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

**Agenda, Thursday, August 19, 2010
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 July 19, 2010,
Pages 4-6**
- III. Presentation – none**
- IV. Public Hearing – none**
- V. Public Comment on Consent Agenda**
- VI. Consent Agenda – Recommendation of Superintendent/President, Discussion
and Adoption**
 1. Academic Affairs
*See Academic Affairs Agenda,
Pages 7-8*
 2. Student and Community Advancement
*See Student Services Agenda,
Pages 9-16*
 3. Administrative Services
See Administrative Services Agenda, Pages 17-31
 4. *See Measure "E" Bond Fund Agenda,
Pages 32-38*
 5. *See Human Resources Agenda,
Pages 39-55*
 6. Superintendent/President
*See Superintendent/President Agenda,
Pages 56-61*

VII. Public Comment on Non-Agenda Items

VIII. Oral Reports

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

<p>Board of Trustees Meeting Schedule for 2010 4:00 p.m. Board Room</p>

Tuesday, September 7, 2010
Monday, October 18, 2010
Monday, November 15, 2010
Monday, December 13, 2010

EL CAMINO COLLEGE STRATEGIC PLAN 2010 THROUGH 2014

Vision Statement

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

Mission Statement

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

Statement of Philosophy

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

Statement of Values

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

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

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

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

Diversity – We recognize and appreciate our similarities and differences.

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

Guiding Principles

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

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

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

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

Strategic Initiatives

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

EL CAMINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING OF
Monday, July 19, 2010

The Board of Trustees of the El Camino Community College District met at 4 p.m. on Monday, July 19, 2010, in the Board Room at El Camino College.

The following Trustees were present: Trustee Ray Gen, President; Trustee Maureen O'Donnell, Vice President; Trustee William Beverly, Secretary; Trustee Mary E. Combs, member; and Student Member Johanna Zamora. Trustee Jackson was absent due to illness.

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

Minutes of the Regular Board Meeting of June 21, 2010

The minutes of the Regular Board Meeting of June 21, 2010 were approved.

Public Hearing – Negotiations – El Camino Community College District and El Camino Police Officers Association

The Public Hearing for Negotiations between El Camino Community College District and El Camino Police Officers Association opened at 4:03 p.m. No public comments were made. Public Hearing closed at 4:04 p.m.

Consent Agenda

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

Academic Affairs

Board Policy 4020-Program, Curriculum and Course Development – Second Reading & Adoption

Board Policy 4100-Graduation Requirements for Degrees and Certificates- Second Reading & Adoption

~~*Mathematics, Engineering, Science Achievement Program – National Institute For Leadership Program~~

*Item withdrawn and no substitutions were made.

Proposed Curriculum Changes: Effective 2011-2012 Academic Year

Student and Community Advancement

Destruction of Records

International Travel – Amendment

Grants

Administrative Services

Contracts Under \$78,500

Contracts Over \$78,500

Resolution – California Department of Education

Purchase Orders and Blanket Purchase Orders

Measure E Bond Fund

Category Budgets and Balances

Change Order – HPS Mechanical – Phase 3 Infrastructure

Notice of Job Completion – Tropical Creations – Track Field Sod Replacement Project

Contract – S&K Engineers – Parking Lot Lighting Upgrade Project

Furniture Purchases – Various Vendors – Bookstore Modernization Project

Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

Adoption of Proposal for Negotiations Between El Camino Community College and the El Camino College Police Officers Association

President/Board of Trustees

Absence of a Board Member

Travel

Motion carried. Student Member Zamora recorded an advisory yes vote.

Board Calendar

It was moved by Trustee O'Donnell, seconded by Trustee Combs, that the August 16, 2010, Board meeting be moved to Thursday, August, 19, 2010, at 4 p.m. Motion carried.

Public Comment

Dr. Saul Panski and Ms. Toni Wasserberger spoke in support of the El Camino Community College District and Compton Community College District partnership. Mr. Nehasi Lee noted need for information in the Compton Community College District community. Mr. Vic Coutin read statement regarding Fine Arts. Seventeen people spoke about the African Dance Classes.

Closed Session

Meeting adjourned to a Closed Session at 6:00 p.m.

Adjournment

Meeting reopened at 7:10 p.m. and immediately adjourned.

William Beverly, Secretary of the Board

Thomas M. Fallo, Secretary to the Board

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

Page No.

A. Conference Attendance – Mathematics, Engineering, Science Achievement
(MESA) Program..... 8

ACADEMIC AFFAIRS

A. CONFERENCE ATTENDANCE – MATHEMATICS, ENGINEERING, SCIENCE ACHIEVEMENT (MESA) PROGRAM

It is recommended that the Board approve the MESA students listed below to attend the SACNAS (Society for Advancement of Chicanos and Native Americans in Science) conference in Anaheim, CA, from September 30–October 3, 2010. SACNAS is a society of scientists dedicated to fostering the success of Hispanic/Chicano and Native American scientists, from college students to professionals, in attaining advanced degrees, careers and positions of leadership. The \$225 registration fee will be covered by MESA. Arturo Hernandez, Director of MESA, will also attend the conference.

Charito Y. Flores
Vito Iaia
Brett Lopez

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

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STUDENT AND COMMUNITY ADVANCEMENT

A. COMMUNITY EDUCATION CLASSES FOR FALL 2010

It is recommended that the Board approve Community Education Classes for Fall 2010 as shown on pages .

B. DESTRUCTION OF RECORDS

It is recommended that the Board approve destruction of Class 3 Placement Testing Records and Accompanying Materials for 2000 through 2002. These records have met the required retention period.

Reference: Title 5 California Code of Regulations, California Community Colleges, Article 2, Sections 59023 - 59026

C. INTERNATIONAL TRAVEL

It is recommended that the Board approve international travel for Bronwen Madden and Kerry Bonner to travel to Hong Kong, China, October 30 through November 8, 2010, as part of the Green Export Enabler Program (GEEP), which is funded by the U. S. Department of Commerce. The goal of the trip is to allow accompanying U.S. businesses to participate in the premier environmental exhibition in Asia for the clean tech industry and to enable them to promote their products and services, as well as meet potential distributors. Estimated cost for the trip is \$7,000, which will be paid from the Green Export Enabler Program Grant.

D. GRANT – INFORMATION

It is recommended that the Board receive the following grant:

U. S. Department of Education – Centers of Excellence for Veteran Student Success.

The proposed project seeks to create a one-stop center to augment, enhance, and increase the academic success for veteran students attending El Camino College by providing comprehensive assistance and support to help them achieve their educational goals.

Project Director: Esperanza Nieto

Amount of Grant Funding from Granting Agency:	\$363,642
Amount of College Match (in-kind):	<u>\$480,105</u>
Total Amount of Grant:	\$843,747
Source of Matching Funds:	\$0
Indirect Rate:	\$0
Performance Period:	October 1, 2010 through September 30, 2011

STUDENT AND COMMUNITY ADVANCEMENT

E. GRANT – ACCEPTANCE

It is recommended that the Board accept the following grant:

South Bay Center for Community Development – Urban Teacher Fellowship. The proposed project is a sub-contract agreement between the South Bay Center for Community Development (SBCCD) and El Camino Community College District (ECCCD) to provide support to cohorts for low-income students who want to transfer to a university and become elementary school teachers.

Project Director: Dr. Gloria Miranda

Amount of Grant Funding from Granting Agency:	\$92,380
Amount of Match (cash):	\$ <u>-0-</u>
Total Amount of Grant:	\$92,380
Source of Matching Funds:	\$0
Indirect Rate:	\$0
Performance Period:	May 1, 2010 through June 30, 2011

STUDENT AND COMMUNITY ADVANCEMENT

F. ACCREDITATION TIMELINES FOR 2010-2011

It is recommended that the Board receive the Accreditation Timelines for 2010-2011 as shown below:

ACCREDITATION TIMELINES 2011-2011	
<i>Date</i>	<i>Activity</i>
July 27, 2010	Accreditation Task Force Meeting (review timeline)
August 17, 2010	Send Accreditation Task Force draft to review
August 23, 2010	1. Cabinet review of draft October 15, 2010 Progress Report 2. Identify Accreditation Self –Study Co-Chairs
August 24, 2010	Accreditation Task Force meeting (review Cabinet recommendations)
August 25, 2010	Senior Management review of draft October 15, 2010 Progress Report
September 1, 2010	Editorial revisions completed
September 7, 2010	Board reading of draft October 15, 2010 Progress Report
September 9, 2010	Publish updates in <i>President's Newsletter</i>
September 13, 2010	College Council review of draft response to Progress Report
September 20, 2010	Identify accreditation standards chairs and team members
September 21, 2010	Academic Senate review of draft response to Progress Report
September 29, 2010	Accreditation Task Force meeting (review Final Draft)
October 4, 2010	Cabinet review of Final Draft response to Progress Report
October 7, 2010	Publish updates in <i>President's Newsletter</i>
October 8, 2010	All editorial revisions completed
October 11, 2010	Mail October 15, 2010 Accreditation Progress Report to Commission
October/ November, 2010	Follow-up Team Visit
December, 2010	Preliminary Recommendations from visiting team
February, 2011	1. ACCJC Letter 2. Newsletter on ACCJC Letter and Recommendations
March, 2011	Begin responding to ACCJC Letter and writing Mid-term Progress Report responding to all eight Recommendations
April, 2011	Information forums on Accreditation Progress Report
March/ June, 2011	First Draft of Mid-Term Progress Report
Summer, 2011	Editing of Mid-Term Progress Report
August, 2011	Cabinet review of Mid-Term Progress Report
September, 2011	Board reading of Mid-Term Progress Report
October, 2011	Submission of Mid-Term Progress Report

STUDENT AND COMMUNITY ADVANCEMENT

G. **REVISION – 2011 SUMMER CALENDARS FOR EL CAMINO COLLEGE AND EL CAMINO COLLEGE COMPTON CENTER**

It is recommended that the Board approve revising the 2011 Summer School Calendars for El Camino College and El Camino College Compton Center to allow for flexibility in the event of the need to shift credit FTES from one academic year to another. The second six-weeks Summer Session at El Camino College Compton Center will be adjusted in order to end all summer classes on August 11, 2011. The Summer Calendar dates are shown below:

El Camino College:

Six-Week Session

June 20 through July 28, 2011

Eight-Week Session

June 20 through August 11, 2011

El Camino College Compton Center:

Six-Week Sessions

June 20 through July 28, 2011

July 5 through August 11, 2011

Eight-Week Session

June 20 through August 11, 2011

STUDENT AND COMMUNITY ADVANCEMENT

Community Education Classes – Fall 2010			
Course Title	Contract	Salary	Class Fee
2-Day Film School Crash Course	Film Institute, Hollywood	40%	\$395
Life Drawing Marathons	Life Painting Com	40%	\$18
Introduction to One Stroke Painting	Numamoto, April	40%	\$35
Night @ the Theatre! An Introduction to Live Theatre	Rojas, Delia	40%	\$45
Soap Making	Abdul, Quayum	40%	\$39
Candle Making	Abdul, Quayum	40%	\$39
Cake Decorating 101	Rosberg, Kirk	40%	\$150
Bath Products	Abdul, Quayum	40%	\$39
Tile Painting	Choe, Melenie	40%	\$25
Learn to Play Ukulele	Chang, Mitchell	40%	\$69
Beer Making – Home Brewing Basics	Froehlich, Mike	40%	\$75
Vegetarian Cooking – Easy & Nutritious	Vinick, Dr. Mark	40%	\$39
Tequila University	Stevens, Demi	40%	\$30
Tamales 101	Stevens, Demi	40%	\$30
Belly Dance: Basic Building Blocks, Class #1	Costello, Regine	40%	\$75
Belly Dance: Intermediate Elements and Choreography #2	Costello, Regine	40%	\$75
Belly Dance: Putting it All Together – Preparing for Performance #3	Costello, Regine	40%	\$75
Balloon Basic Training – Balloon Basics	Baker, Carolyn	40%	\$39
Belly Dance (Beginning)	Costello, Regine	40%	\$69
Belly Camp (A Belly Dance Workshop!)	Costello, Regine	40%	\$79
CPR and First Aid	Mundell, Shah	40%	\$45
Become a Notary Public – Prep Class	Public Seminars, Notary	40%	\$99
Become a Professional Child Visitation Monitor	Douglass, Shirley	40%	\$169
Pharmacy Technician Training Program	Boston Reed College	\$2,120 per student	\$2,825
The Business of Bartending	Nicholson, Kellie	40%	\$120
Clinical Medical Assistant	Boston Reed College	\$2,120	\$2,825

