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

**Agenda, Monday, November 19, 2012
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 October 15, 2012, Pages 5-7**
- III. Presentation – Accreditation Updates**
- IV. Public Hearing – none**
- V. Public Comment on Consent Agenda**
- VI. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
 1. Academic Affairs
*See Academic Affairs Agenda,
Pages 8-13*
 2. Student and Community Advancement
*See Student Services Agenda,
Pages 14-17*
 3. Administrative Services
See Administrative Services Agenda, Pages 18-30
 4. *See Measure “E” Bond Fund Agenda,
Pages 31-35*
 5. *See Human Resources Agenda,
Pages 36-45*
 6. Compton Community Educational Center
*See Compton Community Educational Center
Agenda, Pages 46-48*
 7. Superintendent/President
*See Superintendent/President Agenda,
Pages 49-61*

VII. Public Comment on Non-Agenda Items

VIII. Oral Reports

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

IX. Closed Session

- A. Public Employee Discipline/Dismissal/Release, Brown Act Section 54957
- B. Personnel Matters, Brown Act Section 54957
 - 1. Public Employee Performance Evaluation – Superintendent/President

<p>Board of Trustees Meeting Schedule for 2012 4:00 p.m. Board Room</p>

Monday, November 19, 2012
Monday, December 17, 2012

Board Policy 1200 The El Camino College Mission, Philosophy, Values And Guiding Principles

Vision Statement

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

Mission Statement

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

Statement of Philosophy

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

Statement of Values

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

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

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

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

Diversity – We recognize and appreciate our similarities and differences.

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

Guiding Principles

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

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

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

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

Strategic Initiatives

- A. Enhance teaching to support student learning using a variety of instructional methods and services.
- B. Strengthen quality educational and support services to promote student success.
- C. Foster a positive learning environment and sense of community and cooperation through an effective process of collaboration and collegial consultation.
- D. Develop and enhance partnerships with schools, colleges, universities, businesses, and community-based organizations to respond to the workforce training and economic development needs of the community.
- E. Improve processes, programs, and services through the effective use of assessment, program review, planning, and resource allocation.
- F. Support facility and technology improvements to meet the needs of students, employees, and the community.
- G. Promote processes and policies that move the College toward sustainable, environmentally sensitive practices.

Adopted: 1/16/01, Amended: 1/22/02, 6/18/07, 6/21/10

BOARD PRESENTATIONS AND REPORTS 2012-2013

Month	Presentation	Report
July	Compton Center Accreditation Status Report	Comprehensive Master Plan
August	SLO & Program Review	Notice of Public Hearing Quarterly Fiscal Status FTES – Both Locations
September	Program Review Update	Budget Adoption Accreditation Follow-up Report
October	Student Success Task Force	Staff Development/Diversity
November	Accreditation Updates	FTES – Both Locations Quarterly Fiscal Status
December	Foundation Annual Report	Success and Retention (including basic skills)
January	Ethics	Annual Financial Audit
February	Student Success	Quarterly Fiscal Status
March	Community Advancement	Full Time Equivalent Student (FTES) – Both Locations
April	Citizens Oversight Committee	Measure E-Bond Annual Report
May	Accountability Reporting for Calif. Community Colleges (ARCC)	Quarterly Fiscal Status
June	Title V grants (Graduation Initiative, STEM)	Tentative Budget Planning & Budget Calendar

October 2012

EL CAMINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING OF
Monday, October 15, 2012

The Board of Trustees of the El Camino Community College District met at 4 p.m. on Monday, October 15, 2012, in the Board Room at El Camino College.

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

Also present were Dr. Thomas M. Fallo, Superintendent/President; Dr. Francisco Arce, Vice President, Academic Affairs; Ms. Linda Beam, Vice President, Human Resources; Mr. Rocky Bonura, Director of Business Services; Dr. Jeanie Nishime, Vice President, Student and Community Advancement; and Ms. Barbara Perez, Vice President, Compton Community Educational Center.

Minutes of the Regular Board Meeting of September 4, 2012

The Minutes of the Regular Board Meeting of September 4, 2012 were approved.

Presentation

Priority Registration was presented by Dr. Jeanie Nishime

Consent Agenda

It was moved by Trustee Brown, seconded by Trustee Gen, that the Board adopt the items presented on the agenda in the following areas.

Academic Affairs

Mathematics, Engineering, Science Achievement Leadership Conference

Student and Community Advancement

Fall 2012 and Spring 2013 Forensics Team Tournaments

International Travel

Grant

Administrative Services

AB 2910 – Quarterly Fiscal Status Reports

Contracts Under \$81,000

Personal Services Agreement

Settlement Agreements

Facilities management Memorandum of Understanding – First Reading
Purchase Orders and Blanket Purchase Orders

Measure E Bond Fund

Category Budgets and Balances

Contract – Converse Consultants – Bookstore Elevator Project

Contract – Sally Pringle Associates – Restroom Renovation Project – Phase 2

Contract Extension – Lend Lease, Inc., - Program Management

Change Order – Taisei Construction Corporation – Math Business Allied Health Building

Notice of Job Completion – Ben’s Asphalt – Inglewood Fire Academy Paving Project

Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

New Classification Specifications for Classified Position

Approval of Memorandum of Understanding with El Camino Classified Employees

Local 6142, CFT, AFT, AFL-CIO

Approval of Memorandum of Understanding with El Camino Police Officers Association

Approval and Ratification by Board of Trustees: El Camino College Federation of

Teachers, Local 1388, AFT, AFL-CIO Contract Ratification

President/Board of Trustees

Absence of a Board Member

2011-2012 Board of Trustees Evaluation

Student Member Hormati recorded a yes advisory vote. Motion carried.

Non-Consent Agenda

Tax and Revenue Anticipation Note 2012-13

It was moved by Trustee Brown, seconded by Trustee Combs, that the Board authorize the participation of the District in the issuance of a mid-year Tax and Revenue Anticipation Note for the 2012-13 fiscal year, not to exceed \$25 million. A complete copy can be viewed at:

http://www.elcamino.edu/administration/board/agendas/2008/TRAN_Note_2012-13_October_2012.pdf

Student Member Hormati recorded a yes advisory vote. Motion carried unanimously.

Resolution for Tax and Revenue Anticipation Note – 2012-13 (Resolution No. ECC 2013-2)

It was moved by Trustee Brown, seconded by Trustee Combs, that the Board adopt the resolution authorizing and approving the mid-year borrowing of funds for fiscal year 2012-13 not to exceed \$25 million; the issuance and sale of a 2012-13 Tax and Revenue Anticipation Note, therefore, and participation in the mid-year Los Angeles County Schools Pooled Tax and Revenue Anticipation Notes Program for the 2012-13 fiscal year. A complete copy can be viewed at:

http://www.elcamino.edu/administration/board/agendas/2008/TRAN_2012-13_Resolution_No_ECC_2013-2_October_2012.pdf

Student Member Hormati recorded a yes advisory vote. Motion carried unanimously.

Public Agenda Request - Community College League of California Resolution Regarding Proposition 30

It was moved by Student Member Hormati, seconded by Trustee Combs, that the Board adopt the Community College League of California Resolution Regarding Proposition 30. Student Member Hormati recorded a yes advisory vote. Motion carried with three yes votes and two no votes.

Public Comment

Antoine Churg addressed Forensics, Auxiliary Services Fund, International Travel, Compton Facilities MOU, Compton Lighting Project, and Measure E Bond Fund. Nehasi Lee addressed Compton Facilities MOU, Priority Registration, and Course Repeatability. Jimmy Macareno addressed Course Repeatability. Dillan Horton, Martha Madison, Sean Donnell, Luukia Smith, Nathan Woodford, and Dana Johnson addressed Proposition 30. Angela Simon addressed 2011-2012 Board of Trustees Evaluation.

Adjournment

Regular Meeting adjourned at 6:13 p.m.

Mary E. Combs, Secretary of the Board

Thomas M. Fallo, Secretary to the Board

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

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B. Destruction of Records 13

ACADEMIC AFFAIRS

A. PROPOSED CURRICULUM CHANGES EFFECTIVE 2013-2014 ACADEMIC YEAR

It is recommended that the Board approve the proposed curriculum changes, effective the 2013-2014 academic year, as listed below.

BEHAVIORAL AND SOCIAL SCIENCES

CHANGE IN CATALOG PROGRAM DESCRIPTION

1. Child Development

Current Status/Proposed Changes

~~The degree and the certificates in childhood education prepare~~ child development program prepares students for careers in private or public programs serving infants, toddlers, preschoolers, children with special needs, or children in before and after school care. The transfer degree option prepares students to continue studies at a four-year institution and major in Child Development, Child and Adolescent Development, Human Development, or Education. Students will acquire the ability to apply developmental theories in observing and assessing children in physical, cognitive, and psychosocial domains and will develop skills needed for working effectively with families, co-workers, and community agencies. Students will also gain the ability to design, implement, and evaluate developmentally appropriate and culturally sensitive curriculum. Program assessment will be conducted regularly through examinations, presentations, student self-assessment, portfolios, and tracking student employment and promotion in the teaching field.

The Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing the AS-T are given priority consideration for admission to the CSU system, but not to a particular campus or major. In order to earn an AS-T degree, students must complete:

- 1) a minimum of 18 semester units in the major
- 2) a minimum 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0
- 3) the CSU General Education Breadth requirements or Intersegmental General Education Transfer Curriculum (IGETC)

Students who have completed the AS-T will have a strong academic foundation in the field and will be prepared for upper division baccalaureate study at the university. The coursework will satisfy most of the lower-division requirements at

many institutions within the California State University system. Students transferring to a UC, private, or out of state university should consult with an El Camino College counselor when planning to complete the degree since transfer requirements may be slightly different than those required for the AS-T.

Recommendation

The child development program prepares students for careers in private or public programs serving infants, toddlers, preschoolers, children with special needs, or children in before and after school care. The transfer degree option prepares students to continue studies at a four-year institution and major in Child Development, Child and Adolescent Development, Human Development, or Education. Students will acquire the ability to apply developmental theories in observing and assessing children in physical, cognitive, and psychosocial domains and will develop skills needed for working effectively with families, co-workers, and community agencies. Students will also gain the ability to design, implement, and evaluate developmentally appropriate and culturally sensitive curriculum. Program assessment will be conducted regularly through examinations, presentations, student self-assessment, portfolios, and tracking student employment and promotion in the teaching field.

The Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing the AS-T are given priority consideration for admission to the CSU system, but not to a particular campus or major. In order to earn an AS-T degree, students must complete:

- 1) a minimum of 18 semester units in the major
- 2) a minimum 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0
- 3) the CSU General Education Breadth requirements or Intersegmental General Education Transfer Curriculum (IGETC)

Students who have completed the AS-T will have a strong academic foundation in the field and will be prepared for upper division baccalaureate study at the university. The coursework will satisfy most of the lower-division requirements at many institutions within the California State University system. Students transferring to a UC, private, or out of state university should consult with an El Camino College counselor when planning to complete the degree since transfer requirements may be slightly different than those required for the AS-T.

NEW MAJOR

1. Early Childhood Education Associate in Science Degree for Transfer (AS-T)

Major Requirements

Child Development 103, 104, 108, 110, 112, 114, 115;
and Child Development 125 or 126

Total Units: 24

CHANGE IN MAJOR; CHANGE IN COURSE REQUIREMENTS

1. Child Development Associate in Arts Degree

Current Status/Proposed Changes

Child Development 103, 104, 108, 112, 114;
and Child Development 150 or 152;

two courses from: Child Development 115, 116, 117, 118, 119;

three units from: Child Development 105, 106, 107, 110, 115, 116, 117, 118, 119,
~~122~~, 125, 126, 129, 130, 131, 150, 152, 154, 160, 163, 166, 169, Nutrition and
Foods 15

Total Units: 27

Note: Proof of a valid Pediatric CPR and First Aid Certification may be required for employment. ~~This requirement may be met by successfully completing Child Development 111.~~

Recommendation

Child Development 103, 104, 108, 112, 114
and Child Development 150 or 152;

two courses from: Child Development 115, 116, 117, 118, 119;

three units from: Child Development 105, 106, 107, 110, 115, 116, 117, 118, 119,
125, 126, 129, 130, 131, 150, 152, 154, 160, 163, 166, 169, Nutrition and Foods 15

Total Units: 27

Note: Proof of a valid Pediatric CPR and First Aid Certification may be required for employment.

CHANGE IN CERTIFICATE OF ACHIEVEMENT; CHANGES IN COURSE REQUIREMENTS, UNITS

1. Early Intervention Assistant Certificate of Achievement

Current Status/Proposed Changes

A Certificate of Achievement will be granted upon completion of all program requirements. A minimum of ~~45~~ 12 units, including Child Development 169, must be completed at El Camino College.

