

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**

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El Camino Community College District  
President,  
El Camino College

El Camino College  
16007 Crenshaw Boulevard  
Torrance, California 90506-0001  
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**Agenda, Monday, March 20, 2006**  
**Haag Recital Hall**  
**4:30 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of February 21, 2006**
- III. Presentation – El Camino College Citizens’ Bond Oversight Committee Annual Report – Mr. Kurt Weideman**
  - A. Public Comment
  - B. Acceptance of the El Camino College Citizens’ Bond Oversight Committee Annual Report
- IV. Public Hearings - none**
- V. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
  - A. Public Comment
  - B. Academic Affairs  
*See Academic Affairs Agenda, Pages 1-8*  
Student Services  
*See Student Services Agenda, Pages 1-3*  
Administrative Services  
*See Administrative Services Agenda, Pages 1-11*  
*See Measure “E” Bond Fund Agenda, Pages 1-6*  
*See Human Resources Agenda, Pages 1-29*  
Superintendent/President  
*See Superintendent/President Agenda, Pages 1-6*
- VI. Public Comment on Non-Agenda Items**
- VII. Oral Reports**
  - A. Academic Senate Report
  - B. Board of Trustees Report
  - C. President’s Report
- VIII. Closed Session**
  - A. Existing Litigation, Brown Act Section 54946.9
    - 1. 1 Case
  - B. Anticipated Litigation, Brown Act Section 54946.9-Significant Exposure to Litigation
    - 1. 1 Case

- C. Labor Relations, Brown Act Section 54957.8
  - 1. American Federation of Teachers,  
Local 1388
  - 2. El Camino Classified Employees  
Local 6142
  - 3. El Camino Police Officers Association

<b>Board of Trustees Meeting Schedule for 2006</b> <b>4:30 p.m.</b>
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Monday, January 23, 2006  
Tuesday, February 21, 2006  
Monday, March 20, 2006  
Monday, April 17, 2006  
Monday, May 15, 2006  
Monday, June 19, 2006  
Monday, July 17, 2006  
Monday, August 21, 2006  
Tuesday, September 5, 2006  
Monday, October 16, 2006  
Monday, November 20, 2006  
Monday, December 18, 2006

## EL CAMINO COLLEGE STRATEGIC PLAN 2004-2007

### **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**

The mission of El Camino College is to meet the educational needs of its diverse community and ensure student success by offering quality, comprehensive educational opportunities.

### **Statement of Philosophy**

Everything El Camino College is or does must be centered on its community, for without the community, we have no students, no faculty or staff, no reason to exist. It is our community that saw the need and valued the reason for the creation of El Camino College. Therefore, 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, our fellow employees, our community and ourselves, must be our underlying goal.

Cooperation among our many partners is vital for our success—whether they be other schools and colleges, businesses and industries, or individuals.

Access and opportunity 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 Goals 2004-2007**

1. Support and constantly improve the quality of our educational offerings.
2. Promote student-centered learning to increase student success.
3. Support innovative practices that enhance the educational experience.
4. Foster a climate that promotes integrity and accountability.
5. Support and develop effective and motivated employees.
6. Improve and enhance internal and external communication.
7. Incorporate flexibility into institutional structure and process.
- 8.

EL CAMINO COMMUNITY COLLEGE DISTRICT  
MINUTES OF THE REGULAR MEETING OF  
Tuesday, February 21, 2006

The Board of Trustees of the El Camino Community College District met at 4:30 p.m. on Tuesday, February 21, 2006, in the Haag Recital Hall at El Camino College.

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

Also present were Dr. Thomas M. Fallo, Superintendent/President; Dr. Jeffrey Marsee, Vice President, Administrative Services; Dr. John Baker, Interim Vice President, Student Affairs; and Dr. Francisco Arce, Vice President, Academic Affairs.

Minutes of the Regular Board Meeting of January 23, 2006

The Minutes of the Regular Board Meeting of January 23, 2006 were approved.

Public Hearing – Negotiations Between the El Camino Community College District and the Child Development Center Teachers – Full Contract Negotiations

A Public Hearing for Negotiations Between the El Camino Community College District and the Child Development Center Teachers – Full Contract Negotiations opened at 4:38 p.m.

No Public Comments were made. Public Hearing closed at 4:39 p.m.

Consent Agenda

It was moved by Trustee Maureen O'Donnell, seconded by Trustee Nathaniel Jackson, that the Board approve items presented on the agenda in the following areas.

Academic Affairs

Accreditation Progress Report

Conference Attendance – Mathematics, Engineering, Science Achievement (MESA) Program

Instructional Field Trips – Spring 2006

Sabbatical Leaves of Absence – 2006/07

Student and Community Advancement

Student Field Trips

International Travel

Destruction of Records – Career Placement Services

Administrative Services

AB 2910 – Quarterly Fiscal Status Reports

Transfer of Funds to Capital Outlay Projects Fund 41  
Contracts Under \$50,000  
Contracts \$50,000 or Higher  
Notice of Job Completion  
Enron  
Declaration of Surplus Property  
Purchase Orders and Blanket Purchase Orders

Measure E Bond Fund

Project Budgets  
2004-2005 Measure E Audit Report  
Citizens' Bond Oversight Committee  
Public Works Project Humanities – Change Orders  
Purchase Orders

Human Resources

Employment and Personnel Changes  
Temporary Non-Classified Service Employees  
Classified Professional Growth

Motion Carried.

Public Comment

Angela Simon questioned class schedule fees.

Closed Session

Meeting recessed to a closed session at 5:35 p.m. in memory of Kirk Johnston. Meeting reconvened at 6:30 p.m. and immediately adjourned.

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Nathaniel Jackson, 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, Ed.D., Vice President**

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A. Center for the Arts Presentations – 2005/2006.....	1
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C. Revised Requirements for the Associate in Arts and Associate in Science Degrees	4

## A. CENTER FOR THE ARTS PRESENTATIONS—2005/2006

It is recommended that the Board approve the revisions for Center for the Arts presentations for 2005/2006 and 2006/2007 Discovery Travel Cinema Series as listed below. Costs for each presentation are established as negotiated between the artist and his/her management representative and the District.

### 2005/2006

<u>Artist Change</u>	<u>Date</u>	<u>Amount</u>
1. <b>Adelaine Sinclair</b> <b>Payable to: Adelaine Sinclair</b> Replacement artist to Mr. Mathew Polenzini, tenor (Board approved August 15, 2005) due to Mr. Polenzini cancellation of his tour due to his daughter's passing away. Ms. Sinclair is a southern California native who has flourished on the operatic stage with her incredible alto voice. Ms. Sinclair will be accompanied with Mr. Henri Venanzi.	April 28, 2006	3,000.00

### 2006-2007 Discovery Travel Cinema Series

2. <b>Dark Waters – The True Story of the Katrina Animal Rescues</b> <b>Payable to: Mike Shiley</b> <b>Payable to: Lewis Williams</b> From the devastation of Hurricane Katrina come incredible accounts of rescues of the other family members who were left behind for days, if not weeks. Animal lover or not, this will touch your heart.	September 11, 2006 1,480.00 520.00	2,000.00
3. <b>Postcards from Italy</b> <b>Payable to: Steve McCurdy</b> <b>Payable to: Lewis Williams</b> Beautiful and Romantic Italy. Come along as we explore the northern Italian Alps and travel down the peninsula through the olive groves and vineyards of Tuscany, visit Florence and Milan, float in the canals of Venice, walk ancient and modern Rome, and see so much more of this country that juts in to the Mediterranean Sea.	September 18, 2006 1,480.00 520.00	2,000.00
4. <b>Vietnam</b> <b>Payable to: Buddy Hatton</b> <b>Payable to: Cindy Lorenz</b> This is, and isn't, the Vietnam of the 60's. Come see the rural side of Vietnam that seems the same today as it has been for ages and discover Ho Chi Min City with its metropolitan flare.	September 25, 2006 1,480.00 520.00	2,000.00



5. **Cruising the Orient on the QE 2**      October 2, 2006      2,000.00  
**Payable to: Doug Jones**  
QE 2 – What an experience! Explore the Orient onboard this extravagant and elegant ship.
6. **Pony Express**      October 9, 2006      2,000.00  
**Payable to: Hal McClure**      1,480.00  
**Payable to: Ralph Franklin**      520.00  
Short lived but remembered historically, and fondly, as part of the Wild West. Learn about the riders, their horses and their perils as we travel from Missouri to California along the Pony Express route.
7. **Amazing Australia**      October 16, 2006      2,000.00  
**Payable to: Grant Foster**      1,480.00  
**Payable to: Ralph Franklin**      520.00  
The Land Down Under. Incredible cities, the people, its culture, the Great Barrier Reef, the Outback with Ayers Rock, with Kangaroos, Crocs and more.
8. **Corsica and the Rivera's**      October 23, 2006      2,000.00  
**Payable to: Stan Walsh**      1,480.00  
**Payable to: Ralph Franklin**      520.00  
The Mediterranean jewels – the island of Corsica and the Rivera's.
9. **Hollywood's Magical Island-Catalina**      October 30, 2006      2,000.00  
**Payable to: Chuck Liddell**      1,480.00  
**Payable to: Ralph Franklin**      520.00  
Come to beautiful Catalina Island, only 26 miles across the sea from the mainland but truly an island away from it all. See the island as the stars of Hollywood's past did – where they played and where they filmed their movies.
10. **Exploration of the Colorado River**      January 29, 2007      2,000.00  
**Payable to: Gary Warriner**      1,480.00  
**Payable to: Cindy Lorenz**      520.00  
The mighty Colorado River, from its headwaters to Hoover Dam. Come with us as we explore its quiet beauty and raging rapids.
11. **Egypt – In the footsteps of Moses**      February 5, 2007      2,000.00  
**Payable to: Dennis Burkhart**      1,480.00  
**Payable to: Lewis Williams**      520.00  
Ancient Egypt. Moses life in Egypt's Golden Age – from his time in pharaoh's palace to his wanderings in the desert.

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|--|-------------------|----------|
| <b>12. My California</b>   | February 12, 2007 | 2,000.00 |
| <b>Payable to: Rudy Thuraru</b>  | 1,480.00          |          |
| <b>Payable to: Ralph Franklin</b>  | 520.00            |          |
| Beaches, valleys, mountains and desert – only California has it all. Travel up, down and throughout the Golden State and see its wonders through this travelers eyes.  |                   |          |
|  |                   |          |
| <b>13. Mayday! Tugs of War</b>   | February 19, 2007 | 2,000.00 |
| <b>Payable to: Robin Williams</b>  | 1,480.00          |          |
| <b>Payable to: Lewis Williams</b>  | 520.00            |          |
| A Mighty Ship of War – the Tugs. Small but powerful answering the call of duty during World War II.  |                   |          |
|  |                   |          |
| <b>14. North America Coast</b>   | February 26, 2007 | 2,000.00 |
| <b>Payable to: John Holod</b>  |                   |          |
| Travel up the North American Coast and discover calm coves, incredible dunes, rugged cliffs with crashing waves, safe harbors and amazing flora and fauna.   |                   |          |
|  |                   |          |
| <b>15. Equatorial Realms Central/South America and Africa</b>  | March 5, 2007     | 2,000.00 |
| <b>Payable to: Rich Kern</b>   | 1,480.00          |          |
| <b>Payable to: Ralph Franklin</b>  | 520.00            |          |
| Discover all the realms along zero degrees latitude. See what life is really like around the belt of the earth.  |                   |          |
|  |                   |          |
| <b>16. Jerusalem</b>   | March 12, 2007    | 2,000.00 |
| <b>Payable to: Rick Ray</b>  | 1,480.00          |          |
| <b>Payable to: Lewis Williams</b>  | 520.00            |          |
| The city held in highest esteem to three major religions – Christianity, Judaism and Islam. Visit the old Jerusalem and see the new one as well.   |                   |          |
|  |                   |          |
| <b>17. Tibet – A light in the Darkness</b>   | March 19, 2007    | 2,000.00 |
| <b>Payable to: Sean Cassidy and Patricia Keith</b>   | 1,480.00          |          |
| <b>Payable to: Lewis Williams</b>  | 520.00            |          |
| Tibet is a small country located on a high plateau near the Himalayan Mountains. A country whose leader is in exile because of the annexation by China. There is a light shining within the people of Tibet, come and meet them. |                   |          |

**B. CONFERENCE ATTENDANCE – MATHEMATICS, ENGINEERING, SCIENCE ACHIEVEMENT (MESA) PROGRAM**

It is recommended that the Board approve the MESA students listed below to participate in the Annual MESA retreat that will take place at the Happy Valley Conference Center in Santa Cruz, California, April 7-9. Expenses will be covered by the MESA Program and students will be accompanied by the MESA Director, Arturo Hernandez. Transportation will be by van.

Daryl Addison	Makishia Daniels	David Lopez
Daniel Aleman	Debora Dauda	Salvador Montes
Rogelio Arias	Maritza Davalos	Tomas Onyia
Rolando Arevalo	Oyemachi Egbuta	Lester Palacios
Armando Cabrera	Joel Garcia	Karen Perez
Carlos Castro	Jorge Hernandez	Jorge Sanchez
Daven Cocroft	April Huerta	Christine Staley
Brittany Cowan	Sandra Lemire	Daari Terrell
Joel Cowart	Miguel Lima	Mekebeb Tesfa

**C. REVISED REQUIREMENTS FOR THE ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE DEGREES**

It is recommended that the Board approve the proposed revisions to the A.A. and A.S. Degree requirements.

## Associate in Arts Degree

### **CURRENT**

#### **A. A. Degree Requirements**

Refer to Page XX for general requirements. Complete a minimum of 60 degree applicable units as required in Section A, Section B, and Section C.

#### **Section A - General Education Requirements**

Complete the specified number of units in categories 1 through 5 and the mathematics competency requirement in category 6.

**1. NATURAL SCIENCES: minimum of 3 semester units**

**2. SOCIAL AND BEHAVIORAL SCIENCE: One course from each part A\*, B\*, and C, (3 – 9 units).**

- A. (American Studies, History, Women's Studies)
- B. (Political Science)
- C. (Anthropology, Business, Child Development, Economics, Education, Family and Consumer Studies, Geography, Psychology, Sociology)

\* or pass a waiver examination

**3. HUMANITIES: minimum of 3 semester units**

**4. LANGUAGE AND RATIONALITY: One course from part A and one course from part B.**

- A. English Composition: minimum of 3 semester units
- B. Communication and Analytical Thinking: minimum of 3 semester units

**5. CONTEMPORARY HEALTH AND PHYSICAL EDUCATION:**

**A. Contemporary Health**

(Contemporary Health)

May be exempted by one of the following:

- (1) Passing a non-credit examination
- (2) Approval of a petition for military service credit
- (3) Completion of health- related science curriculum: associate degree registered nurse, radiology technology, or respiratory care

**B. Physical Education: 2 courses**

Students enrolling in more than 8 units for the first time must take one course in physical education during the semester. Administration of Justice 180 meets the requirements as a physical education course. With the exception of Dance 1, 3, 5, 52abcd, 54abcd, 99abc, Dance courses may apply as physical education activity.

