

*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.*



**Board of Trustees  
El Camino Community College District  
Agenda, Tuesday, September 5, 2006  
Board Room  
4:30 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
  - II. Approval of Minutes of the Regular Board Meeting of August 21, 2006, Pages 4-6**
  - III. Presentations – none**
  - IV. Public Hearing – Public Hearing and Adoption – 2006-2007 El Camino Community College District Budget, Page 7**
  - V. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
    - A.** Public Comment
    - B.**
      - 1.** Academic Affairs  
*See Academic Affairs Agenda, Pages 8-9*
      - 2.** Student and Community Advancement  
*See Student Services Agenda, Pages 10-11*
      - 3.** Administrative Services  
*See Administrative Services Agenda, Pages 12-18*
      - 4.** *See Measure “E” Bond Fund Agenda, Pages 19-23*
      - 5.** *See Human Resources Agenda, Pages 24-32*
      - 6.** Superintendent/President  
*See Superintendent/President Agenda, Pages 33-34*
- 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. Labor Relations, Brown Act Section 54957.8
1. El Camino Classified Employees Local 6142
  2. Non-Represented Employees –  
Confidential, Supervisors, and  
Management
  3. American Federation of Teachers,  
Local 1388

<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.

EL CAMINO COMMUNITY COLLEGE DISTRICT  
MINUTES OF THE REGULAR MEETING OF  
Monday, August 21, 2006

The Board of Trustees of the El Camino Community College District met at 4:30 p.m. on Monday, August 21, 2006, in the Board Room 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. Julian Peters, 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 Services; and Dr. Francisco Arce, Vice President, Academic Affairs.

Minutes of the Regular Board Meeting of July 17, 2006 and the Special Board Meeting of July 24, 2006

The Minutes of the Regular Board Meeting of July 17, 2006 were approved. The minutes of the Special Board Meeting of July 24, 2006, were approved as amended.

Consent Agenda

It was moved by Trustee Jackson, seconded by Student Trustee Peters, that the Board approve items presented on the agenda in the following areas.

Academic Affairs

Policy 4240 – Academic Renewal – Second Reading & Adoption  
Policy 4228 – Independent Study – Second Reading & Adoption  
Policy 4030 – Academic Freedom – Second Reading & Adoption

Student Services

Student Field Trip  
Grants  
Community Education – Fall 2006

Administrative Services

AB2910 – Quarterly Fiscal Status Reports  
Notice of Public Hearing – 2006-2007 Budget  
Destruction of Records  
Resolution  
Declaration of Surplus Property  
Purchase Orders and Blanket Purchase Orders

## **Draft Minutes – August 21, 2006**

### Measure E Bond Fund

Citizens' Bond Oversight Committee Calendar  
Category Budgets and Balance  
Contract – Sandy Pringle Associates  
Humanities Budget  
Modular Building 2006  
Bond Resolution  
Purchase Orders and Blanket Purchase Orders

### Human Resources

Employment and Personnel Changes  
Temporary Non-Classified Service Employees  
Resolution to Minimum Qualifications  
Revised Classification Specifications for Administrator Position

Motion carried. Student Trustee Peters recorded an advisory yes vote.

### Public Comment

Dr. Angela Simon questioned the efficacy of collegial consultation.

### Memorandum of Understanding between El Camino Community College District and the Compton Community College District

It was moved by Trustee Beverly, seconded by Trustee Gen, that the Board approve Memorandum of Understanding between El Camino Community College District and the Compton Community College District with the understanding that negotiation of a contract will be completed by December 31, 2006, and with changes to paragraphs 17 and 20 as shown below.

17. Notwithstanding Paragraph 16 regarding the term of this Memorandum of Understanding, or any other provisions of this agreement to the contrary, either party may initiate termination of this Memorandum of Understanding, or any subsequent agreements between the parties, by giving 90 days written notice to the other party and to the Board of Governors of the California Community Colleges. (The remainder of paragraph 17 remains the same.)
  
20. Compton shall save, defend, hold harmless, and indemnify El Camino in connection with any and all claims, actions or lawsuits that arise in any manner from the acts or omissions of Compton, its officers, employees or agents in the performance of this agreement or that arise in any manner from the acts or omissions of El Camino, its officers, employees or agents in the performance of this agreement. (The remainder

**Draft Minutes – August 21, 2006**

of paragraph 20 remains the same.)

Motion carried with Trustees Beverly, Combs, Gen and O'Donnell voting yes. Trustee Jackson voted no. Student Trustee Peters recorded an advisory yes vote.

Public Comment

Nahasee Lee, Saul Pansky, President of Compton Student Body, Tom Henry, Miriam Alario, Evelyn Uyemura, and Luukia Smith addressed Memorandum of Understanding.

Meeting recessed to a closed session at 7:40 p.m. and adjourned at 7:55 p.m.

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Nathaniel Jackson, Secretary of the Board

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Thomas M. Fallo, Secretary to the Board

**EL CAMINO COMMUNITY COLLEGE DISTRICT  
AGENDA FOR THE REGULAR BOARD MEETING  
TUESDAY, SEPTEMBER 5, 2006**

**OFFICE OF THE VICE PRESIDENT – ADMINISTRATIVE SERVICES**

**FINAL BUDGET**

It is recommended that the Board of Trustees adopt a budget for 2006-2007 for the General Fund Unrestricted and Restricted; Student Financial Aid Fund; Workers' Compensation Fund; Child Development Fund; Capital Outlay Projects Fund; General Obligation Bond Fund; Property and Liability Self-Insurance Fund; Dental Self-Insurance Fund; Special Reserve Fund-Retiree Health Premiums; Bookstore Fund; Associated Students Funds; and Auxiliary Services Fund.

Board members, the general public and numerous college constituency groups have received this budget and the budget has been on file in the Office of the Vice President Administrative Services since August 21, 2006.

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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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**Page No.**

A. Instructional Field Trip – Fall 2006 ..... 9



## **Academic Affairs**

### **A. INSTRUCTIONAL FIELD TRIPS – FALL 2006**

It is recommended that the Board approve the following instructional field trip for Fall 2006:

1. October 6-9, 2006 – Professor Matthew Ebner – Geography 20ABCD Class, estimated students 25, Yosemite and Sequoia National Parks, depart 7:00 a.m. (10/6), return 8:00 p.m. (10/9) – Van transportation.

