

Board of Trustees El Camino Community College District



Mr. William Beverly
President
Trustee Area Three

Mr. Kenneth A. Brown
Vice President
Trustee Area One

Dr. Ray Gen
Secretary
Trustee Area Four

Mrs. Mary E. Combs
Member
Trustee Area Two

Miss Maureen O'Donnell
Member
Trustee Area Five

Ms. Jasmine Hormati
Student Member

Dr. Thomas M. Fallo
Superintendent,
El Camino Community College District
President,
El Camino College

El Camino College
16007 Crenshaw Boulevard
Torrance, California 90506-0001
Telephone: (310) 532-3670
www.elcamino.edu

Agenda, Monday, March 18, 2013
Board Room
4 p.m.

- I. Roll Call, Pledge of Allegiance to the Flag
- II. Approval of Minutes of the Regular Board Meeting of February 19, 2013, Pages 5-7
- III. Presentation
 - A. ~~Accreditation~~ Student Achievement Data
- IV. Public Hearing – Negotiations Between the Federation of Teachers, Local 1388, AFT, AFL-CIO and El Camino Community College District for 2013-2014 Reopener Negotiations (Federation Proposal)
- V. Public Comment on Consent Agenda
- VI. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption
 1. Academic Affairs
See Academic Affairs Agenda, Pages 8-32
 2. Student and Community Advancement
See Student Services Agenda, Pages 33-39
 3. Administrative Services
See Administrative Services Agenda, Pages 40-48
 4. *See Measure "E" Bond Fund Agenda, Pages 49-56*
 5. Human Resources
See Human Resources Agenda, Pages 57-65
 6. Superintendent/President
See Superintendent/President Agenda, Pages 66-75

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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. Conference with Legal Counsel-Exiting Litigation, Brown Act Section 54954.5c
 - 1. Case LACE 5747E

Board of Trustees Meeting Schedule for 2013

4:00 p.m. Board Room

Monday, April 15, 2013
Monday, May 20, 2013
Monday, June 17, 2013
Monday, July 15, 2013
Monday, August 19, 2013
Tuesday, September 3, 2013
Monday, October 21, 2013
Monday, November 18, 2013
Monday, December 16, 2013

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

EL CAMINO COLLEGE
BOARD PRESENTATIONS AND REPORTS 2012-2013

<i>Month</i>	<i>Presentation</i>	<i>Report</i>
January	Foundation Ethics	Annual Financial Audit
February	Student Learning Outcomes	Full Time Equivalent Student (FTES) – Both Locations
March	Student Success	Quarterly Fiscal Status
April	Citizens Oversight Committee	Measure E-Bond Annual Report
May	Accountability Reporting for Calif. Community Colleges (ARCC)	Quarterly Fiscal Status
June	Title V grants (Graduation Initiative, STEM)	Tentative Budget Planning & Budget Calendar

January 11, 2013

A

EL CAMINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING OF
Tuesday, February 19, 2013

The Board of Trustees of the El Camino Community College District met at 4:30 p.m. on Tuesday, February 19, 2013, in the Board Room at El Camino College.

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

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

Minutes of the Special Board Meeting of January 16, 2013 and the Regular Board Meeting of January 22, 2013

The Minutes of the Special Board Meeting of January 16, 2013 and the Regular Board Meeting of January 22, 2013 were approved as amended.

Presentations

Dr. Francisco Arce presented Student Learning Outcomes information.

Child Development Center

It was moved by Trustee Combs, seconded by Trustee O'Donnell, to reject the recommendation to close the Child Development Center effective June 30, 2013. Trustees Brown, Combs, Gen and O'Donnell voted yes. Trustee Beverly voted no. Student Member Hormati recorded a yes advisory vote. Motion carried.

Non-Consent Agenda

Resolution (# 2-19-13) Regarding Layoff of Child Development Center Employees Due to Lack of Work or Lack of Funds was withdrawn and no substitutions were made.

Annual Organizational Meeting

Los Angeles County School Trustees Association

It was moved by Trustee O'Donnell, seconded by Trustee Brown, that Trustee Brown be appointed as the representative to the Los Angeles County School

Trustees Association for 2013-2013. Student Member recorded a yes advisory vote. Motion carried.

El Camino Community College District Foundation

It was moved by Trustee Combs, seconded by Trustee Brown, that Trustee Gen be appointed to serve on the El Camino Community College District Foundation. Student Member recorded a yes advisory vote. Motion carried.

Trustee Brown left the meeting at 6:33 p.m.

Consent Agenda

It was moved by Student Member Hormati, seconded by Trustee Combs, that the Board adopt the items presented on the agenda in the following areas.

Academic Affairs

Center for the Arts Presentations – 2011-2012 and 2012-2013 Seasons
Proposed Curriculum Changes Effective 2013-2014 Academic Year
Sabbatical Leave of Absence – 2013-2014

Student and Community Advancement

Forensics Team Tournament
Destruction of Records
Grants
Expulsion – 2012/2013 - #1

Administrative Services

Contracts Under \$83,400
Amendment
Destruction of Records – Information Technology Services
Purchase Orders and Blanket Purchase Orders

Measure E 2002 Bond Fund

Category Budgets and Balances
Contract – LCC3 Construction Services, Inc. – DSA Project Certification Services
Contract – Sandy Pringle Associates – Restroom Access Compliance – Phase 2
Funding Extension – Lend Lease, Inc. – Program Management
Change Order-Jenn/Matt, Inc.- Secondary Server Room Project
Change Order-Byrom-Davey, Inc.- Athletic Education & Fitness – Phase 1
Contract Amendment-Sandy Pringle Associates-Bookstore/Cafeteria Buyback Project
Contract Amendment-Flewelling & Moody-Bookstore/Cafeteria Buyback Project
Contract Amendment-Sandy Pringle Associates-Practice Field Project

Contract Amendment-School Construction Compliance, LLC-Math Business Allied

Health Project

Contract Amendment-Flewelling & Moody-Restroom Access Compliance-Phase 2 Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

Notice and Scheduling of Hearing: Hearing Regarding Negotiations

Between the Federation of Teachers, Local 1388, AFT, AFL~CIO and

El Camino Community College District for 2013-2014 Reopener

Negotiations as Requested by the Federation of Teachers

President/Board of Trustees

Travel

Agreement Between the El Camino Community College District and The Compton

Community College District – First Reading

Student Member recorded a yes advisory vote. Motion carried.

Public Comment

Sean Donnell, Chris Gold, Toni Newman, Nathan Leon, Dillan Horton, Luukia Smith, Alejandro Ventura, Judy Salmon, and Janet Young addressed the Child Development Center closure proposal.

Closed Session

Regular Meeting adjourned to a Closed Session at 6:57 p.m. which ended at 7:30 p.m.

Ray Gen, Secretary of the Board

Thomas M. Fallo, Secretary to the Board

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

	<u>Page No.</u>
A. Information Item – Student Learning Outcomes Report.....	2
B. Center for the Arts Presentations – 2011-2012 Season.....	12
C. Proposed Curriculum Changes Effective 2013-2014 Academic Year.....	13

A. INFORMATION ITEM – STUDENT LEARNING OUTCOMES REPORT

As requested, below is a report on the status of student learning outcomes assessment by division and course. It appears we are in better shape than reported last October with regard to assessment of courses. The report was prepared by the Student Learning Outcomes Coordinators and edited by the Vice President of Academic Affairs. First it was found that more courses were assessed than reported to the Accrediting Commission in October 2012 due to a malfunction in the Curricunet database. We are working with Governet, the software company, to correct the problem. The database underreported the number of assessments completed because some of the reports were “lost” in the database. In 2011 the College began entering the course SLOs and assessments into the Curricunet database. It was recently discovered that the SLO assessments entered covering the period 2006 to 2011 were not properly saved by the database. Some of these assessments were delinked from the course resulting in a lower completion rate than actually existed. The difference is sizable. The actual assessment completion rate is 76 percent rather than the 55 percent reported by the database.

This under reporting and the missing alignments of courses to programs resulted in the 2012 visiting team observation that the college substantially met the proficiency requirement for student learning outcomes.

The SLO Coordinators conducted an audit of the actual number of completed course assessments to ascertain the correct number. This included the following steps:

1. A list of courses for each program by division showing missing assessments was developed.
2. Faculty and deans verified the missing course assessments (pre Curricunet entries). If a course had a previous assessment that was not showing in the report an electronic or paper copy of the missing report was collected.
3. Courses not taught in three years were recommended for inactivation to reduce the number of courses to be assessed. So far 25 courses are scheduled for inactivation.
4. The information was used to complete the tables below that show courses by discipline and division, previous assessment status, scheduled assessment in spring 2013 or fall 2013 and courses that will be inactivated.
5. The bulk of assessment will be conducted during spring 2013.
6. Deans and SLO Facilitators (trained faculty) are working with the faculty to complete assessments before the end of the spring semester. A smaller number of courses will be assessed in the fall.

Campus-wide Information	
Number of courses being inactivated	25
Total number of active courses scheduled	1042
Total courses assessed	793
Percent of courses assessed	76%

Completed Assessments by Division			
Behavioral and Social Sciences	79%	Humanities	92%
Business	88%	Industry and Technology	55%
Fine Arts	74%	Mathematical Sciences	92%
Health Sciences and Athletics	78%	Natural Sciences	93 %

**Behavioral and Social Sciences
Current and Projected SLO Assessments**

Department	Courses	Previously Assessed	To Be Assessed Spring 2013	To be Assessed Fall 2013
American Studies	1	0	1	
Anthropology	13	11	2	0
American Studies	1	0	1	0
Child Development	26	24	2	0
Economics	3	2	1	0
Education	2	2	0	0
Ethnic Studies	2	0	2	0
History	26	15	7	4
Human Development	5	5	0	0
Philosophy	10	7	2	1
Political Science	8	8	0	0
Psychology	13	11	2	0
Sociology	8	8	0	0
Total Courses	118	93 (79%)	20 (17%)	5 (4%)
		79%	96%	100%

Being Assessed Spring 2013	Assessed Fall 2013	To be Inactivated
1. ASTU 7	1. HIST 105	1. Global Studies 1
2. ANTH 6	2. HIST 114	2. Psychology 1
3. ANTHRO 9	3. HIST 129	3. Political Science 8
4. CDEV 114	4. HIST 162	
5. CDEV 130	5. HIST 175	
6. ECON 1		
7. ECON 5		
8. ESTU 1		
9. ESTU 3		
10. HIST 106		
11. HIST 110		
12. HIST 111		
13. HIST 141		
14. HIST 152		
15. HIST 163		
16. HIST 176		
17. PHIL 3		
18. PHIL 12		
19. PSYC 9b		
20. PSYC 15		

Business
Current and Projected SLO Assessments

Department	Courses	Previously Assessed	To Be Assessed Spring 2013	To be Assessed Fall 2013
Business	36	32	4	
CIS	20	19	1	
Law	13	10	3	
Real Estate	13	12	1	
Supervision	1	0	1	
Total Courses	83	73 (88%)	10 (12%)	
		88%	100%	

Being Assessed Spring 2013	Assessed Fall 2013	To be Inactivated
1. BUS 4		
2. BUS 19		
3. BUS 60B		
4. BUS 60C		
5. CIS 16		
6. LAW 5		
7. LAW 15		
8. LAW 16		
9. REAL 26		

**Fine Arts
Current and Projected SLO Assessments**

Department	Courses	Previously Assessed	To Be Assessed Spring 2013	To be Assessed Fall 2013
Art	58	30	27	1
Communication Studies	15	12	3	
Dance	35	26	9	
Film	15	13	2	
Music	70	64	6	
Photography	13	9	3	1
Theater	24	19	5	
	230	171	57 (25%)	2 (1%)
		74%	99%	100%

Being Assessed Spring 2013 (57)		Assessed Fall 2013	To be Inactivated
ART 109	COMS 4	1. Art 11	ART 63abcd
ART 11	COMS 22	2. Photo 57 (Summer)	
ART 141	COMS 23		
ART 142	DANC 5		
ART 143	DANC 10		
ART 145	DANC 16		
ART 19	DANC 17		
ART 20	DANC 25		
ART 22	DANC 51		
ART 23	DANC 83		
ART 24	DANC 87		
ART 25	DANC 89		
ART 29	FILM 20		
ART 34	FILM 20		
ART 38	MUSI 13		
ART 39	MUSI 16		
ART 40	MUSI 20		
ART 41	MUSI 19		
ART 42	MUSI 41		
ART 43	MUSI 51		
ART 52	PHOTO 4		
ART 61	PHOTO 54		
ART 62	PHOTO 150		
ART 63	THEA 8		
ART 75	THEA 84		
ART 83	THEA 88		
ART 87	THEA 15		
ART 88			

**Health Sciences and Athletics
Current and Projected SLO Assessments**

Department	Courses	Previously Assessed	To Be Assessed Spring 2013	To be Assessed Fall 2013
Adaptive PE	6	6	0	0
First Aid	1	0	1	0
MEDT	1	0	1	0
Nursing	23	14	9	0
PE (Kinesiology Athletics, Fitness/Wellness, Theory)	88	79	9	0
Radiologic Technology	19	10	9	0
Recreation	3	3	0	0
Respiratory Care	20	10	10	
Sign Language/IT	15	15	0	0
Special Resource Center	14	12	2	0
Total Course	190	149/78%	41 (22 %)	
		78%	100%	

Being Assessed Spring 2013		Assessed Fall 2013	To be Inactivated
EDEV 21	RTEC 218	EDEV 9ab	
EDEV 36ab	RTEC 255		
FAID 1	RTEC 104		
MEDT 1	RTEC 106		
PE 290	RTEC 107		
PE 101abcd	RTEC 109		
PE 11abcd	RTEC 216		
PE 115abcd	RTEC 218		
PE 125abc	RTEC 220		
PE 16abc	RTEC		
PE 45abc	RTEC		
PE 61abc			
PE 80abc			
NURS 48			
NURS 118			
NURS 149			
NURS 152			
NURS 154			
NUSR 155			
NURS 156			
NURS 253			
NURS 254			

14

**Humanities
Current and Projected SLO Assessments**

Department	Courses	Previously Assessed	To Be Assessed Spring 2013	To be Assessed Fall 2013
Academic Strategies	12	12	0	
English	36	34	2	
ESL	13	13	0	
Foreign Languages	30	25	5	
Journalism	9	8	1	
Total Course	100	92/ 92%	8/6%	
		92%	100%	

Being Assessed Spring 2013	Assessed Fall 2013	To be Inactivated
1. ITAL 24		ENG AX
2. FREN 3		
3. FREN		
4. GERM 2		
5. JAPA 25		
6. JOUR 9abcd		
7. ENGL 50RR		
8. ENGL 50WW		

**Industry and Technology
Current and Projected SLO Assessments**

Department	Courses	Previously Assessed	To Be Assessed Spring 2013	To be Assessed Fall 2013
Administration of Justice	20	15	3	2
Air Cond and Refrigeration	11	0	11	
Architecture	13	2	9	2
Auto Collision/Repair	13	10	2	1 (SP 14)
Automotive Technology	20	10	0	10
CADD	9	5	2	2
Construction Technology	13	4	2	7
Cosmetology	12	12	0	0
ECHT	11	4	3	4
ETEC	15	3	12	0
Fashion	19	15	3	1
Fire & Emerg Tech	33	26	7	0
MTT	13	3	7	3
MTEC	4	1	2	1 Offered 4 th sem
Nutrition and Foods	2	1	1	0
Welding	6	5	1	0
Total Courses	214	116 (55%)	65 (30%)	33 (15%)
		55%	85%	100%

(See next page for courses to be assessed.)

