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

**Agenda, Monday, March 21, 2011
Board Room
4:00 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of February 22, 2011, Pages 5-9**
- III. Presentation – Title V Graduation Initiative by Dr. Jeanie Nishime**
- IV. Public Comment on Consent Agenda**
- V. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
 1. Academic Affairs
See Academic Affairs Agenda, Pages 10-11
 2. Student and Community Advancement
See Student Services Agenda, Pages 12-17
 3. Administrative Services
See Administrative Services Agenda, Pages 18-31
 4. *See Measure “E” Bond Fund Agenda, Pages 32-36*
 5. *See Human Resources Agenda, Pages 37-44*
 6. Superintendent/President
See Superintendent/President Agenda, Pages 45-49
 7. Compton Education Center
See Compton Education Center Agenda, Pages 50-52
- VI. Non-Consent Agenda, Pages 53-54**
 - A. Public Comment
 - B. Interfund Transfer (Resolution) and Payment

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. Existing Litigation, Brown Act,
Section 54956
 - 1. Case # YC057938
 - 2. Case # BC400227
 - 3. Case # BC432800
 - 4. Case # ADJ7165388
- B. Anticipated Litigation, Brown Act
Section 54956.9 – Significant
Exposure to Litigation
 - 1. 1 Case
- C. Personnel Matters, Brown Act Section
54957
 - 1. Public Employee Performance Evaluation – Superintendent/President

<p>Board of Trustees Meeting Schedule for 2011 4:00 p.m. Board Room</p>

Monday, March 21, 2011
Monday, April 18, 2011
Monday, May 16, 2011
Monday, June 20, 2011
Monday, July 18, 2011
Monday, August 15, 2011
Tuesday, September 6, 2011
Monday, October 17, 2011
Monday, November 21, 2011
Monday, December 12, 2011

EL CAMINO COLLEGE STRATEGIC PLAN 2010 THROUGH 2014

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.

**Board of Trustees Presentations and Reports
Schedule for 2011**

Month	Presentation	Report
January	Foundation (moved from December 2010) Basic Skills (moved from November 2010)	Audit
February	Accreditation	Quarterly Fiscal Status Report
March	Title V	FTES Report – Both Locations
April	Facilities Plan	Measure E – Bond Audit Citizens’ Bond Oversight Committee
May	Accountability Reporting for the Community Colleges (ARCC)	Quarterly Fiscal Status Report
June	Student Learning Outcomes	Tentative Budget
July		FTES Report – Both Locations
August	Educational Master Plan	Notice of Public Hearing Quarterly Fiscal Status Report
September	Accreditation Report	Budget Adoption
October		
November	Basic Skills	FTES Report – Both Locations Quarterly Fiscal Status Report
December	Foundation	

EL CAMINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING OF
Tuesday, February 22, 2011

The Board of Trustees of the El Camino Community College District met at 4 p.m. on Tuesday, February 22, 2011, in the Board Room at El Camino College.

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

Also present were Dr. Thomas M. Fallo, Superintendent/President; Ms. Jo Ann Higdon, Vice President, Administrative Services; Dr. Jeanie Nishime, Vice President, Student and Community Advancement; Ms. Barbara Perez, Vice President, Compton Community Educational Center; Dr. Virginia Rapp, Dean, Business; and Dr. Lynn Solomita, Interim Vice President, Human Resources.

Mr. Stan Dunn led the pledge of allegiance to the flag.

Minutes of the Regular Board Meeting of January 18, 2011

The Minutes of the Regular Board Meeting of January 18, 2011 were approved.

Accreditation

Dr. Jeanie Nishime presented information on Accreditation.

Consent Agenda

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

Student and Community Advancement

El Camino College Pep Squad 2011 Cheer Competitions
Grants

Administrative Services

Non-Resident Tuition Fee for 2011-2012 - Amended
Contracts Under \$78,900
Personal Service Agreements
Destruction of Records - Purchasing
Declaration of Surplus Property
Purchase Orders and Blanket Purchase Orders

Measure E Bond Fund

Category Budgets and Balances

Informational Item – Math Business Health Services – Furniture

Informational Item – Social Science Modernization Project – Furniture

Change Order – Commercial Paving & Coating – Campus Paving Improvement Project

Change Order – HPS Mechanical – Phase 3 Infrastructure

Change Order – Taisei Construction Corporation – Math Business Health Sciences Building Project

Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

Resolution – Equivalence to Minimum Qualifications

President/Board of Trustees

Redistricting Action Plan

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

Interfund Transfer (Resolution) And Payment Authorization

It was moved by Trustee Brown, seconded by Trustee Beverly, that the Board of Trustees approve a resolution for the following Interfund transfer for FY 2010-11.

Interfund Transfer

From: General Fund-Unrestricted (11) Reserve for Contingency

To: Property & Liability Fund (62) Other Operating Expenses

Amount: \$833,333.33

The Board also authorizes the use of these funds for payment to our insurance joint powers authority (SWACC) for the settlement of a liability claim.

Motion carried 4-1; Trustee O'Donnell voted no. Student Trustee Zamora recorded a yes advisory vote.

Mr. Beverly read the following statement: On January 18, 2011, the Board of Trustees acted in closed session by unanimous vote 4-0, with Trustee O'Donnell not present, to accept a mediator's recommendation and authorize settlement of the case of Nyesha Artiaga v. El Camino Community College District, et al. The settlement was subsequently approved by SWACC, the plaintiff and her attorneys.

The Settlement Agreement provides for a dismissal of the lawsuit and a release of all claims against the District, its officers, employees and agents. Ms. Artiaga agreed to terminate any employment relationship with the District and never to apply for

employment again with the District. Plaintiff and her attorneys were paid \$2,500,000.00 by SWACC, the insurance joint powers authority which serves the District. The District will contribute one-third of that amount and former Dean Schwartz contributed \$25,000.00. Hence the transfer from General Fund-Unrestricted (11) Reserve for Contingency to Property and Liability Fund (62).

Designation Of Irrevocable Reserve Fund For Post Employment Benefits (Resolution)

It was moved by Trustee O'Donnell, seconded by Trustee Brown, that the Board of Trustees approve a resolution to designate Fund 17 as an Irrevocable Fund.

Change Of Title Of Fund

From: Special Reserve - Retiree Health Premiums

To: Irrevocable Reserve - Post Employment Benefits

The Board further authorizes the Superintendent/President or his designee to take future actions required for the operation of this fund, including: development of a formal Trust document, establishment of investment policies and investment advisor, designation of trust administrator, contract for an updated actuarial study and all other applicable actions related to the development and implementation of this fund. The balance in this irrevocable fund (as of June 30, 2011) is projected to be \$12.2 million: \$8.3 million projected from the existing Fund 17 and \$3.9 million projected from the Southern California Community College District (SCCCD) joint powers authority which currently holds a portion of these funds for investment.

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

Resolution in Support of California Community Colleges Budget Priorities and Principles

It was moved by Trustee Gen, seconded by Trustee Combs that the Board of Trustees adopt the following resolution.

Resolution in Support of California Community Colleges Budget Priorities and Principles

WHEREAS, California's higher education system is in a crisis situation with insufficient resources at a time of record demand due to high school graduates and unemployed residents seeking retraining; and

WHEREAS, the Governor's Proposed Budget seeks a balanced approach of making \$12.5 billion in spending cuts and asking the voters to extend temporary tax increases totaling \$12 billion for five years; and

WHEREAS, under the Governor's Proposed Budget, California community colleges would face \$400 million in state general fund cuts; and

WHEREAS, without an extension of temporary tax increases, California community colleges could face \$900 million in state general fund cuts; and

WHEREAS, El Camino Community College District faces cuts of \$7 million under the Governor's Proposed Budget and \$15.7 million if an all-cuts budget were to be adopted instead; and

WHEREAS, California's locally elected community college trustees, together with their faculty, staff and students, are best able to decide where budget reductions can be absorbed while minimizing the impact on their communities; and

WHEREAS, "targeted" cuts at specific curriculum that cost colleges the least to offer will -- in addition to injuring students in transfer and career preparation programs -- require districts to reduce enrollment in higher-cost programs such as advanced technology and nursing; and

WHEREAS, California community colleges could mitigate state cuts and maintain essential student instruction and services if their local communities were able to approve parcel taxes to provide funds to replace reduced state General Fund revenues; and

WHEREAS, fee increases charged to community college students should protect the quality of instruction and student services; and

WHEREAS, policy and practice reforms to improve student success and motivate student behavior should be based on sound research implemented in a manner to allow students and institutions to adjust; now, therefore, be it

RESOLVED that the El Camino Community College District supports a balanced approach to budgeting, including the extension of temporary tax revenues to protect vital state programs along with budgetary cuts to bring California's state budget into balance; and be it further

RESOLVED that the El Camino Community College District supports redirecting any amount of student fee revenue increase to reduce the proposed apportionment cut to protect the quality of student instruction and services; and be it further

RESOLVED that the El Camino Community College District opposes the proposal to distribute apportionment based on student retention and instead supports an additive, categorical incentive funding program to encourage student success, as proposed in the report A 2020 Vision for Student Success; and be it further

RESOLVED that the El Camino Community College District supports the right of California's voters to be given the opportunity to allow local voters to approve parcel taxes with a 55% vote to backfill state budget cuts at community colleges; and be it further

RESOLVED that the Board of Trustees of the El Camino Community College District, by passage of this resolution, expresses its full support for the above principles and positions on the Governor's Proposed Budget for the 2011-12 fiscal year.

William J. Beverly, President

Ray Gen, Vice President

Maureen O'Donnell, Secretary

Mary E. Combs, Member

Kenneth A. Brown, Member

Johanna Zamora, Student Member

Motion carried 3-2. Trustees Gen, Combs and Brown voted yes. Trustees Beverly and O'Donnell abstained. Student Trustee Zamora recorded a yes advisory vote.

Compton Educational Center

Compton Center Accreditation Update, February 6, 2011, presented as an informational item.

Public Comment

Mr. Lance Widman addressed the Irrevocable Reserve Fund for Post Employment Benefits.

Closed Session

Regular Meeting adjourned to a Closed Session at 5:50 p.m. which ended at 6:20 p.m.

Maureen O'Donnell, Secretary of the Board

Thomas M. Fallo, Secretary to the Board

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

Page No.

A. Center for the Arts Presentations – 2010/2011 Season 11

B. Mathematics, Engineering, Science Achievement (MESA) Program –
Santa Cruz Leadership Retreat 11

ACADEMIC AFFAIRS

A. CENTER FOR THE ARTS PRESENTATIONS – 2010/2011 SEASON

It is recommended that the Board approve the Center for the Arts presentations for the 2010/2011 season. Costs for each presentation are established as negotiated between the artist and his/her management representative and the District.

<u>Performance</u>	<u>Date</u>	<u>Amount</u>
1. <i>Wonderland the Rock Musical</i> Payable to: Sunset Theatre Company, LLC The children's classical story of Alice in Wonderland is performed as a Rock Musical.	June 18-19, 2011	Co-Sponsorship

B. MATHEMATICS, ENGINEERING, SCIENCE ACHIEVEMENT (MESA) PROGRAM – SANTA CRUZ LEADERSHIP RETREAT

It is recommended that the Board approve the MESA students from the list below to participate in the Santa Cruz Leadership Retreat on April 15-17, 2011 at the Happy Valley Conference Center in Santa Cruz, California. Lodging and registration will be covered by MESA Statewide. Students will be accompanied by Arturo Hernandez, MESA Director, and Elizabeth Bermudez, Student Support Services (SSS)-Science, Technology, Engineering and Math (STEM) Coordinator. Transportation will be by van.

Note: Only a maximum of ten students from the list below will be able to participate in the retreat.

Jon Bartolazzi	Amilcar Lara	Michael Parra
Daniel Cazares	Sebastian Leal	Oscar Perez
Araseli Cortez	Elias Macias	Giacomo Pescetti
Michael M. Espino	Bryant Mercado	Christian Quesada
Mackenzie Flowers	Raul Mercado	Roman Serna
Israel Garcia	Araceli Meyn	Khris A. Thorne
Adriana Hernandez	Ricardo Monroy	Oswaldo W. Villacreses
Gilberto Hernandez	Liza Nunez	Dennis Viveros
Robert Hernandez	Heriberto Ortiz	

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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E. Journalism Association of Community Colleges Annual Conference....	17

STUDENT AND COMMUNITY ADVANCEMENT

A. 2011 SUMMER YOUTH SWIM PROGRAM

It is recommended that the Board of Trustees approve the 2011 Summer Youth Swim Program sponsored by the Health Sciences and Athletics Division.

Session #1 – June 13 through June 23, 2011 (3 pm – 6:30pm)

Session #2 – June 27 through July 8, 2011 (2pm – 6:30pm)

Session #3 – July 11 through July 21, 2011 (2pm – 6:30pm)

Session #4 – July 25 through August 4, 2011 (2pm – 6:30pm)

Estimated Gross Income: \$73,440

Camp Director: Corey Stanbury

Secretary: Carolyn Biedler

B. GRANT - APPLICATIONS

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

1. California Community Colleges Chancellor's Office – Career Technical Education (CTE) Community Collaborative Grant. The proposed CTE Community Collaborative project is to expand the Community Collaborative between the colleges of Cerritos, Compton, and El Camino and enhance the existing projects that comprise the following four program areas: a) Career Exploration Development for 7th and 8th Graders – to develop, improve, and/or expand highly visible, high impact curriculum courses, b) Career Technical Education Sectors – to strengthen the existing programs of El Camino College's Project Lead The Way (PLTW) curriculum, c) Teacher and Faculty Externships in Business and Industry – to provide faculty and counselors with the industry link to career technical education and, d) CTE Professional Development – to focus on Human Resource capacity development. The program is being expanded to include five additional high schools and one Middle School with this new round of funding.

David Gonzales, Project Director

Amount of Grant Funding from Granting Agency	\$400,000
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Amount of College Match (in-kind)	<u>\$394,368</u>
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Total Amount of Grant	\$794,368
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Source of Matching Funds (ECC, Cerritos, & Partners in-kind)

Indirect Rate:	\$15,385	(4%)
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Performance Period: April 1, 2011 through March 31, 2013

STUDENT AND COMMUNITY ADVANCEMENT

2. California Community Colleges Chancellor's Office – Career Technical Education (CTE) Community Collaborative Supplemental Grant. The core of the program is the implementation of engineering technology and robotics programs at Community College and High School partners. Through this funding, the Artesia Corridor Collaborative Council will instigate improvements to the infrastructure of the college in the areas of Green Technology and purchase equipment and supplies that will improve the curriculum currently being offered to students. Two Certificate programs will be developed: Energy Auditors and Green Construction Renovation.
David Gonzales, Project Director

Amount of Grant Funding from Granting Agency	\$150,000	
Amount of College Match (in-kind)	<u>\$ 81,257</u>	
Total Amount of Grant	\$231,257	
Source of Matching Funds (ECC, Cerritos and Partners in-kind)		
Indirect Rate	\$5,769	(4%)
Performance Period: April 1, 2011 through March 13, 2013		

3. California Community Colleges Chancellor's Office Academic Affairs Division – Career Technical Education - Career Advancement Academy (CTE-CAA). El Camino College and El Camino College Compton Center teamed with the Center for Applied Competitive Technologies (CACT) for the purpose of creating a program that will provide basic skills training, work preparation training, and Economic Workforce Development/Career Technical Education(EWD/CTE) training to 240 undereducated, underemployed youth and young adults (18 – 30 year olds) who have dropped out of school or lack basic skills needed to obtain a certificate or degree in a typical college program. The program will provide CTE certification training in Machine Tool Technology, Aerospace Fastener Manufacturing, Welding, HVAC, and Engineering Technology.
David Gonzales, Project Director

Amount of Grant Funding from Granting Agency	\$1,666,616	
Amount of College Match (in-kind)	<u>\$ 228,143</u>	
Total Amount of Grant	\$1,894,759	
Source of Matching Funds (BTC and Partner in-kind)		
Indirect Rate	\$64,101	(4%)
Performance Period: April 1, 2011 through June 30, 2012		

STUDENT AND COMMUNITY ADVANCEMENT

C. GRANTS - ACCEPTANCE

It is recommended that the Board of Trustees accept the following grants:

1. California Community Colleges Chancellor's Office Academic Affairs Division – Career Technical Education - Career Advancement Academy (CTE-CAA). The program provides CTE certification training in Machine Tool Technology, Aerospace Fastener Manufacturing, Welding, HVAC, and Engineering Technology. The project will include job readiness training in relevant career preparation and life skills workshops where students will earn certificates in each area of training. Basic skills training will be provided in reading, writing, and mathematics for people that qualify through assessment. Students that complete the program will exit with a minimum of 12 certificates, a resume, interview prep training, awareness in sustainable manufacturing practices, workplace ethics, a tool box containing basic tools, and a pair of safety shoes.

David Gonzales, Project Director

Amount of Grant Funding from Granting Agency	\$662,743
Amount of College Match (in-kind)	<u>\$228,143</u>
Total Amount of Grant	\$890,886
Source of Matching Funds (BTC and Partner in-kind)	
Indirect Rate	\$26,510 (4%)
Performance Period:	April 1, 2011 through June 30, 2012

2. California Community Colleges Chancellor's Office Economic Development and Workforce Preparation Division – Center for Applied Competitive Technology (CACT) Workforce Innovation Partnerships (WIPs). The project will provide 60 students training in Machine Tool Technology with exam preparation and testing in National Institute of Metalworking skills (NIMS) Level 1 Machining Certification. The training provided will be college credit courses during the summer sessions, a minimum of four days per week, and will include course work in Manufacturing Science Mathematics.

David Gonzales, Project Director

Amount of Grant Funding from Granting Agency	\$225,000
Amount of College Match (in-kind)	<u>\$125,000</u>
Total Amount of Grant	\$350,000
Source of Matching Funds (ECC, BTC and Partner in-kind)	
Indirect Rate	\$8,654 (4%)
Performance Period:	March 8, 2011 through January 31, 2013

STUDENT AND COMMUNITY ADVANCEMENT

3. California Community Colleges Chancellor's Office Economic and Workforce Development – Industry-Driven Regional Collaborative (IDRC) Grant – Aerospace Fastener Manufacturing Training Alliance (AFMTA) Program. The project is designed to meet the regional workforce challenges in Los Angeles County, Orange County, and the Inland Empire's growing aerospace fastener manufacturing industry. The Compton Center is the only community college in the nation equipped with an aerospace fastener manufacturing center, and will be the training center for this project.
David Gonzales, Project Director

Amount of Grant Funding from Granting Agency	\$200,000
Amount of College Match (in-kind)	<u>\$261,480</u>
Total Amount of Grant	\$461,480
Source of Matching Funds (CACT, BTC and Industry Partner in-kind)	
Indirect Rate	\$7,692 (4%)
Performance Period:	March 8, 2011 through June 30, 2012

D. EL CAMINO LANGUAGE ACADEMY (ECLA) TUITION INCREASE

It is recommended that the Board of Trustees approve the tuition increase for El Camino Language Academy in order to close the deficit gap in the program and provide a program surplus in the coming fiscal year. This will also be accomplished through a reduction in expenses. Tuition fees at language schools in Los Angeles County were reviewed in order to keep our fees competitive. The application fee of \$75 remains unchanged at this time.

1. Effective summer 2011, the tuition will be raised from the existing rate of \$1,300 to \$1,400.
2. Effective fall 2011, the tuition will be raised from the existing rate of \$2,500 to \$2,700.

STUDENT AND COMMUNITY ADVANCEMENT

E. JOURNALISM ASSOCIATION OF COMMUNITY COLLEGES ANNUAL CONVENTION

It is recommended that the Board approve attendance of the following students at the Journalism Association of Community Colleges Annual Convention scheduled April 7 – 10, 2011 in Sacramento, California. Registration expenses not to exceed \$5,740 and \$3,000, respectively, will be paid from the Auxiliary Services Union Conference and Miscellaneous Expenses Funds. Students will pay for their own roundtrip airfare.

Advisors: Jolene Combs, Gary Kohatsu, Kate McLaughlin, Lori Medigovich, and Don Treat

Stephanie Alcorn	Nelson Amaya	Anna Ashkinadze
Dan Baldonado	Samuel Barke	Jesus Barrera
Evyn Blair	Mike Botica	Jorge Camarillo
Yolanda Cuevas	Ashley Curtin	Tayani Davis
Brian Diaz	Eric Farrell	Teddy Fletcher
Cassandra Flores	Jose Flores	Michael Gibson
Maria Cristina Gonzalez	Annatashia Goolsby	Donn Gruta
Melissa Hogan	Candice Helderle	Rabiya Hussain
Shiggy Ichinomiya	Craig Ishii	Andrew Kang
Kevin Lane	Shontel Leake	Andrew Lim
Erika Maldonado	Hannibal Manikan	Erica Martinez
Jessica Mendoza	Loriana Mitchell	Roger Morris
Patrick Osborne	Min-Hang “Elise” Pham	Stephanie Perez
Valerie Rodriguez	Stephanie Romero	Joshua Sherman
Haipha Simon	Matthew Simon	Samantha Troisi
Viridiana Vaca-Rios	Rommel Miles Villalon	Latrice Williams
Michael Williams	Alma Zazueta	

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 \$78,900

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

- 1. Contractor:** **AVALON VILLA**
Services: Contractor will allow use of its facility to provide El Camino College nursing students with state required clinical experience.
Requesting Dept.: Health Sciences & Athletics –Nursing Department
Date(s): 5/1/11 – 4/30/15
Financial Terms: No cost to the District
- 2. Contractor:** **BRISEA INTERNATIONAL DEVELOPMENT, INC.**
Services: Contractor will provide booth space for twelve El Camino College clients of the Green Export Enabler Program at the China International Environmental Exhibition and Conference 2011 trade show.
Requesting Dept.: Community Advancement – Center for International Trade Development
Date(s): 3/22/11 – 6/30/11
Financial Terms: Cost not to exceed \$43,200 – Funded by Grant from Chancellor’s Office.
- 3. Contractor:** **DEVELOPMENT DIMENSIONS INTERNATIONAL, INC (DDI)**
Services: Contractor will permit the Business Training Center to access, teach, and purchase their student/teacher materials.
Requesting Dept.: Community Advancement – Contract Education
Date(s): 2/15/11- 1/16/12
Financial Terms: No cost to the District. The BTC will share client information with DDI of those who use DDI products.
- 4. Contractor:** **I-TUL DESIGN & SOFTWARE, INC.**
Services: Contractor will develop the website and curriculum for the National Science Foundation Aerospace Manufacturing Education project.
Requesting Dept.: Community Advancement – Center for Applied Competitive Technologies (CACT)
Date(s): 3/22/11 – 12/31/11

- Financial Terms:** Cost not to exceed \$13,422
5. **Contractor:** **IMPERIAL CREST HEALTHCARE CENTER**
Services: Contractor will allow use of its facility to provide El Camino College nursing students with state required clinical experience.
Requesting Dept.: Health Sciences & Athletics –Nursing Department
Date(s): 2/1/11 – 1/31/15
Financial Terms: No cost to the District
6. **Contractor:** **INSTITUTE OF READING**
Services: Contractor will rent classrooms and utilize the El Camino College name in their marketing materials.
Requesting Dept.: Community Advancement – Community Education
Date(s): 6/18/11 – 8/29/11
Financial Terms: Projected Gross Income \$8,000
El Camino College will receive 8% of the gross tuition revenues collected by the contractor. As a result of this partnership, Community Education received \$8,245 summer 2010.
7. **Contractor:** **LOS ANGELES BIOMEDICAL RESEARCH INSTITUTE**
Services: Contractor will allow use of its facility to provide El Camino College nursing students with state required clinical experience.
Requesting Dept.: Health Sciences & Athletics –Nursing Department
Date(s): 11/1/10 – 9/30/14
Financial Terms: No cost to the District
8. **Contractor:** **LOS ANGELES METROPOLITAN MEDICAL CENTER**
Services: Contractor will allow use of its facility to provide El Camino College nursing students with state required clinical experience.
Requesting Dept.: Health Sciences & Athletics –Nursing Department
Date(s): 2/1/11 – 1/31/13
Financial Terms: No cost to the District
9. **Contractor:** **MOOSE LODGE #1746**
Services: Contractor will provide part-time work activity opportunities for CalWORKs students to work as restaurant employees as food servers.

Requesting Dept.: Counseling & Student Services
Date(s): 1/31/11 – 6/30/11
Financial Terms: No Cost to the District

10. **Contractor:** **SMALL MANUFACTURERS' INSTITUTE**
Services: Contractor to provide 120 hours of technical training on fastener equipment and curriculum, as needed.
Requesting Dept.: Community Advancement – CACT
Date(s): 2/23/11 – 6/30/11
Financial Terms: Cost not to exceed \$12,000 – Funded by Grant from Chancellor's Office.
11. **Contractor** **VICENTI LLOYD STUTZMAN LLP**
Services: Contractor will perform an annual independent Financial and Performance audit of the Proposition 39 bond measure (Measure "E") for fiscal years ended June 30, 2010, 2011 and 2012.
Requesting Dept.: Fiscal Services
Date(s): 1/21/11 -3/31/13
Financial Terms: Cost not to exceed \$39,000
12. **Contractor:** **THE REGENTS OF THE UNIVERSITY OF CALIFORNIA, OFFICE OF THE PRESIDENT**
Services: Contractor provides a number of scholarship awards for students totaling \$50,000 to the Mathematics, Engineering, and Science Achievement Program (MESA) who are transferring from a community college to a four-year university.
Requesting Dept.: Mathematical Sciences
Date(s): 9/1/10 – 8/31/11
Financial Terms: No cost to the District.
Funded by the National Science Foundation Grant No. DUE-0324218 under the Science, Technology, Engineering and Mathematics Scholarship Program (S-STEM)

B. CONTRACT OVER \$78,900

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

1. **Contractor:** **NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

Services: Contractor will provide funding for the El Camino Community College District's Business Training Center for the employment of persons with special training and experience to furnish special services and advice in financial, economic, accounting, engineering, legal or administrative matters in support of the "Advanced Manufacturing CACT Collaborative" No. 10-332-070.

Requesting Dept.: Community Advancement – CACT

Date(s): 1/26/11 – 6/30/12

Financial Terms: Projected Gross Income \$175,000
Funded by the Chancellor's Office, California Community Colleges - Job Development Incentive Fund Grant "Advanced Manufacturing CACT Collaborative" No. 10-336-070.

2. **Contractor:** **NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

Services: Contractor will provide funding for the El Camino Community College District's Business Training Center for the employment of persons with special training and experience to furnish special services and advice in financial, economic, accounting, engineering, legal or administrative matters in support of the "Advanced Manufacturing CACT Collaborative" No. 10-332-064.

Requesting Dept.: Community Advancement – CACT

Date(s): 1/26/11 – 6/30/11

Financial Terms: Projected Gross Income \$175,000
Funded by the Chancellor's Office, California Community Colleges – Responsive Training Fund Grant "Advanced Manufacturing CACT Collaborative" No. 10-332-064.

C. **AMENDMENT**

It is requested that the Board of Trustees approve that the District amend the following agreement as shown:

Contractor: **DLI & ASSOCIATES (aka: Deborah Imonti)**

Services: Contractor will develop, coordinate, market, and administrate business training contracts for the District, including contracts for the State of California Employment Development Training Panel (ETP).

Requesting Dept.: Community Advancement – Center for Applied Competitive Technologies

Date(s): 7/1/10 – 6/30/11 (Board approved July 2010 for \$80,000)

Financial Terms: Cost: \$100,000

Additional ETP contracts have been added and the additional funds are needed to monitor them.

D. PERSONAL SERVICE AGREEMENTS:

Contractor: MYRL L. WARRICK
Services: Contractor to provide consulting for clients regarding the use of Deep Web Search Strategies to grow their business, develop new products and enter new markets.
Requesting Dept.: Community Advancement – Center for Applied Computer Technologies (CACT)
Date(s): 3/22/11 – 6/30/11
Financial Terms: Cost not to exceed \$5,400- Funded by CACT

E. MEMORANDUM OF UNDERSTANDING

It is requested that the Board of Trustees approve the District’s entering into the following memorandum of understanding.

Contractor: HARRIETT BUHAI CENTER FOR FAMILY LAW,
THE JEWISH FAMILY SERVICES OF LOS ANGELES
Services: Contractor, as the lead agency, in a joint collaborative agreement with Los Angeles Community College District and El Camino Community College District, will prepare an application for the Legal Assistance of Victims Grant dedicated to the delivery of family law and domestic violence prevention assistance for low and moderate income families.
Requesting Dept: Counseling and Student Services
Date(s): 10/1/11 – 10/31/13
Financial Terms: No cost to the District – Funded thorough private donation

F. NOTICE OF JOB COMPLETION: BID #2009-14/VARIOUS ROOFING PROJECTS 2010

It is recommended that the Board of Trustees accept as complete the following project and authorize final payment for the work. The required work has been completed in accordance with the conditions and specifications of the subject contract and accepted by a District representative.

<u>Contractor</u>	<u>Contract Amount</u>
Best Contracting	\$281,860
Purchase Order Number: Various	

G. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS

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

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
P0402307	Tomatoe Growers	Horticulture	Instructional Supplies	\$212.66
P0402318	Crucial Technology	Technical Services	Repairs Parts And Supplies	\$2,031.91
P0402467	The Apple Store	Div Office Business	Instructional Supplies	\$673.59
P0402468	Herald Publications	Public Relations &	Multi Media Advertising	\$350.00
P0402469	L.A. County Ems	Paramedic Academy	Contract Services	\$62,613.54
P0402470	Computerland of	Information Technology	Software	\$10,075.05
P0402473	Los Angeles	Life Sciences	Contract Services	\$80.00
P0402487	CACCRAO	Admissions/Recors	Conferences Mgmt	\$195.00
P0402491	Mid City Mailing	Institutional Services	Postage	\$2,582.00
P0402492	National Student	Institutional Research	Maintenance Contracts	\$1,696.40
P0402507	Datatel, Inc.	Information Technology	Maintenance Contracts	\$29,750.00
P0402508	Verizon Wireless	Health,Safety and Risk	Telephone	\$55.96
P0402509	AT&T Mobility	Health,Safety and Risk	Telephone	\$130.08
P0402512	L.A. County Ems	Paramedic Academy	Contract Services	\$18,570.42
P0402515	Allied Refrigeration	Facilities/Planning/Serv	Repairs Noninstructional	\$5,658.35
P0402519	California Community	First Year Experience	Conferences Mgmt	\$270.00
P0402520	PSCFA	Speech	Other Services And Expenses	\$855.00
P0402522	Amazon.Com	Staff Development	Other Books	\$330.20
P0402523	American Express	First Year Experience	Conferences Mgmt	\$670.20
P0402525	American Express	Student Learning	Conferences Faculty	\$442.80
P0402526	American Express	Student Learning	Conferences Faculty	\$486.80
P0402527	Hilton Garden Inn	Student Learning	Conferences Faculty	\$771.12
P0402530	Sapient Technologies,	Information Technology	Software	\$160.79
P0402531	Western Regional	Honors Program	Dues And Memberships	\$75.00
P0402538	Training Systems, Inc	Career Center	Non-Instruct Supplies	\$13.07
P0402539	Edits Publishers	Career Center	Non-Instruct Supplies	\$69.19
P0402540	CPP	Career Center	Non-Instruct Supplies	\$396.13
P0402545	Ad Infin Item	Academic Senate	Non-Instruct Supplies	\$118.53
P0402550	Full Compass	Ctr for Arts Production	Non-Instruct Supplies	\$362.73
P0402552	Norman S. Wright	Electric Shop	Non-Instruct Supplies	\$2,732.78
P0402562	Santa Ana Police Dept	Campus Police	In-Service Training	\$300.00
P0402571	Paper Direct	Ed & Community	Non-Instruct Supplies	\$119.55
P0402572	Xpedx Paper &	Copy Center	Non-Instruct Supplies	\$305.98
P0402574	Xerox Corporation	Copy Center	Non-Instruct Supplies	\$965.80
P0402575	Kelly Paper Company	Copy Center	Non-Instruct Supplies	\$553.75
P0402576	California Presenters	Div Office Fine Arts	Dues And Memberships	\$100.00
P0402578	Identification and	District Photo Id Cards	Non-Instruct Supplies	\$1,371.88
P0402579	CI Solutions	District Photo Id Cards	Non-Instruct Supplies	\$2,149.25
P0402583	Xerox Corporation	Copy Center	Non-Instruct Supplies	\$1,253.35
P0402586	Promega	Life Sciences	Instructional Supplies	\$179.99
P0402587	Edvotek	Life Sciences	Instructional Supplies	\$350.25
P0402588	Thorn Smith Labs	Chemistry	Instructional Supplies	\$480.53
P0402589	Flinn Scientific	Chemistry	Instructional Supplies	\$210.06
P0402590	Spectrum Chemical &	Chemistry	Instructional Supplies	\$1,207.19
P0402594	CCCFA	Speech	Conferences Other	\$1,207.00
P0402595	Ricoh Corp	First Year Experience	Non-Instruct Supplies	\$73.98
P0402598	CDW-G	Technical Services	Repairs Parts And Supplies	\$2,880.68
P0402600	State Board of	Hazmat	Waste Disposal	\$1,580.00
P0402601	Thomson West	Div Office Instr.	Library Books	\$1,537.60
P0402633	Amazon.Com	Div Office BSSC	Instructional Supplies	\$136.08
P0402637	NLNAC	Nursing	Dues And Memberships	\$1,500.00
P0402639	Xpedx Paper &	Copy Center	Non-Instruct Supplies	\$97.13

P0402641	CDW-G	Div Office BSSC	Non-Instruct Supplies	\$71.33
P0402645	Ernie Nunez	Ctr for Arts Instr/Admin	Contract Services	\$150.00
P0402647	Alldata	Information Technology	Maintenance Contracts	\$975.00
P0402649	West Group Payment	Human Resources	Publications/ Periodicals And	\$54.33
P0402650	Cole Parmer	Chemistry	Instructional Supplies	\$849.05
P0402653	Kim Baily	Nursing	Publications-Magazines	\$119.99
P0402656	Datatel, Inc.	Information Technology	Maintenance Contracts	\$3,375.00
P0402671	Xpedx Paper &	Copy Center	Non-Instruct Supplies	\$690.01
P0402679	Digitron Electronics,	Film/Video	Repairs Parts And Supplies	\$346.74
P0402683	PC Mall Gov Inc.	Art Department	Instructional Supplies	\$126.20
P0402684	Freestyle Photographic	Photography	Instructional Supplies	\$512.57
P0402690	Dumbell Man Fitness	Physical Education	Repairs Parts And Supplies	\$1,203.85
P0402691	Dell Marketing L. P.	Technical Services	Repairs Parts And Supplies	\$2,573.82
P0402692	OpticsPlanet, Inc	Technical Services	Repairs Parts And Supplies	\$866.24
P0402693	Time Clock Sales and	Copy Center	Non-Instruct Supplies	\$236.00
P0402701	Lucks Music Library	Music	Repairs Parts And Supplies	\$360.72
P0402702	CCPRO	Public Relations &	Dues And Memberships	\$80.00
P0402705	Tracs	Div Office Fine Arts	Dues And Memberships	\$275.00
P0402710	CDW-G	Information Technology	Maintenance Contracts	\$6,496.60
P0402728	Portable Power	Technical Services	Repairs Parts And Supplies	\$1,280.39
P0402729	McMaster Carr	Automotive Technology	Instructional Supplies	\$232.26
P0402734	Entertainment Lighting	Ctr for Arts Production	Non-Instruct Supplies	\$410.31
P0402739	Auto Body Toolmart	Automotive Collision	Instructional Supplies	\$586.56
P0402746	California Community	VP-SCA	Publications/ Periodicals And	\$21.00
P0402747	CDW-G	Presidents Office	New Equipment -	\$153.65
P0402750	Forensic Analytical	Facilities/Planning/Serv	Repairs Noninstructional	\$800.00
P0402751	Sunstate Equipment	Facilities/Planning/Serv	Repairs Noninstructional	\$547.16
P0402752	Xpedx Paper &	Copy Center	Non-Instruct Supplies	\$171.21
P0402764	Thomas M. Fallo	Presidents Office	Non-Instruct Supplies	\$87.79
P0402768	OCLC, Inc	Div Office Instr.	Maintenance Contracts	\$3,000.00
P0402777	VWR Scientific	Life Sciences	Instructional Supplies	\$508.89
P0402778	Markertek Video Supply	Audio/Visual	Instructional Supplies	\$1,088.40
P0402780	Salem Press	Div Office Instr.	Library Books	\$2,327.52
P0402782	Orthopedic Institute	Human Resources	Other Services And Expenses	\$415.00
P0402784	Staples	Equipment/Supplyaug	New Equipment -	\$442.45
P0402785	Staples	Equipment/Supplyaug	New Equipment -	\$150.35
P0402786	Staples	Equipment/Supplyaug	New Equipment -	\$271.74
P0402787	Staples	Equipment/Supplyaug	New Equipment -	\$834.63
P0402789	Staples	Equipment/Supplyaug	New Equipment -	\$258.13
P0402790	Staples	Equipment/Supplyaug	New Equipment -	\$195.57
P0402791	Staples	Equipment/Supplyaug	New Equipment -	\$329.25
P0402793	Quality Business	Equipment/Supplyaug	New Equipment -	\$548.70
P0402799	Merano Tours	Study Abroad Program	Transportation/ Mileage And	\$550.00
P0402801	Universal Placement	VP-SCA	Contract Services	\$250.00
P0402802	PIEE BFL	VP-SCA	Contract Services	\$250.00
P0402803	Center for Study Abroad	VP-SCA	Contract Services	\$250.00
P0402808	So. Cal Hose & Fittings	Facilities/Planning/Serv	Repairs Noninstructional	\$247.02
P0402812	Decotech Systems	Information Technology	New Computer	\$67,467.81
P0402816	Bio Rad Laboratories	Life Sciences	Instructional Supplies	\$210.82
P0402817	Riverside Community	Student Learning	Conferences Faculty	\$105.00
P0402819	South Coast Air Quality	Hazmat	Waste Disposal	\$13.99
P0402832	Dept of Industrial	Facilities/Planning/Serv	Repairs Noninstructional	\$450.00
P0402833	Grainger	Ctr for Arts Production	Non-Instruct Supplies	\$546.56
P0402838	Grainger	Ctr for Arts Production	Repairs Parts And Supplies	\$72.70
P0402839	UCLA Center for	Paramedic Academy	Contract Services	\$3,936.00

P0402840	Shred-It California	Facilities/Planning/Serv	Repairs Noninstructional	\$616.48
P0402867	A-1 Office Concepts	Equipment/Supplyaug	New Equipment -	\$1,022.26
P0402874	Fast Deer Bus Charter	Outreach and School	Transportation	\$521.00
P0402875	Los Angeles County	Hazmat	Waste Disposal	\$620.00
P0402889	RP Group, the	Institutional Research	Conferences Classified	\$600.00
P0402890	Capitol Enquiry, Inc.	Public Relations &	Publications/ Periodicals And	\$110.45

Fund 11 Total: 113

\$272,852.85

Fund 12 Restricted - El Camino

P0402218	South Bay Regional	Parking-Student	New Equipment -	\$4,260.32
P0402275	Dell Marketing L. P.	EWD/CTE Grant	Instr.CompEquip less than\$5k	\$16,058.15
P0402384	Promega	STEM transfer-Hispanic	Instructional Supplies	\$369.87
P0402406	Bio Rad Laboratories	STEM transfer-Hispanic	Instructional Supplies	\$1,312.29
P0402431	Invitrogen	STEM transfer-Hispanic	Instructional Supplies	\$295.33
P0402452	Acris Antibodies, Inc.	STEM transfer-Hispanic	Instructional Supplies	\$233.16
P0402471	S&b Foods	RTF Grant #08-332-046	Non-Instruct Supplies	\$75.00
P0402472	Andrea Wiley	EOPS CARE	Contract Services	\$399.00
P0402475	Concert Products, Inc.	Artes de El Camino	Contract Services	\$92.93
P0402480	Dipte D. Patel	SRC Donations	Instructional Supplies	\$36.68
P0402481	American Express	CCAccessMeansParen	Conferences Other	\$237.00
P0402484	Yosemite CCD	Faculty & Staff Diversity	Conferences Mgmt	\$150.00
P0402486	Lou's Golf and	Health Sciences and	New Equip - Noninstr	\$3,287.01
P0402490	Sidedoor Studio, The	El Camino Language	Multi Media Advertising	\$112.50
P0402501	Bothwell Automotive,	Parking-Student	Repairs Non Instr	\$540.00
P0402502	Bothwell Automotive,	Parking-Student	Repairs Non Instr	\$635.16
P0402503	Van Lingen Towing	Parking-Student	Repairs Non Instr	\$25.00
P0402504	Van Lingen Towing	Parking-Student	Repairs Non Instr	\$410.00
P0402505	Tooling U	Aerospace Conference	License Fee/Site Licenses	\$2,450.00
P0402506	American Express	Strategic Priority	Conferences Mgmt	\$219.40
P0402513	Valuetronics	RTF - 08/09-332-039	Instructional Supplies	\$34,306.76
P0402514	Testequity	RTF - 08/09-332-039	New Equipment - Instructional	\$38,421.28
P0402516	Parts Express	RTF - 08/09-332-039	Instructional Supplies	\$567.28
P0402528	American Express	CTE II-grant	Transportation/ Mileage And	\$297.40
P0402529	American Nautical	(STCW) Standards for	Other Books	\$40.12
P0402532	Campus Food Services	VATEA Business	Contract Services	\$282.40
P0402536	Laura M. Narvaez	EOPS CARE	Contract Services	\$50.00
P0402547	Community Playthings	CCAccessMeansParen	New Equipmen-Instr.	\$3,183.85
P0402551	Radisson Hotel	First Year Experience	Conferences Mgmt	\$672.78
P0402553	Sandra Bartiromo	Sign Language	Conferences Other	\$375.00
P0402560	B & H Towing	Parking-Student	Repairs Non Instr	\$102.00
P0402561	Jeg Cleaners	Parking-Student	Dry Cleaning	\$188.00
P0402573	Epic Production	Productions Donations	Non-Instruct Supplies	\$3,527.53
P0402584	California Public	Parking-Student	Dues And Memberships	\$125.00
P0402585	CCUPCA	Parking-Student	Dues And Memberships	\$100.00
P0402591	Borden Decal Co., Inc.	Parking-Student	Non-Instruct Supplies	\$9,527.32
P0402593	Nxlevel Education	SBDC - Non-Program	Non-Instruct Supplies	\$1,328.00
P0402602	Growbiz Media	SBDC Program Income	Multi Media Advertising	\$95.00
P0402631	Arturo F. Martinez	TitleV-Improving	Conferences Faculty	\$250.00
P0402632	American Nautical	(STCW) Standards for	Other Books	\$3,616.88
P0402634	Malik Sow	Faculty & Staff Diversity	Contract Services	\$500.00
P0402635	Bio Rad Laboratories	STEM transfer-Hispanic	Instructional Supplies	\$244.13
P0402636	National Women's	Faculty & Staff Diversity	Non-Instruct Supplies	\$152.19
P0402642	California Community	First Year Experience	Conferences Mgmt	\$90.00
P0402643	Campus Food Services	CTE II-grant	Non-Instruct Supplies	\$189.13

P0402646	B & H Towing	Parking-Student	Repairs Non Instr	\$85.00
P0402648	North Star Graphics	Parking-Student	Other Services And Expenses	\$680.46
P0402651	CCCAOE	WPLRC State	Conferences Mgmt	\$395.00
P0402654	Joshua S. Armstrong	Parking-Student	Non-Instruct Supplies	\$1,147.68
P0402670	Turning Technologies,	Natural Sciences	Instructional Supplies	\$262.48
P0402672	American Express	WPLRC State	Transportation/ Mileage And	\$255.40
P0402673	Campus Food Services	(STCW) Standards for	Non-Instruct Supplies	\$131.70
P0402674	Golden West College	Parking-Student	In-Service Training	\$134.00
P0402675	CCUG Conference	Parking-Student	Dues And Memberships	\$75.00
P0402676	American Express	EOPS	Conferences Mgmt	\$338.80
P0402680	Dell Marketing L. P.	STEM transfer-Hispanic	Non-Instruct Supplies	\$584.77
P0402694	Venni Mac M&M	Faculty & Staff Diversity	Non-Instruct Supplies	\$1,016.25
P0402695	American Nautical	(STCW) Standards for	Other Books	\$3,612.35
P0402696	CLEARs	Parking-Student	Dues And Memberships	\$50.00
P0402698	Edvotek	STEM transfer-Hispanic	Instructional Supplies	\$255.68
P0402700	Precision Garage Door	Parking-Student	Other Services And Expenses	\$238.00
P0402703	American Express	CACT COCCC	Conferences Mgmt	\$255.40
P0402704	Oakland Marriott City	CACT COCCC	Conferences Mgmt	\$199.50
P0402706	Oakland Marriott City	WPLRC State	Conferences Mgmt	\$447.00
P0402708	Campus Food Services	(STCW) Standards for	Non-Instruct Supplies	\$109.75
P0402724	Musicians Friend	STEM transfer-Hispanic	Non Inst Comp Eq less than	\$768.24
P0402730	Cecil L. Murray	Faculty & Staff Diversity	Contract Services	\$250.00
P0402731	ROS Electrical	Community	New Equipment -	\$899.95
P0402736	Kenneth S. Mays	Fire Tech Donations &	Repairs - Instructional	\$390.00
P0402737	Roto-Rooter Service &	Fire Tech Donations &	Repairs - Instructional	\$795.00
P0402738	B & H Towing	Fire Tech Donations &	Repairs - Instructional	\$217.00
P0402745	Taiko Center of Los	Faculty & Staff Diversity	Contract Services	\$300.00
P0402783	ITEP, Inc.	WPLRC State	Conferences Mgmt	\$750.00
P0402805	Campus Food Services	TitleV-Improving	Non-Instruct Supplies	\$384.13
P0402806	Small Manufacturers'	CACT COCCC	Non-Instruct Supplies	\$1,432.55
P0402807	Region 9 Head Start	TANF-CDC (FCCC)	Conferences Faculty	\$230.00
P0402818	American Express	Adminstration	Training	\$299.40
P0402820	Doubletree Hotel	EOPS	Non-Instruct Supplies	\$1,000.00
P0402822	The People's Guide to	EOPS	Non-Instruct Supplies	\$39.25
P0402824	De Anza Dining	Strategic Priority	Non-Instruct Supplies	\$440.55
P0402844	American Express	Business/CIS Ed Mini	Transportation/ Mileage And	\$257.40
P0402846	Fred Pryor Seminars	SBDC Program Income	Conferences Other	\$179.00
P0402848	Fred Pryor Seminars	SBDC Program Income	Conferences Other	\$179.00
P0402849	LA Area Chamber of	Matching - IDRC, etc.	Dues And Memberships	\$510.00
P0402850	Fred Pryor Seminars	SBDC Program Income	Conferences Other	\$179.00
P0402852	CCCAOE	VTEA Title II Tech Prep	Conferences Other	\$420.00
P0402865	Embassy Suites Hot	NSF-Aerospace Mfg Ed	Conferences Other	\$525.42
P0402866	American Express	NSF-Aerospace Mfg Ed	Transportation/ Mileage And	\$840.80
P0402868	CSUN	SRC High Tech	Conferences Classified	\$810.00
P0402888	Coastline Community	Business/CIS Ed Mini	Conferences Mgmt	\$100.00
P0402891	Campus Food Services	TANF	Non-Instruct Supplies	\$1,152.42
P0402892	Embassy Suites Hotel	Business/CIS Ed Mini	Conferences Mgmt	\$269.56
P0402893	Campus Food Services	TANF	Non-Instruct Supplies	\$87.91
P0402894	American Express	EOPS CARE	Conferences Other	\$169.40
P0402895	Fast Deer Bus Charter	STEM transfer-Hispanic	Transportation	\$559.73

Fund 12 Total: 95

\$154,140.78

Fund 15 General Fund -Special Programs

P0402285	Myers Tire Supply	Automotive Shop	New Equipment -	\$2,339.93
P0402493	Battery Systems-Long	Automotive Shop	Non-Instruct Supplies	\$6,191.12

P0402496	CCS Presentation	Equipment/Supplyaug	New Equipment -	\$14,189.58
P0402497	Staples Advantage	Equipment/Supplyaug	New Equipment -	\$3,502.96
P0402498	CCS Presentation	Equipment/Supplyaug	New Equipment - Instructional	\$1,577.87
P0402499	Computer Comforts	Equipment/Supplyaug	New Equipment - Instructional	\$1,027.15
P0402500	CDW-G	Equipment/Supplyaug	New Computer	\$273.98
P0402518	A-1 Office Concepts	Equipment/Supplyaug	New Equipment -	\$2,826.79
P0402534	Kemtech America Inc.	Equipment/Supplyaug	New Equipment - Instructional	\$7,100.43
P0402563	CDW-G	Equipment/Supplyaug	New Equipment -	\$2,270.00
P0402564	Royal Consumer Info	Equipment/Supplyaug	New Equipment -	\$688.54
P0402628	Law Offices of Larry	Institutional Services	Legal	\$562.50
P0402682	Willygoat, Inc.	Equipment/Supplyaug	New Equipment -	\$1,713.85
P0402717	Kemtech America Inc.	Equipment/Supplyaug	New Equipment - Instructional	\$1,355.76
P0402720	Medco Masune First	Equipment/Supplyaug	New Equipment - Instructional	\$546.70
P0402721	Medco Masune First	Equipment/Supplyaug	New Equipment - Instructional	\$10,000.01
P0402722	VS Athletics	Equipment/Supplyaug	New Equipment - Instructional	\$14,943.56
P0402723	Lou's Golf and	Equipment/Supplyaug	New Equipment - Instructional	\$4,031.11
P0402765	Patioshoppers, Inc.	Equipment/Supplyaug	New Equipment -	\$273.28
P0402781	School Outfitters	Equipment/Supplyaug	New Equipment -	\$1,409.26
P0402792	Universal Seating	Equipment/Supplyaug	New Equipment - Instructional	\$9,866.96
P0402800	Tequipment.Net	Electric Shop	New Equipment -	\$3,650.19
P0402811	U Name It	Div Office-Studnt	Non-Instruct Supplies	\$8,823.91
P0402858	Dell Computer	Equipment/Supplyaug	New Computer	\$482.39
P0402864	All Electronics	Equipment/Supplyaug	Instructional Supplies	\$151.70

Fund 15 Total: 25 **\$99,799.53**

Fund 33 Child Development

P0402767	See's Candies	CDC Donations	Non-Instruct Supplies	\$1,960.04
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Fund 33 Total: 1 **\$1,960.04**

Fund 41 Capital Outlay

P0402408	Tandus Flooring, Inc.	Flooring Replacements	Buildings	\$1,136.72
P0402549	Tandus Flooring, Inc.	Flooring Replacements	Buildings	\$1,089.82
P0402597	Allsteel, Inc.	Classroom&Office	Buildings	\$2,022.77
P0402599	Tandus Flooring, Inc.	Flooring Replacements	Buildings	\$4,102.35
P0402733	Forensic Analytical	Repairs, Remove	Repairs Noninstructional	\$6,148.67
P0402809	Academy Flooring	Flooring Replacements	Buildings	\$255.24

Fund 41 Total: 6 **\$14,755.57**

Fund 62 Property & Liability

P0402474	Beach Cities	Purchasing and	Liability - Self Insurance	\$130.00
P0402678	SWACC	Purchasing and	Liability - Self Insurance	\$833,333.33

Fund 62 Total: 2 **\$833,463.33**

Fund 72 Student Representation Fee

P0402709	CCS Presentation	Student Affairs	Non Inst Comp Eq less than	\$443.03
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Fund 72 Total: 1 **\$443.03**

Fund 79 Auxiliary Services

P0402485	Dramatists Play	Fine Arts	Non-Instruct Supplies	\$375.00
P0402537	Las America Party	Counseling Office	Non-Instruct Supplies	\$330.00
P0402548	Balloon Expressions	Counseling Office	Non-Instruct Supplies	\$254.62
P0402577	Elizabeth R. Schwartz	Student Affairs	Non-Instruct Supplies	\$105.15
P0402580	Maria Marichal	Fine Arts	Non-Instruct Supplies	\$200.00
P0402581	Artillery Magazine	Fine Arts	Non-Instruct Supplies	\$350.00
P0402582	Art Assist	Fine Arts	Non-Instruct Supplies	\$375.00
P0402629	Kenneth W. Lefort	Fine Arts	Non-Instruct Supplies	\$100.00
P0402630	Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$700.00
P0402640	Paradise Awards	Health Sciences and	Non-Instruct Supplies	\$334.74
P0402689	Campus Food Services	Student Affairs	Non-Instruct Supplies	\$298.50
P0402697	Torrance Postmaster	Fine Arts	Non-Instruct Supplies	\$2,094.09
P0402699	E.C.C. Public	Fine Arts	Non-Instruct Supplies	\$405.00
P0402711	Norman C. Foster	Fine Arts	Non-Instruct Supplies	\$80.00
P0402712	Joseph J. Derthick	Fine Arts	Non-Instruct Supplies	\$150.00
P0402713	Vicki L. Muto	Fine Arts	Non-Instruct Supplies	\$200.00
P0402714	Sang K. Chang	Fine Arts	Non-Instruct Supplies	\$200.00
P0402715	Carol A. Lisek	Fine Arts	Non-Instruct Supplies	\$200.00
P0402716	Campus Food Services	Student Affairs	Non-Instruct Supplies	\$215.19
P0402735	Dramatists Play	Fine Arts	Non-Instruct Supplies	\$98.78
P0402748	HL Corporation	Resp Therapy	Non-Instruct Supplies	\$1,096.41
P0402835	Norcal Swim Shop	Health Sciences and	Non-Instruct Supplies	\$2,977.64
P0402836	Norcal Swim Shop	Resp Therapy	Non-Instruct Supplies	\$1,422.96

Fund 79 Total: 23 \$12,563.08**Fund 82 Scholarships & Trust/Agency**

P0402596	ATI Assessment	Nursing	Fundraising	\$10,861.97
P0402638	Quality Imaging	Health Sciences and	Fundraising	\$102.48
P0402753	Embassy Suites	Health Sciences and	Fundraising	\$2,838.61
P0402834	Norcal Swim Shop	Health Sciences and	Fundraising	\$4,290.25

Fund 82 Total: 4 \$18,093.31**PO Funds Total: 270 \$1,408,071.52****Fund 11 Unrestricted - El Camino**

B0410939	Diversified Imaging	Ctr for Arts Promo	Multi Media Advertising	\$2,000.00
B0410949	The Printer Works	Technical Services	Repairs Parts And Supplies	\$2,210.00
B0410970	Sonshine Print Shop	Copy Center	Non-Instruct Supplies	\$150.00

Fund 11 Total: 3 \$4,360.00**Fund 12 Restricted - El Camino**

B0410942	ECCD Petty Cash	TitleV-Improving	Non-Instruct Supplies	\$500.00
B0410950	Campus Food Services	YESS Grant	Non-Instruct Supplies	\$675.00
B0410951	Jeremy L. James	Business/CIS Ed Mini	PSA Contract Services	\$9,000.00
B0410952	Gabriel Marcos	CTE II-grant	PSA Contract Services	\$2,560.00

B0410954	Myrl L. Warrick	Community	PSA Contract Services	\$5,400.00
B0410955	Brisea International	IDRC Green	Contract Services	\$43,200.00
B0410957	Parker Lighting, Inc.	Fire Tech Donations &	Instructional Supplies	\$300.00
B0410958	Broadline Distributing	Fire Tech Donations &	Instructional Supplies	\$1,500.00
B0410959	Prinstar Printing	Fire Tech Donations &	Instructional Supplies	\$200.00
B0410960	I-Tul Design &	NSF-Aerospace Mfg Ed	Contract Services	\$13,422.00
B0410962	E.C.C. Public	TitleV-Improving	Reproduction Instructional	\$1,500.00
B0410969	SVM, lp	CalWORKs	Transportation Repair	\$9,125.00
Fund 12 Total: 12				\$87,382.00
Fund 41	Capital Outlay			
B0410947	CSI Fullmer	Classroom&Office	Buildings	\$9,285.77
B0410953	National Roofing	Roofing 2011	Contract Services	\$63,810.00
Fund 41 Total: 2				\$73,095.77
Fund 79	Auxiliary Services			
B0410943	E.C.C. Public	Counseling Office	Non-Instruct Supplies	\$170.00
Fund 79 Total: 1				\$170.00
			BPO Funds Total: 18	\$165,007.77
			<u>Grand Total POs and BPOs: 288</u>	\$1,573,079.29

ECC 2011-12 Budget Planning Proposal

Budget Reductions (Fund 11)	\$7 million Option #1 18,005 FTES	\$10.9 million Option #2 17,285 FTES	\$17.5 million Option 3 16,005 FTES
Section Reductions (@4.11 FTES per)	195	370	681
Section Reductions @ \$5,000 each	0.975	1.850	3.405
Contribution to General Fund from Fund 15	0.800	0.800	0.800
Freeze 5 Management (incl. Assoc. Deans)	0.650	0.650	0.650
Freeze Faculty Positions @\$50,000 (net)	0.500	0.750	1.200
Reduce Pt-Time Parity to State Contrib.	0.441	0.441	0.441
Freeze Classified Positions	0.420	0.630	1.190
Reduce Hourly Class/Casual/Student Worker	0.140	0.320	0.520
Reduce Non-Teaching Hourly	0.060	0.060	0.100
Vacancy Savings (timing)	0.100	0.100	0.100
Health Insurance (timing)	0.110	0.110	0.110
Inglewood Center	0.100	0.100	0.100
Utilities	0.080	0.080	0.080
Eliminate Printed Schedules	0.143	0.143	0.143
Eliminate Capital Expenditures	0.580	0.580	0.580
Reduce Travel/Conferences	0.121	0.166	0.221
Reduce Advertising	0.040	0.050	0.060
SUB-TOTAL	5.260	6.830	9.700
NEGOTIATION RELATED:			
*Reduce Winter Session Ancillary Costs	X	X	X
*Eliminate Sabbaticals (net)	X	X	X
*Employee Share Health Care	X	X	X
*Freeze Step & Column	--	X	X
*Furloughs for All (@\$292,000 per day)	--	X	X
SUB-TOTAL	0.740	2.200	3.500
General Fund Reserve Reduction	1.000	1.870	4.300
SUB-TOTAL	1.000	1.870	4.300
TOTAL	7.000	10.900	17.500

Note: *Items requiring negotiations

Notes: to PBC March 3; to College Council March 7; to IBC March 8; to Management Group March 17; to Board March 22

DRAFT - THESE ESTIMATES WILL CHANGE - DRAFT

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

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B. Contract – HMC Architects, Inc. – Science Technology Engineering and Math Project (STEM).....	33
C. Change Order – Commercial Paving & Coating – Campus Paving Improvement Project.....	33
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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 February 28, 2011.

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Additional Classrooms and Modernization	\$235,406,433	\$83,500,977	\$18,423,337	\$133,482,120
Campus Site Improvements	32,416,561	25,176,458	683,079	6,557,024
Energy Efficiency Improvements	2,818,000	2,756,426	0	61,574
Health and Safety Improvements	129,899,135	46,834,509	14,079,488	68,985,138
Information Technology and Equipment	24,678,355	11,906,763	148,321	12,623,271
Physical Education Facilities Improvements	572	572	0	0
TOTAL	<u>\$425,219,056</u>	<u>\$170,175,704</u>	<u>\$33,334,225</u>	<u>\$221,709,127</u>

B. CONTRACT– HMC ARCHITECTS INC. – SCIENCE TECHNOLOGY ENGINEERING AND MATH PROJECT (STEM)

It is recommended that the Board of Trustees approve entering into a contract with HMC Architects Inc. to provide architectural and engineering design and construction administration services for the above project. This project will convert the lower level of the Natural Science building to support the program needs of the STEM program. The estimated total project cost is \$2,700,000.

Dates of Service: April 2011 through project completion

Cost: Not to exceed \$187,000 invoiced monthly.

C. CHANGE ORDER – COMMERCIAL PAVING & COATING – CAMPUS PAVING IMPROVEMENT PROJECT

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

1. Remove the existing decomposed granite at the Softball Field dugouts and batting cage and replace with concrete. District request. \$30,675

- | | |
|--|------------|
| 2. Additional subgrade soil replacement along the Crenshaw access road due to existing soil conditions. Geotechnical Engineer request. | \$7,166 |
| 3. Extend contract by (15) working days due to weather conditions and additional requested work. | <u>\$0</u> |

Total Change Order Amount	<u>\$37,841</u>
---------------------------	-----------------

Original Contract Amount	\$378,999
Prior Changes	13,832
This Change Order Amount	<u>37,841</u>
New Contract Amount	<u>\$430,672</u>

D. CHANGE ORDER – MACKONE DEVELOPMENT, INC. - BOOKSTORE RENOVATION

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

- | | |
|--|-----------|
| 1. Remove and replace damaged soffit in the Bookstore. Unforeseen condition. | \$5,300 |
| 2. Delete the exterior concrete vault and water shutoff valve located adjacent to the loading dock. District request. | -\$1,054 |
| 3. Modify handrails and guardrails for existing stairs No. 1, 2, 3 & 7 for code compliance. Code requirement. | \$33,000 |
| 4. Delete the fire smoke damper above the mop sink in Janitor Room 134. District request. | -\$299 |
| 5. Delete the 70 amp breaker feeding from the Central Plant. District request. | -\$246 |
| 6. Delete portions of the scope to the Copy Center, Print Shop and Book Buy Back areas. District request | -\$35,000 |
| 7. Additional HVAC modifications required for to the Public Relations / PR Manager and Purchasing Directors office areas. District request | \$26,000 |

8. Additional floor preparation and installation of vinyl composition tile flooring in Copy Center. District request.	\$10,000
9. Upgrade window shade fabric in meeting rooms with southern facing windows. Needed to reduce light transmission through windows when presentation equipment is used. District request	\$7,706
10. Install vinyl composition tile flooring in room 218. District request.	\$1,227
11. Provide and install additional wall framing, drywall, painting, demolition, fire alarm devices and services to improve function and appearance of building interior. District request	\$25,085
12. Deletion of the second slurry sealer coat and striping in Lot C parking lot. District request	-\$662
13. Deduct remaining balance of the carpet allowance budget.	<u>-\$37,806</u>
Total Change Order Amount	<u>\$33,251</u>

Original Contract Amount	\$4,899,000
Prior Changes	618,429
This Change Order Amount	<u>33,251</u>
New Contract Amount	<u>\$5,550,680</u>

E. 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
P402476	Keenan & Associates	Bookstore Building	Contract Services	\$3,026.00
P402477	Keenan & Associates	Bookstore Building	Contract Services	926.06
P402478	Keenan & Associates	Bookstore Building	Contract Services	434.16
P402479	SEWUP/JPA	Bookstore Building	Contract Services	16,844.00
P402482	National Roofing	Math Business Health Sciences	Contract Services	800.00
P402495	Broadcast Supply	Fine Arts	New Equipment	15,062.08
P402517	Full Compass	Fine Arts	New Equipment	7,833.96
P402521	Allsteel, Inc.	Industry & Technology	New Equipment	8,087.04

P402605	All Pro Sound	Fine Arts	New Equipment	5,574.27
P402606	Full Compass	Fine Arts	New Equipment	7,709.19
P402718	Signature Fencing	Health Sciences & Athletics	Site Improvements	733.31
P402732	Sign Warehouse, Inc.	Infrastructure Phase III	Group II Equipment	4,980.03
P402794	Williams Sound	Health Sciences & Athletics	New Equipment	2,302.80
P402804	Qualco Fire Protection	Science Complex	Testing & Inspection	2,000.00
B410931	American Reprographic	Athletic Education/Fitness	Blue Printing	15,000.00
B410932	American Reprographic	Shops Building	Blue Printing	15,000.00
B410937	Prestige Security	Infrastructure Phase III	Contract Services	4,060.00
B410940	Heider Engineering	Restroom Access	Testing & Inspection	25,000.00
B410941	Sandy Pringle	Restroom Access	Testing & Inspection	133,000.00
B410968	HPS Mechanical, Inc.	Infrastructure Phase III	Site Improvements	3,979.00
			TOTAL POs AND BPOs	<u>\$272,351.90</u>

**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
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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 1-16 and 1-6.

Academic Personnel:

1. Amend Change in Assignment - Dr. Barbara Jaffe, Associate Dean, Humanities to full-time instructor of English as a Second Language and English, Humanities Division, Class V, Step 20, Academic Salary Schedule, effective August 25, 2011.
2. Special Assignment - The following part-time instructors of Nursing, Health Sciences & Athletics Division, to teach Nursing 212 as part of the Kaiser Permanent contract, Class II, Step 6, effective February 14 through June 10, 2011, in accordance with the Agreement, Article 10, Section 9(m).

<u>Instructor</u>	<u>Not to Exceed Hours</u>	<u>Not to Exceed Dollars</u>
Pamela Chappell	66.4 hours	\$5,975
Sherry Jenkins	93.6 hours	\$8,535

3. Special Assignment - Ms. Lori Suekawa, full-time Counselor to serve as facilitator in the 2-day Science, Technology, Engineering, Mathematics (STEM) Counselor Training Seminar, to be paid \$45.14 an hour, not to exceed 8 hours or \$361, effective March 26, 2011, in accordance with the Agreement, Article 10, Section 14(a).
4. Special Assignment - Ms. Nancilyn Burruss, part-time instructor of English, Humanities Division, to design and deliver workshops for Summer Utilities Responsive Testing (SURT) program for Industry and Technology Division, to be paid \$60.18 an hour, not to exceed 80 hours or \$4,815, effective April 19 through June 30, 2011, in accordance with the Agreement, Article 10, Section 9(m).
5. Special Assignment - Mr. Sainte DeLude, part-time instructor of Film Video, Fine Arts Division, to provide assistance and guidance to students outside the classroom (high school), to be paid \$30.10 an hour, not to exceed 21 hours or \$642, effective February 14 through June 10, 2011, in accordance with the Agreement, Article 10, Section 9(m).
6. Special Assignment - The following counselors to provide counseling intervention for students in fifteen sections of Math, to be paid \$45.14 an hour, not to exceed a total of 30 hours per section or \$25,800, effective February 14 through June 10, 2011, in accordance with the Agreement, Article 10, Section 14(a).

Mary Beth Barrios
Jose Hernandez
Rene Lozano

Elaine Moore
Valencia Rayford
Sabra Sabio

7. Special Assignment - The following instructors in the Natural Sciences Division to prepare and present demonstrations for the Onizuka Space Science Day, to be paid \$50 each, effective April 30, 2011, in accordance with the Agreement, Article 10, Section 14(a).

Jeanne Bellemin
Bryan Carey
Eric Carlson
Charles Cowell
Sara Di Fiori
Nancy Freeman
Amy Grant

Perry Hacking
Charles Herzig
Norm Kadomoto
Leon Leonardo
S. Vincent Lloyd
Michael Stupy
Ana Tontcheva

8. Stipend Assignment - Ms. Jamie Hammond, part-time instructor of Dance, Fine Arts Division, to assist the director of the choreographer's showcase, to be paid \$900, effective March 1 through June 2, 2011, in accordance with the Agreement, Article 10, Section 14(a).
9. Stipend Assignment - Dr. Polli Chambers-Salazar, full-time instructor of Music, Fine Arts Division, to perform as spring resident artist in musical concert with guest accompanist, to be paid \$500, effective May 7, 2011, in accordance with the Agreement, Article 10, Section 14(a).
10. Stipend Assignment - Ms. Ann Patterson, part-time instructor of Music, Fine Arts Division, to perform as spring resident artist in musical concert with guest accompanist, to be paid \$400, effective April 3, 2011, in accordance with the Agreement, Article 10, Section 9(m).
11. Stipend Assignment - Ms. Amy Campion, part-time instructor of Music, Fine Arts Division, to perform as guest dancer at spring dance concert, to be paid \$1,000, effective April 1, 2011, in accordance with the Agreement, Article 10, Section 14(a).
12. Stipend Assignment - Mr. Hiroshi Haminishi, part-time instructor of Dance, Fine Arts Division, to perform as guest dancer at spring dance concert to be paid \$250, effective April 1, 2011, in accordance with the Agreement, Article 10, Section 14(a).

13. Stipend Assignment - The following part-time instructors of Music, Fine Arts Division, to perform musical accompaniment for spring resident artist, to be paid \$150 each, effective April 3, 2011, in accordance with the Agreement, Article 10, Section 9(m).

Matthew Grief

Dean Koba

Mark Massey

14. Stipend Assignment - Ms. Cynthia Bahti, part-time instructor of Speech, Fine Arts Division, to perform as spring resident artist at speech lecture, to be paid \$750, effective May 13, 2011, in accordance with the Agreement, Article 10, Section 9(m).
15. Employment - Ms. Amy Adler, part-time Nurse Practitioner, Health Sciences & Athletics Division, to be hired as needed in Student Health Services, not to exceed 35 hours per week, effective March 21 through June 30, 2011, to be paid in accordance with the Agreement, Article 10, Section 9(m).
16. Employment - The following part-time/temporary instructors to be hired as needed for the 2011 Spring semester.

Health Sciences & Athletics

Poy Ivanova

Grace Lines

Sarah Davis

Amy Scarlet

Elizabeth Steiglitz

Fine Arts

Lawrence Steen

Industry & Technology

Kevin Earlywine

Natural Sciences

Kadokia Shimonee

Classified Personnel:

1. Extend Work Out of Classification - Ms. Shobhana Warriar, Senior Clerical Assistant Range 24, Step E, to Administrative Assistant II (Confidential), Range 10, Step A, Vice President's Office, Administrative Services Area, effective April 1 through June 30, 2011.
2. Promotion - Mr. Victor Flores, from Skilled Trades Assistant, Range 28, Step E, to Carpenter, Range 35, Step C, Facilities Planning and Services Division, Administrative Services Area, effective April 1, 2011.
3. Temporary Employment - Ms. Ann Libadisos, Administrative Assistant I, Range 28, Step A, Natural Sciences Division, Academic Affairs Area, effective April 1, 2011 through October 1, 2015.
4. Employment - Ms. Charlene Sakatani, Accounting Assistant III, Range 30, Step A, Fiscal Services Division, Administrative Services Area, effective April 1, 2011.
5. Employment - Mr. Scott Sikes, Groundskeeper/Gardener I, Range 22, Step A, Facilities Planning and Services Division, Administrative Services Area, effective April 1, 2011.

Special Services Professional

6. Change of Assignment - Ms. Michelle Arthur, Special Services Professional, Range 5, Step 5, of the Special Services Professional Salary Schedule, not to exceed \$20,800, Enrollment Services Division, Student and Community Advancement Area, effective April 1 through June 30, 2011.

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 1-10.

The following temporary, non-classified service employees are to be hired for the 2010-2011 fiscal year, paid hourly, effective March 22, 2010 through June 30, 2011, days and hours vary as needed, unless otherwise stated.

Instructional Aide Series

1. Instructional Aide I

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

Hortensia Galvez, \$8.00 per hour

Instructional Aide Series

2. Instructional Aide II

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

Elise Caywood, \$9.25 per hour

Jordan Miche, \$9.75 per hour

3. Instructional Aide IV

The following individual is to provide teaching assistance, intermediate level tutoring, technical support, and classroom set-up.

Elizabeth Canales, \$12.00 per hour (eff. 2/23/11 to 6/30/11)

4. Instructional Aide V

The following individuals are to assist with the preparation and installation duties and maintenance of art installations in the Art Gallery.

Paul Kaloper, \$14.00 per hour

Juei Ming Shui, \$14.00 per hour

Shimon Sugawara, \$14.00 per hour

Program Aide Series

5. Program Aide VI

The following individual is to assist as a program activity coordinator for Math, Engineering, and Science Achievement (MESA) in the areas of customer service, data management, and a variety of general office duties and maintenance of files.

Dennise Lopez Ramos, \$15.00 per hour

The following individual is to assist in the planning, development, and coordination of workshops and activities for students in Math, Engineering, and Science Achievement (MESA) careers, maintain a student database, and assist in outreach and recruitment in Science, Technology, Engineering, and Math (STEM) fields.

Moises Gutierrez, \$17.00 per hour

Sports Aide Series

6. Sports Aide VI

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

Andrew Harmatz, \$17.00 per hour

Theater Aide Series

7. Theater Aide IV

The following individual is to assist the theater management and staff with technical theater duties for on-campus events and manage and organize the front of house staff for any given event.

Marcia Armstrong, \$12.50 per hour

Assistive Linguistics Professional Series

8. Assistive Linguistics Professional I

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

Patty Kwee, \$30.00 per hour (eff. 3/8/11 to 6/30/11)

Maronda Powell, \$30.00 per hour (eff. 3/8/11 to 6/30/11)

9. Assistive Linguistics Professional II

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

Malakia Adunni, \$40.00 per hour

Shela Cardenas, \$35.00 per hour

Valerie Ransom, \$40.00 per hour (eff. 3/3/11 to 6/30/11)

Program Professional Series

10. Program Professional II

The following individual is to conduct business advising sessions and deliver workshops in the area of government contracting.

Donald Stukes, \$45.00 per hour

The following individual is to perform client intake and assessment, conduct business advising sessions, and deliver workshops.

Antonio Ruiz, \$45.00 per hour

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. Board Process for Boundary Review Committee (BRC)..... Page 46
- B. Amend Board of Trustees Goals for 2010-2011 Page 48
- C. Absence of a Board Member..... Page 49
- D. Travel..... Page 49

A. Board Process for Boundary Review Committee (BRC)

It is recommended that the Board discuss and approve the process for appointees to a Boundary Review Committee (BRC), as set forth in the Redistricting Action Plan.

REDISTRICTING ACTION PLAN

March 2011

1. ECCCD Board discuss and determine process for appointees to a Boundary Review Committee (BRC)
2. Following Board meeting, publicize via newspaper, web, social media, email, and meetings to community groups and individuals to recruit potential appointees for BRC

April 2011

1. Continue recruiting members of BRC and review applications
2. ECCCD solicit RFPs for firms to conduct mapping and plans for potential new trustee boundaries based on 2010 census data

May 2011

1. ECCCD Board of Trustees appoint members of BRC
2. Census data certified by DOF
3. Agendized monthly board reports

June 2011

1. Mapping firm selected
2. BRC hold first meeting, select chair
3. Agendized monthly board reports

July 2011

1. BRC holds second meeting
2. BRC and College staff develop a plan for outreach to community groups and individuals
3. Consider languages spoken and types of media consumed by District residents
4. Outreach and Publicizing the Process begins – BRC with assistance from College staff
5. Agendized monthly board reports

August 2011

1. BRC holds third meeting to define communities of interest throughout the District; and develop – with College staff - outreach/information plans
2. Potential Communities of Interest:

- ◆ City boundaries
- ◆ Neighborhoods/Neighborhood Assoc. Precincts
- ◆ Housing Developments
- ◆ Other
- ◆ Parks
- ◆ Churches
- ◆ Malls
- ◆ Hospitals ◆
- ◆ Schools

September 2011

1. Mapping firm presents first plan proposal to Board
2. Mapping firm presents first plan proposal to BRC; finalize outreach/info plans

October 2011

1. Mapping firm presents revised plan to Board
2. Mapping firm presents second plan to BRC
3. Utilize the web and social media to provide information to the community and to solicit input from the community
4. Post Google Earth maps with proposed boundaries outlined for the public to review online and/or print
3. Provide proposed plan with info on how to submit input to libraries, schools, via email, and newspapers

November/December 2011

1. BRC meeting to plan briefings and informational sessions
2. Host media briefings and ensure appropriate media coverage
3. Hold Public Hearings throughout the ECCCD area - host one public hearing in each Trustee Area; vary times
4. Identify communities of interest and organizations in each community and invite to public hearings
5. Provide draft plans with options for Trustee Areas and ask public for input

January 2011

1. Final proposed plan presented to Board for first reading
2. Attorney reviews plans for any issues/concerns before submitting for public record

February 2012

1. ECCCD Board adopts, by resolution or ordinance, new Trustee Areas
2. ECCCD Board submits proposal to LA County Committee on School District Organization

March 2012

1. LA County Office of Education conducts feasibility study

April May 2012

1. ECCCD Board submits adopted Trustee Areas to LA County Registrar Recorder's Office

Estimated outside costs for Trustee Redistricting process:

Mapping Consultant	\$15,000 - \$20,000
Advertising	\$ 3,000
Attorney's Fees	\$ 2,000-\$5,000
Other (outreach briefings)	\$ 2,000
Total Estimated Costs:	\$22,000 - \$30,000

B. Amend Board of Trustees Goals for 2010-2011

It is recommended that the Board amend the 2010-2011 Board of Trustees Goals to add Trustee Redistricting.

- I. Represent El Camino College in the Community.
 - 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.

- II. Participate in the operation of the College at Board Meetings.
 - a. Speak freely and opening on policy issues.
 - b. Solicit opinions of fellow Board members.
 - c. Present ideas during discussion section of Board Meetings.
 - d. Fill Board Vacancy in Trustee Area 1.

- 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.
 - d. Mentor new Trustee.

- IV. Promote 2010 Facilities Master Plan.
 - a. Monitor and approve Measure E Fiscal updates.
 - b. Implement construction program.
 - c. Review construction program activities.

- V. Review Fiscal Oversight.
 - a. Monitor 2010-2011 Budget.
 - b. Study, review and approve the 2011-2012 Budget.
 - c. Study, review and approve the 2009-2010 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. Receive and participate in discussion of the Community College Survey of Student Engagement.
- c. Receive and participate in discussion of the Community College Survey of Faculty Engagement.
- d. Review Student Learning Outcomes update.

VII. Support Student Accessibility.

- a. Actively support El Camino College Foundation activities.
- b. Establish and fund Osher Scholarships.
- c. Develop community involvement in the Foundation.

VIII. Support Redistricting Action Plan

- a. Appoint a Boundary Review Committee
- b. Select a Mapping firm
- c. Hold Public Hearings on proposed Trustee Areas
- d. Adopt new Trustee Areas
- e. Submit new Trustee Areas to LA County Recorder's Office

C. Absence of a Board Member

It is recommended that the Board excuse Trustee O'Donnell from the January 18, 2011 Board Meeting with no loss of salary due to personal necessity.

D. Travel

It is recommended that the Board approve the attendance of Trustee Ray Gen at the Community College League of California Advisory Committee on Legislation in Sacramento, California on April 1, 2011, with transportation and necessary expenses paid.

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

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A. Student Learning Outcomes – Information51

A. STUDENT LEARNING OUTCOMES – INFORMATION

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

During spring flex activities, the faculty at the Compton Center worked on three key components of accreditation: student learning outcomes (SLO), program review and planning. The first step was to assess where faculty felt Compton was based on the rubrics provided by the Commission. The rubrics are divided into 4 stages:

1. Awareness
Preliminary work, recognition of importance of the tasks, pilot projects have begun.
2. Developmental
Dialog occurs, there is leadership and resource support, important frameworks have been developed.
3. Proficient
Processes implemented & used regularly, some results were used to make improvements, processes evaluated.
4. Sustainable Continuous Quality Improvement
Process is ongoing, well-integrated into institution, have used results to inform and improve all relevant college processes.

On all three measures, the majority of faculty assessed the Compton Center at the developmental level. In order to be eligible for accreditation, the Center must be at the proficient level in student learning outcomes and at the sustainable level for program review and planning. Examining our current status on student learning outcomes shows that there is a lot of work to be done.

Division	Number of Courses in the Area	Number of Courses w/SLO statements	Number of Courses w/out SLO	Percent courses with SLO statement	Assessment Completed	Percent courses assessed
Total	403	394	9	98%	69	17%
Humanities	63	61	2	97%	15	24%
Career & Technical Ed.	147	142	5	97%	6	4%
Math/Science	45	45	0	100%	21	47%
Social Science/ Fine Arts	103	103	0	100%	25	24%
Health & Human Services	45	43	2	96%	2	4%

For student learning outcomes, to ensure that the Center is at the proficient level by fall 2012, the faculty devoted a day to developing an action plan to achieve this goal.

<i>Semester</i>	<i># assessments planned</i>	<i>% of courses</i>	<i>Cumulative %</i>
Completed to date	69	17%	17%
Fall 2010	19	5%	22%
Spring 2011	99	25%	47%
Summer 2011	4	1%	48%
Fall 2011	36	9%	57%
Winter 2012	2	0%	57%
Spring 2012	24	6%	63%
Fall 2012	9	2%	65%
To be calendared	145	35%	

The faculty has developed a very ambitious plan for this semester. The 99 courses selected for this semester span the curriculum and will provide a strong indication of what our students are learning. If we accomplish all the assessments we will make significant progress toward proficiency by fall 2012. In addition the results of the assessments will feed into program reviews and planning strengthening our position in those key areas.

Non-Consent Agenda

A. Interfund Transfer (Resolution) and Payment Authorization.....Page 54

A. INTERFUND TRANSFER (RESOLUTION) AND PAYMENT AUTHORIZATION

It is recommended that the Board of Trustees approve a resolution for the following Interfund transfer for FY 2010-11.

INTERFUND TRANSFER

From: General Fund-Unrestricted (11) Reserve for Contingency

To: Property & Liability Fund (62) Other Operating Expenses

Amount: \$70,560.47

The Board also authorizes the use of these funds for payment for a liability claim settlement.