

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



**El Camino Community College District  
Board of Trustees  
Agenda, Tuesday, February 21, 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 January 17, 2012, Pages 6-8**
- III. Public Hearings**
  1. Resolution to Establish Trustee Areas and to Approve the Election of Board Members in a By-Trustee Area Election Process, Pages 9-11
    - A. Public Comment
    - B. Adoption
  2. Public Hearing and Adoption of District Proposals: Negotiations – El Camino Community College District and the El Camino college Federation of Teachers, Local 1388, AFT, AFL-CIO
    - A. Public Comment
    - B. Adoption
- IV. Public Comment on Consent Agenda**
- V. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
  1. Academic Affairs  
*See Academic Affairs Agenda, Pages 12-15*
  2. Student and Community Advancement  
*See Student Services Agenda, Pages 16-18*
  3. Administrative Services  
*See Administrative Services Agenda, Pages 19-32*

4. *See Measure "E" Bond Fund Agenda, Pages 33-36*
5. *See Human Resources Agenda, Pages 37-45*
6. Compton Community Educational Center  
*See Compton Community Educational Center Agenda, Pages 46-48*
7. Superintendent/President  
*See Superintendent/President Agenda, Pages 49-50*

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

## **VII. Oral Reports**

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

## **VIII. Closed Session**

- A. Existing Litigation, Brown Act, Section 54956
  1. Case # BC400227
  2. Case # BC458332
- B. Labor Relations, Brown Act Section 54957.6, Mr. Spencer Covert, District Labor Negotiator
  1. El Camino College Federation of Teachers, Local 1388
  2. El Camino College Police Officers Association
- C. Public Employee Discipline/Dismissal/Release, Brown Act Section 54957
- D. Personnel Matters, Brown Act Section 54957
  1. Public Employee Performance Evaluation – Superintendent/President

**Board of Trustees Meeting Schedule for 2012**  
**4:00 p.m. Board Room**

Monday, March 12, 2012  
Monday, April 16, 2012  
Monday, May 21, 2012  
Monday, June 18, 2012  
Monday, July 16, 2012  
Monday, August 20, 2012  
Tuesday, September 4, 2012  
Monday, October 15, 2012  
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 2011-2012

Month	Presentation	Report
July	Compton Center	
August	Budget	Notice of Public Hearing Quarterly Fiscal Status FTES – Both Locations
September	Financial Aid	Budget Adoption Accreditation Mid-term Educational Master Plan
October	Redistricting Trustee Areas	Staff Development/Diversity
November	Program Review, Planning and Budgeting	FTES – Both Locations Quarterly Fiscal Status
December	Foundation Annual Report	Success and Retention (including basic skills)
January	Student Success	Annual Financial Audit
February		Quarterly Fiscal Status
March	Community Advancement	Full Time Equivalent Student (FTES) – Both Locations
April	Citizens Oversight Committee GO Bond poll extension	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

Revised: Jan. 24, 2012

EL CAMINO COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING OF  
Tuesday, January 17, 2012

The Board of Trustees of the El Camino Community College District met at 4 p.m. on Tuesday, January 17, 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 Kenneth A. Brown, Member; Trustee Ray Gen, Member; and Student Member Joshua Casper. Trustee Mary E. Combs was absent due to illness.

Also present were Dr. Thomas M. Fallo, Superintendent/President; Dr. Francisco Arce, Vice President, Academic Affairs; Ms. Jo Ann Higdon, Vice President, Administrative Services; Dr. Jeanie Nishime, Vice President, Student and Community Advancement; and Dr. Lynn Solomita, Interim Vice President, Human Resources.

Minutes of the Regular Board Meeting of December 12, 2011

The Minutes of the Regular Board Meeting of December 12, 2011 were approved.

Presentations

Foundation Annual Report  
Student Success

Consent Agenda

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

Academic Affairs

Proposed Curriculum Changes Effective 2012-2013 Academic Year

Student and Community Advancement

Destruction of Records  
Board Policy 5700 – Athletics – Second Reading and Adoption  
Spring 2012 Forensics Team Tournaments

Administrative Services

AP 2910 – Quarterly Fiscal Status Reports  
2010-2011 Audit Report  
Non-Resident Tuition Fee for 2012-2013  
Contracts Under \$81,000

Contracts Over \$81,000  
Personal Service Agreements  
Destruction of Records  
Purchase Orders and Blanket Purchase Orders

Measure E Bond Fund

Category Budgets and Balances  
Contract – Heider Engineering Services Inc. – Parking Lot Lighting & Security Camera Upgrade Project  
Contract – Sandy Pringle Associates – Parking Lot Lighting & Security Camera Upgrade Project  
Change Order – Taisei Construction Corporation – Math Business & Allied Health Project  
Unilateral Change Order – Taisei Construction Corporation – Math Business Allied Health Project  
Retention Reduction – Al Shankle Construction Company – Social Science Modernization Project  
Retention Reduction – Mackone Development, Inc. – Bookstore Modernization Project  
Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes  
Temporary Non-Classified Service Employees  
Approval and Ratification by Board of Trustees: El Camino College Federation of Teachers for the Child Development Center Contract Ratification

President/Board of Trustees

Travel  
Redistricting Action Plan

Student Trustee Casper recorded a yes advisory vote. Motion carried.

Compton Community Educational Center

Compton Community Educational Center Students Update was presented as an informational item.

Non-Consent Agenda

Tax and Revenue Anticipation Note – 2011-12

It was moved by Trustee O'Donnell, seconded by Trustee Brown that the Board of Trustees authorize the participation of the District in the issuance of a mid-year Tax and Revenue Anticipation Note for the 2011-12 fiscal year, not to exceed \$10 million.

Student Trustee Casper recorded a yes advisory vote. Motion carried.

Resolution for Tax and Revenue Anticipation Note – 2011-12

It was moved by Trustee O'Donnell, seconded by Trustee Brown that the Board of Trustees adopt the resolution authorizing and approving the mid-year borrowing of funds for fiscal year 2011-12 not to exceed \$10 million; the issuance and sale of a 2011-12 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 2011-12 fiscal year.

Student Trustee Casper recorded a yes advisory vote. Trustees Beverly, O'Donnell, Brown and Gen voted yes. Motion carried.

Public Comment

Momi Elliott and Luukia Smith addressed Tax and Revenue Anticipation Note – 2011-12.

Closed Session

Regular Meeting adjourned to a Closed Session at 5:50 p.m. which ended at 7:25 p.m.

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Mary E. Combs, Secretary of the Board

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Thomas M. Fallo, Secretary to the Board



**Resolution Of The Board Of Trustees Of The  
El Camino Community College District Establishing Trustee Areas From Which  
District Governing Board Members Will Be Elected And Approving The Election  
Of Such Board Members In A By-Trustee Area Election Process**

WHEREAS, the El Camino Community College District (“District”) currently uses an “at-large” process of electing its governing board members; and

WHEREAS, “at-large” election processes such as the District’s are subject to challenge under the California Voting Rights Act of 2001, codified at sections 14025–14032 of the California Elections Code (“CVRA”); and

WHEREAS, a “by-trustee area” election process is not vulnerable to challenge under the CVRA; and

WHEREAS, by-trustee area elections require candidates for the District’s Board of Trustees (the “Board”) to reside within a specific geographic area of the District called a “trustee area” and candidates are elected by the voters of that trustee area; and

WHEREAS, Education Code section 72036 allows community college districts to transition from an “at-large” election process to a “by-trustee area” election process upon the adoption of a resolution by the District’s Board and upon the approval of the Board of Governors of the California Community Colleges; and

WHEREAS, a citizen’s Boundary Review Committee (BRC) was established to guide the redistricting process for the El Camino CCD, including conducting five public forums in October and November 2011 to receive input; and

WHEREAS, the BRC has recommended an adjusted trustee area boundary plan for the Board’s consideration; and

WHEREAS, the Board has conducted a public hearing on February 21, 2012, to receive public input and comment on the Plan; and

WHEREAS, the Board hereby adopts the Plan, a copy of which is attached to this Resolution as Exhibit “A”, for use in the District’s next regularly scheduled governing board member election occurring in November 2013 in a “by-trustee area” election process; and

WHEREAS, each trustee area in the Plan contains substantially equal population utilizing the most recent decennial federal census data as required by Education Code section 72036; and

WHEREAS, the trustee areas from which governing board members will be elected in November 2013 are Areas 2, and 5; and

WHEREAS, the trustee areas from which governing board members will be elected in the following governing board member election occurring in November 2015 are Areas 1, 3 and 4.

NOW THEREFORE, be it resolved by the Board of Trustees of the El Camino Community College District as follows:

1. That the above recitals are true and correct.
2. That the Board hereby adopts the Plan for use in a “by-trustee area” election process commencing with the District’s next regularly scheduled governing board member election occurring in November of 2013.
3. That the Superintendent/President and/or his designee take all actions necessary to obtain the approval of this change from the Board of Governors of the California Community Colleges and provide whatever information or assistance may be required by the Board of Governors to complete this process.

ADOPTED, SIGNED AND APPROVED this 21 day of February, 2012.