Industry and Technology Continued

Being Assessed Spring 2013 (65)		Assessed Fall 2013 (Not offered in Spring - 33)		To be Inactivated (18)
AJ 111	Air Conditioning/Ref (11)	AJ 106	ATEC 45	AJ 48
AJ 134		AJ 133	ATEC 81 (Summer)	AJ 49
AJ 190		AJ 60 (Off campus)	CADD 32	AJ 155
ARCH 104		AJ 133	CADD 43	ACRP 3A
ARCH 170		ARCH 158	ETEC 10	ECHT 62
ARCH 171		ARCH 121abcd	ETEC 18	ECHT 64
ARCH 172		CTEC 121	ECHT 122	ECHT 68
ARCH 120abcd		CTEC 122	ECHT 124	FASH 14
ARCH 125abcd		CTEC 131	ECHT 144	FASH 23
ARCH 150B		CTEC 132	ECHT 140AB	FASH 24abcd
ARCH 180abcd		CTEC 150	FASH 36	CTEC 105
ARCH 199abcd		CTEC 160	MTT 10B	CTEC 108abcd
ACRP 22		CTEC 172	MTT 10K	CTEC 109abcd
ACRP 2B		ATEC 14	MTT 16ab	MTEC 2
CTEC 141		ATEC 21		TMAT 1
CTEC 142		ATEC 23		MTT 11abcd
CADD 28		ATEC 24		MTT 48abcd
CADD 37		ATEC 26		WELD 27abcd
ETEC 14		ATEC 33		CTEC 105
ETEC 16		ATEC 34		
ECHT 120		ATEC 35		
ECHT 146AB				
ECHT 142				
FASH 11ab				
FASH 17ab				
FASH 29ab				
MTT 103abcd				
MTT 105abcd				
MTT 107abcd				
MTT 10A				
MTT 10B				
MTT 10J				
MTT 40				
WELD 28ab				
ETEC				

**Mathematical Sciences
Current and Projected SLO Assessments**

Department	Courses	Previously Assessed	To Be Assessed Spring 2013	To be Assessed Fall 2013
Computer Sciences	5	4	1	
Developmental Math	13	11	2	
Math for Eng, Sci. & Math	7	7	0	
Pre-Engineering	2	2	0	
Math for G.E. and Non-Science	6	6	0	
Math for Teachers	4	4	0	
Total Courses	37	34(92%)	3 (8%)	
		92%	100%	

Being Assessed Spring 2013	Assessed Fall 2013	To be Inactivated
CSCI 12		CSCI 4
Math 50C		
Math 50D		

**Natural Sciences
Current and Projected SLO Assessments**

Department	Courses	Previously Assessed	To Be Assessed Spring 2013	To be Assessed Fall 2013
Astronomy	4	3	1	
Biology	12	11	1	
Chemistry	8	8	0	
Earth Sciences	20	20	0	
Environmental Horticulture	9	6	3	
Health Science	6	6	0	
Physics	11	11	0	
Total Courses	70	65 (93%)	5 (7%)	
		93%	100%	

Being Assessed Spring 2013	Assessed Fall 2013	To be Inactivated
1. BIOL 103		1. BIOL 104
2. ASTR 13abc		2. BTEC 1
3. HORT 41		3. BTEC 2
4. HORT 42		4. HSCI 11
5. HORT 44		5. PHYS 13

B. CENTER FOR THE ARTS PRESENTATIONS – 2012-2013

It is recommended that the Board approve the presentation revision below for Center for the Arts for the 2012-2013 season. Cost of the presentation is negotiated between the artist and his/her management representative and the District.

2012-2013 Performances

<u>Change of Artist and Payee Name</u>	<u>Date</u>	<u>Amount</u>
--	-------------	---------------

- | | | |
|------------------------------|----------------|---------|
| 1. <i>Saguaro Piano Trio</i> | March 30, 2013 | \$2,500 |
| Payable to: Scarbo Inc. | | |

Saguaro Piano Trio will be replacing the Thornton String Quartet from USC due to Academic Affairs – March 18, 2013

12

one of the quartet members performing in an international competition and thus not being available to perform; new tax forms show new payee name. Previously board approved on June 18, 2012 for *Thornton School Quartet from USC* (name change of artist on February 19, 2013).

C. PROPOSED CURRICULUM CHANGES EFFECTIVE 2013-2014 ACADEMIC YEAR

Effective Fall 2013, changes in Title 5 regulations will not permit courses to be repeated by students unless they earn a substandard grade. Most of the courses that allow an abcd repetition will no longer be permissible. This change required the Fine Arts, Industry & Technology, Health Sciences & Athletics divisions to revise hundreds of courses to eliminate the abcd course repetition. In the next several months, it will be recommended that the Board approve a number of new courses in these divisions to address the effect of the limitation on course repetition. This is particularly the case where students formally repeated a course up to four times in order to master the skills taught in a course/program. In some areas of the curriculum programs will need to create new courses to teach the required skills. In today's agenda, it is recommended that the Board adopt four new courses in Automotive Collision Repair/Painting and ten new courses in Construction Technology to address the need to teach students the necessary skills required by the programs. In both areas in order for students to achieve the necessary skills to be competitive at a journey level, they must complete the courses recommended for adoption.

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

BUSINESS

NEW COURSE

1. Computer Information Systems 136 – Building Mobile Apps
Units: 3.0 Lecture: 2.0 Hours Lab: 3.0 Faculty Load: 28.33%
Prerequisite: Computer Information Systems 133 with a minimum grade of C or equivalent experience
Grading Method: Letter
Credit Status: Associate Degree Credit
CSU Transfer

In this course, the student will design, develop, test, debug and launch mobile applications (apps) using open source web standards, or standards that are adaptable to various development frameworks such as Android, iOS, and Windows. Topics include design principles, application structure, graphics, user interfaces, animation, and data storage. Native frameworks or cross-platform mobile portability tools to bridge frameworks and access native features of the mobile device including geolocation, accelerometer, notifications, and services will be covered.

INDUSTRY AND TECHNOLOGY

There are four new courses in Automotive Collision Repair/Painting (ACRP 4A, ACRP 4B, ACRP 5A, and ACRP 5B) that will replace two courses in the curriculum, Automotive Collision Repair/Painting 4abcd and 5abcd. The new courses will continue to serve students in the evening program. The program offers an A.S. degree in Automotive Collision Repair/Painting and two certificates of achievement.

The Construction Technology department restructured the course offerings in cabinet making and woodworking. As a result, Construction Technology 107abcd, 108abcd and 109abcd will be inactivated. The curriculum is based on an apprenticeship format in which students encounter many facets of the trade in these courses. New courses were developed to strengthen the curriculum by articulating specific terms and methods that should be mastered by the journey level tradesperson.

Construction Technology 107abcd will be replaced with CTEC 200, CTEC 201, CTEC 202, and CTEC 203. Construction Technology 108abcd will be replaced with CTEC 210, CTEC 211, CTEC 212, and CTEC 213. Construction Technology 109abcd will be replaced with CTEC 220 and CTEC 221. The course load offered each term will be the same in the new program as in the current offerings. The department will rotate course offerings each term while providing students with enough options to complete the degree and certificate requirements.

1. Automotive Collision Repair/Painting 4A – Beginning Automotive Collision Repair I
Units: 4.0 Lecture: 2.0 Hours Lab: 7.0 Faculty Load: 48.33%
Grading Method: Letter

Credit Status: Associate Degree Credit
CSU Transfer

This course provides instruction in basic safety, tool identification and use, vehicle construction and parts nomenclature, small dent repair, plastics scratch and dent repair, mixing and application of primer, and estimating.

2. Automotive Collision Repair/Painting 4B – Beginning Automotive Collision Repair II

Units: 4.0 Lecture: 2.0 Hours Lab: 7.0 Faculty Load: 48.33%

Grading Method: Letter

Credit Status: Associate Degree Credit

CSU Transfer

This course provides instruction in automotive metal inert gas (MIG) and squeeze-type resistance spot (STRSW) welding and safety, automotive metals, metal finishing, large dent repair, corrosion protection, and vehicle disassembly and reassembly.

3. Automotive Collision Repair/Painting 5A – Beginning Automotive Painting I

Units: 4.0 Lecture: 2.0 Hours Lab: 7.0 Faculty Load: 48.33%

Grading Method: Letter

Credit Status: Associate Degree Credit

CSU Transfer

This course provides instruction in personal safety, environmental laws, introduction to surface preparation, mixing ratios, spray booth use, spray gun adjustment, use and cleaning, priming and painting vehicle parts and panels, and color sanding and buffing.

4. Automotive Collision Repair/Painting 5B – Beginning Automotive Painting II

Units: 4.0 Lecture: 2.0 Hours Lab: 7.0 Faculty Load: 48.33%

Grading Method: Letter

Credit Status: Associate Degree Credit

CSU Transfer

This course provides instruction in vehicle disassembly for refinishing, surface preparation of unpainted surfaces, specialty undercoats and corrosion protection, plastics refinishing, and painting parts and complete cars.

5. Construction Technology 200 – General Cabinet Making
Units: 2.0 Lecture: 1.0 Hours Lab: 3.0 Faculty Load: 21.67%
Grading Method: Letter
Credit Status: Associate Degree Credit
CSU Transfer

This course is one in a series of courses designed for students to develop a solid background in the fundamentals of woodworking technology. Students will learn to operate stationary woodworking equipment, hand held power tools and sanding equipment safely. Topics include lumber characteristics, gluing and clamping techniques, filing and chiseling, and fasteners. Students will fabricate free standing woodworking projects.

Note: Four years of journey-level experience is required to be eligible to take the California State Contractor's License for C-6 Cabinet, Millwork and Finish Carpentry examination. Credit toward the four-year requirement is given for construction technology courses.

6. Construction Technology 201 – Upper Residential Cabinets
Units: 2.0 Lecture: 1.0 Hours Lab: 3.0 Faculty Load: 21.67%
Grading Method: Letter
Credit Status: Associate Degree Credit
CSU Transfer

This course is one in a series of courses designed for students to develop a solid background in the fundamentals of woodworking technology. Topics covered include properties of wood and wood products, and the fabrication and installation of upper residential cabinets. Students will learn construction techniques and the multiple support systems used to attach wall or ceiling mounted cabinets.

Note: Four years of journey-level experience is required to be eligible to take the California State Contractor's License for C-6 Cabinet, Millwork and Finish Carpentry examination. Credit toward the four-year requirement is given for construction technology courses.

7. Construction Technology 202 – Base Residential Cabinets
Units: 2.0 Lecture: 1.0 Hours Lab: 3.0 Faculty Load: 21.67%
Grading Method: Letter
Credit Status: Associate Degree Credit
CSU Transfer

This course is one in a series of courses designed for students to develop a solid background in the fundamentals of woodworking technology. Topics covered include, properties of wood and wood products, and the fabrication and installation of base residential cabinets. Student will learn correct construction techniques for load bearing cabinets, appropriate use of toe kicks, and use of sub tops for multiple types of counter top materials.

Note: Four years of journey-level experience is required to be eligible to take the California State Contractor's License for C-6 Cabinet, Millwork and Finish Carpentry examination. Credit toward the four-year requirement is given for construction technology courses.

8. Construction Technology 203 – Dedicated Use Cabinets

Units: 2.0 Lecture: 1.0 Hours Lab: 3.0 Faculty Load: 21.67%

Grading Method: Letter

Credit Status: Associate Degree Credit

CSU Transfer

This course is one in a series of courses designed for students to develop a solid background in the fundamentals of woodworking technology. Topics covered include, properties of wood products, and fabrication and installation of residential dedicated use cabinets. Student will learn correct construction techniques for specialty cabinets such as built in oven, appliance garage, pantry, and wine storage.

Note: Four years of journey-level experience is required to be eligible to take the California State Contractor's License for C-6 Cabinet, Millwork and Finish Carpentry examination. Credit toward the four-year requirement is given for construction technology courses.