Training Program		per student	
Become a Notary Public – Renewing Notaries ONLY	Public Seminars, Notary	40%	\$50
Balloon Basic Training – Columns and Arches	Baker, Carolyn	40%	\$39
Balloon Basic Training – Themes	Baker, Carolyn	40%	\$39
Introduction to Voiceovers	Voices for All	40%	\$54
An Introduction to DJing	Barraza, Diana	40%	\$65
Floristry Training Certificate Program Series	Rodriguez, Roxana	40%	\$185
Used Vehicle Dealer Certification Start an Auto Wholesale Business!	Williams, Ronald	40%	\$69
Medical Billing & Coding Health Information Management 7-Class Series	Herbert, Vickie	40%	\$199/each \$1,199/series
Medical Billing & Coding Health Information Management 7-Class Series	Parker, Audra	40%	\$199/each \$1,199/series
BLS/CPR for Healthcare Provider	Mundell, Shah	40%	\$55
Negotiation Series: 4-Class Series	Georgen, Pearl	40%	\$39/each \$156/series
Negotiation Series – Advanced: 3-Class Series	Georgen, Pearl	40%	\$39/each \$117/series
Negotiation Series – Expert: 3-Class Series	Georgen, Pearl	40%	\$39/each \$117/series
Food Handler Certification	Kazanchyan, Gevork	40%	\$79
Me. INC: Personal and Professional Development Workshop	Herring, II, Milton	40%	\$29
Quickbooks Fundamentals	Farmer, Kevin	40%	\$115
Quickbooks Intermediate	Farmer, Kevin	40%	\$89
SAT Boot Camp (Grades 11-12)	Serradell, Diane	\$31 per hour	\$359
Tailored Tutoring: 2 to 1 (Grades 1 – 6)	Wilson, Linda	50%	\$199
SAT Boot Camp – Mock Exam	Serradell, Diane	\$31 per hour	\$0.00
UC Personal Statements: My Life in 1000 words	Arehart, Robin	40%	\$99
Academic Chess (Ages 5-13)	Chess, Academic	40%	\$79
Me. INC for Teens (Grades 9-12): Personal and Professional	Herring, II, Milton	40%	\$29

Development Workshop			
Self-Hypnosis for Self-Improvement	Carter, Jethro	40%	\$45
Stop Smoking Hypnosis Clinic	Carter, Jethro	40%	\$39
Yoga for Health & Relaxation – Beginning	Berman, RYT, Ron	40%	\$69
Yoga for Health & Relaxation – Intermediate	Berman, RYT, Ron	40%	69
Think Healthy, Be Thin, Stay Thin through Self-Hypnosis	Carter, Jethro	40%	\$39
Self-Hypnosis Stress Reduction & Relaxation Techniques	Carter, Jethro	40%	\$39
Capoeira – The Art of Brazil	Claverie, Courtney	40%	\$135
Basic yet Brutal: Women’s Self Defense	Thomas, Jennifer	40%	\$95
Weight Training & Stretching (Beginning)	Henry, Jeff	40%	\$69
Remake and Reshape your Body with Nutrition	Martin, Julie	40%	\$49
Financial Portfolio: Building Your Financial Portfolio on \$25 a Month	Christensen, Bobbie	40%	\$39
Retirement Planning Today	Takahashi, Larry	40%	\$39
Digital Photography – Basics Boot Camp	Morrison, Douglas	40%	\$24
Digital Photography – Basic Boot Camp 2	Morrison, Douglas	40%	\$59
Computer Basics Boot Camp for Older Adults	Fedderson, Dale	40%	\$45
Best of the Internet & MS Word	Fedderson, Dale	40%	\$45
Financial Planning for Women	Colescott, Cancade	40%	\$29

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

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Administrative Services

A. AB 2910 - QUARTERLY FISCAL STATUS REPORTS

It is recommended that the Board of Trustees receive the following Quarterly Financial Status Report for the quarter ending June 30, 2010. AB 2910, Chapter 1486, Statutes of 1986, requires that California community college districts report quarterly on their financial condition.

The report for June 30, 2010, is shown on the following Quarterly Financial Status Report for General Fund-Unrestricted (11).

FISCAL YEAR

2009-2010

Quarter Ended (Q4) June 30, 2010

<u>General Fund</u>	<u>2009-10 Budget</u>	<u>Year-to-Date Actuals</u>	<u>Percentage</u>
INCOME			
Federal	\$189,000	\$537,468	284.37%
State	69,288,032	68,005,199	98.15%
Local	37,661,938	38,121,022	101.22%
Interfund Transfers	<u>0</u>	<u>0</u>	
Total Income	\$107,138,970	\$106,663,689	
APPROPRIATIONS			
Academic Salaries	\$48,617,011	\$45,616,993	93.83%
Classified Salaries	24,154,861	23,107,848	95.67%
Staff Benefits	19,093,089	17,457,897	91.44%
Supplies/Books	1,552,422	1,335,281	86.01%
Other Operating Expenses	10,878,558	9,787,405	89.97%
Capital Outlay	544,075	492,517	90.52%
Other Outgo	<u>5,640,000</u>	<u>5,583,718</u>	99.00%
Total Appropriations	\$110,480,016	\$103,381,659	
Revenues over/(under) expenditures	<u>\$ (3,341,046)</u>	<u>\$ 3,282,030</u>	

B. NOTICE OF PUBLIC HEARING – 2010–2011 BUDGET

It is recommended that the Board of Trustees approve a public hearing to be held at the El Camino Community College District Board Room, Administration Building, on September 7, 2010, at 4 p.m.

The proposed budget will be on file and available for public inspection at the El Camino Community College District Administration Building, in the Office of the Vice President of Administrative Services, from August 30, 2010, through September 7, 2010, during regular business hours.

Additionally, on September 7, 2010, at the Board Meeting for the El Camino Community College District, the Board of Trustees will act to adopt a budget for 2010–2011 for the General Funds, Unrestricted and Restricted, General Fund-Compton Center Related, General Fund-Special Programs, Student Financial Aid Fund, Workers' Compensation Fund, Child Development Fund, Capital Outlay Projects Fund, General Obligation Bond Fund, Property and Liability Self-Insurance Fund, Dental Self-Insurance Fund, Bookstore Fund, Associated Students Funds, and Auxiliary Services Fund.

C. CONTRACTS UNDER \$78,500

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

- 1. Contractor: ABC DAY CARE**
Services: Contractor will provide part-time work activity opportunities for CalWORKs' students.
Requesting Dept.: Student Services - Counseling
Date(s): 7/1/10 – 6/30/11
Financial Terms: No cost to the District.
- 2. Contractor: FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES**
Services: Contractor will provide funding, fiscal management, and accountability services for the Child Development Careers WORKs Program operated by the District.
Requesting Dept.: Student Services – Resource Development
Date(s): 7/1/10 – 6/30/11
Financial Terms: Projected Gross Income \$41,750. (State Grant)
- 3. Contractor: J.K.S. MARKET**
Services: Contractor will provide part-time work activity opportunities for CalWORKs' students.

- Requesting Dept.:** Student Services - Counseling
Date(s): 7/1/10 – 6/30/11
Financial Terms: No cost to the District.
4. **Contractor:** **LENNOX SCHOOL DISTRICT**
Services: Contractor's students will be provided in-class instruction in pre-engineering.
Requesting Dept.: Academic Affairs – Industry and Technology
Date(s): 7/1/10 – 6/30/10
Financial Terms: No cost to the District. (Project Lead The Way)
5. **Contractor:** **LOS ANGELES COUNTY OFFICE OF EDUCATION (LACOE)**
Services: Contractor is the responsible agency for the coordination of the Medi-Cal Administrative Activities Program for the California County Superintendents Educational Services Contractor will provide services such as training, operational planning and site reviews.
Requesting Dept.: Student Services – Counseling
Date(s): 7/1/10 – 6/30/11
Financial Terms: Projected Gross Income \$46,000. (State Funded)
6. **Contractor:** **LOS ANGELES METROPOLITAN MEDICAL CENTER**
Services: Contractor will allow El Camino College nursing students use of its facility to gain required state clinical experience.
Requesting Dept.: Health Sciences and Athletics – Nursing Dept.
Date(s): 7/1/10 – 6/30/11
Financial Terms: No cost to the District.
7. **Contractor:** **RPF, INC.**
Services: Contractor will receive twenty-four hours of training in Lean Manufacturing.
Requesting Dept.: Student Services - Community Advancement
Date(s): 7/20/10 – 6/30/11
Financial Terms: Projected Gross Income \$4,003.
8. **Contractor:** **SOUTH BAY CENTER FOR COUNSELING**
Services: The District will provide job skills training in computers, STCW-95 Basic Safety Training and other training needs that meet the requirements of the U.S. Coast Guard.
Requesting Dept.: Student Services – Workplace Learning Resource Center
Date(s): 7/1/10 – 6/30/11

Financial Terms: Projected Gross Income \$33,600.

9. **Contractor:** **WORLD INSTRUCTOR TRAINING SCHOOLS**
Services: Contractor will provide a personal fitness training certification program course for community participants, to include classroom instruction.
Requesting Dept.: Community Advancement – Community Education
Date(s): 7/1/10 – 6/30/11
Financial Terms: Projected Gross Income \$1,000 to \$5,000.

D. CHANCELLOR’S OFFICE TAX OFFSET PROGRAM

It is recommended that the Board of Trustees approve the District’s participation in the Chancellor’s Office Tax Offset Program (COTOP). Through this program, unpaid fees of resident students and students paying out-of-state fees will be submitted for collection under the contract with the COTOP. Date(s) of service 10/1/10 – 12/20/11.

E. BID 2010-1/Printing of Community Education Class Schedules

It is recommended that the Board of Trustees approve the above titled bid, for printing of the Community Education Class Schedules, to the vendor listed below, in accordance with all specifications, terms, and conditions of Bid 2010-1. The period of service will be for one (1) year and may be extended for four (4) additional one-year periods, not to exceed a total of five (5) years, at mutually negotiated prices agreed upon by the seller and the District.

<u>PO</u>	<u>Vendor</u>	<u>Bid Amount</u>
TBD	San Dieguito Printers [3]	\$47,963.10 (1 st year only based on the median number of copies printed)

Other Bidders:

American Foothill	\$48,216.00
I Color Printing	\$62,640.00

“No Bid” Responses: 5

Non-Respondents: The Monaco Group; Marina Graphic Center; Pacific Graphics; Valley Printers.

F. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS

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

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
Fund 11	Unrestricted - El Camino			
P0400045	CDW-G	Technical Services	Repairs Parts And Supplies	\$1,503.58
P0400062	National Instruments	Information Technology	License Fee/Site Licenses	\$2,449.00
P0400064	Datatel, Inc.	Information Technology	Maintenance Contracts	\$296,470.00
P0400065	Association for	Institutional Research	Dues And Memberships	\$375.00
P0400066	American Educational	Institutional Research	Publications/ Periodicals And	\$59.95
P0400067	Data Blocks	Institutional Research	Non-Instruct Supplies	\$546.25
P0400068	Datatel, Inc.	Information Technology	Maintenance Contracts	\$54,690.00
P0400078	Monterey Graphics	Fiscal Services	Non-Instruct Supplies	\$1,068.66
P0400079	Source 4	Fiscal Services	Non-Instruct Supplies	\$313.10
P0400097	California Community	VP-SCA	Dues And Memberships	\$300.00
P0400098	CCS Presentation	Fire Academy 06-07	Instructional Supplies	\$822.76
P0400100	Dept.Of Toxic	Hazmat	Other Services And Expenses	\$332.50
P0400101	Monterey Graphics	Warehouse	Inventories, Stores, Prepaid I	\$2,396.94
P0400109	Campus Food Services	Outreach and School	Non-Instruct Supplies	\$900.00
P0400113	A-1 Office Concepts	Health,Safety and Risk	Non-Instruct Supplies	\$50.89
P0400114	IEW Systems	Fire Academy 06-07	Other Services And Expenses	\$225.00
P0400118	Legendary Ali Shabazz	Ctr for Arts Instr/Admin	Contract Services	\$250.00
P0400119	Nealya Brunson	Ctr for Arts Instr/Admin	Contract Services	\$250.00
P0400120	William T. Barrett	Ctr for Arts Instr/Admin	Contract Services	\$200.00
P0400121	Glenda Smith	Ctr for Arts Instr/Admin	Contract Services	\$200.00
P0400122	June I. Satton	Ctr for Arts Instr/Admin	Contract Services	\$200.00
P0400123	John F. Ryskowski	Ctr for Arts Instr/Admin	Contract Services	\$300.00
P0400127	Verizon Wireless	Health,Safety and Risk	Telephone	\$56.02
P0400131	Personalized Software	Information Technology	License Fee/Site Licenses	\$125.00
P0400132	OCLC, Inc	Music	Instructional Supplies	\$1,386.00
P0400133	Hershey Systems, Inc.	Information Technology	Maintenance Contracts	\$22,270.50
P0400134	CCCSAA	Student Affairs	Conferences Mgmt	\$300.00
P0400140	Vendapin Llc	Art Department	Instructional Supplies	\$751.04
P0400141	Liebert Cassidy	Human Resources	Contract Services	\$1,250.00
P0400146	Shredder Specialties	Admissions/Recors	Maintenance Contracts	\$179.50
P0400147	Shredder Specialties	Admissions/Recors	Maintenance Contracts	\$289.50
P0400148	CI Solutions	Information Technology	License Fee/Site Licenses	\$600.00
P0400149	Etudes, Inc.	Information Technology	License Fee/Site Licenses	\$92,500.00
P0400150	Paton Group	Information Technology	License Fee/Site Licenses	\$3,312.50
P0400151	Engineering.Com	Information Technology	License Fee/Site Licenses	\$5,275.00
P0400152	Turnitin	Information Technology	License Fee/Site Licenses	\$41,966.25
P0400153	Studica	Information Technology	License Fee/Site Licenses	\$12,090.00
P0400154	Abtech Systems,	Information Technology	License Fee/Site Licenses	\$7,468.00
P0400155	ADT Security Services	Human Resources	Contract Services	\$3,129.02
P0400156	ACCCA	Div Office Fine Arts	Dues And Memberships	\$300.00
P0400157	D-Prep, LLC	Campus Police	Conferences Mgmt	\$272.00
P0400158	Robert Tall &	Music	New Equipment - Instructional	\$47,000.00
P0400164	KHL Engineered	Copy Center	Instructional Supplies	\$632.49
P0400165	Xerox Corporation	Copy Center	Instructional Supplies	\$1,071.16
P0400167	Uline Shipping Supply	Art Department	Instructional Supplies	\$967.99
P0400168	Rio Grande Tool Co.	Art Department	Instructional Supplies	\$1,513.01
P0400169	Emlight Design	Ctr for Arts Production	Non-Instruct Supplies	\$10,749.06