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William Beverly, President of the Board for the  
El Camino Community College District

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Thomas M. Fallo, Superintendent/President of the  
El Camino Community College District

# EL CAMINO COMMUNITY COLLEGE DISTRICT PROPOSED TRUSTEE AREAS

Exhibit "A"

## DRAFT

### TA 1 ETHNIC SUMMARY:

Of Total TA Population  
Blacks = 44.37%  
Hispanic = 49.41%  
Of Total District Population  
Blacks = 59.49%  
Hispanic = 28.85%

1  
Population = 110,218  
Deviation from Avg. = 2,194  
Percent Deviation = 2.03

### TA 3 ETHNIC SUMMARY:

Of Total TA Population  
White = 79.52%  
Hispanic = 12.16%  
Of Total District Population  
White = 33.01%  
Hispanic = 7.03%

2  
Population = 108,627  
Deviation from Avg. = 603  
Percent Deviation = 0.56

### TA 2 ETHNIC SUMMARY:

Of Total TA Population  
Other = 32.01%  
Hispanic = 63.42%  
Of Total District Population  
Other = 39.77%  
Hispanic = 36.50%

3  
Population = 109,057  
Deviation from Avg. = 1,033  
Percent Deviation = 0.96

4  
Population = 107,547  
Deviation from Avg. = -477  
Percent Deviation = -0.44

### TA 4 ETHNIC SUMMARY:

Of Total TA Population  
White = 43.00%  
Asian = 24.85%  
Hispanic = 36.88%  
Of Total District Population  
White = 17.60%  
Asian = 35.65%  
Hispanic = 21.02%

5  
Population = 104,672  
Deviation from Avg. = -3,352  
Percent Deviation = -3.10

### TA 5 ETHNIC SUMMARY:

Of Total TA Population  
White = 60.60%  
Asian = 28.53%  
Hispanic = 11.91%  
Of Total District Population  
White = 24.14%  
Asian = 39.83%  
Hispanic = 6.60%

**POPULATION = 540,121 CENSUS BLOCKS = 6,583  
AVERAGE OF 108,024 PERSONS PER DISTRICT**

DATA SOURCE: US CENSUS BUREAU, PL 94-171, 2010



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

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C. Sabbatical Leaves of Absence – 2012-2013 ..... 13

## ACADEMIC AFFAIRS

### A. BOARD POLICY 4231 (GRADE CHANGE) – SECOND READING AND ADOPTION

It is recommended that the Board accept Board Policy 4321(attached) for a second reading and adoption.

### B. CENTER FOR THE ARTS PRESENTATION – 2011-2012 SEASON

It is recommended that the Board approve the revision below for Center for the Arts presentation for the 2011-2012 season. Cost of the presentation is negotiated between the artist and his/her management representative and the District.

#### 2011-2012 Performances

<u>Name Change for Payee</u>	<u>Date</u>	<u>Amount</u>
1. <i>Along the Inca Road</i>	March 12, 2012	\$ 2,000
<b>Payable to: Firelight Productions, Inc/Karen Muller</b>		1,480
<b>Payable to: The Lewis Williams Agency</b>		520
Payee name change needed to add production company name for match on tax forms and contract. This Discovery event was previously Board approved on April 18, 2011.		
2. <i>The Magic of Persia: Iran Today</i>	March 26, 2012	\$ 2,000
<b>Payable to: Aryana F. Productions, Inc/Aryana Farshad</b>		1,480
<b>Payable to: The Lewis Williams Agency</b>		520
Payee name change needed to add production company name for match on tax forms and contract. This Discovery event was previously Board approved on April 18, 2011.		

### C. SABBATICAL LEAVES OF ABSENCE – 2012-2013

It is recommended that the Board approve the following faculty members for Sabbatical Leaves of Absence during 2012-2013:

#### **One Semester Full-Pay Sabbatical**

Kate Beley	Fall 2012
Charles Herzig	Fall 2012
Barbara Jaffe	Fall 2012
Janet Madden	Spring 2013
Kristine Numrich	Fall 2012
Bruce Peppard	Fall 2012

Lauralee Welsh

Fall 2012

**One Semester Half-Pay Sabbatical**

Doug Glenn

Spring 2013

## Board Policy 4231

## Grade Change

When grades are given for any course of instruction taught in the El Camino Community College District, the grade given to each student shall be the grade determined by the instructor of the course, and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.

A student who alleges that a grade in a course was given as a result of mistake, fraud, bad faith, or incompetency may appeal the grade within 18 months of the last day of the term in which the grade was given.

Upon determination by the District that a grade in a course was given as a result of fraud, the District may change or remove the fraudulent grade from the student's transcript of record based on the recommendation of a faculty committee. Such action may be initiated upon determination of the fraud without regard to the time limits imposed on other grade appeal actions.

Procedures for changing or removing grades in accordance with this policy have been developed by the Superintendent/President or designees in collegial consultation with the Academic Senate.

This policy supersedes the section of BP 4220 that deals with grade change procedures.

Citation: Education Code Sections 76224(a) and 76232

El Camino College  
Policy  
Adopted: 12/17/07

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

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## STUDENT AND COMMUNITY ADVANCEMENT

### A. DESTRUCTION OF RECORDS

It is recommended that the Board of Trustees approve destruction of the following records. The records have met the required retention period:

1. Division of Counseling and Student Services

Counseling Waiver Clearances (2008 – 2009)

References: Title 5, California Code of Regulations, California Community Colleges, Article 2, Sections 59023-59026.

2. Community Advancement

Disposable/Class 3 records for the fiscal year of 2007 -2008 and all preceding years.

Employment Training Panel (5 years)

Federal Grants (5 years)

State Grants (3 years)

References: Federal – Office of Management and Budgeting (OMB), Circulars a110#53 – Retention and Access Requirements for Records.

References: State – 2011-2012 RFA Competitive Awards – Legal Terms and Conditions, Articles 1 and II (Appendix B).

### B. INTERNATIONAL TRAVEL

It is recommended that the Board of Trustees approve international travel for Leonid Rachman to participate in the Israel-America Recruiting Fair, March 23 through March 30, 2012 in Tel-Aviv, Israel. The purpose of the trip is to recruit F-1 Visa students. Estimated cost for the trip is \$5,500, which will be paid from the International Student Program Conference funds.

## **STUDENT AND COMMUNITY ADVANCEMENT**

### **C. JOURNALISM ASSOCIATION OF COMMUNITY COLLEGES**

It is recommended that the Board of Trustees approve the following students to attend the Journalism Association of Community Colleges Annual Convention, March 22-24, 2012 in Burbank, California. Registration and lodging expenses not to exceed \$7,000 will be paid from the Auxiliary Services Union Conferences and Miscellaneous expenses accounts.

Advisers: Kate McLaughlin, Lori Medigovich, Gary Kohatsu, and Don Treat

Twenty students will be selected from the following list of students to attend the Convention:

Vanessa Adams, Mary Alvarez, Edwin Arredondo, Carolyn Ayton, Kenneth Berry, Kyle Borden, Lauren Colin, Ashley Curtin, Eman Elshiyab, Daisy Estrada, Diana Estrella, Wealthy Gener, Carina Gomez, Raymond Gonzalez, Aryn Hicks, Kimberly Jacobs, Enellra Johnson, Mayu Kataoka, Melissa Krotzer, Alexander Liley-Roth, Andrew Lim, Robert Long, Cary Majano, Jorge Maldonado, Daniela Messarina, Roy Moore, Mayra Moreno, Lauren Neuroth, Sylwia Ozdzynski, Brittney Peterson, Amira Petrus, Nicholette Raecke, Estrella Ramos, Stephanie Romero, Brandon Salaam-Bailey, Thomas Schmit, Matthew Simon, Natalie Sripongkosol, Vicki Stephenson, Molly Stolba, Viridiana Vaca-Rios, Diane Vay, Stephen Voltattorni, Kyle Ward, Michael Williams, Santana Wolfe, Eva Ziss-Patton

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

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## Administrative Services

### A. 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:** AVENET, LLC  
**Services:** Contractor will develop, design and host the website for Advanced Customized Training Solutions (ACTS).  
**Requesting Dept.:** Student and Community Advancement – Community Advancement  
**Date(s):** 2/22/12 – 6/30/12  
**Financial Terms:** Cost not to exceed \$4,725  
**\*Item pulled and no substitutions were made.**
- 2. Contractor:** BRUCE LEEDS  
**Services:** Contractor will provide international trade compliance training on Export Administration Regulations and export and import seminars.  
**Requesting Dept.:** Student and Community Advancement – Center for International Trade Development (CITD)  
**Date(s):** 1/23/12 – 6/30/12  
**Financial Terms:** Cost not to exceed \$28,440  
Funded by a grant from the Chancellor’s Office
- 3. Contractor:** CALIFORNIA HOSPITAL MEDICAL CENTER  
**Services:** Contractor will provide El Camino College Radiologic Technology students with state required clinical experience.  
**Requesting Dept.:** Academic Affairs – Health Sciences and Athletics  
**Date(s):** 2/13/12 – 2/12/13 with four optional one-year renewal periods  
**Financial Terms:** No cost to the District
- 4. Contractor:** CITY OF HAWTHORNE/SOUTH BAY WORKFORCE INVESTMENT BOARD  
**Services:** Contractor will pay for student participation on a referral basis for training, and incorporate Workplace Learning Resource Center (WpLRC) training programs for inclusion in the State’s I-Train/ETPL System.  
**Requesting Dept.:** Student and Community Advancement – WpLRC  
**Date(s):** 4/1/11 – 3/31/13  
**Financial Terms:** No cost to the district