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

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**Page No.**

A. Student Field Trips..... 11

## Student and Community Advancement

### A. STUDENT FIELD TRIP

It is recommended that the Board approve the following student field trips sponsored by Women in Technology Program and the Transfer Center. The following staff will be used as needed as chaperons or back-up drivers: Victoria Martinez, Dianne Martinez, Van Nguyen, Sue Oda-Omori, Lori Suekawa, Ken Key, Ken Gaines, Elaine Moore, Bill Cooper, Terry Spearman, Lisa Raufman, Tri Le, Tiffanie Hong, Griselda Castro, Lori Losorelli, Sabra Sabio, Maribel Hernandez, Dexter Vaughn, Junette Fariolen, and Cheryl Beverly. The purposes of the trips are to provide career tours, orientation, admission and transfer requirements.

#### Women in Technology Program – Yolanda Wade

September 26, 2006 – Southern California Edison, Los Angeles, California.

Estimated students 15. Depart 9:00am; return 4:00pm. Transportation by van.

#### Transfer Center – Dianne Martinez

October 14, 2006 – Cal State University Fullerton, Fullerton, California.

Estimated students 20. Depart 7:00am; return 6:00pm. Transportation by van.

October 20, 2006 – University of California at Irvine, Irvine, California. Estimated students 20. Depart 7:00am; return 6:00pm. Transportation by van.

October 27, 2006 – University of Southern California, Los Angeles, California. Estimated students 45. Depart 7:00am; return 4:00pm Transportation by bus.

November 7, 2006 – University of California at Los Angeles, Los Angeles, California. Estimated students 45. Depart 7:00am; return 6:00pm. Transportation by bus.

November 11, 2006 – Cal Poly Pomona, Pomona, California. Estimated students 20. Depart 7:00am; return 6:00pm. Transportation by van.

December 1, 2006 – Cal State Long Beach, Long Beach, California. Estimated students 45. Depart 7:00am; return 4:00pm. Transportation by bus.

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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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**Page No.**

A. Bid 2006-3/Office and Classroom Supplies ..... 13

B. Destruction of Records ..... 13

C. Purchase Orders and Blanket Purchase Orders ..... 13

**Administrative Services**

**A. BID 2006-3/OFFICE AND CLASSROOM SUPPLIES**

It is recommended that the Board approve the award to Office Max to provide office and classroom items via the District’s currently installed on-line ordering system.

The authority for this purchase is made possible through the cooperative purchasing (piggybacking) provision of the Oakland Unified School District (Bid No. 06-07/01) and Board awarded August 9, 2006. The term of this contract shall be from October 1, 2006 through July 26, 2009. Annual estimated supply cost: \$148,000.00

**B. DESTRUCTION OF RECORDS**

It is recommended that the Board approve destruction of the following Purchasing and Accounts Payable records. These documents have met the required retention period in accordance with Title V, sections 59022-59024 and Education Code Sections 84040 and 95025 for Class III records:

- Invoices- (1987-2001)
- Purchase Orders- (1992-2000)

**C. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS**

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

Run Date  
8/15/2006

**El Camino Community College District  
BOARD OF TRUSTEES PURCHASE ORDER LISTING**

**Meeting Date : 9-5-2006**

*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 be approved and that payment be authorized upon delivery and acceptance of the items ordered.*

P.O. Number P.O. Cost	Vendor Name	Site Name	Description	
P0090228	Spectrum Industries, Inc.	Math	New Equipment - Instructi	\$1,333.57
P0090229	Angstrom Stage Lighting	Ctr for Arts Product	Non-Instruct Supplies	\$496.30
P0090230	Full Compass	Ctr for Arts Product	Non-Instruct Supplies	\$281.89
P0090231	Southern Aluminum	Ctr for Arts Product	Non-Instruct Supplies	\$508.00
P0090232	Sitler's Suppliers, Inc.	Ctr for Arts Product	Non-Instruct Supplies	\$939.82
P0090233	Teac America, Inc.	Ctr for Arts Product	Repairs Parts And Supplies	\$111.74

## Administrative Services

P0090234	Awards Plus	V.P. Academic Affairs	Non-Instruct Supplies	\$48.70
P0090235	Valley Forge Press, Inc.	Human Resources	Multi Media Advertising	\$400.00
P0090236	California Community College Leag	Presidents Office	Dues And Memberships	\$20,518.00
P0090237	Digital Printing Systems	Parking-Student Perm	Non-Instruct Supplies	\$1,219.10
P0090238	Mcmaster Carr	Environmental Tech-D	New Equipment - Instructi	\$532.05
P0090239	Mcmaster Carr	Physics	Instructional Supplies/Lo	\$94.91
P0090240	Clement Communications	Health, Safety	Publications-Magazines/Lo	\$259.37
P0090241	Real Volleyball	Resp Therapy	Non-Instruct Supplies	\$1,209.55
P0090242	South Bay Independent	Purchasing and Busin	Benefits And Claims Paid	\$611.22
P0090243	Office Max A Boise Company	Information Technolo	New Equipment - Instructi	\$796.04
P0090244	Recording for the Blind and Dysle	DSPS	Dues And Memberships	\$500.00
P0090245	The Tharpe Company, Inc.	Human Resources	Other Services And Expenses	\$192.30
P0090246	LRP Publications	DSPS	Publications-Magazines/Lo	\$220.00
P0090247	End2End, Inc.	Parking-Student Perm	New Equipment - Noninstru	\$19,725.00
P0090248	Wenger Corporation	Ctr for Arts Product	Non-Instruct Supplies	\$434.53
P0090249	Registry of Interpreters for the	Special Resource Cen	Fundraising	\$250.00
P0090250	Pacific Coachways	Counseling Office	Non-Instruct Supplies	\$300.00
P0090251	ADT Security Services	Human Resources	Other Services And Expenses	\$2,525.80
P0090252	Portofino Hotel	Student Affairs	ASB Exp.	\$350.00
P0090253	Destyn M. LaPorte	El Camino Language	Field Trip Expense	\$564.00
P0090254	Decking Dynamics	Replace / Repair Flo	Site Improvements	\$4,200.00
P0090255	Bill's Carpet & Upholstery	Facilities/Planning	Repairs Noninstructional	\$597.20
P0090256	Westhost, Inc.	El Camino Language	Multi Media Advertising	\$29.85
P0090257	P & O Movers	Ctr for Arts Product	Center For The Arts Techn	\$133.00
P0090259	Edits Publishers	EOPS	Non-Instruct Supplies	\$560.59
P0090260	McLogan Supply Co.	Art Department	Instructional Supplies/Lo	\$1,244.64
P0090261	Daniel Smith Artists Materials	Art Department	Instructional Supplies/Lo	\$687.30
P0090262	Rembrandt Graphic Arts	Art Department	Instructional Supplies/Lo	\$633.52
P0090263	A-1 Office Plus Att: Rosa	Health, Safety	Non-Instruct Supplies	\$243.55
P0090264	Texas Tech University Rawls Colle	SBDC CITD	Dues And Memberships	\$190.00
P0090265	S & B Food Services Catering Serv	VP-SCA	Non-Instruct Supplies	\$1,082.50
P0090266	S & B Food Services Catering Serv	EOPS	Non-Instruct Supplies	\$374.37
P0090267	N.C.M.P.R.	Public Information	Other Services And Expenses	\$140.00
P0090268	Crucial Technology	Technical Services	Repairs Parts And Supplies	\$548.65
P0090270	AIEF	El Camino Language	Multi Media Advertising	\$500.00
P0090271	Wilson Racquet Sports	Physical Education	Instructional Supplies/Lo	\$779.40
P0090272	NCAA Publishing	Physical Education	Instructional Supplies/Lo	\$354.05
P0090274	California Pro Sports	Physical Education	Instructional Supplies/Lo	\$246.81
P0090276	Specialized Products	Information Technolo	Non-Instruct Supplies	\$132.46
P0090277	H.L. Sports	Physical Education	Instructional Supplies/Lo	\$402.38
P0090278	Graybar Electric	Information Technolo	Non-Instruct Supplies	\$2,758.14

