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

**Agenda, Monday, November 17, 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 October 20, 2014,  
Pages v-viii**
- III. Presentation – Board Policy 1200: The El Camino College Mission,  
Vision, Values and Strategic Initiatives**
- 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 13*
  - B. Student and Community Advancement (SCA)  
*See Student Services Agenda,  
Pages SCA 1- SCA 26*
  - C. Administrative Services (AS)  
*See Administrative Services Agenda,  
Pages AS 1- AS 14*
  - D. *See Measure “E” Bond Fund Agenda, (E)  
Pages E 1- E 5*
  - E. Human Resources (HR)  
*See Human Resources Agenda,  
Pages HR 1- HR 24*

- VII. Committee of the Whole,  
Pages CW 1- CW 5**
  - A. Public Comment
  - B. 2014 Board of Trustees Evaluation

**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. Anticipated Litigation, Brown Act Section 54956.9 – Significant Exposure to Litigation
  - 1. 2 Cases
- C. Public Employee Discipline/Dismissal/Release, Brown Act Section 54957
  - 1. 1 Case
- D. Labor Relations, Brown Act Section 54957.6, Ms. Linda Beam, District Negotiator
  - 1. El Camino College Police Officers Association
- E. Student Expulsion, Brown Act Section 54954.5
  - 1. Student Expulsion – 1 Case

<b>Board of Trustees Meeting Schedule for 2014 4:00 p.m. Board Room</b>
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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, October 20, 2014

The Board of Trustees of the El Camino Community College District met at 4:00 p.m. on Monday, October 20, 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 September 8, 2014

It was moved by Ken Brown, seconded by John Vargas, that the Minutes of the Regular Board meeting of September 8, 2014 be approved as amended below.

Public Comment on Non-Consent Agenda – Add: Ali Ahmadpour asked that the College recognize Cesar Chavez Day.

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

Presentation – Community Advancement – Economic Workforce Development

Mr. Jose Anaya gave an informational presentation on Community Advancement – Economic Workforce Development.

Consent Agenda

It was moved by Trustee Combs, seconded by Trustee Brown, that the Board adopt the items presented on the agenda as noted below, with the exception of VI-F, #B (2014 Board of Trustees Evaluation).

Academic Affairs

Destruction of Records

Mathematics, Engineering, Science Achievement (MESA) Conferences

Proposed Curriculum Changes Effective 2015-2016 Academic Year

Student and Community Advancement

El Camino College – Institutional Effectiveness Outcomes – Strategic Plan 2015-2020

El Camino College Compton Center – Institutional Effectiveness Outcomes – Strategic

Plan 2015-2020

Forensics Team Tournaments – 2014/2015

Destruction of Records

Board Policy 2410 (Board Policies and Administrative Procedures) – First Reading

Information Item – Administrative Procedure 2410 (Board Policies and Administrative Procedures)

Board Policy 3250 (Institutional Planning) – First Reading

Information Item – Administrative Procedure 3250 (Institutional Planning) Grant

Administrative Services

AB 2910 – Quarterly Fiscal Status Reports

Contracts Under \$84,100

Contracts Over \$84,100

Sub-Recipient Agreement

Personal Service Agreements

Amendments to Contracts

Destruction of Records

Notice of Job Completion – Graybar Electric – LED Site Lighting and Retrofit

Purchase Orders and Blanket Purchase Orders

Measure E 2002 & 2012 Bond Fund

Category Budgets and Balances

Bid Award 2014-2 – Industry & Technology Building Project – Audio/Visual Systems and Installation

Bid Award 2014-3 – Shops Building Replacement Project – Audio/Visual Systems and Installation

Bid Award 2014-4 – Shops Building Replacement Project – Lincoln Welding Equipment

Information Item – Industry and Technology Project

Contract – Interstate/Atlantic Relocation Services – Shops Building Replacement Project

Contract – Interstate/Atlantic Relocation Services – Industry and Technology Building

Project

Contract Amendment – Converse Consultants – Bookstore Elevator Project  
Contract Amendment – National Roofing Consultants Inc. – Shops Building Replacement Project  
Contract Amendment – School Construction Compliance, LLC – Shops Building Replacement Project  
Contract Amendment – tBP Architecture, Inc. – Shops Building Replacement Project  
Change Order – AVI-CON, Inc. – dba CA Construction – Bookstore Elevator Project  
Notice of Job Completion – CA Construction – Bookstore Elevator Project  
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  
Revised Classification Specifications for Classified Position  
Revised Classification Specifications for Administrative Positions

#### President and Board of Trustees

Travel

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

#### Consent Agenda – Item VI-F, #B (2014 Board of Trustees Evaluation)

It was moved by Trustee Numark, seconded by Trustee Combs, that the 2014 Board of Trustees Evaluation be approved. Additional goals to be considered should be forwarded to the President’s office by November 3, and will be included in the November agenda packet.

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

#### Non-Consent Agenda

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

It is moved by Trustee Combs, seconded by Student Member Garcia, that 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.

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

Closed Session

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

Readout from the Closed Session

It was moved by Trustee Vargas, seconded by Trustee Combs, that the Board of Trustees ratify the Superintendent-President's decision to suspend without pay, effective

August 29, 2014, and terminate the employment of a classified employee from the El Camino Community College District, effective October 21, 2014. Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

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Mary E. Combs, Secretary of the Board

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Thomas M. Fallo, Secretary to the Board



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

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**Page No.**

- A. Center for the Arts Presentation – 2014-2015 Season.....AA 2
- B. Proposed Curriculum Changes Effective 2015-2016 Academic Year.....AA 2
- C. Board Policy 4040 (Library Services) – First Reading.....AA 9
- D. Administrative Procedure 4040 (Library Services) – Information Item.....AA 11

## ACADEMIC AFFAIRS

### A. CENTER FOR THE ARTS PRESENTATION – 2014/2015 SEASON

It is recommended that the Board approve below the Center for the Arts presentations, performances and Discovery Travel Series for the 2014/2015 season. Cost of the presentations, performances and Discovery Travel Series is negotiated between the artist and/or his/her management representative and the District.

#### 2014-2015 Performances

<u>Change of Payee</u>	<u>Date</u>	<u>Amount</u>
1. <i>Rocky Mountains – Part II</i> <b>Payable to: John Holod</b> Change of payee due from Jodie Ginter to John Holod due to unavailability of Ms. Ginter to appear on this date. (Formerly board approved on April 21, 2014)	March 23, 2015	\$2,000

### B. 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

Course Review; Distance Education Update

1. Psychology 2 – Psychology for Effective Living

#### BUSINESS

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

1. Computer Information Systems 13 – Computer Information Systems  
*Current Status/Proposed Changes*  
Prerequisite: eligibility for English 84 and ~~Business 15 or Mathematics 23~~

with a minimum grade of C or qualification by testing (El Camino College Mathematics Placement Test) and assessment  
Recommended Preparation: Mathematics 23 or Business 15

*Recommendation*

Prerequisite: eligibility for English 84  
Recommended Preparation: Mathematics 23 or Business 15

## FINE ARTS

### CTE Two-Year Course Review

#### 1. Art 130 – Two-Dimensional Design I

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

#### 1. Art 132 – Advertising Design I

*Current Status/Proposed Changes*

~~Prerequisite: Art 131 or Art 141 with a minimum grade of C~~

Recommended Preparation: Art 131 or Art 141

*Recommendation*

Recommended Preparation: Art 131 or Art 141

Course Review; Changes in Descriptive Title

*Current Status/Proposed Changes*

#### 1. Dance 130A – Beginning Modern Dance Technique I A

*Recommendation*

Dance 130A – Beginning Modern Dance A

Course Review; Changes in Descriptive Title, Catalog Description

*Current Status/Proposed Changes*

#### 1. Dance 130B – Beginning Modern Dance Technique I B

This course is the second in a sequence of ~~two~~ four levels of modern dance-I. This course focuses on the continued development of dance skills through modern dance movement, emphasizing combinations on the floor and standing or traveling through

space. Technique skills are reinforced through creative expression of more complex movement. Attendance is required at dance events sponsored by the Center for the Arts.

Note: This course is required of all dance majors.

Note: Letter grade or pass/no pass option.

*Recommendation*

Dance 130B – Beginning Modern Dance B

This course is the second in a sequence of four levels of modern dance. This course focuses on the continued development of dance skills through modern dance movement, emphasizing combinations on the floor and standing or traveling through space. Technique skills are reinforced through creative expression of more complex movement. Attendance is required at dance events sponsored by the Center for the Arts.

Note: This course is required of all dance majors.

Note: Letter grade or pass/no pass option.

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

1. Art 133 – Graphic Design

*Current Status/Proposed Changes*

~~Prerequisite: Art 131 or Art 141 with a minimum grade of C in prerequisite or equivalent~~

Recommended Preparation: Art 131 or Art 141

This course is an introduction to the concepts and processes of graphic design. Emphasis is placed on the ~~study of graphic design, students' work with computers in~~ application of raster, vector graphics, and page layout software, as well as ~~with~~ traditional art and design media. Problem-solving skills and the creative design process are emphasized through digital imaging, typography, identity design and page layout.

*Recommendation*

Recommended Preparation: Art 131 or Art 141

This course is an introduction to the concepts and processes of graphic design. Emphasis is placed on the application of raster, vector graphics, and page layout software, as well as traditional art and design media. Problem-solving skills and the

creative design process are emphasized through digital imaging, typography, identity design and page layout.

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

*Current Status/Proposed Changes*

1. Dance 120A – Beginning Ballet I A  
Recommended Preparation: Dance 110 ~~or equivalent~~

*Recommendation*

Dance 120A – Beginning Ballet A  
Recommended Preparation: Dance 110

*Current Status/Proposed Changes*

2. Dance 120B – Beginning Ballet Technique I B  
Prerequisite: Dance 120A with a minimum grade of C

*Recommendation*

Dance 120B – Beginning Ballet B  
Prerequisite: Dance 120A with a minimum grade of C

*Current Status/Proposed Changes*

3. Dance 220A – Intermediate Ballet II A  
Prerequisite: Dance ~~120A~~ 120B with a minimum grade of C or equivalent

*Recommendation*

Dance 220A – Intermediate Ballet A  
Prerequisite: Dance 120B with a minimum grade of C or equivalent

Change in Certificate; Course Requirements, Units

1. Jewelry Design and Fabrication Certificate of Achievement

*Current Status/Proposed Changes*

A Certificate of Achievement will be granted upon completion of ~~the courses listed below~~ all program requirements. At least 50% of the units for the certificate must be completed at El Camino College.

<b>Certificate Requirements</b>		<b>Units</b>
<del>ART 101</del>	<del>Art and Visual Culture in Modern Life</del>	<del>3</del>
<del>ART 110</del>	<del>Drawing Fundamentals I</del>	<del>3</del>
<del>ART 130</del>	<del>Two Dimensional Design I</del>	<del>3</del>
ART 173	Introduction to Jewelry and Metalsmithing	3
ART 274	Jewelry Fabrication	3
ART 275	Jewelry Casting	3
<del>BUS 24</del>	<del>Introduction to Small Business Entrepreneurship</del>	<del>3</del>

9 units from:

<u>ART 101</u>	<u>Art and Visual Culture in Modern Life</u>	<u>3</u>
<u>ART 110</u>	<u>Drawing Fundamentals I</u>	<u>3</u>
<u>ART 130</u>	<u>Two-Dimensional Design I</u>	<u>3</u>
<u>ART 141</u>	<u>Digital Art</u>	<u>3</u>
<u>ART 160</u>	<u>Three-Dimensional Design</u>	<u>3</u>
<u>BUS 24</u>	<u>Small Business Entrepreneurship</u>	<u>3</u>

**Total Units: ~~21~~18**

*Recommendation*

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

<b>Certificate Requirements</b>		<b>Units</b>
ART 173	Introduction to Jewelry and Metalsmithing	3
ART 274	Jewelry Fabrication	3
ART 275	Jewelry Casting	3

9 units from:

ART 101	Art and Visual Culture in Modern Life	3
ART 110	Drawing Fundamentals I	3
ART 130	Two-Dimensional Design I	3
ART 141	Digital Art	3
ART 160	Three-Dimensional Design	3
BUS 24	Small Business Entrepreneurship	3

**Total Units: 18**

## HUMANITIES

### Course Review; Change in Descriptive Title

#### *Current Status/Proposed Changes*

1. English 15A – Survey of British Literature I

#### *Recommendation*

English 15A – Survey of British Literature I

#### *Current Status/Proposed Changes*

2. English 15B – Survey of British Literature II

#### *Recommendation*

English 15B – Survey of British Literature II

### Course Review; Changes in Catalog Description

1. English 36 – World Literature: 1650 CE to Present

#### *Current Status/Proposed Changes*

This course examines masterpieces of world literature from the mid-17th through ~~20th~~ 21st centuries as both reflections and progenitors of their cultures and nations of origin. Students explore the universal concerns of humankind as exemplified through the themes, forms, and trends of the literary works.

#### *Recommendation*

This course examines masterpieces of world literature from the mid-17th through 21st centuries as both reflections and progenitors of their cultures and nations of origin. Students explore the universal concerns of humankind as exemplified through the themes, forms, and trends of the literary works.

