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

**Agenda, Monday, October 21, 2013
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 September 3, 2013,
Pages 5-7**
- III. Presentation – Enrollment Demographics**
- IV. Public Hearing – none**
- V. Public Comment on Consent Agenda**
- VI. Consent Agenda – Recommendation of Superintendent/President, Discussion
and Adoption**
 - 1. Academic Affairs
*See Academic Affairs Agenda,
Pages 8-21*
 - 2. Student and Community Advancement
*See Student Services Agenda,
Pages 22-30*
 - 3. Administrative Services
See Administrative Services Agenda, Pages 31-52
 - 4. *See Measure “E” Bond Fund Agenda,
Pages 53-58*
 - 5. Human Resources
*See Human Resources Agenda,
Pages 59-86*
 - 6. Superintendent/President
*See Superintendent/President Agenda,
Pages 87-92*

VII. Public Comment on Non-Agenda Items

VIII. Oral Reports

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

IX. Closed Session

- A. Conference with Legal Counsel – Existing Litigation, Brown Act Section 54954.5c
 - 1. Case LACE 5747E
- B. Labor Relations, Brown Act Section 54957.6, Ms. Linda Beam, District Negotiator
 - 1. El Camino College Federation of Teachers, Local 1388
 - 2. El Camino Classified Employees Local 6142
 - 3. El Camino College Police Officers Association
- C. Anticipated Litigation, Brown Act Section 54956.9 – Significant Exposure to Litigation
 - 1. 1 Case

Board of Trustees Meeting Schedule for 2013 4:00 p.m. Board Room

Monday, November 18, 2013
Monday, December 16, 2013

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 2013-2014

<i>Month</i>	<i>Presentation</i>	<i>Report</i>
July	Compton Center	FTES – Both Locations
August	Budget	Notice of Public Hearing Quarterly Fiscal Status
September	SLO Status Report	Accreditation Follow-up Report
October	Enrollment Demographics	Staff and Student Diversity
November	Honors Transfer Program (HTP)	FTES – Both Locations Quarterly Fiscal Status
December	Foundation Annual Report	Success and Retention (including basic skills)
January	First Year Experience (FYE)	Annual Financial Audit
February	Student Success and Support Program Implementation Status	Sound Fiscal Management Accountability Report
March	Student Achievement Goals	Accreditation Annual Report Full Time Equivalent Student (FTES) – Both Locations
April	Citizens Bond Oversight Committee	Measure E-Bond Annual Report Facilities Plan Upgrade
May	Scorecard	Student Success & Support Program Plan
June	Title V Grants	Accreditation Self-Evaluation Report Tentative Budget Commencement

Revised: October 14, 2013

EL CAMINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING OF
Tuesday, September 3, 2013

The Board of Trustees of the El Camino Community College District met at 4:00 p.m. on Tuesday, September 3, 2013, in the Board Room at El Camino College.

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

Also present were Dr. Thomas Fallo, Superintendent/President; Dr. Francisco Arce, Vice President/Academic Affairs; Ms. Linda Beam, Vice President/Human Resources; Ms. Jo Ann Higdon, Vice President/Administrative Services; and Dr. Jeanie Nishime, Vice President/Student and Community Advancement.

Minutes of the Regular Board Meeting of August 19, 2013

The Minutes of the Regular Board meeting of August 19, 2013 were approved.

Public Hearing – 2013-2014 El Camino Community College District Budget

It was moved by Trustee O'Donnell, seconded by Trustee Combs, that a Public Hearing regarding the 2013-2014 El Camino Community College District Budget be opened at 4:10 p.m. Motion carried.

Ms. Luukia Smith, President of El Camino College Classified Employees Union, spoke about Fund 15 and the irrevocable trust.

It was moved by Trustee Combs, seconded by Trustee Brown, that the Public Hearing be closed at 4:20 p.m. Motion carried.

Adoption of the 2013-2014 El Camino Community College District Budget

It was moved by Trustee O'Donnell, seconded by Trustee Combs, that the Board adopt the 2013-2014 El Camino Community College District Budget with the following understanding: Only \$900,000 from Fund 15 will be committed to the irrevocable trust account at this time and the additional \$1M appropriation for OPEB will remain in Fund 15 for consideration after the Spring actuarial report is received in March. Motion carried.

Presentation

Dr. Francisco Arce gave an informational presentation on Student Learning Outcomes.

Consent Agenda

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

Academic Affairs

Mathematics, Engineering, Science Achievement Leadership Conference

Student and Community Advancement

Accreditation Follow-Up Report

Title III Endowment

Destruction of Records

Journalism Association of Community Colleges Regional Conference

Administrative Services

AB 2910-Quarterly Fiscal Status Reports

Contracts Under \$83,400

Contracts Over \$83,400

Personal Service Agreement

Amendment

Purchase Orders and Blanket Purchase Orders

Measure E 2002 & 2012 Bond Fund

Category Budgets and Balances

Contract – Beck & Graboski – Student Center Replacement Project

Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

President/Board of Trustees

Absence of a Board Member

Student Member recorded a yes advisory vote. Motion carried.

Separated from the Consent Agenda was Expulsion – 2013/2014 - #2.

A student appealed the recommendation for expulsion.

It was moved by Trustee Combs, seconded by Trustee Gen, that the student be permanently expelled from El Camino College. Student Member recorded a yes advisory vote. Motion carried.

Adjournment

The regular meeting adjourned at 6:15 p.m.

Ray Gen, 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**

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A. Center for the Arts Presentation – 2013-2014 Season.....	9
B. Child Development Center	9
C. Information Item – Board Policy and Administrative Procedure 5070 Attendance)	10
D. Mathematics, Engineering, Science Achievement (MESA) – Grant Award Renewal.....	10
E. Sabbatical Leave of Absence – 2013-2014.....	10

A. CENTER FOR THE ARTS PRESENTATION – 2013-2014 SEASON

It is recommended that the Board approve the revision below for Center for the Arts presentation for the 2013/2014 season. Cost of the presentation is negotiated between the artist and his/her management representative and the District.

2013-2014 Performances Cancelled Event

<u>Performance</u>	<u>Date</u>	<u>Amount</u>
1. <i>Adam Carolla</i> Payable to: Adam Carolla Adam Carolla event cancelled due to television taping conflict; unable to reschedule. (Previously board approved May, 2013.)	October 18, 2013	\$4,500

2013-2014 Performances Change of Payee Name

1. <i>Alan Paul, vocalist</i> Payable to: Alpal, Inc. Payable to: Barbara Collin Previous payee Alan Paul changed to his company name Alpal, Inc. and agent. (Previously board approved May, 2013.)	March 7, 2014	\$7,500 \$6,750 \$750
2. <i>Mexico: The Bad, The Great And the Ugly</i> Payable to: Visual Systems Payable to: Windoes Travelogues	April 6, 2014	\$2,000 \$1,480 \$520

Previous payee Bill Behrenbruch, film producer, changed to company name; agent payee remains the same. (Previously board approved February 2013.)

B. CHILD DEVELOPMENT CENTER

It is recommended that the Board of Trustees authorize the closure of the Child Development Center effective June 30, 2014. All childcare services will end the last day of instruction in May 2014. The Center is unable to generate sufficient revenue to cover expenditures and this year’s deficit is projected to be \$257,750, not including direct and indirect expenditures for administrative oversight, maintenance, and utilities.

C. INFORMATION ITEM – BOARD POLICY AND ADMINISTRATIVE PROCEDURE 5070 (ATTENDANCE)

The District was directed to develop an attendance procedure by Vavrinek, Trine, Day and Co. (auditors) to be in compliance with Title 5 and audit requirements. The Board Policy and Administrative Procedure are presented as an information item (Pages 11-21).

D. MATHEMATICS, ENGINEERING, SCIENCE ACHIEVEMENT (MESA) – GRANT AWARD RENEWAL

The California Community College Mathematics, Engineering, Science Achievement (MESA) Program extends academic support, enrichment opportunities and financial resources to historically underrepresented, financially and educationally disadvantaged students, who intend to transfer to four-year universities in calculus-based majors. The goal of the program is to increase the pool of STEM graduates to meet the needs of the technical workforce so much needed in our local community, the State of California and the United States.

This is a renewal of RFA 12-109 for 2013-2014 and constitutes the second year of funding for the five year MESA Grant Award Cycle.

Arturo Hernandez, Project Director

Amount of Grant funding from Granting Agency: \$50,500

Amount of College Match: \$160,107

Total Amount of Project Funding: \$210,607

Source of Matching Funds: District General Fund (5% of Supervising Dean, 25% of Counselor, and 100% Director salary plus benefits.)

Indirect Rate: \$0.0

Performance Period: July 1, 2013 through June 30, 2014.

E. SABBATICAL LEAVE OF ABSENCE – 2013-2014

It is recommended that the Board approve the following revision:

One Semester Full-Pay Sabbatical

Susan Bachmann Spring 2014

Board Policy 5070**Attendance**

The Superintendent/President shall, in consultation with the appropriate groups, develop and submit to the Board for approval an academic calendar with at least 175 days of instruction and/or evaluation in order to qualify for full apportionment from the State School Fund.

El Camino College
Policy
Adopted: July 16, 2012

I. ACADEMIC CALENDAR

The Superintendent/President shall, in consultation with the appropriate groups, develop and submit to the Board for approval an academic calendar with at least 175 days of instruction and/or evaluation in order to qualify for full apportionment from the State School Fund.

For a day to count towards meeting the requirements of Title 5 section 58142, courses of instruction must be offered for a minimum of three hours during the period of 7 a.m. and 11 p.m.

Days of final examination may be counted toward meeting the requirements of Title 5 section 58142, provided that:

- (1) such examinations are administered under the immediate supervision and control of an appropriate academic employee of the district; and
- (2) not more than fourteen days of final examinations shall be counted for any academic year, as defined by the district.

A. Flexible Time Activities

During the 175-day minimum academic year, not more than 8.57% of each instructor's contractual obligation for hours of classroom instruction in the academic year, exclusive of any intersessions, may be designated for that individual to perform approved flexible-time activities. The percentage of release hours (and substituted hours) is based on the maximum number of hours or days approved in the college's flexible calendar plan. The 8.57% indicated above equates to 15 days.

B. Primary Term

The governing board of the district with the approval of the state Chancellor's Office established a single primary term of sixteen weeks in length. Credit courses scheduled coterminously with the primary term are those courses scheduled to meet the same number of weeks (including final examination scheduling) as the primary term.

C. Intersessions

The district may maintain intersessions (including summer intersessions) in accordance with rules and regulations adopted by the Board of Governors.

II. STUDENT ENROLLMENT, ATTENDANCE, AND DISENROLLMENT

To document and verify information submitted to the State Chancellor's Office in the areas of enrollment, attendance, and disenrollment, the Admissions and Records Office

shall retain appropriate records. These records, whether original hard copy, imaged, electronic, or in microfiche, shall provide accurate enrollment information, attendance and contact hours data, and shall be readily available for audits and internal controls.

The supporting records that document and trace student enrollment, attendance, and disenrollment, shall be used according to the procedures as outlined below:

A. Course Enrollment Documentation

The Admissions and Records Office shall be responsible for processing student registration, class enrollment, withdrawals, and incomplete grade records. The Admissions and Records office shall also be responsible for processing class attendance rosters and grade rosters for purposes of instructors verifying student attendance, withdrawals, and grades. At the end of each semester instructors shall submit a comprehensive report including student's programs, dates of withdrawals, adds, reinstates, and final grades to the Admissions and Records Office. The college's academic deans in collaboration with the college's Academic Senate will enforce the submittal of records to the Admissions and Records Office.

1. Attendance Rosters - Instructors shall maintain accurate attendance rosters and must periodically verify their roster online to ensure accuracy in enrollment. Prior to the start of class, instructors need to print their rosters on MyECC after the last day to register for the class and immediately preceding the start of class. Students will have the ability to register up until 11:59 pm of the last day preceding the start of class and the designated last day to register. Therefore, for the most accurate rosters, instructors should print rosters after 12:00 am of the designated last day to register. Temporary Attendance Records will be available in week 1 of the term.
2. Waiting List – If the instructors choose to add students, instructors must add students to the class in the order in which they appear on the waiting list before they add any students that do not appear on the waiting list. Waitlisted students will not be automatically added to the class from the waitlist once the class commences. Instead, waitlisted students must be given an add code (add sticker) if the instructor approves their enrollment.
3. Adding Students to Class – Once the class begins, students must add the class online using the add codes provided to each instructor. A student who fails to officially add a course by the add deadline will not be added. The add deadline for all classes, regardless of duration is the weekday prior to census (20% of the class). For short term class dates, please consult the Short Term Calendar.

B. Positive Attendance Rosters

The Admissions and Records Office shall distribute, collect and input attendance rosters for courses coded as positive attendance after the verification of hours. The

Admissions and Records Office will return questionable rosters to the respective division office for clarification and correction.

C. Maintaining Apportionment Documents

Documents and records supporting all apportionment claims shall be maintained by the Office of the Vice President, Academic Affairs, Admissions and Records Office and the Office of Information Technology.

D. Active Enrollment Report

The submission of the Active Enrollment Report online constitutes an official document. This report is used for federal and state funding. It is an audit document and must reflect the enrollment of the class as of census. In general, census occurs at the 20% point of the term or class.

1. Instructors must complete the Active Enrollment Report online. In the Active Enrollment Report instructors review the roster to accurately reflect enrollment in their class:
 - a) Adds – Instructors verify that students given permission to add appear on the roster. Students that failed to officially enroll are asked to leave the class.
 - b) Reinstatements – Instructors may reinstate students who were previously enrolled, were dropped, but continue to attend.
 - c) Drops – Instructors drop students no longer participating in the course as of the last date of attendance.

E. Timeline of Submission of the Active Enrollment Report

The online Active Enrollment Report must be completed by the Monday immediately following Census to ensure an accurate accounting for state funding. Reports submitted online will contain an electronic signature.

1. The “Active Enrollment” report may not be processed prior to the end of the add process (20% point of the section). Short term and positive attendance classes have different dates and deadlines (see Short Term Calendar). Instructors must complete the report using the following procedures:
 - (1) Log onto the MyECC portal using the same login ID and password as you use for ECC email.
 - (2) Click the Faculty Information link in the WebAdvisor box.
 - (3) Click the Active Enrollment link.
 - (4) Select the term.
 - (5) Select the section.
 - (6) Click the submit button.
 - (7) When the screen appears, click the Drop box next to the student you wish to drop.

- (8) Input the last day of attendance.
- (9) Click the Submit button to complete the process.

Be sure to click the submit button every twenty minutes to avoid time outs and loss of data. Note: it is important for accurate records and accuracy in processing the 320 Report that the “Census” or “Active Enrollment” report be processed by the Monday of the third week of the term. Beginning the following day, instructors will be able to use the Active Enrollment link to drop a student anytime during the term up until the Deadline to Drop with a “W”.

F. Disenrollment by Student

The Admissions and Records Office and the Office of Information Technology shall provide students with the ability to withdraw prior to the deadline to withdraw with a “W” and the Admissions and Records Office shall have a procedure for students to petition to withdraw after the deadline to withdraw with a “W” for documented extenuating circumstances. The Admissions and Records Office and the Office of Information Technology shall maintain all such documents used for student disenrollment as supportive records for audits.

G. Disenrollment by Instructor

Instructors must withdraw students that are no show and may withdraw all other students whose absences exceed 10% of the scheduled class meeting time. The Admissions and Records Office and the Office of Information Technology shall maintain all such documents used for student disenrollment as supportive records for audits.

H. Timeline of Submission of the No-Show Report

Instructors must submit the No-Show Report online. The “No-Show” report may not be processed prior to the start of the class section. The deadline to process the report for all full term (sixteen week) classes is within ten calendar days of the start of the semester. Short term classes are based on the section start date. Instructors should refer to the Short Term Calendar for more information on these dates. Instructors must complete the report using the following procedures:

- (1) Log on to the MyECC portal using the same login ID and password as you use for ECC email.
- (2) Click the Faculty Information link in the WebAdvisor tab.
- (3) Click the No Show link.
- (4) Select the term and click the submit button.
- (5) When the screen appears, click the check box next to each student you wish to drop. When all students are checked, click the Submit button.

Note: instructors may only process the “No-Show” report once. If instructors failed to drop a no-show in the No-Show report, the instructor

must drop the student on the Active Enrollment (census) report during the third week of the semester.

It is imperative that all instructors complete the “No-Show” report. A student who never attends class may not be kept on rosters. To do so can result in the district erroneously collecting apportionment and can constitute fraud. All division deans have the ability to monitor faculty participation with the “No-Show” report.

I. Evaluative Symbols for Withdrawals

All students enrolled in a class after the 20% point of the term or class must receive an evaluative symbol. No notation (“W” or other) shall be made on the academic record of the student who withdraws prior to the close of the 20% point of the term or class. All students enrolled in a class beyond the 75% point of instruction must receive a letter grade (A through F; or Pass/No Pass, if applicable) when grades are submitted.

III. CLASSIFICATION AND RETENTION OF RECORDS

Pursuant to CCR, title 5 Section 59025, records relating to attendance and FTES are classified as Class 3-Disposable Records and records basic to audit, and shall be available to the auditor retained by the district pursuant to Education Code section 84040, the Department of Finance, the Auditor General, and the Chancellor's Office. These records may also be required by federal auditors when federal funds are involved (§§58000, 59020 et seq.). All student enrollment and attendance records need to be retained for a minimum of three (3) years after the college year in which they originated (i.e., 2006-07 plus 3 = 2009-10). Instructors must maintain complete and accurate records on grades and attendance for every student for at least this period of time.

Additionally, pursuant to section 59118, primary records and support documentation relevant to any Chancellor's Office review or investigation, or any regular or special audit not resolved under section 59112 shall be retained for a period of five (5) years after presentation of the audit or review to the governing board. The 5-year period described here does not apply when the Chancellor's

Office finds deliberate district misrepresentation in connection with claims for state and federal funding. In those instances, primary records and support documentation relevant to the specific matter must be retained until there is resolution.

IV. ATTENDANCE ACCOUNTING

Attendance accounting of full time equivalent student (FTES) for the district shall be reported to the State Chancellor's Office at such times required by law or regulation. These reporting dates include the following:

- The "first period" reports encompass data for July 1 through December 31 and are due in the Chancellor's Office on or before January 15.

- The "second period" reports encompass data for July 1 through April 15 and are due in the Chancellor's Office on or before April 20.
- The "annual" reports encompass data for July 1 through June 30 and are due in the Chancellor's Office on or before July 15.

The procedure employed to compute FTES for apportionment purposes is determined by the type of course, the way it is scheduled and its length. The attendance accounting procedure must be applied consistently for any course section. With the oversight of the Office of the Vice President, Academic Affairs, all courses offered for apportionment will meet all conditions for claiming state apportionment, and be coded as Census, Positive Attendance, Alternative Attendance, apprenticeship, internship, or adult education using the procedure for purposes of claiming the appropriate type of apportionment.

The following illustrates the classification and computation procedures in use by the district:

A. Weekly Student Contact Hour Procedure

Weekly student contact hour procedures may be applied to any credit course scheduled regularly with respect to the number of days of the week and the number of hours the course meets on each scheduled day and scheduled coterminously with the primary term. This is administratively interpreted to mean any course scheduled for the same number of hours (including TBA) for each week of the primary term (at least 3 days), inclusive of final examination scheduling, and legal holidays.

The units of full-time equivalent student of credit courses scheduled coterminously with the term, exclusive of independent study and cooperative work-experience education courses, shall be computed by multiplying the student contact hours of active enrollment as of Monday of the weeks nearest

to one-fifth of the length of the term, unless other weeks are specified by the Chancellor to incorporate past practice, by the term length multiplier, and divided by 525. The term length multiplier for attendance accounting purposes has been determined and approved by the Chancellor's Office as the semester term length of 16.4.

