

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



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

**Agenda, Monday, April 21, 2014  
East Dining Room  
4:00 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of March 17, 2014, Pages 6-8**
- III. Presentation - El Camino College Citizens' Bond Oversight Committee Annual Report**  
Posted at: [www.elcamino.edu/administration/bond/docs/CBOC-Annual-Report-2013.pdf](http://www.elcamino.edu/administration/bond/docs/CBOC-Annual-Report-2013.pdf)
  1. Public Comment
  2. Receive the El Camino College Citizens' Bond Oversight Committee Annual Report
- IV. Public Hearing – none**
- V. Public Comment on Consent Agenda**
- VI. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
  1. Academic Affairs  
*See Academic Affairs Agenda, Pages 9-12*
  2. Student and Community Advancement  
*See Student Services Agenda, Pages 13-26*
  3. Administrative Services  
*See Administrative Services Agenda, Pages 27-49*
  4. *See Measure "E" Bond Fund Agenda, Pages 50-54*

5. Human Resources  
*See Human Resources Agenda,  
Pages 55-72*
6. Superintendent/President  
*See Superintendent/President Agenda,  
Pages 73-74*

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

## **VIII. Oral Reports**

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

## **IX. Closed Session**

- A. Existing Litigation, Brown Act, Section 54956.9(a)
  1. Case # BC495392
- B. Conference with Legal Counsel, Existing Litigation, Brown Act Section 54956.9(a)
  1. Case # AAA-72110Y-00348-13MRP
- C. 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
- D. Conference With Real Property Negotiator, Brown Act Section 54956.8, Ms. Jo Ann Higdon, District Negotiator
  1. Property Description: El Camino College Child Development Center;  
Transaction Under Negotiation: Lease of Real Property
- E. Personnel Matters, Brown Act Section 54957
  1. Public Employee Performance Evaluation - Superintendent/President

**Board of Trustees Meeting Schedule for 2014**  
**4 p.m. Board Room**

Monday, May 19, 2014  
Monday, June 16, 2014  
Monday, July 21, 2014  
Monday, August 18, 2014  
Monday, September 8, 2014  
Monday, October 20, 2014  
Monday, November 17, 2014  
Monday, December 15, 2014

## 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 Development/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 Factbook Annual Financial Audit
February	Student Success and Support Program Implementation Status	Sound Fiscal Management Accountability Reports
March	Outreach Plan	Accreditation Annual Report Full Time Equivalent Student (FTES) – Both Locations
April	Citizens Bond Oversight Committee	Measure E-Bond Annual Report Facilities Plan Upgrade
May	California Community College Accountability Scorecard and Student Achievement Goals	Student Success & Support Program Plan
June	Title V STEM Grants	Accreditation Self-Evaluation Report Tentative Budget Commencement

Revised: February 3, 2014

EL CAMINO COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING OF  
Monday, March 17, 2014

The Board of Trustees of the El Camino Community College District met at 4:00 p.m. on Monday, March 17, 2014, in the East Dining Room of the Bookstore Building, at El Camino College.

The following Trustees were present: Trustee William Beverly, President; Trustee Kenneth A. Brown, Vice President; Trustee Cliff Numark, Member; Trustee John Vargas, Member; and Student Member Brooke Matson. Trustee Mary E. Combs was absent due to illness.

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; Ms. Barbara Perez, Vice President/Compton Community Education Center; and Mr. Jose Anaya, Dean/Community Advancement.

Minutes of the Regular Board Meeting of February 18, 2014

The Minutes of the Regular Board meeting of February 18, 2014 were approved as written.

Presentation

Mr. William Garcia gave a presentation on the El Camino College Outreach Plan.

Consent Agenda

It was moved by Student Member Matson, seconded by Trustee Brown, that the Board adopt the items presented on the agenda in the following areas:

Academic Affairs

Proposed Curriculum Changes Effective 2015-2016 Academic Year  
Mathematics, Engineering, Science Achievement (MESA) Leadership Retreat  
Sabbatical Leave of Absence – 2014-2015

Student and Community Advancement

2014 Summer Youth Football Camp  
2014 Summer Youth Swim Camp  
El Camino College Chorale Tour  
Forensics Team Tournament  
American Chemical Society Conference

Journalism Association of Community Colleges Convention – Amendment  
Grant – Acceptance - Augmentation  
Board Policy 5205 (Student Accident Insurance) – Second Reading and Adoption  
Board Policy 3200 (Accreditation) – First Reading  
Information Only – Administrative Procedure 3200 (Accreditation)

Administrative Services

Informational Item – Actuarial Study 2013  
Interfund Transfer from Fund 15  
Contracts Under \$84,100  
Amendments  
Memorandum of Understanding  
Personal Service Agreements  
Destruction of Records  
Informational Item – Proposition 39 LED Lighting Retrofit Project  
Purchase Orders and Blanket Purchase Orders

Measure E 2002 & 2012 Bond Fund

Category Budgets and Balances  
Change Order – S.J. Amoroso – Industry and Technology Building Modernization  
Project  
Change Order – PCN3, Inc. – Science Technology Engineering and Math Center Project  
Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes  
Temporary Non-Classified Service Employees  
Revised Classification Specifications for Classified Position  
Stipend for Compton Education Center  
New Administrative Procedure 7160 (Professional Development) – Information Item

President/Board of Trustees

Board Policy 1100 (The El Camino Community College District) – Second Reading and  
Adoption  
Board Policy 1500 (Display of Federal and State Flags) – Second Reading and Adoption  
Board Policy 2010 (Board Membership) – Second Reading and Adoption  
Board Policy 2015 (Student Member) – Second Reading and Adoption  
Board Policy 2100 (Board Elections) – Second Reading and Adoption

Student Member Matson recorded a yes advisory vote. Trustees Beverly, Brown,  
Numark and Vargas voted yes. Motion carried.

Non-Consent Agenda

It was moved by Trustee Vargas, seconded by Trustee Brown, that the Board adopt the Resolution for Exception to the 180-Day Wait Period when hiring a retiree (Resolution ECC # 3-17-14).

Student Member Matson recorded a yes advisory vote. Trustees Beverly, Brown, Numark and Vargas voted yes. Motion carried.

Public Comment

The following faculty and staff spoke in support of salary increases:

- |                      |                |
|----------------------|----------------|
| Sam Abrams           | Kelsey Iino    |
| Ali Ahmadpour        | Chris Jeffries |
| Lucy Alamillo        | Lars Kjeseth   |
| Florence Baker       | Luukia Smith   |
| Debra Breckheimer    | Evelyn Uyemura |
| Sean Donnell         | Janet Young    |
| Suzanne Herschenhorn |                |

Closed Session

Regular Meeting adjourned to a Closed Session at 7:15 p.m. which ended at 8:23 p.m.

Readout From Closed Session

In Closed Session, the Board of Trustees adopted the opinion and award of arbitrator Mei Bickner dated February 17, 2014, took action to place a classified employee on unpaid administrative leave effective February 18, 2014, and terminate the employment of the classified employee effective March 17, 2014.

The roll call vote in closed session was as follows: Trustees Beverly, Brown, Numark and Vargas voted yes.

Adjournment

Regular Board meeting adjourned at 8:25 p.m.

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Mary E. Combs, Secretary of the Board

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Thomas M. Fallo, Secretary to the Board



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

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**Page No.**

A. Center for the Arts Presentation – 2014-2015 Season.....10

B. Destruction of Records.....12

## A. CENTER FOR THE ARTS PRESENTATION – 2014-2015 SEASON

It is recommended that the Board approve the Center for the Arts presentations, performances and Discovery Travel Series for the 2014-2015 season. Cost of the presentations, performances and Discovery Travel Series is negotiated between the artists and/or their management representatives and the District.

### 2014-2015 Performances

<u>Performances</u>	<u>Date</u>	<u>Amount</u>
1. <i>Eden Espinosa</i> <b>Payable to: Borderlight Entertainment Inc.</b> Eden Espinosa, vocalist, will appear at the Marsee Auditorium to showcase her many talents.	October 3, 2014	\$7,000
2. <i>Sean Chen, pianist</i> <b>Payable to: Van Cliburn Foundation</b> Sean Chen, pianist, is the current Crystal Award winner from the prestigious Van Cliburn Foundation.	October 17, 2014	\$5,000
3. <i>Kenneth Walker Dance Project</i> <b>Payable to: Kenneth Walker Dance Project</b> The Kenneth Walker Dance Project will be presenting an evening of contemporary ballet and other dance genre.	November 8, 2014	\$3,500
4. <i>Nutcracker</i> <b>Payable to: South Bay Ballet</b> The South Bay Ballet will present the holiday production of the <i>Nutcracker</i> .	December 19, 20 and 21, 2014	Co-Sponsorship
5. <i>Alan Chan</i> <b>Payable to: Alan Chan</b> Alan Chan, composer and jazz artist, and his ensemble.	March 6, 2015	\$4,500
6. <i>Nathan Stark</i> <b>Payable to: Barrett Vantage Artists</b> Nathan Stark will present classical music with operatic arias.	March 13, 2015	\$5,500
7. <i>Southern California Brass Consortium</i> <b>Payable to: Southern California Brass Consortium</b> The <i>Southern California Brass Consortium</i> is a large, professional brass ensemble.	April 12, 2015	\$7,500

**2014-2015 Discovery Travel Cinema Series**

<b><u>Performances</u></b>	<b><u>Date</u></b>	<b><u>Amount</u></b>
1. <i>Treasures of Taiwan</i> <b>Payable to: Buddy Hatton</b> <b>Payable to: Windoes Travelogues</b> This travelogue film will cover the island nation of Taiwan.	September 8, 2014	\$2,000 1,480 520
2. <i>Beneath the Jungle and Beyond</i> <b>Payable to: Dale Johnson</b> <b>Payable to: Windoes Travelogues</b> Explore the unknown places in the jungle and beyond with Dale Johnson.	September 22, 2014	\$2,000 1,480 520
3. <i>Cruising France:</i> <i>Provence-Paris-Normandy</i> <b>Payable to: Clint Denn</b> <b>Payable to: R. J. Enterprises</b> Cruise along the French countryside of Provence, Paris, and Normandy.	October 6, 2014	\$2,000 1,480 520
4. <i>Rocky Mountains Part I</i> <b>Payable to: John Holod</b> Explore the great Rocky Mountains – Part I with John Holod.	October 20, 2014	\$2,000
5. <i>Arctic Giants</i> <b>Payable to: Adam Ravetch</b> <b>Payable to: R. J. Enterprises</b> Explore the far north Arctic with Adam Ravetch.	November 3, 2014	\$2,000 1,480 520
6. <i>African Safari</i> <b>Payable to: Rick Ray</b> <b>Payable to: The Lewis Williams Agency</b> Rick Ray will present a safari to see Africa’s most amazing and beautiful animals.	November 17, 2014	\$2,000 1,480 520
7. <i>Pearls of the Caribbean</i> <b>Payable to: Marlin Darrah</b> <b>Payable to: Windoes Travelogues</b> The Caribbean will be explored and its exotic nature revealed.	February 2, 2015	\$2,000 1,480 520

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|-----|---|-------------------|---------|
| 8.  | <b><i>America's Hot Spots:<br/>Our Volcanic Legacy</i></b>                                    | February 9, 2015  | \$2,000 |
|     | <b>Payable to: Gray Warriner</b>  |                   | 1,480   |
|     | <b>Payable to: Windoes Travelogues</b>  |                   | 520     |
|     | Explore America's geothermal terrain by seeing America's volcanic legacy with Gray Warriner.  |                   |         |
|     |   |                   |         |
| 9.  | <b><i>Inside Ireland</i></b>  | February 23, 2015 | \$2,000 |
|     | <b>Payable to: Sue Denn</b>   |                   | 1,480   |
|     | <b>Payable to: R. J. Enterprises</b>  |                   | 520     |
|     | Explore Ireland for its beauty, people, and charm.  |                   |         |
|     |   |                   |         |
| 10. | <b><i>Autumn Across America</i></b>   | March 9, 2015     | \$2,000 |
|     | <b>Payable to: Don Van Polen</b>  |                   | 1,480   |
|     | <b>Payable to: R. J. Enterprises</b>  |                   | 520     |
|     | See the changing leaves of autumn across America.   |                   |         |
|     |   |                   |         |
| 11. | <b><i>Rocky Mountains – Part II</i></b>   | March 23, 2015    | \$2,000 |
|     | <b>Payable to: Jodie Ginter</b>   |                   |         |
|     | Jodie Ginter will explore the second half of the adventure <i>Rocky Mountains – Part II</i> . |                   |         |
|     |   |                   |         |
| 12. | <b><i>Barbados: Islands in the Sun</i></b>  | April 6, 2015     | \$2,000 |
|     | <b>Payable to: Steve Gonser</b>   |                   | 1,480   |
|     | <b>Payable to: Windoes Travelogues</b>  |                   | 520     |
|     | Barbados is a sovereign island country located in the Lesser Antilles.                        |                   |         |

**B. DESTRUCTION OF RECORDS**

It is recommended that the Board authorize the destruction of the records listed below. These documents have met the required retention period in accordance with California Code of Regulations, California Community Colleges Subchapter 2.5, Article 2, period of Retention 59026.

1. Women in Technology (WIT) Inactive Files 2005-2006

Files are located in the Industry and Technology Division Office.

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

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Page No.

A. Grants – Applications and Acceptance.....14

B. Board Policy 3200 – Accreditation – Second Reading and Adoption.....15, 17

C. Information Item - Administrative Procedure 3200 – Accreditation is presented for informational purposes only.....15, 18

D. Board Policy 5025 – Foreign Students (Visa) – First Reading (Deletion) (Replaced by Administrative Procedure 5012 International Students.....15, 20

E. Board 5060 – Concurrent Enrollment of K-12 Students - First Reading (Deletion) (Replaced by Board Policy 5010 Admissions & Concurrent Enrollment).....16, 22

F. Board Policy 5555 – Guest Speakers – First Reading (Deletion).....16, 23

G. Board Policy 5800 – Removing Pupils from School During School Hours – First Reading (Deletion).....16, 24

H. Destruction of Records.....16

## STUDENT AND COMMUNITY ADVANCEMENT

### A. GRANTS – APPLICATIONS AND ACCEPTANCE

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

1. California Community Colleges Chancellor’s Office Economic and Workforce Development – AB 86 Adult Education Consortium Planning Grant. California has the opportunity to rethink and redesign an educational system to establish linkages for students across the California Department of Education and the California Community College Chancellor’s Office adult educational systems that provide adults with the academic and career skills needed to enhance student success. El Camino College has a mutualistic relationship with the regional Unified School District’s (USD) Adult Schools and their “feeder” schools in its service area. Each entity has areas of strength and specialty, which allows for a natural system of referral paths to each other which will ensure that all students receive the services they need to achieve their goals. The members agreed and adopted the name – South Bay Adult Education Consortium. The South Bay Adult Education Consortium membership includes: Centinela Valley Union High School District Adult School; Inglewood USD Adult School; Redondo Beach USD Adult School and Torrance USD Adult School.  
Administrator: Mr. Jose Anaya

Amount of Grant Funding from Granting Agency:	\$317,128
Amount of College Match:	<u>\$ -0-</u>
Total Project Funding:	\$317,128
Source of Matching Funds:	N/A
Indirect Rate:	\$12,197 (4%)
Performance Period:	May 1, 2014 through September 30, 2014

2. National Institute of Standards and Technology (NIST) Measurement and Engineering Research and Standards – Summer Undergraduate Research Fellowship (SURF) NIST Gaithersburg Program. This is a non-monetary grant award (all grant funds go toward a student fellowship). El Camino College requested the funding of one student, Freddy Cisneros, for the 2014 NIST Summer Undergraduate Research Fellowship program at Gaithersburg, Maryland. Mr. Cisneros will work on research projects at NIST for 11 weeks and will be involved in independent research and research seminars at El Camino College following this summer period. Mr. Cisneros has an excellent academic background, and plans to continue pursuing research in the areas where he can contribute to advancements in science. His areas of interest at NIST are either astrophysics or structural engineering. The SURF program is anticipated to run between May 27 through August 8, 2014 or June 9 through August 8, 2014. Adjustments will be made to accommodate specific academic schedules.  
Administrator: Dr. Jean Shankweiler

Amount of Grant Funding from Granting Agency:	\$8,935
Amount of College Match:	\$ -0-
Total Project Funding:	\$8,935
Source of Matching Funds:	N/A
Indirect Rate:	None allowed
Performance Period:	May 1, 2014 through September 30, 2014

**B. BOARD POLICY 3200 - ACCREDITATION – SECOND READING AND ADOPTION**

It is recommended that the Board of Trustees accept for second reading and adoption revisions to Board Policy 3200 as attached.