**6. MATHEMATICS COMPETENCY**

Pass the Mathematics Competency Test (a test separate from the Mathematics Placement Test) equivalent to the first course in algebra (Mathematics 40 or 41B) or satisfactorily complete one of the approved courses for this category.

Total Units: 17 – 26 + Math Competency

### **PROPOSED**

#### **A. A. Degree Requirements**

Refer to Page XX for general requirements. Complete requirements specified under Section A, Section B, and Section C.

#### **Section A - General Education Requirements**

A student has three options to complete the General Education Requirements.

**OPTION I** is designed for students completing the El Camino College major.

**OPTION II** is designed for students completing CSU transfer requirements.

**OPTION III** is designed for students completing CSU/UC (IGETC) transfer requirements.

**OPTION I: EL CAMINO COLLEGE REQUIREMENTS:**

Complete the specified number of units in categories 1 through 5 and the mathematics competency requirement in category 6.

**1. NATURAL SCIENCES: minimum of 3 semester units**

**2. SOCIAL AND BEHAVIORAL SCIENCE: minimum of 9 semester units**

One course from A, one course from B, and one course from C:

- A. (American Studies, History, Women's Studies)
- B. (Political Science)
- C. (Anthropology, Business, Child Development, Economics, Education, Family and Consumer Studies, Geography, Psychology, Sociology)

**3. HUMANITIES: minimum of 3 semester units**

**4. LANGUAGE AND RATIONALITY: minimum of 6 units One course from A and one course from B:**

- A. English Composition:
- B. Communication and Analytical Thinking:

**5. HEALTH AND PHYSICAL EDUCATION: minimum of 3 semester units**

(May be exempted by one of the following:

- 1) Pass the Contemporary Health waiver exam
- 2) Approval of a petition for military service credit)

**6. MATHEMATICS COMPETENCY**

Pass the Mathematics Competency Test (a test separate from the Mathematics placement test) equivalent to the first course in algebra (Mathematics 40 or 41B) or satisfactorily complete one of the approved courses for this category.

Total Units: 24 + Math Competency

**OPTION II: CSU TRANSFER REQUIREMENTS**

See page XX of this catalog.

**OPTION III: CSU/UC (IGETC) REQUIREMENTS**

See page XX of this catalog.

## Associate in Arts Degree

### **CURRENT**

#### **Section B - Major Requirements**

Select 1 or 2:

1. Complete the set of courses specified after the heading, "El Camino College Major Requirements" in one major field section shown in the catalog. Requirements for the General Studies major offered by El Camino College are also listed.
2. Complete the set of courses specified for a four-year institution by selecting one of the following options:
  - Complete courses equivalent to those shown as requirements in the transfer institution catalog, insofar as courses are offered at El Camino College;
  - Complete the transfer major requirements as outlined in the El Camino College Curriculum Guide Sheets (available in the Counseling Services Center).

If courses in preparation for the major at the transfer institution do not total a minimum of 18 units, courses to complete the 18 unit minimum must be selected from among the general education requirements of the transfer school. Such a course configuration would be considered a "General Studies" major for the purpose of granting the Associate in Arts degree. If there are no lower division requirements in the transfer major, students must complete the El Camino College major in their field of interest and will be granted the associate degree in the El Camino College major.

In addition to meeting one of the above listed requirements for a major, a transfer student must choose one of the following options to complete the general education requirements for the Associate of Arts degree:

- Complete the El Camino College general education pattern (please refer to Section A);
- Complete 24 units of general education courses selected from the CSU general education certification pattern, the Intersegmental General Education Transfer Curriculum (IGETC), or an approved general education pattern from an accredited transfer institution. These units must be distributed so that at least 3 units in each of the subject area requirements for categories 1, 2, 3, 4A, 4B and mathematics competency in Section A are completed.

#### **Section C – Electives**

Electives are courses beyond the minimum specified in A and B above if required to reach a total of 60 units. For the transfer student, if requirements A and B do not total 60 units, then additional units from A and/or B or other transferable courses should be taken to bring the total up to 60 units. Students may count up to 4 units of physical education as elective credit for graduation.

### **PROPOSED**

#### **Section B - Major Requirements**

Satisfy either the El Camino College Major option or the Transfer Major option.

##### **El Camino College Major**

Complete the courses specified for one of the majors listed alphabetically in Section IV, Curriculum, of this College catalog.

##### **Transfer Major**

Complete the lower division transfer major requirements for an accredited four-year college or university. If there are no lower division requirements in the transfer major or if the requirements for the transfer major are less than 18 units, students must complete an El Camino College major.

#### **Section C - Electives**

##### **El Camino College Major**

To reach the total of 60 degree applicable units required for graduation, students must choose electives from degree applicable courses. Students may count only 6 units of Physical Education as elective credit for graduation.

##### **Transfer Major**

60 degree applicable units are required for graduation.

To qualify for transfer to CSU or UC, electives must be chosen from transferable courses. Students may count only 4 units of Physical Education as transfer credit.

# Associate in Science Degree

## **CURRENT**

### **A. S. Degree Requirements**

Refer to Page XX for general requirements. Complete a minimum of 60 degree applicable units as required in Section A, Section B and Section C.

### **Section A - General Education Requirements**

**AS. Degree – Vocational:** Complete the specified number of units in categories 1, 2, 3, 4, 5A and the mathematics competency requirement in category 6.

**A.S. Degree – Transfer:** Complete the specified number of units in categories 1, 2, 3, 4, 5B and the mathematics competency requirement in category 6.

**1. NATURAL SCIENCES: minimum of 3 semester units**

**2. BEHAVIORAL AND SOCIAL SCIENCES: minimum of 3 semester units**

(American Studies, Anthropology, Business, Child Development, Economics, Education, Family and Consumer Studies, Geography, History, Political Science, Psychology, Sociology, Women's Studies)

**3. HUMANITIES: minimum of 3 semester units**

**4. LANGUAGE AND RATIONALITY: One course from part A and one course from part B.**

A. English Composition: minimum of 3 semester units

B. Communication and Analytical Thinking: minimum of 3 semester units

**5. MINIMUM OF 3 SEMESTER UNITS FROM ONE OF THE FOLLOWING OPTIONS:**

**A. A.S. Vocational Degree**

Contemporary Health 1, 4

Physical Education Activity course: Some Dance courses may apply as activity. (Dance 1, 3, 5, 52abcd, 54abcd, 99abc are not applicable.)

Any course from Area 2 listed above

**B. A.S. Transfer Degree**

One additional course from Area 1, 2, 3, or 4 listed above.

**6. MATHEMATICS COMPETENCY**

Pass the Mathematics Competency Test (a test separate from the Mathematics Placement Test) equivalent to the first course in algebra (Mathematics 40 or 41B) or satisfactorily complete one of the approved courses for this category.

Total Units: 18 + Math Competency

## **PROPOSED**

### **A. S. Degree Requirements**

Refer to Page XX for general requirements. Complete requirements specified under Section A, Section B and Section C.

### **Section A - General Education Requirements**

A student has three options to complete the General Education Requirements.

**OPTION I** is designed for students completing the El Camino College major.

**OPTION II** is designed for students completing CSU transfer requirements.

**OPTION III** is designed for students completing CSU/UC (IGETC) transfer requirements.

**OPTION I: EL CAMINO COLLEGE REQUIREMENTS**

Complete the specified number of units in categories 1 through 5 and the mathematics competency requirement in category 6.

**1. NATURAL SCIENCES: minimum of 3 semester units**

**2. SOCIAL AND BEHAVIORAL SCIENCE: minimum of 6 semester units**

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

A. (American Studies, History, Women's Studies)

B. (Political Science)

C. (Anthropology, Business, Child Development, Economics, Education, Family and Consumer Studies, Geography, Psychology, Sociology)

**3. HUMANITIES: minimum of 3 semester units**

**4. LANGUAGE AND RATIONALITY: minimum of 6 units**

One course from A and one course from B:

A. English Composition

B. Communication and Analytical Thinking

**5. HEALTH AND PHYSICAL EDUCATION: minimum of 3 semester units**

(May be exempted by one of the following:

1) Pass the Contemporary Health waiver exam

2) Approval of a petition for military service credit

3) Completion of Nursing 151 and 155)

**6. MATHEMATICS COMPETENCY**

Pass the Mathematics Competency Test (a test separate from the Mathematics Placement Test) equivalent to the first course in algebra (Mathematics 40 or 41B) or satisfactorily complete one of the approved courses for this category.

Total Units: 21 + Math Competency

**OPTION II: CSU TRANSFER REQUIREMENTS**

See page XX of this catalog.

**OPTION III: CSU/UC (IGETC) REQUIREMENTS**

See page XX of this catalog.

A.A./A.S. Task Force Approval Date: February 24, 2006

College Curriculum Committee Approval Date: February 28, 2006

## Associate in Science Degree

### **CURRENT**

#### **Section B - Major Requirements**

Select 1 or 2:

1. Complete the set of courses specified after the heading, "El Camino College Major Requirements" in one major field section.
2. Complete the set of courses specified for one four-year institution by selecting one of the following options:
  - Complete courses equivalent to those shown as requirements in the transfer institution catalog, insofar as such courses are offered at El Camino College;
  - Complete the transfer major requirements as outlined in the El Camino College Curriculum Guide Sheets (available in the Counseling Services Center).

If the courses in preparation for the major at the transfer institution do not total a minimum of 18 units, courses to complete the 18 unit minimum must be selected from among the general education requirements of the transfer school. Such a course configuration would be considered "General Studies" for the purpose of granting the Associate degree. If there are no lower division requirements in the transfer major, students must complete the El Camino College major in their field of interest and will be granted the Associate degree in the El Camino College major.

In addition to meeting one of the above listed requirements for a major, a transfer student must choose one of the following options to complete the general education requirements for the Associate in Science degree:

- Complete the El Camino College general education pattern (please refer to Section A);
- Complete 18 units of general education courses selected from the CSU general education certification pattern, the Intersegmental General Education Transfer Curriculum (IGETC), or an approved general education pattern from an accredited transfer institution. These units must be distributed so that at least 3 units in each of the subject area requirements for categories 1, 2, 3, 4A, 4B and mathematics competency in Section A are completed.

#### **Section C - Electives**

Electives are courses beyond the minimum specified in A and B above if required to reach to total of 60 units. For the transfer student, if requirements A and B do not total 60 units, then additional units from A and/or B or other transferable courses should be taken to bring the total up to 60 units. Students may count up to 4 units of physical education as elective credit for graduation.

### **PROPOSED**

#### **Section B - Major Requirements**

Satisfy either the El Camino College Major option or the Transfer Major option.

##### **El Camino College Major**

Complete the courses specified for one of the majors listed alphabetically in Section IV, Curriculum, of this College catalog.

##### **Transfer Major**

Complete the lower division transfer major requirements for an accredited four-year college or university. If there are no lower division requirements in the transfer major or if the requirements for the transfer major are less than 18 units, students must complete an El Camino College major.

#### **Section C - Electives**

##### **El Camino College Major**

To reach the total of 60 degree applicable units required for graduation, students must choose electives from degree applicable courses. Students may count only 6 units of Physical Education as elective credit for graduation.

##### **Transfer Major**

60 degree applicable units are required for graduation.

To qualify for transfer to CSU or UC, electives must be chosen from transferable courses. Students may count only 4 units of Physical Education as transfer credit.

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**Agenda for the El Camino Community College District Board of Trustees**  
**From**  
**Student Services**  
**John Baker, Ed. D., Interim Vice President**

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B. Spring 2006 Forensics Team Tournaments.....	2
C. Journalism Association of Community Colleges State Conference.....	2
D. Alpha Gamma Sigma Spring 2006 State Convention.....	3



**A. STUDENT FIELD TRIPS**

It is recommended that the Board ratify/approve the following student field trips sponsored by the El Camino College Language Academy, Transfer Center, and Women in Technology. The purposes of the trips are to obtain information about transfer and admissions requirements as well as career tours. Additional staff: Tiffany Hong and Lori Losorelli.

**El Camino College Language Academy – Destyn LaPorte**

April 20, 2006 – Universal Studios, Hollywood, CA. Estimated students 35. Depart 9:30am; return 5:00pm. Transportation by bus.

**Transfer Center – Van Nguyen**

March 24, 2006 – Los Angeles Times, Los Angeles, CA. Estimated students 20. Depart 8:00am; return 2:00pm. Transportation by Vans.

March 30, 2006 – Los Angeles County Fire Department, Gardena, CA. Estimated students 20. Depart 9:00am; return 2:00pm. Transportation by vans.

April 7, 2006 – KTLA, Hollywood, CA. Estimated students 20. Depart 7:00am; return 1:00pm. Transportation by vans.

April 21, 2006 – LAX Superior Court, Los Angeles, CA. Estimated students 20. Depart 9:00am; return 2:00pm. Transportation by vans

May 25, 2006 – Inglewood Superior Court, Inglewood CA. Estimated students 20. Depart 9:00am; return 2:00pm. Transportation by vans.

**Women in Technology**

March 10, 2006 – Victoria Martinez, Winter Presentation, Long Beach, CA. Estimated students 10. Depart 5:00pm; return 10:00pm. Transportation by vans

March 25, 2006 - Eric Carlson, “First Robotics Competition”, Inglewood Forum, Inglewood, CA. Estimated students 60. Depart 8:00am; return 5:00pm. Transportation by bus or vans.

March 30, 2006 – Yolanda Wade, Inglewood Court, Inglewood, CA. Estimated students 20. Depart 8:00am; return 4:00pm. Transportation by vans.

April 21, 2006 – Yolanda Wade, Toyota Technical Center tour, Gardena, CA. Estimated students 20. Depart 9:00am; return 4:00pm. Transportation by vans.

May 3, 2006 – Yolanda Wade, Boeing Satellite Manufacturing High Bay, El Segundo, CA. Estimated students 20. Depart 1:00pm; return 5:00pm. Transportation by vans.

May 26, 2006 – Yolanda Wade, Women in Technology Spring Picnic, Alondra Park, Torrance, CA. Estimated students 40. Depart 12 noon; return 4:00pm. No transportation required.