B. Daily Student Contact Hour Procedure

Daily student contact hours procedure (DSCH) may be applied to any credit course scheduled to meet for five or more days and scheduled regularly with respect to the number of hours during each scheduled day, but not scheduled coterminously with the primary term (includes courses of independent study and work experience education). Any intersession (including summer) must be on daily census procedure or positive attendance. Calculation of FTES from DSCH is on a course-by-course basis.

For credit courses scheduled to meet for five or more days and scheduled regularly with respect to the number of hours during each scheduled day, but not scheduled coterminously with the college's primary term, or scheduled during the summer or other intersession, the units of full-time equivalent student, exclusive of independent study and cooperative work-experience education courses, shall be computed by multiplying the daily student contact hours of active enrollment as of the census days nearest to one fifth of the length of the course by the number of days the course is scheduled to meet (DSCH), and dividing by 525.

C. Actual Hours of Attendance Procedure (Positive Attendance)

The actual hours of attendance procedure (commonly referred to as "positive attendance") is based on an actual count of enrolled students present at each class meeting and applies to the following types of courses:

1. Short Term Credit Courses. Credit courses scheduled to meet fewer than five days.
2. Irregularly Scheduled Credit Courses. Credit courses scheduled irregularly with respect to the number of days of the week and the number of hours the course meets on the scheduled days.
3. Open Entry/Open Exit Courses. All open entry/open exit courses.
4. In-service Training Courses. Such credit courses, regardless of length, for police, fire, corrections and other criminal justice system occupations.
5. FTES for any credit course, except for independent study and work experience education, may, at the option of the district, be computed using actual hours of attendance procedure.
6. Noncredit Courses. All specified noncredit courses.
7. Apprenticeship Classes of Related and Supplemental Instruction. Applicable only to other than indentured apprentice students in classes of related and supplemental instruction. (See Chapter 5 for apprentice student attendance accounting.)
8. Tutoring Courses. Such noncredit courses of individual student tutoring.

For credit courses scheduled to meet for fewer than five days, and all credit courses scheduled irregularly with respect to the number of days of the week and the number of hours the course meets on the scheduled days, the units of full-time equivalent student, exclusive of independent study and cooperative work-experience education courses, shall be computed by dividing actual student contact hours of attendance by 525.

For all open entry-open exit credit courses and for all noncredit courses otherwise eligible for state aid, except for Noncredit Distance Education courses, the units of full-time equivalent student shall be computed by dividing actual student contact hours of attendance by 525.

The district may use, but shall not be required to use the actual student contact hours of attendance procedure for any other credit course, exclusive of independent study and work experience education courses, which it offers.

D. Alternative Attendance Accounting Procedure (Independent Study, Work Experience Education, and Distance Education)

For distance education courses not computed using other attendance accounting procedures described above and for independent study and cooperative work-experience education courses, the alternative attendance accounting procedure shall be used. For credit courses, for purposes of computing full-time equivalent student only, one weekly student contact hour shall be counted for each unit of credit for which a student is enrolled in one of these courses. The full-time equivalent student of these courses shall be computed by multiplying the units of credit for which students are enrolled as of the census day, as appropriate, for the primary term or intersession and duration for which the course is scheduled, by the term length multiplier determined and approved by the Chancellor's Office as the semester term length of 16.4, and dividing by 525. The district does not offer Noncredit Distance Education courses for purposes of computing full-time equivalent student using this procedure.

V. REPORTING DATE PROCEDURES

A. Census Procedure Courses

For weekly or daily census courses in primary terms, the full-time equivalent student (FTES) is to be reported in the period in which the census accounting procedure is completed, even if the course is not completed by the deadline for reporting.

For summer intersession daily census courses that cross fiscal years, the hours and FTES are to be reported in the fiscal year in which the census occurs, or when the course ends. These FTES can be selected on a courses-by-course basis.

B. Actual Hours of Attendance Courses

For courses for which actual student contact hours of attendance procedure is used, the full-time equivalent student (FTES) is to be reported in the period in which the course is completed, even if the course overlaps fiscal years.

VI. PREPARATION OF TABULATIONS

A. Census Day Procedure Tabulations

For each course section census week, as defined in Title 5, Section 58003.1(b), or each course section census day, as defined in Title 5, Section 58003.1(c), a separate tabulation is required for each of the course categories using a census day procedure. Each tabulation shall provide a detailed listing for each course section as follows:

1. Identification:
 - a) Static course identifier code

- b) Section identifier code
- c) Title
- d) Method of instruction code

2. Number of days the daily census course is scheduled to meet or number of weeks the weekly census course is scheduled to meet.
3. Number of class hours each daily census course section is scheduled to meet on the census day or number of class hours each weekly census course is scheduled to meet during the census week.
 - a) For other than independent study and work experience courses, each listing will include:
 - (1) Regularly scheduled contact hours
 - (2) Hours to be arranged (TBA)
 - (3) Total contact hours scheduled per week
 - b) For independent study and work experience courses each listing will include the range of units of credit allowed.
4. Beginning and ending dates.
5. Date of census days.
6. An alphabetical list of each student actively enrolled in each course section indicating:
 - a) Name (last, first, initial)
 - b) Student identification code
 - c) Residency category as specified on Form CCFS 320
 - d) Scheduled contact hours per week or per day (or units of credit for which enrolled in independent study and work experience courses).Each tabulation shall also provide a grand total of student contact hours generated by residency category.

B. Actual Student Contact Hours of Attendance Procedure Tabulations

A separate tabulation is required for each of the course categories described in Title 5 section 58006. Each tabulation shall provide a detailed listing for each course section as follows:

1. Identification:
 - a) Static course identifier code
 - b) Section identifier code
 - c) Title
 - d) Method of instruction code
2. Number of days the course is scheduled to meet.
3. Number of class hours each course section is scheduled to meet.

4. Beginning and ending dates.
5. An alphabetical list of each student actively enrolled in each course section indicating:
 - a) Names (last, first, initial).
 - b) Student identification code.
 - c) Residency category as specified on Form CCFS 320.
 - d) Actual student contact hours of attendance.

Each tabulation described in this section shall also provide a grand total of actual student contact hours of attendance generated by residency category.

References:

Title 5 Sections 55000 et seq.

Title 5 Sections 58000 et seq.

Title 5 Section 59112

Title 5 Section 59118

Title 5 Sections 59020 et seq.

Education Code section 84040

State Chancellor's Office Student Attendance Accounting Manual (SAAM)

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

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STUDENT AND COMMUNITY ADVANCEMENT

A. FORENSICS TEAM TOURNAMENTS FOR 2013/2014

It is recommended that the Board of Trustees approve the following Forensics Team Tournaments schedule for 2013/2014. Selections will be made from the list of tournaments for team competition. Expenses will be paid from Auxiliary and District Funds. The following students are scheduled to participate in selected tournaments: Shea Adair, Justin Biele, Nicholas Bishop, Michael Blaha, Joy DeGuzman, Omar Eladi, Andrew Escalante, Narciso Ferma, Nicole Flanagan, Orion Gould, Brittany Hubble, Kelly Hutchison, Rayanna Marable, Frank Masi, Brooke Matson, Christina Mousavi, Victoria Padilla, Alejandro Rivera, Arielle Stephenson, Celine Vezina, and Abigal Watkins

Advisors: Francesca Bishop, Mark Crossman, and Joseph Evans

Date	Tournament	Location	Amount not to Exceed
9/27-28/13	Warm-Up	El Camino College	\$ 0
10/11-13/13	IVC/Aztec Invitational	Irvine Valley College/ San Diego SU	\$ 2,000
10/25-27/13	IVC/ Lancer Invitational	IVC/Pasadena City College	\$ 1,000
11/9-10/13	Griffin International	Grossmont College	\$ 2,500
12/6-8/13	PSCFA Fall Champs	Cal State University LB	\$ 1,500
1/18-19/14	Close to the Coast Invitational	Orange Coast College	\$ 1,000
1/24-26/14	49er Invitational	Cal State University LB	\$ 1,500
2/7-9/14	Sunset Cliffs Cliffs Invitational	Point Loma University	\$ 2,000
2/14-16/14	Tabor-Venitsky Invitational	Cerritos College	\$ 1,200
2/21-23/14	Spring Championships	Moorpark	\$ 2,000
3/12-16/14	California Community Colleges Forensics Assoc. State Tournament	Concord, CA	\$ 4,000
4/7-12/14	Phi Rho Pi Nationals	Denver, CO	\$12,000

B. STUDENT CONFERENCES

- 1) It is recommended that the Board of Trustees approve attendance of Cindy Barrientos at the Society for the Advancement of Chicanos and Native Americans of Sciences (SACNAS) National Conference “Strengthening the Nation through Diversity, Innovation, and Leadership in STEM” in San Antonio, TX, October 3-6, 2013. Travel, lodging, and registration expenses in the amount of \$1,185 will be paid by HSI-STEM Mount St. Mary’s collaborative grant. Ms. Barrientos is a student enrolled in independent study completing research started as part of the Honors Transfer Program and continued as part of the grant. The research project will be presented by Ms. Barrientos at the conference. Teresa Palos, grant project director, will accompany Ms. Barrientos.
- 2) It is recommended that the Board of Trustees ratify approval of the following additional students who participated at the Journalism Association of Community Colleges Regional Conference, October 11-12, 2013, at California State University Fullerton, Fullerton, California. The conference was previously approved at the September 3, 2013 Board meeting.
Advisors: Kate McLaughlin, Gary Kohatsu, Anna Mavromati, Gary Metzker, Tom Amano-Tomkins, and Dorian Merina.

Russell Lewis, Marquis Parker, Sebastian Spencer, and Angela Yim

C. MUSIC ASSOCIATION OF CALIFORNIA COMMUNITY COLLEGES FESTIVAL AND CONCERT TOUR

It is recommended that the Board of Trustees approve attendance of the El Camino College Chorale at the Music Association of California Community Colleges Festival and Concert Tour in San Francisco, California, November 20-24, 2013. Expenses in the amount of \$12,808 to cover airline travel, lodging, and registration will be paid from Auxiliary Services and student contributions.
Advisors: Dr. Joanna Nacheff and Kenner Bailey

Rebekah Anderson, Cesar Ballardo, Mary Barrera, Byron Challoner, Gabriella Chea, Stephan Ecklund, Emy Eddow, Steven Ellison, Victoria Escamilla, Adrienne Fairley, Dionne Fontenot, Vanila Leilua, Rachael Lilagan, Juan Daniel Lopez, Kelly McCandless, Steve McClain, Axel Mejia-Juarez, Arif Muhammed, Alexis Ramirez, Gabriela Reyes, Trameka Richardson, Joshua Rodgers, Rodney Rose, Luis Salazar, Joi Simpson, Sherdale Smith, Brittany Sulc, Pauline Tamale, Deborah Tejada, Israel Tejada, Samuel Tejada, Charles Thompson, Katherine Tongaofa, Kimberly Villegas, Tony Woods, Dannel Withers

D. INTERNATIONAL TRAVEL

It is recommended that the Board of Trustees approve international travel for Leonid Rachman to participate in the American Educational Opportunities Tour Spring 2014, which will include visits to Singapore, Jakarta, Surabaya, Kuala Lumpur, Bangkok, and Ho Chi Minh City, February 11-28, 2014. Expenses in the amount of \$18,500 will be paid from International Students Conference fund. The purpose of the trip is the recruitment of F-1 Visa students.

E. GRANTS – APPLICATION

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

- 1) American Association of Community Colleges – AACC Plus 50 Initiative.
 The Plus 50 Encore Completion program is funded with a new grant from Deerbrook Charitable Trust to the American Association of Community Colleges (AACC). AACC created the Plus 50 Encore Completion Program to help community colleges fill a critical workforce development role – to help Plus 50 adults get re-trained for fulfilling careers that give back while completing valuable degrees or certificates at community colleges. The program will involve 100 AACC member community colleges and pave the way for 10,000 Plus 50 students to earn certificates or degrees in the high-demand fields of healthcare, education, and social services, enabling them to increase their labor market competitiveness while improving their communities.

Administrator: Betty Sedor

Amount of Grant Funding from Granting Agency	\$ 15,000
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Amount of College Match	<u>\$125,630</u>
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Total Amount of Grant	\$140,630
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Source of Matching Funds: Community Education and Partner In-kind

Indirect Rate: \$0

Performance Period: January 1, 2014 through December 31, 2015

- 2) California Employment Training Panel (ETP) – AB 118 Program (ET14-0008)

The Employment Training Panel provides financial assistance to California businesses to support customized worker training to 1) attract and retain businesses that contribute to a healthy California economy, 2) provide workers with secure jobs that pay good wages and have opportunities for advancement, 3) assist employers to successfully compete in the global economy, and 4) promote the benefits and ongoing investment of training among employers.

Administrator: Eldon Davidson

Amount of Grant Funding from Granting Agency	\$1,164,112
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Amount of College Match	<u>\$ 0</u>
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Total Amount of Grant	\$1,164,112
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Source of Matching Funds: None
Indirect Rate: \$0
Performance Period: December 1, 2013 through November 30, 2015

**F. EL CAMINO COMMUNITY COLLEGE DISTRICT SCHOOL YEAR
CALENDAR FOR 2014/2015**

It is recommended that the Board of Trustees approve the 2014/2015 School Year Calendar as shown. The 2014/2015 School Year Calendar was developed through broad participation of the campus constituency.

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR
2014-2015**

JULY 2014

S	M	T	W	T	F	S
		1	2	*3	[4]	[5]
[6]	7	8	9	10	[11]	[12]
[13]	14	15	16	17	[18]	[19]
[20]	21	22	23	24	[25]	[26]
[27]	28	29	30	31		

NOVEMBER 2014

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	*11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	*27	*28	[29]
[30]						

MARCH 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	[14]
[15]	(16)	(17)	(18)	(19)	(20)	21
22	23	24	25	26	27	28
29	30	31				

AUGUST 2014

S	M	T	W	T	F	S
						[1] [2]
[3]	4	5	6	7	(8)	[9]
[10]	11	12	13	14	(15)	[16]
[17]	(18)	(19)	(20)	{21}{22}	23	
24	25	26	27	28	29	30
31						

DECEMBER 2014

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	[13]
[14]	(15)	(16)	(17)	(18)	(19)	[20]
[21]	(22)	(23)	*24	*25	[26]	[27]
[28]	[29]	[30]	*31			

APRIL 2015

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

SEPTEMBER 2014

S	M	T	W	T	F	S
	*1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JANUARY 2015

S	M	T	W	T	F	S
				*1	(2)	[3]
[4]	(5)	(6)	(7)	(8)	(9)	[10]
[11]	(12)	(13)	(14)	{15}{16}	17	
18	*19	20	21	22	23	24
25	26	27	28	29	30	31

MAY 2015

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	[16]
[17]	(18)	(19)	(20)	(21)	(22)	[23]
[24]	*25	26	27	28	(29)	[30]
[31]						

OCTOBER 2014

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2015

S	M	T	W	T	F	S
1	2	3	4	5	*6	7
8	9	10	11	12	13	14
15	*16	17	18	19	20	21
22	23	24	25	26	27	28

JUNE 2015

S	M	T	W	T	F	S
	1	2	3	4	(5)	[6]
[7]	8	9	10	11	[12]	[13]
[14]	15	16	17	18	[19]	[20]
[21]	22	23	24	25	[26]	[27]
[28]	29	30				

Fall	Spring	Flex Days	Summer	No Classes
------	--------	-----------	--------	------------

- { } - Staff Development Flex Days – Campus Remains Open – Classes not in session
- [] - Campus Closed
- * - Holidays (Management, Faculty, Staff, and Students) – Campus Closed
- () - Campus Remains Open – Classes not in session

Board Approved:

-1-

EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR
SUMMER CALENDAR 2015

MAY 2015

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	[16]
[17]	(18)	(19)	(20)	(21)	(22)	[23]
[24]	*25	26	27	28	(29)	[30]
[31]						

JUNE 2015

S	M	T	W	T	F	S
	1	2	3	4	(5)	[6]
[7]	8	9	10	11	[12]	[13]
[14]	15	16	17	18	[19]	[20]
[21]	22	23	24	25	[26]	[27]
[28]	29	30				

JULY 2015

S	M	T	W	T	F	S
			1	2	[3]	[4]
[5]	*6	7	8	9	[10]	[11]
[12]	13	14	15	16	[17]	[18]
[19]	20	21	22	23	[24]	[25]
[26]	27	28	29	30	[31]	

AUGUST 2015

S	M	T	W	T	F	S
						[1]
[2]	3	4	5	6	(7)	[8]
[9]	10	11	12	13	(14)	[15]
[16]	(17)	(18)	(19)	{20}	{21}	22
	23	24	25	26	27	28
	30	31				

Summer Session ----- 2015

***Six-Week Sessions**

May 26 through July 2, 2015

July 7 through August 13, 2015

***Eight-Week Session**

June 8 through July 30, 2015

*These dates are subject to change.

Summer Four-Day Workweek Schedule – 2015

The 4-day, 8-hour a day workweek for classified and administrative employees will begin

Monday, June 8, 2015 through Thursday, July 30, 2015.

The first Friday off is June 12, 2015 and the last Friday off is July 31, 2015.

Fall	Spring	Flex Days	Summer 1/Summer 2	No Classes
------	--------	-----------	-------------------	------------

{ } - Staff Development Flex Days – Campus Remains Open – Classes not in session

[] - Campus Closed

* - Holidays (Management, Faculty, Staff, and Students) – Campus Closed

() - Campus Remains Open – Classes not in session

Board Approved:

-2-

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR 2014-2015
EIGHT-WEEK COURSE DATES**

FALL 2014

First Eight Weeks

August 23 through October 17

Second Eight Weeks

October 18 through December 12

SPRING 2015

First Eight Weeks

January 17 through March 13

Second Eight Weeks

March 21 through May 15

Board Approved:

-3-

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR 2014-2015
HOLIDAYS FOR 12-MONTH EMPLOYEES**

1. Independence Day Holiday	Thursday	July 3, 2014
2. Labor Day Holiday	Monday	September 1, 2014
3. Veterans Day Holiday	Tuesday	November 11, 2014
4. Thanksgiving Holiday	Thursday	November 27, 2014
5. Local Holiday	Friday	November 28, 2014
6. Local Holiday	Wednesday	December 24, 2014
7. Christmas Holiday	Thursday	December 25, 2014
8. Local Holiday	Wednesday	December 31, 2014
9. New Year's Holiday	Thursday	January 1, 2015
10. Martin Luther King's Holiday	Monday	January 19, 2015
11. Lincoln's Holiday	Friday	February 6, 2015
12. Washington's Holiday	Monday	February 16, 2015
13. Memorial Day Holiday	Monday	May 25, 2015

Board Approved:

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

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Administrative Services

A. AB 2910 – Quarterly Fiscal Status Reports

It is recommended that the Board of Trustees receive the following Quarterly Financial Status Report for the quarter ending September 30, 2013. AB 2910, Chapter 1486, Statutes of 1986, requires that California community college districts report quarterly on their financial condition.

The report for September 30, 2013, is shown on the following Quarterly Financial Status Report for General Fund-Unrestricted (11).

FISCAL YEAR 2013-2014

Quarter Ended (Q1) September 30, 2013

<u>General Fund</u>	<u>2013-14 Budget</u>	<u>Year-to- Date Actuals</u>	<u>Percentage</u>
INCOME			
Federal	\$140,000	\$10,953	7.82%
State	62,839,980	17,351,593	27.61%
Local	40,757,190	7,455,609	18.29%
Interfund Transfers	<u>0</u>	<u>0</u>	
Total Income	\$103,737,170	\$24,818,155	
APPROPRIATIONS			
Academic Salaries	\$45,697,683	\$9,161,982	20.05%
Classified Salaries	26,277,227	4,060,555	15.45%
Staff Benefits	18,506,815	4,746,738	25.65%
Supplies/Books	1,356,000	273,696	20.18%
Other Operating Expenses	9,160,319	* 3,025,929	33.03%
Capital Outlay	1,115,000	56,410	5.06%
Other Outgo	<u>6,515,597</u>	<u>5,182,750</u>	79.54%
Total Appropriations	\$108,628,641	\$26,508,060	
Net Revenue	<u>(\$4,891,471)</u>	<u>(\$1,689,905)</u>	

*Other operating expenses net of estimated expenditures savings - \$3,000,000.