## Administrative Services

P0090279	David Higham Associates Ltd.	Fine Arts	Non-Instruct Supplies	\$111.00
P0090280	Richard the Thread Empire Tape Co	Ctr for Arts Product	Non-Instruct Supplies	\$152.91
P0090281	Atlanta Thread & Supply Co.	Ctr for Arts Product	Non-Instruct Supplies	\$224.83
P0090282	Peacock's Marching World	Ctr for Arts Product	Repairs Parts And Supplies	\$70.70
P0090284	Entertainment Lighting Service	Ctr for Arts Product	Repairs Parts And Supplies	\$822.10
P0090285	I.C.I. Dulux Paint Store	Grounds	Non-Instruct Supplies	\$2,638.27
P0090286	Achro/EEO	Human Resources	Dues And Memberships	\$150.00
P0090287	Hoover's, Inc.	Ed & Community Devel	Multi Media Advertising	\$4,790.00
P0090288	Mcnaughton Bookservice	Div Office Instr. Se	Other Rentals	\$9,851.62
P0090289	Mid City Mailing Services	Ed & Community Devel	Multi Media Advertising	\$436.60
P0090290	U.S. Bank	Institutional Services	Election	\$1,126.60
P0090292	Monster.Com	Community Advancement	Multi Media Advertising	\$1,905.00
P0090293	Competitive Aquatic Supply Inc	Physical Education	Instructional Supplies/Lo	\$698.20
P0090294	ACHRO/EEO	Faculty & Staff Dive	Conferences Mgmt	\$125.00
P0090295	American Express Travel	Faculty & Staff Dive	Conferences Mgmt	\$208.60
P0090296	A-1 Printing & Graphics, Inc	Ed & Community Devel	Multi Media Advertising	\$1,645.40
P0090298	R & D Printing	Women in Ind. & Tech	Reproduction - Noninstruc	\$784.81
P0090299	California Community College Leag	Presidents Office	Dues And Memberships	\$10,255.00
P0090301	VS Athletics	Health Sciences	Non-Instruct Supplies	\$3,480.83
P0090303	NAEYC National Assoc for Ed. of Y	Careers in Child Car	Dues And Memberships	\$105.00
P0090305	Leonid Rachman	International Student	Conferences Mgmt	\$1,275.00
P0090306	James P. Lemmon	I&T Div Ofc	Conferences Faculty	\$198.00
P0090307	Council for Higher Education	Presidents Office	Dues And Memberships	\$2,730.00
P0090308	VWR Scientific	Life Sciences	Instructional Supplies/Lo	\$119.10
P0090309	J. F. Mccaughin Company	Art Department	Instructional Supplies/Lo	\$995.52
P0090310	Bill's Carpet & Upholstery	Facilities/Planning	Repairs Noninstructional	\$220.00
P0090311	Bob Lee's Automotive Center	Parking-Student Perm	Repairs Non Instr	\$30.82
P0090312	Susan Saxe-Clifford, Phd	Parking-Student Perm	Other Services And Expenses	\$375.00
P0090313	Competitive Aquatic Supply Inc	Physical Education	Instructional Supplies/Lo	\$2,135.65
P0090314	Pacific Parking Systems, Inc.	Parking-Student Perm	Non-Instruct Supplies	\$544.60
P0090315	Michael L. Stallings	I&T Div Ofc	Conferences Faculty	\$198.00
P0090316	Arts Council of Torrance	Div Office Fine Arts	Dues And Memberships	\$30.00
P0090317	John A. Carr	I&T Div Ofc	Conferences Faculty	\$297.00
P0090318	Glenna J. Johnson	I&T Div Ofc	Conferences Faculty	\$99.00
P0090319	Professional Pool Operators	Pool	Non-Instruct Supplies	\$25.00
P0090320	McGraw Hill Construction	Facilities/Planning	Other Books	\$82.00
P0090321	Westwood Building Supplies	Art Department	Instructional Supplies/Lo	\$601.80
P0090322	SNI Security Network, Inc.	Facilities/Planning	Repairs Noninstructional	\$1,485.00
P0090323	E Powerhouse PC	Technical Services	Repairs Parts And Supplies	\$64.07
P0090324	Cosco Fire Protection Inc.	Facilities/Planning	Repairs Noninstructional	\$9,930.00
P0090325	Iew Systems	Fire Academy 06-07	Other Services And Expenses	\$295.00