Child Development 103, 104, 107, 110, ~~111~~, 150, 152, 169;
~~three~~ six units from: Child Development 115, 116, 117, 119;
three units from: Child Development 114, 154, 160, 163, 166
Total Units: ~~28~~ 30

Note: Proof of a valid Pediatric CPR and First Aid Certification may be required for employment.

Recommendation

A Certificate of Achievement will be granted upon completion of all program requirements. A minimum of 12 units, including Child Development 169, must be completed at El Camino College.

Child Development 103, 104, 107, 110, 150, 152, 169;
six units from: Child Development 115, 116, 117, 119;
three units from: Child Development 114, 154, 160, 163, 166
Total Units: 30

Note: Proof of a valid Pediatric CPR and First Aid Certification may be required for employment.

NEW COURSES

1. Child Development 106 – Infant/Toddler Curriculum
Units: 3.0 Lecture: 3.0 Hours Lab: 0 Faculty Load: 20.00%
Prerequisite: Child Development 103 with a minimum grade of C or concurrent enrollment
Grading Method: Letter
Credit, degree applicable
Transfer CSU

In this course students will study the principles of inclusive and respectful care giving for infants and toddlers in relation to curriculum development and design. Methods of study will include typical and atypical development of infants/toddlers, current brain research, issues relating to health and safety, licensing requirements, observation techniques, and assessment strategies in order to develop appropriate learning settings for young children. Topics will include communicating with parents, implementing home visits, and developing early intervention plans. Students will be required to conduct an observation in a licensed infant/toddler program.

2. Child Development 115 – Introduction to Curriculum

Units: 3.0 Lecture: 3.0 Hours Lab: 0 Faculty Load: 20.00%
Prerequisite: Child Development 103 with a minimum grade of C or concurrent enrollment
Grading Method: Letter
Credit, degree applicable
Transfer CSU

This course presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age six. Students will examine the teacher's role in supporting development and fostering an enthusiasm for learning for all young children using observation and assessment strategies emphasizing the essential role of play. An overview of content areas will include language and literacy, social and emotional learning, sensory learning, art and creativity, music and movement, and math and science.

INACTIVATE MAJOR

The psychology transfer degree (AA-T) was approved by the Chancellor's Office on July 26, 2012. Therefore, the faculty have determined that the Psychology AA-T offers the best options for students completing an associate degree and the inactivation of the existing Psychology A.A. major is appropriate at this time.

1. Psychology Associate in Arts Degree

B. DESTRUCTION OF RECORDS

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

1. Special Resource Center Student Files, 2001-2002
Box #75-79, A-Z – Destroy date: 12/2012
2. Business Division Class 3 records for 2007-2008 and all preceding years
 - Instructor manuals/test banks
 - Division correspondence
 - Instructor/Student Cooperative Career Education Files

Files are located in the Division Office.

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

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STUDENT AND COMMUNITY ADVANCEMENT

**A. MUSIC ASSOCIATION OF CALIFORNIA COMMUNITY COLLEGES
FESTIVAL AND CONCERT TOUR**

It is recommended that the Board of Trustees approve attendance of the following students at the Music Association of California Community Colleges Concert Festival and Concert Tour scheduled November 14 – 17, 2012 in San Diego, California. Expenses in the amount of \$6,390 to cover registration, lodging, and transportation will be paid as follows: \$4,740 from the Auxiliary Services account for Journalism Conferences and the remaining \$1,650 will be paid by the students. Students will travel in El Camino College vehicles to and from the conference site. Dr. Joanna Nachev, Kenner Bailey, and Marcia Armstrong, Advisors

Carlos Barrera, Maria Beltran, Tiffany Briscoe, Byron Challoner, Gabriella Chea, Ruther Daniels, Daniella Doromal, Emy Eddow, Victoria Escamilla, Adrienne Fairley, Dionne Fontenot, Rachel Gonzalez, Reina Iguchi, Hayley Jones, Juan Daniel Lopez, Kelly McCandless, Axel Mejia, Claire Miller, Trameka Richardson, Rodney Rose,
Luis Salazar, Rio Schwichtenberg, Joi Simpson, Sherdale Smith, Brittany Sulc, Pauline Tamale, Deborah Tejada, Israel Tejada, Samuel Tejada, Katherine Tongaofa, Kimberly Villegas, Tony Woods, Luis Yepiz

B. INTERNATIONAL TRAVEL

It is recommended that the Board of Trustees approve international travel for Leonid Rachman to participate in the American Educational Opportunities Tour Spring 2013, March 2, 2013 through March 17, 2013 to Kuala Lumpur, Singapore, Jakarta, Penang, and Bangkok for the purpose of recruiting F-1 Visa students. Estimated cost for the trip is \$15,550, which will be paid from the International Student Program Conference funds.

C. GRANTS – INFORMATION

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

American Library Association (ALA) Public Programs Office National Endowment for the Humanities – Bridging Cultures Bookshelf: Muslim Journeys. The proposed project is a non-monetary grant award. The National Endowment for the Humanities (NEH) will award one thousand sets of the *Bridging Cultures* Muslim Journeys Bookshelf in January 2013. Each awardee will receive a set of 25 hardcover books for its collection, all related to the Muslim Journeys theme.
Alice Cornelio, Project Director

Amount of Grant Funding from Granting Agency	\$0
Amount of College Match (in-kind)	\$0
Total Amount of Grant	\$0
Source of Matching Funds	n/a
Indirect Rate	\$0
Performance Period: January 1, 2013 through June 30, 2013	

D. GRANT – INFORMATION AND ACCEPTANCE

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

1. California Employment Training Panel (ETP. Employment Training Panel (ETP) (ET13-0125. The Employment Training Panel provides financial assistance to California businesses to support customized worker training to: (1) Attract and retain businesses that contribute to a healthy California economy, (2) Provide workers with secure jobs that pay good wages and have opportunities for advancement, (3) Assist employers to successfully compete in the global economy, and (4) Promote the benefits and ongoing investment of training among employers.
Eldon Davidson, Project Director

Amount of Grant Funding from Granting Agency	\$698,040
Amount of College Match	\$ <u>-0-</u>
Total Amount of Grant	\$698,040
Source of Matching Funds	\$0
Indirect Rate	\$0
Performance Period: September 4, 2012 through September 3, 2014	

2. American Chemical Society – Starter Grant for ACS Student Chapters at Two Year Colleges. This project will be used for club-related expenses such as: bringing in guest speakers and outside resources; materials and supplies that

cannot be provided by ECC; assistance with travel expenses associated with ACS-related meetings and conferences
Robert Shibao and Peter Doucette, Project Directors

Amount of Grant Funding from Granting Agency	\$500
Amount of College Match (in-kind)	<u>\$ 0</u>
Total Amount of Grant	\$500
Source of Matching Funds	n/a
Indirect Rate	\$0
Performance Period:	October 1, 2012 through May 31, 2013

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

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Administrative Services

A. Contracts Under \$81,000

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

- 1. Contractor:** **A & O STUDY ABROAD AGENCY (SOUTH KOREA)**
Services: Contractor will serve as F-1 Visa educational agents to recruit F-1 Visa Students for ECC.
Requesting Dept.: Student and Community Advancement – Admissions and Records – Language Academy
Date(s): 11/20/12 – 11/19/17
Financial Terms: One-time fee of \$500 per student for either fall or spring semester; and \$300 fee for summer
- 2. Contractor:** **AAS EDUCATION CONSULTANCY (HONG KONG), KIM LAY TRAVEL AGENCY (CAMBODIA), NEW WORLD OVERSEAS EDUCATION CENTER (SOUTH KOREA), CAMI UHAK (SOUTH KOREA)**
Services: Contractor will serve as F-1 Visa educational agents to recruit F-1 Visa Students for ECC.
Requesting Dept.: Student and Community Advancement – Admissions and Records – International Student Program
Date(s): 7/1/12 – 6/30/13 with four optional one-year renewal periods, not to exceed five years
Financial Terms: The fee shall be \$250 per student per consecutive semester completed, not to exceed \$500
- 3. Contractor:** **CAREERAMERICA, LLC**
Services: Contractor will provide online videos on applying for financial aid, financial literacy and other selected modules/features for ECC and Compton Center websites, which will track student usage, provide video embedding and monitor targeted population to increase awareness of financial options and improve financial literacy.
Requesting Dept.: Student and Community Advancement – Enrollment Services – Graduation Initiative
Date(s): 11/1/12 – 10/31/15
Financial Terms: Cost not to exceed \$30,000
Funded by Graduation Initiative grant

4. **Contractor:** **GUIDED BUSINESS PLAN**
Services: Contractor will facilitate a two-hour webinar on business plan writing for the Small Business Development Center.
Requesting Dept.: Student and Community Advancement – Community Advancement – Small Business Development Center
Date(s): 11/1/12 – 12/31/12
Financial Terms: Cost not to exceed \$1,600
Funded by US Small Business Administration

5. **Contractor:** **KOGNITO SOLUTIONS, LLC**
Services: Contractor will provide unlimited online safety tutorial for use by students and faculty in the ECC Chemistry Department, incorporating images and descriptions of the ECC Chemistry laboratories. The tutorial will also be available to the chemistry sections offered at the Compton Center.
Requesting Dept.: Academic Affairs – Natural Sciences
Date(s): 10/15/12 – 3/30/13
Financial Terms: Cost not to exceed \$12,500
Funded by an iGrant from ECC Foundation

6. **Contractor:** **LONG BEACH COMMUNITY COLLEGE DISTRICT**
Services: Contractor will provide training services to companies using ECC's Employee Training Panel (ETP) funds.
Requesting Dept.: Student and Community Advancement – Community Advancement – Center for Applied Competitive Technologies (CACT)
Date(s): 11/20/12 – 8/31/14
Financial Terms: Cost not to exceed \$24,000
Funded by ETP

7. **Contractor:** **LONG BEACH UNIFIED SCHOOL DISTRICT**
Services: In partnership with schools offering Project Lead the Way curricula, the contractor and ECC will provide pre-engineering instruction (non-FTES) for students at Long Beach USD, California Academy of Math and Science (CAMS).
Requesting Dept.: Academic Affairs – Industry and Technology
Date(s): 7/1/12 – 6/30/13
Financial Terms: No cost to the District

8. **Contractor:** **MARKETING ACTION, INC.**

- Services:** Contractor will provide marketing services to develop copy for Advanced Customized Training Solutions (ACTS) website, and develop center-based training flyer to promote training courses.
- Requesting Dept.:** Student and Community Advancement – Community Advancement - Community Education
- Date(s):** 11/20/12 – 6/30/13
- Financial Terms:** Cost not to exceed \$3,500
9. **Contractor:** **MEITETSU TRAVEL U.S.A. CORPORATION**
- Services:** The District's Cosmetology Department will provide instruction in manicuring for students of the Tokyo Jikei College. The contractor will assume responsibility for all liability and all housing, meals, and transportation for the students.
- Requesting Dept.:** Academic Affairs – Industry and Technology
- Date(s):** 12/5/12
- Financial Terms:** Projected gross income \$700
10. **Contractor:** **PACIFIC CARE NURSING CENTER**
- Services:** Contractor will provide ECC students with state required clinical experience.
- Requesting Dept.:** Academic Affairs - Health Sciences & Athletics
- Date(s):** 10/15/12 – 10/14/16
- Financial Terms:** No cost to the District
11. **Contractor:** **PINNACLE EVALUATION SERVICES**
- Services:** Contractor will provide evaluation services for two El Camino College U.S. Department of Education grants: the Title V Graduation Initiative and Hispanic Serving Institution – Science, Technology, Engineering and Mathematics (HSI-STEM).
- Requesting Dept.:** Academic Affairs – Natural Sciences
- Date(s):** 11/20/12 – 6/30/13
- Financial Terms:** Cost not to exceed \$16,000
Funded by Title V Graduation Initiative grant, and the HSI-STEM grant
12. **Contractor:** **RIVERSIDE COMMUNITY COLLEGE DISTRICT**
- Services:** Contractor will receive funds administered by El Camino Community College District to provide training to various companies at company locations.
- Requesting Dept.:** Student and Community Advancement – Community Advancement – CACT
- Date(s):** 9/1/12 – 8/31/14

Financial Terms: Cost not to exceed \$75,000
Funded by ETP

13. **Contractor:** **THE TRAINING SOURCE**
Services: Contractor will develop and deliver customized on-site training to contracted companies, including but not limited to computer skills such as Excel and Access on as-needed basis.
Requesting Dept.: Student and Community Advancement – Community Advancement – Community Education
Date(s): 11/20/12 – 6/30/13
Financial Terms: No cost to the District

B. Personal Service Agreements

1. **Contractor:** **ANASTASIA BAIRD**
Services: Contractor presented two workshops entitled Utilizing Social Media in Reporting for the community media training event, ECC Journalism Days.
Requesting Dept.: Academic Affairs – Humanities
Date(s): 8/20/12 – 8/21/12
Financial Terms: Cost not to exceed \$1,000
Funded by Career and Technical Education Act (CTEA) grant

2. **Contractor:** **KELLY L. GOFF**
Services: Contractor presented workshops—Creating the Integrated Newsroom, and Circular Workflow—for the community media training event, ECC Journalism Days.
Requesting Dept.: Academic Affairs – Humanities
Date(s): 8/20/12 – 8/21/12
Financial Terms: Cost not to exceed \$1,000
Funded by Career and Technical Education Act (CTEA) grant

3. **Contractor:** **JONATHAN LEVIT**
Services: Contractor provided two days of hands-on training workshops for the community media training event, ECC Journalism Days.
Requesting Dept.: Academic Affairs – Humanities
Date(s): 8/20/12 – 8/21/12
Financial Terms: Cost not to exceed \$2,000
Funded by Career and Technical Education Act (CTEA) grant

C. Destruction of Records – Business Services

It is recommended the Board of Trustees authorize the destruction of the following Class II disposable records. These records have met the retention period requirements and are not in conflict with Education Code Title V, Sections 59020 through 59029.