B. Contracts Under \$83,400

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

- 1. Contractors:** **AAS EDUCATION CONSULTANCY (Hong Kong);
ACADEMIC CULTURAL EXCHANGE (Japan);
ANTON GAUTAMA T/AS ALFALINK (Indonesia)
ASCEND EDUCATION CENTER dba AEC ENLIST
CO., LTD (Thailand); ASIA-EUROPE CO., LTD
(Vietnam); ASK LLC (Mongolia);
A&O STUDY ABROAD AGENCY (S. Korea);
CHINESE STUDENT & ALUMNI ASSOC. (USA);
CHONGRO OVERSEAS EDUCATIONAL INST.
(S. Korea); CJR (Hong Kong);
DEL AMO LEARNING GARDEN (USA);
EDU ABROAD dba SHIMAMURA LLC
(WORLDWIDE); INTERNATIONAL EDUCATION
ADVISORY CENTRE LIMITED (Hong Kong);
INTERNATIONAL EDUCATION & CULTURE
EXCHANGE CENTER (USA);
ISC STUDY ABROAD CENTER NETWORK (Japan);
KIM LAY TRAVEL AGENCY (Cambodia);
LUHAK (S. Korea); OVERSEAS EDUCATIONAL
CORP (S. Korea); RYUGAKU JOURNAL INC. (Japan);
RYUGAKUSITE.COM, INC. (Japan);
THE CENTER FOR ADVANCED STUDIES (Japan);
UNIVERSAL PLACEMENT PROGRAM
(WORLDWIDE)**

Services : Contractors will serve as F-1 Visa Educational agents to recruit F-1 Visa students for El Camino College.

Requesting Dept.: Student and Community Advancement – Admissions and Records – International Student Program

Date(s): 10/22/13 – 10/21/18

Financial Terms: The fee shall be \$250 per student per consecutive semester completed, not to exceed \$500 per student. A fee for high-volume admissions at the end of a two consecutive semester cycle will be paid in addition to the regular fee.

- 2. Contractor:** **ACCOMMODATING IDEAS, INC.**
Services: Contractor will provide sign language interpreting services in accordance with Disabled Students Programs and Services standards.
Requesting Dept.: Academic Affairs – Health Sciences and Athletics – Special Resource Center
Date(s): 9/1/13 – 6/30/14 with two optional one-year renewal periods
Financial Terms: Cost not to exceed \$60,000
- 3. Contractor:** **BUTLER COMMUNITY COLLEGE**
Services: Contractor will provide promotion, curricula development and faculty training for the Advanced Aerospace Manufacturing Education Project.
Requesting Dept.: Student and Community Advancement – Community Advancement – Center for Applied Competitive Technologies (CACT)
Date(s): 10/1/13 – 6/30/14
Financial Terms: Cost not to exceed \$2,822
Funded by National Science Foundation (NSF) grant
- 4. Contractor:** **CENTINELA HOSPITAL MEDICAL CENTER**
Services: Contractor will provide ECC Students enrolled in Nursing, Radiologic Technology, and Respiratory Therapy programs the benefits of educational facilities for practical experience in clinical services.
Requesting Dept.: Academic Affairs – Health Sciences and Athletics
Date(s): 12/1/13 – 11/30/16
Financial Terms: No cost to the District
- 5. Contractor:** **CENTINELA VALLEY UNION HIGH SCHOOL DISTRICT**
Services: Contractor's Hawthorne High School students will receive pre-engineering instruction provided through ECC partnership of schools offering Project Lead the Way curriculum under the District's Engineering Technology Program.
Requesting Dept.: Academic Affairs – Industry and Technology
Date(s): 7/1/13 – 6/30/14 with four optional one-year renewal periods, not to exceed five years
Financial Terms: No cost to the District
Funded by Project Lead the Way

6. **Contractor:** CENTURY CENTER FOR ECONOMIC OPPORTUNITY YOUTHBUILD
Services: Contractor will provide 40 hours of not-for-credit automotive technology workshops for YouthBuild students.
Requesting Dept.: Student and Community Advancement – Community Advancement – Career Pathways
Date(s): 10/4/13 – 12/31/13
Financial Terms: Projected gross income \$6,500
7. **Contractor:** CERRITOS COMMUNITY COLLEGE DISTRICT
Services: Contractor will receive assistance in data collection and data entry for CACT activities in the Advanced Manufacturing sector.
Requesting Dept.: Student and Community Advancement – Community Advancement – CACT
Date(s): 9/1/13 – 8/31/14
Financial Terms: Projected gross income \$15,000
8. **Contractor:** CERRITOS COMMUNITY COLLEGE DISTRICT
Services: Contractor will provide professional services to assist colleges and companies to access Employment Training Panel (ETP) funding held by the District for workforce development in the manufacturing sector on behalf of the ECC Business Training Center (BTC).
Requesting Dept.: Student and Community Advancement – Community Advancement – CACT
Date(s): 10/22/13 – 6/30/14
Financial Terms: Cost not to exceed \$25,000
Funded by ETP
9. **Contractor:** CERRITOS COMMUNITY COLLEGE DISTRICT
Services: Contractor will provide support services and promote CACT activities in the manufacturing sector.
Requesting Dept.: Student and Community Advancement – Community Advancement – CACT
Date(s): 10/22/13 – 6/30/14
Financial Terms: Cost not to exceed \$25,000
Funded by California Community Colleges Chancellor’s Office

10. **Contractor:** **COMPTON COMMUNITY COLLEGE DISTRICT**
Services: Contractor will provide welding training to 11 BTC clients.
Requesting Dept.: Student and Community Advancement – Community Advancement – BTC
Date(s): 8/1/13 – 9/30/13
Financial Terms: Cost not to exceed \$52,953
Funded by South Bay Workforce Investment Board
11. **Contractor:** **CYNOSURE NEW MEDIA, INC.**
Services: Contractor will design, develop, produce and program an online orientation program for new students attending ECC in order to be compliant with SB 1456 Student Success Act.
Requesting Dept.: Student and Community Advancement – Counseling and Student Services
Date(s): 10/22/13 – 6/30/14
Financial Terms: Cost not to exceed \$51,450
Funded by Information Technology Services
12. **Contractor:** **GLOBAL SOURCE LOGISTICS, INC.**
Services: Contractor will provide part-time work activity opportunities to CalWORKs students in truckload operations, dispatching shipments and sales/calling to prospective customers.
Requesting Dept.: Student and Community Advancement – Counseling and Student Services
Date(s): 7/1/13 – 6/30/14
Financial Terms: No cost to the District
13. **Contractor:** **ILIS, INC (USA)**
Services: Contractor will serve as F-1 Visa educational agents to recruit F-1 Visa Students for ECC.
Requesting Dept.: Student and Community Advancement – Admissions and Records – El Camino Language Academy
Date(s): 10/22/13-10/21/18
Financial Terms: One-time fee of \$500 per student for either fall or spring semester; and \$300 fee for summer
14. **Contractor:** **JUNIPERO SERRA HIGH SCHOOL**
Services: ECC instructor will offer English 12 course at Junipero Serra High School.
Requesting Dept.: Academic Affairs – Humanities
Date(s): 8/26/13 – 12/23/13
Financial Terms: Projected gross income \$5,400

- 15. Contractor:** **KAISER SOUTHERN CALIFORNIA PERMANENTE MEDICAL GROUP**
Services: Contractor will provide ECC Students enrolled in Nursing, Radiologic Technology, and Respiratory Therapy programs the benefits of educational facilities for practical experience in clinical services.
Requesting Dept.: Academic Affairs – Health Sciences and Athletics
Date(s): 5/1/13 – 4/30/18
Financial Terms: No cost to the District
- 16. Contractor:** **LACT, INC. (USA)**
Services: Contractor will serve as F-1 Visa educational agents to recruit F-1 Visa Students for ECC.
Requesting Dept.: Student and Community Advancement – Admissions and Records – El Camino Language Academy
Date(s): 10/22/13-10/21/18
Financial Terms: One-time fee of \$500 per student for either fall or spring semester; and \$300 fee for summer
- 17. Contractor:** **LEGACY CHARTER SCHOOLS INC. dba VTA**
Services: Contractor will provide part-time employment for students enrolled in the Federal Work Study Program as office assistants.
Requesting Dept.: Student and Community Advancement – Financial Aid
Date(s): 8/5/13 – 6/30/15
Financial Terms: No cost to the District
- 18. Contractor:** **LOS ANGELES CONSERVATION CORP**
Services: Contractor will work with ECC Career Pathways to help support student Corps members in their transition to college by encouraging enrollment, case management, job training and paid work experiences.
Requesting Dept.: Student and Community Advancement – Community Advancement – Career Pathways
Date(s): 10/22/13 – 12/31/14
Financial Terms: No cost to the District
- 19. Contractor:** **MEITETSU TRAVEL USA CORPORATION**
Services: Contractor will provide visiting students for instruction in manicuring through the ECC Cosmetology Department.
Requesting Dept.: Academic Affairs – Industry and Technology
Date(s): 12/4/13
Financial Terms: Projected gross income \$700

20. **Contractor:** **OREGON INSTITUTE OF TECHNOLOGY**
Services: Contractor will provide promotion, curricula development and faculty training for the Advanced Aerospace Manufacturing Education Project.
Requesting Dept.: Student and Community Advancement – Community Advancement – CACT
Date(s): 7/1/13 – 6/30/14
Financial Terms: Cost not to exceed \$7,412
Funded by an NSF grant
21. **Contractor:** **PARADIGM ENTERTAINMENT**
Services: Contractor will serve as keynote speaker at the 2013 Jack Kent Cooke Undergraduate Scholars Academy (CURSA) Scholars Banquet held at Loyola Marymount University (LMU).
Requesting Dept.: Student and Community Advancement – Enrollment Services – Financial Aid
Date(s): 10/7/13
Financial Terms: Cost not to exceed \$1,000
Funded by LMU CURSA grant
22. **Contractor:** **PINNACLE EVALUATION SERVICES**
Services: Contractor will provide evaluation services for the Hispanic Serving Institution – Science, Technology, Engineering and Mathematics (HSI-STEM) grant.
Requesting Dept.: Academic Affairs – Natural Sciences
Date(s): 7/1/13 – 6/30/14
Financial Terms: Cost not to exceed \$21,000
Funded by HIS-STEM grant
23. **Contractor:** **PURDUE UNIVERSITY**
Services: Contractor will provide promotion, modules development and faculty training for the Advanced Aerospace Manufacturing Education Project.
Requesting Dept.: Student and Community Advancement – Community Advancement – CACT
Date(s): 7/1/13 – 6/30/14
Financial Terms: Cost not to exceed \$22,999
Funded by an NSF grant

24. **Contractor:** **S & K ENGINEERS**
Services: Contractor will provide engineering services for the replacement of the existing air-handling unit in the penthouse of the Natural Science Building.
Requesting Dept: Administrative Services – Facilities Planning and Services
Date: 11/1/13 – 6/30/14
Financial Terms: Cost Not to Exceed \$72,000
25. **Contractor:** **SAN FRANCISCO COMMUNITY COLLEGE DISTRICT**
Services: Contractor will coordinate and offer seminars and workshops for mentors and directors in the early childhood education fields, and coordinate and develop mentoring programs. This program will strengthen the early childhood education workforce in our region.
Requesting Dept.: Academic Affairs – Behavioral and Social Sciences
Date(s): 8/1/13 – 7/31/14
Financial Terms: Cost not to exceed \$39,794
Funded by California Department of Education
26. **Contractor:** **SCHOOL SERVICES OF CALIFORNIA, INC.**
Services: Contractor will provide periodic publications of Community College Updates.
Requesting Dept.: Administrative Services – Fiscal Services
Date(s): 7/1/13 – 6/30/14
Financial Terms: Cost not to exceed \$1,800
27. **Contractor:** **SMALL MANUFACTURERS’ INSTITUTE**
Services: Contractor will provide technical support for the ECC Compton Center Aerospace Fasteners Program as needed.
Requesting Dept.: Student and Community Advancement – Community Advancement – CACT
Date(s): 10/1/13 – 6/30/14
Financial Terms: Cost not to exceed \$25,000
Funded by a sub-grantee agreement from the California Manufacturers and Technology Association
28. **Contractor:** **SOBO ENTERPRISES, LLC**
Services: Contractor will provide 100 hours of Geometric Dimensioning and Tolerancing training at employer worksites.
Requesting Dept.: Student and Community Advancement – Community Advancement – CACT

Date(s): 10/1/13 – 6/30/14
Financial Terms: Cost not to exceed \$10,000
Funded by a sub-grantee agreement from the California
Manufacturers and Technology Association

29. Contractor: **THE CUSTOMER SERVICES EXPERTS**
Services: Contractor will provide part-time work activity opportunities
to CalWORKs students in guest services.
Requesting Dept.: Student and Community Advancement – Counseling and
Student Services
Date(s): 7/1/13 – 6/30/14
Financial Terms: No cost to the District

30. Contractor: **THE REGENTS OF THE UNIVERSITY OF
CALIFORNIA PUENTE PROJECT**
Services: Contractor will provide mentor activities to educationally
disadvantaged students.
Requesting Dept.: Student and Community Advancement – Counseling and
Student Services
Date(s): 7/1/13 – 6/30/14
Financial Terms: Cost not to exceed \$1,500
Funded by The Regents of the University of California

31. Contractor: **THE SIGN LANGUAGE COMPANY**
Services: Contractor will provide sign language interpreting services in
accordance with Disabled Students Programs and Services
standards.
Requesting Dept.: Academic Affairs – Health Sciences and Athletics – Special
Resource Center
Date(s): 9/1/13 – 6/30/14 with two optional one-year renewals
Financial Terms: Cost not to exceed \$15,000

32. Contractor: **TOTAL COMPENSATION SYSTEMS, INC.**
Services: Contractor will provide consulting services to the District
for the Actuarial Study for Retiree Health Premium
Liability.
Requesting Dept.: Administrative Services – Fiscal Services
Date(s): 11/1/13 – 6/30-14
Financial Terms: Cost not to exceed \$8,800, plus cost of attending meetings.

33. Contractor: **TRACY BRESHEARS dba EYMAGIN**
Services: Contractor will provide photo shoot for promotional
materials.

Requesting Dept.: Student and Community Advancement – Community Advancement – Career Pathways
Date(s): 11/1/13 – 1/30/14
Financial Terms: Cost not to exceed \$600

34. **Contractor:** **YOSEMITE COMMUNITY COLLEGE DISTRICT, CHILD DEVELOPMENT TRAINING CONSORTIUM**
Services: Contractor will assist the ECC Child Development Center in determining and meeting the needs of individuals seeking new and/or in maintaining currently held child development permits.
Requesting Dept.: Academic Affairs – Behavioral and Social Sciences
Date(s): 9/1/13 – 6/30/14
Financial Terms: Projected gross income \$20,000

C. **Contracts Over \$83,400**

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

1. **Contractor:** **PLANNET CONSULTING**
Services: Contractor will assist with conducting an IT/technology assessment or audit of campus-wide IT services, systems and staffing; analyze and make recommendations to achieve a stable and efficient operating environment.
Requesting Dept.: Administrative Services – Information Technology Services
Date(s): 7/1/13 – 6/30/14
Financial Terms: Cost not to exceed \$100,000

D. **Personal Service Agreement**

1. **Contractor:** **GERALD SWINEY**
Services: Contractor will provide maintenance for the carpentry shop equipment.
Requesting Dept.: Academic Affairs – Industry & Technology – Construction Technology
Date(s): 10/22/13 – 6/30/14
Financial Terms: Cost not to exceed \$4,000
2. **Contractor:** **MATHEW KOUTROULIS**
Services: Contractor will provide one year license agreement for use of FLEX Reporter software system at ECC.
Requesting Dept.: Human Resources – Staff Development

Date(s): 9/10/13 – 9/11/14
Financial Terms: Cost not to exceed \$2,650

E. Amendment

- 1. Contractor:** **BACKGROUNDS UNLIMITED**
Services: Contractor will perform background investigations for ECC Police Department applicants.
Requesting Dept.: Administrative Services – Campus Police
Date(s): 7/1/13 – 6/30/14
Financial Terms: Cost not to exceed \$5,200 (increased from \$2,000 previously Board approved 8/29/13)
- 2. Contractor:** **FEDERAL BUREAU OF PRISONS, TERMINAL ISLAND**
Services: Inmates will receive parenting skills training.
Requesting Dept.: Student and Community Advancement – Community Advancement – Workplace Learning Resources
Date(s): 10/1/13 – 12/31/13 (originally Board approved on 10/20/08 for the period 10/1/08-9/30/13)
Financial Terms: Projected gross income \$3,516.50
- 3. Contractor:** **LINK-SYSTEMS INTERNATIONAL, INC.**
Services: Contractor will provide online and offline tutorial services via their NetTutor website, which students will access via links from ECC course websites.
Requesting Dept.: Academic Affairs – Learning Resources
Date(s): 1/1/13 – 9/30/16
Financial Terms: Cost not to exceed \$15,000 (increased from \$5,000 previously Board approved on 12/17/12)
Funded by HIS-STEM grant
- 4. Contractor:** **TRACY BRESHEARS dba EYMAGIN**
Services: Contractor will provide photography for events and award ceremonies at El Camino College.
Requesting Dept.: President’s Office – Public Relations and Marketing
Date(s): 7/1/13 – 6/30/14 (extended from 7/1/13-12/30/13 previously Board approved 6/17/13)
Financial Terms: Cost not to exceed \$5,000 (increased from \$2,000 previously Board approved 6/17/13)

F. Memorandum of Understanding

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

Contractor: JUNIPERO SERRA HIGH SCHOOL
Services: The contractor will receive five ECC courses taught at Junipero Serra High School.
Requesting Dept.: Academic Affairs – Behavioral and Social Sciences / Humanities
Date(s): 9/3/13 – 6/30/14
Financial Terms: No cost to the District

G. Purchase Orders And Blanket Purchase Orders

It is recommended all purchase orders be ratified as shown.