**C. INFORMATION ITEM – ADMINISTRATIVE PROCEDURE 3200 - ACCREDITATION**

Administrative Procedure 3200 - Accreditation is provided for the Board of Trustees information only as attached.

**D. BOARD POLICY 5025 – FOREIGN STUDENTS (VISA) – FIRST READING (DELETION)**

It is recommended that the Board of Trustees receive for first reading and deletion Board Policy 5025 – Foreign Students (Visa), as shown in attachments. This policy is replaced by Administrative Procedure 5012 – International Students.

**E. BOARD POLICY 5060 – CONCURRENT ENROLLMENT OF K-12 STUDENTS – FIRST READING (DELETION)**

It is recommended that the Board of Trustees receive for first reading and deletion Board Policy 5060 – Concurrent Enrollment of K-12 Students, as shown in attachments. This policy is replaced by Board Policy 5010 - Admissions and Concurrent Enrollment.

**F. BOARD POLICY 5555 – GUEST SPEAKERS – FIRST READING (DELETION)**

It is recommended that the Board of Trustees receive for first reading and deletion Board Policy 5555 – Guest Speakers, as shown in attachments.

**G. BOARD POLICY 5800 – REMOVING PUPILS FROM SCHOOL DURING SCHOOL HOURS – FIRST READING (DELETION)**

It is recommended that the Board of Trustees receive for first reading and deletion Board Policy 5800 – Removing Pupils from School During School Hours, as shown in attachments.

**H. DESTRUCTION OF RECORDS**

It is recommended that the Board of Trustees approve destruction of the following Class III disposable records for Financial Aid. These records have met the required retention period.

Reference: California Code of Regulations, California Community Colleges, Article 2, Sections 59023-59026.

1. Disbursement Rosters – 3 boxes (1997 through 2001)
2. Fee Waiver Applications – 8 boxes (1998 through 2000)
3. Student Financial Aid Files – 47 boxes (1993 through 2006)



## **Board Policy 3200**

## **Accreditation**

The Superintendent/President shall ensure the District complies with the accreditation process and standards of the Accrediting Commission of Community and Junior Colleges and the process and standards for the special accreditation of other District programs that seek special accreditation.

The Superintendent/President shall keep the Board informed of approved accrediting organizations and the status of accreditations.

The Superintendent/President shall ensure that the Board is involved in any accreditation process in which Board participation is required.

The Superintendent/President shall provide the Board with a summary of any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.

Procedures for implementing the policy will be developed in collegial consultation with the Academic Senate.

References: Accreditation Standard IV.B.1.i  
Title 5, Section 53200

El Camino College  
Adopted: 5/21/01  
Amended: 4/21/14

The El Camino Community College District will undergo an educational quality and institutional effectiveness self-evaluation every six years and host a visit by an accreditation team. The accreditation process is an opportunity for the institution to conduct a thorough review against the Eligibility Requirements, Accreditation Standards, federal requirements, Commission Policies, and the institution's own objectives. The process will include active, campus-wide involvement of managers, faculty, staff, and students, which enables the institution to consider the quality of its programs and services and its institutional effectiveness in supporting student success. Self-evaluations and mandatory midterm and follow-up reports will be submitted to the Accrediting Commission.

The following procedure will apply to the preparation of the comprehensive self-evaluation for the reaffirmation of accreditation by the Accrediting Commission of Community and Junior Colleges (ACCJC), a part of the Western Association of Schools and Colleges (WASC):

1. The preparation of the self-evaluation report and other supporting documentation will begin no less than two years before the accreditation visit.
2. The Superintendent/President will appoint the Accreditation Liaison Officer (ALO) who is responsible for coordinating all activities in preparation for the accreditation team visit.
3. An Accreditation Steering Committee, led by the ALO, will be created that includes:
  - Self-evaluation co-chairs consisting of a faculty member, an administrator, and a representative from the Compton Center.
  - Standard teams led by faculty and administrative co-leads and composed of administrators, faculty, staff, and student(s) from the College and the Compton Center.
  - The Academic Senate will approve the faculty co-chairs and team leaders.
4. The self-evaluation draft report will be made available to the faculty, staff, administrators and student leaders for review and comment at least six months before it is sent to the Board of Trustees for approval.
5. The self-evaluation report will be made available to the public after approval by the Board of Trustees.
6. Any subsequent midterm, follow-up or special reports required by the ACCJC will be approved by the Board of Trustees prior to submission to the Accrediting Commission.

In addition to the required accreditation process, a College-Wide Accreditation Team will be established as an on-going committee to provide continual evaluation to the College on areas related to accreditation and the ability of the college to meet accreditation standards. The team will be composed of the Accreditation Liaison Officer, past accreditation co-chairs and standard team leaders, a representative from Institutional Research and Planning, and other interested people.

The duties of the Accreditation Team may include:

1. Review of the ACCJC annual report.
2. Monitor progress of the Strategic Initiative goals and Student Achievement goals.
3. Collect and maintain data and records for the accreditation self-evaluations and midterm reports.
4. Develop a plan or cycle for accreditation tasks.
5. Make recommendations for the selection of Self-Evaluation co-chairs and team leaders and develop a process for team leader selections.
6. Oversee and guide the self-evaluation process.
7. Assist the Accreditation Liaison Officer as needed.

Membership on the College-Wide Accreditation Team will be for four years and be on a rotating basis.

**References:**

Accreditation Eligibility Requirement 21;  
Accreditation Standard IV.B.1.i  
*Manual for Institutional Self Evaluation (Sept. 2012 Ed.)*

## **BOARD POLICY 5025**

## **Foreign Students (Visa)**

1. The intent of foreign student admission at El Camino College is to offer education and training to citizens of other countries who will return to those nations at the completion of programs here or in transfer institutions, with the possibility of improved contributions to life in the native land.
2. The foreign student who wishes to attend El Camino College on the student visa is expected to apply for admission through correspondence while in residence in the country of his citizenship.
3. Each applicant for admission as a visa student must obtain sponsorship of an appropriate citizen or permanent resident of the United States who is 21 or more years of age, who lives in the El Camino College District, and who will pledge all support necessary to maintain the student for the duration of his enrollment.
4. Visa students are required to pay tuition at the rate established for out-of-state students by the Board of Governors of the California Community Colleges.
5. Students must live within the ECC district while attending on a visa which requires I-20 form specified by the U.S. Immigration Service unless an exception is made by the foreign student counselor.
6. The visa student applicant must achieve a satisfactory score on a test of English proficiency designated by the college. The test measures listening comprehension, knowledge of grammatical structure, reading comprehension and writing ability. Results are evaluated by the foreign student counselor at El Camino College in estimating a proficiency level sufficient to ensure reasonable success in college courses taught in English.
7. The visa student must insure adequate financial support to attend college and indicate the source of support.
8. The visa student must submit transcripts of all secondary and college academic records. Grades above average are acceptable.
9. The applicant may be required to furnish letters of recommendation from the American Consul or School officials in his homeland.
10. Visa students are not accepted in transfer from other colleges in the United States ordinarily. The student who achieves less than 2.0 GPA in another college is not accepted.

11. Visa students are admitted on graduation from high schools within the ECC district if they achieve at least average grades and fulfill all requirements regarding sponsorship, financial support, residence, and English proficiency.
12. The visa student enrollment is limited to ½ of one percent of the estimated ADA for the year of proposed attendance, excluding visa students admitted directly from high schools within the district.
13. Broad international representation is to be attempted in admission of the foreign student group.
14. Visa students are advised to complete educational programs at ECC in the shortest practical time.

Previous Board Policy Number: 5119

El Camino College  
Adopted: 12/14/59  
Amended: 6/13/60, 5/10/65, 4/26/71  
Renumbered: 5/16/05

## **Board Policy 5060**

## **Concurrent Enrollment of K-12 Students**

It is the policy of El Camino Community College District, subject to the relevant provisions of the California Education Code and the fulfillment of all El Camino College policies and procedures, to admit as concurrently enrolled students qualified high school students who have successfully completed the 10<sup>th</sup> grade and are currently enrolled in the 11<sup>th</sup> or 12<sup>th</sup> grade.

The Superintendent/President or designee shall develop procedures for the consideration of highly gifted K-10<sup>th</sup> grade students.

All high school students concurrently enrolled will be exempted from the enrollment fee, Health Center Fee, and Representation Fee.

High school students will be required to pay all other required fees as adopted by the District.

Reference:

Education Code Sections: 48800, 48800.15, 4802, 76001, 76002 and 76355.

El Camino College  
Adopted: 1/18/05  
Amended: 6/19/06

## **BOARD POLICY 5555**

## **Guest Speakers**

In harmony with the educational objectives of El Camino College, any off-campus speaker invited to speak on the campus of El Camino College should contribute to the educational function of the College.

The content of any speech, address, or talk should be in keeping with the College's tradition of excellence and shall not conflict with provisions of the Education Code, the Administrative Code of the State of California, and other applicable laws and statutes.

In the interest of the free exchange of ideas, a guest speaker should be encouraged to respond to questions from the audience.

- I. Off-campus speakers may appear on campus only when an invitation has been extended by:
  1. An El Camino College student organization (as defined in Policy 5401) to address that organization.
  2. The Associated Students government to address the student body.
  3. An El Camino College instructor to address classes.
  4. The Academic Senate through its Council to address the student body.
  5. The Dean of Community Services to address members of the community, including students, under the Community Services program.
  6. The President of the College, a Vice President, or Dean of the College, or by the College Board of Trustees to address the student body.
  
- II. The following scheduling procedures shall be observed:
  1. All speaker requests by student organizations must be submitted to the Student Activities Office for approval by the appropriate Dean, at least two weeks prior to the speaker's appearance on campus. The two-week notice may be waived, if in the opinion of the Activities Deans such a waiver would serve the best interests of the College.
  2. The speaker request form submitted by a student organization must include the signature of the faculty sponsor. Such signature need not indicate sponsor approval of the speaker or his subject.
  3. A speaker invited by an instructor to address classes shall be approved by the Divisional Dean.
  4. A certified staff member shall be in attendance when an off-campus speaker addresses a student meeting.

Previous Board Policy Number: 5135 Renumbered: 5/16/05  
El Camino College  
Adopted: 11/13/67

## **BOARD POLICY 5800 Removing Pupils from School During School Hours**

WHEREAS, the Attorney General of California and the County Counsel of the Los Angeles County have rendered opinions regarding the power of Peace Officers to interview and remove pupils from school during school hours: (Att. Gen. No. 59/203) (CCO – HWW#1, 3/31/59), and

WHEREAS, the Attorney General and the County Counsel have rendered opinions regarding the liability of school districts for the release of pupils to Peace Officers, (Att. Gen. No. 59/203) (CCO – HWW #2, 8/28/59), and

WHEREAS, these opinions indicate a need for the adoption of standard procedures regarding the handling of requests by Peace Officers, to interview or remove pupils from school during school hours,

NOW, THEREFORE, BE IT RESOLVED:

that the policies regarding Peace Officers interviewing or removing pupils from the El Camino College School District during school hours shall be as follows:

1. Permission to Interview or Remove Pupils from School

No person other than a school employee shall be allowed to interview or remove a pupil from school during school hours without the prior permission of the Vice President – Student Personnel or certificated person delegated this responsibility in the absence of the Vice President.

2. Interviewing Pupils during School Hours

Upon the presentation of proper identification to the Vice President – Student Personnel, or his appointee, duly authorized representatives of law enforcement agencies shall be allowed to interview pupils in the presence of the Vice President – Student Personnel, or other certificated person, so delegated, in those cases in which an interview during out-of-school hours is impossible, impractical or would unduly interfere with the enforcement of law.

Law enforcement personnel entitled to interview pupils on school premises under the above conditions shall include:

- a. Police officers of the city or cities within the school district;
- b. The Sheriff of Los Angeles County or his deputies;
- c. The Probation Officer of Los Angeles County or his deputies;
- d. The District Attorney or his deputies;
- e. Investigators for the Domestic Relations Court;
- f. Parole Officers of the United States or the State of California;



**5800 Removing Pupils from School During School Hours Page 2**

- g. Officers of the California Highway Patrol;
- h. Agents of the Federal Bureau of Investigation;
- i. Health Officers of the City, Cities or County in which the school is located;

Special and Honorary Officers, Honorary Deputy Sheriffs, etc. and members of the press, although carrying identification cards issued by law enforcement agencies, shall not be permitted to interview pupils at school except that members of the press may interview pupils in connection with school activities in the presence of and with the approval of the Vice President – Student Personnel, or a duly authorized employee of the school district responsible for the release of public information.

Information regarding the identification of other persons not specifically mentioned above who may be allowed to interview pupils during school hours must be secured from the Superintendent of the district.

**3. Removing Pupils from School During School Hours**

No pupil shall be taken from school during school hours by any person other than a school employee with the following exceptions:

- a. by a parent or guardian when properly identified; (In cases in which the parents have been divorced a minor may be released only to the parent having legal custody.)
- b. by another person upon the written request, properly verified, of the parent or guardian;
- c. by properly identified representatives of law enforcement agencies;
  - I. making an arrest under Section 836 of the California Penal Code;
  - II. presenting a warrant for the arrest of the pupil;
  - III. taking the pupil into custody under Section 729 of the California Welfare and Institutions Code;
- d. by properly identified representatives of law enforcement agencies when not making an arrest or taking the pupil into custody as stated above under the following conditions:
  - I. with the express permission of the parent obtained prior to the release of the pupil;
  - II. “in cases of emergency when the parents cannot be reached;”
  - III. in cases of emergency when “...the rights of one of the parties involved would be seriously impaired by upholding that of the parent...”

**5800 Removing Pupils from School During School Hours Page 3**

When a peace officer is seeking to remove a minor from school during school hours the interpretation of what constitutes an “emergency” is the responsibility of the Vice President – Student Personnel.

While it is the duty of the peace officer to notify the parents or guardian of the person taken into custody or placed in detention (Sub-section h, Section 729 of the Welfare and Institutions Code) it is still the responsibility of the Vice President – Student Personnel to confirm this notification with the parent or guardian of the minor.

If a conflict of opinion should arise between a law enforcement representative and the Vice President – Student Personnel, regarding the interpretation of this resolution or the rights of the individuals involved, the Vice President should immediately consult the Superintendent. If the conflict cannot be clarified in this manner the Superintendent should seek to resolve the differences with the supervising officer of the law enforcement representative involved.

Previous Board Policy Number: 5144

El Camino College  
Adopted: 1/25/60  
Amended: 5/10/65  
Renumbered: 5/16/05

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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 the Board of Trustees receive the following Quarterly Financial Status Report for the quarter ending March 31, 2014. AB 2910, Chapter 1486, Statutes of 1986, requires that California community college districts report quarterly on their financial condition.

The report for March 31, 2014, is shown on the following Quarterly Financial Status Report for General Fund-Unrestricted (11).

FISCAL YEAR 2013-14

Quarter Ended (Q3) March 31, 2014

<u>General Fund</u>	<u>2013-14 Budget</u>	<u>Year-to-Date Actuals</u>	<u>Percentage</u>
<b>INCOME</b>			
Federal	\$140,000	\$109,095	77.93%
State	62,839,980	42,846,212	68.18%
Local	40,757,190	28,451,068	69.81%
Interfund Transfers	<u>0</u>	<u>0</u>	
Total Income	\$103,737,170	\$71,406,375	
<b>APPROPRIATIONS</b>			
Academic Salaries	\$45,697,683	\$34,500,208	75.50%
Classified Salaries	26,277,227	15,710,759	59.79%
Staff Benefits	18,506,815	14,104,999	76.22%
Supplies/Books	1,356,000	891,926	65.78%
Other Operating Expenses	9,160,319	7,621,534	83.20%
Capital Outlay	1,115,000	240,217	21.54%
Other Outgo	<u>6,515,597</u>	<u>5,446,870</u>	83.60%
Total Appropriations	\$108,628,641	\$78,516,513	
Revenues Over (Under)	<u>\$ (4,891,471)</u>	<u>\$ (7,110,138)</u>	
Expenditures			

**B. Adoption of Education Protection Account Funding and Expenditures**

It is recommended the Board of Trustees approve the plan to expend the funds received from the Education Protection Account (EPA). The estimated amount of EPA funds the El Camino Community College District will receive is \$12,423,708. The entire amount will be spent in the category of instructional salaries. The EPA funds are not additional funds but rather a component of the computational revenue calculation. This recommendation is submitted to comply with the State Chancellor's Office and Proposition 30 provision requiring the governing board to designate the usage of the EPA funds.