Invoices: 2006 – 2007
 Check Copies: 2006 – 2007
 Purchase Orders: 2006 – 2007

D. Declaration of Surplus Property

It is recommended the Board of Trustees approve the appropriate disposition of the following property. Education Code Sections 81450 through 81460 and Board Policy 6550 provide the method and manner of disposal of personal property no longer required or suitable for District use. Pursuant to Board Policy 6550 and Education Code §81450, the Superintendent /President is delegated authority by the Board to declare surplus property of the District that is unsatisfactory or no longer suitable for school use.

ECC#	Serial	Mfg.	Model	Description	Year	Condition
3544	N/A	Smith Engineering	N/A	Kiln	1974	2
3545	160	A.D. Alpine, Inc.	ND-24	Kiln, Large	1974	2

1 = No longer needed
 2 = No longer suitable

E. Purchase Orders And Blanket Purchase Orders

It is recommended all purchase orders be ratified as shown.

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
Fund 11	Unrestricted - El Camino			
P0600089	CDW-G	Earth Sciences	Instructional Supplies	\$265.32
P0600931	Allied Refrigeration	Facilities/Planning/Serv	Repairs Noninstructional	\$7,270.16
P0600944	Techsmith	Audio/Visual	Instructional Supplies	\$107.26
P0600945	Council of Chief	Div Office Instr.	Publications-Magazines	\$150.00
P0600946	American Association	Presidents Office	Dues And Memberships	\$15,990.00
P0600947	UCLA Center for	Paramedic Academy	Contract Services	\$3,192.00
P0600948	L.A. County Ems	Paramedic Academy	Contract Services	\$58,422.87
P0600949	Western State Design	Physical Education	Repairs Parts And Supplies	\$311.49
P0600950	Medco Sports Medicine	Physical Education	Instructional Supplies	\$688.03
P0600951	Redondo Technology	Physical Education	Instructional Supplies	\$92.44

P0600953	International Education	VP-SCA	Contract Services	\$250.00
P0600954	Gerson L. Sanginitto	Ctr for Arts Instr/Admin	Contract Services	\$500.00
P0600955	Aubre U. Foster-Hill	Ctr for Arts Instr/Admin	Contract Services	\$200.00
P0600957	California Community	Physical Education	Dues And Memberships	\$400.00
P0600962	M & K Metal Co.	Automotive Collision	Instructional Supplies	\$320.16
P0600967	Cal Tech Copier, Inc.	Fire Academy	Repairs - Instructional	\$395.00
P0600973	Thomson Reuters	Div Office Instr.	Library Books	\$290.00
P0600975	Midwest Library Service	Div Office Instr.	Library Books	\$1,543.21
P0600976	Thomson Gale	Div Office Instr.	Library Books	\$867.77
P0600977	Matthew Bender	Div Office Instr.	Library Books	\$889.65
P0600978	Gaylord Brothers, Inc.	Div Office Instr.	Instructional Supplies	\$429.71
P0600982	Amazon.Com	Div Office Fine Arts	Non-Instruct Supplies	\$19.94
P0600983	Gary Glaze	Ctr for Arts Instr/Admin	Contract Services	\$500.00
P0600993	Campus Food Services	VP-SCA	In-Service Training	\$90.05
P0601000	McMaster Carr	Air Conditioning And	Instructional Supplies	\$274.23
P0601004	Airport Van Rental	Transfer Center	Transportation	\$237.06
P0601005	California Pro Sports	Physical Education	Instructional Supplies	\$1,585.68
P0601006	Real Volleyball	Physical Education	Instructional Supplies	\$1,329.73
P0601008	Firefighter's Safety	Fire Academy	Instructional Supplies	\$822.15
P0601009	Witmer Public Safety	Fire Academy	Instructional Supplies	\$226.69
P0601010	Michael E. Brownlie	Fire Academy	Instructional Supplies	\$139.50
P0601011	Office Depot	Fire Academy	Instructional Supplies	\$196.83
P0601016	The Lifeguard Store	Physical Education	Instructional Supplies	\$454.13
P0601017	Elifeguard Inc.	Physical Education	Instructional Supplies	\$708.99
P0601018	Entertainment Lighting	Ctr for Arts Production	Non-Instruct Supplies	\$915.60
P0601020	Monterey Graphics	Counseling Office	Non-Instruct Supplies	\$52.20
P0601023	Los Angeles County	Fiscal Services	Copiers	\$54.03
P0601027	Redondo Beach	Public Relations	Conferences Mgmt	\$90.00
P0601031	A-1 Office Concepts	Health,Safety and Risk	Non-Instruct Supplies	\$190.53
P0601032	A-1 Office Concepts	Health,Safety and Risk	Non-Instruct Supplies	\$72.32
P0601052	Time Clock Sales and	Purchasing and	Repairs Noninstructional	\$236.00
P0601053	American Express	Purchasing and	Dues And Memberships	\$55.00
P0601054	CDW-G	Technical Services	Repairs Parts And Supplies	\$260.74
P0601055	Xpedx	Warehouse	Inventories, Stores, Prepaid I	\$3,323.88
P0601056	Corona Clay Co.	Grounds	Non-Instruct Supplies	\$1,348.91
P0601057	Demco, Inc.	Div Office Instr.	Instructional Supplies	\$151.62
P0601059	Vicenti, Lloyd, Stutzman	Institutional Services	Audit/Accreditation fees	\$12,027.64
P0601060	Vicenti, Lloyd, Stutzman	Institutional Services	Audit/Accreditation fees	\$4,188.20
P0601061	Full Compass	Ctr for Arts Production	Non-Instruct Supplies	\$430.65
P0601063	Quality Business	Admissions/Recors	Repairs Noninstructional	\$284.97
P0601066	Xerox Corporation	Copy Center	Repairs Parts And Supplies	\$1,272.38
P0601067	L.A. County Ems	Paramedic Academy	Contract Services	\$60,093.66
P0601068	Etudes, Inc.	Div Office Fine Arts	Conferences Faculty	\$200.00
P0601074	HCD	Facilities/Planning/Serv	Other Services And Expenses	\$64.00
P0601076	El Camino College	Copy Center	Instructional Supplies	\$100.00
P0601084	Krystal Klear Window	Facilities/Planning/Serv	Repairs Noninstructional	\$3,575.00
P0601088	Monterey Graphics	Ed & Community	Multi Media Advertising	\$315.00
P0601089	Xpedx	Warehouse	Inventories, Stores, Prepaid I	\$3,748.40
P0601101	American City Pest &	Facilities/Planning/Serv	Repairs Noninstructional	\$395.00
P0601103	Andrew W. Wolski	Ctr for Arts Production	Non-Instruct Supplies	\$167.80
P0601104	Honors Transfer	Honors Program	Dues And Memberships	\$90.00
P0601109	CSI Fullmer	Ed & Community	Non-Instruct Supplies	\$967.85
P0601110	Diversified Photo	Photography	Instructional Supplies	\$493.95
P0601111	Grossmont -	Speech	Other Services And Expenses	\$720.00
P0601112	Amazon.Com	Ctr for Arts Production	Non-Instruct Supplies	\$269.70

P0601123	Ward's Natural Science	Life Sciences	Instructional Supplies	\$1,151.78
P0601127	Fast Deer Bus Charter	Transfer Center	Transportation	\$600.00
P0601134	McMaster Carr	Cosmetology	Instructional Supplies	\$145.41
P0601138	Fisher Scientific	Life Sciences	Instructional Supplies	\$148.59
P0601141	Monterey Graphics	Purchasing and	Non-Instruct Supplies	\$52.20
P0601145	Matthew Bender	Div Office Instr.	Library Books	\$881.84
P0601146	Midwest Library Service	Div Office Instr.	Library Books	\$1,054.14
P0601148	Quickstart Intelligence	Information Technology	Conferences Mgmt	\$4,130.00
P0601149	Midwest Library Service	Div Office Instr.	Library Books	\$5,151.57
P0601155	Harland Technology	Information Technology	Maintenance Contracts	\$832.00
P0601161	American Express	Div Office Fine Arts	Conferences Faculty	\$321.60
P0601162	Amazon.Com	Ctr for Arts Production	Non-Instruct Supplies	\$165.23
P0601166	Commission on	Resp Therapy	Dues And Memberships	\$1,700.00
P0601167	Scantron	Physical Education	Instructional Supplies	\$75.68
P0601185	C H DISTRIBUTORS	Ctr for Arts Production	Non-Instruct Supplies	\$2,559.62
P0601186	Sharin K. Nakayama	SRC Accessibility Fund	Instructional Supplies	\$7.98
P0601190	Fortune	Presidents Office	Publications/ Periodicals	\$65.00
P0601194	Monterey Graphics	Counseling Office	Non-Instruct Supplies	\$52.20
P0601195	National Association of	Counseling Office	Dues And Memberships	\$125.00
P0601198	El Segundo Chamber	Public Relations	Conferences Mgmt	\$100.00
P0601199	Coadn South	Nursing	Dues And Memberships	\$100.00
P0601202	Xpedx	Warehouse	Inventories, Stores, Prepaid I	\$1,334.84
P0601205	UC Regents	First Year Experience	Conferences Mgmt	\$75.00
P0601207	Midwest Library Service	Div Office Instr.	Library Books	\$6,158.12
P0601208	Thomson West	Div Office Instr.	Library Books	\$4,351.63
P0601210	Shapetools, Llc	Machine Tool	Repairs - Instructional	\$418.00
P0601215	Overseas Educational	VP-SCA	Contract Services	\$2,000.00
P0601216	International Education	VP-SCA	Contract Services	\$2,750.00
P0601217	CJR Education	VP-SCA	Contract Services	\$4,500.00
P0601218	Academic Cultural	VP-SCA	Contract Services	\$250.00
P0601220	NCMPR	Public Relations	Instructional Supplies	\$70.00
P0601221	NCMPR	Public Relations	Instructional Supplies	\$140.00
P0601227	Full Compass	Ctr for Arts Production	Non-Instruct Supplies	\$134.61
P0601233	TR Trading Company	Admissions/Recors	Non-Instruct Supplies	\$943.95
P0601234	Kivuto	Div Office Business	Instructional Supplies	\$750.00
P0601242	Xpedx	Warehouse	Inventories, Stores, Prepaid I	\$1,494.70
P0601244	Public Agency Law	Institutional Services	Legal	\$205.80
P0601247	ASCAP	Ctr for Arts Production	License Fee/Site Licenses	\$5,871.00
P0601249	Amazon.Com	History	Instructional Supplies	\$90.83
P0601252	Innovative Interfaces,	Information Technology	Maintenance Contracts	\$28,996.00
P0601264	VWR International	Life Sciences	Instructional Supplies	\$204.10
P0601265	Information Today, Inc.	Div Office Instr.	Library Books	\$366.05
P0601266	Midwest Library Service	Div Office Instr.	Library Books	\$2,753.02
P0601267	Ryugaku Journal, Inc.	VP-SCA	Contract Services	\$2,500.00
P0601269	Redondo Technology	Art Department	Instructional Supplies	\$92.83
P0601270	B & H Photo-Video	Art Department	Instructional Supplies	\$38.05

