

Any individual with a disability who requires reasonable accommodation to participate in a Board meeting, may request assistance by contacting the President's Office, 16007 Crenshaw Blvd., Torrance, CA 90506; telephone, (310) 660-3111; fax, (310) 660-6067.



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

**Agenda, Monday, April 16, 2012
Bookstore Building, East Dining Room
4:00 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of March 12, 2012 and the Special Board Meeting of April 3, 2012, Pages 6-10**
- III. Presentations**
 - A. El Camino College Citizens' Bond Oversight Committee Annual Report and Financial Audit
posted at:
<http://www.elcamino.edu/administration/bond/docs/CBOC-ANNUAL-REPORT-2011.pdf>
 1. Public Comment
 2. Receive the El Camino College Citizens' Bond Oversight Committee Annual Report and Financial Audit
 - B. Community Advancement
- 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 11-23*
 2. Student and Community Advancement
*See Student Services Agenda,
Pages 24-31*

3. Administrative Services
See Administrative Services Agenda, Pages 32-48
4. *See Measure "E" Bond Fund Agenda,*
Pages 49-54
5. *See Human Resources Agenda,*
Pages 55-67
6. Compton Community Educational Center
See Compton Community Educational Center
Agenda, Pages 68-71
7. Superintendent/President
See Superintendent/President Agenda,
Pages 72-74

VII. Public Comment on Non-Agenda Items

VIII. Oral Reports

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

IX. Closed Session

- A. Anticipated Litigation, Brown Act
Section 54956.9 – Significant
Exposure to Litigation
 1. 1 Case
- B. Existing Litigation, Brown Act,
Section 54956
 1. Case # BC400227
 2. Case # BC458332
- C. Labor Relations, Brown Act Section 54957.6, Mr. Spencer Covert, District
Labor Negotiator
 1. El Camino College Federation of Teachers, Local 1388
 2. El Camino College Police Officers
Association
- D. Personnel Matters, Brown Act Section
54957
 1. Public Employee Performance Evaluation – Superintendent/President

Board of Trustees Meeting Schedule for 2012
4:00 p.m. Board Room

Monday, May 21, 2012
Monday, June 18, 2012
Monday, July 16, 2012
Monday, August 20, 2012
Tuesday, September 4, 2012
Monday, October 15, 2012
Monday, November 19, 2012
Monday, December 17, 2012

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

Vision Statement

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

Mission Statement

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

Statement of Philosophy

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

Statement of Values

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

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

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

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

Diversity – We recognize and appreciate our similarities and differences.

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

Guiding Principles

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

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

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

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

Strategic Initiatives

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

BOARD PRESENTATIONS AND REPORTS 2012-2013

<i>Month</i>	<i>Presentation</i>	<i>Report</i>
July	Compton Center Accreditation Status Report	
August	Budget	Notice of Public Hearing Quarterly Fiscal Status FTES – Both Locations
September	Financial Aid	Budget Adoption Accreditation Mid-term Educational Master Plan
October	Redistricting Trustee Areas	Staff Development/Diversity
November	Program Review, Planning and Budgeting	FTES – Both Locations Quarterly Fiscal Status
December	Foundation Annual Report	Success and Retention (including basic skills)
January	Student Success	Annual Financial Audit
February	Student Success Task Force	Quarterly Fiscal Status
March		Full Time Equivalent Student (FTES) – Both Locations
April	Citizens Oversight Committee Community Advancement	Measure E-Bond Annual Report
May	GO Bond Poll Extension Accountability Reporting for Calif. Community Colleges (ARCC)	Quarterly Fiscal Status
June	Title V grants (Graduation Initiative, STEM)	Tentative Budget Planning & Budget Calendar

Revised: Jan. 24, 2012, April 10, 2012

EL CAMINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING OF
Monday, March 12, 2012

The Board of Trustees of the El Camino Community College District met at 4 p.m. on Monday, March 12, 2012, in the Cafeteria, East Dining Room at El Camino College.

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

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

Minutes of the Regular Board Meeting of February 21, 2012

The Minutes of the Regular Board Meeting of February 21, 2012 were approved.

Public Hearings

Public Hearing and Adoption of Amendments to the Previously Adopted Subjects for Negotiations, El Camino Community College District and the El Camino College Federation of Teachers, Local 1388, AFT, AFL-CIO.

It was moved by Trustee O'Donnell, seconded by Trustee Brown, that the Board open a public hearing at 4:14 pm. Motion carried.

Ms. Luukia Smith and Ms. Georgiana Coughlan addressed agency fee. Ms. Martha Madison addressed negotiations.

It was moved by Trustee Brown, seconded by Trustee Casper, that the public hearing be closed at 4:20 p.m. and that the Board adopt the amendments to the previously adopted subjects for negotiations, El Camino Community College District and the El Camino College Federation of Teachers, Local 1388, AFT, AFL-CIO. Student Trustee Casper abstained from advisory vote. Motion carried.

Public Hearing and Adoption of Federation Proposals: Negotiations, the El Camino College Federation of Teachers, Local 1388, AFT, AFL-CIO and the El Camino Community College District

It was moved by Trustee Casper, seconded by Trustee Combs, that the Board open a public hearing at 4:21 p.m. Motion carried.

It was moved by Trustee Casper, seconded by Trustee Combs, that the Board close the Public Hearing at 4:22 p.m. and adopt the Federation proposals for negotiations between the El Camino College Federation of Teachers, Local 1388, AFT, AFL-CIO and the El Camino Community College District. Student Trustee Casper abstained from advisory vote. Motion carried.

2013/2014 El Camino College School Year Calendar

It was moved by Trustee Beverly, seconded by Trustee Brown, that the Board approve the 2013/2014 El Camino College School year Calendar as shown on the attachments. At the Board's meeting in December 2011, the Calendar committee was charged with investigating and determining the impact, if any, the academic, economic and efficiency issues would have on decisions regarding the calendar. Subcommittees were formed and developed a summary of recommendations for the Board's information.

Student Trustee Casper recorded a yes advisory vote. Trustees Beverly, O'Donnell, Combs, and Brown voted yes. Trustee Gen voted no. Motion carried.

Revised 2012/2013 El Camino College School Year Calendar

It was moved by Trustee O'Donnell, seconded by Trustee Beverly, that the Board approve revisions to the 2012/2013 School Year Calendar as shown on attachments. Because of severe reductions in apportionment funding from the state for community colleges, it was moved by Trustee O'Donnell, seconded by Trustee Beverly, that the Board approve elimination of the 2013 winter session and move the spring semester up to begin January 19, 2013. This adjustment will eliminate the extended break between the winter break and the start of the spring semester.

Trustees Combs, Brown and Gen voted no. Trustees Beverly and O'Donnell abstained. Motion carried.

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.

Academic Affairs

FTES Goals – Information Item

Center for the Arts Presentation – 2011-2012 and 2012-2013 Seasons

Mathematics, Engineering, Science Achievement Program – Santa Cruz Leadership Retreat

Proposed Curriculum Changes Effective 2012-2013 Academic Year

Student and Community Advancement

2012 High School Water Polo League

2012 Summer Youth Swim Lessons

Grants

2012 Accreditation Follow-up Report Timeline

Administrative Services

Contracts Under \$81,000

Personal Service Agreements

Notice of Job Completion – Best Contracting Services, Roofing Project; Summer 2011

Notice of Job Completion – Letner Roofing, Roofing Project; Summer 2011

Declaration of Surplus Property

Purchase Orders and Blanket Purchase Orders

Measure E Bond Fund

Category Budgets and Balances

Bid Award 2011-5 – Restroom Accessibility Renovation Phase 2

Contract Amendment – Prestige Security- Math Business Allied Health Project

Change Order – Taisei Construction Corporation – Math Business Allied Health Project

Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

Public Hearing and Adoption of Amendments to the Previously Adopted Subjects For Negotiations – El Camino Community College District and the El Camino College Federation of Teachers, Local 1388, AFT, AFL~CIO

Public Hearing and Adoption Of Federation Proposals: Negotiations the El Camino College Federation of Teachers, Local 1388, AFT, AFL~CIO and the El Camino Community College District

President/Board of Trustees

Travel

Redistricting Action Plan

Student Trustee Casper recorded a yes advisory vote. Motion carried.

Compton Community Educational Center

Compton Community Educational Center Student Learning Outcomes was presented as an informational item.

Public Comment

Ms. Antoine Churn, Ms. Whitney Blakeman, Dr. Chris Gold, Ms. Jasmine Hormati, Ms. Ann Yi, Ms. Brooke Matson, Ms. Mary Ann Leiby, Mr. Dillan Horton, Ms. Sally Hightow, Mr. Daniel LaSoy, Mr. Robert DeWitz, Mr. Andy Bradford, Ms. Luukia Smith, Ms. Briana Brown, and Ms. Georgiana Coughlan addressed school year calendar issues. Ms. Angela Simon, Ms. Shantel Thornton, and Mr. Sean Donnell addressed a personnel item.