## INDUSTRY AND TECHNOLOGY

### CTE Two-Year Course Review

1. Electronics and Computer Hardware Technology 130 – Digital Systems and Computer Logic I

2. Electronics and Computer Hardware Technology 191 – Introduction to Microprocessors and Interfacing
3. Fire and Emergency Technology 137 – Emergency Medical Services (EMS) / Legal Aspects/Documentation

## **MATHEMATICAL SCIENCES**

Course Review; Changes in Catalog Description

1. Mathematics 170 – Trigonometry

*Current Status/Proposed Changes*

This course includes a study of trigonometric functions, their inverses, ~~trigonometric~~ identities, equations, complex numbers, graphs ~~of trigonometric functions~~, and applications.

Note: One year of high school geometry is equivalent to Mathematics 60.

*Recommendation*

This course includes a study of trigonometric functions, their inverses, identities, equations, complex numbers, graphs, and applications.

Note: One year of high school geometry is equivalent to Mathematics 60.

2. Mathematics 180 – Precalculus

*Current Status/Proposed Changes*

This course is a preparation for calculus. Topics of study include polynomial, rational, exponential, logarithmic and trigonometric functions as well as their inverses.

Matrices and analytic geometry are introduced, as well as sequences and series. The application of these topics is stressed to enhance conceptual understanding of the material.

*Recommendation*

This course is a preparation for calculus. Topics of study include polynomial, rational, exponential, logarithmic and trigonometric functions as well as their inverses.

Matrices and analytic geometry are introduced, as well as sequences and series. The application of these topics is stressed to enhance conceptual understanding of the material.

## **NATURAL SCIENCES**

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



1. Oceanography 10 – Introduction to Oceanography  
*Current Status/Proposed Changes*  
Recommended Preparation: eligibility for English 84 1A

*Recommendation*

Recommended Preparation: eligibility for English 1A

**C. BOARD POLICY 4040 (LIBRARY SERVICES) – FIRST READING**

It is recommended that the Board accept for a first reading the revisions to Board Policy 4040 as shown.

**D. ADMINISTRATIVE PROCEDURE 4040 (LIBRARY SERVICES) – FIRST READING**

Administrative Procedure 4040 is presented for informational purpose only.

## **Board Policy 4040 Library Services**

It is the policy of El Camino College to maintain library services that are an integral part of the educational program and will comply with the requirements of the Reader Privacy Act. The District will provide the means to assure the planned and systematic acquisition and maintenance of library materials and information resources, resulting in a well-balanced collection having the depth, scope, and currency necessary to meet the needs of the El Camino College community.

~~It is the policy of El Camino College to maintain library services that are an integral part of the educational program.~~

The librarians, working in collaboration with other faculty, shall have primary responsibility for the identification, selection, ~~coordination~~, and provision of academic resources, instruction in their effective use, and other services that meet the information needs of the El Camino College community. Donated materials will be evaluated using the same criteria as other materials.

Library resources shall be accessible to all currently enrolled students and campus employees ~~users~~. Students and faculty involved in distance education or off-campus programs shall have electronic access to sufficient library resources to ensure successful completion of their academic coursework. The libraries shall be open during all terms in which classes are offered. Libraries shall operate under the supervision of library faculty during all open hours.

The District supports the American Library Association's Bill of Rights that affirms both library users' right to read what they choose and the library's responsibility to provide books and other resources presenting a variety of points of view.

Procedures for implementing the policy will be developed in collegial consultation with the Academic Senate, ~~as defined in CCR § 53200~~ and the ~~President/Superintendent Superintendent/President~~.

References: Education Code, Section 78100, ~~53200~~  
Civil Code Section 1798.90  
Title V, Section 53200

Replaces Board Policy 6142  
El Camino College  
Adopted: 12/22/58  
Amended: 5/10/65, 5/19/08

## ADMINISTRATIVE PROCEDURE 4040

## Library Services

Under the direction of the Director of Learning Resources, the Library and Learning Resources will offer a full range of library materials and information resources.

It is the aim of the library to provide a balanced collection of significant materials and information resources that will enrich and support the curriculum, aid the individual in the pursuit of information, provide a broad view of cultural heritage, promote aesthetic appreciation, present varied points of view concerning contemporary problems and issues, furnish intellectual stimulation, and invite the creative use of leisure time.

The selection and evaluation of library materials and information resources will be based on curricular demands, the recommendations of current professional review sources, plus the suggestions and requests of members of the campus community.

All faculty, staff, and currently enrolled students may borrow materials upon presentation of an El Camino College identification card. Area residents may borrow materials upon application for and purchase of a borrower's card through the Friends of the Library.

The following guidelines will be used in implementing the Library Policy.

- 1) Prioritization
  - A. To provide materials and information resources that meet direct curricular needs in the courses of study.
  - B. To include standard reference works in the major fields of knowledge.
  - C. To provide materials of current interest and concern.
  - D. To provide a well-rounded reading experience.

Library materials and information resources will be purchased that are appropriate to the diversity of backgrounds and skills in the student body and works written by authors from a wide variety of backgrounds and perspectives.

- 2) Selection Criteria. When selecting materials, the library considers the following:
  - A. Meeting the diverse needs of the campus community
  - B. Currency
  - C. Relevance
  - D. Overall balance of the collection and format of the material

Faculty members are encouraged to recommend titles in their areas of expertise; however librarians have the final responsibility for maintaining a well-balanced materials collection. Limitations will be applied as needed.

3. Donations

The same criteria will be utilized when adding donations to the collection as when selecting new titles. If the donor places special conditions on the donation, e.g., that the materials must be added to the collection, the donation will not be accepted. All donations will be acknowledged by the College Foundation.

4. Special Collections

Special browsing collections of books, placed in a separate location in the library, will be established only when there is a real and observable benefit to the students. Under no circumstances will a new special collection be established when the books under consideration are already placed together by subject on the shelves under the Library of Congress classification system.

5. Government Publications

The library is not a designated government depository library; therefore, government documents will be cataloged and added to the book collection.

6. Discarding

When withdrawing materials, the following factors will be considered: the physical condition, number of duplicate copies, contemporary relevance and previous usage.

7. Factors that will be considered when withdrawing materials are the physical condition, the number of duplicate copies, contemporary relevance, and previous usage.

8. Replacements

Missing lost or damaged materials that are paid for will not necessarily be replaced.

9. Controversial Materials

Library materials are selected within the framework of the American Library Association's "Freedom to Read Statement" and "The Library Bill of Rights" documents, which affirm both library users' right to read what they choose and the library's responsibility to "provide books and materials presenting all points of view concerning the problems and issues of our times."

If library materials are questioned, the concern must be addressed in writing to the Director of Learning Resources, signed by the person raising the question, and must indicate specific objections. The Director, ~~and~~ the college librarians and related discipline faculty will review the matter. The Director will respond in writing and forward copies of the letters to the Vice President of Academic Affairs. The decision will abide by the Academic Freedom BP/AP 4030. The questioner may accept the

review, or present an appeal to the College President and if not satisfied, to the Board of Trustees.

10. A Library Advisory Committee will be convened at least twice annually to discuss library issues and provide input in the development of policies and procedures.

11. Library policies and procedures are available on the library website.

May 2008/ ~~Revised March 2013~~ / ~~Revised~~ November 2013

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

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A. Destruction of Records.....	SCA 2
B. International Travels .....	SCA 2
C. Board Policy 1200 – The El Camino College Mission, Vision, Values, and Strategic Initiatives – First Reading .....	SCA 2, 4-8
D. Board Policy 3250 – Institutional Planning – Second Reading and Adoption.....	SCA 2, 9
E. Information Item – Administrative Procedure 3250 – Institutional Planning .....	SCA 3, 9-26
F. Student Expulsion .....	SCA 3

## **STUDENT AND COMMUNITY ADVANCEMENT**

### **A. DESTRUCTION OF RECORDS**

It is recommended that the Board of Trustees approve destruction of the following Placement Testing Records and Accompanying Materials for January 1, 2009 through December 31, 2009. The materials have been maintained for the required retention period. Reference Code: Title 5 California Code of Regulations. California Community Colleges, Article, Sections 59023-59026.

### **B. INTERNATIONAL TRAVELS**

It is recommended that the Board of Trustees approve international travels for Leonid Rachman to participate in the following recruitments fairs:

1. ELS/SI Spring 2015 Tour, Saint Petersburg and Moscow, Russia, January 21-27, 2015. The purpose of the trip is the recruitment of F-1 Visa students and the expansion of recruitment efforts to new international sectors. Russia and eventually other former USSR countries are targeted recruitment areas. Registration fees are waived for this trip. Expenses to cover air travel, lodging, and other expenses in the amount of \$3,250 will be paid from International Recruitment Conference funds.
2. American Educational Opportunities (AEO) Spring 2015 Tour, March 4-19, 2015, will include travels to Singapore, Jakarta, Kuala Lumpur, Bangkok, Ho Chi Min City, and Manila. The purpose of the trip is to recruit F-1 Visa students. Expenses in the amount of \$16,000 will be paid from International Recruitment Conference funds.

### **C. BOARD POLICY 1200 – THE EL CAMINO COLLEGE MISSION, VISION, VALUES, AND STRATEGIC INITIATIVES – First Reading**

It is recommended that the Board of Trustees receive for first reading Board Policy 1200 – The El Camino College Mission, Vision, Values, and Strategic Initiatives as shown on pages SCA 2, 4-8.

### **D. BOARD POLICY 3250 – INSTITUTIONAL PLANNING – Second Reading and Adoption**

It is recommended that the Board of Trustees receive for Second Reading and Adoption Board Policy 3250 – Institutional Planning as shown on page SCA 2, 9.

**E. 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 3, 9-26.

**F. STUDENT EXPULSION**

It is recommended that the Board of Trustees approve Student Expulsion #2 for the 2014/2015 School year in accordance with El Camino College Board Policy 5500 – Academic Honesty & Standards of Conduct, Section I(b); Administrative Procedure 5520, Student Discipline and Due Process.



The El Camino College Mission,  
Vision, Philosophy, Values and  
Strategic Initiatives-Guiding Principles

**Mission Statement**

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

El Camino College makes a positive difference in people's lives. We provide excellent comprehensive educational programs and services that promote student learning and success in collaboration with our diverse communities.

**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.~~

El Camino College will be the college of choice for successful student learning that transforms lives, strengthens community, and inspires individuals to excel.

**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.~~

### **Institutional Effectiveness Outcomes**

Institutional effectiveness involves College efforts toward continuous improvement in institutional quality, student success, and fulfillment of the Mission. The College's integrated assessment, evaluation, and planning processes are put into practice with the ultimate outcome of greater institutional effectiveness—more students from our diverse communities will attain educational success and achieve their academic goals.

The following outcomes will be used to measure progress on student achievement and improvements in institutional effectiveness at El Camino College<sup>1</sup>.

1. Student Readiness Rate
2. Successful Course Completion Rate
3. Remedial English Completion Rate
4. Remedial Math Completion Rate
5. Three-Term Persistence Rate
6. 30-Units Achievement Rate
7. Completion Rate
8. Transfer Rate
9. Degrees and Certificates awarded
10. Number of Transfers

Improvement goals to be achieved by the end of the Strategic Plan (Academic Year 2019-2020) are developed through College-wide consultation, with annual progress compared with a baseline year. Institutional effectiveness outcomes will be monitored annually for progress on each goal. In addition, an overriding priority is to reduce existing differences in achievement by demographic characteristics across all measures.

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<sup>1</sup> Definitions and established goals for these outcomes are detailed in *Institutional Effectiveness Outcomes*, published on the [Institutional Research & Planning webpage](#).

## **Strategic Initiatives**

In order to fulfill the mission and make progress toward the vision, El Camino College will focus on the following strategic initiatives. Strategic Initiatives represent the areas of focused improvement. Objectives are College-wide plans to make progress on each initiative. Measures assess that progress during the period of the Strategic Plan (2015-16 to 2019-2020).

### **A - STUDENT LEARNING**

~~A.~~ Enhance teaching to Support student learning using a variety of effective instructional methods, educational technologies, and college resources and services.

#### **Objectives:**

1. Develop a comprehensive professional development plan that ties in with campus plans and initiatives to promote student success.
2. Incorporate instructional approaches that are positively associated with student success and persistence.
3. Provide specific and relevant technology training to support integration of technology with instruction.
4. Provide equipment needed to support faculty use of technology.
5. Institute outcomes-based conference attendance with a required sharing component for broader College benefit, where applicable.

### **B - STUDENT SUCCESS & SUPPORT**

~~B.~~ Strengthen quality educational and support services to promote and empower student learning, success, and self-advocacy.

#### **Objectives:**

1. Implement programs and services as detailed in the Student Success & Support Program Plan (SSSP), focused on pre-enrollment (access in), post-enrollment (access through), and graduation or transfer (access out).
2. Implement the plans indicated by the Student Equity Plan (SEP), focused on improving successful outcomes for all students.
3. Implement the College Master Plan, focused on carrying out the Strategic Plan through educational and resource planning.

## **C - COLLABORATION**

~~C.~~ Foster a positive learning environment and sense of community and cooperation through Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

### **Objectives:**

1. Develop, promote, and implement an employee recognition plan.
2. Conduct annual review of the Making Decisions at El Camino College document which includes member orientation, purpose review, planning, goal-setting, and self-evaluation for all consultation committees.
3. Strengthen collaboration among programs, across disciplines and college areas.
4. Improve publication of the broad input on college processes.
5. Add this initiative to the purpose statement of each collegial consultation committee.

