



EL CAMINO COLLEGE
FINE ARTS DIVISION
DIVISION COUNCIL COMMITTEE MEETING

MEETING DATE: November 12, 2019

LOCATION: Musi-204

RECORDER: Patricia Amezcua

TIME: 1:00p.m.

ATTENDING:

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> D. Berney | <input checked="" type="checkbox"/> K. O'Brien | <input checked="" type="checkbox"/> P. Amezcua (Classified) |
| <input checked="" type="checkbox"/> R. Christophersen | <input checked="" type="checkbox"/> D. Rowan | <input checked="" type="checkbox"/> B. Price, Dean |
| <input checked="" type="checkbox"/> M. Crossman | <input checked="" type="checkbox"/> R. Scarlata | <input checked="" type="checkbox"/> W. Cox, Associate Dean |
| <input checked="" type="checkbox"/> R. Bloomberg | <input checked="" type="checkbox"/> P. Schulz | |

VISITORS: Lori Yamasaki

MINUTES

I. INFORMATION/ANNOUNCEMENTS

- A. Approval of Minutes from October 29, 2019
Minutes approved by the committee.

II. DISCUSSION/ACTIONS

- A. Full-time Faculty Position ranking: Theatre, 8th & Communication Studies, 10th place.
We are optimistic that the President will be taking the top 10 rather than top 6 positions depending on retirements. We also need to consider the needs of the college and that some positions may get re-organized..
- B. Faculty Program Plan Presentations:
The following programs presented top needs for their respective areas. Dr. Price will be analyzing each department's needs to see which items can be purchased through division funds.

- Center for the Arts



El Camino College • Fine Arts Division CENTER FOR THE ARTS

Fine Arts Division Council Presentation – November 12, 2019 Top Priorities for Funding 2020-21: Center for the Arts

STAFFING:

1. Accounting Assistant III – Full-Time Staff Position for Ticket Office
Working Title: Assistant Ticket Office Manager (Replacement)

This full-time position is currently vacant due to budget cuts that took place in 2008. This request is for one of the two full-time (currently vacant) positions in the Ticket Office that are required to operate the office effectively and successfully.

For the past several years, the duties have been covered by the one full-time employee, Ticket Office Manager, along with Temporary Classified staff and casual/student workers. The Ticket Office has become reliant on the Temporary Classified staff to fulfill essential daily duties, without whom we would be severely understaffed and unable to maintain daily operation. Scheduling of mandatory vacation days for the Ticket Office Manager is near to impossible. The Theatre Manager has also taken on extra assignments when needed or due to a shortage of staff. Due to the increased number of events, new ticketing system, and the issues with scheduling of full-time and part-time staff, it is necessary to fill this position immediately.

The duties for this position will include but are not limited to: processing daily deposits and balancing ticket clerks cash drawers; perform clerical and technical duties in the Ticket Office; issue tickets for various events and support assigned personnel on performance days; assist the Ticket Office Manager with setting up events for the season for the computerized ticketing system, and other Ticket Office related duties including, confidential assignments with regard to personnel. Due to the diversity of our student body and the community, the position is also responsible for enforcing the high standard of excellent customer service and customer satisfaction offered at the Ticket Office. The Ticket Office not only services the needs of the Center for the Arts, but also supports ticket sales for athletic events, Civic Center Rental events, and Entertainment Ticket sales (ASB). Excellent customer service promotes a positive image of El Camino College in the community.

There will be salary savings in the Temporary Classified staff line of approximately \$28,000 with the hiring of a full-time Accounting Assistant III. (Part-Time hourly rate is \$22.50 @ 25 hours per week). Net budget impact is approximately \$20,000 annually, not including benefits.

Please note: The Center for the Arts currently has six (6) full-time positions that are vacant and unfunded as a result of retirements and resignations. These positions remain unfunded and unfilled.

Salary: Accounting Assistant III, Range 30, Step A or B (est. \$52,000/year + benefits cost).

2. Program Specialist – Full Time Staff Position in The Center for the Arts

This new, full-time position would perform a variety of complex, specialized assignments requiring a high degree of knowledge, skill and independent judgment related to the performing arts. They

would perform and conduct a variety of research, reporting and statistical functions. Organize, evaluate and compile data for audience development and marketing purposes. Design, develop and revise policies, administrative procedures, forms, marketing materials, and manuals as directed. Audit, compile and maintain documentation for Center for the Arts fiscal/program related matters. Assist in the design and maintenance of marketing materials & applications – including event flyers, event programs, website, and ticketing site. Coordinate and assist with a variety of projects as assigned. Organize data for statistical computations as necessary in producing statistical reports related to event performance, fundraising, and audience development. Exercise independent judgment regarding reliability and consistency of data gathered for correspondence, reports, analysis and evaluations. Assist and cooperate with Center for the Arts/Fine Arts Division staff on specific projects as assigned. Assist with various office clerical and secretarial functions. Perform related duties as assigned.

Salary: Project Specialist, Range 32, Step A or B (est. \$55,000/year + benefits cost).