Closed Session

Regular Meeting adjourned to a Closed Session at 6:30 pm. which ended at 6:40 p.m.

Mary E. Combs, Secretary of the Board

Thomas M. Fallo, Secretary to the Board

EL CAMINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE SPECIAL MEETING OF
Tuesday, April 3, 2012

The Board of Trustees of the El Camino Community College District met at 4 p.m. on Tuesday, April 3, 2012, in the Cafeteria, East Dining Room at El Camino College.

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

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

Collegial Consultation information presentation by Mr. Scott Lay and Ms. Michelle Pilati.

Meeting adjourned at 6:15 pm.

Mary E. Combs, Secretary of the Board

Thomas M. Fallo, Secretary to the Board

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

Page No.

A. Center for the Arts Presentation – 2011-2012 and 2012-2013 Seasons.....12

B. Proposed Curriculum Changes Effective 2012-2013 Academic Year.....13

A. CENTER FOR THE ARTS PRESENTATION – 2011-2012 AND 2012-2013 SEASONS

It is recommended that the Board approve the presentations and revision below for the Center for the Arts presentation for the 2011-2012 and 2012-2013 seasons. Cost of the presentation is negotiated between the artist and his/her management representative and the District.

2011-2012 Performances

<u>Performances</u>	<u>Date</u>	<u>Amount</u>
1. <i>Damn Yankees</i> Payable to: Sunset Theatre Company Sunset Theatre Company will present Damn Yankees in the Campus Theatre. The company will pay upfront the building rental fee and upon conclusion of the performances an itemized bill will be sent to the company for either additional payment due to the College or for monies to be reimbursed to the company.	June 16, 2012	Co-Sponsor
2. Lula Washington Dance School Payment to: Lula Washington Dance Theatre School Lula Washington Dance School will present its annual school recital in the Marsee Auditorium. The school will pay upfront the building rental fee and upon conclusion of the performances, an itemized bill will be sent to the company for either additional payment due to the College or for monies to be reimbursed to the company.	June 24, 2012	Co-Sponsor
3. Martha Masters, Guitar Payable to: Martha Masters Martha Masters is replacing John Dearman, Guitarist (previously Board approved August 15, 2011) due to an injury sustained by Mr. Dearman. Ms. Masters will present a classical guitar concert in the Marsee Auditorium.	May 4, 2012	\$2,500

Payee Change

4. Allison A. Armstrong Payable to: Pax Programs, Incorporated Previously Board approved on July 18, 2011 for Allison A. Armstrong as payee instead of Pax Programs, Inc. who sponsors her speaking engagements.	May 14, 2012	\$2,500
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B. PROPOSED CURRICULUM CHANGES EFFECTIVE 2012-2013 ACADEMIC YEAR

It is recommended that the Board approve the proposed curriculum changes, effective the 2012-2013 academic year, as listed below.

BEHAVIORAL AND SOCIAL SCIENCES

CHANGE IN MAJOR; COURSE REQUIREMENTS

1. History A.A. Degree

Current Status/Proposed Changes

History 101, 102, 140, 141;

three courses from: American Studies 7, History 105, 106, 108, 110, 111, 112, 114, 122, 128, 129, 143, 145, 152, 154, 162, 163, 165, 175, 176, 177, 178, 183, 184, 190

Total Units: 21

Recommendation

History 101, 102, 140, 141;

three courses from: American Studies 7, History 105, 106, 108, 110, 111, 112, 114, 122, 128, 129, 143, 145, 152, 154, 162, 163, 165, 175, 176, 177, 178, 183, 184

Total Units: 21

INACTIVATE MAJOR

1. Sociology A.A. Degree

FINE ARTS

REACTIVATE CERTIFICATE OF ACHIEVEMENT

1. Theatre: Entertainment Lighting Technology

The theatre program provides students with a comprehensive foundation in theatre, history, practice of theatre, and entertainment lighting. This is fulfilled through a structured program of theatre study in the areas of history, dramatic literature, acting, performance, technical theatre, entertainment lighting, and related crafts. Students will demonstrate their proficiency through acting competency, public performance, research papers, essays, class projects, and technical crew assignments. Program assessment is measured by public performances, program completion, transferability, and periodic program review. Students qualify to pursue a variety of theatre and entertainment related careers and advanced degree options.

A Certificate of Achievement will be granted upon completion of all program requirements.

Theatre 84, 90, 97abcd (two semesters), 190ab*, 191ab*, 192ab*, 193ab*, 194ab*, 195 (*one semester)

Total Units: 21

INACTIVATE MAJOR

1. Communication Studies A.A. Degree

INACTIVATE CERTIFICATE OF ACHIEVEMENT

1. Communication Studies

HEALTH SCIENCES AND ATHLETICS

NEW COURSES

1. Radiologic Technology 104 – Clinical Education 1
Units: 1.5 Lecture: 0 hours Lab: 4.5 hours to be arranged Faculty Load: 22.50%
Prerequisite: Radiologic Technology 106 and 111 and 123 with a minimum grade of C in prerequisite
Grading Method: Letter
Credit, degree applicable
Transfer CSU

This course continues the development of clinical skills in the performance of radiographic examinations. Areas of skill development include the upper and lower extremities and radiography of the chest. Emphasis will be placed on radiation protection of the patient, self, and co-workers.

2. Radiologic Technology 109 – Clinical Experience 3
Units: 2.5 Lecture: 0 hours Lab: 7.5 hours to be arranged Faculty Load: 37.50%
Prerequisite: Radiologic Technology 107 and 124 with a minimum grade of C in prerequisite
Grading Method: Letter

Credit, degree applicable
Transfer CSU

This course provides continued development of clinical skills in the performance of radiographic examinations to include the chest, abdomen, upper and lower extremities, vertebral column, bony thorax, pelvis, gastrointestinal and urinary systems. Emphasis will be placed on contrast media examinations and radiation protection of the patient, self, and co-workers, with the use of fluoroscopy and mobile radiographic equipment. Special imaging consideration for the pediatric and geriatric patients, the acutely ill, surgical and trauma patients will also be covered.

3. Radiologic Technology 216 – Clinical Education 2

Units: 2 Lecture: 0 hours Lab: 6.0 hours to be arranged Faculty Load: 30.00%

Prerequisite: Radiologic Technology 217 with a minimum grade of C

Grading Method: Letter

Credit, degree applicable

Transfer CSU

This course provides continued development of clinical skills in the performance of radiographic examinations to include the chest, abdomen, upper and lower extremities, vertebral column, bony thorax, pelvis, cranium and facial bones. Emphasis will be placed on advanced contrast examinations and radiation protection of the patient, self, and co-workers, especially with the use of fluoroscopy and mobile radiographic equipment. Special imaging considerations for the pediatric and geriatric patients, the acutely ill, surgical and trauma patients will also be covered.

4. Radiologic Technology 220 – Clinical Experience 6

Units: 3 Lecture: 0 hours Lab: 9 hours to be arranged Faculty Load: 45.00%

Prerequisite: Radiologic Technology 218 with a minimum grade of C

Grading Method: Letter

Credit, degree applicable

Transfer CSU

This course continues the development of clinical skills in the performance of radiographic examinations, with a special emphasis in specialized radiography, new modalities and age-specific competencies. Advanced clinical practice experiences are designed to provide competent performance of radiologic imaging. Students will perform independently, with appropriate supervision to assess their skills for employability. The course emphasizes completions of all mandatory, elective and final clinical performance evaluations.

CHANGE IN MAJOR; PROGRAM PREREQUISITES, COURSE REQUIREMENTS, UNITS

1. Radiologic Technology A.S. Degree

Current Status/Proposed Changes

Program Prerequisites:

- ~~High school graduate with at least a C average or GED equivalent~~
- ~~Complete the following courses with a grade point average of 2.25 or better: Anatomy 32 or Anatomy and Physiology 34A, Computer Information Systems 13, English 1A, Mathematics 73 or 80, Physiology 31 or Anatomy and Physiology 34B, Psychology 5, Radiologic Technology A. A minimum grade of C must be earned in each course.~~
- ~~Grade point average of 2.25 or better~~

Major Requirements:

Radiologic Technology 91, 93, 104, 106, 107, ~~108~~, 109, 111, 123, 124, 216, 217, 218, 233, 244, 255, Medical Terminology 1

Total Units: ~~58~~ 60

Recommendation

Program Prerequisites:

- Complete the following courses with a grade point average of 2.25 or better: Anatomy 32 or Anatomy and Physiology 34A, Computer Information Systems 13, English 1A, Mathematics 73 or 80, Physiology 31 or Anatomy and Physiology 34B, Psychology 5, Radiologic Technology A

Major Requirements:

Radiologic Technology 91, 93, 104, 106, 107, 109, 111, 123, 124, 216, 217, 218, 233, 244, 255, Medical Terminology 1

Total Units: 60

CHANGE IN CERTIFICATE OF ACCOMPLISHMENT

1. Radiologic Technology

Current Status/Proposed Changes

Certificate Requirements:

Radiologic Technology ~~219~~ 220, 328

Total Units: ~~10.5~~ 7.5

Recommendation

Radiologic Technology 220, 328

Total Units: 7.5

HUMANITIES

NEW EXPERIMENTAL COURSES (SPECIAL TOPICS)

The Experimental Course Approval Procedure provides faculty with an opportunity to offer a course on a trial basis while exploring the extent of the need for a particular type of course or program. An experimental course is usually one for which full information on some approval criterion, such as feasibility or need, cannot be determined until the course is offered on a trial basis.