- 5. Contractor:** **CITY OF HUNTINGTON BEACH**  
**Services:** Contractor, in partnership with Cerritos Community College Advanced Transportation Technology & Energy Center (ATTE), will receive up to 200 hours per participant of Alternative and Renewable Fuel and Vehicle Technology Program AB118 (ET11-0806) training.  
**Requesting Dept.:** Student and Community Advancement – Center for Applied Competitive Technologies (CACT)  
**Date(s):** 1/18/12 – 2/28/13  
**Financial Terms:** Projected Gross Income \$20,000
- 6. Contractor:** **CITY OF SAN BERNARDINO**  
**Services:** Contractor, in partnership with Cerritos Community College Advanced Transportation Technology & Energy Center (ATTE), will receive up to 200 hours per participant of Alternative and Renewable Fuel and Vehicle Technology Program AB118 (ET11-0806) training.  
**Requesting Dept.:** Student and Community Advancement – CACT  
**Date(s):** 1/18/12 – 2/28/13  
**Financial Terms:** Projected Gross Income \$20,000
- 7. Contractor:** **CITY OF TORRANCE**  
**Services:** Contractor will provide its swimming pool for U.S. Coast Guard certification classes in Personal Survival to the crew of Disney Wonder.  
**Requesting Dept.:** Student and Community Advancement –WpLRC  
**Date(s):** 1/6/12 – 5/4/12  
**Financial Terms:** Cost not to exceed \$7,056  
Funded by Disney Cruise Lines
- 8. Contractor:** **DISNEY CRUISE LINE**  
**Services:** Contractor employees will be provided training in U.S. Coast Guard Standards for Training Certification and Watchkeeping Certification in Personal Survival Training.  
**Requesting Dept.:** Student and Community Advancement –WpLRC  
**Date(s):** 1/18/12 – 6/30/12  
**Financial Terms:** Projected Gross Income \$75,600
- 9. Contractor:** **DOUG MOCKETT & COMPANY (TORRANCE, CA)**  
**Services:** Contractor employees will receive on-site reading and writing classes to improve their skills.  
**Requesting Dept.:** Student and Community Advancement – El Camino Language Academy (ECLA)

**Date(s):** 2/23/12 – 5/31/12  
**Financial Terms:** Projected Gross Income \$400

**10. Contractor:** **THE JANKOVICH COMPANY**  
**Services:** Contractor will provide access to fuel barge located at Berth 74, San Pedro, CA for practical instruction and exercises for U.S. Coast Guard certified Tankerman/Barge Person In Charge training.  
**Requesting Dept.:** Student and Community Advancement – WpLRC  
**Date(s):** 7/1/11 – 6/30/12  
**Financial Terms:** Cost not to exceed \$3,000  
Funded by class registration fee

**11. Contractor:** **LINK-SYSTEMS INTERNATIONAL, INC.**  
**Services:** Contractor will provide online and offline tutorial services via their NetTutor website, which students will access via links from El Camino College course websites.  
**Requesting Dept.:** Academic Affairs – Learning Resources  
**Date(s):** 2/22/12 – 2/21/13  
**Financial Terms:** Cost not to exceed \$5,000

**12. Contractor:** **LONG BEACH COMMUNITY COLLEGE DISTRICT**  
**Services:** Contractor will provide training services to companies using El Camino College’s Employee Training Panel (ETP) Funds.  
**Requesting Dept.:** Student and Community Advancement – CACT  
**Date(s):** 2/22/12 – 2/28/13  
**Financial Terms:** Cost not to exceed \$75,000  
Funded by ETP

**13. Contractor:** **LOS ANGELES CUSTOMS BROKERS AND FREIGHT FORWARDERS ASSOCIATION, INC.**  
**Services:** Contractor will assist with the delivery of international trade compliance training, including training for US Customs Broker Exam, HAZMAT for Ocean Freight, ExIm Bank Delegated Lending Authority, Automated Export Compliance, and U.S. Customs and Border Protection.  
**Requesting Dept.:** Student and Community Advancement – CITD  
**Date(s):** 1/23/12 – 6/30/13  
**Financial Terms:** Cost not to exceed \$43,015  
Funded by a grant from the Chancellor’s Office

**14. Contractor:** **LOS RIOS COMMUNITY COLLEGE DISTRICT**  
**Services:** Contractor will conduct two manufacturing research studies on California based industries.

**Requesting Dept.:** Student and Community Advancement – CACT  
**Date(s):** 2/1/12 – 6/30/12  
**Financial Terms:** Cost not to exceed \$25,200  
Funded by a Hub Grant from the Chancellor’s Office

**15. Contractor:** ~~MARKETING ACTION, INC~~  
**Services:** ~~Contractor will provide marketing services to develop copy for Advanced Customized Training Solutions’ (ACTS) website.~~  
**Requesting Dept.:** ~~Student and Community Advancement – Community Advancement~~  
**Date(s):** ~~2/22/12 – 6/30/12~~  
**Financial Terms:** ~~Cost not to exceed \$2,900~~  
~~\*Item pulled and no substitutions were made~~

**16. Contractor:** **NEW MILLENNIUM SECONDARY SCHOOL**  
**Services:** District will provide Human Development 10 and Spanish 52A courses for High school students at the Compton Center.  
**Requesting Dept.:** ACADEMIC AFFAIRS – COMPTON CENTER  
**Date(s):** 02/22/12 – 06/30/12  
**Financial Terms:** Projected Gross Income \$8,000 to be paid to Compton Community College District

**17. Contractor:** **RIO HONDO COMMUNITY COLLEGE DISTRICT**  
**Services:** Contractor will provide training services using El Camino College’s ETP funds.  
**Requesting Dept.:** Student and Community Advancement – CACT  
**Date(s):** 1/18/12 – 2/28/13  
**Financial Terms:** Cost not to exceed \$75,000  
Funded by ETP

**18. Contractor:** **RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**Services:** Contractor will provide training services using El Camino College’s ETP funds.  
**Requesting Dept.:** Student and Community Advancement – CACT  
**Date(s):** 1/18/12 – 10/2/13  
**Financial Terms:** Cost not to exceed \$75,000  
Funded by ETP

**19. Contractor:** **STREAMLINK SOFTWARE**  
**Services:** Contractor will set up, train, and maintain the Amplifund StreamLink software for grants management.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement

**Date(s):** 3/1/12 – 8/31/15  
**Financial Terms:** Cost not to exceed \$15,000

**20. Contractor:** **TALLYMARK 5 ASSOCIATES**  
**Services:** Contractor will provide 40 hours of training and consulting for Teledyne Microelectronics Technologies.  
**Requesting Dept.:** Student and Community Advancement – CACT  
**Date(s):** 1/1/12 – 6/30/12  
**Financial Terms:** Cost not to exceed \$3,500  
Funded by sub-grantee agreement from North Orange County Community College District

**21. Contractor:** **TIEMPOS DORADOS**  
**Services:** Contractor will develop and print marketing materials for National Science Foundation (NSF) Aerospace Manufacturing Project.  
**Requesting Dept.:** Student and Community Advancement – CACT  
**Date(s):** 2/1/12 – 6/30/12  
**Financial Terms:** Cost not to exceed \$5,500  
Funded by a grant from NSF

**B. Contracts Over \$81,000**

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

- 1. Contractor:** **CALIFORNIA COMMUNITY COLLEGES – BOG**  
**Services:** El Camino College CITD will utilize the Green Export Enabler Program (GEEP) model to increase global competitiveness and exports of U.S. green technology to China; attend International Federation for Alternative Trade (IFAT) Trade Show in China; develop, update and maintain the California State Trade and Export Promotion (STEP) website; and maintain the California CITD website.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement  
**Date(s):** 9/30/11 – 9/29/12  
**Financial Terms:** Projected Gross Income \$106,896
- 2. Contractor(s):** **ACADEMIC CULTURAL EXCHANGE (Japan); ACE OVERSEAS EDUCATION CENTER (Korea); EDU-CITY INC. (Korea); EDU WIN (USA); GORGEOUS CULTURE (USA); SICHUAN SERVICE CENTRE FOR SCHOLARLY EXCHANGE (China); THE GREAT NATION (China)**



**Services:** Contractors will serve as F-1 Visa educational agents to recruit F-1 Visa students for El Camino College.

**Requesting Dept.:** Admissions and Records – International Student Program

**Date(s):** 10/1/11 – 6/30/12 with four optional one-year renewal periods

**Financial Terms:** The fee shall be \$250 per student per consecutive semester completed, not to exceed \$500 per student

**C. Bid Award – Utility Infrastructure Phase 1, Central Plant & Stadium Lighting Project**

It is recommended the Board of Trustees approve an award of bid to the low bidder, Pinner Construction, in the total amount of \$27,650,000 for the Phase 1 Utility Infrastructure, Central Plant and Stadium Lighting project located at the El Camino College District - Compton Community Educational Center. The award is contingent upon approval by the California Community College Chancellor’s Office and the State of California Department of Finance.

The low bid is within the project budget.

<b>RECOMMENDED BIDDER</b>	<b>BID AMOUNT</b>
Pinner Construction	\$27,650,000
 <b>OTHER BIDDERS</b>	
USS Cal Builders	\$27,902,000
Stronghold Engineering	\$27,927,127
Bernards	\$28,465,000
PCL Construction Services	\$29,178,000
MallCraft	\$30,012,000

**FUNDING**

As information, the project is funded with State Construction Act Funds and Compton Community College District Measure CC Funds. 12.6% of the original project budget estimate is provided by Measure CC Funds as a local match.

**D. Personal Service Agreements**

**1. Contractor:** **JACQUELYN JOHNSON**

**Services:** Contractor will provide support services, which includes preparing reports and database management, to the Foster and Kinship Education Department.