9. Construction Technology 210 – Furniture Making Laboratory - Interpreting Commercial Plans

Units: 1.5 Lecture: 0 Hours Lab: 4.5 Faculty Load: 22.50%

Prerequisite: Construction Technology 200 or Construction Technology 201 or Construction Technology 202 or Construction Technology 203 with a minimum grade of C or concurrent enrollment

Grading Method: Letter

Credit Status: Associate Degree Credit

CSU Transfer

This course is one in a series of courses that will give students the opportunity to develop problem solving advanced skills in the design and fabrication of furniture

with an emphasis on interpreting commercial plans. Students will learn how to read and understand furniture construction plans. Topics will include the meaning of symbols and calculations, reading dimensions, and verifying accuracy of stacked dimensions in relationship to the overall dimension. Students will produce a furniture piece without any deviation from the original plans.

Note: Four years of journey-level experience is required to be eligible to take the California State Contractor's License for C-6 Cabinet, Millwork and Finish Carpentry examination. Credit toward the four-year requirement is given for construction technology courses.

10. Construction Technology 211 – Furniture Making Laboratory - Plan Modifications
Units: 1.5 Lecture: 0 Hours Lab: 4.5 Faculty Load: 22.50%
Prerequisite: Construction Technology 200 or Construction Technology 201 or Construction Technology 202 or Construction Technology 203 with a minimum grade of C or concurrent enrollment
Grading Method: Letter
Credit Status: Associate Degree Credit
CSU Transfer

This course is one in a series of courses that will give students the opportunity to develop advanced problem solving skills in the design and fabrication of furniture with an emphasis on plan modification. Students will learn how to modify an existing plan. Topics will include using Golden Mean for proper proportion, ergonomics, joinery and construction techniques to achieve a finished piece to the student's specific needs.

Note: Four years of journey-level experience is required to be eligible to take the California State Contractor's License for C-6 Cabinet, Millwork and Finish Carpentry examination. Credit toward the four-year requirement is given for construction technology courses.

11. Construction Technology 212 – Furniture Making Laboratory - Developing Original Plans
Units: 1.5 Lecture: 0 Hours Lab: 4.5 Faculty Load: 22.50%

Prerequisite: Construction Technology 200 or Construction Technology 201 or Construction Technology 202 or Construction Technology 203 with a minimum grade of C or concurrent enrollment
Grading Method: Letter
Credit Status: Associate Degree Credit
CSU Transfer

This course is one in a series of courses that will give students the opportunity to develop problem solving advanced skills in the design and fabrication of furniture with an emphasis on developing original detailed plans. Students will create, draw and construct their own furniture design. Topics will require creating Bill of Materials, plan of procedure and wood and fastener selection.

Note: Four years of journey-level experience is required to be eligible to take the California State Contractor's License for C-6 Cabinet, Millwork and Finish Carpentry examination. Credit toward the four-year requirement is given for construction technology courses.

12. Construction Technology 213 – Furniture Making Laboratory - Building without Plans

Units: 1.5 Lecture: 0 Hours Lab: 4.5 Faculty Load: 22.50%

Prerequisite: Construction Technology 200 or Construction Technology 201 or

Construction Technology 202 or Construction Technology 203 with a minimum grade of C or concurrent enrollment

Grading Method: Letter

Credit Status: Associate Degree Credit

CSU Transfer

This course is one in a series of courses structured as a problem-solving approach to furniture making with an emphasis building without plans. Abandoning formal detailed plans, students will use thumbnail sketching techniques to create a furniture design. Thumbnail sketches will be used to create a full size drawing detailing joinery and using coloring techniques to emphasize wood contrasts. Taking measurements directly from full size drawings and referencing joinery details, students will fabricate a furniture piece.

Note: Four years of journey-level experience is required to be eligible to take the California State Contractor's License for C-6 Cabinet, Millwork and Finish Carpentry examination. Credit toward the four-year requirement is given for construction technology courses.

13. Construction Technology 220 – Hinging Systems and Doors

Units: 2.5 Lecture: 1.5 Hours Lab: 3.0 Faculty Load: 25.00%

Prerequisite: Construction Technology 200 or Construction Technology 201 or Construction Technology 202 or Construction Technology 203 with a minimum grade of C or concurrent enrollment

Grading Method: Letter

Credit Status: Associate Degree Credit
 CSU Transfer

This course is the study of the principles and operation of hinge mortising and insertion machine (eco-press). Topics include working with hinges, hinging plates, appropriate door construction and installation.

Note: Four years of journey-level experience is required to be eligible to take the California State Contractor's License for C-6 Cabinet, Millwork and Finish Carpentry examination. Credit toward the four-year requirement is given for construction technology courses.

14. Construction Technology 221 -- Drawer Systems

Units: 2.5 Lecture: 1.5 Hours Lab: 3.0 Faculty Load: 25.00%

Prerequisite: Construction Technology 200 or Construction Technology 201 or Construction Technology 202 or Construction Technology 203 with a minimum grade of C or concurrent enrollment

Grading Method: Letter

Credit Status: Associate Degree Credit

CSU Transfer

This course is the study of dimensioning and fabrication of drawer boxes, use and installation of slide systems, and commercial jigs and installation tools.

Note: Four years of journey-level experience is required to be eligible to take the California State Contractor's License for C-6 Cabinet, Millwork and Finish Carpentry examination. Credit toward the four-year requirement is given for construction technology courses.

CHANGE IN MAJOR; COURSE REQUIREMENTS

1. Construction Technology A.S. Degree Option

Current Status/Proposed Changes

Major Requirements		Units
CTEC 100	Building Fundamentals	4
CTEC 110	Additions and Remodeling	4
CTEC 107abcd	Cabinet and Furniture Making	2
(one semester of Construction Technology 107abcd		
<u>CTEC 172</u>	<u>Residential Electrical Wiring</u>	<u>4</u>
<u>CTEC 180</u>	<u>Residential Plumbing</u>	<u>4</u>
<u>CTEC 200</u>	<u>General Cabinet Making</u>	<u>2</u>

Academic Affairs – March 18, 2013

20

a minimum of 24 units from: complete 16 units from:

ARCH 179	Design or Build Studio	4
CTEC 105	Residential Light Steel Framing	2
CTEC 121	Concrete and Formwork	4
CTEC 122	Rough Framing	4
CTEC 131	Roof Framing	4
CTEC 132	Stair Framing	4
CTEC 141	Interior Subcrafts	4
CTEC 142	Exterior Subcrafts	4
CTEC 150	Contract Estimating	3
CTEC 160	Business and Legal Aspects of Contracting	3
CTEC 172	Residential Electrical Wiring	4
CTEC 180	Residential Plumbing	4
<u>CTEC 201</u>	<u>Upper Residential Cabinets</u>	<u>2</u>
<u>CTEC 202</u>	<u>Base Residential Cabinets</u>	<u>2</u>
<u>CTEC 203</u>	<u>Dedicated Use Cabinets</u>	<u>2</u>

Total Units: 34

Recommended Electives:

ARCH 150A	Architectural Drafting I
BUS 17	Personal Finance
CIS 13	Introduction to Computers
CTEC 95abcd	Cooperative Work Experience Education
TMAT 1	Technical Mathematics for Vocational Students

CHANGE IN MAJOR; COURSE REQUIREMENTS, UNITS

1. Cabinet and Fine Woodworking A.S. Degree Option

Current Status/Proposed Changes

Major Requirements	Units
CTEC 107abcd Cabinet and Furniture Making	2
CTEC 108abcd Advanced Cabinet Making Laboratory	1
CTEC 109abcd Application and Installation of Euro Style Hardware	2.5
<i>(four semesters of CTEC 107abcd, CTEC 108abcd, CTEC 109abcd)</i>	
<u>CTEC 200</u> <u>General Cabinet Making</u>	<u>2</u>
<u>CTEC 201</u> <u>Upper Residential Cabinets</u>	<u>2</u>

<u>CTEC 202</u>	<u>Base Residential Cabinets</u>	<u>2</u>
<u>CTEC 203</u>	<u>Dedicated Use Cabinets</u>	<u>2</u>
<u>CTEC 210</u>	<u>Furniture Making Laboratory - Interpreting Commercial Plans</u>	<u>1.5</u>
<u>CTEC 211</u>	<u>Furniture Making Laboratory - Plan Modifications</u>	<u>1.5</u>
<u>CTEC 212</u>	<u>Furniture Making Laboratory - Developing Original Original Plans</u>	<u>1.5</u>
<u>CTEC 213</u>	<u>Furniture Making Laboratory - Building without Plans</u>	<u>1.5</u>
<u>CTEC 220</u>	<u>Hinging Systems and Doors</u>	<u>2.5</u>
<u>CTEC 221</u>	<u>Drawer Systems</u>	<u>2.5</u>

Total Units: 24-26 19

Recommended Electives: ~~one course from:~~

ARCH 150A	Architectural Drafting I	3
BUS 17	Personal Finance	3
CADD 5	Introduction to Mechanical Drafting	3
CIS 13	Introduction to Computers	3
CTEC 95abcd	ABCD Cooperative Work Experience Education	2 - 4
CTEC 100	Building Fundamentals	4
CTEC 110	Additions and Remodeling	4
MTT-13A	Introduction to Machine Tool Technology	3
TMAT-1	Technical Mathematics for Vocational Students	3

CHANGE IN CERTIFICATE OF ACHIEVEMENT; COURSE REQUIREMENTS, UNITS

1. Construction Technology Certificate of Achievement

Current Status/Proposed Changes

Certificate Requirements		Units
CTEC 100	Building Fundamentals	4
CTEC 110	Additions and Remodeling	4
CTEC 107abcd	Cabinet and Furniture Making	2
(one semester of Construction Technology 107abcd		
<u>CTEC 172</u>	<u>Residential Electrical Wiring</u>	<u>4</u>
<u>CTEC 180</u>	<u>Residential Plumbing</u>	<u>4</u>
<u>CTEC 200</u>	<u>General Cabinet Making</u>	<u>2</u>

a minimum of 24 units from: complete 16 units from:

ARCH 180abcd-179	Design or Build Studio	4
CTEC 105	Residential Light Steel Framing	2
CTEC 121	Concrete and Formwork	4
CTEC 122	Rough Framing	4
CTEC 131	Roof Framing	4
CTEC 132	Stair Framing	4
CTEC 141	Interior Subcrafts	4
CTEC 142	Exterior Subcrafts	4
CTEC 150	Contract Estimating	3
CTEC 160	Business and Legal Aspects of Contracting	3
CTEC 172	Residential Electrical Wiring	4
CTEC 180	Residential Plumbing	4
CTEC 95abcd	Cooperative Work Experience Education	2-4
<u>CTEC 201</u>	<u>Upper Residential Cabinets</u>	<u>2</u>
<u>CTEC 202</u>	<u>Base Residential Cabinets</u>	<u>2</u>
<u>CTEC 203</u>	<u>Dedicated Use Cabinets</u>	<u>2</u>

(maximum four semesters of CTEC 95abcd)-(maximum of four units for CTEC 95abcd)

General Requirements

ENGL A	Writing the College Essay	3
or qualifying score for English 1A on English Placement Test		
TMAT 1	Technical Mathematics for Vocational Students	3

Total Units: 37-40 34

2. Cabinet and Fine Woodworking Certificate of Achievement

Current Status/Proposed Changes

Certificate Requirements		Units
CTEC 107abcd	Cabinet and Furniture Making	2
CTEC 108abcd	Advanced Cabinet Making Laboratory	1
CTEC 109abcd	Application and Installation of Euro Style Hardware	2.5
<i>(four semesters of CTEC 107abcd, CTEC 108abcd, CTEC 109abcd)</i>		

complete one course from the following:

ARCH 150A	Architectural Drafting I	3
BUS 17	Personal Finance	3
CADD 5	Introduction to Mechanical Drafting	3
CIS 13	Introduction to Computers	3
CTEC 95abcd	ABCD Cooperative Work Experience Education	2-4

<u>CTEC 100</u>	<u>Building Fundamentals</u>	<u>4</u>
<u>CTEC 110</u>	<u>Additions and Remodeling</u>	<u>4</u>
<u>MTT 13A</u>	<u>Introduction to Machine Tool Technology</u>	<u>3</u>
<u>TMAT 1</u>	<u>Technical Mathematics for Vocational Students</u>	<u>3</u>
<u>CTEC 200</u>	<u>General Cabinet Making</u>	<u>2</u>
<u>CTEC 201</u>	<u>Upper Residential Cabinets</u>	<u>2</u>
<u>CTEC 202</u>	<u>Base Residential Cabinets</u>	<u>2</u>
<u>CTEC 203</u>	<u>Dedicated Use Cabinets</u>	<u>2</u>
<u>CTEC 210</u>	<u>Furniture Making Laboratory - Interpreting Commercial Plans</u>	<u>1.5</u>
<u>CTEC 211</u>	<u>Furniture Making Laboratory - Plan Modifications</u>	<u>1.5</u>
<u>CTEC 212</u>	<u>Furniture Making Laboratory - Developing Original Plans</u>	<u>1.5</u>
<u>CTEC 213</u>	<u>Furniture Making Laboratory - Building without Plans</u>	<u>1.5</u>
<u>CTEC 220</u>	<u>Hinging Systems and Doors</u>	<u>2.5</u>
<u>CTEC 221</u>	<u>Drawer Systems</u>	<u>2.5</u>

Total Units: 24-26 19

NEW CERTIFICATE OF ACCOMPLISHMENT

1. Environmental Technology

The environmental technology program prepares students for employment in the sustainable technology field. Students gain understanding of the broad range of ecological and social issues driving sustainability, as well as a global awareness of environmentalism. With a foundation in the principles of sustainability, students develop a framework of understanding with specific training in environmental systems, sustainable materials, and technical methodologies. Areas such as distribution and energy management, water resources, and waste management, will be studied. Students completing the program will be positioned for sustainable jobs in architecture, construction and building energy auditing, heating, ventilation and air conditioning, fashion, automotive technology, and related industries. Competencies will be assessed regularly by student performance in the classroom and laboratory.

A Certificate of Accomplishment will be granted upon completion of all program requirements. At least 50% of the courses required for the Certificate of Accomplishment must be completed at El Camino College.