## Administrative Services

P0090326	Miele Professional	Life Sciences	Instructional Supplies/Lo	\$829.37
P0090327	Little Company of Mary Health Ser	Parking-Student Perm	Other Services And Expenses	\$41.00
P0090328	John E. Phillips Plumbing Inc.	Facilities/Planning	Repairs Noninstructional	\$770.00
P0090329	Commission on Accreditation of AI	Resp Therapy	Dues And Memberships	\$450.00
P0090330	Blackbaud, Inc.	Ctr for Arts Instr/A	Contract Services	\$5,412.50
P0090335	Congressional Quarterly, Inc.	Div Office Instr. Se	Library Books	\$161.00
P0090336	Matthew Bender Publisher And Lexi	Div Office Instr. Se	Library Books	\$118.25
P0090337	A-1 Printing & Graphics, Inc	Ed & Community Devel	Multi Media Advertising	\$517.95
P0090338	American Express Travel	SBDC COCCC	Transportation/ Mileage	\$346.10
P0090340	ASBDC	SBDC COCCC	Conferences Mgmt	\$495.00
P0090341	Torrance Chamber of Commerce	Torrance One Stop Ca	Multi Media Advertising	\$1,886.00
<b>Total :</b>		<b>99</b>		<b>\$142,600.50</b>

B0097113	U.S. Merchant Marine	(STCW) Standards for	Contract Services	\$12,000.00
B0097117	American Foothill Pu	Humanities	Non-Instruct Supplies	\$28,000.00
B0097253	Mobile Advanced Comp	Victorville Office A	Contract Services	\$13,200.00
B0097291	ECCD Petty Cash	Music	Instructional Supplies/Lo	\$400.00
B0097292	Morey's Music Store	Music	Repairs Parts And Supplies	\$1,500.00
B0097293	Sam Ash Music Stores	Music	Repairs Parts And Supplies	\$500.00
B0097294	Marshall Music	Music	Instructional Supplies/Lo	\$2,500.00
B0097295	Emerson Music	Music	Instructional Supplies/Lo	\$4,000.00
B0097296	Torrance Electronics	Music	Repairs Parts And Supplies	\$700.00
B0097297	ECCD Petty Cash	Div Office Fine Arts	Non-Instruct Supplies	\$300.00
B0097298	E.C.C.C.D. Bookstore	Div Office Fine Arts	Non-Instruct Supplies	\$100.00
B0097299	ECCD Petty Cash	Art Department	Instructional Supplies/Lo	\$900.00
B0097300	Airgas	Art Department	Other Instr Supplies/Lott	\$1,300.00
B0097301	ECCD Petty Cash	Music Library	Instructional Supplies/Lo	\$75.00
B0097302	El Segundo Janitoria	Ed & Community Devel	Contract Services	\$7,000.00
B0097303	South Bay Heating &	Ed & Community Devel	Maintenance Contracts	\$424.00
B0097304	Domestic Linen Suppl	Air Conditioning And	Laundry	\$904.00
B0097305	Domestic Linen Suppl	Automotive Collision	Laundry	\$784.00
B0097306	Domestic Linen Suppl	Automotive Technolog	Laundry	\$1,985.00
B0097307	Domestic Linen Suppl	Machine Tool Technol	Laundry	\$2,331.00
B0097308	Sims Welding Supply	Air Conditioning And	Other Instr Supplies/Lott	\$1,000.00
B0097309	Sims Welding Supply	Automotive Collision	Other Instr Supplies/Lott	\$1,500.00
B0097310	Sims Welding Supply	Welding	Other Instr Supplies/Lott	\$9,000.00
B0097311	Victory Athletics	Health Sciences and	Fundraising	\$12,000.00
B0097312	Caitlin Racine-Myers	Title V ECC/SMC Mgmt	PSA Contract Services	\$7,625.00
B0097313	Adriene L. Vaughan	SBA Contract Jan-Dec	PSA Contract Services	\$7,550.00
B0097314	Nextel Communication	Public Information	Telephone	\$2,000.00



## Administrative Services

B0097315	Postmaster	Contract Education	Postage	\$25,000.00
B0097316	Mary A. Harmon	Public Information	PSA Contract Services	\$36,000.00
B0097317	Robert J. Campbell	Public Information	PSA Contract Services	\$24,000.00
B0097318	ECCD Petty Cash	Contract Education	Non-Instruct Supplies	\$400.00
B0097319	Uline Shipping Suppl	Contract Education	Non-Instruct Supplies	\$200.00
B0097320	American Foothill Pu	Contract Education	Non-Instruct Supplies	\$50,000.00
B0097321	Estwick & Associates	Foster Care Ed 03-04	Contract Services	\$65,157.00
B0097322	Certif-A-Gift	Student Affairs	Non-Instruct Supplies	\$13,000.00
B0097323	Medical Institute of	Human Resources	Other Services And Expenses	\$5,000.00
B0097324	Cingular Wireless	Contract Education	Telephone	\$1,500.00
B0097325	Ecc Health Center	Human Resources	Other Services And Expenses	\$3,000.00
B0097326	E.C.C. Public Inform	Student Affairs	A/P Manual.Gen.	\$400.00
B0097327	ECCD Petty Cash	SRC High Tech Donati	Instructional Supplies/Lo	\$400.00
B0097328	E.C.C.C.D. Bookstore	Recruitment/School	Non-Instruct Supplies	\$2,000.00
B0097329	Uline Shipping Suppl	Mailroom	Non-Instruct Supplies	\$500.00
B0097330	Rodgers & Mcdonald G	Humanities	Non-Instruct Supplies	\$9,000.00
B0097332	Six Flags Magic Moun	Student Affairs	ASB Exp.	\$10,000.00
B0097333	Hewlett Packard Part	Information Technolo	Maintenance Contracts	\$15,456.00
B0097334	Hurricane Harbor	Student Affairs	ASB Exp.	\$3,000.00
B0097335	West Group Payment C	Div Office Instr. Se	Library Books	\$27,500.00
B0097336	Thomson Gale	Div Office Instr. Se	Library Books	\$14,500.00
B0097337	UCLA Center for Preh	Paramedic Academy	Contract Services	\$55,000.00
B0097338	L.A. County Ems Agen	Paramedic Academy	Contract Services	\$500,000.00
B0097339	Nolo Press	Div Office Instr. Se	Library Books	\$400.00
B0097340	Torrance Police Depa	Administrative Of Ju	Contract Services	\$13,000.00
B0097341	Beverly Hills Fire D	Fire Academy/Emergen	Contract Services	\$45,000.00
B0097342	Culver City Fire Dep	Fire Academy/Emergen	Contract Services	\$30,000.00
B0097343	City of El Segundo	Fire Academy/Emergen	Contract Services	\$30,000.00
B0097344	City of Hermosa Beach	Fire Academy/Emergen	Contract Services	\$21,000.00
B0097345	Manhattan Beach Fire	Fire Academy/Emergen	Contract Services	\$15,000.00
B0097346	Redondo Beach Fire	Fire Academy/Emergen	Contract Services	\$32,000.00
B0097347	Santa Monica Fire De	Fire Academy/Emergen	Contract Services	\$66,000.00
B0097348	Torrance Fire Depart	Fire Academy/Emergen	Contract Services	\$67,000.00
B0097349	Easy Reader, the	Public Information	Multi Media Advertising	\$10,000.00
B0097350	Redondo Beach Rotary	Public Information	Conferences Mgmt	\$180.00
B0097351	Redondo Beach Rotary	Public Information	Dues And Memberships	\$300.00
B0097352	Project Lead the Way	VATEA I&T	Contract Services	\$2,500.00
B0097353	S & B Food Services	Administrative Servi	Non-Instruct Supplies	\$1,000.00
B0097354	Thomson Learning	Nursing - Workforce	Other Books	\$1,000.00
B0097355	ECCD Petty Cash	Cact CA Employee Tra	Non-Instruct Supplies	\$1,000.00
B0097356	ECCD Petty Cash	CACT COCCC	Non-Instruct Supplies	\$750.00