**Requesting Dept.:** Student and Community Advancement – Community Advancement

**Date(s):** 1/18/12 – 6/30/12  
**Financial Terms:** Cost not to exceed \$2,175

**2. Contractor:** **MATHEW R. KOUTROULIS**  
**Services:** Contractor will provide usage and customization of FLEX Reporter software system.  
**Requesting Dept.:** Human Resources – Staff Development  
**Date(s):** 1/1/12 – 6/30/12  
**Financial Terms:** Cost not to exceed \$7,500

**3. Contractor:** **LINDA STAUFFER**  
**Services:** Contractor will provide training, technical assistance and consultation regarding the Sign Language Interpreter Training program, and Commission on Collegiate Interpreter Education accreditation.  
**Requesting Dept.:** Academic Affairs – Health Sciences and Athletics  
**Date(s):** 1/28/12 – 3/1/12  
**Financial Terms:** Cost not to exceed \$1,000

**E. Purchase Orders And Blanket Purchase Orders**

It is recommended all purchase orders be ratified as shown.

<b>P.O. Number</b>	<b>Description</b>	<b>P.O. Cost</b>	<b>Vendor Name</b>	<b>Site Name</b>
<b>Fund 11</b>	<b>Unrestricted - El Camino</b>			
P0501766	Nasco	Nursing	Instructional Supplies	\$644.39
P0501767	Ricoh	Division Office Math	Instructional Supplies	\$128.33
P0501768	McKesson Medical	Nursing	Instructional Supplies	\$558.50
P0501769	Pocket Nurse	Nursing	Instructional Supplies	\$9,485.76
P0501772	iParadigms, LLC	Information Technology	Maintenance Contracts	\$33,502.45
P0501776	ACCCA	Administrative Services	Conferences Mgmt	\$175.00
P0501777	Larisa Bates	Administrative Services	Non-Instruct Supplies	\$22.83
P0501782	Monterey Graphics	Human Resources	Non-Instruct Supplies	\$97.88
P0501786	Ash Enterprises	Astronomy	Maintenance Contracts	\$5,925.00
P0501792	Campus Food Services	Rideshare	Non-Instruct Supplies	\$97.34
P0501801	Calif Instit for Nursing	Nursing	Dues And Memberships	\$879.00
P0501802	Verizon Wireless	Health,Safety and Risk	Telephone	\$27.01
P0501803	AT&T Mobility	Health,Safety and Risk	Telephone	\$116.52
P0501804	Overseas Educational	VP-SCA	Contract Services	\$500.00
P0501805	Grace Edu Services	VP-SCA	Contract Services	\$500.00
P0501806	Medline Industries, Inc.	Nursing	Instructional Supplies	\$858.76
P0501809	NLNAC	Accreditation Support	Dues And Memberships	\$2,125.00
P0501811	Vicenti, Lloyd, Stutzman	Institutional Services	Audit	\$12,016.88
P0501812	UCLA Center for	Paramedic Academy	Contract Services	\$6,408.00
P0501813	CCS Presentation	Div Office BSSC	Other Instr Supplies	\$415.63
P0501816	ADT Security Services	History	Other Services And Expenses	\$1,241.61

P0501821	Eurosport	Physical Education	Instructional Supplies	\$655.17
P0501823	Monterey Graphics	Ed & Community	Non-Instruct Supplies	\$48.94
P0501824	Hermosa Beach	Public Relations &	Dues And Memberships	\$300.00
P0501825	Rain Master Irrigation	Facilities/Planning/Serv	Repairs Noninstructional	\$477.60
P0501826	Samy's Camera	Copy Center	Non-Instruct Supplies	\$787.08
P0501834	California Pro Sports	Physical Education	Instructional Supplies	\$1,526.89
P0501835	Grahics Press, Llc	Institutional Research	Conferences Classified	\$760.00
P0501836	Thomas M. Fallo	Presidents Office	Non-Instruct Supplies	\$111.99
P0501837	Dell Computer	Information Technology	Maintenance Contracts	\$17,568.47
P0501839	CDW-G	Information Technology	Non-Instruct Supplies	\$93.19
P0501843	Abtech Systems,	Information Technology	Maintenance Contracts	\$4,525.00
P0501844	Express Companies,	Health,Safety and Risk	Non-Instruct Supplies	\$220.99
P0501846	Bone Clones	Anthropology	Instructional Supplies	\$452.12
P0501847	Quality Business	English	Instructional Supplies	\$675.32
P0501848	Aztek Computers	Information Technology	Non-Instruct Supplies	\$716.33
P0501849	Dell Marketing L. P.	Presidents Office	New Equipment -	\$1,645.55
P0501850	William L. James	Institutional Services	Bank fees	\$55.00
P0501851	CCS Presentation	Economics	Instructional Supplies	\$297.85
P0501857	Amazon.Com	Health,Safety and Risk	Non-Instruct Supplies	\$225.66
P0501861	CPP	Career Center	Non-Instruct Supplies	\$26.64
P0501870	Vmware, Inc.	Information Technology	Maintenance Contracts	\$19,739.00
P0501872	P & O Movers	Ctr for Arts Instr/Admin	Contract Services	\$360.00
P0501873	Surveymonkey.Com	Staff Development	Non-Instruct Supplies	\$299.00
P0501874	Studica	Facilities/Planning/Serv	Repairs Noninstructional	\$205.00
P0501876	California Presenters	Div Office Fine Arts	Dues And Memberships	\$125.00
P0501884	Bone Clones	Anthropology	Instructional Supplies	\$778.62
P0501885	Viet Khoi Trade &	VP-SCA	Contract Services	\$250.00
P0501886	WING Japan	VP-SCA	Contract Services	\$250.00
P0501887	Full Compass	Ctr for Arts Production	Repairs Parts And Supplies	\$614.92
P0501888	Lynda.Com	Ed & Community	Dues And Memberships	\$375.00
P0501889	Staples Advantage	Ed & Community	Non-Instruct Supplies	\$156.50
P0501890	Identification and	District Photo Id Cards	Non-Instruct Supplies	\$2,733.75
P0501891	CI Solutions	District Photo Id Cards	Non-Instruct Supplies	\$2,472.50
P0501892	Monterey Graphics	District Photo Id Cards	Non-Instruct Supplies	\$1,413.75
P0501894	Monterey Graphics	Student Affairs	Non-Instruct Supplies	\$48.94
P0501897	Alldata	Information Technology	Maintenance Contracts	\$975.00
P0501899	Kurt Weston	Ctr for Arts Instr/Admin	Contract Services	\$500.00
P0501902	SESAC Inc.	Ctr for Arts Production	License Fee/Site Licenses	\$1,119.31
P0501903	Brodart Co	Music Library	Library Books	\$439.72
P0501905	Pilatesstyle	Theatre/Dance	Non-Instruct Supplies	\$19.95
P0501907	BMI	Ctr for Arts Production	License Fee/Site Licenses	\$6,048.00
P0501908	Dance Teacher	Theatre/Dance	Non-Instruct Supplies	\$24.95
P0501909	Backstage	Theatre/Dance	Non-Instruct Supplies	\$195.00
P0501910	Pointe Magazine	Theatre/Dance	Non-Instruct Supplies	\$14.95
P0501918	Harland Technology	Information Technology	Maintenance Contracts	\$2,111.00
P0501919	Eldon R. Davidson	Ed & Community	Multi Media Advertising	\$114.95
P0501924	Amazon.Com	Study Abroad Program	Non-Instruct Supplies	\$218.18
P0501928	Pump Man	Facilities/Planning/Serv	Repairs Noninstructional	\$4,479.00
P0501929	CDW-G	Information Technology	Non-Instruct Supplies	\$501.32
P0501937	Communications Arts	Art Department	Non-Instruct Supplies	\$53.00
P0501957	Richard the Thread	Ctr for Arts Production	Non-Instruct Supplies	\$103.07
P0501958	Atlanta Thread &	Ctr for Arts Production	Non-Instruct Supplies	\$149.29
P0501959	ACME Display	Ctr for Arts Production	Non-Instruct Supplies	\$62.09
P0501960	Tym's Dry Ice	Ctr for Arts Production	Non-Instruct Supplies	\$281.88
P0501962	Magna Publications,	English	Instructional Supplies	\$292.54
P0501963	Entertainment Lighting	Ctr for Arts Production	Non-Instruct Supplies	\$68.89
P0501964	Full Compass	Ctr for Arts Production	Repairs Parts And Supplies	\$806.06