**C. Audit Services 2013-14 through 2014-15**

It is recommended the Board of Trustees approve a two year contract with the option of two one-year extensions for independent financial audit services to be provided by Vavrinek, Trine, Day & Co., LLP. The fiscal year-end audits will be performed for the fiscal years ending June 30, 2014 and June 30, 2015. The amount for each year respectively is not to exceed \$73,400 and \$75,000. In addition, two one-year extensions are optional.

**D. 2012-13 Proposition 39 General Obligation Bonds Audit Report**

It is recommended the Board accept the annual financial and performance audit reports prepared by Vicenti, Lloyd, & Stutzman, LLP for the El Camino Community College District Revenue Bond Construction fund. Copies of the audit reports for the 2012-13 fiscal year have been distributed to the Board of Trustees and to the Citizens Bond Oversight Committee. The District received an unmodified opinion on its financial and performance audits. The public may view the audit reports in the Office of the Vice-president –Administrative Services, in Administration Room ADM 106, or on the web at <http://www.elcamino.edu/administration/bond/docs/Audit-2012-13-El-Camino-CCD-Financial-and-PerformanceAudit13-GFR.pdf>.

**E. Categorical Funds Flexibility**

It is recommended the Board of Trustees approve the utilization of the California Community Colleges Categorical Flexibility Provision.

The 2009-2010 Budget Act provides districts with categorical flexibility for specified programs. Under this flexibility provision, districts are allowed to redirect funds from any specified categorical program to any other categorical program funded in the State budget. Districts that elect to redirect categorical funds are deemed to be in compliance with the statutory regulatory and provisional language associated with specified categorical programs. Categorical flexibility for the 2013-14 year is triggered by a transfer of \$100 from the Economic Development funds into EOPS.

**F. Urban Land Institute**

It is recommended the board approve a contract for professional services to Urban Land Institute (ULI) in an amount not to exceed \$50,000 plus costs required for presentations of reports at meetings. The College is considering its options for the best use of the vacant land currently used for parking at the corner of Crenshaw and Redondo Beach. The expert advice of ULI’s team of professionals will provide a broader view of potential options of future uses for that property. ULI has provided similar services throughout California and beyond.

**G. Planning and Budgeting Calendar**

For the Boards information the Planning and Budgeting Calendar is presented below. The Planning and Budgeting Committee (PBC) reviews this calendar throughout the year and modifies the calendar as needed.

<b>Dates</b>	<b>Activities</b>	<b>Responsible</b>
<b>September – November</b>	Review and revise planning priorities. Identify budget development assumptions.	PBC Cabinet
<b>November 15<sup>th</sup></b>	Submit Program plans for the next fiscal year.	Program faculty and managers
<b>January - February</b>	Determine preliminary revenue estimates  Begin assessment of key budget issues - including the funding of high priority planning initiatives	Vice President of Administrative Services
<b>January 31<sup>st</sup></b>	Mid-year evaluation of current fiscal year program/unit/area plan objectives	Program faculty and managers
<b>February 15<sup>th</sup></b>	Submit Unit plans for the next fiscal year.	Deans/Directors
<b>March - April</b>	Determine enrollment targets, sections to be taught, and full-and part-time FTEF.  Vice presidents jointly determine ongoing operational costs including:  1. Full-time salaries 2. Benefits, Utilities, GASB 3. Legal and contract obligations  Develop Line Item Budgets for Operational Areas.	VP Academic Affairs with Cabinet approval  Vice President of Administrative Services and Cabinet for full-time positions  Vice Presidents
<b>March 31<sup>st</sup></b>	Vice President submittal of Area plans	Vice Presidents

<b>April</b>	Tentative budget information completed for PBC review.	Vice Presidents
<b>April – second meeting</b>	Prioritized Area plan recommendations for the next fiscal year presented to PBC and Cabinet.  Proposed tentative budget reviewed and discussed for recommendation.  Initial planning and budget assumptions finalized.	Vice Presidents  PBC  Cabinet
<b>May</b>	PBC submits recommended funding request to the President.	PBC
<b>June</b>	Tentative Budget is presented to the Board.	President
<b>July 1<sup>st</sup></b>	Tentative Budget is rolled into active status (purchasing can begin).	Accounting
<b>July 31<sup>st</sup></b>	Final evaluation of current year objectives entered into plans.	Program faculty, staff, and managers
<b>July/August</b>	Final revenue and expenditure adjustments made to budget.	PBC and Cabinet
<b>August</b>	Review and discussion of the final budget assumptions by the President with the PBC  Final Budget line item review with PBC.	President and PBC  Vice President Administrative Services
<b>September</b>	Final Budget submitted to Board.  PBC conducts annual evaluation.	President  PBC

**H. Contracts Under \$84,100**

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.

*a. Services Provided by District or Its Designee:*

1. **Contractor:** **FEDERAL BUREAU OF PRISONS, TERMINAL ISLAND**  
**Services:** Contractor's inmates will receive training in the area of parenting skills.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – Workplace Learning Resource Center (WpLRC)  
**Date(s):** 3/11/14 – 12/31/14 with four optional one-year renewal periods, not to exceed five years  
**Financial Terms:** Projected gross income \$12,130 per year
  
2. **Contractor:** **SARATECH INC.**  
**Services:** Contractor will receive ECC's Employment Training Panel (ETP) funds to provide ETP Regular Core Programs training. Training will include, but not limited to, Business and Management Skills, and Continuous Improvement, Manufacturing Skills, and Advanced Technology.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – Contract and Community Education  
**Date(s):** 4/22/14 – 12/15/15  
**Financial Terms:** Cost not to exceed \$75,000  
Funded by ETP (ET14-0217) two-year core contract

*b. Services Received by District or Its Designee:*

1. **Contractor:** **ANGALET AND ASSOCIATES LLC**  
**Services:** Contractor will provide sales consulting services to identify training opportunities with current and new business clients, securing twenty-five new companies as clients or potential customers.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – Contract and Community Education  
**Date(s):** 5/1/14 – 10/30/14  
**Financial Terms:** Cost not to exceed \$18,000  
Funded by ETP (ET14-0217) two-year core contract
  
2. **Contractor:** **AMERICAN FUNDING INNOVATORS**  
**Services:** Contractor will provide access and maintenance of their online grants management software GrantNavigator.



**Requesting Dept.:** Student and Community Advancement – Community Advancement – Grants  
**Date(s):** 3/1/14 – 2/28/15 with four optional one-year renewal periods, not to exceed five years  
**Financial Terms:** Cost not to exceed \$12,000 per year  
Funded by ECC Grants Office

3. **Contractor:** **CAMI UHAK (SOUTH KOREA); EDUWIN INC. (CHINA); GRASYA ENGLISH SCHOOL (JAPAN); INTERNATIONAL EDUCATION, LLC. (CHINA); KUNMING KINGWAY STUDY OVERSEAS SERVICE (CHINA); LOS ANGELES COLLEGE TOUR, INC. (JAPAN); LITZ USA (HONG KONG); THE GREAT NATION GROUP (CHINA); TAN DAI DUONG CO. LTD VIETNAM); UNITED EDUCATION CONSULTING INC. (CHINA); WHOLEREN EDUCATION (CHINA)**

**Services:** Contractor will recruit F-1 Visa Students for ECC.  
**Requesting Dept.:** Student and Community Advancement – Admissions and Records – International Student Program  
**Date(s):** Beginning on date of board approval and continuing month to month up to but not exceeding five years  
**Financial Terms:** The fee shall be \$250 per student per consecutive semester cycle completed, not to exceed \$500 per student. If applicable, a fee for high-volume admissions at the end of a two consecutive semester cycle will be paid in addition to the regular fee.

4. **Contractor:** **CERRITOS COMMUNITY COLLEGE DISTRICT**

**Services:** Contractor will provide services for promotion, curricula development and faculty training in Career Technical Education for college faculty, high schools and middle schools.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – Center for Applied Competitive Technologies (CACT)  
**Date(s):** 4/1/14 – 11/30/14  
**Financial Terms:** Cost not to exceed \$73,000  
Funded by a grant from Chancellor’s Office of California Community Colleges

5. **Contractor:** **DESIMONE ENGINEERING, INC.**  
**Services:** Contractor will provide training in Certified Quality Engineering, Geometric Dimensioning & Tolerancing, Green Belt, and various other related subjects as needed.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – CACT  
**Date(s):** 4/1/14 – 12/31/14  
**Financial Terms:** Cost not to exceed \$10,000  
 Funded by H1-B grant from US Department of Labor
6. **Contractor:** **HONG PHUOC LOGISTICS TRANSPORT CO. LTD. (VIETNAM)**  
**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):** 4/21/14 – 4/20/19  
**Financial Terms:** One-time fee of \$500 per student for either fall or spring semester; and \$300 fee for summer
7. **Contractor:** **REDONDO BEACH UNIFIED SCHOOL DISTRICT**  
**Services:** Contractor will participate in the Adult Education Consortium to plan and improve adult education programs.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – Grants Office  
**Date(s):** 4/22/14 – 6/30/15  
**Financial Terms:** Cost not to exceed \$20,000  
 Funded by AB86 Adult Education Consortium Planning Grant
8. **Contractor:** **WESTERN ASSOCIATION FOR COLLEGE ADMISSION COUNSELING (WACAC)**  
**Services:** Contractor will supplement the Historically Black Colleges and Universities (HBCU) Transfer Agreement Project grant from the Chancellor’s Office which will provide the opportunity for the 112 California Community Colleges to expand outreach efforts and increased articulation agreements with HBCUs.

**Requesting Dept.:** Student and Community Advancement – Counseling and Student Services  
**Date(s):** 4/22/14 – 6/15/15  
**Financial Terms:** Reimbursement to ECC for expansion of services not to exceed \$10,000  
Funded by WACAC

**I. Contracts Over \$84,100**

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

*a. Services Provided by District or Its Designee:*

- 1. Contractor:** **CALIFORNIA MANUFACTURING TECHNOLOGY CONSULTING**  
**Services:** Contractor will receive ECC's ETP funds to provide ETP Regular Core Programs training. Training will include, but not limited to, Business and Management Skills, and Continuous Improvement, Manufacturing Skills, and Advanced Technology.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – Contract and Community Education  
**Date(s):** 4/22/14 – 12/15/15  
**Financial Terms:** Cost not to exceed \$250,000  
Funded by ETP (ET14-0217) two-year core contract  
**Special Note:** For disclosure purposes, President Fallo serves as President of the Board of this not-for-profit organization
- 2. Contractor:** **LONG BEACH COMMUNITY COLLEGE DISTRICT**  
**Services:** ECC will use contractor funds to provide programs and services to small businesses in the form of training workshops and one-on-one confidential consulting in the South Bay and surrounding cities.  
**Requesting Dept.:** Student and Community Advancement – Small Business Development Center (SBDC)  
**Date(s):** 1/1/14 – 12/31/14  
**Financial Terms:** Projected gross income \$300,000  
SBDC Network Service Center Agreement CN 99709.1

*b. Services Received by District or Its Designee:*

1. **Contractor:** LOS ANGELES CHAMBER OF COMMERCE  
**Services:** Contractor will provide technical assistance and capacity building in the areas of training module development to address skill gaps facing the Global Trade and Logistics Sector and the relationship between available workforce and employer need.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – Center for International Trade Development (CITD)  
**Date(s):** 4/22/14 – 12/31/14  
**Financial Terms:** Cost not to exceed \$91,233  
Funded by Statewide Sector Navigator Grant from Chancellor’s Office of California Community Colleges

**J. Personal Service Agreements**

*a. Services Provided by District or Its Designee:*

None

*b. Services Received by District or Its Designee:*

1. **Contractor:** ERNESTO MOLINA  
**Services:** Contractor and his group, Mariachi Estrella de Jalisco, will perform music at ECC Celebration of Chicano Culture—the Son and the Cancion.  
**Requesting Dept.:** Academic Affairs – Behavioral and Social Sciences  
**Date(s):** 5/1/14  
**Financial Terms:** Cost not to exceed \$800  
Funded by Staff and Student Diversity
2. **Contractor:** MOTECUHZOMAH HERRERA  
**Services:** Contractor and his group, Conjunto Hueyapan, will perform a variety of Son Jarocho songs at the ECC Celebration of Chicano Culture - the Son and the Cancion.  
**Requesting Dept.:** Academic Affairs – Behavioral and Social Sciences  
**Date(s):** 5/1/14  
**Financial Terms:** Cost not to exceed \$800  
Funded by Staff and Student Diversity; and Behavioral and Social Sciences

3. **Contractor:** **SHEILA DUFRESNE**  
**Services:** Contractor will provide marketing and event registration support for a statewide Culinary Arts Competition for Community College Culinary Arts students in coordination with the Statewide Advisory for Family and Consumer Sciences.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – WpLRC  
**Date(s):** 5/1/14 – 6/30/14  
**Financial Terms:** Cost not to exceed \$2,500  
 Funded by Chancellor’s Office Sector Navigator grant for Retail, Hospitality and Tourism (No. 13-151-009)
4. **Contractor:** **STEVE L. KASMAR**  
**Services:** Contractor will coordinate and deliver a statewide Culinary Arts Competition including venue, promotion, print materials, and medals and trophies for Community College Culinary Arts students.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – WpLRC  
**Date(s):** 5/1/14 – 6/30/14  
**Financial Terms:** Cost not to exceed \$3,800  
 Funded by Chancellor’s Office Sector Navigator grant for Retail, Hospitality and Tourism (No. 13-151-009)

**K. Amendments**

*a. Services Provided by District or Its Designee:*

None

*b. Services Received by District or Its Designee:*

1. **Contractor:** **ACCOMMODATING IDEAS**  
**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 \$110,000 (Board initially approved on 10/21/13 the amount for \$60,000)
2. **Contractor:** **CERRITOS COMMUNITY COLLEGE DISTRICT**
- Services:** Contractor will provide technical skills training through a sub-grantee agreement.
- Requesting Dept.:** Student and Community Advancement – Community Advancement – CACT
- Date(s):** 7/1/13 – 6/30/14
- Financial Terms:** Cost not to exceed \$190,000 (Board initially approved on 7/15/13 the amount for \$157,000)  
Funded by a grant from the California Manufacturers and Technology Association
3. **Contractor:** **HEXAGON METROLOGY**
- Services:** Contractor will provide onsite Verisurf training on Leica Tracker, and PC-DMIS CAD levels I and II training for a BTC customer.
- Requesting Dept.:** Student and Community Advancement – Community Advancement – CACT
- Date(s):** 8/1/13 – 12/31/14 (Board initially approved on 8/19/13 the dates from 8/1/13 – 6/30/14)
- Financial Terms:** Cost not to exceed \$22,020  
Funded by Orbital Science’s Mentor Protégé Grant
4. **Contractor:** **OREGON INSTITUTE OF TECHNOLOGY**
- Services:** Contractor will provide promotion, module 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 \$43,722 (Board initially approved on 10/21/13 the amount for \$7,412)  
Funded by National Science Foundation grant
5. **Contractor:** **SOAP DESIGN CO.**
- Services:** Contractor will design various flyers for the ECC Community Education catalogs for Fall 2013, Winter/Spring 2014 and Summer 2014.
- Requesting Dept.:** Student and Community Advancement – Community Advancement – Contract and Community Education

**Date(s):** 7/1/13 – 6/30/14  
**Financial Terms:** Cost not to exceed \$6,000 (Board initially approved on 9/3/13 the amount for \$3,000)  
 Funded by Community Education

**6. 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  
**Financial Terms:** Cost not to exceed \$7,000 (Board initially approved on 10/21/13 the amount for \$5,000)

**7. Contractor:** **TRISTAR, INC.**  
**Services:** Contractor will provide Wildfire and Windchill software training for customer onsite.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – CACT  
**Date(s):** 8/1/13 – 12/31/14 (Board initially approved on 8/19/13 the dates from 8/1/13-6/30/14)  
**Financial Terms:** Cost not to exceed \$43,400  
 Funded by Orbital Science’s Mentor Protégé grant

**L. International Student Health Insurance**

It is recommended the Board of Trustees approve continuing the international student health insurance through the current contracted carrier, Student Insurance. The District, through the International Student Program, requires all of its students to purchase health insurance from a carrier contracted by the District. There is no cost to the District as students pay this fee as part of their tuition. The cost for the coverage will be \$1066 per student each six-month period for Fall 2014 and Spring 2015. The contract is effective August 1, 2014 through July 31, 2015.