## Administrative Services

B0097357	Enterprise Rent-A-Ca	Community Advancement	Transportation/ Mileage	\$2,200.00
B0097368	EBSCO SUBSCRIPTION	Music Library	Instructional Supplies/Lo	\$600.00
B0097369	ECCD Petty Cash	Facilities/Planning	Non-Instruct Supplies	\$400.00
B0097370	University Elevator	Facilities/Planning	Repairs Noninstructional	\$10,000.00
B0097371	Tri Signal Integrati	Facilities/Planning	Repairs Noninstructional	\$10,750.00
B0097373	ProTech Petroleum Se	Facilities/Planning	Repairs Noninstructional	\$1,400.00
B0097374	Mckinley Equipment	Facilities/Planning	Repairs Noninstructional	\$300.00
B0097375	Flue Steam, Inc.	Facilities/Planning	Repairs Noninstructional	\$1,000.00
B0097376	Abate Tech. Internat	Facilities/Planning	Non-Instruct Supplies	\$1,000.00
B0097377	Besse Medical Supply	Health Services	Direct Supp	\$500.00
B0097378	ELS Group	VP-SCA	Personal and Consultant	\$75,462.00
B0097379	Stericycle, Inc.	Hazmat	Waste Disposal	\$4,000.00
B0097380	Environmental Recove	Hazmat	Waste Disposal	\$20,000.00
B0097388	ECCD Petty Cash	First Year Exp Found	Non-Instruct Supplies	\$500.00
B0097389	E.C.C. Public Inform	First Year Exp Found	Reproduction - Noninstruc	\$2,000.00
B0097390	Cingular Wireless	I&T Div Ofc	Pager Service Airtime	\$540.00
B0097391	S & B Food Services	I&T Division	Non-Instruct Supplies	\$1,000.00
B0097392	ECCD Petty Cash	Nursing - Workforce	Non-Instruct Supplies	\$200.00
B0097393	ECCD Petty Cash	Artes de El Camino	Non-Instruct Supplies	\$3,000.00
B0097394	ECCD Petty Cash	Contract Training	Non-Instruct Supplies	\$500.00
B0097395	E.C.C. Public Inform	Speciality Beverage	Reproduction Instructiona	\$1,000.00
B0097396	Ancon Marine	Facilities/Planning	Repairs Noninstructional	\$2,100.00
B0097398	Vavrinek, Trine, Day	Institutional Service	Audit	\$57,405.00
B0097399	ECCD Petty Cash	Speciality Beverage	Non-Instruct Supplies	\$750.00
B0097400	S & B Food Services	First Year Exp Found	Non-Instruct Supplies	\$1,000.00
B0097401	ACS	Fiscal Services	Contract Services	\$1,500.00
B0097402	Paper Direct	WPLRC PIC Aerospace	Non-Instruct Supplies	\$500.00
B0097403	Paper Direct	(STCW) Standards for	Non-Instruct Supplies	\$250.00
B0097404	Paper Direct, Inc.	Cact CA Employee Tra	Non-Instruct Supplies	\$500.00
B0097405	E.C.C. Public Inform	Cact CA Employee Tra	Reproduction Instructiona	\$2,000.00
B0097406	E.C.C. Public Inform	Contract Training	Reproduction Instructiona	\$250.00
B0097407	Republic Master Chef	Cosmetology	Laundry	\$6,100.00
B0097408	E.C.C.C.D. Bookstore	Div Office Business	Non-Instruct Supplies	\$400.00
B0097410	Ronald S. & Betty M.	Transition Center fo	Building Rental	\$145,000.00
B0097411	ECCD Petty Cash	SBA Contract Jan-Dec	Non-Instruct Supplies	\$250.00
B0097412	E.C.C. Public Inform	Student Affairs	A/P Manual.Gen.	\$200.00
B0097413	Airgas	Resp Therapy	Instructional Supplies/Lo	\$700.00
B0097414	Airgas	Wellness Center	Instructional Supplies/Lo	\$250.00

**Total: 106 \$1,672,228.00**  
**Total POs and BPOs: 205 TOTAL: \$1,814,828.50**

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

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**Administrative Services – Measure “E” Bond Fund**

**A. CITIZENS’ BOND OVERSIGHT COMMITTEE MEETING CALENDAR  
2006-2007**

Meetings will be held in the Boardroom at 3:00 PM on the following dates.

- September 27, 2006
- November 15, 2006
- January 24, 2007
- March 14, 2007
- May 23, 2007

**B. CATEGORY BUDGETS AND BALANCES**

The following table reports Measure E expenditures and commitments through August, 2006.