An experimental course must be forwarded to the Board of Trustees for final approval. After approval, an experimental course will remain active for a period of 24 months beginning with the date of Board approval. An experimental course may be offered a maximum of three (3) academic sessions, including intersessions. Experimental courses, without exception, will be inactivated at the end of the 24th month.

Departments wishing to introduce an experimental course into the permanent curriculum must initiate this action as soon as possible.

Procedure Adopted by the College Curriculum Committee: May 7, 2002

1. English 50RR – Developmental Reading: Skills to Analysis

Units: 6 Lecture: 6 hours Lab: 2 hours Faculty Load: 50.00%

Prerequisite: English 80 or qualification by testing (English Placement Test) and assessment

Grading Method: Pass/No Pass

Credit, not degree applicable

Not transferrable

This course prepares students to read college-level reading materials through increasing the following skills: comprehension, vocabulary, and study and test-taking techniques. Special emphasis will be placed on moving the students from a literal level of comprehension to a critical analysis of texts.

Note: This course is a compressed course combining English 82 and English 84.

2. English 50WW – Developmental Writing: Paragraph to Essay

Units: 6 Lecture: 4 hours Lab: 4 hours Faculty Load: 46.67%

Prerequisite: English C or qualification by testing (English Placement Test) and assessment

Grading Method: Pass/No Pass

Credit, not degree applicable

Not transferrable

The course introduces students to the processes of creating, developing, and revising paragraphs and short essays based on personal experience, observations, and reactions to short readings.

Note: This course is a compressed course combining English B and English A.

INDUSTRY AND TECHNOLOGY

NEW COURSES

1. Fire and Emergency Technology 3 – Fundamentals of Personal Fire Safety and Survival
Units: 3 Lecture: 3 hours Lab: 0 hours Faculty Load: 20.00%
Recommended Preparation: Fire and Emergency Technology 1 and eligibility for English 1A
Grading Method: Letter
Credit, degree applicable
Transfer CSU

This course introduces the basic principles and history related to the national firefighter life safety initiatives. Emphasis will be placed on the need for cultural and behavior change throughout emergency services. Focus is placed on assessing fire dangers and handling common fire situations.

2. Welding 28ab – American Welding Society (AWS) D1.1 Certification Test Preparation
Units: 3 Lecture: 3 hours Lab: 0 hours Faculty load: 20.00%
Prerequisite: Welding 2abc or 21 with a minimum grade of C or equivalent
Grading Method: Both
Credit, degree applicable
Transfer CSU

This course will prepare the student to pass the written examination of the Los Angeles City Department of Building and Safety Structural Steel American

Welding Society (AWS) D1.1 examination. Both the midterm and final examinations will be administered under same testing conditions as the actual Los Angeles City written exam.

Note: Letter grade or P/NP option

CHANGE IN MAJOR; COURSE REQUIREMENTS, UNITS

1. Fire and Emergency Technology A.S. Degree Option

Current Status/Proposed Changes

Fire and Emergency Technology 1, 2, 3, 5, 6, ~~9~~, 10, 20, 140, 141

Total Units: ~~26~~ 27

Recommended electives: Fire and Emergency Technology 4, ~~7, 8~~, 9, 11, ~~14~~, Physical Education 280

Recommendation

Fire and Emergency Technology 1, 2, 3, 5, 6, 10, 20, 140, 141

Total Units: 27

Recommended electives: Fire and Emergency Technology 4, 9, 11, Physical Education 280

CHANGE IN MAJOR; CATALOG PROGRAM DESCRIPTION; COURSE REQUIREMENTS

1. Welding A.S. Degree

Current Status/Proposed Changes

The welding program prepares ~~the~~ students for employment in the field and provides opportunities for currently employed personnel to upgrade their skills. By completing the degree or certificate requirements, students gain proficiency in ~~the following welding processes:~~ oxy-acetylene cutting, plasma arc cutting, shielded metal arc welding, gas metal arc welding, gas tungsten arc welding, and flux cored welding. Students develop skills in welding ferrous and non-ferrous alloys in flat, horizontal, vertical, and overhead positions. ~~In addition, welding students and~~ gain skills in layout, fabrication, reading engineering drawings, and pipe welding. The program also provides training for students to prepare for AWS D1.1 certification.

Competencies will be assessed regularly in accordance with criteria established by the American Welding Society (AWS), the American Petroleum Institute, the American Society of Mechanical Engineers, and the American National Standards Institute.

At least 50% of the major requirements for the Associate in Science Degree must be completed at El Camino College.

Complete a minimum of 24-25 units from:

Welding 2abc, 21, 40abcd, 45ab

Total Units: 24-25

Recommended Electives:

Welding 23abc, 28ab, Computer Aided Design/Drafting 5, Machine Tool Technology 16ab (one semester), ~~Technical Mathematics 1~~ Mathematics 12

Recommendation

The welding program prepares students for employment in the field and provides opportunities for currently employed personnel to upgrade their skills. By completing the degree or certificate requirements, students gain proficiency in oxy-acetylene cutting, plasma arc cutting, shielded metal arc welding, gas metal arc welding, gas tungsten arc welding, and flux cored welding. Students develop skills in welding ferrous and non-ferrous alloys in flat, horizontal, vertical, and overhead positions and gain skills in layout, fabrication, reading engineering drawings and pipe welding. The program also provides training for students to prepare for AWS D1.1 certification. Competencies will be assessed regularly in accordance with criteria established by the American Welding Society (AWS), the American Petroleum Institute, the American Society of Mechanical Engineers and the American National Standards Institute.

At least 50% of the major requirements for the Associate in Science Degree must be completed at El Camino College.

Complete a minimum of 24-25 units from:
Welding 2abc, 21, 40abcd, 45ab
Total Units: 24-25

Recommended Electives:
Welding 23abc, 28ab, Computer Aided Design/Drafting 5, Machine Tool Technology 16ab (one semester), Mathematics 12

CHANGE IN CERTIFICATE OF ACHIEVEMENT; COURSE REQUIREMENTS, UNITS

1. Fire Academy

Current Status/Proposed Changes

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

Fire and Emergency Technology 1, 15, 140, 141;
~~Completion of Candidate Physical Agility Test (CPAT) or Fire Fighter Physical Agility Test (FPAT);~~
three units from:
Fire and Emergency Technology 2, 3, 5, 6, ~~7, 8~~, 9, 10, 11, ~~14~~, 19, 20
Total Units: ~~23~~24

Other requirements: Completion of Candidate Physical Agility Test (CPAT) or Fire Fighter Physical Agility Test (FPAT)

Recommendation

Fire and Emergency Technology 1, 15, 140, 141;

three units from:

Fire and Emergency Technology 2, 3, 5, 6, 9, 10, 11, 19, 20

Total Units: 24

Other requirements: Completion of Candidate Physical Agility Test (CPAT) or Fire Fighter Physical Agility Test (FPAT)

2. Fire and Emergency Technology

Current Status/Proposed Changes

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

Fire and Emergency Technology 1, 2, 3, 5, 6, 9, 10, 20, 140, 141

Total Units: ~~26~~ 27

Recommendation

Fire and Emergency Technology 1, 2, 3, 5, 6, 10, 20, 140, 141

Total Units: 27

3. Welding

Current Status/Proposed Changes

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

Complete 24-25 units from ~~any course combination below:~~

Welding 2abcd, 21, 40abcd, 45ab;

complete ~~8-9-12~~ units from:

Weld 23abc, 28ab, Computer Aided Design/Drafting 5, Machine Tool Technology

16ab, ~~Technical Mathematics 1~~ Mathematics 12, English A or qualifying score for English 1A on English Placement Test

Total Units: ~~33-37~~ 32-34

Recommendation

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

Certificate Requirements

Complete 24-25 units from:

Welding 2abcd, 21, 40abcd, 45ab;

complete 8-9 units from:

Welding 23abc, 28ab, Computer Aided Design/Drafting 5, Machine Tool Technology

16ab, Mathematics 12, English A or qualifying score for English 1A on English

Placement Test

Total units: 32-34

MATHEMATICAL SCIENCES

NEW COURSES

1. Computer Science 12 – Programming for Internet Applications using PHP, JavaScript, and XHTML

Units: 5 Lecture: 5 hours Lab: 5 hours Faculty Load: 58.33%

Prerequisite: Computer Science 1 or Computer Information Systems 16 or 134 with a minimum grade of C or equivalent

Grading Method: Both

Credit, degree applicable

Transfer CSU

In this introductory Internet programming course, students learn the fundamentals of Internet programming with JavaScript and Hypertext Preprocessor (PHP), a widely-used, open source, general-purpose server-side programming language. Students design and write applications that extend web servers. These applications use back-end databases to process data submitted through web forms and provide access to dynamically generated web pages with the retrieved data from the database.