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
Fund 11	Unrestricted - El Camino			
P0700447	WattStopper	Facilities/Planning/Servi	Repairs Noninstructional	\$1,200.00
P0700467	Spectrum Chemical	Chemistry	Instructional Supplies	\$1,358.73
P0700468	Sargent Welch Scientific	Chemistry	Instructional Supplies	\$3,455.56
P0700494	Xpedx	Warehouse	Inventories	\$20,056.00
P0700496	Governet	Information Technology	Maintenance Contracts	\$20,000.00
P0700497	Sherline Products, Inc	Family Consumer	Repairs - Instructional	\$80.97
P0700501	Staples Advantage	Purchasing and	Non-Instruct Supplies	\$121.43
P0700506	NCMPR	Public Relations	Non-Instruct Supplies	\$210.00
P0700507	ACBO	Administrative Services	Conferences Mgmt	\$70.00
P0700509	El Camino College	Institutional Services	Interfund Transfers Out	\$25,000.00
P0700511	Monterey Graphics	Financial Aid	Non-Instruct Supplies	\$52.32
P0700520	Daily Breeze, the	Fiscal Services	Other Services And Expenses	\$134.95
P0700521	Franklin Covey	V.P. Academic Affairs	Non-Instruct Supplies	\$100.15
P0700522	Complete Office	V.P. Academic Affairs	Non-Instruct Supplies	\$387.20
P0700524	West Coast Turf	Facilities/Planning/Servi	Repairs Noninstructional	\$14,820.00
P0700525	Amazon.Com Corporate	History	Instructional Supplies	\$390.83
P0700527	Insight Systems	Technical Services	Repairs Parts And Supplies	\$3,189.08
P0700536	Mid City Mailing Services	Ctr for Arts Promo	Multi Media Advertising	\$815.00
P0700539	Public Agency Law	Institutional Services	Legal	\$29.40
P0700543	Monterey Graphics	Fiscal Services	Non-Instruct Supplies	\$52.32
P0700544	Hitt Marking Devices	Fiscal Services	Non-Instruct Supplies	\$20.38
P0700560	Krystal Klear Window	Facilities/Planning/Servi	Repairs Noninstructional	\$4,775.00
P0700562	Sam Ash	Music	Instructional Supplies	\$298.35
P0700567	Ward's Natural Science	Earth Sciences	Instructional Supplies	\$46.14
P0700568	Grainger	Earth Sciences	Instructional Supplies	\$202.08
P0700573	American Counseling	Counseling Office	Dues And Memberships	\$225.00
P0700576	Monterey Graphics	CADD	Instructional Supplies	\$52.32
P0700577	L.A. County Ems	Paramedic Academy	Contract Services	\$58,340.70
P0700578	L.A. County Ems	Paramedic Academy	Contract Services	\$67,625.91
P0700579	UCLA Center for	Paramedic Academy	Contract Services	\$4,656.00
P0700580	Airgas USA, LLC	Automotive Collision	Instructional Supplies	\$489.46

P0700581	ACENýDir for Finance	Accreditation Support	Dues And Memberships	\$10,020.00
P0700584	Sunstate Equipment Co.	Facilities/Planning/Servi	Equipment Rental	\$459.32
P0700591	BMC Software, Inc	Information Technology	Maintenance Contracts	\$12,109.00
P0700596	Sage Publications, Inc.	Div Office Instr.	Library Books	\$307.32
P0700597	Midwest Library Service	Div Office Instr.	Library Books	\$351.22
P0700598	Midwest Library Service	Div Office Instr.	Library Books	\$2,478.94
P0700599	Thomson West	Div Office Instr.	Library Books	\$2,197.17
P0700600	Matthew Bender	Div Office Instr.	Library Books	\$2,121.70
P0700601	Thomson Gale	Div Office Instr.	Library Books	\$386.14
P0700602	Ingram Library Service	Div Office Instr.	Library Books	\$60.74
P0700603	McNaughton-Brodart	Div Office Instr.	Other Rentals	\$9,687.05
P0700604	Kater-Crafts Bookbinders	Div Office Instr.	Bookbinding	\$2,999.03
P0700605	Ground Control Satellite	Audio/Visual	Repairs - Instructional	\$90.00
P0700609	Art's Sheet Metal	Facilities/Planning/Servi	Repairs Noninstructional	\$70.00
P0700610	Midwest Library Service	Div Office Instr.	Library Books	\$3,356.40
P0700611	Midwest Library Service	Div Office Instr.	Library Books	\$3,866.13
P0700612	Catherine C. Biagini	Ctr for Arts Instr/Admin	Contract Services	\$300.00
P0700613	Fender Rhodes	Music	Repairs - Instructional	\$875.00
P0700614	College of the	Ed & Community	Conferences Mgmt	\$69.00
P0700615	Full Compass	Ctr for Arts Production	Non-Instruct Supplies	\$69.76
P0700616	Mr. Derek E. Poepoe	Ctr for Arts Promo	Non-Instruct Supplies	\$141.46
P0700617	Amazon.Com Corporate	Ctr for Arts Production	Non-Instruct Supplies	\$295.80
P0700618	National Association for	Out of State	Dues And Memberships	\$2,595.00
P0700619	Power Systems	Physical Education	Instructional Supplies	\$3,230.71
P0700620	Western State Design	Physical Education	Repairs Parts And Supplies	\$220.00
P0700634	Woodward Equipment	Automotive Technology	Instructional Supplies	\$296.81
P0700635	CACCRAO	Admissions/Recors	Dues And Memberships	\$200.00
P0700641	L.A.C.O.E. - Div. of	Human Resources	Dues And Memberships	\$8,435.40
P0700644	Shredder Specialties	Admissions/Recors	Repairs Noninstructional	\$763.83
P0700645	Full Compass	Ctr for Arts Production	New Equipment	\$669.99
P0700646	Boss Litho	Copy Center	Printing	\$3,266.73
P0700648	DataStream	Ctr for Arts Production	Repairs Parts And Supplies	\$1,073.36
P0700654	Brown & Bigelow, Inc.	Outreach and School	Non-Instruct Supplies	\$763.70
P0700670	Monterey Graphics	Administrative Services	Non-Instruct Supplies	\$104.64
P0700677	Law Offices of Larry	Institutional Services	Legal	\$2,868.75
P0700679	Amazon.Com Corporate	Staff Development	Other Books	\$457.47
P0700683	Palm Spring Riviera	Ed & Community	Conferences Mgmt	\$447.00
P0700684	CCCAOE	Ed & Community	Conferences Mgmt	\$565.00
P0700687	Gaylord Brothers, Inc.	Div Office Instr.	Instructional Supplies	\$597.12
P0700688	Techsmith	Staff Development	Non-Instruct Supplies	\$198.75
P0700689	Midwest Library Service	Div Office Instr.	Library Books	\$2,534.26
P0700690	Midwest Library Service	Div Office Instr.	Library Books	\$409.87
P0700691	Demco, Inc.	Div Office Instr.	Instructional Supplies	\$28.96
P0700692	Gaylord Brothers, Inc.	Div Office Instr.	Instructional Supplies	\$48.39
P0700693	Logan Mechanical, Inc	V.P. Academic Affairs	Repairs - Instructional	\$284.30
P0700697	Dell Marketing L. P.	Div Office Nat Sciences	Non-Instruct Supplies	\$890.49
P0700698	Innovative Interfaces,	Information Technology	Maintenance Contracts	\$35,568.00
P0700702	Scantron	Information Technology	Non-Instruct Supplies	\$2,885.94
P0700707	Namifiers	Div Office-Studnt	Non-Instruct Supplies	\$14.27
P0700710	CCS Presentation	Div Office Nat Sciences	Non-Instruct Supplies	\$331.74
P0700714	Sargent Welch Scientific	Physics	Instructional Supplies	\$209.10
P0700715	Educational Innovations	Physics	Instructional Supplies	\$73.14
P0700716	Samy's Camera	Physics	Instructional Supplies	\$160.03
P0700717	Karen Criswell	Ctr for Arts Instr/Admin	Contract Services	\$500.00

P0700718	Amazon.Com Corporate	Institutional Research	Publications/ Periodicals	\$62.13
P0700722	CDW-G	Information Technology	Maintenance Contracts	\$713.95
P0700723	CCCCIO	V.P. Academic Affairs	Conferences Mgmt	\$375.00
P0700724	Dell Software Inc	Information Technology	Maintenance Contracts	\$13,470.25
P0700725	Monterey Graphics	Sociology	Instructional Supplies	\$52.32
P0700726	Academic Senate for	Academic Senate	Dues And Memberships	\$4,644.50
P0700727	Ms. Debbie E. Turano	Operations	Pest Control	\$74.00
P0700728	CI Solutions	District Photo Id Cards	Non-Instruct Supplies	\$475.80
P0700729	L.A. County Ems	Paramedic Academy	Contract Services	\$17,009.19
P0700731	LA Lift Services	V.P. Academic Affairs	Repairs - Instructional	\$5,376.08
P0700732	Amazon.Com Corporate	Electronics	Instructional Supplies	\$137.80
P0700734	McMaster Carr	Automotive Technology	Instructional Supplies	\$149.23
P0700736	ACBO	Public Relations	Instructional Supplies	\$35.00
P0700739	Napa Auto & Truck Parts	Automotive Technology	Instructional Supplies	\$246.55
P0700744	California Newsreel	Political Science	Instructional Supplies	\$114.45
P0700745	Midwest Library Service	Div Office Instr.	Library Books	\$1,262.08
P0700746	Thompson West	Div Office Instr.	Library Books	\$3,451.76
P0700749	EBSCO SUBSCRIPTION	Div Office Instr.	Publications-Magazines	\$49.92
P0700753	VS Athletics	Physical Education	Instructional Supplies	\$1,250.66
P0700755	California Pro Sports	Physical Education	Instructional Supplies	\$3,031.62
P0700756	D3 Sports	Physical Education	Instructional Supplies	\$1,141.80
P0700759	America's Software Corp.	Rad Tech	Dues And Memberships	\$995.00
P0700770	Grainger	Health,Safety and Risk	Non-Instruct Supplies	\$708.06
P0700779	Demco	Div Office Instr.	Instructional Supplies	\$135.11
P0700780	Affordable Library	Div Office Instr.	Instructional Supplies	\$359.70
P0700781	Thomson Gale	Div Office Instr.	Library Books	\$626.95
P0700782	Rose Brand	Ctr for Arts Production	Non-Instruct Supplies	\$103.48
P0700783	Southbay Vacuum	Ctr for Arts Production	Repairs Parts And Supplies	\$380.00
P0700784	SG Flute, Inc	Ctr for Arts Instr/Admin	Contract Services	\$500.00
P0700785	Freestyle Photographic	Photography	Instructional Supplies	\$442.92
P0700786	Amazon.Com Corporate	Staff Development	Other Books	\$440.14
P0700792	Monterey Graphics	Warehouse	Inventories	\$2,570.83
P0700794	Apco Graphics, Inc.	English	Instructional Supplies	\$242.05
P0700795	American Bar	Legal Assistance	Dues And Memberships	\$1,750.00
P0700801	Fast Deer Bus Charter	Transfer Center	Transportation	\$980.00
P0700804	Governet	Information Technology	Maintenance Contracts	\$12,000.00
P0700808	Thomson Reuters	VP-SCA	Publications/ Periodicals	\$305.00
P0700809	National Student	Institutional Research	Maintenance Contracts	\$1,626.55
P0700811	Brown & Bigelow, Inc.	Outreach and School	Non-Instruct Supplies	\$4,988.80
P0700813	City of Torrance	Institutional Services	Regulatory	\$2,365.84
P0700816	Computerland of Silicon	Information Technology	Maintenance Contracts	\$150,275.50
P0700828	American Association of	Presidents Office	Dues And Memberships	\$16,468.00
P0700829	Mac Parts Online	Art Department	Repairs Parts And Supplies	\$1,309.47
P0700834	Leeman Parker	Ctr for Arts Instr/Admin	Contract Services	\$150.00
P0700835	David M. Blatter	Ctr for Arts Instr/Admin	Contract Services	\$150.00
P0700837	Patricia W. Harpole	Ctr for Arts Instr/Admin	Contract Services	\$350.00
P0700838	California Stage Lighting	Ctr for Arts Production	Non-Instruct Supplies	\$1,443.66
P0700839	NCMPR	Public Relations	Conferences Mgmt	\$485.00
P0700840	CommLine, Inc	Ctr for Arts Production	Non-Instruct Supplies	\$887.81
P0700846	Grey House Publishing	Div Office Instr.	Library Books	\$185.25
P0700848	Midwest Library Service	Div Office Instr.	Library Books	\$489.57
P0700849	Russell Sigler, Inc.	Facilities/Planning/Servi	Repairs Noninstructional	\$2,660.21
P0700855	IMSI Design	Ctr for Arts Production	Non-Instruct Supplies	\$199.99

P0700856	Nemetschek Vectorworks	Ctr for Arts Production	Non-Instruct Supplies	\$1,061.40
P0700857	California Stage Lighting	Ctr for Arts Production	Non-Instruct Supplies	\$86.00
P0700858	Amazon.Com Corporate	Ctr for Arts Production	Non-Instruct Supplies	\$130.78
P0700862	Amazon.Com Corporate	Ctr for Arts Promo	Non-Instruct Supplies	\$143.60
P0700864	ACENyDir for Finance	Accreditation Support	Dues And Memberships	\$2,400.00
P0700865	Monterey Graphics	Fiscal Services	Non-Instruct Supplies	\$1,097.15
P0700871	Cal Tech Copier, Inc.	Fire Academy	Repairs - Instructional	\$395.00
P0700872	Del Rey Party Rentals	Transfer Center	Non-Instruct Supplies	\$273.50
P0700873	Torrance Electronics	Air Conditioning And	Instructional Supplies	\$140.80
P0700874	Life-Assist Inc.	Air Conditioning And	Instructional Supplies	\$54.54
P0700875	Auto Body Toolmart	Automotive Collision	Instructional Supplies	\$442.35
P0700877	Cal Tech Copier, Inc.	Fire Academy	Repairs - Instructional	\$282.51
P0700878	Prudential Overall Supply	Cosmetology	Laundry	\$99.64
P0700879	Uline Shipping Supply	Art Department	Instructional Supplies	\$779.76
P0700880	Grainger	Art Department	Repairs Parts And Supplies	\$100.41
P0700881	Hermosa Beach	Public Relations	Dues And Memberships	\$300.00
P0700882	Advertising	Public Relations	Publications/ Periodicals	\$149.00
P0700885	Golden West Industrial	Art Department	Instructional Supplies	\$851.66
P0700886	Ellucian Inc	Information Technology	Maintenance Contracts	\$438,650.00
P0700888	Law Fire Protection	Facilities/Planning/Servi	Repairs Noninstructional	\$9,574.71
P0700889	Xpedx	Warehouse	Inventories	\$4,506.72
P0700896	Vernier Software	Physics	Instructional Supplies	\$1,239.20
P0700914	Amazon.Com Corporate	Nursing	Instructional Supplies	\$71.55
P0700915	Monterey Graphics	Nursing	Non-Instruct Supplies	\$52.32
P0700916	Hitt Marking Devices	Nursing	Non-Instruct Supplies	\$40.92
P0700917	The Printer Place	Information Technology	Non-Instruct Supplies	\$45.84
P0700926	Championship	Physical Education	Instructional Supplies	\$97.17
P0700927	Western State	Physical Education	Dues And Memberships	\$350.00
P0700928	Hitt Marking Devices	Div Office BSSC	Other Instr Supplies	\$79.74
P0700929	CCPRO	Public Relations	Dues And Memberships	\$175.00
P0700930	American Sociological	Sociology	Instructional Supplies	\$85.00
P0700931	Western State Design	Physical Education	Repairs Parts And Supplies	\$220.00
P0700934	Community College	Public Relations	Conferences Mgmt	\$575.00
P0700935	Midwest Library Service	Div Office Instr.	Library Books	\$2,944.01
P0700938	Exsel Inc	Presidents Office	Other Services And Expenses	\$174.40
P0700940	Bio Rad Laboratories	Life Sciences	Instructional Supplies	\$233.38
P0700945	Airport Van Rental	Earth Sciences	Transportation	\$337.90
P0700946	Mr. Leonid Rachman	International Students	Conferences Mgmt	\$368.67
P0700961	Law Offices of Larry	Institutional Services	Legal	\$3,262.50
P0700964	SDSU School of	Speech Communication	Other Services And Expenses	\$1,245.00
			Fund 11 Total: 178	\$1,084,075.32

Fund 12 Restricted - El Camino

P0700455	Dell Marketing L. P.	Title III- H S I - STEM	New Computer	\$3,200.36
P0700485	Parkhouse Tire, Inc	Parking Services	New Equipment	\$1,311.38
P0700503	Techsmith	NSF-Aerospace Mfg Ed	Software	\$179.00
P0700504	Sae International	NSF-Aerospace Mfg Ed	Non-Instruct Supplies	\$129.50
P0700505	Destyn M. LaPorte	El Camino Language	Field Trip Expense	\$1,010.15
P0700510	Little Machine Shop	WIP (10-292-720)	Instructional Supplies	\$273.47
P0700513	Lou's Golf and Industrial	Parking Services	Repairs Non Instr	\$57.67
P0700517	Susan Saxe-Clifford, Phd	Parking Services	Other Services And Expenses	\$425.00
P0700518	J.R. Scheib Body and	Parking Services	Repairs Non Instr	\$1,400.00
P0700526	Cindy Barrientos	Title III- H S I - STEM	Conferences Other	\$343.35

P0700531	Hispanic Association of	TitleV-Improving	Conferences Faculty	\$650.00
P0700532	American Express Travel	TitleV-Improving	Conferences Faculty	\$471.80
P0700533	CDW-G	TitleV-Improving	Non Instructional	\$1,513.60
P0700534	Hilton Chicago Towers	TitleV-Improving	Conferences Mgmt	\$807.00
P0700535	Mr. Derek E. Poepoe	Artes de El Camino	Non-Instruct Supplies	\$362.58
P0700538	SACNAS	Title III- H S I - STEM	Conferences Other	\$465.00
P0700542	Prodata Group Llc	Adv. Mfg. Sector	Other Services And Expenses	\$5,087.00
P0700546	VWR International	Title III- H S I - STEM	Instructional Supplies	\$1,237.32
P0700547	GoEngineer	Title III- H S I - STEM	Computer Software Account	\$6,561.80
P0700549	National Instruments	Title III- H S I - STEM	Computer Software Account	\$5,631.20
P0700561	Bothwell Automotive, Inc.	Parking Services	Repairs Non Instr	\$150.00
P0700563	CSI Fullmer	Parking Services	New Equipment	\$466.39
P0700565	Life Technologies	Title III- H S I - STEM	Instructional Supplies	\$451.09
P0700566	MakerBot Industries	Title III- H S I - STEM	New Equipment - Instructional	\$4,952.18
P0700569	Torchmate, Inc	Title III- H S I - STEM	New Equipment - Instructional	\$23,274.00
P0700575	CCCAOE	Adv. Mfg. Sector	Conferences Other	\$395.00
P0700582	Amazon.Com Corporate	TitleV-Improving	Non-Instruct Supplies	\$154.77
P0700583	Regents, University of	TitleV-Improving	Conferences Faculty	\$120.00
P0700589	Intoximeters	Parking Services	Other Services And Expenses	\$220.00
P0700590	Police Bike Store.Com	Parking Services	New Equipment	\$372.52
P0700592	Van Lingen Towing	Parking Services	Repairs Non Instr	\$485.00
P0700593	South Bay Regional	Parking Services	New Equipment	\$3,466.28
P0700594	Lisa Dudek	Title III- H S I - STEM	Contract Services	\$400.00
P0700595	Kristofer Marsh	Title III- H S I - STEM	Contract Services	\$400.00
P0700606	Airgas USA, LLC	Title III- H S I - STEM	Instructional Supplies	\$218.42
P0700608	SMEyWESTEC 2013	Adv. Mfg. Sector	Conferences Other	\$2,600.00
P0700622	Los Angeles Convention	Adv. Mfg. Sector	Conferences Other	\$96.00
P0700636	NASFAA	Administration	Dues And Memberships	\$1,878.00
P0700637	American Express Travel	Title III- H S I - STEM	Conferences Other	\$1,400.00
P0700638	ECCD Foundation	Title III- H S I - STEM	Contract Services	\$103,000.00
P0700639	ALCOPRO	Parking Services	Non-Instruct Supplies	\$90.94
P0700640	College of the	WPLRC Industry Driven	Conferences Mgmt	\$49.00
P0700642	Right Tek	Parking Services	Non-Instruct Supplies	\$219.28
P0700643	CDW-G	Parking Services	New Equipment	\$545.00
P0700647	I-Tul Design & Software,	NSF-Aerospace Mfg Ed	Non-Instruct Supplies	\$215.40
P0700657	Campus Food Services	EOPS CARE	Non-Instruct Supplies	\$1,754.90
P0700658	Laura M. Narvaez	EOPS CARE	Contract Services	\$250.70
P0700659	Monterey Graphics	EOPS	Non-Instruct Supplies	\$52.32
P0700660	IACLEA	Parking Services	Dues And Memberships	\$250.00
P0700661	CPOA	Parking Services	In-Service Training	\$250.00
P0700662	USA Today	CAA (10-091-002)	Non-Instruct Supplies	\$137.50
P0700663	Los Angeles Superior	Parking Violations DMV	Other Services And Expenses	\$6,025.00
P0700664	South Bay Regional	Parking Services	New Equipment	\$1,565.55
P0700665	CDW-G	Parking Services	New Equipment	\$155.87
P0700666	Targets Online	Parking Services	Non-Instruct Supplies	\$1,401.60
P0700667	Dooley Enterprises	Parking Services	Non-Instruct Supplies	\$6,360.15
P0700676	Monterey Graphics	Community Education	Non-Instruct Supplies	\$104.64
P0700680	American Association of	NSF-Aerospace Mfg Ed	Conferences Other	\$300.00
P0700681	Omni Shoreham Hotel	NSF-Aerospace Mfg Ed	Conferences Other	\$820.98
P0700682	American Express Travel	NSF-Aerospace Mfg Ed	Transportation/ Mileage	\$331.60
P0700694	Anderson Business	SBDC Program Income	New Equip - Noninstr	\$1,283.91
P0700695	Hilton Chicago Towers	TitleV-Improving	Conferences Faculty	\$939.35
P0700696	The Apple Store	Career & Tech Ed	New Equipment - Instructional	\$76.25
P0700701	Hilton Chicago Towers	TitleV-Improving	Conferences Faculty	\$1,252.46