## **D - COMMUNITY RESPONSIVENESS**

~~D.~~ Develop and enhance partnerships with schools, colleges, universities, businesses, and community-based organizations to respond to the educational, workforce training, and economic development needs of the community.

### **Objectives:**

1. Develop strategic partnerships that include program advisory committees that address the current and future workforce development needs of the local communities and the region.
2. Develop corporate partnerships that enhance STEM training to prepare our students for STEM programs and careers.
3. Develop inter-segmental programs linking feeder high school districts with El Camino College and regional universities to create strong and clear pathways for students.

## **E - INSTITUTIONAL EFFECTIVENESS**

~~E.~~ Improve-Strengthen processes, programs, and services through the effective and efficient use of assessment, program review, planning and resource allocation.

### **Objectives:**

1. Develop an integrated program review and planning tool.
2. Establish benchmarks and aspirational goals for student achievement.
3. On a regular basis, gather current information on our community to ensure that we are responsive to community needs.
4. Strengthen collaboration between programs serving students.
5. Facilitate a strong fiscal position to allow reasoned responses to fiscal threats.

6. Add this initiative to the purpose statement of each committee involved with institutional effectiveness processes.

## **F - MODERNIZATION**

~~F. Support facility and technology improvements to meet the needs of students, employees, and the community.~~

Modernize infrastructure and technological resources to facilitate a positive learning and working environment.

### **Objectives:**

1. Implement the Technology Plan to meet the developing information technology needs of the campus.
2. Continue implementation of the Facilities Master Plan to modernize campus facilities and infrastructure, revising as needed.
3. Implement safety cameras and other technological aspects of campus safety plan.

~~G. Promote processes and policies that move the College toward sustainable, environmentally sensitive practices.~~

El Camino College

Adopted: 1/16/01

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

## **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 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 integrated and strategic Master Plan which includes long range plans for all academic and service areas; technology; facilities; fiscal resources; staffing and diversity; and associated implementation plans;
3. Student Equity Plan;
4. Student Success & Support Program Plan;
5. Basic Skills Action Plan;
6. Transfer Center Plan;
7. Extended Opportunities Programs and Services (EOPS) Plan.

The Superintendent/President shall submit to the Board those plans for which Title 5 requires Board approval, and inform the Board about the status of major plans and reports. The Board 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,  
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 are 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

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

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D. Purchase Orders and Blanket Purchase Orders.....	AS 8



**A. 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:** **MERCED 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 Retail Hospitality and Tourism (RHT) sector businesses in the Central Valley/Mother Load region.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – Workplace Learning Resource Center  
**Date(s):** 11/18/14 – 6/30/15  
**Financial Terms:** Cost not to exceed \$48,075  
Funded by RHT Grant of the Economic Workforce Development (EWD) program of the California Chancellor’s Office

- 2. Contractor:** **SARGENT AEROSPACE AND DEFENSE**  
**Services:** Contractor will receive 40 hours of Vocational English as a Second Language for Manufacturing (VESL) training.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – Contract and Community Education  
**Date(s):** 10/21/14 – 6/30/15  
**Financial Terms:** Projected gross income \$8,352  
Funded by Sargent Aerospace and Defense

*b. Services Received by District or Its Designee:*

- 1. Contractor:** **HUMAN K OVERSEAS STUDY (SOUTH KOREA); INTERNATIONAL EDUCATION & CULTURE EXCHANGE CENTER (USA)**  
**Services:** Contractor will serve as F-1 Visa educational agents to recruit F-1 Visa students for ECC.

**Requesting Dept.:** Student and Community Advancement – Admissions and Records – Language Academy  
**Date(s):** 11/17/14 (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

- 2. Contractor:** **ONCOURSE**  
**Services:** Contractor will provide a three-day OnCourse workshop for ECC Career Advancement Academy (CAA) faculty and our college partners in the expansion grant.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – Career Pathways  
**Date(s):** 1/7/15 – 1/9/15  
**Financial Terms:** Cost not to exceed \$11,950  
Funded by CAA expansion grant
- 3. Contractor:** **PROVIDENCE HEALTH SYSTEM-SOUTHERN CALIFORNIA**  
**Services:** Contractor will provide ECC students with state required clinical experience.  
**Requesting Dept.:** Academic Affairs – Health Sciences and Athletics  
**Date(s):** 11/1/14 – 10/31/16 with one, additional two-year period.  
**Financial Terms:** No cost to the District
- 4. Contractor:** **SILVERADO SENIOR LIVING**  
**Services:** Contractor will allow use of its facility to provide El Camino College nursing students with state required clinical experience.  
**Requesting Dept.:** Academic Affairs – Health Sciences and Athletics  
**Date(s):** 11/1/14 – 10/31/18  
**Financial Terms:** No cost to the District
- 5. Contractor:** **THE REGENTS OF THE UNIVERSITY OF CALIFORNIA**  
**Services:** Contractor will provide ECC students with undergraduate research opportunities with UCLA engineering faculty thereby creating a direct pipeline into the School of Engineering at UCLA.

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

**Date(s):** 10/21/14 – 10/20/17

**Financial Terms:** Cost not to exceed \$60,400 per year  
Funded by Chevron

6. **Contractor:** **TOTAL CARE MEDICAL CLINIC**  
**Services:** Contractor will provide part-time work activity opportunities to CalWORKs students to work as medical assistants.  
**Requesting Dept.:** Student and Community Advancement – Counseling and Student Services – CalWORKS  
**Date(s):** 11/17/14 – 6/30/15  
**Financial Terms:** No cost to the District
7. **Contractor:** **WEST GARDENA COMMUNITY CLINIC**  
**Services:** Contractor will provide part-time work activity opportunities to CalWORKs students to work as medical assistants.  
**Requesting Dept.:** Student and Community Advancement – Counseling and Student Services – CalWORKS  
**Date(s):** 11/17/14 – 6/30/15  
**Financial Terms:** No cost to the District

**B. 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:** **CENTINELA VALLEY UNION HIGH SCHOOL DISTRICT**  
**Services:** Contractor will receive expanded Engineering Technology/Advanced Manufacturing Pathways including new course offerings, additional trained teachers, and new class setup for engineering technology classes.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – Career Pathways  
**Date(s):** 9/9/14 – 6/30/15  
**Financial Terms:** Cost not to exceed \$135,705

Funded by a sub-agreement from Long Beach Community College (LBCC) for California Career Pathways Trust Grant

- 2. Contractor:** **COMPTON UNIFIED SCHOOL DISTRICT**  
**Services:** Contractor will receive expanded Engineering Technology/Advanced Manufacturing Pathways including new course offerings, additional trained teachers, and new class setup for engineering technology classes.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – Career Pathways  
**Date(s):** 9/9/14 – 6/30/15  
**Financial Terms:** Cost not to exceed \$209,010  
Funded by a sub-agreement from LBCC for California Career Pathways Trust Grant
- 3. Contractor:** **EL SEGUNDO UNIFIED SCHOOL DISTRICT**  
**Services:** Contractor will receive expanded Engineering Technology/Advanced Manufacturing Pathways including new course offerings, additional trained teachers, and new class setup for engineering technology classes.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – Career Pathways  
**Date(s):** 9/9/14 – 6/30/15  
**Financial Terms:** Cost not to exceed \$119,050  
Funded by a sub-agreement from LBCC for California Career Pathways Trust Grant
- 4. Contractor:** **LENNOX ACADEMY OF MATH AND SCIENCE**  
**Services:** Contractor will receive expanded Engineering Technology/Advanced Manufacturing Pathways including new course offerings, additional trained teachers, and new class setup for engineering technology classes.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – Career Pathways  
**Date(s):** 9/9/14 – 6/30/15  
**Financial Terms:** Cost not to exceed \$128,605  
Funded by a sub-agreement from LBCC for California Career Pathways Trust Grant

5. **Contractor:** **LONG BEACH COMMUNITY COLLEGE**  
**Services:** Contractor will receive coordination of the ECC micro-region of consortium partners consisting of five school districts and the South Bay Workforce Investment Board (WIB), for expansion of the Engineering Technology and Advanced Manufacturing Linked Learning pathways including workforce education for all participating partners, expansion of course offerings in the pathway, teacher training, regional activities, data collection and reporting.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – Career Pathways  
**Date(s):** 9/9/14 – 6/30/19  
**Financial Terms:** Cost not to exceed \$2,803,282  
Funded by Advanced manufacturing Engineering Technology Lined Learning (AMETLL) Consortium Career Pathways Trust

6. **Contractor:** **TORRANCE UNIFIED SCHOOL DISTRICT**  
**Services:** Contractor will receive expanded Engineering Technology/Advanced Manufacturing Pathways including new course offerings, additional trained teachers, and new class setup for engineering technology classes.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – Career Pathways  
**Date(s):** 9/9/14 – 6/30/15  
**Financial Terms:** Cost not to exceed \$147,085  
Funded by a sub-agreement from LBCC for California Career Pathways Trust Grant

*b. Services Received by District or Its Designee:*

1. **Contractor:** **PUBLIC AGENCY LAW GROUP**  
**Services:** Contractor will provide legal counsel to represent, advise and counsel the District in purchasing, construction and related matters.  
**Requesting Dept.:** Administrative Services  
**Date(s):** 11/1/14 – 10/31/19  
**Financial Terms:** Based on agreement with the District in connection with particular tasks and hourly schedules subject to annual adjustments equal to three percent (3%) of rates for the prior year.

2. **Contractor:** **SOLDERING BIZ**  
**Services:** Contractor will provide 40 hours of entry level conductor and soldering trainings on behalf of ECC Center for Applied Competitive Technologies (CACT).  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – CACT  
**Date(s):** 12/1/14 – 11/30/15  
**Financial Terms:** Cost not exceed \$215,000  
Funded by CACT H1-B sub-grantee agreement
  
3. **Contractor:** **SOUTH BAY WORKFORCE INVESTMENT BOARD**  
**Services:** Contractor will provide workplace learning experiences, such as internships, job shadowing, guest speakers and a career fair for ECC micro-region consortium partners.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – Career Pathways  
**Date(s):** 9/9/14 – 6/30/15  
**Financial Terms:** Cost not to exceed \$205,000  
Funded by a sub-agreement from LBCC for California Career Pathways Trust Grant

**C. AMENDMENTS**

*a. Services Provided by District or Its Designee:*

1. **Contractor:** **CITY OF TORRANCE**  
**Services:** Contractor will receive a series of training classes using Development Dimensions International Training materials.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – Contract and Community Education  
**Date(s):** 4/1/13 – 12/31/16 (Dates of service change: Board initially approved on 4/15/13 the term of 4/1/13 – 12/31/13; First amendment Board approved the term through 12/31/14. This amendment extends the contract through 12/31/16.)  
**Financial Terms:** Projected gross income \$82,635 (income increase: Board initially approved projected gross income of \$22,635 on 4/15/13; income amended to \$52,635 on 6/16/14)

**b. Services Received by District or Its Designee:**

- 1. Contractor:** CUSTOM CORPORATE COMMUNICATIONS  
**Services:** Contractor will provide customized training for participating agencies on behalf of the District.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – Contract and Community Education  
**Date(s):** 2/19/14 – 12/15/15  
**Financial Terms:** Cost not to exceed \$410,000 (cost increase: Board initially approved on 2/18/14 the cost of \$100,000; amended to \$350,000 on 9/8/14.)  
 Funded by ETP (ET14-0217 two-year core contract)
  
- 2. Contractor:** LINK-SYSTEMS INTERNATIONAL, INC.  
**Services:** Contractor will provide online and offline tutorial services via their NetTutor website for students in Science, Technology, Engineering & Mathematics (STEM) disciplines.  
**Requesting Dept.:** Academic Affairs – Natural Sciences  
**Date(s):** 1/1/13 – 9/30/16  
**Financial Terms:** Cost not to exceed \$25,000 (cost increase: Board initially approved \$5,000 on 12/17/12; amended to \$15,000 on 10/21/13)  
 Funded by HIS-STEM grant

**D. 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
<b>Fund 11 Unrestricted - El Camino</b>				
P0800870	Barrett Robinson	Facilities/Planning/Servi	Repairs Noninstructional	\$879.00
P0800871	Barrett Robinson	Facilities/Planning/Servi	Repairs Noninstructional	\$827.01
P0800904	Archie Ivy, Inc.	Facilities/Planning/Servi	Repairs Noninstructional	\$1,100.00
P0800913	School Health	Health,Safety and Risk	New Equipment	\$1,622.62
P0800931	VWR International	Life Sciences	Instructional Supplies	\$1,573.37
P0800946	NCMPR	Copy Center	Conferences Mgmt	\$150.00
P0800948	Redondo Beach Round	Public Relations	Conferences Mgmt	\$25.00
P0800950	Freestyle Photographic	Photography	Instructional Supplies	\$1,009.34
P0800951	Monterey Graphics	Counseling Office	Non-Instruct Supplies	\$54.94
P0800953	PCC Forensics T/A	Speech Communication	Other Services And Expenses	\$874.00
P0800954	Xerox Corporation	Copy Center	Instructional Supplies	\$1,674.24
P0800955	Monterey Graphics	Div Office Business	Instructional Supplies	\$54.94