**M. 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
<b>Fund 11</b>	<b>Unrestricted - El Camino</b>			
P0702159	Yamaha Golf Cars of	Campus Police	New Equipment	\$16,132.00
P0702204	Dell Marketing L. P.	Information Technology	New Equipment	\$35,351.02
P0702216	Signature Party Rental	Civic Center	Repairs Noninstructional	\$5,865.96
P0702408	California Boiler, Inc.	Facilities/Planning/Servi	Repairs Noninstructional	\$1,360.00
P0702419	Promega	Life Sciences	Instructional Supplies	\$146.06

P0702451	Climatec	Facilities/Planning/Servi	Repairs Noninstructional	\$6,075.00
P0702469	American Express Travel	Ed & Community	Transportation/ Mileage	\$404.00
P0702470	Engraving Awards Gifts	Public Relations	Non-Instruct Supplies	\$541.07
P0702474	Amazon.Com Corporate	Ed & Community	Non-Instruct Supplies	\$791.48
P0702477	Ryugaku Journal, Inc.	International Students	Conferences Mgmt	\$2,267.34
P0702478	Public Agency Law	Institutional Services	Legal	\$2,620.80
P0702479	Fisher Scientific	Life Sciences	Instructional Supplies	\$1,762.18
P0702480	Carolina Biological	Life Sciences	Instructional Supplies	\$1,044.60
P0702482	Amazon.Com Corporate	Life Sciences	Instructional Supplies	\$432.79
P0702487	Mei L. Bickner	Institutional Services	Legal	\$5,500.00
P0702505	Complete Office	Warehouse	Inventories	\$2,001.24
P0702506	Enterprise Rent-A-Car	Ed & Community	Transportation/ Mileage	\$120.00
P0702507	Awards Plus	Facilities/Planning/Servi	Non-Instruct Supplies	\$212.55
P0702508	RW School Supply	History	Instructional Supplies	\$268.15
P0702509	Amazon.Com Corporate	Div Office BSSC	Instructional Supplies	\$243.12
P0702513	Rose Brand	Ctr for Arts Production	Non-Instruct Supplies	\$479.60
P0702514	Grainger	Ctr for Arts Production	Non-Instruct Supplies	\$92.76
P0702518	Leap	Human Resources	Multi Media Advertising	\$300.00
P0702519	Nemetschek Vectorworks	Ctr for Arts Production	Non-Instruct Supplies	\$88.75
P0702520	Rose Brand	Ctr for Arts Production	Non-Instruct Supplies	\$570.03
P0702521	Certified Office	Human Resources	Maintenance Contracts	\$45.00
P0702522	Thomson Reuters West	Human Resources	Publications/ Periodicals	\$56.68
P0702523	Amazon.Com Corporate	Music	Instructional Supplies	\$32.69
P0702525	Smarter Shows Limited	Ed & Community	Conferences Mgmt	\$140.00
P0702532	Thompson Building	Environmental Tech	Instructional Supplies	\$81.75
P0702533	California Fire	Fire	Dues And Memberships	\$75.00
P0702535	Smith Brothers Crane	Facilities/Planning/Servi	Equipment Rental	\$474.15
P0702537	L.A. County Ems	Paramedic Academy	Contract Services	\$23,637.57
P0702538	Empire Cleaning Supply	Operations	New Equipment -	\$6,628.80
P0702539	Compliancesigns, Inc.	Health,Safety and Risk	Non-Instruct Supplies	\$257.52
P0702540	Monterey Graphics	Health,Safety and Risk	Non-Instruct Supplies	\$54.94
P0702541	Uline Shipping Supply	Health,Safety and Risk	Non-Instruct Supplies	\$76.40
P0702542	Grey House Publishing	Div Office Instr.	Library Books	\$185.25
P0702543	Thomson Reuters West	Div Office Instr.	Library Books	\$277.13
P0702545	Monterey Graphics	Ed & Community	Non-Instruct Supplies	\$109.87
P0702550	ACCO Engineered	Facilities/Planning/Servi	Repairs Noninstructional	\$11,126.00
P0702553	Empire Cleaning Supply	Operations	Non-Instruct Supplies	\$2,379.91
P0702557	Amazon.Com Corporate	Div Office BSSC	Instructional Supplies	\$39.38
P0702558	Kid Advance Co.	History	Instructional Supplies	\$326.07
P0702562	Luis Alfaro	Ctr for Arts Instr/Admin	Contract Services	\$500.00
P0702566	Carolina Biological	Anthropology	Instructional Supplies	\$44.04
P0702568	Bone	Anthropology	Instructional Supplies	\$1,605.59
P0702569	Redleaf Press	History	Instructional Supplies	\$618.69
P0702570	American Psychological	Psychology	Instructional Supplies	\$32.09
P0702571	Los Angeles County	Hazmat	Waste Disposal	\$760.00
P0702572	George T. Hall	Facilities/Planning/Servi	Conferences Mgmt	\$525.00
P0702574	Calpers	Human Resources	Assessment and Penalty	\$19,155.04
P0702577	Decco Graphics, Inc.	Commencement	Indirect Supplies	\$822.95
P0702578	El Camino College Union	Commencement	Non-Instruct Supplies	\$341.00
P0702585	Innovative Interfaces,	Div Office Instr.	Publications-Magazines	\$490.00
P0702586	Media Distributors	Audio/Visual	Instructional Supplies	\$622.29
P0702588	Lucks Music Library	Music	Instructional Supplies	\$353.57
P0702626	Amazon.Com Corporate	Ed & Community	Non-Instruct Supplies	\$215.26



P0702627	ELS Educational	VP-SCA	Contract Services	\$500.00
P0702628	Wintech, Inc.ýShinjuku	VP-SCA	Contract Services	\$250.00
P0702629	Ustudy	VP-SCA	Contract Services	\$250.00
P0702630	Trang Viet Anh Company	VP-SCA	Contract Services	\$250.00
P0702631	Ryugakusite.Com, Inc.	VP-SCA	Contract Services	\$2,500.00
P0702632	Global Partners, Inc.	VP-SCA	Contract Services	\$500.00
P0702633	EduAbroadýShimamura	VP-SCA	Contract Services	\$500.00
P0702634	D-Side Study Abroad	VP-SCA	Contract Services	\$250.00
P0702638	Dibec, Inc	VP-SCA	Contract Services	\$750.00
P0702639	Daquiprafora Intercambio	VP-SCA	Contract Services	\$250.00
P0702640	Chinese Student	VP-SCA	Contract Services	\$750.00
P0702641	C & C Associates, Inc.	VP-SCA	Contract Services	\$250.00
P0702642	Amar Enkhtaivan	VP-SCA	Contract Services	\$500.00
P0702643	Alfalink	VP-SCA	Contract Services	\$250.00
P0702644	Linkturs Rus Llc	VP-SCA	Contract Services	\$500.00
P0702646	4IMPRINT, INC.	Ed & Community	Non-Instruct Supplies	\$373.58
P0702647	Full Compass	Music	Instructional Supplies	\$519.97
P0702648	Netop	Information Technology	License Fee/Site Licenses	\$5,035.20
P0702650	Complete Office	Music Library	Instructional Supplies	\$237.46
P0702655	Shredder Specialties	Admissions/Recors	Non-Instruct Supplies	\$33.21
P0702656	Brite Ideas by Greg	Commencement	Other Rentals	\$6,104.90
P0702663	Campus Food Services	Commencement	Contract Services	\$18,650.00
P0702666	Time Clock Sales and	Admissions/Recors	Maintenance Contracts	\$236.00
P0702674	CDW-G	Div Office Business	Instructional Supplies	\$1,719.07
P0702690	Springshare Llc	Div Office Instr.	Publications-Magazines	\$1,199.00
P0702691	Redondo Technology	Div Office Instr.	Instructional Supplies	\$163.50
P0702699	Community College	Div Office Instr.	Publications-Magazines	\$155.00
P0702703	Ohio State University	Institutional Research	Publications/ Periodicals	\$51.00
P0702704	John Wiley & Sons Inc.	Institutional Research	Publications/ Periodicals	\$88.00
P0702705	RP Group, the	Institutional Research	Conferences Classified	\$600.00
P0702707	Excelencia in Education	VP-SCA	Dues And Memberships	\$500.00
P0702708	Grainger	Health,Safety and Risk	Non-Instruct Supplies	\$981.74
P0702709	Grainger	Health,Safety and Risk	Non-Instruct Supplies	\$1,502.76
P0702722	USC Daily Trojan	Public Relations	Multi Media Advertising	\$1,710.00
P0702723	Daily Bruin/UCLA	Public Relations	Multi Media Advertising	\$2,225.00
P0702724	UC Irvine New University	Public Relations	Multi Media Advertising	\$1,994.00
P0702725	Los Angeles	Public Relations	Multi Media Advertising	\$1,905.00
P0702726	Cal State University	Public Relations	Multi Media Advertising	\$1,274.25
P0702727	C.S.U.L.B. Daily	Public Relations	Multi Media Advertising	\$1,037.00
P0702728	University Times	Public Relations	Multi Media Advertising	\$1,788.60
P0702729	CSU Fullerton Daily Titan	Public Relations	Multi Media Advertising	\$2,122.65
P0702730	C.S.U.D.H. the Bulletin	Public Relations	Multi Media Advertising	\$320.00
P0702731	Amazon.Com Corporate	Ctr for Arts Production	Non-Instruct Supplies	\$177.57
P0702732	Capitol Enquiry, Inc.	Public Relations	Non-Instruct Supplies	\$238.58
P0702733	Electronic Midi Services,	Music	Repairs Parts And Supplies	\$540.00
P0702735	Amazon.Com Corporate	Ctr for Arts Production	Non-Instruct Supplies	\$78.44
P0702737	Thomson Reuters	Div Office Instr.	Library Books	\$19,416.60
P0702738	EBSCO SUBSCRIPTION	Div Office Instr.	Publications-Magazines	\$40.56
P0702739	B & H Photo-Video	Ctr for Arts Production	Non-Instruct Supplies	\$289.38
P0702741	Amazon.Com Corporate	Electronics	Instructional Supplies	\$108.98
P0702742	Innovative Interfaces,	Information Technology	License Fee/Site Licenses	\$78,200.00
P0702743	Pocket Nurse Medical	Rad Tech	Instructional Supplies	\$1,826.06
P0702748	A-1 Coast Rentals	Facilities/Planning/Servi	Equipment Rental	\$273.56
P0702751	Monterey Graphics	Commencement	Other Rentals	\$5,439.10

P0702756	Airport Van Rental	Transfer Center	Transportation	\$236.66
P0702757	CI Solutions	District Photo Id Cards	Non-Instruct Supplies	\$7,774.50
P0702758	Boulevard Florist	Commencement	Non-Instruct Supplies	\$523.20
P0702759	Boulevard Florist	Commencement	Non-Instruct Supplies	\$43.60
P0702760	Monterey Graphics	Counseling Office	Non-Instruct Supplies	\$54.94
P0702761	Amazon.Com Corporate	Career Center	Non-Instruct Supplies	\$125.96
P0702765	Fast Deer Bus Charter	Transfer Center	Transportation	\$650.00
P0702767	El Camino College	Presidents Office	Other Services And Expenses	\$500.00
P0702768	Registrar-Recorder/Coun	Institutional Services	Election	\$285,563.00
P0702769	Center for Education	Physical Education	Instructional Supplies	\$241.95
P0702770	EBSCO SUBSCRIPTION	Music Library	Instructional Supplies	\$655.57
P0702775	Merrill Communications	Institutional Services	Legal	\$15,736.44
P0702782	Lingo Fun Inc.	Information Technology	License Fee/Site Licenses	\$892.00
P0702783	Bone	History	Other Services And Expenses	\$659.26
P0702784	CCPRO	Public Relations	Conferences Mgmt	\$500.00
P0702785	Milton Security Group	Information Technology	Maintenance Contracts	\$1,402.30
P0702786	Cal Tech Copier, Inc.	Fire Academy	Instructional Supplies	\$155.11
P0702788	Wood Magazine	I&T Div Ofc	Publications-Magazines	\$37.00
P0702789	Amazon.Com Corporate	I&T Div Ofc	Non-Instruct Supplies	\$93.22
P0702791	Hitt Marking Devices	Div Office BSSC	Non-Instruct Supplies	\$87.75
P0702794	Dell Marketing L. P.	Technical Services	Repairs Parts And Supplies	\$3,682.28
P0702803	Ms. Debbie E. Turano	Operations	Pest Control	\$188.00
P0702807	Hardy Diagnostics	Life Sciences	Instructional Supplies	\$283.94
P0702808	Edvotek	Life Sciences	Instructional Supplies	\$235.62
P0702816	Ms. Nancy A. Adler	Ctr for Arts Production	Other Rentals	\$203.11
P0702819	Pennington Dance Group	Ctr for Arts Instr/Admin	Contract Services	\$500.00
P0702820	George Adamis	Ctr for Arts Instr/Admin	Contract Services	\$250.00
P0702825	Ipevo Inc.	Physics	Instructional Supplies	\$291.03
P0702826	McMaster Carr	Physics	Instructional Supplies	\$148.94
P0702827	Sargent Welch Scientific	Physics	Instructional Supplies	\$341.65
P0702835	Chronicle of Higher Educ	Public Relations	Publications/ Periodicals	\$76.00
P0702841	Robert L. Long	Early Start Program	Non-Instruct Supplies	\$300.00
P0702844	Argelia Andrade	Div Office BSSC	Contract Services	\$200.00
P0702845	Hector Gonzalez	Div Office BSSC	Contract Services	\$300.00
P0702858	Bearcom	Facilities/Planning/Servi	Non-Instruct Supplies	\$31.61
P0702860	Thomson Reuters	Div Office Instr.	Publications-Magazines	\$16,430.40
P0702873	Harland Technology	Information Technology	Maintenance Contracts	\$407.00
P0702884	RP Group, the	Institutional Research	Dues And Memberships	\$350.00
P0702886	McMaster Carr	Grounds	New Equipment	\$551.78
P0702888	Consolidated Fabricator	Grounds	New Equipment	\$1,698.22
P0702889	Sigmanet	Div Office Business	Instructional Supplies	\$4,933.87
P0702890	CDW-G	Div Office Business	Instructional Supplies	\$338.81
P0702892	Foundation for California	Information Technology	Maintenance Contracts	\$2,000.00
P0702895	Fujitec America, Inc.	Facilities/Planning/Servi	Repairs Noninstructional	\$249.00
P0702906	CJR Education	VP-SCA	Contract Services	\$1,250.00
P0702907	Universal Placement	VP-SCA	Contract Services	\$500.00
P0702908	Kaplan International	VP-SCA	Contract Services	\$250.00
P0702909	ISCnet Study Abroad	VP-SCA	Contract Services	\$250.00
P0702910	International Education	VP-SCA	Contract Services	\$250.00
P0702911	Chinese Student &	VP-SCA	Contract Services	\$500.00
P0702912	Del Amo Learning	VP-SCA	Contract Services	\$250.00
P0702913	Daquiprafora Intercambio	VP-SCA	Contract Services	\$500.00
P0702914	AAS Education	VP-SCA	Contract Services	\$250.00
P0702916	KLM Bioscientific	Life Sciences	Instructional Supplies	\$835.89

