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**El Camino Community College District
Board of Trustees
Agenda, Monday, March 16, 2009
Board Room
4:00 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of February 17, 2009, Pages 4-5**
- III. Presentation – Accreditation – Dr. Arce**
- IV. Public Hearing – none**
- V. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
 - A. Public Comment
 1. Academic Affairs
See Academic Affairs Agenda, Pages 6-55
 2. Student and Community Advancement
See Student Services Agenda, Pages 56-73
 3. Administrative Services
See Administrative Services Agenda, Pages 74-85
 4. *See Measure “E” Bond Fund Agenda, Pages 86-91*
 5. Human Resources
See Human Resources Agenda, Pages 92-101
 6. Superintendent/President
See Superintendent/President Agenda, Pages 102-104
- VI. Public Comment on Non-Agenda Items**

VII. Oral Reports

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

VIII. Closed Session

- A. Personnel Matters, Brown Act Section 54957
 - 1. Public Employee Performance Evaluation – President

- B. Student Expulsion, Brown Act Section 54954.5
 - 1. Student Expulsion –
1 case

Board of Trustees Meeting Schedule for 2009 4:00 p.m. Board Room

Monday, March 16, 2009
Monday, April 20, 2009
Monday, May 18, 2009
Monday, June 15, 2009
Monday, July 20, 2009
Monday, August 17, 2009
Tuesday, September 8, 2009
Monday, October 19, 2009
Monday, November 16, 2009
Monday, December 21, 2009

EL CAMINO COLLEGE STRATEGIC PLAN 2007 THROUGH 2010

Vision Statement

El Camino College will be the College of choice for successful student learning, caring student services and open access. We, the employees, will work together to create an environment that emphasizes people, respect, integrity, diversity and excellence. Our College will be a leader in demonstrating accountability to our community.

Mission Statement

El Camino College offers quality, comprehensive educational programs and services to ensure the educational success of students from our diverse community.

Statement of Philosophy

Everything El Camino College is or does must be centered on its community. The community saw the need and valued the reason for the creation of El Camino College. It is to our community that we must be responsible and responsive in all matters educational, fiscal and social.

Statement of Values

Our highest value is placed on our students and their educational goals. Interwoven in that value is our recognition that the faculty and staff of El Camino College are the College's stability, its source of strength and its driving force. With this in mind, our five core values are:

People – We strive to balance the needs of our students, employees and community.

Respect – We work in a spirit of cooperation and collaboration.

Integrity – We act ethically and honestly toward our students, colleagues and community.

Diversity – We recognize and appreciate our similarities and differences.

Excellence – We aspire to deliver quality and excellence in all we do.

Guiding Principles

The following guiding principles are used to direct the efforts of the District:

El Camino College must strive for distinction in everything the College does—in the classroom, in services and in human relations. Respect for our students, fellow employees, community and ourselves, must be our underlying goal.

Cooperation among our many partners including other schools and colleges, businesses and industries, and individuals is vital for our success.

Access and success must never be compromised. Our classrooms are open to everyone who meets our admission eligibility and our community programs are open to all. This policy is enforced without discrimination and without regard to gender, ethnicity, personal beliefs, abilities or background.

Strategic Initiatives

1. Offer excellent educational and student support services:
 - a) Enhance college services to support student learning using a variety of instructional delivery methods and services.
 - b) Maximize growth opportunities and strengthen programs and services to enhance student success.
 - c) Strengthen partnerships with schools, colleges and universities, businesses and community-based organizations to provide workforce training and economic development for our community.
2. Support self-assessment, renewal, and innovation:
 - a) Use student learning outcomes and assessment to continually improve processes, programs and services.
 - b) Use research-based evidence as a foundation for effective planning, budgeting and evaluation processes.
3. Modernize the infrastructure to support quality programs and services:
 - a) Use technological advances to improve classroom instruction, services to students and employee productivity.
 - b) Improve facilities to meet the needs of students and the community for the next fifty years.

EL CAMINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING OF
Tuesday, February 17, 2009

The Board of Trustees of the El Camino Community College District met at 4:00 p.m. on Tuesday, Tuesday February 17, 2009, in the Board Room at El Camino College.

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

Also present were Dr. Thomas M. Fallo, Superintendent/President; Dr. Francisco Arce, Vice President, Academic Affairs; Ms. Jo Ann Higdon, Vice President, Administrative Services; Dr. Arvid Spor, Dean, Enrollment Services; Ms. Barbara Perez, Vice President, Human Resources; and Dr. Lawrence Cox, Provost, El Camino College Compton Community Educational Center/Chief Executive Officer, Compton Community College District.

Minutes of the Regular Board Meeting of January 20, 2009

The Minutes of the Regular Board Meeting of January 20, 2009 were approved as amended.

Consent Agenda

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

Student and Community Advancement

Field Trips

Community Education – Fall 2008

Grants

Board Policy and Procedure 4300 – Field Trips and Excursions

Administrative Services

2009 Tax and Revenue Anticipation Notes (TRANS)

Audit Services 2009-2010

Contracts Under \$76,000

Contracts Over \$76,000

Purchase Orders and Blanket Purchase Orders

Measure E Bond Fund

Category Budgets and Balances

Change Order – Airemasters Air Conditioning – MSC Computer Room HVAC Upgrade

Change Order – Bomel Construction – Lot H Parking Structure & Athletic Facilities

Change Order – Southland Industries – Energy Management System Upgrade Phase 2

Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

Resolution – Equivalence to Minimum Qualifications

President/Board of Trustees

Absence of a Board Member

Motion carried.

Committee of the Whole

As Vice President of the Board, Trustee Gen opened the Committee of the Whole at 4:45 p.m. to discuss CEO Succession. Committee of the Whole closed at 5:05 p.m.

Closed Session

Meeting adjourned to a Closed Session at 5:20 p.m.

Adjournment

Meeting reconvened at 7:15 p.m. and immediately adjourned.

Maureen O'Donnell, Secretary of the Board

Thomas M. Fallo, Secretary to the Board

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

	<u>Page No.</u>
A. Center for the Arts Presentations – 2008/2009	7
B. Conference Attendance – CTE Teacher Pipeline.....	7
C. Destruction of Records	8
D. Instructional Field Trip – Spring 2009	8
E. Retreat—Mathematics, Engineering, Science Achievement (MESA) Program....	8
F. Accreditation Follow-Up Report – Information Item	9

ACADEMIC AFFAIRS

A. CENTER FOR THE ARTS PRESENTATIONS – 2008/2009

It is recommended that the Board approve the Center for the Arts presentation for the 2008/2009 season. Costs for each presentation are established as negotiated between the artist and his/her management representative and the District.

<u>Performance</u>	<u>Date</u>	<u>Amount</u>
1. “Guys and Dolls” Payable to: Encore Entertainers The musical <i>Guys and Dolls</i> will be presented at the Campus Theatre as a co-sponsor production. El Camino College Center for the Arts will sell tickets for the event with income earned being deposited into Center for the Arts income account. After the production, El Camino College Center for the Arts costs and fees will be determined and this amount will be reduced from monies received and a check for the balance due will be issued to Encore Entertainers. The dollar amount due will be determined after the production from Ticket Office income receipts and CFA costs/expenses incurred.	June 20& 21, 2009	Co-Sponsor
2. ATOS Trio Correction to Payee: Please change payee to read: Thomas Hoppe, Kuenstlersekretariat Rolf Sudbrack, TIN # 40-3471083, agency # DE118453598.	April 5, 2009	\$5,000

B. CONFERENCE ATTENDANCE – CTE TEACHER PIPELINE

It is recommended that the Board approve the Career and Technical Education (CTE) Teacher Pipeline students and staff listed below to attend the California Industrial Technology Educators’ Association (CITEA) State Conference from March 19-21, 2009, at Fresno, California. All expenses will be paid by the CTE Teacher Pipeline, Chancellor’s Office grant (account #12-55225-00-130000-1214), total cost not to exceed \$3,000.

Students:

Lisa Burnette
Armando Garcia
Rosa Novack
Caryn Yakota

Program Coordinator:

Naomi Tokuda

ACADEMIC AFFAIRS

C. DESTRUCTION OF RECORDS

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

SRC Student Files, Box #35-42	1997-1998	A-Z
Destroy date: 12/2008		

D. INSTRUCTIONAL FIELD TRIP – SPRING 2009

It is recommended that the Board approve the following instructional field trip for Spring 2009:

April 10-13, 2009 – Dr. Charles Herzig – Geology 30 class, estimated students 25, Death Valley National Park – depart 8:00 a.m. (4/10), return 5:00 p.m. (4/13), Van transportation.

E. RETREAT – MATHEMATICS, ENGINEERING, SCIENCE ACHIEVEMENT (MESA) PROGRAM

It is recommended that the Board approve MESA students to participate in the Santa Cruz Leadership Retreat to be held April 17-19, 2009 at the Happy Valley Conference Center in Santa Cruz, California. Lodging and registration will be covered by MESA Statewide. Students will be accompanied by MESA Director, Arturo Hernandez. Transportation will be by van. (Note: A maximum of 12 students from the list below of potential students will be able to participate in the retreat.)

Acevedo, Ariana	Germany, Chad	Magana, Ramiro
Avila, Jonathan	Ghebreyohannes, Betelhem	Ngwuta, Joan
Banks, Gregory	Gomez, Diana	Prado, Magen
Baralis, Melena	Gonzalez, Fabiola	Raya, Christopher
Barrera, Alma	Gregory, Mario	Reyes, Hadasa
Bermudez, Elizabeth	Guardado, Jose	Rivera, Vanessa
Cantada, Jim	Gutierrez, Arturo	Rodriguez, Ada
Capistran, Denise	Hernandez, Antonio	Shodiya, Michel
Carranza, Luis	Hernandez, Daniel	Skarbreveck, Konrad
Castro, Carlos	Hernandez, Genesis	Soubil, Evaristus

ACADEMIC AFFAIRS

Cendejas, George
Chaidez, Jose
Courtney, Hamilton
Davidson, Ejimole
Esparsa, Jorge
Flores, Charito
Gallegos, Jackie

Hernandez, Jessica
Ixtupe, Veronica
Jaime-Diaz, Jesus
Jara, Edward
Jimenez, Myron
Laguardia, Alexis
Lopez, Brett

Tesfa, Mekebeb
Torres, Angel
Torres, Johnny
Tyler, Hashim
Velazquez, Carolina
Whenzier, Gordon

F. ACCREDITATION FOLLOW-UP REPORT – INFORMATION ITEM

It is recommended that the Board review the first draft of the April 1, 2009 Accreditation Follow-up Report, as follows.

EL CAMINO COLLEGE

Follow-Up Report

Submitted by

El Camino College
16007 Crenshaw Boulevard
Torrance, California 90506

to

Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges

April 1, 2009

TABLE OF CONTENTS

	Page
Table of Contents	2
Statement on Report Preparation	3
Response to the Team Recommendations	
A. Recommendation 1	4
B. Recommendation 3	7
Appendices	
1 Manzoni Letter	10
2 Planning and Budgeting Calendar	17
3 Planning Model Processes and Timelines	19
4 a 2008 – 2009 College Plans	25
4 b 2008 – 2009 Center Plans	33
5 a Academic Affairs Program Review Status	37
5 b Student and Community Advancement Program Review Status	39
5 c Administrative Services Program Review Status	40
5 d Compton Educational Center Student Services Program Review Status	41
6 Articulation Agreements	42
7 Academic Affairs Program Review Guidelines	44

STATEMENT OF REPORT PREPARATION

Follow-Up Report April 1, 2009

This Follow-Up Report is written in response to the February 3, 2009 request from Dr. Barbara Beno, President of the Accrediting Commission for Community and Junior Colleges (ACCJC), for a first Follow-Up Report due April 1, 2009. The report will respond to the progress the College has made to resolve recommendations 1 and 3 listed below.

- 1. As cited in previous (1990, 1996, and 2002) accreditation recommendations the college should complete the full implementation of its process for tracking planning, program review, budgeting, and evaluation process and complete the cycle to assure that all the departments and sites (including the ECC Compton Center) of the college participate in the program review process, and that the results of program review clearly link to institutional planning and the allocation of resources. (I.B.3; II.A.2.e; II.A.2.f; III.B.1; III.B.1.a; III.B.2.a; III.B.2.b)*
- 3. Recommendation 3. The college should revise its curriculum review processes and cycles so that all curriculum across the college is reviewed consistently, that the cycle of review assures the currency of the curriculum, and that the curriculum review and program review processes are integrated so that an important element of program review (the determination that program curriculum needs revision, addition or deletion to remain current) will be part of the actual program review process. (II.A.2; II.A.2.a; II.A.2.b; II.2.A.2.c; II.2.A.2.d; II.A.2.e)*

In this Follow-Up Report, the College will demonstrate the progress made since the Accreditation Evaluation Site Visit on October 6-9, 2008. The report was created by the Vice President of Academic Affairs (Accreditation Liaison Officer) in coordination with the Accreditation co-chairs and review of the Accreditation Task Force. The report was reviewed by the El Camino Community College District Board of Trustees at the March 16, 2009 Board of Trustees meeting.

Follow-Up Report Task Force:

Francisco M. Arce, ALO and Vice President of Academic Affairs

Susan Dever, Dean of Academic Affairs, Compton Educational Center

Pete Marcoux, President of Academic Senate

Jeanie Nishime, Vice President of Student and Community Advancement

Saul Panski, Faculty, Compton Educational Center

Luukia Smith, President of ECCE

Arvid Spor, Accreditation Co-Chair and Dean of Enrollment Services

Evelyn Uyemura, Faculty Accreditation Co-Chair

David Vakil, Faculty

Response to the Team Recommendations

Recommendation 1. As cited in previous (1990, 1996, and 2002) accreditation recommendations the college should complete the full implementation of its process for tracking planning, program review, budgeting, and evaluation process and complete the cycle to assure that all the departments and sites (including the ECC Compton Center) of the college participate in the program review process, and that the results of program review clearly link to institutional planning and the allocation of resources. (I.B.3; I.B.3; II.A.2.e; II.A.2.f; III.B.1; III.B.1.a; III.B.2.a; III.b.2.b)

The College meets the criteria for Sustainable Continuous Quality Improvement as described in the Commission rubric.

The College submitted a progress report on March 19, 2007 to describe progress made linking program review and planning in response to Recommendation 1 (program review and planning) from the previous visit in 2002. On April 17, 2007 in a letter to Barbara Beno, Dr. Ron Manzoni, the team chair, said the following: “El Camino College has made progress on this recommendation. If the college maintains its schedule to complete reviews in all areas over the next two years, it will have met this recommendation.” (Appendix 1: Manzoni letter to Dr. Beno)

The college did continue its progress in planning and program review and therefore does not completely accept the implications of the 2008 site visit team evaluation report regarding Recommendation 1, noted above. In the following narrative, the College will demonstrate the progress it made in the full implementation of planning and program review processes.

The college recognizes the need to fully implement the tracking of planning, program review, budgeting, and evaluation processes to improve institutional effectiveness at all sites, including the ECC Compton Center. The college also acknowledges the importance of program review as a critical tool for use in planning and resource allocation. The College has focused its efforts on strengthening the planning and program review process. In addition, all planning and program review processes that take place on the main campus also take place at the Center.

Implementation of ECC Planning

Contrary to what the Recommendation may suggest, the college has been engaged in master planning, evaluation, and resource allocation since the 1990s. The first Educational Master Plan was created in 1998 and served as the foundation for the General Obligation Bond. The Bond was successfully passed in 2002 and was used to fund the 5-year Capital Construction Plan. In 2004, the College developed the Comprehensive Master Plan to update the Educational Master Plan, Technology Plan, Facilities Plan, Staffing Plan, and Resource Plan. The College will update the Comprehensive Plan by the end of fall 2009. In conjunction with this update, the College is developing a Comprehensive Master Plan for the Compton Center.

The College creates an annual plan which sets forth goals and objectives and tracks the progress made toward them by programs, divisions and vice presidents. Plans are either short-term (less than one year) or long-term (two to five years), some require funding while others are cost neutral, and all are reviewed and updated at least twice each academic year. While the current

plan is being reviewed, a new plan for the next fiscal year is in development for the new budget cycle as shown in the Planning and Budgeting Calendar. Plans requiring funding are reviewed by the Vice Presidents/Provost for funding opportunities according to the schedule below. (Appendix 2: Planning and Budgeting Calendar)

1. September – October: Each program reviews, updates, and inputs program review prioritized plans into the Program Plan for the next fiscal year.
2. November - December: Each Division Council reviews and prioritizes program goals and objectives and enters or rolls over the information into the division Unit Plan for the next fiscal year.
3. January: Goals and Objectives in the current Unit Plan are reviewed and evaluated for the first half of the current fiscal year.
4. January – February: Vice Presidents/Provost meet with division managers to review and prioritize division Unit Plan and create a prioritized list which is placed into Plan Builder under Vice President/Provost Area Plan.
5. March - April: Vice Presidents/Provost present the prioritized Area Plans requiring funding to PBC for discussion and endorsement.
6. May: PBC submits a list of endorsed funding requests to the President for consideration.
7. July: Goals and Objectives in the current Unit Plan are reviewed and the status evaluated for the fiscal year completed.

The College uses Plan Builder as its planning and evaluation software. This software allows the College to document and evaluate all of its planning activities, to establish measurable goals and objectives, and to prioritize technology, staffing, and facilities recommendations. It allows the managers to track the processes that they are engaged in and to evaluate their programs and plan future activities.

The College has invested considerable resources to strengthen the linkages outlined in Recommendation 1. The entire College is engaged in the planning process and managers are ensuring that plans are completed according to the timeline. The planning process has been fully implemented and is working effectively. (Appendix 3: Planning Model Processes and Timelines)

Program Review Linked to Institutional Planning

The linkage between Program Review and planning processes is institutionalized. Since 2004, the College Academic Affairs area has completed 50 program reviews and the remaining 14 will be completed in spring 2009. In Administrative Services, 20 out of 20 program reviews are completed. In Student and Community Advancement, 20 out of 24 program reviews have been completed and the remaining 4 will be completed in June 2009. In addition, the College has created and distributed a timeline for the next round of program reviews for all programs at all sites. This will constitute the third round of program review in Academic Affairs and Student and Community Advancement.

At the Compton Center, Student Services has completed 16 of 16 program reviews. Administrative Services programs at the Center are conducting program reviews in spring 2009. Academic programs are being integrated into main campus Academic Affairs program reviews beginning in spring 2009. (Appendix 4: Program Review Schedules)

Program review recommendations are used in the planning process to guide and develop program-based plans for staffing, technology, and facilities. The program based plans are reviewed at three levels (program, unit, area) and prioritized at each level to rank proposals. The highest-ranked plans from all vice president areas are forwarded to Cabinet for final prioritization. The vice presidents present the prioritized area plans at the College PBC to seek endorsement before moving to Cabinet for final approval. The same processes are in effect at the Compton Center.

The program review recommendations from 2004-2009 were used in the development of plans for incorporation into Plan Builder. The college has ensured that all programs, units (divisions), and areas are engaged in the planning process and that program, unit, and area plans in the Plan Builder are completed and evaluated for 2008-2009. The planning cycle for 2009-2010 has started with prioritization occurring at every level.

Evaluation and Resource Allocation

Evaluation is a significant aspect of the planning process and all managers use the evaluation function in Plan Builder to track and evaluate the status of their annual goals and objectives. The college analyzes the results of the evaluation to determine how effective the plans were in accomplishing the goals. Plans may be rolled over into the following year's planning process to allow for continuity in cases where the plans remain relevant. The managers have completed the first evaluation of plan goals and objectives for 2008-2009. All 163 individual program plans, including goals and objectives, are tied to measurable evaluations. Future resource allocation is contingent upon the evaluation of outcomes for funded projects from the previous year. (Appendix 5: 2008-09 College Plans and 2008-09 Center Plans)

Conclusion

The College meets the requirements listed in the Rubric for Evaluating Institutional Effectiveness in Planning at the Sustainability level. The planning and program review process has been operating at the College since the 1990's and is considerably strengthened through the adoption of a new planning tool and full implementation of the evaluation component of program review. The Compton Center is being brought into alignment with the planning and program review processes at the College. The College uses ongoing and systematic evaluation and planning to allocate resources and improve student learning.

Recommendation 3. The college should revise its curriculum review processes and cycles so that all curriculum across the college is reviewed consistently, that the cycle of review assures the currency of the curriculum, and that the curriculum review and program review processes are integrated so that an important element of program review (the determination that program curriculum needs revision, addition or deletion to remain current) will be part of the actual program review process. (II.A.2; II.A.2.a; II.A.2.b; II.2.A.2.c; II.2.A.2.d; II.A.2.e)

Revising Curriculum Review Process and Cycle

El Camino College is well-respected for the quality of its curriculum and the contribution this makes to student success. Nevertheless, the college acknowledges that it was not consistently using a six-year cycle for course review and that the relationship between program review and curriculum review needed strengthening. Program review in academic affairs has always required the originators to identify curriculum review plans; however, the follow-through was not institutionalized. The College Curriculum Committee (CCC) is committed to establishing a consistent six-year review cycle without compromising the integrity of the curriculum. To that end, the college curriculum committee chair and chair-elect, in coordination with the administration and the college curriculum committee, have developed a new process for reviewing curriculum that will allow all curriculum to be reviewed on a six- year cycle. (Appendix 5: Articulation Agreements and Transfer Numbers)

The Office of Academic Affairs developed a database of courses indicating the date of last review. A significant number of courses were found that had not been reviewed within the last six years, and the college curriculum committee acknowledged the need for improvement and developed a two track approach to curriculum review in order to increase efficiency.

