performing Arts.

1996-2000 Member of the Safe & Drug Free Schools & Communities Advisory Committee.

2000-present Member of Torrance Human Relations Committee and helps run "Visions of Unity" Art Competition.

2001-2007 Represented TUSD Board of Education on the Board of Education for Southern California Regional Occupational Center.

1999 to present Serving on the Torrance South Bay YMCA Board of Managers. 2007-2010 she became the first woman Chair of the Torrance South Bay YMCA Board of Managers.

2008-present Court Appointed Special Advocate (CASA) for children in foster care with The Children's Court, Monterey Park, Calif.

2009 to present Appointed to the Southern California Regional Occupational Center as a Board Member At Large.

2010 to present Elected to the Torrance Chamber of Commerce PAC.

AWARDS:

PTA Honorary Service Award

PTA Continuing Service Award

PTA Golden Oak Award

Service Above Self YMCA 2003

California Utah Woman of the Year Award 2005

Rotarian of the Heart Award 2011

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Wednesday, May 4, 2011

ANN GARTEN, El Camino College

Dear Ms Garten:

Thank you for your phone call regarding my being considered for the border review committee being formed. I would be honored to serve on this committee.

As requested, here is some background information about me:

I am a 68 year old native of Torrance, attended Torrance Elementary and Torrance High School (Class of 1961), received a B.S. in Finance and Real Estate from USC in 1965 and a JD degree from the University of West Los Angeles in 1969 and was admitted to the California Bar on January 20, 1970.

Although I have scaled back many of my involvements in recent years, I have served on the Board of Directors of the Torrance Area Chamber of Commerce, been Parliamentarian for the Torrance Area Youth Band, was President of the Torrance Rotary and have served on advisory boards for the American Red Cross (South Bay District), the Salvation Army and Dow Chemical. My wife and I were co-chairs for the first "Chocolate Sunday" fundraiser for El Camino and are presently co-chairs of the raffle at the St. Margaret Mary Lomita Fair.

As an attorney, I have worked in the areas of personal injury, domestic relations and more recently probate and real estate. I also manage our local real estate investments. My "hobbies" include travel, photography and music (limited to listening now).

I hope this gives you a better idea of who I am. I am honored to be considered for this committee and hope the Board of Trustees deem me worthy.

Let me know if there is anything more you need.

Sincerely,

A handwritten signature in black ink, appearing to read "John E. Alter". The signature is stylized with a large, sweeping initial "J" and "A".

John E. Alter

B. REDISTRICING ACTION PLAN

It is recommended that the Board review the ongoing Redistricting Action Plan
REDISTRICING ACTION PLAN

May 2011

1. ECCCD Board of Trustees appoint members of BRC (See Attached)
2. Census data certified by DOF
3. Agendized monthly board reports

June 2011

1. Board approves mapping firm
2. Agendized monthly board reports

July 2011

1. BRC holds first meeting
2. Agendized monthly board reports

August 2011

1. BRC and College staff develop a plan for outreach to community groups and individuals
2. Consider languages spoken and types of media consumed by District residents
3. Outreach and Publicizing the Process begins – BRC with assistance from College staff

September 2011

1. BRC holds third meeting to define communities of interest throughout the District; and develop – with College staff - outreach/information plans
2. Potential Communities of Interest:
 - City boundaries
 - Neighborhoods/Neighborhood Assoc.
 - Housing Developments
 - Other
 - Parks
 - Hospitals
 - Churches
 - Malls
 - Precincts
 - Schools

October 2011

1. Mapping firm presents first plan proposal to Board
2. Mapping firm presents first plan proposal to BRC; finalize outreach/info plans

November 2011

1. Mapping firm presents revised plan to Board
2. Mapping firm presents second plan to BRC
3. Utilize the web and social media to provide information to the community and to solicit input from the community
4. Post Google Earth maps with proposed boundaries outlined for the public to review online and/or print

5. Provide proposed plan with info on how to submit input to libraries, schools, via email and newspapers

December 2011-January 2012

1. BRC meeting to plan briefings and informational sessions
2. Host media briefings and ensure appropriate media coverage
3. Hold Public Hearings throughout the ECCCD area - host one public hearing in each Trustee Area; vary times
4. Identify communities of interest and organizations in each community and invite to public hearings
5. Provide draft plans with options for Trustee Areas and ask public for input

February 2012

1. Final proposed plan presented to Board for first reading
2. Attorney reviews plans for any issues/concerns before submitting for public record

March 2012

1. ECCCD Board adopts, by resolution or ordinance, new Trustee Areas
2. ECCCD Board submits proposal to LA County Committee on School District Organization

April 2012

1. LA County Office of Education conducts feasibility study

May/June 2012

1. ECCCD Board submits adopted Trustee Areas to LA County Registrar Recorder's Office

Estimated outside costs for Trustee Redistricting process:

Mapping Consultant	\$15,000 - \$20,000
Advertising	\$ 3,000
Attorney's Fees	\$ 2,000-\$5,000
Other (outreach briefings)	\$ 2,000
Total Estimated Costs:	\$22,000 - \$30,000