Fund 11 Total: 111

\$281,223.45

Fund 12 Restricted - El Camino

P0600552	Firstline Security	Parking-Student	License Fee/Site Licenses	\$2,455.49
P0600684	Ash Enterprises	Title III- H S I - STEM	New Equipment - Instructional	\$38,900.00
P0600836	Dell Marketing L. P.	TitleV-Improving	Non Inst Comp Eq	\$11,458.04

P0600916	Washington Marriott	TitleV-Improving	Conferences Faculty	\$889.68
P0600917	American Express	TitleV-Improving	Conferences Faculty	\$736.80
P0600918	Hacu 26th Annual	TitleV-Improving	Conferences Faculty	\$1,300.00
P0600941	Mid City Mailing	Public Relations	Postage	\$3,409.78
P0600942	CPOA	Parking-Student	In-Service Training	\$250.00
P0600943	Amazon.Com	WPLRC TERMINAL	Other Books	\$314.02
P0600956	The Capricorn Group	Title III- H S I - STEM-	Instructional Supplies	\$1,246.15
P0600958	Los Angeles Superior	Parking Violations DMV	Other Services And Expenses	\$8,088.00
P0600959	Amazon.Com	Health Services	Other Books	\$181.31
P0600960	Edits Publishers	EOPS	Non-Instruct Supplies	\$645.43
P0600963	Carrot Top Industries	Fire Tech Donations	Instructional Supplies	\$160.93
P0600965	Amazon.Com	Fire Tech Donations	Instructional Supplies	\$118.50
P0600968	Compressed Air	Fire Tech Donations	Equipment Rental	\$3,000.00
P0600971	NASFAA	Adminstration	Dues And Memberships	\$1,878.00
P0600974	CASFAA	Adminstration	Travel And Conference	\$150.00
P0600979	4IMPRINT.COM	NSF-Aerospace Mfg Ed	Printing	\$1,527.23
P0600980	Lama Books	EOPS	Other Books	\$38.06
P0600981	Campus Food Services	EOPS	In-Service Training	\$775.39
P0600984	B & H Photo-Video	TitleV-Improving	Non-Instruct Supplies	\$379.54
P0600985	Psychological	Parking-Student	Other Services And Expenses	\$5,650.00
P0600987	Entenmann Rovin Co.	Parking-Student	New Equipment -	\$823.57
P0600990	South Bay Tools	Industry Driven Reg.	Instructional Supplies	\$5,519.98
P0600991	Monterey Graphics	Health Services	Non-Instruct Supplies	\$104.40
P0600992	Dell Computer	Title III- H S I - STEM	Instr.CompEquip	\$49,087.25
P0600995	Dick's Sporting Goods	MediCal Administrative	Non-Instruct Supplies	\$1,582.84
P0600996	Midas Auto Repair	Parking-Student	Repairs Non Instr	\$660.44
P0600997	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$42.05
P0600998	4 Wheel Parts	Fire Tech Donations	Instructional Supplies	\$1,484.40
P0601002	Fast Deer Bus Charter	TitleV-Improving	Transportation	\$2,219.72
P0601013	Lou's Golf and	Parking-Student	Repairs Non Instr	\$78.50
P0601019	Bearcom	Parking-Student	New Equipment -	\$968.96
P0601021	American Express	Community Education	Transportation/ Mileage And	\$301.60
P0601024	American Express	Strategic Priority	Conferences Mgmt	\$440.60
P0601025	Lexipol Llc	Parking-Student	Self Insurance Legal Fees	\$2,850.00
P0601029	Cynthia Mosqueda	First Year Experience	Other Services And Expenses	\$70.91
P0601030	Dell Marketing L. P.	VATEA I&T	Instr.CompEquip	\$1,094.40
P0601033	Society of	CACT Strategic Hub	Conferences Other	\$3,200.00
P0601034	Ramon J. Franco	First Year Experience	Other Services And Expenses	\$29.72
P0601035	Dell Marketing L. P.	City of Carson	New Computer	\$1,176.41
P0601036	Manhattan Beach	SBDC Program Income	Dues And Memberships	\$130.00
P0601037	Hexagon Metrology	JDIF - (10-336-070)	Repairs - Instructional	\$51.15
P0601040	Campus Food Services	Matriculation	Non-Instruct Supplies	\$370.50
P0601041	CCCMPA	Matriculation	Conferences Mgmt	\$1,000.00
P0601051	Efren Rangel	First Year Experience	Other Services And Expenses	\$40.30
P0601062	Monterey Graphics	El Camino Language	Printing	\$52.20
P0601065	Mid City Mailing	Public Relations	Postage	\$3,153.90
P0601070	CCCAOE	CAA (10-091-002)	Conferences Other	\$790.00
P0601072	Monterey Graphics	CACT Strategic Hub	Printing	\$52.20
P0601078	Dell Computer	Title III- H S I - STEM	Instr.CompEquip	\$73,299.25
P0601080	Complete Office	YESS Grant	New Equip - Noninstr	\$260.99
P0601081	Franjeans Flag	TitleV-Improving	Non-Instruct Supplies	\$924.38
P0601082	American Express	WPLRC State	Conferences Mgmt	\$270.60
P0601087	Fast Deer Bus Charter	El Camino Language	Student Transportation Rental	\$850.00
P0601093	B & H Photo-Video	Parking-Student	New Equipment -	\$417.53
P0601120	Learning Resources	Community Education	Dues And Memberships	\$595.00
P0601121	Monterey Graphics	NSF-Aerospace Mfg Ed	Printing	\$194.21

P0601122	ACCE	Community Education	Conferences Mgmt	\$49.00
P0601124	Augusoft	Community Education	License Fee/Site Licenses	\$10,000.00
P0601126	Customanswers	Matriculation	Non-Instruct Supplies	\$6,000.00
P0601128	The College Board	Matriculation	Non-Instruct Supplies	\$38,825.50
P0601132	Inglewood Today	Public Relations	Multi Media Advertising	\$1,190.00
P0601135	Wave Community	Public Relations	Multi Media Advertising	\$5,904.00
P0601136	Pasco Scientific	Title III- H S I - STEM	Instructional Supplies	\$696.87
P0601139	Monterey Graphics	Head Start Partnership	Instructional Supplies	\$208.80
P0601143	El Camino College	Community Education	Other Services And Expenses	\$49.00
P0601150	Bothwell Automotive,	Parking-Student	Repairs Non Instr	\$602.45
P0601151	Amazon.Com	WPLRC PIC Aerospace	Other Books	\$84.09
P0601152	Glen Williams	(STCW) Standards for	Other Services And Expenses	\$17.00
P0601153	Midas Auto Repair	Parking-Student	Repairs Non Instr	\$1,207.84
P0601157	Systech	Model	Copiers	\$542.66
P0601158	Dell Computer	Faculty & Staff Diversity	Maintenance Contracts	\$220.30
P0601159	Los Angeles Sentinel	Public Relations	Multi Media Advertising	\$1,228.50
P0601160	California Crusader	Public Relations	Multi Media Advertising	\$1,000.00
P0601163	Political Data Inc.	Public Relations	Postage	\$54.38
P0601181	National Promotions &	El Camino Language	Printing	\$1,190.81
P0601184	Grainger	Parking-Student	New Equipment	\$68.86
P0601187	Pearson Assessment	DSPS	Instructional Supplies	\$384.29
P0601191	United Refrigeration	Aerospace Conference	Non-Instruct Supplies	\$1,081.40
P0601192	National Institute for	WIP (10-292-720)	Conferences Other	\$1,000.00
P0601193	American Express	CTE IV	Transportation/ Mileage	\$62.00
P0601197	Fast Deer Bus Charter	CTE IV	Transportation/ Mileage	\$820.00
P0601206	3V Signs & Graphics	CITD Int'l Trade Trng	Noninstructional Supplies	\$420.21
P0601209	American Express	CA Step Project	Transportation/ Mileage	\$162.80
P0601213	Cynthia Mosqueda	First Year Experience	Other Services And Expenses	\$22.35
P0601223	Campus Food Services	Title III- H S I - STEM	Non-Instruct Supplies	\$203.91
P0601224	Mid City Mailing	Public Relations	Postage	\$3,153.83
P0601235	Campus Food Services	VATEA Journalism	Non-Instruct Supplies	\$612.80
P0601236	National Promotions &	Sign Language	Printing	\$998.33
P0601240	Fluxar Studios	TitleV-Improving	Non-Instruct Supplies	\$380.00
P0601243	Monterey Graphics	YESS Grant	Non-Instruct Supplies	\$52.20
P0601245	Complete Office	Teacher Preparation	New Equipment - Instructional	\$889.15
P0601246	Fast Deer Bus Charter	CTE IV	Transportation/ Mileage	\$765.00
P0601248	Midas Auto Repair	Parking-Student	Repairs Non Instr	\$1,836.06
P0601250	B & H Inglewood Tow	Parking-Student	Repairs Non Instr	\$25.00
P0601256	The College Board	Matriculation	Non-Instruct Supplies	\$4,436.10
P0601258	Mitchell Chang	Community Education	Contract Services	\$100.00
P0601260	International Education	El Camino Language	Contract Services	\$500.00
P0601261	International Education	El Camino Language	Contract Services	\$500.00
P0601262	Westhost, Inc.	El Camino Language	Multi Media Advertising	\$29.85
P0601263	Student Insurance	El Camino Language	Other	\$3,822.00
P0601272	Samy's Camera	Art Dept Donations	Non-Instruct Supplies	\$216.58
P0601275	Cynthia Mosqueda	First Year Experience	Other Services And Expenses	\$65.39

Fund 12 Total: 105

\$329,419.62

Fund 15 General Fund -Special Programs

P0601154	B & H Photo-Video	Administrative Services	New Equipment	\$4,807.35
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Fund 15 Total: 1

\$4,807.35

Fund 41	Capital Outlay			
P0601102	Battery Systems-Long	Building Systems	Non-Instruct Supplies	\$1,072.53
P0601183	Battery Systems-Long	Building Systems	Non-Instruct Supplies	\$1,354.33
		\$2,426.86		Fund 41 Total: 2
Fund 61	Workers' Compensation			
P0600961	Southern California	Purchasing and	Excess Insurance Liability	\$1,412,593.00
		\$1,412,593.00		Fund 61 Total: 1
Fund 62	Property & Liability			
P0601144	Rudy F. Cancino	Purchasing and	Benefits Paid	\$175.00
		\$175.00		Fund 62 Total: 1
Fund 71	Associated Students			
P0601096	Monterey Graphics	Student Affairs	ASB Exp.	\$148.94
		\$148.94		Fund 71 Total: 1
Fund 72	Student Representation Fee			
P0601094	Rancho Las Palmas	Student Affairs	Conferences - Student	\$565.26
P0601095	Board of Governors,	Student Affairs	Conferences - Student	\$1,030.00
		\$1,595.26		Fund 72 Total: 2
Fund 79	Auxiliary Services			
P0600966	Screenworks, Inc.	Resp Therapy	Non-Instruct Supplies	\$516.12
P0600969	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$167.58
P0600986	Del Rey Party Rentals	Counseling Office	Non-Instruct Supplies	\$1,021.11
P0600999	Norris Center for the	Fine Arts	Non-Instruct Supplies	\$1,500.00
P0601003	KD Precision	Health Sciences and	Non-Instruct Supplies	\$2,469.80
P0601012	Paul Masterson	Fine Arts	Non-Instruct Supplies	\$200.00
P0601014	Campus Food Services	Counseling Office	Non-Instruct Supplies	\$613.35
P0601015	This and That	Radiologic Tech	Non-Instruct Supplies	\$500.00
P0601086	Foundation for	Counseling Office	Non-Instruct Supplies	\$60.00
P0601100	Monterey Graphics	Student Affairs	Non-Instruct Supplies	\$297.98
P0601106	Andrew W. Wolski	Fine Arts	Non-Instruct Supplies	\$300.00
P0601107	Bryan E. Bates	Fine Arts	Non-Instruct Supplies	\$150.00
P0601108	Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$1,000.00
P0601168	California Pro Sports	Resp Therapy	Non-Instruct Supplies	\$1,712.80
P0601169	Buddy's All Stars Inc.	Health Sciences and	Non-Instruct Supplies	\$2,468.51
P0601212	Campus Food Services	Counseling Office	Non-Instruct Supplies	\$93.80
P0601214	Fast Deer Bus Charter	Honors Program	Non-Instruct Supplies	\$600.00

P0601226	Tru West Inc	Health Sciences and	Non-Instruct Supplies	\$1,673.38
P0601278	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$225.11
P0601279	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$131.32