P0800957	Paralegal Today	Div Office Business	Instructional Supplies	\$56.00
P0800960	Staples	Div Office Instr.	Non-Instruct Supplies	\$58.29
P0800961	Demco	Div Office Instr.	Instructional Supplies	\$20.14
P0800966	Jacquelyn Venter	Ctr for Arts Instr/Admin	Contract Services	\$500.00
P0800967	Fast Deer Bus Charter	Transfer Center	Transportation	\$955.00
P0800969	Bradley W. Hufft	Ctr for Arts Instr/Admin	Contract Services	\$500.00
P0800974	Wayfair	Physical Education	Instructional Supplies	\$1,118.34
P0800978	Watson Label Products	Div Office Instr.	Instructional Supplies	\$752.75
P0800981	Demco, Inc.	Div Office Instr.	Instructional Supplies	\$24.02
P0800982	Gaylord Brothers, Inc.	Div Office Instr.	Instructional Supplies	\$161.16
P0800983	Center for Applications	Career Center	Special Counseling Test	\$43.27
P0800986	Public Agency Law	Institutional Services	Legal	\$3,469.20
P0800987	Atkinson, Andelson	Administrative Services	Conferences Mgmt	\$49.00
P0800989	Campus Food Services	International Students	Conferences Mgmt	\$206.83
P0800992	Redondo Technology	International Students	Non-Instruct Supplies	\$218.00
P0800993	ACBO	Administrative Services	Conferences Mgmt	\$355.00
P0800994	Redondo Technology	Admissions/Recors	Non-Instruct Supplies	\$109.00
P0801000	Golden West Industrial	Div Office Fine Arts	Non-Instruct Supplies	\$397.05
P0801007	CCCCIO	V.P. Academic Affairs	Conferences Mgmt	\$1,100.00
P0801008	Costco Wholesale	Ctr for Arts Ticket Office	Non-Instruct Supplies	\$110.00
P0801009	CAERP	Staff Diversity	Dues And Memberships	\$95.00
P0801013	Pacific Forensics - UOP	Speech Communication	Other Services And Expenses	\$200.00
P0801014	Monterey Graphics	Financial Aid	Non-Instruct Supplies	\$54.94
P0801015	American Express Travel	Div Office Fine Arts	Conferences Faculty	\$330.49
P0801025	California Stage Lighting	Ctr for Arts Production	Non-Instruct Supplies	\$937.12
P0801026	Grainger	Health,Safety and Risk	Non-Instruct Supplies	\$433.82
P0801027	Mr. Andrew W. Wolski	Ctr for Arts Production	Non-Instruct Supplies	\$395.52
P0801033	Kaiser Permanente	Institutional Services	Insurance	\$4,231.95
P0801034	Monterey Graphics	Facilities/Planning/Servi	Non-Instruct Supplies	\$54.94
P0801036	Monterey Graphics	Family Consumer	Instructional Supplies	\$54.94
P0801037	Fisher ScientificyDept.	Fire	Instructional Supplies	\$268.04
P0801038	Monterey Graphics	Cosmetology	Instructional Supplies	\$54.94
P0801039	Cal Tech Copier, Inc.	Fire Academy	Repairs - Instructional	\$395.00
P0801040	Pride Laundry Systems	Fire Academy	Repairs - Instructional	\$124.50
P0801043	HCD	Facilities/Planning/Servi	Other Services And Expenses	\$64.00
P0801044	Bio Rad Laboratories	Life Sciences	Instructional Supplies	\$117.46
P0801047	Pacific Coast Athletic	Physical Education	Dues And Memberships	\$200.00
P0801050	Foundation for California	VP-SCA	Dues And Memberships	\$1,000.00
P0801054	Archival Products	Music Library	Non-Instruct Supplies	\$333.92
P0801055	Borderlight	Ctr for Arts Production	Other Rentals	\$535.00
P0801056	Carolina Biological	Life Sciences	Instructional Supplies	\$973.73
P0801057	VWR International	Life Sciences	Instructional Supplies	\$4,564.17
P0801058	VWR International	Earth Sciences	Instructional Supplies	\$86.87
P0801066	Xerox Corporation	Copy Center	Instructional Supplies	\$2,463.40
P0801067	Xpedx	Copy Center	Instructional Supplies	\$1,172.95
P0801068	Rio Grande Tool Co.	Art Department	Instructional Supplies	\$2,504.21
P0801071	Hollywood Reporter	Theatre/Dance	Instructional Supplies	\$69.00
P0801073	ServRight	Purchasing	Repairs Noninstructional	\$250.00
P0801074	Freestyle Photographic	Photography	Instructional Supplies	\$440.58
P0801075	Orange County Speaker	Music	Repairs - Instructional	\$165.40
P0801076	A-1 Office Concepts	Outreach and School	Non-Instruct Supplies	\$1,353.69
P0801082	Scantron	Div Office Business	Non-Instruct Supplies	\$143.11
P0801083	Complete Office	Nursing	Non-Instruct Supplies	\$140.52
P0801089	College Art Association	Div Office Fine Arts	Dues And Memberships	\$615.00



P0801093	Genericparts.Com	Technical Services	Repairs Parts And Supplies	\$136.72
P0801097	Daily Breeze, the	Purchasing and	Multi Media Advertising	\$1,381.55
P0801098	NCMPR	Public Relations	Non-Instruct Supplies	\$175.00
P0801100	Community College	Public Relations	Conferences Mgmt	\$365.00
P0801104	Harman Professional	Audio/Visual	Instructional Supplies	\$66.68
P0801107	Hitt Marking Devices	Career Center	Non-Instruct Supplies	\$55.58
P0801111	CJR Education	International Students	Multi Media Advertising	\$500.00
P0801117	VWR International	Life Sciences	Instructional Supplies	\$478.37
P0801118	Cpm One Source, Inc.	Div Office Fine Arts	Non-Instruct Supplies	\$1,738.33
P0801119	Spectrapure Inc.	Life Sciences	Instructional Supplies	\$173.55
P0801120	Layne Laboratories, Inc	Life Sciences	Instructional Supplies	\$152.55
P0801121	Uline Shipping Supply	Art Department	Instructional Supplies	\$267.45
P0801124	Displays2go	Audio/Visual	Instructional Supplies	\$76.77
P0801125	Demco	Div Office Instr.	Instructional Supplies	\$112.28
P0801131	Hospital Associates	Health,Safety and Risk	New Equipment	\$2,357.76
P0801141	Monterey Graphics	Counseling Office	Non-Instruct Supplies	\$54.94
P0801148	Southland Industries	Facilities/Planning/Servi	Repairs Noninstructional	\$4,862.00
P0801162	The Apple Store	Film/Video	Repairs Parts And Supplies	\$2,498.00
P0801163	Assist Design	First Year Experience	Non-Instruct Supplies	\$695.42
P0801166	Fast Deer Bus Charter	Transfer Center	Transportation	\$550.00
P0801167	Fast Deer Bus Charter	Transfer Center	Transportation	\$1,100.00
P0801168	H.L. Clausing Inc.	Physics	Instructional Supplies	\$380.00
P0801188	GoEngineer	Information Technology	License Fee/Site Licenses	\$3,270.00
P0801189	Kater-Crafts Bookbinders	Presidents Office	Other Services And Expenses	\$317.95
P0801190	Image IV Systems	Div Office Humanities	Copiers	\$9.00
P0801191	Harland Technology	Information Technology	Maintenance Contracts	\$109.00
P0801198	Edwin F. Kalmus and Co.	Music	Instructional Supplies	\$32.62
P0801199	Vector Resources, Inc.	SRC Accessibility Fund	Other Services And Expenses	\$1,461.24
P0801201	Marriott Manhattan	Accreditation Team	Other Services And Expenses	\$12,767.38
P0801202	Hyatt Regency	BTC Grants	Conferences Mgmt	\$752.27
P0801203	American Express Travel	BTC Grants	Transportation/ Mileage	\$478.70
P0801217	Minitab Inc.	Division Office Math	License Fee/Site Licenses	\$3,380.00
P0801223	School Outfitters	Theatre/Dance	Repairs Parts And Supplies	\$359.17
P0801228	Best Buy for Govt	Theatre/Dance	Repairs Parts And Supplies	\$555.68
P0801229	The SEA Lab	Life Sciences	Field Trip Expense	\$103.55
P0801240	Grey House Publishing	Div Office Instr.	Library Books	\$495.00
P0801241	Midwest Library Service	Div Office Instr.	Library Books	\$301.14
P0801242	Thomson Reuters West	Div Office Instr.	Library Books	\$220.45
P0801243	Matthew Bender	Div Office Instr.	Library Books	\$1,063.31
P0801244	Thomson Reuters West	Div Office Instr.	Library Books	\$625.39
P0801245	EBSCO Subscription	Div Office Instr.	Publications-Magazines	\$2,858.52
P0801247	Orange County Speaker	Music	Repairs - Instructional	\$174.40
P0801250	Full Compass Systems	Ctr for Arts Production	Non-Instruct Supplies	\$158.64
P0801260	Fortune	Presidents Office	Publications/ Periodicals	\$29.98
P0801261	Cal Tech Copier, Inc.	Institutional Research	Maintenance Contracts	\$325.00
P0801268	American Express	Purchasing and	Dues And Memberships	\$55.00
P0801281	CCLC	Div Office Instr.	Publications-Magazines	\$150.00
P0801284	Ingram Library Service	Div Office Instr.	Library Books	\$44.69
P0801285	Thomson Reuters West	Div Office Instr.	Library Books	\$4,676.37
P0801287	CCFC Annual	Administrative Services	Conferences Mgmt	\$68.00
P0801289	Campus Food Services	Accreditation Team	Other Services And Expenses	\$3,062.15
P0801291	VWR International	Life Sciences	Instructional Supplies	\$1,950.11
P0801293	Liberty in North Korea	Div Office BSSC	Contract Services	\$100.00

P0801295	C.S.U.D.H. the Bulletin	Public Relations	Multi Media Advertising	\$320.00
P0801301	UI Technical	Human Resources	Conferences Mgmt	\$35.00
P0801312	CCCCSSAA	VP-SCA	Dues And Memberships	\$300.00
			<b>Fund 11 Total: 122</b>	<b>\$103,659.38</b>

**Fund 12 - Restricted - El Camino**

P0800930	VWR International	Title III- H S I - STEM	Instructional Supplies	\$687.66
P0800937	SDSU Research	CTE IV	Conferences Other	\$900.00
P0800938	SDSU Research	CTE IV	Conferences Other	\$35,500.00
P0800939	Lexipol Llc	Parking Services	Self Insurance Legal Fees	\$2,850.00
P0800940	Midas Auto Repair	Parking Services	Repairs Non Instr	\$1,042.99
P0800959	Caminstructor Inc.	WIP (10-292-720)	Instructional Supplies	\$225.20
P0800963	CDW-G	Title III- H S I - STEM	Non-Instruct Supplies	\$939.08
P0800964	Herald Publications	SBDC Program Income	Multi Media Advertising	\$468.75
P0800965	Accommodating Ideas	DSPS	Contract Services	\$21,554.30
P0800968	Accommodating Ideas	DSPS	Contract Services	\$10,748.10
P0800976	Dooley Enterprises	Parking Services	Non-Instruct Supplies	\$7,371.76
P0800985	Herald Publications	SBDC Program Income	Multi Media Advertising	\$468.75
P0800988	Dell Marketing L. P.	Health Services	New Computer	\$1,360.51
P0800990	ACCEySan Diego	Community Education	Conferences Mgmt	\$49.00
P0800991	American Express Travel	Community Education	Transportation/ Mileage	\$378.20
P0800996	Fast Deer Bus Charter	MESA UCLA CEED	Transportation	\$680.87
P0800997	Fast Deer Bus Charter	El Camino Language	Student Transportation Rental	\$750.00
P0800999	Caped Convention 2012	DSPS	Conferences Classified	\$830.00
P0801001	International Education	El Camino Language	Contract Services	\$500.00
P0801010	California State	In-Region Investments	Conferences Other	\$798.00
P0801019	Mr. Honorato G.	MediCal Administrative	Non-Instruct Supplies	\$92.62
P0801020	Lax Coastal Chamber	10000Small Business	Workshop Sponsorship	\$1,000.00
P0801021	Herald Publications	SBDC Program Income	Multi Media Advertising	\$468.75
P0801023	B & H Inglewood Tow	Parking Services	Repairs Non Instr	\$50.00
P0801024	Lou's Golf and Industrial	Parking Services	Repairs Non Instr	\$698.28
P0801028	The Apple Store	Career Technical	New Equip - Noninstr	\$1,736.81
P0801041	Channing L. Bete Co.	Fire Tech Donations	New Equipment - Instructional	\$1,315.23
P0801042	FIRE ETC	Fire Tech Donations	New Equipment - Instructional	\$1,658.42
P0801046	Dahlstrom + Company	StudentSuccess	Non-Instruct Supplies	\$637.65
P0801064	CCCAOE	In-Region Investments	Conferences Other	\$1,965.00
P0801065	Kens Sporting Goods	MediCal Administrative	Non-Instruct Supplies	\$1,460.03
P0801069	Wiley Valentine	Community Education	Contract Services	\$218.00
P0801078	Bothwell Automotive, Inc.	Parking Services	Repairs Non Instr	\$1,664.43
P0801080	Psychological Consulting	Parking Services	Other Services And Expenses	\$150.00
P0801081	Van Lingen Towing	Parking Services	Repairs Non Instr	\$100.00
P0801085	CDW-G	StudentSuccess	New Equip - Noninstr	\$1,121.21
P0801086	Dell Marketing L. P.	StudentSuccess	Non Inst Comp Eq	\$2,721.01
P0801087	The College Board	StudentSuccess	Non-Instruct Supplies	\$93,522.00
P0801091	Laura Casillas	Retail/Hospitality/Touris	Conferences Other	\$349.40
P0801092	Ruth Cossio-Muniz	Retail/Hospitality/Touris	Conferences Other	\$361.38
P0801094	School Outfitters	Behavioral & Soc Sci	New Equipment - Instructional	\$734.11
P0801096	Yaskawa America Inc.	WIP (10-292-720)	Instructional Supplies	\$413.04
P0801099	CCCAOE	Retail/Hospitality/Touris	Conferences Other	\$445.00
P0801102	Campus Food Services	EOPS	In-Service Training	\$376.05
P0801113	American Express Travel	EOPS	Conferences Classified	\$495.96