**B. SPRING 2006 FORENSICS TEAM TOURNAMENTS**

It is recommended that the Board approve attendance at the following Spring 2006 Forensics Team Tournaments. Conditional approval if the funds are available in the Fine Arts Division share of the Auxiliary Services Budget:

<u>Date</u>	<u>Tournament</u>	<u>Location</u>	<u>Cost not to Exceed*</u>
2/17-18/06	Tabor-Vetinsky Invitational	Cerritos, CA	\$ 800
2/24-26/06	PSCFA Spring Champs	Sherman Oaks, CA	\$ 800
3/15-19/06	CCCFA State Championship	Concord, CA	\$ 4,500
4/9-16/06	Phi Rho Pi Nationals	Kansas City, KS	\$14,000

\*Expenses to be paid from District and Auxiliary Budgets.

Faculty Advisors:

Tabor-Vetinsky: Francisca Bishop and Mark Crossman  
Spring Championships: Francesca Bishop and Diana Crossman  
State Championship – Mark Crossman  
Phi Rho Pi Nationals – Francesca Bishop

Anticipated Student Attendees:

Justin Bagnall, Ryan Castle, Jennifer Clarry, Arik Davidson, Amanda Gibson  
Philip Gomez, Catherine Lloyd, David Nordel, Saher Pasta, Derek Rubiano  
Johnny Sheridan, Emma Steiner, Alyse Thompson

**C. JOURNALISM ASSOCIATION OF COMMUNITY COLLEGES STATE CONFERENCE**

It is recommended that the Board approve attendance at the Journalism Association of Community Colleges State Conference, March 29, 2006 through April 2, 2006 at the Wilshire Grand Hotel, Los Angeles, CA. Eleven (11) students will pay a \$250 commuter fee and 11 students will pay the regular \$200 fee. Total registration fees not to exceed \$4,950. Advisors: Don Treat, Jolene Combs, and Lori Medigovich.

Student Attendees:

Karissa Correa, Katherine DeLa Cruz, Nichlaus Hulsebus, Anna Mavromati  
David Saunders, Jeremiah Dobruck, Aaron Dobruck, Robert Doss, Leah Dukes  
James Gobebe, Sergio Guerra, Eddie Hernandez, Jacquelyn Jackson, David Liuzzi  
Sylvia Masuda, Marlene Vigil, Alma Padilla, Yoshi Kobata, Matt Lopez  
Angela Sabrowsky, Melissa Safady, Susan Umanoff,

**D. ALPHA GAMMA SIGMA SPRING 2006 STATE CONVENTION**

It is recommended that the Board approve attendance at the Alpha Gamma Sigma Spring 2006 State Convention April 7-9, 2006, which will be held at the Double Tree Hotel, San Jose, California. Expenses in the amount of \$1,520 are to be paid from the Alpha Gamma Sigma account and \$600 to be paid from the InterClub Council account. Any additional expenses will be paid by the students. Advisor: Harold Tyler.

Student Attendees:

Zainab Alli, Rachael Kartsonis, Jana Lampkins, Meishan Piao, Theresa Rowlette

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**Agenda for the El Camino Community College District Board of Trustees**  
**from**  
**Administrative Services**  
**Jeff Marsee, Vice President**

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**A. BUDGET ADJUSTMENTS**

It is recommended that approval be given to make adjustments to the 2005-06 General Fund Unrestricted revenues and expenditures as outlined below. Revenues reflect a decrease in 2004-05 apportionment of \$680,964 (8610) as 2004-05 FTES dropped from the budgeted 19,328 to 19,305 at the final report in November. A one-time apportionment of unused basic skills funding of \$499,415 and property tax back-fill of \$285,126 were received as prior year corrections (8612). Community Advancement allocated an additional \$50,000 for library books. No changes were made to the total budget for expenditures.

**REVENUE**

<b>Object Code</b>	<b>Account Description</b>	<b>Original Budget 7/1/2005</b>	<b>Adjustments</b>	<b>Adjusted Budget 3/20/2006</b>
8140	Temp Assistance Needy Families	\$ 139,168	\$ 7,326	\$ 146,494
8190	Other Federal Revenue	10,500	0	10,500
8199	Other Misc Federal Revenue	16,000	0	16,000
	<b>Federal Revenue</b>	<b>\$ 165,668</b>	<b>\$ 7,326</b>	<b>\$ 172,994</b>
8606	Part-Time Faculty Allocation	\$ 848,408.00	0	\$ 848,408.00
8609	Equalization Funding	666,973	0	666,973
8610	General Apportionment/PFE	56,700,347	(680,964)	56,019,383
8612	Prior Year Corrections	0	784,541	784,541
8614	Enrollment Fee Administration	50,677	258	50,935
8619	PFE-AB1417 Restoration	568,471	0	568,471
8670	State Tax Subvention	200,000	0	200,000
8680	Lottery	3,166,000	0	3,166,000
8682	State Mandated Cost Claims	0	0	0
8690	Other State Revenues	20,000	0	20,000
	<b>State Revenue</b>	<b>\$ 62,220,876</b>	<b>\$ 103,835</b>	<b>\$ 62,324,711</b>
8811	Secured Roll Taxes	\$ 16,000,000	\$ -	\$ 16,000,000
8812	Supplemental Roll Taxes	980,000	0	980,000
8813	Unsecured Roll Taxes	850,000	0	850,000
8816	Prior Years Taxes	700,000	0	700,000
8817	Edu Revenue Augmentation Fund	651,760	0	651,760
8831	Community Advancement	100,000	50,000	150,000
8850	Rentals and Leases	176,000	0	176,000
8851	Lease Contracts	155,000	0	155,000
8860	Interest	170,000	0	170,000
8874	Enrollment Fees	6,778,949	0	6,778,949
8879	Transcripts	75,000	0	75,000

8880	Non-Resident Fees	330,000	0	330,000
8885	Out of Country Tuition	2,320,000	0	2,320,000
8887	Catalog/Class Schedules	0	20,000	20,000
8889	Other Student Fees	33,000	0	33,000
8890	Other Local Income	476,680	0	476,680
8891	District Shows	250,000	0	250,000
8893	Miscellaneous	22,000	0	22,000
	<b>Local Revenue</b>	<b>\$ 30,068,389</b>	<b>\$ 70,000</b>	<b>\$ 30,138,389</b>
	<b>Unrestricted Revenue Budget</b>	<b>\$ 92,454,933</b>	<b>\$ 181,161</b>	<b>\$ 92,636,094</b>

## EXPENDITURES

Object Code		Revised Budget (11/21/05)	Adjustments	Adjusted Budget as of 3/20/06
11xx	Instr Salaries, Regular	23,613,405	(775,152)	22,838,253
12xx	Non-Instr Sal, Regular	5,142,434	424,553	5,566,987
13xx	Instr Sal, Non-regular	12,742,400	2,907	12,745,307
14xx	Noninstr Sal, Non-regular	626,469	39,688	666,157
21xx	Noninstr Sal, Regular	17,649,339	(78,138)	17,571,201
2240	Instr Aides, Reg P/T	456,756	(15,495)	441,261
22xx	Instr Aides, Reg F/T	1,099,140	57,459	1,156,599
23xx	Noninstr Sal, Non-regular	2,545,000	271,700	2,816,700
30xx	employee benefits	0	33,232	33,232
31xx	STRS Fund	3,106,475	(94,032)	3,012,443
32xx	PERS Fund	1,759,578	100,792	1,860,370
33xx	OASDI & Medicare	2,303,266	(191,174)	2,112,092
34xx	Health & Welfare Ben	7,862,151	(600,000)	7,262,151
35xx	Sui	287,993	(449)	287,544
36xx	workers' Comp Ins	1,142,232	0	1,142,232
37xx	Local Retirement	102,000	2,234	104,234
38xx	ARP	200,000	43,165	243,165
39xx	Other Benefits	633,220	(13,220)	620,000
42xx	Other Books	6,000	27,088	33,088
43xx	Instr Supplies	870,000	(236,358)	633,642
44xx	Non Instr Repair Parts	72,000	14,053	86,053
45xx	Non Instr Supplies	819,500	(7,929)	811,571
46xx	Gasoline	60,000	(6,000)	54,000
51xx	Personal & Contract Svcs	681,200	869,212	1,550,412
52xx	Travel & Conferences	292,380	42,215	334,595
53xx	Dues & Memberships	83,000	21,458	104,458
54xx	Insurance	780,000	0	780,000
55xx	Utilities & Hskp Services	3,381,168	(36,776)	3,344,392

56xx	Rents, Leases & Repairs	1,358,000	(67,169)	1,290,831
57xx	Legal & Regulatory	555,000	29,800	584,800
58xx	Other Services & Exp	1,612,500	(38,586)	1,573,914
59xx	Miscellaneous	0	100,854	100,854
63xx	Library Books	1,800	50,000	51,800
64xx	Equipment	51,000	30,067	81,067
73xx	Interfund Transfers	1,720,000	0	1,720,000
<b>Fund Total</b>		<b>93,615,406</b>	<b>(0)</b>	<b>93,615,406</b>
<b>Net Revenue</b>		<b>(1,160,473)</b>		<b>(979,312)</b>
<b>Beginning Fund Audited Balance</b>	<b>5,980,235</b>	<b>0</b>	<b>5,980,235</b>	
<b>Projected Ending Balance</b>	<b>4,819,762</b>	<b>181,161</b>	<b>5,000,923</b>	

B. TRANSFER OF FUNDS FROM GENERAL FUND UNRESTRICTED (11) TO SPECIAL RESERVE FUND (17)

It is recommended that an interfund transfer of \$350,000 be approved from the General Fund Unrestricted (11) to the Special Reserve Fund (17) for payment of 2005-06 retiree benefit contributions. Added to the 2004-05 transfer of \$350,000, the total transfer is \$700,000 to the Special Reserve Fund. This transfer will add to the existing reserve of approximately \$3.2 million that is invested in the Southern California Community College Districts' JPA for Retiree Health Insurance Fund.

C. CONTRACTS UNDER \$50,000

It is recommended that the Board of Trustees, in accordance with Board Policy 6340, approve the entrance of the District into the agreements with the following contractors and that the Vice President - Administrative Services, or Designee, be authorized to execute the necessary documents.

1. Community Advancement Division

The Community Advancement Division provides contract training to private industry consistent with the California State Education Department's emphasis on economic development. The Center for Applied Competitive Technologies (CACT) contracts with various companies to provide such training.

<u>Contractor</u>	<u>Dates of Service</u>	<u>Contract Amount</u>	
<u>B &amp; B Specialties</u>	March 2006	Income:	\$7,776
		Expenses:	\$2,500
		Net:	\$5,276

The El Camino College-Center for International Trade (CITD) will provide 24 hours of International Trade training to employees of B & B Specialties. The state will reimburse B & B Specialties for cost under State Contract #ET06-0112, Reference BPO 87584 (Board approved 8/1/05).

**South Bay Workforce  
Investment Board (SBWIB)**

11/01/05 – 03/31/07      Net Revenue Per  
Estimated Number of Students

The El Camino College Workplace Learning Resource Center (WpLRC) offers targeted job skills training and retraining to assist businesses and individuals in their efforts to remain competitive in the global marketplace.

On referral basis, the contractor will pay for student participation in the following ECC-WpLRC training programs: (1) Standards for Training Certification and Watch Keeping (STCW); (2) Develop Your Career in International Trade and Global Logistics; (3) Fast Track Your Career in International Trade and Global Logistics, and (4) Centinela Freeman Health Science Academy Nurse Training.

**Carolyn Usinger, dba,  
SBDCstore**

11/01/05-11/01/08      Inc.: \$18,000  
Exp.: \$ 5,000  
Net: \$13,000

The Small Business Development Center (SBDC) is partially funded by the U. S. Small Business Administration, California Community College Economic & Workforce Development Program and El Camino Community College.

The consultant will operate as the Website Administrator to develop and administer the SBDC on-line store and will manage all costs associated with the website, 800 customer line and products.

**2. Health Sciences & Athletics Division**

**Through affiliation agreements with various hospitals and clinical facilities, the District is able to offer its students enrolled in El Camino College's Radiologic Technology Program the opportunity to obtain clinical learning experience as required by their curriculum.**

**Contractor**

**Dates of Service**

**Contract Amount**

Little Company of Mary Hospital      **01/2006 – 01/2008**      **No Cost**  
**Little Company of Mary owns and operates a licensed facility in the cities of Torrance and San Pedro, CA., and offers a full range of hospital services, and provides clinical education experience to students of schools in accordance with terms of agreement.**

**3. Industry and Technology**

**County of Los Angeles  
Fire Department**

12/01/05-06/30/06      Not To Exceed: \$10,000

Use of the El Camino College Fire Academy to conduct instructional services and fire training classes for their personnel.

This agreement will reimburse the District for all related expenses. Net revenue will be realized in allowable FTES State appropriations.



**D. CONTRACT(S) \$50,000 OR HIGHER**

It is recommended that the Board of Trustees, in accordance with Board Policy 6340, approve the entrance of the District into the agreements with the following contractors and that the Vice President - Administrative Services, or Designee, be authorized to execute the necessary documents.

<u>Contractor</u>	<u>Dates of Service</u>	<u>Contract Amount</u>
<b><u>Federal Correctional Institution, Terminal Island</u></b>	01/17/06-06/30/2010	Income: \$290,094 Expenses: \$167,150 Net: \$122,943

Through Federally funded contract, the El Camino College Workplace Learning Resource Center (WpLRC) offers targeted job skills training and retraining to assist business and individuals in their efforts to remain competitive in the global market place.

This is a new agreement. The WpLRC shall provide vocational training and welding classes to inmate students at Terminal Island, CA. (Contract Awarded 7/01/05; service start date is delegated by the Federal Correctional Institution).

**E. AMENDMENTS TO RESOLUTION 2003-2/BOND OVERSIGHT COMMITTEE BYLAWS**

It is recommended that the Board of Trustees approve the following changes to Resolution 2003-2, which was adopted at the January 2003 Board meeting.

The Oversight Committee has determined that it is not necessary for members to complete Form 700 as they are not employees of the District nor elected officials. It is believed that removing this provision from the bylaws will facilitate recruitment efforts for future membership.

1. Delete the phrase as follows in Section 5 Membership.

5.3 Ethics: Conflicts of Interest. By accepting appointment to the Committee, each member agrees to comply with Articles 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code and the Political Reform Act (Gov. Code 1000 et seq.), ~~and to complete the Form 700 as required by all "designated employees" of the District.~~ Additionally, each member shall comply with the Committee Ethics Policy attached as "Attachment A" to these Bylaws.