P0501965	Point Loma Nazarene	Speech	Other Services And Expenses	\$1,295.00
P0501966	Dance Magazine	Theatre/Dance	Non-Instruct Supplies	\$34.95
P0501967	Speedy Hydraulic	Facilities/Planning/Serv	Repairs Noninstructional	\$140.00
P0501968	Amazon.Com	Div Office BSSC	Instructional Supplies	\$91.96
P0501972	MF Athletic	Physical Education	Instructional Supplies	\$912.86
P0501978	Dept of Industrial Relat	Facilities/Planning/Serv	Repairs Noninstructional	\$6,025.00
P0501980	Hitt Marking Devices	Physical Education	Instructional Supplies	\$40.85
P0501983	Westcoast Sound	Commencement	Other Rentals	\$3,572.90
P0501985	National Collegiate	Honors Program	Dues And Memberships	\$500.00
P0501987	Xerox Corporation	Copy Center	Non-Instruct Supplies	\$338.43
P0501993	McKesson Medical	Life Sciences	Instructional Supplies	\$61.28
P0501994	Bradleys Plastic Bag	Life Sciences	Instructional Supplies	\$321.06
P0501996	Paperclip	Campus Police	Conferences Mgmt	\$259.00
P0502003	Sue Oda-Omori	Transfer Center	Dues And Memberships	\$45.00
P0502007	1099 Pro., Inc.	Fiscal Services	Contract Services	\$15,776.41
P0502024	O.F. Wolfenbarger, Inc.	Horticulture	Instructional Supplies	\$598.13
P0502027	Kenexa Proveit!	Human Resources	Maintenance Contracts	\$3,715.00
P0502030	Wayne Healy	Ctr for Arts Instr/Admin	Contract Services	\$500.00
P0502032	Community College	Human Resources	Dues And Memberships	\$59.50
P0502036	Hitt Marking Devices	Purchasing and	Non-Instruct Supplies	\$53.51
P0502037	OmniUpdate	Copy Center	Conferences Mgmt	\$845.00
P0502038	Crucial Technology	Technical Services	Repairs Parts And Supplies	\$1,498.95
P0502040	Time Clock Sales &	Copy Center	Non-Instruct Supplies	\$236.00
P0502041	Joint Review	Rad Tech	Dues And Memberships	\$1,800.00
P0502043	Campus Food Services	Ed & Community	Non-Instruct Supplies	\$374.94
P0502046	Manhattan Beach	Public Relations &	Dues And Memberships	\$30.00
P0502047	DownBeat Magazine	Music Library	Library Books	\$59.80
P0502050	Echo 360	Instructional Television	Other Services And Expenses	\$3,958.00
P0502051	Miele Professional	Life Sciences	Instructional Supplies	\$783.45
P0502054	Medco Sports Medicine	Life Sciences	Instructional Supplies	\$154.51
P0502064	2YC3	Chemistry	Dues And Memberships	\$35.00
P0502066	Gerber Technology	Family Consumer	Instructional Supplies	\$500.01
P0502068	Kimberly Wilkinson	Ctr for Arts Production	Non-Instruct Supplies	\$104.32
P0502072	L.A. County Ems	Paramedic Academy	Contract Services	\$55,081.29
P0502081	A & A Ready Mix	Facilities/Planning/Serv	Repairs Noninstructional	\$570.94

**Fund 11 Total: 113**

**\$255,668.86**

**Fund 12 Restricted - El Camino**

P0501716	Hayneedle, Inc.	Natural Sciences	New Equip - Noninstr \$5k less	\$2,609.96
P0501765	Daily Breeze, the	SBDC Program Income	Publications/ Periodicals And	\$130.00
P0501770	Questar Assessment,	Basic Skills	Instructional Supplies	\$5,147.46
P0501778	ITEP, Inc.	CITD Int'l Trade Trng	Conferences Other	\$1,500.00
P0501779	California Workforce	WPLRC Industry Driven	Conferences Mgmt	\$300.00
P0501783	Sandra J. Parvis	CCAccessMeansParen	Dues And Memberships	\$100.00
P0501787	Van Lingen Towing	Parking-Student	Repairs Non Instr	\$25.00
P0501788	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$46.13
P0501789	Los Angeles Superior	Parking Violations DMV	Other Services And Expenses	\$7,451.00
P0501790	Dooley Enterprises	Parking-Student	Non-Instruct Supplies	\$2,615.44
P0501791	Parkhouse Tire, Inc	Parking-Student	New Equipment -	\$402.85
P0501793	CDW-G	Parking-Student	New Equipment -	\$189.87
P0501794	National Training	Parking-Student	In-Service Training	\$950.00
P0501795	Remington Arms Co.,	Parking-Student	In-Service Training	\$450.00
P0501796	Bothwell Automotive,	Parking-Student	Repairs Non Instr	\$897.50
P0501807	NOWA Technology	Matching - IDRC, etc.	Contract Services	\$462.00
P0501808	SGCC Global	Matching - IDRC, etc.	Contract Services	\$462.00

P0501815	Fast Deer Bus Charter	CAA (10-091-002)	Transportation/ Mileage And	\$1,182.00
P0501818	Engineering.Com	Community	Non-Instruct Supplies	\$2,025.00
P0501819	National Student	EOPS	Contract Services	\$425.00
P0501820	Society of	CACT Strategic Hub	Conferences Other	\$5,000.00
P0501831	B & H Photo-Video	DSPS	Instructional Supplies	\$202.48
P0501852	National Training	Parking-Student	In-Service Training	\$475.00
P0501853	NENA	Parking-Student	Dues And Memberships	\$130.00
P0501854	CCUPCA	Parking-Student	Dues And Memberships	\$100.00
P0501855	CCUG Conference	Parking-Student	Dues And Memberships	\$75.00
P0501856	CLEARs	Parking-Student	Dues And Memberships	\$50.00
P0501858	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$62.87
P0501859	Bothwell Automotive,	Parking-Student	Repairs Non Instr	\$75.00
P0501860	Midas Auto Repair	Parking-Student	Repairs Non Instr	\$385.98
P0501866	Wiser, Llc	CITD Int'l Trade Trng	License Fee/Site Licenses	\$1,000.00
P0501868	U.S. Census Bureau	CITD Int'l Trade Trng	License Fee/Site Licenses	\$300.00
P0501869	Amazon.Com	Model	Instructional Supplies	\$128.76
P0501871	Nasbite International	CITD Int'l Trade Trng	Dues And Memberships	\$1,460.00
P0501875	National Coalition of	CACT COCCC	Dues And Memberships	\$600.00
P0501877	Bronwen Madden	CITD Int'l Trade Trng	Noninstructional Supplies	\$149.95
P0501878	James P. Ellingson	(STCW) Standards for	Non-Instruct Supplies	\$20.00
P0501879	Bronwen Madden	Matching - IDRC, etc.	Conferences Mgmt	\$95.00
P0501882	Student Insurance	El Camino Language	Other	\$16,324.00
P0501893	Fast Deer Bus Charter	CAA (10-091-002)	Transportation/ Mileage And	\$1,976.00
P0501900	LA Area Chamber of	CITD Int'l Trade Trng	Dues And Memberships	\$530.00
P0501901	World Trade Press	CITD Int'l Trade Trng	License Fee/Site Licenses	\$500.00
P0501906	What's Up for Kids, Llc	Community Education	Multi Media Advertising	\$345.00
P0501911	Midas Auto Repair	Parking-Student	Repairs Non Instr	\$389.24
P0501912	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$41.00
P0501913	Bothwell Automotive,	Parking-Student	Repairs Non Instr	\$200.00
P0501914	Van Lingen Towing	Parking-Student	Repairs Non Instr	\$27.00
P0501915	SPAN Publishing, Inc.	Parking-Student	Non-Instruct Supplies	\$311.45
P0501916	MITI Manufacturing Co.	Parking-Student	New Equipment -	\$1,569.64
P0501917	ALCOPRO	Parking-Student	Non-Instruct Supplies	\$88.44
P0501921	EMSI	Career & Tech Ed	Publications/ Periodicals And	\$7,500.00
P0501923	Total Reader, Llc	TitleV-Improving	Non-Instruct Supplies	\$1,400.00
P0501927	CDE Press Sales Unit	Head Start Partnership	Instructional Supplies	\$2,093.12
P0501930	School Specialty	Matriculation	Non-Instruct Supplies	\$6,336.50
P0501935	Amazon.Com	Community Education	Non-Instruct Supplies	\$312.57
P0501944	B & H Inglewood Tow	Parking-Student	Repairs Non Instr	\$25.00
P0501945	Truckntow.Com, Inc.	Parking-Student	Non-Instruct Supplies	\$175.02
P0501946	Pacific Parking	Parking-Student	New Equipment -	\$721.00
P0501947	American Express	Small Bus. Admin	Transportation/ Mileage And	\$159.60
P0501948	American Express	Community Education	Transportation/ Mileage And	\$189.60
P0501949	El Segundo Chamber	SBDC Program Income	Dues And Memberships	\$100.00
P0501969	Women in International	CITD Int'l Trade Trng	Dues And Memberships	\$80.00
P0501971	Regal Flags & Poles,	CITD Int'l Trade Trng	Noninstructional Supplies	\$426.40
P0501975	The Citizen Hotel	Small Bus. Admin	Conferences Mgmt	\$337.06
P0501979	Foreign Trade	CITD Int'l Trade Trng	Dues And Memberships	\$150.00
P0501997	Pginet Consulting	Matriculation	Non-Instruct Supplies	\$255.00
P0502002	Vi T. Pham	Career & Tech Ed	Conferences Other	\$421.71
P0502028	Midas Auto Repair	Parking-Student	Repairs Non Instr	\$807.95
P0502039	Efren Rangel	First Year Experience	Other Services And Expenses	\$18.74
P0502052	Convention Data	CACT Strategic Hub	Conferences Other	\$334.74
P0502053	Los Angeles	CACT Strategic Hub	Conferences Other	\$96.00
P0502055	Pacific Cascade	Parking-Student	New Equipment -	\$307.94
P0502056	Los Angeles Superior	Parking Violations DMV	Other Services And Expenses	\$7,756.50
P0502062	HI-TEC Registration	NSF-Aerospace Mfg Ed	Conferences Other	\$1,200.00
P0502084	Campus Food Services	CTE Supp IV	Non-Instruct Supplies	\$168.83

P0502085	Easen International Inc	Matching - IDRC, etc.	Other Services	\$4,325.00
P0502090	Barry D. Thomas	EOPS CARE	Contract Services	\$399.00
P0502091	Campus Food Services	EOPS CARE	Non-Instruct Supplies	\$1,738.37

**Fund 12 Total: 78**

**\$97,818.67**

**Fund 15 General Fund -Special Programs**

P0501830	Midwest Library Service Div	Office Instr.	Library Books	\$1,060.61
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**Fund 15 Total: 1**