P0400171	American Express	Information Technology	Transportation/ Mileage And	\$334.40
P0400173	CDW-G	Fire	Instructional Supplies	\$172.43
P0400174	Staples Advantage	Machine Tool	Repairs Parts And Supplies	\$116.03
P0400185	Eco-House, Inc.	Art Department	Instructional Supplies	\$1,303.28
P0400187	Xerox Corporation	Copy Center	Instructional Supplies	\$198.77
P0400188	Leonid Rachman	International Students	Conferences Mgmt	\$2,450.00
P0400189	CDW-G	Fiscal Services	Non-Instruct Supplies	\$227.43
P0400190	Konica Minolta	Community	Copiers	\$729.84
P0400191	Leonid Rachman	International Students	Conferences Mgmt	\$1,344.15
P0400192	NAFSA: Association of	International Students	Dues And Memberships	\$365.00
P0400195	Amazon.Com	History	Instructional Supplies	\$73.56
P0400198	Head Penn Racquet	Physical Education	Instructional Supplies	\$1,496.11
P0400199	Gunther Athletic Service	Physical Education	Instructional Supplies	\$1,499.62
P0400200	Paramount Fitness	Physical Education	Repairs Parts And Supplies	\$18.39
P0400201	Newstripe, Inc.	Physical Education	Repairs Parts And Supplies	\$110.57
P0400202	Muscle Dynamics	Physical Education	Repairs Parts And Supplies	\$194.58
P0400203	Klein Environmental	Physical Education	Instructional Supplies	\$781.17
P0400204	Monterey Graphics	Physical Education	Instructional Supplies	\$49.39
P0400206	Tomark Sports, Inc.	Physical Education	Instructional Supplies	\$395.44
P0400207	Offside Sports	Physical Education	Instructional Supplies	\$1,480.53
P0400209	Amazon.Com	Physical Education	Instructional Supplies	\$46.04
P0400210	Amazon.Com	Physical Education	Instructional Supplies	\$168.00
P0400211	SPRI	Physical Education	Instructional Supplies	\$1,091.23
P0400212	Archival Products	Music	Instructional Supplies	\$602.80
P0400213	West Coast Netting	Physical Education	Instructional Supplies	\$1,806.40
P0400214	California Pro Sports	Physical Education	Instructional Supplies	\$678.37
P0400215	California Pro Sports	Physical Education	Instructional Supplies	\$815.02
P0400216	JW Pepper of Los	Music	Instructional Supplies	\$196.09
P0400217	Monterey Graphics	Physical Education	Instructional Supplies	\$49.39
P0400218	Leyerle Publications	Music	Instructional Supplies	\$173.14
P0400219	Monterey Graphics	Physical Education	Instructional Supplies	\$49.39
P0400220	Thompson Enamel	Art Department	Instructional Supplies	\$297.03
P0400221	CCS Presentation	Psychology	Repairs - Instructional	\$1,696.00
P0400237	Unisource Corp.	Operations	Non-Instruct Supplies	\$837.94
P0400238	Maintex Inc.	Operations	Non-Instruct Supplies	\$951.32
P0400239	Empire Cleaning	Operations	Non-Instruct Supplies	\$29,264.25
P0400241	California Community	Presidents Office	Dues And Memberships	\$7,858.75
P0400242	Community College	Presidents Office	Dues And Memberships	\$1,500.00
P0400243	Empire Cleaning	Operations	Non-Instruct Supplies	\$67,741.00
P0400244	Bakbone Software	Information Technology	Maintenance Contracts	\$20,184.45
P0400245	K & J Magnetics, Inc.	Carpenter Shop	Non-Instruct Supplies	\$202.24
P0400247	Dell Computer	Technical Services	Repairs Parts And Supplies	\$203.87
P0400248	Monterey Graphics	Student Affairs	Non-Instruct Supplies	\$49.39
P0400249	Community College	Human Resources	Dues And Memberships	\$2,500.00
P0400259	AT&T Datacom, Inc	Information Technology	New Computer	\$21,868.73
P0400260	Monterey Graphics	Fiscal Services	Non-Instruct Supplies	\$812.15
P0400268	OmniUpdate	Information Technology	Maintenance Contracts	\$49,000.00
P0400272	MKH Electronics	Physical Education	Repairs Parts And Supplies	\$310.00
P0400278	JW Pepper of Los	Music	Instructional Supplies	\$107.02
P0400279	American Express	Counseling Office	Conferences Faculty	\$666.80
P0400281	Anixter	Information Technology	Non-Instruct Supplies	\$2,974.97
P0400282	Specialized Products	Information Technology	Non-Instruct Supplies	\$75.23
P0400283	South Coast Higher	Transfer Center	Dues And Memberships	\$50.00
P0400284	Graybar Electric	Information Technology	Non-Instruct Supplies	\$25.46

P0400286	Monterey Graphics	Counseling Office	Non-Instruct Supplies	\$49.39
P0400287	Monterey Graphics	Counseling Office	Non-Instruct Supplies	\$49.39
P0400291	Hydro Fit	Physical Education	Instructional Supplies	\$313.62
P0400302	California Community	Presidents Office	Dues And Memberships	\$28,742.00
P0400306	Hydro Tone Fitness	Physical Education	Instructional Supplies	\$239.61
P0400309	Intelligent Heart	Staff Development	Other Books	\$343.43
P0400311	Mountain Medical	Physical Education	Instructional Supplies	\$37.44
P0400312	Chronicle of Higher	Institutional Research	Publications/ Periodicals And	\$72.50
P0400313	Make Music, Inc.	Music	Instructional Supplies	\$190.00
P0400314	Los Angeles County	Human Resources	Dues And Memberships	\$8,435.40
P0400315	Time Clock Sales and	Financial Aid	Maintenance Contracts	\$75.00
P0400320	Two Year College	Chemistry	Dues And Memberships	\$35.00
P0400322	Manuel Saint Martin,	Human Resources	Other Services And Expenses	\$2,687.50
P0400326	Cosco Fire Protection	Facilities/Planning/Serv	Repairs Noninstructional	\$752.12
P0400329	CSCCU	Outreach and School	Non-Instruct Supplies	\$250.00
P0400330	UCLA Center for	Paramedic Academy	Contract Services	\$7,584.00
P0400332	Xpedx Paper &	Warehouse	Inventories, Stores, Prepaid I	\$1,756.11
P0400333	L.A. County Ems	Paramedic Academy	Contract Services	\$53,027.04
P0400339	NCMPR	Copy Center	Non-Instruct Supplies	\$270.00
P0400347	Industrial Metal Supply	Ctr for Arts Production	Non-Instruct Supplies	\$364.68
P0400348	Michael D. Blada	Carpenter Shop	Non-Instruct Supplies	\$709.64
P0400349	National Archive	Div Office Instr.	Publications-Magazines	\$9,211.63
P0400350	United Printers	Counseling Office	Non-Instruct Supplies	\$679.35
P0400354	Dell Computer	Technical Services	Repairs Parts And Supplies	\$1,061.83
P0400365	Regents, University of	First Year Experience	Conferences Mgmt	\$210.00
P0400368	Real Volleyball	Physical Education	Instructional Supplies	\$1,415.90
P0400370	P & O Movers	Music	Repairs Parts And Supplies	\$315.00
P0400373	Promo Direct	Staff Development	Non-Instruct Supplies	\$311.53
P0400374	Eureka - California	Career Center	Other Services And Expenses	\$2,179.54
Fund 11 Total: 130				\$968,919.48

Fund 12 Restricted - El Camino

P0400063	Biometrics4ALL, Inc.	Parking-Student	Maintenance Contracts	\$2,278.64
P0400072	Amazon.Com	STEM transfer-Hispanic	Non-Instruct Supplies	\$176.36
P0400073	Assist Design	STEM transfer-Hispanic	Non-Instruct Supplies	\$581.68
P0400074	Fast Deer Bus Charter	STEM transfer-Hispanic	Transportation	\$433.27
P0400075	Fast Deer Bus Charter	STEM transfer-Hispanic	Transportation	\$433.27
P0400102	Taser International	Parking-Student	Other Services And Expenses	\$450.00
P0400103	Precision Locker	Parking-Student	New Equipment -	\$576.51
P0400104	PLC Consulting	Responsive Training	Conferences Mgmt	\$154.66
P0400105	WCT Products	Parking-Student	New Equipment -	\$3,310.80
P0400106	Battery Specialties	Parking-Student	New Equipment -	\$501.39
P0400108	Pacific Parking	Parking-Student	New Equipment -	\$15,883.27
P0400110	CDW-G	Parking-Student	New Equipment -	\$1,388.35
P0400112	CDW-G	Parking-Student	New Equipment -	\$98.78
P0400115	B & H Photo-Video	Parking-Student	New Equipment -	\$162.75
P0400117	Grainger	EWD/CTE Grant	Non-Instruct Supplies	\$1,027.75
P0400124	Southern California	Egypt Initiative	Other Services And Expenses	\$33.62
P0400125	Southern California	Egypt Initiative	Other Services And Expenses	\$31.46
P0400128	Time Warner Cable	Egypt Initiative	Other Services And Expenses	\$54.11
P0400129	Study in the Usa	El Camino Language	Multi Media Advertising	\$5,300.00
P0400135	Harbor Freight Tools	EWD/CTE Grant	Non-Instruct Supplies	\$3,766.25
P0400136	Pepperball	Parking-Student	Non-Instruct Supplies	\$678.50
P0400143	Tooling U	EWD/CTE Grant	Non-Instruct Supplies	\$3,062.50