P0702917	Sargent Welch Scientific	Chemistry	Instructional Supplies	\$573.46
P0702918	Sigma Aldrich	Chemistry	Instructional Supplies	\$165.24
P0702923	Ward's Natural Science	Life Sciences	Instructional Supplies	\$80.31
P0702924	Sargent Welch Scientific	Chemistry	Instructional Supplies	\$376.62
P0702925	Carolina Biological	Life Sciences	Instructional Supplies	\$140.23
P0702927	Herff Jones, Inc.	Admissions/Recors	Non-Instruct Supplies	\$8,853.65
P0702930	J.J. Keller & Assoc	Human Resources	Non-Instruct Supplies	\$1,360.00
P0702934	Art Supply, Inc.	Facilities/Planning/Servi	Non-Instruct Supplies	\$604.93
P0702935	HD Supply Power	Grounds	New Equipment	\$619.05
P0702937	Fermin Herrera	Div Office BSSC	Contract Services	\$75.00
P0702938	Miguel A. Quintero	Presidents Office	Other Services And Expenses	\$2,000.00
P0702939	Jennifer A. Nuno	Presidents Office	Other Services And Expenses	\$2,000.00
P0702941	TeamWorkSales	Family Consumer	Repairs - Instructional	\$210.90
P0702942	Paradise Awards	V.P. Academic Affairs	Non-Instruct Supplies	\$305.20
P0702944	Arturo Torres	Presidents Office	Other Services And Expenses	\$2,000.00
P0702945	Van L. Latimer	Presidents Office	Other Services And Expenses	\$2,000.00
P0702946	Jennifer B. Lopez	Presidents Office	Other Services And Expenses	\$2,000.00
P0702947	Michael L. Defrance	Presidents Office	Other Services And Expenses	\$2,000.00
P0702948	Kyle E. Graves	Presidents Office	Other Services And Expenses	\$2,000.00
P0702949	Brittany R. Hubble	Presidents Office	Other Services And Expenses	\$2,000.00
P0702950	Thomson Reuters	V.P. Academic Affairs	Publications-Magazines	\$315.00
P0702951	Joseph R. Breamer	Presidents Office	Other Services And Expenses	\$2,000.00
P0702952	Jessenia M. Medina	Presidents Office	Other Services And Expenses	\$2,000.00
P0702956	Fisher Scientific	Life Sciences	Instructional Supplies	\$126.50
P0702957	Electronic Midi Services	Music	Repairs Parts And Supplies	\$5,420.00
P0702961	Amazon.Com Corporate	Ctr for Arts Promo	Non-Instruct Supplies	\$139.48
P0702973	American Bar	CIS	Dues And Memberships	\$1,250.00
P0702987	Fast Deer Bus Charter	Transfer Center	Transportation	\$1,000.00
P0702988	Game Ready	Athletics Training	Non-Instruct Supplies	\$2,970.05
P0702992	Newstripe, Inc.	Grounds	New Equipment	\$421.92
P0702993	Dr. Mark R. Crossman	Facilities/Planning/Servi	Non-Instruct Supplies	\$343.19
P0702997	California Community	Counseling Office	Conferences Mgmt	\$105.00
P0702998	Amazon.Com Corporate	Audio/Visual	Instructional Supplies	\$54.28
P0703010	Dell Marketing L. P.	Div Office Business	Instructional Supplies	\$106.80
P0703012	Amazon.Com Corporate	Instructional Television	Instructional Supplies	\$207.55
P0703014	The Apple Store	Div Office Business	Instructional Supplies	\$544.85
P0703016	Ward's Natural Science	Life Sciences	Instructional Supplies	\$97.65
P0703020	Amazon.Com Corporate	Copy Center	Non-Instruct Supplies	\$41.76
P0703029	Tyco Integrated Security	History	Other Services And Expenses	\$72.78
P0703037	Jose Lopez-Morin	Div Office BSSC	Contract Services	\$75.00
P0703046	OCLC, Inc	Div Office Instr.	Maintenance Contracts	\$3,000.00
P0703077	Ustudy	VP-SCA	Contract Services	\$250.00
P0703078	EduAbroadyShimamura	VP-SCA	Contract Services	\$250.00
P0703087	Chongro Overseas	VP-SCA	Contract Services	\$1,000.00
P0703091	Ascend-Education	VP-SCA	Contract Services	\$250.00
P0703092	Sor Co., Llc	VP-SCA	Contract Services	\$250.00
P0703093	Ryugaku Journal, Inc.	VP-SCA	Contract Services	\$3,500.00
P0703110	ACBO	Administrative Services	Conferences Mgmt	\$335.00
P0703113	John E. Phillips Plumbing	Facilities/Planning/Servi	Repairs Noninstructional	\$468.40
P0703114	Thomson Reuters West	Div Office Instr.	Library Books	\$440.90
P0703115	Gale/Cengage Learning	Div Office Instr.	Publications-Magazines	\$2,500.00
P702308B	Complete Office	Warehouse	Inventories	\$1,016.75

**Fund 11 Total: 218**

**\$738,842.91**

**Fund 12 Restricted - El Camino**

P0702389	VWR International	Natural Sci	New Equipment	\$2,645.50
P0702402	CDW-G	Natural Sci	New Equipment	\$3,460.03
P0702413	Hk Parts.Net	Parking Services	New Equipment	\$145.19
P0702472	Adamson Industries, Inc	Parking Services	Non-Instruct Supplies	\$2,102.86
P0702473	Campus Food Services	Adv. Mfg. Sector	Non-Instruct Supplies	\$244.43
P0702475	Golden West	Parking Services	In-Service Training	\$350.00
P0702476	Hot Spot Promotions	Community Education	Non-Instruct Supplies	\$894.90
P0702481	Marriott Hotel	EOPS	Non-Instruct Supplies	\$1,500.00
P0702483	Joseph A. Gomez	Title III- H S I - STEM	Contract Services	\$400.00
P0702484	American Express Travel	Retail/Hospitality/Touris	Conferences Other	\$396.00
P0702485	Jesse Cisneros Solis	Title III- H S I - STEM	Contract Services	\$150.00
P0702511	American Express Travel	Title III- H S I - STEM	Conferences Other	\$2,097.00
P0702527	Complete Office	EGADNP 12/13-13/14	Instructional Supplies	\$388.13
P0702528	American Express Travel	Career & Tech Ed	Conferences Other	\$306.00
P0702529	American Express Travel	Career & Tech Ed	Conferences Other	\$432.00
P0702530	Fast Deer Bus Charter	MESA Program	Transportation	\$850.00
P0702531	ARAMARK - UCI Dining	MESA Program	Conferences - Student	\$311.40
P0702534	R & D Printing	El Camino Language	Printing	\$315.01
P0702536	Providence Little	Parking Services	Other Services And Expenses	\$35.00
P0702547	Ace Lawn Mower & Saw	Fire Tech Donations	New Equipment - Instructional	\$2,633.27
P0702548	FIRE ETC	Fire Tech Donations	New Equipment - Instructional	\$824.41
P0702551	Midas Auto Repair	Parking Services	Repairs Non Instr	\$242.06
P0702552	Proforce Law	Parking Services	New Equipment	\$5,939.79
P0702555	Cengage Learning	Cact CA Employee	Other Books	\$1,847.34
P0702556	Goodheart-Wilcox	Cact CA Employee	Other Books	\$2,148.92
P0702560	Amazon.Com Corporate	WPLRC TERMINAL	Other Books	\$439.82
P0702567	International Business	NSF-Aerospace Mfg Ed	Dues And Memberships	\$650.00
P0702573	Global Experience	In-Region Investments	Conferences Other	\$242.05
P0702575	R & D Printing	Community Education	Non-Instruct Supplies	\$697.00
P0702576	Campus Food Services	CalWORKS	Non-Instruct Supplies	\$701.96
P0702579	SJM Industrial Radio	Community Education	Other Rentals	\$585.00
P0702580	Amazon.Com Corporate	Health Services	Other Books	\$194.98
P0702581	American Express Travel	Small Bus. Admin	Conferences Mgmt	\$432.00
P0702582	Campus Food Services	EOPS	In-Service Training	\$275.77
P0702583	California Community	Foster Care Ed	Conferences Other	\$750.00
P0702584	Det Norske	(STCW) Standards for	Administrative Fees	\$1,950.00
P0702589	Doubletree Hotel Fess	Foster Care Ed	Conferences Other	\$501.24
P0702621	American Express Travel	Retail/Hospitality/Touris	Conferences Other	\$440.00
P0702622	Amazon.Com Corporate	Parking Services	Non-Instruct Supplies	\$40.95
P0702623	B & H Photo-Video	Parking Services	New Equipment	\$538.85
P0702625	Cleary Center for	Parking Services	In-Service Training	\$395.00
P0702635	Motorola, Inc.	Parking Services	New Equipment	\$11,146.30
P0702636	Data 911	Parking Services	New Equipment	\$11,960.04
P0702637	The Apple Store	VATEA Medial / TV	Instr.CompEquip	\$3,923.68
P0702649	San Pedro Chamber	SBDC Program Income	Dues And Memberships	\$144.00
P0702657	Van Lingen Towing	Parking Services	Repairs Non Instr	\$25.00
P0702658	Los Angeles Superior	Parking Violations DMV	Other Services And Expenses	\$4,353.00
P0702668	Travers Tool Company	WIP (10-292-720)	Non-Instruct Supplies	\$1,745.96
P0702669	Sakiko Monuki	Community Education	Contract Services	\$100.00
P0702670	Fujima Seiyumi Kai	Community Education	Contract Services	\$100.00
P0702671	CommLine, Inc	Parking Services	New Equipment	\$675.00

P0702672	American Express Travel	Title III- H S I - STEM	Conferences Other	\$366.00
P0702673	Redondo Technology	SBDC Program Income	Non-Instruct Supplies	\$1,395.20
P0702676	MSC Industrial Supply	WIP (10-292-720)	Non-Instruct Supplies	\$2,949.97
P0702682	Adolph Kiefer	DSPS	Instructional Supplies	\$176.26
P0702683	CCS Presentation	Natural Sci	New Computer	\$44,914.85
P0702684	Zones, Inc.	Title III- H S I - STEM	Instructional Supplies	\$3,605.18
P0702685	Crenshaw Lumber	I&T	New Equipment	\$961.92
P0702687	CCS Presentation	Natural Sci	New Equipment	\$38,388.34
P0702689	Enterprise Rentals	Adv. Mfg. Sector	Conferences Other	\$102.17
P0702692	Fast Deer Bus Charter	TitleV-Improving	Transportation	\$702.56
P0702693	CSI Fullmer	TitleV-Improving	New Computer	\$9,999.99
P0702695	University of	TitleV-Improving	Conferences Other	\$970.00
P0702697	American Express Travel	Foster Care Ed	Conferences Other	\$342.00
P0702698	EDGT Inc.	EGADNP 12/13-13/14	Instructional Site License	\$1,200.00
P0702701	City of Hawthorne	Parking Services	Maintenance Contracts	\$5,149.87
P0702702	City of Hawthorne	Parking Services	Maintenance Contracts	\$1,801.85
P0702706	Bothwell Automotive, Inc.	Parking Services	Repairs Non Instr	\$370.00
P0702712	Elitefts.Com	HSA	New Equipment	\$760.75
P0702713	Stand Aid of Iowa	HSA	New Equipment	\$2,700.25
P0702714	Rogers Athletic Co.	HSA	New Equipment	\$7,631.44
P0702717	Assessment Technology	EGADNP 12/13-13/14	License Fee/Site Licenses	\$2,616.00
P0702719	CSI Fullmer	EOPS	New Equipment	\$908.42
P0702720	CDW-G	EOPS	New Equipment	\$938.26
P0702734	Campus Food Services	EOPS CARE	Bus Passes and Food	\$4,000.00
P0702747	Cal Poly Pomona	CTE IV	Conferences Other	\$3,750.00
P0702752	Entenmann Rovin Co.	Parking Services	Non-Instruct Supplies	\$227.27
P0702753	Insurevents.Com	Community	Insurance	\$285.00
P0702754	Bletc-Pat Down Props	Parking Services	Non-Instruct Supplies	\$200.91
P0702755	Bothwell Automotive, Inc.	Parking Services	Repairs Non Instr	\$73.00
P0702766	Campus Food Services	StudentSuccess	In-Service Training	\$582.61
P0702774	SVM, lp	EOPS CARE	Transportation Repair	\$5,119.45
P0702778	The College Board	StudentSuccess	Non-Instruct Supplies	\$44,960.97
P0702781	Amazon.Com Corporate	MDC-Parenting Classes	Non-Instruct Supplies	\$118.28
P0702790	Maritime Reporter	(STCW) Standards for	Multi Media Advertising	\$84.00
P0702792	The Westin Michigan	TitleV-Improving	Conferences Mgmt	\$590.15
P0702793	Campus Food Services	Basic Skills	Contract Services	\$416.79
P0702796	ACTLAyLearning Center	Basic Skills	Conferences Faculty	\$315.00
P0702804	Campus Food Services	Foster Care Ed	Other Services And Expenses	\$98.10
P0702805	CCS Presentation	Behavioral & Soc Sci	New Equipment	\$1,246.70
P0702809	Bothwell Automotive, Inc.	Parking Services	Repairs Non Instr	\$266.18
P0702813	Ms. Susan D. Brouillette	WRIEC Year 4	Non-Instruct Supplies	\$97.50
P0702815	CommLine, Inc	Parking Services	New Equipment	\$219.43
P0702817	School Savers	Title III- H S I - STEM	Instructional Supplies	\$10,695.96
P0702818	Zones, Inc.	Title III- H S I - STEM	Instructional Supplies	\$2,023.04
P0702821	Amazon.Com Corporate	DSPS	New Equipment - Instructional	\$561.30
P0702824	Hispanic Association of	Title III- H S I - STEM	Conferences Other	\$500.00
P0702834	FACCC-Education	TitleV-Improving	Conferences Faculty	\$290.00
P0702851	Lisa Higashi	Community Education	Contract Services	\$100.00
P0702852	Naomi Onizuka	Community Education	Contract Services	\$100.00
P0702865	CDW-G	Natural Sci	New Equipment	\$430.10
P0702866	Vernier Software	Natural Sci	Instr.CompEquip	\$982.62
P0702867	Pasco Scientific	Natural Sci	Instr.CompEquip	\$926.06
P0702875	Chraft PR	In-Region Investments	Conferences Other	\$1,500.00
P0702882	The Great Nation Group	El Camino Language	Contract Services	\$500.00

P0702883	Naylor, Llc	El Camino Language	Multi Media Advertising	\$300.00
P0702894	American Express Travel	Retail/Hospitality/Touris	Conferences Other	\$174.00
P0702897	American Express Travel	Retail/Hospitality/Touris	Conferences Other	\$210.00
P0702898	Amazon.Com Corporate	(STCW) Standards for	Non-Instruct Supplies	\$11.11
P0702899	Step Publishers	WPLRC TERMINAL	Other Books	\$1,063.88
P0702902	B & H Inglewood Tow	Parking Services	Repairs Non Instr	\$50.00
P0702903	James P. Ellingson	(STCW) Standards for	Non-Instruct Supplies	\$42.86
P0702904	Lou's Golf and Industrial	Parking Services	Repairs Non Instr	\$2,958.03
P0702905	Campus Food Services	StudentSuccess	In-Service Training	\$219.36
P0702919	Life Technologies	Title III- H S I - STEM	Instructional Supplies	\$328.52
P0702920	Fisher Scientific	Title III- H S I - STEM	Instructional Supplies	\$249.50
P0702921	Fisher Scientific	Title III- H S I - STEM	Instructional Supplies	\$1,626.23
P0702928	Campus Food Services	Faculty & Staff Diversity	Non-Instruct Supplies	\$376.05
P0702929	Taiko Center of Los	Faculty & Staff Diversity	Contract Services	\$350.00
P0702936	Dooley Enterprises	Parking Services	Non-Instruct Supplies	\$1,395.20
P0702940	Failsafe Testing	Fire Tech Donations	Repairs - Instructional	\$1,314.05
P0702943	Amazon.Com Corporate	Parking Services	Non-Instruct Supplies	\$105.46
P0702953	Airport Van Rental	MESA Program	Transportation	\$327.00
P0702954	Electric Car Sales	Parking Services	Repairs Non Instr	\$354.00
P0702989	CLIA Laboratory	Health Services	License Fee/Site Licenses	\$150.00
P0702995	Amazon.Com Corporate	Adminstration	New Equip - Noninstr	\$455.88
P0703002	Hyatt Regency	Retail/Hospitality/Touris	Conferences Other	\$229.00
P0703009	Ad Infin Item	MESA Program	Non-Instruct Supplies	\$764.54
P0703013	Pride Sash	MESA Program	Non-Instruct Supplies	\$2,523.00
P0703019	Bob Lee's Automotive	Parking Services	Repairs Non Instr	\$156.11
P0703025	Verizon Wireless	Parking Services	New Equipment	\$256.48
P0703027	Amazon.Com Corporate	Community	New Equipment	\$502.25
P0703028	Santa Rosa Junior	Career & Tech Ed	Publications/ Periodicals	\$23,268.00
P0703058	SVM, lp	TANF	Other Outgo	\$5,122.95
P0703062	Campus Food Services	MediCal Administrative	Non-Instruct Supplies	\$162.96
P0703072	Rigel Institute of Science	Title III- H S I - STEM	Contract Services	\$400.00
P0703080	American Express Travel	TitleV-Improving	Conferences Mgmt	\$462.00
P0703082	The Westin Michigan	TitleV-Improving	Conferences Other	\$1,264.10
P0703083	Det Norske	(STCW) Standards for	Other Services And Expenses	\$1,950.00
P0703086	Campus Food Services	Community Education	Non-Instruct Supplies	\$994.63
P0703098	Campus Food Services	EOPS	Non-Instruct Supplies	\$2,256.30
P0703099	SDSU Research	In-Region Investments	Conferences Other	\$31,080.00
P0703107	Community College	EOPS	Conferences - Student	\$625.00
			<b>Fund 12 Total: 143</b>	<b>\$367,956.99</b>