P0801114	American Express Travel	EOPS	Conferences Mgmt	\$187.98
P0801116	The Apple Store	Career Technical	New Equip - Noninstr	\$1,209.37
P0801130	City of Torrance	Parking Services	Other Services	\$1,199.00
P0801132	Harbor City/Harbor	10000Small Business	Workshop Sponsorship	\$1,000.00
P0801152	Maritime Training	(STCW) Standards for	Other Books	\$272.50
P0801155	CDW-G	EOPS	New Equipment	\$206.01
P0801156	Campus Food Services	EOPS CARE	Non-Instruct Supplies	\$87.75
P0801161	Fast Deer Bus Charter	TitleV-Improving	Transportation	\$1,200.00
P0801165	Inc Magazine	SBDC Program Income	Publications/ Periodicals	\$10.00
P0801173	Campus Food Services	Faculty & Staff Diversity	Non-Instruct Supplies	\$683.69
P0801174	Campus Food Services	Contract Training	Non-Instruct Supplies	\$1,016.57
P0801176	VWR International	Natural Sci	New Equipment - Instructional	\$2,177.38
P0801177	VWR International	Natural Sci	New Equipment - Instructional	\$2,683.49
P0801204	New Gardena Hotel	10000Small Business	Workshop Sponsorship	\$230.00
P0801222	B & H Photo-Video	Humanities	New Equipment - Instructional	\$6,749.83
P0801227	Concert Products, Inc.	Artes de El Camino	Contract Services	\$247.20
P0801232	Schoolmart	TitleV-Improving	Non-Instruct Supplies	\$400.15
P0801233	El Camino College	Title III- H S I - STEM	Contract Services	\$103,000.00
P0801235	Hitt Marking Devices	Veterans Education	Non-Instruct Supplies	\$38.49
P0801238	Los Angeles Superior	Parking Violations DMV	Other Services And Expenses	\$4,962.50
P0801253	Campus Food Services	BFAP Adminstration	Workshop Sponsorship	\$676.89
P0801254	Campus Food Services	MediCal Administrative	Non-Instruct Supplies	\$175.49
P0801257	Westway Uniforms, Inc.	STCW Basic	Non-Instruct Supplies	\$1,901.40
P0801258	Maritime Training	STCW Basic	Non-Instruct Supplies	\$250.00
P0801259	Monterey Graphics	EOPS	Non-Instruct Supplies	\$164.82
P0801263	McMaster Carr	Natural Sci	New Equipment - Instructional	\$2,449.13
P0801264	Pasco Scientific	Natural Sci	New Equipment - Instructional	\$8,336.47
P0801276	HuMan K Overseas	El Camino Language	Contract Services	\$300.00
P0801278	Mr. William Mulrooney	El Camino Language	Field Trip Expense	\$842.01
P0801280	Redondo Technology	Health Services	Non-Instruct Supplies	\$218.00
P0801323	Los Olivos Meals	MESA Program	Conferences - Student	\$227.50
P0801324	Fast Deer Bus Charter	MESA Program	Transportation	\$700.00
P0801328	Midas Auto Repair	Parking Services	Repairs Non Instr	\$311.65
P0801330	Overseas Educational	El Camino Language	Contract Services	\$300.00

**Fund 12 Total: 79                      \$346,272.82**

#### **Fund 15 - General Fund -Special Programs**

P0801017	Fast Deer Bus Charter	First Year Experience	Field Trip Expense	\$1,000.00
P0801303	Fast Deer Bus Charter	First Year Experience	Field Trip Expense	\$455.00
P0801325	B & H Photo-Video	Campus Police	New Equipment	\$726.44

**Fund 15 Total: 3                      \$2,181.44**

#### **Fund 41 - Capital Outlay**

P0800958	MTGL, Inc.	SM13/14-Wlkwy Repair	Testing & Inspection	\$24,970.00
P0801035	West Coast Turf	Improve Campus	Site Improvements	\$1,293.83
P0801053	Department of General	DSA Certification	Testing & Inspection	\$500.00
P0801077	American Gardens	Improve Campus	Contract Services	\$1,300.00
P0801115	Montgomery Hardware	Door&Window Syst	Buildings	\$1,320.23
P0801154	CommLine, Inc	2010-13 VP-Admin Svc	New Equipment	\$3,521.79

**Fund 41 Total: 6                      \$32,905.85**

**Fund 62 - Property & Liability**

P0801236	El Camino Community	Purchasing and	Liability - Self Insurance	\$1,009.62
			<b>Fund 62 Total: 1</b>	<b>\$1,009.62</b>

**Fund 71 - Associated Students**

P0801248	Vex Robotics, Inc	Student Affairs	ASB Exp.	\$422.07
P0801249	Future Foundation	Student Affairs	ASB Exp.	\$200.00
P0801305	Board of Governors, Calif	Student Affairs	ASB Exp.	\$610.00
P0801306	Sheraton Gateway LAX	Student Affairs	ASB Exp.	\$508.50
			<b>Fund 71 Total: 4</b>	<b>\$1,740.57</b>

**Fund 79 - Auxiliary Services**

P0800941	Mr. Bryan E. Bates	Fine Arts	Non-Instruct Supplies	\$200.00
P0800942	Ms. Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$850.00
P0800956	JACC Treasurer	Humanities	Non-Instruct Supplies	\$560.00
P0800962	Soccer Central	Health Sciences	Non-Instruct Supplies	\$222.36
P0800975	Campus Food Services	Fine Arts	Non-Instruct Supplies	\$501.40
P0800995	Ms. Francesca C. Bishop	Fine Arts	Non-Instruct Supplies	\$1,604.25
P0801095	Soccer Central	Resp Therapy	Non-Instruct Supplies	\$487.61
P0801106	Paradise Point Resort	Counseling Office	Non-Instruct Supplies	\$299.52
P0801108	Foundation for California	Counseling Office	Non-Instruct Supplies	\$249.00
P0801109	Mad Art, Inc.	Fine Arts	Non-Instruct Supplies	\$1,200.00
P0801143	Airport Van Rental	Counseling Office	Non-Instruct Supplies	\$153.50
P0801144	Campus Food Services	Honors Program	Non-Instruct Supplies	\$814.15
P0801145	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$1,190.82
P0801146	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$609.20
P0801147	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$313.37
P0801265	Campus Food Services	Counseling Office	Non-Instruct Supplies	\$959.20
P0801266	Fast Deer Bus Charter	Honors Program	Non-Instruct Supplies	\$550.00
			<b>Fund 79 Total: 17</b>	<b>\$10,764.38</b>

**Fund 81 - Student Organizations**

P0801251	Rachel Shimpock	Student Affairs	A/P Manual.Gen.	\$200.00
			<b>Fund 81 Total: 1</b>	<b>\$200.00</b>

**Fund 82 - Scholarships & Trust/Agency**

P0800943	Dial Communications	Health Sciences	Fundraising	\$254.80
P0801045	Robinhood Enterprises	Health Sciences	Fundraising	\$603.86
P0801200	D3 Sports	Health Sciences	Fundraising	\$217.06
P0801239	Impact Applications, Inc.	Health Sciences	Fundraising	\$600.00
			<b>Fund 82 Total: 4</b>	<b>\$1,675.72</b>

**PO Funds Total: 237** **500,409.78**

**Fund 11 - Unrestricted - El Camino**

B0810637	Chauffeurs Unlimited	Ctr for Arts Promo	Other Services And Expenses	\$1,000.00
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B0810638	UTELOGY	Instructional Television	Other Services And Expenses	\$2,000.00
B0810639	Baker & Taylor, Inc.	Div Office Instr.	Library Books	\$3,000.00
B0810641	E.C.C. Public Information	First Year Experience	Non-Instruct Supplies	\$800.00
B0810642	Schwalm Generation	Facilities/Planning/Servi	Repairs Noninstructional	\$10,000.00
B0810643	Mr. Mathew R. Koutroulis	Staff Development	PSA Contract Services	\$2,650.00
B0810649	ECCD Petty Cash	Family Consumer	Instructional Supplies	\$300.00
B0810650	Fashion Supplies, Inc.	Family Consumer	Instructional Supplies	\$1,200.00
B0810651	Five Star Electrical	Electric Shop	Non-Instruct Supplies	\$1,000.00
B0810661	Monterey Graphics	Ed & Community	Multi Media Advertising	\$4,157.50
B0810679	Hacienda Hotel	Technology	Contract Services	\$2,725.00
			<b>Fund 11 Total: 11</b>	<b>\$28,832.50</b>

**Fund 12 - Restricted - El Camino**

B0801252	E.C.C. Public Information	BFAP Adminstration	Workshop Sponsorship	\$150.00
B0810636	Airgas USA, LLC	Title III- H S I - STEM	Instructional Supplies	\$500.00
B0810640	ECCD Petty Cash	BFAP Adminstration	Workshop Sponsorship	\$500.00
B0810644	Dowden Associates, Inc.	Title III- H S I - STEM	Contract Services	\$30,000.00
B0810648	Alpha & Omega	Fire Tech Donations	Repairs - Instructional	\$4,000.00
B0810654	Peerless Auto Parts	Ref & Lane Tech(Smg	Instructional Supplies	\$1,000.00
B0810657	E.C.C. Public Information	StudentSuccess	Non-Instruct Supplies	\$1,500.00
B0810659	ECCD Petty Cash	MESA Program	Non-Instruct Supplies	\$1,200.00
B0810660	Creation World Safety	Cact CA Employee	Contract Services	\$30,000.00
B0810665	Rancho Santiago	Retail/Hospitality/Touris	Contract Services	\$48,075.00
B0810666	College of the Desert	Retail/Hospitality/Touris	Contract Services	\$10,000.00
B0810671	E.C.C. Public Information	(STCW) Standards for	Printing	\$457.44
B0810681	Campus Food Services	Model	Other Services And Expenses	\$885.00
B0810684	Marketing Action, Inc	Adv. Mfg. Sector	Contract Services	\$15,000.00
B0810685	E.C.C. Public Information	Model	Reproduction Instructional	\$955.00
			<b>Fund 12 Total: 15</b>	<b>\$144,222.44</b>

**Fund 41 - Capital Outlay**

B0810680	Urban Land Institute	Institutional Services	Contract Services	\$50,000.00
			<b>Fund 41 Total: 1</b>	<b>\$50,000.00</b>

**Fund 81 - Student Organizations**

B0810664	E.C.C. Public Information	Student Affairs	A/P Manual.Gen.	\$50.00
			<b>Fund 81 Total: 1</b>	<b>\$50.00</b>

**Fund 82 - Scholarships & Trust/Agency**

B0810669	D3 Sports	Health Sciences	Fundraising	\$14,000.00
			<b>Fund 82 Total: 1</b>	<b>\$14,000.00</b>

**BPO Funds Total: 29** **237,104.94**

**Grand Total POs and BPOs: 266** **737,514.72**

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

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	<u>Page No.</u>
A. Category Budgets and Balances.....	E 2
B. Contract – Alta Environmental – Student Services Center Building Project.....	E 2
C. Contract Amendment – AMEC E & I, Inc. – Shops Building Replacement Project.....	E 3
D. Contract Amendment – Converse Consultants – Shops Building Replacement Project.....	E 3
E. Change Order – S. J. Amoroso – Industry and Technology Building Project.....	E 3
F. Purchase Orders and Blanket Purchase Orders.....	E 5

**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 October 31, 2014, at the November 2014 Board Meeting.

**2002 Measure E Expenditures:**

<b>CATEGORY</b>	<b>BUDGET</b>	<b>EXPENDED</b>	<b>COMMITTED</b>	<b>BALANCE</b>
Additional Classrooms and Modernization	\$206,420,530	\$131,096,451	\$35,724,057	\$39,600,022
Campus Site Improvements	64,910,391	33,018,912	719,611	31,171,868
Energy Efficiency Improvements	2,700,980	2,700,980	0	0
Health and Safety Improvements	128,723,855	111,651,022	9,811,380	7,261,453
Information Technology and Equipment	24,751,372	14,878,412	1,302,120	8,570,839
Physical Education Facilities Improvements	572	572	0	0
Unallocated Interest (as of 6/30/14)	988,128	0	0	988,128
<b>TOTAL</b>	<b><u>\$428,495,828</u></b>	<b><u>\$293,346,349</u></b>	<b><u>\$47,557,168</u></b>	<b><u>\$87,592,310</u></b>

**2012 Measure E Expenditures:**

<b>CATEGORY</b>	<b>BUDGET</b>	<b>EXPENDED</b>	<b>COMMITTED</b>	<b>BALANCE</b>
Additional Classrooms and Modernization	\$144,868,429	\$0	\$0	\$144,868,429
Health and Safety Improvements	<u>205,131,571</u>	<u>0</u>	<u>0</u>	<u>205,131,571</u>
<b>TOTAL</b>	<b><u>\$350,000,000</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$350,000,000</u></b>

**B. CONTRACT – ALTA ENVIRONMENTAL – STUDENT SERVICES  
CENTER BUILDING PROJECT**

It is recommended the Board of Trustees approve entering into a contract with the above firm to provide abatement/soils assessment for the existing Tech Arts and Shops Buildings in preparation for the Student Services Center Building Project.