CHANGE IN CERTIFICATE OF ACHIEVEMENT; COURSE REQUIREMENTS, UNITS

1. Computer Science

Current Status/Proposed Changes

A Certificate of Achievement will be granted upon completion of the program requirements. At least 16 units required for the certificate must be completed at El Camino College.

Computer Science 1, 2

three courses from:

Computer Science 3, 4, ~~10~~, 12, 30, 40, 60, Mathematics 210

Total Units: 21-22

Recommendation

A Certificate of Achievement will be granted upon completion of the program requirements. At least 16 units required for the certificate must be completed at El Camino College.

Computer Science 1, 2

three courses from:

Computer Science 3, 4, 12, 30, 40, 60, Mathematics 210

Total Units: 21-22

NATURAL SCIENCES

INACTIVATE MAJOR

1. Laboratory Technician (Medical) A.S. Degree

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

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A. COMMUNITY EDUCATION PROGRAM – SUMMER 2012

It is recommended that the Board of Trustees approve the 2012 Summer Community Education Program sponsored by Community Education as shown on attached pages.

B. INTERNATIONAL TRAVEL

It is recommended that the Board of Trustees approve international travel for Leonid Rachman to participate in the Fall 2012 American Educational Opportunities /Institute of International Education (AEO/IIIE) tours, September 12-25, 2012, in Singapore, Jakarta, Kuala Lumpur, Bangkok, and Hong Kong. The purpose of the trip is F-1 Visa student recruitment. Expenses in the amount of \$12,500 will be paid from International Student Conference funds.

**El Camino College
Community Education Classes
Summer 2012**

Course Name	Instructor Name	Salary	Tuition Fee
Life Drawing Marathons	Life Painting Com	40%	\$18
Glycerin Soap Making	Abdul, Quayum	40%	\$39
Candle Making	Abdul, Quayum	40%	\$39
Learn to Play Guitar in a Day!	Hutchinson, Marlene	40%	\$79
Drums R" Fun"	Giachello, Lenny	40%	\$96
Introduction to Homebrewing	Schulz, Patrick	\$45.14p/h ECC Instructor, Non-Credit Rate	\$45
Bollywood Dance Fitness	Costello, Regine	40%	\$72
Belly Dance (Beginning)	Costello, Regine	40%	\$69
CPR	Mundell, Shah	40%	\$45
First Aid	Mundell, Shah	40%	\$45
Become a Notary Public--Prep Class	Notary Public Seminars, Notary Public	40%	\$99
The Business of Bartending	Nicholson, Kellie	40%	\$149
Become a Notary Public - Renewing Notaries ONLY	Notary Public Seminars, Notary Public	40%	\$50
Introduction to Voiceovers	Voices For All	40%	\$54
Personal Fitness Trainer Certification	World Instructor Training Schools	\$424 per student	\$59
Learn to Become a Live Scan Fingerprint Operator	Vega, Susan	40%	\$139
BLS/CPR for Healthcare Provider	Mundell, Shah	40%	\$55
Negotiation Series - 4 course series	Georgen, Pearl	40%	\$39
Negotiation advanced series- 3 course series	Georgen, Pearl	40%	\$49
Negotiation expert series - 3 course series	Georgen, Pearl	40%	\$49

Course Name	Instructor Name	Salary	Tuition Fee
Food Manager Certification	Kazanchyan, Gevork	40%/50% (if less than 10 students enrolled)	\$89
ED2GO /Cengage- Various Online Classes	Various	\$60 per student	\$99
Gatlin/Cengage Various Online Courses -	Various	Various	Various
Night @ The Planetarium	Lloyd, Vincent	\$45.14p/h ECC Instructor, Non-Credit Rate	\$20
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%	\$45
Weight Training & Stretching (Beginning)	Henry, Jeff	40%	\$39
Digital Photography--Basics Boot Camp	Morrison, Douglas	40%	\$24
Computer Basics Boot Camp for Older Adults	Fedderson, Dale	40%	\$59
Best of the Internet & MS Word	Fedderson, Dale	40%	\$45
Medical Billing & Coding Train the Trainer	Smith, Debbie	\$45.00 p/h	N/A
Medical Coding Certification Prep Course: AAPC Certified Professional Coder (CPC) Exam	Smith, Debbie	40%	\$599
Medical Billing & Coding Health Information Management 7-Class Series Parts 1-7	Nelson, Dagmar	\$35 p/h	\$1,666
Workshop @ Mother- Daughter Tea	Celebrity Chef Lizette Lopez De Arriaga	\$270 Flat Fee	\$25
Presenter @ Mother- Daughter Tea	Sara Elena Loaiza	\$100 Flat Fee	\$25

Course Name	Instructor Name	Salary	Tuition Fee
Presenter @ May 12, 2012 Mother-Daughter Tea	Morrison, Douglas	\$100 Flat Fee	\$25
Mad Science! Science Explorations (Grades 1-3)	Oh, Kate	\$29 per hour	\$199
CSI (Crime Scene Investigation) (Grades 6-8)	Nesbitt, Daniel	\$29 per hour	\$199
Dig It! Adventures in Archeology (Grades 3-5)	Oh, Kate	\$29 per hour	\$199
Dance Camp (Grades 1-2)	Costello, Regine	\$29 per hour	\$199
Dance Camp (Grades 3-5)	Costello, Regine	\$29 per hour	\$199
Study Skills for Success (Grades 6-8)	Lee, Randolph	\$31 per hour	\$133
Tailored Basic Math &/or English Tutoring: 3 to 1 (Grades 1-6)	Paterson, John	\$29 per hour	\$475
SAT Boot Camp (Grades 9-12)	Serradell, Diane	\$31 per hour	\$359
SAT Boot Camp - Mock-Exam	Serradell, Diane	\$31 per hour	N/A
Ace the Timed Essay Tests: SAT, College Placement Exams, CAHSEE (Grades 9-12)	Arehart, Robin	\$29 per hour	\$133
Pre-Algebra (Grades 6-8)	Coleman, Tracy	\$29 per hour	\$133
Geometry - (Grades 9-12)	Coleman, Tracy	\$29 per hour	\$133
Algebra (Grades 9-12)	Coleman, Tracy	\$29 per hour	\$133
Intermediate Algebra (Grades 9-12)	Coleman, Tracy	\$29 per hour	\$133
Math Games Extravaganza (Grade 1 - 2)	Parsons, Ernestine	\$29 per hour	\$199
Multiplication/Division Facts in a Flash (Grades 3-4)	Hatten, Victor	\$29 per hour	\$199
Advanced Multiplication and Division (Grades 3-4)	Hatten, Victor	\$29 per hour	\$199

Course Name	Instructor Name	Salary	Tuition Fee
Math-Amazing! Addition + Subtraction x Multiplication = Fun! (Grades 3-4)	Oh, Kate	\$29 per hour	\$199
Math Tutoring: Algebra, Geometry, Trigonometry (Grades 8-12)	Coleman, Tracy	\$29 per hour	\$275
Reading, Phonics and Yoga (Grades 1-2)	DiSanti, Patricia	\$29 per hour	\$199
5 Paragraphs to Success (Grades 9-12)	Lewis, Barbara	\$29 per hour	\$133
College Application Essays: Creating Your Personal Statement (Grades 11-12)	Arehart, Robin	\$29 per hour	\$133
Writing an "A" Paper & Report (Grades 6-8)"	Lee, Randolph	\$31 per hour	\$133
Improving Reading Comp & Reading skills (Grades 3-4)	Hatten, Victor	\$29 per hour	\$199
Improving Reading Comp & Reading skills (Grades 3-4)	Angel, Rose Mary	\$29 per hour	\$199
Learning How to Create Juicy Sentences and Paragraphs (Grades 3-5)	Angel, Rose Mary	\$29 per hour	\$199
Learning How to Create Juicy Sentences and Paragraphs (Grades 3-5)	Hatten, Victor	\$29 per hour	\$199
Wow, Look What I Wrote Today (Grades 1-3)	Oh, Kate	\$29 per hour	\$199
Conquering High School Grammar (Grades 9 - 12)	Lewis, Barbara	\$29 per hour	\$133
Write On! Writing Camp (Grades 4-5)	Angel, Rose Mary	\$29 per hour	\$199
Cartooning & Drawing (Grades 3-5)	Chew, Deborah	\$29 per hour	\$199
Academic Chess: Beginning to Advanced Levels (Grades 1-5)	Academic Chess	\$29 per hour	\$199
Academic Chess: Beginning to Advanced Levels (Grades 6-8)	Academic Chess	\$29 per hour	\$133
Cheer Leading Camp--Kid's College Cheer Squad! (Grades 1-5)	Costello, Regine	\$29 per hour	\$99
Space Camp (Grades 1-3)	Oh, Kate	\$29 per hour	\$199

Course Name	Instructor Name	Salary	Tuition Fee
Oceans--Inspired by the Disneynature® film, Oceans (Grades 1 to 4)	Oh, Kate	\$29 per hour	\$199
Woodworking: Make a Pen! (Ages 13 - 18)	Selph, Jack	\$45.14p/h ECC Instructor, Non-Credit Rate	\$165
Learning with Legos: Simple Fun Machines (Grades 1 to 2)	Paterson, John	\$29 per hour	\$139
Learning with Legos: Machines, Structures & Mechanisms (Grades 3 to 5)	Paterson, John	\$29 per hour	\$139
Lights! Action! Puppets! -- Theatrical Puppetry (Grades 2-5)One week Only	Paterson, John	\$29 per hour	\$139
Lil' Pixie Enchanted Fairy Camp (Grades 1-5) One Week Only	Costello, Regine	\$29 per hour	\$99
Cake Decorating 101 (for Ages 13-18) One Week Only	Rossberg, Kirk	40%	\$165
Dig It Volleyball Clinic (Grades 6-8)	Scherer, Steven	\$29 per hour	\$133
Basketball Boot Camp (Grades 6-8)	Scherer, Steven	\$29 per hour	\$133
Cartooning & Drawing (Grades 6-8)	Chew, Deborah	\$29 per hour	\$133
School of Rock: Guitar Camp (Beginning to Advanced, (Grades 9-12)	Perez, Anna	\$29 per hour	\$133
Kids Rock: Guitar Camp (Grades 3-5)	Perez, Anna	\$29 per hour	\$199
School of Rock: Guitar Workshop - Beginning (Grades 6-8)	Perez, Anna	\$29 per hour	\$133
Beginning Piano (Grades 6-8)	Wright, Charles David	\$29 per hour	\$133
Beginning Piano (Grades 1-5)	Wright, Charles David	\$29 per hour	\$199
American Idol! Voice Class (Grades 6-8)	Wright, Charles David	\$29 per hour	\$133

Course Name	Instructor Name	Salary	Tuition Fee
Princess Camp (Grades 1-4) 1 week	Costello, Regine	\$29 per hour	\$99
Princess Camp (Grades 1-4) 1 week	Ruch, Gina	\$29 per hour	\$99
Pirate Camp (Grades 1-5) 1 week	Costello, Regine	\$29 per hour	\$99

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 Report

It is recommended that the Board of Trustees receive the following Quarterly Financial Status Report for the quarter ending March 31, 2012. AB 2910, Chapter 1486, Statutes of 1986, requires that California community college districts report quarterly on their financial condition.

The report for March 31, 2012, is shown on the following Quarterly Financial Status Report for General Fund-Unrestricted (11).

FISCAL YEAR			
2011-2012			
Quarter Ended (Q3) March 31, 2012			
<u>General Fund</u>	<u>2011-12</u>	<u>Year-to-Date</u>	<u>Percentage</u>
	<u>Budget</u>	<u>Actuals</u>	
INCOME			
Federal	\$80,000	\$65,693	82.12%
State	62,460,421	35,389,546	56.66%
Local	37,682,084	27,259,350	72.34%
Interfund Transfers	800,000	0	
Total Income	<u>\$101,022,505</u>	<u>\$62,714,589</u>	
APPROPRIATIONS			
Academic Salaries	\$45,700,366	\$30,141,343	65.95%
Classified Salaries	24,882,870	17,407,684	69.96%
Staff Benefits	19,734,530	14,746,542	74.72%
Supplies/Books	1,222,000	832,581	68.13%
Other Operating Expenses	11,336,788	8,057,512	71.71%
Capital Outlay	79,600	75,956	95.42%
Other Outgo	5,790,000	5,150,000	88.95%
Total Appropriations	<u>\$108,746,154</u>	<u>\$76,411,618</u>	
Net Revenue	<u><u>(\$7,723,649)</u></u>	<u><u>(\$13,697,029)</u></u>	

B. Contracts Under \$81,000

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

- 1. Contractor:** **AEGIS RECEIVABLES MANAGEMENT, INC.**
Services: Contractor will provide real-time, closed and remote captioning services in accordance with Disabled Students Programs and Services standards.
Requesting Dept.: Academic Affairs—Health Sciences and Athletics – Special Resource Center
Date(s): 3/1/12 – 6/30/16
Financial Terms: Cost not to exceed \$5,000 per year
- 2. Contractor:** **EDUCATED BUSINESS RESOURCES CORP**
Services: Contractor will provide several training services to various companies. Training will include, but not limited to, Business and Management Skills, Continuous Improvement, Manufacturing Skills, and Advanced Technology.
Requesting Dept.: Student and Community Advancement – Community Advancement
Date(s): 4/17/12 – 10/2/13
Financial Terms: Cost not to exceed \$75,000
Funded by ETP
- 3. Contractor:** **GLOBAL PARTNERS EDUCATION NETWORK (Japan); NEXT EDUCATION GROUP (Korea); USTUDY (Israel)**
Services: Contractors will serve as F-1 Visa educational agents to recruit F-1 Visa students for ECC.
Requesting Dept.: Admissions and Records – International Student Program
Date(s): 1/1/12 – 6/30/12 with four optional one-year renewal periods
Financial Terms: The fee shall be \$250 per student per consecutive semester completed, not to exceed \$500 per student
- 4. Contractor:** **HONG KONG TRADE DEVELOPMENT COUNCIL**
Services: Contractor will provide booth space at the Eco Expo Asia 2012 trade show for six clients of the ECC Center for International Trade Development (CITD).
Requesting Dept.: Student and Community Advancement – CITD
Date(s): 4/17/12 – 6/1/12
Financial Terms: Cost not to exceed \$12,600

Funded by a grant from the Chancellor's office

- 5. Contractor:** **KALLMAN WORLDWIDE, INC.**
Services: Contractor will provide export promotion services to California small businesses that participate in the Farnborough Air Show and the IFT Energy Trade Show.
Requesting Dept.: Student and Community Advancement – CITD
Date(s): 4/17/12 – 6/30/12
Financial Terms: Cost not to exceed \$24,000
Funded by a grant from the federally funded State Trade Export Promotion (STEP) program and CITD
- 6. Contractor:** **MAJOR LEAGUE MUSIC, INC.**
Services: Contractor will provide trumpet fanfares at commencement ceremony and reception.
Requesting Dept.: Student and Community Advancement - Enrollment Services
Date(s): 6/8/12
Financial Terms: Cost not to exceed \$1,250
- 7. Contractor:** **MARINA DEL REY HOSPITAL**
Services: Contractor will provide ECC students with state required clinical experience.
Requesting Dept.: Academic Affairs-Health Sciences & Athletics
Date(s): 4/1/12 – 3/31/16
Financial Terms: No cost to the District
- 8. Contractor:** **RIO HONDO COLLEGE DISTRICT**
Services: Contractor will provide two-day Alternative & Renewable Fuel and Vehicle Technology Program train-the-trainer sessions.
Requesting Dept.: Student and Community Advancement – Community Advancement
Date(s): 3/22/12 – 3/23/12
Financial Terms: Cost not to exceed \$4,500
Funded by ETP
- 9. Contractor:** **SPACEDATA**
Services: Contractor will provide development, maintenance, and technical solutions for Advanced Customized Training Solutions/ETP database, and the Office 365 SharePoint website integration.
Requesting Dept.: Student and Community Advancement – Community Advancement

Date(s): 4/17/12 – 6/30/12
Financial Terms: Cost not to exceed \$9,800
Funded by ETP

C. Contracts Over \$81,000

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

- 1. Contractor:** **CERRITOS COMMUNITY COLLEGE DISTRICT**
Services: Contractor will implement Career Technical Education activities.
Requesting Dept.: Student and Community Advancement – CACT
Date(s): 4/1/12 – 3/31/13
Financial Terms: Cost not to exceed \$176,330
Funded by a grant from the Chancellor’s office
- 2. Contractor:** **COMPTON COMMUNITY COLLEGE DISTRICT (CCCD)**
Services: The El Camino Community College Bookstore will operate the bookstore located at the Compton Educational Center.
Requesting Dept.: Administrative Services – Bookstore
Date(s): 7/1/12 -6/30/14
Financial Terms: The District will pay the CCCD: 3% commission of net sales up to \$1,300,000 million dollars; 4% commission on net sales from \$1,300,000 to \$1,500,000; 4.5 % commission on net sales from \$1,500,000 to \$1,750,000; and, 5% commission on net sales above \$1,750,000
- 3. Contractor:** **LONG BEACH COMMUNITY COLLEGE DISTRICT**
Services: Contractor will provide programs and services to small businesses in the form of training workshops and one-on-one confidential consulting in the South Bay and surrounding cities.
Requesting Dept.: Student and Community Advancement – Small Business Development Center (SBDC)
Date(s): 1/1/12 – 12/31/12
Financial Terms: Projected Gross Income \$300,000
Funded by SBDC Network Service Center
- 4. Contractor:** **MOUNT SAINT MARY’S COLLEGE**
Services: Contractor will compensate ECC for expenses relevant to activities outlined in contractor’s Science, Technology,

Engineering and Math (STEM) grant project – “Improving STEM Curricula, Support & Articulation for Hispanic, Women, & Low-Income Students”.

Requesting Dept.: Student and Community Advancement – Community Advancement

Date(s): 10/1/11 – 9/30/16

Financial Terms: Projected Gross Income \$1,353,634
Funded by US Department of Education STEM Grant Project

D. Personal Service Agreements

- 1. Contractor:** **SCOTT DAVIS**
Services: Contractor will provide instruction on multi-media presentation and its uses in the classroom to the ECC Computer Information Systems faculty.
Requesting Dept.: Student and Community Advancement – Enrollment Services
Date(s): 4/20/12 – 4/21/12
Financial Terms: Cost not to exceed \$2,200
- 2. Contractor:** **JOSE M. ENRIQUEZ**
Services: Contractor will teach First-Responder Course pertaining to Alternative and Renewable Fuel and Vehicle Technology Program.
Requesting Dept.: Student and Community Advancement – CACT
Date(s): 4/17/12 – 2/28/13
Financial Terms: Cost not to exceed \$25,000
Funded by ETP
- 3. Contractor:** **DONNA M. EYESTONE**
Services: Contractor will facilitate workshop “Everything Google” and give the keynote speech titled “21st Century Tools for Online Teaching and Learning”.
Requesting Dept.: Student and Community Advancement – Learning Resources
Date(s): 3/29/12 – 3/30/12
Financial Terms: Cost not to exceed \$1,000
- 4. Contractor:** **MARK F. WILDE**
Services: Contractor will teach First-Responder Course pertaining to Alternative and Renewable Fuel and Vehicle Technology Program.
Requesting Dept.: Student and Community Advancement – CACT
Date(s): 4/17/12 – 2/28/13
Financial Terms: Cost not to exceed \$25,000
Funded by ETP

E. International Student Health Insurance

It is recommended the Board of Trustees approve continuing the international student health insurance through the current contracted carrier, Student Insurance. The District, through the International Student Program, requires all of its students to purchase health insurance from a carrier contracted by the District. The cost will be determined by the carriers pending recent legislative mandates on student insurance plans resulting from the Patient Protection and Affordable Care Act (PPACA). There is no cost to the District as students pay the fee as part of their tuition. The contract is effective August 1, 2012 through July 31, 2013.

F. BID 2011-6/Standard School Supplies and Cut Stock Paper

It is recommended the Board of Trustees approve entering into a contractual relationship with “Complete Office” for the campus procurement of office supplies and cut stock paper. The authority for utilization of this contract is made possible through the U.S. Communities cooperative purchase program Master Agreement #MA-IS-1140050, by and between The County of Los Angeles and Independent Stationers Inc., in accordance with all specifications, terms, and conditions of Bid RFP-1S-10255020. “Complete Office” is a member of Independent Stationers and have been qualified and certified to represent the LA County/US Communities contract in the Southern California marketplace. Term of service is from September 1, 2012 through August 31, 2015 and may be extended for two (2) 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.

G. Bid Protest – Utility Infrastructure Phase I, Central Plant & Stadium Lighting Project

It is recommended that the Board of Trustees adopt the findings and decision of the Compton Community College District Special Trustee’s Final Determination denying Stronghold Engineering, Inc.’s bid protest submitted on February 28, 2012 and supplemented on March 8, 2012.

H. Purchase Orders And Blanket Purchase Orders

It is recommended all purchase orders be ratified as shown.

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
Fund 11	Unrestricted - El Camino			
P0502270	Cal-Ed Optical	Life Sciences	Instructional Supplies	\$485.35

P0502317	Mouser Electronics	Life Sciences	Instructional Supplies	\$157.18
P0502318	American Express	Ed & Community	Transportation/ Mileage And	\$220.00
P0502319	West Virginia Univ	Ed & Community	Dues And Memberships	\$2,500.00
P0502321	ASCAP	Ctr for Arts Production	License Fee/Site Licenses	\$5,940.00
P0502322	Staples	2010-11 VP-Admin Svc	New Equipment	\$2,916.36
P0502323	A-1 Office Concepts	2010-11 VP-Admin Svc	New Equipment	\$8,299.29
P0502326	Five Star Electric Circuit	Facilities/Planning/Serv	Repairs Noninstructional	\$734.06
P0502339	Amazon.Com	Staff Development	Other Books	\$289.60
P0502340	A-1 Office Concepts	V.P. Academic Affairs	Instructional Supplies	\$893.37
P0502342	CDW-G	Div Office Business	Instructional Supplies	\$1,130.64
P0502344	Amazon.Com	Manufacturing	Instructional Supplies	\$135.48
P0502345	Auto Body Toolmart	Automotive Collision	Instructional Supplies	\$524.53
P0502346	MSC Industrial Supply	Automotive Collision	Instructional Supplies	\$350.17
P0502347	McMaster Carr	Air Conditioning And	Instructional Supplies	\$1,091.10
P0502348	MATCO Tools	Automotive Technology	Instructional Supplies	\$805.74
P0502357	Sitler's Suppliers, Inc.	Ctr for Arts Production	Non-Instruct Supplies	\$806.05
P0502362	CCS Presentation	Instructional Television	Other Services And Expenses	\$3,541.10
P0502363	Highsmith Company	Div Office Instr.	Instructional Supplies	\$487.02
P0502364	L.A. County Ems	Paramedic Academy	Contract Services	\$83,895.57
P0502366	Ransom & Randolph	Art Department	Instructional Supplies	\$474.75
P0502367	Rose Brand	Ctr for Arts Production	Repairs Parts And Supplies	\$2,956.63
P0502369	Freestyle Photographic	Photography	Instructional Supplies	\$727.90
P0502372	Complete Office	Warehouse	Inventories Stores	\$20,358.00
P0502378	Carolina Biological	Life Sciences	Instructional Supplies	\$119.39
P0502379	Hitech Software Inc	Facilities/Planning/Serv	Repairs Noninstructional	\$868.75
P0502395	A-1 Office Concepts	2010-11 VP-Admin Svc	New Equipment	\$2,114.34
P0502398	USTUDY	International Students	Conferences Mgmt	\$1,800.00
P0502400	Orange County Farm	Horticulture	Instructional Supplies	\$195.84
P0502401	McConkey Company	Horticulture	Instructional Supplies	\$496.61
P0502403	Leonid Rachman	International Students	Conferences Mgmt	\$1,721.00
P0502405	Western States Design	Physical Education	Repairs Parts And Supplies	\$494.46
P0502407	County of Los Angeles	Institutional Services	Election	\$1,104,237.75
P0502415	Tech Smith	Information Technology	Maintenance Contracts	\$269.40
P0502419	StylEnvy Nail Fashion	Cosmetology	Instructional Supplies	\$624.33
P0502420	Best Spa Equipment	Cosmetology	Instructional Supplies	\$628.58
P0502421	Keller Dovetail	Construction	Instructional Supplies	\$1,116.88
P0502425	Genesis Inc.	Technology	Non-Instruct Supplies	\$176.11
P0502427	University Products	Anthropology	Instructional Supplies	\$327.71
P0502429	Forestry Suppliers, Inc.	Anthropology	Instructional Supplies	\$302.43
P0502430	CDW-G	Technical Services	New Equipment	\$7,814.21
P0502435	Craigmichaels, Inc.	Administrative Services	Conferences Mgmt	\$395.00
P0502440	Norman S. Wright	Facilities/Planning/Serv	Repairs Noninstructional	\$693.28
P0502445	Southbay Vacuum	Ctr for Arts Production	Repairs Parts And Supplies	\$99.00
P0502446	Phi Rho Pi	Speech	Conferences Other	\$850.00
P0502448	American Micro	Anthropology	Instructional Supplies	\$230.08
P0502449	Carolina Biological	Life Sciences	Instructional Supplies	\$48.54
P0502450	Zoro Tools	Anthropology	Instructional Supplies	\$147.74
P0502451	Grainger	Facilities/Planning/Serv	Non-Instruct Supplies	\$70.69
P0502457	Web Marketing	Div Office Instr.	Instructional Supplies	\$140.29
P0502458	American Express	V.P. Academic Affairs	Conferences Mgmt	\$407.60
P0502460	Honors Transfer	First Year Experience	Conferences Mgmt	\$30.00
P0502467	AT&T Mobility	Health,Safety and Risk	Telephone	\$48.68
P0502468	Verizon Wireless	Health,Safety and Risk	Telephone	\$27.12
P0502470	Amazon.Com	Anthropology	Instructional Supplies	\$63.46
P0502471	Turning Point	History	Instructional Supplies	\$183.13

P0502483	Monterey Graphics	Fiscal Services	Non-Instruct Supplies	\$1,007.62
P0502485	Time Clock Sales and	Admissions/Recors	Maintenance Contracts	\$236.00
P0502487	Stamats	Public Relations &	Conferences Mgmt	\$200.00
P0502495	AAWCC Conference	Facilities/Planning/Serv	Conferences Mgmt	\$45.00
P0502498	CCPRO	Public Relations &	Conferences Mgmt	\$250.00
P0502504	Hitt Marking Devices	Course/Curriculum	Non-Instruct Supplies	\$40.03
P0502506	Media Education	History	Instructional Supplies	\$171.13
P0502508	CDE Press Sales Unit	History	Instructional Supplies	\$87.51
P0502509	Monterey Graphics	Outreach and School	Non-Instruct Supplies	\$97.88
P0502513	Monterey Graphics	Warehouse	Inventories, Stores, Prepaid I	\$1,834.34
P0502514	I & O Party Rentals	V.P. Academic Affairs	Non-Instruct Supplies	\$203.13
P0502520	CDW-G	Copy Center	Non-Instruct Supplies	\$2,392.50
P0502525	Embroidme	Speech	Conferences Other	\$428.32
P0502539	BMI	Ctr for Arts Production	License Fee/Site Licenses	\$3,230.98
P0502540	Fast Deer Bus Charter	Outreach and School	Transportation	\$1,388.00
P0502541	AAA Electric Motor	Facilities/Planning/Serv	Repairs Noninstructional	\$1,841.75
P0502542	Hitech Software Inc	Facilities/Planning/Serv	Repairs Noninstructional	\$375.00
P0502543	Safelite Auto Glass	Facilities/Planning/Serv	Repairs Noninstructional	\$198.87
P0502547	Fast Deer Bus Charter	Transfer Center	Transportation	\$550.00
P0502550	Gaylord Brothers, Inc.	Div Office Instr.	Instructional Supplies	\$144.76
P0502551	Bron Tapes of San	Audio/Visual	Instructional Supplies	\$455.86
P0502552	Innovative Interfaces,	Div Office Instr.	Publications-Magazines	\$490.00
P0502555	Pbs Video	History	Instructional Supplies	\$113.89
P0502557	American Express	V.P. Academic Affairs	Conferences Classified	\$215.60
P0502558	Train Signal Inc.	Technical Services	Repairs Parts And Supplies	\$690.78
P0502559	CACCRAO	V.P. Academic Affairs	Conferences Classified	\$195.00
P0502563	Discount Two-Way	Technical Services	Repairs Parts And Supplies	\$1,633.94
P0502564	Dell Marketing L. P.	Technical Services	Repairs Parts And Supplies	\$3,465.94
P0502565	MCM Electronics Parts	Technical Services	Repairs Parts And Supplies	\$901.60
P0502568	Sigma Aldrich	Technology	Non-Instruct Supplies	\$370.68
P0502569	Educational	Technology	Non-Instruct Supplies	\$157.18
P0502572	Airport Van Rental	Transfer Center	Transportation	\$118.53
P0502573	Monterey Graphics	Counseling Office	Non-Instruct Supplies	\$97.88
P0502580	Merry X-Ray	Physical Education	Repairs Parts And Supplies	\$450.00
P0502581	Clive M. Segil, M.D.,	Recruitment	Other Services And Expenses	\$2,305.00
P0502582	Time Clock Sales and	Human Resources	Other Services And Expenses	\$98.59
P0502583	Sargent Welch	Physics	Instructional Supplies	\$2,475.33
P0502586	Rancho Janitorial	Facilities/Planning/Serv	Non-Instruct Supplies	\$2,048.85
P0502587	California Community	Presidents Office	Conferences Mgmt	\$30.00
P0502588	Glidden Professional	Grounds	Non-Instruct Supplies	\$979.81
P0502589	Patch Works Films	Div Office BSSC	Instructional Supplies	\$305.00
P0502592	Staples Advantage	I&T Div Ofc	Non-Instruct Supplies	\$75.03
P0502594	McMaster Carr	Air Conditioning And	Instructional Supplies	\$55.26
P0502595	Pennwell	Fire	Instructional Supplies	\$75.86
P0502596	Demco	Div Office Instr.	Instructional Supplies	\$268.63
P0502597	OCLC, Inc	Div Office Instr.	Maintenance Contracts	\$3,000.00
P0502600	Hitt Marking Devices	I&T Div Ofc	Non-Instruct Supplies	\$90.49
P0502601	Amazon.Com	Div Office BSSC	Instructional Supplies	\$370.62
P0502602	Grainger	Construction	Instructional Supplies	\$144.08
P0502603	BNI Building News	Construction	Instructional Supplies	\$324.50
P0502605	Quality Business	Ed & Community	Other Services And Expenses	\$59.38
P0502606	The College Board	Testing Center	Non-Instruct Supplies	\$576.40
P0502607	Law Offices of Larry	Institutional Services	Legal	\$9,337.50
P0502613	Fisher Scientific	Life Sciences	Instructional Supplies	\$641.88
P0502614	VWR Scientific	Life Sciences	Instructional Supplies	\$2,119.40

P0502615	Ward's Natural Science	Life Sciences	Instructional Supplies	\$859.93
P0502616	Carolina Biological	Life Sciences	Instructional Supplies	\$848.58
P0502617	B & H Photo-Video	Earth Sciences	Instructional Supplies	\$53.23
P0502618	Capitol Enquiry, Inc.	Public Relations	Non-Instruct Supplies	\$204.60
P0502625	Staples Advantage	Division Office Math	Instructional Supplies	\$233.81
P0502626	Quickstart Intelligence	Technical Services	Repairs Parts And Supplies	\$2,795.00
P0502627	Numbers America	Copy Center	Printing	\$95.00
P0502628	Abtech Systems,	Information Technology	Maintenance Contracts	\$2,025.00
P0502629	Kater-Crafts	Presidents Office	Other Services And Expenses	\$130.51
P0502637	Full Compass	Ctr for Arts Production	Non-Instruct Supplies	\$85.91
P0502638	Hitt Marking Devices	Ctr for Arts Production	Non-Instruct Supplies	\$40.03
P0502640	Statewide Traffic Safety	Facilities/Planning/Serv	Repairs Noninstructional	\$91.96
P0502642	On Course Workshop	Staff Development	Conferences Mgmt	\$300.00
P0502644	Bio Rad Laboratories	Life Sciences	Instructional Supplies	\$200.58
P0502650	Altus Network	Information Technology	Maintenance Contracts	\$822.00
P0502651	Carolina Biological	Life Sciences	Instructional Supplies	\$3,038.88
P0502652	Smart Computing	Campus Police	Publications/ Periodicals And	\$29.00
P0502663	Campus Food Services	Rideshare	Rideshare Incentive	\$89.48
P0502670	Sam Ash	Music	Instructional Supplies	\$358.86
P0502672	Entertainment Lighting	Ctr for Arts Production	Non-Instruct Supplies	\$940.01
P0502673	College Reading &	Div Office Instr.	Other Services And Expenses	\$500.00
P0502680	Bioquip Products	Life Sciences	Instructional Supplies	\$29.20
P0502683	Board of Governors,	First Year Experience	Conferences Mgmt	\$400.00
P0502687	Woodworker West	Construction	Instructional Supplies	\$60.00
P0502694	Rio Grande Tool Co.	Art Department	Instructional Supplies	\$932.49
P0502696	NCMPR	Copy Center	Conferences Mgmt	\$150.00
P0502697	Invertigo Dance	Ctr for Arts Instr/Admin	Contract Services	\$400.00
P0502698	Kenneth Walker Dance	Ctr for Arts Instr/Admin	Contract Services	\$550.00
P0502699	Christopher Brennan	Ctr for Arts Instr/Admin	Contract Services	\$500.00
P0502700	Thomas G. Blomquist	Ctr for Arts Instr/Admin	Contract Services	\$500.00
P0502701	Will Geer's Theatricum	Ctr for Arts Instr/Admin	Contract Services	\$500.00
P0502702	Tell Me More	Information Technology	License Fee/Site Licenses	\$20,250.00
P0502703	Cedaring Fox, Inc	Ctr for Arts Instr/Admin	Contract Services	\$500.00
P0502704	El Segundo Chamber	Public Relations	Dues And Memberships	\$100.00
P0502705	A-1 Office Concepts	Human Resources	Non-Instruct Supplies	\$337.65
P0502706	Samy's Camera	Art Department	Instructional Supplies	\$64.32
P0502707	The Empire Tape	Art Department	Instructional Supplies	\$240.28
P0502709	Samy's Camera	Art Department	Repairs Parts And Supplies	\$225.00
P0502710	Paragon Kiln	Art Department	Instructional Supplies	\$175.08
P0502711	Dr. T. James Noyes	Earth Sciences	Transportation	\$87.77
P0502712	Greentree Systems	Human Resources	Maintenance Contracts	\$22,029.00
P0502717	American Bar	Legal Assistance	Dues And Memberships	\$1,250.00
P0502724	Science News	Earth Sciences	Publications-Magazines	\$91.00
P0502725	Herff Jones, Inc.	Admissions/Recors	Non-Instruct Supplies	\$336.25
P0502729	JW Pepper of Los	Music Library	Instructional Supplies	\$210.74
P0502731	Ejazzlines	Music	Instructional Supplies	\$330.32
P0502733	CCCCIO	V.P. Academic Affairs	Conferences Mgmt	\$655.00
P0502734	American Express	V.P. Academic Affairs	Conferences Mgmt	\$190.60
P0502738	Staples Advantage	Human Resources	Non-Instruct Supplies	\$97.84
P0502739	Debbie E. Turano	Operations	Pest Control	\$90.00
P0502740	Amazon.Com	Audio/Visual	Instructional Supplies	\$84.10
P0502742	HD Supply	Health,Safety and Risk	New Equipment	\$3,721.29
P0502745	Brown & Bigelow, Inc.	Outreach and School	Non-Instruct Supplies	\$1,060.50
P0502746	Singewire Software	Information Technology	Maintenance Contracts	\$7,837.50