<b>CATEGORY</b>	<b>BUDGET</b>	<b>EXPENDED</b>	<b>COMMITTED</b>	<b>BALANCE</b>
Additional Classrooms and Modernization (ACM)	175,871,183	16,911,921	27,830,745	131,128,516
Campus Site Improvements (CSI)	24,467,231	1,346,795	231,881	22,888,555
Energy Efficiency Improvements (EEI)	3,033,653	76,865	1,292,445	1,664,343
Health and Safety Improvements (HSI)	134,755,489	8,412,899	1,925,899	124,416,691
Information Technology and Equipment (ITE)	55,567,921	5,100,113	173,711	50,294,098
Physical Education Facilities Improvements (PEFI)	1,707,049	0.00	0.00	1,707,049
Refunding Income	<u>5,980,713</u>	<u>0.00</u>	<u>0.00</u>	<u>5,980,713</u>
<b>TOTAL</b>	<b><u>401,383,239</u></b>	<b><u>31,848,593</u></b>	<b><u>31,454,681</u></b>	<b><u>338,079,966</u></b>

**C. CONTRACT – DEGENKOLB ENGINEERS**

It is recommended the Board of Trustees ratify entering into a contract with the structural engineering firm of Degenkolb Engineers to prepare bid specifications and provide construction phase support for the work necessary to repair the fire protection coating of the Fire Building Structure at the Fire Academy.

**Dates of Service:** September 11, 2006 though March 31, 2007.

**Administrative Services – Measure “E” Bond Fund**

**Cost:** Not to exceed \$15,000 invoiced monthly.

**D. CONTRACT – HAMMEL, GREEN AND ABRAHAMSON, INC. (HGA)**

It is recommended the Board of Trustees ratify entering into a contract with the architectural firm of HGA for the performance of services related to obtaining certification by the Division of the State Architect’s (DSA) for the Science Complex Renovation Project.

HGA is the Architect of Record for this project with DSA, as such project certification documents can only be submitted by HGA.

**Dates of Service:** February 1, 2006 though December 31, 2006.

**Cost:** Not to exceed \$25,000 invoiced monthly.

**E. CHANGE ORDER #1 PRIMARY ELECTRICAL PROJECT (ECC BID #2005-06/P.O. 89049)**

It is recommended the following change order be approved to amend Vector Resources, Inc.’s contract. Purchase Order #89049

<b><u>Contractor:</u></b>	<b><u>Amount:</u></b>
<b>Vector Resources, Inc.</b>	<b>\$37, 328.71</b>

<b>Total Adjustment to Contract Price:</b>	
Original Contract Sum:	\$3,282,068.90
Prior Adjustments:	\$0.00
Alternate Bid Item Adjustments:	\$0.00
Adjustment for this Change:	\$37,328.71
Revised Contract Sum:	\$3,319,397.61

Reason(s):

1. The deletion of the work in the area where the Office Modular Buildings have been installed was necessary to alleviate contract overlap and to minimize contractor conflict. This work was bid and constructed as a part of the modular building installation. (\$28,020.10)
2. The removal of eight (8) additional trees was necessary to construct the Southern California Edison (SCE) switchgear yard (near the Parking Lot F structure). \$3,284.70

**Administrative Services – Measure “E” Bond Fund**

- |    |   |             |
|----|---|-------------|
| 3. | The installation of additional conduit to feed existing Parking Lot F power needs for future renovation was deemed prudent since the area was being trenched.   | \$12,514.59 |
| 4. | The installation of a sump pump and lights in the SCE switchgear structure was deemed necessary by the engineer of record for maintenance and to minimize the possibility of water causing an interruption of campus power. | \$16,397.56 |
| 5. | The removal and installation of three (3) portions of asphalt sidewalk was necessary after tree removal resulted in significant damage to these areas.  | \$2,151.63  |
| 6. | The installation of grounding was deemed necessary for the SCE switchgear equipment and fence.  | \$29,957.41 |
| 7. | The installation of a subterranean drainage system around the SCE switchgear structure was deemed necessary by the engineer.  | \$1,042.92  |

**Adjustment to Contract Time:**

Original Contract Time:	370 Days (January 23, 2006-January 31, 2007)
Prior Adjustments:	0 Days
Adjustment for this Change:	10 Days
Revised Completion Date:	February 10, 2007

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

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

<b>P.O. Number</b>	<b>Vendor Name</b>	<b>Site Name</b>	<b>Description</b>	<b>P.O. Cost</b>
P0099023	Christy Construction Inc.	Central Plant	Buildings	\$1,287.00
P0099028	S & M Moving Systems	Central Plant	Contract Services	\$9,300.00
<b>Total P.O.s :</b>		<b>2</b>		<b>\$10,587.00</b>
B0099022	Alcal Roofing	Humanities Complex	Buildings	\$578,028.98
B0099024	John R. Byerly, Inc.	Student Services/Activities Center	Architecture & Engineering	\$27,000.00

**Administrative Services – Measure “E” Bond Fund**

B0099025	Wickwire Gavin Llp	Master Planning	Legal -Bond Projects	\$48,000.00
B0099029	RMA Group	Humanities Complex	Testing & Inspection	\$285,000.00
B0099031	C.W. Driver	Learning Resource Center	Professional Services- Bond	\$550,000.00
	<b>Total BPOs:</b>	<b>5</b>		<b>\$1,488,028.98</b>
	<b>PO and BPO Total:</b>	<b>7</b>	<b>TOTAL :</b>	<b>\$1,498,615.98</b>

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

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## **Administrative Services – Human Resources**

### **A. EMPLOYMENT AND PERSONNEL**

It is recommended that the Board ratify/approve the employment and personnel changes for certificated, and classified, temporary classified service employees, special project temporary administrators and special service professionals as shown in items 1-15 and 1-15.