EQUIPMENT:

- 1. Microphone Packages: New & Replacement (total cost \$73,570):**
 - a. 24 channels of wireless microphones - \$67,200**
 - b. Two (2) DPA 4099-DC-1-101-P Microphones – high quality for miking and recording piano & other instruments (clips on) – Total: \$1,300**
 - c. One (1) DPA 4188 DC F F00 ME Headset Microphone for use by Dr. Maloney on stage in Marsee and for ECC Graduation Ceremony & use by others – Total: \$820**
 - d. Three (3) PCC 160 Floor Mics so we have 3 in both Marsee & CT – total: \$1,050**
 - e. One (1) Earthworks PM40 Piano Mic System for grand piano recording – total: \$3,200**

We need to re-invest in our wireless inventory – used for the theatre department musicals and plays, dance concerts, music and speech events, and many other campus events, including **President's Office** events.

The wireless microphone request (item a.) is our most pressing due to the continued expanded use of radio frequencies by local cable companies. As more frequencies are being used in the surrounding areas, the frequencies available to our microphones have been greatly diminished. This means that microphones purchased 8 years ago no longer work effectively because of RF Conflicts.

Partial funding will assist in inventory replacement and upgrades. Each channel of wireless microphones cost \$2,800. CFA currently owns 24 Channels and all of those channels will

eventually need to be replaced. We need to invest in new wireless microphones to continue to provide adequate sound reinforcement for all events.

2. One Lighting Console for Marsee – ETC Gio@5 - \$30,000

To replace current console (ETC Insight) that was purchased in 1999. It breaks down frequently and is old and out of date. With the purchase of a new Gio, we would have the same equipment in both the Campus Theatre and Marsee Auditorium. This would allow students and staff who learn how to operate it, to work in both venues. Currently students have to learn two separate systems, limiting their access to hours. We have found a smaller version of the console which will still meet our needs and save us \$7,000 (*last year's request was for \$37,000*).

3. One Cyclorama for Marsee Auditorium - \$4,000

To replace the current cyclorama that is over 15 years old, torn and wearing out. It is used all the time for nearly every performance. Seamless FR Muslin – natural. *Note: Cyclorama, in a theatre, is a background stretched curtain employed to cover the back and sometimes the sides of the stage and used with special lighting to create the illusion of sky, open space, or great distance at the rear of the stage setting.*

- Dance

1. Fall and Spring Dance concert budget increase to include costumes, props and sets, costume designer fees, faculty and guest choreographer fees: \$3000.00
2. ACDA conference travel budget increase to include registration and attendance including lodging, per diem and travel for up to 20 student participants and 4 faculty: \$3500.00
3. Canon XA45 4K UHD Pro Camcorder with 20X Zoom Lens with Premium Accessory Bundle: Upgraded replacement Camcorder for dance department performance and rehearsal studio and stage events: \$1,999.00 plus shipping and sales tax if applicable.
4. LA Cie Mini 4TB External Hard Drives for recording and preserving choreographic projects and additional dance department documents as required for faculty and student portfolios (3 @ 149.93 each) = \$449.79 plus shipping and tax if applicable.
5. Dance Mirror Curtains - For technique classes it is crucial that students be able to perform without seeing themselves as they won't be able to use it as a reference in actual performance situations. For choreography it's also important that choreographers and their performers to erase their "outside eye" to be able to embody movement fully. Further in instances of partnering it is of the utmost importance that partners are focused on the physical and direct visual sensations without being distracted with how things look. Also beneficial for social dance classes to reduce any performative pressures) \$7800.00

The camera requested in item #2 was stolen from their area. Film has offered to donate a camera if the item is not funded.

- Film/Video

Staffing:

1 full-time Lab Technician to be shared with Photo. Ideally, this person would be hired before the move to the new building to help with the set-up, movement, and oversight of equipment for both areas.

1 full-time faculty member

- Photo

- *1 full-time Lab Technician to be shared with Film. Ideally, this person would be hired before the move to the new building to help with the set-up, movement, and oversight of equipment for both areas.*

Photography Requests 2020

Two IMAC 27 inch 5k \$2,500 each

**Flatbed Scanner for 4 x 5 negatives
\$1000**

Ten computer lab chairs \$150 each

- Theatre

THEATER DEPT. REQUESTS FOR 2020-2021

1. Rehearsal cubes and props New rehearsal cubes & Rehearsal Furniture

8 18 x 18" four sided rehearsal cubes with handles cut in the top made of three-quarter inch plywood

2 8' x 4' rehearsal doorways with working doors made from 1x6" clear white pine.

3 8' x 4' archways made from 1x6" lumber clear white pine.

1 three-person sofa which could be purchased at a Goodwill

One coffee table and a side chair which could also be purchased at a Goodwill.

Estimate: Approximately \$600.00 to \$750.00

Justification: These are valuable tools for our acting and directing classes and they need to be maintained for safety and dependability.

2. Wooden Floors: Wood floors for MU-6 and TH-151 Wooden floor for MU-6 and TH-151, our two acting classrooms. (Not Started) Request a thick carpet padding base with 1/2" tongue and groove & 1/4" plywood with Masonite floor surface. Since no demo is necessary for this floor treatment, Facilities tells us that this improvement will not be too expensive or difficult.

Estimate: \$10,000.00

Justification: Currently we have tile floors that are not appropriate for floor work and warm-ups. This improved floor treatment would be safer, more flexible and more appropriate for a performing arts course.

III. OTHER