Certificate Requirements		Units
ET 101	Theory and Relevancy of Global Environmental Awareness	3
ET 102	Sustainable Energy and Renewable Building Sciences and Technologies	3
ET 103	Environmental Technology Materials and Methodologies	3
two courses from:		
ACR 20	Solar Energy Applications-Photovoltaics and Solar Thermal	3
ACR 25	Energy Efficient Residential, Commercial and Industrial Air Conditioning	4
ARCH 100	An Orientation to Architecture	1
ET 165	Sustainable and Regenerative Practices in Site and Landscape Development	3
CTEC 100	Building Fundamentals	4
CTEC 110	Additions and Remodeling	4
FASH 20	Textiles	3

Total Units: 12-17

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

Page No.

- A. Journalism Association of Community Colleges Annual Convention..... 1
- B. Out-of-Country Tuition Fee Exemption..... 1
- C. Board Policy 5400 – Associated Students Organizations – First Reading... 2-3
- D. Board Policy 5401 – On Campus Student Organizations – First Reading.... 2-4
- E. Board Policy 5420 – Associated Students Finance – First Reading..... 2-6

A. JOURNALISM ASSOCIATION OF COMMUNITY COLLEGES ANNUAL CONVENTION

It is recommended that the Board of Trustees approve participation of the following students at the Journalism Association of Community Colleges Annual Convention, April 11-14, 2013, in Sacramento, California. Registration and lodging expenses, not to exceed \$5,540 and \$3,000, respectively, will be paid from Auxiliary Services Union Conferences and Miscellaneous Expenses accounts. Various students will be selected to attend from the list provided. Students will pay their own roundtrip airfare as well as part of their hotel rooms.

Advisors: Kate McLaughlin, Lori Medigovich, Anna Mavromati, and Gary Kohatsu

Adrian Agudelo, Bitá Akhavan, William Alvarado, Mary Alvarez, Elizabeth Herrera Aviles, Cynnamon Baker, Lorentious Barry, Brooke Bell, James Bell, Rigo Bonilla, Kyle Borden, Denise Calvillo, Brian Camacho, Jorge Camarillo, Onika Cole, Jose Contreras, Rene Cornejo, Carla Cuadros, Tanisha Dapremont, Karly Daquila, Manuel Escalera, Samantha Escareal-Garcia, Kassandra Espinoza, Howard Ford, Karen Garcia, Paula Geerligs, Amanda Giberman, Juan Lorenzo Gutierrez, Lorenzo Gutierrez, Coree Heard, Eric Hsieh, Claudia Huizar, Christin Jones, Jimmy Juarez, Monique Judge, Emerson Chance Keenan, Erin Logan, Sharlette Maddela, Kayla Maaytah, Jorge Maldonado, Jessica Martinez, Daijanae McCoy, Kyle Mounce, Stephanie Noriega, Betty Norman, Rachel Oatridge, Nikita Okuongha, Briana Perez, Amira Petrus, Philip Prins, Charles Ryder, Thomas Schmit, Matt Simon, Thirapit Siri, Briana Spindola, Joshua Spulecki, Erionnica Sterling, Trayvon Stinnett, Cameron Thompson, Steven Tran, John Trevizo, Viridiana Vaca-Rios, Sofia Vasquez, Diane Vay, Joh'nysha Vercher, Zachary Weber, Jaimie Woods, Jaime Zapata, Javier Zepeda

B. OUT-OF-COUNTRY TUITION FEE EXEMPTION

It is recommended that the Board of Trustees approve exemption of the non-resident tuition fee for Spring 2013 through Spring 2014 at 100% for Ms. Manizheh Hoseini, a student from Iran. Because of the recent sanctions against Iran by the international community, it has become impossible to get money wired from Iran to the United States. The rial/dollar exchange rate has also been severely compromised. This exemption from non-resident tuition in whole is allowed pursuant to California Education Code Section 76140(2).

C. **BOARD POLICY 5400 – ASSOCIATED STUDENTS ORGANIZATION -
First Reading**

It is recommended that the Board of Trustees approve for First Reading Board Policy 5400 – Associated Students Organization as shown on page 3.

D. **BOARD POLICY 5401 – ON CAMPUS STUDENT ORGANIZATIONS –
First Reading**

It is recommended that the Board of Trustees approve for First Reading Board Policy 5401 – On Campus Student Organizations as shown on pages 4-5.

E. **BOARD POLICY 5420 – ASSOCIATED STUDENTS FINANCE –
First Reading**

It is recommended that the Board of Trustees approve for First Reading Boarding Policy 5420 – Associated Students Finance as shown on page 6.

BOARD POLICY 5400**ASSOCIATED STUDENTS ORGANIZATION**

The students of the El Camino Community College District are authorized to organize a student body association. The Board of Trustees hereby recognizes that association as the Associated Students Organization of El Camino College.

The Associated Students Organization is recognized as the official voice for the students in District and College decision-making processes. It may conduct other activities as approved by the Superintendent/President or designee. The Associated Students Organization activities shall not conflict with the authority or responsibility of the Board or its officers or employees.

The Associated Students Organization shall conduct annual elections to elect officers. The Superintendent/President or designee shall assure that the elections are conducted in accordance with by-laws established by the Associated Students Organization and Student Development Office.

Further information regarding ASO by-laws and requirements can be found at http://www.elcamino.edu/studentsservices/activities/aso/docs/aso_bylaws700.pdf

The Associated Students Organization and its entities shall conduct itself in accordance with state laws and regulations and administrative procedures established by the Superintendent/President or designee.

The Associated Students Organization and its entities shall be granted use of the premises of the District subject to such administrative procedures as may be established by the Superintendent/President or designee. Such use shall not be construed as transferring ownership or control of the premises.

Reference:

Education Code 76060

Associated Students Organization Constitution & By-Laws 700-704

El Camino College

Adopted: January 22, 2002

Amended:

March 18, 2013

Student and Community Advancement – 3

Privileges

1. Only authorized college organizations shall be entitled to use the name of the College as part of the organization's name or in advertisements for organizations
2. Authorized organizations, as defined by this policy and by the California Education Code 76062, may be granted use of College facilities.

Recognition

Student organizations will be recognized if they meet the following requirements:

1. Are composed of ten or more registered El Camino College (ECC) students.
2. Have a faculty advisor. Classified staff-co-advisors may be recognized by the Director of Student Development.
3. Hold all meetings at the College during the regular school day, unless specific authorization to do otherwise is granted through the Student Activities Development Office.
4. Use a democratic plan for the selection of members without regard to ethnic group Identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability.
5. Have been duly chartered by the Inter-Club Council of the Associated Students.

Additional information can be found at:

<http://www.elcamino.edu/studentservices/activities/clubs/index.asp>

Failure to comply with the provisions of this policy may result in revocation of an organization's charter.

(Additions underlined and deletions struck.)

BOARD POLICY 5401 – ON CAMPUS STUDENT ORGANIZATIONS

Page 2

Regulations

~~Once officially recognized, organizations must comply with all regulations established by the Inter-Club Council and with the following:~~

- ~~1. An authorized faculty adviser shall attend all meetings, both on and off campus.~~
- ~~2. A current written constitution of each organization shall be on file in the student Activities office~~
- ~~3. Campus activities of each organization shall be placed on the Student Activities' calendar in advance of such activity.~~

Reference:

Associated Students Organization Constitution
Inter-Club Council Constitution
Club Handbook

(Additions underlined and deletions struck.)

Previous Board Policy Number 5132. Renumbered 4/18/2005)

El Camino College
Adopted: 7/26/65
Amended: 9/14/70

March 18, 2013

Student and Community Advancement – 5

BOARD POLICY 5420

ASSOCIATED STUDENTS FINANCE

Associated Students funds shall be deposited with and disbursed by the Superintendent/President or designee.

The funds shall be expended according to procedures established by the Associated Students organization, subject to the approval of each of the following three persons which shall be obtained each time before any funds may be expended:

1. The Superintendent/President or designee
2. The employee who is the designated faculty advisor or classified staff co-advisor of the particular student body organization.
3. A representative of the particular student organization.

The funds of the Associated Students shall be subject to an annual audit.

References:

Education Code Section 76063-76065

Associated Students Organization Constitution Article XII, Section 2 and By-Law 1300, Section 1.H.1

Associated Student Body Accounting Manual & Desk Reference

(Additions underlined.)

Previous Board Policy Number 5130

El Camino College

Adopted: January 22, 2002

Amended:

March 18, 2013

Student and Community Advancement – 6

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

	<u>Page No.</u>
A Contracts Under \$83,400	2
B Personal Service Agreement	4
C Amendment	4
D Purchase Orders and Blanket Purchase Orders	5

40

Administrative Services

A. Contracts Under \$83,400

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:** **CCL PLASTIC PACKAGING**
Services: Contractor will receive 40 hours of Vocational English as a Second Language for Manufacturing (VESL) training.
Requesting Dept.: Student and Community Advancement – Community Advancement – Center for Applied Competitive Technologies (CACT)
Date(s): 3/19/13 – 6/30/14
Financial Terms: Projected gross income \$9,235
Funded by Employment Training Panel (ETP contract ET13-0125)
- 2. Contractor:** **ELEARNNOVATIONS.COM**
Services: Contractor will provide interactive online software development services in support of the Beverage Equipment Service Technician certification training program.
Requesting Dept.: Student and Community Advancement – Community Advancement - Workplace Learning Resource Center (WpLRC)
Date(s): 3/19/13 – 6/30/13
Financial Terms: Cost not to exceed \$5,000
Funded by Career and Technical Education grant
- 3. Contractor:** **FIFTY & FIVE, LLC**
Services: Contractor will provide specialized services to engage current and potential social media users regarding ECC's present and future programs and services.
Requesting Dept.: President's Office – Public Relations and Marketing
Date(s): 3/1/13 – 6/30/13
Financial Terms: Cost not to exceed \$20,000
- 4. Contractor:** **FULL CAPACITY MARKETING**
Services: Contractor will develop marketing and website services for the CACT Hub grant project.
Requesting Dept.: Student and Community Advancement – Community Advancement – CACT

Date(s): 3/1/13 – 6/30/13
Financial Terms: Cost not to exceed \$30,000
Funded by Hub grant from the Chancellor's Office

5. **Contractor:** **NATIONAL ENERGY SYSTEMS TECHNOLOGY INCUBATOR dba i-GATE INNOVATION HUB**
Services: Contractor will provide event management for Additive Manufacturing Forum to be held at Lawrence Livermore Laboratory.
Requesting Dept.: Student and Community Advancement – Community Advancement – CACT
Date(s): 3/1/13 – 6/30/13
Financial Terms: Cost not to exceed \$10,000
Funded by Hub grant from the Chancellor's Office

6. **Contractor:** **NELLIE'S WONDERLAND, INC.**
Services: Contractor will provide part-time work activity opportunities for students enrolled in the District's CalWORKs Program as preschool teachers and teachers' assistants.
Requesting Dept.: Student and Community Advancement – Counseling and Student Services
Date(s): 2/1/13 – 6/30/13
Financial Terms: No cost to the District

7. **Contractor:** **THE GREAT NATION (CHINA and USA)**
Services: Contractor will serve as F-1 Visa educational agents to recruit F-1 Visa students for El Camino College.
Requesting Dept.: Student and Community Advancement – Admissions and Records – Language Academy
Date(s): 3/19/13 – 3/18/18
Financial Terms: One-time fee of \$500 per student for either fall or spring semester; and \$300 fee for summer

8. **Contractor:** **THE LEARNING GARDEN PRESCHOOL**
Services: Contractor will provide part-time work activity opportunities for CalWORKs students to work as preschool teachers and teachers' assistants.
Requesting Dept.: Student and Community Advancement – Counseling and Student Services
Date(s): 2/1/13 – 6/30/13
Financial Terms: No cost to the District

9. **Contractor:** **THE REGENTS OF THE UNIVERSITY OF CALIFORNIA PUENTE PROJECT**

Services: Contractor will provide mentor activities to educationally disadvantaged students.
Requesting Dept.: Student and Community Advancement – Counseling and Student Services
Date(s): 7/1/12 – 6/30/13
Financial Terms: Cost not to exceed \$1,500
Funded by The Regents of the University of California

10. **Contractor:** U.S. VETS
Services: Contractor will receive four hours of Customer Skills training for up to 20 trainees.
Requesting Dept.: Student and Community Advancement – Community Advancement – WpLRC
Date(s): 3/19/13 – 6/30/13
Financial Terms: Projected gross income \$800

B. Personal Service Agreement

1. **Contractor:** JOSEPH A. ARO
Services: Consultant will recruit students for the Long Beach City College (LBCC) Goldman Sachs program using recruitment methods approved by LBCC Goldman Sachs program director.
Requesting Dept.: Student and Community Advancement – Community Advancement – Small Business Development
Date(s): 4/1/13 – 6/30/13
Financial Terms: \$200 per qualified potential client, cost not to exceed \$5,000
Funded by LBCC Goldman Sachs program

C. Amendment

1. **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 – Community Advancement – WpLRC
Date(s): 9/1/12 – 6/30/13 (date amended from 9/1/12 – 12/31/12, originally Board approved 9/4/12)
Financial Terms: Projected gross income \$64,800

D. Purchase Orders And Blanket Purchase Orders

It is recommended all purchase orders be ratified as shown.