**\$1,060.61**

**Fund 41 Capital Outlay**

P0501785	Tandus Flooring, Inc.	Flooring Replacements	Buildings	\$1,388.61
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**Fund 41 Total: 1**

**\$1,388.61**

**Fund 62 Property & Liability**

P0501799	Keenan & Associates	Purchasing and	Liability - Self Insurance	\$16,478.16
P0501833	CCS Commercial, LLC	Purchasing and	Benefits Paid	\$660.14
P0501986	Keenan & Associates	Purchasing and	Benefits And Claims Paid	\$132.77

**Fund 62 Total: 3**

**\$17,271.07**

**Fund 72 Student Representation Fee**

P0502075	ASACC Business	Student Affairs	Advocacy Activities-ASO Rep	\$3,330.00
P0502076	The Liaison Capitol Hill	Student Affairs	Advocacy Activities-ASO Rep	\$3,132.72

**Fund 72 Total: 2**

**\$6,462.72**

**Fund 79 Auxiliary Services**

P0501771	Pamela Santelman	Fine Arts	Non-Instruct Supplies	\$125.04
P0501784	Campus Food Services	Counseling Office	Non-Instruct Supplies	\$87.54
P0501862	Rawlings Sporting	Resp Therapy	Non-Instruct Supplies	\$1,305.81
P0501863	California Pro Sports	Resp Therapy	Non-Instruct Supplies	\$565.25
P0501904	Ronald A. Scarlata	Fine Arts	Non-Instruct Supplies	\$105.00
P0501920	Super Sports, Inc.	Resp Therapy	Non-Instruct Supplies	\$593.78
P0501922	Teamconnection	Health Sciences and	Non-Instruct Supplies	\$1,319.16
P0501941	Monterey Graphics	Student Affairs	Non-Instruct Supplies	\$1,439.20
P0501942	Monterey Graphics	Student Affairs	Non-Instruct Supplies	\$1,178.12
P0501973	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$788.44
P0501976	Southland Lumber	Fine Arts	Non-Instruct Supplies	\$692.38
P0501977	J.D. Fields Lumber	Fine Arts	Non-Instruct Supplies	\$1,069.00
P0501998	Golf Team Products	Health Sciences and	Non-Instruct Supplies	\$1,266.08
P0502026	Team Sports	Health Sciences and	Non-Instruct Supplies	\$1,299.56
P0502029	VS Athletics	Health Sciences and	Non-Instruct Supplies	\$2,887.60
P0502031	Sports Chalet Team	Resp Therapy	Non-Instruct Supplies	\$1,394.15
P0502045	Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$1,200.00
P0502063	Patty Briles	Fine Arts	Non-Instruct Supplies	\$500.00
P0502065	Phyllis S. Fowler	Fine Arts	Non-Instruct Supplies	\$200.00

P0502087	Associated Collegiate	Humanities	Non-Instruct Supplies	\$149.00
				<b>Fund 79 Total: 20</b>
				<b>\$18,165.11</b>

**Fund 82 Scholarships & Trust/Agency**

P0501781	Assessment	Nursing	Fundraising	\$2,457.75
P0501800	Ringor	Health Sciences and	Fundraising	\$1,094.25
P0501814	Colorado Time	Health Sciences and	Fundraising	\$204.88
P0501817	Mercury Fence	Health Sciences and	Fundraising	\$1,575.00
P0501925	Assessment	Nursing	Fundraising	\$5,796.38
P0501982	D3 Sports	Health Sciences and	Fundraising	\$848.25
P0501995	Cleveland Golf	Health Sciences and	Fundraising	\$1,086.41
P0501999	Tru West Inc	Health Sciences and	Fundraising	\$39.36
P0502004	California Pro Sports	Health Sciences and	Fundraising	\$351.56
				<b>Fund 82 Total: 9</b>
				<b>\$13,453.84</b>

**\$411,289.49** **PO Funds Total: 227**

**Fund 11 Unrestricted - El Camino**

B0510807	ECCD Petty Cash	V.P. Academic Affairs	Non-Instruct Supplies	\$350.00
B0510808	The ELS Group, LLC	Institutional Services	Contract Services	\$76,020.00
B0510813	RehabWest, Inc	Recruitment	Other Services And Expenses	\$3,000.00
B0510823	Fast Deer Bus Charter	Athletics Training	Transportation	\$10,600.00
B0510830	Turf Star, Inc.	Automotive Shop	Non-Instruct Supplies	\$1,000.00
B0510831	Yamada Service Center	Automotive Shop	Non-Instruct Supplies	\$1,000.00
B0510833	On Course Conference	Staff Development	Conferences Faculty	\$7,762.50
B0510850	ECCD Petty Cash	Fire Academy 06-07	Instructional Supplies	\$600.00
B0510858	ECCD Petty Cash	Rideshare	Non-Instruct Supplies	\$225.00
B0510867	Tri Signal Integration,	Audio/Visual	Repairs - Instructional	\$800.00
B0510874	H.D. Supply Repair &	Construction	Instructional Supplies	\$1,500.00
B0510875	Cosco Fire Protection	Facilities/Planning/Serv	Repairs Noninstructional	\$21,000.00
				<b>Fund 11 Total: 12</b>
				<b>\$123,857.50</b>

**Fund 12 Restricted - El Camino**

B0510809	Custom Corporate	Cact CA Employee	Contract Services	\$200,000.00
B0510810	College of the Desert	Cact CA Employee	Contract Services	\$75,000.00
B0510816	AT&T Mobility	Parking Fees Permit	Other Services And Expenses	\$1,020.00
B0510820	McMaster Carr	I&T Division	Instructional Supplies	\$4,000.00
B0510821	M & K Metal Co.	I&T Division	Instructional Supplies	\$2,000.00
B0510822	Phenix Technology, Inc	Fire Tech Donations &	Instructional Supplies	\$5,000.00
B0510824	Quest Consulting &	Cact CA Employee	Contract Services	\$100,000.00
B0510827	Trang (Jenny) N. Cu	WPLRC - ETP	PSA Contract Services	\$5,000.00
B0510839	La Parent Magazine	Community Education	Multi Media Advertising	\$2,259.00
B0510840	ECCD Petty Cash	MESA Program	Non-Instruct Supplies	\$600.00
B0510871	ECCD Petty Cash	CAA (10-091-002)	Non-Instruct Supplies	\$500.00
B0510880	E.C.C. Public	MESA Program	Non-Instruct Supplies	\$1,144.00
				<b>Fund 12 Total: 12</b>
				<b>\$396,523.00</b>

**Fund 41 Capital Outlay**

B0510851	American	Repairs, Remove	Repairs Noninstructional	\$2,411.75
B0510859	Pump Man	Building Systems	Buildings	\$14,851.00
B0510860	Tandus Flooring, Inc.	Flooring Replacements	Buildings	\$21,901.11
B0510865	South Bay Heating & Air	Building Systems	Buildings	\$12,800.00

**Fund 41 Total: 4**

**\$51,963.86**

**BPO Funds Total: 28**

**\$572,344.36**

**Grand Total POs and BPOs: 255**

**\$983,633.85**



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

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B. Bid Award 2011-3 – Audiovisual System – Fine Arts and Behavioral and Social Science Departments.....	34
C. Change Order – Taisei Construction Corporation – Math Business Allied Health Project.....	34
D. Purchase Orders and Blanket Purchase Orders.....	35

**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 January 31, 2012

<b>CATEGORY</b>	<b>BUDGET</b>	<b>EXPENDED</b>	<b>COMMITTED</b>	<b>BALANCE</b>
Additional Classrooms and Modernization	\$237,359,418	\$99,050,536	\$9,215,641	\$129,093,241
Campus Site Improvements	32,416,561	25,760,247	2,569,666	4,086,648
Energy Efficiency Improvements	2,818,000	2,756,836	0	61,164
Health and Safety Improvements	128,799,541	58,881,978	4,377,450	65,540,113
Information Technology and Equipment	24,836,501	12,898,115	62,508	11,875,878
Physical Education Facilities Improvements	572	572	0	0
<b>TOTAL</b>	<b><u>\$426,230,593</u></b>	<b><u>\$199,348,285</u></b>	<b><u>\$16,225,264</u></b>	<b><u>\$210,657,044</u></b>

**B. BID AWARD 2011-3 – AUDIOVISUAL SYSTEMS– FINE ARTS AND BEHAVIORAL AND SOCIAL SCIENCE DEPARTMENTS**

It is recommended Bid No. 2011-3 be awarded to the following vendor in accordance with the specifications, terms and conditions of the above-named bid for the purchase of Audiovisual Systems for the Fine Arts and Art and Behavioral Science Departments.

<b><u>RECOMMENDED BIDDER</u></b>	<b><u>BID AMOUNT</u></b>
CCS Presentation Systems	\$163,249

<b><u>OTHER BIDDERS</u></b>	
Troxell	\$164,444
GST	\$183,718
Digital Network Group	\$185,928
Spinitar	\$214,709

**C. CHANGE ORDER – TAISEI CONSTRUCTION CORPORATION– MATH BUSINESS ALLIED HEALTH PROJECT**

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

1. Contractor recommended installing additional blocking to provide additional mid-span support to avoid possible bowing at center of marker boards for sliding marker boards at all classrooms/labs. After review from the design team and the District, it was determined that the additional mid-span support \$12,000

was needed to ensure there would not be any maintenance issues for the life of the building.