The current bylaws restrict presidential terms to not less than two years. The following change will permit a person who is serving a final annual term to be elected as a president.

2. Change the following in Section 9 Officers:

Section 9 Officers. The Superintendent/President shall appoint the initial Chair. Thereafter, the Committee shall elect a chair and a vice-chair who shall act as chair only when the chair is absent, which positions shall continue for two (2) year terms. No person shall serve as chair for more than two consecutive two-year terms.

**F. DECLARATION OF SURPLUS PROPERTY**

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

<b>ECC #</b>	<b>Qty.</b>	<b>Description</b>	<b>Manufacturer</b>	<b>Model</b>	<b>Serial #</b>	<b>Cond.</b>
29123	1	CPU	INFINITI	None	None	2
29088	1	CPU	INFINITI	None	None	2
29223	1	CPU	New Technologies	None	None	2
29738	1	CPU	MAG Technology	None	None	2
29218	1	CPU	None	None	071131101295 2	2
30440	1	CPU	MIS MILLENIUM	None	None	2
27776	1	CPU	INFINITI	None	None	2

1 = No Longer Required  
2 = No Longer Suitable

**G. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS**

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

<b>P.O. Number</b>	<b>Vendor Name</b>	<b>Site Name</b>	<b>Description</b>	<b>P.O. Cost</b>
P0081688	Valley Forge Press, Inc.	Human Resources	Multi Media Advertising	\$200.00
P0081689	Blackbaud, Inc.	Ctr for Arts Instr/A	Contract Services	\$8,425.88
P0081690	El Camino College Foundation	Artes de El Camino	Contract Services	\$1,000.00
P0081694	Konica Minolta Business Sys	Information Technolo	Copiers	\$689.95
P0081695	PC Magazine	Electronics	Publications Periodicals	\$47.00
P0081696	Hartford Life Insurance Co.	Purchasing and Busin	Excess Insurance	\$2,000.00
P0081697	Cerritos College Phi Rho Pi	Speech Communication	Other Services And Expense	\$750.00
P0081698	Francesca C. Bishop	Speech Communication	Other Services And Expense	\$210.00
P0081699	Management Concepts	Title V ECC/SMC Mgmt	Conferences Mgmt	\$8,027.50
P0081700	Crucial Technology	Div Office Instr. Se	Instructional Supplies	\$229.45
P0081701	Mitchell Instruments	Div Office Instr. Se	Instructional Supplies	\$142.09
P0081703	Atexinc	Film Rental	Instructional Supplies	\$838.06
<b>March 20 2006</b>		<b>Administrative Services 6</b>		
P0081704	Long Bow Group	Film Rental	Instructional Supplies	\$270.63

P0081705	Library Video Company	Film Rental	Instructional Supplies	\$50.20
P0081707	National League for Nursing	Nursing	Dues And Memberships	\$1,560.00
P0081708	Western Center on Law & Pov.	CalWORKs	Non-Instruct Supplies	\$48.00
P0081709	Fisher Scientific	Chemistry	Instructional Supplies	\$145.80
P0081711	Wilmington Chamber of Com.	Job Development Ince	Multi Media Advertising	\$25.00
P0081712	West Group Payment Center	Division Ofc Student	Other Books	\$47.63
P0081713	Puget Sound Inflatables	Job Development Ince	New Equipment – Instruc.	\$636.77
P0081714	The River School	Job Development Ince	Other Books	\$260.00
P0081715	Flynn Signs & Graphics	Behavioral & Soc Sci	New Equipment – Instruc.	\$2,100.05
P0081716	Bone Clones Osteological Repro.	Behavioral & Soc Sci	New Equipment – Instruc.	\$2,053.58
P0081717	American Express Travel	Board Of Trustees	Conferences Mgmt	\$271.60
P0081718	Skyline College Mesa Program	MESA Leadership Dev.	Non-Instruct Supplies	\$1,013.50
P0081719	RcuH #1324 Center on Disability	SRC Donations	Conferences Mgmt	\$265.00
P0081720	Women Make Movies	Film Rental	Instructional Supplies	\$226.09
P0081721	Ishtar Films	Film Rental	Instructional Supplies	\$41.72
P0081722	Amazon.Com Corporate Credit	Film Rental	Instructional Supplies	\$66.62
P0081723	Library Video Company	Film Rental	Instructional Supplies	\$115.09
P0081724	Filmakers Library	Film Rental	Instructional Supplies	\$393.88
P0081726	Dudley Products Inc.	Film Rental	Instructional Supplies	\$114.05
P0081727	CCS Presentation Systems, Inc.	Audio/Visual	Instructional Supplies	\$560.27
P0081728	Hollywood Sound Systems	Ctr for Arts Product	New Equipment - Noninstru	\$9,781.25
P0081729	Promoideas and Marketing	MESA Leadership Dev.	Non-Instruct Supplies	\$2,820.03
P0081730	Radisson Hotel Sacramento	Health Sciences	Fundraising	\$353.19
P0081731	Registry of Interpreters for the	Special Resource Cen	Other Books	\$324.27
P0081732	Gallaudet University American	Special Resource Cen	Other Books	\$268.40
P0081733	Pearson Education	Special Resource Cen	Other Books	\$122.26
P0081734	Amazon.Com Corporate Credit	Special Resource Cen	Other Books	\$22.80
P0081735	Oxford University Press	Special Resource Cen	Other Books	\$55.95
P0081736	Harris Communication	Special Resource Cen	Other Books	\$61.07
P0081737	University of Rochester	Special Resource Cen	Other Books	\$51.96
P0081738	Dawn Sign Press	Special Resource Cen	Other Books	\$55.69
P0081739	David Otta Productions	Health Sciences	Fundraising	\$2,915.00
P0081740	Paradise Awards	Health Sciences	Fundraising	\$86.60
P0081741	Smack Authentic Sportswear	Health Sciences	Non-Instruct Supplies	\$1,039.20
P0081742	Smack Authentic Sportswear	Health Sciences	Fundraising	\$1,055.39
P0081743	State Board of Equalization	Hazmat	Other Services And Expense	\$1,374.00
P0081744	Archie Ivy, Inc.	Grounds	Repairs Noninstructional	\$7,094.00
P0081745	Computerland of Silicon Valley	Physical Education	Instructional Supplies	\$64.54

**March 20 2006**

**Administrative Services 7**

P0081746	D & D Sporting Goods	Physical Education	Instructional Supplies	\$335.57
P0081747	CCUG Conference Computer	Parking-Student Perm	Dues And Memberships	\$50.00
P0081748	Bob Lee's Automotive Center	Parking-Student Perm	Repairs Non Instr	\$661.86
P0081749	Mount & More	Div Office Nat Science	Non-Instruct Supplies	\$215.42
P0081750	Mcmaster Carr	Technical Services	Repairs Parts And Supplies	\$194.98
P0081751	Bone Clones Osteological Repro.	Behavioral & Soc Sci	New Equipment – Instruc.	\$1,958.66
P0081753	Canon Business Solutions	Fiscal Services	Maintenance Contracts	\$535.82
P0081754	Smardan Supply Company	ADA Restroom Improve	Non-Instruct Supplies	\$359.26
P0081755	Environmental Recovery Serv.	Hazmat	Waste Disposal	\$5,125.00
P0081756	L. A. County Fire Department	Hazmat	Other Services And Expense	\$3,553.00
P0081757	Boise Cascade	Warehouse	Inventories, Stores, Prep	\$928.79
P0081758	Concept 2 Rowing	Health Sciences	Fundraising	\$1,772.00
P0081759	Aqua-Serv Engineers Inc.	HVAC Shop	Non-Instruct Supplies	\$6,961.23
P0081760	AIEF	El Camino Language	Conferences Mgmt	\$2,550.00
P0081761	Department of Motor Vehicles	Parking-Student Perm	Non-Instruct Supplies	\$200.00
P0081762	Daily Breeze, the	SBA Contract Jan-Dec	Publications/ Periodicals	\$104.00
P0081763	HP Express Services	SBDC CITD	Maintenance Contracts	\$909.00
P0081764	Sitehosting	Community Advance	Multi Media Advertising	\$1,319.40
P0081765	Hitt Marking Devices	Financial Aid	Non-Instruct Supplies	\$152.86
P0081766	Thompson Publishing Group Inc.	Staff Diversity	Publications/ Periodicals	\$517.50
P0081767	Collegiate Cap & Gown Company	Student Affairs	Non-Instruct Supplies	\$765.85
P0081768	Interpreting Consolidated	Special Resource Cen	Other Books	\$26.35
P0081769	Mark Hullbarger	Ctr for Arts Product	Repairs Parts And Supplies	\$90.00
P0081770	UC Regents	Global Experience	Conferences Mgmt	\$160.00
P0081771	E.C.C.C.D. Bookstore	MESA Program	Student Stipends	\$100.00
P0081774	Foundation for California Com	Resource Developm./G	Contract Services	\$1,000.00
P0081775	Scantron Corporation	Information Technolo	Non-Instruct Supplies	\$204.33
P0081776	Paper Solutions	Information Technolo	Non-Instruct Supplies	\$557.84
P0081777	AAA Motors	Facilities/Planning/	Repairs Noninstructional	\$3,409.88
P0081778	Delphin Computer Supply	Technical Services	Repairs Parts And Supplies	\$360.69
P0081779	Southland Industries	Energy Mngmnt Conv	Buildings	\$5,000.00
P0081780	Safety-Kleen Corporation	Facilities/Planning/	Maintenance Contracts	\$5,445.75
P0081781	Delphin Computer Supply	Technical Services	Repairs Parts And Supplies	\$339.91
P0081782	Golfsmith	Health Sciences and	Non-Instruct Supplies	\$1,136.30
P0081783	Dell Marketing L. P.	Technical Services	Repairs Parts And Supplies	\$500.00
P0081784	Dell Marketing L. P.	Technical Services	Repairs Parts And Supplies	\$414.90
P0081785	Community College League	English	Instructional Supplies	\$19.00
P0081786	Pacific Coachways	Counseling Office	Non-Instruct Supplies	\$300.00
P0081787	American Express Travel	Job Placement	Transportation/ Mileage	\$146.60

P0081788	UCLA Store	Transfer Center	Other Books	\$33.00
P0081789	American Express Travel	Job Development Ince	Transportation/ Mileage	\$264.22
P0081790	California Association	Counseling Office	Dues And Memberships	\$15.00
P0081791	S & B Food Services Catering	EOPS CARE	Non-Instruct Supplies	\$1,405.05
P0081792	CACCRAO	VP-SCA	Conferences Classified	\$35.00
P0081793	CACCRAO	VP-SCA	Conferences Classified	\$35.00
P0081794	Entertainment Lighting Service	Productions Donation	Non-Instruct Supplies	\$609.61
P0081795	Konica Minolta Business Sys.	Ed & Community Devel	Non-Instruct Supplies	\$48.14
P0081796	EWDP Support Services	WPLRC State Leaders	Conferences Mgmt	\$90.00
P0081797	Carolina Biological	Life Sciences	Instructional Supplies	\$440.95
P0081798	Vicenti, Lloyd, Stutzman Llp	Institutional Service	Audit	\$11,495.00
P0081799	Ports O' Call Restaurant	Technology & Diversi	Contract Services	\$400.00
P0081800	Kramer Sporting Goods	Health Sciences and	Fundraising	\$479.01
P0081801	Xerox Corporation	Copy Center	Instructional Supplies	\$1,013.22
P0081802	Computerland of Silicon Valley	Student Affairs	Non-Instruct Supplies	\$118.67
P0081803	National Women's History Proj.	Faculty & Staff Dive	Non-Instruct Supplies	\$86.67
P0081804	San Francisco Airport Marriott	WPLRC State Leaders	Conferences Mgmt	\$220.00
P0081805	American Express Travel	Information Technolo	Non-Instruct Supplies	\$264.60
P0081806	American Express Travel	CalWORKs	Conferences Other	\$273.20
P0081807	Scantron Corporation	Information Technolo	Maintenance Contracts	\$513.00
P0081809	Educational Resources, Inc	Nursing	Fundraising	\$4,750.00
P0081810	Delphin Computer Supply	Health Sciences	Fundraising	\$427.59
P0081811	West Group Payment Center	Human Resources	Publications/ Periodicals	\$47.63
P0081812	Western Graphix	VTEA - Childhood Edu	Instructional Supplies	\$54.00
P0081813	Western Graphics	VTEA - Childhood Edu	Instructional Supplies	\$627.57
P0081814	NAEYC National Assoc for Ed.	Careers in Child Car	Dues And Memberships	\$105.00
P0081815	Wendy Parise	Title V ECC/SMC Acti	Non-Instruct Supplies	\$41.09
P0081816	Sarita Santos	Title V ECC/SMC Acti	Non-Instruct Supplies	\$43.55
P0081817	Paradise Awards	Health Sciences	Non-Instruct Supplies	\$138.57
P0081818	Delphin Computer Supply	Earth Sciences	Instructional Supplies	\$98.53
P0081820	Western Highway Products, Inc.	Grounds	Repairs Noninstructional	\$209.79
P0081822	Magic's Auto Body & Paint	Parking-Student Perm	Repairs Non Instr	\$220.00
P0081823	Stuart F. Cooper	Information Technolo	Non-Instruct Supplies	\$1,660.86
P0081824	End2End, Inc.	Parking-Student Perm	New Equipment - Noninstru	\$26,300.00
P0081827	Delphin Computer Supply	EOPS	Non-Instruct Supplies	\$907.00
P0081829	Bozena Morton	Univ- Silesia, Ciesz	Travel And Conference Exp	\$200.00
P0081830	Datatel, Inc.	Information Technolo	In-Service Training	\$4,860.00
P0081833	American Express Travel	WPLRC State Leaders	Transportation/ Mileage	\$236.80
P0081834	Bob Lee's Automotive Center	Parking-Student Perm	Repairs Non Instr	\$392.78