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
Fund 11 Unrestricted - El Camino				
P0601887	AT&T Datacomm	Information Technology	Non-Instruct Supplies	\$6,366.69
P0601892	Ward's Natural Science	Earth Sciences	Instructional Supplies	\$112.84
P0601931	Entertainment Lighting	Earth Sciences	Instructional Supplies	\$73.32
P0601933	Sargent Welch Scientific	TECHNOLOGY	Non-Instruct Supplies	\$272.64
P0601965	Marine Depot	Life Sciences	Instructional Supplies	\$276.69
P0601968	Fisher Scientific	Chemistry	Instructional Supplies	\$365.57
P0601999	NCMPR	Public Relations	Conferences Mgmt	\$550.00
P0602008	L.A. County Ems	Paramedic Academy	Contract Services	\$69,214.53
P0602009	L.A. County Ems	Paramedic Academy	Contract Services	\$55,081.29
P0602010	UCLA Center for	Paramedic Academy	Contract Services	\$7,296.00
P0602017	Campus Food Services	Outreach and School	Non-Instruct Supplies	\$313.38
P0602020	Brown & Bigelow, Inc.	Outreach and School	Non-Instruct Supplies	\$2,530.00
P0602023	American Express Travel	V.P. Academic Affairs	Conferences Mgmt	\$383.80
P0602024	Pump Man	Facilities/Planning/Servi	Repairs Noninstructional	\$24,756.00
P0602025	Mass Press	Facilities/Planning/Servi	Non-Instruct Supplies	\$36.75
P0602026	Tierra Verde Industries,	Grounds	Non-Instruct Supplies	\$919.00
P0602027	State Board of	Hazmat	Waste Disposal	\$205.00
P0602028	Xerox Corporation	Art Department	Maintenance Contracts	\$149.00
P0602029	Fisher Scientific	Health,Safety and Risk	New Equipment -	\$6,236.00
P0602030	HD Supply Power	Health,Safety and Risk	Non-Instruct Supplies	\$1,874.77
P0602031	Amazon.Com Corporate	Health,Safety and Risk	Non-Instruct Supplies	\$115.54
P0602038	American Express Travel	Ed & Community	Transportation/ Mileage And	\$242.00
P0602041	Discount School Supply	Div Office BSSC	Other Instr Supplies	\$645.65
P0602043	CCPRO	Public Relations	Non-Instruct Supplies	\$120.00
P0602045	Stay Safe Supply	Warehouse	Inventories, Stores, Prepaid I	\$1,580.50
P0602053	Stay Safe Supply	Warehouse	Inventories, Stores, Prepaid I	\$1,438.80
P0602057	Fisher Scientific	Life Sciences	Instructional Supplies	\$6,329.61
P0602061	ACCCA	V.P. Academic Affairs	Conferences Mgmt	\$475.00
P0602062	Personalized Classics,	English	Instructional Supplies	\$19.50
P0602063	Global Facility Service,	2010-13 VP-Admin Svc	Other Services And Expenses	\$12,527.00
P0602064	OmniUpdate	Copy Center	Conferences Mgmt	\$595.00
P0602065	CCPRO	Copy Center	Conferences Mgmt	\$500.00
P0602086	American Express Travel	V.P. Academic Affairs	Conferences Mgmt	\$161.00
P0602087	NWHP	Staff Development	Non-Instruct Supplies	\$126.28
P0602095	Wolfram Research Inc	Information Technology	License Fee/Site Licenses -ITS	\$9,372.20
P0602101	Bank of America	Board Of Trustees	Conferences Mgmt	\$1,380.00
P0602105	CSMI Medical Solutions	Physical Education	Instructional Supplies	\$600.00
P0602108	Career Cruising	Career Center	Other Services And Expenses	\$595.00
P0602109	Airport Van Rental	Transfer Center	Transportation	\$237.62
P0602110	American Express Travel	Ed & Community	Transportation/ Mileage And	\$94.90
P0602111	Southern California	Ed & Community	Dues And Memberships	\$500.00
P0602115	Hitt Marking Devices	Admissions/Recors	Non-Instruct Supplies	\$53.40
P0602116	Amazon.Com Corporate	Life Sciences	Instructional Supplies	\$163.25
P0602117	Bradleys Plastic Bag	Life Sciences	Instructional Supplies	\$72.29
P0602119	American Express Travel	Human Resources	Conferences Mgmt	\$111.00
P0602121	Vernier Software	Physics	Instructional Supplies	\$193.98
P0602124	Carolina Biological	Life Sciences	Instructional Supplies	\$134.54

P0602129	Apple, Inc.	Information Technology	License Fee/Site Licenses -ITS	\$999.00
P0602131	Harland Technology	Information Technology	Maintenance Contracts	\$1,665.00
P0602132	Amazon.Com Corporate	Ctr for Arts Production	Non-Instruct Supplies	\$41.97
P0602133	Masque Sound &	Ctr for Arts Production	Non-Instruct Supplies	\$148.71
P0602134	Sound Ideas, Inc.	Ctr for Arts Production	Non-Instruct Supplies	\$86.75
P0602143	Law Offices of Larry	Institutional Services	Legal	\$3,375.00
P0602144	Dell Computer	Div Office Instr.	Instructional Supplies	\$222.62
P0602147	Full Compass	Ctr for Arts Production	Non-Instruct Supplies	\$49.05
P0602149	Ellucian Inc	Information Technology	Maintenance Contracts	\$687.50
P0602152	Full Compass	Ctr for Arts Production	Non-Instruct Supplies	\$59.95
P0602153	Brodart Co	Div Office Instr.	Instructional Supplies	\$566.57
P0602154	Grainger	Welding	Instructional Supplies	\$40.08
P0602155	Fire Service Book Store	Fire	Instructional Supplies	\$89.83
P0602156	Redondo Technology	CADD	Instructional Supplies	\$381.50
P0602157	American Red Cross	Health,Safety and Risk	Non-Instruct Supplies	\$342.00
P0602160	Grainger	Air Conditioning And	Instructional Supplies	\$187.41
P0602167	Chronicle of Higher	V.P. Academic Affairs	Publications-Magazines	\$87.00
P0602168	Stay Safe Supply	Copy Center	Instructional Supplies	\$1,042.08
P0602169	Xerox Corporation	Copy Center	Instructional Supplies	\$1,354.56
P0602188	Ingram Library Service	Div Office Instr.	Library Books	\$53.29
P0602189	Postmaster	Public Relations	Postage	\$135,000.00
P0602192	School Specialty	Theatre/Dance	Instructional Supplies	\$103.54
P0602193	Alldata	Information Technology	License Fee/Site Licenses -ITS	\$1,062.75
P0602197	Stericycle, Inc.	Hazmat	Waste Disposal	\$25.00
P0602200	West Group Payment	Human Resources	Publications/ Periodicals And	\$56.14
P0602210	Association for	Institutional Research	Conferences Mgmt	\$1,240.00
P0602212	CCCFA	Speech Communication	Other Services And Expenses	\$547.00
P0602214	Freestyle Photographic	Photography	Instructional Supplies	\$552.11
P0602226	Amazon.Com Corporate	Ctr for Arts Production	Non-Instruct Supplies	\$351.17
P0602230	Acco Engineered	Facilities/Planning/Servi	Repairs Noninstructional	\$30,228.00
P0602240	California Pro Sports	Physical Education	Instructional Supplies	\$163.23
P0602243	Shred-It California	Institutional Services	Other Services And Expenses	\$17,192.00
			Fund 11 Total: 79	\$413,398.14

Fund 12 Restricted - El Camino

P0601826	U.S. Armor Corp.	Parking-Student	New Equipment -	\$2,818.74
P0601988	Brownells, Inc.	Parking-Student	Non-Instruct Supplies	\$697.64
P0602003	Foreign Trade	CITD Int'l Trade Trng	Dues And Memberships	\$75.00
P0602004	Campus Food Services	EOPS CARE	Non-Instruct Supplies	\$1,441.53
P0602005	Visionary Products, Inc	CACT Strategic Hub	Non-Instruct Supplies	\$440.00
P0602006	LA Area Chamber of	CITD Int'l Trade Trng	Contributions	\$350.00
P0602007	Los Angeles Superior	Parking Violations DMV	Other Services And Expenses	\$8,834.50
P0602011	Itep, Inc.	CITD Int'l Trade Trng	Conferences Other	\$1,500.00
P0602012	California Fashion	CITD Int'l Trade Trng	Dues And Memberships	\$600.00
P0602013	Los Angeles Customs	CITD Int'l Trade Trng	Dues And Memberships	\$350.00
P0602014	LA Area Chamber of	CITD Int'l Trade Trng	Dues And Memberships	\$545.00
P0602018	American Express Travel	Small Bus. Admin	Conferences Mgmt	\$307.80
P0602037	American Express Travel	Career & Tech Ed	Conferences Other	\$195.80
P0602042	Campus Food Services	Kent Cooke Foundation	Non-Instruct Supplies	\$350.98
P0602046	Lou's Golf and Industrial	Parking-Student	Repairs Non Instr	\$85.46
P0602047	Van Lingen Towing	Parking-Student	Repairs Non Instr	\$50.00
P0602048	Bothwell Automotive, Inc.	Parking-Student	Repairs Non Instr	\$1,107.84

P0602050	Sidedoor Studio, The	El Camino Language	Multi Media Advertising	\$71.25
P0602054	I & O Party Rentals	Faculty & Staff Diversity	Other Rentals	\$225.00
P0602055	I & O Party Rentals	Faculty & Staff Diversity	Other Rentals	\$225.00
P0602056	AAA Flag & Banner Mfg.	Parking-Student	Non-Instruct Supplies	\$519.22
P0602058	Scheib Paint and Body	Parking-Student	Repairs Non Instr	\$250.00
P0602059	Midas Auto Repair	Parking-Student	Repairs Non Instr	\$962.63
P0602066	CCS Presentation	Fine Arts	New Equipmen-Instr.	\$2,752.87
P0602067	CCS Presentation	Fine Arts	New Equipmen-Instr.	\$2,698.40
P0602068	Riverside Publishing	DSPS	Instructional Supplies	\$251.87
P0602088	Dell Marketing L. P.	Parking-Student	Contract Services	\$3,467.22
P0602089	Stancil Corporaion	Parking-Student	Maintenance Contracts	\$14,160.00
P0602090	Geospatial Technologies,	Parking-Student	License Fee/Site Licenses -ITS	\$36,906.00
P0602091	Zones, Inc.	Parking-Student	New Equipment -	\$1,234.33
P0602092	Wright Line	Parking-Student	New Equipment -	\$621.30
P0602093	Tartan Associates	Parking-Student	New Equipment -	\$1,823.38
P0602094	Dell Marketing L. P.	Parking-Student	New Equipment -	\$2,289.12
P0602096	Amazon.Com Corporate	Career Technical	License Fee/Site Licenses -ITS	\$719.28
P0602097	Apple, Inc.	Career Technical	Instr.CompEquip	\$947.21
P0602098	American Express Travel	Career & Tech Ed	Conferences Other	\$237.80
P0602099	American Express Travel	Career & Tech Ed	Conferences Other	\$209.80
P0602102	MELSA International LLCEI	El Camino Language	Contract Services	\$900.00
P0602103	The Great Nation Group	El Camino Language	Contract Services	\$500.00
P0602104	Quality Business	Health Services	Repairs Noninstructional	\$390.96
P0602107	Campus Food Services	Matriculation	Non-Instruct Supplies	\$162.96
P0602112	Achievements Through	EOPS CARE	Contract Services	\$500.00
P0602113	American Express Travel	EOPS	Conferences Mgmt	\$279.80
P0602114	Mass Press	EOPS	Non-Instruct Supplies	\$36.75
P0602118	Bone	Behavioral & Soc Sci	New Equipmen-Instr.	\$2,300.00
P0602130	Bone	Behavioral & Soc Sci	Instructional Supplies	\$2,861.00
P0602136	Board of Governors, Calif	Foster Care Ed 03-04	Conferences Other	\$450.00
P0602137	El Camino College	Community	Contributions	\$350.00
P0602139	CCCCF	TitleV-Improving	Conferences Other	\$100.00
P0602140	CCCCF	TitleV-Improving	Conferences Mgmt	\$50.00
P0602141	ABC-Clio, llc	TitleV-Improving	Non-Instruct Supplies	\$98.94
P0602142	A2 Mend	Matriculation	Conferences Mgmt	\$375.00
P0602146	Samy's Camera	Art Dept Donations	Non-Instruct Supplies	\$1,547.05
P0602150	Dell Marketing L. P.	Kent Cooke Foundation	Instr.CompEquip	\$1,143.02
P0602151	National Defense	CACT Strategic Hub	Conferences Other	\$25.00
P0602158	Healing Through Sound	Faculty & Staff Diversity	Contract Services	\$200.00
P0602159	California Science	Community Education	Non-Instruct Supplies	\$130.25
P0602161	Grainger	Fire Tech Donations	Instructional Supplies	\$672.38
P0602162	Empire Cleaning Supply	Community	Non-Instruct Supplies	\$100.19
P0602163	Midas Auto Repair	Parking-Student	Repairs Non Instr	\$992.93
P0602164	Bothwell Automotive, Inc.	Parking-Student	Repairs Non Instr	\$125.00
P0602165	Scheib Paint and Body	Parking-Student	Repairs Non Instr	\$400.00
P0602166	Badge Printers of	Parking-Student	Non-Instruct Supplies	\$245.35
P0602170	Development	WPLRC Technical	Other Books	\$567.37
P0602173	Ward's Natural Science	Natural Sci	New Equipmen-Instr.	\$806.06
P0602175	Carolina Biological	Natural Sci	New Equipmen-Instr.	\$14,940.34
P0602176	Bioquip Products	Natural Sci	New Equipmen-Instr.	\$608.74
P0602179	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$49.20
P0602180	U.S. Armor Corp.	Parking-Student	New Equipment -	\$760.82
P0602186	Imax Concession Stand	Community Education	Non-Instruct Supplies	\$97.28
P0602190	American Express Travel	Foster Care Ed 03-04	Conferences Other	\$459.60