#### **Certificated Personnel:**

1. Employment – Ms. Joyce Wise, full-time/temporary instructor of Nursing, Health Sciences & Athletics, Class II, Step 5, effective August 28 through December 15, 2006.
2. Leave of Absence (medical) 50% - Mr. Massoud Ghyam, full-time instructor of Computer Sciences, Mathematical Sciences, effective August 26 through December 15, 2006.
3. Leave of Absence (personal) 100% – Dr. Barbara Jaffee, full-time instructor of English as a Second Language (ESL), Humanities, effective August 26, 2006 through June 8, 2007. She has declined her Sabbatical for Fall 2006.
4. Leave of Absence (medical) 100% - Ms. June Nelson, full-time instructor of Music, Fine Arts, effective August 24 through December 15, 2006.
5. Salary Placement Adjustment – Ms. Sara Blake, full-time instructor of English, Humanities, from Class III, Step 20 to Class IV, Step 20, effective September 23, 2006.
6. Salary Placement Adjustment – Ms. Victoria Orton, full-time instructor of Nursing, Health Sciences & Athletics, from Class III, Step 11 to Class IV, Step 11, effective September 23, 2006.
7. Special Assignment – Mr. Steve Cocca, full-time instructor of Electronics and Computer Hardware Technology, Industry & Technology, to fulfill requirements of the Quickstart Grant as project coordinator of Engineering Technology, to be paid \$41.74 an hour, not to exceed \$4,174 or 100 hours, effective September 6 through December 15, 2006, in accordance with the Agreement, Article X, Section 13 (c).
8. Special Assignment – Dr. Joanna Nacheff, full-time instructor of Music, Fine Arts, to implement global education through technology activities, to be paid \$55.65 an

## **Administrative Services – Human Resources**

hour, not to exceed 53 hours or \$3,000, effective September 5 through December 15, 2006, in accordance with the Agreement, Article X, Section 14(c).

9. Special Assignment – Ms. Kathleen Rosales, part-time instructor of Nursing, Health Sciences & Athletics, to present workshops for Nursing students, to be paid \$55.65 an hour, not to exceed 64 hours or \$3,600, effective September 6, 2006 through June 30, 2007, in accordance with the Agreement, Article X, Section 9(m).
10. Special Assignment – Ms. Janet Young, instructor of Childhood Education, Behavioral & Social Sciences, to co-lead the Teacher Education Program (TEP), to be paid \$55.65 an hour, not to exceed 240 hours or \$13,356, effective October 1, 2006 through June 30, 2007, in accordance with the Agreement, Article X, Section 14(c).
11. Stipend Assignment – The following full-time instructors to attend EdGate Training at Santa Monica Community College on September 15, 2006, to be paid \$250, in accordance with the Agreement, Article X, Section 14(c).

<u>Name</u>	<u>Discipline</u>
Leslie Back	Music
Betty Littles	English

12. Stipend Assignment – The following part-time instructors to attend EdGate Training at Santa Monica Community College on September 15, 2006, to be paid \$250, in accordance with the Agreement, Article X, Section 9(m).

<u>Name</u>	<u>Discipline</u>
Nancilyn Burruss	Reading
Kristie Daniel-DiGregorio	Academic Strategies
Dalia Juarez	English
Allen Perlstein	Education

13. Employment – Mr. Bruce Davis, part-time instructor of Fire & Emergency Technology, effective August 26 through December 15, 2006, to be paid by Santa Monica Fire Department.
14. Employment - The following part-time/temporary substitute instructors to be hired as needed for the 2006 Fall Semester.

<u>Fine Arts</u>
Bruce Russell

**Administrative Services – Human Resources**

Industry & Technology

Greg Allen

Robert McAndrews

15. Employment - The following part-time/temporary instructors to be hired as needed for the 2006 Fall Semester.

**Behavioral & Social Science**

Irma Archuleta

Juliana Fuqua

Michelle Moen

**Business**

Robin Cash

Walter Victor

Neil Kuritzky

**Fine Arts**

Robyn Anuakan

James Hovorka

Hsin-Yi Chang

Betty Lee

**Health Sciences & Athletics**

Patricia Beitel

Maryam Ibrahim

**Humanities**

Amanda Ackerman

John Millea

Rose Ann Cerofeci

Yuki Minekawa

Kathy Hall

Andres Moina

Kim Krizan

Leah Pate

Christine Lanoie-Newman

Lana Phillips

Meagan Madigan

**Industry & Technology**

Adalbert Botello

Annette Owens

Jonathan Measures

Gilberto Rocca

Oscar Ortiz

**Learning Resources**

Bruce Russell

## **Administrative Services – Human Resources**

### **Mathematics**

Hamid Jafari  
Tatiana Roque

Jian Liang Zhang

### **Classified Personnel:**

1. Personal Leave of Absence 50%- Ms. Jeannine Barba, Student Services Specialist, Range 33, Step E, Student Development/Enrollment Services Division, Student and Community Advancement Area, effective September 19 through December 21, 2006.
2. Extend Work Out of Classification - Ms. Beverly Rouse, Senior Clerical Assistant, Range 24, Step B, to Administrative Assistant II, Range 31, Step A, Information Technology Services Division, Administrative Services Area, effective August 16 through November 15, 2006.
3. Work Out of Classification – Ms. Allene Quarles, from Assistant Director – Human Resources, Range 13, Step 5 to Director-Human Resources, Range 16, Step 3, Human Resources Division, Administrative Services Division, to work as Interim Director of Human Resources at the Compton Center, effective September 18, 2006 through June 30, 2007.
4. Work Out of Classification- Ms. Grace Rodriguez, Student Services Technician, Range 28, Step E, to Student Services Specialist, Range 33, Step D, effective August 14 through September 18, 2006.
5. Employment - Mr. Levell Bennett, Night Custodian, Range 18, Step A, Facilities Planning and Services Division, Administrative Services Area, effective October 2, 2006.
6. Employment – Mr. Luis Bonilla, Night Custodian, Range 18, Step A, Facilities Planning and Services Division, Administrative Services Area, effective October 2, 2006.
7. Employment - Ms. Maria Velasquez, Night Custodian, Range 18, Step A, Facilities Planning and Services Division, Administrative Services Area, effective October 2, 2006.

## **Administrative Services – Human Resources**

### **Special Services Professional**

8. Amend Employment - Ms. Consuelo Zandate, – Special Services Professional, Range 2, Step 3, of the Special Services Professional Salary Schedule not to exceed \$55,900, Community Advancement Division, Student and Community Advancement Area, effective August 22 instead of September 1, 2006 through June 30, 2007.

### **Temporary Classified Services Employees:**

9. The following employees to work as ESL Program Coordinator, Humanities Division, Academic Affairs Area, 10 hours per week max, effective September 6 through December 22, 2006:

Rita Fork

Loretta Klonecky

Jelena Savina

Eric Takamine

10. The following employees to work as Theatre Assistant, Range 20, Step A, Fine Arts Division, Academic Affairs Area, on call as needed for the 2006 – 2007 fiscal year, effective September 7, 2006:

Tadg Gelleran

Jeremy Oleksa

11. Ms. Linda Morford - Clerical Assistant, range 22, Step A, Business Division, Academic Affairs Area, to work 40 hours per week, effective September 6, 2006.
12. Mr. Enrique Quinones - Night Custodian, Range 20, Step A, Facilities Planning and Services, Administrative Services, to work 40 hours per week, effective October 1, 2006.
13. Mr. Brett Rothstein – Theatre Technician, Range 31, Step A, Fine Arts, Academic Affairs Area, on call as needed for the 2006 – 2007 fiscal year effective September 7, 2006.
14. Ms. Lizet Salazar – Clerical Assistant, Range 22, Step A, Counseling and Student Services Division, Student and Community Advancement Area, to work 24-40 hours per week, effective September 6, 2006.
15. Mr. John L. Weitzel - Student Services Advisor, Range 35, Step A, Community Advancement Division, Student and Community Advancement Area, to work 40 hours a week effective September 6, 2006.

## **Administrative Services – Human Resources**

### **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 1-5.

1. Renee Dorn – Paraprofessional, \$17.50 per hour, (days vary), arrange hours up to 40 hours per week, effective July 1, 2006 through June 30, 2007, Foundation, Student and Community Advancement Area, to assist with managing current programs such as President’s Circle, Annual Campaign and Direct Mail, and assist with managing upcoming Foundation events and the Foundation database.
2. Miriam Jaurequi – Professional I, \$19.25 per hour, days and hours on an as-needed basis, effective July 1, 2006 through June 30, 2007, Admissions & Records/Enrollment Services, Student & Community Advancement Area, to assist students in the application process; input residency; assist in the cashiering function in Records for transcript/credit by exam processing; and perform other duties as assigned for admissions processing.
3. Tiffany Williams – Timer-Men’s Basketball, \$10.00 per hour, (days vary), arrange 12 hours per week (hours vary), October 1, 2006 through June 30, 2007, Health, Sciences & Athletics, Academic Affairs Area, to operate the time clock and electrical control board for athletic events at El Camino College.
4. Tiffany Williams – Professional I, \$18.50 per hour, Thursday and Saturday, arrange 7 hours per week, Sept 2, 2006 through June 30, 2007, Health, Sciences & Athletics, Academic Affairs Area, to assist the HS&A staff with various athletic events, projects, and other duties as assigned.
5. The following individuals are to work as Paraprofessional, \$15.00 per hour, Monday through Friday (days vary), 7:00 a.m. to 10:30 p.m. (hours vary), Writing Center/Humanities, Academic Affairs Area, to assist students with their writing assignments in all phases of the composing process – understanding and responding to the topic, generating ideas, outlining, drafting, and revising.

Jennifer Brightman  
Isabella Enriquez

Ryan Ritchie  
Esther Yoo

## **Administrative Services – Human Resources**

### **C. CLASSIFIED PROFESSIONAL GROWTH**

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

University of LaVerne: EDU 567-School Safety and Crisis Prevention, Cerritos, CA - June Curtis. Sept. 7-Nov.16, 2006. \$400.00 maximum.

California Association for Postsecondary Education and Disability (CAPED) 2006 Annual Conference - Lake Tahoe, NV - Cheryl Peacock. Oct. 8-11, 2006. \$400.00 maximum.

California Community Colleges EOP&S 36<sup>th</sup> Annual Conference, Hyatt Regency Hotel, Sacramento, CA - Crystal Fuentes. Oct. 23-26, 2006. \$400.00 maximum.

California Community Colleges EOP&S 36<sup>th</sup> Annual Conference, Hyatt Regency Hotel, Sacramento, CA - Linda Massarotti. Oct. 23-26, 2006. \$400.00 maximum.

LDI (Live Design Institute) 2006 Annual Conference, Las Vegas Convention Center, Las Vegas, NV - Andrew Wolski. Oct. 16-22, 2006. \$400.00 maximum.

### **D. RESOLUTION – EQUIVALENCE TO MINIMUM QUALIFICATIONS**

It is recommended that the Board of Trustees approve a Resolution of the Board of El Camino Community College District authorized by the California Education Code Section 87359 as shown below:

WHEREAS, California Education Code Section 87359 provides that the governing board upon the advice and judgment of the Academic Senate may approve employment of instructors who possess qualifications at least equivalent to the minimum qualifications specified in the regulations of the Board adopted pursuant to Education Code Section 87356; and

WHEREAS, the El Camino College Policy "Equivalence to the Minimum Qualifications" was adopted June 11, 1990; and

WHEREAS, there are instructors on the staff at El Camino Community College who are eminently qualified to teach in their designated subject area.

**Administrative Services – Human Resources**

NOW, THEREFORE, BE IT RESOLVED, that the El Camino Community College District Board of Trustees hereby approves the assignment of the below listed instructors to teach in the designated discipline(s) during employment at El Camino College:

Christine Lanoie-Newman, English

Yuki Minekawa, Japanese



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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. Rescind Signature Authorization

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## **President and Board of Trustees**

### **A. Rescind Signature Authorization**

It is recommended that the Board rescind signature authorization for John Baker, Interim Vice President – Student and Community Advancement, for the following: 1) “A” and “B” Warrants, 2) Contracts, 3) Purchase Orders, 4) Purchase Orders for the Bookstore, 5) Change Orders, 6) Notices of Employment and Orders for Salary Payments, 7) Revolving Cash Fund – El Camino Community College District, 8) Registration Fund, 9) Cash Management Fund, 10) Trust Funds, 11) Associated Students Bank Account, 12) Bookstore Fund, 13) Small Business Development Center Bank Account, 14) El Camino College Business Office Account, 15) Auxiliary Services Fund, 16) Dental Self-Insurance Fund, Wells Fargo Bank Account, 17) National Direct/Federal Perkins Student Loan/Nursing Loan Billing Services, and 18) Computer Loan Revolving Cash Fund – El Camino Community College District.