**Fund 15 General Fund -Special Programs**

P0702341	B & H Photo-Video	Campus Police	New Equipment	\$4,889.76
P0702424	North Star Graphics	Campus Police	New Equipment	\$708.50
P0702425	Wondries Fleet Division	Campus Police	New Equipment	\$65,973.40
P0702426	Vector Resources, Inc.	Campus Police	New Equipment	\$15,437.66
P0702431	South Bay Regional	Campus Police	New Equipment	\$14,255.64
P0702486	Biometrics4ALL, Inc.	Administrative Services	New Equipment	\$4,212.02
P0702544	Midwest Library Service	Div Office Instr.	Library Books	\$2,157.81
P0702680	Pearson Assessment	DSPS	Instructional Supplies	\$472.65
P0702721	Data 911	Administrative Services	New Equipment	\$6,594.78
P0702806	CDW-G	Information Technology	New Equipment	\$95,753.31
P0702811	Dell Marketing L. P.	Campus Police	New Equipment	\$40,523.33
P0702966	Biometrics4ALL, Inc.	Campus Police	New Equipment	\$4,454.14

P0703017	McNichols Co	Remodel Financial Aid	Remodeling -Fund 15	\$334.66
P0703045	Midwest Library Service	Div Office Instr.	Library Books	\$8,892.64
P0703047	Grey House Publishing	Div Office Instr.	Library Books	\$707.50
<b>Fund 15 Total: 15</b>				<b>\$265,367.80</b>

**Fund 41 Capital Outlay**

P0702409	Climatec	Natural Sciences Bldg	Site Improvements	\$12,585.00
P0702411	Judge Netting	Repairs, Remove	Buildings	\$4,500.00
P0702464	S & K Engineers	SM13/14-Air	Architecture & Engineering	\$42,500.00
P0702465	S & K Engineers	SM13/14-Air	Architecture & Engineering	\$8,500.00
P0702466	S & K Engineers	SM13/14-Air	Architecture & Engineering	\$7,800.00
P0702546	Tyco Integrated Security	Building Systems	Buildings	\$4,014.89
P0702716	Industrial Caster	Building Systems	Non-Instruct Supplies	\$209.28
P0702749	Department of General	DSA Certification	Testing & Inspection	\$500.00
P0703015	Industrial Caster	Building Systems	Non-Instruct Supplies	\$102.46
<b>Fund 41 Total: 9</b>				<b>\$80,711.63</b>

**Fund 62 Property & Liability**

P0702526	Reina C. Iguchi	Purchasing and	Benefits Paid	\$40.00
<b>Fund 62 Total: 1</b>				<b>\$40.00</b>

**Fund 79 Auxiliary Services**

P0702515	Mr. Bryan E. Bates	Fine Arts	Non-Instruct Supplies	\$300.00
P0702516	Rose Brand	Fine Arts	Non-Instruct Supplies	\$668.58
P0702517	J.D. Fields Lumber	Fine Arts	Non-Instruct Supplies	\$709.35
P0702524	Mr. Ronald A. Scarlata	Fine Arts	Non-Instruct Supplies	\$124.90
P0702587	Amazon.Com Corporate	Fine Arts	Non-Instruct Supplies	\$51.99
P0702659	Campus Food Services	Student Affairs	Non-Instruct Supplies	\$1,103.08
P0702660	Campus Food Services	Student Affairs	Non-Instruct Supplies	\$153.00
P0702661	Amazing Balloons	Student Affairs	Non-Instruct Supplies	\$167.15
P0702662	I & O Party Rentals	Student Affairs	Non-Instruct Supplies	\$530.50
P0702664	JACC Treasurer	Humanities	Non-Instruct Supplies	\$60.00
P0702665	James Griffith	Fine Arts	Non-Instruct Supplies	\$1,200.00
P0702678	Los Angeles Marriott	Humanities	Non-Instruct Supplies	\$5,415.15
P0702679	JACC Treasurer	Humanities	Non-Instruct Supplies	\$4,950.00
P0702771	Fast Deer Bus Charter	Counseling Office	Non-Instruct Supplies	\$650.00
P0702773	Norcal Swim Shop	Resp Therapy	Non-Instruct Supplies	\$1,762.53
P0702777	Norcal Swim Shop	Health Sciences	Non-Instruct Supplies	\$2,725.00
P0702900	Ms. Patricia Briles	Fine Arts	Non-Instruct Supplies	\$54.17
P0703056	Residence Inn	Health Sciences and	Non-Instruct Supplies	\$1,563.02
P0703060	Mid City Mailing Services	Fine Arts	Non-Instruct Supplies	\$810.00
P0703065	Campus Food Services	Counseling Office	Non-Instruct Supplies	\$395.13
<b>Fund 79 Total: 20</b>				<b>\$23,393.55</b>

**Fund 81 Student Organizations**

P0702559	Norberts Athletic	Student Affairs	A/P Manual.Gen.	\$757.55
P0702563	Airport Van Rental	Student Affairs	A/P Manual.Gen.	\$387.42
P0702652	American Express Travel	Student Affairs	A/P Manual.Gen.	\$1,264.00
P0702675	Design Village	Student Affairs	A/P Manual.Gen.	\$540.00
P0702750	Renaissance Hotel	Student Affairs	A/P Manual.Gen.	\$4,378.50

P0702896	Amazon.Com Corporate	Student Affairs	A/P Manual.Gen.	\$388.37
P0703057	Robomatter Inc.	Student Affairs	A/P Manual.Gen.	\$325.91
<b>Fund 81 Total: 7</b>				<b>\$8,041.75</b>

**Fund 82 Scholarships & Trust/Agency**

P0702488	Complete Office	Special Resource	Fundraising	\$276.60
P0702561	Teamexpress	Health Sciences	Fundraising	\$746.12
P0702711	D3 Sports	Health Sciences	Fundraising	\$1,793.05
P0702772	Norcal Swim Shop	Health Sciences	Fundraising	\$3,692.00
P0702776	Embroidme	Health Sciences	Fundraising	\$276.70
P0702871	Amazon.Com Corporate	Special Resource	Fundraising	\$181.30
P0702881	Paradise Awards	Health Sciences	Fundraising	\$309.02
<b>Fund 82 Total: 7</b>				<b>\$7,274.79</b>

**PO Funds Total: 420 1,491,629.42**

**Fund 11 Unrestricted - El Camino**

B0710820	ECCD Petty Cash	Fire Academy	Instructional Supplies	\$500.00
B0710822	Sir Speedy	Ctr for Arts Promo	Multi Media Advertising	\$500.00
B0710826	E.C.C.C.D. Bookstore	Commencement	Other Rentals	\$2,500.00
B0710830	Shamrock Supply Co.	Automotive Technology	Repairs Parts And Supplies	\$500.00
B0710831	Napa Auto & Truck Parts	Automotive Technology	Instructional Supplies	\$200.00
B0710853	Ace Lawn Mower & Saw	Fire Academy	Repairs - Instructional	\$785.00
B0710858	Medco Sports Medicine	Athletics Training	Non-Instruct Supplies	\$5,000.00
B0710870	Fast Deer Bus Charter	Athletics Training	Transportation	\$10,600.00
B0710872	Florence Filter Co.	HVAC Shop	Non-Instruct Supplies	\$10,000.00
<b>Fund 11 Total: 9</b>				<b>\$30,585.00</b>

**Fund 12 Restricted - El Camino**

B0710821	Stevenson's Automotive	Career Pathways	Non-Instruct Supplies	\$1,000.00
B0710823	E.C.C. Public Information	Retail/Hospitality/Touris	Printing	\$67.50
B0710827	Manhattan Beach	Parking Services	Non-Instruct Supplies	\$300.00
B0710839	Campus Food Services	(STCW) Standards for	Non-Instruct Supplies	\$250.00
B0710842	McMaster Carr	CAA (10-091-002)	Non-Instruct Supplies	\$500.00
B0710843	Gear Up Uniforms	Parking Services	Non-Instruct Supplies	\$1,000.00
B0710844	E.C.C.C.D. Bookstore	Title III- H S I - STEM	Non-Instruct Supplies	\$1,000.00
<b>Fund 12 Total: 7</b>				<b>\$4,117.50</b>

**Fund 15 General Fund -Special Programs**

B0710841	E.C.C. Public Information	Honors Program	Printing	\$125.10
<b>Fund 15 Total: 1</b>				<b>\$125.10</b>

**Fund 41 Capital Outlay**

B0710835	S & K Engineers	Prop 39	Architecture & Engineering	\$45,000.00
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		<b>Fund 41 Total: 1</b>	<b>\$45,000.00</b>
<b>Fund 81</b>	<b>Student Organizations</b>		
B0710871	E.C.C. Public Information Student Affairs	A/P Manual.Gen.	\$60.00
	<b>Fund 81 Total: 1</b>		<b>\$60.00</b>
		<b>BPO Funds Total: 19</b>	<b>79,887.60</b>
		<b>Grand Total POs and BPOs: 439</b>	<b>1,571,517.02</b>

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

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B. Purchase Orders and Blanket Purchase Orders.....	54

## 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 March 31, 2014, at the April 2014 Board Meeting.

#### 2002 Measure E Expenditures:

CATEGORY	CURRENT BUDGET	EXPENDED	COMMITTED	BALANCE
<b><u>Additional Classrooms and Modernization (ACM)</u></b>				
Acquisitions	\$705,867	\$705,867	\$0	\$0
Architectural Barrier Removal Phase 2	18,520	18,520	0	0
Athletic Education and Fitness Complex	45,846,456	8,428,638	35,699,338	1,718,480
Bookstore/Cafeteria Conversion to Admin	10,868,608	10,623,476	230,559	14,573
Math Business & Allied Health Building	37,576,392	36,551,127	577,731	447,534
Central Plant	14,545,000	14,344,032	288	200,680
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
Lot C Parking Structure	3,106,257	112,115	1,200,000	1,794,142
Remodeling Phase One-Three	851,513	851,513	0	0
Science Complex Renovation	10,369,136	9,128,455	725,315	515,366
Student Services Center	37,359,209	2,070,361	2,158,905	33,129,943
Temporary Space and Relocation Costs	3,844,653	3,642,377	-2,534	204,810
Signage and Wayfinding	1,295,309	650,371	0	644,938
New Main Gym & P.E.	3,000,000	8,773	0	2,991,227
Architectural Planning Contingency	600,000	496,444	23,203	80,354
<b>Total Add'l Classrooms and Modernization</b>	<b><u>\$205,620,530</u></b>	<b><u>\$122,934,147</u></b>	<b><u>\$40,944,336</u></b>	<b><u>\$41,742,046</u></b>
<b><u>Campus Site Improvements: Accessibility, Safety / Security (CSI)</u></b>				
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
Lighting - Upgrade / Replace All Lots	3,059,807	2,455,834	28,387	575,586
Lot F Parking Structure Improvements	33,028,756	3,541,384	1,156,872	28,330,501
Lot H Parking Structure	24,371,895	24,198,519	0	173,376
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

<b>CATEGORY</b>	<b>CURRENT BUDGET</b>	<b>EXPENDED</b>	<b>COMMITTED</b>	<b>BALANCE</b>
Voice / Data / Signal Site Duct Bank	117,130	117,130	0	0
<b>Total Campus Site Improvements: Accessibility, Safety / Security</b>	<b><u>\$64,910,391</u></b>	<b><u>\$32,410,326</u></b>	<b><u>\$1,242,322</u></b>	<b><u>\$31,257,743</u></b>
<b><u>Energy Efficiency Improvements (EEI)</u></b>				
Energy Efficiency Improvements Phase Two	\$ 2,700,980	\$2,700,980	\$0	\$0
<b>Total Energy Efficiency Improvements</b>	<b><u>\$2,700,980</u></b>	<b><u>\$2,700,980</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b><u>Health and Safety Improvements (HSI)</u></b>				
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	1,986,680	38,983	174,337
Library	452,759	452,759	0	0
Marsee Auditorium	460,474	460,474	0	0
Industry & Technology Building	38,309,701	19,833,443	13,173,760	5,302,498
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	16,722	16,454
Storm Drain System	30,644	30,644	0	0
Technical Arts	405,147	405,147	0	0
Shops	29,891,195	14,939,793	11,750,386	3,201,016
<b>Total Health and Safety Improvements</b>	<b><u>\$128,723,855</u></b>	<b><u>\$93,549,704</u></b>	<b><u>\$24,978,952</u></b>	<b><u>\$10,195,199</u></b>
<b><u>Information Technology and Equipment (ITE)</u></b>				
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	1,032,522	959,764	0	72,758
Health Sciences and Athletics	865,707	772,110	0	93,597
Humanities	425,978	217,287	0	208,691
Industry and Technology	983,641	671,978	0	311,663
Information Technology	12,957,510	8,079,617	946,888	3,931,005
Learning Resources	3,045,057	515,255	0	2,529,802
Math	723,061	231,191	0	491,870
Natural Sciences	1,863,431	727,042	0	1,136,389
Nursing	252,651	116,478	0	136,173

CATEGORY	CURRENT BUDGET	EXPENDED	COMMITTED	BALANCE
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 (0698)	349	349	0	0
<b>Total Information Technology and Equipment</b>	<b><u>\$24,751,372</u></b>	<b><u>\$13,854,184</u></b>	<b><u>\$946,888</u></b>	<b><u>\$9,950,301</u></b>
<b><u>Physical Education Facilities Improvements (PEFI)</u></b>				
Baseball Field	\$572	\$572	\$0	\$0
North Field	0	0	0	0
Sand Volleyball	0	0	0	0
Reserve for Contingencies	0	0	0	0
<b>Total Physical Education Facilities</b>	<b><u>\$572</u></b>	<b><u>\$572</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b>Unallocated Interest (as of 5/28/13)</b>	<b><u>\$429,487</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$429,487</u></b>
<b>TOTAL</b>	<b><u>\$427,137,187</u></b>	<b><u>\$265,449,913</u></b>	<b><u>\$68,112,498</u></b>	<b><u>\$93,574,776</u></b>

### **2012 Measure E Expenditures:**

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
<b><u>Additional Classrooms and Modernization (ACM)</u></b>				
New Main Gym & P.E.	\$34,979,151	\$0	\$0	\$34,979,151
Demo P.E./Mens 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
New Pools, Locker Rooms & Classrooms	33,459,378	0	0	33,459,378
MBB Parking Struct. & 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 Communications & Student Service 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	2,973,338	0	0	2,973,338
<b>Total Additional Classrooms and Modernization</b>	<b><u>\$144,868,429</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$144,868,429</u></b>
<b><u>Health and Safety Improvements (HSI)</u></b>				
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/HealthCenter/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	7,529,394	0	0	7,529,394
<b>Total Health and Safety Improvements</b>	<b><u>\$205,131,571</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$205,131,571</u></b>
<b>TOTAL</b>	<b><u>\$350,000,000</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$350,000,000</u></b>

**B. PURCHASE ORDERS (PO) AND BLANKET PURCHASE ORDERS (BPO)**

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

<b>PO #</b>	<b>VENDOR NAME</b>	<b>SITE NAME</b>	<b>DESCRIPTION</b>	<b>COST</b>
P702510	Schindler Elevator	Science Complex	Repairs Noninstructional	\$1,414.15
P702700	Western States Design	Temporary Space Relocation	Contract Services	215.00
P702846	CSI Fullmer	Bookstore Bldg.	Group II Equipment	3,482.33
P702847	California Geological	Lot C Parking Structure	Contract Services	3,600.00
P702848	California Geological	New Main Gym & PE	Contract Services	3,600.00
P702849	California Geological	Student Services	Contract Services	3,600.00
P702862	Converse Consultants	Lot F Parking Structure	Testing & Inspection	5,266.00
P702901	Los Angeles County	Student Services	Architecture & Engineering	5,000.00
B710836	International Parking	Lot C Parking Structure	Architecture & Engineering	<u>1,200.00.00</u>
				<b><u>\$1,226,177.48</u></b>

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**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 1-34 and 1-18.