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

Date of Service: December 2014 – End of Project

Cost: Not to Exceed \$48,000

**C. CONTRACT AMENDMENT – AMEC E & I, INC. – SHOPS BUILDING REPLACEMENT PROJECT**

It is recommended the Board of Trustees approve the following contract amendment for additional geotechnical services.

1. Amendment is required due to additional scope and time to complete grading activities around the building, including but not limited to placement and compaction of base material.	\$7,081
Total Increase in Contract Amount	<u>\$7,081</u>
Original Contract Amount	\$27,505
Prior Changes	44,650
This Contract Amendment Amount	<u>7,081</u>
New Contract Amount	<u>\$79,236</u>

**D. CONTRACT AMENDMENT – CONVERSE CONSULTANTS – SHOPS BUILDING REPLACEMENT PROJECT**

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

1. Amendment is required for additional special inspection time related to structural steel welding not included in the original scope of proposed services.	\$34,300
Total Increase in Contract Amount	<u>\$34,300</u>
Original Contract Amount	\$295,000
Prior Changes	0
This Contract Amendment Amount	<u>34,300</u>
New Contract Amount	<u>\$329,300</u>

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

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

1. Furnish uninterruptable power supply and power	\$400,000
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distribution unit systems for server room 141. Both systems are owner furnished. Owner request.	
2. Install wood backing at existing roof top corrugated metal clad structures. Architecture & Engineering requirement.	4,261
3. Provide credit to eliminate voice data. Owner request.	-602
4. Adjust existing utility vaults to accommodate new site hardscape. Unforeseen conditions.	\$2,537
5. Install new below grade waterproofing system on the northwest side of the building. Unforeseen conditions.	3,504
6. Modify suspended cloud ceiling installation to accommodate uneven existing concrete retaining wall. Architecture & Engineering requirement.	1,241
7. Replace leaking existing gas valve. Owner request.	778
8. Revise circuiting to Emergency Power Shut Off switches to coordinate with machinery requirements. Unforeseen conditions.	1,416
9. Re-work new window openings in stairwells to avoid conflicts with existing structural elements. Unforeseen conditions.	2,714
10. Install fire-proofing material at top of fire rated walls where they connect to new beams. Code requirement.	<u>4,956</u>
 Total Change Order Amount	 <u>\$420,805</u>
Original Contract Amount	\$25,427,000
Prior Changes (1.5%)	377,276
This Change Order Amount (1.6%)	<u>420,805</u>
New Contract Amount	<u><u>\$26,225,081</u></u>

## F. 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
P800886	Tryten Technologies	Industry & Technology	Group II Equipment	\$5,385.73
P800887	The Apple Store	Industry & Technology	Group II Equipment	\$54,179.47
P800888	Dell Marketing L.P.	Industry & Technology	Group II Equipment	\$516,752.73
P800889	Dell Marketing L.P.	Shops Building	Group II Equipment	\$24,260.49
P800890	CDW-G	Industry & Technology	Group II Equipment	\$75,163.89
P800895	CDW-G	Industry & Technology	Group II Equipment	\$368,816.45
P800970	ADR Services, Inc.	Math Business Allied Health	Legal	\$4,385.00
P800971	Legalink, IncyMerrill	Math Business Allied Health	Legal	\$972.40
P800972	Titan Legal Services	Math Business Allied Health	Legal	\$57.77
P800984	Dell Marketing L.P.	Industry & Technology	Group II Equipment	\$65,249.96
P801060	Meridian Pedicure Spas	Industry & Technology	Group II Equipment	\$2,711.00
P801061	Consonance Companies	Industry & Technology	Group II Equipment	\$14,438.00
P801063	Legalink, IncyMerrill	Math Business Allied Health	Legal	\$6,167.06
P801112	Barrett Robinson	Science Complex	Group II Equipment	\$590.00
P801140	Public Agency Law	Math Business Allied Health	Legal	\$116,119.89
P801142	Los Angeles County	Lot F Parking Structure	Permit Processing Fees	\$2,000.00
P801181	Titan Legal Services	Math Business Allied Health	Legal	\$1,847.08
P801182	CSI Fullmer	Industry & Technology	Group II Equipment	\$6,156.87
P801183	CSI Fullmer	Industry & Technology	Group II Equipment	\$21,052.91
P801184	CSI Fullmer	Industry & Technology	Group II Equipment	\$14,836.89
P801185	CSI Fullmer	Industry & Technology	Group II Equipment	\$1,615.76
P801187	CDW-G	Shops Building	Group II Equipment	\$4,410.73
P801196	Golden Star Tech.	Industry & Technology	Group II Equipment	\$396,332.77
P801197	Golden Star Tech.	Shops Building	Group II Equipment	\$102,679.48
P801211	CSI Fullmer	Industry & Technology	Group II Equipment	\$3,857.41
P801212	Grainger	Industry & Technology	Group II Equipment	\$2,703.20
P801219	Allsteel, Inc.	Industry & Technology	Group II Equipment	\$272,875.89
P801230	Allsteel, Inc.	Industry & Technology	Group II Equipment	\$107,630.54
P801231	Allsteel, Inc.	Industry & Technology	Group II Equipment	\$8,630.56
P801279	Spa and Equipment	Industry & Technology	Group II Equipment	\$5,086.45
P801297	Golden Star Tech.	Shops Building	Group II Equipment	\$4,277.65
P801298	Golden Star Tech.	Industry & Technology	Group II Equipment	\$13,650.26
P801299	CCS Presentation	Shops Building	Group II Equipment	\$18,450.77
P801302	Allsteel, Inc.	Industry & Technology	Group II Equipment	\$428,577.68
P801307	SEWUP-JPA	Science Complex	Insurance	\$3,694.00
P801310	Dept. General Services	Lot C Parking Structure	Architecture & Engineering	\$147,814.00
P801320	Los Angeles County	Lot C Parking Structure	Architecture & Engineering	\$11,539.00
B801208	Sunstate Equipment	Athletic Education/Fitness	Equipment Rental	\$2,871.82
B810655	Flewelling & Moody	Restroom Accessibility	Architecture & Engineering	\$1,002.65
B810656	Flewelling & Moody	Social Sciences	Architecture & Engineering	\$13,500.00
				<b><u>\$2,852,444.21</u></b>

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

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## 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 1-13 and 1-17.

### Academic Personnel:

1. Pre-retirement - Susan Marron, full-time instructor of Sign Language, Special Resources, Health Sciences & Athletics Division, to work a reduced load of 0% in Fall 2015 and 100% in Spring 2016, for five years beginning Fall 2015 through Spring 2016, effective August 21, 2015 in accordance with the Agreement, Article 18, Section 2(c).
2. Employment - Robbie Lee, full-time/temporary instructor of Nursing, Health Sciences & Athletics Division, Class II, Step 9, Academic Salary Schedule, effective August 23 through December 12, 2014.
3. Change in Assignment - Octavia Hyacinth, Director of Nursing, Health Sciences & Athletics Division to full-time instructor of Nursing, effective January 1, 2015.
4. Change in Salary - Susan Tummers Stocum, full-time instructor of Mathematics, from Class II, Step 23 to Class III, Step 23, effective January 15, 2015.
5. Special Assignment - Michael Rocha, part-time instructor of Music, Fine Arts Division, to perform at jazz band rehearsals, to be paid \$61.99 an hour, not to exceed 7+ hours or \$450, and not to exceed 25 hours per week cumulative employment at ECC, effective October 27 through December 5, 2014, in accordance with the Agreement, Article 10, Section 9(m).
6. Special Assignment - The following part-time instructors of Mathematics, to meet with other Career Advancement Academy (CAA) instructors to plan contextualized projects for Community Advancement, to be paid \$61.99 an hour, not to exceed 25 hours per week cumulative employment at ECC, effective November 1, 2014 through June 30, 2015, in accordance with the Agreement, Article 10, Section 9(m).

<u>Instructor</u>	<u>Not to Exceed Hours</u>	<u>Not to Exceed Dollars</u>
Laura Hinkley	45 hours	\$2,790
Richard Wong	20 hours	\$1,240

7. Special Assignment - The following instructors of Fire & Emergency Technology, Industry & Technology Division, to transition accreditation and

coordination of the Emergency Medical Technician (EMT) program to new faculty member, to be paid \$61.99 an hour, not to exceed 25 hours per week cumulative employment at ECC, effective August 23 through December 12, 2014, in accordance with the Agreement, Article 10, Section 9(m)

<u>Instructor</u>	<u>Not to Exceed Hours</u>	<u>Not to Exceed Dollars</u>
Ryan Carey	55	\$3,310
Timothy Dennis	24	\$1,488

8. Special Assignment - The following instructors of Nursing, Health Sciences & Athletics Division, to teach Student Success Workshops, to be paid \$61.99 an hour, not to exceed 15 hours a week or \$930 each, and not to exceed 25 hours per week cumulative employment at ECC, effective December 15, 2014 through January 8, 2015, in accordance with the Agreement, Article 10, Section 9(m).

Clara Sic Alonzo	Robbie Lee
Michelle Guta	Anna Munoz
Shiny Johnson	Kathleen Rosales
Yeon Kim	

9. Special Assignment - Shimonee Kadakia, part time instructor of Astronomy, Natural Sciences Division, to develop and present shows for the ECC Planetarium as part of the Science Technology Engineering Mathematics (STEM) curriculum activities, to be paid \$61.99 an hour, not to exceed 30 hours or \$1,859, and not to exceed 25 hours per week cumulative employment at ECC, effective December 20, 2014 through May 15, 2015, in accordance with the Agreement, Article 10, Section 9(m).
10. Special Assignment - Susan Stolovy, full-time instructor of Physics, Natural Sciences Division, to develop and present shows for the ECC Planetarium as part of the Science Technology Engineering Mathematics (STEM) curriculum activities, to be paid \$61.99 an hour, not to exceed 30 hours or \$1,859, effective December 20, 2014 through May 15, 2015, in accordance with the Agreement, Article 10, Section 14(a).
11. Special Assignment - Eric Carlson, full-time instructor of Manufacturing Technology, Industry & Technology Division, to coordinate groups of Engineering Technicians and Mathematics instructors for Science Technology Engineering Mathematics (STEM) curriculum activities, to be paid \$46.49 an hour, not to exceed 54 hours or \$2,510, effective December 20, 2014 through May 15, 2015, in accordance with the Agreement, Article 10, Section 14(a).

12. Special Assignment - The following full-time instructors of English, Humanities Division, to administer English 1A credit-by-examination, to be paid \$61.99 an hour, not to exceed a total of 40 hours or \$2,480, effective November 1, 2014 through June 30, 2015, in accordance with the Agreement, Article 10, Section 14(a).

Kevin Degnan  
Chelsea Henson

Adrienne Sharp

13. Special Assignment – Nicole Gervais, part-time instructor of Physical Education, Health Sciences & Athletics Division, to assist Head Soccer Coach, to be paid \$61.99 an hour, not to exceed 8 hours a week and not to exceed 25 hours per week cumulative employment at ECC, effective November 18, 2014 through December 23, 2015, in accordance with the Agreement, Article 10, Section 9(m).

**Classified Personnel:**

1. Retirement - Antoinette Corso, Senior Clerical Assistant, Range 24, Step F, Admissions & Records/Enrollment Services Division, Student and Community Advancement Area, effective December 30, 2014, and that a plaque be presented for her years of service to the District since 1985.
2. Retirement - Marjorie Hall, Student Services Specialist, Range 33, Step F, Admissions & Records/Enrollment Services Division, Student and Community Advancement Area, effective December 30, 2014, and that a plaque be presented for her years of service to the District since 1986.
3. Retirement - Delores Thibodeaux, Administrative Assistant II, Range 31, Step F, Staff and Student Diversity Division, Human Resources Area, effective December 30, 2014, and that a plaque be presented for her years of service to the District since 1985.
4. Resignation - Capri Blount, Lead Accounting Technician, Range 34, Step F, Business Services Division, Administrative Services Area, effective November 24, 2014.
5. Resignation - Preston Reed, Research Associate, Range 39, Step B, Institutional Research Division, Student and Community Advancement Area, effective October 24, 2014.
6. Resignation - Elisabeth Schuh, Project Specialist, Range 32, Step A, Foundation, Student and Community Advancement Area, effective October 22, 2014.