Fund 79 Total: 20

\$15,700.86

Fund 81 Student Organizations

P0601222	Ernesto D. Sanchez	Student Affairs	A/P Manual.Gen.	\$150.00
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Fund 81 Total: 1

\$150.00

Fund 82 Scholarships & Trust/Agency

P0600952	Barendt Construction	Health Sciences and	Fundraising	\$700.00
P0600970	Tru West Inc	Health Sciences and	Fundraising	\$3,833.41
P0600972	Tru West Inc	Health Sciences and	Fundraising	\$702.60
P0601022	Screenworks, Inc.	Health Sciences and	Fundraising	\$816.28
P0601133	Fast Deer Bus Charter	I&T Division	Fundraising	\$2,669.00
P0601147	Buddy's All Stars Inc.	Health Sciences and	Fundraising	\$3,458.25
P0601164	California Pro Sports	Health Sciences and	Fundraising	\$2,516.44
P0601165	Daktronics	Health Sciences and	Fundraising	\$922.19
P0601200	M2 Productions	Health Sciences and	Fundraising	\$2,487.66

Fund 82 Total: 9

\$18,105.83

PO Funds Total: 254

\$2,066,346.17

Fund 11 Unrestricted - El Camino

B0610681	CCS Presentation	Audio/Visual	Instructional Supplies	\$1,200.00
B0610684	E.C.C. Public	Counseling Office	Non-Instruct Supplies	\$100.00
B0610689	E.C.C. Public	First Year Experience	Non-Instruct Supplies	\$500.00
B0610690	ECCD Petty Cash	First Year Experience	Non-Instruct Supplies	\$300.00
B0610703	ECCD Petty Cash	Div Office Instr.	Library Books	\$300.00
B0610714	MDesigns Productions,	Instructional Television	Contract Services	\$13,000.00
B0610721	Mcmaster-Carr Supply	Electronics	Instructional Supplies	\$250.00
B0610727	ECCD Petty Cash	Air Conditioning And	Instructional Supplies	\$250.00
B0610744	E.C.C. Public	Anthropology	Instructional Supplies	\$92.50
B0610753	Liebert Cassidy	Institutional Services	Legal	\$2,000.00

Fund 11 Total: 10

\$17,992.50

Fund 12 Restricted - El Camino

B0610679	E.C.C. Public	Model	Reproduction Instructional	\$1,200.00
B0610682	ECCD Petty Cash	Community	Non-Instruct Supplies	\$300.00
B0610683	Herald Publications	Public Relations	Printing	\$1,750.00
B0610685	E.C.C. Child Dev.	CCAMPIS prior year	Contract Services	\$45,165.00
B0610686	ECCD Petty Cash	YESS Grant	Non-Instruct Supplies	\$500.00
B0610691	The New Sinatra	Parking-Student	Non-Instruct Supplies	\$500.00
B0610692	Arlene Brackett	Fine Arts Dntn-Dance	PSA Contract Services	\$750.00

B0610693	ARAMARK Sports &	Title III- H S I - STEM	Contract Services	\$4,945.70
B0610704	AAPC	Community Education	Non-Instruct Supplies	\$2,000.00
B0610717	WDI International, Inc	Community Education	Non-Instruct Supplies	\$1,000.00
B0610723	E.C.C. Public	Head Start Partnership	Instructional Supplies	\$250.00
B0610724	E.C.C. Public	IDRC Green	Printing	\$184.00
B0610725	Cambridge	Community Education	Non-Instruct Supplies	\$5,000.00
B0610726	Mid City Mailing	Community Education	Non-Instruct Supplies	\$15,000.00
B0610742	Southland Lumber	Fire Tech Donations	Instructional Supplies	\$1,200.00
B0610749	ECCD Petty Cash	Foster Care Ed	Instructional Supplies	\$250.00
B0610750	Southwest Offset	Community Education	Non-Instruct Supplies	\$22,000.00
				Fund 12 Total: 17
		\$101,994.70		
Fund 41	Capital Outlay			
B0600525	Pyro-Comm Systems,	Building Systems	Buildings	\$13,110.00
				Fund 41 Total: 1
		\$13,110.00		
Fund 74	Student Financial Aid			
B0610718	E.C.C.C.D. Bookstore	EOPS	EOP&S Book Service	\$189,366.00
				Fund 74 Total: 1
		\$189,366.00		
Fund 79	Auxiliary Services			
B0610687	E.C.C. Public	Counseling Office	Non-Instruct Supplies	\$600.00
				Fund 79 Total: 1
		\$600.00		
				BPO Funds Total: 30
		\$323,063.20		
				Grand Total POs and BPOs: 284
		\$2,389,409.37		

F. Facilities Management Memorandum of Understanding – Second Reading

It is recommended the Board of Trustees accept for a second reading and adoption of the Facilities Management Memorandum of Understanding.

FACILITIES MANAGEMENT MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is made and entered into this ___th day of _____ in the year 2012, by and between the COMPTON COMMUNITY COLLEGE DISTRICT (hereinafter referred to as “Compton”) and the “EL CAMINO COMMUNITY COLLEGE DISTRICT” (hereinafter referred to as “El Camino” and collectively, as the “Parties”).

WHEREAS, the State of California has approved a Capital Outlay Project to the El Camino Community College District, El Camino College Compton Center for “Infrastructure Replacement Phase 1” in the total amount of approximately \$37,714,000. Approximately \$31,180,000 will be from the State of California and approximately \$6,534,000 from Compton Local Bond Funds (Measure CC);

WHEREAS, the State of California has approved a Capital Outlay Project to the El Camino Community College District, El Camino College Compton Center for “Infrastructure Replacement Phase 2” in the total amount of approximately \$19,498,000. Approximately \$17,248,000 will be from the State of California and approximately \$2,250,000 from Compton Local Bond Funds (Measure CC);

WHEREAS, the State of California has approved a Capital Outlay Project to the El Camino Community College District, El Camino College Compton Center for “Allied Health Renovation” in the total amount of approximately \$ 13,270,000. Approximately \$8,946,000 will be from State of California and approximately \$4,324,000 from Compton Local Bond Funds (Measure CC). Note: all approved Capital Outlay Plan projects cited in the above Recitals shall be individually referred to as “Project” and collectively referred to as “Projects”;

WHEREAS, since the State of California Department of Finance requires the Capital Outlay Projects approved for Compton to be in the name of El Camino for the Projects to be constructed on Compton’s property, the Parties would like to set forth each Party’s rights and responsibilities for the Projects in this MOU; Capital Outlay Project bid awards require approval by Compton, El Camino, Chancellor’s Office and Department of Finance. The State of California will adjust these numbers at various stages of the project.

WHEREAS, the Parties agree to commit to a collaborative process where each Party will provide input and recommendations to be considered in earnest by the other Party, with the Parties working together to make collaborative decisions for the benefit of the Projects;

WHEREAS, the Parties agree that El Camino will take primary responsibility to manage the design, construction, State of California funding issues, and related activities necessary to complete the Projects, and Compton will take primary responsibility for local financing (Measure CC), and provide oversight and approvals as necessary;

WHEREAS, when El Camino and Compton are required to review or approve any items necessary to complete the Projects, each shall do so in a timely manner as to not delay progress or completion of the Projects, and any approvals shall not be unreasonably withheld, and,

WHEREAS, the parties wish to use the provisions of this MOU as a model for future projects of a similar nature.

NOW, THEREFORE, the Parties hereto agree as follows:

1. No Transfer or Waiver of Rights. Nothing in this Agreement shall be construed as Compton transferring or waiving to El Camino or any other party, any rights whatsoever to any property, fixtures, equipment, facilities etc. related to the Projects. All rights or title to any property (real, personal or others) shall be retained by Compton unless otherwise expressly agreed to in writing by Compton.
2. Term. The term of this MOU shall be from approval of this MOU by ECCCD Governing Board of Trustees and CCCD's Special Trustee until final completion of all Projects, or as modified in writing and signed by both Parties.
3. Funding/ Financial Responsibilities.
 - A. El Camino and its consultants shall maintain books and records of revenue received and expenses incurred to complete planning, design, bidding and construction of the Projects. Personnel or its consultants utilized by El Camino to perform accounting and related functions under this Agreement shall be skilled, trained and experienced in maintaining accounting books and records relating to design, bidding and construction of public works projects. Accounting books and records developed and maintained by El Camino hereunder shall be: (i) consistent with generally accepted accounting principles applied in a consistent manner; (ii) El Camino policies; and (iii) available at all times to the District for inspection, review or reproduction. Accounting books and records maintained by El Camino College shall be in accordance with District policies and requirements. Additionally, the Program Manager shall assist with audit preparation.
 1. El Camino and its consultants shall maintain records of expenditures incurred to complete planning, design, bidding and construction of the Projects. Records of expenditures must incorporate functions required by the El Camino including without limitation, sorting expenditures by the following: (i) per Project; (ii) per Project year- to- date; (iii) cumulative per Project; (iv) Projects year-to-date; and (v) by categories of expenditures.

2. El Camino shall have the authority to take such action as is reasonably necessary to insure that State funds are legally and properly expended.
 - B. Compton shall have responsibility for all local (including Measure CC) financial commitments related to the Projects, including the payment of appropriate professional consultants or other third parties necessary to plan, design, construct and complete the Projects including, but not limited to, architects, engineers, contractors, etc. (collectively, “Consultants” and/or “Vendors”). Compton shall be responsible to maintain proper cash flow for projects. Compton shall provide timely payments to all consultants’ and/or vendors associated with these projects. Compton shall have the authority to take such action as is reasonably necessary to insure that its local bond funds are legally and properly expended.
 - C. The Parties shall cooperate and provide each other all necessary information and documents to properly and timely submit Capital Outlay Reimbursement Claims to the State of California related to the Projects. El Camino shall review, approve and submit any such Claims prior to submittal to the State of California for reimbursement.
 - D. El Camino shall ensure timely disbursement of all received funds from the State of California related to the Projects less the amounts received for payments related to 3 A. a. The Parties agree to provide each other a detailed accounting of all State of California Funds associated with the Projects and such accounting records shall be presented to the other Party on a monthly basis or other regular basis reasonably requested by the other Party.
4. Budgets. El Camino shall develop budgets for the Projects based on the amounts approved by the State of California in the Capital Outlay Plans. This information shall be made available to Compton for review and approval. El Camino shall update all budgets for the Projects on a regular basis, or as necessary, which shall contain, to the extent possible, real-time information including the following:
 - A. Original/ approved budget vs. current budget
 - B. Original/ approved budget vs. amounts spent/ committed/ projected
 - C. List of all funding sources and amounts
 - D. Budget and contract growth analysis
 - E. Contract schedule growth analysis
 - F. Contract percentage spent analysis
5. Project Costs and Tracking. El Camino shall monitor and track all costs to ensure such costs are within the approved budgets for the Projects. This information shall be made available to Compton for review and approval. El Camino shall update all costs related to the Projects on at least a monthly basis, or as necessary, which shall contain, to the extent possible, real-time information including:

- A. Cost status by budget category: budgets, contracts, proposed changes, change orders, amounts paid to date, projected costs to complete vs. budget variances and requests for information (“RFI’s”).
- B. Contracts: original contract amounts, change orders, current contract amounts, proposed changes and approved payments. Any changes to contracts prepared by El Camino shall be made available to Compton for review and approval.
- C. Payment requests/invoices: amounts requested, approved, retention, amounts paid and dates paid, amounts received and dates received.
- D. Compton agrees that the State of California funding for management of the projects shall be retained by El Camino for payment to a construction management firm for its actions undertaken in this MOU.
- E. Compton shall provide, at no cost to El Camino, sufficient space, supplies, and equipment to enable El Camino to manage the El Camino projects constructed on the Compton property, including sufficient onsite trailer space and communication hookups such as telephone, computer, and the like.
- F. Compton shall be responsible for any and all attorney’s fees pertaining to the capital outlay projects under this MOU. Compton shall not unreasonably withhold such approval, and shall act in the best interest of the parties and the project.

Compton shall have the authority to review all monthly payment applications related to the Projects.

- 6. Project Accounting. The Parties agree to cooperate and coordinate accounting formats and procedures for the Projects that are compatible and consistent with each Party’s existing accounting requirements, as well as those of the Los Angeles County Office of Education.
- 7. Schedules. El Camino shall prepare a master schedule for all Projects, as well as individual schedules for each Project, for review and approval by Compton. El Camino shall update the master and Project schedules on a regular basis, or as necessary, which shall contain, to the extent possible, real-time information including: major Project milestones, schedule for design, construction and close-out of Projects. El Camino shall provide all scheduling updates to Compton in a timely manner.
- 8. Monthly Reports. El Camino shall prepare monthly status reports including updates and information as required in this MOU related to the budgets, costs, schedules and safety issues for the Projects. These reports shall be provided to Compton for review in a timely manner.
- 9. Consultants and Contracts. Except for program managers, construction managers or project managers which shall be the sole responsibility of El Camino, Compton shall

contract with appropriate professional Consultants necessary to plan, design, construct and complete the Projects. Both Compton and El Camino shall have joint authority to approve all Consultants under contract with El Camino or Compton related to the Projects. If the Parties cannot agree on the selection of a particular Consultant, the Chancellor of the California Community Colleges decision will govern.