**Academic Personnel:**

1. Retirement - Robert Beaudoin, full-time instructor of Automotive Technology, Industry & Technology Division, last day of work is May 16, 2014, first day of retirement May 17, 2014 and that a plaque be prepared and presented to him in recognition of his service to the District since 1981.
2. Retirement - Ollie Hadley, full-time instructor Marketing, Business Division, last day of work is May 16, 2014, first day of retirement May 17, 2014 and that a plaque be prepared and presented to him in recognition of his service to the District since 1985.
3. Extend Change in Assignment - Tammy Pao, part-time instructor of Business, to Interim Associate Dean, Business, Range 13, Step 1, Administrator Salary Schedule, effective July 1 through August 21, 2014.
4. Amend Assignment - Myrna Mendoza, full-time/temporary CalWORKS Counselor, Class II, Step 8, effective November 1, 2013 through May 20, 2014 instead of May 14, 2014.
5. Amend Special Assignment - Jeffrey Jung, full-time instructor of English, Humanities Division, to maintain and update student records database for the Writing Center, to be paid \$45.14 an hour, not to exceed 4 hours or \$181, effective February 1 instead of March 1 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).
6. Stipend Assignment - Diana Crossman, full-time instructor of Speech, Fine Arts Division, to perform as summer resident artist at speech event, to be paid \$750, effective June 19, 2014, in accordance with the Agreement, Article 10, Section 14(a).
7. Special Assignment - Craig Neumann, part-time instructor of Fire & Emergency Technology, Industry & Technology Division, to help facilitate the delivery of courses to TSA, to be paid \$60.18 an hour, not to exceed 73 hours or \$4,393, and not to exceed 25 hours per week cumulative employment at ECC, effective April 1



through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).

8. Special Assignment - Kathleen Rosales, full-time instructor of Nursing, Health Sciences & athletics Division, to coordinate nursing Success Strategies (SOS), to be paid \$60.18 an hour, not to exceed 180 hours or \$10,832, effective March 1 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).
9. Special Assignment - Malinni Roeun, part-time instructor of Mathematics, to recruit, train and manage day-to-day operations as Math Academic Coordinator of ECC Summer Math Academy, to be paid \$60.18 an hour, not to exceed 200 hours or \$12,036, and not to exceed 25 hours per week cumulative employment at ECC, effective June 1 through August 31, 2014, in accordance with the Agreement, Article 10, Section 9(m).
10. Special Assignment - Laura Hinkley, part-time instructor of Mathematics to serve as instructor of Math 12 ECC Summer Mathematics Academy, to be paid \$60.18 an hour, not to exceed 67 hours or \$4,032, and not to exceed 25 hours per week cumulative employment at ECC, effective May 1 through June 30, 2014, in accordance with the Agreement Article 10, Section 9(m).
11. Special Assignment - The following part-time instructors of Mathematics to serve as instructor of Math 12 ECC Summer Mathematics Academy, to be paid \$60.18 an hour, not to exceed 67 hours or \$4,032 each and not to exceed 25 hours per week cumulative employment at ECC, effective July 1 through August 31, 2014, in accordance with the Agreement Article 10, Section 9(m).

Susanne Bucher

Marilyn Cortez

Junko Forbes

12. Special Assignment - May Xu and Juan Ortiz, part-time instructors of Mathematics, to serve as instructors for the Graduation Initiative Summer Math Academy for high school students, to be paid \$60.18 an hour, not to exceed 67 hours or \$4,032 each, and not to exceed 25 hours each per week cumulative employment at ECC, effective May 1 through August 31, 2014 in accordance with the Agreement, Article 10, Section 9(m).
13. Special Assignment - Amy LaCoe, part-time instructor of Human Development, Humanities Division, to facilitate strategies for ECC Summer Math Academy and to assist with training and research, to be paid \$60.18 an hour, not to exceed 117 hours or \$7,041, and not to exceed 25 hours per week cumulative employment at ECC, effective May 1 through August 31, 2014, in accordance with the Agreement, Article 10, Section 9(m).

14. Special Assignment - Hatien Nguyen, part-time instructor of Human Development, Humanities Division, to facilitate strategies for ECC Summer Math Academy, to be paid \$60.18 an hour, not to exceed 36 hours or \$2,166, and not to exceed 25 hours per week cumulative employment at ECC, effective May 1 through August 31, 2014, in accordance with the Agreement, Article 10, Section 9(m).
15. Special Assignment - Tolu Fashola, part-time instructor of Nursing, Health Sciences & Athletics Division, to perform hospital training, to be paid \$60.18 an hour, not to exceed 4 hours or \$241, and not to exceed 25 hours per week cumulative employment at ECC, effective January 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).
16. Special Assignment - William Hoanzl, full-time Learning Disabilities Specialist, to provide services/accommodations to students with disabilities, to be paid \$45.14 an hour, not to exceed 35 hours or \$1,580, effective April 22 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(c).
17. Special Assignment - The following full-time instructors to work on Science Technology Engineering & Mathematics (STEM) program activities when classes are not in session, to be paid \$60.18 an hour, not to exceed 20 hours or \$1,204 each, effective May 19 through August 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).

Lars Kjeseth, Mathematics

Arturo Martinez, Mathematics

Teresa Palos, Natural Sciences

18. Special Assignment - Susan Stolovy, full-time instructor of Physics, Natural Sciences Division, to develop and present shows for El Camino Planetarium as part of Science Technology Engineering Mathematics (STEM) curriculum activities to be paid \$60.18 an hour, not to exceed 15 hours or \$903, effective May 17 through August 20, 2014, in accordance with the Agreement, Article 10, Section 14(a).
19. Special Assignment - Shimonee Kadakia part-time instructor of Astronomy, Natural Sciences Division, to develop and present shows for El Camino Planetarium as part of Science Technology Engineering Mathematics (STEM) curriculum activities to be paid \$60.18 an hour, not to exceed 15 hours or \$903, and not to exceed 25 hours per week cumulative employment at ECC, effective May 17 through August 20, 2014, in accordance with the Agreement, Article 10, Section 9(m).

20. Special Assignment - Steven Cocca, full-time instructor of Electronic & Computer Hardware Technology, Industry & Technology Division to present interactive workshop to high school Science Technology Engineering Mathematics (STEM) program students, to be paid \$60.18 an hour, not to exceed 10 hours or \$602, effective July 1 through July 31, 2014, in accordance with the Agreement, Article 10, Section 14(a).
21. Special Assignment - Maribel Hernandez, part-time Counselor to present interactive workshop to high school Science Technology Engineering Mathematics (STEM) program students, to be paid \$60.18 an hour, not to exceed 5 hours or \$301, and not to exceed 25 hours per week cumulative employment at ECC, effective July 1 through July 31, 2014, in accordance with the Agreement, Article 10, Section 9(m).
22. Special Assignment - Teresa Palos, full-time instructor of Biology, Natural Sciences Division, to coordinate Science Technology Engineering and Mathematics (STEM) grant activities and responsibilities including summer research and project development for students, to be paid \$60.18 an hour, not to exceed 120 hours or \$7,222, effective May 19 through August 20, 2014, in accordance with the Agreement, Article 10, Section 14(a).
23. Special Assignment - Sara DiFiori, full-time instructor of Geology & Oceanography, Natural Sciences Division, to carry out professional development workshop for faculty and prepare activity reports for Science Technology Engineering and Mathematics (STEM) project, to be paid \$60.18 an hour, not to exceed 150 hours or \$9,027, effective May 19 through August 20, 2014, in accordance with the Agreement, Article 10, Section 14(a).
24. Special Assignment - Kyung Choi, part-time instructor of Music, Fine Arts Division, to perform as summer resident artist musician, to be paid \$60.18 an hour, not to exceed 4.99 hours or \$300, and not to exceed 25 hours per week cumulative employment at ECC, effective June 8, 2014, in accordance with the Agreement, Article 10, Section 14(a).
25. Special Assignment - Ljubomir Velickovic, part-time instructor of Music, Fine Arts Division, to perform as summer resident artist with guest musicians, to be paid \$60.18 an hour, not to exceed 5.82 hours or \$350, and not to exceed 25 hours per week cumulative employment at ECC, effective June 8, 2014, in accordance with the Agreement, Article 10, Section 14(a).
26. Special Assignment - Rhonda Dillon, part-time instructor of Music, Fine Arts Division, to perform as vocalist summer resident artist with accompanist, 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 June 13, 2014, in accordance with the Agreement, Article 10, Section 14(a).

27. Stipend Assignment - Elizabeth Hoefner-Adamis full-time instructor of Dance, to perform as summer resident artist at Dance concert, to be paid \$500, effective June 27, 2014, in accordance with the Agreement, Article 10, Section 14(a).
28. Extra Service Pay - The following full-time Counselors to be employed during the 2014 summer session, each scheduled day, to be paid a daily per diem rate based on the Salary Schedule for Faculty Members Employed on an Academic Year Basis (175) days, effective May 21 through August 14, 2014, in accordance with the Agreement, Article 10, Section 13(b).

Mary Beth Barrios  
Kate Beley  
Stephanie Bennett  
Anna Brochet  
Griselda Castro  
Tawnya Cola  
Yamonte Cooper  
Bernadette Flameno  
Kenneth Gaines  
Kelsey Iino  
Janice Ishikawa  
Christine Jeffries  
Kenneth Key

Cheryl Kroll  
Rene Lozano  
Brian Mims  
Margaret Miranda  
Cynthia Mosqueda  
Atheneus Ocampo  
Susan Oda Omori  
Cristina Pajo  
Margaret Quinones-Perez  
Valencia Rayford  
Sabra Sabio  
Lori Suekawa  
Dexter Vaughn

29. Employment - The following on-call, part-time/temporary counselors are to be hired, as needed, not to exceed 24 hours per week and not to exceed 25 hours per week cumulative employment at ECC, effective May 21 through August 14, 2014, in accordance with the Agreement, Article 10, Section 9(e), to be paid through District, EOP&S or grant funds.

Nikki Barber  
Ginger Davidson  
Mario Escalante  
Maria Estrada  
Linda Gallucci

Amy Herrschaft  
Sabring Jenkins  
Monica Lanier  
Carina Lin  
Pinsopearui Lor

30. Employment - The following regularly scheduled part-time/temporary counselors are to be hired, as needed, not to exceed 24 hours per week and not to exceed 25 hours per week cumulative employment at ECC, effective May 21 through August

14, 2014, in accordance with the Agreement, Article 10, Section 9(e), to be paid through District, EOP&S or grant funds.

Vera Cheng

Maribel Hernandez

Lorenda Johnson

Tri Huu Le

Daissa Lee

Eboni McDuffie

Myrna Mendoza

Hatien Nguyen

Celia Villalpando

Xiao Ying Wang

31. Employment - The following part-time/temporary instructors to be hired as needed for the 2014 spring semester, not to exceed 67% FTE or 25 hours per week.

Health Science & Athletics – Nursing

Yasna Ouwerkerk

Mathematics

Gayathri Manikandan

32. Employment - The following part-time/temporary substitute instructor to be hired as needed for the 2014 spring semester, not to exceed 67% FTE or 25 hours per week.

Natural Sciences

Janina Moretti

33. Employment - The following part-time/temporary instructors to be hired as needed for the 2014 summer session, not to exceed 67% FTE or 25 hours per week.

Behavioral & Social Science

Mohammed Abdelhamid – Class IV,  
Step 12

Peter Aguilera – Class II, Step 9

Jose Arrieta – Class II, Step 6

Dustin Black – Class II, Step 5

Levenae Buggs – Class III, Step 5

Daniel Considine – Class V, Step 5

Thomas DeHardt – Class V, Step 4

Ismael De La O – Class II, Step 4

Mediha Din – Class II, Step 5

Darla Fjeld – Class V, Step 6

Eddie Galvan – Class II, Step 5

Joe Georges – Class IV, Step 30

Shireetha Gethers – Class II, Step 4

Thomas Glenn – Class IV, Step 14

Scott Godfrey – Class II, Step 4

Shahrokh Haghighi – Class V, Step 20

Paul Harley – Class II, Step 12

Arne Jaaska – Class V, Step 4

Meric Keskinel – Class V, Step 8

Thomas Keville – Class II, Step 12

Christopher Lee – Class V, Step 4

John McDermott – Class II, Step 5

Roberto Montes – Class II, Step 4

Kim-Lien Nguyen – Class II, Step 4

Kirsten Olson – Class III, Step 5

Edgar Pacas – Class II, Step 7

Cynthia Pacheco – Class II, Step 4

Saul Panski – Class III, Step 9

Jalpa Parikh – Class IV, Step 12

Kirsten Resnick – Class III, Step 7

Tommetta Shaw – Class II, Step 4

Sergio Soto – Class II, Step 5

Karl Striepe – Class II, Step 4

Paul Swendson – Class II, Step 12

Farshid Tahemia – Class IV, Step 5

Jocelyn Tucker – Class II, Step 4

Kofi Yankey – Class II, Step 12

### Business

Lovell Alford – Class II, Step 4  
Paulette Baugardner – Class II, Step 5  
Arnold Blanshard – Class II, Step 5  
Jeffrey Cowan – Class II, Step 8  
John Craig – Class II, Step 9  
Edwin Dimaculangan – Class II, Step 6

Xavier Miranda – Class II, Step 4  
Jerry Muraoka – Class V, Step 14  
Pavan Nagpal – Class V, Step 4  
Richard Perkins – Class II, Step 4  
Sophia Sherif – Class I, Step 4  
John Slawson – Class V, Step 9

### Fine Arts

Amy Allen – Class II, Step 5  
Walter Cox – Class III, Step 8  
Anthony Cuomo – Class II, Step 4  
Sainte DeLude – Class II, Step 4  
Joseph Evans – Class II, Step 4  
Jocelyn Foye – Class III, Step 6  
Jackie Freedman – Class II, Step 24  
Michelle Funderburk – Class IV, Step 13  
Ayla Harrison – Class II, Step 4  
Kent Hayward – Class IV, Step 11  
Marcy Katznelson – Class II, Step 4  
Emma Kheradyar – Class III, Step 6

Tom Kidd – Class III, Step 10  
Julia Matthews – Class V, Step 4  
Minodora Moldoveanu – Class II, Step 4  
Gretchen Potts – Class II, Step 6  
Michael Quinn – Class II, Step 12  
Imara Quinonez – Class III, Step 4  
Gary Robertson – Class II, Step 20  
Fariba Sadeghi-Tabrizi – Class II, Step 4  
Katherine Sheehan – Class II, Step 8  
Erin Wood – Class II, Step 4  
Lucretia Wright – Class II, Step 10

### Health Sciences & Athletics

Raymund Adoc – Class I, Step 4  
Brandon Alcocer – Class II, Step 5  
Jaymie Baquero – Class II, Step 5  
Richard Blount – Class II, Step 8  
Sivi Carson – Class III, Step 6  
Heather Dohy – Class II, Step 4  
Diana Galias – Class I, Step 6  
Elizabeth Hazell – Class II, Step 4  
Naveed Hussain – Class III, Step 4  
Nicholas Jones – Class II, Step 4  
Valentino Lopez – Class II, Step 4  
Elaine Martinez – Class II, Step 4

Christina Meissner – Class II, Step 4  
Douglas Mizukami – Class I, Step 4  
Patrick Moore – Class I, Step 4  
Taryn Nicole Parker – Class II, Step 4  
Danielle Roman – Class II, Step 12  
Krysti Rosario – Class II, Step 6  
Stephen Shaw – Class II, Step 6  
Sean Sheil – Class II, Step 10  
Elva Sipin – Class III, Step 4  
Matthew Trites – Class II, Step 6  
Steven Van Kanegan – Class II, Step 12  
Karen Wyatt – Class II, Step 6