P0602191	Embassy Suites San	Foster Care Ed 03-04	Conferences Other	\$316.40
P0602194	American Express Travel	WPLRC State	Transportation/ Mileage And	\$197.80
P0602195	Oakland Marriott City	WPLRC State	Conferences Mgmt	\$140.00
P0602198	Campus Food Services	Kent Cooke Foundation	Non-Instruct Supplies	\$82.73
P0602199	Campus Food Services	Kent Cooke Foundation	Non-Instruct Supplies	\$471.32
P0602201	Ward's Natural Science	Natural Sci	New Equipmen-Instr.	\$2,176.90
P0602213	Wilmington Chamber of	SBDC Program Income	Dues And Memberships	\$100.00
P0602215	American Express Travel	Title III- H S I - STEM	Conferences Other	\$566.70
P0602218	Community College	MESA Program	Conferences Mgmt	\$400.00
P0602219	Fast Deer Bus Charter	TitleV-Improving	Transportation	\$4,200.00
P0602222	Amazon.Com Corporate	WPLRC Skills Enhance	Other Books	\$3,228.31
P0602223	James P. Ellingson	(STCW) Standards for	Non-Instruct Supplies	\$32.40
P0602225	American Express Travel	CTE Supp IV	Transportation/ Mileage And	\$198.80
P0602227	Association for	TitleV-Improving	Conferences Other	\$310.00
P0602234	Full Compass	Ctr for Arts Adm Public	New Equip - Noninstr	\$2,270.68
P0602236	The Apple Store	Ctr for Arts Adm Public	New Equip - Noninstr	\$1,743.46
P0602244	Campus Food Services	Faculty & Staff Diversity	Contract Services	\$342.21
P0602248	San Diego	Parking-Student	In-Service Training	\$494.00
P0602249	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$149.44

Fund 12 Total: 90 \$140,969.11

Fund 15 General Fund -Special Programs

P0602000	Midwest Library Service	Div Office Instr.	Library Books	\$1,005.19
P0602145	Midwest Library Service	Div Office Instr.	Library Books	\$3,713.61
P0602187	Midwest Library Service	Div Office Instr.	Library Books	\$6,232.62

Fund 15 Total: 3 \$10,951.42

Fund 41 Capital Outlay

P0601905	Alva's Danceware &	Flooring Replacements	Buildings	\$14,999.99
P0601943	Hitech Software Inc	Parking Lot	Site Improvements	\$11,820.00
P0601952	Tandus Flooring, Inc.	Flooring Replacements	Buildings	\$2,628.68
P0602231	Mercury Fence Company	Improve Campus	Site Improvements	\$1,975.00

Fund 41 Total: 4 \$31,423.67

Fund 62 Property & Liability

P0602106	Student Insurance	Health,Safety and Risk	HOSPITAL & MEDICAL	\$500.00
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Fund 62 Total: 1 \$500.00

Fund 71 Associated Students

P0602246	Design Village	Student Affairs	ASB Exp.	\$540.00
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Fund 71 Total: 1 \$540.00

Fund 72 Student Representation Fee

P0602049	The Liaison Capitol Hill	Student Affairs	Conferences - Student	\$4,041.85
P0602221	American Express Travel	Student Affairs	Conferences - Student	\$3,150.00

Fund 72 Total: 2 \$7,191.85

Fund 79 Auxiliary Services

P0602002	Ms. Christine Stahl	Fine Arts	Non-Instruct Supplies	\$300.00
P0602040	Norcal Swim Shop	Health Sciences	Non-Instruct Supplies	\$482.12
P0602052	Artillery Magazine	Fine Arts	Non-Instruct Supplies	\$125.00
P0602060	Associated Collegiate	Humanities	Non-Instruct Supplies	\$149.00
P0602120	Dramatists Play	Fine Arts	Non-Instruct Supplies	\$500.00
P0602123	Fast Deer Bus Charter	Counseling Office	Non-Instruct Supplies	\$551.71
P0602216	Paradise Awards	Health Sciences	Non-Instruct Supplies	\$103.55
P0602229	Annette Hassell	Fine Arts	Non-Instruct Supplies	\$1,200.00
P0602245	Stacey Printz	Fine Arts	Non-Instruct Supplies	\$200.00
Fund 79 Total: 9				\$3,611.38

Fund 82 Scholarships & Trust/Agency

P0602001	Sports Chalet Team	Health Sciences	Fundraising	\$2,057.97
P0602021	California Pro Sports	Health Sciences	Fundraising	\$360.29
P0602039	Embassy Suites	Health Sciences	Fundraising	\$2,976.32
P0602051	D3 Sports	Health Sciences	Fundraising	\$95.38
Fund 82 Total: 4				\$5,489.96

PO Funds Total: 193 614,075.53

Fund 11 Unrestricted - El Camino

B0610831	Progressive Technology	Information Technology	License Fee/Site Licenses -ITS	\$24,465.50
B0610833	The ELS Group, LLC	Institutional Services	Contract Services	\$15,000.00
B0610835	Crenshaw Lumber	Construction	Instructional Supplies	\$700.00
B0610839	Southland Lumber	Fire Academy 06-07	Instructional Supplies	\$700.00
B0610842	ECCD Petty Cash	TECHNOLOGY	Non-Instruct Supplies	\$250.00
B0610847	Verizon Wireless	Public Relations	Telephone	\$900.00
B0610849	Westwood Building	Construction	Instructional Supplies	\$1,500.00
B0610850	HAJOCA Corporation	Construction	Instructional Supplies	\$2,000.00
B0610851	Vicenti, Lloyd, Stutzman	Institutional Services	Audit/Accreditation fees	\$12,500.00
B0610852	StylEnvy Nail Fashion	Cosmetology	Instructional Supplies	\$500.00
B0610857	KSWD 100.3 The Sound	Ctr for Arts Promo	Multi Media Advertising	\$4,000.00
B0610862	E.C.C.C.D. Bookstore	Out of State	Non-Instruct Supplies	\$2,500.00
Fund 11 Total: 12				\$65,015.50

Fund 12 Restricted - El Camino

B0610836	E.C.C. Public Information	Art Dept Donations	Non-Instruct Supplies	\$200.00
B0610853	Sysco Food Services	CCAccessMeansParent	Non-Instruct Supplies	\$3,400.00
B0610855	Compressed Air	Fire Tech Donations	Equipment Rental	\$2,000.00
Fund 12 Total: 3				\$5,600.00

Fund 33 Child Development

B0610832	ECCD Petty Cash	CDC	Instructional Supplies	\$200.00
Fund 33 Total: 1				\$200.00

BPO Funds Total: 16 70,815.50

Grand Total POs and BPOs: 209 684,891.03

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

		<u>Page No.</u>
A.	Category Budgets and Balances	12
B.	Contract – AMEC Environment & Infrastructure, Inc. – Shops Building Replacement Project.....	12
C.	Contract – ALTA Environment – Industry & Technology Building Modernization Project.....	12
D.	Contract – Converse Consultants – Industry & Technology Building Modernization Project.....	13
E.	Contract – Converse Consultants – Shops Building Replacement Project.....	13
F.	Contract – National Roofing Consultants, Inc. – Industry & Technology Building Modernization Project.....	13
G.	Contract – Sandy Pringle Associates, Inspection Consultants, Inc.- Industry & Technology Building Modernization Project	14
H.	Contract – Sandy Pringle Associates, Inspection Consultants, Inc.- Shops Building Replacement Project.....	14
I.	Bid Award 2012-9 – Shops Building Replacement Project – Pinner Construction.....	14
J.	Bid Award 2012-10 – Industry & Technology Building Modernization Project – SJ Amoroso	15
K.	Change Order – CALTEC Corporation – Bookstore Buyback Project.....	15
L.	Change Order – MINCO Construction - Parking Lot Lighting & Security Camera Upgrade Project – 2011-4	16

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

	<u>Page No.</u>
M. Notice of Completion – MINAKO America Corp. DBA MINCO Construction – Parking Lot Lighting & Security Camera Upgrade Project – 2011-4	16
N. Notice of Completion – JENN/MATT, Inc. – Secondary Server Project.....	16
O. Purchase Orders and Blanket Purchase Orders	17

Administrative Services – Measure E 2002 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, 2013, at the March 2013 Board meeting.

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Additional Classrooms and Modernization	\$198,311,568	\$115,046,424	\$5,060,166	\$78,204,979
Campus Site Improvements	71,641,518	28,889,469	3,891,193	38,860,856
Energy Efficiency Improvements	2,818,000	2,812,692	0	5,308
Health and Safety Improvements	129,099,541	65,343,522	1,739,901	62,016,118
Information Technology and Equipment	24,836,501	13,422,902	6,883	11,406,716
Physical Education Facilities Improvements	<u>572</u>	<u>572</u>	<u>0</u>	<u>0</u>
TOTAL	<u>\$426,707,700</u>	<u>\$225,515,580</u>	<u>\$10,698,142</u>	<u>\$190,493,978</u>

**B. CONTRACT - AMEC ENVIRONMENT & INFRASTRUCTURE, INC. –
SHOPS BUILDING REPLACEMENT PROJECT**

It is recommended the Board of Trustees approve entering into a contract with the above firm to provide geotechnical inspection and testing services for the Shops Building Replacement Project.

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

Date of Service: April 2013 – December 2014

Cost: Not to Exceed \$27,505

**C. CONTRACT – ALTA ENVIRONMENTAL – INDUSTRY &
TECHNOLOGY BUILDING MODERNIZATION PROJECT**

It is recommended the Board of Trustees approve entering into a contract with the above firm to provide abatement monitoring services for the Industry & Technology Building Modernization Project.

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

Date of Service: April 2013 – December 2014

Cost: Not to Exceed \$42,660

D. CONTRACT – CONVERSE CONSULTANTS – INDUSTRY & TECHNOLOGY BUILDING MODERNIZATION PROJECT

It is recommended the Board of Trustees approve entering into a contract with the above firm to provide specialty testing and inspection for the Industry & Technology Building Modernization Project.

This firm is being recommended based upon its prior experience, the qualifications of its staff to perform the services and competitive fee structure.

Dates of Service: April 2013 – October 2014

Cost: Not to exceed \$340,000

E. CONTRACT – CONVERSE CONSULTANTS – SHOPS BUILDING REPLACEMENT PROJECT

It is recommended the Board of Trustees approve entering into a contract with the above firm to provide specialty testing and inspection for the Shops Building Replacement Project.

This firm is being recommended based upon its prior experience, the qualifications of its staff to perform the services and competitive fee structure.

Dates of Service: April 2013 – December 2014

Cost: Not to exceed \$295,000

F. CONTRACT – NATIONAL ROOFING CONSULTANTS, INC. – INDUSTRY & TECHNOLOGY BUILDING MODERNIZATION PROJECT

It is recommended the Board of Trustees approve entering into a contract with the above firm to provide quality control roofing inspection for the Industry & Technology Building Modernization Project.

This firm is being recommended based upon its prior experience, the qualifications of its staff to perform the services and competitive fee structure.

Dates of Service: April 2013 – October 2014

Cost: Not to exceed \$21,600

G. CONTRACT – SANDY PRINGLE ASSOCIATES, INSPECTION CONSULTANTS, INC. – INDUSTRY & TECHNOLOGY BUILDING MODERNIZATION PROJECT

It is recommended the Board of Trustees approve entering into a contract with SPAIC to provide a Division of State Architects (DSA) certified inspector for the Industry & Technology Building Modernization Project.

The inspection firm was selected based upon previous experience, staff qualifications, responses to questions and the proposed fee structure.

Date of Service: April 2013 – December 2014

Cost: Not to Exceed \$291,500

H. CONTRACT – SANDY PRINGLE ASSOCIATES, INSPECTION CONSULTANTS, INC. – SHOPS BUILDING REPLACEMENT PROJECT

It is recommended the Board of Trustees approve entering into a contract with SPAIC to provide a Division of State Architects (DSA) certified inspector for the Shops Building Replacement Project.

The inspection firm was selected based upon previous experience, staff qualifications, responses to questions and the proposed fee structure.

Date of Service: April 2013 – December 2014

Cost: Not to Exceed \$306,075

I. BID AWARD 2012-9 – SHOPS BUILDING REPLACEMENT PROJECT – PINNER CONSTRUCTION

It is recommended Bid No. 2012-9 be awarded to the following vendor in accordance with the specifications, terms and conditions of the above-named bid for the Shops Building Replacement Project.

RECOMMENDED BIDDER

Pinner Construction

BID AMOUNT

\$21,902,000

OTHER BIDDERS

AWI Builders/AKG Construction

\$21,925,000

SJ Amoroso

\$22,297,000

Harik Construction

\$22,404,000

2H Construction

\$22,850,000

Morillo Construction

\$22,910,000

Mallcraft

\$22,945,839

Earl Corporation

\$23,220,588

Minco Construction

\$23,411,000

**J. BID AWARD 2012-10 – INDUSTRY & TECHNOLOGY BUILDING
MODERNIZATION PROJECT – SJ AMOROSO**

It is recommended Bid No. 2012-10 be awarded to the following vendor in accordance with the specifications, terms and conditions of the above-named bid for the Industry & Technology Building Modernization Project.

RECOMMENDED BIDDER

SJ Amoroso

BID AMOUNT

\$25,427,000

OTHER BIDDERS

Earl Corporation (Withdraw)

\$24,205,207

Pinner Construction

\$26,325,000

Sinanian Development, Inc.

\$27,389,000

Mallcraft, Inc.

\$29,369,806

**K. CHANGE ORDER – CALTEC CORPORATION– BOOKSTORE
BUYBACK PROJECT**

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

Contractor was directed to provide labor, equipment and material to perform the following work: 1) Install two exterior and four interior cameras. 2) Installation of access control at three doors. 3) Install panic buttons at all station counter tops for a total of 9. 4) Installation of all infrastructure to accommodate cameras, access control and panic buttons.

\$32,464

Total Change Order Amount

\$32,464

Original Contract Amount	\$370,000
Prior Changes	0
This Change Order Amount	<u>32,464</u>
New Contract Amount	<u>\$402,464</u>

L. CHANGE ORDER – MINCO CONSTRUCTION – PARKING LOT LIGHTING & SECURITY CAMERA UPGRADE PROJECT – 2011-4

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

1. Credit for work not completed at the Lot F Parking Structure due to cancellation of this scope. Owner Directed.	-\$333,155
2. Credit for deleted emergency phone upgrades in the Lot F Parking Structure due to cancellation of this scope.	-\$29,173
3. Credit remaining balance of project allowance. Contract special conditions.	<u>-\$102,635</u>
 Total Change Order Amount	 <u>-\$464,963</u>

Original Contract Amount	\$2,477,000
Prior Changes	0
This Change Order Amount	<u>-464,963</u>
New Contract Amount	<u>\$2,012,037</u>

M. NOTICE OF COMPLETION – MINAKO AMERICA CORP. DBA MINCO CONSTRUCTION - PARKING LOT LIGHTING & SECURITY CAMERA UPGRADE PROJECT

It is recommended 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 the District Representative

<u>Contractor</u>	<u>Contract Amount</u>
Minco Construction	\$2,012,037.00

PO: B510792

N. NOTICE OF COMPLETION – JENN/MATT, INC. – SECONDARY SERVER ROOM PROJECT

It is recommended 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>
Jenn/Matt, Inc.	\$77,236.35

Purchase Order Number: B610288

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

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

P.O.

Number	Vendor Name	Site Name	Description	Cost
P0601882	Q-Matic Corporation	Bookstore bldg	Group II Equipment	\$7,592.38
P0601903	Genesis Floor Covering	Industry & Technology	Construction Material	\$490.50
P0602015	Insignia	Math,Bus,Allied Hlth	Buildings	\$3,742.96
P0602044	Krueger International,	Math,Bus,Allied Hlth	Group II Equipment	\$127.14
P0602127	The Apple Store	Math,Bus,Allied Hlth	Group II Equipment	\$2,323.88
P0602128	Best Buy for Govt &	Math,Bus,Allied Hlth	Group II Equipment	\$1,348.65
P0602171	Division of the State	Humanities Complex	Architecture & Engineering	\$3,002.00
P0602177	CSI Fullmer	Math,Bus,Allied Hlth	Group II Equipment	\$7,721.67
P0602220	Cal-Ed Optical	Natural Sciences	Instr.CompEquip 1	\$51,657.08
P0602232	Department of General	Shops Building	Architecture & Engineering	\$1,176.00
B0610861	Sandy Pringle	Restroom Access	Testing & Inspection	<u>\$43,500.00</u>
			Total POs and BPOs:	<u>122,682.26</u>

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

	<u>Page No.</u>
A. Employment and Personnel Changes.....	1-6
B. Temporary Non-Classified Service Employees	6-8
C. Notice and Scheduling of Hearing: Hearing Regarding Negotiations Between El Camino Community College District and The Federation of Teachers, Local 1388, AFT, AFL~CIO for 2013-2014 Reopener Negotiations as Requested by The District.....	8

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 1-16.

Academic Personnel:

1. Revised Retirement Date - Ms. Elaine Moore, full-time Counselor, last day worked will be June 7 instead of June 30, 2013, first day of retirement will be June 8, 2013 instead of July 1, 2013 and that a plaque be prepared and presented to her in recognition of her service to the District since 1981.

1. Change in Salary - Ms. Brita Halonen, full-time instructor of English, Humanities Division, from Class II, Step 8 to Class III, Step 8, effective April 1, 2013.

2. Special Assignment - Mr. Roberto Pandolfi, part-time instructor of Engineering/Technology, Industry and Technology Division, to conduct for-credit courses in Business Math Metal Trades Blueprint Reading and Machine Shop Calculations at FCI-Terminal Island for Community Advancement, to be paid \$94.11 an hour, not to exceed 191 hours or \$18,000, effective July 1, 2012 through June 30, 2013, in accordance with the Agreement, Article 10, Section 9(m).

3. Special Assignment - Ms. Barbara Budrovich, full-time instructor of Humanities, to recruit, schedule and train Learning Team Tutors from the Writing Center, to be paid \$60.18 an hour, not to exceed 19 hours or \$1,143, effective March 19 through June 30, 2013, in accordance with the Agreement, Article 10, Section 14(a).

4. Special Assignment - Ms. Sue Ellen Warren, part-time instructor of Nutrition and Foods, Industry & Technology Division, to work as Student Learning Outcome (SLO) facilitator, developing and assessing SLOs and Program Learning Objectives (PLOs), training faculty in Curricunet and attending meetings, to be paid \$45.14 an hour not to exceed 35 hours or \$1,580, effective March 19 through June 30, 2013, in accordance with the Agreement, Article 10, Section 9(m).

5. Special Assignment - The following part-time instructors of Humanities to participate in the Humanities College Composition Consistency Project, to be paid \$200 each, not to exceed \$5,000, effective February 20 through June 30, 2013, in accordance with the Agreement, Article 10, Section 14(a).

Amanda Ackerman
Karen Amano-Tompkins
Kate Collins

Agnes Davies
Lisa Gaydosh
Susan Herdzina

Elizabeth Hindman
Jennifer Holt
Patricia Hoover
Angie Kirk
Laura Knox
Heather Macdonald
Clint Margrave
Morgan Mayreis-Voorhis
(Compton)
Kathleen Motoike

Sumino Otsuji
Megan Ozima
Jan Parrish
Dianne Pearce
Luivette Resto
Jelena Savina
Eric Takamine
Cindy Tino-Sandoval
Wendy Walsh
Al Zucker

6. Special Assignment - The following instructors to participate in professional development for the Graduation Initiative Math Learning Teams affective domain training workshops, to be paid \$1,500 each, not to exceed \$6,000 through the Graduation Initiative grant, effective March 19 through June 30, 2013, in accordance with the Agreement, Article 10, Section 14(a).

Full-time:

Junko Forbes
Kaysa Laureano

Part-time:

Diem Nguyen
Russell Reece

7. Stipend Assignment - The following instructors of the Natural Sciences Division, to prepare and present demonstrations for the Onizuka Space Science Day, to be paid \$50 each, effective April 20, 2013, in accordance with the Agreement, Article 10, Section 14(a).

Jeanne Bellemin
Bryan Carey
Eric Carlson
Sara Di Fiori
Peter Doucette
Nancy Freeman
Amy Grant
Perry Hacking
Charles Herzig
Harold Hofmann
Shimonee Kadakia

Norman Kadomoto
Leon Leonardo
S. Vincent Lloyd
David Pierce
Soshanna Potter
Thomas Stewart
Michael Stupy
Ana Tontcheva
Karla Villatoro
Paul Yun

8. Stipend Assignment - Ms. Georgiana Coughlan and Mr. Robert Puglisi, part-time instructors of Humanities, to participate in the Graduation Initiative (Title V) Learning Teams, to be paid a stipend of \$800 each, not to exceed \$1,600, effective March 19 through June 30, 2013.

9. Stipend Assignment - Ms. Greta Hendricks, part-time instructor of Humanities, to facilitate the Graduation Initiative (Title V) Learning Teams, to be paid a stipend of \$1,000, effective March 19 through June 30, 2013.
10. Stipend Assignment - Ms. Sheila Malone, part-time instructor of Theatre, Fine Arts Division, to work as musical theatre technical director, to be paid \$515 per week, not to exceed 4 weeks or \$2,060, effective March 4 through March 30, 2013, in accordance with the Agreement, Article 10, Section 10(d).
11. Stipend Assignment - Ms. Judith Crozier and Ms. Georgia Moten, part-time members of Humanities from the Compton Center will participate in the Humanities College Composition Consistency Project professional development training workshops, to be paid \$200 each from the Graduation Initiative Title V grant, effective March 19 through June 30, 2013, in accordance with the Agreement, Article 10, Section 14(a)
12. Stipend Assignment - Mr. David Bacon, part-time instructor of Recreation, Health Sciences & Athletics Division, to plan and facilitate the team building activity for Classified Professional Development Week, to be paid \$600, effective May 17, 2013, in accordance with the Agreement, Article 10, Section 14(a).
13. Employment/Assignment - Mr. Mark Malonzo, part-time instructor of Fire & Emergency Technology, Industry & Technology Division, to be paid for by UCLA Center for Pre-Hospital Care, effective September 12, 2013.
14. Employment - The following part-time/temporary instructors to be hired as needed for the 2013 spring semester:

Behavioral & Social Sciences

Raul Herrera
Saul Panski
Julie Poepoe

Fine Arts

Sheila Malone

Health Science & Athletics

Kathryn Cass

Humanities

Karen Meeks

Industry & Technology

Mark Malonzo
Timothy Muckey
Julie Schneider

Mathematical Science

Marguerite George

Natural Sciences

Nicholas Bonness
Samuel Lee
Leon Leonardo

Special Resource Center

Joseph Ascherman

Counseling

Maria Estrada
Hatien Nguyen

Classified Personnel:

1. Retirement - Mr. Lavert Smith, Custodian, Range 20, Step E, Facilities Planning and Services Division, Administrative Services Area, effective April 6, 2013 and that a plaque be presented to him in recognition of his service to the District since 1988.
2. Resignation - Ms. Tamara Evans, Library Media Technician III, Range 28, Step C, Learning Resources, Academic Affairs Area, effective March 22, 2013, plus accrued vacation.
3. Personal Leave of Absence 25% - Ms. Theresa Barragan-Echeverria, Student Services Advisor, Range 35, Step E, Counseling and Student Services Division, Student and Community Advancement Area, effective March 1 through June 7, 2013.
4. Change of Assignment - Mr. Angel Arguello, from 10 month to 12 month Night Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective April 1, 2013.
5. Change of Assignment - Ms. Alexis Estwick, from 10 month to 12 month, Program Coordinator, Range 36, Step D, and from Community Advancement

Division to Enrollment Services Division, Student and Community Advancement Area, effective April 1, 2013.

6. Change of Assignment - Ms. Susana R. Loeza, from 10 month to 12 month Night Custodian, Range 20, Step B, Facilities Planning and Services Division, Administrative Services Area, effective April 1, 2013.
7. Change of Assignment - Ms. Rebecca Trotter Greer, from 10 month to 12 month, Financial Aid Assistant, Range 24, Step B, Financial Aid/Enrollment Services Division, Student and Community Advancement Area, effective April 1, 2013.
8. Correction - Resignation, Mr. Anthony Kane, Custodian, Range 20, Step E, Facilities Planning and Services Division, Administrative Services Area, effective February 15 instead of February 18, 2013.
9. Promotion - Ms. Cynthia Constantino, from Assistant to Vice President, Range 12, Step E, Academic Affairs Area, to Executive Assistant to the Superintendent, Range 13, Step B, President's Office, effective April 1, 2013 (Confidential Salary Schedule).
10. Employment - Mr. Marco Colum, Financial Aid Assistant, Range 24, Step A, Financial Aid/Enrollment Services Division, Student and Community Advancement Area, effective April 1, 2013.
11. Employment - Ms. Maria Delgado, Night Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective April 1, 2013.
12. Employment - Mr. Adam Dunigan, Academic Affairs Analyst, Range 35, Step A, Academic Affairs Division, Academic Affairs Area, effective March 20, 2013.

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

13. Ms. Denise Spurlock - Administrative Assistant II Range 31, Step A, Industry and Technology Division, Academic Affairs Area, 40 hours per week, effective March 7, 2013.
14. Ms. Stacie Leong - Accounting Assistant I, Range 22, Step A, Bookstore Division, Administrative Services Area, as needed, to assist in vouchers/billing, effective April 1, 2013 through June 30, 2013.

15. Mr. Whitney Shanklin - Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, 40 hours per week, effective April 1, 2013 through June 30, 2013.
16. Amend Assignment - Ms. Kathleen Oswald, Assistant to Superintendent, Range 13, Step E (Confidential Salary Schedule), President's Office, effective December 3, 2012 through June 30, 2013, as needed. (Retired Annuitant).
17. Correction - The following Computer Systems Support Technician, Range 40, instead of 37, Step A, Information Technology Division, Administrative Services Area, 40 hours per week, effective January 23 through June 30, 2013:

Thurman Brown

Brent Belicki

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 1-9.

Campus Police Aide Series

1. Campus Police Aide III

The following individuals are to be responsible for non-hazardous police services to the students, staff, and faculty of El Camino College and other departmental duties.

Gustavo Campos, \$11.25 per hour
Brianna Chapman, \$10.75 per hour

Instructional aide Series

2. Instructional Aide I

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

Raul Guerra, \$8.00 per hour

3. Instructional Aide V

The following individual is to provide tutorial assistance in a variety of subjects to students who are challenged by language, social, economic, and educational disadvantages.

Michael Martinez, \$13.25 per hour

Program Aide Series

4. Program Aide IV

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

Monika Manson, \$12.25 per hour

5. Program Aide V

The following individual is to assist with the Science, Technology, Engineering, and Mathematics (STEM) program with outreach activities, recruitment strategies, program research, and office organization.

Nancy Lopez, \$13.00 per hour

6. Program Aide VI

The following individual is to assist the Instructional Specialist of the of the Foster Kinship Community Education (FKCE) program with classroom facilitation and logistics, contact caregivers, and support implementation of the FKCE classes.

Andrea Major, \$18.00 per hour

Program Professional Series

7. Program Professional I

The following individual is responsible for implementing the Science, Technology, Engineering and Math (STEM) Summer Design Challenge program under the direction of the Dean of Industry and Technology.

Glen Chapple, \$30.00 per hour

The following individuals are to assist with recruitment and outreach services at out-of-state college fairs, education fairs, and other events to disseminate program information about El Camino College and to interact with prospective students.

Joshua Casper, \$25.00 per hour

LaCoya Theus, \$25.00 per hour

The following individual is to assist with the overall Youth Empowerment Strategies for Success (YESS) program administration at the campus and community level and serve as a liaison between the campus and regional YESS staff as directed.

Sharonda Barksdale, \$22.00 per hour

Training Professional Series

8. Training Professional II

The following individuals are to perform client intake and assessment, conduct business advising sessions, and deliver workshops relating to starting and running a small business.

Patricia Schmucker, \$45.00 per hour

Kathleen Taylor, \$45.00 per hour

Tonya Ware, \$45.00 per hour

9. Training Professional IV

The following individuals are to assist businesses in a variety of services including consultation with business leaders to optimize company productivity, maximize employee performance, achieve profitable results, and develop custom tailored training solutions to address business goals and objectives.

David DeLay, \$90.00 per hour (eff. 3/1/13 to 6/30/13)

Roberto Pandolfi, \$70.00 per hour (eff. 3/31/13 to 6/30/13)

C. NOTICE AND SCHEDULING OF HEARING: HEARING REGARDING NEGOTIATIONS BETWEEN EL CAMINO COMMUNITY COLLEGE DISTRICT AND THE FEDERATION OF TEACHERS, LOCAL 1388, AFT, AFL-CIO FOR 2013-2014 REOPENER NEGOTIATIONS AS REQUESTED BY THE DISTRICT

It is recommended that the Board of Trustees schedule a Public Hearing at the April 2013 Board Meeting to reopen negotiations between El Camino Community College District and the Federation of Teachers. As stated in Article 24, Section 5 of the Federation Bargaining Agreement, reopener negotiations would automatically include Article 10 (Compensation), Article 17 (Health Benefits) and each side is able to select one additional article. The District has identified Article 20, Procedures for Faculty Evaluation.

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. Resolution Approving Amended and Restated Bylaws for the
El Camino Community College District Citizens' Bond Oversight
Committee.....(Resolution # 03-18-2013).....Page 2

- A. It is recommended that the Board of Trustees adopt the following resolution (03-18-2013) approving amended and restated bylaws for the Citizens' Bond Oversight Committee

EL CAMINO COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 03-18-2013

RESOLUTION OF THE BOARD OF TRUSTEES OF THE EL CAMINO COMMUNITY COLLEGE DISTRICT APPROVING AMENDED AND RESTATED BYLAWS FOR THE EL CAMINO COMMUNITY COLLEGE DISTRICT CITIZENS' OVERSIGHT COMMITTEE

WHEREAS, the Board of Trustees of the El Camino Community College District (the "District") previously adopted a resolution requesting Los Angeles County (the "County") to call an election for general obligation bonds (the "Bond Election") to be held on November 6, 2012; and

WHEREAS, notice of the Bond Election was duly given; and on November 6, 2012 the Bond Election was duly held and conducted for the purpose of voting a measure for the issuance of bonds of the District in the amount of \$350,000,000 ("2012 Measure E"); and

WHEREAS, based on the Canvass and Statement of Results for the County, more than fifty-five percent of the votes cast on the Measure E were in favor of issuing the aforementioned bonds; and

WHEREAS, the Board of Trustees of the District previously has established independent citizens' bond oversight committee (the "Committee") in connection with issuance of bonds under its 2002 Measure approved by the voters on November 5, 2002 (the "2002 Measure"); and

WHEREAS, the Board of Trustees has previously approved Bylaws governing such Committee for its 2002 Measure bond election and now desires to combine the 2002 Measure and the 2012 Measure E oversight responsibilities into the existing Citizens' Oversight Committee by adopting Amended and Restated Bylaws which govern the activities of the Committee.

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE EL CAMINO COMMUNITY COLLEGE DISTRICT DOES HEREBY FIND, DETERMINE AND CERTIFY AS FOLLOWS:

Authorization. Each of the 2002 Measure and 2012 Measure E were authorized pursuant to paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution and subdivision (b) of Section 18 of Article XVI of the California Constitution in accordance with the requirements of the Strict Accountability In Local School Construction Bonds Act of 2000 (the "Act").

Bylaws. The Committee shall operate pursuant to the Board approved Amended and Restated Bylaws. The Committee shall have only those responsibilities granted to them in the Act, in the resolutions calling for the election for the 2002 Measure, the 2012 Measure E and in the Amended and Restated Bylaws. The Amended and Restated Bylaws, as submitted herewith and attached hereto, are hereby approved. The previous Bylaws related to the District's 2002 Measure are rescinded and no further force and effect.

ADOPTED, SIGNED AND APPROVED this 18th day of March, 2013.

BOARD OF TRUSTEES OF THE EL
CAMINO COMMUNITY COLLEGE
DISTRICT

President

ATTEST:

Secretary

STATE OF CALIFORNIA)
)ss
LOS ANGELES COUNTY)

I, _____, do hereby certify that the foregoing Resolution No. _____ was duly adopted by the Board of Trustees of the El Camino Community College District at a meeting thereof held on _____ day of _____, 2013 and that it was so adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

By: _____
Secretary

**EL CAMINO COMMUNITY COLLEGE DISTRICT
CITIZENS' BOND OVERSIGHT COMMITTEE
AMENDED AND RESTATED BYLAWS
MARCH 2013**

Section 1. Committee Established. The El Camino Community College District (the "District") was successful at the election conducted on November 5, 2002 (the "2002 Election") in obtaining authorization from the District's voters to issue up to \$394,516,464 aggregate principal amount of the District's general obligation bonds ("2002 Measure E"). The El Camino Community College District (the "District") was successful at the election conducted on November 5, 2012 (the "2012 Election"), in obtaining authorization from the District's voters to issue up to \$350,000,000 aggregate principal amount of the District's general obligation bonds (the "2012 Measure E"). The 2002 Election and the 2012 Election are hereinafter referred to as (the "Elections"). The 2002 Measure E and the 2012 Measure E are hereinafter referred to as (the "Measures"). The Elections were each conducted under Proposition 39, being chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 et seq. of the Education Code of the State ("Prop 39"). Pursuant to Section 15278 of the Education Code, the District is obligated to establish the Committee in order to satisfy the accountability requirements of Prop 39. The Board of Trustees of the El Camino Community College District (the "Board") hereby confirms that the Citizens' Bond Oversight Committee (the "Committee") initially established for the 2002 Measure shall have the duties and rights set forth in these Bylaws with oversight responsibility over both 2002 Measure E and 2012 Measure E. The Committee does not have independent legal capacity from the District.

Section 2. Purposes. The purposes of the Committee are set forth in Prop 39, and these Bylaws are specifically made subject to the applicable provisions of Prop 39 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the *Ralph M. Brown Public Meetings Act* of the State of California and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, as set forth in Prop 39.

The proceeds of general obligation bonds issued pursuant to the Elections are hereinafter referred to as "bond proceeds." The Committee shall confine itself specifically to bond proceeds generated under the Measures. Regular and scheduled maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee's review.

Section 3. Duties. To carry out its stated purposes, the Committee shall perform the duties set forth in Section 3.1, 3.2 and 3.3 and shall refrain from those activities set forth in Sections 3.4 and 3.5:

3.1 Inform the Public. The Committee shall inform the public concerning the District's expenditure of bond proceeds. In fulfilling this duty, all official communications to either the Board or the public shall come from the Chair acting on behalf of the Committee. The Chair shall only release information that reflects the majority view of the Committee.

3.2 Review Expenditures. The Committee shall review expenditure reports produced by the District to ensure that (a) bond proceeds were expended only for the purposes set forth in Measures; and (b) no bond proceeds were used for any inappropriate teacher or administrative salaries or other operating expenses, in accordance with Attorney General Opinion 04-110 issued on November 9, 2004.

3.3 Annual Report. The Committee shall present to the Board, in public session, an annual written report which shall include the following:

(a) A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and

(b) A summary of the Committee's proceedings and activities for the preceding year.

3.4 Duties of the Board and/or Superintendent/President. Either the Board or the Superintendent/President, as the Board shall determine, shall have the following powers reserved to it, and the Committee shall have no jurisdiction over the following types of activities:

- i. Approval of construction contracts,
- ii. Approval of construction change orders,
- iii. Appropriation of construction funds,
- iv. Handling of all legal matters,
- v. Approval of construction plans and schedules,
- vi. Approval of scheduled maintenance plans, and
- vii. Approval of the sale of bonds.

3.5 Measures Projects Only. In recognition of the fact that the Committee is charged with overseeing the expenditure of bond proceeds, the Board has not charged the Committee with responsibility for:

- (a) Projects financed through the State of California, developer fees, redevelopment tax increment, certificates of participation, lease/revenue bonds, the general fund or the sale of surplus property without bond proceeds shall be outside the authority of the Committee.
- (b) The establishment of priorities and order of construction for the bond projects shall be made by the Superintendent/President in his or her sole discretion.
- (c) The selection of architects, engineers, soils engineers, construction managers, project managers, CEQA consultants and such other professional service firms as are required to complete the project based on District criteria established by the Board in its sole discretion.
- (d) The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent) by the Board in its sole discretion and shall report to the Committee on any cost saving techniques considered or adopted by the Board.
- (e) The selection of independent audit firm(s), performance audit consultants and such other consultants as are necessary to support the activities of the Committee.
- (f) The approval of an annual budget for the Committee that is sufficient to carry out the activities set forth in Prop 39 and included herein.
- (g) The appointment or reappointment of qualified applicants to serve on the Committee.

Section 4. Authorized Activities.

4.1 In order to perform the duties set forth in Section 3.0, the Committee may engage in the following authorized activities:

- (a) Receive and review copies of the District's annual independent performance audit and annual independent financial audit, required by Prop. 39 (Article XIII A of the California Constitution).
- (b) Inspect college facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the District's Superintendent/President.
- (c) Review copies of scheduled maintenance proposal or plans developed by the District.

- (d) Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures.

Section 5. Membership.

5.1 Number.

The Committee shall consist of a minimum of seven (7) members appointed by the Board of Trustees from a list of candidates submitting written applications, and based on criteria established by Prop 39, to wit:

- One (1) student enrolled and active in a community college support group, such as student government.
- One (1) member active in a business organization representing the business community located in the District.
- One (1) member active in a senior citizens' organization.
- One (1) member active in a bona-fide taxpayers association.
- One (1) member active in a support organization for the college, such as a foundation.
- Two (2) members of the community at-large.

5.2 Qualification Standards.

- (a) To be a qualified person, he or she must be at least 18 years of age.
- (b) The Committee may not include any employee, official of the District or any vendor, contractor or consultant of the District.

5.3 Ethics: Conflicts of Interest. Members of the Committee are not subject to Articles 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code and the Political Reform Act (Gov. Code §§ 81000 *et seq.*), and are not required to complete the Form 700. However, each member shall comply with the Committee Ethics Policy attached as "Attachment A" to these Amended and Restated Bylaws.

5.4 Term. Except as otherwise provided herein, each member shall serve a term of three (3) years, commencing as of the date of appointment by the Board. No member may serve more than two (2) consecutive terms. At the Committee's first meeting, members will draw lots to select a minimum of two members to

serve for an initial two (2) year term and the remaining members for an initial three (3) year term. Members whose term has expired may continue to serve on the Committee until a successor has been appointed. Members serving on the original 2002 Measure Committee shall remain on the Committee and may serve for new terms as described herein.

5.5 Appointment. Members of the Committee shall be appointed by the Board through the following process: (a) the District shall advertise for members in accordance with its customary practices, including through local newspapers and the District website; (b) appropriate local groups will be solicited for applications; (c) the Superintendent/President will review the applications; and (d) the Superintendent/President will make recommendations to the Board.

5.6 Removal; Vacancy. The Board may remove any Committee member for failure to attend two consecutive Committee meetings without reasonable excuse or for failure to comply with the Committee Ethics Policy. Upon a member's removal, his or her seat shall be declared vacant. The Board, in accordance with the established appointment process shall fill any vacancies on the Committee. The District shall seek to fill vacancies within 90 days.

5.7 Compensation. The Committee members shall not be compensated for their services.

5.8 Authority of Members. (a) Committee members shall not have the authority to direct staff of the District; (b) Individual members of the Committee retain the right to address the Board, either on behalf of the Committee or as an individual; and (c) the Committee and its members shall have the right to request and receive only copies of reports and records relating to the Measures projects which have been prepared for the Board and which have become a public record.

Section 6. Meetings of the Committee.

6.1 Regular Meetings. The Committee is required to meet at least once a year, including an annual organizational meeting, but may not meet more frequently than quarterly.

6.2 Location. All meetings shall be held within the jurisdiction of the El Camino Community College District.

6.3 Procedures. All meetings shall be open to the public in accordance with the *Ralph M. Brown Act*, Government Code Section 54950 *et seq.* Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business.

Section 7. District Support.

7.1 The District shall provide to the Committee necessary technical and administrative assistance as follows:

(a) preparation of and posting of public notices as required by the *Brown Act*, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board;

(b) provision of a meeting room, including any necessary audio/visual equipment;

(c) preparation and copies of any documentary meeting materials, such as agendas and reports; and

(d) retention of all Committee records, and providing public access to such records on an Internet website maintained by the District.

7.2 District staff and/or District consultants shall attend all Committee proceedings in order to report on the status of projects and the expenditures of bond proceeds.

7.3 No bond proceeds of the Measures may be made to provide District support of the Committee.

Section 8. Reports. In addition to the Annual Report required in Section 3.3, the Committee may report to the Board from time to time in order to advise the Board on the activities of the Committee. Such report shall be in writing and shall summarize the proceedings and activities conducted by the Committee.

Section 9. Officers. The Committee shall elect the Chair and a Vice-Chair who shall act as Chair only when the Chair is absent. No person shall serve as Chair for more than three consecutive years.

Section 10. Amendment of Bylaws. Any amendment to these Bylaws shall be approved by a majority vote of the Board.

Section 11. Termination. The Committee shall automatically terminate and disband concurrently with the Committee's submission of its final Annual Report which reflects the final accounting of the expenditure of all the proceeds of the Measures.

INDEPENDENT CITIZENS' BOND OVERSIGHT COMMITTEE ETHICS POLICY STATEMENT

This Ethics Policy Statement provides general guidelines for Committee members to follow in carrying out their roles. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

POLICY

- **CONFLICT OF INTEREST.** A Committee member shall not make or influence a District decision related to: (1) any contract funded by bond proceeds; or (2) any construction project which will benefit the Committee member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.

- **OUTSIDE EMPLOYMENT.** A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds, or (2) any construction project. A Committee member shall not influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two (2) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (1) bidding on projects funded by the bond proceeds; and (2) any construction project.

- **COMMITMENT TO UPHOLD LAW.** A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the El Camino Community College District.

- **COMMITMENT TO DISTRICT.** A Committee member shall place the interests of the District above any personal or business interest of the member.