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P0081835	Ad Club	SBDC COCCC	Multi Media Advertising	\$425.00
P0081837	Lawrence Erlbaum Associates	VTEA - Childhood Edu	Instructional Supplies	\$49.50
P0081838	CDW-G	Telecommunications	Other Services And Expense	\$169.37
P0081839	Mass Press	Contract Education	Non-Instruct Supplies	\$59.48
P0081840	Alliance for International Educat	Resource Developm./G	Other Books	\$33.00
P0081841	American Express Travel	Univ- Silesia,Ciesz	Travel And Conference Exp	\$1,538.28
P0081842	Verisign	Information Technolo	Non-Instruct Supplies	\$1,790.00
P0081843	Scantron Corporation	Information Technolo	Non-Instruct Supplies	\$200.00
P0081844	Scantron Corporation	Information Technolo	Non-Instruct Supplies	\$1,625.28
P0081845	The Lodge At Rancho Mirage	Student Affairs	Conferences Mgmt	\$349.80
P0081846	Cal S.A.C.C.	Student Affairs	Conferences Mgmt	\$150.00
P0081847	Discount Two-Way Radio	Ctr for Arts Product	Repairs Parts And Supplies	\$45.00
P0081848	Otto Bindery	Copy Center	Printing	\$2,316.55
P0081849	Bridge Travel Center	EI Camino Language	Contract Services	\$150.00
P0081851	Janet L. Young	Title V ECC/SMC Acti	Software	\$108.24
P0081852	Study in the Usa	EI Camino Language	Multi Media Advertising	\$5,000.00
P0081853	Destyn M. LaPorte	EI Camino Language	Field Trip Expense	\$344.67
P0081854	AIEF	EI Camino Language	Conferences Mgmt	\$1,185.00
P0081855	Paul Hadobas	Fine Arts	Non-Instruct Supplies	\$600.00
P0081856	Radisson Hotel Sacramento	Health Sciences	Fundraising	\$353.19
P0081857	Janet L. Young	Careers in Child Car	Instructional Supplies	\$53.18
P0081858	Matson Printing	Title V ECC/SMC Acti	Non-Instruct Supplies	\$2,332.79
P0081859	S & B Food Services Catering	EOPS	In-Service Training	\$234.18
P0081860	Konica Minolta Business Sys.	V.P. Academic Affairs	Non-Instruct Supplies	\$89.27
P0081861	Hth Worldwide Insurance Serv.	Univ- Silesia, Ciesz	Travel And Conference Exp	\$288.00
P0081862	Chemsearch	Electric Shop	Non-Instruct Supplies	\$139.75
P0081863	A.P. Fischer Inc	Hazmat Transport	Gasoline	\$332.11
P0081864	A.P. Fischer Inc	Hazmat Transport	Gasoline	\$776.28
P0081865	CACCRAO	Admissions/Records	Conferences Mgmt	\$195.00
P0081866	American Express Travel	Admissions/Records	Conferences Mgmt	\$167.20
P0081867	Collegesource, Inc.	Admissions/Records	Non-Instruct Supplies	\$783.00
P0081870	Committee on Accreditation	Resp Therapy	Dues And Memberships	\$1,300.00
P0081874	C & C Associates	EI Camino Language	Contract Services	\$300.00
P0081875	Elite Overseas Edu Center	EI Camino Language	Contract Services	\$150.00
P0081876	Geonet Study Abroad	EI Camino Language	Contract Services	\$150.00
P0081878	Intelcom	Instructional Televi	Other Services And Expense	\$28,101.33
P0081879	Brinks Home Security, Inc.	Div Office Instr. Se	Other Services And Expense	\$55.90
P0081882	Thomas Niland	Community Advance	Transportation/ Mileage	\$617.00
P0081884	Parker Directory, the	Div Office Instr. Se	Library Books	\$60.02

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	<b><i>Total :</i></b>	<b>168</b>		<b>\$220,530.23</b>
B0081412	Postmaster	Ed & Community Devel	Postage	\$150.00
B0087931	Maricela Magana	Foster Care Ed 03-04	PSA Contract Services	\$111.00
B0087934	Starleen V. Buren	Ed & Community Devel	PSA Contract Services	\$37,740.00
B0087940	Jeffrey Malek, Esq.	SBA Contract Jan-Dec	PSA Contract Services	\$200.00
B0087941	Olga Mizrahi	SBA Contract Jan-Dec	PSA Contract Services	\$200.00
B0087943	Gourmet Creations	ILP	Contract Services	\$2,000.00
B0087951	John Forbes	Foster Care Ed 03-04	PSA Contract Services	\$111.00
B0087952	The Lightbulb Factor	Curriculum Manage	Computer Software Account	\$22,000.00
B0087954	Bill Garrison	Resource Develop	PSA Contract Services	\$2,600.00
B0087955	ELS Group	Community Advance	Contract Services	\$45,000.00
B0087957	City of Hawthorne	Inglewood One Stop	Building Rental	\$19,014.00
B0087958	International Search	Community Advance	Contract Services	\$6,750.00
B0087959	Enterprise Rent-A-Ca	Community Advance	Transportation/ Mileage	\$4,286.67
B0087960	Rapidtext, Inc.	Film Rental	Instructional Supplies	\$3,600.00
B0087963	E.C.C.C.D. Bookstore	Nursing	Other Books	\$1,365.03
B0087964	E.C.C.C.D. Bookstore	Student Affairs	A/P Manual.Gen.	\$1,350.00
B0087965	E.C.C. Public Inform	Student Affairs	A/P Manual.Gen.	\$500.00
B0087966	EdGate	Title V ECC/SMC Mgmt	Publications Periodicals	\$10,000.00
B0087967	Bernice Lombard	Foster Care Ed 03-04	PSA Contract Services	\$222.00
B0087968	Sandra Chase	Foster Care Ed 03-04	PSA Contract Services	\$666.00
B0087969	Delores Storey	Foster Care Ed 03-04	PSA Contract Services	\$111.00
B0087970	Tawana Smith	Foster Care Ed 03-04	PSA Contract Services	\$814.00
B0087971	Carol Traylor	Foster Care Ed 03-04	PSA Contract Services	\$148.00
B0087972	Rosa Isiah	Title V ECC/SMC Act	PSA Contract Services	\$550.00
B0087973	Angela Dellacamera	Title V ECC/SMC Act	PSA Contract Services	\$550.00
B0087974	Kaivan Yuen	Title V ECC/SMC Act	PSA Contract Services	\$550.00
B0087975	Phyllis K. Buchanan	Title V ECC/SMC Act	PSA Contract Services	\$550.00
B0087976	Michael Whitt	Title V ECC/SMC Act	PSA Contract Services	\$550.00
B0087977	Maura L. Tremblay	Title V ECC/SMC Act	PSA Contract Services	\$550.00
B0087978	Lametra M. Nicholson	Foster Care Ed 03-04	PSA Contract Services	\$8,000.00
B0087981	EMC Paradigm	WPLRC PIC Aerospace	Other Books	\$750.00
	<b><i>Total :</i></b>	<b>31</b>		<b>\$170,988.70</b>
	<b><i>Total POs and BPOs :</i></b>	<b>199</b>	<b><i>TOTAL :</i></b>	<b>\$391,518.93</b>

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

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**A. PROJECT BUDGETS**

The Facilities Needs Report prepared May 2002, established preliminary budgets for the renovation or replacement of the buildings reported in the categories identified below. The Needs Report was the basis for determining the amount of bond funding required to complete the facilities upgrade/modernization program. The preliminary budgets were revised February 17, 2004, when project scopes and timelines were further defined. Budgets were also revised as of May 16, 2005. Also included in the needs report was a listing compiled by division of equipment and technology that needed to be replaced or upgraded.

The following table reports expenditures through March 1, 2006.

<b>GENERAL OBLIGATION BOND FUND CATEGORIES AND PROJECTS (Thru 03/01/06) Datatel 03/01/06</b>			
	<b>REVISED BUDGET</b>	<b>EXPENDED</b>	<b>BALANCE</b>
<b><u>Additional Classrooms and Modernization (ACM)</u></b>			
Acquisitions (0201)	5,000,000	705,867	4,294,133
Architectural Barrier Removal Phase 2 (0202)	1,529,000	18,582	1,510,418
Athletic Education and Fitness Complex (0203)	15,718,000	274,322	15,443,678
Bookstore/Cafeteria Conversion to Administration (0204)	6,084,896	73,428	6,011,468
Business Building Replacement (0205)	10,926,189	139,877	10,786,312
Central Plant (0206)	10,858,000	187,740	10,670,260
Child Development Center Phase 2 (0207)	2,525,000	30,573	2,494,427
Crenshaw Blvd. Frontage Enhancement (0208)	1,100,000	13,418	1,086,582
Fire Academy Structure (0209)	791,375	14,880	776,495
Fire Program Facility (0210)	123,000	1,656	121,344
Humanities Complex Replacement (0212)	23,120,064	2,333,234	20,786,830
Learning Resource Center Addition (0213)	7,100,000	121,824	6,978,176
Manhattan Beach Blvd. Parking Structure and Entrance (0214)	216,232	812	215,420
Remodeling Phase Two (0216)	157,625	36,393	121,232
Remodeling Phase Three (0217)	8,715,875	105,101	8,610,774
Science Complex Renovation (0219)	6,721,738	6,477,215	244,523
Signage and Wayfinding (0224)	2,600,000	53,905	2,546,095
Student Services and Activities Replacement (0220)	31,928,118	405,068	31,523,050
Temporary Space and Relocation Costs (0221)	2,000,000	714,987	1,285,013
Master Planning (0223)		231,669	(231,669)
Reserve for Contingencies (0299)	37,748,071		37,748,071
<b>Total Additional Classrooms and Modernization</b>	<b>174,963,183</b>	<b>12,189,684</b>	<b>162,773,499</b>
	<b>REVISED BUDGET</b>	<b>EXPENDED</b>	<b>BALANCE</b>

<b><u>Campus Site Improvements: Accessibility, Safety / Security (CSI)</u></b>			
Asphalt Resurfacing - All Lots (0301)	400,000	14,975	385,025
Emergency Generators and Distribution (0302)	2,265,000	17,671	2,247,329
Emergency Power to Security Lighting (0303)	175,000	1,365	173,635
Entrance - Redondo Beach Blvd. to Lot H (0304)	400,000	4,501	395,499
Fencing Replacement and Additions (0305)	375,000	2,926	372,074
Landscaping and Irrigation System Replacements (0306)	2,540,000	42,403	2,497,597
Lighting - Upgrade / Replace All Lots (0308)	2,440,000	19,036	2,420,964
Lot F Parking Structure Improvements (0309)	1,632,000	32,732	1,599,268
Lot H Parking Structure (0310)	8,348,666	872,601	7,476,065
Paving Replacement - All Walks and Driveways (0311)	2,187,000	17,062	2,169,938
Pedestrian Walks at Manhattan Beach Blvd. and Lot E (0312)	81,600	637	80,963
Security Video (0313)	180,000	7,831	172,169
Voice / Data / Signal Site Duct Bank (0314)	1,945,181	84,628	1,860,553
Reserve for Contingencies (0399)	1,757,784	-	1,757,784
<b>Total Campus Site Improvements: Accessibility, Safety / Security</b>	<b>24,727,231</b>	<b>1,118,367</b>	<b>23,608,864</b>
<b><u>Energy Efficiency Improvements (EEI)</u></b>			
Energy Efficiency Improvements Phase Two (0402)	2,818,000	43,000	2,775,000
Reserve for Contingencies (0499)	215,653		215,653
<b>Total Energy Efficiency Improvements</b>	<b>3,033,653</b>	<b>43,000</b>	<b>2,990,653</b>
<b><u>Health and Safety Improvements (HSI)</u></b>			
Administration (0501)	4,367,732	80,867	4,286,865
Art & Behavioral Sciences (0502)	12,247,136	204,843	12,042,293
Auxiliary Warehouse (0504)	105,042	1,305	103,737
Communications (0507)	8,223,354	220,115	8,003,239
Construction Technology (0508)	943,970	16,588	927,382
Domestic Water System (0509)	2,488,800	68,622	2,420,178
Facilities and Receiving (0510)	1,985,416	141,908	1,843,508
Fire Alarm (0511)	780,800	9,056	771,744
Firelines (0512)	1,837,503	85,268	1,752,235
Hazardous Materials Abatement (0513)	200,000	76,703	123,297
Library (0515)	7,876,509	421,587	7,454,922
Marsee Auditorium (0516)	6,670,843	112,806	6,558,037
Math & Computer Sciences (0517)	10,761,643	190,644	10,570,999
Music (0518)	8,896,846	227,342	8,669,504
Natural Gas System (0519)	488,000	5,698	482,302
North Gymnasium (0520)	3,248,993	257,277	2,991,716

	<b>REVISED BUDGET</b>	<b>EXPENDED</b>	<b>BALANCE</b>
Physical Education and Men's Shower (0521)	4,216,871	67,618	4,149,253
Planetarium (0522)	559,465	12,921	546,544
Pool and Health Center (0523)	8,273,592	140,855	8,132,737
Primary Electrical Distribution System (0524)	13,460,000	1,017,569	12,442,431
Reimbursements (0525)	1,456,353	1,456,353	-
Security Systems (0526)	1,313,664	30,245	1,283,419
Sewer System (0527)	1,964,200	22,629	1,941,571
Social Sciences (0528)	7,415,520	152,161	7,263,359
Storm Drain System (0530)	1,083,909	12,532	1,071,377
Technical Arts (0531)	5,600,000	108,123	5,491,877
Shops (0533)	10,600,000	213,338	10,386,662
Reserve for Contingencies (0599)	8,337,328	-	8,337,328
<b>Total Health and Safety Improvements</b>	<b>135,403,489</b>	<b>5,354,973</b>	<b>130,048,516</b>
<b><u>Information Technology and Equipment (ITE)</u></b>			
Behavioral and Social Sciences (0601)	579,077	22,984	556,093
Business (0602)	1,123,650	438,401	685,249
Facilities Planning and Services (0603)	1,818,724	283,304	1,535,420
Fine Arts (0604)	2,805,096	328,212	2,476,884
Health Sciences and Athletics (0605)	1,203,993	177,688	1,026,305
Humanities (0606)	607,033	150,534	456,499
Industry and Technology (0607)	1,771,641	422,712	1,348,929
Information Technology (0608)	14,557,510	1,784,540	12,772,970
Learning Resources (0609)	4,665,775	260,085	4,405,690
Math (0610)	688,661	134,997	553,664
Natural Sciences (0611)	3,002,285	585,119	2,417,166
Nursing (0612)	252,651	116,478	136,173
Student and Community Advancement (0613)	567,500	169,879	397,621
Interfund Transfer (0614)	141,150	141,150	-
Phase II, III, IV Purchases (0697)	12,686,900		12,686,900
Installation Contingency (0698)	4,464,194		4,464,194
Reserve for Contingencies (0699)	3,746,018	-	3,746,018
<b>Total Information Technology and Equipment</b>	<b>54,681,858</b>	<b>5,016,082</b>	<b>49,665,776</b>
<b><u>Physical Education Facilities Improvements (PEFI)</u></b>			
Baseball Field (0701)	1,091,800	-	1,091,800
North Field (0702)	481,600	-	481,600
Sand Volleyball (0703)	12,300	-	12,300
Reserve for Contingencies (0799)	121,349	-	121,349
<b>Total Physical Education Facilities</b>	<b>1,707,049</b>	<b>-</b>	<b>1,707,049</b>

<b>Refunding Income</b>	6,866,776		6,866,776
	\$ 401,383,239	\$ 23,722,107	\$ 377,661,132
*Master Planning expenses will be spread at a later date.			