10. Bidding and Construction. El Camino shall prepare bid documents for construction of the Projects. If Compton elects to prequalify any Consultants related to the Projects, El Camino shall approve such process for prequalification.
11. Documents. Compton shall be provided clearance and access to review all relevant Project documents, except to the extent any such information or documents are protected by any applicable privileges or not subject to disclosure under applicable laws. If there are any documents that are only available as a hard copy or not available in an electronic format, El Camino will provide hard copies of such documents to Compton and Compton will provide hard copies of such documents to El Camino.
12. Insurance. Until completion of all Projects, El Camino and Compton shall either be self-insured or maintain workers' compensation and comprehensive liability insurance providing coverage for public liability, automobile liability, bodily injury and property damage. El Camino shall require all Consultants performing work or providing services for the Projects to be properly insured and obtain the required bonds. All Consultant contracts entered into by El Camino for the Projects shall include a requirement that Compton be named as an additional insured on all policies and that any indemnity/hold harmless provisions include El Camino as an express named indemnitee.
13. Indemnity.
 - A. El Camino shall, to the extent permitted by law, indemnify, defend, and hold harmless Compton, its officers, agents and employees, from all actions, claims or liabilities for any injury, death, damage, or loss to person or property, that arise in any manner from the acts or omissions of El Camino, its officers, agents and employees in the performance of this MOU, including, but not limited to, all actions, claims or liabilities arising or connected in any way with El Camino's actions taken pursuant to this MOU.
 - B. Compton shall, to the extent permitted by law, indemnify, defend, and hold harmless El Camino, its officers, agents and employees, from all actions, claims or liabilities for any injury, death, damage, or loss to person or property, that arise in any manner from the acts or omissions of Compton, its officers, agents and employees in the performance of this MOU, including, but not limited to, all actions, claims or liabilities arising or connected in any way with Compton's actions taken pursuant to this MOU.

- C. The provisions of indemnity set forth in this Section shall not be construed to obligate a party to pay any liability including, but not limited to, punitive damages, which by law would be contrary to public policy or otherwise unlawful.
14. Collaborative Process. The Parties will endeavor to make decisions related to the Projects in a collaborative manner after considering each Party's input and recommendations. If there are any differing opinions or conflicts between the Parties related to how the Projects should be completed, a meeting with the Compton Chief Executive Officer or his/her designee and the El Camino Vice President of Administrative Services or his/her designee shall be held. The parties shall establish a joint facilities management team, co-chaired by the El Camino Vice President of Administrative Services and the Compton Chief Executive Officer or his/her designee. The team shall meet on a regular basis, generally monthly. If the Parties cannot agree, the Chancellor of the California Community Colleges decision will govern.
15. Entire Agreement. This MOU contains the entire agreement between the Parties with respect to the matters covered hereby, and supersedes all prior agreements, written or oral, between the Parties. No other agreement, or promise made by any Party not contained herein shall be binding or valid. This MOU shall be construed as one document and all of the agreements herein are in exchange for and in consideration of the commitments of each and all of the Parties herein as set out above. This MOU may be amended only by a writing signed by the Parties.
16. Enforceability. Should any provision of this MOU be declared or determined by any court of competent jurisdiction to be illegal, invalid, or unenforceable, the legality, validity, and enforceability of the remaining parts, terms, or provisions shall not be affected thereby and said illegal, unenforceable, or invalid part, term, or provision shall be deemed not to be part of this MOU. This MOU shall be construed, determined and enforced in accordance with the laws of the State of California of California with venue in Los Angeles County, California.
17. Construction. The Parties agree that each Party has been represented by counsel; that counsel for each Party has reviewed this MOU; and that any rules of construction to the effect that ambiguities are to be resolved against the drafting Party shall not apply in any interpretation of this MOU or any amendments or exhibits thereto.
18. Attorneys' Fees. In the event of a dispute under this MOU, each Party shall bear its own attorneys' fees and costs.
19. Assignment. No Party shall assign this MOU or any right or privilege any Party might have under this MOU without the prior mutual written consent of all Parties hereto.
20. Effect of Recitals. The Recitals herein are deemed true and correct, are hereby incorporated into this MOU as though fully set forth herein, and the Parties acknowledge and agree that they are each bound by the same.

21. Conflicts of Interest. No director, officer, official, representative, agent, or employee of any Party shall have any financial interest, direct or indirect, in this MOU.
22. Cooperation. The Parties acknowledge that it may be necessary to execute documents other than those specifically referred to herein in order to complete the objectives and requirements that are set out in this MOU. The Parties hereby agree to cooperate with each other by executing such other documents or taking such other actions as may be reasonably necessary to complete the objectives and requirements set forth herein in accordance with the intent of the Parties as evidenced in this MOU.
23. Third Party Beneficiaries. Nothing in this MOU shall be construed to confer any rights upon any party not signatory to this MOU.
24. Counterparts. This MOU may be executed in any number of counterparts, each of which shall be deemed an original and all of which shall constitute together one and the same instrument.

The Parties, through their authorized representatives, have executed this MOU as of the day and year first written above.

Compton Community College District: El Camino Community College District

Tom Henry Special Trustee

Thomas M. Fallo Superintendent/President

Date

Date

I have reviewed this Memorandum of Understanding and concur with its terms. I also confirm that the Special Trustee has the power to sign it and, acting in accordance with the authority I have granted him under the law, to bind Compton Community College District to the terms set forth in the agreement.

Chancellor, California Community Colleges

Date

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

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Administrative Services – Measure E Bond Fund

A. CATEGORY BUDGETS AND BALANCES

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

The following table reports Measure E expenditures and commitments through October 31, 2012, at the November 2012 Board meeting.

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Additional Classrooms and Modernization	\$237,359,418	\$110,696,740	\$12,397,248	\$114,265,430
Campus Site Improvements	32,416,561	28,436,614	892,363	3,087,585
Energy Efficiency Improvements	2,818,000	2,756,836	0	61,164
Health and Safety Improvements	132,099,541	63,201,694	3,517,117	65,380,730
Information Technology and Equipment	21,536,501	13,422,902	6,883	8,406,716
Physical Education Facilities Improvements	572	572	0	0
TOTAL	<u>\$426,230,593</u>	<u>\$218,515,358</u>	<u>\$16,813,611</u>	<u>\$190,901,624</u>

B. MEASURE E PROJECT BUDGET CHANGES

It is recommended the Board of Trustees approve the budget change shown in Table A.

The reasons for the recommendation are: (1) Recognize and allocate interest income of \$477,107 for July 1, 2011 through June 30, 2012, (2) reallocate available budget from Architectural Planning Contingency to Parking Lot F Parking Structure Improvements, (3) reallocate Manhattan Beach Boulevard Parking Structure & Entrance budget to the Parking Lot F Parking Structure Improvements, (4) adjust project budgets (see Items 2, 8 & 9), (5) Establish budget for line item 7.

Table A - Measure E Project Budget Changes

PROJECTS	BUDGET BALANCE 10/30/12	CHANGE	REVISED BUDGET
1. Manhattan Bch Blvd. Parking Structure	\$35,324,957	-\$35,324,957	\$0
2. Remodeling Phase One-Three	-747	747	0
3. Temporary Space & Relocation	150,187	176,360	326,547
4. Architectural Planning Contingency	4,496,171	-3,900,000	596,171
5. Lot F Parking Structure Improvements	-3,365,750	42,524,957	39,159,207
6. Infrastructure Phase 1-3	3,810,568	-2,500,000	1,310,568
7. Domestic Water System	0	2,500,000	2,500,000
8. Restroom Access Compliance	20,789	200,000	220,789
9. Social Sciences	-85,188	100,000	14,812

10. Unallocated Interest	<u>477,107</u>	<u>-477,107</u>	<u>0</u>
TOTAL	<u>\$40,828,094</u>	<u>\$3,300,000</u>	<u>\$44,128,094</u>

C. CONTRACT – LEO A. DALY – PEER REVIEW

It is recommended the Board of Trustees ratify a contract with Leo A. Daly to provide peer review of plans submitted to DSA on the Stadium Project.

Dates of Service: October 2012 – June 2013

Cost: Not to exceed \$48,660

D. CONTRACT – AMEC ENVIRONMENT & INFRASTRUCTURE, INC. – ATHLETIC EDUCATION & FITNESS COMPLEX-PHASE 1

It is recommended the Board of Trustees approve entering into a contract with AMEC Environmental & Infrastructure, Inc. to provide soil inspections for the Athletic Education & Fitness Complex – Phase 1 Project. AMEC will be responsible for overseeing any and all excavations required and provide an expert recommendation if existing soil is to be replaced with a more suitable soil. If new soil is required, AMEC will then be involved in testing soil in layers of 8 inches while backfilling said areas.

The specialty inspection firm was selected based on the fact they produced the original soils report.

Date of service: November 2012- January 2013

Cost: Not to exceed \$27,940

E. CONTRACT AMENDMENT – HILL PARTNERSHIP, INC. ARCHITECTS – INDUSTRY & TECHNOLOGY BUILDING PROJECT

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

- | | |
|--|---------------|
| 1. Provide additional storm drain design services for the Industry & Technology Project (due to new changes in storm water regulations). | \$23,000 |
| 2. Provide architectural and engineering services for the IT Secondary Server Room. | <u>46,200</u> |

Total Increase in Contract Amount	<u>\$69,200</u>
Original Contract Amount	\$2,287,635
Prior Changes	0
This Change Order Amount	<u>69,200</u>
New Contract Amount	<u>\$2,426,035</u>

F. CHANGE ORDER – Taisei Construction Corporation– Math Business Allied Health Project

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

1. Contractor was directed to provide labor, material and equipment to repair parking lots "A" and "K," east and south of the MBA building respectively. This work includes crack repair, slurry seal and restriping. Not part of the original scope of work. District request.	\$36,601
2. Contractor was directed to provide labor and material to install slip dowels at V-gutter on road east of the MBA building. District request.	234
3. Contractor was directed to provide custom colors for “Type 15” light fixtures for the second, third and fourth floor. Plans and documents did not specify custom colors for these fixtures.	11,817
4. Contractor was directed to provide labor, material, and equipment to core holes on concrete walls in the student bathrooms to reroute data cables. Architect will be charged if applicable.	4,540
5. Contractor was directed to provide labor and material to install lead lined drywall at two x-ray rooms. Plans did not include lead lined drywall in these rooms. Architect will be charged if applicable.	<u>4,036</u>
Total Change Order Amount	<u>\$57,228</u>
Original Contract Amount	\$20,666,000
Prior Changes	1,236,389

This Change Order Amount
 New Contract Amount

57,228
\$21,959,617

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

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

PO #	VENDOR NAME	SITE NAME	DESCRIPTION	COST
P600841	AT&T Datacomm	Industry & Technology	Group II Equipment	\$430,008.92
P600927	Dell Computer	Industry & Technology	Group II Equipment	51,966.28
P600928	Dell Computer	Industry & Technology	Group II Equipment	13,786.85
P600988	Klean Sweep	Math Business Allied Health	Site Improvements	420.00
P600989	DGS	Infrastructure Phase III	Architecture & Engineering	1,246.01
P601001	SEWUP/JPA	Restroom Access	Contract Services	124.00
P601028	State Water Resources	Athletic Education/Fitness	Permit Processing Fees	621.00
P601058	Smardan Supply	Temporary Space Relocation	Construction Material	4,250.48
P601064	Koury Geotechnical	Bookstore Building	Testing & Inspection	2,245.00
P601073	Clark Security	Math Business Allied Health	Construction Material	108.49
P601083	Cubicle Curtain Factory	Math Business Allied Health	Group II Equipment	6,278.92
P601097	Clark Security	Math Business Allied Health	Construction Material	713.40
P601170	Dell Marketing	Information Technology	Group II Equipment	10,940.00
P601182	SEWUP/JPA	Bookstore Building	Contract Services	10,806.90
P601201	Dell Computer	Industry & Technology	Buildings	45,622.47
P601241	Marjani Builders	Bookstore Building	Blue Printing-Construction	174.10
P601276	Pyro-Comm Systems	Industry & Technology	Buildings	462.50
P601277	SWRCB Accounting	Paving	Permit Processing Fees	427.00
B610652	Sid Lindmark, AICP	Architectural Planning	Architecture & Engineering	168,438.00
B610671	School Construction	Bookstore Building	Contract Services	9,900.00
B610680	American Reprographics	Architectural Planning	Blue Printing-Construction	7,000.00
B610705	Public Agency Law	Master Planning	Legal-Bond Projects	60,000.00
B610706	Plannet Consulting	Industry & Technology	Contract Services	12,000.00
B610728	Leo A. Daly Company	Athletic Education/Fitness	Contract Services	48,660.00
B610739	Ricoh	Temporary Space/Relocation	Group II Equipment	3,000.00
B610741	Lend Lease	Master Planning	Contract Services (Reimbursables)	150,000.00
B610743	Sandy Pringle	Restroom Accessibility	Testing & Inspection	60,000.00
			TOTAL POs AND BPOs	<u>\$1,099,200.32</u>

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

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A. EMPLOYMENT AND PERSONNEL

It is recommended that the Board ratify/approve the employment and personnel changes for academic, classified, special services professionals and temporary classified service employees as shown in items 1-18 and 1-6.