### Humanities

Karen Amano-Tompkins-Class II, Step 4  
Tommy Amano-Tompkins-Class II, Step 4  
Nancilyn Burruss – Class II, Step 11  
Yolanda Cuesta – Class II, Step 12

Allison DeVaney – Class II, Step 11  
Lisa Gaydosh – Class II, Step 4  
Yvette Hawley – Class II, Step 6  
Jeremy Hector – Class III, Step 5

Jennifer Holt-Molina – Class II, Step 8  
Patricia Hoovler – Class III, Step 28  
Aura Imbarus – Class V, Step 14  
Laura Knox – Class II, Step 4  
Kim Krizan – Class III, Step 8  
Heather MacDonald – Class II, Step 4  
Susan Magabo – Class II, Step 8  
Clinton Margrave – Class III, Step 12  
Francisca Mejia – Class III, Step 7  
Sumino Otsuji – Class II, Step 6  
Megan Ozima – Class II, Step 4

Kendyl Palmer – Class II, Step 4  
Leah Pate – Class V, Step 8  
Rossella Pescatori – Class V, Step 9  
Lana Phillips – Class IV, Step 8  
Robert Puglisi – Class II, Step 12  
Cynthia Quintero – Class V, Step 13  
Amir Sharifi – Class V, Step 7  
Kanzo Takemori – Class III, Step 12  
Cynthia Tino-Sandoval – Class II, Step 10  
John Wietting – Class V, Step 14  
Alfred Zucker – Class V, Step 28

### Industry & Technology

Kevin Coffelt – Class III, Step 10  
Timothy Dennis – Class II, Step 6  
Robert Diaz – Class II, Step 9  
Stephen Ellis – Class II, Step 4  
Carlos Garcia – Class II, Step 4  
James Lemmon – Class II, Step 12

Mary Lyons – Class II, Step 5  
Sheila Murray – Class II, Step 4  
Priscilla Ratcliff – Class I, Step 3  
Bradley Sweatt – Class I, Step 8  
Sue Ellen Warren – Class II, Step 12  
William Warren – Class II, Step 8

### Learning Resources

Douglas Thompson – Class II, Step 6

### Mathematics

Vage Avakyan – Class V, Step 28  
Adalinda Avila – Class II, Step 5  
Beyene Bayssa – Class IV, Step 13  
Zekarias Dammena – Class II, Step 28  
Abdelwahab El-Abyad – Class V, Step 9  
Jacob Epstein – Class II, Step 4  
Henri Feiner – Class II, Step 24  
Windred Ferrell – Class II, Step 11  
Manolita Formanes – Class II, Step 9  
Binyam Gebremichael – Class I, Step 4  
Jose Martinez – Class IV, Step 13

Perry McDonnell – Class III, Step 11  
Emmanuel Ndouma – Class II, Step 8  
Diem Nguyen – Class II, Step 11  
Ann Pham – Class II, Step 8  
Matthew Robertson – Class II, Step 20  
Lemik Saakian – Class V, Step 28  
Shane Smith – Class II, Step 7  
Gerson Valle – Class II, Step 4  
Jose Villalobos – Class II, Step 6  
May Xu – Class IV, Step 20

### Natural Sciences

Premilla Arasasingham – Class IV, Step 8  
Michael Brennan – Class III, Step 7  
Rebecca Donegan – Class II, Step 4  
Kelvin Harris – Class II, Step 5  
Shimonee Kadakia – Class II, Step 4  
Melvin Kantz – Class V, Step 9

Octavian Le – Class V, Step 6  
Natalia Lev – Class II, Step 11  
Kyle Strohmaier – Class II, Step 4  
Rosmery Tajiboy – Class I, Step 6  
Karla Villatoro – Class IV, Step 7  
Todd White – Class V, Step 4

34. Employment - The following part-time/temporary substitute instructors to be hired as needed for the 2014 summer session, not to exceed 67% FTE or 25 hours per week.

Health Sciences & Athletics

Kathryn Cass

Kurt Peters

Daniel Speltz

Nick Van Lue



Humanities

Tiffany Huynh

**Classified Personnel:**

1. Change of Assignment - Judy Castillo, Accounting Assistant II, Range 27, Step E, from Bookstore Division, to Business Services Division, Administrative Services Area, effective April 1, 2014.
2. Change of Classification/Assignment - Devon Scott, from Staff Interpreter, Range 34, Step E, Special Resource Center/Health Sciences and Athletics Division, Academic Affairs Area, to Student Services Specialist, Range 33, Step E, Admissions & Records/Enrollment Services Division, Student and Community Advancement Area, effective March 25, 2014.
3. Change of Classification/Assignment - Marcus Thompson, from Compton Police Officer, Compton Center to Police Officer, Campus Police Division, Administrative Services Area, Range 1, Step E, effective May 1, 2014.
4. Promotion - Vanna Pham, from Financial Aid Assistant, Range 24, Step E, to Financial Aid Advisor, Range 35, Step A, Financial Aid/Enrollment Services Area, Student and Community Advancement Area, effective May 1, 2014.
5. Amend Work Out of Classification - Adam Dunigan, Academic Affairs Analyst, Range 34, Step B, to 100% instead of 30% Curriculum Advisor, Range 36, Step B Academic Affairs Area, effective November 20, 2013 through April 30, 2014.
6. Amend Work Out of Classification - Robin Elton, Senior Clerical Assistant, Range 24, Step E, to 100% instead of 50% Administrative Assistant I, Range 28, Step D, Industry & Technology Division, Academic Affairs Area, effective January 15 through March 31, 2014.
7. Amend Work Out of Classification - Jonelle Jones-Morrison, Clerical Assistant, Range 22, Step E, to 100% instead of 50% Administrative Assistant I, Range 28, Step C, Industry & Technology Division, Academic Affairs Area, effective January 15 through March 31, 2014.
8. Work Out of Classification - Neal Bennett, Utility Worker, Range 23, Step E, to Operations Supervisor Range 15, Step A, (Supervisory Salary Schedule), Facilities Planning and Services Division, Administrative Services Area, effective April 1 through June 30, 2014.

9. Correction - Work Out of Classification, Martha Perez, 50% Clerical Assistant, Range 22, Step E, to 100% Student Services Advisor, Range 35, instead of Range 32, Step A, Counseling and Student Services Division, Student and Community Advancement Area, effective April 1 through June 30, 2014.
10. Correction - Employment, Onnis Flores, Lead Custodian, instead of Night Custodian, Range 24, Step A, Facilities Planning and Services Division, Administrative Services Area, effective April 1, 2014.
11. Amend Employment - Raul Menjivar, Night Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective March 18, instead of March 3, 2014.

~~12. Employment - Elana R Azose, 75% Trainer/Instructional Technology Specialist, Range 41, Step A, Professional Development/Human Resources Division, Human Resources Area, effective April 22, 2014.~~

**\*\* Item pulled from agenda and no substitutions were made.**

13. Employment - Brian Hayden, Professional Development Assistant, Range 28, Step A, Professional Development/Human Resources Division, Human Resources Area, effective April 22, 2014.

### **Special Services Professional**

14. Retirement - Destyn LaPorte, Special Services Professional Range 5, Step 5, Admissions and Records Division, Student and Community Advancement Area, effective April 7, 2014.

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

15. Corry Smith - Custodian, Range 20, Step ~~4~~ A, Facilities Planning and Services Division, Administrative Services Area, effective April 22 through June 30, 2014, not to exceed 25 hours per week.
16. Brenda Peterson - Student Services Technician, Range 28, Step ~~E~~ A, Admissions & Records Division, Student and Community Advancement Area, effective April 22 through June 30, 2014, not to exceed 25 hours per week.
17. Michelle Phan - Student Services Technician, Range 28, Step ~~E~~ A, Admissions & Records Division, Student and Community Advancement Area, effective April 22 through June 30, 2014, not to exceed 25 hours per week.

**\*Correction made during Board meeting.**

18. Lori Yamasaki - Administrative Assistant I, Range 28, Step A, Fine Arts Division, Academic Affairs Area, effective April 1 through June 30, 2014, 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 per week and/or the equivalent of 67% faculty load per week, effective April 22, 2014 through June 30, 2014, unless otherwise stated, as shown in items 1-11.

**Instructional Aide Series**

1. Instructional Aide I

The following individual is to assist instructors or other staff in the classroom or laboratory setting with basic tutoring, support services, and accommodations for students.

Neha Zaidi, \$9.25 per hour (eff. 2/10/14 – 6/30/14)

**Office Aide Series**

2. Office Aide VI

The following individuals are to assist students with on-line registration, provide eligibility services and support the intake process with specialized knowledge of Student Success core mandates.

Larry Harris, \$15.00 per hour

**Program Aide Series**

3. Program Aide II

The following individual is to assist staff with duties to support the needs of a program or specialized area.

Jacqueline Raschilla, \$10.00 per hour

**Sports Aide Series**

4. Sports Aide II

The following individual is to receive, issue, store, clean, and maintain materials, towels and attire used in physical education and athletic programs.

Scott Byers, \$10.00 per hour (eff. 3/1/14 – 3/31/14)

5. Sports Aide VI

The following individuals are to instruct students in swimming skills appropriate to their ability level and must be Red Cross Water Safety Instructor certified.

Amanda Atkins, \$17.00 per hour

Nicole Clarke, \$17.00 per hour

Shanese Douglas, \$17.00 per hour

Brandon Gregory, \$17.00 per hour

Amber Omar-Amrani, \$17.00 per hour

Jessica Somohano, \$17.00 per hour

**Theater Aide Series**

6. Theater Aide I

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

Emily Borrelli, \$8.50 per hour

Indira Garcia, \$8.25 per hour

Richard Romero, \$8.25 per hour

7. Theater Aide VI

The following individuals are to perform technical theater duties for various theater events on campus.

Carol Sparks, \$15.00 per hour

Ariel Thomke, \$15.00 per hour

**Education Professional Series**

8. Education Professional I

The following individual is to video record various entertainment events for the Fine Arts division.

Jose Sanchez, \$20.00 per hour

9. Educational Professional II

The following individuals are to teach Basic, Low, or High Intermediate English as a Second Language class.

Debra Martin, \$38.00 per hour

Kay Thompson, \$38.00 per hour

**Program Professional Series**

10. Program Professional I

The following individual is to work under the direction of the Distance Learning and Media Coordinator in the El Camino College Distance Learning Office.

Daniel Griggs, \$22.00 per hour (eff. 3/18/14 – 6/30/14)

The following individual is to assist in the planning, development, and coordination of workshops, activities and other related projects for students in math, engineering, and science careers.

Carlos Maruri, \$20.00 per hour

**Training Professional Series**

11. Training Professional I

The following individual is responsible for working with certificated personnel at the El Camino College Fire Academy to supervise students in a variety of areas as prescribed by the curriculum.

Ryan Lauzon, \$32.00 per hour

C. **AMEND STIPEND FOR COMPTON EDUCATION CENTER**

It is recommended that the following Education Administrator be paid a stipend for work at the Compton Education Center, effective August 22, 2014 through June 30, 2014. Stipend may be rescinded with 30 days notice.

\$800 per month instead of \$415 per month

Dr. Octavia Hyacinth

D. **DECLARATION OF INDEFINITE SALARIES FOR RETROACTIVE PAY**

As a result of financial uncertainties, negotiations, legislation and other factors, the governing board hereby declares that all management, certificated, classified, confidential and other unrepresented employee salaries are declared indefinite for 2014-2015.

E. **REVISED CLASSIFICATION SPECIFICATIONS FOR ADMINISTRATOR POSITION**

It is recommended that the Board of Trustees approve the revised classification specifications for the Director Grants Development & Management as attached.

## EL CAMINO COMMUNITY COLLEGE DISTRICT

**CLASS TITLE:     DIRECTOR OF ~~RESOURCE DEVELOPMENT~~/GRANTS  
DEVELOPMENT & MANAGEMENT**

### **BASIC FUNCTION:**

Under the direction of the Vice President of Student and Community Advancement, ~~develop, plan, direct and supervise the Resource Development Office. this position develops, plans, directs and supervises the Grants Office.~~ The Director of ~~Resource Development~~/Grants Development & Management is responsible for pre-award coordination of all grant applications for the college as well as post-award support for all staff and/or faculty in charge of grant-funded projects thus providing a full spectrum of service to faculty, staff and funding agencies while also communicating effectively with all campus areas as well as off-campus partners. ~~General oversight of Foundation functions as related to Resource Development.~~

### **REPRESENTATIVE DUTIES:**

Research, identify and recognize external opportunities that present viable funding opportunities ~~and match~~ matched to district goals, college priorities, and search requests.

Create and maintain systems (i.e. grants web-site and database) for dissemination of information about external funding opportunities and other grants-related information.

Provide leadership, planning, and coordination in the development and submission of proposals district-wide.

Provide technical assistance in the planning, writing, program design, budget development, and evaluation as related to grant applications.

Maintain a positive, proactive relationship with Accounting, Purchasing, HR, Payroll and funding agencies to ensure full grant compliance and process efficiency.

~~Assist faculty in grant/project managers, staff and faculty in grant implementation to include instruction on internal procedures and funding agency compliance, assistance with all issues of financial, personnel, payroll, purchasing and administration of funded awards, and instruction on cost-sharing documentation. Ensure that all grant expenditures are reasonable, allocable and allowable according to OMB and agency guidelines. Work with faculty to identify and resolve budget and compliance issues.~~

Assist grant/project managers, staff and faculty in ensuring that all grant expenditures are reasonable, allocable and allowable according to OMB and agency guidelines.

Work grant/project managers, staff and faculty to identify and resolve budget and compliance issues.

**DIRECTOR OF RESOURCE DEVELOPMENT/GRANTS DEVELOPMENT AND MANAGEMENT (Continued)**

**Page Two**

Serve as a liaison with funding source program and contract officers, resource developers nationally, and with community organizations.

Create, design and implement processes and procedures related to grants management and proposal development.

Hire, plan, direct, review and critique the work of external (contractual) grant writers developing proposals for the college.

Conduct research related to needs assessment and background information for proposal development.

Create and write materials related to grants development and grants management.

Conduct one-on-one training and group workshops.

Advise project directors concerning negotiation of new grants, effective startups and grant management issues.

Track college resources allocated to grants (staff assignments, facilities, etc)

~~General oversight of personnel.~~ Manage support staff and provide general oversight to grant coordinators

Perform other related job duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Governmental agencies involved in education.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Prepare and manage budgets.

Prepare grant proposals.

Develop and administer policies and procedures.

Analyze, evaluate and recommend innovative solutions to district priorities and goals.

Reconcile divergent views.

Negotiate with funding agents and follow-up on progress of grant activities.

Establish and maintain cooperative working relationships with all segments of the college community and general public.

Direct the work of others.

**DIRECTOR OF ~~RESOURCE DEVELOPMENT~~/GRANTS DEVELOPMENT AND  
MANAGEMENT (continued)**

**Page Three**

Use a computer proficiently for word processing, databases, spreadsheets and online research.  
Communicate effectively both orally and in writing.  
Exercise good judgment, diplomacy, and patience.

**EDUCATION AND EXPERIENCE:**

Bachelor's Degree and three years experience of successful grant development and monitoring in the field of education or related field.

Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and community college students and to staff and students with physical and learning disabilities.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license

**WORKING CONDITIONS:**

Interact with a variety of individuals.  
Hand, wrist and finger dexterity to operate various office machines.  
Move from one work area to another.

Administrator Salary Schedule Range 13

~~Board Approved: February 20, 2001~~

~~Board Revised and Board Approved: March 10, 2003~~ April 21, 2014



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

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- A. Absence of a Board Member .....Page 74
- B. California Community College Trustees Board of Directors Election ...Page 74

**A. Absence of a Board Member**

It is recommended that the Board excuse Trustee Combs from the March 17, 2014 Board Meeting with no loss of salary due to illness.

**B. California Community College Trustees Board of Directors Election**

It is recommended that the Board vote for the following persons to serve on the California Community College Trustee Board of Directors.

1. \*Paul Gomez, Chaffey CCD
2. Adrienne Grey, West Valley-Mission CCD
3. Pam Haynes, Los Rios CCD
4. \*Jim Moreno, Coast CCD
5. \*Stephan Castellanos, San Joaquin Delta CCD
6. \*Nancy C. Chadwick, Palomar CCD

\* Incumbent