**B. CONTRACTS \$50,000 OR HIGHER**

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

Southland Industries                      04/01/06-03/31/07      Not To Exceed: \$1,539,000  
 Facilities Planning & Services is contracting for engineering services, software, equipment and installation for energy system upgrades to campus facilities. This contract’s scope of work includes upgrading the existing campus energy management system and converting existing pneumatic controls to direct digital control in 15 campus buildings. Training and maintenance support is also included. Specific detailed information of the contract’s scope of work is contained in El Camino Community College’s Request for Proposal (RFP) Number 06-001.

**C. NOTICE OF JOB COMPLETION**

It is recommended that the Board approve payment for work performed on the projects listed below. The required work has been completed in accordance with the conditions and specifications of the subject Bids and have been accepted by the District Representative. Payment is to be paid as indicated below.

<u>Project</u>	<u>Contract Amount</u>
<b><u>Art and Behavioral Science Elevator Upgrade</u></b>	
Bid #2005-08(Board              11/15/04) BPO #89077	\$85,000
	<b>Total: <u>\$85,000</u></b>
Payable to: University Elevator Company 23441 Golden Springs Dr., #471 Diamond Bar, CA 91765	

**D. INFORMATION – REVISED ALLOCATION MEASURE E, SERIES A**

At the August 18, 2003, Board of Trustees meeting, an equipment list totaling \$4,096,084 was presented as an information item. Since that date, the funds from the sale of Measure E, Series A list have been spent with the exception of \$338,883. The administration is reallocating these funds to the academic divisions for future equipment needs.

Equipment purchases will be approved by the Cabinet using parameters established by State Title V regulations, El Camino College District policies and Proposition 39 requirements.

**E. INFORMATION – ALLOCATION OF 2005 REFUNDING PROCEEDS**

On November 21, 2005, the Board of Trustees accepted the 2005 General Obligation Refunding Bond income of \$6,866,756. At the time of acceptance, the Board of Trustees was advised that the \$1,000,000 would be, "...spent on equipment to be used for instructional and support services."

At this time, the administration is advising the Board that the following budgets are being established to expend the \$1,000,000 as follows:

Academic Affairs	\$725,000
Administrative Services	195,000
Student & Community Advancement	80,000

Equipment purchases will be approved by the Cabinet using parameters established by State Title V regulations, El Camino College District policies and Proposition 39 requirements.

**F. CITIZENS' BOND OVERSIGHT COMMITTEE**

The next meeting of the Citizens' Bond Oversight Committee is scheduled for April 19 at 3 p.m. in the Administration Building, Room 127.

**G. PURCHASE ORDERS**

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 that payment be authorized upon delivery and acceptance of the items or services ordered.

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
P0081752	Dell Marketing L. P.	Remodeling-Phase 2	Group I Equipment	\$1,277.09
P0081828	GM Business Interiors	Remodeling-Phase 2	Group I Equipment	\$7,773.87
P0089066	Statewide Educational Wrap-Up	Humanities Complex	Professional Services-Bon	\$52,739.00
P0089067	Keenan & Associates	Humanities Complex	Professional Services-Bon	\$735.99
P0089070	CDW Computer Centers, Inc.	Remodeling-Phase 2	Group I Equipment	\$504.94
P0089071	Commercial Fence & Iron Works	Humanities Complex	Site Improvements	\$13,380.00
P0089072	Flewelling & Moody	TemporarySpace/Reloc	Architecture & Engineering	\$20,000.00
P0089073	Flewelling & Moody	Primary Elect Distri	Architecture & Engineering	\$9,000.00
P0089074	C.W. Driver	Humanities Complex	Professional Services-Bon	\$1,676.93
P0089075	W.S. Klem Construction, Inc.	Humanities Complex	Site Improvements	\$14,970.00
P0089079	CCS Presentation Systems, Inc.	Remodeling-Phase 2	Group I Equipment	\$19,287.15
P0089103	Archie Ivy, Inc.	TemporarySpace/Reloc	Site Improvements	\$7,250.00
	<b>Total :</b>	<b>12</b>		<b>\$148,594.97</b>
B0089030	West-Star Constructi	Emerg Generators	Site Improvements	\$65,000.00
B0089044	Hydrologue, Inc.	Humanities Complex	Testing & Inspection	\$2,600.00
B0089047	Workplace Resource	Administration	Group II Equipment	\$16,755.58
B0089056	Aqua Science Engineer	Humanities Complex	Site Improvements	\$12,812.00
B0089059	Marcor Remediation,	Humanities Complex	Site Improvements	\$9,100.00
B0089077	University Elevator	Art & Behavioral Sci	Buildings	\$85,000.00
	<b>Total :</b>	<b>6</b>		<b>\$191,267.58</b>
	<b>Total POs and BPOs :</b>	<b>18</b>	<b>TOTAL :</b>	<b>\$339,862.55</b>

March 20 2006

Measure "E" Bond Fund 6

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**Agenda for the El Camino Community College District Board of Trustees  
from  
Human Resources - Administrative Services**

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**A. EMPLOYMENT AND PERSONNEL**

It is recommended that the Board ratify/approve the employment and personnel changes for certificated, classified, special project temporary administrators and temporary classified service employees as shown in items 1-19 and 1–14.

**Certificated Personnel:**

1. Resignation - Mr. Michael Reed, full-time instructor of Geology, Natural Sciences, effective June 9, 2006.
2. Employment – Ms. Hiroko Hojo, full-time/temporary instructor of Health Sciences & Athletics, Health Sciences & Athletics, Class III, Step 8, effective February 11 through June 9, 2006.
3. Employment – Mr. Stephen Whitson, 83.34% full-time/temporary instructor of Accounting, Business, Class II, Step 4, effective February 13 through June 9, 2006.
4. Employment – Ms. Christine Knox, 71.67% full-time/temporary instructor of Accounting, Business, Class II, Step 9, effective February 13 through June 9, 2006.
5. Employment – Ms. Ellen Olaivar, 75% full-time/temporary instructor of Nursing, Health Sciences & Athletics Division, Class II, Step 4, effective February 22 through June 9, 2006.
6. Amend Leave of Absence (medical) – Ms. Jennifer Annick, full-time instructor of English, Humanities, from personal to medical leave, effective April 17 through June 9, 2006.
7. Leave of Absence (66.67%–unpaid) – Ms. Lynn Beckett-Lemus, full –time instructor of Mathematics, Mathematical Sciences, effective February 11 through June 9, 2006.
8. Leave of Absence (31.67% medical) – Dr. Robert Daily, full-time instructor of Accounting, Business, effective February 13 through June 30, 2006.
9. Leave of Absence (20% medical) – Dr. Dagmar Halamka, full time instructor of Law, Business, effective February 13 through June 30, 2006.
10. Leave of Absence (25% medical) – Ms. Betty Littles, full-time instructor of English, Humanities, effective February 11 through June 9, 2006.
11. Leave of Absence (20% medical) – Ms. Sally Strehlke, full-time instructor of Office Administration, Business, effective February 13 through June 30, 2006.



12. Extend Leave of Absence (unpaid family leave) – Ms. Karen Forney, full-time instructor of English, Humanities, from 75% to 100%, effective February 11 through June 9, 2006.
13. Extend Leave of Absence (medical) – Dr. Donald Goldberg, Dean of Mathematical Sciences, Mathematical Sciences, effective February 1 through June 9, 2006.
14. Special Assignment – Mr. Robert Diaz, part-time instructor of Manufacturing Technology, Industry and Technology, to provide support for the El Camino Robotics Academy, to be paid \$41.74 per hour, not to exceed 24 hours or \$1,002, effective March 21 through June 9, 2006, in accordance with the Agreement, Article X, Section 9(m).
15. Special Assignment – Ms. Soyun Ham Kang, part-time instructor of Music, Fine Arts, to provide certificated support to women’s chorus, to be paid \$41.74 per hour, not to exceed \$4,258, effective February 11 through June 9, 2006, in accordance with Agreement, Article X, Section 9(m).
16. Stipend Assignment – Ms. Caryn Desai, part-time instructor of Theatre, Fine Arts, to direct theatre play production, to be paid \$476 per week for 8 weeks not to exceed \$3,808, effective April 4 through June 1, 2006, in accordance with the Agreement, Article X, Section 10(d).
17. Stipend Assignment - The following instructors in Natural Sciences to prepare and present demonstrations for the Onizuka Space Science Day on April 1, 2006 to be paid \$50 each in accordance with the Agreement, Article X, Section 14 (a):

Jeanne Bellemin	Norm Kadomoto
C. Irvin Dew	Lars Kjeseth
Daniel Freeman	Leon Leonardo
Kamran Golestaneh	Julie Steward
Perry Hacking	Michael Stupy
Marlon Jones	David Vakil

18. Stipend Assignment - The following instructors in Natural Sciences to prepare and present demonstrations for the Onizuka Space Science Day on April 1, 2006 to be paid \$50 each in accordance with the Agreement, Article X, Section 9 (m):

William Hood	Francisco Izaguirre
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19. Employment –The following part-time/temporary instructors to be hired as needed for the 2006 Spring Semester:

**Fine Arts**  
Bonnie Thompson

**Industry & Technology**  
Greg Allen

Humanities  
Eve Lee  
Susan Magabo

**Classified Personnel:**

1. Deceased – Mr. Kirk D. Johnston, Police Sergeant, Range 26, Step E, Campus Police Division, Administrative Services Area, effective February 14, 2006.
2. Retirement – Ms. Dessie R. Mosby, Clerical Assistant, Range 22, Step E, Enrollment Services Division, Student and Community Advancement Area, effective March 31, 2006, and that a plaque be prepared and presented to her in recognition of her service to the District since 1989.
3. Retirement – Mr. Chong Yi, Computer Systems Support Technician, Range 40, Step E, Information and Technology Services Division, Administrative Services Area, effective May 1, 2006, and that a plaque be prepared and presented to him in recognition of his service to the District since 1981.
4. Amend Personal Leave of Absence - Correct percentage to 1% not 4.15%, Ms. Kathleen Collins, 83.33% Secretary, Range 26 Step E, Humanities Division, Academic Affairs Area, effective February 11 through June 9, 2006.
5. Personal Leave of Absence 36.2% - Edward Gropp, Bookstore Sales Assistant, Range 19, Step E, Bookstore Division, Administrative Services Area, effective February 14 through June 9, 2006.
6. Personal Leave of Absence 21% - Ms. Wendy Kahan, Toolroom/Instructional Equipment Technician, Range 31, Step E, Industry & Technology Division, Academic Affairs Area, effective March 1 through June 9, 2006.
7. Extended Disability Leave of Absence 100% - Ms. Vanessa Whitman, Administrative Assistant II, Range 31, Step E, Counseling and Student Services Division, Student and Community Advancement Area, effective January 26 through April 26, 2006.

**Temporary Classified Service Employees:**

8. Rescind Employment - Mr. Thomas Niland, Interim Director of Small Business Services, Range 11, Step 1, Community Advancement Division, Student & Community Advancement Area, effective January 6 through June 30, 2006 or until position is filled.

**Classified Personnel:**

Employment – Ms. Mayra Perez, Senior Clerical Assistant, Range 24, Step A, Special Resource Center/Health Sciences & Athletics Division, effective April 3, 2006.

9. Ms. Sunnie R. Hernandez – Senior Clerical Assistant, Range 24, Step A, Vice President Office, Student and Community Advancement Area, to work 40 hours per week, effective March 21, 2006.
10. Ms. Aleda Jackson - Administrative Assistant I, Range 28, Step E, (retired annuitant) Student Development/Enrollment Services, Student and Community Advancement Area, effective April 3, 2006.
11. Karen Zaremba, Senior Clerical Assistant, Range 24, Step A, Workforce and Community Advancement Division, Student and Community Advancement Area, effective March 21, 2006.
12. Ms. Margaret Lund, Evaluation Specialist, Range 33, Step A, (retired annuitant) Workplace Learning/Community Advancement Division, Student and Community Advancement Area, effective March 21, 2006.
13. The following employees as 50% Reprographics Operator, Range 22, Step A, Public Information Division, President’s Office Area, effective February 21, 2006:

Janice Davis

Pamela Scottini

**Special Services Professional:**

14. Ms. Cristallea Byun – Special Services Professional, Range 8, Step 1, of the Special Services Professional Salary Schedule, not to exceed \$88,920, Community Advancement Division, Student and Community Advancement Area, effective April 3, 2006 through March 31, 2007.

**B. TEMPORARY NON-CLASSIFIED SERVICE EMPLOYEES:**

It is recommended that the Board authorize employment of the following Temporary Non-Classified Service Employees, subject to funding, as shown in items 1- 24.

1. Llewellyn Chin – Paraprofessional, \$18.00 per hour, Monday through Friday (days vary), 8:00 a.m. to 5:00 p.m. (hours vary), effective March 21, 2006 through June 30, 2006, Workforce & Community Education/Community Advancement, Student and Community Advancement Area, to support technical functions such as website development, classroom and special program activities, photo-shoots, outreach program database development, and program video productions related to career technical education, assist in the preparation of marketing materials, posters, flyers, and brochures (Community Education funded).
2. Brittany Cooper – House Staff I, \$7.00 per hour, Monday through Sunday (days vary), hours vary, effective March 21, 2006 through June 30, 2006, Center for the Arts/Fine Arts, Academic Affairs Area, to perform the duties of usher and/or ticket taker in the Marsee Auditorium,

Campus Theater, Recital Hall and other on-campus facilities for any given event and do other related work as required (District and Center for the Arts funded).