Academic Personnel:

1. Resignation - Ms. Susan Endicott, full-time instructor of Nursing, Health Sciences & Athletics Division, effective October 21, 2012.
2. Retirement - Ms. Brenda Jackson, full-time Counselor, last day worked June 30, 2013, first day of retirement July 1, 2013 and that a plaque be prepared and presented to her in recognition of her service to the District since 1993.
3. Retirement - Mr. Edward Martinez, full-time Librarian, Learning Resources Division, last day worked August 8, 2013, first day of retirement August 9, 2013, and that a plaque be prepared and presented to him in recognition of his service to the District since 1984.
4. Retirement - Ms. Elaine Moore, full-time Counselor, last day worked June 30, 2013, first day of retirement July 1, 2013 and that a plaque be prepared and presented to her in recognition of her service to the District since 1981.
5. Retirement - Ms. Charleen Zartman, full-time instructor of Health Sciences & Athletics, last day worked December 14, 2012, first day of retirement December 28, 2012 and that a plaque be prepared and presented to her in recognition of her service to the District since 1977.
6. Amend Employment - Ms. Susan Endicott, full-time instructor of Nursing, Health Sciences & Athletics Division, from Class III, Step 4 to Class III, Step 9, Academic Salary Schedule, effective August 23, 2012.
7. Amend Employment - Dr. Janet Schaeffer, full-time Clinical Psychologist, Health Sciences & Athletics Division, from Class V, Step 4 to Class V, Step 9, Academic Salary Schedule, effective August 23, 2012.
8. Employment - Ms. Sharise Hodges, full-time/temporary instructor of Nursing, Health Sciences & Athletics Division, Class I, Step 4, Academic Salary Schedule, effective August 30 through December 15, 2012.

9. Employment - Mr. Ryota Minei, full-time/temporary instructor of Music, Fine Arts Division, Class III, Step 4, Academic Salary Schedule, effective August 25 through December 14, 2012.
10. Amend Salary - Ms. Kelsey Iino, full-time Counselor from Class III, Step 7 to Class IV, Step 7, effective November 1, 2012.
11. Change in Salary - Mr. Richard Hughes, full-time instructor of Design/Drafting, Industry & Technology Division, from Class III, Step 28 to Class IV, Step 28, effective December 1, 2012.
12. Amend Special Assignment - Mr. Dale Ueda, part-time instructor of Heating & Air Conditioning, Industry & Technology Division, to train non-credit courses at Northrop Grummon on Heating Ventilation and Air Conditioning (HVAC) for Community Advancement, to be paid \$60.18 an hour, from 70 hours, \$4,213 to 110 hours \$6,620 effective November 1 through December 31, 2012, in accordance with the Agreement, Article 10, Section 9(m).
13. Amend Special Assignment - Dr. Rachel Lewis Ketai, full-time instructor of English, Humanities Division and new Puente Coordinator, to attend intensive training sessions at the Puente Summer Institute I in Berkeley, plus program planning at the Puente Summer Institute II in Riverside, to be paid \$45.14 an hour, from 70 hours, \$3,160 to 79 hours, \$3,566, effective June 10 through August 19, 2012 instead of through June 16, 2012, in accordance with the Agreement, Article 10, Section 14(a).
14. Special Assignment - Mr. Craig Neumann, part-time instructor of Fire & Emergency Technology, Industry & Technology Division, to develop all Transportation Security Administration (TSA) course outlines and other duties, to be paid \$60.18 an hour, not to exceed 189 hours or \$11,374, effective January 1 through June 30, 2013, in accordance with the Agreement, Article 10, Section 14(a).
15. Stipend Assignment - The following part-time instructors to participate in the Humanities College Composition Consistency Project, professional development training workshops to be paid \$250 each through the Graduation Initiative (Title V) grant, not to exceed a total of \$1,000 effective November 20 through December 30, 2012, in accordance with the Agreement, Article 10, Section 14(a).
 - Elizabeth Craig
 - Judith Corzier
 - Morgan Mayreis-Voohis
 - Georgia Moten

16. Stipend Assignment - Ms. Diana Crossman, full-time instructor of Speech, Fine Arts Division, to perform as winter resident artist at solo speech event, to be paid \$750, effective January 23, 2013, in accordance with the Agreement, Article 10, Section 14(a).
17. Employment - Mr. John Gianvittorio, part-time instructor of Engineering Technology, Project Lead the Way, Industry & Technology Division, to be paid by the Wiseburn School District, effective August 25 through December 14, 2012.
18. Employment - The following part-time/temporary instructors to be hired as needed for the 2012 Fall semester:

Humanities

Cynthia Caloia

Jaclyn Cohen-Steinberg

Learning Resources

Christine Sanders

Classified Personnel:

1. Resignation - Ms. Lisa Yaguchi, Human Resources Technician I, Range 4, Step E, (Confidential Salary Schedule), Human Resources Division, Human Resources Area, effective, November 1, 2012.
2. Retirement - Ms. Anita Martinez, Secretary, Range 25, Step E, Staff Development/Human Resources Division, Human Resources Area, effective December 29, 2012, and that a plaque be presented to her in recognition of her service to the District since 1993.
3. Correction - Change of Assignment, Ms. Susan Brouillette, from 100% to 90% Administrative Assistant II, Range 31, Step E, Special Resource Center/Health Sciences & Athletics Division, Academic Affairs Area, effective October 1 through November 30, 2012 instead of September 5 through December 21, 2012.
4. Promotion - Ms. Irene Graff, from Director Institutional Research, Range 12, Step 5, to Director Research and Planning, Range 13, Step 5, Institutional Research Division, Student and Community Advancement Area, effective December 1, 2012.

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

5. Mr. Lawrence Gardner - Toolroom/Instructional Equipment Attendant, Range 24, Step A, Community Advancement, Student and Community Advancement Area, Monday and Wednesday, 1:00 p.m. – 4:30 p.m., effective December 3, 2012.
6. Ms. Kathleen Oswald - Assistant to Superintendent, Range 13, Step E (Confidential Salary Schedule), President's Office, effective December 3, 2012 through January 31, 2013, as needed or until position is filled. (Retired Annuitant).

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 1-11.

The following Temporary, Non-Classified Service Employees are to be hired for the 2012-2013 fiscal year, paid hourly, effective December 1, 2012 through June 30, 2013, days and hours vary as needed, unless otherwise stated.

Instructional Aide Series

1. Instructional Aide I

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

Jerome Parrott, \$8.00 per hour (eff. 10/22/12 to 6/30/13)

Megan Yap, \$8.00 per hour

2. Instructional Aide II

The following individual is to provide basic tutoring, support services, computers and equipment maintenance, and accommodations for students.

Arielle Shapiro, \$9.25 per hour

3. Instructional Aide IV

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

Cody Gonzalez, \$12.00 per hour

Office Aide Series

4. Office Aide III

The following individual is to assist with appointments, and scheduling, payment processing, daily operations and maintenance such as compile, input, maintain data, customer service, and supporting the division staff as needed.

Scotty Gomez, \$10.50 per hour

5. Office Aide VI

The following individual is to perform routine and general office duties including data entry, testing assessment procedures, and outreach for the Graduation Initiative (Title V) Project Director.

Benjamin Ceja, \$16.00 per hour (10/20/12 to 6/30/13)

Program Aide Series

6. Program Aide IV

The following individual is to assist the instructor with the Emergency Medical Technology and Fire Academy specialized programs.

Jeannine Liang, \$12.25 per hour (eff. 11/1/12 to 6/30/13)

Sports Aide Series

7. Sports Aide VI

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

Jessica Juarez, \$17.00 per hour (eff. 11/19/12 to 6/30/13)

Theater Aide Series

8. Theater Aide II

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

Elizabeth Matusak, \$9.25 per hour (eff. 11/20/12 to 6/30/13)

Shanda Weston, \$9.25 per hour (eff. 11/20/12 to 6/30/13)

Program Professional Series

9. Program Professional IV

The following individual is to produce video interview segments on 12 career pathways covering the four (4) Certified Global Business Professional domains.

Antonio Ruiz, \$100.00 per hour

Training Professional Series

10. Training Professional II

The following individual is to provide technical manufacturing training in corporate and/or college classroom/laboratory setting.

Jeffrey Rowley, \$40.00 per hour

The following individual is to facilitate groups with youth at risk or foster youth using experiential training strategies and strength-based practices in the Foster and Kinship Care Education Program and the Youth Empowerment Strategies for Success Program.

Nosizwe Chimarunga, \$37.00 per hour

11. Training Professional IV

The following individual is to assist business in a variety of services to optimize company productivity, maximize employee performance, achieve profitable results, gain a competitive advantage, and develop custom tailored courses.

Jason Eaves, \$90.00 per hour (eff. 11/20/12 to 6/30/13)

C. REVISED CLASSIFICATION SPECIFICATIONS FOR CONFIDENTIAL POSITION

It is recommended that the Board of Trustees approve the revised classification specifications for the Executive Assistant to the Superintendent as shown on pages 43-45.

EL CAMINO COMMUNITY COLLEGE

CLASS TITLE: EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

DEFINITION:

Under the general direction of the Superintendent/President, to perform very difficult and highly specialized ~~Administrative-Executive Assistant level~~ and stenographic work; to perform highly technical and confidential administrative functions; and to do related work as required.

DISTINGUISHING CHARACTERISTICS:

This is the highest level class in the Confidential series. The position is assigned to the Superintendent/President and performs the most confidential, complex ~~secretarial~~ and ~~Administrative-Executive Assistant~~ duties. The assigned work requires a broad knowledge of the rules, regulations, laws and policies governing the District. The position has substantial contact with members of the District's Board of Trustees, administration and staff regarding matters of a wide and varied nature and oversees the management of the Office of the President, requiring the highest level of discretion and good judgement.

EXAMPLES OF DUTIES:

Serves as ~~Administrative-Executive Assistant~~ to the Superintendent/President; receives and ~~transcribes records~~ confidential dictation information;

Prepares correspondence independently from notes, instructions or own knowledge of matters involved for signature of the Superintendent/President;

Works with other offices in the college and sees that reports and other materials are furnished on time;

Meets visitors, employees, and officials coming into the Superintendent/President's office;

Acts as liaison with members of the Board of Trustees, providing informational; ~~secretarial~~ administrative and travel services;

Schedules appointments; answers inquiries by telephone or in person regarding matters in the office, either giving information on Board policies or matters involving the Superintendent/President which in the incumbent's judgment may be given, as appropriate, refers callers to the Superintendent/President or appropriate Area Vice President or staff.

Receives, compiles, and types other documents, including statistical reports and applications; prepares and keeps files of administrative records; maintains policies of the District;

Collects material and prepares agenda for board meetings; notifies board members and persons required to be present at meetings;

Attends meetings of the Board of Trustees and takes minutes of proceedings;

Prepares, edits and reviews minutes, distributes copies to board members and administrative officers;

Collects material for Superintendent/President's meetings, including, but not limited to Cabinet, Management, Senior Management and meetings with colleagues on and off the campus;

Supervises the staff assigned to the Office of the Superintendent/President;

Performs special projects and other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Correct English usage, spelling, grammar, vocabulary, and punctuation.

Modern office practices, procedures and techniques, including letter and report writing, receptionist and telephone techniques;

Modern filing systems and techniques;

Principles of training and supervision;

District rules, regulations, policies and procedures;

Roberts Rules of Order.