7. Change Of Assignment - Tanysha Laney, from 50 % to 100% Research Associate, Range 39, Step B, Institutional Research Division, Student and Community Advancement Area, effective December 15, 2014.
8. Promotion - Jeffrey Lewis, from Campus Police Officer, Range 1, Step E, to Campus Police Sergeant, Range 26, Step A (Supervisory Salary Schedule), Campus Police Division, Administrative Services Area, effective December 1, 2014.
9. Employment - Mark Ballard, Night Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective October 17, 2014.
10. Employment – LaKeina Johnson, Project Specialist, Range 32, Step A, Foundation, Student and Community Advancement Area, effective November 18, 2014.
11. Employment – Loretta Lau, Library Media Technician II, Range 26, Step A, Learning Resources, Academic Affairs Area, effective November 18, 2014.
12. Employment - Gema Perez, Instructional Media Coordinator - Distance Education, Range 38, Step A, Learning Resources, Academic Affairs Area, effective October 1, 2014.
13. Employment - Carla Velasquez, Student Services Specialist, Outreach and School Relations/Enrollment Services Division, Student and Community Advancement Area, effective November 18, 2014.
14. Employment - Kenneth Williams, Night Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective October 17, 2014.

### **Special Services Professional**

15. Employment - Robert Bradshaw, Range 10, Step 5, the Special Services Professional Salary Schedule, not to exceed \$137,904, Administrative Services Area, effective January 1, 2015 through December 31, 2015.
16. Lindsey Ludwig - Special Services Professional 7, Step 1, Admissions & Records/Enrollment Services Division, Student and Community Advancement Area, effective November 4, 2014 through June 30, 2015, not to exceed \$89,372.

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

17. Taj Leihua Hatley – Theatre Technician, Range 31, Step A, Fine Arts Division, Academic Affairs Area, effective November 18, 2014 through June 30, 2015, not to exceed 25 hours per week.

**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 November 18, 2014 through June 30, 2015, unless otherwise stated, as shown in items 1-10.

**Instructional Aide Series**

1. Instructional Aide IV

The following individuals are 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.

Brandi Armstrong, \$11.75 per hour

Freddy Carrillo, \$12.75 per hour

Joshua Marquez, \$12.25 per hour (eff. 10/21/2014 to 6/30/2015)

Sahar Tashakor, \$12.75 per hour

Nelly Lynch, \$12.75 per hour

2. Instructional Aide VI

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

Nicette Jukelevics, \$15.00 per hour (eff. 11/7/14 to 6/30/15)

Instructional Aide VI

The following individual is to provide individualized tutoring and academic support for the student athletes.

Jeffrey Miera, \$15.00 per hour

The following individual is to provide instructional assistance, supervise support staff, and assist with the daily operations of the Reading Success Center.

Robin Arehart, \$19.00 per hour (eff. 10/1/14 to 6/30/15)



## **Office Aide Series**

### 3. Office Aide III

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

Deidra Edmonds, \$10.50 per hour

### 4. Office Aide IV

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

Nelly Lynch, \$12.75 per hour

Connie Nguyen, \$12.50 per hour

Luis Villanueva, \$12.50 per hour

Neha Zaidi, \$12.50 per hour

## **Program Aide Series**

### 5. Program Aide I

The following individual is to provide basic assistance with daily program operations.

Jonathan Valladares, \$9.00 per hour (eff. 10/27/14 to 6/30/15)

### 6. Program Aide III

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

Shanna Gillespie, \$10.50 per hour

Courtney Lewis, \$10.50 per hour (eff. 10/21/14 to 6/30/15)

## **Assistive Linguistics Professional Series**

### 7. 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.

Kimberly Diez, \$45.00 per hour (eff. 11/5/14 to 6/30/15)

Christina Warren, \$45.00 per hour (eff. 10/14/14 to 6/30/15)

## **Education Professional Series**

### 8. Educational Professional I

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

Gayathri Manikandan, \$20.00 per hour

Henry Trinh, \$20.00 per hour

### 9. Educational Professional II

The following individual is to teach Basic, Low, or High Intermediate English as a Second Language class.

Stephany Glover, \$40.00 per hour

## **Program Professional Series**

### 10. Program Professional I

The following individual is to assist in the planning, development, and coordination of activities and other related projects for students Math, Engineering, and Science careers.

Fonseca, Lorena, \$20.00 per hour

## **C. REVIEW BY BOARD OF TRUSTEES: PUBLIC NOTIFICATION & DISCLOSURE OF ESTIMATED COSTS FOR SALARY PROPOSAL FOR EL CAMINO POLICE OFFICERS' ASSOCIATION**

In accordance with AB1200 and Government Code 3547.5, El Camino Community College District is required to publicly disclose the provision of the El Camino Police Officers Association and any new Agreement, before they are finally approved by the Board of Trustees. This is known as the "El Camino Police Officers' Association Salary Settlement Notification Component of the Statewide Criteria and Standards." This ensures that the public is aware of the costs associated with a collective bargaining agreement before it becomes binding on the District.

The information provided in the attachments follows the public disclosure format by the State Superintendent of Public Instruction, and must be reviewed by the Board of Trustees prior to approval of the provision in the Agreement between the District and El Camino Police Officers' Association.

The El Camino Police Officers' Association Salary Settlement Notification Component of the Statewide Criteria and Standards includes the summary of the costs of the Agreement.

s/ Thomas M. Fallo \_\_\_\_\_  
Superintendent/President

s/ JoAnn Higdon  
Chief Business Official

**D. APPROVAL BY BOARD OF TRUSTEES: EL CAMINO POLICE OFFICERS ASSOCIATION'S SALARY PROPOSAL AND APPROVAL OF NEW THREE (3) YEAR AGREEMENT (January 1, 2015 to December 31, 2017)**

It is recommended that the Board approve the tentative agreement for El Camino Police Officers' a 5% increase, effective January 1, 2014, including the new three year agreement (January 1, 2015 to December 31, 2017). The new agreement includes the following: for calendar year 2015, a 1% salary increase, effective January 1, 2015; for calendar year 2016, an increase by Community College COLA adopted in state budget FY 2015/2016, effective January 1, 2016; and for calendar year 2017, reopener negotiations for salary and one additional article for each party, effective January 1, 2017. (The full tentative agreement and new salary schedules are attached on pages HR 11 - 13.)

**POA COMPENSATION ESTIMATE BY FISCAL YEAR** (compensation estimates reflect prior year compounding and applicable statutory benefits):

**Existing Contract:**

Fiscal Year 2013/2014 (6 Months, 1/1/14 – 6/30/14)

The cost of the salary increase of 6 months, 5% on-schedule increase is approximately \$37,885.

**Existing Contract (expires December 31, 2014) and New 3 Year Contract (January 1, 2015 to December 31, 2017)**

Fiscal Year 2014/2015 (6 Months, 7/1/14 – 12/31/14: Existing Contract and 6 Months, 7/1/14 – 6/30/15: New Contract)

The cost of the salary increase of 6 months, 5% on-schedule increase and 6 months, 1% on-schedule increase is approximately \$83,786.

Fiscal Year 2015/2016 (12 Months, 7/1/15 – 6/30/16)

The cost of the salary increase of 6 months 1% on-schedule increase and estimated on-schedule district-funded COLA of 2.2% is approximately \$109,648.

Fiscal Year 2016/2017 (12 Months, 7/1/16 – 6/30/17)

The cost of the salary increase for 12 months is yet to be determined, based upon the district-funded COLA and re-openers for salary.

Fiscal Year 2017/2018 (6 Months, 7/1/17 – 12/31/17 – the term of the new contract)

The cost of the salary increase for 6 months is yet to be determined, based upon re-openers for salary.

**E. REVISED CLASSIFICATION SPECIFICATIONS FOR CLASSIFIED POSITION**

It is recommended that the Board of Trustees approve the new classification specifications for the Digital Media and Design Specialist as shown on pages 14-16.

**F. REVISED CLASSIFICATION SPECIFICATIONS FOR SUPERVISORY POSITION**

It is recommended that the Board of Trustees approve the revised classification specifications for the Supervisor, Technical Services as shown on pages HR 17-20.

**G. REVISED CLASSIFICATION SPECIFICATIONS FOR ADMINISTRATOR POSITION**

It is recommended that the Board of Trustees approve the revised classification specifications for the Director, El Camino College Center for the Arts as shown on pages HR 21-24.

**Tentative Agreement**

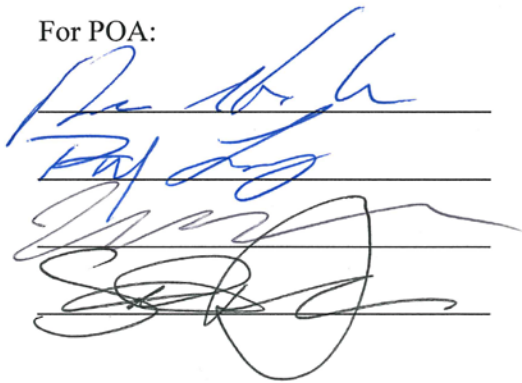
**El Camino Community College District and El Camino College POA**

**October 29, 2014**

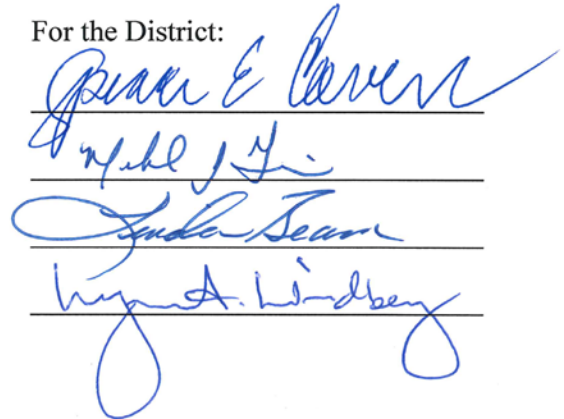
The following tentative agreement is entered into and recommended for ratification:

- 1) Increase salary schedule by 5%, effective January 1, 2014. It is understood that this salary increase concludes all negotiations through December 31, 2014.
- 2) In addition, New Agreement upon ratification through December 31, 2017 with these modifications:
  - a) For calendar year 2015, effective January 1, 2015 increase the salary schedule by 1 percent.
  - b) For calendar year 2016, effective January 1, 2016 increase salary schedule by Community College COLA in adopted state budget for FY 2015-16.
  - c) For calendar year 2017, re-open negotiations by October 1, 2016 for salary and 1 additional article for each party, to be effective January 1, 2017.
  - d) Ratification of this tentative agreement also concludes all negotiations between the parties including negotiations for 2015 and 2016. As above noted, negotiations will re-open on or about October 1, 2016 for salary and 1 additional article for each party, effective January 1, 2017.
  - e) For a successor agreement after December 2017, negotiations between the parties will commence on or about October 1, 2017.

For POA:



For the District:



**EL CAMINO COMMUNITY COLLEGE DISTRICT  
and COMPTON EDUCATION CENTER  
SWORN POLICE OFFICERS SALARY SCHEDULE**

**Effective January 1, 2014**

	<u><b>Step A</b></u>	<u><b>Step B</b></u>	<u><b>Step C</b></u>	<u><b>Step D</b></u>	<u><b>Step E</b></u>
Monthly:	4808	5055	5316	5599	5887
Hourly:	27.74	29.16	30.67	32.30	33.96

Board Approved: November 17, 2014

**EL CAMINO COMMUNITY COLLEGE DISTRICT  
and COMPTON EDUCATION CENTER  
SWORN POLICE OFFICERS SALARY SCHEDULE**

**Effective January 1, 2015**

	<b><u>Step A</u></b>	<b><u>Step B</u></b>	<b><u>Step C</u></b>	<b><u>Step D</u></b>	<b><u>Step E</u></b>
Monthly:	4856	5106	5369	5655	5946
Hourly:	28.02	29.46	30.98	32.63	34.30

Board Approved: November 17, 2014

## **EL CAMINO COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: DIGITAL MEDIA AND DESIGN SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor or director, create and edit skilled graphic and digital media for print and online, including Web, social media, and print-materials for promotional and informational purposes. Responsibilities include the production and design of ads for various platforms, including, but not limited to: print, online, audio and video. Also perform a variety of digital media duties including preparing promotional and digital material for advertising and informational purposes; operate computers, digital cameras, Web and graphic software, and other equipment and programs, related to digital and print media.

#### **REPRESENTATIVE DUTIES:**

Design and create official college marketing materials that educate and inform both internal and external audiences about El Camino College's mission, programs and services.

Use advanced applications and equipment including computer graphics and desktop publishing software as well as multimedia equipment to aid in the production of visual content (images, video, slideshows, PowerPoint, and infographics) process. (PC and Macintosh)

Provide timely and comprehensive marketing analytics across various channels to assist with the decision-making process and ultimately improve marketing strategies and results; measuring effectiveness of campaigns; and provide recommendations for optimization.

Create digital images such as digital photography and video, live stream and info graphics for college events to be used on the Web, in print publications and for other marketing purposes.

Research and compile information for the design and production of items such as advertisements, fliers, posters, newsletters, news releases, email notifications, and brochures.

Assist with the distribution of news releases, email notifications, and public service announcements.

Perform a range of related duties in support of assigned function including compiling information for projects, entering data, proofreading and editing own work product.