3. Gerardo De Los Rios – Professional III, \$40.00 per hour, Monday through Saturday (days vary), 8:00 a.m. to 9:00 p.m. (hours vary), effective February 22, 2006 through June 30, 2006, Small Business Development Center (SBDC)/Center for International Trade Development (CITD)/Community Advancement, Student Services Area, to function as a counselor and instructor for the SBDC and the CITD (CITD, Federal grant, and user fees funded).
4. Kirby Dominguez – Paraprofessional, \$10.00 per hour, Monday through Friday (days vary), arrange to fifteen (15) hours per week to vary, effective March 21, 2006 through June 30, 2006, First-Year Experience (FYE)/ Enrollment Services, Student and Community Advancement Area, to assist with various duties for the FYE program (District and Vocational and Technical Education Act (VTEA) funded).
5. Kelsey Iino – Paraprofessional, \$12.00 per hour, Monday, Thursday, and Friday (days vary), arrange to twelve (12) hours per week to vary, effective March 27, 2006 through June 30, 2006, Counseling/Transfer Center, Student and Community Advancement Area, to assist with transfer information resources, organization of transfer events, and promotion of events, and assist students with filling out university application forms (District funded).
6. Patrick Knox – Community Services Officer II, \$11.00 per hour, Monday through Thursday (days vary), 7:00 a.m. to 7:00 p.m. (hours vary), effective March 22, 2006 through June 30, 2006, Campus Police, Administrative Services Area, to be responsible for overseeing the Campus Police Cadet program and the maintenance and servicing of the campus parking permit machines. Perform a variety of non-hazardous duties that assist Campus Police in providing service to the campus community (Campus Police and District funded).
7. Celina Luna – Paraprofessional, \$10.00 per hour, Monday through Friday (days vary), arrange to fifteen (15) hours per week to vary, effective March 21, 2006 through June 30, 2006, First Year Experience (FYE)/ Enrollment Services, Student and Community Advancement Area, to assist with various duties for the FYE program (FYE, District and Vocational and Technical Education Act (VTEA) funded).
8. Celina Luna – Paraprofessional, \$9.00 per hour, Monday through Friday (days vary), arrange twenty (20) hours per week, effective December 20, 2005 through June 30, 2006, First Year Experience (FYE)/ Enrollment Services, Student and Community Advancement Area, to assist with various duties for the FYE program (FYE funded).
9. Steven Makshanoff – Professional III, \$40.00 per hour, Monday through Thursday (days vary), arrange four (4) to twelve (12) hours per week, effective March 21, 2006 through June 30, 2006, Center for International Education (CIE)/ El Camino Language Academy (ECLA), Student & Community Advancement Area, to assess students into El Camino's academic program (ECLA funded).

10. Jake Manning - Teacher's Assistant IV, \$11.50 per hour, days and hours to vary, effective March 21, 2006 through June 30, 2006, Emergency Medical Technology Program (EMT)/ Industry and Technology, Academic Affairs Area, to assist the instructor with teaching/testing in the EMT program (District and contract funded).
11. Benjamin Martin – Professional III, \$40.00 per hour, Monday through Saturday (days vary), 8:00 a.m. to 9:00 p.m. (hours vary), effective February 20, 2006 through June 30, 2006, Small Business Development Center (SBDC)/Community Advancement, Student and Community Advancement Area, to present workshops on: Basic Accounting, Quickbooks, and One-on-One Consulting (SBDC funded).
12. Kevin Montes – Paraprofessional, \$9.00 per hour, days vary, arrange ten (10) hours per week to vary, effective February 9, 2006 through June 30, 2006, Title V/Enrollment Services, Student and Community Advancement Area, to assist with group tutoring and academic assistance in Supplemental Instruction program (Title V funded).
13. Megan Newhouse – Paraprofessional, \$13.00 per hour, Monday through Friday (days vary), 7:00 a.m. to 10:30 p.m. (hours vary), effective March 21, 2006 through June 30, 2006, Writing Center/Humanities, Academic Affairs Area, to work as a Writing Center tutor assisting students in all phases of the composing process-generating ideas, outlining, drafting, and analyzing, revising, and other duties as needed (District funded).
14. Megan Newhouse – Paraprofessional, \$15.00 per hour Monday through Friday (days vary), 7:00 a.m. to 10:30 p.m. (hours vary), effective March 21, 2006 through June 30, 2006, Writing Center/Humanities, Academic Affairs Area, to work as a classroom instructor to guide students in responding to their paragraph and essay assignments and other duties as needed (District funded).
15. Sharon Peterson – Professional III, \$40.00 per hour, Monday through Saturday (days vary), 8:00 a.m. to 5:00 p.m. (hours vary), Small Business Development Center (SBDC)/Community Advancement, Student and Community Advancement Area, to perform counseling, instruction, and outreach activities assisting new businesses and existing businesses (Contract funded).
16. Esly Pinzon – Program Assistant III, \$10.00 per hour, Monday through Friday (days vary) 8:00 a.m. to 7:00 p.m. (hours vary) effective February 20, 2006 through June 30, 2006, Counseling and Student Services, Student & Community Advancement Area, to assist with appointment scheduling, copying, filing, record-keeping, retrieving schedules or appointment records, and other duties (Contract funded).
17. Katia Ribeiro – Professional I, \$27.50 per hour, Monday through Friday (days vary), arrange ten (10) hours per week to vary, effective March 21, 2006 through June 30, 2006, Nursing/Health Sciences and Athletics, Academic Affairs Area, to update the Nursing web site (District funded).

18. Luis Solis – Library/Media Technical Aide, \$9.00 per hour, Friday and Saturday (days vary), 7:30 a.m. to 4:30 p.m. (hours vary), effective March 21, 2006 through June 30, 2006, Learning Resources, Academic Affairs Area, to perform a variety of complex library, learning resources, and media services duties (District funded).
19. Gerald Strouse – Teacher’s Assistant IV, \$11.50 per hour, Tuesday, Wednesday, Thursday (days vary), hours to vary, effective March 21, 2006 through June 30, 2006, Emergency Medical Technician (EMT)/Industry & Technology, Academic Affairs Area, to provide training, expertise and professional services (District funded).
20. Kyra Tatman – Professional IV, \$65.00 per hour, Monday through Saturday (days vary), 8:00 a.m. to 5:00 p.m. (hours vary), effective March 21, 2006 through June 30, 2006, Workplace Learning Resource Center (WpLRC)/Community Advancement, Student and Community Advancement Area, to develop and to present scientifically based short-term post licensure instruction on selected topics of Pediatric and/or Medical-Surgical Nursing (Contract funded).
21. Carlos Villasenor – Program Assistant II, \$9.00 per hour, Monday through Friday (days vary), 7:00 a.m. to 3:30 p.m. (hours vary), effective March 21, 2006 through June 30, 2006, Bookstore, Administrative Services Area, to assisting with cashiering, stocking merchandise and assisting customers, (Bookstore funded).
22. Angelo Zavala – Interpreter II, \$19.25 per hour, days vary as needed, hours vary as needed, effective March 21, 2006 through June 30, 2006, Special Resource Center (SRC), Academic Affairs Area, to provide accommodations for students with disabilities in accordance with Title V, DSPS Regulations, Section 56026 (District and SRC funded).
23. The following individuals are to work as Professional II, \$32.00 per hour, Saturday, 7:00 a.m. to 5:00 p.m. (hours vary), effective March 21, 2006 through June 30, 2006, Fire Academy/Administration of Justice/Industry and Technology, Academic Affairs Area, to provide training, expertise, leadership, and professional services in the Fire Academy program as Public Safety Trainers. (District funded).

Donovan Gallatin  
 Thomas Joon Kang  
 Vicente Osorio  
 Jason Pedro

Anthony Rotella  
 Carmine Sasso  
 Mark Anthony Velez

24. The following individuals are to work as Professional IV, \$68.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 5:00 p.m. (hours vary), effective February 22, 2006 through June 30, 2006, Workplace Learning Resource Center (WpLRC)/Community Advancement, Student and Community Advancement Area, to develop and present scientifically based short-term post licensure instruction on the topics of Operating Room Nursing, including but not limited to, the care of the patient during the total operative experience (Contract funded).

Jane Kuhn

Monica Weisbrich

**C. CLASSIFIED PROFESSIONAL GROWTH**

It is recommended that the Board ratify/approve the attendance of the following classified employees conference and/or seminar paid from the Classified Professional Growth Fund as listed below:

California Community College On-Line Applications (CCC Apply) 3<sup>rd</sup> Annual Workshop, Orange Coast College, Costa Mesa, CA. April 21, 2006. \$25.00 per participant, plus mileage:

Willie Ruth McGee

Susan Nickle

Marie Tate-Green

Cal State Northridge: 21<sup>st</sup> Annual International Technology & Persons with Disabilities Conference, Los Angeles Airport Hilton & Marriott Hotels, CA – Brian Krause. March. 22-25, 2006. \$100.00.

Cal State Northridge: 21<sup>st</sup> Annual International Technology & Persons with Disabilities Conference, Los Angeles Airport Hilton & Marriott Hotels, CA - Robert P. Sutton. March. 22-25, 2006. \$400.00 maximum.

**D. PROVISIONS FOR EMPLOYMENT OF SPECIAL SERVICES PROFESSIONAL**

It is recommended that the Board approve the following provisions to implement the employment of Special Services Professionals, as listed, effective April 1, 2006 and shown on pages 11 – 20.

Job Descriptions

Employment Agreement

Procedures

Daily/Annual Rate Schedule

**E. ELIMINATION OF VACANT MANAGEMENT POSITIONS**

It is recommended that the Board approve the elimination of the following positions to be replaced by the Special Services Professional when needed, as shown on pages 21 - 30.

Director of Center for Applied Competitive Technologies

Director of Small Business Services

Director of Workplace Learning Resource Center

Director of Inglewood Center

**March 20 2006**

**Human Resources – Administrative Services 8**



**F. VOLUNTEERS:**

The following persons have volunteered to perform non-compensated services for the El Camino Community College District pursuant to Education Code Section 72401 and 82365. In accordance with Labor Code Section 3364.5, Workers' Compensation coverage is being provided for the following persons.

Edwin Acevedo	Jose Gonzalez
Germain Aguilera	Len Hilacion
Sean Ain	David Hong
Anita Allen	Charlene Jordan
America Almazan	Mandy Juarez
Beatriz Amaya	Joel Karas
Evelyn Barnes	Jameson Karns
Gary Barnes	Stephen Loner
Kevin Carpenter	Allison Malczynski
Manny Casillas	Jackie May
Daniel Colbert	Daniel Moreno
Brian Conroy	Mike Munson
Ebony Cooper	Matthew Palmer
Kurt Cornejo	Ryan Mendivil
Makeda Covington	Daniel Perez
DeVonia Daniel	Ronald Raphael
Alison Davis	Bobby Rodriguez
Joel Dawson	Marcus Sasaki
Pirkko DeBar	Anthony Schlotzhauer
Jerome Dent	Sigfus Sigurdsson
Joseph Ekblad	Ian Soriano
Eric Estenzo	Jolley Stephen
Timothy Flora	Auumi Tanaka
Joel Foncannon	Ernesto Torres
Justin Furtado	John Walser
Luisito Garcia	Kermit Welch
Brian Gaukel	Gordon Wilson
Bryan Geiger	Derrick Won
Casey Glynn	Jose Zambrano

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

### **POSITION: SPECIAL SERVICES PROFESSIONAL (Contract Employee – Management)**

The Special Services Professional is a specially-funded management employee responsible for planning, organizing and the promotion and delivery of services and/or products. Under the direction of an assigned administrator for a specific period of time, the Special Services Professional will also prepare contracts, develop or procure training materials, manage and deliver training in varied or specified subject areas and for various businesses, industries, community-based agencies and educational institutions served. This position may manage subordinate personnel, as needed.

### **REPRESENTATIVE DUTIES:**

The duties of Special Services Professional may include, but are not limited to, the following:

Plan, organize and deliver products, programs and/or services for specified activities.

Work closely with the assigned administrator in developing liaisons with businesses, industries, organizations, community-based agencies and with educational institutions.

Respond to inquiries, develop and conduct various types of training presentations related to the programs offered by the assigned division.

Meet directly with clients to recommend training, consulting and performance solutions to meet specific needs; conduct and evaluate business needs assessments; and develop, implement, and deliver customized training programs.

Assess needs and interests and develop customized training programs. Prepare contracts for review by the assigned administrator.

Plan, organize and deliver products/programs and services; select and contract with appropriate instructors, when necessary, ensuring appropriate communication is established with applicable division managers.

Communicate plans to assure proper coordination of activities from contract development, delivery of consulting services or training through completing service delivery.

Track project costs and expenditures to assure that the budgets and plans are managed effectively; review progress to assure client satisfaction and recommend adjustments when necessary.

Establish procedures to implement products/programs and services and develop strategies in conjunction with the assigned administrator.

Prepare reports, e.g. cost analyses, including expense items and income generated to review and recommend adjusting strategies when necessary.

Prepare budgets for assigned programs and projects for review by the assigned administrator.

Research, monitor and prepare data for various reports required by the college or various funding agencies.

Interview, hire, and evaluate staff for assigned programs and projects, as necessary.

Conduct in-service training for employees, faculty and hourly professionals and develop instructional resources.

**SKILLS, KNOWLEDGE AND ABILITIES:**

Must be able to: display evidence of sensitivity to and understanding of socio-economic, academic, cultural and ethnic diversity within the population including individuals with physical and/or learning disabilities as these factors relate to differences in learning styles; exhibit effective oral and written communication skills and interpersonal skills using tact, patience and courtesy; have knowledge of assessment methodologies and the ability to conduct presentations; develop and deliver needs assessments; develop proposals; analyze situations accurately and take effective courses of action; maintain records and prepare reports; prioritize and schedule work; work effectively with others; maintain current knowledge of technical advancements within field; implement programs and projects within specific budget guidelines; and be able to acquire knowledge of applicable Education Code, local, state and federal regulations, where applicable.

**EDUCATIONAL AND EXPERIENCE GUIDELINES WITH  
COMPENSATION PLAN:**

Range 1      Daily Rates    \$186 - \$210 based on rate schedule  
Must have a minimum of two years of directly related or equivalent experience.

Range 2      Daily Rates    \$203 - \$228 based on rate schedule  
Must possess an Associate Degree and have a minimum of two years of directly related or equivalent experience.

Range 3      Daily Rates    \$221 – \$249 based on rate schedule  
Must possess an Associate Degree and have a minimum of three years of experience directly related or equivalent experience.

**SPECIAL SERVICES PROFESSIONAL (continued)**

**Page 3**

Range 4      Daily Rates    \$ 241 - \$271 based on rate schedule

Must possess an Associates Degree and have a minimum of at least four years of work experience. Work experience in the field will be considered in lieu of education on a basis of two years of directly related work experience for every year of education.

Range 5      Daily Rates    \$ 263 - \$296 based on rate schedule

Must possess a Bachelor Degree and have at least four years of experience. Work experience in the field will be considered in lieu of education on the basis of two years of directly related work experience for every year of education.