ABILITY TO

Perform difficult and responsible ~~clerical and secretarial~~administrative work using independent judgment;

Devise and adopt office procedures to changing organizational needs;

Prepare clear comprehensive reports;

Maintain complex and confidential records;

Interpret and apply policies, laws and regulations of the District;

Gather and analyze a wide variety of data;

Analyze situations accurately and take effective action;

Compose correspondence independently;

Assemble a variety of data for reports;

Type at a rate of 60 words per minute;

~~Take dictation at a rate of 110 words per minute and transcribe accurately;~~

Knowledge of word processing software for creating and editing written documents;

Knowledge of computer software for creating and designing a variety of projects, including desktop publishing, spreadsheet creation and database management;

Use tact and diplomacy when meeting the public, staff, administrators and students;

Establish and maintain cooperative relationships;

Executive Assistant to the Superintendent (continued)

Page 3

Supervise assigned staff.

DESIRABLE QUALIFICATIONS

Take dictation at a rate of 110 words per minute and transcribe accurately.

EDUCATION AND EXPERIENCE:

Five years of broad, varied and increasingly responsible experience in administrative work, preferably in the field of public education.

AA degree or the equivalent in liberal arts, business, communications or computer information systems.

Experience beyond the five years required may be substituted for required education on a year for year basis.

WORKING CONDITIONS

Typical office setting.

Extensive computer work.

Long periods of standing and sitting.

Ability to carry up to 25 pounds.

Ability to move from one work area to another as needed.

Confidential Salary Schedule - Range 13

Revised and Board Approved: ~~August 20, 2012~~ November 19, 2012

**Agenda for the El Camino Community College District Board of Trustees
from
Compton Education Center
Barbara Perez, Vice President**

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A. Transfer – Information	47

COMPTON EDUCATIONAL CENTER

A. TRANSFER – INFORMATION

It is recommended that the Board receive for information the following report on the Compton Commitment at the Compton Center.

More than 80 El Camino College Compton Center students were admitted to California State University, Dominguez Hills (CSUDH) for the fall 2012 semester. This number has more than doubled since the 2010-2011 school year thanks in part to a collaborative effort between El Camino College Compton Center, Compton Unified School District and CSUDH - the “Compton Commitment”.

The Compton Commitment was established in 2010 to provide a framework for increasing the number of local, in-district high school graduates enrolled at both ECC Compton Center and CSUDH. Through a combination of workshops, campus visits and meetings with college representatives and counselors, the pathway to higher education is more clearly defined for current high school and ECC Compton Center students.

According to statewide information, only about one third of community college students who say they want to earn an associate degree, earn a certificate, or transfer to a four-year school manage to do that within six years; the numbers are lower for Latino and African American students, at just 25 percent. This is happening at a time when analysts say California is facing a shortfall of college graduates.

The Compton Commitment encourages students to apply for ECC Compton Center’s First Year Experience (FYE) program. High school students, from those who are high risk to those who are high achieving, are eligible for the Compton Commitment. One of the advantages of this partnership is that it provides a pipeline for ECC Compton Center to work with high school counselors and teachers to identify students who would benefit from the FYE program. Details are currently being discussed for a CSUDH grant to be offered to FYE students at ECC Compton Center.

The Compton Commitment has the potential to make higher education a viable option for more local students by influencing those who have come to ECC Compton Center to graduate with an associate degree and transfer to CSUDH.

According to the 2012 (ARCC), the most improved performance indicator for ECC Compton Center was the persistence rate, which is the percentage of students who enroll in a second full term.

Students are encouraged to register and apply for financial aid early, and to stay on track with the Compton Commitment to achieve their goals. Overall results from the 2012 Accountability Report for the Community Colleges performance indicators show that ECC

Compton Center students are progressing, graduating and transferring at higher rates than in the past.

Plans are under way to engage more ECC Compton Center students in the Compton Commitment. One way this will be done is through our First Year Experience (FYE) program. CSUDH is in the planning stages of initiating a FYE program and want link their program with ours. This would provide Compton Center students the opportunity to interact with CSUDH students on projects linked to their classes.

The Transfer Center is considering similar agreements with other high schools and four-year institutions. Between the contract and constant feedback and monitoring from college counselors, students are staying focused while saving time and money.

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. Travel.....Page 50
- B. 2011-2012 Board of Trustees Evaluation and Goals.....Page 50
- C. Board Policy 2200 – Board Duties and Responsibilities
First Reading.....Page 54
- D. Board Policy 2430 – Delegation of Authority to Superintendent/
President – First Reading.....Page 54
- E. Administrative Procedure 2430 – Delegation of Authority to
Superintendent/President – Information Item.....Page 54
- F. Board Policy 2431 – Superintendent/President Selection – First
Reading.....Page 54
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President – Information Item.....Page 54
- H. Board Policy – 2740 – Board Education – First Reading.....Page 54
- I. Board Policy – 2745 – Board Self-Evaluation – First Reading.....Page 54

A. Travel

It is recommended that the Board approve the following travel for Thomas M. Fallo, with no loss of salary, ~~*at no cost to the District~~ transportation and necessary expenses paid: *Item corrected during meeting.

1. Community College National Legislative Summit, February 11-14, 2013, Washington, D.C.
2. 40th Annual National Conference – A Joint Labor/Management Meeting, April 7-9, 2013, New York, NY.

B. 2011-2012 Board of Trustees Evaluation and Goals

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

- I. Participate in community activities and events and bring observations to the Board for policy issues.
 - a. Attend events in the community.
 - b. Speak to community groups.
 - c. Make Board presentations.
 - d. Bring copies of community events and activities to other Board members.
 - e. Consider a Board meeting at Compton Center.
- II. Participate in the operation of the College at Board Meetings.
 - a. Speak freely and openly on policy issues.
 - b. Solicit opinions of fellow Board members.
 - c. Present ideas during discussion section of Board Meetings.
- III. Continue a Trustee education program.
 - a. Attend a conference on Trustee responsibilities.
 - b. Submit materials from various sources to fellow Trustees.
 - c. Read Trustee education materials sent by various organizations.
- IV. Support the 2010 Facilities Master Plan.
 - a. Monitor and approve Measure E Fiscal updates.
 - b. Continue construction program.
 - c. Review construction program activities.
 - d. Consider a bond extension and conduct a community survey.
- V. Fiscal Responsibilities.
 - a. Monitor 2011-2012 Budget.

- b. Study, review and approve the 2012-2013 Budget.
 - c. Study, review and approve the 2010-11 annual financial audit.
 - d. Respond to national, state and local fiscal changes.
- VI. Accreditation.
- a. Receive, review and participate in El Camino College's Accreditation reports and actions.
 - b. Review Student Learning Outcomes update.
- VII. Support Student Accessibility.
- a. Actively support El Camino College Foundation activities.
 - b. Develop community involvement in the Foundation.
- VII. Support Redistricting Action Plan.
- a. Support the Boundary Review Committee.
 - b. Adopt new Trustee Areas.
 - c. Submit new Trustee Areas to Los Angeles County Recorder.
- VIII. Required Board Training.
- a. Ethics, per AB 1234.
 - b. Sexual Harassment.
- IX. Improve communication with all constituent groups and District Employees.

EL CAMINO COLLEGE BOARD OF TRUSTEES
SELF-EVALUATION QUESTIONNAIRE 2011-2012 - RESULTS

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

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

- C. Board Policy 2200 – Board Duties and Responsibilities – First Reading
It is recommended that the Board accept Board Policy 2200 (page 55) for a first reading.
- D. Board Policy 2430 – Delegation of Authority to Superintendent/President – First Reading
It is recommended that the Board accept revised Board Policy 2430 (page 56) for a first reading.
- E. Administrative Procedure 2430 – Delegation of Authority to Superintendent/President – Information Item
It is recommended that the Board accept Administrative Procedure 2430 (page 57) for informational purposes.
- F. Board Policy 2431 – Superintendent/President Selection – First Reading
It is recommended that the Board accept Board Policy 2431 (page 58) for a first reading.
- G. Administrative Procedure 2435 – Evaluation of Superintendent/President – Information Item
It is recommended that the Board accept Administrative Procedure 2435 (page 59) for informational purposes.
- H. Board Policy 2740 – Board Education – First Reading
It is recommended that the Board accept revised Board Policy 2740 (page 60) for a first reading.
- I. Board Policy 2745 – Board Self-Evaluation – First Reading
It is recommended that the Board accept revised Board Policy 2745 (page 61) for a first reading.

Board Policy 2200

Board Duties and Responsibilities

The Board of Trustees governs on behalf of the citizens of the El Camino Community College District in accordance with the authority granted and duties defined in Education Code Section 70902.

The Board is committed to fulfilling its responsibilities to:

1. Represent the public interest.
2. Establish policies for current and long-range academic and facilities plans and programs that are consistent with the institutional mission and promote orderly growth and development of the College.
3. Hire and evaluate the Superintendent/President.
4. Delegate power and authority to the Superintendent/President to effectively manage the District.
5. Assure fiscal health and stability.
6. Monitor institutional performance and educational quality.
7. Advocate and protect the District.

Reference:

Accreditation Standard IV.B.1.d

El Camino College

Adopted:

Board Policy 2430

Delegation of Authority to Superintendent/President

The Board delegates to the Superintendent/President the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action.

The Superintendent/President may delegate any powers and duties entrusted to him or her by the Board, but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The Superintendent/President is empowered to reasonably interpret Board policy. In situations where there is no Board policy direction, the Superintendent/President shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Superintendent/President to inform the Board of such action and to recommend written Board policy if one is required.

The Superintendent/President is expected to perform the duties contained in the Superintendent/President job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description, and goals and objectives for performance shall be developed by the Board in consultation with the Superintendent/President.

The Superintendent/President shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

The Superintendent/President shall make available any information or give any report requested by the Board as a whole. Individual trustee requests for information shall be met if, in the opinion of the Superintendent/President, they are not unduly burdensome or disruptive to District operations. Information provided to any trustee shall be provided to all trustees.

The Superintendent/President shall act as the professional advisor to the Board in policy formation.

Reference:

Education Code Sections 70902(d), 72400;
Accreditation Standard ~~10.A.3~~IV.B.1.j and IV.B.2

El Camino College
Adopted: 1/16/01

Administrative Procedure 2430

Delegation of Authority to

Superintendent/President

The Superintendent/President may delegate any powers and duties entrusted to him or her by the Board (including the administration of colleges and centers), but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The Superintendent/President shall be responsible for reasonable interpretation of board policy. In situations where there is no board policy direction, the Superintendent/President shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Superintendent/President to inform the Board of such action and to recommend written board policy if one is required.

The Superintendent/President is expected to perform the duties contained in the Superintendent/President job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions.

The Superintendent/President shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

References:

Education Code Section 70902
Accreditation Standards IV.B.1.j and IV.B.2

El Camino College

In the case of a Superintendent/President vacancy, the Board shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.

References:

Title 5 Sections 53000 et seq.
Accreditation Standards IV.B.1 and IV.B.1.j

El Camino College
Adopted:

Administrative Procedure 2435

**Evaluation of Superintendent/
President**

Procedure for evaluation of the Superintendent/President is agreed to by the Board and the Superintendent/President in contractual agreement.

Reference:

Accreditation Standard IV.A

El Camino College

Board Policy 2740

Board Education

The Board is committed to its ongoing development as a board and to a trustee education program that includes new trustee orientation.

To that end, the Board may engage in study sessions, provide access to reading materials, and support conference attendance and other activities that foster trustee education.

Reference:

| Accreditation Standard IV.B.1.Ff

El Camino College

| Adopted: 4/16/01

| Amended:

Board Policy 2745

Board Self-Evaluation

The Board is committed to assessing its own performance as a board in order to identify its strengths and areas in which it may improve its functioning.

To that end, the Board ~~has established the following processes:~~establishes goals and evaluates its performance on the previous year's goals. In its October meeting the Board goals are re-presented for the previous year and a questionnaire is completed for discussion of those goals at the November meeting. At the November and December meetings, the Board establishes its goals for the subsequent year.

- ~~1. The Superintendent/President shall, in October, determine the instrument or process to be used in board self evaluation. Any evaluation instrument shall incorporate criteria contained in these board policies regarding board operations, as well as criteria defining board effectiveness promulgated by recognized practitioners in the field.~~
- ~~2. The process for evaluation shall be recommended to and approved by the Board.~~
- ~~3. If an instrument is used, all board members will be asked to complete the evaluation instrument and submit them to the Superintendent/President.~~
- ~~4. A summary of the evaluations will be presented and discussed at a board session scheduled for that purpose. The results will be used to identify accomplishments in the past year and goals for the following year.~~

Reference:

Accreditation Standard ~~10.A.5~~IV.B.1.e & g

El Camino College

Adopted: 4/16/01

Amended: