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

**Agenda, Monday, October 20, 2014
Board Room
4:00 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of September 8, 2014,
Pages v-ix**
- III. Presentation – Community Advancement – Economic and Workforce
Development**
- IV. Public Hearing - none**
- V. Public Comment on Consent Agenda**
- VI. Consent Agenda – Recommendation of Superintendent/President, Discussion
and Adoption**
 - A. Academic Affairs (AA)
*See Academic Affairs Agenda,
Pages AA 1- AA 14*
 - B. Student and Community Advancement (SCA)
*See Student Services Agenda,
Pages SCA 1- SCA 24*
 - C. Administrative Services (AS)
*See Administrative Services Agenda,
Pages AS 1- AS 22*
 - D. *See Measure “E” Bond Fund Agenda, (E)
Pages E 1- E 15*
 - E. Human Resources (HR)
*See Human Resources Agenda,
Pages HR 1- HR 32*
 - F. Superintendent/President (P/B)
*See Superintendent/President Agenda,
Pages P/B 1-P/B 5*

VII. Non-Consent Agenda, Pages NC 1 – NC 4

- A. Public Comment
- B. Resolution No. 10-20-14 – Approving Assignment of Delinquent Tax Receivables to the Statewide Delinquent Tax Finance Authority for Fiscal Year Ending June 30 2014, 2015 and 2016 and Authorizing Execution and Delivery of Related Documents and Actions

VIII. Public Comment on Non-Agenda Items

IX. Oral Reports

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

X. Closed Session

- A. Conference with Legal Counsel, Existing Litigation, Brown Act Section 54956.9(a)
 - 1. Case # AAA-72110Y-00348-13MRP
- B. Labor Relations, Brown Act Section 54957.6, Ms. Linda Beam, District Negotiator
 - 1. El Camino College Police Officers Association
- C. Public Employee Discipline/Dismissal/Release, Brown Act Section 54957
 - 1. 2 Cases

<p>Board of Trustees Meeting Schedule for 2014 4:00 p.m. Board Room</p>

Monday, November 17, 2014

Monday, December 15, 2014

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

Vision Statement

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

Mission Statement

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

Statement of Philosophy

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

Statement of Values

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

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

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

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

Diversity – We recognize and appreciate our similarities and differences.

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

Guiding Principles

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

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

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

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

Strategic Initiatives

- A. Enhance teaching to support student learning using a variety of instructional methods and services.
 - B. Strengthen quality educational and support services to promote student success.
 - C. Foster a positive learning environment and sense of community and cooperation through an effective process of collaboration and collegial consultation.
 - D. Develop and enhance partnerships with schools, colleges, universities, businesses, and community-based organizations to respond to the workforce training and economic development needs of the community.
 - E. Improve processes, programs, and services through the effective use of assessment, program review, planning, and resource allocation.
 - F. Support facility and technology improvements to meet the needs of students, employees, and the community.
 - G. Promote processes and policies that move the College toward sustainable, environmentally sensitive practices.
- Adopted: 1/16/01, Amended: 1/22/02, 6/18/07, 6/21/10

BOARD PRESENTATIONS AND REPORTS 2014-2015

<i>Month</i>	<i>Presentation</i>	<i>Report</i>
July	Compton Center	FTES – Both Locations
August	Annual Budget	Notice of Public Hearing Quarterly Fiscal Status
September	Student Success and Support Program	Student Success and Support Program Plan
October	Student Equity Plan	Student Equity Plan
November	Community Advancement	FTES – Both Locations Quarterly Fiscal Status
December	Foundation Annual Report	
January	Facilities Master Plan	Annual Factbook Annual Financial Audit
February	Ethics	Sound Fiscal Management Accountability Reports
March	Career Advancement Academy (CAA) Grant	Full Time Equivalent Student (FTES) – Both Locations
April	Citizens Bond Oversight Committee	Measure E-Bond Annual Report Facilities Plan Upgrade
May	California Community College Accountability Scorecard and Student Achievement Goals	
June	Athlete Academic Success	Tentative Budget

7/16/14

EL CAMINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING OF
Monday, September 8, 2014

The Board of Trustees of the El Camino Community College District met at 4:00 p.m. on Monday, September 8, 2014, in the Board Room at El Camino College.

The following Trustees were present: Trustee William Beverly, President; Trustee Kenneth A. Brown, Vice President; Trustee Mary E. Combs, Secretary; Trustee Cliff Numark, Member; Trustee John Vargas, Member; and Student Member Kimberly Garcia.

Also present were Dr. Thomas 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; Dr. Jeanie Nishime, Vice President/Student and Community Advancement; and Ms. Barbara Perez, Vice President/Compton Education Center.

Minutes of the Regular Board Meeting of August 18, 2014

The Minutes of the Regular Board meeting of August 18, 2014 were approved as written.

Presentation – Student Success and Support Program

Dr. Jeanie Nishime gave an informational presentation on the Student Success and Support Program.

Public Hearing – 2014-2015 El Camino Community College District Budget

It was moved by Trustee Brown, seconded by Trustee Combs, that a Public Hearing regarding the 2014-2015 El Camino Community College District Budget be opened at 4:30 p.m.

Student Member Garcia recorded a yes advisory vote. Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

Public Comment

There were no public comments.

It was moved by Trustee Combs, seconded by Trustee Brown, that the Public Hearing be closed at 4:31 p.m.

Student Member Garcia recorded a yes advisory vote. Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

Adoption of the 2014-2015 El Camino Community College District Budget

It was moved by Trustee Numark, seconded by Trustee Vargas, that the Board adopt the 2014-2015 El Camino Community College District Budget.

Student Member Garcia recorded a yes advisory vote. Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

Public Hearing – Energy Conservation Contracts

It was moved by Trustee Brown, seconded by Trustee Vargas, that a Public Hearing regarding Energy Conservation Contracts be opened at 4:33 p.m.

Student Member Garcia recorded a yes advisory vote. Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

Public Comment

There were no public comments.

It was moved by Trustee Combs, seconded by Trustee Numark, that the Public Hearing be closed at 4:38 p.m.

Student Member Garcia recorded a yes advisory vote. Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

Public Hearing – Negotiations Between the El Camino College Police Officers Association (POA) and the El Camino Community College District for 2013-2014 Reopener Negotiations

It was moved by Student Member Garcia, seconded by Trustee Vargas, that a Public Hearing regarding Negotiations Between the El Camino College Police Officers Association (POA) and the El Camino Community College District for 2013-2014 Reopener Negotiations be opened at 4:41 p.m.

Student Member Garcia recorded a yes advisory vote. Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

Public Comment

There were no public comments.

It was moved by Trustee Combs, seconded by Trustee Brown, that the Public Hearing be closed at 4:44 p.m.

Student Member Garcia recorded a yes advisory vote. Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

Non-Consent Agenda

Resolution No. 9-8-14a – Energy Conservation Project and Authorization to Enter Into Energy Service Contract

It was moved by Trustee Brown, seconded by Trustee Numark, that the Board adopt Resolution No. 9-8-14a – Energy Conservation Project and Authorization to Enter Into Energy Service Contract.

Student Member Garcia recorded a yes advisory vote. Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

Resolution No. 9-8-14b – Energy Conservation Project and Authorization to Enter Into Energy Service Contract

It was moved by Trustee Brown, seconded by Student Member Garcia, that the Board adopt Resolution No. 9-8-14b – Energy Conservation Project and Authorization to Enter Into Energy Service Contract.

Student Member Garcia recorded a yes advisory vote. Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

Contract Over \$84,100

It was moved by Trustee Brown, seconded by Trustee Vargas, that the Board ratify the District entering into an agreement with Los Angeles Air Conditioning, Inc.

Student Member Garcia recorded a yes advisory vote. Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

Committee of the Whole – Puente Program

Board President Beverly indicated an interest on behalf of the Board to revisit the Puente program status.

Public Comment

Margaret Quinones-Perez, Ali Ahmadpour and Luukia Smith spoke about the Puente program.

Consent Agenda

It was moved by Trustee Vargas, seconded by Trustee Numark, that the Board adopt the items presented on the agenda in the following areas:

Academic Affairs

Mathematics, Engineering, Science Achievement (MESA) Conference

Student and Community Advancement

Student Conference

Board Policy 5032 (Student Activities Fee) – Second Reading and Adoption
Information Item – Administrative Procedure 5032 (Student Activities Fee)
Grant

Administrative Services

AB 2910 – Quarterly Fiscal Status Reports

Contracts Under \$84,100

Personal Service Agreements

Amendments to Contracts

Bid Award 2014-1 – Campus Paving Improvement Project – Mission Paving
and Sealing, Inc.

Purchase Orders and Blanket Purchase Orders

Measure E 2002 & 2012 Bond Fund

Category Budgets and Balances

Measure E 2002 Budget Change

Contract – Berkeley Research Group, LLC

Change Order – Pinner Construction Company, Inc. – Shops Building Replacement
Project

Change Order – Sinanian Development, Inc. – Athletic Education & Fitness Complex
Stadium Phase II

Change Order – S.J. Amoroso – Industry and Technology Building Project

Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

Notice and Scheduling of Public Hearing Regarding Negotiations Between the
El Camino College Police Officers Association (POA) and the El Camino Community
College District for 2013-2014 Reopener Negotiations

Revised Classification Specifications for Classified Position

President and Board of Trustees

Absence of a Board Member

Student Member Garcia recorded a yes advisory vote. Trustees Brown, Combs, Numark
and Vargas voted yes. (Trustee Beverly left the meeting at 5:40 p.m.) Motion carried.

Closed Session

Regular Meeting adjourned to a Closed Session at 6:15 p.m. which ended at 7:00 p.m.

Mary E. Combs, Secretary of the Board

Thomas M. Fallo, Secretary to the Board

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

Page No.

- A. Destruction of Records..... AA2
- B. Mathematics, Engineering, Science Achievement (MESA) Conferences..... AA2
- C. Proposed Curriculum Changes Effective 2015-2016 Academic Year..... AA2

ACADEMIC AFFAIRS

A. DESTRUCTION OF RECORDS

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

1. CTEA Supplemental Student Information Form 2000-2008
2. SRC Student Files 2003-2004 Box #89-97 A-Z
NLD Test Files 1998-2004 Box #98-99 A-Z
SRC Miscellaneous Files Box #1-8

Destroy date: 12/2014. Files are located in the Warehouse.

B. MATHEMATICS, ENGINEERING, SCIENCE ACHIEVEMENT (MESA) CONFERENCES

It is recommended that the Board approve the following conferences listed below:

1. The MESA Student Leadership Conference will be held on October 31-November 1, 2014 at the San Diego Marriott Mission Valley in San Diego, California. Lodging and registration will be covered by MESA Statewide. Students will be accompanied by Arturo Hernandez, MESA|SSS-STEM Director and/or Elizabeth Bermudez, SSS-STEM Coordinator. Transportation will be by van.

Alfaro, Christopher
Lopez, Karen

Mosqueda, Mario
Quispe, Ashley

C. PROPOSED CURRICULUM CHANGES EFFECTIVE 2015-2016 ACADEMIC YEAR

It is recommended that the Board approve the proposed curriculum changes, effective the 2015-2016 academic year, as listed below.

BEHAVIORAL AND SOCIAL SCIENCES

New Major

1. Economics AA-T Degree

The degree in economics is designed to provide students with a foundation in macroeconomics and microeconomics theory. Economics majors will acquire knowledge of the principle economic models for understanding how the national economy functions, the fundamental laws of supply and demand, and international trade theory. Students will be able to apply methodologies to assess fiscal and monetary policy, price levels, and the allocation of goods and resources in competitive and monopolistic markets. Competencies will be assessed through regularly scheduled objective and essay examinations and problem solving assignments.

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

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

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

Major Requirements

Required Core: 14 - 15 units		Units
ECON 1	Principles of Economics: Macroeconomics	3
ECON 2	Principles of Economics: Microeconomics Theory	3
MATH 150	Elementary Statistics with Probability	4
MATH 160	Calculus I for the Biological, Management and Social Sciences	4
or		
MATH 190	Single Variable Calculus and Analytic Geometry I	5

List A: 3 - 5 units

BUS 1A	Financial Accounting	4
BUS 1B	Managerial Accounting	4
BUS 28	Written Business Communications	3
CIS 13	Computer Information Systems	3
MATH 140	Finite Mathematics for Business and Social Sciences	4
MATH 161	Calculus II for the Biological, Management and Social Sciences	3
or		
MATH 191	Single Variable Calculus and Analytic Geometry II	5

List B: 3 - 5 units

or any course not already selected from List A

ECON 5	Fundamentals of Economics	3
MATH 220	Multi-Variable Calculus	5
MATH 270	Differential Equations with Linear Algebra	5

Total Units: 20 - 25

INACTIVATE COURSES

1. Anthropology 50 – Special Topics in Anthropology
2. Child Development 50 – Special Topics in Child Development
3. Economics 50 – Special Topics in Economics
4. History 50 – Special Topics in History
5. Philosophy 50 – Special Topics in Philosophy
6. Political Science 50 – Special Topic in Political Science
7. Psychology 50 – Special Topics in Psychology
8. Psychology 99abc – Independent Study
9. Sociology 50 – Special Topics in Sociology

BUSINESS

Course Review; Distance Education Update

1. Business 28 – Written Business Communications

Course Review; Distance Education Update, Changes in Descriptive Title, Catalog Description, Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

Current Status/Proposed Changes

1. Law 5 – ~~Contract, Sales, and Commercial Paper~~ Business Law
Recommended Preparation: ~~eligibility for English A~~ and English 84

~~This course examines court systems, statutory laws, legal and equitable remedies, contract agreements as foundations for other commercial laws, law of sales and purchases of goods, commercial paper including promissory notes, drafts, checks and certificates of deposits~~ explores the fundamental legal principles pertaining to business transactions with an introduction to the legal process. Topics include sources of law and ethics, contracts, torts, agency, criminal law, negotiable instruments, business organizations, and judicial and administrative processes.

Recommendation

Law 5 – Business Law

Recommended Preparation: English A and English 84

This course explores the fundamental legal principles pertaining to business transactions with an introduction to the legal process. Topics include sources of law and ethics, contracts, torts, agency, criminal law, negotiable instruments, business organizations, and judicial and administrative processes.

FINE ARTS

Course Review

1. Music 102A – Beginning Sightsinging
2. Music 102B – Advanced Sightsinging

Course Review; Change in Course Number

Current Status/Proposed Changes

1. Dance ~~287abed~~ 287ab – Concert Dance Ensemble

Recommendation

Dance 287ab – Concert Dance Ensemble

Current Status/Proposed Changes

2. Dance ~~289abed~~ 289ab – Advanced Dance Theatre

Recommendation

Dance 289ab – Advanced Dance Theatre

Course Review; Change in Descriptive Title

Current Status/Proposed Changes

1. Dance 230A – Intermediate Modern Dance Technique II A

Recommendation

Dance 230A – Intermediate Modern Dance A

Course Review; Changes in Descriptive Title, Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

Current Status/Proposed Changes

1. Dance 230B – Intermediate Modern Dance Technique II B

Prerequisite: Dance 230A with a minimum grade of C

Recommended Preparation: English A

Recommendation

Dance 230B – Intermediate Modern Dance B

Prerequisite: Dance 230A with a minimum grade of C

Recommended Preparation: English A

Course Review; Changes in Course Number, Catalog Description, Lab Hours

Current Status/Proposed Changes

1. Dance ~~183ab~~ 183ab – Dance Workshop Ensemble

Units: 1.0 Lecture hours: 0 Lab hours: 4 hours per week to be arranged

This course is an introduction to dance performance of works in progress. Students will participate in one or more formal or informal performances as dancers; ~~choreographers, or crew.~~

Recommendation

Dance 183ab – Dance Workshop Ensemble

Units: 1.0 Lecture hours: 0 Lab hours: 4 hours per week to be arranged

This course is an introduction to dance performance of works in progress. Students will participate in one or more formal or informal performances as dancers.

Course Review; Changes in Descriptive Title, Catalog Description, Units, Lecture/Lab Hours, Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

Current Status/Proposed Changes

1. Music 266abcd – ~~Big Band Jazz~~ Studio Jazz Band

Units: ~~1.5~~ 1.0 Lecture hours: ~~3~~ 0 Lab hours: ~~0~~ 4 hours per week to be arranged
Enrollment Limitation: ~~audition at the first class meeting (ability to perform music of moderate difficulty on a standard jazz instrument)~~ audition

This intermediate ensemble rehearses and performs commercial big band music from the swing era. The literature includes works by composers such as Ellington, Basie, and Kenton, as well as opportunities for vocal jazz soloists. Emphasis is placed on section development, extended solos, and improvisation. Performances are held on campus and in the community.

Recommendation

Music 266abcd – Studio Jazz Band

Units: 1.0 Lecture hours: 0 Lab hours: 4 hours per week to be arranged
Enrollment Limitation: audition

This intermediate ensemble rehearses and performs commercial big band music from the swing era. The literature includes works by composers such as Ellington, Basie, and Kenton, as well as opportunities for vocal jazz soloists. Emphasis is placed on section development, extended solos, and improvisation. Performances are held on campus and in the community.

Current Status/Proposed Changes

2. Music 267abcd – Concert Jazz Band

Units: ~~1.5~~ 1.0 Lecture hours: ~~3~~ 0 Lab hours: ~~0~~ 4 hours per week to be arranged
Enrollment Limitation: ~~audition at the first class meeting (ability to perform music of moderate difficulty on a standard jazz instrument)~~ audition

This advanced ensemble rehearses and performs a variety of music from the swing era to contemporary jazz written for the large standard jazz band instrumentation. Emphasis is placed on section development, improvisation, extended solos, and literature that is original and of increasing difficulty. Performances include campus concerts, as well as at local schools and in jazz festivals.

Recommendation

Music 267abcd – Concert Jazz Band

Units: 1.0 Lecture hours: 0 Lab hours: 4 hours per week to be arranged
Enrollment Limitation: audition

This advanced ensemble rehearses and performs a variety of music from the swing era to contemporary jazz written for the large standard jazz band instrumentation.

Emphasis is placed on section development, improvisation, extended solos, and literature that is original and of increasing difficulty. Performances include campus concerts, as well as at local schools and in jazz festivals.

HEALTH SCIENCES AND ATHLETICS

Course Review

1. Physical Education 251 – Tennis

Course Review; Changes in Catalog Description

1. Physical Education 47 – Introduction to Indoor Rock Climbing

Current Status/Proposed Changes

This course provides instruction and practice for developing rock climbing skills and fitness. Instruction will include: climbing ethics, preparation, safety, and knowledge of equipment, climbing techniques and the mental approach to climbing. Conditioning exercises are incorporated to build muscular strength, muscular endurance, flexibility, and balance for rock climbing. This ~~class~~ course will ~~also~~ facilitate critical thinking and problem solving skills related to rock climbing.

Recommendation

This course provides instruction and practice for developing rock climbing skills and fitness. Instruction will include: climbing ethics, preparation, safety, and knowledge of equipment, climbing techniques and the mental approach to climbing. Conditioning exercises are incorporated to build muscular strength, muscular endurance, flexibility, and balance for rock climbing. This course will facilitate critical thinking and problem solving skills related to rock climbing.

Change in Major; Course Requirements, Total Units

1. Radiologic Technology A.S. Degree

Current Status/Proposed Changes

Program Prerequisites

Complete the following courses with a grade point average of 2.25 or better:

Anatomy 32 or Anatomy and Physiology 34A

Computer Information Systems 13

English 1A

Mathematics 73 or 80

Physiology 31 or Anatomy and Physiology 34B

Psychology 5
Radiologic Technology A

<u>Major Requirements</u>		Units
RTEC 91	Radiographic Pathology	2
RTEC 93	Venipuncture and Pharmacology for the Radiologic Technologist	1
RTEC 104	Clinical Education 1	1.5
RTEC 106	Clinical Experience 1	4
RTEC 107	Clinical Experience 2	7
RTEC 109	Clinical Experience 3	2.5
RTEC 111	Fundamentals Rad Tech I	4
RTEC 123	Radiographic Positioning 1A	4
RTEC 124	Radiographic Positioning 1B	4
RTEC 216	Clinical Education 2	2
RTEC 217	Clinical Experience 4	7
RTEC 218	Clinical Experience 5	7
RTEC 233	Radiographic Positioning 2	3
RTEC 244	Radiation Physics, Equipment, and Safety	4
RTEC 255	Advanced Imaging/Special Procedures	4
MEDT 1	Medical Terminology	3

Total Units: ~~60~~ 58

Note: Students must complete Radiologic Technology 217, 218, 233, 244 and 255 at El Camino College. Radiologic Technology students must complete the general education requirements described in the college catalog (see A.S. Degree requirements) to be eligible for certification by the American Registry of Radiologic Technologists (ARRT).

Change in Certificate; Course Requirements, Total Units

1. Radiologic Technology Certificate of Accomplishment

Current Status/Proposed Changes

To be eligible for the Certificate of Accomplishment, the student must have an Associate in Science Degree in Radiologic Technology. A Certificate of Accomplishment will be granted upon completion of the program requirements.

<u>Certificate Requirements</u>		Units
<u>RTEC 216</u>	<u>Clinical Education</u>	<u>2</u>
RTEC 220	Clinical Experience 6	3
RTEC 328	Clinical Experience 7	4.5

Total Units: ~~7.5~~ 9.5

Inactivate Programs

1. Vocational Nursing A.S. Degree
2. Vocational Nursing Certificate of Achievement

Inactivate Courses

1. Contemporary Health 50 – Special Topics in Contemporary Health
2. Educational Development 50 – Special Topics in Educational Development
3. Nursing 50 – Special Topics in Nursing
4. Physical Education 50 – Special Topics in Physical Education
5. Physical Education 274 – Assessment and Management of Athletic Injuries
6. Sign Language/Interpreter Training 18A – Fundamentals of Interpreting and Transliterating
7. Sign Language/Interpreter Training 18B – Applied Interpreting and Translating Techniques
8. Sign Language/Interpreter Training 19 – Advanced Interpreting: Sign to Voice
9. Sign Language/Interpreter Training 50 – Special Topics
10. Sign Language/Interpreter Training 263 – Interpreting/Transliterating Laboratory
11. Sign Language/Interpreter Training 264 – Sign to Voice Laboratory

HUMANITIES

Course Review; Changes in Catalog Description; Conditions of Enrollment
(Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

1. English 31 – Mythology and Folklore
Current Status/Proposed Changes
~~Recommended Preparation: eligibility for English 1A~~
Prerequisite: eligibility for English 1A

This course is a survey of Babylonian, Egyptian, Hebrew, Greek, Hispanic, Germanic, Indian, ~~Aboriginal~~, and other mythologies. Through readings of essays and literature, students explore the similarities and differences of folklore and mythology and identify cultural patterns in the literature.

Recommendation

Prerequisite: eligibility for English 1A

This course is a survey of Babylonian, Egyptian, Hebrew, Greek, Hispanic, Germanic, Indian, and other mythologies. Through readings of essays and literature, students

explore the similarities and differences of folklore and mythology and identify cultural patterns in the literature.

Inactivate Course

1. English 26 – The Literature of Science Fiction

INDUSTRY AND TECHNOLOGY

CTE Two-Year Course Review

1. Administration of Justice 103 – Concepts of Criminal Law I
2. Construction Technology 150 – Contract Estimating
3. Construction Technology 160 – Business and Legal Aspects of Contracting
4. Construction Technology 180 – Residential Plumbing

CTE Two- Year Course Review; Change in Transfer Status

1. Administration of Justice 10 – Introduction to Homeland Security
Current Status/Proposed Changes
CSU Transfer
Recommendation
CSU Transfer

CTE Two-Year Course Review; Changes in Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

1. Administration of Justice 130 – Criminal Procedures
Current Status/Proposed Changes
Recommended Preparation: ~~eligibility for~~ English A and English 84
Recommendation
Recommended Preparation: English A and English 84
2. Administration of Justice 131 – Legal Aspects of Evidence
Current Status/Proposed Changes
Recommended Preparation: ~~eligibility for~~ English A and English 84

Recommendation
Recommended Preparation: English A and English 84
3. Fire and Emergency Technology 4 – Fire Company Organization and Management
Current Status/Proposed Changes

Recommended Preparation: Fire and Emergency Technology 1; ~~or Fire and Emergency Technology 15 or equivalent~~ and ~~English 84 or eligibility for English 1A~~
English A and English 84

Recommendation

Recommended Preparation: Fire and Emergency Technology 1; English A and English 84

4. Fire and Emergency Technology 6 – Building Construction for Fire Protection

Current Status/Proposed Changes

Recommended Preparation: Fire and Emergency Technology 1 ~~or Fire and Emergency Technology 15 or equivalent~~ ; English A and English 84 ~~or eligibility for English 1A~~

Recommendation

Recommended Preparation: Fire and Emergency Technology 1; English A and English 84

5. Fire and Emergency Technology 20 – Fire Protection Equipment and Systems

Current Status/Proposed Changes

Recommended Preparation: ~~eligibility for~~ English A and English 84 ~~or English A~~

Recommendation

Recommended Preparation: English A and English 84

CTE Two-Year Course Review; Changes in Transfer Status, Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

1. Administration of Justice 11 – Intelligence and Security Management

Current Status/Proposed Changes

CSU Transfer

Recommended Preparation: Administration of Justice 10 and English A

Recommendation

CSU Transfer

Recommended Preparation: Administration of Justice 10 and English A

CTE Two-Year Course Review; Changes in Catalog Description, Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

1. Fire and Emergency Technology 5 – Fire Behavior and Combustion

Current Status/Proposed Changes

Recommended Preparation: Fire and Emergency Technology 1; ~~or Fire and Emergency Technology 15 or equivalent and English 84 or eligibility for English 1A~~
English A and English 84

This course ~~discusses~~ examines the theory and fundamentals of how and why fires start, spread, and are controlled, as well as an in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents and fire control techniques.

Recommendation

Recommended Preparation: Fire and Emergency Technology 1; English A and English 84

This course examines the theory and fundamentals of how and why fires start, spread, and are controlled, as well as an in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents and fire control techniques.

Course Review; Distance Education Update, Changes in Catalog Description, Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

1. Administration of Justice 115 – Community and Human Relations

Current Status/Proposed Changes

Recommended Preparation: English A and English 84

~~The~~ This course ~~explores the roles of criminal justice practitioners and their agencies. Students examine the interrelationships and role expectations among the various agencies and the public. Principal emphasis is placed on the professional image the system of justice administration conveys and the development of positive relationships between members of the system and the public~~ examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. Topics include the shared and conflicting values in culture, religion, and law.

Recommendation

Recommended Preparation: English A and English 84

This course examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. Topics include the shared and conflicting values in culture, religion, and law.

New Distance Education Courses

1. Administration of Justice 10 – Introduction to Homeland Security
2. Administration of Justice 11 – Intelligence and Security Management
3. Administration of Justice 103 – Concepts of Criminal Law I
4. Administration of Justice 131 – Legal Aspects of Evidence

Inactivate Courses

1. Administration of Justice 15 – Introduction to Vice and Narcotics Investigation
2. Architecture 50 – Special Topics in Architecture
3. Automotive Technology 50 – Special Topics in Automotive Technology

NATURAL SCIENCES

Inactivate Courses

1. Astronomy 50 – Special Topics in Astronomy
2. Biology 50 – Special Topics in Biology
3. Chemistry 50 – Special Topics in Chemistry

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

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STUDENT AND COMMUNITY ADVANCEMENT

A. EL CAMINO COLLEGE – INSTITUTIONAL EFFECTIVENESS OUTCOMES – 2015-2020

It is recommended that the Board of Trustees adopt the following Institutional Effectiveness Outcomes for El Camino College:

1. Increase in Student Readiness Rate to 100%
2. Increase in Successful Course Completion Rate by 5% to 73.7%
3. Increase in Remedial English Completion Rate by 10% to 54.3%
4. Increase in Remedial Math Completion Rate by 10% to 29.6%
5. Increase in 3-Term Persistence Rate by 5% to 72.1%
6. Increase in 30-Units Achievement Rate by 5% to 69.4%
7. Increase in Completion Rate by 5% to 50.6%
8. Increase in Transfer Rate by 5% to 41.1%
9. Increase in annual Number of Degrees and Certificates awarded by 10% (to 2,232 and 659, respectively)
10. Increase in annual Number of Transfers by 5% to 1,509, with special focus on CTE and STEM

B. EL CAMINO COLLEGE COMPTON CENTER – INSTITUTIONAL EFFECTIVENESS OUTCOMES – 2015-2020

It is recommended that the Board of Trustees adopt the following Institutional Effectiveness Outcomes for El Camino College Compton Center:

1. Increase in Student Readiness Rate to 100%
2. Increase in Successful Course Completion Rate by 5% to 68.3%
3. Increase in Remedial English Completion Rate by 10% to 36.0%
4. Increase in Remedial Math Completion Rate by 10% to 21.9%
5. Increase in 3-Term Persistence Rate by 5% to 49.6%
6. Increase in 30-Units Achievement Rate by 5% to 55.4%
7. Increase in Completion Rate by 5% to 32.8%
8. Increase in Transfer Rate by 5% to 33.8%
9. Increase in annual Number of Degrees and Certificates awarded by 10% (to 319 and 111, respectively)
10. Increase in annual Number of Transfers by 5% to 544, with special focus on CTE and STEM

C. FORENSICS TEAM TOURNAMENTS FOR 2014/2015

It is recommended that the Board of Trustees approve the following Forensics Team Tournaments for 2014/2015 as shown below. Expenses will be paid from Auxiliary Services, District funds, and fundraising proceeds:

Date	Tournament	Location	Amount not To Exceed	Faculty Attending
9/26-27	Warm-Up	El Camino	\$0	Bishop (9/26) Evans (9/27)
10/4-5	IVC/Aztec Invitational	IVC/SDSU	\$2,500	Bishop (9/4) Evans (9/5)
10/10-12	IVC/Concordia	IVC/Concordia	Free	Bishop (10/10) Evans (10/12)
10/24-26	IVC/Lancer Invitational	IVC/Pasadena CC	\$1,000	Bishop (10/24) vans (10/25-26)
11/7-9	Robert Barbera Invitational	Cal State Northridge	\$1,500	Bishop (11/7) Evans (11/8-9)
01/2015*	Close to the Coast Invitat.	OCC	\$1,000	Bishop/Evans**
01/2015*	Winter at the Beach Invitat.	Cal State LB	\$1,000	Bishop/Evans**
02/2015*	Tabor-Venitsky Invitational	Cerritos College	\$1,500	Bishop/Crossman/Evans**
03/2015*	NPDA Nationals	Kansas City, KS	\$5,000	M. Crossman

* - Actual dates to be determined

** - Actual attendance dates to be determined

The following students are scheduled to participate:

Shea Adair, Mason Andrus, Isaac Curtiss, Hamoun Dolatshahi, Juan Garcia, Jamie Gilman, Genesis Godoy, Orion Gould, Brittany Hubble, Kelly Hutchison, Mason Jones, Rafeed Kahn, Wendy Lopez, Rayanna Marable, Hannah McCann, Eduardo Paez, Ahliyah Sanford, Kiana Schmitt, Jesus Sierra, Arielle Stephenson

D. DESTRUCTION OF RECORDS

It is recommended that the Board of Trustees approve destruction of the following Reinstatement Petitions student records prior to January 1, 2004. The records have been maintained for the required retention period. Reference Code: California Code of Regulations, California Community Colleges, Subchapter 2.5, Article 2. Retention Period 59026.

E. BOARD POLICY 2410 – BOARD POLICIES AND ADMINISTRATIVE PROCEDURES – First Reading

It is recommended that the Board of Trustees receive for first Reading Board Policy 2410 – Board Policy and Administrative Procedure as shown on page SCA 5.

F. INFORMATION ITEM – ADMINISTRATIVE PROCEDURE 2410 – BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

It is recommended that the Board of Trustees received for information Administrative Procedure 2410 – Board Policies and Administrative Procedures as shown on pages SCA 6.

G. BOARD POLICY 3250 – INSTITUTIONAL PLANNING – First Reading

It is recommended that the Board of Trustees receive for first reading Board Policy 3250 – Institutional Planning as shown on page SCA 7.

H. INFORMATION ITEM – ADMINISTRATIVE PROCEDURES 3250 – INSTITUTIONAL PLANNING

It is recommended that the Board of Trustees receive for information Administrative Procedure 3250 – Institutional Planning as shown on pages SCA 8-23.

I. GRANT – APPLICATION AND ACCEPTANCE

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

Governor’s Office of Business and Economic Development Office of Small Business Capital Infusion Program – GO-Biz, Small Business Development Center Capital Infusion Project. The inability of small businesses to gain access to capital remains a barrier to growth for both the State’s small business base and the California economy. By providing funding for services and programs that remove this barrier, GO-Biz expects to nurture the expansion and sustainability of our small business base, thereby allowing them to add jobs and increase taxable revenue. The grant will support technical assistance to small businesses that are struggling to determine their credit readiness and are in need of locating and securing appropriate funding resources for their business start-up and/or expansion.

Administrator: Starleen Van Buren

Amount of Grant Funding from Granting Agency:	\$125,000
Amount of College Match:	<u>125,000</u>
Total Amount of Grant:	\$250,000

Source of Matching Funds: SBDC - SBA

Indirect Rate: \$0 (0%)

(Indirect costs may not be claimed as part of the proposal budget and will be capped at 0% percent, regardless of the amount stipulated in an applicant’s indirect cost rate agreement.)

Performance Period: October 1, 2014 through September 30, 2015.

Board Policy 2410

Board Policy and Administrative Procedures

The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient and effective operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to district activities. All District employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board are developed through collegial consultation processes and may be adopted, revised, added to or amended at any regular board meeting by a majority vote after a second reading and opportunity for public comment. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended.

Administrative procedures are to be issued by the Superintendent/President as statements of method to be used in implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policy. Administrative procedures may be revised as deemed necessary by the Superintendent/President. Administrative procedures that fall within the purview of the Academic Senate will be developed in collegial consultation with the Senate.

The Superintendent/President shall, annually, provide each member of the Board with copies of any revisions of the administrative procedures. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

Copies of all policies and administrative procedures shall be readily available to District employees ~~through the internal web site (Infonet).~~ on the Board of Trustees webpage.

See Administrative Procedure 2410.

References:

Education Code Section 70902;
Accreditation Standard IV.B.1.b & e

El Camino College

Adopted: 4/16/01

Amended:

Board of Trustees Agenda – October 20, 2014

Board Policies and Administrative Procedures will be reviewed for currency every ten years. Earlier review and revisions will be initiated as Title 5, Education Code, federal regulations or local processes are revised and/or updated.

Responsibility for the review and revision of policies and procedures shall be assigned as follows:

Chapter 1: The District (Series 1000)	President’s Office
Chapter 2: Board of Trustees (Series 2000)	President’s Office
Chapter 3: General Institution (Series 3000)	Appropriate Vice President
Chapter 4: Academic Affairs (Series 4000)	Vice President Academic Affairs and the Academic Senate
Chapter 5: Student Services (Series 5000)	Vice President Student & Community Advancement
Chapter 6: Business and Fiscal (Series 6000)	Vice President Administrative Services
Chapter 7: Human Resources (Series 7000)	Vice President Human Resources

Each Vice President will maintain a timeline of the policies and procedures within their purview. For the 4000 series and any other policies and procedures that fall under the Academic Senate purview, the Academic Senate Educational Policies committee will review and revise the policies and procedures prior to a vote of the Academic Senate. All vice presidents will review the policies and procedures for which they are responsible with their respective Area Councils. Completed policies and procedures will be brought by the vice presidents to College Council for dissemination and review by appropriate constituent groups. Upon consensus of College Council, the finalized policy will move forward for Board approval. Associated procedures will be presented to the Board for information.

References:

- Education Code Section 70902;
- Accreditation Standard IV.B.1.b & e

Board Policy 3250

Institutional Planning

The Superintendent/President shall ensure that the District has and implements a broad-based, comprehensive, systematic, and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research. The planning and budgeting systems shall be linked, and planning priorities shall be established annually.

~~The Superintendent/President shall ensure the Board has an opportunity to assist in developing the general institutional mission and goals.~~

The planning system shall include regularly-updated plans required by law, or the Chancellor's Office, including, but not limited to:

1. A Strategic Plan containing the College mission, vision, values, and strategic initiatives (Board Policy 1200).
2. An comprehensive, integrated, and strategic educational and facilities Master Plan which includes long range plans for all academic and service, student services, community advancement and administrative services areas; technology; facilities; fiscal resources;; and staffing and diversity; and associated implementation plans;
3. Student Equity Plan;
4. Student Success & Support Program Plan Matriculation;
5. Basic Skills Action Plan;
6. Transfer Center Plan;
7. ~~Cooperative Work Experience plan;~~
8. ~~Educational~~ Extended Opportunities Programs and Services (EOP-~~&~~S) Plan.

The Superintendent/President shall submit to the Board those plans for which ~~Board approval is required by~~ Title 5 requires to the Board approval, and ~~The Superintendent/President shall~~ inform the Board about the status of planning and the various plans major plans and reports. The Board has shall have an opportunity to assist in developing the general institutional mission and goals.

See Administrative Procedure 3250.

Reference:

Board Policy 1200;
Accreditation Standard I.B;
Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190,
55250, 55400 et seq., 55510, 56270 et seq.

El Camino College

Adopted: 4/16/01

Amended:

I. INTRODUCTION

The District implements a broad-based comprehensive and integrated planning system that is a foundation for strategic directions and resource allocation decisions. The Superintendent/President is responsible for implementation and evaluation of this process.

The El Camino College planning process integrates assessment, evaluation, and planning to promote institutional effectiveness. Institutional effectiveness involves the College's efforts toward continuous improvement in institutional quality, student success, and fulfillment of the College Mission. The College's planning processes are put into practice so that more students from our diverse community attain educational success and achieve their academic goals.

The College mission underlies all planning and budgeting decisions, with strategic initiatives providing primary direction for achieving the mission. The College regularly develops a master plan that is based on the mission and strategic initiatives and is guided by college-wide processes. These processes consist of Curriculum Review, Program Review, outcomes assessment, and annual planning throughout the institution, all of which drive and are responsive to each other. All processes are evaluated continuously, with evaluation results discussed and used to improve the college.

Processes and entities described herein reference El Camino College, with parallel processes and entities existing at El Camino College Compton Center.

II. ROLES & RESPONSIBILITIES

The College's planning process is guided by several agents to ensure that it is strategic, fiscally sound, integrated, collegial, effective, and on-going.

A. The Board of Trustees

The Board of Trustees is ultimately responsible for ensuring effective institutional planning for the College. They do this by reviewing the Institutional Planning Board Policy 3250 and related College-wide plans on an annual basis.

B. Superintendent/President

The Superintendent/President ensures that the District develops and implements a comprehensive, systematic, and integrated system of planning that involves appropriate segments of the College community and is supported by institutional and other research.

The Superintendent/President ensures the evaluation of this process. When appropriate, the Superintendent/President considers and enacts recommendations from planning committees, and makes recommendations to the Board.

C. Vice President, Student and Community Advancement

The Vice President of Student and Community Advancement (VP-SCA) oversees the development and implementation of the Strategic Plan, master plan, and annual planning and budgeting processes. The VP-SCA is responsible for ensuring the meaningful integration and implementation of all plans and processes, and the regular evaluation of those processes. With the Vice President of Academic Affairs, the VP-SCA oversees the Student Success and Support Program (SSSP) Plan and Student Equity Plan, among other student services plans and program reviews.

Reporting to the VP-SCA, the Director of Research and Planning coordinates College-wide strategic planning processes and supports the creation of annual unit and program plans. The Director coordinates activities related to the College-wide evaluation and accomplishment of institutional goals stated in the Strategic Plan, Master Plan, and annual plans.

D. Vice President, Academic Affairs

The Vice President of Academic Affairs (VP-AA) guides the College's Educational Plan and continuous instructional improvement. The VP-AA ensures Curriculum Review, Academic Program Review, learning outcomes assessment, enrollment management, and long-range educational planning are meaningfully integrated and implemented, and that they support the mission and strategic initiatives. With the VP-SCA, the VP-AA oversees the Student Success and Support Program (SSSP) Plan and Student Equity Plan.

E. Vice President, Administrative Services

The Vice President of Administrative Services (VP-AS) prepares Tentative and Final Budgets in accordance with budget assumptions and College priorities, and in consultation with the Superintendent/President and the Planning and Budgeting Committee. The budget is developed and adopted in accordance with the planning and budgeting calendar and other timelines. The VP-AS oversees the Facilities Master Plan, Technology Plan, and Administrative Services Program Reviews.

F. Vice President, Human Resources

The Vice President of Human Resources (VP-HR) guides human resources planning through staffing and professional development plans, and equal employment opportunity (EEO) planning. This includes ensuring staffing plans are meaningfully integrated with other plans and processes, support the mission, and advance the strategic initiatives. Professional development related to short-term and long-term planning processes is conducted under the auspices of Human Resources.

G. Vice President, Compton Center

The Vice President of Compton Center (VP-CC) guides the College's Educational Plan and the continuous improvement of instruction and student services at El Camino College Compton Center (ECC Compton Center). These responsibilities include ensuring that Program Review, learning outcomes assessment, enrollment management, and long-range educational planning are meaningfully integrated and implemented, support the mission, and advance the strategic initiatives. The VP-CC oversees the Student Success and Support Program (SSSP) Plan and Student Equity Plan, among other plans local to ECC Compton Center.

H. Planning & Budgeting Committee

The Planning and Budgeting Committee (PBC) serves as the consultation committee for campus-wide planning and budgeting. The PBC assures that planning and budgeting are interlinked and that the process is driven by the institutional priorities set forth in the Strategic Plan, Educational Master Plan, and other plans adopted by the College. The PBC develops and follows an annual planning and budgeting calendar, and makes recommendations to the Superintendent/President on all planning and budgeting issues. All committee activities are reported to the College community. PBC membership consists of one representative each from the Associated Students Organization (ASO), Academic Senate, El Camino College Federation of Teachers, El Camino Classified Employees, Police Officers Association, Confidential employees and Management, as well as representatives from Academic Affairs, Administrative Services, and Student and Community Advancement. Ex officio supporting members of the PBC include Area Vice Presidents, Business Manager, Information Technology Services (ITS) management, and the Director, Research and Planning. The committee is led by a non-voting chair appointed by the Superintendent/President.

I. Strategic Planning Committee

The Strategic Planning Committee (SPC) forms every five years to develop a new Strategic Plan, College Master Plan, and associated Implementation Plans, and recommends a course of action to the Superintendent/President. The SPC reconvenes

annually to evaluate the status of implementation plans. SPC membership consists of Area Vice Presidents, and representatives from faculty, Classified staff, management, students, El Camino College Foundation, and Division leadership. Ex officio membership includes representatives from each aspect of the long-term planning process described below. The SPC, is co-chaired by the Vice President, Student and Community Advancement, and Director, Research and Planning.

J. College-wide Accreditation Team

The College-wide Accreditation Team (CAT) provides continual evaluation to the College on areas related to accreditation, including institutional effectiveness (see Administrative Procedure 3200). The CAT is chaired by the current Accreditation Liaison Officer and is composed of past accreditation co-chairs and standard team leaders, and a representative from Institutional Research & Planning. Duties include monitoring progress on strategic initiatives and student achievement measures; developing a plan or cycle for accreditation tasks that includes the integration of actionable improvement plans into institutional planning; and ensuring that College processes reflect current accreditation standards.

III. PLANNING MODEL

College-wide planning processes are described visually in its Planning Model. The Planning Model consists of five general categories of planning: a) foundations; b) long-term planning; c) targeted planning; d) institutional effectiveness processes; and e) annual planning. These processes are integrated and guide resource allocation to produce the ultimate outcomes of institutional effectiveness and greater student success. Each planning process includes an implementation plan to effectively carry out the strategies of each. The Planning Model is evaluated and modified before the commencement of each five-year strategic planning cycle, or as needed.

A. Foundation of Institutional Planning: The Strategic Plan

The College's foundation for institutional planning is the Strategic Plan. It contains the College's mission, vision, values, and strategic initiatives that establish goals and objectives for greater institutional effectiveness. It represents a plan of action to increase student success and learning, respond to community needs, and improve overall institutional effectiveness.

The mission is reviewed regularly and revised as needed to ensure that it reflects community and workforce needs; supports student learning and success; and is in accord with the California Master Plan for Education. The Vision is an aspirational statement of what the College desires to achieve within the period of the Strategic Plan. Values

describe the character of the institution's workforce and its approach to improving the institution.

The strategic initiatives are college-wide goals developed to help implement the mission and focus efforts toward student success and institutional effectiveness. Strategic initiatives drive planning and resource allocation, as planning goals are prioritized by their associated strategic initiatives. Each strategic initiative is linked to a specific set of objectives. Progress on each initiative is measured annually by way of these objectives.

The plan is revised every five years by the Strategic Planning Committee based on external trends, institutional research, strategic analysis, and other needs assessments. It is reviewed through a College-wide consultation process and recommended to the Superintendent/President. The final Strategic Plan is approved by the Board of Trustees as Board Policy 1200. The Master Plan serves as its implementation plan.

B. Long-term Planning – The College Master Plan

The College Master Plan (CMP) is a detailed plan developed to implement the College's Strategic Plan, prepare for enrollment changes, and address emerging needs. It is founded on the mission, directed by the strategic initiatives, and informed by both internal and external reviews and assessments. The CMP is composed of integrated Facilities, Staffing, and Technology plans that support a strategic Educational Plan. Separate annual Fiscal Plans are informed by both external trends and priorities of the CMP. The CMP contains a five-year Implementation Plan as well as a 20-year projection of student and community needs. The implementation plan contains a series of recommendations and priorities informed by other planning processes and a timeline for achieving these recommendations. The long-term projection is submitted to the California Community Colleges Chancellor's Office (Chancellor's Office) to demonstrate building and infrastructure needs. Submission of these plans to the Chancellor's Office is required prior to embarking on any building project for the college. The facilities plan and long-term projection is also used as back up documentation when seeking to be included in statewide bond initiatives.

A new CMP is developed every five years, beginning with a comprehensive external scan of trends affecting the college's future. These include, but are not limited to, trends and projections of community demographics, job markets, K-12 enrollments, state and local economies, and public policy. Internal evidence of student demographics, academic achievement, and learning outcomes also serves as a foundation for development of the master plan. Finally, feedback from the community and current students is gathered regularly to ensure that the college mission and long-term plans consider these needs. The office of Institutional Research & Planning coordinates the gathering of this evidence.

The ad hoc Strategic Planning Committee (SPC) forms to review evidence and develop the CMP. The Strategic Planning Committee is composed of faculty, staff, and managers involved with college planning, Program Review, curriculum, and assessment of learning. After development of a new Strategic Plan and review external and internal evidence, the SPC develops a framework for a new educational plan. Evidence from Program Review, curriculum, student achievement measures, learning outcomes, and previous master plan updates also contribute to developing the Educational Plan.

Program- and Unit-level information is utilized for master planning in two ways. First, program data are used to forecast department technology and facilities needs throughout the College. Second, findings and recommendations from periodic program and unit evaluations, through the Program Review process, contribute to long-term planning, where applicable.

The CMP and all sub-plans contain Implementation Plans to carry out goals during the timespan of each. Implementation Plans are reviewed and updated by the appropriate Unit or planning committee on an annual basis. The college's Planning and Budgeting Committee (PBC) reviews the College Master Plan annually, measures its progress by way of planned outcomes and targets, and recommends changes, as needed. The Board of Trustees reviews and approves the College Master Plan and reviews its Implementation Plan annually.

1. Educational Plan

The Educational Plan focuses on a vision for the College and its programs and services for the future. It contains enrollment trends and growth projections; forecasted space needs to inform the Facilities Master Plan; College and program profiles; and a set of clear priorities and intended actions to guide college planning over a five-year period. These priorities and actions are in accord with the Strategic Plan and Targeted Plans, such as the Student Success and Support Programs Plan (SSSP) and Student Equity Plan (SEP). The Educational Plan informs the development or revision of the Facilities, Staffing, and Technology Plans.

The SPC develops the Educational Plan under the guidance of the VP-AA. Implementation of the plan is overseen by the VP-AA and monitored annually by the Academic Senate, College Council, Council of Deans and Directors, PBC, and the President's Cabinet.

2. Staffing Plan

The Staffing Plan details current and forecasted staffing levels, hiring and evaluation practices, retirement and secession planning, and training needs. It contains a set of goals for workforce and professional development that reflect the

Strategic Plan and support the priorities of the Educational Plan. The Staffing Plan informs technology and training needs for the Technology Plan and office space needs for the Facilities Master Plan.

Human Resources develop the Staffing Plan under the guidance of the VP-HR. Implementation of the plan is overseen by the VP-HR and monitored annually by the PBC and the President's Cabinet.

3. Technology Plan

The Technology Plan details a strategic roadmap for institutional improvement across seven major areas: data systems and networking; equipment and software; technology training; staffing; distance education; facilities; and funding. The plan is derived from program information, campus-wide needs, external trends, and the priorities of the educational plan.

The ECC Technology Committee develops the Technology Plan under the guidance of the VP-AS. Development is based on internal and external needs assessments, and on contributions from the Academic Technology Committee of the Academic Senate, Distance Education Advisory Committee, and the office of Professional Development.

Implementation of the Technology Plan is overseen by the VP-AS and Director of Information Technology Services. Progress on the plan is monitored continuously by the ECC Technology Committee and reviewed annually by the PBC and President's Cabinet.

4. Facilities Master Plan

The Facilities Master Plan is a guide for future campus development. It contains enrollment forecasts, building inventories, projected space needs, and a set of planning priorities from which a capital construction plan (implementation plan) is developed.

The Facilities Master Plan is developed through enrollment forecast analysis and needs assessments that are grounded in the Educational Plan, with input from the Facilities Steering Committee, PBC, and other relevant participation. The plan is informed by the Technology and Staffing Plans.

The Facilities Master Plan is overseen by the VP-AS and the Director of Facilities Planning Services. It is reviewed regularly by Facilities Planning Services and the President's Cabinet and is modified to reflect external changes and newly-developed educational priorities, as applicable. The Facilities Steering Committee monitors the plan on a regular basis. Progress on the plan is reported regularly to the District and College communities, with an annual report made to the Board of Trustees.

C. Targeted Planning

The College develops long-term plans with annual updates for specific initiatives or targeted groups of students. These include the Student Success and Support Program Plan, Student Equity Plan, Transfer Center Plan, and the Extended Opportunity Programs and Services (EOPS) Plan. These targeted plans are integrated with other planning processes.

1. Student Success and Support Program Plan

The Student Success and Support Program (SSSP) Plan details how services will be provided to targeted students to increase student access, academic direction and success, and goal completion. Progress in these areas is targeted by way of support services that include, but are not limited to, orientation, assessment and course placement, and educational planning. The SSSP Plan details policies, procedures, professional development, activities, and services planned in support of student success, along with associated budgets. It is linked to Program Review, and is coordinated with the Student Equity Plan and other planning processes.

The campus-wide Student Success Advisory Committee, which contains faculty, management, and Classified representatives from Academic Affairs, Student & Community Advancement, and Public Relations, develops a draft plan which is reviewed through a college-wide consultation process, after which a final draft is recommended to the Superintendent/President. The Board of Trustees receives the College's SSSP Plan. The SSSP Plan is submitted annually to the Chancellor's Office Student Services and Special Programs Division. The College also submits the SSSP Year-End Expenditure Report in support of annual evaluation of the SSSP Plan.

2. Student Equity Plan

The Student Equity Plan describes an evaluation, planning, and resource allocation process aimed at strategically addressing marked group differences in student achievement in order to improve academic success and goal achievement for all students. The equity plan is grounded on a series of metrics, disaggregated by demographic group, which are related to: access to college, course completion, degree and certificate completion, and transfer. The equity plan establishes goals and objectives; details activities and improvements that support each metric; and contains a plan budget, implementation schedule, and evaluation process. It is linked to Program Review and annual planning processes, and is coordinated with the Student Success and Support Program Plan to ensure that the latter addresses equity issues.

The Student Equity Plan Advisory Committee (SEPAC) contains representatives from faculty, Classified staff, management, and students. The SEPAC develops a

draft Student Equity Plan which is reviewed through a college-wide consultation process. The final draft is recommended to the Superintendent/President. The Board of Trustees adopts the College's Student Equity Plan. The SEPAC implements and monitors the adopted plan on a three-year cycle. Annual year-end status reports are delivered to the Chancellor's Office.

3. Basic Skills Initiative Action Plan

The Basic Skills Initiative (BSI) annual ESL/Basic Skills Allocation End-of-Year Report and Action Plan (BSI Action Plan) describes concrete plans to foster improvements in basic skills and ESL student access and success in the area of: 1) organizational practices, 2) planned program actions, 3) professional development plans, and 4) modifications to instructional practices. The BSI Action Plan evaluates activities from the previous year and identifies activities for the upcoming year to foster improvements in outcomes for basic skills and ESL students. All activities funded by the BSI must be related to attainment of the long term goals developed by the Basic Skills Advisory Group (BSAG), made up of faculty from Counseling, Humanities, and Mathematics Divisions, and representatives from Academic Senate, First Year Experience, Learning Resources Unit, MESA, and Special Resource Center. These 5 goals include increasing success rates, persistence rates, and completion rates for students enrolled in ESL, basic skills mathematics, reading and writing courses; offering comprehensive professional development for basic skills instructors; and increasing incidents and depth of collaboration among academic departments and between academic programs and student services to support basic skills students.

The annual BSI Action Plan is reviewed and signed off by the Academic Senate President; the Vice President of Academic Affairs; and the Vice President of Student and Community Advancement. It is then recommended to the Superintendent/President for final approval. The final report and plan is submitted to the Chancellor's Office each October and posted on the College website. Activities and research funded by the BSI are incorporated into Program Review, the SSSP Plan, and the Student Equity Plan.

4. Transfer Center Plan

The Transfer Center Plan describes transfer-supporting activities and services provided to students, and facilities, staffing, and evaluation of the Transfer Center. The plan details targeted student populations, goals, and transfer applicant targets, with emphasis on improving transfer outcomes for underrepresented students. It is linked to Program Review, and is coordinated with the SSSP Plan, the Student Equity Plan, and other student services.

A draft Transfer Center Plan is developed by the Transfer Center Coordinator based on input from the Transfer Center Advisory Board which consists of the Transfer

Center Coordinator, the Articulation Officer, Transfer-focused or Transfer Center faculty and staff, and a Compton Center Transfer Counselor. The annual plan draft is recommended to the Superintendent/President. The Board of Trustees adopts the Transfer Center Plan. A Transfer Center Report is submitted annually to the Chancellor's Office Student Services and Special Programs Division that describes efforts to implement the Transfer Center, achievement of plan goals and targets, and expenditures supporting transfer activities and operations. The Transfer Center Coordinator oversees the implementation of the plan and provides updates to the Dean of Counseling on a regular basis, including discussions and decisions made by the committee.

5. Extended Opportunity Programs and Services (EOPS) Plan

The EOPS Plan describes short-term and long-term goals of EOPS in support of College goals, planned annual objectives and supporting activities, annual budget, and evaluation of prior year outcomes related to program standards. It is linked to Program Review, and is coordinated with the SSSP Plan, Student Equity Plan, and College-wide planning processes.

The EOPS Director drafts an annual plan with input from the EOPS staff. The Plan is presented to the EOPS Advisory Committee for further recommendations, and signed off by the College's Business Manager and the Superintendent/President prior to being submitted for review to the Chancellor's Office. Final approval is given by the Chancellor's Office.

D. Institutional Effectiveness Processes

The College conducts evaluation and planning processes for continuous improvement of the institution. These include Curriculum Review, Program Review, Outcomes Assessment, and ongoing evaluation. These processes are data-driven, linked together, and integrated with all applicable long-term and annual planning processes.

1. Curriculum Review

All courses, degrees, certificates, and majors are reviewed by faculty within a six-year cycle with vocational courses being reviewed on a two-year cycle. Curriculum Review is conducted as both a continuous program evaluation process and a more comprehensive Program Review process. Curriculum is a sub-section of the Academic Program Review template and thus is linked to broader planning and resource allocation processes.

The College Curriculum Committee, a standing committee of the Academic Senate, is responsible for the development and review of the College's curriculum and for ensuring that all curricula meet local and state standards. Review of curriculum

proposals is based on state regulations, local requirements, and the mission and strategic initiatives of the College.

2. Program Review

Program Review is a process in which members of a department, service area, or unit critically assess their program, identify necessary adjustments, and design a mechanism to institute and evaluate proposed changes. Comprehensive Program Reviews are conducted every four years, with supplemental topics evaluated for Career Technical Education (CTE) programs every two years. All programs create an annual Program Review update as a part of ongoing evaluation, in which progress is tracked and emerging or changing needs are highlighted. All programs develop, implement, and track an annual plan according to the Planning and Budgeting Calendar which is informed by the latest Program Review or annual update.

In Program Review, recommendations that incur a cost are prioritized and connected to one or more of the College's strategic initiatives. Program Review recommendations are entered into the Program Plan. Deans and Division Councils consider the recommendations from each program and create a prioritized list for their division. This is included in a Unit Plan. Each Vice President reviews the priorities in each of their Area's Unit Plans and determines the top priorities in the area and creates an Area Plan. The Vice Presidents prioritize all requests in the area plans to determine the College's top priorities for funding. These proposed fund allocations are then presented to the Planning and Budgeting Committee, which reviews them to ensure they align with the college mission and strategic initiatives. The final list of proposed fund allocations is incorporated into the college budget and forwarded to the President and the Board for their approval. Program Review recommendations also may trigger Curriculum Review and may be incorporated into other College plans, as appropriate.

Program Review reports follow a standard template specific to each Area (Academic Affairs, Administrative Services, Human Resources, or Student and Community Advancement) that generally includes: program overview; analysis of research and survey data; curriculum or service planning; assessment of learning, service, academic, and/or employment outcomes (where applicable); evaluation of program improvement; facilities, equipment, technology, and staffing needs; and future directions. The report culminates with a list of prioritized recommendations for the future with estimated budget impacts.

Individual Program Review submissions are evaluated by the Area Program Review committee following established rubrics that typically include completeness, clarity, and use of evidence for continuous improvement. This evaluation is following by

revision and final submission, with recommendations integrated into annual planning cycles over the next four years.

3. Outcomes Assessment

The College evaluates services, student learning, and student achievement through comprehensive and ongoing outcomes assessment. These outcomes include Student Learning Outcomes (SLOs), Program Learning Outcomes (PLOs), Institutional Learning Outcomes (ILOs), Service Area Outcomes (SAOs), and performance metrics.

The Assessment of Learning Committee (ALC) coordinates assessment planning, develops sustainable methodologies and procedures, provides ongoing training, assesses Institutional Learning Outcomes, and communicates with the College on learning assessment. The ALC is chaired by the College faculty SLO Coordinators, with representation from each division, Institutional Research, accreditation, Associate Dean of Academic Affairs, and a Dean liaison.

The College also measures student success, milestone achievement, and educational and career goal completion as a standard part of institutional assessment, with results discussed and strategized annually. This set of student achievement measures are tracked over time and compared against institution-set standards and aspirational goals. Issues of student achievement revealed by these measures are addressed through the strategic and educational plans, targeted plans, and annual plans. Strategy sessions to address issues are conducted by the Strategic Planning Committee and at the annual Planning Summit.

College-wide and program-specific surveys are administered to students and employees on a regular cycle to gather feedback on student and faculty engagement, campus climate, and student satisfaction. Results from these surveys are discussed widely by consultation and planning bodies, where major issues of concern are recommended for further evaluation and improvement.

4. Ongoing Evaluation

The College conducts ongoing evaluation of how well it is achieving plans, advancing the Strategic Initiatives, and fulfilling the mission. It includes, but is not limited to, the following annual or ongoing processes: Program Review updates; fiscal year planning; Curriculum Review; learning outcomes assessments; evaluation of Implementation Plans; annual reports; and annual evaluation of student achievement measures.

E. Annual Planning & Budgeting

Annual planning is a process of strategically supporting improvements at every level of the institution to make progress on strategic initiatives, respond to changing needs, and ultimately, fulfill the mission and achieve greater student learning and success. This is achieved through a hierarchy of plans and set of processes that integrate with longer-term planning. The annual planning and prioritization process culminates in the development of the Final Budget, the College's Financial and Operational Plan.

1. Annual Plans

Annual plans contain sets of goals and objectives for all programs and units. Goals in all plans are linked to strategic initiatives to ensure that planning prioritizes the College mission. Objectives are based on Program Review recommendations, College-wide plans, or outcomes assessments, where applicable. Resources are allocated through the mechanism of the annual plan. These annual plans are evaluated twice yearly to assess progress and completion.

There are four levels of plans: Program (or department), Unit, Area, and College-wide. Program plans are developed based on a program or department's Program Review recommendations, outcomes assessment, or recently-emerging needs. Units with programs (e.g., Divisions) develop plans from prioritized goals and objectives of program plans and unit-level evaluation, where applicable. Units without programs develop annual plans similar to programs. Areas, under each vice president, develop plans from prioritized goals and objectives of unit-level plans or from area-level evaluations, where applicable. College-wide plans consist of targeted plans, annual implementation plans of the CMP and its sub-plans, or those created by campus-wide committees, where applicable.

Requests for funding are divided into permanent, temporary ongoing, and one-time augmentation requests. More detail of planning and budgeting activities is shared college-wide in the Planning and Budgeting Calendar. The College's online program review and planning system records all annual plans and the integration of processes described herein.

2. Plan and Budget Development Process

Fiscal year plans begin development the previous fall semester (September-November) when departments review, update, and input prioritized recommendations into Program Plans. Each Division then reviews and prioritizes Program (or additional unit) goals and objectives to develop a Unit plan (December-January). Vice Presidents meet with Division or Unit managers to review and prioritize Unit plan goals and objectives to create prioritized Area plans (February-March). All Vice Presidents then develop a single list of proposed objectives to be funded in the next fiscal year. Prioritization is based on the following factors considered as a whole: 1) Health and Safety; 2) support for Strategic Initiatives and

other college-wide priorities; 3) State and Federal compliance; and 4) accreditation requirements.

Vice Presidents present the proposed list of funded goals and objectives to College and Center PBCs for discussion and funding endorsement (March-April). Each PBC submits a list of endorsed funding requests to the President/Superintendent for consideration (May). Approved and allocated funding requests are incorporated into the College Budget (see Financial and Operational Plan below). The Board of Trustees adopts the Tentative Budget in June and the Final Budget in September.

3. Evaluation of Funded Objectives

Funded goals and objectives are evaluated by plan authors in January and July to measure implementation and initial outcomes. Long-term evaluation of funded objectives is conducted as a part of Program Review or ongoing evaluations (e.g., annual metrics or outcomes assessments). Criteria for bi-annual evaluation include: 1) goal status and objective implementation date; 2) actions taken as a result of implementation; 3) improvements in institutional effectiveness as a result of implementation; and 4) future recommendations.

4. Annual Planning Update

An annual planning update report is generated following the July evaluation process which summarizes implemented plans from the most recent fiscal year, with selected goals and objectives highlighted.

5. Financial and Operational Plan (Annual Budget)

The College's Final Budget represents a starting point annual budget that is referenced, adjusted, and evaluated throughout the fiscal year. It is, with all available information reviewed and all input weighed, presented as a record of the District's annual financial and operational plan. The budget is developed according to the Planning and Budgeting Calendar.

The budget reflects the goals identified by the Master Plan. Resources are allocated based on established criteria and budget assumptions described in the Final Budget ("Budget Book") for each fiscal year. Requests for augmentations (one-time expenses) or enhancements (base budget increases) are based on needs assessments and/or Program Review recommendations and are awarded based on priorities noted in the Final Budget. Funding priorities are reviewed by the PBC annually.

Fiscal Services develops the Annual Budget under the guidance of the VP-AS. A Tentative Budget is reviewed by the PBC in May and by the Board of Trustees in June. The Final Budget is reviewed again by the PBC in August and adopted by Board of Trustees in September.

The annual Final Budget reflects the collegial and consultation efforts of the Superintendent/President, Vice Presidents, PBC, division managers, faculty, and department staff to develop a strategic and meaningful financial plan.

6. Faculty Hiring Process

Each fall, the College conducts a full-time faculty position identification and prioritization process to replace and/or fund new faculty strategically in response to enrollment demand and College priorities described in the Master Plan. The process is contained in the faculty collective bargaining agreement (see “Tenure-Track Faculty Hiring Procedure”). The Superintendent/President is responsible for the implementation of the hiring procedures as jointly agreed upon by the Academic Senate and the Board of Trustees.

The Superintendent/President establishes the number of hires each year based on planning, budgeting and academic considerations, and on the Faculty Obligation Number. Requests for full-time faculty positions are developed by division faculty and deans, taking into consideration enrollment demand; Program Review and/or annual plans; weekly student contact hours (WSCH); and Full-Time Equivalent Faculty (FTEF) data. The Faculty Prioritization Committee reviews the prioritized recommendations from the divisions and votes to create a campus-wide hiring priority ranking that is recommended to the Superintendent/President.

IV. EVALUATION OF THE INSTITUTIONAL PLANNING PROCESS

Evaluation of the institutional planning process is conducted in several ways to ensure that it remains ongoing and integrated, and contributes to institutional improvement.

1. Planning and Budgeting Committee

The PBC conducts a self-evaluation annually to assess its goals and fulfillment of its committee purpose as well as to gather feedback on effectiveness of the annual planning and budgeting process. Results from the self-evaluation are discussed by the PBC to determine where improvements may be made.

2. Planning Summit and Other Large-Group Events

The Planning Summit is an annual College-wide event to inform and seek feedback from a large and broad-based group of employees and students about College directions, strategic initiatives, planning, and institutional effectiveness. The summit convenes each spring.

Following each planning summit, training, and other strategic planning events, participants are invited to complete an evaluation survey. Results of the survey are used to make improvements in the planning process and summit programming for the next

cycle. Summit participants help to evaluate implementation plans, progress on student achievement, and the quality and breadth of the collegial participation process.

3. Program Review

The Program Review process is assessed regularly, beginning with an evaluation tool that is distributed to recent Program Review authors to gain feedback on the guiding template, supporting materials, data usefulness, and the process as a whole. This feedback is then discussed by each Program Review committee to determine how the process and materials can be improved for future authors. Program Review evaluation results are also shared with deans and directors to discuss any needed changes.

4. Annual Planning & Budgeting Process

The annual planning process is periodically evaluated by users in terms of orientation and training support, timelines, integration with other processes, and overall effectiveness. The Annual Planning Update, which summarizes each planning year, is compared across years to evaluate the effectiveness of the process.

5. Learning Outcomes Assessments

Methods of outcomes assessment are evaluated on a regular cycle with improvements made to assessment plans as needed. Student Learning Outcomes (SLOs), Service Area Outcomes (SAOs), Program Learning Outcomes (PLOs), and Institutional Learning Outcomes (ILOs) are assessed continuously throughout the College. Results from College-wide outcomes assessments, such as from ILOs, are discussed broadly. The Assessment of Learning Committee (ALC) conducts annual surveys of faculty and division SLO Facilitators to help evaluate the learning outcomes and assessment process. Feedback from both surveys is shared with the ALC and at Academic Deans and Directors meetings.

6. Student Achievement and Institutional Effectiveness

Institutional Research & Planning annually produces an institutional effectiveness report which publishes and analyzes established measures of student achievement. This report is reviewed and discussed among College leadership, Academic Senate, Student Success Advisory Committee, PBC, and at Planning Summits as a way to gauge institutional improvement over time.

See Board Policies 1200, 3250, 4020.

Reference:

Accreditation Standard I.B;
California Master Plan for Higher Education;
Student Equity Plan Template;
Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190,
55510, 56270 et seq, 78216, 87360.

El Camino College

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

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A. AB 2910 - QUARTERLY FISCAL STATUS REPORTS

It is recommended that the Board of Trustees receive the following Quarterly Financial Status Report for the quarter ending September 30, 2014. AB 2910, Chapter 1486, Statutes of 1986, requires that California Community College districts report quarterly on their financial condition.

The report for July 1-September 30, 2014, is shown on the following Quarterly Financial Status Report for General Fund-Unrestricted (11).

FISCAL YEAR 2014-2015
 Quarter Ended (Q1) September 30, 2014

<u>General Fund</u>	<u>2014-15</u> <u>Budget</u>	<u>Year-to-Date</u> <u>Actuals</u>	<u>Percentage</u>
INCOME			
Federal	\$145,000	\$36,513	25.18%
State	67,915,429	18,683,807	27.51%
Local	41,688,878	4,210,258	10.10%
Interfund Transfers	<u>0</u>	<u>0</u>	
Total Income	\$109,749,307	\$22,930,578	
APPROPRIATIONS			
Academic Salaries	\$48,832,963	\$9,432,881	19.31%
Classified Salaries	28,047,438	4,168,704	14.86%
Staff Benefits	18,554,940	3,515,902	18.95%
Supplies/Books	1,863,408	239,707	12.86%
Other Operating Expenses	7,934,117 *	2,310,045	29.12%
Capital Outlay	1,855,710	91,505	4.93%
Other Outgo	<u>6,260,876</u>	<u>5,328,727</u>	85.11%
Total Appropriations	\$113,360,452	\$25,087,471	
Net Revenue	<u>(\$3,611,145)</u>	<u>(\$2,156,893)</u>	

*Other operating expenses net of estimated expenditure savings - \$4,000,000

B. CONTRACTS UNDER \$84,100

It is recommended the Board of Trustees, in accordance with Board Policy 6340, ratify the District entering into the following agreements. The Vice President of

Administrative Services, or an authorized designee, has executed the necessary documents.

a. Services Provided by District or Its Designee:

- 1. Contractor:** **BACHEM AMERICAS, INC.**
Services: Contractor will receive 24 hours of Supervisory Training Program Series – Communication Process training.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 10/21/14 – 6/30/15
Financial Terms: Projected gross income \$4,800
- 2. Contractor:** **CENTINELA VALLEY UNION HIGH SCHOOL DISTRICT**
Services: Contractor will collaborate with ECC Fine Arts Division to create a digital media arts career pathway program for high school students to earn college credit.
Requesting Dept.: Student and Community Advancement – Community Advancement – Career Pathways
Date(s): 10/21/14 – 6/30/17
Financial Terms: Projected gross income \$67,944
Funded by Career Pathways Trust Grant
- 3. Contractor:** **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**
Services: Contractor will use ECC grant funds to develop and provide an internship Boot Camp to prepare students for industry internship opportunities in Retail, Hospitality and Tourism (RHT) sector businesses in the LA/Orange region.
Requesting Dept.: Student and Community Advancement – Community Advancement – Workplace Learning Resource Center (WpLRC)
Date(s): 10/21/14 – 6/30/15
Financial Terms: Cost not to exceed \$48,075
Funded by RHT Grant of the California Community Colleges Chancellor's Office Economic Workforce Development (EWD) program

b. Services Received by District or Its Designee:

- 1. Contractor:** ANOTHER LEVEL MINISTRIES
Services: Contractor will provide part-time work activity opportunities to CalWORKs students to work as clerical assistants and typists.
Requesting Dept.: Student and Community Advancement – Counseling and Student Services – CalWORKs
Date(s): 10/20/14 – 6/30/15
Financial Terms: No cost to the District
- 2. Contractor:** ASSESSMENT TECHNOLOGIES INSTITUTE, LLC
Services: Contractor will provide National Council Licensure Examination (NCLEX) Review course for 4th semester nursing students.
Requesting Dept.: Academic Affairs – Health Sciences and Athletics – Nursing
Date(s): 5/27/14 – 5/30/14
Financial Terms: Cost not to exceed \$9,350
Funded by Enrollment Growth for Associate Degree Nursing Programs grant
- 3. Contractor:** CAREER LADDERS PROJECT
Services: Contractor will provide technical assistance for the Career Advancement Academy (CAA) program, including professional development, capacity building and implementation of the CAA grant.
Requesting Dept.: Student and Community Advancement – Community Advancement – Career Pathways
Date(s): 9/1/14 – 6/30/15
Financial Terms: Cost not to exceed \$42,000
Funded by CAA grant from the California Community Colleges Chancellor’s Office
- 4. Contractor:** CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
Services: Contractor will coordinate and offer seminars and workshops for mentors and directors in the early childhood education fields, and coordinate and develop mentoring programs to assist in the strengthening of the early childhood education workforce in the District's region.

Requesting Dept.: Academic Affairs – Behavioral and Social Sciences
Date(s): 8/1/14 – 7/31/15
Financial Terms: Cost not to exceed \$30,837
Funded by California Department of Education

5. **Contractor:** **CHAMBERLAIN COLLEGE OF NURSING, LLC**
Services: Contractor will charge 90% of the prevailing tuition rate to ECC qualified employees and its Nursing Program graduates that transfer into its Chamberlain 100% Online Bachelor of Science in Nursing or Master of Science in Nursing degree programs of study. The contractor is accredited by the Higher Learning Commission.

Requesting Dept.: Academic Affairs – Health Sciences and Athletics
Date(s): 4/3/14 – 4/2/15 with four optional one-year renewal periods, not to exceed five years.
Financial Terms: No cost to the District

6. **Contractor:** **CHICO COMMUNITY PUBLISHING, INC., dba NEWS AND REVIEW**
Services: Contractor will create a newsletter including conceptualization, writing, design, photography, and printing of 50,000 copies to communicate information regarding AB86 Adult Education Planning.
Requesting Dept.: Student and Community Advancement – Community Advancement
Date(s): 10/21/14 – 1/31/15
Financial Terms: Cost not to exceed \$30,000
Funded by Consortium Planning Grant

7. **Contractor:** **COLLEGE OF THE DESERT**
Services: Contractor will conduct Career Pathway workshops with regional K-12 Districts to introduce them to career opportunities in the RHT industry sectors and provide training and certification testing in the American Hotel and Lodging Association Guest Service Gold customer service curriculum to a minimum of 50 high school students.
Requesting Dept.: Student and Community Advancement – Community Advancement – WpLRC
Date(s): 10/21/14 – 6/30/15
Financial Terms: Cost not to exceed \$10,000

Funded by RHT grant of the California Community Colleges Chancellor's Office EWD program

8. **Contractor:** **CREATION WORLD SAFETY**
Services: Contractor will provide customized safety training courses including OSHA 10 and 30, and Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) 24 and 40 to District's contracted companies.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 10/21/14 – 6/30/15
Financial Terms: Cost not to exceed \$30,000
Funded by Contract and Community Education Training contracts with manufacturing companies
9. **Contractor:** **DOWDEN ASSOCIATES, INC.**
Services: Contractor will provide comprehensive assistance during annual District Business Training Center (BTC) grant implementation phase and services for 2014 – 15 grant year; ongoing consultation; provision of guidance resources and ongoing program information; and assistance with required federal reports and correspondence.
Requesting Dept.: Student and Community Advancement – Community Advancement – Grants Office
Date(s): 10/1/14 – 9/30/15 (Board approved on 12/13/10 the term of 10/1/10 – 9/30/15. This is year 5 of the 5-year agreement.)
Financial Terms: Cost not to exceed \$26,000
Funded by the Grants Office for the Title V Strengthening Institutions Program.
10. **Contractor:** **EAGLE SECURITY SERVICES, INC.**
Services: Contractor will provide part-time work activity opportunities for CalWORKs students to work as security officers.
Requesting Dept.: Student and Community Advancement – Counseling and Student Services – CalWORKs
Date(s): 10/20/14 – 6/30/15
Financial Terms: No cost to the District

11. **Contractor:** **LI KING CONSULTING (Macau); SHENG JIAN OVERSEAS STUDYING COMPANY (China)**
Services: Contractor will serve as F-1 Visa educational agents to recruit F-1 Visa students for ECC.
Requesting Dept.: Student and Community Advancement – Community Advancement – International Student Program
Date(s): 10/20/14 (Effective upon Board approval and continuing month-to-month up to but not exceeding 5 years)
Financial Terms: The fee shall be \$250 per student per consecutive semester cycle completed, not to exceed \$500 per student. If applicable, a fee for high-volume admissions at the end of a two consecutive semester cycle will be paid in addition to the regular fee.
12. **Contractor:** **MARKETING ACTION, INC.**
Services: Contractor will provide marketing materials and services including consultations and recommendations on wording, tag-lines, and artwork for the Advanced Manufacturing Sector Navigator project.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 11/1/14 – 10/31/16
Financial Terms: Cost not to exceed \$15,000
Funded by California Community Colleges Chancellor’s Office Manufacturing Sector Navigator Grant
13. **Contractor:** **MONTEREY GRAPHICS**
Services: Contractor will provide maintenance services including adding new courses, updating entire section/page numbering, new page design and insertion, and updating entire existing online catalog for the BTC.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 10/21/14 – 6/30/15
Financial Terms: Cost not to exceed \$4,158
14. **Contractor:** **RYUGAKU JOURNAL, INC.**
Services: Contractor will serve as F-1 Visa educational agents to recruit F-1 Visa students for ECC.

Requesting Dept.: Student and Community Advancement – Admissions and Records – Language Academy
Date(s): 10/20/14 (Effective upon Board approval and continuing month-to-month up to but not exceeding 5 years)
Financial Terms: One-time fee of \$500 per student for either fall or spring semester; and \$300 fee for summer

15. Contractor: **SHASTA COLLEGE**
Services: Contractor will fund three workshop events statewide for California Community College and State University educators, and Hospitality innovators to align course curriculum with work-based requirements.

Requesting Dept.: Student and Community Advancement – Community Advancement – WpLRC
Date(s): 10/21/14 – 6/30/15
Financial Terms: Cost not to exceed \$29,640
Funded by a grant from California RHT Industry

16. Contractor: **UPPER HAND TO COLLEGE dba NAIYMA HOUSTON**
Services: Contractor will provide event planning services including keynote speaker, workshop leaders, recruitment, and materials and supplies for the ECC All Girls STEM Conference on 1/31/15.

Requesting Dept.: Academic Affairs – Natural Sciences
Date(s): 10/21/14 – 2/28/15
Financial Terms: Cost not to exceed \$2,000
Funded by HIS-STEM Grant

17. Contractor: **VOCATIONAL TRAINING INTERNATIONAL, INC.**
Services: Contractor will provide welding instruction for inmates at the Federal Correctional Institution (FCI) at Terminal Island.

Requesting Dept.: Student and Community Advancement – Community Advancement – WpLRC
Date(s): 10/1/14 – 6/30/15
Financial Terms: Cost not to exceed \$40,000
Funded by FCI-Terminal Island

18. **Contractor:** WENTWORTH COMPANY, INC.
Services: Contractor will conduct an executive search for the position of ECC Foundation Executive Director.
Requesting Dept.: Student and Community Advancement
Date(s): 9/9/14 – 9/8/15
Financial Terms: Cost not to exceed \$60,000
ECC will reimburse the Foundation 50% of the contract amount
19. **Contractor:** YOSEMITE COMMUNITY COLLEGE DISTRICT, CHILD DEVELOPMENT TRAINING CONSORTIUM
Services: Contractor will assist ECC students in the Childhood Education Department working towards completing their Associate of Arts or Associate of Science Transfer degrees to acquire or update their Child Development Permits as required by State of California.
Requesting Dept.: Academic Affairs – Behavioral and Social Sciences
Date(s): 9/1/14 – 6/30/15
Financial Terms: Projected gross income \$20,000

C. CONTRACTS OVER \$84,100

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

a. Services Provided by District or Its Designee:

1. **Contractor:** COMPTON COMMUNITY COLLEGE DISTRICT (CCCD)
Services: The El Camino Community College Bookstore will operate the bookstore located at the Compton Educational Center.
Requesting Dept.: Administrative Services – Bookstore
Date(s): 7/1/14 – 6/30/17
Financial Terms: The District will pay CCCD: 3% commission of net sales up to \$1,300,000; 4% commission on net sales from \$1,300,000 to \$1,500,000; and, 4.5% commission on net sales above \$1,500,000 to \$1,750,000; and 5% commission on net sales above \$1,750,000.

2. **Contractor:** **SAN MATEO COMMUNITY COLLEGE DISTRICT**
Services: Contractor will use ECC grant funds to develop and provide an internship Boot Camp and place a minimum of 90 high school and community college students in internship opportunities in RHT sector businesses in the Bay Region.
Requesting Dept.: Student and Community Advancement – Community Advancement – WpLRC
Date(s): 10/21/14 – 6/30/15
Financial Terms: Cost not to exceed \$96,160
 Funded by RHT Grant of the EWD program of the California Chancellor's Office

b. Services Received by District or Its Designee:

None

D. SUB-RECIPIENT AGREEMENT

It is requested the Board of Trustees approve the District entering into the following sub-recipient agreement:

1. **Contractor:** **CALIFORNIA MANUFACTURING TECHNOLOGY CONSULTING**
Service The sub-recipient agreement establishes a framework of cooperation between the District's BTC and the contractor to allow both entities to meet their mission and better serve small- and medium-sized manufacturers in Southern California.
Requesting Dept.: Student and Community Advancement – Community Advancement – BTC
Date(s): 7/1/14 – 6/30/15
Financial Terms: No cost to the District
Special Note: For disclosure purposes, President Fallo serves as President of the Board of this not-for-profit organization

E. PERSONAL SERVICE AGREEMENTS

a. Services Provided by District or Its Designee:

None

b. Services Received by District or Its Designee:

- 1. Contractor:** **MATT KOUTROULIS**
Services: Contractor will provide one year license agreement for use of FLEX Reporter software system at ECC.
Requesting Dept.: Human Resources – Staff Development
Date(s): 9/12/14 – 6/30/15
Financial Terms: Cost not to exceed \$2,650
- 2. Contractor:** **ROBERT GRANT**
Services: Contractor will provide workshop “STEM in the Field: Designing Interdisciplinary Curricula” and develop an instructional module for use in the classroom at the annual Asilomar Workshop.
Requesting Dept.: Academic Affairs – Natural Sciences
Date(s): 7/7/14 – 7/12/14
Financial Terms: Cost not to exceed \$1,000
Funded by Title III Hispanic Serving Institution- Science, Technology, Engineering and Mathematics (HIS-STEM) grant in partnership with Mt. St. Mary’s College
- 3. Contractor:** **RUSSELL DI FIORI**
Services: Contractor will provide workshop “STEM in the Field: Designing Interdisciplinary Curricula” and develop an instructional module for use in the classroom at the annual Asilomar Workshop.
Requesting Dept.: Academic Affairs – Natural Sciences
Date(s): 7/7/14 – 7/12/14
Financial Terms: Cost not to exceed \$1,000
Funded by Title III Hispanic Serving Institution- Science, Technology, Engineering and Mathematics (HIS-STEM) grant in partnership with Mt. St. Mary’s College

F. AMENDMENTS

a. Services Provided by District or Its Designee:

None

b. Services Received by District or Its Designee:

- 1. Contractor:** ANGALET AND ASSOCIATES LLC
Services: Contractor will provide sales consulting services to identify training opportunities with current and new business clients, securing twenty-five new companies as clients or potential customers.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 5/1/14 – 6/30/15 (Dates of service change: Board initially approved on 4/21/14 the term of 5/1/14 – 10/31/14.)
Financial Terms: Cost not to exceed \$42,000 (Cost increase: Board initially approved on 4/21/14 the cost of \$18,000) Funded by ETP (ET14-0217) two-year core contract
- 2. Contractor:** CITY COLLEGE OF SAN FRANCISCO
Services: Contractor will provide Alternative and Renewable Fuel and Vehicle Technology Program training to various cities and municipalities in Southern California.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 8/5/13 – 8/4/15
Financial Terms: Cost not to exceed \$225,000 (Cost increase: Board initially approved on 11/18/13 the cost of \$75,000) Funded by Employment Training Panel
- 3. Contractor:** CYNOSURE NEW MEDIA, INC.
Services: Contractor will design, develop, produce and program an online orientation program for new students attending ECC in order to be compliant with SB 1456 Student Success Act.
Requesting Dept.: Student and Community Advancement – Counseling and Student Services
Date(s): 10/22/13 – 12/31/14 (Dates of service change only: Board initially approved on 10/21/13 the term of 10/22/13 – 6/30/14; Second amendment Board approved the term through 7/31/14. This amendment extends the contract through 12/21/14).
Financial Terms: Cost not to exceed \$51,450

G. DESTRUCTION OF RECORDS

It is recommended the Board of Trustees authorize the destruction of Class III disposable records for fiscal years 1996-2009 for Fiscal Services Division. These records have met the retention period requirements and are not in conflict with Education Code Title 5, Education Code Sections 59020 through 59029.

<u>General Description</u>	<u>Years Inclusive</u>
Accounts Receivable reports	1996-2011
Accounts Payable/Payroll accrual reports and Accounts Receivable journal entries	2003-2004; 2004-2005; 2007-2008
Accounts Receivable invoices	2007-2011

H. NOTICE OF JOB COMPLETION – GRAYBAR ELECTRIC – LED SITE LIGHTING AND RETROFIT

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. This was a Prop 39 project.

<u>Contractor</u>	<u>Contract Amount</u>
Graybar Electric	\$456,997

Purchase Order Number: B710845

I. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS

It is recommended all purchase orders be ratified as shown.

P.O.	Vendor Name	Site Name	Description	P.O. Cost Number
Fund 11 Unrestricted - El Camino				
P0800501	Simplot Partners	Grounds	Non-Instruct Supplies	\$502.27
P0800509	Scantron	Information Technology	Non-Instruct Supplies	\$2,919.75
P0800534	Daily Breeze	Purchasing and	Multi Media Advertising	\$3,634.65
P0800535	Kato's Sewing Machine	Ctr for Arts Production	New Equipment - Instructional	\$1,536.55
P0800536	Hospital Associates	Ctr for Arts Production	Non-Instruct Supplies	\$534.09
P0800537	Ferguson Enterprises	Facilities/Planning/Servi	Repairs Noninstructional	\$224.23
P0800538	NCMPR	Public Relations	Non-Instruct Supplies	\$385.00
P0800539	Boss Litho	Copy Center	Printing	\$3,580.65
P0800542	Inglewood Chamber of Commerce	Public Relations	Dues And Memberships	\$500.00
P0800544	Eli Research Llc	English	Instructional Supplies	\$226.91

P0800545	National Association for	Out of State	Dues And Memberships	\$2,595.00
P0800546	CSCCU	Outreach and School	Dues And Memberships	\$250.00
P0800549	Thomson West	Div Office Instr.	Library Books	\$1,723.56
P0800550	Matthew Bender	Div Office Instr.	Library Books	\$1,169.95
P0800559	Amazon.Com Corporate	Music Library	Instructional Supplies	\$378.67
P0800560	Dell Marketing L. P.	Facilities/Planning/Servi	Non-Instruct Supplies	\$120.98
P0800561	CACCRAOyEl Camino	Admissions/Recors	Dues And Memberships	\$200.00
P0800563	Sourcebooks, Inc	CalWORKs	Other Books	\$218.00
P0800564	Dell Computer	Technical Services	Repairs Parts And Supplies	\$49.00
P0800565	CDW-G	Technical Services	Repairs Parts And Supplies	\$4,133.30
P0800571	Sir Speedy	Writing Center	Instructional Supplies	\$78.48
P0800572	Redleaf Press	History	Instructional Supplies	\$502.99
P0800573	Emlight Design	Ctr for Arts Production	Repairs Parts And Supplies	\$444.60
P0800574	Constant Contact	Ed & Community	Multi Media Advertising	\$462.00
P0800575	Climatec	Facilities/Planning/Servi	Repairs Noninstructional	\$9,575.00
P0800576	Atkinson, Andelson,	Facilities/Planning/Servi	Conferences Mgmt	\$98.00
P0800577	National Student	Institutional Research	Maintenance Contracts	\$1,545.75
P0800583	Campus Food Services	VP-SCA	In-Service Training	\$382.32
P0800585	EBSCO SUBSCRIPTION Div	Office Instr.	Publications-Magazines	\$27,779.92
P0800590	Ms. Debbie E. Turano	Operations	Pest Control	\$46.00
P0800591	American College Dance	Div Office Fine Arts	Dues And Memberships	\$350.00
P0800592	RP Group, theyC/O	Institutional Research	Dues And Memberships	\$350.00
P0800593	National Assoc. of College	Counseling Office	Dues And Memberships	\$425.00
P0800594	Rodell Rosel	Ctr for Arts Instr/Admin	Contract Services	\$100.00
P0800595	Communications Arts	Art Department	Instructional Supplies	\$40.00
P0800596	American Assoc of Commun	Presidents Office	Dues And Memberships	\$15,490.00
P0800598	Sage Publications, Inc.	Div Office Instr.	Library Books	\$182.11
P0800599	Ingram Library Service	Div Office Instr.	Library Books	\$64.29
P0800600	Freestyle Photographic	Photography	Instructional Supplies	\$466.42
P0800601	Gerber Ambulance	Commencement	Contract Services	\$362.50
P0800602	Monterey Graphics	Student Affairs	Non-Instruct Supplies	\$54.94
P0800610	Demco, Inc.	Div Office Instr.	Instructional Supplies	\$72.85
P0800611	Barnes & Noble	Nursing	Instructional Supplies	\$24.42
P0800613	National Instruments	Information Technology	License Fee/Site Licenses	\$1,605.00
P0800615	Public Agency Law	Institutional Services	Legal	\$2,829.12
P0800618	Empire Cleaning Supply	Operations	New Equipment	\$8,105.79
P0800620	LA Area Chamber of	Out of State	Conferences Other	\$150.00
P0800621	Xpedx	Copy Center	Instructional Supplies	\$2,420.75
P0800622	Amazon.Com Corporate	Div Office Fine Arts	Non-Instruct Supplies	\$75.81
P0800623	B & H Photo-Video	Presidents Office	New Equipment	\$118.81
P0800624	Electric Car Sales	Audio/Visual	Instructional Supplies	\$114.45
P0800625	Monterey Graphics	Division Office Math	Instructional Supplies	\$54.94
P0800626	CCPRO	Public Relations	Dues And Memberships	\$175.00
P0800627	Air Treatment	Facilities/Planning/Servi	Repairs Noninstructional	\$5,035.80
P0800628	Genesis Floor Covering	Facilities/Planning/Servi	Repairs Noninstructional	\$816.18
P0800631	Hitt Marking Devices	Div Office BSSC	Other Instr Supplies	\$66.71
P0800632	Monterey Graphics	P.O.S.T.	Instructional Supplies	\$54.94
P0800635	Cal Tech Copier, Inc.	Fire Academy	Instructional Supplies	\$602.77
P0800636	Dell Marketing	Counseling Office	Non-Instruct Supplies	\$131.82
P0800637	CPPyConsulting	Career Center	Non-Instruct Supplies	\$717.99
P0800638	Fastsigns	Transfer Center	Non-Instruct Supplies	\$52.87
P0800639	UCLA Center for	Paramedic Academy	Contract Services	\$6,384.00
P0800640	Monterey Graphics	Counseling Office	Non-Instruct Supplies	\$54.94

P0800641	PBS Video Attn:	History	Instructional Supplies	\$81.74
P0800644	Carolina Biological	Life Sciences	Instructional Supplies	\$264.81
P0800645	Dept of Industrial	Facilities/Planning/Servi	Permit Processing Fees	\$675.00
P0800649	Get Smart Products	Copy Center	Instructional Supplies	\$807.58
P0800653	International Smog	Facilities/Planning/Servi	Repairs Noninstructional	\$170.00
P0800654	Ecolab Equipment	Facilities/Planning/Servi	Repairs Noninstructional	\$2,503.58
P0800655	Complete Office	Warehouse	Inventories, Stores	\$1,957.64
P0800664	D3 Sports	Physical Education	Instructional Supplies	\$3,223.25
P0800665	Rogers Athletic Co.	Physical Education	Instructional Supplies	\$4,449.26
P0800669	Atkinson, Andelson,	Human Resources	Conferences Mgmt	\$49.00
P0800672	American Express Travel	Facilities/Planning/Servi	Conferences Mgmt	\$40.00
P0800675	Hermosa Beach	Public Relations	Dues And Memberships	\$300.00
P0800678	Student Insurance	Purchasing and	Student Health Insurance	\$19,188.00
P0800680	Computerland of Silicon	Information Technology	License Fee/Site Licenses	\$137,610.00
P0800683	SDSU School of	Speech Communication	Other Services And Expenses	\$1,385.00
P0800685	Emlight Design	Ctr for Arts Production	Repairs Parts And Supplies	\$5,979.78
P0800689	Leeman Parker	Ctr for Arts Instr/Admin	Contract Services	\$150.00
P0800690	David M. Blatter	Ctr for Arts Instr/Admin	Contract Services	\$150.00
P0800691	Karen M. Case	Ctr for Arts Instr/Admin	Contract Services	\$50.00
P0800692	Valencia Mitchell	Ctr for Arts Instr/Admin	Contract Services	\$60.00
P0800693	Karen Lawrence	Ctr for Arts Instr/Admin	Contract Services	\$60.00
P0800694	Bianca A. Lara	Ctr for Arts Instr/Admin	Contract Services	\$60.00
P0800695	Jeffrey B. Knechtel	Ctr for Arts Instr/Admin	Contract Services	\$60.00
P0800696	Amazon.Com Corporate	Ctr for Arts Production	Non-Instruct Supplies	\$316.98
P0800697	Aimee K. Gomez	Ctr for Arts Instr/Admin	Contract Services	\$60.00
P0800698	Ivan Esteves	Ctr for Arts Instr/Admin	Contract Services	\$60.00
P0800699	Joseph J. Derthick	Ctr for Arts Instr/Admin	Contract Services	\$65.00
P0800700	Allyson Bates	Ctr for Arts Instr/Admin	Contract Services	\$65.00
P0800701	Jonathan J. Stehney	Ctr for Arts Instr/Admin	Contract Services	\$200.00
P0800702	Full Compass Systems	Ctr for Arts Production	Non-Instruct Supplies	\$698.20
P0800703	Amazon.Com Corporate	Ctr for Arts Production	Non-Instruct Supplies	\$65.04
P0800706	Professional Drum Shop	Music	Repairs - Instructional	\$438.55
P0800708	ACHRO/EEO	Human Resources	Conferences Mgmt	\$200.00
P0800732	Atlas Wholesale	Cosmetology	Instructional Supplies	\$300.31
P0800733	A-1 Office Concepts	Health,Safety and Risk	Non-Instruct Supplies	\$59.90
P0800735	Denso Sales	Engineering	Instructional Supplies	\$128.10
P0800736	PLCCable.com	Engineering	Instructional Supplies	\$653.94
P0800737	Monterey Graphics	Fire	Instructional Supplies	\$54.94
P0800738	L.A. County Ems	Paramedic Academy	Contract Services	\$15,502.74
P0800739	A-1 Office Concepts	Health,Safety and Risk	Non-Instruct Supplies	\$93.52
P0800740	Hardy Diagnostics	Life Sciences	Instructional Supplies	\$83.22
P0800741	Bio Rad Laboratories	Life Sciences	Instructional Supplies	\$112.01
P0800743	Survey Monkey.Com Llc	Ed & Community	Multi Media Advertising	\$780.00
P0800747	South Coast Higher	Transfer Center	Dues And Memberships	\$50.00
P0800748	Amazon.Com Corporate	Staff Development	Other Books	\$464.96
P0800749	City of Torrance	Institutional Services	Regulatory	\$2,365.84
P0800750	Testpath, Inc.	Physics	Instructional Supplies	\$171.11
P0800758	California Organization	Nursing	Dues And Memberships	\$100.00
P0800760	Monterey Graphics	Warehouse	Inventories, Stores	\$2,690.02
P0800765	Complete Office	Warehouse	Inventories, Stores	\$1,957.64
P0800769	Scantron	Information Technology	Non-Instruct Supplies	\$2,174.81
P0800770	KLM Bioscientific	Life Sciences	Instructional Supplies	\$486.58
P0800777	Bank of America	Presidents Office	Non-Instruct Supplies	\$28.10
P0800778	Monterey Graphics	Presidents Office	Non-Instruct Supplies	\$54.94

P0800779	Los Angeles News Group	Writing Center	Instructional Supplies	\$364.00
P0800781	Del Rey Party Rentals	Transfer Center	Non-Instruct Supplies	\$437.75
P0800787	Amazon.Com Corporate	Physical Education	Instructional Supplies	\$583.62
P0800788	Dell Marketing L. P.	President's Office	New Equipment	\$1,620.80
P0800793	D3 Sports	Physical Education	Instructional Supplies	\$973.65
P0800794	CDW-G	Physical Education	Instructional Supplies	\$247.83
P0800795	Enterprise Rent-A-Car	Ed & Community	Transportation/ Mileage	\$50.00
P0800796	American Express Travel	Ed & Community	Transportation/ Mileage	\$475.00
P0800797	Etudes, Inc.	Information Technology	License Fee/Site Licenses	\$125,000.00
P0800801	A-1 Office Concepts	SRC Accessibility Fund	Instructional Supplies	\$403.14
P0800806	Hitt Marking Devices	Financial Aid	Non-Instruct Supplies	\$72.26
P0800808	Amazon.Com Corporate	Div Office Instr.	Other Services And Expenses	\$125.70
P0800809	McNaughton-Brodart	Div Office Instr.	Other Rentals	\$9,687.05
P0800810	Dell Computer	Information Technology	Non-Instruct Supplies	\$333.43
P0800811	Air Treatment	Facilities/Planning/Servi	Repairs Noninstructional	\$3,213.32
P0800817	CalPERS	Human Resources	Assessment and Penalty	\$11,153.73
P0800818	American Software	Rad Tech	Dues And Memberships	\$995.00
P0800822	Eastbay	Physical Education	Instructional Supplies	\$645.49
P0800823	El Segundo Chamber of Commerce	Public Relations	Dues And Memberships	\$100.00
P0800824	Hermosa Beach	Public Relations	Dues And Memberships	\$300.00
P0800830	AMATYC/SW Tennessee	Division Office Math	Conferences - Student	\$35.00
P0800831	Campus Food Services	VP-SCA	In-Service Training	\$245.05
P0800832	Orange County Speaker,	Music	Repairs - Instructional	\$82.70
P0800833	Xerox Corporation	Testing Center	Non-Instruct Supplies	\$326.08
P0800836	MCM Electronics Parts	Technical Services	Repairs Parts And Supplies	\$908.09
P0800837	Grainger	Technical Services	Repairs Parts And Supplies	\$429.81
P0800838	CDW-G	Technical Services	Repairs Parts And Supplies	\$120.05
P0800839	Academic Senate for	Academic Senate	Dues And Memberships	\$5,139.00
P0800841	Dramatists Play Service	Ctr for Arts Production	Non-Instruct Supplies	\$114.07
P0800849	Ferguson Enterprises,	Carpenter Shop	Non-Instruct Supplies	\$233.93
P0800854	MCM Electronics Parts	Engineering	Instructional Supplies	\$166.78
P0800855	Digi-Key	Engineering	Instructional Supplies	\$111.09
P0800856	All Electronics	Engineering	Instructional Supplies	\$171.70
P0800860	Xpedx	Warehouse	Inventories, Stores	\$2,956.08
P0800869	Amazon.Com Corporate	Health,Safety and Risk	Non-Instruct Supplies	\$104.60
P0800874	Ohlone	CIS	Dues And Memberships	\$550.00
P0800875	Miele Professional	Life Sciences	Instructional Supplies	\$709.36
P0800876	Ward's Natural Science	Life Sciences	Instructional Supplies	\$2,399.71
P0800877	Cpp, Inc.	Career Center	Other Services And Expenses	\$195.00
P0800878	Southern California	Counseling Office	Dues And Memberships	\$75.00
P0800884	Time Clock Sales	Purchasing and	Repairs Noninstructional	\$236.00
P0800885	Science News	Earth Sciences	Publications-Magazines	\$54.50
P0800899	Xpedx	Copy Center	Instructional Supplies	\$198.82
P0800907	Ad Infin Item	VP-SCA	Non-Instruct Supplies	\$86.03
P0800911	Airport Van Rental	Earth Sciences	Transportation	\$654.00
P0800912	KLM Bioscientific	Life Sciences	Instructional Supplies	\$231.99
P0800915	Sargent Welch Scientific	Chemistry	Instructional Supplies	\$423.58
P0800918	Scantron	Div Office Nat Sciences	Non-Instruct Supplies	\$133.77
P0800919	Dell Marketing L. P.	Div Office Business	Instructional Supplies	\$65.38
P0800928	Scantron	Div Office Nat Sciences	Non-Instruct Supplies	\$87.47

Fund 11 Total: 167 \$497,130.34

Fund 12 - Restricted - El Camino

P0800240	Firstline Security	Parking Services	Maintenance Contracts	\$1,464.26
P0800390	North Star Graphics	Parking Services	Non-Instruct Supplies	\$1,013.70
P0800391	South Bay Regional	Parking Services	New Equipment	\$3,520.13
P0800404	North Star Graphics	Parking Services	Non-Instruct Supplies	\$1,013.70
P0800527	Galls/Quartermaster	Parking Services	New Equipment	\$579.44
P0800532	South Bay Regional	Parking Services	New Equipment	\$828.45
P0800533	I.A.T. Auto Repair	Parking Services	Repairs Non Instr	\$188.99
P0800540	Amazon.Com Corporate	TitleV-Improving	Non-Instruct Supplies	\$3,943.62
P0800541	Campus Food Services	Foster Care Ed	Other Services And Expenses	\$245.25
P0800543	Learning Resources	Community Education	Dues And Memberships	\$695.00
P0800547	Sigma Aldrich	Title III- H S I - STEM	Instructional Supplies	\$41.87
P0800548	Fisher Scientific	Title III- H S I - STEM	Instructional Supplies	\$226.40
P0800566	Top Performers	TANF	Other Books	\$164.09
P0800567	Board of Governors, Calif	StudentSuccess	Conferences Mgmt	\$240.00
P0800569	Uline Shipping Supply	Community	Non-Instruct Supplies	\$56.68
P0800570	American Express Travel	BFAP Administration	Travel And Conference	\$414.20
P0800578	Baudville, Inc.	MDC-Parenting Classes	Non-Instruct Supplies	\$118.28
P0800579	CDW-G	TitleV-Improving	Non Inst Comp	\$381.77
P0800580	Campus Food Services	EOPS CARE	Bus Passes and Food	\$14,000.00
P0800581	Laura M. Narvaez	EOPS CARE	Contract Services	\$243.56
P0800582	Campus Food Services	EOPS CARE	Non-Instruct Supplies	\$1,861.45
P0800584	Campus Food Services	MediCal Administrative	Non-Instruct Supplies	\$1,557.48
P0800586	Fotronic Corp	VATEA I&T	New Equipment - Instructional	\$35,304.82
P0800587	Onset Computer	VATEA I&T	New Equipment - Instructional	\$14,321.01
P0800588	Trane Commercial	VATEA I&T	New Equipment - Instructional	\$14,394.54
P0800589	Tequipment.Net	VATEA I&T	New Equipment - Instructional	\$8,566.95
P0800616	RP Group, theyC/O	TitleV-Improving	Conferences Other	\$400.00
P0800617	Bob Lee's Automotive	Parking Services	Repairs Non Instr	\$539.70
P0800619	Monterey Graphics	Title III- H S I - STEM	Non-Instruct Supplies	\$54.94
P0800630	Community College	MESA Program	Conferences Mgmt	\$200.00
P0800634	Ace Lawn Mower & Saw	Fire Tech Donations	New Equipment - Instructional	\$2,103.57
P0800642	Destyn M. LaPorte	El Camino Language	Field Trip Expense	\$961.50
P0800643	I-Tul Design & Software,	Aerospace Conference	Non-Instruct Supplies	\$215.40
P0800650	American Express Travel	Retail/Hospitality/Touris	Transportation/ Mileage	\$156.20
P0800652	SurveyMonkey.Com	Basic Skills	License Fee/Site Licenses	\$228.00
P0800656	Midas Auto Repair	Parking Services	Repairs Non Instr	\$350.35
P0800657	Psychological Consulting	Parking Services	Other Services And Expenses	\$150.00
P0800658	Dell Marketing L. P.	Cact CA Employee	New Equipment	\$3,821.35
P0800659	American Express Travel	VATEA Journalism	Conferences Other	\$1,200.00
P0800660	Write Now Publishing	EOPS CARE	Other Books	\$681.25
P0800668	American Nurses	Health Services	License Fee/Site Licenses	\$350.00
P0800671	Ryugaku Journal, Inc.	El Camino Language	Contract Services	\$600.00
P0800679	Sims Welding Supply	Aerospace Conference	Non-Instruct Supplies	\$2,305.67
P0800681	Los Angeles Superior	Parking Violations DMV	Other Services And Expenses	\$5,025.00
P0800682	RP Group, theyC/O	TitleV-Improving	Conferences Mgmt	\$100.00
P0800684	Lou's Golf and Industrial	Parking Services	Repairs Non Instr	\$242.42
P0800686	Pocket Nurse	Parking Services	New Equipment	\$392.25
P0800687	Bob Lee's Automotive	Parking Services	Repairs Non Instr	\$86.16
P0800688	Parkhouse Tire, Inc	Parking Services	New Equipment	\$699.69
P0800731	Van Lingen Towing	Parking Services	Repairs Non Instr	\$25.00
P0800734	Mr. Hiram T. Hironaka	Ref & Lane Tech Smg	Conferences Faculty	\$1,701.76
P0800744	Califor Assoc for Nursing Pra	Health Services	License Fee/Site Licenses	\$250.00
P0800746	Califor Assoc for Nursing Pra	Health Services	License Fee/Site Licenses	\$250.00

P0800751	Bothwell Automotive, Inc.	Parking Services	Repairs Non Instr	\$313.15
P0800752	Samy's Camera	Art Dept Donations	Non-Instruct Supplies	\$1,980.76
P0800753	Verizon Wireless	Parking Services	New Equipment	\$712.43
P0800754	Herald Publications	SBDC Program Income	Multi Media Advertising	\$900.00
P0800756	NASFAA	BFAP Administration	Dues And Memberships	\$1,892.00
P0800757	Lax Coastal Chamber	SBDC Program Income	Dues And Memberships	\$500.00
P0800759	Council for Resource	Community	Conferences Mgmt	\$545.00
P0800766	Herald Publications	SBDC Program Income	Multi Media Advertising	\$468.75
P0800767	Hobart Institute of Welding	Terminal	Other Books	\$744.48
P0800772	Ryan Smith	Kent Cooke Foundation	Contract Services	\$500.00
P0800773	Compton Community	TitleV-Improving	Other Services And Expenses	\$519.11
P0800774	Compton Community	TitleV-Improving	Other Services And Expenses	\$9,343.98
P0800782	Bernie S. Day	Historically Bldk	Conferences Other	\$342.20
P0800783	South Bay Electric	Ref & Lane Tech Smg	Repairs - Instructional	\$418.43
P0800789	Hot Spot Promotions	Community Education	Non-Instruct Supplies	\$868.40
P0800790	EMC Paradigm	Community Education	Non-Instruct Supplies	\$3,266.74
P0800798	ACCEY San Diego	Community Education	Dues And Memberships	\$60.00
P0800800	Dell Marketing L. P.	Parking Services	Non-Instruct Supplies	\$805.44
P0800802	Bearcom	Parking Services	New Equipment	\$343.59
P0800803	Williams Sound, Llc	DSPS	Instructional Supplies	\$91.52
P0800804	B & H Inglewood Tow	Parking Services	Repairs Non Instr	\$50.00
P0800805	Houghton Mifflin	DSPS	Instructional Supplies	\$2,014.30
P0800812	American Express Travel	Veterans Education	Travel And Conference	\$447.10
P0800825	I & O Party Rentals	Faculty & Staff Diversity	Other Rentals	\$196.96
P0800828	MSC Industrial Supply	WIP (10-292-720)	Instructional Supplies	\$1,210.61
P0800834	South Bay Workforce	Community	Contributions	\$500.00
P0800842	Bothwell Automotive, Inc.	Parking Services	Repairs Non Instr	\$1,060.76
P0800843	Tooling U/SME	CTE IV	Non-Instruct Supplies	\$2,975.00
P0800844	CDW-G	TitleV-Improving	Non Inst Comp	\$91.97
P0800848	Fast Deer Bus Charter	CAA (10-091-002)	Transportation/ Mileage	\$758.00
P0800850	Cal Poly Pomona	CTE IV	Conferences Other	\$4,340.00
P0800851	Bothwell Automotive, Inc.	Parking Services	Repairs Non Instr	\$75.00
P0800853	Total Recall Captioning	DSPS	Contract Services	\$675.00
P0800857	NCR Foundation	Historically Bldk	Non-Instruct Supplies	\$1,200.00
P0800859	Dreammaker Publishing	TANF	Other Books	\$661.61
P0800861	B & H Inglewood Tow	Parking Services	Repairs Non Instr	\$25.00
P0800862	Da'Spot Auto Body	Parking Services	Repairs Non Instr	\$1,000.00
P0800863	I.A.T. Auto Repair	Parking Services	Repairs Non Instr	\$141.68
P0800864	Dell Marketing L. P.	Cact CA Employee	New Equipment	\$646.57
P0800865	Statacorp Lp	TitleV-Improving	Non Inst Comp	\$648.55
P0800873	Harbor City/Harbor	SBDC Program Income	Dues And Memberships	\$100.00
P0800893	Armando D. Hernandez	In-Region Investments	Conferences Other	\$532.00
P0800900	MADD	Parking Services	In-Service Training	\$300.00
P0800901	CDW-G	Parking Services	New Equipment	\$2,623.20
P0800922	Tube Service Company	CAA (10-091-002)	Non-Instruct Supplies	\$789.92

Fund 12 Total: 98 \$176,155.06

Fund 15 - General Fund -Special Programs

P0800799	Honors Transfer	Honors Program	Dues And Memberships	\$120.00
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Fund 15 Total: 1 \$120.00

Fund 41 - Capital Outlay

P0800259	Lee's Tools	Building Systems	Buildings	\$11,439.52
P0800614	Dunkel Bros. MacHinery	Building Systems	Buildings	\$5,225.00
P0800629	Genesis Floor Covering	Flooring Replacements	Buildings	\$767.56
P0800768	Montgomery Hardware	Door&Window Syst	Buildings	\$1,320.23
Fund 41 Total: 4				\$18,752.31

Fund 62 - Property & Liability

P0800742	El Camino Community	Purchasing and	Excess Insurance	\$1,156.24
P0800897	Student Insurance	Health,Safety and Risk	Insurance	\$165,334.00
Fund 62 Total: 2				\$166,490.24

Fund 71 - Associated Students

P0800608	Xpedx Paper & Graphics	Student Affairs	ASB Exp.	\$269.55
P0800633	Sheraton Gateway LAX	Student Affairs	ASB Exp.	\$825.18
P0800763	CCCSAAyCitrus College	Student Affairs	ASB Exp.	\$2,120.00
Fund 71 Total: 3				\$3,214.73

Fund 79 - Auxiliary Services

P0800662	Foundation for California Comm	Counseling Office	Non-Instruct Supplies	\$249.00
P0800663	Foundation for California Comm	Counseling Office	Non-Instruct Supplies	\$1,000.00
P0800667	Wrist Band	Counseling Office	Non-Instruct Supplies	\$87.52
P0800722	Ms. Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$1,500.00
P0800723	KCACTF	Fine Arts	Non-Instruct Supplies	\$450.00
P0800724	ACP/CMAyNational	Humanities	Non-Instruct Supplies	\$220.00
P0800725	Marriott Hotel	Humanities	Non-Instruct Supplies	\$1,838.76
P0800726	American Express Travel	Humanities	Non-Instruct Supplies	\$1,200.00
P0800727	Ms. Patricia Briles	Fine Arts	Non-Instruct Supplies	\$500.00
P0800728	Mr. Bryan E. Bates	Fine Arts	Non-Instruct Supplies	\$300.00
P0800729	J.D. Fields Lumber	Fine Arts	Non-Instruct Supplies	\$381.28
P0800730	Campus Food Services	Humanities	Non-Instruct Supplies	\$244.44
P0800755	Natalie Metzger	Fine Arts	Non-Instruct Supplies	\$1,000.00
P0800780	Campus Food Services	Fine Arts	Non-Instruct Supplies	\$626.75
P0800813	Artscene	Fine Arts	Non-Instruct Supplies	\$75.00
P0800814	Rose Brand	Fine Arts	Non-Instruct Supplies	\$341.20
P0800826	California Pro Sports	Health Sciences	Non-Instruct Supplies	\$3,458.64
P0800827	Victory Custom Athletic	Health Sciences	Non-Instruct Supplies	\$8,174.71
P0800840	Dramatists Play Service	Fine Arts	Non-Instruct Supplies	\$375.00
Fund 79 Total: 19				\$22,022.30

Fund 81 - Student Organizations

P0800568	Omni Rancho Las	Student Affairs	A/P Manual.Gen.	\$145.96
P0800872	Robot EventsyRobotics	Student Affairs	A/P Manual.Gen.	\$120.00
Fund 81 Total: 2				\$265.96

Fund 82 - Scholarships & Trust/Agency

P0800603	CDW-G	Health Sciences	Fundraising	\$237.95
P0800646	Porta Phone Co.	Health Sciences	Fundraising	\$737.00
P0800651	Nz Manufacturing, Inc.	Health Sciences	Fundraising	\$1,505.07
P0800673	Registry of Interpreters	Special Resource	Fundraising	\$300.00

P0800709	California Pro Sports	Health Sciences	Fundraising	\$506.31
P0800710	Vidswap	Health Sciences	Fundraising	\$800.00
P0800711	Rogers Athletic Co.	Health Sciences	Fundraising	\$6,825.29
P0800791	D3 Sports	Health Sciences	Fundraising	\$1,945.65
P0800792	Barendt Construction	Health Sciences	Fundraising	\$3,511.55
			Fund 82 Total: 9	\$16,368.82

PO Funds Total: 305 900,519.76

Fund 11 - Unrestricted - El Camino

B0800483	Redondo Beach Rotary	Public Relations	Dues And Memberships	\$850.00
B0800612	Shred-It California	Fiscal Services	Other Services And Expenses	\$274.40
B0810508	ECCD Petty Cash	Physics	Instructional Supplies	\$600.00
B0810509	Lisa's Bon Appetit	Ctr for Arts Promo	Other Services And Expenses	\$3,000.00
B0810513	Mid City Mailing Services	Ctr for Arts Promo	Multi Media Advertising	\$2,000.00
B0810514	Sir Speedy	Ctr for Arts Promo	Multi Media Advertising	\$600.00
B0810515	E.C.C. Public Information	Ctr for Arts Promo	Multi Media Advertising	\$1,200.00
B0810516	ECCD Petty Cash	Ctr for Arts Promo	Non-Instruct Supplies	\$2,000.00
B0810517	Torrance Postmaster	Ctr for Arts Promo	Postage	\$2,700.00
B0810518	New Frontiers Media	Ctr for Arts Promo	Multi Media Advertising	\$3,200.00
B0810519	Easy Reader, the	Ctr for Arts Promo	Multi Media Advertising	\$750.00
B0810520	Daily Breeze, the	Ctr for Arts Promo	Multi Media Advertising	\$8,000.00
B0810521	KUSC Fm 91.5	Ctr for Arts Promo	Multi Media Advertising	\$10,000.00
B0810522	Pacific Graphics	Ctr for Arts Promo	Multi Media Advertising	\$14,000.00
B0810523	L.A. Weekly	Ctr for Arts Promo	Multi Media Advertising	\$2,000.00
B0810524	Campus Food Services	Presidents Office	Other Services And Expenses	\$27,000.00
B0810534	Sparkletts	VP-SCA	Non-Instruct Supplies	\$500.00
B0810535	E.C.C.C.D. Bookstore	VP-SCA	Non-Instruct Supplies	\$200.00
B0810536	ECCD Petty Cash	VP-SCA	Non-Instruct Supplies	\$500.00
B0810537	E.C.C. Public Information	VP-SCA	Printing	\$1,500.00
B0810538	Kelly Paper Company	VP-SCA	Non-Instruct Supplies	\$300.00
B0810540	Westwood Building	Construction	Instructional Supplies	\$2,500.00
B0810541	Crenshaw Wholesale	Construction	Instructional Supplies	\$700.00
B0810542	ECCD Petty Cash	Construction	Instructional Supplies	\$600.00
B0810548	American Express	Div Office Instr.	Library Books	\$3,000.00
B0810549	Mid City Mailing Services	Institutional Services	Postage	\$13,500.00
B0810555	First Student, Inc	Athletics	Non-Instruct Supplies	\$5,000.00
B0810556	United Refrigeration	Air Conditioning	Instructional Supplies	\$1,000.00
B0810557	ECCD Petty Cash	Air Conditioning	Instructional Supplies	\$100.00
B0810558	McMaster Carr	Air Conditioning	Instructional Supplies	\$500.00
B0810559	Johnstone Supply	Air Conditioning	Instructional Supplies	\$1,500.00
B0810560	Allied Refrigeration	Air Conditioning	Instructional Supplies	\$1,000.00
B0810562	ECCD Petty Cash	Electronics	Repairs Parts And Supplies	\$500.00
B0810564	Higher One	Institutional Services	Printing/postage-SMFinAid cks	\$5,000.00
B0810565	1099 Pro., Inc.	Fiscal Services	Contract Services	\$30,500.00
B0810567	Doubletree Hotel	Ctr for Arts Promo	Other Services And Expenses	\$2,500.00
B0810576	All Electronics	Electronics	Instructional Supplies	\$500.00
B0810577	Electronics School	Electronics	Instructional Supplies	\$1,500.00
B0810578	McMaster Carr	Electronics	Instructional Supplies	\$250.00
B0810579	Torrance Electronics	Electronics	Instructional Supplies	\$500.00
B0810580	Fountain Valley Paint	Automotive Collision	Instructional Supplies	\$2,700.00
B0810581	Napa Auto & Truck Parts	Automotive Collision	Instructional Supplies	\$880.00

B0810582	Shamrock Supply Co.	Automotive Collision	Instructional Supplies	\$300.00
B0810583	South Bay Paint & Tool	Automotive Collision	Instructional Supplies	\$2,000.00
B0810584	Stevenson's Automotive	Automotive Collision	Instructional Supplies	\$1,000.00
B0810585	ECCD Petty Cash	Automotive Collision	Instructional Supplies	\$100.00
B0810597	Anderson Saw Company	Construction	Repairs - Instructional	\$500.00
B0810598	Tool City	Construction	Instructional Supplies	\$1,000.00
B0810599	Strata Forest Products	Construction	Instructional Supplies	\$2,500.00
B0810600	Reel Lumber Service	Construction	Instructional Supplies	\$2,500.00
B0810601	Wurth Louis & Company	Construction	Instructional Supplies	\$1,000.00
B0810602	Klingspor	Construction	Instructional Supplies	\$500.00
B0810603	Forest Plywood	Construction	Instructional Supplies	\$1,000.00
B0810604	Craft Supplies U.S.A.	Construction	Instructional Supplies	\$300.00
B0810605	Anderson Saw Company	Construction	Instructional Supplies	\$500.00
B0810606	Grainger	Construction	Repairs Parts And Supplies	\$200.00
B0810607	McMaster Carr	Construction	Repairs Parts And Supplies	\$300.00
B0810608	Schindler Elevator	Facilities/Planning/Servi	Maintenance Contracts	\$5,602.00
B0810624	Ross Fire Extinguisher	Fire Academy	Repairs - Instructional	\$1,000.00
			Fund 11 Total: 59	\$175,706.40

Fund 12 - Restricted - El Camino

B0810510	Mid City Mailing Services	Community Education	Non-Instruct Supplies	\$20,000.00
B0810511	E.C.C. Public Information	Foster Care Ed	Reproduction Instructional	\$1,080.00
B0810512	Mindswing	Retail/Hospitality/Touris	Contract Services	\$45,000.00
B0810539	ECCD Petty Cash	Artes de El Camino	Non-Instruct Supplies	\$5,000.00
B0810543	McMaster Carr	CAA (10-091-002)	Non-Instruct Supplies	\$300.00
B0810544	Johnstone Supply	CAA (10-091-002)	Non-Instruct Supplies	\$3,200.00
B0810545	Action Sales & Metal Co.	CAA (10-091-002)	Non-Instruct Supplies	\$2,200.00
B0810546	Sims Welding Supply	CAA (10-091-002)	Non-Instruct Supplies	\$2,500.00
B0810547	McMaster Carr	CAA (10-091-002)	Non-Instruct Supplies	\$300.00
B0810561	ECCD Petty Cash	In-Region Investments	Non-Instruct Supplies	\$100.00
B0810569	E.C.C. Public Information	CMTA-H1B	Non-Instruct Supplies	\$850.00
B0810587	ECCD Petty Cash	Consortium Planning	Non-Instruct Supplies	\$75.00
B0810593	Campus Food Services	(STCW) Standards	Non-Instruct Supplies	\$700.00
B0810620	E.C.C. Public Information	CTE IV	Printing	\$600.00
B0810622	ECCD Petty Cash	Aerospace Conference	Non-Instruct Supplies	\$300.00
B0810623	Onesource Water	Community	Equipment Rental	\$1,034.00
			Fund 12 Total: 16	\$83,239.00

Fund 41 - Capital Outlay

B0810614	Mission Paving	SM13/14-Wlkwy Repair	Site Improvements	\$79,300.00
B0810615	School Construction	Sched Maint-Nat Sci	Contract Services	\$1,300.00
B0810616	Los Angeles Air	Sched Maint-Nat Sci	Buildings	\$818,000.00
			Fund 41 Total: 3	\$898,600.00

Fund 71 - Associated Students

B0810554	E.C.C. Public Information	Student Affairs	ASB Exp.	\$400.00
B0810628	E.C.C. Public Information	Student Affairs	ASB Exp.	\$200.00
			Fund 71 Total: 2	\$600.00

Fund 74 - Student Financial Aid

B0810617	E.C.C.C.D. Bookstore	EOPS	EOP&S Book Service	\$212,000.00
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			Fund 74 Total: 1	\$212,000.00
Fund 81 - Student Organizations				
B0810629	E.C.C. Public Information	Student Affairs	A/P Manual.Gen.	\$200.00
			Fund 81 Total: 1	\$200.00
			BPO Funds Total: 82	1,370,345.40
			Grand Total POs and BPOs: 387	2,270,865.16

**Agenda for the El Camino Community College District Board of Trustees
For
Measure E 2002 & 2012 Bond Fund
Administrative Services**

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Administrative Services – Measure E Bond Fund

A. CATEGORY BUDGETS AND BALANCES

GENERAL OBLIGATION BOND FUND CATEGORIES AND PROJECT SUMMARY

The following tables report Measure E 2002 and Measure E 2012 expenditures and commitments through September 30, 2014, at the October 2014 Board Meeting.

2002 Measure E Expenditures:

CATEGORY	CURRENT BUDGET	EXPENDED	COMMITTED	BALANCE
<u>Additional Classrooms/Modernization</u>				
Acquisitions	\$705,867	\$705,867	\$0	\$0
Architectural Barrier Removal Phase 2	18,520	18,520	0	0
Athletic Education and Fitness Complex	45,846,456	12,375,902	31,936,574	1,533,980
Bookstore/Cafeteria Conversion to Admin	10,868,608	10,816,610	46,614	5,384
Math Business & Allied Health Building	38,376,392	37,142,377	640,141	593,874
Central Plant	14,545,000	14,344,032	0	200,968
Child Development Center Phase 2	30,470	30,470	0	0
Crenshaw Blvd. Frontage Enhancement	13,373	13,373	0	0
Fire Academy Structure	164,893	164,893	0	0
Fire Program Facility	1,651	1,651	0	0
Humanities Complex Replacement	30,355,936	30,048,527	0	307,409
Learning Resource Center Addition	5,067,287	5,043,165	0	24,122
Lot C Parking Structure	3,106,257	680,098	639,858	1,786,302
Remodeling Phase One-Three	851,513	851,513	0	0
Science Complex Renovation	10,369,136	10,066,559	135,653	166,924
Student Services Center	37,359,209	2,371,951	1,889,141	33,098,117
Temporary Space and Relocation Costs	3,844,653	3,653,493	4,328	186,832
Signage and Wayfinding	1,295,309	652,745	0	642,564
Gymnasium	3,000,000	519,662	1,314,850	1,165,488
Architectural Planning Contingency	600,000	517,028	22,950	60,022
Total Add'l Classrooms and Modernization	<u>\$206,420,530</u>	<u>\$130,018,436</u>	<u>\$36,630,109</u>	<u>\$39,771,986</u>
<u>Campus Site Improvements: Accessibility, Safety / Security</u>				
Asphalt Resurfacing - All Lots	\$400,000	\$14,975	\$0	\$385,025

CATEGORY	CURRENT BUDGET	EXPENDED	COMMITTED	BALANCE
Emergency Generators and Distribution	116,173	116,173	0	0
Emergency Power to Security Lighting	4,289	4,289	0	0
Entrance - Redondo Beach Blvd. to Lot H	30,208	30,208	0	0
Fencing Replacement and Additions	105,777	5,777	0	100,000
Landscape/Irrigation System Replacement	549,932	49,932	0	500,000
Lighting - Upgrade / Replace All Lots	3,059,807	2,455,935	4,569	599,303
Lot F Parking Structure Improvements	33,028,756	4,147,868	674,984	28,205,904
Lot H Parking Structure	24,371,895	24,198,519	0	173,376
Paving Replacement-All Walks/Driveways	1,110,695	753,303	0	357,392
Pedestrian Walks at MB Blvd. & Lot E	7,898	7,898	0	0
Security Video	2,007,831	1,114,906	40,058	852,867
Voice / Data / Signal Site Duct Bank	117,130	117,130	0	0
Total Campus Site Improvements: Accessibility, Safety / Security	<u>\$64,910,391</u>	<u>\$33,016,912</u>	<u>\$719,611</u>	<u>\$31,173,868</u>
<u>Energy Efficiency Improvements</u>				
Energy Efficiency Improvements Phase Two	\$2,700,980	\$2,700,980	\$0	\$0
Total Energy Efficiency Improvements	<u>\$2,700,980</u>	<u>\$2,700,980</u>	<u>\$0</u>	<u>\$0</u>
<u>Health and Safety Improvements</u>				
Administration	\$112,738	\$112,738	\$0	\$0
Art & Behavioral Sciences	369,585	369,585	0	0
Infrastructure Phase 1-3	41,599,478	41,600,377	-899	0
Auxiliary Warehouse	1,301	1,301	0	0
Communications	219,262	219,262	0	0
Construction Technology	16,466	16,466	0	0
Domestic Water System	1,610,208	110,208	0	1,500,000
Facilities and Receiving	215,159	215,159	0	0
Fire Alarm	277,817	277,817	0	0
Firelines	119,905	119,905	0	0
Hazardous Materials Abatement	176,465	175,573	0	892
Restroom Access Compliance	2,200,000	1,987,660	1,363	210,977
Library	452,759	452,759	0	0
Marsee Auditorium	460,474	460,474	0	0
Industry & Technology Building	38,309,701	27,145,124	6,455,601	4,708,976
Music	240,600	240,600	0	0
Natural Gas System	13,852	13,852	0	0
North Gymnasium	262,214	262,214	0	0
Physical Education and Men's Shower	78,178	78,178	0	0
Planetarium	12,815	12,815	0	0
Pool and Health Center	502,185	502,185	0	0

CATEGORY	CURRENT BUDGET	EXPENDED	COMMITTED	BALANCE
Primary Electrical Distribution System	5,061,211	5,061,211	0	0
Reimbursements	1,414,353	1,414,353	0	0
Security Systems	30,245	30,245	0	0
Sewer System	55,449	55,449	0	0
Social Sciences	4,584,449	4,550,950	13,500	19,999
Storm Drain System	30,644	30,644	0	0
Technical Arts	405,147	405,147	0	0
Shops	29,891,195	20,776,791	7,037,074	2,077,329
Total Health and Safety Improvements	<u>\$128,723,855</u>	<u>\$106,699,041</u>	<u>\$13,506,639</u>	<u>\$8,518,175</u>
<u>Information Technology and Equipment</u>				
Behavioral and Social Sciences	\$554,077	\$195,053	\$0	\$359,024
Business	643,650	489,657	0	153,993
Facilities Planning and Services	625,724	400,970	0	224,754
Fine Arts	1,032,522	959,764	0	72,758
Health Sciences and Athletics	865,707	772,110	0	93,597
Humanities	425,978	217,287	0	208,691
Industry and Technology	983,641	671,978	0	311,663
Information Technology	12,957,510	9,103,846	1,302,120	2,551,544
Learning Resources	3,045,057	515,255	0	2,529,802
Math	723,061	231,191	0	491,870
Natural Sciences	1,863,431	727,042	0	1,136,389
Nursing	252,651	116,478	0	136,173
Student and Community Advancement	560,796	260,216	0	300,580
Interfund Transfer	141,150	141,150	0	0
Campus Police	66,650	66,650	0	0
Purchasing	9,418	9,418	0	0
Phase II, III, IV Purchases	0	0	0	0
Installation Contingency	349	349	0	0
Total Information Technology/Equipment	<u>\$24,751,372</u>	<u>\$14,878,412</u>	<u>\$1,302,120</u>	<u>\$8,570,839</u>
<u>Physical Education Facilities Improvements</u>				
Baseball Field	\$572	\$572	\$0	\$0
North Field	0	0	0	0
Sand Volleyball	0	0	0	0
Reserve for Contingencies	0	0	0	0
Total Physical Education Facilities	<u>\$572</u>	<u>\$572</u>	<u>\$0</u>	<u>\$0</u>
Unallocated Interest (as of 6/30/14)	<u>\$988,128</u>	<u>\$0</u>	<u>\$0</u>	<u>\$988,128</u>
TOTAL	<u>\$428,495,828</u>	<u>\$287,314,353</u>	<u>\$52,158,479</u>	<u>\$89,022,995</u>

2012 Measure E Expenditures:

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
<u>Additional Classrooms and Modernization</u>				
Gymnasium	\$34,979,151	\$0	\$0	\$34,979,151
Demo P.E./Mens Locker Room	1,360,210	0	0	1,360,210
Demo North Gym and Fitness Plaza Ph. 2	2,977,845	0	0	2,977,845
New Pools, Locker Rooms & Classrooms	33,459,378	0	0	33,459,378
Lot C Parking Structure	30,245,584	0	0	30,245,584
Demo Tech Arts	2,033,821	0	0	2,033,821
Demo Shops Building	2,769,780	0	0	2,769,780
Demo Communications/Student Service Bldg	3,229,825	0	0	3,229,825
Student Activities Center	24,945,387	0	0	24,945,387
Demo Student Activities & Add New Quad	5,894,110	0	0	5,894,110
Architectural Planning Contingency	<u>2,973,338</u>	<u>0</u>	<u>0</u>	<u>2,973,338</u>
Total Additional Classrooms/Modernization	<u>\$144,868,429</u>	<u>\$0</u>	<u>\$0</u>	<u>\$144,868,429</u>
<u>Health and Safety Improvements</u>				
New Administration	\$16,161,470	\$0	\$0	\$16,161,470
Art & Behavioral Sciences	60,469,324	0	0	60,469,324
Construction Technology	3,787,389	0	0	3,787,389
Facilities and Receiving	4,164,369	0	0	4,164,369
Library	30,358,793	0	0	30,358,793
Marsee Auditorium	24,621,193	0	0	24,621,193
Music	52,345,130	0	0	52,345,130
Demo Pool/HealthCenter/South Gym	2,899,077	0	0	2,899,077
Planetarium	1,024,848	0	0	1,024,848
Demo Administration	1,770,584	0	0	1,770,584
Demo Art/Music/Theatre Bldg & Site	<u>7,529,394</u>	<u>0</u>	<u>0</u>	<u>7,529,394</u>
Total Health and Safety Improvements	<u>\$205,131,571</u>	<u>\$0</u>	<u>\$0</u>	<u>\$205,131,571</u>
TOTAL	<u>\$350,000,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$350,000,000</u>

B. BID AWARD 2014-2 – INDUSTRY & TECHNOLOGY BUILDING PROJECT – AUDIO/VISUAL SYSTEMS AND INSTALLATION

It is recommended Bid No. 2014-2 be awarded to the following responsive vendor in accordance with the specifications, terms and conditions of the above-named bid for the Industry & Technology Building Project.

RECOMMENDED BIDDER

Golden Star Technology, Inc.

BID AMOUNT

\$396,267

OTHER BIDDERS

CCS Presentation Systems \$424,297

C. BID AWARD 2014-3 – SHOPS BUILDING REPLACEMENT PROJECT – AUDIO/VISUAL SYSTEMS AND INSTALLATION

It is recommended Bid No. 2014-3 be awarded to the following responsive vendor in accordance with the specifications, terms and conditions of the above-named bid for the Shops Building Replacement Project.

RECOMMENDED BIDDER

Golden Star Technology, Inc.

BID AMOUNT

\$122,742

OTHER BIDDERS

CCS Presentation Systems \$128,579

D. BID AWARD 2014-4 – SHOPS BUILDING REPLACEMENT PROJECT – LINCOLN WELDING EQUIPMENT

It is recommended Bid No. 2014-4 be awarded to the following responsive vendor in accordance with the specifications, terms and conditions of the above-named bid for the Shops Building Replacement Project.

RECOMMENDED BIDDER

Sims Welding Supply Company

BID AMOUNT

\$89,168

OTHER BIDDERS

None – None Responsive

E. INFORMATIONAL ITEM – INDUSTRY AND TECHNOLOGY PROJECT

The District intends to use the following multiple party purchasing agreements to acquire furniture for the Industry and Technology Project.

Manufacturer

Allsteel, Inc.

CCI

Gunlock

IOS

KI

McMurray Stern

Agreement

The Cooperative Purchasing Network R4971

California Municipal Award Schedule 4-13-71-0118

The Cooperative Purchasing Network R4981

National Intergovernmental Purchasing Alliance 7403

Foundation of California Community Colleges CB13-013

California Municipal Award Schedule

4-09-71-0021E and 4-14-71-0021F

The estimated cost of the purchases through these agreements is \$1,284,586.

F. CONTRACT – INTERSTATE/ATLANTIC RELOCATION SERVICES – SHOPS BUILDING REPLACEMENT PROJECT-

It is recommended the Board of Trustees approve entering into a contract with the above firm to provide relocation services 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.

Contract will be awarded based on GSA Contract for Schedule 48, SIN 653-8 is GS 33F0003N.

Dates of Service: November 2014 – January 2015

Cost: Not to exceed \$51,163

G. CONTRACT – INTERSTATE/ATLANTIC RELOCATION SERVICES – INDUSTRY AND TECHNOLOGY BUILDING PROJECT

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

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

Contract will be awarded based on GSA Contract for Schedule 48, SIN 653-8 is GS 33F0003N.

Dates of Service: November 2014 – January 2015

Cost: Not to exceed \$79,997

H. CONTRACT AMENDMENT – CONVERSE CONSULTANTS – BOOKSTORE ELEVATOR PROJECT

It is recommended the Board of Trustees approve the following amendment for specialty inspection services.

1. Additional specialty inspection services required due to added scope.	\$6,000
Total Increase in Contract Amount	<u>\$6,000</u>
Original Contract Amount	\$26,806
Prior Changes	0
This Contract Amendment Amount	<u>6,000</u>
New Contract Amount	<u>\$32,806</u>

I. CONTRACT AMENDMENT – NATIONAL ROOFING CONSULTANTS, INC. – SHOPS BUILDING REPLACEMENT PROJECT

It is recommended the Board of Trustees approve the following contract amendment.

1. Additional services to provide quality control inspections for the roofing and waterproofing for the Shops Replacement Project. A previous amendment was approved on the June Board for \$ 7,650, however, work took a little longer than estimated at the time and an additional \$ 4,950.00 is needed to cover all inspections required to complete the work.	\$4,950
Total Increase in Contract Amount	<u>\$4,950</u>
Original Contract Amount	\$12,550
Prior Changes	7,650
This Contract Amendment Amount	<u>4,950</u>
New Contract Amount	<u>\$25,150</u>

J. CONTRACT AMENDMENT – SCHOOL CONSTRUCTION COMPLIANCE, LLC – SHOPS BUILDING REPLACEMENT PROJECT

It is recommended the Board of Trustees approve the following contract amendment.

1. This second amendment increase is due to extension of original project scheduled time to complete the work from 15 months to 20 months per addendum # 2 issued to contractor. SCC original estimate was based on a 15 month project duration.	\$6,000
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Total Increase in Contract Amount	<u>\$6,000</u>
Original Contract Amount	\$31,500
Prior Changes	10,000
This Contract Amendment Amount	<u>6,000</u>
New Contract Amount	<u>\$47,500</u>

K. CONTRACT AMENDMENT – tBP ARCHITECTURE, INC. –SHOPS BUILDING REPLACEMENT PROJECT

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

1. Additional services to provide infrastructure for new equipment to be located in the welding yard/area. \$9,582
Costs are associated with staff requested additional and relocated equipment. Contractor costs are pending. Revisions requested by the District.

Total Increase in Contract Amount	<u>\$9,582</u>
Original Contract Amount	\$1,680,000
Prior Changes	50,309
This Contract Amendment Amount	<u>9,582</u>
New Contract Amount	<u>\$1,739,891</u>

L. CHANGE ORDER – AVI-CON, INC. - DBA CA CONSTRUCTION – BOOKSTORE ELEVATOR PROJECT

Pricing proposed by the Contractor for any of the items subject to this Change Order and not incorporated herein are deemed denied by the District. Issuance of this Change Order and the District’s payment of costs indicated in this Change Order is not a waiver of any right of the Contractor to pursue remedies relating to the Contractor’s proposed pricing which is not incorporated above, provided that the Contractor strictly complies with dispute resolution provisions of the Contract Documents or arising by operation of law, as applicable.

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

1. Contractor was directed to furnish labor, material, equipment and supervision to modify framing to achieve fire rating assembly and construction of shaft liner. Architecture and Engineering Requirement.	\$7,656
2. Overtime premium to saw cut and remove existing concrete rail on a Saturday. District's Request.	1,359
3. Contractor was directed to furnish labor, material, equipment and supervision to install Elevator Cab Flooring (raised dots). Architecture and Engineering Requirement.	1,313
4. Contractor was directed to furnish labor, material, equipment and supervision to modify existing handrails at new steps. Architecture and Engineering Requirement.	2,374
5. Contractor was directed to furnish labor, material, equipment and supervision to install flat stock for elevator sill. Architecture and Engineering Requirement.	2,683
6. Contractor was directed to furnish labor, material, equipment and supervision to install conduit & control wiring for jewel indicator. Code/DSA Requirements.	6,459
7. Contractor was directed to furnish labor, material, equipment and supervision to pothole existing irrigation line. Unforeseen Existing Conditions.	112
8. Contractor was directed to furnish labor, material, equipment and supervision to expose storm drain for POC at east end of south sidewalk. Unforeseen Existing Conditions.	354
9. Furnish labor, material, equipment and supervision to install 80" of metal railing in lieu of concrete railing as per architecture revisions. Architecture and Engineering Requirement.	<u>6,668</u>
Total Change Order Amount	<u>\$28,978</u>
Original Contract Amount	\$617,400
Prior Changes	0
This Change Order Amount	<u>28,978</u>

New Contract Amount \$646,378

M. NOTICE OF JOB COMPLETION – CA CONSTRUCTION – BOOKSTORE ELEVATOR 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>
CA Construction	\$646,378
Purchase Order Number: B610631	

N. CHANGE ORDER – S. J. AMOROSO – INDUSTRY AND TECHNOLOGY BUILDING PROJECT

- | | |
|--|----------|
| 1. Delete drywall ceilings due to insufficient overhead clearance available to install fire sprinklers in existing roof top class & storage rooms. Existing Conditions. | -\$6,097 |
| 2. Provide credit to use electro mechanical tubing in lieu of rigid conduit in open ceiling areas. | -33,521 |
| 3. Provide new 2" x 3" wood blocking between existing tube steel columns along 300 lineal feet of rooftop screen wall to provide a solid bridging surface. Architecture & Engineering Requirement. | 5,435 |
| 4. Modification of fire sprinkler main line routing to avoid elevator shaft by splitting in to two separate risers. Architecture & Engineering Requirement. | 1,327 |
| 5. Provide additional wood furring material to allow alignment of the roof flashing to the existing siding. Unforeseen conditions. | 829 |
| 6. Provide credit to omit disk storage for the new CCTV cameras. Owner Request. | -17,219 |

7. The existing rooftop parapet wall paint failed field adhesion testing and had to be removed to insure a solid bond for the new roofing material. Unforeseen conditions.	11,478
8. Provide credit to omit occupancy sensors from the building stairways for safety concerns. Contactor suggestion.	-7,153
9. Omit light switches from the emergency lighting circuits in the restrooms typical for all floors to prevent the circuits from being turned off by mistake. Architecture & Engineering Requirement.	-296
10. Add fire sprinkler heads to enlarged soffit to provide required coverage. Code Requirement.	1,693
11. Add four additional smoke detectors in corridor 236. Code Requirement.	2,862
12. Offset the new underground electrical feeder pathway to the emergency generator as necessary. Unforeseen conditions.	3,077
13. Provide new magnetic starters compatible with the energy management system to control seven exhaust fans. Architecture & Engineering Requirement.	29,789
14. New drywall ceilings scheduled for the stairways were removed where they would encroach on new the punched window openings. Change stairway light fixtures from recessed type "C" to an alternate surface mounted fixture type. Architecture & Engineering Requirement.	16,222
15. Provide shunt trip breakers in lieu of conventional breakers in three panels to allow the emergency power off buttons to function properly. Architecture & Engineering Requirement.	6,031

16. Relocate the recessed fire extinguisher cabinet in suite 102 to an adjacent wall due to conflict with a wall mounted monitor. Architecture & Engineering Requirement.	677
17. Relocate existing roof storm and overflow drain piping pathway impacted by existing concrete beam below. Unforeseen conditions.	4,344
18. Provide twenty sheet metal covers at rooftop mechanical housekeeping pads to protect the roofing material. Architecture and Engineering Requirement.	3,135
19. Relocate VESDA piping & wall mounted control panel locations to provide required working clearance for UPS units in the Server room following equipment layout revision. Field condition.	1,693
20. Install two additional type "C" light fixtures in the lobby area. Use fixtures omitted from the stairways to eliminate material cost. Architecture & Engineering Requirement.	916
21. Existing 3" storm drain line unsalvageable at point of connection to roof drain lines. Abandon 3" line in place, provide new penetration in wall high enough to allow roof drains to tie into new storm drain to the north. Unforeseen condition.	3,965
22. Provide hardware changes for added security purposes. District request.	2,537
23. Provide one type "P" fixture compatible with an open ceiling plan in corridor. Architecture & Engineering Requirement.	889
24. Provide two new type "E" fixtures compatible with the acoustical ceiling in room 155. Architecture & Engineering Requirement.	444

25. Provide 208V receptacles to serve as disconnecting means for the outboard condensate pumps required at five fan coil units. Code requirement.	1,752
26. Provide ten type "L" wall washing style light fixtures at the feature walls in the Cosmetology Lobby. Architecture & Engineering Requirement.	6,734
27. Time extension only for substantial completion November 26, 2014. Cost to be negotiated.	<u>0</u>
Total Change Order Amount	<u>\$41,543</u>
Original Contract Amount	\$25,427,000
Prior Changes	335,733
This Change Order Amount	<u>41,543</u>
New Contract Amount	<u>\$25,804,276</u>

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.

PO #	VENDOR NAME	SITE NAME	DESCRIPTION	COST
P800562	Veeco Manufacturing	Industry & Technology	Group II Equipment	\$31,928.70
P800852	Outdoor Aluminum	Industry & Technology	Group II Equipment	\$3,930.71
P800883	Los Angeles County	Lot F Parking Structure	Permit Processing Fees	\$1,557.00
B810589	L.A. Concrete Cutting	Science Complex	Site Improvements	\$2,615.00
B810590	Vector Resources, Inc.	Shops Building	Site Improvements	\$6,081.02
B810591	Public Agency Law	Master Planning	Legal	\$100,000.00
B810592	Public Agency Law	Math Business Allied Health	Legal	\$200,000.00
B810619	Berkeley Research	Math Business Allied Health	Legal	<u>\$150,000.00</u>
				<u>\$496,112.43</u>

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

Page No.

- A. Employment and Personnel Changes.....HR 2
- B. Temporary Non-Classified Service Employees.....HR 9
- C. Revised Classification Specifications for Classified Position.....HR 15
- D. Revised Classification Specifications for Administrative Positions.....HR 15

A. EMPLOYMENT AND PERSONNEL CHANGES

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 - 29 and 1 - 21

Academic Personnel:

1. Retirement – Dr. Francisco Arce, Vice President, Academic Affairs, last day of work January 30, 2015, first day of retirement February 2, 2015 and that a plaque be prepared and presented to him in recognition of his service to the District since 2005.
2. Retirement - Douglas Marston, full-time instructor of Electronics and Computer Hardware Technology, Industry & Technology Division, last day of work October 31, 2014, first day of retirement November 1, 2014 and that a plaque be prepared and presented to him in recognition of his service to the District since 1981.
3. Resignation – Dr. Regina Smith, Dean of Counseling & Student Services, Counseling & Student Services, effective October 3, 2014.
4. Extend Employment – Kay Ragan, Interim Dean Counseling and Student Services, Range 16, Step 7, Administrative Salary Schedule effective September 2 through December 15, 2014.
5. Employment - Jack Gill, full-time/temporary instructor of Mathematics, Class III, Step 9, Academic Salary Schedule, effective August 23 through December 12, 2014.
6. Employment - Robert Diaz, full-time/temporary instructor of Electronics and Computer Hardware Technology, Industry & Technology Division, Class II, Step 5, Academic Salary Schedule, effective September 8 through December 12, 2014.
7. Change in Salary - Kurt Hull, full-time instructor of Business, from Class III, Step 13 to Class IV, Step 13, effective January 15, 2015.
8. Change in Salary – Kelsey Iino, full-time Counselor, from Class IV, Step 9 to Class V, Step 9, effective January, 15, 2015.
9. Change in Salary - Atheneus Ocampo, full-time Counselor, from Class II, Step 8 to Class III, Step 8, Academic Salary Schedule, effective January 15, 2015.

10. Amend Salary – Michael Anderson, fulltime instructor of Automotive Technology, from Class II, Step 4 to Class II, Step 9, effective August 21, 2014.
11. Amend Salary – Shiny Johnson, full-time instructor of Nursing, from Class II, Step 8 to Class II, Step 9, effective August 21, 2014.
12. Special Assignment - Tisa Casas, part-time instructor of Education Development, Special Resources, Health Sciences & Athletics Division, to plan and coordinate activities associated with Career & Technical Education (CTE) grant, to be paid \$46.49 an hour, not to exceed 40 hours or \$1,860, and not to exceed 25 hours per week cumulative employment at ECC, effective October 21, 2014 through June 30, 2015, in accordance with the Agreement, Article 10, Section 9(m).
13. Special Assignment – Bruce Peppard, full-time instructor of English, Humanities, to recruit and train Learning Team facilitators/participants and oversee reporting evaluation of the Learning Team Project, to be paid \$61.99 an hour, not to exceed 40 hours or \$2,479.60, effective October 21, 2014 through December 31, 2014, in accordance with the Agreement, Article 10, Section 14 (a).
14. Special Assignment – Debra Breckheimer, full-time instructor of English, Humanities, to recruit and train English Consistency participants and oversee reporting evaluation of the English Consistency Project, to be paid \$61.99 an hour, not to exceed 100 hours or \$6,199, effective October 21, 2014 through December 31, 2014, in accordance with the Agreement, Article 10, Section 14 (a).
15. Special Assignment – Eric Carlson, full-time instructor of Machine Tool Technology, Industry & Technology, to prepare students for Industry credentials non-credit instruction, to be paid \$61.99 an hour, not to exceed 30 hours or \$1,860, effective October 1, 2014 through June 30, 2015, in accordance with the Agreement, Article 10, Section 14(a).
16. Special Assignment – The following full-time instructors to participate as facilitators to support faculty in Student Learning Outcome, to be paid \$46.49 an hour, not to exceed 40 hours or \$1,859.60 each, effective October 21, 2014 through December 12, 2014, in accordance with the Agreement, Article 10, section 14 (c).

Corey Stanbury – Health Sciences & Athletics

Argelia Andrade – Humanities

17. Special Assignment – The following full-time and part-time instructors to meet with other CAA (Career Advancement Academy) instructors to plan contextual projects, to be paid \$61.99 an hour, not to exceed 30 hours or \$1,860 each, effective October 1, 2014 through June 30, 2015, in accordance with the Agreement, Article 10, Section 9(m).

Full-time

Valencia Rayford

Part-time

Johnathan Benavente
Victoria Martinez-Weitzel

18. Special Assignment - The following part-time instructors of Nursing, Health Sciences & Athletics Division, to work in the Skills Lab, to be paid \$61.99 an hour, not to exceed 8 hours a week or \$496 each, and not to exceed 25 hours per week cumulative employment at ECC, effective September 1 through December 12, 2014, in accordance with the Agreement, Article 10, Section 9(m).

Nina Collins
Karen Hellwig

Elizabeth Leon
Safari Sekiyoba

19. Special Assignment – The following full-time instructors to participate on Compton Center evaluation committees, to be paid \$46.49 an hour, not to exceed 6 hours or \$279 each per evaluation committee, plus mileage, effective October 1, 2014 through June 30, 2015, in accordance with the Agreement, Article 10, Section 14(a).

Willie Brownlee
Patricia Fairchild
Julio Farias
Noreth Men
Michelle Moen

Renee Newell
Susana Prieto
Robert Shibao
Julie Soden
Janet Young

20. Special Assignment – The following full-time instructors to be hired to administer credit by exams, to be paid \$61.99 an hour, not to exceed 70 hours or \$4,339.30, effective August 25, 2014 through May 15, 2015, in accordance with the Agreement, Article 10, section 14(c).

Michael Anderson
Vera Bruce-Ashley
Ryan Carey
Steve Cocca

Ross Durand
Patricia Fairchild
Mark Fields
Douglas Glenn

Hiram Hironaka
Kevin Huben
Ray Lewis
Lee Macpherson
Timothy Muckey

Renee Newell
Dan Richardson
Jack Selph
Mike Stallings
Harry Stockwell

21. Special Assignment - The following part-time instructors of Nursing, Health Sciences & Athletics Division, to perform hospital orientation and training, to be paid \$61.99 an hour, not to exceed 11 hours or \$700 each, and not to exceed 25 hours per week cumulative employment at ECC, effective August 1 through August 31, 2014 in accordance with the Agreement, Article 10, Section 9(m).

Anna Munoz

Safari Sekiyoba

22. Special Assignment - Shiny Johnson, full-time instructor of Nursing, Health Sciences & Athletics Division, to perform hospital orientation and training, to be paid \$61.99 an hour, not to exceed 11 hours or \$700, effective August 1 through August 31, 2014, in accordance with the Agreement, Article 10, Section 14(a).

23. Special Assignment - Josephine Moore, part-time instructor of Health Sciences & Athletics, to conduct not-for-credit Community Education classes, to be paid \$46.49 an hour, not to exceed 25 hours per week, and not to exceed 25 hours per week cumulative employment at ECC, effective September 17, 2014 through June 30, 2015, in accordance with the Agreement, Article 10, Section 9(m).

24. Special Assignment - The following part-time instructors to participate in the Fall Professional Development Program “Basic Skills Counselor Intervention Program Collaborative”, to be paid \$46.49 an hour, not to exceed two hours or \$100 each, effective August 21, 2014, and not to exceed 25 hours per week cumulative employment at ECC, in accordance with the Agreement, Article 10, Section 14(a).

Susanna DeSimone

Jeremy Hector

25. Special Assignment – The following part-time instructors to participate in the Humanities College Consistency Project, professional development training workshop, to be paid \$46.49 an hour, not to exceed 8 hours or \$371.92 each, effective October 21, 2014 through December 31, 2014, in accordance with the Agreement, Article 10, Section 9(m).

Amanda Ackerman

Natasha Bauman

Leeanne Bergeron
Jason Bostick
Jeffrey Douglas
Michelle Fagundas
Lisa Gaydosh
Yvette Hawley
Jeremy Hector
Greta Hendricks
Tiffany Huynh
Katrina Jalloh
Kim Krizan

Mora Mattern
Anna Movromati
John Millea
Megan Ozima
Lana Phillips
Elayne Rodriguez-Haven
Katherine Sentz
Ryan Shiroma
Kathy Vertullo
John Wietting

26. Special Assignment – Jason Davidson, full-time instructor of Speech, Fine Arts to participate in Fall Speech Resident Artist “Phantasms II” to be paid \$61.99 an hour, not to exceed 11.25 hours or \$697.38, effective October 18, 2014, in accordance with the Agreement, Article 10, Section 14 (a).
27. Employment – Jeannine Barba, on-call, part-time/temporary counselor to be hired, as needed, not to exceed 24 hours per week and not to exceed 25 hours per week cumulative employment at ECC, effective October 21, 2014 through June 30, 2015, in accordance with the Agreement, Article 10, Section (e), to be paid through District, EOP&S and grant funds.
28. Employment – The following on-call, part-time/temporary counselor to be hired, as needed, not to exceed 24 hours per week and not to exceed 25 hours per week cumulative employment at ECC, effective October 21, 2014 through December 30, 2014, in accordance with the Agreement, Article 10, Section (e), to be paid through District, EOP&S and grant funds.

Marcelo Cabral
Bernice Gallardo
Tamiaka Hunter
Elcira Jacobo

Christopher Kulik
Raquel C Michel
Gustavo Romero

29. Employment - The following part-time/temporary instructors to be hired as needed for the 2014 fall semester, not to exceed 67% FTE or 25 hours per week.

Fine Arts

Stephen Flood
Anitra Lawson

Health Sciences & Athletics

Angela James
Safari Skiyoba
Clara Sic Alonzo
Elizabeth Stieglitz
Lanie Tumaliuan
Rashida Wilson
Theresa Yeomans
Susan Zareski

Huamnities

Khairunessa Dossani
Yuka Kitazono

Mathematics

David Ramirez-Ortega

Natural Sciences

Wentsworth Kennedy

Classified Personnel:

1. Amend Retirement - Kathleen Gleason, Executive Director, Foundation, Range 15, Step E, Foundation Division, Student and Community Advancement Area, effective February 6, 2015 instead of December 31, 2014.
2. Amend Retirement - Donna Manno Emery, Professional Development Coordinator, Human Resources Division, Human Resources Area, effective December 26 instead of December 25, 2014.
3. Retirement - Hortense Cooper, Director, Financial Aid, Range 13, Step 6, Enrollment Services Division, Student and Community Advancement Area, effective December 31, 2014, and that a plaque be presented to her for her years of service to the District since 2000.
4. Retirement - Michele Waller, Assistant to Vice President, Range 12, Step F, Human Resources Division, Human Resource Area, effective November 15, 2014, and that a plaque be presented to her for her years of service to the District since 2000.
5. Retirement - Angela Snider, Administrative Assistant II, Range 31, Step F, Mathematical Sciences Division, Academic Affairs Area, effective December 22, 2014, and that a plaque be presented to her for her years of service to the District since 1980.
6. Personal Leave of Absence 20% - Theresa Barragan-Echeverria, Student Services Advisor, Range 35, Step F, Counseling and Student Services Division, Student and Community Advancement Area, effective September 2, 2014 through June 30, 2015.

7. Personal Leave of Absence 20% - Linda Massarotti, Student Services Advisor, Range 35, Step F, Counseling and Student Services Division, Student and Community Advancement Area, effective September 2, 2014 through June 30, 2015.
8. Personal Leave of Absence 50% - Thi Mong Thu Van Nguyen, Student Services Advisor, Range 35, Step F, Counseling and Student Services Division, Student and Community Advancement Area, effective October 6, 2014 through June 30, 2015.
9. Personal Leave of Absence 20% - Claudia Velazquez, Student Services Technician, Range 28, Step F, Counseling and Student Services Division, Student and Community Advancement Area, effective September 2, 2014 through June 30, 2015.
10. Personal Leave of Absence 14.25% - Kimberly Wilkinson, Costume Technician, Range 31, Step F, Fine Arts Division, Academic Affairs Area, effective August 29 through December 12, 2014.
11. Promotion – Steven Duzich, HVAC Mechanic, Range 39, Step F, to Lead Worker-Systems, Range 43, Step E, Facilities Planning and Services Division, Administrative Services Area, effective November 1, 2014.
12. Amend Employment - Aaron Covington, Night Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective September 8, instead of September 2, 2014.
13. Rescind Employment - Allison Burch, Library Media Technician II, Range 26, Step A, Learning Resources, Academic Affairs Area, effective November 3, 2014.
14. Employment –Saborougham Baker, Night Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective October 1, 2014.
15. Employment – Cheryn Covington, Night Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective October 1, 2014.
16. Employment – Barry Cunnigan, Night Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective October 1, 2014.

17. Employment – Hieu Hoang – User Support Technician, Range 37 Step A, Information Technology Services Division, Administrative Services Area, effective October 1, 2014.
18. The following individuals to work as Night Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area effective September 12, instead of October 1, 2014:

Omar Hernandez
Jason Loyola

Corry Smith

Special Services Professional

19. Employment - Destyn LaPorte, Special Services Professional Range 5, Step 5, Admissions and Records Division, Student and Community Advancement Area, effective October 18 through through November 14, 2014.

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

20. Aika Yee – Administrative Assistant II, Range 31, Step A, Nursing/Health Sciences & Athletics Division, Academic Affairs Area, effective September 11, 2014 through June 30, 2015.
21. Maria Ruiz - Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective September 2, 2014 through June 30, 2015.

B. TEMPORARY NON-CLASSIFIED SERVICE EMPLOYEES

It is recommended that the Board authorize employment of the following Temporary Non-Classified Service Employees, not to exceed 170 days per year, 25 total work hours and/or the equivalent of 67% faculty load per week, effective October 21, 2014 through June 30, 2015, unless otherwise stated, as shown in items 1-26.

Instructional Aide Series

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

Corey McKenzie, \$9.00 per hour

2. Instructional Aide II

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

Amber Cooper, \$9.25 per hour

Rocio Hernandez, \$9.25 per hour

Sandra Ramirez, \$9.25 per hour

Linley Regalado, \$10.00 per hour (eff. 8/18/14 to 6/30/15)

3. Instructional Aide III

The following individual is to provide intermediate level tutoring, record maintenance, and other accommodations for students.

Courtney Allen, \$10.50 per hour (eff. 9/1/14 to 6/30/15)

Lindsey Enciso, \$10.50 per hour (eff. 8/18/14 to 6/30/15)

4. Instructional Aide IV

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

Donna Baldwin, \$13.00 per hour (eff. 9/18/14 to 6/30/15)

Salvador Manzo, \$12.25 per hour

Kyle O'Bryan, \$12.25 per hour

Alin Pavlakovich, \$12.25 per hour

Alex Rodriguez, \$12.25 per hour

Jason Sigler, \$12.25 per hour

Jonathan Sullivan, \$12.25 per hour

Bryan Tice, \$12.25 per hour

5. Instructional Aide VI

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

Laura Braun, \$17.00 per hour

Darlene Aceves, \$15.00 per hour (eff. 9/30/14 to 6/30/15)

Jacqueline Easton, \$15.00 per hour (eff. 10/6/14 to 6/30/15)

Matthew Vitalich, \$15.00 per hour (eff. 9/24/14 to 6/30/15)

Jenny Roseblade, \$15.00 per hour (eff. 9/17/14 to 6/30/15)

Shelley Spearman, \$15.00 per hour

Office Aide Series

6. Office Aide I

The following individual is to assist the staff with basic tasks.

Michelle Levert, \$9.00 per hour (eff. 9/9/14 to 6/30/15)

7. Office Aide II

The following individual is to assist with office tasks, daily operations and maintenance such as compile, input, and maintain data, payment process, customer service, and supporting division staff as needed.

Stephanie Dollentas, \$10.00 per hour (eff. 9/9/14 to 6/30/15)

8. Office Aide III

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

Depresha Allen, \$10.50 per hour

9. Office Aide IV

The following individual is to assist with all department processes and to support staff through knowledge of department operations.

Jason Carroll, \$11.75 per hour

Program Aide Series

10. Program Aide III

The following individual is to assist staff with duties to support the needs of a program or specialized area.

Kami Rezazadeh, \$11.00 per hour

11. Program Aide V

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

Pirkko De Bar, \$14.00 per hour (eff. 8/4/14 to 6/30/15)

Jueiming Shui, \$14.00 per hour (eff. 8/4/14 to 6/30/15)

Kevin Tuxford, \$14.00 per hour (eff. 8/4/14 to 6/30/15)

12. Program Aide VI
The following individual is to perform a variety of duties to support eligibility, outreach, and recruitment, and to assist with activities on and off campus.

Felicia Mack, \$15.00 per hour

13. The following individual is to perform as a program coordinator/liaison between the faculty and Public Relations & Marketing for the Center for the Arts.

Marcia Armstrong, \$18.00 per hour (eff. 9/9/14 to 6/30/15)

Sports Aide Series

14. Sports Aide VI
The following individuals are to assist the coaching staff with the coordination of all aspects of practice and competition.

Jose Andrade, \$17.00 per hour
Vincent Fiamengo, \$17.00 per hour
Janina Hartwill, \$17.00 per hour
Kaitlyn Hooper, \$17.00 per hour
Shane Schumaker, \$17.00 per hour
Jared Waters, \$17.00 per hour

Theater Aide Series

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

Andrew Perez, \$12.75 per hour (eff. 10/6/14 to 6/30/15)

16. Theater Aide VI
The following individual is to perform technical theater duties for the various events on campus.

Jennifer Jones, \$15.00 per hour (eff. 9/9/14 to 6/30/15)
Carol Simon, \$15.00 per hour

Assistive Linguistics Professional Series

17. Assistive Linguistics Professional II

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

Katherine Neuenschwander, \$45.00 per hour

Nancy Kempner-Decman, \$45.00 per hour

Education Professional Series

18. Education Professional I

The following individual is to provide Bass instrument accompaniment for the applied music jazz performances and/or special events.

Adam Cohen, \$23.00 per hour (eff. 8/23/14 to 6/30/15)

19. The following individual is to assist students with their writing assignments in all phases of the composing process – understanding and responding to the topic, generating ideas, outlining, drafting, and revising, and provide supervisory duties in setting policies, marketing, discipline, training and assisting faculty.

Sean Patrick, \$20.00 per hour eff. (9/29/14 to 6/30/15)

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

Margarita Talavera-Hofferer, \$26.00 per hour (eff. 8/25/14 to 6/30/15)

21. Education Professional V

The following individual is to conduct classes for the El Camino College Community Education and Professional Development program.

Cassandra Ellis (eff. 10/4/14 to 6/30/15)

Program Professional Series

22. Program Professional II

The following individual is to plan and coordinate the “Interpreter as a Profession” Fair to provide novice interpreters and students enrolled in interpreting programs information about careers in interpreting and employability skills to compete for entry-level positions.

Cynthia Parral, \$46.00 per hour

Training Professional Series

23. Training Professional I

The following individuals are to provide training, expertise, leadership and professional services in the Fire Academy program.

Geoff Gerny, \$32.00 per hour

Michael Hapke, \$32.00 per hour

Mark Lepore, \$32.00 per hour

Ryan Stout, \$32.00 per hour

C. REVISED CLASSIFICATION SPECIFICATIONS FOR CLASSIFIED POSITION

It is recommended that the Board of Trustees approve the revised classification specifications for the Library Media Technician II as shown on pages 16-18.

D. REVISED CLASSIFICATION SPECIFICATIONS FOR ADMINISTRATIVE POSITIONS

It is recommended that the Board of Trustees approve the revised classification specifications for Vice President of Academic Affairs/Assistant Superintendent, Dean of Counseling and Student Success, Director of Financial Aid, as shown on pages 19-32.

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: LIBRARY MEDIA TECHNICIAN II

BASIC FUNCTION

Under the direction of a supervisor or director, performs a variety of specialized technical duties involving direct and purposeful contact with service area users in assigned areas; performs library work requiring a comprehensive understanding of library media principles, practices and procedures, and may assist within the different areas of Learning Resources and may require performance of a variety of less responsible duties as a secondary assignment.

DISTINGUISHING CHARACTERISTICS:

The Library Media Technician II classification performs a variety of technical duties which requires a comprehensive understanding of library media principles, practices and procedures.

Incumbents in the Library Media Technician I classification are at an entry level position. This position assists in routine library- related tasks under close supervision in different locations in the Learning Resources unit.

The Library Media Technician III classification is assigned a broader, more complex technical duties which requires a comprehensive understanding of library media principles, practices and procedures.

The Library Media Technician IV classification coordinates, plans and implements specialized programs in the Learning Resources unit, including planning, maintaining an effective workflow, training, and resolving operational problems.

The Library Media Technician V classification performs at the technical specialist level. This position performs complex, skilled technical work requiring a comprehensive understanding of library media principles, practice and procedures.

REPRESENTATIVE DUTIES:

Provide assistance to users in the production and duplication of materials; ~~such as transparencies, audio tapes, quick copy processes.~~

Train and provide work direction to assigned personnel.

Assist with maintenance, arrangement, cataloging, and inventory of materials collections and equipment as required; prepares new materials for shelving.

Perform in-house mending and binding as needed.

Assist with the organization and operation of circulation and inventory activities and projects.

Assist with data entry ~~both on mainframe computers and~~ personal computers.

Intervene and resolve problems related to specific Learning Resources area assigned.

Research and summarize data required by funding agencies.

Operate office equipment, including personal computers and terminals, copiers, and audio-visual equipment.

Review Learning Resources reports and printouts as assigned to assure the accuracy and completeness of information, detect, trace and correct errors.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.

Modern office practices, procedures, software, and equipment.

Principles of providing training and work direction.

Principles of inventorying and issuing of resources and equipment.

Preventative maintenance and operation of electronic systems, technical equipment, and technological support used in the assigned areas.

Basic math and correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Communicate effectively both orally and in writing.

Analyze situations and adopt effective course of action.

Work independently with little direction.

Meet schedules and deadlines.

Maintain confidentiality of division records as required.

Use library and media resources.

EDUCATION AND EXPERIENCE:

High School diploma and three years of relevant experience or equivalent technical training and education.

WORKING CONDITIONS:

Library setting.
Extensive computer work.
Long periods of standing and sitting.
Lift and carry up to 25 lbs.
Move from one work area to another as needed.

Classified Salary Range 26

| Revised and Board Approved: October 20, 2014~~18, 2004~~

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: VICE PRESIDENT OF ACADEMIC AFFAIRS/ASSISTANT SUPERINTENDENT

BASIC FUNCTION:

Under the direction of the Superintendent/President, provides leadership in the planning, development, and implementation of the District's instructional program ~~and gives direction to~~, while working collaboratively with, academic and student support services personnel.

Develop plans and procedures that enhance the academic program, the development of new curricula, and the evaluation of existing programs.

Ensure that the operations of the Academic Affairs area are consistent with District policies and procedures, faculty and classified collective bargaining agreements, as well as applicable statutes and regulations including Title 5 (California Code of Regulations) and the Education Code.

Oversee the accreditation process for the College and special instructional programs.

Engage academic personnel in educational master planning based upon a comprehensive program review process, assessment and evaluation.

Administer the budget of the Academic Affairs area.

Supervise and evaluate the performance of assigned personnel.

Recommend personnel actions to the Superintendent/President and instructional agenda items to the Board of Trustees.

Serve as the Board's designee for mutual agreement with the Academic Senate on instructional and professional matters.

Represent the Superintendent/President, the Board, and the College on instructional matters.

Promote partnerships with local businesses and community.

REPRESENTATIVE DUTIES:

Manage and develop the College Enrollment Management Plan.

Function as chief instructional officer by providing leadership in the planning, development and implementation of the District's instructional program.

Evaluate the effectiveness of the District's overall instructional program and services and develop plans and policies for the improvement of this program by evaluating all curricula from educational, cost benefits, and personnel management perspectives.

Vice President of Academic Affairs (continued) **Page 2**

Implement the academic program review process and ensure that all stakeholders have an opportunity to provide input into the development processes and make appropriate recommendations to the Superintendent/President.

Serve as the Board's designee for mutual agreement with the Academic Senate on academic and professional matters.

Administer the Academic Affairs area budget; recommend budget requests for each fiscal year to the Superintendent/President; and ensure expenditures are appropriate and within budget.

Maintain involvement with the Academic Senate on educational and professional matters; serve as a conduit for Academic Senate's access to the governance process; serve as a communication link with academic personnel; and recommend a budget for the Academic Senate.

Recommend personnel actions to the Superintendent/President.

Provide consistent direction in administering the collective bargaining agreements with faculty and classified employees; understand and interpret agreements to faculty and staff.

Participate in planning the future of instruction at El Camino College by engaging academic personnel in educational master planning based upon a comprehensive program review; periodically assess community needs in relation to instruction; and identify data that support instructional planning.

Oversee the development of a college catalog and schedule of classes.

Coordinate instructional needs with service areas such as Admissions and Records, Financial Aid, Public Information and Marketing, Counseling, Information Technology Services, Facilities Planning and Services, and Staff Development.

May sServe as the District's ~~primary~~ liaison with the Accrediting Commission for California Community Colleges; monitor accreditation process and ensure that institutional self-~~studies~~ evaluations are conducted and documented with appropriate constituency involvement. Recommend to the Superintendent/President the process and procedures for institutional self- evaluations~~study~~ and college visitation.

Maintain currency through participation in regional and state organizations.

Recommend agenda items for Board approval; attend Board of Trustees' meetings and closed sessions; prepare the Academic Affairs board agenda and supporting materials for the Superintendent/President; recommend new policies or amendments to existing policies to the Superintendent/President; provide information and data as requested; submit academic personnel Board items to the Human Resources Division, ~~for inclusion on the Administrative Services~~ ~~Human Resources~~ segment of the Board agenda.

Vice President of Academic Affairs (continued) **Page 3**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organizing, and directing an instructional program within an institution of higher education.

Budget preparation and controls.

Principles and practices of instruction, accreditation program review and planning.

Principles and practices of supervision and management.

Principles and practices of student learning outcomes assessment.

The integration of program review, assessment, budgeting and evaluation.

Principles of class schedule development.

ABILITY TO:

Interpret and apply applicable statutes and regulations such as the Education Code and Title 5 (California Code of Regulations).

Provide overall leadership in planning, directing and evaluating an instructional program for the District.

Understand and be sensitive to the diverse academic, socioeconomic, cultural and ethnic backgrounds of students, including those with disabilities.

Work effectively withi, diverse student, staff, and community populations.

Communicate effectively orally and in writing.-
Supervise the administration of the area budget.
Supervise and evaluate the performance of assigned staff.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a personal computer and assigned software.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work.
Meet schedules and timelines.
Work independently with little direction.
Use interpersonal skills and exercise tact, patience and courtesy.
Resolve problems effectively using conflict resolution skills.
Direct the maintenance of a variety of reports and files related to assigned responsibilities.
Develop creative solutions.
Promote scholarship and professional development.

EDUCATION AND EXPERIENCE:

Requires a master's degree and equivalent to three years of ~~full-time~~ post-secondary teaching experience and three years of academic leadership experience at the dean's level or the equivalent at an accredited institution of higher education or a master's degree, post-secondary teaching experience and five years of academic leadership experience at the dean's level or the equivalent at an accredited institution of higher education.

~~Vice President Academic Affairs (continued)~~ ~~Page 4~~

DESIRABLE QUALIFICATIONS:

Possession of an earned doctorate from an accredited institution is preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Office work environment.
Attendance at multiple meetings.
Extended periods of sitting.

Revised and Board Approved: ~~November 15, 2004~~ October 21, 2014

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DEAN OF COUNSELING AND STUDENT SERVICES SUCCESS

BASIC FUNCTION:

Under the direction of the Vice President of Student and Community Advancement, plan, organize, control and direct the operations and activities of the functions and programs within the Counseling and Student ~~Services~~ Success division; provide leadership to student support activities and services across campus; evaluate the effectiveness of the division's and college's student support activities, and recommend methods for continuous improvement.

REPRESENTATIVE DUTIES:

Provide leadership to the counseling and student services functions within the division which may include, but not be limited to, counseling, articulation, Transfer Center, Career Center, ~~EOP&S/CalWORKS~~, Student Success and Support Services, Learning Communities.

Provide leadership to the development, evaluation and continuous improvement of necessary programs and services designed to assure student completion of assessment, orientation, abbreviated and comprehensive educational plans; intervention for at-risk students; retention, persistence, and success of students as identified in the College's Strategic Plan.

In collaboration with campus leadership, coordinate programs and strategies as outlined in the College's Student Success and Support Program and Student Equity Plans.

Assure the provision of a student-centered, customer-service oriented environment for the delivery of all division functions, and promote such an environment across campus.

~~Work with the office of Institutional Research and Information Technology Systems division to design and implement a tracking and evaluation system to evaluate student progress, and provide feedback to feeder high schools and other divisions on campus.~~

Maintain knowledge of new developments and innovative counseling and student services practices in community colleges and higher education; recommend changes to maintain relevance of programs and services to meet student needs.

Cooperate and support college administrators and faculty on a wide range of activities including those related to enrollment management services, curriculum planning, pre-and co-requisite policies and procedures, student equity, retention and persistence.

Work with Academic Affairs and the Director of Marketing and Public Affairs to assure the development of a student-friendly schedule of classes and catalog.

Plan for efficient use and security of division facilities; assure compliance with health and safety regulations.

Participate in strategic planning for the college, the Student and Community Advancement area, and the Counseling and Student Services Success division; collaborate with department managers in setting division priorities, both short-term and long-range.

Advance institutional effectiveness measures by ensuring that Service Area Outcomes (SAOs) are written and assessed; all program review and annual planning documents are completed in a timely manner utilizing appropriate metrics.

Be an involved participant on the Student and Community Advancement management and leadership teams; collaborate with other managers within the area in the development of area plans and priorities.

Evaluate faculty assigned to the division.

Provide clearly written reports and analyses when requested or appropriate.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Higher education in community colleges, including the mission of the California Community Colleges.

~~Community outreach methods, marketing strategies and principles.~~

Student Success and Support Program and Student Equity regulations and implementation strategies

Policies and regulations pertaining to assigned counseling and student services functions.

Technological advancements and their application to counseling and student services.

Development, implementation and monitoring of budget; resource development.

Effective collaboration, communication, and consensus-building techniques.

Principles and practices of management, supervision and training.
Interpersonal skills using tact, patience and courtesy.
District organization, operations, policies and procedures.
Planning processes, including an understanding of key performance indicators, goals and measurable objectives, and how to write them.
Oral and written communication skills.

ABILITY TO:

Present a positive image of the college.

Communicate with a wide range and level of students, public and college employees.
Plan and work effectively and cooperatively with peers, faculty, staff, students and community members from multi-cultural, diverse backgrounds.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines; plan and organize work effectively.

Organize multiple projects and carry out required project details throughout the years.

Develop appropriate metrics to evaluate division programs and functions; participate in program review and Service Area Outcome assessments and make recommendations for continuous quality improvement.

Assist in the development of ~~Develop~~ grant or special project applications.

Organize and chair meetings, lead workshops, facilitate group discussions and involve staff in idea generation, goal setting, and decision-making.

Communicate effectively in writing and orally, develop written reports, and deliver oral presentations.

EDUCATION AND EXPERIENCE:

Requires a Master's degree in counseling, psychology, educational or career counseling, or related discipline; three years experience in counseling students in educational and career planning; and at least one year of experience in program administration or coordination.

Must have sensitivity to and understanding of multi-cultural, diverse environments and college students from diverse academic, socioeconomic, cultural, and ethnic backgrounds.

*Equivalency to be determined by the El Camino Community College District Board Policy pertaining to "Equivalence to the Minimum Qualifications".

LICENSE AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

Required to drive to offsite locations.
Move from one work area to another.
Hand, wrist, and finger dexterity to operate various office machines.
Lift up to 25 lbs.

Administrator Salary Schedule Range 16
Revised and Board Approved: October 20, 2014

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF - FINANCIAL AID ~~AND SCHOLARSHIPS~~

BASIC FUNCTION:

Under the direction of the assigned Dean, the Director of Financial Aid will provide administrative oversight of the Financial Aid Office at El Camino College. The Director of Financial Aid will ensure compliance with federal, state, and institutional policies, procedures, and regulations that pertain to eligibility determination, awarding, and disbursement of financial aid. The Director of Financial Aid is responsible for the hiring, training, supervision, and evaluation of assigned personnel.

~~Under the direction of the Dean of Student Services, plan, organize, control and direct the activities and operations of the Financial Aid and Scholarships office; deliver financial aid to students from various federal State and community programs; interpret and implement policies and procedures established by the Department of Education, the State Student Aid Commission and the Chancellor's Office; supervise and evaluate the performance of assigned personnel~~

REPRESENTATIVE DUTIES:

Interpret, apply, and enforce federal, state, and institutional financial aid policies, procedures, and regulations that pertain to eligibility determination, awarding, and disbursement of financial aid.

Hire, train, supervise, and evaluate assigned financial aid personnel. Provide training to assigned personnel to ensure compliance with policies, procedures, and regulations and provide excellent customer service.

Participate in and travel to professional development functions locally, regionally, and nationally to ensure compliance with federal, state, and institutional policies, procedures, and regulations.

Participate in financial aid outreach activities and College District sponsored functions on and off-campus to educate prospective and current students about federal, state, and institutional financial aid opportunities.

Develop and maintain a Financial Aid Policies & Procedures Manual in compliance with federal, state, and institutional policies, procedures, and regulations.

Collaborate and work in partnership with the U.S. Department of Education, California Student Aid Commission, Foundation for California Community Colleges, and the California Community Colleges Chancellor's Office.

Collaborate and work in partnership with Administrative Services to ensure financial aid reports are submitted accurately and on-time, compatibility with external software programs, eligible students are sent debit cards, successful execution of drawdowns and Return of Title IV funds, and that financial aid disbursements are made according to an established schedule.

Collaborate and work in partnership with the Foundation & Scholarship Office and other College District entities to determine eligibility, award, and disburse federal, state, and local financial aid.

Collaborate and work in partnership with the Office of Public Relations & Marketing to develop, maintain, and update informational and outreach materials and develop communication tracks in various communication mediums including hardcopy, online, and social media.

Serve as the main liaison between the College District and any third party vendor for the disbursement of financial aid.

Participate on College District assigned committees, work groups, and campus-wide initiatives that address enrollment management and help improve student retention, persistence, graduation, and transfer.

Draft, submit, assess, and revise, College District documentation that includes, but is not limited to, Accreditation, Program Plans, Program Reviews, and Service Area Outcomes.

Direct the preparation, maintenance, and on-time submission of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel; and complete surveys and reports as required by federal, state, and institutional policies.

Prepare for and participate in audits and investigations conducted by federal, state, and institutional entities and respond in kind.

Develop and prepare the annual preliminary budget for the Financial Aid Office; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established policies, procedures, and regulations; and monitor assigned accounts and assure proper utilization of funds.

Determine need for hardware and software; communicate with Information Technology Services (ITS) personnel to discuss needs and develop systems; select and order equipment; and participate in the installation of equipment and systems.

Operate computer hardware equipment, software programs and systems, and other office equipment to complete assigned duties and responsibilities.

Advise prospective and current students regarding financial aid; review professional judgment cases; and render decisions on financial aid related matters.

Collaborate and work in partnership with colleagues on and off-campus to resolve issues, address conflicts, and exchange information.

Meet and communicate with students to address and respond to complaints and concerns regarding financial aid eligibility, awarding, and disbursement.

Maintain current knowledge of federal, state, and institutional financial aid related policies, procedures, and regulations.

Attend a variety of meetings as assigned including staff, division, area, and College District functions.

Perform other duties and responsibilities as assigned.

~~Plan, organize, control and direct the activities and operations of the Financial Aid and Scholarships office; deliver financial aid to students from various federal State and community programs; develop office procedures and establish goals and objectives.~~

~~Interpret and implement policies and procedures established by the Department of Education, the State Student Aid Commission and the Chancellor's Office; train and advise staff regarding policies and federal and State guidelines.~~

~~Supervise and evaluate the performance of assigned staff, interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates.~~

~~Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; complete surveys and reports as required by federal State and institutional policy, assure timely and accurate reporting.~~

~~Develop and prepare the annual preliminary budget for the department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; monitor assigned accounts and assure proper utilization of funds.~~

~~Determine need for hardware and software; communicate with programmers to discuss needs and develop systems; select and order equipment; participate in the installation of equipment and systems as needed.~~

~~Counsel students regarding financial aid needs in person and on the telephone; review professional judgment cases; determine student eligibility for financial assistance.~~

~~Develop and update brochures and other student informational materials.~~

~~Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.~~

~~Operate various computer equipment and systems and other office equipment as assigned.~~

~~Receive and respond to complaints or concerns from applicants and recipients.
Maintain current knowledge of regulations related to assigned areas.
Attend and conduct a variety of meetings as assigned; participate on assigned committees; attend workshops and conferences as assigned.~~

~~Perform related duties as assigned.~~

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

In-depth federal, state, and institutional regulations governing financial aid, including grants, scholarships, work study, and loan programs.

Data processing systems, computer hardware, and computer software required to determine eligibility, award, and disburse financial aid.

Protocol and skills to train and supervise assigned personnel.

Accounting procedures and budget management.

Oral and written communication skills.

Applicable federal, state, and institutional policies, procedures, and regulations.

Interpersonal skills using tact, patience, and courtesy.

~~Planning, organization and direction of the Financial Aid and Scholarships office.
State and federal regulations, laws and reporting requirements related to assigned financial aid programs.~~

~~Computerized financial aid programs.~~

~~Budget preparation and control~~

~~Oral and written communication skills.~~

~~Principles and practices of administration, supervision and training.~~

~~Applicable laws, codes, regulations, policies and procedures.~~

~~Interpersonal skills using tact, patience and courtesy.~~

~~Operation of assigned computers and software.~~

~~Record keeping techniques.~~

ABILITY TO:

Demonstrate sensitivity to and understanding of college students that come from diverse academic, socioeconomic, ethnic and racial backgrounds.

Develop positive rapport with assigned financial aid personnel to develop a sense of teamwork.

Interpret, apply, and enforce federal, state, and institutional policies, procedures, and regulations.

Hire, train, supervise, and evaluate assigned personnel including student workers.

Work independently on complex financial aid issues and processes.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate computer hardware, computer software, and other appropriate office equipment.

Analyze situations accurately and adopt an effective course of action.

~~Plan, organize and administer the activities and operations of the Financial Aid and Scholarships office.~~

~~Determine student eligibility for financial assistance.~~

~~Supervise and evaluate the performance of assigned staff.~~

~~Interpret, apply and explain rules, regulations, policies and procedures.~~

~~Communicate effectively both orally and in writing.~~

~~Establish and maintain cooperative and effective working relationships with others.~~

~~Operate a computer and assigned office equipment.~~

~~Analyze situations accurately and adopt an effective course of action.~~

~~Meet schedules and time lines.~~

~~Work independently with little direction.~~

~~Plan and organize work.~~

~~Prepare comprehensive narrative and statistical reports.~~

~~Direct the maintenance of a variety of reports and files related to assigned activities.~~

EDUCATION AND EXPERIENCE:

Must have a Master's Degree in business administration, education administration, finance or related field AND five (5) years of progressive, responsible, direct work experience in a financial aid office including two years in a supervisory or management role capacity; OR

A Bachelor's Degree in business administration, education administration, finance or related field AND eight (8) years, responsible, direct work experience in a financial aid office including a minimum of three (3) years in a supervisor or management role.

~~Any combination equivalent to: bachelor's degree in business administration, social science or related field and five years increasingly responsible financial aid or related experience including one year in a supervisory capacity.~~

LICENSE AND OTHER REQUIREMENTS:

Valid California Driver's License

WORKING CONDITIONS:

May be required to drive to off-site locations periodically.

Move from one work area to another.

Hand, wrist, and finger dexterity to operate various office machines.

Diverse work environment.

Ability to lift up to 25 pounds.

Administrator Salary Range 13
Revised and Board Approved: October 21, 2014

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

Page No.

- A. Travel P/B 2
- B. 2014 Board of Trustees Evaluation..... P/B 2

A. TRAVEL

It is recommended that the Board approve the following travel for Thomas M. Fallo, with no loss of salary, transportation and necessary expenses paid:

1. Association of Community College Trustees (ACCT) 2015 Community College National Legislative Summit, February 8, 2015 – February 12, 2015, Washington, DC.

B. 2014 BOARD OF TRUSTEES EVALUATION

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

The 2014 Board of Trustee goals are listed below for reference.

- I. Participate in community activities and events and bring observations to the Board for policy issues.
 - a. Attend events in the community.
 - b. Speak to community groups.
 - c. Make Board presentations.
 - d. Bring copies of community events and activities to other Board members.
 - e. Schedule an event/ meeting at Compton Center.
 - f. Adopt a process to ensure Board representation at significant College events.
- II. Participate in the operation of the College at Board Meetings.
 - a. Speak freely and openly on policy issues.
 - b. Solicit opinions of fellow Board members.
 - c. Present ideas during discussion section of Board Meetings.
 - d. Will only attempt to influence and take action at formal meetings.
- III. Continue a Trustee education program.
 - a. Attend a conference on Trustee responsibilities.
 - b. Submit materials from various sources to fellow Trustees.
 - c. Read Trustee education materials sent by various organizations.
 - d. Develop a formalized College Student Trustee Orientation.

- IV. Support the Current Facilities Master Plan.
 - a. Monitor and approve 2002 and 2012 Measure E Fiscal updates.
 - b. Continue construction program.
 - c. Review construction program activities.
 - d. Determine the most effective process for community and Board oversight of 2012 Measure E.

- V. Fiscal Responsibilities.
 - a. Monitor current Budget.
 - b. Study, review and approve the 2014-2015 Budget.
 - c. Study, review and approve the 2012-2013 annual financial audit.
 - d. Study and respond to national, state and local fiscal changes.
 - e. Assure the financial stability of the District by maintaining adequate reserves and developing a plan for funding all future liabilities.

- VI. Accreditation.
 - a. Receive, review and participate in El Camino College's Accreditation reports and actions.
 - b. Continue to monitor Student Learning Outcomes update.
 - c. Support the College's 2014 Self Evaluation Report process.
 - d. Consider initiating eligibility for the Compton Center.

- VII. Support Student Access and Success.
 - a. Actively support El Camino College Foundation activities.
 - b. Develop community involvement in the Foundation.
 - c. Support the establishment of student achievement goals that encourage graduation, transfer and certificate completion.
 - d. Support student programs and services that expedite achievement and success.
 - e. Investigate methods of connecting students to employers.

- VIII. Required Board Training.
 - a. Ethics, per AB 1234.
 - b. Sexual Harassment.

- IX. Improve communication with all constituent groups and District Employees.
 - a. Solicit broader involvement in Board evaluations from community members.

**EL CAMINO COLLEGE BOARD OF TRUSTEES
SELF-EVALUATION QUESTIONNAIRE 2014**

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

**EL CAMINO COLLEGE BOARD OF TRUSTEES
SELF-EVALUATION QUESTIONNAIRE 2014**

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

Non-Consent Agenda

Page No.

- A. Public Comment.....NC 2
- B. Resolution No. 10-20-14 – Approving Assignment of Delinquent
Tax Receivables to The California Statewide Delinquent Tax
Finance Authority.....NC 2

A. Public Comment

B. Resolution No. 10-20-14 – Approving Assignment of Delinquent Tax Receivables To The California Statewide Delinquent Tax Finance Authority

It is recommended the Board of Trustees approve the resolution to assign delinquent tax receivables to the California Statewide Delinquent Tax Finance Authority for the fiscal years ending June 30 in 2014 through 2016 and authorize execution and delivery of related documents and actions.

Section 6516.6 of the Government Code of the State of California allows a community college district to assign to a joint powers agency any of its interest in and collection of delinquent and uncollected property taxes that have been levied on the secured, unsecured or supplemental property tax rolls. The California Statewide Delinquent Tax Finance Authority will purchase the District's delinquent property taxes at a rate of 110%.

RESOLUTION NO. 10-20-14

RESOLUTION OF THE GOVERNING BOARD OF THE EL CAMINO COMMUNITY COLLEGE DISTRICT APPROVING ASSIGNMENT OF DELINQUENT TAX RECEIVABLES TO THE CALIFORNIA STATEWIDE DELINQUENT TAX FINANCE AUTHORITY FOR FISCAL YEARS ENDING JUNE 30, 2014, 2015 AND 2016, AND AUTHORIZING EXECUTION AND DELIVERY OF RELATED DOCUMENTS AND ACTIONS

WHEREAS, under Section 6516.6(b) of the Government Code of the State of California (the "Law"), a school district, community college district or other local educational agency is authorized to sell and assign to a joint powers authority any or all of its right, title, and interest in and to the enforcement and collection of delinquent and uncollected property taxes, assessments, and other receivables that have been levied by it or on its behalf for collection on the secured, unsecured, or supplemental property tax rolls, in accordance with such terms and conditions as are set forth in an agreement with the joint powers authority; and

WHEREAS, the California Statewide Delinquent Tax Finance Authority (the "Authority") has been formed as a joint powers authority for the purpose of purchasing delinquent *ad valorem* property taxes in accordance with Section 6516.6 of the Law upon

terms and conditions which are acceptable to local educational agencies in Los Angeles County; and

WHEREAS, under the Law the amount of property tax receipts to be reported in a fiscal year for revenue limit purposes is equal to 100% of the local educational agency's allocable share of the taxes distributed to it for the fiscal year, and any additional amounts will not be reported and will be provided directly to the local educational agency; and

WHEREAS, the Board has previously adopted its resolutions approving the participation by the El Camino Community College District (the "District") in the delinquent tax finance program of the Authority with respect to prior fiscal years; and

WHEREAS, the Authority has requested the District to consider selling its certain delinquent tax receivables arising with respect to the fiscal years ending June 30 in each of the years 2014, 2015 and 2016 (collectively, the "Tax Receivables"), at a purchase price which is at least equal to 110.0% of the amount of Tax Receivables; and

WHEREAS, in order to provide funding for the purchase of the Tax Receivables, the Authority has made arrangements to issue and sell a certificate of participation for each fiscal year to a designee of Tower Capital Management, LLC, a Delaware limited liability company; and

WHEREAS, the Governing Board of the District (the "Board") wishes to take its action at this time approving the sale of the Tax Receivables to the Authority, and approving related documents and actions;

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the El Camino Community College District as follows:

Section 1. Sale of Tax Receivables to Authority. The Board hereby approves and authorizes the sale of the Tax Receivables to the Authority, at a purchase price at least equal to 110.0% of the amount of Tax Receivables.

Section 2. Approval of Purchase and Sale Agreements. The sale of Tax Receivables shall be accomplished under a Purchase and Sale Agreement (the "Purchase and Sale Agreement") between the District and the Authority, in substantially the form executed by the District in connection with previous sales of tax receivables to the Authority.

The Purchase and Sale Agreement is hereby approved in substantially the form on file with the Clerk of the Board, together with any changes therein or modifications thereof approved by the Superintendent/President of the District (the "Authorized Officer"). The Authorized Officer is authorized and directed to execute and deliver each such Purchase and Sale Agreement on behalf of the District, and the execution and delivery of each such

Purchase and Sale Agreement by the Authorized Officer shall be conclusive evidence of the approval of any such changes and modifications. The Board hereby authorizes the delivery and performance of the Purchase and Sale Agreements.

Section 3. Official Actions. The Authorized Officer and any and all other officers of the District are hereby authorized and directed, for and in the name and on behalf of the District, to do any and all things and take any and all actions, including execution and delivery of any and all assignments, certificates, requisitions, agreements, notices, consents, instruments of conveyance, warrants and other documents, which they, or any of them, may deem necessary or advisable in order to consummate the sale of the Tax Receivables to the Authority and the other transactions described herein. Whenever in this resolution any officer of the District is authorized to execute or countersign any document or take any action, such execution, countersigning or action may be taken on behalf of such officer by any person designated by such officer to act on his or her behalf in the case such officer is absent or unavailable.

Section 4. Effective Date. This resolution shall take effect from and after the date of approval and adoption thereof.

PASSED AND ADOPTED this 20th day of October, 2014, by the following vote:

AYES:

NOES:

ABSENT:

President

ATTEST:

Secretary