Range 6      Daily Rates    \$ 287 - \$323 based on rate schedule

Must possess a Bachelor Degree and have at least five years of related experience. Industry recognized certification in the field of expertise will be considered in lieu of four years of experience. Work experience in the field will be considered in lieu of education on the basis of two years of directly related work experience for every year of education.

Range 7      Daily Rates    \$313 - \$352 based on a rate schedule

Must possess a Bachelor Degree and have at least 20 additional units with a minimum of at least five years of relevant experience. Industry recognized certification in the field of expertise will be considered in lieu of four years of experience. Work experience in the field will be considered in lieu of education on the basis of two years of directly related work experience of every year of education.

Range 8      Daily Rates    \$342 - \$385 based on a rate schedule

Must possess a Bachelor Degree and have at least six years of relevant experience. Industry recognized certification in the field of expertise will be considered in lieu of four years of experience. Work experience in the field will be considered in lieu of education on the basis of two years of directly related work experience of every year of education.

Range 9      Daily Rates    \$373 - \$420 based on a rate schedule

Must possess a Masters Degree and have at least seven years of relevant experience. Industry recognized certification in the field of expertise will be considered in lieu of four years of experience. Work experience in the field will be considered in lieu of education on the basis of two years of directly related work experience of every year of education.

Board Approved:    March 20, 2006

**March 20 2006**

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# EL CAMINO COMMUNITY COLLEGE DISTRICT

## SPECIAL SERVICES PROFESSIONAL DAILY/ANNUAL RATE SCHEDULE

Effective April 1, 2006

Range/Step	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	
1	<b>Daily</b>	\$186	\$192	\$198	\$204	\$210
	<b>Annual</b>	\$48,360	\$49,920	\$51,480	\$53,040	\$54,600
2		\$203	\$209	\$215	\$221	\$228
		\$52,780	\$54,340	\$55,900	\$57,460	\$59,280
3		\$221	\$228	\$235	\$242	\$249
		\$57,460	\$59,280	\$61,100	\$62,920	\$64,740
4		\$241	\$248	\$255	\$263	\$271
		\$62,660	\$64,480	\$66,300	\$68,380	\$70,460
5		\$263	\$271	\$279	\$287	\$296
		\$68,380	\$70,460	\$72,540	\$74,620	\$76,960
6		\$287	\$296	\$305	\$314	\$323
		\$74,620	\$76,960	\$79,300	\$81,640	\$83,980
7		\$313	\$322	\$332	\$342	\$352
		\$81,380	\$83,720	\$86,320	\$88,920	\$91,520
8		\$342	\$352	\$363	\$374	\$385
		\$88,920	\$91,520	\$94,380	\$97,240	\$100,100
9		\$373	\$384	\$396	\$408	\$420
		\$96,980	\$99,840	\$102,960	\$106,080	\$109,200

\*The maximum annual rate is based on the daily rate times 260 days for PERS credit.

Note: For departmental budgeting purposes only, add 8.79% for total health and welfare benefit costs incurred by the District, which includes OASDI, Medicare, Workers' Compensation, and Unemployment Insurance costs, plus \$64.60/month for contribution to CalPERS medical health care program through December 2006, \$80.80/month effective 1/1/07, and \$97.00 per month effective 1/1/08.

Board Approved: March 20, 2006

March 20 2006

Human Resources – Administrative Services **iii**

**EL CAMINO COMMUNITY COLLEGE DISTRICT  
SPECIAL SERVICES PROFESSIONAL  
CONTRACT EMPLOYMENT AGREEMENT**

AGREEMENT by and between the El Camino Community College District (“DISTRICT”) and \_\_\_\_\_ (“SPECIAL SERVICES PROFESSIONAL”) hereinafter called the Parties.

WHEREAS, the DISTRICT is authorized, pursuant to Section 53060 of the Government Code, to contract with and employ an administrator on such terms and conditions as may be mutually agreed by the DISTRICT and the administrator:

IT IS THEREFORE AGREED AS FOLLOWS:

The DISTRICT hereby retains and employs SPECIAL SERVICES PROFESSIONAL in a contract employment management position under the terms and conditions hereinafter set forth, and SPECIAL SERVICES PROFESSIONAL hereby accepts said retention and agrees to perform the services hereinafter specified upon said terms and conditions:

1. The period of this Agreement shall be for twelve months and may be renewable for an additional twelve months, if this extension is agreeable to both parties. The duration of this agreement is from \_\_\_\_\_ through \_\_\_\_\_. SPECIAL SERVICES PROFESSIONAL’s employment in said capacity will terminate automatically upon the expiration date of this agreement unless renewed at the sole option of the DISTRICT, by a written successor agreement prior to the expiration of this agreement, or unless terminated earlier as provided in paragraph 7.
2. Under the direction of a designated District Administrator, the SPECIAL SERVICES PROFESSIONAL shall be responsible for the performance of services in conjunction with contracts, grants, or other Division special projects as assigned. Services shall be performed on designated management duty days in accordance with the District calendar, exclusive of the scheduled holidays as specified in paragraph 8.
3. In consideration for said services, the DISTRICT shall compensate SPECIAL SERVICES PROFESSIONAL monthly at the rate of \$\_\_\_\_\_ per day, inclusive of the duty days and holiday(s) specified, in the total amount of said compensation not to exceed \$\_\_\_\_\_. SPECIAL SERVICES PROFESSIONAL may receive full benefits equivalent to Management at his or her expense, or through grant expense, if funding permits.
4. SPECIAL SERVICES PROFESSIONAL shall participate in the Public Employees Retirement System (PERS). If currently participating in the State

Teachers Retirement System (STRS), SPECIAL SERVICES PROFESSIONAL has the option to continue in STRS or elect PERS.

5. The DISTRICT shall grant to SPECIAL SERVICES PROFESSIONAL sick leave benefits in the amount of one (1) sick leave day per full month of employment and vacation benefits in the amount of one (1) vacation day per full month of employment. Any unused sick leave will expire upon termination of SPECIAL SERVICES PROFESSIONAL'S employment under this Agreement and will not be compensated. If the sick leave used at the time of termination of SPECIAL SERVICES PROFESSIONAL'S employment under this Agreement exceeds the sick leave earned, salary for the excess days will be deducted from the final paycheck. Any unused vacation days remaining upon termination of SPECIAL SERVICES PROFESSIONAL'S employment under this Agreement will be compensated at the daily rate as provided in paragraph 3, provided that the DISTRICT, prior to termination, may require SPECIAL SERVICES PROFESSIONAL to use any or all vacation days in lieu of payment.
6. This contract may not be assigned without the written consent of the DISTRICT.
7. The DISTRICT'S offer of employment herein is contingent upon funding. SPECIAL SERVICES PROFESSIONAL may be terminated prior to the expiration date of this agreement in the event funding is terminated or, as determined by the DISTRICT, deemed otherwise insufficient.  
  
Further, this agreement may be terminated by either party, upon provision of ten (10) working days advance written notice by the party desiring to terminate this agreement.
8. Holidays—those days designated on the School Calendar as Holiday (Management, Faculty, Staff, Students).
9. SPECIAL SERVICES PROFESSIONAL'S employment under this Agreement shall not constitute attainment of, or eligibility to, status as a probationary or regular employee of the El Camino Community College District.
10. SPECIAL SERVICES PROFESSIONAL may render services to another entity only at times other than SPECIAL SERVICES PROFESSIONAL'S regular assigned work day for the DISTRICT, or during periods of vacation or leave of absence from the District.
11. General Provisions.
  - (a) Any notices to be given hereunder by either party to the other may be effected either by personal delivery in writing or by mail, registered or certified, postage pre-paid with return receipt requested. Notices shall be deemed given and served upon delivery personally, or three (3) days after depositing in the United States Mail.
  - (b) DISTRICT and SPECIAL SERVICES PROFESSIONAL mutually agree that any written material or any copyrightable work of any nature created

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by SPECIAL SERVICES PROFESSIONAL pursuant to this Agreement shall be considered a “work made for hire” and the DISTRICT is the “copyright owner” thereof as those terms are defined in Title 17 of the United States Code, Section 101, and that

DISTRICT shall own all of the rights comprised in the copyright of said written material or copyrightable work.

- (c) Pursuant to and in accordance with the provisions of Government Code Section 8546.7 or any amendments thereto, all books, records and files of DISTRICT, SPECIAL SERVICES PROFESSIONAL connected with the performance of this Agreement involving the expenditure of public funds in excess of ten thousand dollars (\$10,000), including but not limited to the administration thereof, shall be subject to the examination and audit of the State Auditor of the State of California, at the request of DISTRICT or as part of any audit of DISTRICT, for a period of three (3) years after payment is made under this Agreement. SPECIAL SERVICES PROFESSIONAL shall preserve and cause to be preserved such books, records and files for the audit period.

IN WITNESS WHEREOF, the parties hereto have duly approved and executed this agreement.

SERVICES PROFESSIONAL (Type or Print Name)	EL CAMINO COMMUNITY COLLEGE SPECIAL DISTRICT
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Signature	Vice President or Board-authorized Signator
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Date: _____	Date: _____
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# **EL CAMINO COMMUNITY COLLEGE DISTRICT**

## **PROCEDURES FOR EMPLOYMENT OF SPECIAL SERVICES PROFESSIONAL**

### **Employment Classification**

All Special Services Professionals will be employed within the designated employment classifications approved by the Board of Trustees.

### **Term of Employment**

The maximum term of employment under any contract of employment shall not exceed twelve (12) calendar months. The contract may be renewed on a year-to-year basis.

### **Salary Compensation**

The specially funded Special Services Professional hired will be compensated in accordance with the SPECIAL SERVICES PROFESSIONAL Daily Rate Schedule. Total salary compensation for the term of employment will be calculated as the sum of the assigned duty days and the designated management holidays within the contract period multiplied by the daily rate. The daily rate will be prorated for assignments less than one hundred (100) percent. The maximum number of compensable days during any fiscal year shall not exceed two hundred sixty-one (261).

Special Services Professionals shall participate in the Public Employees Retirement System (PERS) or may remain in the State Teachers Retirement System (STRS), if applicable. The District contracts with CalPERS for health care. The District will contribute the designated minimum employer contribution each month towards participation in the CalPERS Health Care Program. Special Services Professionals have an option to participate in the District's CalPERS Health Care Program at their own expense or the program may be paid for by the grant, if funding is permitted.

### **Holidays**

Special Services Professionals shall be entitled to the scheduled holidays which fall within the contract period.

### **Sick Leave**

One day of sick leave will be earned for each full month of service. The amount of earned sick leave will be prorated for assignments less than one hundred (100) percent. Sick leave may be taken prior to being earned, up to the maximum number of days earnable for the contract period.

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If sick leave is taken in advance and the sick leave taken exceeds the sick leave earned at the time of termination, the salary for the excess days will be deducted from the final paycheck. Unused sick leave days earned during any contract or employment will expire upon termination of employment for that contract period and will not be compensated or applied to any subsequent contract of employment.

## **Vacation**

One day of vacation will be earned for each full month of service. The amount of earned vacation will be prorated for assignments less than one hundred (100) percent. Vacation must be earned before it can be used. Unused vacation days earned during any contract of employment will be compensated at the daily salary rate, provided that the District, prior to termination, may require that the Special Services Professional use any or all remaining vacation days in lieu of payoff.

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**EL CAMINO COMMUNITY COLLEGE DISTRICT**

**PROCEDURES FOR SELECTION AND EMPLOYMENT PROCESSING  
SPECIAL SERVICES PROFESSIONALS**

1. Identify position and request approval from appropriate Vice President.
2. Develop a job description with duties and pay range identifying the specific expertise that is needed for Fund 12 project including the estimated length of project.
3. Applicants will complete a District application.
4. The Division Administrator or Designee shall conduct and document reference checks prior to offering the employment contract to the selected expert.
5. Division Administrator or Designee shall make conditional offer of employment to selected expert, pending approval by the Board of Trustees.
6. Division Office submits the following information for selected Special Services Professional to Human Resources:
  - ◆ Resume
  - ◆ Transcripts
  - ◆ El Camino College Application
  - ◆ Completed Reference Checks
  - ◆ Employee Status Recommendation (ESR Form)
  - ◆ Special Services Professional Agreement  
(Human Resources will forward for signature after Board approval.)

PAYROLL PROCEDURES:

Special Services Professional is to use the monthly classified employee timesheet and indicate each day worked.



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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. Travel   | Page 1 |
| B. California Community College Trustees Board Election | Page 1 |
| C. Citizens' Bond Oversight Committee                   | Page 1 |
| D. Informational Item – Preliminary Budget Assumptions  | Page 1 |

A. Travel

It is recommended that the Board approve attendance of Thomas M. Fallo at the meetings of the Commission on Athletics for Fiscal Year 2005-2006 in the State of California with no loss of salary, transportation and necessary expenses paid.

B. California Community College Trustees Board Election

It is recommended that the Board name a member to review nominations for membership on the California Community Colleges Trustees Board to be brought back to the Board at its April Meeting.

C. Citizens' Bond Oversight Committee

It is recommended that the Board appoint the following people to membership on the Citizens' Bond Oversight Committee for two-year terms:

Taxpayer Organization Representative

Mr. Lou Garcia

El Camino College Foundation Representative

Ms. Shannon M. Presley

Student Organization Representative

Mr. David Nordell

Trustee Area 4

Mr. Chris Powell, El Segundo, appointed by Trustee Gen

Trustee Area 5

Ms. Judy Gibson, Torrance, appointed by Trustee O'Donnell

D. Informative Item: Preliminary Budget Assumptions

The following budget assumptions were developed on February 28, 2006, and have been discussed at a number of meetings on campus.

1. The 2006-2007 General Fund General Purpose Budget (Fund 11) must be balanced.
2. Balanced budget must provide reserve for contingencies of at least 5%.
3. El Camino College 2005-2006 FTES will be 5% less than last year.
4. El Camino College will be held financially harmless for one year for any decline in enrollment below 2005-2006.
5. Utility increase of \$1 million.
6. No increase in health benefits.
7. Increase in retiree health benefit cost appropriation from \$350,000 to at least \$500,000 for 2006-2007.
8. The current 2.5% budgeted salary increase could be zero.
9. Step and column increases are not budgeted but will be honored. (\$440,000)
10. No increase in 2005-2006 Equalization.
11. No new hires.
12. Vice Presidents Area budgets will be built to current budgeted level. Additional changes may occur prior to final budget.
13. A \$3 million deficit was initially projected for 2006-2007 General Fund General Purpose Budget.
14. No lay off of permanent regular general fund, general purpose positions.