Research, identify and recommend emerging digital media technologies and methodologies.



Use technical expertise, creativity and composition skills to produce and preserve digital images to be used in multimedia projects.

Operate and maintain specialized equipment as necessary.

Perform related duties as assigned.

**KNOWLEDGE OF:**

**Digital Media** - Knowledge of digital media such as websites, webcasts, online communications, social media and Internet trends.

**Customer and Personal Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction.

**English Language** - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar for oral written and online communication.

**Current Technical Advancements** - Knowledge of current trends in digital media, such as Web-related content and a variety of social media channels.

**Digital Software** - Knowledge of related digital and graphic design software applications. Knowledge of office applications, including Microsoft Office.

**Computer and Multimedia Technology** - Knowledge of Web-specific technology, such as live stream, social media, Web content and digital media.

**Digital Photography and Videography** - Knowledge of digital photographic and video principles, techniques and procedures; as well as the artistic and technical aspects of digital photography; and multimedia such as online videography.

**ABILITY TO:**

Perform a variety of technically complex duties requiring a comprehensive understanding of digital graphic arts involving the use of independent judgment and personal initiative.

Demonstrate strong computer, analytical, organizational and written/oral communications skills.

Engage in research to develop new digital media procedures and materials.

Prepare and communicate the status of reports and projects.

Perform work during night and weekend hours as required.

Exercise a high-degree of initiative, judgment and self-management, discretion and decision-making to integrate organizational priorities, meet deadlines and achieve objectives.

Communicate effectively both orally and in writing.

Plan and organize work to meet changing priorities and deadlines.

Create digital images and photos for print and Web-based assignments including, but not limited to social media and marketing channels.

Design effective layouts, prepare and disseminate promotional materials.

Understand and follow oral and written instructions.

Complete assignments with many interruptions; work effectively and independently with little direction.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to Bachelor's degree with emphasis in communications, digital media and/or design, or a discipline related to digital media, graphic design, photojournalism, visual arts or related field and two years of work experience in digital media technology, graphics, multimedia or closely related field.

**LICENSE AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

Travel between buildings on campus, to centers, and off-campus locations.

Monday thru Friday 40 hour work week. Additional hours may be required depending on assignment.

Exposure to various weather conditions.

Typical office setting.

Hand and finger dexterity to operate various office equipment.

Regularly works with "customer" to review and finalize materials.

Extensive computer work.

Prolonged periods of standing, bending, leaning, or sitting.

Lift and carry up to 25 lbs.

Occasional bending and lifting of various materials and equipment.

Frequent moves from one work area to another.

Classified Salary Range 35

Board Approved: November 17, 2014

## EL CAMINO COMMUNITY COLLEGE DISTRICT

### **CLASS TITLE: SUPERVISOR, TECHNICAL SERVICES**

#### **BASIC FUNCTION:**

Under the general supervision of the appropriate ~~division~~ Information Technology Services manager, this position is responsible for the supervision and management of administrative and academic computer and technology services; direct consultative support on information technology-based systems primarily in the areas of desktop hardware resources, application software, multimedia, facilities design and network support. Plans, organizes, and directs the day-to-day supervision of the technology support services, Help/Service Desk call center, technical repair, and operational support staff. ~~The supervisor provides leadership in technology consulting, project management, resource management and delivery of services.~~

#### **REPRESENTATIVE DUTIES:**

Develop standard specifications for personal computer hardware and software to ensure system and procedural integrity and compatibility.

Develop long-range strategy and plan for the District's personal computer hardware and software, ensuring flexibility to respond to technology changes - maximizing savings on PC hardware acquisitions while minimizing financial and technological risks.

Provide consultative support and services to the user community to ensure problem resolution, system and data access, and optimal system performance.

Review requests for personal computer needs and ensure that acquisitions and replacements are congruent with District-wide personal computer strategy. Provide consulting support for the college's hardware and software needs and develop and implement customer service and support policies and procedures, as well as feedback mechanisms to ensure the highest quality support.

~~Oversee operations of the Help/Service Desk for personal computer, telecommunications and central operations.~~

Supervises help desk activities and support staff and administers the system for documenting help desk calls. Develops a database for storage of questions and solutions to computer and software-related problems, indexed in such a way that it facilitates consistent response by Technicians and easy access by others.

Establishes communications with academic and administrative departments, orienting them to the scope of user support. Establishes controls and standards to assure consistent site-based technical support.

Develop and implement performance measures to ensure customer focused service management as well as provide information for systems planning. This includes appropriate tracking and

reporting, of customer requests and responses, as well as hardware and software performance and reliability.

Researches trends in technical support activity to determine the system or training needs of the organization. Maintain a broad knowledge within current and emerging technologies and participates in broad range technology planning.

Develop computer acquisition and replacement program that is compatible with the District's long range personal computer strategy and coordinate with the division's budget preparation process.

Direct and support the technicians and specialists responsible for personal computer installation, and repairs. ~~Support and oversee the daily operations of the Technical Services Unit.~~

~~Stay current with new and emerging technologies in support of student services~~

Leads, supervises trains and evaluates assigned personnel. Certify payroll for assigned personnel. Apply the terms and provisions of applicable collective bargaining agreements; state and federal laws and District Board Policies and Administrative Procedures in personnel matters.

Provide Unit leadership in technology consulting, project management, resource management and delivery of services.

Direct the specialists, temporary personnel and student workers assigned to support computer labs and oversee the daily operation of designated computer lab facilities.

Research available products and systems and recommend alternatives to meet identified needs.

Participate in needs assessments and evaluate potential purchases for compatibility with existing systems.

Assist in the development of user documentation, guides, outlines, and technical publications.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Information technology hardware, software, and related systems in an enterprise environment

Educational technology, multimedia environments and delivery systems

Help/Service Desk call center operations and administration

System utilities, features, installation, maintenance procedures and diagnostic techniques

Facilities design and electrical systems integration

Concepts, practices and procedures of supervision and leadership

Data communications processes and network concepts and use

Database management related to assigned areas (Service Calls, Asset Management, etc.)

Information security concepts, configuration, tools, and software

**ABILITY TO:**

Ability to lead and effectively manage people

Demonstrate interpersonal and communication skills in working with users to interpret and provide appropriate solutions.

Support establishing and assuring compliance of departmental priorities, policies and procedures.

Maintain materials, budgets, inventory and technical references.

Develop and maintain cooperative working relationships with others.

Develop plans and budget for support services responsibilities.

Plan, organize and direct the work of others.

Communicate effectively, orally and in writing ~~to assimilate and understand information in a manner consistent with the essential job functions.~~

Translate user requirements into appropriate required services

Make sound decisions in a manner consistent with the essential job functions.

Work under ~~Withstand considerable~~ pressure and meet deadlines and follow

Lead an activity, project, or plan of action from inception through implementation.

Prioritize workload.

Analyze technical problems and do abstract problem solving.

Lift and carry up to 25 pounds.

**EXPERIENCE/EDUCATION:**

Any combination of experience and education equivalent to an Associate degree in a computer related field or business degree with emphases in information systems and four years of ~~increasingly~~-responsible Information Technology Services Management (ITSM) experience including ~~in~~-support center management, microcomputer installations and repairs, ~~and~~ supporting computer laboratories, and application software configuration.

## **SUPERVISOR, TECHNICAL SERVICES**

**Page 4**

~~Experience with implementation and administration of client server/configurations and with Prior experience working within Local Area Network (LAN) and Wide Area Network (WAN) architecture environment. and implementation, including associated activities is preferred.~~

Supervisory, or lead or project management experience providing direction and oversight to others is desirable.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License

### **WORKING CONDITIONS:**

May be required to drive to offsite locations.

Extensive computer work.

Use hands, wrists and fingers to operate various office machines.

Interact with a variety of individuals.

Move from one work area to another.

Supervisors Salary Range 35

Revised and Board Approved: November 17, 2014

## EL CAMINO COMMUNITY COLLEGE DISTRICT

### **TITLE: ~~EXECUTIVE DIRECTOR EL CAMINO COLLEGE CENTER FOR THE ARTS~~**

#### **BASIC FUNCTION:**

Under the direction of the Dean of Fine Arts, provide overall creative direction, leadership, organization and supervision of the Center ~~for the Arts~~; assure the program ~~concepts, operations and services of the Center for the Arts enhance~~ meets the college ~~mission and enhances~~ curricular goals while meeting diverse community needs; supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

Plan, organize and direct a variety of programs, projects and activities related to the El Camino College Center for the Arts; ~~assure the program concepts, operations and services of the Center enhance the college curricular goals while meeting diverse community needs.~~

Direct strategic planning and creative program development; plan performing arts seasons and the Discovery Travel Film Series; determine calendar for the year; assure performing arts season meets education requirements for Fine Arts and other college divisions.

Participate in the planning and coordination of Special Events of the College as needed.

~~Attend performing arts industry meetings; attend concerts to preview artists; Communicate with artist representatives, faculty, audiences and other arts presenters; select and schedule artists and attractions; negotiate fees and contractual matters; oversee the preparation of artist contracts and related documents.~~

Work cooperatively with Public Relations and Marketing Department for the promotion of Center for the Arts events and student performances.

Develop educational activities to increase understanding and awareness of the arts while developing current and future audiences both on campus and in the community; coordinate educational activities with campus faculty, community organizations and educational institutions.

~~Direct marketing operations; plan advertising and promotional strategies/campaigns to promote the performing arts season and Discovery Travel Film Series; establish print and electronic media buys; approve design and layout for season brochures, print ads, mailers and other materials; develop pricing strategies.~~

**EXECUTIVE DIRECTOR – EL CAMINO COLLEGE CENTER FOR THE ARTS**  
**page 2 (continued)**

~~Direct the public relations and public image of the Center for the Arts; m~~Make appearances on campus and in the community; provide leadership for Center staff to encourage better customer service for artists, audiences and facility users.

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.

Develop and prepare the annual budgets assuring fiscal accountability; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; supervise financial reporting; oversee the preparation and delivery of artist payments; oversee the completion of purchase orders and staff payroll by Center departments.

Supervise scheduling of Center facilities and the scheduling of event personnel in ticket office, front-of-house, production, maintenance and security; oversee event coordination of performances and other activities; oversee scheduling and coordination for Civic Center rental uses; consult with artists, artist representatives, touring crew and rental clients on event presentation and preparation.

~~Oversee and coordinate the cleaning and maintenance of Center facilities; oversee the use of proper safety and health regulations; o~~Oversee the production, and ticketing and marketing operations for the successful presentation of Center and student productions; oversee and coordinate the cleaning and maintenance of Center facilities; oversee the use of proper safety and health regulations.

Oversee artist relations including transportation, accommodations, catering and other needs of visiting artists and crew.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

Direct development and fund-raising activities; complete local, State, regional and national grant applications to support the presentation of artist performances and additional educational activities; create fund-raising plans and opportunities to offset costs of special projects related to Center programs; provide college resource development office with knowledge and expertise on various fund-raising plans and programs related to the performing arts.

Operate a computer and other office equipment as assigned.



**EXECUTIVE DIRECTOR – EL CAMINO COLLEGE CENTER FOR THE ARTS**  
**page 3 (continued)**

Attend concerts; attend and conduct a variety of meetings as assigned; serve on a variety of Boards and committees; chair meetings as assigned; represent the College in planning and coordinating various College and community co-sponsored events.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, ~~organization and direction of the Center for the Arts~~ organizing and directing a performing arts venue.

Technical theatre, theatre management and production operations.

Season programming concepts, planning and artistic selection.

Various artistic disciplines including multicultural performing arts.

Funding development concepts and fund-raising techniques and methods.

Public relations and campus/community outreach.

Applicable laws, codes, regulations, policies and procedures.

Marketing concepts, market analysis and audience development.

Budget preparation and control.

Artists and artist's management, booking procedures and contract negotiations.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Plan, organize and administer the performing arts operation and provide creative leadership for the development and implementation of season programming.

Balance season income with program planning and budgeted expenditures.

Supervise and evaluate the performance of assigned staff.

Negotiate contracts with artists or artist's management.

Develop and maintain effective public relations with campus and community, promoters, artists and staff.

Develop and implement effective marketing concepts.

Coordinate fund development and fund-raiser activities.

Communicate effectively both orally and in writing.

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

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.

**EXECUTIVE DIRECTOR – EL CAMINO COLLEGE CENTER FOR THE ARTS**  
**page 4 (continued)**

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:**

Any combination equivalent to: bachelor's degree in theatre management, arts administration or related field and five years leadership and managerial experience in performing arts presentations, season planning, performing arts funding, marketing or related experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

Multi-cultural diverse environment.

May require off-site travel.

Administrator Salary Schedule - Range 8

Board Approved: February 21, 1995

Revised and Board Approved: November 17, 2014

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**Committee of the Whole**

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**Page No.**

A. Public Comment.....C/W 2

B. 2014 Board of Trustees Evaluation.....C/W 2

## **VII. COMMITTEE OF THE WHOLE**

### **A. PUBLIC COMMENT**

### **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.

It is recommended that the Board review the evaluation results at the November meeting, and discuss the 2015 Board Goals at the December Board meeting for adoption in January.

- 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 2015-2016 Budget.
  - c. Study, review and approve the 2013-2015 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 - RESULTS**

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

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

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