Previously, all courses required full Curriculum Committee review. A new process has been introduced to expedite the review process and increase the number of courses reviewed each year. The new process allows for two types of reviews: Comprehensive and Technical curriculum review.

The Comprehensive Review Committee, consisting of the entire CCC, reviews all new courses; courses with pre- and co-requisites, or enrollment limitation; discipline, unit or faculty load changes; and courses with degree applicability or transfer status revisions. Majors and certificates are also submitted for Comprehensive review.

The Technical Review Committee is comprised of the curriculum committee chair; the curriculum advisor; the articulation officer; the vice president of academic affairs or his designee; the academic deans' representative; the chair elect; and one rotating CCC representative. The Technical Review Committee reviews inactivation of courses, courses with minor changes, and numbering changes. These courses are placed on a consent agenda and are presented to the CCC for final approval.

This revised curriculum review process was unanimously approved by the CCC on February 24, 2009. The College Curriculum Committee continues to meet every other week, while the Technical Review subcommittee meets on alternate weeks. The college has approved funding to

enable the Technical Review Committee to continue working over the summer in order to increase the number of courses reviewed.

Curriculum originates at the division level where it is prioritized and reviewed by each Division Curriculum Committee. Each division has a representative on the CCC, and this member works with the Division Curriculum Committee to ensure the currency of the curriculum before it is submitted to the College Committee. Each Division Curriculum Committee includes a faculty member from the Compton Educational Center. In addition, a counselor and a teaching faculty member from the CEC serve as voting members on the College Curriculum Committee, along with the CEC Executive Dean of Academic Affairs as an ex-officio member.

In addition, courses in the catalog that had not been offered in the last three years were identified. Initially about 180 such courses were identified, and discipline groups were asked to determine which courses should be inactivated or to provide justification for maintaining the course in the curriculum. The CCC projects it will inactivate approximately 100 courses in spring 2009.

With this approach to curriculum review in place, it is anticipated that the number of courses reviewed per year will double. This revised process will bring the college curriculum review cycle into compliance with the Statewide Academic Senate's recommended best practices calling for course review at least once every six years. Also, the six year cycle corresponds with the program review cycle.

To further improve the curriculum process the college recently purchased CurricUNET, a commercial software program that is used by many California Community Colleges. CurricUNET has sophisticated features that allow curriculum to be developed, reviewed, and approved in a more streamlined manner. In Fall 2008, the Master Course file, which includes all ECC courses, was uploaded into CurricUNET. The next step is to upload certificates and degrees into the system. Once CurricUNET is fully operational, the College Curriculum Committee envisions a paperless process. In addition, faculty will have instant access to numerous links such as Title 5 sites, Bloom's Taxonomy, and courses from other colleges which utilize the CurricUNET system. In April 2009, the chair-elect of the CCC, the Associate Dean of Academic Affairs, and the Academic Affairs Curriculum Advisor will travel to Idaho to meet with CurricUNET programmers to establish the rules for ECC course review in the CurricUNET software.

In the interim, an Excel spreadsheet has been developed to collect information about course review dates. When the CurricUNET software is fully implemented, the software database for tracking course, degree, and certificate review dates will replace the Excel databases used in the Office of Academic Affairs, and the Excel databases will be imported into CurricUNET

Integrating Course Review and Program Review

The 2008 ECC Accreditation Self-Study identified some weaknesses in processes related to program review, course review, and student learning outcomes. In June 2008, the college created an Associate Dean of Academic Affairs position to coordinate program review, course review,

student learning outcomes and other related programs in academic affairs. The associate dean reports to the Vice President of Academic Affairs.

In coordination with the Associate Dean of Academic Affairs, the Curriculum Committee officers developed a process to link curriculum review more effectively with program review. The revised academic affairs program review guidelines require the discipline group to identify all program courses and the date of last review as well as requiring a plan to update courses. Program review requires the discipline group to validate the quality of the programs through analysis of student success and retention rates and enrollment demand.

Several program review orientations are provided throughout the semester at both locations. At these orientations, faculty learn how the program review process functions and the importance of integrating curriculum review into the program review process. In addition, Institutional Research provides faculty members with specific data to be used in the review of each program

The updated program review process provides for a stronger accountability system that links program review, curriculum review, and student learning outcome development. When writing a program review, the faculty identify the courses in the program and the last date of review. The revised program review process requires follow-up plans and a specific timeline for submission of these courses to the CCC. If faculty see a need to increase course offerings or delete courses, they provide explanations for these actions in their program reviews. The program review process requires all courses in the program to specify student learning outcomes. The program review is also the document in which any articulation issues are explored. Recommendations may be taken to the Division Curriculum Council for analysis in order to move forward to the CCC. (Appendix 6: Academic Affairs Program Review Guidelines)

Conclusion

The college meets the requirements of Recommendation 3. The college has revised its curriculum review process to assure that it adheres to a 6-year cycle. The college has fully integrated curriculum review into program review, not only in response to the recommendations of the commission, but also because it recognizes the importance of this linkage to the planning process.



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

10 COMMERCIAL BOULEVARD
SUITE 204
NOVATO, CA 94949
TELEPHONE: (415) 506-0234
FAX: (415) 506-0238
E-MAIL: accjc@accjc.org
www.accjc.org

Chairperson
E. JAN KEHOE
CCLDIF

Vice Chairperson
LURELEAN B. GAINES
East Los Angeles College

President
BARBARA A. BENO

Vice President
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GARMAN JACK POND

Associate Vice President
LILY OWYANG

Business Officer
DEANNE WILBURN

ITAS
TOM LANE

Administrative Assistant
CLARE GOLDBERG

MEMO TO: Dr. Thomas Fallo
Superintendent/President
El Camino College
16007 Crenshaw Boulevard
Torrance, CA 90506

RECEIVED

MAY - 8 2007

FROM: Barbara A. Beno, President *Barbara A. Beno*

DATE: May 2, 2007

SUBJECT: Enclosed Report of the Evaluation Team

Previously, the chairperson of the evaluation team sent you a draft report affording you the opportunity to correct errors of fact. We assume you have responded to the team chair. The Commission now has a final version of the report.

The Accrediting Commission for Community and Junior Colleges follows a policy of providing a copy of the final evaluation visit report to the chief executive officer of the visited institution prior to consideration by the Commission. Please examine the enclosed report.

- If you believe that the report contains inaccuracies, you are invited to call them to the attention of the Commission. To do so, a letter stating recommended corrections should be directed to the ACCJC President and signed by the chief executive officer of the institution. The letter should arrive at the Commission office by May 28, 2007 in order to be included in Commission materials.
- ACCJC policy provides that, if desired, the chief administrator may request an appearance before the Commission to discuss the evaluation report. The Commission requires that the institution notify the Commission office by May 28, 2007 or earlier of its intent to attend the meeting. This enables the Commission to invite the team chair to attend. The next meeting of the Accrediting Commission will be held on June 6-8, 2007 at the San Francisco Airport Westin Hotel. The enclosure, What To Expect When Attending A Commission Meeting, addresses the protocol of such appearances.

Please note that the Commission will not consider the institution as being indifferent if its chief administrator does not choose to appear before the Commission. If the institution does request to be heard at the Commission meeting, the chairperson of the evaluation team will also be asked to be present to explain the reasons for statements in the team report. Both parties will be allowed brief testimony before the Commission deliberates in private.

The enclosed report should be considered confidential and not given general distribution until it has been acted upon by the Accrediting Commission and you have been notified by letter of the action taken.

BAB/tl

Enclosure

cc: Dr. Francisco Arce, Accreditation Liaison Officer (w/o enclosure)

cc: VP's

5-14-07 *Arce*

WHAT TO EXPECT WHEN ATTENDING A COMMISSION MEETING

Institutional Interaction with the ACCJC Commission

When the Commission is deliberating or acting upon matters that concern an institution, it will invite institutions to meet with the Commission in Executive Session. The institution is notified, in advance, of the date of the Commission meeting and must inform the ACCJC office, in writing, not less than 15 days before the Commission meeting if it wishes to appear before the Commission. In the event that an institution chooses to exercise the option, the institution is requested to observe the following procedures for access to Commission meetings.

The Commission needs to make every effort to stay on schedule. An institution is allotted a total of five (5) minutes for its presentation, and the Chief Executive Officer (CEO) is the expected institutional presenter. The CEO is advised to consult with Commission staff if he/she plans to invite other representatives from the institution or has questions about who might be helpful in the presentation. Institutions are encouraged to be prudent in the selection of additional representatives. In the event others attend the Commission meeting with the CEO, the total time allotted to the institution shall not exceed five minutes. In unusual circumstances, the Commission may extend the time allotted to an institution as per the policy on *Access to Commission Meetings*. If the CEO of an institution accepts the invitation to attend, the Chair of the evaluation team or designee is also invited to attend.

On the day of the meeting, and at the appropriate time, staff will escort the CEO and other institutional representatives before the Commission for the CEO's presentation. At the conclusion of the presentation, the institution will be escorted out of the meeting room to allow the Commission to resume its deliberations.

The usual purpose of the presentation by an institution's CEO is to inform the Commission about outcomes and/or activities that have occurred since the team visit and report (for example, a recently completed financial audit, and/or other campus updates) or to provide comments on errors of fact in the team report. If the institution wishes to submit additional material to the Commission, it should exercise care in the selection of material keeping in mind that the Commission cannot read and absorb large amounts of material on short notice. The material should arrive at the Commission office no less than fifteen days prior to the Commission meeting in order to be included in Commission material. While these presentations are not intended for dialog between the Commission and the institution, in some cases, the Commission may have questions for the CEO and the institution's representatives. In every case, the Commission values the opportunity to learn about new information and allow for institutional comment. The Commission considers such occasions beneficial to the process of accreditation.

The CEO will be notified in writing of the action taken by the Commission as soon as reasonably possible. The Commission is mandated by federal law to disclose the actions taken on the accreditation and candidate status of institutions, noting all sanctions and non-compliance actions that are public. The actions will be posted on the Commission website at www.accjc.org. All institutions are subject to the *Policy on Commission Actions on Institutions*. Current Commission policies can be found in the [Accreditation Reference Handbook](#) available online at: www.accjc.org.

See also: *Policy on Access to Commission Meetings*
Code of Commission Good Practice in Relations with Member Institutions
*Policy Statement on Rights and Responsibilities of Accrediting Bodies and Institutions
in the Accrediting Process*

MAY 01 2007

PROGRESS VISIT REPORT

El Camino College
16007 Crenshaw Boulevard
Torrance, California 90506-0001

A Confidential Report Prepared for the Accrediting Commission
For Community and Junior colleges

This report represents the findings of the evaluation team that visited
El Camino College on April 17, 2007

Ron Manzoni, Team Chair
Vice President of Instruction, San Diego City College

Dr. Susan Lorimer
Vice President of Instruction, Folsom Lake College

Mike Brandy
Vice Chancellor, Business Services; Foothill-De Anza Community College District

DATE: April 30, 2007
TO: Dr. Barbara A. Beno, Executive Director
Accrediting Commission for Community and Junior Colleges
FROM: Ron Manzoni, Team Chair
SUBJECT: Progress Visit Report, El Camino College, April 17, 2007

Introduction:

In 1947, the El Camino Community College District was established to serve the Inglewood-South Bay communities that include five unified and high school districts, twelve elementary school districts, and nine cities with a population of nearly one million people. El Camino College's first permanent classroom building opened in 1949. Today, the college serves more than 30,000 students.

Since the last Progress Visit Report in April 2003, El Camino College completed a Focused Midterm Report, March 2005, a Progress Report, February 2006, and a Progress Report, March 2007. The purpose of the reports was to address recommendations from the March 2002 accreditation visit that were identified by the Accrediting Commission following the submission of the February 2006 Progress Report.

A three member team appointed by the Accrediting Commission conducted a one-day progress visit at El Camino College on April 17, 2007. The team's primary concern was to review documentation and interview personnel to provide information and analysis of issues identified by the Commission.

Response:

The Accreditation Commission, in its letter of June 2006, asked the college to focus on the institution's resolution of three recommendations and concerns from the March 2002 Accreditation Report. Two of the recommendations were from previous accreditation visits.

Recommendation 1. As cited in previous (1990, 1996) accreditation recommendations, the college must improve and implement effective program review processes. All segments of the college community need to collaborate to develop and implement a streamlined, meaningful, and timely program review process for Academic Affairs and Administrative Services and link the outcomes to planning and Budget processes. (Standards 3A.4, 3B.3)

The Academic Services area has completed or is in the final stages of completing reviews for 34 or its 65 programs. The remaining programs are scheduled for review in 2007-

2008 (18 programs) and 2008-2009 (13 programs). The review process uses an agreed upon template, is supported by data from the Office of Institutional Research, and now has a formal orientation in place for faculty beginning the review cycle. The Program Review Committee is responsible for examining the completed reviews and providing formal comments to those submitting the reviews. Comments were provided this spring both for programs which piloted the review process starting in 2004-2005 as well as for programs just completing reviews in 2006-2007. Because this portion of the review process is new, those undergoing review expressed doubt about how effectively the information from the review would be used, especially when accessing needed resources. Until the link between completing reviews and accessing resources is clearly and consistently established, program faculty are likely to remain skeptical about the benefit of completing Program Reviews. However, the college appears committed to completing the Academic Affairs Program Reviews on schedule and to continuing to work toward strengthening the link between reviews and accessing resources.

The Student and Community Advancement area has completed or is in the final stages of completing 25 of its 28 program reviews. Those interviewed, who completed reviews in 2006, expressed satisfaction that their findings have been useful in providing justification for access to resources to improve their current services, institutionalizing portions of services provided by past grants, and developing justifications for seeking new grant funding.

In past years, the Administrative Services area staff has struggled unsuccessfully to modify the Program Review process and templates used in Academic Services and Student and Community Advancement to fit the programs in their area. Under new administrative leadership, this area has settled on a new process that appears to be effective for them. The review process includes: 1) creating flowcharts to identify how things actually work within and across work units; 2) using feedback provided by a comprehensive customer satisfaction survey; and 3) setting key performance indicators by individual units to establish and meet service quality benchmarks in order to create and implement plans for improvement. All 24 Administrative Services units have elected to undergo this review process simultaneously to take advantage of evaluating their individual and crossover functions at the same time; they believe will lead to integrated improvement plans and better application of resources to implement their plans. While this approach seems very promising, until the units complete and document the outcomes of process (scheduled for completion in December 2007), a conclusion cannot be reached on its effectiveness.

Conclusion:

El Camino College has made progress on this recommendation. If the college maintains its schedule to complete reviews in all areas over the next two years, it will have met this recommendation. The team suggests that as the college continues to refine and evolve its review processes over the new few years, especially in the Academic Affairs and Student and Community Advancement areas, that it explores how implementation of student learning outcomes might be integrated into the overall Program Review process. The

team also suggests that the college considers ways to increase its current research capacity to address the growing assessment workload which will be needed to support future program review and student learning outcome processes.

Recommendation 2. The team recommends that the college review and establish a consistently applied, thorough, objective, and accountable system of classified staff performance review, focused on individual growth and performance improvement. (Standards 7B.1, 7B.2, 7B.3)

The college began working on this recommendation during spring 2002 and made progress toward completing this recommendation by spring 2003. The procedures implemented in 2005 are the foundation for the success of the current performance evaluation procedures for classified staff.

The college currently has an automated procedure in place that notifies managers and supervisors when classified evaluations are to occur. The procedure provides follow-up notification if the evaluation is late. Appropriate vice presidents are informed if evaluations are over-due. There is evidence that the current procedures results in all classified staff being evaluated as scheduled, using a common performance evaluation form.

The college participates in a consortium that provides annual training opportunity for managers and supervisors which includes conducting employee performance evaluations.

Conclusion:

The college has satisfied this recommendation.

Recommendation 3. As cited in both the 1990 and 1996 accreditation recommendations, the budget and development process needs to be structurally linked to the institutional planning and program review process. This linkage should include the Educational Master Plan, Facilities Master Plan, Technology Master Plan, staffing plan, and other institutional planning efforts. (Standards 9.A.1, 9.A.3)

The college included written evidence in the Progress Report that illustrated a decision making process which tracks a budget recommendation starting with the Program Review data, passing through the Planning and Budget Committee (PBC) and being approved by the Board of Trustees. This redesigned process for budget allocations is in its first year of implementation and has influenced only a portion of the resources to date. Their intent is to expand the recommendations coming to the PBC based on Program Reviews for all units.

The college needs to continue this planning and budget process and to articulate the budget process to the college community. The college needs to have all units submit and maintain program reviews so consistent budget decisions can be made. Currently, identification of needs in the facilities master planning projects and technology projects follow a different process than Program Reviews.

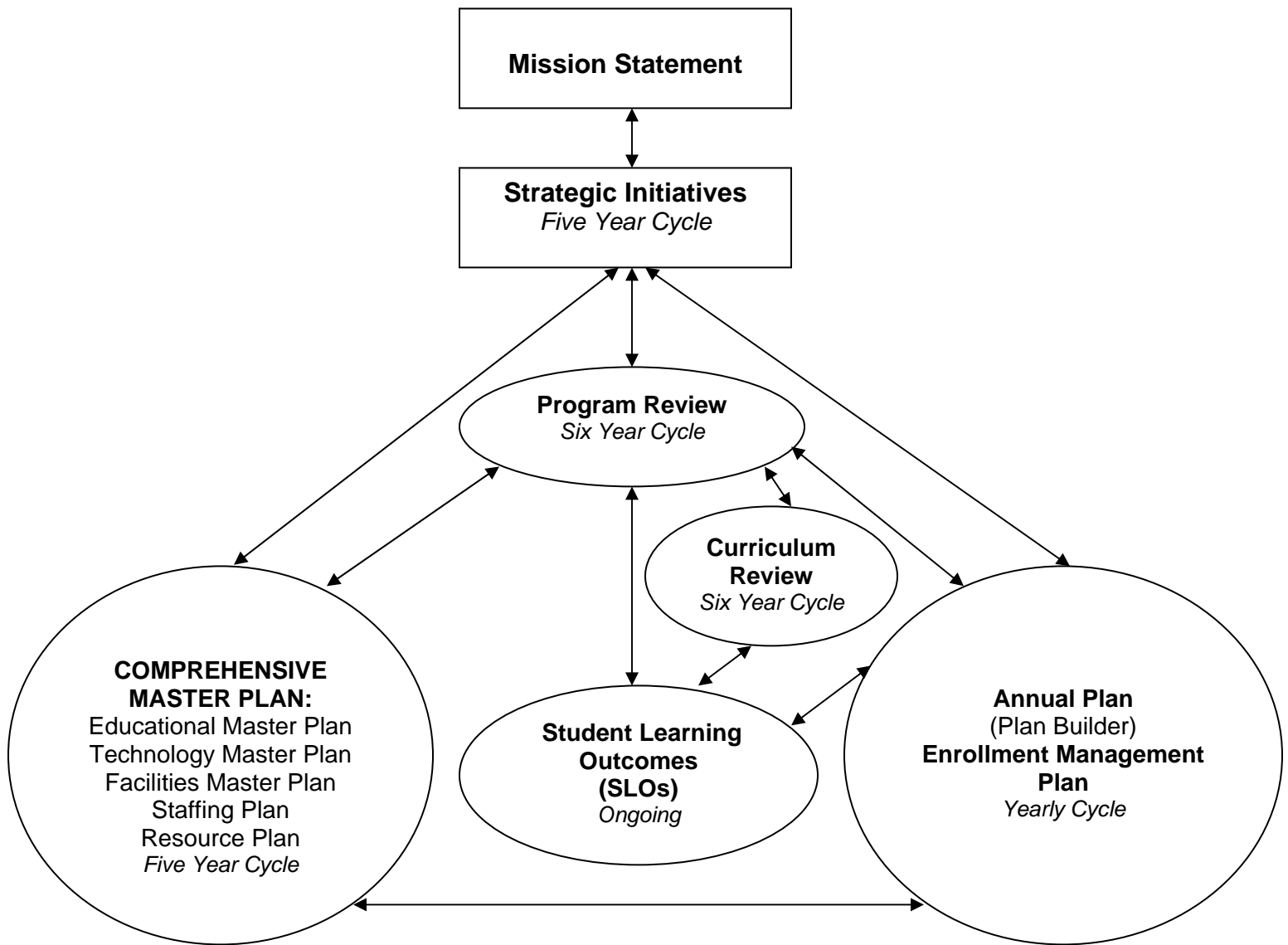
Conclusion:

The college has demonstrated sufficient progress towards this recommendation. The college is preparing their self study for the fall 2008 accreditation team visit. The evaluation of the budget decision making process should be a key element in the self study since it would have been implemented for one full budget cycle by that time.