2. Following a site visit by the Mechanical Engineer of Record, the contractor was directed to provide labor and material to re-frame and relocate several transfer boots at rooms 411, 409, 315 and 318, as well as adding required combination smoke detectors at these locations. This work also includes rerouting a supply duct from its original location to a supply plenum with in room 409. 17,284
  
3. It was discovered that the model number for the nursing bed headboards was inadvertently transposed from the desired 72” to a 27”. The contractor was directed to provide labor and material to change the headwall system from a 27" headwall to a 72" headwall. This change includes adding 19 pairs of bed bumpers requested by the District. 44,294

Total Change Order Amount \$73,578

Original Contract Amount	\$20,666,000
Prior Changes	896,405
This Change Order Amount	<u>73,578</u>
New Contract Amount	<u>\$21,635,983</u>

**D. 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
P501798	PSOMAS	Athletic Education/Fitness	Architecture & Engineering	\$129,500.00
P501810	DGS	Science Complex	Architecture & Engineering	14,200.00
P501832	Empire Cleaning	Bookstore Building	Group II Equipment	7,533.42
P501845	DGS	Industry & Technology	Architecture & Engineering	109,560.00
P501864	Full Compass	Fine Arts	New Equipment	3,929.76
P501880	California Geological	Industry & Technology	Contract Services	3,600.00
P501898	Lowe’s	Lot H Parking Structure	Group I Equipment	1,343.12
P501936	Graybar Electric	Lighting-Upgrade	Construction Material	1,454.53
P501938	Bennett Gardening	Math Business Allied Health	Site Improvements	1,275.00
P501954	Dell Marketing	Student & Community	New Computer	2,462.68
P501955	Krueger International	Math Business Allied Health	Group II Equipment	675,147.60
P501956	Allsteel, Inc.	Math Business Allied Health	Group II Equipment	1,227,670.10
P501970	The Gunlocke	Math Business Allied Health	Group II Equipment	11,363.37
P501981	Schindler Elevator	Infrastructure Phase III	Repairs Building	664.43
P502006	ESI Ergonomic	Math Business Allied Health	Group II Equipment	42,698.91

P502083	Mercury Fence	Lot H Parking Structure	Site Improvements	1,650.00
B510791	Plannet Consulting	Information Technology	Contract Services	7,500.00
B510792	Minako America	Lighting-Upgrade	Site Improvements	2,477,000.00
B510847	Public Agency Law	Master Planning	Legal-Bond Projects	60,000.00
B510853	Barrett Robinson	Restroom Accessibility	Buildings	1,240.00
B510876	American Reprographics	Bookstore Building	Blue Printing-Construction	<u>5,000.00</u>
			TOTAL POs AND BPOs	\$4,784,792.92

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**Agenda for the El Camino Community College District Board of Trustees  
from  
Human Resources  
Lynn Solomita, Interim Vice President Human Resources**

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A. Employment and Personnel Changes.....	38
B. Temporary Non-Classified Service Employees .....	41
C. Notice and Scheduling Of Hearing: Negotiations – El Camino Community College District and the El Camino College Federation of Teachers, Local 1388, AFT, AFL~CIO.....	45

**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 1-14 and 1-6.

**Academic Personnel:**

1. Retirement - Ms. Madeleine Carteron, full-time Counselor, last day worked April 30, 2012, first day of retirement May 1, 2012 and that a plaque be prepared and presented to her in recognition of her service to the District since 1977.
2. Retirement - Mr. Norman Kadomoto, full-time instructor of Physics, Natural Sciences Division, last day worked January 13, 2012 first day of retirement January 14, 2012 and that a plaque be prepared and presented to him in recognition of his service to the District since 1985.
3. Employment - Ms. Shereese Alexander, full-time/temporary instructor of Life Sciences, Natural Sciences Division, Class II, Step 4, Academic Salary Schedule, effective February 11 through June 8, 2012.
4. Employment - Ms. Loretta Daniels, full-time/temporary instructor of Computer Information Systems, Business Division, Class II, Step 4, Academic Salary Schedule, February 11 through June 8, 2012.
5. Employment - Ms. Yeon Kim, full-time/temporary instructor of Nursing, Health Sciences & Athletics Division, Class II, Step 4, Academic Salary Schedule, effective February 11 through June 8, 2012.
6. Employment - Ms. Katarynza McGoldrick, full-time/temporary instructor of Nursing, Health Sciences & Athletics Division, Class II, Step 4, Academic Salary Schedule, effective February 11 through June 8, 2012.
7. Leave of Absence (60% personal, unpaid) – Dr. Amy Himsel, full-time instructor of Psychology, Behavioral and Social Sciences Division, effective February 11 through June 8, 2012.
8. Leave of Absence (70% personal, unpaid) - Dr. Thomas J. Noyes, full-time instructor of Earth Sciences, Natural Sciences Division, effective February 11 through June 8, 2012.

9. Special Assignment - Ms. Amy Scarlet, part-time instructor of Nursing, Health Sciences & Athletics Division, to coordinate Nursing Success Strategies (SOS), to be paid \$60.18 an hour, not to exceed 8 hours a week for 16 weeks or \$7,703, effective February 13 through June 8, 2012, in accordance with the Agreement, Article 10, Section 14(a).
10. Special Assignment - Ms. Octavia Hyacinth, full-time instructor of Nursing, Health Sciences & Athletics Division, to work as Nurse Practitioner, to be paid \$60.18 an hour, not to exceed 8 hours or \$481, effective October 1, 2011 through November 30, 2011, in accordance with the Agreement, Article 10, Section 14(a).
11. Stipend Assignment - Dr. Christopher Mello, full-time instructor of Music, Fine Arts Division, to perform as musician for Play #3, to be paid \$1,000, effective March 11 through March 31, 2012, in accordance with the Agreement, Article 10, Section 14(a).
12. Stipend Assignment - Ms. Christine Stahl, part-time instructor of Theatre, Fine Arts Division, to design hair and make-up for Play #3, to be paid \$1,000, effective February 1 through March 17, 2012, in accordance with the Agreement, Article 10, Section 14(a).
13. Stipend Assignment - The following instructors of Nursing, Health Sciences & Athletics Division, to provide workshops, tutoring and skills remediation for students who are at risk or have failed nursing courses, to be paid \$1,324 each, effective January 18 through February 9, 2012, in accordance with the Agreement, Article 10, Section 14(a).

Kathleen Rosales  
 Amy Scarlet  
 Kathleen Stephens

14. Employment -The following part-time/temporary instructors to be hired as needed for the 2012 spring semester:

Behavioral & Social Science  
 Robert Montes

Business  
 John Craig

Paul Rorie

Health Sciences & Athletics  
 Victoria Omuson  
 Amy Scarlet

Stacie Schurman  
 Thomas Serrano

Latashia Tittle

Humanities

Khanh Burkhard  
Sylwia Kulczak  
Ellen Longo  
Ngoc Luu

Heather MacDonald  
Kathleen Motoike  
Megan Ozima  
Gwendelyn Silva

Industry & Technology

Scott Botma

Steven Shibuya

Natural Sciences

Nicholas Bonness  
Samuel Lee  
Peter Reonisto

Kadokia Shimonee  
Susan Stolovy  
Steven Wiltgen

Special Resources Center

Teh Poh-Gaik

Jan Wong

**Classified Personnel:**

1. Resignation - Mr. Bruce Hoerning, Assistant Director, Facilities Planning and Services, Range 8, Step 5, Facilities Planning and Services Division, Administrative Services Area, effective February 3, 2012.
2. Amend Separation - Mr. Melvin Harris, Night Custodian, Range 20, Step E, Facilities Planning and Services Division, Administrative Services Area, and that he be placed on the 39-month reemployment list, effective January 17 instead of January 4, 2012.
3. Work out of Classification - Mr. Thomas Brown, Assistant Director, Facilities Planning and Services, Range 8 Step 5, to Director, Facilities Planning and Services, Range 16, Step 1, Facilities Planning and Services Division, Administrative Services Area, effective February 1 through March 31, 2012.
4. Employment - Ms. Elena Tokuda, Director Career Pathways, Range 11, Step 1, Community Advancement, Student and Community Advancement, effective March 1, 2012.
5. Employment - Mr. Hiep D. Tran, Computer Systems Support Technician, Range 40, Step A, Information Technology Services Division, Administrative Services Area, effective March 1, 2012.



## **Temporary Classified Services Employees**

6. Ms. Susan Nozaki - Program Coordinator ESL Assessment, Range 36, Step A, Humanities Division, Academic Affairs Area, to work five days per week, hours will vary, effective March 1 through June 30, 2012.

### **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 2011- 2012 fiscal year, paid hourly, effective March 1, 2012 through June 30, 2012, days and hours vary as needed, unless otherwise stated.

### **Instructional Aide Series**

#### **1. Instructional Aide I**

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

Jennifer Tang, \$8.00 per hour (eff. 2/22/12 to 6/30/12)

#### **2. Instructional Aide II**

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

Stephanie Deal, \$9.25 per hour

Joann Hills, \$9.25 per hour (eff. 2/13/12 to 6/30/12)

Sandra Lopez, \$9.25 per hour

Marlon Negapatan, \$9.25 per hour (eff. 2/13/12 to 6/30/12)

Jill Silkeusen, \$9.25 per hour (eff. 2/8/12 to 6/30/12)

Luiza Valle, \$9.25 per hour

Norma Vargas, \$9.25 per hour

#### **3. Instructional Aide VI**

The following individual is to assist students with their writing assignments in all phases of the composing process – understanding and responding to the topic, generating ideas, outlining, drafting, revising, and other duties as needed.

Amy Dittoe, \$15.00 per hour

## **Office Aide Series**

### **4. Office Aide II**

The following individuals are to assist customers with class registration and other school fees, customer service, and other general office duties to assist the division staff as needed.

Jessica Gonzalez, \$9.25 per hour  
Shirley McGowen, \$9.50 per hour (eff. 2/14/12 to 6/30/12)  
Joann Rubal, \$9.50 per hour (eff. 2/1/12 to 6/30/12)  
Portia Rushin-Sorunke, \$9.50 per hour  
Jennifer Stoudenmire, \$ 9.50 per hour (eff. 1/30/12 to 6/30/12)

### **5. Office Aide III**

The following individuals are to assist with daily operations and maintenance such as compile, input, maintain data, payment process, customer service, and supporting the division staff as needed.

Anthony Jung, \$10.50 per hour (eff. 2/20/12 to 6/30/12)  
Daniella Sandoval, \$10.75 per hour (eff. 2/22/12 to 6/30/12)  
Mayra Sandoval, \$10.75 per hour (eff. 2/22/12 to 6/30/12)  
Sonia Solis-Morales \$10.50 per hour (eff. 2/20/12 to 6/30/12)

## **Assistive Linguistics Professional Series**

### **6. Assistive Linguistics Professional I**

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

Edward Corbell III, \$30.00 per hour (eff. 2/13/12 to 6/30/12)

## **Education Professional Series**

### **7. Education Professional I**

The following individuals are to provide tutoring services, coordinate student tutors, monitor the Math Study Center, and must possess a Bachelor's degree.

Jose Martinez, \$20.00 per hour (eff. 2/13/12 to 6/30/12)  
Alice O'Leary, \$20.00 per hour (eff. 2/13/12 to 6/30/12)  
Richard Sibner, \$20.00 per hour (eff. 2/13/12 to 6/30/12)

The following individuals are to provide tutoring assistance for students using the Foreign Language laboratory, monitor equipment and the facility, and assist with computer troubleshooting issues.

Andres Moina, \$26.00 per hour (eff. 2/11/12 to 6/30/12)

Phan Tran, \$26.00 per hour (eff. 2/11/12 to 6/30/12)

### **Training Professional Series**

#### **8. Training Professional I**

The following individual is to facilitate groups with youth at risk or foster youth using experiential training strategies and strength-based practices.

Lisa Dillon, \$30.00 per hour (eff. 1/28/12 to 6/30/12)

The following individuals are to assist the instructor in the training of students enrolled in the Fire Technology program.

Andrew Behrens, \$32.00 per hour (eff. 2/22/12 to 6/30/12)

William Warren III, \$32.00 per hour (eff. 2/22/12 to 6/30/12)

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

Bryce Gartner, \$33.00 per hour (eff. 2/1/12 to 6/30/12)

#### **9. Training Professional II**

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.

Bobby Lanham, \$37.00 per hour (effective 1/1/12 to 1/20/12)

#### **10. Training Professional II**

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

Michael Huerth, \$40.00 per hour (eff. 2/1/12 to 6/30/12)

Philip Yaghamai, \$47.00 per hour (eff. 2/1/12 to 6/30/12)

#### **11. Training Professional III**

The following individuals are to provide parenting classes and various family supportive programs to inmates of the local Federal Correctional facilities.

Bobbie Lanham, \$55.00 per hour (eff. 2/22/12 to 6/30/12)

Theresa Reed, \$55.00 per hour (eff. 2/22/12 to 6/30/12)

**C. PUBLIC HEARING AND ADOPTION OF DISTRICT PROPOSALS:  
NEGOTIATIONS – EL CAMINO COMMUNITY COLLEGE DISTRICT AND  
THE EL CAMINO COLLEGE FEDERATION OF TEACHERS, LOCAL 1388,  
AFT, AFL~CIO**

It is recommended that the Board of Trustees hold a public hearing and adopt the following subjects for negotiations with the El Camino College Federation of Teachers, Local 1388, AFT, AFL~CIO. It is intended to begin contract negotiations for a successor agreement to the imposed agreement dated November 28, 2011. The District proposes to discuss and negotiate the subjects listed below. There may be other clarifying issues identified during collective bargaining.

Article 3 – Rights of the Federation

Section 5 – Communication Facilities

Article 5 – Academic Freedom and Responsibility

Section 3 (b): Add “and/or email” after “the use of District mail”

Article 6 - Classification of Faculty Members

Section 1 – Contract/Probationary

Article 8 - Hours and Working Conditions

Section 4 - Instructional objectives

Section 6 - College load committee

Section 18 – Add Clinical Psychologist

Article 9 - Winter and Summer Session Assignments

Section 3 – Adjustments

Article 10 – Compensation

Section 3 - Initial Salary Schedule Placement – CalSTRS law change

Section 9 - Part-time Faculty Members – CalSTRS law change

Section 10 – Reassigned Time

Section 14 – Pay for Grants and/or Special Programs

Section 16 – Cooperative Career Education Pay

Section 17 – Large Class Size

Article 11 – Paid Leaves

Section 3 – Sickness

Section 11 - Temporary Instructor Reassignment

Article 13 – Sabbatical Leaves

Article 20 – Procedures for Faculty Evaluation

Section 2 – Evaluation of Regular (Permanent) Tenured Instructors

Section 3 – Part-time Faculty Members

Section 5 - Evaluation Procedures Committee

Evaluation forms

Article 22 – Dispute Resolution Procedures, update per prior TA

Appendices - Review and update

General – Review contract for outdated language and any subsequent Memorandum of Understanding relating to the Agreement.

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

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**Page No.**

- A. Status Report on Academic Affairs Area Plan – Information ..... 47

## COMPTON EDUCATIONAL CENTER

### A. STATUS REPORT ON ACADEMIC AFFAIRS AREA PLAN– INFORMATION

It is recommended that the Board receive the following information regarding the area plan for Academic Affairs at the Compton Center. As the Center starts to plan for 2012-2013, we wanted to provide an overview of where we stand regarding 2011-2012 goals.

The first goal is to enhance teaching to support student learning using a variety of instructional methods and services. In order to accomplish this goal, our focus is on professional development. The Professional Development committee was reconstituted with representatives from faculty, classified staff and administration to provide direction for professional development activities at the Center. While we were not able to fully fund the plan's proposal, over fifteen thousand dollars was designated for professional development. The committee has established guidelines to allocate the money. In addition to the committee's work, Human Resources is undergoing a reorganization which includes establishing a staff development coordinator.

We are in the process of establishing a faculty resource center. Over the past two years, Center faculty have participated in the Faculty Inquiry Partnership Program and the purpose of the faculty resource center is to provide faculty access to resources that will assist them with their teaching but also provide a space where faculty can meet to share ideas to ultimately improve instruction. The faculty resource center will house the research office providing a focus on the importance of research as we use the data to guide us in our decision-making processes.

The second goal is to strengthen quality educational and support services to promote student success. The Student Success Committee has developed a plan that the Center is working to implement. Over the next few months, we will be aligning the objectives of the Student Success Plan with the initiatives from the Student Success Taskforce to ensure that the Center will be prepared to meet the needs of our students.

The objectives to support this goal include strengthening our support services to students. Currently our instructional support services are decentralized. We plan to create a centralized academic success center in the new library/learning resource center. Unfortunately the opening of the building continues to be an unknown. Despite this delay, the Center is taking some significant steps to improve services to students. In the faculty prioritization process, there was strong support for an instructional specialist. We are currently recruiting for someone to fill this key position. This person will help coordinate our instructional support areas but also work with faculty to help design instructional materials to convey critical concepts. In addition to the instructional specialist, we are recruiting for someone to coordinate the First Year Experience program. This will provide stability to this program and allow us to expand the number of learning communities for students.

The last goal being addressed is to improve processes, programs, and services through the effective use of assessment, program review, planning, and resource allocation. In addition to establishing a research office at the Center, the Associate Dean of Academic Affairs has played a key role in working with the faculty to conduct program reviews. Nine programs (including Fire Tech and Engineering Tech) started program reviews this fall and seven programs are starting this spring. Prior to this year, there was no oversight of the final report. Starting this year, the Institutional Effectiveness Committee is charged with the responsibility of examining each program review to make sure that questions raised by the data are answered. It will be the deans' responsibility to ensure that recommendations in the program reviews are incorporated into the annual plans.

Progress continues to be made on student learning outcome (SLO) assessments. This year we introduced a SLO facilitator model. The three facilitators have worked with the faculty in their area to ensure that the assessments are being done with enough focus on improving student learning to support the Accreditation Commission's "proficient" requirement. With the Facilitators' assistance, during Fall 2011 and Winter 2012 the faculty assessed 49 courses, raising the course completion rate from 31% to 42%. Several other previously completed assessment reports were updated to include more reflection about assessing and improving student learning. Our spring flex activities included a segment on now that you have your assessment results, what happens next.



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

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- A. Absence of a Board Member .....Page 50
- B. Travel.....Page 50
- C. California Community Colleges Chancellor’s Office Redevelopment  
Committee.....Page 50

A. Absence of a Board Member

It is recommended that the Board excuse Trustee Combs from the January 17, 2012 Board Meeting with no loss of salary due to illness.

B. Travel

It is recommended that the Board approve the attendance of Thomas M. Fallo at the Statewide Association of Community Colleges and Schools Association for Excess Risk, Market Analysis and Insurance Placement Meetings in New York, NY on March 19-20, 2012, at no cost to the District.

C. California Community Colleges Chancellor's Office Redevelopment Committee

It is recommended that the Board appoint Ms. Jo Ann Higdon, Vice President, Administrative Services, to the California Community Colleges Chancellor's Office Redevelopment Committee.