P0700703	HACU 27th Annual	TitleV-Improving	Conferences Faculty	\$650.00
P0700704	American Express Travel	TitleV-Improving	Conferences Faculty	\$327.80
P0700705	Amazon.Com Corporate	TitleV-Improving	Non-Instruct Supplies	\$122.00
P0700706	American Express Travel	Community Education	Transportation/ Mileage	\$257.80
P0700708	I & O Party Rentals	TitleV-Improving	Rents/ Leases And Repairs	\$258.00
P0700709	Prize Wheel	EOPS	Non-Instruct Supplies	\$485.18
P0700713	Monterey Graphics	CalWORKs	Non-Instruct Supplies	\$104.64
P0700730	American Express Travel	Adv. Mfg. Sector	Conferences Other	\$277.80
P0700733	McMaster Carr	Ref & Lane Tech(Smg	Instructional Supplies	\$411.91
P0700743	Enterprise Rentals	WPLRC Industry Driven	Transportation/ Mileage	\$100.00
P0700747	Santa Rosa Uniform	Health Services	Non-Instruct Supplies	\$447.34
P0700750	Brite Carpet Cleaning	Community	Other Services And Expenses	\$1,022.00
P0700751	CDW-G	EOPS	New Equipment -	\$1,565.83
P0700752	American Express Travel	WPLRC Industry Driven	Conferences Mgmt	\$277.80
P0700757	Rebecca Zettler	Health Services	Other Books	\$54.40
P0700769	American Express Travel	Matriculation	Conferences Mgmt	\$422.00
P0700771	Laura A. Ellis	Artes de El Camino	Contract Services	\$189.26
P0700789	Public Safety Training	Parking Services	In-Service Training	\$440.00
P0700790	Taser International	Parking Services	In-Service Training	\$700.00
P0700791	National Crime	Parking Services	In-Service Training	\$400.00
P0700797	Apple, Inc.	Title III- H S I - STEM	Non-Instruct Supplies	\$96.90
P0700798	Los Angeles News Group	TitleV-Improving	Non-Instruct Supplies	\$583.00
P0700799	Ms. Lyn K. Clemons	DSPS	Instructional Supplies	\$251.61
P0700800	Center for Urban	TitleV-Improving	Conferences Other	\$1,995.00
P0700802	Ms. Dipte D. Patel	DSPS	Instructional Supplies	\$40.85
P0700803	Pearson Assessment	DSPS	Instructional Supplies	\$789.01
P0700806	Riverside Publishing	DSPS	Instructional Supplies	\$698.42
P0700814	Dell Marketing L. P.	TitleV-Improving	Non Inst	\$6,092.36
P0700815	CDW-G	TitleV-Improving	Non Inst	\$6,311.64
P0700817	Van Lingen Towing	Parking Services	Repairs Non Instr	\$50.00
P0700818	J.R. Scheib Body and	Parking Services	Repairs Non Instr	\$545.00
P0700819	B & H Inglewood Tow	Parking Services	Repairs Non Instr	\$75.00
P0700820	Total Reader, Llc	TitleV-Improving	Non-Instruct Supplies	\$1,200.00
P0700821	Amazon.Com Corporate	TitleV-Improving	Non-Instruct Supplies	\$663.81
P0700822	Amazon.Com Corporate	TitleV-Improving	Non-Instruct Supplies	\$294.62
P0700823	U.S. Holocaust Memorial	TitleV-Improving	Non-Instruct Supplies	\$52.00
P0700824	North High School	Title III- H S I - STEM	Contract Services	\$1,000.00
P0700826	Amazon.Com Corporate	TitleV-Improving	Non-Instruct Supplies	\$462.01
P0700827	Amazon.Com Corporate	TitleV-Improving	Non-Instruct Supplies	\$608.27
P0700830	Phenix Technology, Inc	Cact CA Employee	Non-Instruct Supplies	\$1,395.20
P0700831	West High School	Title III- H S I - STEM	Contract Services	\$1,000.00
P0700845	Campus Food Services	TitleV-Improving	Non-Instruct Supplies	\$174.00
P0700847	Orange County Sheriff's	Parking Services	In-Service Training	\$15.00
P0700850	Midas Auto Repair	Parking Services	Repairs Non Instr	\$168.99
P0700853	Robert L. Long	EOPS CARE	Contract Services	\$200.00
P0700854	The Printer Works	Parking Services	New Equipment	\$71.95
P0700859	iStockphoto LP.	TitleV-Improving	Non-Instruct Supplies	\$545.00
P0700860	American Express Travel	CalWORKs	Conferences Other	\$546.60
P0700870	Print Globe	CalWORKs	Non-Instruct Supplies	\$361.15
P0700876	L N Curtis	Fire Tech Donations	New Equipment - Instructional	\$1,314.54
P0700883	Campus Food Services	(STCW) Standards for	Non-Instruct Supplies	\$150.42
P0700884	Dooley Enterprises	Parking Services	Non-Instruct Supplies	\$1,861.18
P0700891	Courtyard Palm Springs	In-Region Investments	Conferences Other	\$254.26
P0700892	CCCAOE	In-Region Investments	Conferences Other	\$395.00

P0700893	Cal Tech Copier, Inc.	Health Services	Repairs Noninstructional	\$570.52
P0700895	Hot Spot Promotions	Community Education	Non-Instruct Supplies	\$868.40
P0700897	Campus Food Services	Title III- H S I - STEM	Non-Instruct Supplies	\$102.46
P0700898	Wallcur, LLC	Community Education	Non-Instruct Supplies	\$456.05
P0700899	Campus Food Services	MESA Program	Conferences - Student	\$620.48
P0700900	Access Ingenuity	VATEA Special	Instructional Supplies	\$4,914.69
P0700901	Livescribe	VATEA Special	Instructional Supplies	\$1,103.88
P0700902	CCS Presentation	VATEA Medial / TV	New Equipment - Instructional	\$1,363.93
P0700903	PCM-G, Inc.	VATEA Medial / TV	New Equipment - Instructional	\$4,787.28
P0700904	CDW-G	VATEA Medial / TV	New Equipment - Instructional	\$3,758.86
P0700905	Mole-Richardson	VATEA Medial / TV	New Equipment - Instructional	\$6,889.23
P0700906	Studica	VATEA Medial / TV	Computer Software Account	\$2,730.00
P0700913	Total Pharmacy Supply	Community Education	Non-Instruct Supplies	\$725.52
P0700918	Pocket Nurse	EGADNP 12/13-13/14	New Equipment - Instructional	\$7,185.00
P0700919	Nasco	EGADNP 12/13-13/14	New Equipment - Instructional	\$13,968.86
P0700920	Campus Food Services	EOPS	In-Service Training	\$1,123.14
P0700921	L.A.C.M.T.A.	EOPS CARE	Bus Passes and Food	\$6,250.00
P0700922	SVM, lp	EOPS CARE	Transportation Repair	\$15,180.00
P0700932	Limbs & Things, Inc.	EGADNP 12/13-13/14	New Equipment - Instructional	\$9,384.87
P0700933	Medical Revitalization,	EGADNP 12/13-13/14	New Equipment - Instructional	\$35,652.50
P0700947	Sky-Skan, Inc.	Title III- H S I - STEM	New Equipmen-Instr	\$4,782.50
P0700948	Evans & Sutherland	Title III- H S I - STEM	New Equipment - Instructional	\$17,863.75
P0700950	John B. Cook	Title III- H S I - STEM	Non-Instruct Supplies	\$400.00
P0700951	Uline Shipping Supply	WIP (10-292-720)	Instructional Supplies	\$1,761.23
P0700952	Sherline Products, Inc	WIP (10-292-720)	Instructional Supplies	\$1,177.61
P0700953	Vernier Software	Title III- H S I - STEM	Computer Software Account	\$49,745.28
P0700957	David K. Faulkner	Title III- H S I - STEM	Non-Instruct Supplies	\$400.00
			Fund 12 Total: 145	\$432,591.82

Fund 41 Capital Outlay

P0700457	Russell Sigler, Inc.	Building Systems	Buildings	\$3,808.46
P0700587	Pyro-Comm Systems	Building Systems	Buildings	\$11,245.49
P0700588	Forms+Surfaces	Improve Campus	Site Improvements	\$6,656.09
P0700887	CED/Metropolitan	Building Systems	Buildings	\$1,153.35
			Fund 41 Total: 4	\$22,863.39

Fund 62 Property & Liability

P0700685	SWACC	Purchasing and	Excess Insurance	\$1,154.00
P0700686	Student Insurance	Health,Safety and Risk	Insurance	\$163,376.00
P0700761	El Camino Community	Purchasing and	Liability - Self Insurance	\$11,542.42
			Fund 62 Total: 3	\$176,072.42

Fund 71 Associated Students

P0700671	Doubletree by Hilton	Student Affairs	ASB Exp.	\$1,088.70
P0700672	CCC SAA/Citrus College	Student Affairs	ASB Exp.	\$2,340.00
P0700673	American Express Travel	Student Affairs	ASB Exp.	\$2,198.00
P0700805	Campus Food Services	Student Affairs	ASB Exp.	\$463.80
P0700833	Campus Food Services	Student Affairs	ASB Exp.	\$398.61
			Fund 71 Total: 5	\$6,489.11

Fund 79 Auxiliary Services

P0700508	Robinhood Enterprises	Resp Therapy	Non-Instruct Supplies	\$377.14
P0700571	Ms. Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$95.25
P0700572	Mr. Bryan E. Bates	Fine Arts	Non-Instruct Supplies	\$100.00
P0700623	Ecolab Center	Radiologic Tech	Non-Instruct Supplies	\$2,008.65
P0700624	Ms. Theresa M. Clifford	First Year Experience	Non-Instruct Supplies	\$54.50
P0700625	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$112.82
P0700626	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$112.82
P0700627	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$16.35
P0700628	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$250.70
P0700669	Adorama Camera Inc.	Humanities	Non-Instruct Supplies	\$977.74
P0700674	Soccer Central	Health Sciences	Non-Instruct Supplies	\$889.44
P0700675	Soccer Central	Resp Therapy	Non-Instruct Supplies	\$889.44
P0700735	Luis Alfaro/C/O Abrams	Fine Arts	Non-Instruct Supplies	\$375.00
P0700737	Ms. Patricia Briles	Fine Arts	Non-Instruct Supplies	\$490.00
P0700738	Ms. Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$1,000.00
P0700787	Buddy's All Stars Inc.	Health Sciences	Non-Instruct Supplies	\$1,065.60
P0700788	Campus Food Services	Honors Program	Non-Instruct Supplies	\$583.63
P0700810	California Pro Sports	Resp Therapy	Non-Instruct Supplies	\$626.76
P0700832	Embroidme	Resp Therapy	Non-Instruct Supplies	\$400.57
P0700863	Mr. Bryan E. Bates	Fine Arts	Non-Instruct Supplies	\$300.00
P0700866	Southland Lumber	Fine Arts	Non-Instruct Supplies	\$251.79
P0700867	Rose Brand	Fine Arts	Non-Instruct Supplies	\$522.38
P0700868	Ms. Patricia A. Amezcua	Fine Arts	Non-Instruct Supplies	\$92.57
P0700869	Eric Coble	Fine Arts	Non-Instruct Supplies	\$70.00
P0700907	Eastbay	Health Sciences	Non-Instruct Supplies	\$2,156.88
P0700908	Thea Robertshaw	Fine Arts	Non-Instruct Supplies	\$100.00
P0700909	Michelle Lai	Fine Arts	Non-Instruct Supplies	\$100.00
P0700910	Amazon.Com Corporate	Fine Arts	Non-Instruct Supplies	\$272.39
			Fund 79 Total: 28	\$14,292.42

Fund 82 Scholarships & Trust/Agency

P0700512	California Pro Sports	Health Sciences	Fundraising	\$555.87
P0700514	Robinhood Enterprises	Health Sciences	Fundraising	\$905.79
P0700515	California Pro Sports	Health Sciences	Fundraising	\$961.96
P0700519	Norcal Swim Shop	Health Sciences	Fundraising	\$1,204.83
P0700633	Riddell/All American	Health Sciences	Fundraising	\$1,174.34
P0700655	Fast Deer Bus Charter	Health Sciences	Fundraising	\$677.78
P0700656	Ecolab Center	Health Sciences	Fundraising	\$2,875.81
P0700748	Real Volleyball	Health Sciences	Fundraising	\$1,243.56
P0700807	Eastbay	Health Sciences	Fundraising	\$1,017.62
P0700852	Riddell/All American	Health Sciences	Fundraising	\$835.64
P0700890	Rogers Athletic Co.	Health Sciences	Fundraising	\$1,085.45
			Fund 82 Total: 11	\$12,538.65

PO Funds Total: 374 1,748,923.13

Fund 11 Unrestricted - El Camino

B0710108	Schindler Elevator	Facilities/Planning/Servi	Maintenance Contracts	\$45,000.00
B0710113	Schindler Elevator	Facilities/Planning/Servi	Repairs Noninstructional	\$15,000.00
B0710482	Shaw H.R. Consulting,	Human Resources	Contract Services	\$4,000.00

B0710484	Civic Couch	Public Relations	Contract Services	\$2,000.00
B0710486	Krystal Klear Window	Facilities/Planning/Servi	Repairs Noninstructional	\$2,850.00
B0710503	Herff Jones, Inc.	Admissions/Recors	Non-Instruct Supplies	\$3,500.00
B0710504	E.C.C.C.D. Bookstore	Psychology	Other Books	\$250.00
B0710508	E.C.C.C.D. Bookstore	Div Office Fine Arts	Other Books	\$600.00
B0710516	ECCD Petty Cash	Community	Non-Instruct Supplies	\$250.00
B0710533	Anderson Saw Company	Construction	Repairs - Instructional	\$500.00
B0710534	Grainger	Construction	Repairs Parts And Supplies	\$200.00
B0710535	McMaster Carr	Construction	Repairs Parts And Supplies	\$200.00
B0710536	Craft Supplies U.S.A.	Construction	Repairs Parts And Supplies	\$200.00
B0710537	Tool City	Construction	Instructional Supplies	\$1,000.00
B0710538	Strata Forest Products	Construction	Instructional Supplies	\$3,000.00
B0710539	Rockler	Construction	Instructional Supplies	\$1,500.00
B0710540	Louis & Company	Construction	Instructional Supplies	\$1,000.00
B0710541	Klingspor	Construction	Instructional Supplies	\$500.00
B0710542	Forest Plywood	Construction	Instructional Supplies	\$1,500.00
B0710543	Craft Supplies U.S.A.	Construction	Instructional Supplies	\$300.00
B0710544	Anderson Saw Company	Construction	Instructional Supplies	\$500.00
B0710545	ECCD Petty Cash	Automotive Collision	Instructional Supplies	\$100.00
B0710546	South Bay Paint & Tool	Automotive Collision	Instructional Supplies	\$2,000.00
B0710547	Shamrock Supply Co.	Automotive Collision	Instructional Supplies	\$300.00
B0710548	Fountain Valley Paint	Automotive Collision	Instructional Supplies	\$1,500.00
B0710549	Campus Food Services	I&T Div Ofc	Non-Instruct Supplies	\$300.00
B0710554	Baker & Taylor, Inc.	Div Office Instr.	Library Books	\$3,000.00
B0710555	ECCD Petty Cash	Div Office Instr.	Instructional Supplies	\$200.00
B0710556	ECCD Petty Cash	Audio/Visual	Instructional Supplies	\$200.00
B0710558	Cal Tech Copier, Inc.	Ctr for Arts Production	Repairs Parts And Supplies	\$1,500.00
B0710559	Henry Schein, Inc	Athletics-	Non-Instruct Supplies	\$8,000.00
B0710561	ECCD Petty Cash	Architectural	Instructional Supplies	\$100.00
B0710562	Crenshaw Lumber	Architectural	Instructional Supplies	\$800.00
B0710563	ARC Imaging Resources	Architectural	Instructional Supplies	\$1,500.00
B0710565	Regency Lighting	Electric Shop	Non-Instruct Supplies	\$3,000.00
B0710566	ECCD Petty Cash	Ctr for Arts Front of	Non-Instruct Supplies	\$100.00
B0710572	ECCD Petty Cash	Anthropology	Instructional Supplies	\$750.00
B0710575	David W. Marshall	Staff Development	PSA Contract Services	\$2,000.00
B0710579	ECCD Petty Cash	Ed & Community	Non-Instruct Supplies	\$1,000.00
B0710580	E.C.C.C.D. Bookstore	Div Office Business	Non-Instruct Supplies	\$600.00
B0710588	Crenshaw Wholesale	Construction	Instructional Supplies	\$700.00
B0710589	MDesigns Productions	Instructional Television	Contract Services	\$6,000.00
B0710591	Russell Sigler, Inc.	HVAC Shop	Non-Instruct Supplies	\$4,000.00
B0710595	Mid City Mailing Services	Institutional Services	Postage	\$13,000.00
B0710598	Morey's Music Store	Music	Instructional Supplies	\$2,000.00
B0710608	Art's Sheet Metal	Facilities/Planning/Servi	Repairs Noninstructional	\$1,000.00
B0710609	American Express	Div Office Instr.	Library Books	\$1,000.00
B0710616	Ricoh Corp	Human Resources	Copiers	\$5,000.00
B0710633	Sign Warehouse, Inc	Paint Shop	Non-Instruct Supplies	\$1,000.00
B0710635	Lightning Powder Co.	Administrative Of	Instructional Supplies	\$800.00
B0710636	Boss Litho	Public Relations	Printing	\$80,000.00
B0710642	Smoke Guard	Facilities/Planning/Servi	Repairs Noninstructional	\$2,000.00

Fund 11 Total: 52 \$227,300.00

Fund 12 Restricted - El Camino

B0710494	Robotshop Distribution	CAA (10-091-002)	Non-Instruct Supplies	\$1,000.00
B0710495	MSC Industrial Supply	CAA (10-091-002)	Non-Instruct Supplies	\$1,500.00
B0710496	M & K Metal Co.	CAA (10-091-002)	Non-Instruct Supplies	\$500.00
B0710497	McMaster Carr	CAA (10-091-002)	Non-Instruct Supplies	\$1,000.00
B0710500	McMaster Carr	WIP (10-292-720)	Instructional Supplies	\$1,000.00
B0710501	Grainger	WIP (10-292-720)	Instructional Supplies	\$500.00
B0710507	ECCD Petty Cash	Artes de El Camino	Non-Instruct Supplies	\$5,000.00
B0710514	Sims Welding Supply	CAA (10-091-002)	Non-Instruct Supplies	\$4,500.00
B0710515	ECCD Petty Cash	Community	Non-Instruct Supplies	\$250.00
B0710518	E.C.C. Public Information	Title III- H S I - STEM	Non-Instruct Supplies	\$500.00
B0710529	ECCD Petty Cash	Aerospace Conference	Non-Instruct Supplies	\$500.00
B0710550	Action Sales & Metal Co.	CAA (10-091-002)	Non-Instruct Supplies	\$2,000.00
B0710578	E.C.C. Public Information	Cact CA Employee	Reproduction Instructional	\$2,000.00
B0710581	ECCD Petty Cash	CA Step Project	Non-Instruct Supplies	\$50.00
B0710582	E.C.C. Public Information	TitleV-Improving	Reproduction Instructional	\$800.00
B0710583	EMC Paradigm	Community Education	Non-Instruct Supplies	\$8,000.00
B0710594	Dowden Associates, Inc.	Title III- H S I - STEM	Contract Services	\$30,000.00
B0710604	Ricoh	Foster Care Ed 03-04	Copiers	\$2,353.00
B0710605	ECCD Petty Cash	Model	Instructional Supplies	\$590.00
B0710606	ECCD Petty Cash	YESS Grant	Non-Instruct Supplies	\$100.00
B0710618	E.C.C. Public Information	Model	Reproduction Instructional	\$600.00
B0710619	E.C.C. Public Information	YESS Grant	Reproduction Instructional	\$300.00
B0710620	E.C.C. Public Information	Foster Care Ed 03-04	Reproduction Instructional	\$780.00
B0710621	El Camino Community	Foster Care Ed 03-04	Instructional Supplies	\$500.00
B0710627	Campus Food Services	YESS Grant	Non-Instruct Supplies	\$900.00
B0710628	ECCD Petty Cash	Model	Other Services And Expenses	\$600.00
B0710632	E.C.C. Public Information	MediCal Administrative	Printing	\$200.00
			Fund 12 Total: 27	\$66,023.00

Fund 41 Capital Outlay

B0700006	Trane Commercial	Building Systems	Buildings	\$24,985.00
B0710487	S & K Engineers	Building Systems	Buildings	\$4,500.00
			Fund 41 Total: 2	\$29,485.00

Fund 71 Associated Students

B0710630	E.C.C. Public Information	Student Affairs	ASB Exp.	\$250.00
B0710631	E.C.C. Public Information	Student Affairs	ASB Exp.	\$200.00
			Fund 71 Total: 2	\$450.00

Fund 79 Auxiliary Services

B0710560	Gardena Valley News,	Humanities	Non-Instruct Supplies	\$25,000.00
			Fund 79 Total: 1	\$25,000.00

Fund 81 Student Organizations

B0710629	E.C.C. Public Information	Student Affairs	A/P Manual.Gen.	\$200.00
			Fund 81 Total: 1	\$200.00

BPO Funds Total: 85 \$348,458.00

Grand Total POs and BPOs: 459 2,097,381.13

**Agenda for the El Camino Community College District Board of Trustees
For
Measure E 2002 & 2012 Bond Fund
Administrative Services**

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Administrative Services – Measure E Bond Fund

A. CATEGORY BUDGETS AND BALANCES

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

The following tables report 2002 and 2012 Measure E expenditures and commitments through September 30, 2013, at the October 2013 Board meeting.

2002 Measure E Expenditures:

CATEGORY	CURRENT BUDGET	EXPENDED	COMMITTED	BALANCE
<u>Additional Classrooms and Modernization</u>				
Acquisitions	\$705,867	\$705,867	\$0	\$0
Architectural Barrier Removal Phase 2	18,520	18,520	0	0
Athletic Education and Fitness Complex	48,846,456	7,132,143	1,533,171	40,181,143
Bookstore/Cafeteria Conversion to Admin	10,868,608	9,920,528	947,365	715
Math Business & Allied Health Building	37,076,392	36,358,330	577,730	140,332
Central Plant	14,545,000	14,329,781	300	214,919
Child Development Center Phase 2	30,470	30,470	0	0
Crenshaw Blvd. Frontage Enhancement	13,373	13,373	0	0
Fire Academy Structure	164,893	164,893	0	0
Fire Program Facility	1,651	1,651	0	0
Humanities Complex Replacement	30,355,936	30,048,527	307,409	0
Learning Resource Center Addition	5,067,287	5,043,165	24,122	0
MBB Parking Structure & Entrance	106,257	106,257	0	0
Remodeling Phase One-Three	851,513	851,513	0	0
Science Complex Renovation	10,369,136	7,820,198	1,592,087	956,851
Student Services and Activities Replacement	40,359,209	2,009,564	0	38,349,645
Temporary Space and Relocation Costs	3,844,653	3,636,583	4,234	203,836
Signage and Wayfinding	1,295,309	648,921	0	646,388
Architectural Planning Contingency	1,100,000	495,683	23,559	580,759
Total Add'l Classrooms and Modernization	<u>\$205,620,530</u>	<u>\$119,335,966</u>	<u>\$5,009,977</u>	<u>\$81,274,587</u>

Campus Site Improvements: Accessibility,

Safety / Security

Asphalt Resurfacing - All Lots	\$400,000	\$14,975	\$0	\$385,025
Emergency Generators and Distribution	116,173	116,173	0	0
Emergency Power to Security Lighting	4,289	4,289	0	0
Entrance - Redondo Beach Blvd. to Lot H	30,208	30,208	0	0
Fencing Replacement and Additions	105,777	5,777	0	100,000
Landscaping/Irrigation System Replacements	549,932	49,932	0	500,000

CATEGORY	CURRENT BUDGET	EXPENDED	COMMITTED	BALANCE
Lighting - Upgrade / Replace All Lots	3,059,807	2,456,134	28,387	575,286
Lot F Parking Structure Improvements	33,028,756	3,304,177	1,368,428	28,356,150
Lot H Parking Structure	24,371,895	24,188,519	0	183,376
Paving Replacement-All Walks and Driveways	1,110,695	753,303	17,005	340,387
Pedestrian Walks at MB Blvd. & Lot E	7,898	7,898	0	0
Security Video	2,007,831	1,114,906	40,058	852,867
Voice / Data / Signal Site Duct Bank	117,130	117,130	0	0
Total Campus Site Improvements: Accessibility, Safety / Security	<u>\$64,910,391</u>	<u>\$32,163,420</u>	<u>\$1,453,879</u>	<u>\$31,293,093</u>
<u>Energy Efficiency Improvements</u>				
Energy Efficiency Improvements Phase Two	<u>\$2,700,980</u>	<u>\$2,700,980</u>	<u>\$0</u>	<u>\$0</u>
Total Energy Efficiency Improvements	<u>\$2,700,980</u>	<u>\$2,700,980</u>	<u>\$0</u>	<u>\$0</u>
<u>Health and Safety Improvements</u>				
Administration	\$112,738	\$112,738	\$0	\$0
Art & Behavioral Sciences	369,585	369,585	0	0
Infrastructure Phase 1-3	41,599,478	41,600,377	-899	0
Auxiliary Warehouse	1,301	1,301	0	0
Communications	219,262	219,262	0	0
Construction Technology	16,466	16,466	0	0
Domestic Water System	1,610,208	110,208	0	1,500,000
Facilities and Receiving	215,159	215,159	0	0
Fire Alarm	277,817	277,817	0	0
Firelines	119,905	119,905	0	0
Hazardous Materials Abatement	176,465	175,573	0	892
Restroom Access Compliance	2,200,000	1,986,674	38,983	174,343
Library	452,759	452,759	0	0
Marsee Auditorium	460,474	460,474	0	0
Industry & Technology Building	38,309,701	8,659,483	24,020,698	5,629,520
Music	240,600	240,600	0	0
Natural Gas System	13,852	13,852	0	0
North Gymnasium	262,214	262,214	0	0
Physical Education and Men's Shower	78,178	78,178	0	0
Planetarium	12,815	12,815	0	0
Pool and Health Center	502,185	502,185	0	0
Primary Electrical Distribution System	5,061,211	5,061,211	0	0
Reimbursements	1,414,353	1,414,353	0	0
Security Systems	30,245	30,245	0	0
Sewer System	55,449	55,449	0	0
Social Sciences	4,584,449	4,551,273	16,752	16,424
Storm Drain System	30,644	30,644	0	0
Technical Arts	405,147	405,147	0	0

CATEGORY	CURRENT BUDGET	EXPENDED	COMMITTED	BALANCE
Shops	29,891,195	7,301,697	19,149,406	3,440,092
Total Health and Safety Improvements	<u>\$128,723,855</u>	<u>\$74,737,642</u>	<u>\$43,224,941</u>	<u>\$10,761,272</u>
<u>Information Technology and Equipment</u>				
Behavioral and Social Sciences	\$554,077	\$195,053	\$0	\$359,024
Business	643,650	489,657	0	153,993
Facilities Planning and Services	625,724	400,970	0	224,754
Fine Arts	1,094,948	959,764	0	135,184
Health Sciences and Athletics	926,427	772,110	0	154,317
Humanities	425,978	217,287	0	208,691
Industry and Technology	983,641	606,658	65,320	311,663
Information Technology	12,857,370	8,012,265	2,344	4,842,761
Learning Resources	3,025,003	515,255	0	2,509,748
Math	723,061	231,191	0	491,870
Natural Sciences	1,860,479	727,042	0	1,133,437
Nursing	252,651	116,478	0	136,173
Student and Community Advancement	560,796	260,216	0	300,580
Interfund Transfer	141,150	141,150	0	0
Campus Police	66,650	66,650	0	0
Purchasing	9,418	9,418	0	0
Phase II, III, IV Purchases	0	0	0	0
Installation Contingency	349	349	0	0
Total Information Technology and Equipment	<u>\$24,751,372</u>	<u>\$13,721,512</u>	<u>\$67,664</u>	<u>\$10,962,197</u>
<u>Physical Education Facilities Improvements</u>				
Baseball Field	\$572	\$572	\$0	\$0
North Field	0	0	0	0
Sand Volleyball	0	0	0	0
Reserve for Contingencies	0	0	0	0
Total Physical Education Facilities	<u>\$572</u>	<u>\$572</u>	<u>\$0</u>	<u>\$0</u>
Unallocated Interest (as of 5/28/13)	<u>\$429,487</u>	<u>\$0</u>	<u>\$0</u>	<u>\$429,487</u>
TOTAL	<u>\$427,137,187</u>	<u>\$242,660,092</u>	<u>\$49,756,460</u>	<u>\$134,720,635</u>

2012 Measure E Expenditures:

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
<u>Additional Classrooms and Modernization</u>				
New Main Gym & P.E.	\$34,979,151	\$0	\$0	\$34,979,151
Demo P.E./Men's Locker Room	1,360,210	0	0	1,360,210
Demo North Gym and Fitness Plaza Ph. 2	2,977,845	0	0	2,977,845

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
New Pools, Locker Rooms & Classrooms	33,459,378	0	0	33,459,378
MBB Parking Structure & Entrance	30,245,584	0	0	30,245,584
Demo Tech Arts	2,033,821	0	0	2,033,821
Demo Shops Building	2,769,780	0	0	2,769,780
Demo Comm. & Student SSVC Bldg	3,229,825	0	0	3,229,825
New Student Activities Center	24,945,387	0	0	24,945,387
Demo Student Activities & Add New Quad	5,894,110	0	0	5,894,110
Architectural Planning Contingency	<u>2,973,338</u>	<u>0</u>	<u>0</u>	<u>2,973,338</u>
Total Additional				
Classrooms/Modernization	<u>\$144,868,429</u>	<u>\$0</u>	<u>\$0</u>	<u>\$144,868,429</u>
				-
<u>Health and Safety Improvements</u>				
New Administration	\$16,161,470	\$0	\$0	\$16,161,470
Art & Behavioral Sciences	60,469,324	0	0	60,469,324
Construction Technology	3,787,389	0	0	3,787,389
Facilities and Receiving	4,164,369	0	0	4,164,369
Library	30,358,793	0	0	30,358,793
Marsee Auditorium	24,621,193	0	0	24,621,193
Music	52,345,130	0	0	52,345,130
Demo Pool/Health Center/South Gym	2,899,077	0	0	2,899,077
Planetarium	1,024,848	0	0	1,024,848
Demo Administration	1,770,584	0	0	1,770,584
Demo Art/Music/Theatre Bldg & Site	<u>7,529,394</u>	<u>0</u>	<u>0</u>	<u>7,529,394</u>
Total Health and Safety Improvements	<u>\$205,131,571</u>	<u>\$0</u>	<u>\$0</u>	<u>\$205,131,571</u>
TOTAL	<u>\$350,000,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$350,000,000</u>

B. CHANGE ORDER – CALTEC CORPORATION– BOOKSTORE BUYBACK PROJECT

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

Contractor was directed to provide credit for allowance money not utilized during the course of the project. -\$6,236

Total Change Order Amount -\$6,236

Original Contract Amount	\$370,000
Prior Changes	58,852
This Change Order Amount	-6,236
New Contract Amount	<u>\$422,616</u>

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

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

Directed contractor to provide credit for all allowance money not utilized during the performance of the project. -\$87,314

Total Change Order Amount -\$87,314

Original Contract Amount	\$20,666,000
Prior Changes	1,347,782
This Change Order Amount	<u>-87,314</u>
New Contract Amount	<u>\$21,926,468</u>

D. 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
P700528	County of Los Angeles	Architect Planning	Architecture & Engineering	\$3,070.25
P700564	SEWUP/JPA	Athletic Education/Fitness	Contract Services	5,994.32
P700668	Beck & Graboski	Signage & Wayfinding	Architecture & Engineering	2,500.00
P700711	Cosco Fire Protection	Central Plant	Testing & Inspection	900.00
P700836	DSA	Temporary/Space/Relocation	Architecture & Engineering	597.40
P700959	Mr. James T. Russell	Math Business Allied Health	Contract Services	32,000.00
P700972	State Water Resources	Athletic Education Fitness	Permit Processing Fees	776.00
B710485	American Reprographics	Architecture Planning	Blue Printing-Construction	7,000.00
B710506	Taller Dos Flores	Temporary/Space/Relocation	Architecture & Engineering	50,000.00
B710557	Ricoh	Temporary/Space/Relocation	Group II Equipment	5,000.00
B710607	Thyssen Krupp Elevator	Math Business Allied Health	Repairs Equipment-Bond	2,771.20
			TOTAL POs AND BPOs	<u>\$110,609.17</u>

**Agenda for the El Camino Community College District Board of Trustees
from
Human Resources
Linda Beam, Vice President Human Resources**

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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- 48 and 1-26.

Academic Personnel:

1. Retirement - Richard Hughes, full-time instructor of Computer Aided Design/Drafting, Industry & Technology Division, last day worked December 13, 2013, first day of retirement December 14, 2013 and that a plaque be prepared and presented to him in recognition of his service to the District since 1979.
2. Employment - Thu-Hang Hoang, full-time/temporary instructor of Mathematics, Class II, Step 9, Academic Salary Schedule, effective August 24 through December 13, 2013.
3. Employment - Peter Aguilera, full-time/temporary instructor of Sociology, Behavioral & Social Sciences Division, Class II, Step 9, Academic Salary Schedule, effective September 23 through December 13, 2013.
4. Employment - Mediha Din, full-time/temporary instructor of Sociology, Behavioral & Social Sciences Division, Class II, Step 4, Academic Salary Schedule, effective September 23 through December 13, 2013.
5. Employment - Myrna Mendoza, full-time/temporary CalWORKS Counselor, Class II, Step 4, Academic Salary Schedule, effective November 1, 2013 through May 16, 2014.
6. Employment - Kell Stone, full-time/temporary instructor of Sociology, Behavioral & Social Sciences Division, Class II, Step 6, Academic Salary Schedule, effective October 16 through December 13, 2013.
7. Amend Employment - Andres Moina, full-time instructor of Spanish, Humanities Division, Class III, instead of Class II, Step 9, effective August 22, 2013.
8. Amend Employment - Tawnya Cola, full-time DSPS Counselor, Special Resources Center, Health Sciences & Athletics Division, Class II, Step 9 instead of Step 4, Academic Salary Schedule, effective August 12, 2013.

9. Amend Employment - Mary McMillan, full-time Librarian, Learning Resources Division, Class II, Step 9 instead of Step 4, Academic Salary Schedule, effective August 22, 2013.
10. Amend Change in Assignment - Octavia Hyacinth, full-time instructor of Nursing, Health Sciences & Athletics Division, to Interim Director, Nursing, Class 14, Step 2 instead of Step 1, Administrator Salary Schedule, effective August 22, 2013 until August 30, 2014 or until position is filled.
11. Change in Salary - Marianne Waters, full-time instructor of Anthropology, Behavioral & Social Sciences Division, from Class II, Step 12 to Class III, Step 12, effective August 22, 2013.
12. Special Assignment - The following full-time instructors to participate on Compton Center evaluation committees, to be paid \$45.14 an hour, not to exceed 5 hours or \$258 each per evaluation committee, plus mileage, effective October 7, 2013 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).

Victor Cafarchia
 Patricia Fairchild
 Cheryl Kroll

Noreth Men
 Michelle Moen
 Janet Young

13. Special Assignment - Susan Zareski, part-time instructor of Nursing, Health Sciences & Athletics Division, to mentor and train new faculty to be paid \$60.18 an hour, not to exceed 30 hours or \$1,805 per semester, and not to exceed 25 hours per week cumulative employment at ECC, in accordance with the Agreement, Article 10, Section 14(a).
14. Special Assignment - Ryota Minei, part-time instructor of Music, Fine Arts Division, to work as Applied Music instructor as needed, to be paid \$60.18 an hour, not to exceed 170 hours or \$10,231, and not to exceed 25 hours per week cumulative employment at ECC, effective August 24, 2013 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).
15. Special Assignment - Jennifer LaCuran, part-time instructor of Dance, Fine Arts Division, to design light for fall dance concert, to be paid \$60.18 an hour, not to 17 hours or \$1,000, and not to exceed 25 hours per week cumulative employment at ECC, effective October 1 through November 24, 2013, in accordance with the Agreement, Article 10, Section 14(a).
16. Special Assignment - Kevin Degnan, part-time instructor of English, Humanities Division, to support division faculty in Student Learning Outcomes (SLOs), to be paid \$45.14 an hour, not to exceed 40 hours or \$1,806 and not to exceed 25 hours

per week cumulative employment at ECC, effective October 22 through December 20, 2013, in accordance with the Agreement, Article 10, Section 14(a).

17. Special Assignment - John DeMita, part-time instructor of Theatre, Fine Arts Division, to design sound for play #2, to be paid \$60.18 an hour, not to exceed 17 hours or \$1,000, and not to exceed 25 hours per week cumulative employment at ECC, effective October 1 through November 13, 2103, in accordance with the Agreement, Article 10, Section14(a).
18. Special Assignment - Tisa Casas, part-time instructor of Education Development, Special Resource Center, Health Sciences & Athletics Division, to work on Career & Technical Education (CTE) project, to be paid \$45.14 an hour, not to exceed 40 hours or \$1,806 and not to exceed 25 hours per week cumulative employment at ECC, effective October 22, 2013 through June 31, 2014, in accordance with the Agreement, Article 10, Section 14(a).
19. Special Assignment - Barbara Budrovich, full-time instructor of Humanities, to recruit, schedule and train Learning Team tutors from the Writing Center, to be paid \$60.18 an hour, not to exceed 42 hours or \$2,528, effective October 22 through December 31, 2013, in accordance with the Agreement, Article 10, Section 14(a).
20. Special Assignment - The following part-time instructors of Dance, Fine Arts Division, to choreograph a dance for the fall concert, to be paid \$60.18 an hour, not to exceed 8 hours or \$475 each and not to exceed 25 hours per week cumulative employment at ECC, effective October 1 through November 24, 2013, in accordance with the Agreement, Article 10, Section 9(m).

Amy Allen
Karin Jensen

Angela Jordan
Jennifer LaCuran

21. Special Assignment - Kristi Lobitz, part-time instructor of Music, Fine Arts Division, to perform piano duet as fall resident artist at musical concert, to be paid \$60.18 an hour, not to exceed 8 hours or \$500, and not to exceed 25 hours per week cumulative employment at ECC, effective November 16, 2013, in accordance with the Agreement, Article 10, Section 9(m).
22. Special Assignment - Bruce Russell, part-time instructor of Applied Music, Fine Arts Division, to perform Applied Music duty in the Music Library, to be paid \$30.10 an hour, not to exceed 480 hours or \$14,480 and not to exceed 25 hours per week cumulative employment at ECC, effective October 21, 2013 through June 30, 2014, in accordance with the Agreement, Article 10, Section 9(m).

23. Special Assignment - John DeMita, part-time instructor of Theatre, Fine Arts Division, to direct Fall 2013 play, to be paid \$60.18 an hour, not to exceed 68 hours or \$4,093, and not to exceed 25 hours per week cumulative employment at ECC, effective September 21 through November 15, 2013, in accordance with the Agreement, Article 10, Section 14(a).

24. Special Assignment - The following full-time instructors of Industry & Technology to administer credit-by-examinations, to be paid \$60.18 an hour, not to exceed 70 hours or \$4,213, effective August 24, 2013 through May 16, 2014, in accordance with the Agreement, Article 10, Section 14(a).

Robert Beaudoin
Vera Bruce-Ashley
Vic Cafarchia
Eric Carlson
Steve Cocca
Ross Durand
Patricia Fairchild
Mark Fields
Douglas Glenn
Hiram Hironaka
Harold Hofmann

Kevin Huben
Richard Hughes
Ray Lewis
Lee Macpherson
Douglas Marston
Timothy Muckey
Renee Newell
Dan Richardson
Jack Selph
Mike Stallings
Harry Stockwell

25. Special Assignment - The following part-time instructors of Industry & Technology to administer credit-by-examinations, to be paid \$60.18 an hour, not to exceed 40 hours or \$2,407, and not to exceed 25 hours per week cumulative employment at ECC, effective August 24 through December 13, 2013, in accordance with the Agreement, Article 10, Section 14(a).

Kevin Coffelt
Tim Dennis

Brad Sweatt
William Warren

26. Special Assignment - Robert Kooiman, part-time instructor of Automotive Collision/Repair, Industry & Technology Division, to develop curriculum for a new one unit introduction to Collision/Repair course, to be paid \$60.18 an hour, not to exceed 10 hours or \$602, and not to exceed 25 hours per week cumulative employment at ECC, effective November 1 through December 31, 2013, in accordance with the Agreement, Article 10, Section 9(m).

27. Special Assignment - Steven Cocca, full-time instructor of Industry & Technology, to assist with arranging Science Technology Engineering Mathematics (STEM) events and purchases in Industry & Technology, to be paid \$60.18 an hour, not to exceed 54 hours or \$3,250, and not to exceed 25 hours per

week cumulative employment at ECC, effective August 25 through December 31, 2013, in accordance with the Agreement, Article 10, Section 14(a).

28. Special Assignment - Diana Galias, part-time instructor in Health Sciences & Athletics Division, to be hired as Cheer Coach, to be paid \$60.18 an hour, not to exceed 42 hours or \$2,500, and not to exceed 25 hours per week cumulative employment at ECC, effective October 22 through December 31, 2013, in accordance with the Agreement, Article 10, Section 11(e).
29. Special Assignment - Octavia Hyacinth and Margaret Kidwell-Udin, full-time instructors of Nursing, Health Sciences & Athletics Division, to work on accreditation activities, to be paid \$45.10 an hour, not to exceed 50 hours or \$2,555 each, effective August 12 through August 21, 2013, in accordance with the Agreement, Article 10, Section 14(a).
30. Special Assignment - Bonnie Kayser, part-time instructor of Nursing, Health Sciences & Athletics Division, to work as Educational Specialist assisting faculty with fit testing and stocking of clinical classroom supplies, to be paid \$45.14 an hour, not to exceed 50 hours per semester or \$2,257 for a grand total of \$4,514, and not to exceed 25 hours per week cumulative employment at ECC, effective September 23, 2013 through June 30, 2014, in accordance with the Agreement, Article 10, Section 9(m).
31. Special Assignment - Kim Baily, full-time instructor of Nursing, Health Sciences & Athletics Division, to manage and write grants, to be paid \$60.18 an hour, not to exceed 50 hours or \$3,009 per semester for a grand total of \$6,018, effective August 26, 2013 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).
32. Special Assignment - Kathleen Rosales, full-time instructor of Nursing, Health Sciences & Athletics Division, to coordinate simulation lab activities, to be paid \$60.18 an hour, not to exceed 12 hours a week or \$722 a week for a grand total of \$23,109, effective August 26, 2013 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).
33. Special Assignment - Michael Anderson, part-time instructor of Automotive Technology, Industry & Technology Division, to design and deliver 40 hours of workshops for Youth Build students on basic automotive technology, to be paid \$60.18 an hour, not to exceed 40 hours or \$2,408, and not to exceed 25 hours per week cumulative employment at ECC, effective October 4 through December 31, 2013, in accordance with the Agreement, Article 10, Section 9(m).

- 34. Special Assignment - Victor De La Torre, part-time instructor of Machine Technology, Industry & Technology Division, to develop modules on aircraft metals and assembly for the Aerospace Manufacturing Ed Project for Community Advancement, to be paid \$45.14 an hour, not to exceed 60 hours or \$1,355 and not to exceed 25 hours per week cumulative employment at ECC, effective November 1 through December 14, 2013, in accordance with the Agreement, Article 10, Section 9(m).
- 35. Special Assignment - The following full-time instructors to recruit and train learning team facilitators & participants and oversee reporting and evaluations of the Learning Team project under Title V, to be paid \$60.18 an hour each, not to exceed 50 hours or \$3,009 each, effective October 23 through December 31, 2013, in accordance with the Agreement, Article 10, Section 14(a).

Matthew Kline, Humanities
 Arturo Martinez, Mathematics

- 36. Special Assignment - The following full-time instructors of Mathematics to participate in Graduation Initiative Learning Teams for Mathematics, to be paid \$60.18 an hour each not to exceed 25 hours or \$1,505 each for a grand total of \$9,027, effective October 22 through December 30, 2013, in accordance with the Agreement, Article 10, Section 14(a).

Eduardo Barajas	Anna Hockman
Sue Bickford	Lars Kjeseth
Susan Bucher	Susan Taylor

- 37. Special Assignment - The following part-time instructors of Mathematics to participate in Graduation Initiative Learning Teams for Mathematics, to be paid \$60.18 an hour each not to exceed 25 hours or \$1,505 each and not to exceed 25 hours per week cumulative employment at ECC for a grand total of \$12,036, effective October 22 through December 30, 2013, in accordance with the Agreement, Article 10, Section 14(a).

Fanelli Dominic	Emmanuel Ndoumna
Farrah Esmaeili	Juan Ortiz
Jacob Epstein	Abigail Tatlilioglu
Laura Hinckley	Jose Villalobos

- 38. Special Assignment - The following full-time instructors of Humanities to facilitate the Graduation Initiative (Title V) Learning Teams for Humanities, to be paid \$60.18 an hour, not to exceed 17 hours or \$1,023 each for a grand total of

\$3,069, effective October 22 through December 30, 2013, in accordance with the Agreement, Article 10, Section 14(a).

Rachel Ketai

Evelyn Uyemura

Joy Ahzo

39. Special Assignment - The following part-time instructors of Humanities to facilitate the Graduation Initiative (Title V) Learning Teams for Humanities, to be paid \$60.18 an hour, not to exceed 17 hours or \$1,023 each and not to exceed 25 hours per week cumulative employment at ECC, for a grand total of \$2,046, effective October 22 through December 30, 2013, in accordance with the Agreement, Article 10, Section 14(a).

Kathy Hall

Sumino Otsuji

40. Special Assignment - The following full-time instructors of Humanities to participate in the Graduation Initiative (Title V) Learning Teams for Humanities, to be paid \$60.18 an hour, not to exceed 14 hours or \$832 each for a grand total of \$8,425, effective October 22 through December 30, 2013, in accordance with the Agreement, Article 10, Section 14(a).

Jennifer Annick

Barbara Jaffe

Sara Blake

Stephanie Merz

Susan Corbin

Christina Nagao

Ashley Gallagher

Inna Newbury

Brita Halonen

Rachel Williams

41. Special Assignment - The following part-time instructors of Humanities to participate in the Graduation Initiative (Title V) Learning Teams for Humanities, to be paid \$60.18 an hour, not to exceed 14 hours or \$832 each and not to exceed 25 hours per week cumulative employment at ECC, for a grand total of \$5,055, effective October 22 through December 30, 2013, in accordance with the Agreement, Article 10, Section 14(a).

Amanda Ackerman

Karen Lugo

Karen Amano-Tompkins

Meagan Madigan

Natasha Bauman

Kathy Vertullo

42. Special Assignment - The following instructors and counselors to serve as facilitators to prepare and conduct a series of Science Technology Engineering Mathematics (STEM) Counselor Training Workshops, to be paid \$60.18 an hour, effective November 1, 2013 through May 16, 2014, in accordance with the Agreement, Article 10, Section 14(a).

<u>Instructor/Counselor</u>	<u>Not To Exceed Hours</u>	<u>Not to Exceed Dollars</u>
Eric Carlson	4	\$241
Mary Beth Barrios	14	\$843
Steven Cocca	4	\$241
Yamonte Cooper	14	\$843
Kenneth Gaines	14	\$843
Kenneth Key	14	\$843
Rene Lozano	14	\$843
Valencia Rayford	14	\$843

43. Special Assignment - Timothy Dennis, part-time instructor of Fire & Emergency Technology, Industry & Technology Division, to coordinate Emergency Medical Technician Program accreditation process, to be paid \$60.18 an hour, not to exceed 40 hours or \$2,407, and not to exceed 25 hours per week cumulative employment at ECC, effective October 22 through December 13, 2013, in accordance with the Agreement, Article 10, Section 14(a).

44. Stipend Assignment - The following full-time instructors will recruit, train and facilitate at the Great Teachers mini-seminar, to be paid \$60.18 an hour, not to exceed 18 hours or \$1,083 each, effective October 22 through December 31, 2013, in accordance with the Agreement, Article 10, Section 14(a).

Matthew Cheung, Humanities
 Cynthia Mosqueda, Counseling
 Rene Lozano, Counseling

45. Special Assignment - The following full-time instructors and counselors to participate in Science Technology Engineering and Mathematics (STEM) Counselor training seminars, to be paid a stipend of \$180 per day, not to exceed 3 days or \$540 each for a grand total of \$14,580, effective November 1, 2013 through May 16, 2014, in accordance with the Agreement, Article 10, Section 14(a).

Mary Beth Barrios	Janice Ishikawa
Kate Beley	Chris Jeffries
Stephanie Bennett	Kenneth Key
Anna Brochet	Cheryl Kroll
Griselda Castro	Rene Lozano
Tawny Cooper	Brian Mims
Yamonte Cooper	Margaret Miranda
Bernadette Flameno	Cynthia Mosqueda
Kenneth Gaines	Atheneus Ocampo
Kelsey Iino	Sue Oda-Omori

Christina Pajo
Margaret Quinonen-Perez
Valencia Rayford
Sabra Sabio

Lori Suekawa
Rutina Taylor
Dexter Vaughn

46. Special Assignment - The following part-time instructors and counselors to participate in Science Technology Engineering and Mathematics (STEM) Counselor training seminars, to be paid a stipend of \$45.14 an hour, not to exceed 20 hours or \$903 each for a grand total of \$14,445, and not to exceed 25 hours per week cumulative employment at ECC effective November 1, 2013 through May 16, 2014, in accordance with the Agreement, Article 10, Section 14(a).

Nikki Barber
Theresa Barragan-Echeverria
Vera Cheng
Maria Estrada
Maribel Hernandez
Lorenda Johnson
Tri Le
Daissa Lee

Pinsopearui Lor
Linda Massarotti
Myrna Mendoza
Eboni McDuffie
Hatien Nguyen
Thi Mong Thu Van Nguyen
Celia Villalpando
Xiao-Ying Wang

47. Employment - Monica Lanier, part-time/temporary counselor to be hired as needed, not to exceed 24 hours per week, effective September 4, 2013 through June 30, 2014, in accordance with the Agreement, Article 10, Section 9(e) to be paid through District, EOP&S or grant funds.
48. Employment - The following part-time/temporary instructors to be hired as needed for the 2013 fall semester, not to exceed 67% FTE or 25 hours per week.

Behavioral & Social Sciences

Julieta Ortiz

Business

William Saichek

Fine Arts

Anthony Cuomo
Thomas Folland

HSA/Nursing

Ajmal Mohammad
Heather Riley

Humanities

Tom Amano-Tompkins

Industry & Technology

Lucas Pacheco

Jason Takamoto

Classified Personnel:

1. Retirement - Fine Mataele, Night Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective November 1, 2013, and that a plaque be presented to her in recognition of her service to the District since 1990.
2. Retirement - Clarissa Ryder, 50% Clerical Assistant, Range 22, Step E, Admissions and Records, Student and Community Advancement Area, effective December 31, 2013, and that a plaque be presented to her in recognition of her service to the District since 1969.
3. Retirement - Grace Rodriguez, Student Services Technician, Range 28, Step E, Admissions and Records, Student and Community Advancement Area, effective December 31, 2013, and that a plaque be presented to her in recognition of her service to the District since 1982.
4. Retirement - Amalia Villalobos, Financial Aid Advisor, Range 35, Step E, Financial Aid/Enrollment Services Division, Student and Community Advancement Area, effective November 1, 2013, and that a plaque be presented to her in recognition of her service to the District since 1997.
5. Retirement - Linda Williams, User Support Technician, Range 37, Step E, Administrative Services Area, effective December 31, 2013, and that a plaque be presented to her in recognition of her service to the District since 1999.
6. Resignation - Anh-Tai Bui, Night Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective September 30, 2013, plus accrued vacation.
7. Resignation - Gino Alvarino, Police Officer, Range 1, Step E, Campus Police Division, Administrative Services Area, effective September 23, 2013, plus accrued vacation.

8. Personal Leave of Absence ~~16.67~~ 7.5% - Julieta Ortiz, Student Services Specialist, Range 33, Step E, Enrollment Services Division, Student and Community Advancement Area, effective September 26 through December 13, 2013. *Correction made during Board meeting.
9. Personal Leave of Absence 20% - Carolee Vakil-Jessop, Administrative Assistant I, Range 28, Step E, Student Development/Enrollment Services Division, Student and Community Advancement Area, effective September 1 through December 6, 2013.
10. Amend Change of Assignment - Christine Saldana, from 50% to 80% instead of 70% Clerical Assistant, Range 22, Step E, Foundation, Student and Community Advancement Area, Tuesday through Friday 7:45 a.m. to 4:30 p.m., effective September 4, through November 30, 2013.
11. Work Out of Classification - Martha Perez from 50% Clerical Assistant Range 22, Step E, to 100% Student Services Technician, Range 28, Step C, Counseling and Student Services Division, Student and Community Advancement Area, effective October 22, 2013 through January 30, 2014.
12. Employment - Thurman Brown, Computer Lab Specialist, Range 36, Step A, Information Technology Services Division, Administrative Services Area, effective November 1, 2013.
13. Employment - The following individuals as Night Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective November 1, 2013:

Kia Davis	David Molina
Samaria Davis	Sharon Walker
Muriel Gardner	
14. Temporary Employment - Preston Reed, Research Associate, Range 39, Step A, Institutional Research and Planning Division, Student and Community Advancement Area, effective November 1, 2013 through June 30, 2014.

Special Services Professional

15. Resignation - Bronwen Madden, Special Services Professional, Range 6, Step 5, of the Special Services Professional Salary Schedule, Community Advancement Division, Student and Community Advancement Area, effective September 30, 2013.

Temporary Classified Services Employees - not to exceed 170 days per year, 25 total work hours and/or the equivalent of 67% faculty load per week:

16. Daphney Belton - Night Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective September 18 through October 31, 2013, not to exceed 25 hours per week.
17. Breeanna Bond - Student Services Technician, Range 28, Step A, Enrollment Services Division, Student and Community Advancement Area, effective October 22, 2013 through June 30, 2014, not to exceed 25 hours per week.
18. Quincy Brown - Night Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective September 24, 2013 through June 30, 2014, not to exceed 25 hours per week.
19. Raymond Diaz - Night Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective September 5, 2013 through June 30, 2014, not to exceed 25 hours per week.
20. Onnis Flores - Night Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective September 9, 2013 through June 30, 2014, not to exceed 25 hours per week.
21. Jason Loyola - Night Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective September 6, 2013 through June 30, 2014, not to exceed 25 hours per week.
22. Lissette Marquez - Secretary, Range 26, Step A, Natural Science Division, Academic Affairs Area, effective October 22, 2013 through June 30, 2014, not to exceed 25 hours per week.
23. Raul Menjivar - Night Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective September 4, 2013 through June 30, 2014, not to exceed 25 hours per week.
24. Isabelle Pena - Secretary, Range 26, Step A, Vice President's Office, Academic Affairs Area, effective October 22, 2013 through May 16, 2014, not to exceed 25 hours per week.
25. Anissa Shephard - Night Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective October 7, 2013 through June 30, 2014, not to exceed 25 hours per week.

26. Sharon Walker - Night Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective September 16, 2013 through October 31, 2013, not to exceed 25 hours per week.

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, not to exceed 170 days per year, 25 total work hours and/or the equivalent of 67% faculty load per week, effective October 22, 2013 through June 30, 2014, unless otherwise stated, as shown in items 1-14.

Instructional Aide Series

1. Instructional Aide I

The following individuals are to assist instructors or other staff in a classroom or laboratory setting with basic tutoring, support services, and accommodations for students.

Yuri Takada, \$8.00 per hour
Jan Cleverdon, \$8.00 per hour
Jose Sanchez, \$8.00 per hour

2. Instructional Aide II

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

Luis Villanueva, \$9.25 per hour
Steven Solomon, \$9.25 per hour

3. Instructional Aide IV

The following individual is to provide teaching assistance, intermediate level tutoring, technical support, classroom set-up, care and repair of equipment and instruments, instructional support services, and accommodations for students.

Freddy Carrillo, \$11.75 per hour

4. Instructional Aide V

The following individual is to provide high level tutoring, student assistance, classroom support services, and online support.

Rosa Miranda-Novack, \$13.00 per hour

5. Instructional Aide IV

The following individual is to provide teaching assistance, intermediate level tutoring, technical support, classroom set-up, care and repair of equipment and instruments, exhibition installation, instructional support services, and accommodations for students.

Ryan Lauzon, \$12.25 per hour, (eff. 7/2013 through 6/30/14)

Office Aide Series

6. Office Aide II

The following individual is to assist with office tasks, daily operations and maintenance such as compile, input, maintain data, payment process, customer service and supporting division staff as needed.

Jennifer Ramos, \$9.25

7. Office Aide VI

The following individual is to work under the direction of the Graduation Initiative (Title V) Project Director, the Office Aide VI shall perform complex tasks related to the Title V Graduation Initiative projects.

Mitzi Lai, \$16.00

Program Aide Series

8. Program Aide III

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

Juliet Ikemefuna, \$10.50 per hour

Donald Jackson, \$10.50 per hour

Gretchen Kunze, \$10.50 per hour

9. Program Aide IV

The following individual is to assist with program duties in the counseling division.

Louvena Ford, \$12.50 per hour

10. Program Aide VI

The following individual is to perform general clerical duties related to the office operations of the Small Business Development Center including compiling and inputting WebCATS system data, report preparation, conducting research, and monitors and tracks workshops and materials.