Dates	Activity	Responsible
October – December	<ol style="list-style-type: none"> 1. Review/Revise Planning Priorities 2. Identify Budget Development Assumptions 	Planning & Budgeting Committee (PBC)
Dec 11 th	<ol style="list-style-type: none"> 1. Last day to submit prioritized program plans for 2010-2011 	Program faculty and managers
January - February	<ol style="list-style-type: none"> 1. Determine preliminary revenue estimates 2. Determine Highest Priority Action Plans 3. Begin Assessment of Key Budget Issues—including the Funding of High Priority Planning Initiatives 4. Evaluation of 2009-10 program plan goals/objectives completed by Jan. 31 	Vice President of Administrative Services PBC Program faculty and managers
February 26 th	<ol style="list-style-type: none"> 1. Last day to submit prioritized 2010-2011 unit plan recommendations 	Deans/Directors
March - April	<ol style="list-style-type: none"> 1. Determine enrollment targets, sections to be taught, and full-and part-time FTEF 2. Vice presidents jointly determine ongoing operational costs including: <ol style="list-style-type: none"> a. Full-time salaries b. Benefits c. Utilities d. Legal and contract obligations e. GASB 3. Develop Line Item Budgets for Operational Areas 	VP Academic Affairs with Cabinet approval Vice President of Administrative Services Cabinet for full-time positions Vice Presidents
March 31 st	<ol style="list-style-type: none"> 1. Prioritized 2010-2011 area plan recommendations presented to PBC and Cabinet 2. Assess outcomes from prior year funding cycle 	Vice Presidents
April 15 th	<ol style="list-style-type: none"> 1. Tentative budget information completed for PBC review 	Vice Presidents
April 15 th	<ol style="list-style-type: none"> 1. Proposed tentative budget is reviewed for approval 2. All planning and budget assumptions are finalized 	PBC Cabinet

May 17 th	<ol style="list-style-type: none"> 1. President submits tentative budget to Board of Trustees for first reading presentation. 2. PBC submits endorsed recommendations for funding requests to the President 	<p>President</p> <p>PBC</p>
June 21 st	<ol style="list-style-type: none"> 1. Tentative Budget is presented to Board 2. Final evaluation of 2009-2010 goals and objectives completed 	<p>President</p> <p>Program faculty and managers</p>
July 1 st	Tentative Budget is rolled into active status (purchasing can begin)	Accounting
July/August	Final revenue and expenditure adjustments are made to budget	PBC Cabinet
August 5 th and 19 th	<ol style="list-style-type: none"> 1. Review and discussion of the final budget assumptions by the President with the PBC 2. Line item review by PBC 	<p>PBC</p> <p>President</p> <p>Fiscal Services</p>
September 7 th	<ol style="list-style-type: none"> 1. Final Budget Submitted to Board 2. PBC conducts annual evaluation 	<p>President</p> <p>PBC</p>

El Camino College Planning Model



Planning components include institutional effectiveness
measures that drive resource allocation.

MISSION STATEMENT

http://www.elcamino.edu/administration/ir/docs/planning/ECC_strategicplan.pdf

“El Camino College offers quality, comprehensive educational programs and services to ensure the educational success of students from our diverse community.”

STRATEGIC INITIATIVES

http://www.elcamino.edu/administration/ir/docs/planning/ECC_strategicplan.pdf

Strategic initiatives articulate the direction the college has chosen. The initiatives are based upon our vision, mission, and value statements.

1. Offer excellent educational and student support services:

- a) Enhance college services to support student learning using a variety of instructional delivery methods and services.
- b) Maximize growth opportunities and strengthen programs and services to enhance student success.
- c) Strengthen partnerships with schools, colleges and universities, businesses and community-based organizations to provide workforce training and economic development for our community.

2. Support self-assessment, renewal, and innovation:

- a) Use student learning outcomes and assessment to continually improve processes, programs and services.
- b) Use research-based evidence as a foundation for effective planning, budgeting and evaluation processes.

3. Modernize the infrastructure to support quality programs and services:

- a) Use technological advances to improve classroom instruction, services to students and employee productivity.
- b) Improve facilities to meet the needs of students and the community for the next fifty years.

PROGRAM REVIEW

Program review is a process that asks members of a department to critically assess their programs, identify necessary adjustments, and design a mechanism to institute and evaluate proposed changes.

Desired outcomes from the program review process include evaluation of program effectiveness, program development and improvement, clarification and achievement of program goals, linkage of planning and budgeting through posting the recommendations into Plan Builder (described below), and compliance with accreditation and other mandated reviews.

Program Review Processes

Academic Affairs

http://www.elcamino.edu/administration/vpaa/program_review.asp

1. Attend orientation workshop (department specific data distributed)
2. Designated faculty meet to write the program review
3. Present first draft to division dean for feedback
4. Present first draft to the Program Review Committee Chair for feedback
5. Faculty make revisions requested by Program Review Committee Chair
6. Submit final draft to the Program Review Committee for review and recommendations
7. Faculty and dean meet to discuss document for approval process
8. Prioritized program review recommendations are entered into division Plan Builder plans
9. Post approved program reviews on the web

Administrative Services / Human Resources

1. Attend orientation workshop
2. Designated team writes the plan
3. Present first draft to division director for feedback
4. Submit draft to Vice President for review and potential revisions
5. Enter prioritized recommendations into division Plan Builder goals
6. Post approved program reviews on the web

Student and Community Advancement

<http://www.elcamino.edu/administration/vpsca/docs.asp>

1. Attend orientation workshop
2. Designated team writes the plan
3. Present first draft to division dean for feedback
4. Submit draft to Vice President for review and potential revisions
5. Enter prioritized recommendations into division Plan Builder goals
6. Post approved program reviews on the web

CURRICULUM REVIEW

<http://www.elcamino.edu/academics/ccc/index.asp>

Curricula are reviewed and updated as needed by faculty and the Curriculum Committee at least every six years in coordination with the program review process, revisions and review must be completed when program review is completed.

STUDENT LEARNING OUTCOMES (SLOs)

<http://www.elcamino.edu/academics/slo/>

Student Learning Outcomes can be described as a measurable outcome that students are expected to demonstrate by the end of a course, program, college experience, degree or certificate program, or set of interactions with student services. SLOs involve higher order thinking skills

and are measurable. Assessment plans must be completed for each student learning outcome on a regular basis.

ANNUAL PLAN (Plan Builder)

<http://ecc-webapps1.elcamino.edu/pb/>

Plan Builder is the name of the software used by the college for most planning purposes. The software is used to post and track progress made toward *goals* and *objectives* set forth by departments, divisions, and senior management. Plans are short-term (less than one year) or long-term (two to five years), some require funding while others are cost neutral, and all are reviewed and updated at least twice each academic year. Each division will work with two planning cycles. The current plan is reviewed and updated twice during the year while a new plan for the next fiscal year is in development for the new budget cycle. Plans requiring funding are reviewed by the Vice Presidents/Provost for funding opportunities according to the schedule below.

8. September – October: Each program reviews, updates, and inputs program review prioritized plans into the Program Plan for the next fiscal year.
9. November - December: Each Division Council reviews and prioritizes program goals and objectives and enters or rolls over the information into the division Unit Plan for the next fiscal year.
10. January: Goals and Objectives in the current Unit Plan are reviewed and updated for the first half of the fiscal year.
11. January – February: Vice Presidents/Provost meet with division managers to review and prioritize division Unit Plan and create a prioritized list which is placed into Plan Builder under Vice President/Provost Area Plan.
12. March - April: Vice Presidents/Provost present the prioritized Area Plans requiring funding to PBC for discussion and endorsement.
13. May: PBC submits a list of endorsed funding requests to the President for consideration.
14. July: Goals and Objectives in the current Unit Plan are reviewed and the status updated for the full fiscal year.

ENROLLMENT MANAGEMENT PLAN

http://www.elcamino.edu/administration/vpaa/enrollment_mgmt.asp

The purpose of the Enrollment Management Plan is to create a responsive, flexible, educationally sound, research-based approach to enrollment management that will protect the college and its educational programs not only during periods when funding mechanisms and demographic trends are supporting enrollment growth, but also during periods when they are not.

The plan should help to ensure the following: the achievement of enrollment targets in order to obtain the maximum resources available to the college; maintenance of the greatest possible student access consistent with educational quality; a well-balanced and varied schedule

responsive to the needs of our students and community; and a comprehensive educational program that is responsive to the needs of our students and community.

The funding component of the Enrollment Management Plan adheres to the following schedule.

1. January – February: The Enrollment Management Committee evaluates the effectiveness of the current year plan and uses it as the basis for the new fiscal year plan.
2. March - April: Vice Presidents present the Enrollment Management Plan to PBC for discussion and endorsement of the funding request.
3. May: PBC submits Enrollment Management Plan funding request concurrently with Plan Builder funding requests to the President for consideration.

COMPREHENSIVE MASTER PLAN

<http://www.elcamino.edu/administration/masterplan/cmplan.asp>.

The Comprehensive Master Plan contains five plans that build upon each other. The plans are titled Educational, Technology, Facilities, Staffing, and Alternative Resources. The Comprehensive Master Plan is a descriptive document that explains the current status of the college's programs, services, and resources and projects what will be needed to address student and community needs ten to twenty years from now.

These longer term plans are submitted to the California Community College Chancellor's Office to show our building and infrastructure needs. Submission of these plans to the Chancellor's Office is required prior to embarking upon any building project plans for the college. The plans can also be used as back up documentation when seeking to be included in statewide bond initiatives.

Our current Comprehensive Master Plan was approved by the Board of Trustees in 2004. A new Comprehensive Master Plan is being developed for 2009 with the intent of updating the portions related to the main campus while creating new sections for the educational, technology, facilities, and staffing plans to specifically address the needs of the Compton Center.

A comprehensive master plan is typically built in a sequential manner starting with the Educational Plan. The Educational Plan is based upon program information created by faculty, staff, and managers. The program data is used in conjunction with building usage to determine space needs. Program data are used to project department technological and facilities needs throughout the college.

The Technology Plan is created by the campus Technology Committee and is derived from program information and campus-wide needs. The Educational and Technology Plans are used along with building square footage and usage data to create a Facilities Master Plan. An outcome of the Facilities Plan is a five-year capital construction plan. This five-year plan lists upcoming construction projects in the order they will occur with rough cost estimates.

A common thread seen in all three plans is the need to address staffing levels. The Staffing Plan provides information about each of the employee categories, hiring and evaluation practices, retirement, and training needs. Following the staffing plan is the Alternative Resources Plan. This last plan lists potential opportunities the college could utilize in efforts to obtain state funding to assist college programs requiring funding.

All five plans contain planning agenda items at the conclusion of each plan as a means to indicate the steps the college is taking to address the needs brought forward in the plan.

Note:

A timeline for the development of the Comprehensive Master Plan has not been included as it is a unique process each time it is updated.

2008 – 2009 El Camino College Plans

<u>PlanID</u>	<u>Year</u>	<u>Type</u>	<u>Submitted</u>	<u>Area ↓</u>	<u>Unit</u>	<u>Program</u>
170	2008-09	Review	In Progress	Academic Affairs	Health Sciences & Athletics	Special Resource Center
168	2008-09	Program	7/21/2008	Academic Affairs	Mathematical Sciences	Pre-Engineering
167	2008-09	Program	7/17/2008	Academic Affairs	Mathematical Sciences	Mathematics
165	2008-09	Area	In Progress	Academic Affairs		
164	2008-09	Program	4/28/2008	Academic Affairs	Behavioral & Social Sciences	Human Development
163	2008-09	Program	4/12/2008	Academic Affairs	Behavioral & Social Sciences	Honor's Transfer Program
162	2008-09	Program	4/10/2008	Academic Affairs	Behavioral & Social Sciences	International Education
161	2008-09	Program	4/8/2008	Academic Affairs	Behavioral & Social Sciences	History
160	2008-09	Program	4/8/2008	Academic Affairs	Behavioral & Social Sciences	Psychology
158	2008-09	Unit	4/4/2008	Academic Affairs	Fine Arts	
157	2008-09	Program	4/7/2008	Academic Affairs	Behavioral & Social Sciences	Political Sciences
156	2008-09	Program	4/15/2008	Academic Affairs	Behavioral & Social Sciences	Liberal Studies
155	2008-09	Program	4/16/2008	Academic Affairs	Behavioral & Social Sciences	Childhood Education
154	2008-09	Program	4/8/2008	Academic Affairs	Behavioral & Social Sciences	Sociology
151	2008-09	Program	4/4/2008	Academic Affairs	Behavioral & Social Sciences	Philosophy
150	2008-09	Program	4/4/2008	Academic Affairs	Behavioral & Social Sciences	Economics
149	2008-09	Program	3/24/2008	Academic Affairs	Behavioral & Social Sciences	Ethnic Studies
148	2008-09	Program	3/24/2008	Academic Affairs	Behavioral & Social Sciences	Women's Studies

143	2008-09	Program	In Progress	Academic Affairs	Business	Supervision
142	2008-09	Program	3/17/2008	Academic Affairs	Business	Real Estate
141	2008-09	Program	3/17/2008	Academic Affairs	Business	Law/Paralegal Program
140	2008-09	Program	In Progress	Academic Affairs	Business	Law
139	2008-09	Program	3/17/2008	Academic Affairs	Business	Computer Information Systems
138	2008-09	Program	3/17/2008	Academic Affairs	Business	Business Office Administration
137	2008-09	Program	In Progress	Academic Affairs	Business	Business Marketing
136	2008-09	Program	In Progress	Academic Affairs	Business	Business Management
135	2008-09	Program	3/17/2008	Academic Affairs	Business	Business
134	2008-09	Program	3/17/2008	Academic Affairs	Business	Business Accounting
133	2008-09	Program	3/13/2008	Academic Affairs	Humanities	Journalism
132	2008-09	Program	3/13/2008	Academic Affairs	Humanities	Foreign Languages
131	2008-09	Program	3/13/2008	Academic Affairs	Humanities	ESL
130	2008-09	Program	3/13/2008	Academic Affairs	Humanities	Academic Strategies
128	2008-09	Program	4/24/2008	Academic Affairs	Learning Resources	Learning Resources Center
127	2008-09	Program	4/1/2008	Academic Affairs	Learning Resources	Media Services
126	2008-09	Program	In Progress	Academic Affairs	Fine Arts	Theatre
125	2008-09	Program	3/24/2008	Academic Affairs	Fine Arts	Speech Communication
124	2008-09	Program	3/13/2008	Academic Affairs	Fine Arts	Photography
123	2008-	Program	4/4/2008	Academic	Fine Arts	Film/Video

	09			Affairs		
122	2008-09	Program	3/25/2008	Academic Affairs	Fine Arts	Art Gallery
121	2008-09	Program	6/18/2008	Academic Affairs	Fine Arts	Art
120	2008-09	Program	3/24/2008	Academic Affairs	Learning Resources	Distance Education
118	2008-09	Program	3/17/2008	Academic Affairs	Fine Arts	Joy of Music
109	2008-09	Program	3/22/2008	Academic Affairs	Behavioral & Social Sciences	American Studies
107	2008-09	Program	In Progress	Academic Affairs	Industry & Technology	Nutrition and Foods
106	2008-09	Program	2/19/2009	Academic Affairs	Industry & Technology	Welding
105	2008-09	Program	In Progress	Academic Affairs	Industry & Technology	Manufacturing Technology
104	2008-09	Program	In Progress	Academic Affairs	Industry & Technology	Machine Tool Technology
103	2008-09	Program	2/24/2009	Academic Affairs	Industry & Technology	Fire & Emergency Technology
102	2008-09	Program	2/20/2009	Academic Affairs	Industry & Technology	Fashion
101	2008-09	Program	2/25/2009	Academic Affairs	Industry & Technology	Electronics & Computer Hardware Technology
100	2008-09	Program	2/23/2009	Academic Affairs	Industry & Technology	Cosmetology
99	2008-09	Program	2/20/2009	Academic Affairs	Industry & Technology	Construction Technology
98	2008-09	Program	2/20/2009	Academic Affairs	Industry & Technology	Computer Aided Design/Drafting
89	2008-09	Program	3/13/2008	Academic Affairs	Humanities	English
86	2008-09	Unit	3/13/2008	Academic Affairs	Humanities	
82	2008-09	Program	In Progress	Academic Affairs	Industry & Technology	Automotive Technology
81	2008-09	Program	2/27/2009	Academic Affairs	Industry & Technology	Auto Collision Repair/Painting

80	2008-09	Program	2/27/2009	Academic Affairs	Industry & Technology	Architecture
79	2008-09	Program	7/1/2008	Academic Affairs	Industry & Technology	Air Conditioning & Refrigeration
78	2008-09	Unit	2/27/2009	Academic Affairs	Industry & Technology	
72	2008-09	Program	4/7/2008	Academic Affairs	Behavioral & Social Sciences	Anthropology
69	2008-09	Program	3/31/2008	Academic Affairs	Fine Arts	Dance
65	2008-09	Program	7/17/2008	Academic Affairs	Mathematical Sciences	Computer Science
63	2008-09	Unit	3/17/2008	Academic Affairs	Business	
62	2008-09	Unit	7/23/2008	Academic Affairs	Mathematical Sciences	
60	2008-09	Unit	3/24/2008	Academic Affairs	Learning Resources	
58	2008-09	Unit	3/14/2008	Academic Affairs	Natural Sciences	
57	2008-09	Program	3/14/2008	Academic Affairs	Natural Sciences	Physics
56	2008-09	Program	3/14/2008	Academic Affairs	Natural Sciences	Life Science for Allied Health
55	2008-09	Program	3/14/2008	Academic Affairs	Natural Sciences	Environmental Horticultural Science
54	2008-09	Program	3/14/2008	Academic Affairs	Natural Sciences	Earth Sciences
50	2008-09	Program	3/17/2008	Academic Affairs	Fine Arts	Center for the Arts
48	2008-09	Program	3/24/2008	Academic Affairs	Learning Resources	Library
42	2008-09	Program	2/27/2009	Academic Affairs	Industry & Technology	Administration of Justice
41	2008-09	Program	2/27/2009	Academic Affairs	Fine Arts	Music
38	2008-09	Program	7/22/2008	Academic Affairs	Mathematical Sciences	MESA
37	2008-	Program	In Progress	Academic	Humanities	Humanities

	09			Affairs		
35	2008-09	Unit	4/13/2008	Academic Affairs	Behavioral & Social Sciences	
32	2008-09	Program	3/14/2008	Academic Affairs	Health Sciences & Athletics	Sign Language/Interpreter Training
31	2008-09	Program	In Progress	Academic Affairs	Health Sciences & Athletics	Respiratory Care
30	2008-09	Program	3/14/2008	Academic Affairs	Health Sciences & Athletics	Radiologic Technology
29	2008-09	Program	3/14/2008	Academic Affairs	Health Sciences & Athletics	Health Center
28	2008-09	Program	3/14/2008	Academic Affairs	Health Sciences & Athletics	Athletics
27	2008-09	Program	In Progress	Academic Affairs	Health Sciences & Athletics	Kinesiology/PE
26	2008-09	Program	3/17/2008	Academic Affairs	Health Sciences & Athletics	Nursing
25	2008-09	Unit	3/14/2008	Academic Affairs	Health Sciences & Athletics	
23	2008-09	Program	2/19/2008	Academic Affairs	Behavioral & Social Sciences	Child Development Center
22	2008-09	Program	3/14/2008	Academic Affairs	Natural Sciences	Geography
18	2008-09	Program	3/14/2008	Academic Affairs	Health Sciences & Athletics	Special Resource Center
17	2008-09	Program	3/14/2008	Academic Affairs	Natural Sciences	Biological Sciences
16	2008-09	Program	3/14/2008	Academic Affairs	Natural Sciences	Astronomy
15	2008-09	Program	3/14/2008	Academic Affairs	Natural Sciences	Chemistry
264	2008-09	Program	3/2/2009	Administrative Services	Facilities Planning & Services	Facilities Planning & Construction
258	2008-09	Program	3/2/2009	Administrative Services	Facilities Planning & Services	Material Receipt and Delivery
253	2008-09	Program	3/2/2009	Administrative Services	Facilities Planning & Services	Recycling & Waste Management
252	2008-09	Program	3/2/2009	Administrative Services	Facilities Planning & Services	Building and System Maintenance

249	2008-09	Program	3/2/2009	Administrative Services	Facilities Planning & Services	Utility Management
248	2008-09	Program	In Progress	Administrative Services	Facilities Planning & Services	Grounds Maintenance
236	2008-09	Program	3/2/2009	Administrative Services	Facilities Planning & Services	Custodial Operations
152	2008-09	Unit	In Progress	Administrative Services	Human Resources	
144	2008-09	Program	3/17/2008	Administrative Services	Human Resources	Human Resources
108	2008-09	Program	2/19/2009	Administrative Services	Campus Police	South Bay Police Reserve Academy
85	2008-09	Unit	2/24/2009	Administrative Services	Business Services	
83	2008-09	Unit	2/12/2009	Administrative Services	Campus Police	
74	2008-09	Area	In Progress	Administrative Services		
70	2008-09	Unit	3/2/2009	Administrative Services	Facilities Planning & Services	
66	2008-09	Program	In Progress	Administrative Services	Fiscal Services	Financial Reporting and Accounting
61	2008-09	Unit	10/3/2008	Administrative Services	Fiscal Services	
52	2008-09	Unit	2/25/2009	Administrative Services	Bookstore	
36	2008-09	Unit	In Progress	Administrative Services	Information Technology Services (ITS)	
14	2008-09	Unit	In Progress	Administrative Services	Test Unit-Donna	
2	2008-09	Program	3/13/2008	Administrative Services	Human Resources	Staff Development
159	2008-09	Area	In Progress	Community Advancement		
205	2008-09	Unit	In Progress	Human Resources	Human Resources Unit	
129	2008-09	Unit	2/27/2009	President	Community Relations	
40	2008-	Unit	In Progress	President	Staff & Student	

	09				Diversity	
153	2008-09	Area	In Progress	Student Services		
146	2008-09	Program	In Progress	Student Services	Community Advancement	Community Education
145	2008-09	Unit	In Progress	Student Services	Community Advancement	
97	2008-09	Program	In Progress	Student Services	Community Advancement	Workforce & Community Dev.
96	2008-09	Program	4/1/2008	Student Services	Community Advancement	Inglewood Center
95	2008-09	Program	3/14/2008	Student Services	Counseling & Student Services	Puente Project
94	2008-09	Program	3/14/2008	Student Services	Counseling & Student Services	Project Success
93	2008-09	Program	3/14/2008	Student Services	Counseling & Student Services	Career Center
92	2008-09	Program	3/14/2008	Student Services	Counseling & Student Services	Transfer Center
91	2008-09	Program	3/14/2008	Student Services	Counseling & Student Services	Articulation
90	2008-09	Program	3/20/2008	Student Services	Admissions & Records	Admissions, Records
88	2008-09	Unit	3/14/2008	Student Services	Development Alumni & Annual Giving	
84	2008-09	Program	3/18/2008	Student Services	Admissions & Records	Evaluations
77	2008-09	Program	3/20/2008	Student Services	Admissions & Records	International Students Program
75	2008-09	Program	3/14/2008	Student Services	Community Advancement	CITD
71	2008-09	Program	3/18/2008	Student Services	Admissions & Records	Veterans Services
64	2008-09	Program	3/11/2008	Student Services	Community Advancement	WpLRC
53	2008-09	Program	3/14/2008	Student Services	Counseling & Student Services	Adult Re-Entry Center
51	2008-09	Program	3/4/2008	Student Services	Community Advancement	Small Business Services

49	2008-09	Program	2/27/2009	Student Services	Counseling & Student Services	EOP&S/CARE
47	2008-09	Unit	3/14/2008	Student Services	Counseling & Student Services	
46	2008-09	Program	2/28/2008	Student Services	Enrollment Services	Financial Aid & Scholarship
45	2008-09	Program	2/20/2009	Student Services	Enrollment Services	Outreach & School Relations
44	2008-09	Unit	3/12/2008	Student Services	Resource Development/Grants Dvlp& Mgmt	
43	2008-09	Unit	3/14/2008	Student Services	Institutional Research	
39	2008-09	Program	2/27/2009	Student Services	Counseling & Student Services	CalWORKs
34	2008-09	Unit	3/20/2008	Student Services	Admissions & Records	
33	2008-09	Program	3/13/2008	Student Services	Enrollment Services	Assessment Center
24	2008-09	Program	3/26/2008	Student Services	Community Advancement	Center for Applied Competitive Technologies
21	2008-09	Program	In Progress	Student Services	Enrollment Services	Student Development
20	2008-09	Program	2/29/2008	Student Services	Enrollment Services	FYE/SI
19	2008-09	Unit	4/1/2008	Student Services	Enrollment Services	

2008 – 2009 Center Plans

<u>PlanID</u>	<u>Year</u>	<u>Type</u>	<u>Submitted</u>	<u>Area ↓</u>	<u>Unit</u>	<u>Program</u>
104	2008-09	Program	In Progress	Academic Affairs	Academic Programs	Geography
103	2008-09	Program	In Progress	Academic Affairs	Academic Programs	MESA
102	2008-09	Program	In Progress	Academic Affairs	Academic Programs	Music
101	2008-09	Program	In Progress	Academic Affairs	Academic Programs	Library
100	2008-09	Program	In Progress	Academic Affairs	Academic Programs	Earth Sciences
99	2008-09	Program	In Progress	Academic Affairs	Academic Programs	Environmental Horticultural Science
98	2008-09	Program	In Progress	Academic Affairs	Academic Programs	Life Science for Allied Health
97	2008-09	Program	In Progress	Academic Affairs	Academic Programs	Physics
96	2008-09	Program	In Progress	Academic Affairs	Academic Programs	Natural Sciences
95	2008-09	Program	In Progress	Academic Affairs	Academic Programs	Mathematical Sciences
94	2008-09	Program	In Progress	Academic Affairs	Academic Programs	Dance
93	2008-09	Program	In Progress	Academic Affairs	Academic Programs	Humanities
92	2008-09	Program	In Progress	Academic Affairs	Academic Programs	English
91	2008-09	Program	In Progress	Academic Affairs	Academic Programs	Distance Education
90	2008-09	Program	In Progress	Academic Affairs	Academic Programs	Film Video
89	2008-09	Program	In Progress	Academic Affairs	Academic Programs	Speech Communication
88	2008-09	Program	In Progress	Academic Affairs	Academic Programs	Theatre
87	2008-	Program	In Progress	Academic	Academic Programs	Learning

	09			Affairs		Resources
86	2008-09	Program	In Progress	Academic Affairs	Academic Programs	ESL
85	2008-09	Program	In Progress	Academic Affairs	Academic Programs	Foreign Languages
84	2008-09	Program	In Progress	Academic Affairs	Academic Programs	Journalism
83	2008-09	Program	In Progress	Academic Affairs	Academic Programs	Women Studies
82	2008-09	Program	In Progress	Academic Affairs	Academic Programs	Ethnic Studies
81	2008-09	Program	In Progress	Academic Affairs	Academic Programs	Economics
80	2008-09	Program	In Progress	Academic Affairs	Academic Programs	Philosophy
79	2008-09	Program	In Progress	Academic Affairs	Academic Programs	Sociology
78	2008-09	Program	In Progress	Academic Affairs	Academic Programs	Political Science
77	2008-09	Program	In Progress	Academic Affairs	Academic Programs	Psychology
76	2008-09	Program	In Progress	Academic Affairs	Academic Programs	Human Development
75	2008-09	Program	In Progress	Academic Affairs	Academic Programs	History
74	2008-09	Program	In Progress	Academic Affairs	Academic Programs	Behavioral/Social Sciences and Fine Arts Divisions
68	2008-09	Program	In Progress	Academic Affairs	Career & Technical Education	Fire & Emergency Technology
65	2008-09	Program	In Progress	Academic Affairs	Career & Technical Education	Real Estate
64	2008-09	Program	In Progress	Academic Affairs	Career & Technical Education	Welding
63	2008-09	Program	In Progress	Academic Affairs	Career & Technical Education	Business Accounting
62	2008-09	Program	In Progress	Academic Affairs	Career & Technical Education	Business

60	2008-09	Program	In Progress	Academic Affairs	Career & Technical Education	Auto Collision/Repair
59	2008-09	Program	In Progress	Academic Affairs	Career & Technical Education	Business/CIS
57	2008-09	Program	In Progress	Academic Affairs	Academic Programs	Chemistry
56	2008-09	Program	In Progress	Academic Affairs	Academic Programs	Biological Sciences
52	2008-09	Program	In Progress	Academic Affairs	Academic Programs	Astronomy
51	2008-09	Program	In Progress	Academic Affairs	Academic Programs	Art
50	2008-09	Program	In Progress	Academic Affairs	Academic Programs	Administration of Justice
49	2008-09	Program	In Progress	Academic Affairs	Academic Programs	Anthropology
48	2008-09	Program	2/23/2009	Academic Affairs	Health and Human Services	Nursing
47	2008-09	Program	In Progress	Academic Affairs	Academic Programs	Academic Strategies
44	2008-09	Program	2/23/2009	Academic Affairs	Health and Human Services	Childhood Education
13	2008-09	Program	In Progress	Academic Affairs	Academic Affairs	Basic Skills
10	2008-09	Unit	In Progress	Academic Affairs	Health and Human Services	
9	2008-09	Program	In Progress	Academic Affairs	Health and Human Services	Child Development Center
4	2008-09	Unit	In Progress	Academic Affairs	Career & Technical Education	
3	2008-09	Program	In Progress	Academic Affairs	Academic Programs	Math/Sciences
54	2008-09	Program	In Progress	Administrative Services	Fiscal Affairs	Accounting
53	2008-09	Unit	In Progress	Administrative Services	Fiscal Affairs	
11	2008-09	Unit	In Progress	Administrative Services	Bookstore	
107	2008-	Area	In Progress	Provost		

	09					
58	2008-09	Unit	In Progress	Provost	Management Information Systems	
40	2008-09	Area	In Progress	Student Services		
36	2008-09	Unit	1/22/2009	Student Services	Special Programs & Services	
33	2008-09	Review	2/13/2009	Student Services	Admissions & Records	Admissions & Records
18	2008-09	Unit	7/1/2008	Student Services	Financial Aid	
17	2008-09	Unit	In Progress	Student Services	Transfer Center	
16	2008-09	Program	4/17/2008	Student Services	Trio Programs	Student Support Services
15	2008-09	Program	11/3/2008	Student Services	Admissions & Records	Admissions & Records
14	2008-09	Unit	In Progress	Student Services	Admissions & Records	
12	2008-09	Unit	In Progress	Student Services	EOPS/CARE	
8	2008-09	Unit	9/1/2008	Student Services	CALWORKS/TANF, GAIN	
6	2008-09	Program	In Progress	Student Services	Trio Programs	Upward Bound
5	2008-09	Program	5/1/2008	Student Services	Trio Programs	Upward Bound Math/Science
2	2008-09	Unit	7/1/2008	Student Services	Athletics	
1	2008-09	Unit	12/11/2008	Student Services	Outreach & School Relations	

ACADEMIC AFFAIRS PROGRAM REVIEW STATUS

Department/Program	Year Completed	Next Review Cycle
1. Dance	2004	2010-2011
2. Physics	2004	2010-2011
3. Astronomy	2004	2010-2011
4. English as a Second Language	2004	2010-2011
5. Speech Communications	2004	2010-2011
6. Air Conditioning and Refrigeration	2006	2010-2011
7. Construction Technology	2006	2010-2011
8. English – Reading	2006	2010-2011
9. Mathematics – Engineering	2006	2010-2011
10. Machine Tool Technology	2006	2010-2011
11. Music	2006	2010-2011
12. Real Estate	2006	2010-2011
13. Teacher Education Program	2006	2010-2011
14. Administration of Justice	2007	2011-2012
15. Architecture	2007	2011-2012
16. Auto Collision Repair/Painting	2007	2011-2012
17. Childhood Education	2007	2011-2012
18. Computer Information Systems	2007	2011-2012
19. Electronics & Computer Hardware Technology	2007	2011-2012
20. Film/Video	2007	2011-2012
21. Fire and Emergency Technology	2007	2011-2012
22. Life Sciences	2007	2011-2012
23. Music Library	2007	2011-2012
24. Anthropology	2008	2012-2013
25. Art	2008	2012-2013
26. Business	2008	2012-2013
27. CADD	2008	2012-2013
28. Cosmetology	2008	2012-2013
29. English	2008	2012-2013
30. Environmental Horticulture	2008	2012-2013
31. History/Ethnic Studies	2008	2012-2013
32. Kinesiology	2008	2012-2013
33. Learning Resources Unit	2008	2012-2013
34. Mathematics – Developmental	2008	2012-2013
35. Philosophy	2008	2012-2013
36. Photography	2008	2012-2013
37. Physical Education – Athletics Program	2008	2012-2013
38. Political Science	2008	2012-2013
39. Sociology	2008	2012-2013
40. Sign Language/Interpreter Training	2008	2012-2013
41. Welding	2008	2012-2013

42. Honors Transfer Program (HTP)	Annual Update
43. Radiological Technology	Annual Accreditation Report
44. Respiratory Care	Annual Accreditation Report
45. MESA & Pre-Engineering	Annual Update/Accreditation Report
46. Nursing	Annual Accreditation Report
47. Paralegal Studies	Annual Accreditation Report
48. Distance Education	Annual Update
49. Study Abroad Program	Annual Update)
50. Licensed Vocational Nursing (LVN)	Annual (CEC only) Accreditation Report

Program Reviews First Draft Due in April 2009 (08/09 cycle):

51. Chemistry (draft submitted and reviewed)
52. Computer Science
53. Earth Sciences (Geology, Geography, Oceanography) (draft submitted and reviewed)
54. Economics
55. Engineering Technology (draft submitted and reviewed)
56. Fashion (draft submitted and reviewed)
57. Foreign Languages (draft submitted and reviewed)
58. Health Center (draft submitted and reviewed)
59. Human Development (draft submitted and reviewed)
60. Journalism
61. Psychology (draft submitted and reviewed)
62. Special Resource Center/Adapted PE (draft submitted and reviewed)
63. Theatre (draft submitted and reviewed)
64. Automotive Technology (draft submitted and reviewed)

El Camino College Student & Community Advancement Program Review Timeline

	Completed	Next Cycle
1. Freshman Year Experience	2006	2011-2012
2. Assessment & Testing	2006	2011-2012
3. Financial Aid & Scholarships	2006	2011-2012
4. Outreach & School Relations	2006	2011-2012
5. Admissions	2006	2012-2013
6. Evaluations	2006	2012-2013
7. Records	2006	2012-2013
8. Registration	2006	2012-2013
9. Veteran's Affairs	2006	2012-2013
10. International Student Program (ISP)	2006	2012-2013
11. Athletics	2007	2013-2014
12. Counseling & Student Services	2007	2013-2014
13. EOPS/CalWORKs/CARE	2007	2013-2014
14. Career Center	2007	2013-2014
15. Transfer Center	2007	2013-2014
16. Project Success	2007	2013-2014
17. Puente Program	2007	2013-2014
18. Student Development	2008	2011-2012
19. Foundation & Scholarships	2008	2014-2015
20. Grants Office	2008	2014-2015
21. Institutional Research		2015-2016
22. Contract & Community Education		2015-2016
23. El Camino College Language Academy (ECLA)		2015-2016
24. Inglewood Center		2015-2016

In progress for completion June 30, 2009:

1. Institutional Research
2. Contract & Community Education
3. El Camino College Language Academy (ECLA)
4. Inglewood Center

El Camino College Administrative Services Program Review Timeline

<u>Program</u>	<u>Year Completed</u>	<u>Next Review Cycle</u>
Purchasing	2008	2010-2011
Parking Services	2008	2010-2011
Material Receipt & Delivery	2008	2010-2011
Recycling & Waste Management	2008	2010-2011
Technical Services	2008	2010-2011
Financial Reporting & Accounting	2008	2011-2012
Bookstore	2008	2011-2012
Accounts Payables	2008	2011-2012
Patrol/Cadet Services	2008	2011-2012
Building & System Maintenance	2008	2011-2012
Custodial Operations	2008	2011-2012
Utility Management	2008	2011-2012
Network Services	2008	2011-2012
Risk Management	2008	2012-2013
Dispatch Services	2008	2012-2013
Facilities Planning & Construction	2008	2012-2013
Grounds Maintenance	2008	2012-2013
Application Support	2008	2012-2013
Student Accounting Services	2008	2013-2014
Live Scan Services	2008	2013-2014

El Camino College Compton Center Student Services Program Review Timeline

	Completed	Next Cycle
1. Assessment & Testing	2007	2011-2012
2. Outreach & Relations with Schools	2008	2011-2012
3. Financial Aid	2008	2011-2012
4. Admissions & Records	2008	2012-2013
5. Registration	2008	2012-2013
6. Athletics	2008	2013-2014
7. Matriculation	2007	2013-2014
8. CalWORKs/TANF	2007	2013-2014
9. EOPS/CARE	2007	2013-2014
10. Transfer Center	2007	2013-2014
11. Student Support Services	2007	2014-2015
12. Upward Bound	2008	2014-2015
13. Upward Bound Math/Science	2008	2014-2015
14. Special Resource Center (DSPS)	2008	2015-2016
15. Student Development/Student Life		2011-2012
16. Counseling		2013-2014

In progress for completion by June 30, 2009:

1. Student Development/Student Life
2. Counseling

Articulation Agreements and Transfer Numbers

One indication of the strength of the curriculum at El Camino College is the success of our students in transferring to four-year institutions. Articulation agreements, which depend on quality, comprehensive course outlines, contribute to student success. The curriculum review process at El Camino College ensures that courses are aligning with general education and transfer guidelines. In addition, instructional faculty are instrumental in developing course outlines to meet those guidelines.

Also, the Lower Division Transfer Pattern (LDTP) set forth by the CSU system is one of several ways that California Community College (CCC) students may use to prepare for study at the California State University (CSU). Courses outlines are submitted to the LDTP review committee to create articulation between the community college course and the course descriptor developed by the CSU. El Camino College submitted 48 courses and achieved 80% acceptance of courses submitted to the LDTP review committee.

Another indication of the quality of the curriculum at El Camino College is data provided by the California Postsecondary Education Commission (CPEC) on the number of transfer students to the University of California and the California State University. As mentioned, successful articulation leads to higher transfer rates to four-year institutions. Each year the college submits courses for major preparation and general education to the University of California, California State University, IGETC, CSUGE Breadth, and LDTP review. Courses meeting the components for articulation (general education and major preparation) are vital to the success of student transfer. The following matrix from CPEC demonstrates the increasing numbers of transfer students from El Camino College.

Number of Students who Transfer to 4-Year Schools, by Year

Four-Year Institution	89/90	90/91	91/92	92/93	93/94	94/95	95/96	96/97	97/98	98/99	99/00	00/01	01/02	02/03	03/04	04/05	05/06	06/07	07/08
University of California, Berkeley	18	19	21	19	24	13	23	17	25	19	16	17	24	26	32	23	25	21	47
University of California, Davis	4	6	1	12	6	8	5	5	5	2	3	8	6	3	8	5	8	4	10
University of California, Irvine	29	43	38	44	40	39	55	43	27	36	45	44	71	45	51	52	42	60	55
University of California, Los Angeles	95	163	117	131	130	121	125	127	109	111	131	118	116	120	142	131	141	116	133
University of California, Merced	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3	1	1
University of California, Riverside	3	4	6	10	15	7	11	17	12	9	10	16	18	13	13	12	22	14	17
University of California, San Diego	5	9	2	13	12	11	10	8	14	11	11	14	21	19	13	20	26	26	39
University of California, Santa Barbara	18	26	24	24	25	31	24	21	21	19	14	19	23	26	19	23	32	25	13
University of California, Santa Cruz	2	12	5	12	10	14	8	6	10	3	6	10	3	4	10	11	10	5	8

UC Total	174	282	214	265	262	244	261	244	223	210	236	246	282	256	288	277	309	272	323	
California Maritime Academy	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	3	0	0	0	0	3
California Polytechnic State University, San Luis Obispo	31	17	23	19	23	11	17	6	12	6	6	7	4	2	4	3	12	2	5	
California State Polytechnic University, Pomona	28	28	32	26	37	32	34	36	35	23	20	29	32	29	23	30	44	47	29	
California State University, Bakersfield	0	3	3	2	5	3	3	2	5	1	1	7	5	6	2	3	4	5	2	
California State University, Channel Islands	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	3	2	3	1	6	
California State University, Chico	16	7	9	13	6	11	7	14	11	4	6	4	5	9	9	18	12	6	2	
California State University, Dominguez Hills	297	331	360	360	324	296	310	329	329	255	341	339	358	373	356	337	358	349	346	
California State University, East Bay	2	1	4	8	6	4	5	5	3	1	3	1	1	2	0	3	2	3	4	
California State University, Fresno	4	9	9	4	4	7	0	2	0	1	3	4	7	2	3	4	2	2	1	
California State University, Fullerton	45	58	55	57	45	56	41	52	33	55	40	50	59	50	51	100	69	83	99	
California State University, Long Beach	392	419	320	286	285	300	353	366	277	297	322	304	385	380	311	369	342	449	434	
California State University, Los Angeles	52	60	44	24	46	38	44	31	44	47	29	41	66	60	68	91	90	74	90	
California State University, Monterey Bay	N/A	N/A	N/A	N/A	N/A	N/A	2	2	1	1	2	5	0	1	5	3	3	2	2	
California State University, Northridge	42	67	52	44	57	42	41	54	27	30	29	35	36	40	34	40	50	55	55	
California State University, Sacramento	5	9	3	3	5	4	0	0	2	3	2	1	4	2	3	4	4	0	6	
California State University, San Bernardino	8	15	9	4	7	15	4	7	8	9	7	7	3	10	4	10	7	9	4	
California State University, San Marcos	0	1	2	5	3	3	3	1	2	1	2	5	1	0	1	2	0	2	2	
California State University, Stanislaus	1	3	1	2	4	0	2	1	2	2	0	0	0	2	0	0	0	2	0	
Humboldt State University	8	11	5	7	6	11	5	8	2	3	3	7	4	9	4	6	8	14	8	
San Diego State University	35	54	42	38	30	33	28	33	34	21	20	26	13	19	9	9	31	30	29	
San Francisco State University	11	6	8	19	15	17	22	17	9	22	13	12	12	12	20	11	19	15	20	
San José State University	9	14	11	3	21	11	13	10	5	11	3	7	3	6	5	2	5	4	11	
Sonoma State University	1	9	5	2	6	4	6	3	3	2	1	6	1	1	4	3	3	4	3	
CSU Total	987	1,122	997	926	935	898	940	979	844	795	853	897	999	1,015	922	1,050	1,068	1,158	1,161	
Total	1,161	1,404	1,211	1,191	1,197	1,142	1,201	1,223	1,067	1,005	1,089	1,143	1,281	1,271	1,210	1,327	1,377	1,430	1,484	

ECC/CEC Guidelines for Completion of Program Review 2008-2009

I General Information--Overview

- A) **Program Review (PR) is a self-study process to...**
1. recognize and acknowledge program/department performance
 2. assist in program/department improvement through self-reflection
 3. provide recommendations
- B) **The Program Review (PR) format:**
1. helps programs/departments justify the need for the college's resources through qualitative and quantitative data and analysis
 2. provides faculty the opportunity to write about the strengths and weaknesses of their programs/departments
- C) **The Timeline:**
1. A PR will be submitted every *six years*
 2. An annual PR update will be submitted in the spring semester.
 3. Annual updates enable faculty to:
 - a) identify new resource needs and recommendations (e.g. faculty positions, space, equipment, etc...).
 - b) provide the status of current year's goals and assessments
 - c) provide any additional information not included in the most recent PR

II Program Review Timeline

1. At the fall semester PR Orientation Meeting:
 - a) All PR packets are distributed to faculty working on the assessment.
 - b) Packets include Institutional Research (IR) data to help in the analysis of the *specific* department/program. Data provided both in hard-copy and electronic access.
 - c) Faculty have *option* to design and conduct surveys with assistance from IR.
2. Drafts, submitted to Academic Affairs, due at the end of fall semester
3. Responses from the PR Committee or Designee will be provided by beginning of spring semester
4. Final drafts due by April
5. Faculty members and deans meet with PR committee to discuss document
6. Full or conditional approval given. Revisions might be needed.
7. Approved PRs will be posted on the web.
8. Faculty and dean ensure:
 - a) PR prioritized recommendations placed into the college's planning software (Plan Builder).

III Program Review Step-by-Step Content

1 Overview of your Program/Department

Include:

- a) A complete description of the program/department
- b) Information on degrees/certificates offered (where applicable)
- c) Status of previous recommendations

2 Analysis of Institutional Research Data

Include:

- a) Course grade distribution; success and retention rates
- b) Enrollment statistics with section and seat counts; fill rates
- c) Improvement rates (where applicable)
- d) Recommendations (where applicable)

3 Curriculum--Course, Content, and Articulation

List:

- a) Courses not reviewed in the last 5 years
- b) Specific timeline for submission of out-of-compliance courses to the College Curriculum Committee for updating and review
- c) Course additions to current course offerings with explanations
- d) Course deletions from current course offerings with explanations
- e) Concerns and explanations regarding department/program's courses and their articulation
- f) Recommendations (where applicable)

4 Student Learning Outcomes (SLOs)

List:

- a) SLOs for each course in the discipline
- b) Courses with assessments
- c) Description of changes resulting from assessment of the courses
- d) Program certificate and degree SLOs and manner of assessment
- e) Results of the assessment
- f) Program's level of SLO/assessment implementation: Awareness; Development; Proficiency; or Sustainable Continuous Quality Improvement—Based on the Accrediting Commission for Community and Junior Colleges' (ACCJC) Rubric for Student Learning Outcomes (copy will be provided at annual PR orientation meeting)
- g) Recommendations (where applicable)

5 Facilities, Equipment, and Technology

List:

- a) Facilities, equipment, and technology used by the program/department
- b) Adequacy and currency of these facilities, equipment, and technology
- c) Immediate needs of facilities, equipment, and technology
- d) Long-range needs in these areas

6 Staffing

Examine:

- a) Current staffing
- b) Program/department's current needs
- c) Program/department's future needs

d) Recommendations (where applicable)

7 Planning
List:

- a) Internal and external changes or trends impacting program in the next five years
 - b) Direction of program in five years
 - c) Goals and objectives of program related to the college mission and strategic initiatives
- Information is found at the following site:
http://www.elcamino.edu/administration/ir/docs/planning/ECC_strategicplan.pdf

8 Conclusion and Summary
List:

- a) Prioritized recommendations and needs of your program/department.
- b) Provide *estimates* of any probable expenditures or purchasing needs.
- c) Questions to guide you in this process and the format of the PR, for example:
 - 1. Where is the program/department now? Mention the status of your previous recommendations.
 - 2. Where does the program/department want to be in 5 years?
 - 3. What does the program/department need to do to get there?
 - 4. How will you validate (or account for) the program/department's progress?
 - 5. Finally, make sure that your program/department's prioritized recommendations have been or will be submitted into Plan Builder, the college's planning software.

ECC and CEC Program Review Organization

The goal of Program Review is to provide an introspective examination and analysis of each department/program *on both campuses* with ultimate recommendations for the betterment of the department/program. From the analyses, the colleges can make informed budgetary decisions and recommendations. It is understood that not all programs/departments exist at both campuses. For consistency, CEC will follow the Program Review Cycle of the Torrance campus with regards to the specific department/programs to be reviewed each academic year.

In terms of the actual program review documents from ECC and CEC, when possible, the faculty from both campuses will be encouraged to work together, and the documents will be joined (e.g. Section 1 and Section 2) once each *separate* document has been approved by the respective campus committee—ECC Program Review Committee and the CEC Institutional Effectiveness Committee. The entire document, reflecting both campuses, will then be placed on the Portal. Prioritized recommendations from each program review will be put into the planning software, Plan Builder.

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

	<u>Page No.</u>
A. Field Trips.....	57
B. Student Conferences.....	58
C. 2009 Summer Camps.....	59
D. EOPS/CalWORKs/CARE Recognition Event.....	59
E. Grant – Acceptance.....	59
F. Board Policy 4300 – Field Trips & Excursions – Second Reading and Adoption.....	60
G. Expulsion – 2009 – 3.....	60

STUDENT AND COMMUNITY ADVANCEMENT

A. FIELD TRIPS

It is recommended that the Board approve the following student field trips sponsored by the Transfer Center and the El Camino College Language Academy (ECLA). The purposes of the trips are to enhance cultural enrichment and visit various universities.

1. Transfer Center – Blanca Prado and Theresa Barragan - Advisors

The following persons are being approved for the 2009 Spring Semester as alternate drivers or chaperones: Rene Lozano, Kelsey Lino, Sue Oda-Omori, Lori Suekawa, Elaine Moore, Bill Cooper, Lisa Raufman, Tri Le, Tiffani Hong, Griselda Castro, Lori Losorelli, Sabra Sabio and Junette Fariolen.

April 13-15, 2009 – Northern California University tour -- UC Merced, UC Santa Cruz, UC Berkeley and UC Davis. Estimated students 80. Depart on Monday, April 13, 2009 at 6:30am and return on Wednesday, April 15, 2009 at 8pm. Transportation by bus at a cost of \$6,032 funded by the Transfer Center

April 18, 2009 – UC Irvine, Irvine, California. Estimated students 22. Depart 7am; return 5pm. Transportation by college vans.

April 18, 2009 – CSU Dominguez Hills, Carson, California. Estimated students 22. Depart 8:30am; return 4pm. Transportation by college vans.

April 24, 2009 – UCLA, Los Angeles, California. Estimated students 45. Depart 7am; return 5pm. Transportation by bus at a cost of \$887 funded by the Transfer Center.

April 25, 2009 – CSU Fullerton, Fullerton, California. Estimated students 22. Depart 7am; return 3pm. Transportation by college vans.

2. El Camino College Language Academy (ECLA) – Destyn LaPorte - Coordinator

May 10, 2009 – Universal Studios, Universal City, California. Estimated students 50. Depart 10am; return 6pm. Transportation by bus at a cost of \$1,300 funded by the El Camino College Language Academy student fees.

STUDENT AND COMMUNITY ADVANCEMENT

B. STUDENT CONFERENCES

It is recommended that the Board approve student attendance at the following conferences:

1. American Student Association of Community Colleges – National Student Advocacy & Leadership Conference, March 20-24, 2009, in Washington, D.C. Expenses for registration, membership fees, accommodations, airfare and meals in the amount of \$6,109 will be paid from the Associated Students Representation Fee – Advocacy Activities account.

Adviser: Harold L. Tyler, Director, Student Development:

Joshua Casper, Deyja Charles, Kelly Humphrey, Megan McLean,
Elise Yerelian

Alternates: Anum Baig, Esteli Bowman-Rivera, Salvatore DiGaetano,
Chiamaka Sandra Enemuoh, Michael Hiney, Sam Hong, Hassanat Kadiri,
Aileen Kim, Angelina Nader, Michael Pearlson, Ivana Poste, Joe Udeochu,
John Wyatt

2. Journalism Association of Community Colleges State Conference, March 26-29, 2009, in Sacramento, California. Expenses for lodging and registration in the amount of \$3,936.80 will be paid from Auxiliary Services funds. Students will pay for their own roundtrip airfare.

Advisers: Lori Medigovich, Kate McLaughlin and Don Treat

Jose Tony Pinto, Rommell Miles Villalon, Filip Jerzycke, Megan Taros
Nick Ingram, Pearl Sheets, Suzy Brown, Miyu Kataoka, Patrick James Ramiro
Daniel Edwards, Jessica Ramirez, Maria Cristina Gonzalez, Roxanna Martinez
Aaron Dobruck, Rosaura Chavez, Anastashia Goolsby, Jennifer Siopongco

STUDENT AND COMMUNITY ADVANCEMENT

C. 2009 SUMMER CAMPS

It is recommended that the Board approve the following Summer Camps sponsored by the Health, Sciences and Athletics Division:

1. 2009 High School Water Polo League
June 18 – July 23, 2009 - Thursdays only – 6:30pm – 10pm.
Summer Camp Director: Corey Stanbury
2. 2009 Summer Youth Swim Camp
June 15-25 (3pm – 6:30pm), June 29-July 9 (2:30pm-6pm), July 13-23 (2:30pm-6pm), July 27-August 6 (2:30pm-6pm)
Summer Camp Director: Corey Stanbury
Staff: Carolyn Biedler

D. EOPS/CalWORKs/CARE RECOGNITION EVENT

It is recommended that the Board approve the EOPS/CalWORKs/CARE Recognition Banquet scheduled May 29, 2009, at the Doubletree Hotel, Torrance, California for approximately 300 students. The purpose of the banquet is to recognize students from EOPS/CalWORKs/CARE who obtained a 3.0 or higher GPA, who are transferring, graduating, receiving a grant, and students completing the CARE program requirements. Expenses in the amount of \$14,000 will be paid from EOPS funds.

Advisers: Dawn Reid and Jeanette Magee

E. GRANT - ACCEPTANCE

It is recommended that the Board accept the following grant:

California Community Colleges Chancellor's Office – Career Technical Education (CTE) Community Collaborative Packet (Community Collaborative & Supplemental). El Camino College's Career and Technical Education Community Collaborative Packet was funded for both the CTE Community Collaborative Project and for the competitive portion on the CTE Supplemental application. The purpose of this CTE Community Collaborative Project is to expand the Community Collaborative among the following colleges: Cerritos College, Compton Center and El Camino College. The existing projects will be enhanced in the following program areas: a) Career Exploration Development for 7th and 8th Graders, b) Career Technical Education Sectors, c) Teacher and Faculty Externships in Business and Industry and, d) CTE Professional Development. The Supplemental grant will extend the 7th & 8th Grade Intensive Career Exploration program services to an additional six middle schools.

STUDENT AND COMMUNITY ADVANCEMENT

Project Director: David Gonzales, Director, Center for Applied Competitive Technologies

Amount of Grant Funding from Granting Agency	\$500,000
Amount of College Match (In-Kind)	<u>50,000</u>
Total Amount of Grant	\$550,000
Indirect Rate	\$19,231 (4%)
Performance Period:	February 1, 2009 through August 31, 2011

**F. BOARD POLICY 4300 – FIELD TRIPS AND EXCURSIONS
SECOND READING AND ADOPTION**

It is recommended that the Board accept the following policy for a second reading and adoption: (Deletions struck, additions double underlined)

Board Policy 4300 – Field Trips and Excursions. Administrative Procedure 4300 is appended.

G. EXPULSION – 2009-3

It is recommended that the Board approve expulsion of student number 2009-3, effective March 1, 2009.

STUDENT AND COMMUNITY ADVANCEMENT

1. ~~It shall be the policy of El Camino College to conduct field trips or designate alternate class sites to extend the educational value of the instructional program under procedures established for that purpose.~~
2. ~~Definitions~~
 - a. ~~An Instructional Field Trip, referred to as Field Trip, shall be defined as a trip away from the El Camino College campus for a specified period of time that provides for registered students to attend a designated program that is in conjunction with a course of instruction and for which the instructor arranges transportation that is provided by the District.~~
 - b. ~~An Alternate Class Site Meeting shall be defined as one in which the regularly scheduled class location is changed and for which students arrange their transportation. The class shall be conducted entirely at the specified site (the class may not be moved during the class period between several sites). It is intended to replace a regularly scheduled class. An alternate class site meeting must be located within a 50 mile radius of the District and last no more than seven hours.~~
4. ~~All field trips shall require the approval of the Division Dean, the V.P. of Academic Affairs and the Board of Trustees. Alternate class site meetings require the approval of the Division Dean.~~
5. ~~For field trips the District shall provide transportation by use of District equipment or contracted transportation. When District equipment is used, the Board of Trustees, through its designated representatives, shall secure liability insurance as appropriate.~~
6. ~~The following activities do not come under the scope of this policy and must be coordinated with the Area of Student and Community Advancement: athletic activities, field trips in the Counseling Division, activities in which student organizations, clubs, etc. participate and all non-District sponsored events.~~
7. ~~A certificated employee, who is the representative of the District, shall supervise each field trip or alternate class site meeting. This instructor shall~~

STUDENT AND COMMUNITY ADVANCEMENT

~~be responsible for directing the trip while in transit and for the enforcement of administrative rules and regulations.~~

- ~~8. The District shall have liability insurance to protect itself and its employees in the performance of their approved, legitimate duties as described in the relevant procedures. In addition, the District shall provide or make available medical, hospital service or accident insurance for students participating in field trips or alternate site class meetings.~~
- ~~9. Field trips and alternate class site meetings are intended to serve as extensions of the classroom whereby authorized faculty and students are provided with opportunities to “travel to locations where materials of instruction may be observed and studied directly in their functional settings.”~~
- ~~10. All persons attending field trips or alternate class site meetings “shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness, or death during or by reason of the field trip or excursion. All adults taking out of state field trips or excursions and all parents or guardians of students taking out of state field trips or excursions shall sign a statement waiving such claims.” (Title 5 §55450)~~
- ~~11. “No group shall be authorized to take a field trip or excursion authorized by this section if any student who is a member of such an identifiable group will be excluded from participation in the field trip or excursion because of lack of sufficient funds.” (Title 5 §55450) All students shall be given an equal opportunity to participate.~~
- ~~12. Every effort shall be made to allow students with disabilities to participate in field trips and alternate class site meetings. In the event that a student with a disability is unable to participate, an alternate activity shall be provided.~~

Reference:

_____ Title 5, Section 55450

Replaces Board Policy #6132

El Camino College

Adopted: 3/10/03

STUDENT AND COMMUNITY ADVANCEMENT

BOARD POLICY 4300

FIELD TRIPS AND EXCURSIONS

The Superintendent/President shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.

The Superintendent/President, under authorization from the Board of Trustees, may authorize field trips and excursions for students in connection with courses of instruction or college-related social, educational, cultural, athletic or musical activities to and from places in California, or any other state, the District of Columbia, or a foreign country. The Superintendent/President may delegate the authority to the appropriate Vice President.

The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from District funds. No student shall be prevented from making a field trip or excursion which is integral to the completion of the course because of lack of sufficient funds.

Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

Reference: Title 5, Section 55220

Replaces Board Policy 4300

El Camino College
Adopted: 3/10/03
Amended:

STUDENT AND COMMUNITY ADVANCEMENT

ADMINISTRATIVE PROCEDURES 4300 (Page 1 of 10)

FIELD TRIPS AND EXCURSIONS

I. Definitions

A. *Field Trip* shall be defined as an instructional trip which provides for registered students to attend a designated program of instruction away from the El Camino College campus for a specified period of time and for which the instructor arranges transportation.

B. An *Alternate Class Site Meeting* shall be defined as one in which the regularly scheduled class location is changed and for which students arrange their own transportation.

A field trip within the boundaries of the District or within a fifty (50) mile radius of the campus may be designated as a class held at an alternate site off-campus, if the period of instruction is to run for seven (7) or fewer hours.

C. An *Excursion* shall be defined as an instructionally-related social, educational, cultural, athletic, or ~~band~~ musical activity.

D. The District may provide transportation by use of District equipment or contracted transportation to the sites of approved field trips/excursions. When District equipment is used the governing board shall secure liability insurance as appropriate.

E. Every effort shall be made to allow students with disabilities to participate in field trips and alternate class site meetings. In the event that a student with a disability is unable to participate, an alternate activity shall be provided.

F. The following activities must be coordinated with, and approved by the Area of Student and Community Advancement:

1. Athletic activities
2. Off-campus activities ~~where~~ involving student organizations, clubs, etc.
3. Participation in recreational/sports activities and events
4. Dances
5. Picnics
6. Approved and calendared non-District sponsored activities.

STUDENT AND COMMUNITY ADVANCEMENT

ADMINISTRATIVE PROCEDURES 4300 (Page 2 of 10)

FIELD TRIPS AND EXCURSIONS

II. Procedures for Field Trips and Excursions

A. Planning and Approval Procedures for Field Trips

1. Notice of required field trips should be provided in advance on the instructor's syllabus. The instructor must submit properly completed forms to his/her division dean at least four (4) weeks prior to the date of the event.
2. All field trips in excess of 50 miles must be approved by the Vice President of Academic Affairs or designee. Immediately after field trips have been approved by the Vice President, ~~it shall be the duty of the responsible vice president to inform the dean~~ shall be informed.
3. No class or group may be authorized to take a field trip under this policy if any student who is a member of such an identifiable group would be excluded from participation in the field trip because of lack of funds or disability. All students shall be given an equal opportunity to participate.
4. All field trips shall be supervised by an employee of the District.
5. If the field trip is canceled, immediate notification shall be given to the responsible dean.
6. Only regularly-enrolled members of the class may participate in the field trip.
7. Reconnaissance: If instructor reconnaissance is deemed necessary in preparation for the field trip, approval and District transportation shall be obtained from the responsible dean.
8. Immediately prior to departure, an accurate roster of all participants shall be left with the Campus Police Office.

STUDENT AND COMMUNITY ADVANCEMENT

ADMINISTRATIVE PROCEDURES 4300 (Page 3 of 10)

FIELD TRIPS AND EXCURSIONS

B. Planning and Approval Procedures for Excursions

1. A completed “Excursion Approval Form” with a copy of the minutes showing approval of the excursion by the club shall be submitted to the Office of Student Development/Life at least four (4) weeks prior to the event.
2. All excursions in excess of 50 miles must receive prior approval by the Vice President, Student & Community Advancement or designee.
3. Other co-curricular excursions must be approved by the appropriate Dean/Director and submitted to the Office of the Vice President, Student and Community Advancement.

C. Transportation

1. The instructor/employee must schedule the use of District-owned vehicles through Campus Police, the Facilities Division or the Health Sciences & Athletics Division. The instructor/employee must complete appropriate vehicle-use forms and submit them to his/her Dean or Director at least four (4) weeks prior to the event.
2. All field trips and excursions shall proceed directly to the location designated in the original application using the safest route unless emergency or hazardous conditions shall make it unsafe to do so. When such conditions arise, the only acceptable alternative is to return to the College by the shortest safe route available. It shall be the duty of the employee designated as the responsible representative to determine when conditions are too hazardous to continue the trip.

STUDENT AND COMMUNITY ADVANCEMENT

ADMINISTRATIVE PROCEDURES 4300 (Page 4 of 10)

FIELD TRIPS AND EXCURSIONS

D. Regulations

1. The employee designated as the responsible representative shall make such counts or checks of students during field trips/excursions as may be deemed necessary for the safe return of all students and other personnel.

All students participating in field trips/excursions shall be subject to the supervision and discipline of the employee designated as the responsible representative (See Board Policy 5138).

3. It shall be the duty of the employee designated as the responsible representative of the District to notify all selected students of the starting time and location of the trip, and under the jurisdiction of his/her Dean/Director, to complete any other arrangements necessary for the purpose and safety of the trip.
4. Designated District employees, in order to reduce their liability, must exercise "ordinary care and skill." Ordinary care and skill mean that District authorities must ascertain the following:
 - a. All persons who drive District or contracted rental vehicles must ~~undergo the~~ receive the District's Safe Driver training prior to departure and pass certification requirements to operate a 12-passenger van.
 - b. Drivers will rotate every three hours and will observe posted speed limits.
 - c. All drivers of personal vehicles transporting participants must have completed the District's Safe Driver training.

STUDENT AND COMMUNITY ADVANCEMENT

ADMINISTRATIVE PROCEDURES 4300 (Page 5 of 10)

FIELD TRIPS AND EXCURSIONS

- d. Drivers, at the time of the proposed driving, are not physically ill, under disabling medication, or otherwise physically or emotionally unfit to safely drive the vehicle.
- e. The District-owned vehicles in question have been inspected by designated District employees and such employees are reasonably satisfied that the vehicles are safe, having established a reasonable inspection system and by requiring meticulous adherence to that system.
- f. Contracted vehicles must be inspected by the designated responsible employee for safety, including all lighting systems, license plate, registration, brakes, and spare tires. Verification of the registration and appropriate license plates must also be conducted.
- g. Each District vehicle must carry a current copy of the District's insurance certificate and procedures for necessary actions in the event of an accident. In addition, prior to departure each driver is responsible for securing (and inspecting the contents of) a first aid kit for each vehicle. (See Section V.B and V.D. of this Procedure)

III. Procedures for Alternate Class Sites

A. Planning and Approval Procedures

- 1. It is recommended that the instructor notify his/her division dean at least one (1) or more weeks prior to the date of the event.
- 2. All alternate class sites shall be supervised by an ~~certificated~~ academic employee of the District.
- 3. If the alternate class site is canceled, immediate notification shall be given to the responsible dean and the students.
- 4. Only regularly-enrolled members of the class and auditors may participate in the alternate class site.

STUDENT AND COMMUNITY ADVANCEMENT

ADMINISTRATIVE PROCEDURES 4300 (Page 6 of 10)

FIELD TRIPS AND EXCURSIONS

5. ~~The activities conducted at the alternate class site may or may not apply to the student's grade.~~
6. Students shall be notified of the alternate class site at least two (2) meetings in advance and shall be convened and dismissed at the alternate class site.

B. Transportation

1. Students shall travel to the alternate class site in the same manner in which they travel to attend the regularly assigned class.
2. The instructor shall NOT arrange private transportation for students either to or from the alternate class site.

C. Regulations

1. All students participating at the alternate class site shall be subject to the supervision and discipline of the certificated employee designated as the responsible representative. (See Board Policy 5138)
2. It shall be the duty of the ~~certificated~~ academic employee designated as the responsible representative of the District to notify all selected students of the starting time, location, and duration of the alternate class site meeting, and under the jurisdiction of his/her dean, ~~to~~ complete any other arrangements necessary ~~to~~ for the purpose and safety of the meeting.
3. Designated District employees, in order to reduce their liability, must exercise "ordinary care and skill" when conducting a class at an alternate class site.

STUDENT AND COMMUNITY ADVANCEMENT

ADMINISTRATIVE PROCEDURES 4300 (Page 7 of 10)

FIELD TRIPS AND EXCURSIONS

IV. Insurance and Liabilities for Field Trips, Excursions and Alternate Class Sites

- A. The Director of Business Services shall ensure that the District has sufficient insurance to protect the District and its employees from liability in the performance of their approved, legitimate duties under these procedures.
- B. The District shall provide or make available medical, hospital service, or accident insurance for students participating in field trips, excursions, and alternate class site meetings.
- C. All participants in voluntary field trips, excursions, and alternate class site meetings are deemed to have waived all liability claims against the District.
 1. All participants and the parents/guardians of minor student participants must sign a statement advising them of this waiver.
 2. A Field Trip/Excursion Waiver Form must be filled out and signed by each participant prior to the departure of each field trip/excursion.
 3. The Waiver, Release and Indemnity Agreement (hereafter referred to as ("Waiver Form")) shall be submitted to the appropriate office prior to departure.
- D. An employee of the District shall be present for the entire duration of the field trip, excursion or alternate class site meeting. He/She will have the same liability coverage as for on-campus activities.

STUDENT AND COMMUNITY ADVANCEMENT

ADMINISTRATIVE PROCEDURES 4300 (Page 8 of 10)

FIELD TRIPS AND EXCURSIONS

V. Emergencies and Inappropriate Activities for Field Trips, Excursions and Alternate Class Sites

A. Misconduct

1. The instructor/employee shall inform students prior to the field trip, excursion or alternate class site meeting that misconduct could result in suspension from the trip, additional discipline, and/or that participants may be sent home during a trip if their conduct is deemed detrimental to the purpose and safety of the group. The student is responsible for the cost of transportation home.
2. The instructor may supplement the standards of conduct identified in Board Policy 5138 with additional regulations, which must be explained prior to the event.
3. The instructor shall exercise the same amount of care that a "reasonable person" would exercise in any incidents involving student misconduct or questionable legal activities.
4. Should a problem or concern arise during the field trip, excursion or alternate class site meeting, the instructor shall notify his/her dean and Office of Student Development/Life immediately upon the return to campus and initiate the appropriate course of action.

B. Accidents involving a student, District employee, or vehicle

1. The instructor/employee shall obtain prompt emergency treatment for any injured individuals.
2. If the injury needs immediate care, the instructor/employee shall call 911 and have the individual transported to the paramedic-designated hospital. If the instructor/employee has any doubts, he/she is to follow the most conservative path -- call for help and send the individual to the hospital as soon as possible.

STUDENT AND COMMUNITY ADVANCEMENT

ADMINISTRATIVE PROCEDURES 4300 (Page 9 of 10)

FIELD TRIPS AND EXCURSIONS

3. The District provides accident coverage for all students. This insurance is secondary to the individual's own medical coverage. In an emergency, this insurance may be used to get the student treated in any hospital. In a non-emergency situation, care must be taken to refer the student to the appropriate medical facility. All first aid kits should contain the District's medical insurance form.
4. If a vehicle is involved in an accident, the passengers and injured should be removed to a point of safety. The nearest law enforcement agency should be contacted. Employee(s) and students should not leave the scene of the accident until the accident is reported to the law enforcement officials and the disposition of passengers and vehicle has been arranged.
5. In the event of a mechanical breakdown or other road emergencies, the employee should contact Campus Police to determine the best means to get the vehicle back to campus.
6. The appropriate accident report form shall be completed and filed immediately upon return.

C. Illness

1. Each participant shall be cautioned that health care is his/her personal responsibility. (Students should be warned about this in advance.)
2. A student who appears to be ill prior to the trip or who becomes ill may be sent home upon the decision of the employee. The student may be responsible for the cost of transportation home in such an instance.

D. First Aid Kits:

A first aid kit shall be in the possession of the instructor for all field trips.

STUDENT AND COMMUNITY ADVANCEMENT

ADMINISTRATIVE PROCEDURES 4300
(Page 10 of 10)

**FIELD TRIPS AND
EXCURSIONS**

VI. Fees, Costs and Reimbursement for Field Trips/Excursions and Alternate Class Sites

- A. All fees or related costs required of participants in field trips shall be clearly listed in advance of enrollment in the course. The refund policy shall conform to the District's general refund policies.
- B. District representatives shall be reimbursed for authorized and/or emergency expenses.

Reference:

Title 5, Section 55220

Approved:

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

	<u>Page No.</u>
A. Planning and Budget Development Calendar 2009-10	75
B. Contracts Under \$76,700.....	77
C. Purchase Orders and Blanket Purchase Orders	79

Administrative Services

A. PLANNING AND BUDGET DEVELOPMENT CALENDAR 2009-10

It is recommended that the Board of Trustees adopt the 2009-10 Planning and Budget Development Calendar. The Calendar outlines the annual cycle timelines for planning, development of revenue and expenditure estimates, the assessment of key budget issues including the funding of high priority planning initiatives, assessment of outcomes from the prior year funding cycle, through the adoption of the Tentative and Final Budgets.

PLANNING & BUDGET DEVELOPMENT CALENDAR 2009-10

Dates	Activity	Responsible
October – December	<ol style="list-style-type: none"> 1. Review/Revise Planning Priorities 2. Identify Budget Development Assumptions 	Planning & Budgeting Committee (PBC)
January - February	<ol style="list-style-type: none"> 1. Determine preliminary revenue estimates 2. Determine Highest Priority Action Plans 3. Begin Assessment of Key Budget Issues—Including the Funding of High Priority Planning Initiatives 	Vice President of Administrative Services PBC
February 28 th	<ol style="list-style-type: none"> 1. Prioritized plans in Plan Builder entered and made available to Area VP 2. Assessment of current year special contract funding outcomes 	Deans/Directors
March - April	<ol style="list-style-type: none"> 1. Determine enrollment targets, sections to be taught, and full-and part-time FTEF 2. Vice presidents jointly determine ongoing operational costs including: <ul style="list-style-type: none"> ✓ Full-time salaries ✓ Benefits ✓ Utilities 	VP Academic Affairs with Cabinet approval Vice President of Administrative Services Cabinet for full-time positions

	<ul style="list-style-type: none"> ✓ Legal and contract obligations ✓ GASB <p>3. Develop Line Item Budgets for Operational Areas</p>	Vice Presidents
March 31 st	<ol style="list-style-type: none"> 1. Prioritized plans in Plan Builder presented to PBC and Cabinet 2. Assess outcomes from prior year funding cycle 	Vice Presidents
April 15 th	<ol style="list-style-type: none"> 1. Tentative budget information completed for PBC review 	Vice Presidents
April	<ol style="list-style-type: none"> 1. Proposed tentative budget is reviewed for approval 2. All planning and budget assumptions are finalized 	PBC Cabinet
May	<ol style="list-style-type: none"> 1. President submits tentative budget to Board of Trustees for first reading presentation. 2. PBC submits endorsed Plan Builder funding requests to the President 	President PBC
June	Tentative Budget is presented to Board	President
July	Tentative Budget is rolled into active status (purchasing can begin)	Accounting
July/August	Final revenue and expenditure adjustments are made to budget	PBC Cabinet
August	<ol style="list-style-type: none"> 1. Review and discussion of the final budget assumptions by the President with the PBC 2. Line item review by PBC 	PBC President Fiscal Services
September 8, 2009	<ol style="list-style-type: none"> 1. Final Budget Submitted to Board 2. PBC conducts annual evaluation 	President PBC

B. CONTRACTS UNDER \$76,700

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

1. Contractor: ACE CLEARWATER ENTERPRISES
Services: Agency will receive forty (40) hours of combined training in Computers, Business Skills, and Continuous Improvement.
Requesting Dept.: Community Advancement
Date(s): 2/9/09 – 6/30/09
Financial Terms: Projected Gross Income \$9,235. This course is self supporting.

2. Contractor: CITY OF HAWTHORNE/SOUTH BAY
WORKFORCE INVESTMENT BOARD (SBWIB)
Services: Welfare-to-work participants will receive training in various courses outlined in the contract for job readiness preparation.
Requesting Dept. Community Advancement
Date(s): 2/1/09 – 3/31/11
Financial Terms: Projected Gross Income \$39,102. The District will be reimbursed, based on student participation.

3. Contractor: COMMUNITY LEGAL SERVICES
Services: Provide part-time work activity opportunities for CalWorks students.
Requesting Dept.: CalWORKs-Counseling & Student Services
Date(s): 2/02/09 – 6/30/09
Financial Terms: Funded from CalWORKs Grant and the contractor.

4. Contractor: FEDERAL BUREAU OF PRISONS –
TERMINAL ISLAND
Services: Inmates will receive AutoCAD Training
Requesting Dept.: Workplace Learning Resource Center (WpLRC)
Date(s): 3/2/09 – 9/30/13
Financial Terms: Projected Gross Income \$338,615 with 4 optional renewal periods as follows:
Base Year \$38,753
Option Year #1 \$69,606
Option Year #2 \$73,116
Option Year #3 \$76,626
Option Year #4 \$80,514

5. Contractor: GLOBAL COMMUNICATION
SEMI-CONDUCTORS, INC.

- Services: Employees will receive twenty-four (24) hours of combined training in Business Skills, Computers, and Continuous Improvement.
- Requesting Dept.: Community Advancement.
- Date(s): 3/17/09 – 6/30/09
- Financial Terms: Projected Gross Income \$5,541. This course is self supporting.
6. Contractor: PROVIDENCE LITTLE COMPANY OF MARY MEDICAL CENTER, TORRANCE
- Services: Provide part-time work activity opportunities for CalWorks students.
- Requesting Dept.: CalWORKs – Counseling & Student Services
- Date(s): 2/25/09 – 6/30/09
- Financial Terms: Funded from CalWORKs Grant and the contractor.
7. Contractor: THE COMMUNITY COLLEGE FOUNDATION
- Services: The District will provide parenting skills training for participants enrolled in state's foster care and adoptive parents program – PS-MAPP Program.
- Requesting Dept.: Community Advancement
- Date(s): 2/1/09 – 1/31/10
- Financial Terms: Projected Gross Income \$24,300. This program is self supporting.
8. Contractor: THE COMMUNITY COLLEGE FOUNDATION – TEMPORARY ASSISTANCE FOR NEEDY FAMILIES - CHILD DEVELOPMENT CAREERS (TANF-CDC) PROGRAM
- Services: The District will administrate the child-care program for participants enrolled in the state's TANF-CDC program.
- Requesting Dept.: Resource Development Office
- Date(s): 1/1/09 – 6/30/09
- Financial Terms: Projected Gross Income \$36,580. This program is self supporting.
9. Contractor: UNIVERSAL PLACEMENT PROGRAM
- Services: Recruit F-1 Visa students for El Camino College.
- Requesting Dept.: Admissions - International Students Program
- Date(s): 2/24/09 – 6/30/09
- Financial Terms: The District shall pay a fee of \$250 for each student per consecutive semester completed. The fee is not to exceed \$500.

C. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS

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

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
Fund 11	Unrestricted - El Camino			
P0202747	Bradleys Plastic Bag	Life Sciences	Instructional Supplies	\$184.67
P0202748	Boise Cascade	Financial Aid	Non-Instruct Supplies	\$184.62
P0202749	Verizon Wireless	Health, Safety	Telephone	\$55.38
P0202750	E.D. Luce Packaging	Life Sciences	Instructional Supplies	\$234.34
P0202751	Genesis Inc.	Technology	Non-Instruct Supplies	\$210.13
P0202752	Ward's Natural Sci.	Life Sciences	Instructional Supplies	\$398.96
P0202753	McConkey Company	Horticulture	Instructional Supplies	\$617.55
P0202757	Flinn Scientific	Chemistry	Instructional Supplies	\$166.46
P0202758	Buck Scientific	Chemistry	Instructional Supplies	\$302.28
P0202759	Cole Parmer	Chemistry	Instructional Supplies	\$594.39
P0202761	Monterey Graphics	First Year Experience	Non-Instruct Supplies	\$146.13
P0202762	C.C.L.C./C.C.C.A.A.	Presidents Office	Conferences Mgmt	\$125.00
P0202763	Monterey Graphics	First Year Experience	Non-Instruct Supplies	\$97.43
P0202764	Monterey Graphics	District Photo Id Cards	Non-Instruct Supplies	\$1,002.67
P0202766	Thomson West	Purchasing	Publications/ Periodicals	\$45.46
P0202768	Advertising Age	Public Relations	Publications/ Periodicals	\$99.00
P0202769	Emerson Music	Music	Instructional Supplies	\$332.73
P0202773	Torrance Postmaster	Public Relations	Postage	\$50,000.00
P0202775	Inglewood Today	Public Relations	Multi Media Advertising	\$800.00
P0202777	U.S. Department	Fiscal Services	Non-Instruct Supplies	\$2,320.00
P0202786	American Express	Information Tech.	Transportation/ Mileage	\$368.40
P0202788	Xpedx Paper	Copy Center	Non-Instruct Supplies	\$485.41
P0202791	Xpedx Paper	Warehouse	Inventories, Stores, Prepaid I	\$1,646.07
P0202794	VWR Scientific	Life Sciences	Instructional Supplies	\$1,920.59
P0202795	VWR Scientific	Life Sciences	Instructional Supplies	\$1,606.37
P0202796	VWR Scientific	Life Sciences	Instructional Supplies	\$1,382.76
P0202798	Fisher Scientific	Life Sciences	Instructional Supplies	\$13,818.11
P0202799	Matthew Bender	Div Office Instr.	Library Books	\$773.99
P0202800	Parker Directory, the	Div Office Instr.	Library Books	\$60.99
P0202801	Edvotek	Life Sciences	Instructional Supplies	\$349.92
P0202804	Nolo Press	Div Office Instr.	Library Books	\$59.24
P0202808	Campus Food Serv.	Transition Center	Other Services And Expenses	\$801.13
P0202810	Michael D. Blada	Facilities/Planning	Repairs Noninstructional	\$287.85
P0202813	Carolina Biological	Life Sciences	Instructional Supplies	\$571.78
P0202814	Lawndale Chamber	Community	Dues And Memberships	\$75.00
P0202816	Wolfram Research	Information Tech.	Maintenance Contracts	\$8,213.45
P0202818	Gravic, Inc	Institutional Research	Maintenance Contracts	\$300.00
P0202859	Larry's Concrete	Facilities/Planning	Repairs Noninstructional	\$600.00
P0202860	State Board	Hazmat	Waste Disposal	\$191.00
P0202861	American Express	Student Affairs	Conferences Mgmt	\$179.20
P0202865	Bank of America	Board Of Trustees	Conferences Mgmt	\$286.20

P0202875	VWR Scientific	Chemistry	Instructional Supplies	\$3,892.41
P0202876	VWR Scientific	Life Sciences	Instructional Supplies	\$4,931.97
P0202884	American Association	Construction	Dues And Memberships	\$70.00
P0202897	Capitol Enquiry, Inc.	Public Relations	Publications/ Periodicals	\$70.57
P0202899	National Promotions	Copy Center	Printing	\$908.22
P0202900	Mass Press	Transition Center	Non-Instruct Supplies	\$48.71
P0202902	Spinitar Presentation	Copy Center	Non-Instruct Supplies	\$495.54
P0202903	Xerox Sales	Copy Center	Non-Instruct Supplies	\$237.33
P0202904	Lucks Music Library	Music	Instructional Supplies	\$399.86
P0202905	Accrediting	President's Office	Dues And Memberships	\$3,656.71
P0202916	JA Study Abroad Ctr	VP-SCA	Contract Services	\$250.00
P0202922	PSCFA	Speech	Dues And Memberships	\$530.00
P0202925	Samy's Camera	Public Relations	New Equipment	\$2,878.15
P0202934	Medical Waste	Hazmat	Waste Disposal	\$200.00
P0202935	South Coast Air Qual.	Hazmat	Waste Disposal	\$20.88
P0202936	VeriSign, Inc	Information Tech.	Maintenance Contracts	\$995.00
P0202937	VeriSign, Inc	Information Tech.	Maintenance Contracts	\$995.00
P0202940	Epic Production	Ctr for Arts Production	Repairs Parts And Supplies	\$371.43
P0202942	Magna Publications	Human Resources	Publications/ Periodicals	\$189.00
P0202943	California Newsreel	Film Rental	Instructional Supplies	\$217.09
P0202944	Video Project Orders	Film Rental	Instructional Supplies	\$160.42
P0202945	Pbs Video	Film Rental	Instructional Supplies	\$73.88
P0202946	Insight Media	Film Rental	Instructional Supplies	\$1,323.01
P0202947	Films Media Group	Film Rental	Instructional Supplies	\$230.45
P0202950	Thomson-West/Barcla	Counseling Office	Publications/ Periodicals	\$76.11
P0202961	James Publishing	Counseling Office	Publications/ Periodicals	\$79.69
P0202971	Time Clock Sales	Administrative Service	Non-Instruct Supplies	\$88.53
P0202972	CCPRO	Public Relations	Other Services And Expenses	\$100.00
P0202978	A-1 Office Concepts	Administrative Service	New Equipment	\$135.95
P0202982	Sigma Aldrich	Life Sciences	Instructional Supplies	\$86.06
P0202983	Ward's Natural Sci.	Earth Sciences	Instructional Supplies	\$92.70
P0202984	EngineerSupply Llc	Earth Sciences	Instructional Supplies	\$313.43
P0202985	Mass Press	Copy Center	Printing	\$194.84
P0202986	CDW-G	Earth Sciences	Instructional Supplies	\$194.85
P0202987	Alldata	Information Tech.	Maintenance Contracts	\$975.00
P0202988	POS Supply Specialist	Information Tech.	Non-Instruct Supplies	\$4,196.22
P0202989	Educational Maps	Earth Sciences	Instructional Supplies	\$416.68
P0202991	Mouser Electronics	Physics	Instructional Supplies	\$436.12
P0202992	Brodart Co	Course/Curriculum	Non-Instruct Supplies	\$38.77
P0202995	B.D. White Top Soil	Horticulture	Instructional Supplies	\$270.62
P0202996	Minako America	Facilities/Planning	Repairs Noninstructional	\$3,000.00
P0203009	American Express	Speech	Transportation	\$4,150.40
P0203011	E.C.C. Public	Technology	Non-Instruct Supplies	\$200.00
P0203013	National Geographic	Earth Sciences	Publications-Magazines	\$45.00
P0203014	Viasys Respiratory	Wellness Center	Instructional Supplies	\$100.92
P0203015	Vitality Medical	Wellness Center	Instructional Supplies	\$23.69
P0203027	Xpedx	Copy Center	Non-Instruct Supplies	\$3,154.09
P0203028	Presstek, Inc.	Copy Center	Non-Instruct Supplies	\$69.37
P0203033	Lucks Music Library	Music	Instructional Supplies	\$293.22
P0203034	Josephine Press	Art Department	Repairs Parts And Supplies	\$350.00
P0203047	Centurion	Information Tech.	Software	\$909.30
P0203069	Lorenz Corporation	Music	Instructional Supplies	\$51.20
P0203070	Emerson Music	Music	Instructional Supplies	\$112.19
P0203076	Postmaster	Ed & Community	Postage	\$360.00
P0203077	RP Group, the	Institutional Research	Conferences Classified	\$550.00

P0203087	Scantron	Information Tech.	Non-Instruct Supplies	\$3,554.54
P0203089	Tutela, Inc.	Information Tech.	Maintenance Contracts	\$945.00
P0203092	Datatel, Inc.	Information Tech.	Maintenance Contracts	\$24,500.00
P0203093	Graybar Electric	Information Tech.	Non-Instruct Supplies	\$2,406.71
P0203095	Chief, Cds Library	Div Office Instr.	Library Books	\$30.00
P0203096	Nolo Press	Div Office Instr.	Library Books	\$28.48
P0203097	Gus Chavez Ice	Accounting Use Only	Inventories, Stores, Prepaid I	\$250.00
P0203105	The News	Air Conditioning	Publications-Magazines	\$87.00
P0203106	Woodward Equipment	Automotive Tech.	Instructional Supplies	\$68.46
P0203110	Science Mall-Usa	Earth Sciences	Publications-Magazines	\$56.12
P0203115	American Bar	Legal Assistance	Dues And Memberships	\$700.00
P0203119	CCCFA	Speech	Conferences Other	\$893.00
P0203123	Amazon.Com	Music Library	Library Books	\$126.55
P0203125	CCS Presentation	Div Office BSSC	Instructional Supplies	\$404.70
P0203135	Public Agency Law	Purchasing	Contract Services	\$8,083.70
P0203143	American Express	Community	Transportation/ Mileage	\$174.20
Fund 11 Total: 112				\$178,413.70

Fund 12 Restricted - El Camino

P0202693	Best Buy Co., Inc.	Congress. Direct Gran	New Equipment - Instructional	\$1,293.45
P0202755	National Promotions	Career & Tech Ed	Printing	\$1,288.18
P0202756	Sbc Datacomm	Compton Title V Activ.	New Equip - Noninstr \$5k less	\$1,007.57
P0202765	Amazon.Com	CTLI (COCCC)	Non-Instruct Supplies	\$40.89
P0202767	Botach Tactical	Parking-Student	Non-Instruct Supplies	\$80.36
P0202770	Gaumard Scientific	Health Sciences	New Equipment - Instructional	\$53,190.65
P0202772	Phat Efx, Inc	EOPS CARE	Other Books	\$1,488.44
P0202774	Cavanaugh	Parking-Student	In-Service Training	\$499.00
P0202787	Oddcast Inc.	Administration	Software	\$499.50
P0202790	KAMC	El Camino Language	Multi Media Advertising	\$300.00
P0202802	Pacific Parking	Parking-Student	New Equipment -	\$500.00
P0202803	Office Depot	Parking-Student	Non-Instruct Supplies	\$60.39
P0202805	Nolo Press	Instructional Services	Library Books	\$48.33
P0202809	Info Usa Custom Lists	SBDC - Caltrans	Multi Media Advertising	\$1,650.00
P0202811	Encore Entertainers	Artes de El Camino	Contract Services	\$9,469.43
P0202815	Los Angeles Business	CAHSEE (COCCC	Multi Media Advertising	\$2,148.00
P0202819	Copy R Office Solution	Teacher Preparation	Instructional Supplies	\$275.00
P0202855	New Readers Press	El Camino Language	Publications/ Periodicals	\$141.75
P0202857	Monterey Graphics	SBDC Program Incom	Printing	\$360.83
P0202858	Amazon.Com	CTLI (COCCC)	Other Books	\$43.50
P0202862	Campus Food Service	Faculty/Staff Diversity	Non-Instruct Supplies	\$110.93
P0202864	Campus Food Service	Project Reach	Conferences Faculty	\$215.93
P0202878	Boise Cascade	STEM transfer-Hispan	Non-Instruct Supplies	\$101.65
P0202879	The Print Network	El Camino Language	Printing	\$1,119.79
P0202880	Sidedoor Studio, The	El Camino Language	Multi Media Advertising	\$454.50
P0202894	Campus Food Service	EOPS CARE	Non-Instruct Supplies	\$1,250.99
P0202906	American Express	ECP(YEP)Grant	Transportation/ Mileage	\$139.20
P0202913	Courtyard Marriott	ECP(YEP)Grant	Conferences Other	\$6,358.08
P0202914	Nasbite International	Matching - IDRC, etc.	Conferences Mgmt	\$860.00
P0202915	LA Area Chamber	Matching - IDRC, etc.	Dues And Memberships	\$510.00
P0202917	U.S. Armor Corp.	Parking-Student	New Equipment	\$755.59
P0202919	North Star Graphics	Parking-Student	Non-Instruct Supplies	\$368.05
P0202923	American Express	CITD	Transportation/ Mileage	\$466.80
P0202924	CPPA	Parking-Student	Dues And Memberships	\$100.00
P0202927	Allstar Fire Equipment	Fire Tech Donations	New Equipment - Instructional	\$1,642.83

P0202928	Chongro Overseas	El Camino Language	Contract Services	\$500.00
P0202929	CJR Education	El Camino Language	Contract Services	\$1,000.00
P0202930	AEC & Uhak	El Camino Language	Contract Services	\$1,000.00
P0202931	A.S.K. Co., Ltd	El Camino Language	Contract Services	\$500.00
P0202932	Solomon Edu	El Camino Language	Contract Services	\$500.00
P0202933	Anindo	El Camino Language	Contract Services	\$500.00
P0202938	Uhak@dvice	El Camino Language	Contract Services	\$500.00
P0202939	Epic Production	Productions Donations	New Equipment	\$1,307.18
P0202948	Darling E. Garcia	ECP(YEP)Grant	Transportation/ Mileage	\$110.00
P0202949	A2 Mend	Matriculation	Conferences Mgmt	\$175.00
P0202951	American Express	ECP(YEP)Grant	Conferences Other	\$253.20
P0202952	College of the Canyon	CTE (grant)	Conferences Mgmt	\$495.00
P0202960	Computerland	Matriculation	Computer Software Account	\$395.21
P0202974	American Express	Head Start Partnership	Conferences Faculty	\$688.40
P0202975	California Dept.	WPLRC Industry Driv	Conferences Mgmt	\$240.00
P0202976	CalCRN - Order	WPLRC Industry Driv	Other Books	\$340.99
P0202977	American Express	WPLRC Industry Driv	Transportation/ Mileage	\$159.20
P0202990	Aardvark Tactical, Inc	Parking-Student	Non-Instruct Supplies	\$1,493.13
P0202994	Marina Security Gate	Parking-Student	Other Services And Expenses	\$117.58
P0202997	College of the Canyon	WPLRC Industry Driv	Conferences Mgmt	\$495.00
P0202998	CDW-G	CAHSEE (COCCC	Non Inst Comp Eq	\$6,105.30
P0202999	Dell Computer	CAHSEE (COCCC	Non Inst Comp Eq	\$28,339.64
P0203010	College of the Canyon	WPLRC State	Conferences Mgmt	\$160.00
P0203012	College of the Canyon	WPLRC State	Conferences Mgmt	\$495.00
P0203016	Lakeshore Learning	CCAccessMeansPare	Instructional Supplies	\$553.39
P0203017	Black Business	SBDC - Caltrans	Multi Media Advertising	\$2,200.00
P0203018	College of the Canyon	SBA Contract Jan-Dec	Conferences Mgmt	\$495.00
P0203019	American Express	Teacher Preparation	Conferences Faculty	\$1,091.00
P0203022	Campus Food Service	El Camino Language	Non-Instruct Supplies	\$440.00
P0203023	American Int'l	El Camino Language	Multi Media Advertising	\$2,750.00
P0203024	Judy Kasabian	Meeting of the Minds	Non-Instruct Supplies	\$38.56
P0203035	American Express	CACT COCCC	Transportation/ Mileage	\$314.20
P0203038	New Wave Computer	STEM transfer-Hispan	Non Inst Comp Eq	\$466.22
P0203042	Discount School	CCAccessMeansPare	Instructional Supplies	\$422.29
P0203043	Ronald W. Way	Adv Aerospace Manuf	Non-Instruct Supplies	\$176.12
P0203044	Studioelrey	CAHSEE (COCCC	Multi Media Advertising	\$262.50
P0203045	Milady's Career	VATEA I&T	Instructional Supplies	\$11,151.77
P0203055	Alco Target Company	Parking-Student	Non-Instruct Supplies	\$183.46
P0203058	Smart Computing	Parking-Student	Publications/ Periodicals	\$29.00
P0203059	South Bay Municipal	Parking Violations DM	Other Services And Expenses	\$4,120.00
P0203061	Zarc International	Parking-Student	New Equipment -	\$1,225.68
P0203062	Intoximeters	Parking-Student	Other Services And Expenses	\$265.00
P0203063	Monterey Graphics	Parking-Student	Non-Instruct Supplies	\$487.13
P0203071	Kinesis Corporation	Parking-Student	New Equipment	\$290.29
P0203072	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$2,594.22
P0203073	Eugene D. Bohatch	Matching - IDRC, etc.	Conferences Mgmt	\$1,301.04
P0203074	David H. Maruyama	Project Reach	Contract Services	\$500.00
P0203075	Ruth A. Roach	Project Reach	Contract Services	\$500.00
P0203080	CCCAOE	WPLRC Industry Driv	Conferences Mgmt	\$395.00
P0203081	Sir Francis Drake	WPLRC Industry Driv	Conferences Mgmt	\$298.00
P0203090	Los Angeles Business	CAHSEE (COCCC	Multi Media Advertising	\$1,157.14
P0203091	Studioelrey	CAHSEE (COCCC	Multi Media Advertising	\$150.00
P0203107	Monterey Graphics	STEM transfer-Hispan	Non-Instruct Supplies	\$48.71
P0203112	Women in Non	Community	Contributions	\$1,000.00
P0203113	Away We Go Travel	ECP(YEP)Grant	Transportation/ Mileage	\$219.00
P0203120	Portola Hotel & Spa	WPLRC State	Conferences Mgmt	\$420.00

P0203121	Portola Hotel & Spa	WPLRC Industry Driv	Conferences Mgmt	\$280.00
P0203124	Courtyard Palm Desert	WPLRC Industry Driv	Conferences Mgmt	\$157.70
P0203126	Geralin Clark	Project Reach	Instructional Supplies	\$16.16
P0203130	Soundslides, Llc	VATEA Journalism	Computer Software Account	\$605.77
P0203133	Ella Stewart	Project Reach	Contract Services	\$500.00
P0203134	Leonard Clark	Project Reach	Contract Services	\$500.00
P0203145	American Express	CACT COCCC	Transportation/ Mileage	\$174.20
P0203146	Portola Hotel & Spa	CACT COCCC	Conferences Mgmt	\$155.19
Fund 12 Total: 99				\$172,643.18

Fund 15 General Fund -Special Programs

P0202792	Constant Contact	Contract Education	Multi Media Advertising	\$420.00
P0202807	E.C.C.C.D. Center for	Contract Education	Other Services And Expenses	\$400.00
P0202817	A-1 Office Concepts	Contract Education	Non Inst Comp Eq	\$222.15
P0202881	Msc Industrial Supply	Welding	Replacement Equipment	\$1,999.67
P0202882	Virco Manufacturing	Welding	Replacement Equipment	\$9,110.28
P0202883	Sims Welding Supply	Welding	New Equipment	\$1,442.82
P0202954	Fast Deer Bus Chart	Motivational Transfer	Transportation	\$826.06
P0203136	Hewlett Packard	Contract Education	Non Inst Comp Eq	\$505.35
Fund 15 Total: 8				\$14,926.33

Fund 41 Capital Outlay

P0202895	Department of Gener	Library Addition-Cap	Group II Equipment	\$1,381.11
Fund 41 Total: 1				\$1,381.11

Fund 62 Property & Liability

P0202941	El Camino	Purchasing	Liability - Self Insurance	\$2,110.10
P0203078	El Camino	Purchasing	Liability - Self Insurance	\$17,081.50
Fund 62 Total: 2				\$19,191.60

Fund 72 Student Representation Fee

P0203020	The Liaison Capitol Hil	Student Affairs	Advocacy Activities-ASO Rep	\$2,857.92
P0203025	American Express	Student Affairs	Advocacy Activities-ASO Rep	\$1,435.20
P0203041	A.S.A.C.C. Business	Student Affairs	Advocacy Activities-ASO Rep	\$2,500.00
Fund 72 Total: 3				\$6,793.12

Fund 79 Auxiliary Services

P0202746	VS Athletics	Health Sciences	Non-Instruct Supplies	\$2,497.28
P0202754	Golf Team Products	Health Sciences	Non-Instruct Supplies	\$765.17
P0202760	Sam Ash Music Store	Student Affairs	Non-Instruct Supplies	\$2,699.37
P0202789	Acushnet Company	Health Sciences	Non-Instruct Supplies	\$772.00
P0202853	RipnRoll	Fine Arts	Non-Instruct Supplies	\$73.90
P0202854	Full Compass	Fine Arts	Non-Instruct Supplies	\$28.82
P0202896	Byron Batista	Fine Arts	Non-Instruct Supplies	\$600.00
P0202901	Artillery Magazine	Fine Arts	Non-Instruct Supplies	\$500.00

P0202907	Richard E. Alleshouse	Fine Arts	Non-Instruct Supplies	\$100.00
P0202909	Patricia D. Mack	Fine Arts	Non-Instruct Supplies	\$75.00
P0202912	Karen Lawrence	Fine Arts	Non-Instruct Supplies	\$75.00
P0202920	Fast Deer Bus Chart	Fine Arts	Non-Instruct Supplies	\$1,353.75
P0202926	Monterey Graphics	Student Affairs	Non-Instruct Supplies	\$838.94
P0202958	Monterey Graphics	Counseling Office	Non-Instruct Supplies	\$48.71
P0202959	Campus Food Service	Counseling Office	Non-Instruct Supplies	\$549.99
P0202973	Jpm Studio Systems	Fine Arts	Non-Instruct Supplies	\$650.00
P0203029	Geoffrey Dent	Fine Arts	Non-Instruct Supplies	\$75.00
P0203030	Marie Rodriguez	Fine Arts	Non-Instruct Supplies	\$95.00
P0203031	Deborah B. Minnichelli	Fine Arts	Non-Instruct Supplies	\$75.00
P0203032	Sandra J. Nitchman	Fine Arts	Non-Instruct Supplies	\$75.00
P0203065	Lowell Crystal	Fine Arts	Non-Instruct Supplies	\$100.00
P0203066	Wendy W. Chow	Fine Arts	Non-Instruct Supplies	\$100.00
P0203067	Laura Kass	Fine Arts	Non-Instruct Supplies	\$100.00
P0203068	Mercede Shamlo	Fine Arts	Non-Instruct Supplies	\$95.00
P0203079	Martin Espino	Fine Arts	Non-Instruct Supplies	\$250.00
P0203086	Art Assist	Fine Arts	Non-Instruct Supplies	\$250.00
P0203088	Marshall Astor	Fine Arts	Non-Instruct Supplies	\$500.00
P0203094	Competitive Aquatic	Health Sciences	Non-Instruct Supplies	\$284.36
P0203114	Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$1,000.00
Fund 79 Total: 29				\$14,627.29

Fund 82 Scholarships & Trust/Agency

P0202785	Doubletree, Ontario	Health Sciences	Fundraising	\$462.11
P0202793	Computerland	Health Sciences	Fundraising	\$202.43
P0202797	Days Inn	Health Sciences	Fundraising	\$1,790.80
P0202812	Barry Promotions	Health Sciences	Fundraising	\$1,558.21
P0202908	Doubletree, Ontario	Health Sciences	Fundraising	\$432.86
P0203111	David Otta Production	Health Sciences	Fundraising	\$4,000.00
Fund 82 Total: 6				\$8,446.41

PO Funds Total: 260 \$416,422.74

Fund 11 Unrestricted - El Camino

B0211096	San Dieguito Printers	Public Relations	Printing	\$90,000.00
B0211106	Sor, Llc	VP-SCA	Contract Services	\$750.00
B0211119	ECCD Petty Cash	Rideshare	Non-Instruct Supplies	\$360.00
B0211120	E.C.C. Public	VP-SCA	Printing	\$500.00
B0211121	Innovations	Cosmetology	Instructional Supplies	\$380.00
B0211153	Hughes Supply, Inc.	Construction	Instructional Supplies	\$1,583.00
Fund 11 Total: 6				\$93,573.00

Fund 12 Restricted - El Camino

B0202918	Campus Food Service	CAHSEE (COCCC	Non-Instruct Supplies	\$1,289.20
B0211105	La Parent Magazine	Contract Education	Multi Media Advertising	\$1,222.00
B0211118	Butler Community	Adv Aerospace Manuf	Contract Services	\$9,615.00

B0211122	Metropolitan Electrical	Congress. Direct Gran	Non-Instruct Supplies	\$500.00
B0211125	Soap Design	Matching - IDRC, etc.	Contract Services	\$500.00
B0211127	Estwick & Associates	model approaches	Contract Services	\$3,071.00
B0211128	Mid City Mailing	CAHSEE (COCCC	Multi Media Advertising	\$500.00
B0211129	Adeleke B. Peters	model approaches to	PSA Contract Services	\$400.00
B0211131	Pamela Edwards	model approaches to	PSA Contract Services	\$1,707.00
B0211132	Susan M.	Foster Care Ed 03-04	PSA Contract Services	\$444.00
Fund 12 Total: 10				\$19,248.20
Fund 15 General Fund -Special Programs				
B0211100	Mid City Mailing	Contract Education	Postage	\$890.00
B0211101	E.C.C. Public	Contract Education	Printing	\$146.00
B0211102	Postmaster	Contract Education	Postage	\$3,180.00
B0211108	ECCD Petty Cash	Contract Education	Non-Instruct Supplies	\$479.48
B0211144	Landauer Inc.	Accreditation Support	Other Services And Expenses	\$2,500.00
Fund 15 Total: 5				\$7,195.48
Fund 41 Capital Outlay				
B0211104	C & A Floorcoverings	Flooring Replacement	Buildings	\$2,518.93
B0211111	C & A Floorcoverings	Flooring Replacement	Buildings	\$326.64
B0211112	C & A Floorcoverings	Flooring Replacement	Buildings	\$2,518.93
B0211113	C & A Floorcoverings	Flooring Replacement	Buildings	\$404.50
B0211114	C & A Floorcoverings	Flooring Replacement	Buildings	\$6,663.07
Fund 41 Total: 5				\$12,432.07
Fund 79 Auxiliary Services				
B0211097	Gunther Athletic Servi	Health Sciences	Non-Instruct Supplies	\$4,091.89
B0211152	Campus Food Service	Human Resources	Non-Instruct Supplies	\$1,500.00
Fund 79 Total: 2				\$5,591.89
Fund 81 Student Organizations				
B0211103	E.C.C.C.D. Bookstore	Student Affairs	A/P Manual.Gen.	\$1,700.00
Fund 81 Total: 1				\$1,700.00
Fund 82 Scholarships & Trust/Agency				
B0211126	Bonkers	Health Sciences	Fundraising	\$8,500.00
Fund 82 Total: 1				\$8,500.00
BPO Funds Total: 30				\$148,240.64
<u>Grand Total POs and BPOs: 290</u>				\$564,663.38

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

	<u>Page No.</u>
A. Category Budgets and Balances.....	87
B. Contract – S&K Engineers – Ongoing Engineering Services.....	87
C. Contract Amendment- Heider Engineering –..... Lot H Parking Structure & Athletic Facilities.....	88
D. Contract Amendment – LPA, Inc. – Math/Business/Allied Health Building	88
E. Rejection of Bids 2008-1 – Infrastructure Phase 3 Project.....	88
F. Bid Award 2008-7 – ACCO Engineered Systems – Photography Relocation Project.....	89
G. Bid Award 2008-8 – Valley Crest Landscaping, Inc. – Field Renovation Project.....	89
H. Change Order – Bomel Construction Co. – Lot H Parking Structure & Athletic Facility.....	90
I. Retention Reduction – Bomel Construction Co. – Lot H Parking Structure & Athletic Facility.....	90
J. Purchase Orders and Blanket Purchase Orders.....	91

Administrative Services – Measure E Bond Fund

A. CATEGORY BUDGETS AND BALANCES

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

The following table reports Measure E expenditures and commitments through February 28, 2009.

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Additional Classrooms /Modernization	\$211,118,972	\$61,785,424	\$7,324,864	\$142,008,684
Campus Site Improvements	34,607,523	19,343,279	4,609,995	10,654,249
Energy Efficiency Improvements	2,818,000	2,752,255	15,543	50,201
Health and Safety Improvements	136,931,805	30,291,486	2,034,853	104,605,466
Information Tech. and Equipment	34,776,156	10,730,736	707,508	23,337,912
P.E. Facilities Improvements	1,585,700	0	0	1,585,700
Contingency*	<u>1,292,767</u>	<u>0</u>	<u>0</u>	<u>1,292,767</u>
TOTAL	<u>\$423,130,923</u>	<u>\$124,903,180</u>	<u>\$14,692,764</u>	<u>\$283,534,980</u>

*Includes unallocated refunding income and interest through 12/2008.

B. CONTRACT – S&K ENGINEERS – ONGOING ENGINEERING SERVICES

It is recommended that the Board of Trustees approve entering into a contract with S&K Engineers to provide on-going Engineering Services to the District. These services will include, but are not limited to, mechanical and electrical studies, design, bidding support and construction support for various projects as needed by the District.

This firm is being recommended based upon its prior experience performing this type of work, the demonstrated expertise and the qualifications of its staff and consultants to perform the services and competitive fee structure.

Dates of Service: March 2009 through March 2012

Cost: Cost not to exceed \$150,000, plus reimbursables, on an annual average basis unless specifically approved by the Board. Invoicing will be monthly based upon an hourly rate schedule.

**C. CONTRACT AMENDMENT - HEIDER ENGINEERING – LOT H
PARKING STRUCTURE & ATHLETIC FACILITIES**

It is recommended that the Board of Trustees approve the following additional geotechnical engineering and special inspection services. The reason for this recommendation is the increased amount of testing required due to the high moisture content of the sub soils encountered during excavation and compaction of the parking structure and tennis court sites. A portion of these added costs will be charged back to the general contractor.

Total Increase in Contract Amount	\$62,000
Total Increase in Contract Time	30 days
Original Contract Amount	\$386,270
Prior Changes	0
This Change Order Amount	<u>62,000</u>
New Contract Amount	<u>\$448,270</u>
Increase in Contract Time	30 (days)

**D. CONTRACT AMENDMENT - LPA, INC. – MATH/BUSINESS/ALLIED
HEALTH BUILDING**

It is recommended that the Board of Trustees approve the following additional design services.

- | | |
|--|----------|
| 1. Increase the project scope boundaries to provide new walkways that will improve pedestrian circulation to and from the new building. New landscaping will also be provided within the boundaries. This change is at the District’s request. | \$38,000 |
|--|----------|

Total Increase in Contract Amount	\$38,000
Original Contract Amount	\$2,750,000
Prior Changes	599,000
This Change Order Amount	<u>38,000</u>
New Contract Amount	<u>\$3,387,000</u>

E. REJECTION OF BIDS 2008-1 - INFRASTRUCTURE PHASE 3 PROJECT

It is recommended the Board of Trustees reject all submitted bids for the above bid and authorized rebidding. Contract Code §20651(b) specifically authorizes the District’s governing board to reject all bids. The reason for this recommendation

is due to the bid responses containing ambiguous language related to the insurance costs for the bidders.

F. BID AWARD 2008-7 – ACCO ENGINEERED SYSTEMS - PHOTOGRAPHY RELOCATION PROJECT

It is recommended that Bid No. 2008-7 be awarded to the following contractor in accordance with the specifications, terms and conditions of the above-named bid.

<u>RECOMMENDED BIDDER</u>	<u>BASE BID</u>
ACCO Engineered Systems	\$42,298
<u>OTHER BIDDERS</u>	
Airmasters Inc.	\$114,950
Minco Construction	\$134,700

G. BID AWARD 2008-8 – VALLEY CREST LANDSCAPING, INC. - FIELD RENOVATION PROJECT

It is recommended that Bid No. 2008-8 be awarded to the following contractor in accordance with the specifications, terms and conditions of the above-named bid. The award is for the base bid and alternate #1, which includes the supply and installation of a new concrete catch basin and a 4” perforated drain line around the perimeter of the Murdock Stadium field.

<u>RECOMMENDED BIDDER</u>	<u>BASE BID</u>	<u>ALTERNATE #1</u>	<u>TOTAL</u>
Valley Crest Landscaping Inc.	\$249,500	\$14,400	\$263,900
<u>OTHER BIDDERS</u>			
Pierre Sprinkler Inc.	\$318,858	\$37,720	\$356,578
Athletic Field Specialty	\$339,850	\$14,750	\$354,600
Martinez Landscape	\$364,078	\$47,000	\$411,078
Bennett Landscape	\$392,898	\$26,000	\$418,898

**H. CHANGE ORDER – BOMEL CONSTRUCTION CO. – LOT H
PARKING STRUCTURE & ATHLETIC FACILITY**

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

- | | |
|--|---------|
| 1. Additional structural steel at Stair #2, Stair #3 and elevator wing wall, per Architect’s request | \$2,773 |
| 2. Replace Marathon II sod for the softball field outfield with Hybrid Bermuda sod, per District’s request. | \$9,567 |
| 3. Increase the contract time, 11 days, due to the number of inclement weather days over the allotted amount per the original contract. Increment weather days are defined as excusable delays in the contract documents. Excusable delays do not increase the contract price. | \$0 |
| 4. Provide additional colored concrete at exterior Stair #2 and Stair #3, per Architect’s request. | \$2,964 |

Total Change Order Amount	\$15,304
Total Increase in Contract Time	11 days

Original Contract Amount	\$19,290,000
Prior Changes	722,172
This Change Order Amount	15,304
New Contract Amount	<u>\$20,027,476</u>
Increase in Contract Time (days)	<u>11</u>

**I. RETENTION REDUCTION – BOMEL CONSTRUCTION CO. – LOT H
PARKING STRUCTURE & ATHLETIC FACILITY**

It is recommended the Board of Trustees reduce from 10%, to 8% the retention amount being withheld from Bomel Construction Company for work performed on the Lot H Parking Structure & Athletic Facilities Project. The District has received Partial Occupancy of the Lot H Parking Structure as of February 17th, 2009. The District is occupying Level 1, Level 2 and the south surface parking lot. The entire project is over 90% complete.

Currently the District retains \$1,844,582 in retention; the retention reduction of 2% equals \$368,916. The remaining \$1,475,666 is judged sufficient to protect the District's interests.

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

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

P.O. #	VENDOR	SITE	DESCRIPTION	COST
P202737	Southland Industries	Technical Arts	Building	\$9,975.00
P202771	Smardan Supply	Humanities Complex	Non-Instructional Supplies	2,739.71
P202806	Doja, Inc.	Information Technology	Buildings	4,100.00
P202856	S & M Moving Systems	Math/Bus./Allied Health	Contract Services	6,443.88
P202866	Hitech Software, Inc.	Lot H Parking/Athletics	Group I Equipment	76,127.00
P202993	Crenshaw Lumber	Baseball Field	Non-Instructional Supplies	572.09
P203021	Westwood Building	Infrastructure Phase 3	Non-Instructional Supplies	745.84
P203036	Keenan & Associates	Infrastructure Phase 3	Contract Services	99.05
P203037	SEWUP/JPA	Infrastructure Phase 3	Contract Services	2,007.00
B202898	Ford Graphics	Pool & Health Center	Blue Printing-Construction	2,500.00
B210912	S & K Engineers	Infrastructure Phase 3	Architecture & Engineering	320,000.00
B211080	GDL Construction, Inc.	Humanities Complex	Buildings	1,895,000.00
B211087	Power Plus	Temporary Space	Site Improvements	6,910.00
B211110	American Rent A Fence	Lot H Parking/Athletics	Non-Instructional Supplies	980.00
B211123	Melendrez Landscape	Lot H Parking/Athletics	Site Improvements	8,060.00
B211139	Div of State Arch DSA	Math/Bus./Allied Health	Architecture & Engineering	241,450.00
B211140	Ford Graphics	Math/Bus./Allied Health	Blue Printing – Construction	15,000.00
Grand Total Purchase Orders & Blanket Purchase Orders				<u>\$2,592,709.57</u>

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

	<u>Page No.</u>
A. Employment and Personnel Changes	93
B. Temporary Non-Classified Service Employees	97
C. Amend the Superintendent/President Employment Contract	100

~~* Item pulled and no substitutions were made.~~

A. EMPLOYMENT AND PERSONNEL

It is recommended that the Board ratify/approve the employment and personnel changes for academic, classified, special service professionals and temporary classified service employees as shown in items 1-13 and 1-8.

Academic Personnel:

1. Retirement - Dr. Dagmar Halamka, full-time instructor of Law, Business Division, last day worked March 6, 2009, first day of retirement, March 7, 2009, and that a plaque be prepared and presented to her in recognition of her service to the District since 1975.
2. Employment - Mr. Robert (Tony) Barbone, full-time Athletic Director, Health Sciences & Athletics Division, Range 11, Step 3, Administrator Salary Schedule, effective May 1, 2009.
3. Leave of Absence (20% personal, unpaid) - Ms. Emily Rader, full-time instructor of History, Behavioral & Social Sciences Division, effective February 14 through June 12, 2009.
4. Special Assignment - The following instructors are to perform an assignment in preparation for participating in the Career & Technical Education Instructors' Conference (CTE) on behalf of the Behavioral & Social Sciences Division, to be paid \$60.18 an hour by the CTE Teacher's Pipeline Grant, effective March 18 through April 24, 2009, in accordance with the Agreement, Article 10, Section 14(a).

<u>Instructor</u>	<u>Not to exceed hours</u>	<u>Not to exceed dollars</u>
Trudy Meyer	2	\$121
Harold Hofmann	2	\$121
Raymond Lewis	2	\$121
Jennifer Annick	3.5	\$211
Barbara Budrovich	3.5	\$211
Debra Breckheimer	3.5	\$211
Matthew Kline	8	\$481
Sara Blake	10	\$601
Cynthia Silverman	10	\$601
Merriel Winfree	10	\$601

5. Special Assignment - Mr. Mohammad Rahnavard, part-time instructor of Mathematics, to teach math to El Camino Compton Center California High School Exit Exam (CAHSEE) participants for Community Advancement, to be paid \$45.14 an hour, not to exceed 55 hours or \$2,483, effective February 17 through June 30, 2009, in accordance with the Agreement, Article 10, Section 9(m).
6. Special Assignment - Ms. Sheryl Kunisaki, part-time instructor of Humanities, substitute, part-time/temporary Faculty Coordinator, Learning Resources Division, to be paid \$45.14 an hour, not to exceed 12 hours a week, or a total of \$8,125, effective March 2 through June 12, 2009, in accordance with the Agreement, Article 10, Section 9(m).
7. Special Assignment - The following full-time instructors to conduct research and design syllabi templates based on basic skills and student success models for campus-wide faculty distribution and use, to be paid \$45.14 an hour, not to exceed 25 hours each or \$1,129 each, effective March 17 through June 30, 2009, in accordance with the Agreement, Article 10, Section 14(a).

Instructor

Peter Marcoux

Cynthia Mosqueda

Cynthia Silverman

Evelyn Uyemura

David Vakil

8. Special Assignment - Ms. Sumino Otsuji, part-time instructor of English, Humanities Division, to teach English to El Camino Compton Center California High School Exit Exam (CAHSEE) participants for Community Advancement, to be paid \$45.14 an hour, not to exceed 55 hours or \$2,483, effective February 17 through June 30, 2009, in accordance with the Agreement, Article 10, Section 9(m).
9. Special Assignment - The following full-time Counselors, to coordinate with Math faculty to provide counseling intervention to students in math courses, to be paid \$45.14 an hour, effective August 1, 2008 through December 23, 2008, in accordance with the Agreement, Article 10, Section 14(a).

<u>Instructor</u>	<u>Not to exceed hours</u>	<u>Not to exceed dollars</u>
Christine Jeffries	97 hours	\$4,379
Rene Lozano	48.5 hours	\$2,190
Elaine Moore	48.5 hours	\$2,190
Sabra Sabio	48.5 hours	\$2,190

10. Amend Stipend Assignment - Ms. Maria Jaque, part-time instructor of Music, Fine Arts Division, to play flute with piano accompanist as winter resident artist, to be paid \$750 instead of \$500, effective January 25, 2009, in accordance with the Agreement, Article 10, Section 14(a).
11. Stipend Assignment - Dr. Hamza Hamza, full-time instructor of Mathematics and Career & Technical Education (CTE) to work with other faculty in their specific disciplines to train them and produce classroom materials, to be paid \$60.18 an hour, not to exceed 30 hours, or \$1,806, effective January 20 through April 30, 2009, in accordance with the Agreement, Article 10, Section 14(a).
12. Employment - Mr. Richard Gallagher, part-time/temporary instructor of Fire and Emergency Technology, Industry & Technology Division, to be hired for the 2009 spring semester, to be paid by the L.A. County Fire Department.
13. Employment - The following part-time/temporary instructors to be hired as needed for the 2009 Spring Semester:

Behavioral & Social Science

Brian Markarian

Fine Arts

Juliann Wolfgram

Michelle Funderburk

Health Sciences & Athletics

Sheriee Mendez

Industry & Technology

Patricia Fairchild

Natural Sciences

Tabancay Angel

Classified Personnel

1. Termination - Mr. James Wright, Toolroom/Instructional Equipment Attendant (10-month), Range 24, Step E, Industry & Technology Division, Academic Affairs Area, effective March 17, 2009.
2. Extend Work Out of Classification - Ms. Maria Cortez, Clerical Assistant, Range 22, Step E, to Senior Clerical Assistant, Range 24, Step E, Behavioral & Social Sciences Division, Academic Affairs Area, effective April 1 through June 30, 2009.
3. Extend Work Out of Classification - Ms. Debra Robertson, Bookstore Technical Assistant, Range 29, Step E, Bookstore Division, Administrative Services Area, to Bookstore Supervisor, Range 16, Step B (Supervisory Salary Schedule), to oversee daily operation of the Compton Bookstore, effective April 1 through June 30, 2009.
4. Employment - Mr. Omar Brenes, Web Developer, Range 41, Step A, Public Relations Division, President's Office Area, effective April 1, 2009.

Temporary Classified Services Employees

5. Amend Employment - Ms. Marcia Armstrong, Clerk, Range 17, Step A, Fine Arts Division, Academic Affairs Area, to provide routine clerical duties, effective January 21 instead of February 18 through June 30, 2009.
6. Mr. Omar Brenes - Web Developer, Range 41, Step A, Public Relations Division, President's Office Area, effective March 17 through March 31, 2009.
7. Ms. Carole Marks - Administrative Assistant II, Range 31, Step E, Vice President's Academic Affairs Area, effective March 9 through June 30, 2009 (Retired Annuitant).

8. Ms. Cindy Tseng - Accompanist / Piano, Range 32, Step A, Fine Arts Division, Academic Affairs Area, to work as needed, effective March 17 through June 30, 2009.

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 1-16.

The following temporary, non-classified service employees are to be hired for the 2008–2009 fiscal year to be paid hourly, effective March 17, 2009 through June 30, 2009, days and hours vary as needed, unless otherwise stated.

CAMPUS POLICE AIDE SERIES

1. Campus Police Aide II

The following individual is to provide parking enforcement and escorts services, operate a two-way radio, participate in non-hazardous patrols, and other duties.

Can Hoang, \$10.25, Campus Police

2. Campus Police Aide III

The following individual is to assist in various emergency situations throughout the campus, take basic police reports, and be responsible for fingerprinting using the LiveScan computer.

Stephanie Avila, \$10.75, Campus Police

3. Campus Police Aide IV

The following individual is responsible for overseeing the Campus Police Cadet program, maintaining/servicing the parking permit machines, and assist ECC Police Department in performing general law enforcement duties.

Matthew Ryan, \$12.75, Campus Police

INSTRUCTIONAL AIDE SERIES

4. Instructional Aide I

The following individuals are to assist in the classroom, laboratory, or other facility with basic duties and accommodations.

Salvador Delgadillo, \$8.00, Behavioral & Social Sciences

Sarah Lara, \$8.00, Special Resource Center (Feb. 17-June 30, 2009)

5. Instructional Aide II

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

Amber Beck, \$9.25, Special Resource Center (Feb. 17-June 30, 2009)

Haben Fecadu, \$9.25, Enrollment Services (Feb. 17-June 30, 2009)

Wendy Sparrow, \$9.25, Community Advancement

Mayra Velasquez, \$9.25, Special Resource Center (Feb. 17-June 30, 2009)

6. Instructional Aide III

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

Aree Bernabeo, \$10.50, Special Resource Center (Feb. 17-June 30, 2009)

7. Instructional Aide IV

The following individuals are to provide teaching assistance, technical support, classroom set-up, care and repair of equipment, and other duties.

Tiffany Millasich, \$12.25, Industry and Technology

Riza Nielson, \$12.25, Special Resource Center (Feb. 17-June 30, 2009)

Jesse L. Rodriguez, \$11.75, Special Resource Center (Feb. 17- June 30, 2009)

Caryn Yokota, \$12.75, Industry & Technology (Feb. 20-June 30, 2009)

OFFICE AIDE SERIES

8. Office Aide III

The following individual is to assist students with various processes; compile, input, and maintain data, and perform other duties as assigned.

Kevin Wilkes, \$10.50, Fiscal Services (Feb. 18-June 30, 2009)

PROGRAM AIDE SERIES

9. Program Aide IV

The following individual is to review and evaluate continuing student files each semester for the current Student Educational Plans, review student applications for accuracy and required documentation, update and enter data for reports, and other duties as assigned.

Dianne Lombardo, \$11.75, Counseling and Student Services

THEATER AIDE SERIES

10. Theater Aide VI

The following individual is to assist with technical theatre duties, including building, painting, rigging, hanging and focusing lights, running light and sound boards, maintaining/repairing equipment, running shows, working on costumes, hair and make-up.

Tammy Minion, \$15.00, Fine Arts/Center for the Arts

PROFESSIONAL SERIES

11. Assistive Linguistics Professional I

The following individual is to be hired by the Special Resource Center to provide language interpreting support services between Deaf and Hard-of Hearing students, staff and their hearing peers, the classroom instructor and other personnel.

Cynthia Parral, \$32.50, Special Resource Center (Feb. 5-June 30, 2009)

12. Assistive Linguistics Professional II

The following individuals are to be hired by the Special Resource Center to provide language interpreting support services between Deaf and Hard-of Hearing students, staff and their hearing peers, the classroom instructor and other personnel, and must possess National Certification.

Lenora Arnwine, \$37.50, Special Resource Center (Jan. 30-June 30, 2009)

Pamela Ashe, \$40.00, Special Resource Center

13. Education Professional I

The following individual is to be hired by Community Advancement to provide English tutoring two evenings per week.

Stefan Bergman, \$20.00, Community Advancement

14. Program Professional I

The following individual is to plan, organize, and direct the operations and activities in the areas of recruitment and outreach to obtain students eligible to participate in the California High School Exit Exam preparatory program at El Camino College and Compton Educational Center.

Juan Quinones, \$25.00, Community Advancement

15. Program Professional I

The following individuals are to compile summary tables and graphs profiling demographic, academic performance and survey response data, and other duties to assist the department needs.

Heather Arata, \$20.00, Institutional Research

Marci Myers, \$20.00, Institutional Research

Rachel Ogden, \$20.00, Institutional Research

16. Training Professional I

The following individuals are to provide training, expertise, leadership and professional services for the Fire Academy and Emergency Medical Technology programs.

Breanne Tillman, \$32.00, Industry and Technology

C. AMEND EMPLOYMENT AGREEMENT - SUPERINTENDENT/PRESIDENT

It is recommended that the Board approve the following amendment to the Superintendent/President's employment agreement.

~~Compton Center Compensation.~~ Superintendent/President will receive a supplemental monthly stipend of \$2,450 for services rendered relating to the supervision of all aspects of the Compton Community Educational Center, including governmental relations, accreditation coordination, operations and other services necessary for oversight of the Compton programs pursuant to the agreement dated July 1, 2008 between the El Camino Community College District ("ECCCD") and the Compton Community College District ("CCCD") ("The Contract").

~~ECCCD will provide the Superintendent/President with a supplemental transportation allowance of \$550 a month as long as the Contract between ECCCD and CCD is in effect.~~

~~Such stipends beginning January 1, 2009 shall be payable during the Superintendent/President contract or until termination of the Contract between ECCCD and CCD, whichever shall first occur, and whether the termination is at the election of ECCCD, CCD, the State of California, or for any other reason whatsoever, it being understood and agreed that the stipend is connected to the additional services performed pursuant to the Contract and for no other duties.~~

~~The payments described herein are further offered as an inducement for Superintendent/President to commit to remaining with the ECCCD for at least (3) years from January 1, 2009. Therefore, in the event of a voluntary termination of employment~~

by Superintendent/President for the purpose of seeking or accepting a position as employee, consultant, or independent contractor for a community college district or any other entity or association involved in the management or operation of an educational institution, the Superintendent/President shall repay all or portions of the stipend to ECCCD within sixty (60) days of separation according to the following schedule:

1. During first 12 months: the entire compensation paid under this agreement;
2. During months 13-24: one half of the compensation paid under this agreement;
3. During months 25-36: one third of the compensation paid under this agreement.

* Item pulled and no substitutions were made.

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

- | | |
|---|----------|
| A. California Community College Trustees Board Election | Page 103 |
| B. Order Biennial Governing Board Election | Page 103 |

A. 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 and make a recommendation to the Board.

B. Order Biennial Governing Board Election

It is recommended that the Board adopt the following resolution ordering the Biennial Governing Board Election.

Order of Election of El Camino Community College District of Los Angeles, County, California

RESOLUTION ORDERING GOVERNING BOARD MEMBER ELECTION

RESOLVED that pursuant to Education Code (EC) Sections 5000-5030, the Los Angeles County Superintendent of Schools (County Superintendent) is hereby ORDERED to call an election for the purpose, and in accordance with the designations contained in the following specifications of the El Camino Community College District Election Order made under the authority of EC Sections 5302, 5304, and 5322.

SPECIFICATIONS OF THE ELECTION ORDER

The election shall be held on Tuesday, November 3, 2009. The polling hours shall be from 7 a.m. to 8 p.m.

The purpose of the election is to submit to the voters of the District the question of whether two members shall be elected to the Governing Board of the El Camino Community College District.

The Los Angeles County Registrar-Recorder/County Clerk (Registrar-Recorder) will perform all the duties incident to the preparation for and holding of the above-mentioned election. The El Camino Community College District will pay the costs of the election. If any agency holds an election on November 3, 2009, the El Camino Community College District shall pay its pro rata share of the costs. The Registrar-Recorder will canvass the returns of the election. All matters pertaining to the conduct of this election shall be under the provisions of the appropriate sections of the Education and Election Codes.

IT IS FURTHER ORDERED that the Clerk of the District is hereby directed to furnish two copies of this order to the County Superintendent not less than 57 days prior to the date set for the election.

The foregoing Resolution and Order was adopted and affirmed by the Governing Board of the El Camino Community College District of Los Angeles County, being the Board authorized by law to make the designations contained therein, by formal votes as follows:

Ayes
Noes
Absent

Clerk of the Governing Board
Thomas M. Fallo