P0400144	American Express	Responsive Training	Transportation/ Mileage And	\$179.40
P0400145	American Express	Responsive Training	Transportation/ Mileage And	\$179.40
P0400159	Mike Raahauge	Parking-Student	In-Service Training	\$400.00
P0400160	B & H Towing	Parking-Student	Repairs Non Instr	\$25.00
P0400163	Anytime Tools	EWD/CTE Grant	Non-Instruct Supplies	\$1,698.70
P0400170	Samy's Camera	Art Dept Donations	Non-Instruct Supplies	\$718.07
P0400172	Ricoh Business	Community	Non-Instruct Supplies	\$76.05
P0400175	SDSU Research	EWD/CTE Grant	Conferences Mgmt	\$3,500.00
P0400181	Brite Carpet Cleaning	Community	Other Services And Expenses	\$436.00
P0400182	CCS Presentation	Behavioral & Soc Sci	New Equipmen-Instr. \$5k less	\$2,278.20
P0400184	CDW-G	Behavioral & Soc Sci	Instr.CompEquip less than\$5k	\$1,526.75
P0400186	Imageworks	Parking-Student	Maintenance Contracts	\$375.00
P0400208	Staples Advantage	Community	Non-Instruct Supplies	\$115.81
P0400224	Campus Food Services	STEM transfer-Hispanic	Non-Instruct Supplies	\$144.87
P0400225	Campus Food Services	STEM transfer-Hispanic	Non-Instruct Supplies	\$144.87
P0400230	Zach Power, Inc.	Natural Sciences	New Computer	\$8,312.98
P0400231	R & D Printing	STEM transfer-Hispanic	Non-Instruct Supplies	\$108.65
P0400233	Mimousa Language	El Camino Language	Contract Services	\$300.00
P0400234	CJR Education	El Camino Language	Contract Services	\$600.00
P0400235	CJR Education	El Camino Language	Contract Services	\$300.00
P0400236	Yuhak Times Co., Ltd.	El Camino Language	Contract Services	\$1,800.00
P0400240	Campus Food Services	STEM transfer-Hispanic	Non-Instruct Supplies	\$278.87
P0400246	Bothwell Automotive,	Parking-Student	Repairs Non Instr	\$225.00
P0400250	Shredder Specialties	Parking-Student	Maintenance Contracts	\$189.50
P0400251	IACLEA	Parking-Student	Dues And Memberships	\$250.00
P0400252	Code 4	Parking-Student	In-Service Training	\$198.00
P0400253	CopWare	Parking-Student	Publications/ Periodicals And	\$156.67
P0400254	South Bay Regional	Parking-Student	New Equipment -	\$722.89
P0400256	Qquest Asset	Parking-Student	Software	\$5,511.40
P0400262	Language Line	Parking-Student	Other Services And Expenses	\$0.00
P0400263	Nxlevel Education	SBDC Program Income	Non-Instruct Supplies	\$920.00
P0400269	Lula Washington	Artes de El Camino	Contract Services	\$3,974.99
P0400270	Dell Computer	Ref & Lane Tech(Smg	Instr.CompEquip less than\$5k	\$2,311.85
P0400277	Sandra J. Parvis	CCAMPIS prior year	Dues And Memberships	\$250.00
P0400285	Recording for the Blind	DSPS	Dues And Memberships	\$775.00
P0400288	NASFAA	Administration	Dues And Memberships	\$1,977.00
P0400299	Aquarium of the Pacific	STEM transfer-Hispanic	Non-Instruct Supplies	\$400.00
P0400303	Lamar Photography &	SBDC Program Income	Contract Services	\$493.88
P0400307	MSC Industrial Supply	EWD/CTE Grant	Non-Instruct Supplies	\$1,642.14
P0400308	MSC Industrial Supply	EWD/CTE Grant	Non-Instruct Supplies	\$1,970.56
P0400310	National Institute for	EWD/CTE Grant	Non-Instruct Supplies	\$1,275.00
P0400321	Fast Deer Bus Charter	EWD/CTE Grant	Transportation/ Mileage And	\$620.73
P0400323	Dell Computer	EWD/CTE Grant	Non-Instruct Supplies	\$238.36
P0400324	Jameco Electronics	EWD/CTE Grant	Non-Instruct Supplies	\$1,085.76
P0400325	Jameco Electronics	EWD/CTE Grant	Non-Instruct Supplies	\$273.72
P0400331	Leland	(STCW) Standards for	Non-Instruct Supplies	\$114.27
P0400334	Datamax O'Neil Printer	Parking-Student	Non-Instruct Supplies	\$6,919.21
P0400335	South Bay Municipal	Parking Violations DMV	Other Services And Expenses	\$8,462.50
P0400336	Bothwell Automotive,	Parking-Student	Repairs Non Instr	\$350.00
P0400337	B & H Towing	Parking-Student	Repairs Non Instr	\$25.00
P0400338	Bearcom	Parking-Student	Other Services And Expenses	\$50.00
P0400340	John Wiley & Sons Inc.	DSPS	Publications-Magazines	\$168.75
P0400341	Fotronic Corp	I&T Division	Instructional Supplies	\$2,510.09
P0400343	Project Lead the Way,	I&T Division	Instructional Supplies	\$1,469.80
P0400344	Johnstone Supply	Ref & Lane Tech(Smg	New Equipment - Instructional	\$644.40
P0400367	National Institute for	EWD/CTE Grant	Non-Instruct Supplies	\$225.00

		Fund 12 Total: 78		\$110,284.01
Fund 15	General Fund -Special Programs			
P0400166	Law Offices of Larry	Institutional Services	Legal	\$4,275.00
P0400228	American Express	Project Success	Conferences Classified	\$219.40
P0400316	Ahn's Piano and Organ	Music	New Equipment - Instructional	\$29,999.99
P0400369	Morey's Music Store	Music	New Equipment - Instructional	\$19,999.97
		Fund 15 Total: 4		\$54,494.36
Fund 61	Workers' Compensation			
P0400069	Southern California	Purchasing and	Excess Insurance Liability	\$1,114,366.00
		Fund 61 Total: 1		\$1,114,366.00
Fund 62	Property & Liability			
P0400095	SWACC	Purchasing and	Excess Insurance	\$587,920.00
P0400096	Student Insurance	Health,Safety and Risk	Insurance	\$156,409.00
P0400116	Keenan & Associates	Purchasing and	Liability - Self Insurance	\$28,014.00
P0400305	El Camino Community	Purchasing and	Liability - Self Insurance	\$11,612.91
P0400346	SWACC	Purchasing and	Liability - Self Insurance	\$10,370.00
		Fund 62 Total: 5		\$794,325.91
Fund 79	Auxiliary Services			
P0400099	Alert Services, Inc.	Radiologic Tech	Non-Instruct Supplies	\$1,833.38
P0400107	Dynatronics, Corp.	Radiologic Tech	Non-Instruct Supplies	\$2,649.26
P0400197	Ecolab, Inc.	Radiologic Tech	Non-Instruct Supplies	\$2,906.84
P0400226	Staples Advantage	Humanities	Non-Instruct Supplies	\$121.82
P0400271	Monterey Graphics	Student Affairs	Non-Instruct Supplies	\$1,820.75
		Fund 79 Total: 5		\$9,332.05
Fund 82	Scholarships & Trust/Agency			
P0400196	Ecolab, Inc.	Health Sciences and	Fundraising	\$1,357.72
P0400301	Real Volleyball	Health Sciences and	Fundraising	\$1,504.74
		Fund 82 Total: 2		\$2,862.46
		PO Funds Total: 225		\$3,054,584.27
Fund 11	Unrestricted - El Camino			
B0400010	Xerox Capital Services,	Testing Center	Maintenance Contracts	\$461.88
B0400019	Steris Corporation	Div Office Nat Sciences	Maintenance Contracts	\$5,105.45
B0400193	GE Mobile Water, Inc.	Div Office Nat Sciences	Maintenance Contracts	\$9,608.00
B0410239	Sims Welding Supply	Welding	Other Instr Supplies	\$10,000.00
B0410240	Sims Welding Supply	Welding	Instructional Supplies	\$10,000.00
B0410241	ECCD Petty Cash	Welding	Instructional Supplies	\$200.00
B0410242	McMaster Carr	Welding	Instructional Supplies	\$4,000.00

B0410243	Action Sales & Metal	Welding	Instructional Supplies	\$4,000.00
B0410244	E.C.C.C.D. Bookstore	Outreach and School	Non-Instruct Supplies	\$2,000.00
B0410245	Verizon Wireless	Outreach and School	Non-Instruct Supplies	\$1,200.00
B0410246	Torrance Electronics	Electronics	Repairs Parts And Supplies	\$200.00
B0410247	ECCD Petty Cash	Electronics	Repairs Parts And Supplies	\$200.00
B0410248	Torrance Electronics	Electronics	Instructional Supplies	\$500.00
B0410249	ECCD Petty Cash	Electronics	Instructional Supplies	\$350.00
B0410250	Lovelady Hardware	Electronics	Instructional Supplies	\$200.00
B0410251	ACNT	Electronics	Instructional Supplies	\$2,500.00
B0410252	ECCD Petty Cash	Administrative Of	Instructional Supplies	\$100.00
B0410253	School Services of	Institutional Services	Contract Services	\$1,800.00
B0410254	Sixten and Associates	Fiscal Services	Other Services And Expenses	\$24,000.00
B0410267	Verizon Wireless	Administrative Services	Telephone	\$2,000.00
B0410268	At&t Mobility	Administrative Services	Telephone	\$5,600.00
B0410273	Calmet Services	Utilities	Waste Disposal	\$45,000.00
B0410274	Bee Professionals, Inc.	Facilities/Planning/Serv	Repairs Noninstructional	\$700.00
B0410275	CCS Presentation	Audio/Visual	Repairs - Instructional	\$1,500.00
B0410276	CCS Presentation	Audio/Visual	Instructional Supplies	\$1,500.00
B0410285	Liebert Cassidy	Institutional Services	Legal	\$4,500.00
B0410286	Parker & Covert Llp	Institutional Services	Legal	\$50,000.00
B0410287	Law Offices of Larry	Institutional Services	Legal	\$50,000.00
B0410288	U.S. Healthworks	Human Resources	Other Services And Expenses	\$3,000.00
B0410289	Providence Medical	Human Resources	Other Services And Expenses	\$11,500.00
B0410290	Department of Justice	Human Resources	Fingerprinting fee	\$28,000.00
B0410291	Ad Club	Human Resources	Multi Media Advertising	\$25,000.00
B0410292	Keenan & Associates	Institutional Services	Legal	\$40,000.00
B0410295	Xpedx	Ctr for Arts Promo	Non-Instruct Supplies	\$800.00
B0410296	E.C.C. Public	Ctr for Arts Promo	Multi Media Advertising	\$750.00
B0410297	KUSC Fm 91.5	Ctr for Arts Promo	Multi Media Advertising	\$8,000.00
B0410298	Pacific Graphics	Ctr for Arts Promo	Multi Media Advertising	\$10,000.00
B0410299	ECCD Petty Cash	Ctr for Arts Promo	Non-Instruct Supplies	\$5,000.00
B0410300	Torrance Postmaster	Ctr for Arts Promo	Postage	\$4,700.00
B0410301	Nextel/Sprint	Ctr for Arts Instr/Admin	Contract Services	\$4,000.00
B0410303	Ronald S. & Betty M.	Transition Center for	Building Rental	\$42,875.00
B0410304	M & K Metal Co.	Machine Tool	Instructional Supplies	\$500.00
B0410305	McMaster Carr	Machine Tool	Instructional Supplies	\$1,800.00
B0410306	Domestic Linen Supply	Machine Tool	Laundry	\$3,490.00
B0410307	MSC Industrial Supply	Machine Tool	Repairs Parts And Supplies	\$350.00
B0410308	McMaster Carr	Machine Tool	Repairs Parts And Supplies	\$350.00
B0410309	Tigerdirect.Com	Machine Tool	Instructional Supplies	\$500.00
B0410310	ECCD Petty Cash	Machine Tool	Instructional Supplies	\$200.00
B0410311	MSC Industrial Supply	Machine Tool	Instructional Supplies	\$1,800.00
B0410312	EBSCO Subscription	Music Library	Instructional Supplies	\$600.00
B0410313	Marshall Music	Music	Instructional Supplies	\$2,500.00
B0410314	Emerson Music	Music	Instructional Supplies	\$4,000.00
B0410315	Morey's Music Store	Music	Instructional Supplies	\$2,000.00
B0410316	ECCD Petty Cash	Physical Education	Instructional Supplies	\$1,500.00
B0410317	Medical Processor	Rad Tech	Maintenance Contracts	\$2,400.00
B0410319	Medco Sports Medicine	Athletics-	Non-Instruct Supplies	\$5,500.00
B0410321	Torrance Electronics	Music	Repairs Parts And Supplies	\$1,000.00
B0410322	Torrance Electronics	Theatre/Dance	Repairs Parts And Supplies	\$500.00
B0410323	L.A. Metropolitan	Family Consumer	Repairs - Instructional	\$600.00
B0410324	Vecchiarelli Brothers,	Family Consumer	Instructional Supplies	\$1,300.00
B0410325	ECCD Petty Cash	Family Consumer	Instructional Supplies	\$250.00
B0410332	Airgas West	Student Affairs	General Office Supplies	\$1,500.00

B0410333	Domestic Linen Supply	Copy Center	Laundry	\$675.00
B0410334	E.C.C.C.D. Bookstore	Copy Center	Instructional Supplies	\$200.00
B0410335	Kelly Paper Company	Copy Center	Non-Instruct Supplies	\$1,000.00
B0410336	M & M Book Bindery	Copy Center	Printing	\$1,500.00
B0410337	Numbers America	Copy Center	Printing	\$500.00
B0410338	Xpedx Paper &	Copy Center	Non-Instruct Supplies	\$1,500.00
B0410340	ECCD Petty Cash	Human Resources	Non-Instruct Supplies	\$500.00
B0410341	Campus Food Services	Human Resources	Other Services And Expenses	\$1,000.00
B0410346	Sperian	Fire Academy 06-07	Repairs - Instructional	\$700.00
B0410349	Robert J. Campbell	Public Relations &	PSA Contract Services	\$24,000.00
B0410351	ECCD Petty Cash	Fire Academy 06-07	Non-Instruct Supplies	\$900.00
B0410352	Broadline Distributing	Fire Academy 06-07	Instructional Supplies	\$2,300.00
B0410353	Southland Lumber	Fire Academy 06-07	Instructional Supplies	\$2,800.00
B0410354	Alpha & Omega	Fire Academy 06-07	Repairs - Instructional	\$3,250.00
B0410355	Burton's Saw	Fire Academy 06-07	Repairs - Instructional	\$700.00
B0410356	Fail Safe Testing	Fire Academy 06-07	Repairs - Instructional	\$900.00
B0410357	Kirk's Diesel	Fire Academy 06-07	Repairs - Instructional	\$2,000.00
B0410358	Pacific Tire Motorsports	Fire Academy 06-07	Repairs - Instructional	\$1,000.00
B0410359	Anderson Repair	Facilities/Planning/Serv	Repairs Noninstructional	\$2,000.00
B0410370	Abtech Systems,	Facilities/Planning/Serv	Repairs Noninstructional	\$16,194.00
B0410371	Airgas	Physics	Other Instr Supplies	\$1,800.00
B0410379	ECCD Petty Cash	Physics	Instructional Supplies	\$1,000.00
B0410380	Airgas	Art Department	Instructional Supplies	\$1,500.00
B0410396	Cisco Webex, Llc	Ed & Community	Multi Media Advertising	\$1,000.00
B0410403	Battery Systems-Long	Electric Shop	Non-Instruct Supplies	\$1,000.00
B0410404	ECCD Petty Cash	Div Office Fine Arts	Instructional Supplies	\$400.00
B0410406	Xerox Corporation	Copy Center	Copiers	\$210,000.00
B0410407	ECCD Petty Cash	Student Affairs	Non-Instruct Supplies	\$300.00
B0410409	ECCD Petty Cash	V.P. Academic Affairs	Non-Instruct Supplies	\$200.00
B0410410	ECCD Petty Cash	Astronomy	Instructional Supplies	\$300.00
B0410413	American Foothill	Public Relations &	Printing	\$10,000.00
B0410414	Phillips Plywood Co.,	Carpenter Shop	Non-Instruct Supplies	\$1,000.00
B0410415	Xerox Capital Services,	Copy Center	Maintenance Contracts	\$200.00
B0410416	E.C.C.C.D. Bookstore	Div Office Fine Arts	Other Books	\$600.00
B0410421	Pyro-Comm Systems,	Facilities/Planning/Serv	Repairs Noninstructional	\$10,450.00
B0410429	Southland Lumber	Construction	Instructional Supplies	\$3,400.00
B0410430	Crenshaw Lumber	Construction	Instructional Supplies	\$7,000.00
B0410431	M & K Metal Co.	Fire Academy 06-07	Instructional Supplies	\$200.00
B0410432	Grainger	Fire Academy 06-07	Instructional Supplies	\$225.00
B0410433	Allstar Fire Equipment	Fire Academy 06-07	Instructional Supplies	\$225.00
B0410441	Monterey Graphics	Staff Development	Non-Instruct Supplies	\$900.00
B0410442	Spinitar Presentation	Staff Development	Non-Instruct Supplies	\$1,000.00
B0410444	Campus Food Services	Staff Development	Contract Services	\$6,000.00
B0410445	ECCD Petty Cash	Staff Development	Non-Instruct Supplies	\$1,500.00
B0410446	Anza Rents	Staff Development	Other Rentals	\$1,500.00
B0410447	Merchant AYU Tech	Information Technology	Maintenance Contracts	\$2,065.80
B0410451	Advanced Masonry &	Grounds	Repairs Noninstructional	\$5,404.00
B0410456	All Points Capital Corp.	Purchasing and	Copiers	\$0.01
B0410457	Ricoh Corp	Purchasing and	Copiers	\$0.01
B0410458	Phillips Plumbing	Facilities/Planning/Serv	Repairs Noninstructional	\$3,000.00
B0410462	AT&T Mobility	Public Relations &	Telephone	\$1,500.00
B0410463	Daily Breeze, the	Public Relations &	Multi Media Advertising	\$10,000.00
B0410464	Easy Reader, the	Public Relations &	Multi Media Advertising	\$10,000.00
B0410465	Facebook	Public Relations &	Multi Media Advertising	\$25,000.00

B0410466	Lisa's Gallery	Public Relations &	Instructional Supplies	\$325.00
B0410467	Manhattan Beach	Public Relations &	Dues And Memberships	\$250.00
B0410468	Mid City Mailing	Public Relations &	Postage	\$20,000.00
B0410469	National Cinemedia	Public Relations &	Multi Media Advertising	\$30,000.00
B0410470	National TV Radio	Public Relations &	Multi Media Advertising	\$25,000.00
B0410471	National TV Radio	Public Relations &	Multi Media Advertising	\$30,000.00
B0410472	National TV Radio	Public Relations &	Radio Advertising	\$100,000.00
B0410473	National Promotions &	Public Relations &	Printing	\$80,000.00
B0410474	Pauls Photo, Inc.	Public Relations &	Non-Instruct Supplies	\$2,500.00
B0410475	ECCD Petty Cash	Public Relations &	Instructional Supplies	\$250.00
B0410476	Redondo Beach	Public Relations &	Dues And Memberships	\$500.00
B0410477	Redondo Beach Rotary	Public Relations &	Dues And Memberships	\$750.00
B0410478	San Dieguito Printers	Public Relations &	Printing	\$80,000.00
B0410479	Screen Vision Direct	Public Relations &	Multi Media Advertising	\$7,500.00
B0410480	Torrance Chamber of	Public Relations &	Dues And Memberships	\$500.00
B0410493	E.C.C. Public	First Year Experience	Non-Instruct Supplies	\$1,000.00
Fund 11 Total: 132				\$1,214,354.15

Fund 12 Restricted - El Camino

B0410235	South Bay Regional	Parking-Student	Maintenance Contracts	\$7,383.96
B0410236	South Bay Regional	Parking-Student	Maintenance Contracts	\$16,460.04
B0410237	Pacific Parking	Parking-Student	Maintenance Contracts	\$22,050.00
B0410238	CDW Corporation	Parking-Student	Maintenance Contracts	\$1,955.00
B0410256	Cambridge	Contract Education	Non-Instruct Supplies	\$5,000.00
B0410269	Jeg Cleaners	Parking-Student	Dry Cleaning	\$3,700.00
B0410270	Nextel Enterprise -	Parking-Student	Other Services And Expenses	\$5,400.00
B0410271	Village Auto Spa	Parking-Student	Other Services And Expenses	\$4,200.00
B0410272	Enterprise Fleet	Parking-Student	Other Rentals	\$2,500.00
B0410278	ECCD Petty Cash	Contract Education	Non-Instruct Supplies	\$2,000.00
B0410279	SJM Industrial Radio	Contract Education	Other Rentals	\$456.00
B0410280	Mobile Advanced	WPLRC PIC Aerospace	Contract Services	\$70,000.00
B0410281	Impact Training, Inc.	WPLRC PIC Aerospace	Contract Services	\$30,000.00
B0410282	E.C.C. Public	Parking-Student	Reproduction -	\$3,000.00
B0410283	City of Torrance	Parking-Student	Other Services	\$10,000.00
B0410284	Verizon Wireless	Parking-Student	Other Services And Expenses	\$1,800.00
B0410293	Westway Uniforms, Inc.	Parking-Student	Non-Instruct Supplies	\$5,000.00
B0410294	Galls Long Beach	Parking-Student	Non-Instruct Supplies	\$2,000.00
B0410318	ECCD Petty Cash	STEM transfer-Hispanic	Non-Instruct Supplies	\$800.00
B0410327	Cadstar, Inc.	Parking-Student	Contract Services	\$10,000.00
B0410329	Davey's Car Wash &	Parking-Student	Other Services And Expenses	\$3,000.00
B0410330	M & K Metal Co.	EWD/CTE Grant	Non-Instruct Supplies	\$1,500.00
B0410331	MSC Industrial Supply	EWD/CTE Grant	Non-Instruct Supplies	\$3,500.00
B0410339	ECCD Petty Cash	Artes de El Camino	Non-Instruct Supplies	\$7,000.00
B0410342	Campus Food Services	El Camino Language	Non-Instruct Supplies	\$3,000.00
B0410343	E.C.C.C.D. Bookstore	El Camino Language	Other Books	\$5,000.00
B0410344	ECCD Petty Cash	El Camino Language	Other Instr Supplies	\$3,500.00
B0410345	Sysco Food Services	CCAMPIS prior year	Non-Instruct Supplies	\$2,000.00
B0410369	Backgrounds Unlimited	Parking-Student	Contract Services	\$10,000.00
B0410372	Educational Testing	El Camino Language	Other Instr Supplies	\$1,700.00
B0410374	Diversified Publications	(STCW) Standards for	Multi Media Advertising	\$1,944.00
B0410377	Braumiller Schultz, Llc	Responsive Training	Contract Services	\$5,000.00
B0410378	E.C.C. Public	STEM transfer-Hispanic	Non-Instruct Supplies	\$400.00
B0410387	The Training Source	WPLRC Technical	Contract Services	\$50,000.00
B0410388	The Training Source	WPLRC Technical	Contract Services	\$50,000.00
B0410389	Saddler Consulting	WPLRC Technical	Contract Services	\$60,000.00

B0410390	Osterling Consulting,	Cact CA Employee	Contract Services	\$40,000.00
B0410391	Judy Shane	WPLRC Technical	Contract Services	\$40,000.00
B0410392	HR Confidential, Llc	WPLRC Technical	Contract Services	\$40,000.00
B0410393	APICS	Cact CA Employee	Contract Services	\$50,000.00
B0410397	Tallymark 5 Associates	Cact CA Employee	Contract Services	\$35,000.00
B0410398	Systems Quality	Cact CA Employee	Contract Services	\$30,000.00
B0410399	Knowledge Process,	WPLRC Technical	Contract Services	\$15,000.00
B0410400	Jewell & Associates	WPLRC - ETP	Contract Services	\$50,000.00
B0410401	Information	Cact CA Employee	Contract Services	\$25,000.00
B0410402	DLI & Associates	Cact CA Employee	Contract Services	\$80,000.00
B0410411	Accent Gold Solutions,	Community	Contract Services	\$262.50
B0410420	Raymond Jacobs	Matching - IDRC, etc.	Contract Services	\$1,760.00
B0410422	Hong Kong Trade	IDRC Green	Contract Services	\$32,000.00
B0410427	McMaster Carr	I&T Division	Instructional Supplies	\$300.00
B0410428	Jameco Electronics	I&T Division	Instructional Supplies	\$750.00
B0410437	Purdue University Accts	NSF-Aerospace Mfg Ed	Contract Services	\$55,130.00
B0410438	Butler Community	NSF-Aerospace Mfg Ed	Contract Services	\$20,819.00
B0410439	Oregon Institute of	NSF-Aerospace Mfg Ed	Contract Services	\$56,875.00
B0410443	Larry Bressler	SBDC Program Income	PSA Contract Services	\$600.00
B0410449	Anne Dumke	Parking-Student	PSA Contract Services	\$2,000.00
B0410450	Herb Irvine	Parking-Student	PSA Contract Services	\$2,000.00
B0410452	E.C.C. Public	EOPS	Reproduction -	\$4,970.00
B0410453	ECCD Pty Csh	EOPS	Non-Instruct Supplies	\$1,000.00
B0410454	Torrance Electronics	I&T Division	Instructional Supplies	\$500.00
B0410455	Sprint	Community	Telephone	\$2,400.00
B0410482	ECCD Petty Cash	EOPS CARE	Non-Instruct Supplies	\$500.00
B0410490	Custom Corporate	Cact CA Employee	Contract Services	\$230,000.00

Fund 12 Total: 63 **\$1,228,115.50**

Fund 33 Child Development

B0410405	Konica Minolta	CDC	Maintenance Contracts	\$500.00
B0410408	Konica Minolta	CDC	Maintenance Contracts	\$500.00

Fund 33 Total: 2 **\$1,000.00**

Fund 41 Capital Outlay

B0410165	Montgomery Hardware	Door&Window Syst	Buildings	\$13,127.84
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Fund 41 Total: 1 **\$13,127.84**

Fund 63 Dental Self-Insurance

B0410277	California Schools	Dental Self Ins	Benefits And Claims Paid	\$975,960.00
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Fund 63 Total: 1 **\$975,960.00**

Fund 79 Auxiliary Services

B0410302	E.C.C. Public	Health Sciences and	Non-Instruct Supplies	\$3,400.00
B0410365	Certif-A-Gift	Student Affairs	Non-Instruct Supplies	\$10,850.00

B0410366	Campus Food Services	VP-SCA	Non-Instruct Supplies	\$1,000.00
B0410367	American Foothill	Humanities	Non-Instruct Supplies	\$12,000.00
B0410368	American Foothill	Humanities	Non-Instruct Supplies	\$29,000.00
B0410418	E.C.C. Public	Counseling Office	Non-Instruct Supplies	\$500.00
B0410419	E.C.C. Public	Counseling Office	Non-Instruct Supplies	\$300.00
Fund 79 Total: 7				\$57,050.00
			BPO Funds Total: 206	\$3,489,607.49
			<u>Grand Total POs and BPOs: 431</u>	\$6,544,191.76

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

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Administrative Services – Measure E Bond Fund

A. CATEGORY BUDGETS AND BALANCES

**GENERAL OBLIGATION BOND FUND CATEGORIES
AND PROJECT SUMMARY**

The following table reports Measure E expenditures and commitments through July 31, 2010.

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Additional Classrooms and Modernization	\$234,786,931	\$76,509,872	\$23,721,978	\$134,555,080
Campus Site Improvements	32,412,313	24,656,831	198,446	7,557,036
Energy Efficiency Improvements	2,818,000	2,756,426	0	61,574
Health and Safety Improvements	129,899,016	43,260,486	3,029,804	83,608,726
Information Technology and Equipment	24,678,355	11,553,936	17,795	13,106,625
Physical Education Facilities Improvements	<u>572</u>	<u>572</u>	<u>0</u>	<u>0</u>
TOTAL	<u>\$424,595,187</u>	<u>\$158,738,124</u>	<u>\$26,968,023</u>	<u>\$238,889,041</u>

B. CONTRACT – tBP ARCHITECTURE, INC. – SHOPS BUILDING REPLACEMENT

It is recommended the Board of Trustees approve entering into a contract with the architectural firm of tBP Architecture to provide the necessary architectural, engineering and interior design services to design and construct the Shops building Replacement.

The fee for these services, \$1,680,000 was negotiated considering the factors of project scope, level of complexity of the work required, estimated construction cost and the firm's staff to be assigned to the project. The construction and equipment cost for this work is estimated to be \$21,000,000.

tBP Architecture was selected based upon; its experience and expertise performing this type of project and its prior experience with the District.

Dates of Service: August 23, 2010 through end of project.

Cost: \$1,680,000, invoiced monthly.

C. CONTRACT AMENDMENT – PRESTIGE SECURITY - BOOKSTORE MODERNIZATION PROJECT

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

Extend period service for security required at the Bookstore.	\$5,800
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Total Contract Amendment Amount	<u>\$5,800</u>
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Original Contract Amount	\$20,482
Prior Changes	0
Contract Amendment Amount	<u>5,800</u>
New Contract Amount	<u>\$26,282</u>

D. CHANGE ORDER – GDL CONSTRUCTION – HUMANITIES PLAZA PROJECT

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

1. Modify paving and landscape layout to accommodate the installation of new trees.	\$15,993
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2. Modify irrigation, hardscape and landscape around existing tree on the north side of the Library.	\$2,942
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3. Replace rock mulch with decomposed granite. District request.	\$988
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4. Provide and install electrical conduit to a new emergency phone location. District request.	\$2,379
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5. Modifications to the Food Service Building and the adjacent Humanities restrooms in order to obtain approval by the Los Angeles County Department of Health Services.	\$12,010
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6. Sandblast an existing concrete ramp wall adjacent to the project site. District request.	\$358
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7. Provide and install 120 volt circuit to the fire suppression system and 230 volt circuit to the self-service refrigeration unit.	<u>\$5,131</u>
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	Total Change Order Amount	<u>\$39,801</u>
Original Contract Amount		\$1,895,000
Prior Changes		182,621
This Change Order Amount		<u>39,801</u>
New Contract Amount		<u>\$2,117,422</u>

E. CHANGE ORDER – HPS MECHANICAL – PHASE 3 INFRASTRUCTURE

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

- | | |
|---|-----------|
| 1. Provide and install underground electrical conduits for future use at Administration and Student Services Buildings. | \$19,861 |
| 2. Elimination of six data/communication conduits going to Art & Behavioral Science due to congestion of underground utilities and reduced future requirements. | (\$8,652) |
| 3. Provide and install a new circuit for the existing site lights, east of Marsee Auditorium, due to new site lighting layout. | \$11,080 |
| 4. Change the location of the new transformer pad for Art & Behavioral Science due to interference with existing utilities. | \$11,652 |
| 5. Provide new routing for electrical conduits near the Humanities Plaza. Existing conduits that were intended to be reused were damaged. | \$13,260 |
| 6. Modify existing utility lines, modify installation of footings for light standards being installed near the Marsee Auditorium and Music Building. | \$3,996 |
| 7. Reroute existing utilities to accommodate the installation of new electrical equipment at the North Gym. | \$995 |
| 8. Provide and install electrical conduits to connect new electrical switchgear equipment to the infrastructure system at the North Gym. | \$14,616 |
| 9. Relocate mechanical equipment controls in the existing Library equipment yard due to code requirements for | \$7,709 |

minimum clearances.

10. Remove and replace portion of concrete walkway south of the Library. District request.	<u>\$6,853</u>
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Total Change Order Amount	<u>\$81,370</u>
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Original Contract Amount	\$9,382,373
Prior Changes	537,982
This Change Order Amount	81,370
New Contract Amount	<u>\$10,001,725</u>

F. CHANGE ORDER – MACKONE DEVELOPMENT INC. - BOOKSTORE RENOVATION

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

- | | |
|--|----------------|
| 1. Additional scope required to level several areas of the second level exterior paving where tile was removed. Slab depressions exceeded the acceptable allowance. | \$19,068 |
| 2. Demolish and dispose of hot and chilled water pipes on the roof back to stub-out. | \$1,265 |
| 3. Install a laminated counter top the full length of the existing services opening and provide wood casing for the remainder of the opening to look similar to the existing metal frame at the west wall. | \$601 |
| 4. Reconfigure accessible parking layout, (providing 7 accessible parking stalls, in lieu of 4 stalls); required substantial grading changes. | \$43,383 |
| 5. Modify locations of two variable air volume mixing boxes and smoke detectors. | \$31,928 |
| 6. Provide and install cable attachment for exhaust fan 14 on the roof. | <u>\$2,026</u> |

Total Change Order Amount	<u>\$98,271</u>
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Original Contract Amount	\$4,899,000
Prior Changes	438,528

This Change Order Amount	<u>98,271</u>
New Contract Amount	<u>\$5,435,799</u>

G. CHANGE ORDER – TAISEI CONSTRUCTION CORPORATION - MBHS BUILDING

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

1. Additional scope required for the exporting soil on-site to a landfill location and importing new soil in order to achieve Soils Engineer’s requirements. A total of 40,390 cubic yards of soil were exported and imported.	\$410,801
Total Change Order Amount	<u>\$410,801</u>
Original Contract Amount	\$20,666,000
Prior Changes	0
This Change Order Amount	<u>410,801</u>
New Contract Amount	<u>\$21,076,801</u>

H. RETENTION REDUCTION – GDL CONSTRUCTION, INC. – HUMANITIES PLAZA AND FOOD SERVICE VENUE

It is recommended that the Board of Trustees reduce the percentage amount of retention from 10% to 5%, which is being withheld from GDL Construction Inc. for work performed on the Humanities Plaza and Food Service Venue Project.

Work is complete on this project and the remaining 5% retention amount would be adequate to protect the District’s interest.

Payment of remaining retention is pending approval of project close-out documentation.

I. RETENTION REDUCTION – HPS MECHANICAL, INC. – INFRASTRUCTURE PHASE 3

It is recommended that the Board of Trustees reduce the percentage amount of retention from 10% to 5%, which is being withheld from HPS Mechanical Inc. for work performed on the Infrastructure Phase 3 Project.

Work is nearing completion on this project and the remaining 5% retention amount would be adequate to protect the District’s interest.

Payment of remaining retention is pending approval of construction completion and project close-out documentation.

J. 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
P400076	Frazer Paint	Math Science & Tech Arts	Construction Material	\$263.57
P400077	Larry’s Concrete	Math Science & Tech Arts	Construction Material	1,244.57
P400111	National Roofing	Math Business Allied Health	Contract Services	600.00
P400264	SEWUP/JPA	Infrastructure Phase III	Contract Services	6,507.00
P400265	Keenan & Associates	Infrastructure Phase III	Contract Services	357.84
P400266	SEWUP/JPA	Bookstore Building	Contract Services	6,017.00
P400267	Keenan & Associates	Bookstore Building	Contract Services	330.00
P400355	Home Depot	Bookstore Building	Construction Material	126.73
B410118	Coffey	Social Sciences	Testing & Inspection	12,735.00
B410119	Converse Consultants	Social Sciences	Testing & Inspection	95,000.00
B410320	National Roofing	Social Sciences	Contract Services	7,800.00
B410328	M & K Metal Co.	Math Science & Tech Arts	Construction Material	2,300.00
B410373	BLC Surveying, Inc.	Bookstore Building	Contract Services	7,914.00
B410381	Kitcor Corporation	Humanities Complex	Buildings	1,696.00
B410384	CMA Company	Paving	Site Improvements	15,000.00
B410481	Ford Graphics	Infrastructure Phase III	Blue Printing	15,000.00
B410483	S & M Moving Systems	Bookstore Building	Contract Services	920.00
			TOTAL POs AND BPOs	<u>\$173,811.71</u>

**Agenda for the El Camino Community College District Board of Trustees
from
Human Resources
Lynn Solomita, Interim Vice President Human Resources**

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C. Revised Classification Specifications For Classified Position.....	49
D. New Classification Specifications For Classified Position.....	49

A. EMPLOYMENT AND PERSONNEL

It is recommended that the Board ratify/approve the employment and personnel changes for academic, classified, special services professionals and temporary classified service employees as shown in items 1-17 and 1-22.

Academic Personnel:

1. ~~Employment – Ms. Danielle Medina, full time instructor of Welding, Industry & Technology Division, Class II, Step 4, Academic Salary Schedule, effective August 26, 2010. *Item withdrawn and no substitutions were made.~~
2. Change in Salary - Dr. Vera Bruce, full-time instructor of Cosmetology Fashion, Industry & Technology Division, from Class IV, Step 11 to Class V, Step 11, effective August 26, 2010. Item corrected during Board meeting.
3. Change in Salary - Dr. Janet Young, full-time instructor of Childhood Education, Behavioral & Social Sciences, from Class IV, Step 20 to Class V, Step 20, effective August 26, 2010.
4. Special Assignment - Mr. Christopher Stevens, part-time instructor of Foreign Languages, Humanities Division, to administer credit-by-examination in German, to be paid \$60.18 an hour, not to exceed 8 hours or \$482, effective August 28 through December 17, 2010, in accordance with the Agreement, Article 10, Section 9(m).
5. Special Assignment - Ms. Lori Medigovich, full-time instructor of Journalism, Humanities Division, to supervise the Journalism lab, to be paid \$45.14 an hour, not to exceed 135 hours or \$6,094, effective August 28 through December 17, 2010, in accordance with the Agreement, Article 10, Section 13(a).
6. Special Assignment - Ms. Kate McLaughlin, full-time instructor of Journalism, Humanities Division, to be paid \$45.14 an hour, not to exceed 105 hours or \$4,740, effective August 28 through December 17, 2010, in accordance with the Agreement, Article 10, Section 13(a).
7. Special Assignment - Ms. Bridgitte Green, part-time instructor of Administration of Justice, Industry & Technology Division, to instruct students in Foster & Kinship Care Education Program (FKCE) for Enrollment Services, to be paid \$37.00 an hour, not to exceed 20 hours or \$740, effective October 1, 2010 through June 30, 2011, in accordance with the Agreement, Article 10, Section 9(m).
8. Special Assignment - Ms. Bridgitte Green, part-time instructor of Administration of Justice, Industry & Technology Division, to instruct students in Foster & Kinship Care Education Youth Empowerment Strategies for Success (FKCE

YESS) for Enrollment Services, to be paid \$37.00 an hour, not to exceed 41 hours or \$1,517, effective October 1, 2010 through June 30, 2011, in accordance with the Agreement, Article 10, Section 9(m).

9. Special Assignment - Mr. Ed Lugo, part-time instructor of Engineering, Industry and Technology Division, to assist with curriculum development and project coordination for the NSF Aerospace Manufacturing Education Project for Community Advancement, to be paid \$60.18 an hour, not to exceed 300 hours or \$18,054, effective July 1, 2010 through June 30, 2011, in accordance with the Agreement, Article 10, Section 14(a).
10. Special Assignment - Mr. Lloyd Noonan, part-time instructor of Humanities at Compton Education Center, to implement Title V Mini Grant project consisting of research developing and assembling content on plagiarism for a front and center link within the Compton Center website, to be paid \$2,000, effective August 9 through August 30, 2010, in accordance with the Agreement, Article 10, Section 14(a).
11. Special Assignment - Ms. Noorunnissa Abbasi, part-time instructor of Speech, Fine Arts Division, to provide assistance and guidance to students outside the classroom (high school), to be paid \$30.10 an hour, not to exceed 22 hours or \$642, effective August 24 through December 16, 2010, in accordance with the Agreement, Article 10, Section 14(a).
12. Stipend Assignment - Mr. James Hurd, full-time instructor of Music, Fine Arts Division, to perform as summer resident artist at organ recital, to be paid \$700, effective July 7, 2010, in accordance with the Agreement, Article 10, Section 14(a).
13. Stipend Assignment - Mr. Robert Coomber, part-time instructor of Music, Fine Arts Division, to perform as summer resident artist at concert, to be paid \$400, effective July 11, 2010, in accordance with the Agreement, Article 10, Section 9(m).
14. Stipend Assignment - Ms. Michelle Funderburk, part-time instructor of Dance, Fine Arts Division, to perform as summer resident artist at dance concert, Encounters, to be paid \$500, effective July 16, 2010, in accordance with the Agreement, Article 10, Section 9(m).
15. Stipend Assignment - Mr. Steven Cocca, full-time instructor of Electronics, Industry & Technology Division, to present an interactive workshop to high school Science, Technology, Engineering & Math (STEM) students for the

Natural Sciences Division, to be paid \$150, effective July 27, 2010, in accordance with the Agreement, Article 10, Section 14(a).

16. Employment - The following part-time/temporary instructors to be hired as needed for the 2010 summer session.

Fine Arts

Karen Roberts, Class II, Step 6

17. Employment - The following part-time/temporary instructors to be hired as needed for the 2010 Fall semester.

Behavioral & Social Sciences

Farshid Tahernia

Fine Arts

Kevin Myers
Karen Thayer

Kiyose Yumi

Health Sciences & Athletics

Billie Jo Anthony
Marisa Chang
Pamela Chappell
Nina Collins
Lisa Correa
Susan Ferme
Suzette Frio
Joan Gahan
Norene Gift
Esther Gravis

Karen Hellwig
Sherry Jenkins
Steven Jones
Bonnie Kayser
Katherine Meese
Guenever Parsley
Heather Riley
Linda Scott
Joyce Wise
Susan Zareski

Humanities

Jeremy Hector

Andres Moina

Industry & Technology

David Brock
Joseph Dulla
Shawn Freeman

Donald Mason
David Rodriguez
Richard Steele

Classified Personnel:

1. Retirement - Ms. Susan Burin, Administrative Assistant I, Range 28, Step E, Resource Development Division, Student and Community Advancement Area,

effective July 1, 2010, and that a plaque be presented to her in recognition of her service to the District since 1997.

2. Resignation - Ms. Maria Pamela Lee, Accounting Technician II, Range 34, Step B, Fiscal Services Division, Administrative Services Area, effective August 13, 2010, plus accrued vacation.
3. Leave of Absence 50% - Ms. Margaret Ginocchio, Student Services Advisor, Range 35, Step E, EOP&S/Counseling and Student Services Division, Student and Community Advancement Area, effective July 1, 2010 through June 30, 2011.
4. Change in Classification - Mr. Cesar Lopez Mota, from Offset Operator, Range 24, Step E, to Printing Services Specialist, Range 24, Step E, Public Relations and Marketing Division, President's Office Area, effective August 1, 2010.
5. Change in Classification - Ms. Lilia Velez, from Reprographics Operator, Range 22, Step E, to Printing Services Specialist, Range 24, Step E, Public Relations and Marketing Division, President's Office Area, effective August 1, 2010.
6. Change in Classification - Mr. Ricardo Villarruel, from Senior Printer, Range 32, Step E, to Senior Printing Services Specialist, Range 32, Step E, Public Relations and Marketing Division, President's Office Area, effective August 1, 2010.
7. Work Out of Classification - Ms. Shobhana Warriar, Senior Clerical Assistant Range 24, Step E, to Administrative Assistant II (Confidential), Range 10, Step A, Vice President's Office, Administrative Services Area, effective July 15 through December 31, 2010.
8. Employment - Ms. Somphone Chen, Instructional Services Advisor DSPS, Range 36, Step C, Special Resource Center/Health Sciences & Athletics Division, Student and Community Advancement Area, effective September 15, 2010.
9. Employment - Mr. Eldon Davidson, Director Contract and Community Education, Range 11, Step 1, Community Advancement Division, Student and Community Advancement Area, effective September 7, 2010.
10. Employment - Mr. Ernesto De la Torre, Custodian (Night), Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective September 1, 2010.
11. Employment - Ms. Virginia Ford, Custodian (Night), Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective September 1, 2010.

12. Employment - Mr. Joshua Rosales, Research Analyst, Range 47, Step A, Institutional Research, Student and Community Advancement Area, effective September 1, 2010.
13. Employment - Mr. Robert Taylor, Building Automation Systems Technician, Range 41, Step A, Facilities Planning and Services Division, Administrative Services Area, effective September 1, 2010.

Temporary Classified

14. Mr. Robert Abbott - Clerk, Range 17, Step A, Assessment/Testing/Enrollment Services Division, Student and Community Advancement Area, to assist in clerical work and in Computerized Placement Test (CPT) lab, as needed 32 to 40 hours per week, effective July 20, 2010 through June 30, 2011.
15. Ms. Kimberly Baker - Administrative Assistant I, Range 28, Step A, Academic Affairs Area, to assist Foundation Director at the Compton Center, effective July 1 through September 30, 2010.
16. Ms. Somphone Chen - Instructional Services Advisor DSPS, Range 36, Step A, Special Resource Center/Health Sciences & Athletics Division, Student and Community Advancement Area, effective August 20, 2010 through September 14, 2010.
17. Mr. David Gragg - Theatre Technician, Range 31, Step A, Fine Arts Division, Academic Affairs Area, to work crew duties backstage, on call as needed July 1, 2010 through June 30, 2011.
18. Ms. Sheryl Kunisaki - Program Coordinator, Range 36, Step A, Humanities Division, Academic Affairs Area, to assist dean and associate dean, hours varies, not to exceed 10 hours per week, effective August 20, 2010 through June 30, 2011.
19. Mr. Andres Moina - Program Coordinator, Range 36, Step A, Humanities Division, Academic Affairs Area, to supervise the foreign language lab, effective August 28 through December 17, 2010.
20. Ms. Susanna R Loeza - Custodian, Range 20, Step A, Facilities Planning and Services Division, to work as needed, Monday through Friday, effective July 1, 2010 through June 30, 2011.

21. Mr. Stephen Williams - Custodian, Range 20, Step A, Facilities Planning and Services Division, to work as needed, Monday through Friday, effective September 1, 2010 through June 30, 2011.
22. Ms. Patricia Witherall - Lead PBX Operator/Receptionist, Range 25, Step E, Switchboard/Human Resources Division, VP Human Resources Area, to work as needed, limited to 960 hours, effective August 20, 2010 through June 30, 2011 (Retired Annuitant).

B. TEMPORARY NON-CLASSIFIED SERVICE EMPLOYEES

It is recommended that the Board authorize employment of the following Temporary Non-Classified Service Employees, subject to funding, as shown in items 1-18.

The following temporary, non-classified service employees are to be hired for the 2010-2011 fiscal year, paid hourly, effective August 19, 2010 through June 30, 2011, days and hours vary as needed, unless otherwise stated.

Instructional Aide Series

1. Instructional Aide I

The following individual is to assist in the classroom, laboratory, or other facility with basic duties and accommodations.

Thomas Freeman, \$8.00

2. Instructional Aide II

The following individual is to provide basic tutoring for the Learning Resources Center.

Jessica Asbell, \$9.25

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

Kathryn Lee, \$9.25

3. Instructional Aide III

The following individual is to provide intermediate level tutoring, maintain records, and other specified accommodations for students.

Afifa Alawi, \$10.50

4. Instructional Aide IV

The following individuals are to provide teaching assistance, intermediate level tutoring, technical support, classroom set-up, care and repair of equipment and instruments, and instructional support services and accommodations for student with disabilities, \$12.25 per hour.

Matt Sheehan

Shelley Spearman

5. 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.

Carole Hoffman, \$15.00

Office Aide Series

6. Office Aide II

The following individuals are to assist with appointments and scheduling, basic office tasks, customer service, and supporting staff as needed.

\$9.25 per hour

Pauline Aoki

Patricia Johnson

Isel Chavarria

Jennifer Nevarez-Soto

Vimesha Gunawardena

Roosevelt Lucas, \$9.50

Program Aide Series

7. Program Aide I

The following individual is to assist the Mathematics, Engineering, Science, Achievement (MESA) Program with daily operations.

Jessica Asbell, \$9.00

The following individuals are to assist the First Year Experience Program with daily operations, \$9.25.

Jessica Asbell

Benjamin Suico

8. Program Aide V

The following individual is to process student registration materials, provide data entry, support data collection, support outreach and recruitment efforts, and assist with planning and implementing student activities.

Jennylyn Adviento, \$13.00

Sports Aide Series

9. Sports Aide II

The following individual is to assist faculty and staff with basic tasks for practices and competition.

Earl Eastcott, \$10.00

Theater Aide Series

10. Theater Aide I

The following individual is to assist the theater management and staff with basic theater duties for on-campus events.

Chere Price, \$8.50 (eff. 7/1/10 to 6/30/11)

PROFESSIONAL SERIES

Assistive Linguistics Professional Series

11. Assistive Linguistics Professional I

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

Catherine Nordstrom, \$25.00

Education Professional Series

12. Education Professional I

The following individual is to provide tutoring services, coordinate student tutors, monitor the Math Study Center, and must possess a Bachelor's degree.

Thu-Hang Hoang, \$20.00

13. Education Professional I

The following individual is to coordinate the summer football passing league.

Don Gereau, \$25.00 (eff. 6/23/10 to 6/30/10 and 7/1/10 to 6/30/11)

Program Professional Series

14. Program Professional II

The following individual is to conduct business advising sessions and deliver workshops for the Small Business Development Center.

Rebekah Walker, \$45.00 (eff. 7/1/10 to 6/30/11)

Training Professional Series

15. Training Professional I

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

Geoffrey Ertel, \$32.00 (eff. 7/1/10 to 6/30/11)

16. Training Professional I

The following individual is to assist in tracking of various projects for the Center for Applied Competitive Technologies (CACT), and coordinate training services for displaced workers, incumbent workers, and clients in the aerospace and related industries.

Theresa Traina, \$29.00

17. Training Professional II

The following individuals are to facilitate groups with youth at risk or foster youth using experiential training strategies and strength-based practices in both the Youth Empowerment Strategies for Success and the Foster and Kinship Care Education Programs, \$37.00 per hour.

Pamela Edwards

Antoinette Lamb

Tierone Richards (eff. 7/27/10 to 6/30/11)

Tasha McFashion-Stiger

Michael Smith

Tawana Smith

Anthony Tyler

Greg Uba

18. Training Professional IV

The following individual is responsible for the orientation and training of new Nursing faculty.

Susan Zareski, \$62.00

The following individual is to provide technical assistance by identifying inmate disabilities and developing individual educational plans for inmates of the Federal Correctional Institution at Terminal Island.

Servando Gereau, \$95.00

C. REVISED CLASSIFICATION SPECIFICATIONS FOR CLASSIFIED POSITION

It is recommended that the Board approve the revised classification specifications for the Senior Printing Services Specialist, formerly Senior Printer, as attached.

D. NEW CLASSIFICATION SPECIFICATIONS FOR CLASSIFIED POSITION

It is recommended that the Board approve the new classification specifications for the Printing Services Specialist, as attached.

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ~~SENIOR PRINTER~~ *SENIOR PRINTING SERVICES SPECIALIST*

BASIC FUNCTION:

Under the direction of the ~~Director of Public Information~~ or assigned supervisor, operate ~~a variety of printing, bindery and related equipment to produce~~ *computerized, high volume duplication and related equipment for the reproduction of District materials; perform binding and finishing work for printed materials; perform technical camera work and prepare plates if needed for specialized print work; train, schedule and provide work direction and guidance to assigned employees.*

DISTINGUISHING CHARACTERISTICS:

The Senior ~~Printer~~ *Printing Services Specialist* is distinguished from the ~~Printer~~ *Printing Services Specialist* by the requirement to troubleshoot and perform ~~major repairs~~ *minor adjustments* on ~~highly technical and diversified printing duplication~~ equipment, *as well as minor repairs on finishing/bindery equipment.* The ~~Printer~~ *Senior Printing Services Specialist* ~~print prints or reproduce~~ *reproduces* a wide variety of ~~materials~~ *materials; to and operate* *operates* binding, duplicating, finishing, and other related equipment, *such as a folder, cutter, stapler and drill-press.* The *Senior Printing Services Specialist* will *operate the four-color duplication equipment; and process orders submitted through Web Services.*

REPRESENTATIVE DUTIES:

Assist ~~supervisor~~ *Production Coordinator* in coordinating day-to-day activities; interpret printing specifications and analyze requirements to determine best methods of production.

Process Web Services jobs through Copy Center Direct: review, and transfer the job(s) to the queue on the duplication equipment on a daily basis.

Process and complete four-color and spot-color jobs on the color duplication equipment.

~~Set up, and operate offset press to run printing jobs according to printing specification; adjust paper feed and guides for different weights and sizes of stock; apply ink and adjust rollers; regulate ink and repellent flow.~~ *program and operate high-speed computerized copiers.*

Senior Printing Services Specialist – (continued)

Page Two

~~Operate and maintain highly technical offset duplicating presses and camera in the reproduction of brochures, newsletters, flyers, programs, forms and booklets.~~

Review work in progress and adjust duplicating equipment to assure proper application of duplicating processes, paper weights and sizes and other related information.

~~Process plate masters by techniques such as moistening desensitizing, fusing and preserving.~~

Operate a variety of ~~printing~~ duplicating, bindery and related equipment in the reproduction of printed materials.

Operate a variety of other equipment such as paper cutting, binding, folding, preserving and collating machines. Including shrink wrap printed materials, organize, package and distribute to District departments.

~~Set and estimate time exposures for different contrasts of copy.~~

~~Maintain machines in proper working condition; troubleshoot malfunctioning equipment and perform major and minor repairs on highly technical and diversified printing equipment.~~

Perform minor adjustments to duplication equipment and repairs to finishing/bindery equipment; maintain in proper working condition; arrange for other repairs and maintenance.

Consult with customers as necessary; serve as contact when Production Coordinator is unavailable.

~~Communicate with originators to receive and provide information regarding printing job; Review completed work to assure quality.~~

Maintain inventory of related supplies and parts ~~required for offset presses, camera and related equipment~~; order supplies and equipment according to established procedures.

Complete appropriate documentation, records and logs.

Assist in training, scheduling and providing work direction and guidance to ~~assigned employees~~ *Copy Center co-workers, under the Production Coordinator's supervision.*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, processes and equipment used in offset printing work.

~~Operation and maintenance of offset duplicating machines and related equipment.~~

Current computer software used in the operation of the Copy Center equipment.

~~Inks and Supplies~~ and paper stock used in duplicating processes.

Principles and practices of training and providing work ~~direction~~ *guidance*.

Proper methods of ~~storing~~ *handling* equipment, materials and supplies.

Health and safety regulations.

Technical aspects of field of specialty.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Operate a variety of ~~printing~~, bindery and related equipment to produce printed materials.

Operate a high-speed duplication machine and other related equipment needed to collate, staple, and finish materials as requested.

Operate a computer terminal.

~~Perform technical camera work and~~ *Prepare plates as needed.*

Train, schedule and provide work direction and guidance to assigned employees.

Interpret ~~printing duplication~~ specifications and analyze requirements to determine best method of production.

Schedule jobs to meet timelines.

Maintain, adjust and perform minor repairs to assigned equipment.

Select appropriate type, quality and weight of paper.

Produce quality ~~printed reprographic~~ work according to established production standards.

Oversee and review the work of others.

Analyze situations accurately and adopt an effective course of action.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.

Add, subtract, multiply and divide quickly and accurately.

Establish and maintain cooperative and effective working relationships with others.

~~Lift heavy objects.~~

Operate color-reprographic equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: ~~graduation from high school~~ *high school diploma or equivalent*; and four years ~~increasingly responsible experience operating an offset press and related equipment~~ *experience in production of printed materials; the operation of high-speed duplicating equipment; and related bindery/finishing equipment.*

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

Extended periods of standing and sitting.

Exposure to operation of noisy equipment.

Lift and carry up to 60 lbs.

Exposure to machine vibrations *and noise* while operating machines.

Constant moving from one location to another.

Hear and speak to exchange information on the telephone or in person.

Dexterity of hands and fingers to operate equipment.

Subject to constant interruptions.

Stand for long periods of time.

Lift heavy objects, move, carry and store materials.

Classified Salary Range 32

Revised and ~~October, 2000~~ Board Approved: ~~December 18, 2000~~ August 19, 2010

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PRINTING SERVICES SPECIALIST

BASIC FUNCTION:

Under the direction of the assigned supervisor, operate computerized, high-volume duplication and related equipment for the reproduction of District materials; perform binding and finishing work for printed materials; perform routine general and clerical work. Assist with basic record keeping as well as the planning and scheduling of projects received at the Copy Center.

REPRESENTATIVE DUTIES:

Provide printing and photocopying services for the District; set-up, program and operate high-speed, computerized copiers to reproduce District printed material for instructors and administrators; assure timely and effective services; maintain prescribed standards of work production.

Review work in progress and adjust duplicating equipment to assure proper application of duplicating processes, paper weights and sizes and other related information.

Check, replace and maintain duplicator supplies to assure appropriate levels and proper working condition; replace dry ink, waste toner, staple cartridge, fuser agents, paper and other supplies. Notify production Coordinator of supply needs.

Operate a variety of other equipment such as paper cutting, binding, folding, preserving and collating machines. Including shrink wrap printed materials, organize, package and distribute orders to District department.

Consult with customers as necessary to verify instructions and provide assistance.

Operate a computer to prepare and maintain daily logs and files of work projects, etc.

Perform minor adjustments to duplicating machines, and repair and maintain finishing/bindery equipment in proper working condition; arrange for other repairs and maintenance.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper operation of computerized, high-volume duplicator and related printing equipment.

Current computer programs used in the operation of the Copy Center.

Inks and paper stock used in duplicating processes.

Health and safety regulations.

Interpersonal skills using tact, patience and courtesy.

Proper operation of binding and finishing equipment.

Basic computer operation.

Basic record-keeping techniques.

ABILITY TO:

Operate a variety of other equipment such as paper cutting, binding, folding, and collating machines.

Maintain, adjust duplication machines and perform minor repairs to finishing/bindery equipment.

Produce quality printed work according to established production standards.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.

Add, subtract, multiply and divide quickly and accurately.

Meet schedules and time lines.

Establish and maintain a cooperative and effective working relationship with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: High school diploma or equivalent; sufficient training and experience to demonstrate the knowledge and abilities listed above including two years of relevant experience.

WORKING CONDITIONS:

Standing for prolonged periods of time.

Frequently stacking various materials.

Frequently moving from one area to another.

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

Hear and speak to exchange information on the telephone or in person.

Subject to constant interruptions.

Exposure to machine vibrations and noise while operating machines.

Lift objects weighing up to 50 lbs.

Classified Salary Range 24

Board Approved: August 19, 2010

Agenda for the El Camino Community College District Board of Trustees
From
The Office of the President and Board of Trustees
Thomas M. Fallo, Superintendent/President

- A. Absence of a Board Member.....Page 57

- B. Information Item – El Camino College Compton Educational Center – What is Accreditation and How Does an Institution Become Accredited?.....Page 57

A. Absence of a Board Member

It is recommended that the Board excuse Trustee Jackson from the July 19, 2010 Board Meeting with no loss of salary due to illness.

B. Information Item – El Camino College Compton Educational Center – What is Accreditation and How Does an Institution Become Accredited?



El Camino College Compton Educational Center

What is Accreditation and How Does an Institution Become Accredited?

Definition of Accreditation

"Institutional accreditation is public certification that institutions meet defined standards of quality and responsibility. It is granted by accrediting associations, which are private, non-governmental associations formed by educational institutions to provide standards for excellence, a process of quality review and certification, and impetus for institutional and educational improvement. There are three kinds of accrediting associations recognized by the U.S. Department of Education – regional accrediting agencies, national accrediting agencies, and professional and specialized programmatic accrediting bodies.

The Western Association of Schools and Colleges (WASC) is one of six regional accrediting associations in the United States. It has responsibility for accrediting qualified educational institutions in California, Hawaii, and areas of the Pacific which are formally affiliated with the United States."¹

Benefits of Accreditation

"Accreditation serves the public interest by certifying that the institution meets or exceeds specific standards of quality. This certification is also used by the federal government and other entities to determine whether an institution and its students are eligible for participation in federal financial aid programs or other forms of financial assistance to institutions. The peer-based nature of accreditation helps to maintain the values of higher education, particularly the values associated with academic freedom. Finally, the process of periodic self-examination and external peer review is a positive force in sustaining the quality of higher education and improving the effectiveness of accredited institutions."²

Description and Scope of the Accrediting Commission for Community and Junior Colleges

The Accrediting Commission for Community and Junior Colleges (ACCJC) is one of three commissions comprising WASC and has the responsibility for accrediting institutions that offer one or more higher education programs of two academic years in length leading to the Associate's Degree. The Commission only accredits colleges; it does not accredit programs, college districts, or community college systems."³

¹ Eligibility, Candidacy and Initial Accreditation Manual, A Publication of the Accrediting Commission for Community and Junior Colleges, Summer 2009

² Ibid

³ Ibid

This communication summarizes information relative to the accreditation process, and is intended to serve as a guide only. A more detailed outline with timelines for the myriad of activities associated with applying for accreditation eligibility and the accreditation process will be released within the month.

El Camino College Compton Community Educational Center Background

In fall 2006 when the El Camino Community College District entered into an agreement with the Compton Community College District and the Chancellor's Office to establish the El Camino College Compton Community Educational Center, the first order of business was to stabilize the Center. In the succeeding years, El Camino College has established the Center's academic and student support programs, as well as most of the administrative services needed to support Center operations. El Camino College and its Center continue to make significant progress toward offering a comprehensive curriculum and providing services to new and returning students. During the past four years, our programs and services have continued to develop. Additionally, our enrollment has increased considerably each year since 2006.

Today, El Camino College Compton Center is making strides for achieving the minimum standards for accreditation eligibility. Our next phase will include a focus on improving student achievement and proficiency in areas including: planning, program review and evaluation, and linking program review to the planning process. El Camino College's Center must also focus on developing student learning outcomes (SLOs) for all courses and programs.

Steps in Establishing Eligibility for Accreditation

The following benchmarks are intended to assist El Camino College in establishing goals throughout the accreditation eligibility process for the Compton Center.

Step 1- Getting Started

2010-11: El Camino College Compton Center will establish an Accreditation Committee. Faculty members and administrators will participate in accreditation workshops, training and accreditation site visits to colleges to gain a better understanding of the accreditation standards. The Accreditation Liaison Officer and the Vice President of ECC Compton Center, through the ACCJC (Commission), will coordinate the training and site visits.

El Camino College will ensure that all governance committees are established, and/or that current committees are restructured to improve their effectiveness. Additionally, all appointed members must participate in the committees on a regular basis; and accurate agendas and minutes must be published on the Compton.edu website in a timely manner.

Faculty development workshops throughout the year will include training for faculty and staff relative to the standards, themes and purpose of accreditation. Workshops will emphasize the importance of creating a culture of evidence based on data to improve decision making and information sharing.

Step 2 – Applying for Eligibility

2011-12: El Camino College Compton Center will evaluate and prepare responses to the twenty-one eligibility criteria which demonstrate readiness to apply for eligibility for accredited status. Additionally, the ECC Compton Center must meet the Standards for Accreditation as part of realizing the 21 criteria for eligibility. Once El Camino College has concluded that the Compton Center has successfully met the 21 criteria for eligibility for accreditation and the Standards for Accreditation, El Camino College will submit an application for eligibility to the ACCJC. Upon review, ACCJC may grant or deny accreditation eligibility.

An assessment of the El Camino College Compton Center's proficiency in each of the following 21 criteria for eligibility is required, along with a description and relevant evidence.

1. Authority
2. Mission
3. Governing Board
4. Chief Executive Officer
5. Administrative Capacity
6. Operational Status
7. Degrees
8. Educational Programs
9. Academic Credit
10. Student Learning and Achievement
11. General Education
12. Academic Freedom
13. Faculty
14. Student Services
15. Admissions
16. Information and Learning Resources
17. Financial Resources
18. Financial Accountability
19. Institutional Planning and Evaluation
20. Public Information
21. Relations with the Accrediting Commission

Step 3 – Applying for Candidacy When Commission Approves Eligibility Application

Once eligibility is granted by the ACCJC, El Camino College will prepare to apply for candidacy status of its Center. El Camino College will complete and submit a Self Study Report documenting how the Center meets the Standards of Accreditation and other ACCJC policies. The ACCJC will establish timelines for El Camino College to prepare and submit a Self Study Report, which usually takes approximately 18 to 24 months.

Following acceptance of the Self Study Report, the ACCJC will send a team to visit El Camino College Compton Center to determine whether their standards, policies and eligibility criteria have been met. The ACCJC may grant the Center candidacy or extension, deferral, denial, or termination of candidacy. If candidacy is granted, El Camino College's Center must remain in compliance with the standards of accreditation throughout the entire candidacy period, which is at least two years. If denial occurs, the institution must start over and submit another application for eligibility to the ACCJC.

Step 4 – Completing Candidacy and Applying for Initial Accreditation

El Camino College will apply for initial accreditation for its Compton Center. This process includes submission of a second Self Study Report using the Standards of Accreditation, the Self Study Manual, and other ACCJC policies and resources. The Self Study Report must be supported by evidence that the Center continues to meet the eligibility requirements as well as the ACCJC's standards and policies.

Once the report has been submitted to the ACCJC, a site team will visit the Center to determine whether it has continually met all standards and policies of the ACCJC. After the review of the Self Study and site visit team reports, the ACCJC will either grant initial accreditation to approve a new college, extend the period of candidacy, or deny initial accreditation.

Step 5 – Sustaining Accreditation

"If initial accreditation is granted, the institution begins a six-year cycle of periodic review for reaffirmation of accreditation which has several parts. These include a six-year comprehensive evaluation, a midterm evaluation in the third year, annual reports and annual fiscal reports to the Commission, and other progress and substantive change reports and visits as deemed necessary by the Commission."⁴

⁴ Eligibility, Candidacy and Initial Accreditation Manual, A Publication of the Accrediting Commission for Community and Junior Colleges, Summer 2009