Nancy Cisneros, \$19.00 per hour

The following individual is to perform under the supervision of the Student Services Advisor, perform a variety of duties to support the eligibility, and Retention of EOPS/CARE students. Assist with EOPS/CalWORKS/CARE activities as needed.

Brenda Alvarez, \$19.00 per hour

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

Brian Hayden, \$19.00 per hour

The following individual is to assist with all department processes and to support staff through knowledge of department operations.

Jaime Gallegos, \$15.00 per hour

Sports Aide Series

11. Sports Aide IV

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

Andrew Britton, \$17.00 per hour

Joe Houston, \$17.00 per hour

Ronald Houston, \$17.00 per hour

Theater Aide Series

12. Theater Aide I

The following individuals are to assist the theater management and staff with basic theater duties for on-campus events.

Alicia Turner, \$8.25 per hour

Lashawna Rivers, \$8.25 per hour (eff. 7/17/13 to 6/30/14)

Education Professional Series

13. Education Professional I

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

Krissy Krissanauyth, \$25.00 per hour

Program Professional Series

14. Program Professional I

The following individual is to assist students in becoming familiar with the various levels of the Child Development Permit, and assisting them with all aspects of the applications process.

Sharon Cortez, \$23.00 per hour (eff. 10/1/13 to 6/30/14)

The following individual is under the direction of the SBDC director, conduct business outreach for client recruitment, assist with marketing communications and other related duties for SBDC services and related programs.

Janet Techagaiciyawanis, \$20.00 per hour

The following individual is to assist with recruitment and outreach services at out-of-state college fairs, education fairs, and other events to disseminate program information about El Camino College and to interact with prospective students.

LaCoya Theus, \$25.00 per hour

Program Professional II

The following individual is to provide technical consultation and program development and support for the global trade and logistics sector project and other projects.

Bronwen Madden, \$42.00 per hour

C. NEW CLASSIFICATION SPECIFICATIONS FOR CLASSIFIED POSITION

It is recommended that the Board of Trustees approve the new classification specifications for the Digital Media and communications Coordinator as shown on pages 77-80.

D. REVISED CLASSIFICATION SPECIFICATIONS FOR CLASSIFIED POSITION

It is recommended that the Board of Trustees approve the revised classification specifications for the Web Developer as shown on pages 81-83.

E. REVISED CLASSIFICATION SPECIFICATIONS FOR CLASSIFIED POSITION

It is recommended that the Board of Trustees approve the revised classification specifications for the Promotion Specialist as shown on pages 84-86.

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIGITAL MEDIA AND COMMUNICATIONS COORDINATOR

BASIC FUNCTION:

Under the direction of an assigned supervisor or director, create, edit and distribute skilled digital media (text, graphics, audio and video) and visual content for Web, print and social media use; create content for promotional and instructional purposes; and assist in the preparation of materials and communications for the college such as digital images, Web content, and various promotional materials. Lead, train, coordinate and provide work direction to personnel. Perform the more complex and difficult digital media duties including preparing promotional and digital material for advertising; operate computers, digital cameras, Web and graphic software and other equipment and programs related to digital and print media. Evaluate, develop, provide and promote digital media and promotional services in support of El Camino College's mission statement. Establish compelling content and maintain engagement and technology for the overall promotional and communication needs of the college.

REPRESENTATIVE DUTIES:

Lead and provide direction to staff as assigned in their areas of work.

Evaluate, implement and promote digital media services, software and equipment that meet the college's promotional, communication and messaging needs.

Advise, consult and provide services related to the design, creation and delivery of digital media.

Use advanced applications and equipment including computer graphics and desktop publishing software, as well as multimedia equipment to aid in the production of visual content (images, video, slideshows, PowerPoint, and info graphics) process. (PC and Macintosh)

Identify, evaluate and recommend emerging digital media technologies and methodologies.

Create digital images such as digital photography and video, live stream and info graphics for college events to be used on the Web, in print publications and for other marketing purposes.

Implement social media strategies that will increase brand visibility and traffic across all social platforms; including content development, community engagement and management.

Oversee, expand and regularly update the development of a comprehensive college digital communications plan; evaluate and recommend technologies necessary to advance and establish a strong online presence and deliver the college's voice locally, nationally and internationally.

Develop promotions and awareness campaigns, such as Web and social media for consistency in messaging. Follow-up with summaries and analytics on outcomes.

Implement the appropriate mix of all digital media to promote and represent the college.

Coordinate digital media promotional activities to best represent the college to a variety of audiences in an effort to maintain and/or increase student enrollment and community awareness.

Promote the college to a targeted audience, recruiting new followers and promoting El Camino College through relevant messaging.

Use technical expertise, creativity and composition skills to produce and preserve digital images to be used in multimedia projects.

Prepare promotional materials including designing and producing items such as fliers, posters, newsletters and brochures.

Generate reports regarding usage, downloads and other information deemed vital by department for Web-based initiative(s).

Operate and maintain specialized equipment as necessary.

Perform a range of related duties in support of assigned function including compiling information for projects, entering data, proofreading and editing own work product.

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Digital Media - Knowledge of digital media such as websites, webcasts, online communications, social media and Internet trends. Majority of the work is online.

Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction.

Knowledge of marketing strategies and tactics and promotional campaigns.

English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar for oral written and online communication.

Current Technical Advancements - Knowledge of current trends in digital media, such as Web-related content and social media.

Digital Photography and Videography - Knowledge of digital photographic and video principles, techniques and procedures; as well as the artistic and technical aspects of digital photography; and multimedia such as online videography.

Digital Software - Knowledge of related digital and graphic design software applications. Knowledge of office applications, including Microsoft Office.

Computer and Multimedia Technology - Knowledge of Web-specific technology, such as live stream, social media, Web content and digital media.

ABILITY TO:

Interpret, explain and enforce department policies and procedures.

Lead, organize and review the work staff.

Exercise a high-degree of initiative, judgment and self-management, discretion and decision-making to integrate organizational priorities, meet deadlines and achieve objectives.

Demonstrate strong computer, analytical, organizational and written/oral communications skills.

Write engaging Web copy in a real time environment that can stimulate user interaction, discussion and engagement.

Use specialized software applications to capture, manipulate and process digital media.

Anticipate, identify, plan and execute tasks and projects pertaining to the day-to-day digital media marketing needs of the Public Relations & Marketing Department.

Demonstrate understanding of ongoing and projected Web activity to advise and assist department in planning growth and future milestones for digital media.

Complete assignments with many interruptions; work effectively and independently with little direction.

Consult with clients or advertising staff and study assignments to determine project goals, locations and equipment needs.

Engage in research to develop new digital media procedures and materials.

Schedule, collect, interpret and deliver analytical data based on digital media campaigns to enhance or guide future operations.

Prepare and communicate the status of reports and projects.

Digitize photographs for editing, storage and electronic transmission/use.

Perform general office duties such as scheduling appointments, keeping books and ordering supplies.

Perform work during night and weekend hours as required.

Ability to lift up to 25 pounds.

EDUCATION AND EXPERIENCE:

Bachelor's degree or equivalent, with emphasis in communications, digital media and/or design, or a discipline related to digital media, graphic design, photojournalism, visual arts, or related field.

Two years work experience in digital media technology.

Demonstrated experience in social media, writing, public relations and/or marketing.

Advanced knowledge of digital media, image manipulation, desktop publishing and graphic design software.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDIDTIONS:

Travel between buildings on campus, at centers, and off-campus locations.

Days and hours may vary - including weekends and evenings.

Exposure to various weather conditions.

Occasional bending and lifting of various materials and equipment.

Prolonged periods of standing, bending, leaning, or sitting.

Frequent moves from one work area to another.

Additional hours may be required.

Classified Salary Range: 41

Board Approved: October 21, 2013

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: WEB DEVELOPER

BASIC FUNCTION:

Under the direction of an assigned supervisor or director, manage the content, implementation, maintenance, improvement and support of the District's ~~World Wide Website~~ websites. The Web Developer is responsible for the day-to-day maintenance and operation of the official El Camino Community College District's websites; social media channels; and assures that all ~~web-Web~~ web-Web pages comply with appropriate policies, guidelines and standards. Coordinate ~~web-Web~~ web-Web functions, monitor ~~web-Web~~ web-Web and social media activities, incorporate new technologies into the website and enhance existing websites. Perform complex Web duties including the creation of slideshows, digital archives, online newsletters and social media messaging.

REPRESENTATIVE DUTIES:

In collaboration with the Director, coordinate with El Camino management and consult with them to establish priorities for website development; and ~~to~~ plan, review and evaluate El Camino ~~web-Web~~ web-Web pages.

Meet with division and department contacts to continue development of their ~~sites~~ Web pages.

Code HTML and train identified content owners to use Web conversion tools to convert their own documents to HTML.

Create graphics for Web pages and social media. Work with graphic designer to develop complex, ~~web-Web~~ web-Web-friendly graphics.

Create new ~~web pages~~ and update existing ~~web-Web~~ web-Web pages as necessary.

Provide excellent customer service to all levels of users and encourage timeliness and accuracy of ~~web-Web~~ web-Web page information and resolution of problems.

Develop and maintain web-Web page infrastructure; ~~;~~ utilize applications to ensure technical performance; and assess new technologies for applicability to El Camino College's (and its centers') needs.

Ensure compliance with applicable legal requirements and the District's policies on website usage.

Participate on committees and campus activities as assigned. Work with internal teams to implement and incorporate new products into current website format/structure. Lead projects as required to integrate new products into current online structure. Work with users to market the Intranet-college's website(s) through promotional items.

Maintain current knowledge of web technologies and communicate this information to promote and support system usage.

Web Developer (continued)

Page 2

~~Interact with instructors and others to convert existing course to online format. Design graphical interface and course flow to make course administration as seamless as possible for both instructors and students. Monitor, on a daily basis, student interactivity forum and assist students with questions on communicating in the student forum.~~ Respond to all incoming inquiries regarding the website(s), social media channels and email messages sent to the Web Developer account, by implementing automated tools, replying directly or forwarding to other departments or individuals as appropriate.

~~Develop and deliver online forms through the Intranet for the college's website(s--). (For example: Google forms.)~~

~~Write and publish technical guides and newsletters.~~ Create, maintain and distribute online publications such as newsletters, guides and email blasts.

Provide up-to-date information on Web uses and services. Provide direction as needed.

~~Implement technologies that interact with databases and present that information on the Web.~~ Evaluate, implement and promote services, software and channels that meet the college's promotional, communication and messaging needs for the Web.

Utilize metrics and generate reports regarding usage, downloads and other information deemed vital by department for Web-based initiatives.

~~Trains~~ Assist users in the construction of ~~web~~ Web pages and the proper uploading of ~~web~~ files and links to Web pages.

Perform a range of related duties in support of assigned functions including compiling information for projects, entering data, proofreading, and editing own work product.

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current trends and technology in the field of information systems.

Personal computers, operating and networked systems.

Web design, development, and implementation.

Familiarity with client server applications and troubleshooting.

Interactive languages and technologies such as HTML, MS FrontPage, Windows, graphic tools, multi-media software, Java and Javascript.

Principles of providing training and work direction.

Working knowledge of basic composition, page layout and presentation packages such as ~~Front Page, Quarkexpress, Illustrator, Photoshop and Dream Weaver~~ Adobe Creative Suite (Photoshop, Illustrator and InDesign) as well as Web-related software such as Flash and DreamWeaver, PHP, JavaScript and CGI Visual Interdev, VB Script and CGI is and/or other related software currently in use by the District are preferred.

ABILITY TO:

Interpret, explain and enforce department policies and procedures.

Present technical concepts to users at varied experience levels.

Train and provide direction to others.

Communicate effectively orally and in writing.

Work cooperatively with others.

Maintain a professional demeanor.

Demonstrate effective time management and organizational skills.

Research, evaluate, and implement new technologies, development tools and products.

Create digital images and photos for Web-based assignments and social media channels.

Work on complex problems where independent action and a high degree of initiative are required.

~~Web Developer (continued)~~ **Page 3**

Make recommendations and implement processes, methods and programs to continually improve systems.

EDUCATION AND EXPERIENCE:

A bachelor's degree and two years of hands-on experience with Web systems design and development with Windows NT, UNIX or Macintosh platforms, and advanced proficiency with HTML, XML, including style sheets, templates, complex tables, frames and image maps OR an Associate degree and seven (7) years of directly related and technically relevant experience is required. Must be able to program forms and implement scripts using languages such as Perl, ~~CGKCGI~~, JAVA, C, C++, Visual Basic, or VB Script or other related languages currently in use by the District.

Prior experience in developing documents with embedded graphics, forms, audio, video and script objects is preferred.

WORKING CONDITIONS:

Extensive computer work.

Move from one work area to another as needed.

Classified Salary Range 41

Revised and Board Approved: October 21, 2013 and Board Approved chap 071613; ~~October 18, 2004~~

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PROMOTION SPECIALIST

BASIC FUNCTION:

Under the direction of the ~~Executive Director~~an assigned supervisor, Center for the Arts or designated administrator, supports, promotes and advertises the college and its centers, including the Center for the Arts/Fine Arts events, and produces successful advertising campaigns. Responsibilities include the production and design of print and radio ads, the input, design and assembly of college in-house concert programs, newsletters and brochures, the production of college in-house mailers and flyers/fliers. Assist with artist relations and the maintain enance and tracking of all accounts related to marketing Center for the Artsfor these events. Perform a variety of technically complex duties requiring a comprehensive understanding of graphic arts.

REPRESENTATIVE DUTIES:

Envision, design, create and oversee the production of graphic arts materials for internal and external publications and the campus community.

Design, write and produce print ads placed in local papers advertising upcoming events at the Center for the Artsfor the college and its centers.

Create scripts and music for the production of commercial radio spots and negotiate on-air promotional spots when necessary.

Design, write and produce camera-ready artwork for house-campuswide programs, posters, newsletters, brochures and other materials utilizing necessary software applications.

Design and distribute external and internal commercial and in-house flyers-fliers, and posters and mailers.

Write and disseminate news releases and public service announcements for Center for the Arts and Fine Arts events, given limited information.

Perform related research, and fact-checking in order to obtain information to support written materials produced.

Perform a range of related duties in support of assigned function including compiling information for projects, entering data, proofreading and editing own work product.

Manage artist relations in terms of ascertaining the needs of the artists performing at the Center in order to ensure transportation, lodging and catering requests are met in accordance with contract obligations.

Maintain all accounts related to the marketing plan including processing all invoices, maintaining account records, tracking balances and working closely with the accounting and purchasing offices.

Oversee and directs the work of hourly employees.

Perform related duties as assigned.

Promotion Specialist – (Continued)

Page 2

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.

Comprehensive knowledge of graphics, computers and multimedia productions.

Operating characteristics of relevant software applications including those related to desktop publishing.

~~Software applications used in producing brochures, programs, etc..~~

~~Musical disciplines, terminology, performers and practitioners of the fine commercial art, dance, music, theatre, speakers and other art forms..~~

Graphic art, lay-out and design for programs, brochures, newsletters, etc.

Various writing styles used in promotion.

Arts-related resources for research purposes.

Printing procedures, terminologies and techniques.

Print and radio ad design and production.

ABILITY TO:

Analyze situations and adopt effective courses of action.

Communicate effectively both orally and in writing.

~~Meet schedule deadlines and time lines.~~Plan and organize work to meet changing priorities and deadlines.

Create digital images and photos for Web-based assignments and social media channels.

Design effective layouts, prepare and disseminate promotional materials.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Lift objects weighing up to 50 pounds.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a bachelor's degree in related field and two years experience in writing promotional materials for performing arts organization including use of related software applications.

WORKING CONDITIONS:

Typical office setting.

Extensive computer work.
Long periods of standing and sitting.
Frequently moves from one work area to another.

Classified Salary ~~Range 35~~Range 35

~~Revised: January 2000~~

~~Board Approved: March 20, 2000~~Revised and Board Approved October 21, 2013-07168.5.13

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. 2013 Board of Trustees Evaluation.....Page 88
- B. Citizens’ Bond Oversight Committee.....Page 92

A. 2013 Board of Trustees Evaluation

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

- I. Participate in community activities and events and bring observations to the Board for policy issues.
 - a. Attend events in the community.
 - b. Speak to community groups.
 - c. Make Board presentations.
 - d. Bring copies of community events and activities to other Board members.
 - e. Consider a Board meeting at Compton Center.
 - f. Adopt a process to ensure Board representation at significant College events.

- II. Participate in the operation of the College at Board Meetings.
 - a. Speak freely and openly on policy issues.
 - b. Solicit opinions of fellow Board members.
 - c. Present ideas during discussion section of Board Meetings.

- III. Continue a Trustee education program.
 - a. Attend a conference on Trustee responsibilities.
 - b. Submit materials from various sources to fellow Trustees.
 - c. Read Trustee education materials sent by various organizations.
 - d. Develop a formalized College Student Trustee Orientation.

- IV. Support the 2012-13 Facilities Master Plan.
 - a. Monitor and approve 2002 and 2012 Measure E Fiscal updates.
 - b. Continue construction program.
 - c. Review construction program activities.
 - d. Determine the most effective process for community and Board oversight of 2012 Measure E.

- V. Fiscal Responsibilities.
 - a. Monitor 2012-2013 Budget.
 - b. Study, review and approve the 2013-2014 Budget.
 - c. Study, review and approve the 2011-2012 annual financial audit.
 - d. Respond to national, state and local fiscal changes.
 - e. Assure the financial stability of the District by maintaining adequate reserves and developing a plan for funding all future liabilities.

- VI. Accreditation.
 - a. Receive, review and participate in El Camino College's Accreditation reports and actions.
 - b. Review Student Learning Outcomes update.
 - c. Support the College's 2014 Self Evaluation Report process.

- VII. Support Student Access and Success.
 - a. Actively support El Camino College Foundation activities.
 - b. Develop community involvement in the Foundation.
 - c. Support the establishment of student achievement goals that encourage graduation, transfer and certificate completion.
 - d. Support student programs and services that expedite achievement and success.

- VIII. Required Board Training.
 - a. Ethics, per AB 1234.
 - b. Sexual Harassment.

- IX. Improve communication with all constituent groups and District Employees.
 - a. Solicit broader involvement in Board evaluations from community members.

**EL CAMINO COLLEGE BOARD OF TRUSTEES
SELF-EVALUATION QUESTIONNAIRE 2013**

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

**EL CAMINO COLLEGE BOARD OF TRUSTEES
SELF-EVALUATION QUESTIONNAIRE 2013**

Individual Trustees' appraisal of all members' activities.

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

B. Citizens' Bond Oversight Committee

It is recommended that the Board appoint the following individual to serve as a Community Representative on the Citizens' Bond Oversight Committee:

JOAN HOOD JONES, Manhattan Beach, CA 90266

Education

1980	STANFORD LAW SCHOOL	JD
1977	GOUCHER COLLEGE Phi Beta Kappa Honors in Economics, The Max Hochschild Prize for Excellence in Economics	BA in Economics

Professional Experience

1987-1988	BURLEY, MOORE, GREENBERG & LYMAN Associate Attorney, part-time Trusts & Estates and Divorce Law
1980-1985	LATHAM & WATKINS Associate Attorney Labor Law Litigation in Federal and State Courts

Community Service

2012-2013	MBEF ENDOWMENT FUND Member, Board of Directors, Secretary
2004-2010	GOUCHER COLLEGE Member, Board of Trustees
2000-2003	TOOLS TO TALENT Co-founder and President
1994-1999	MANHATTAN BEACH CITY COUNCIL City Council Member Mayor, 1997-1998
1989-1994	SOUTH BAY FREE CLINIC Member, Board of Directors Vice President of Board 1991-1993
1989-2003	OTHER COMMUNITY INVOLVEMENT Stanford Law School Board of Visitors Manhattan Beach Education Foundation (MBEF) The Hospice Foundation Advisory Board Mira Costa PTA Board /Grand View PT Board