P0502750	Monterey Graphics	Commencement	Indirect Supplies	\$5,426.63
P0502768	UCLA Center for	Paramedic Academy	Contract Services	\$6,720.00
P0502771	Specialized Products	Technical Services	Repairs Parts And Supplies	\$378.91
P0502772	Graybar Electric	Technical Services	Repairs Parts And Supplies	\$2,380.14
P0502773	Rand McNally	Anthropology	Instructional Supplies	\$100.05
P0502774	Pbs Video	Sociology	Instructional Supplies	\$25.49
P0502775	College Specialties	Admissions/Recors	Non-Instruct Supplies	\$594.82
P0502784	Time Clock Sales &	Administrative Services	Non-Instruct Supplies	\$134.81
P0502787	Full Compass	Theatre/Dance	Non-Instruct Supplies	\$603.56
P0502789	A-1 Office Concepts	Div Office Fine Arts	Non-Instruct Supplies	\$617.01
P0502792	Freestyle Photographic	Photography	Instructional Supplies	\$1,723.54
P0502795	J.D. Fields Lumber	Ctr for Arts Production	Non-Instruct Supplies	\$1,072.70
P0502796	Southland Lumber	Ctr for Arts Production	Non-Instruct Supplies	\$778.54
P0502797	CDW-G	Ctr for Arts Production	Non Inst Comp Eq less than	\$420.86
P0502798	Full Compass	Ctr for Arts Production	Non-Instruct Supplies	\$783.00
P0502799	Calif Instit for Nursing &	Nursing	Dues And Memberships	\$879.01
P0502801	CDW-G	Instructional Television	Other Services And Expenses	\$514.39
P0502803	California Newsreel	Film Rental	Instructional Supplies	\$218.06
P0502804	CNS Productions	Film Rental	Instructional Supplies	\$224.06
P0502805	CCS Presentation	Instructional Television	Other Services And Expenses	\$3,474.53
P0502806	Hawkhill Video	Film Rental	Instructional Supplies	\$33.99
P0502807	Bullfrog Films	Film Rental	Instructional Supplies	\$279.78
P0502808	Icarus Films	Film Rental	Instructional Supplies	\$228.50
P0502810	MCM Electronics	Audio/Visual	Instructional Supplies	\$537.49
P0502811	Media Distributors	Audio/Visual	Instructional Supplies	\$376.77
P0502812	MCM Electronics	Audio/Visual	Instructional Supplies	\$949.67
P0502813	Grainger	Instructional Television	Other Services And Expenses	\$514.88
P0502825	A-1 Office Concepts	Fiscal Services	New Equipment -	\$337.65
P0502829	School Outfitters	History	Instructional Supplies	\$255.88
P0502830	R & D Printing	SRC Accessibility Fund	Reproduction	\$2,128.36
P0502838	South Coast Air Quality	Rideshare	Filing Fee	\$959.64
P0502839	Davis Furniture	Div Office Instr.	Other Services And Expenses	\$172.90
P0502845	H.L. Corporation	Physical Education	Instructional Supplies	\$130.50
P0502846	Spectrum Products	Physical Education	Repairs Parts And Supplies	\$719.26
P0502848	Xpedx	Copy Center	Non-Instruct Supplies	\$781.52
P0502852	Intelcom	Instructional Television	Other Services And Expenses	\$3,900.00
P0502853	Time Clock Sales and	V.P. Academic Affairs	Repairs - Instructional	\$236.00
P0502867	Aardvark Clay and	Art Department	Instructional Supplies	\$2,703.41
P0502871	Graphic Chemical	Art Department	Instructional Supplies	\$105.04
P0502881	Academic Senate for	Academic Senate	Conferences Mgmt	\$355.00
P0502882	American Express	Academic Senate	Conferences Mgmt	\$187.60

\$1,436,615.85

Fund 11 Total: 206

Fund 12 Restricted - El Camino

P0502307	Dell Marketing L. P.	TitleV-Improving	Non Inst Comp Eq less than	\$1,729.44
P0502314	Paton Group	Title III- H S I - STEM	New Equipment - Instructional	\$15,021.88
P0502315	Campus Food Services	Faculty & Staff Diversity	Non-Instruct Supplies	\$340.17
P0502316	Step Publishers	WPLRC Terminal	Other Books	\$571.66
P0502320	Imperial Media	WRIEC Year 2	Reproduction	\$551.56
P0502343	Samy's Camera	NSF-Aerospace Mfg Ed	New Equipment	\$759.08
P0502349	Campus Food Services	CAA (10-091-002)	Non-Instruct Supplies	\$4,055.17
P0502350	Edits Publishers	EOPS	Non-Instruct Supplies	\$141.67

P0502351	Sierra Pacific Infrared	RTF - 08/09-332-039	New Equipment - Instructional	\$9,455.81
P0502353	American Express	Career & Tech Ed	Conferences Other	\$192.60
P0502354	American Express	Career & Tech Ed	Conferences Other	\$266.60
P0502356	Campus Food Services	EOPS	In-Service Training	\$645.32
P0502358	Andersen's Door	Community	Repairs - Instructional	\$917.62
P0502359	CED/Metropolitan	VTEA-Horticulture	New Equipment - Instructional	\$489.38
P0502365	The Apple Store	CITD Int'l Trade Trng	Non Inst Comp Eq less than	\$31,801.98
P0502370	Doubletree Hotel Fess	Strategic Priority	Conferences Mgmt	\$220.00
P0502371	California Community	Strategic Priority	Conferences Mgmt	\$225.00
P0502373	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$245.33
P0502374	Shred-It California	Community	Other Services And Expenses	\$151.20
P0502380	Midas Auto Repair	Parking-Student	Repairs Non Instr	\$128.48
P0502381	Imageworks	Parking-Student	Non-Instruct Supplies	\$963.83
P0502394	Step Publishers	WPLRC TERMINAL	Other Books	\$1,208.37
P0502397	Susan Saxe-Clifford,	Parking-Student	Other Services And Expenses	\$1,125.00
P0502399	American Express	CAA (10-091-002)	Transportation/ Mileage And	\$386.20
P0502402	CCCAOE	CAA (10-091-002)	Conferences Other	\$2,370.00
P0502404	Office of Continuing	Health Services	In-Serv Training Instr	\$506.00
P0502408	Insight Systems	Adminstration	Replacement Computer	\$9,182.12
P0502409	A-1 Office Concepts	Health Services	New Equip - Noninstr \$5k less	\$3,879.72
P0502410	Monterey Graphics	Health Services	Non-Instruct Supplies	\$97.88
P0502412	Beach Resort Monterey	WPLRC State	Conferences Mgmt	\$259.98
P0502413	The Westin San	WPLRC State	Conferences Mgmt	\$140.00
P0502414	Hobart Institute of	Terminal	Other Books	\$240.28
P0502431	Los Angeles Superior	Parking Violations DMV	Other Services And Expenses	\$7,220.00
P0502432	Yamaha Golf Cars of	Parking-Student	Repairs Non Instr	\$417.69
P0502441	Monterey Graphics	StudentSupptSvcs	Non-Instruct Supplies	\$342.58
P0502443	NAPE	TitleV-Improving	Conferences Mgmt	\$525.00
P0502444	Herald Publications	SBDC Program Income	Multi Media Advertising	\$600.00
P0502454	American Express	TitleV-Improving	Conferences Mgmt	\$583.60
P0502455	Covoc Corporation	CCAccessMeansParen	New Equipmen-Instr. \$5k less	\$844.68
P0502456	Monterey Institute for	WPLRC State	Conferences Mgmt	\$400.00
P0502459	Laura M. Narvaez	EOPS CARE	Contract Services	\$70.00
P0502464	Quality Council of	JDIF - (10-336-070)	Other Books	\$10,699.53
P0502465	AAWCC Conference	TitleV-Improving	Conferences Other	\$45.00
P0502466	Campus Food Services	Faculty & Staff Diversity	Non-Instruct Supplies	\$308.58
P0502472	Enterprise Rentals	CACT Strategic Hub	Transportation/ Mileage And	\$282.74
P0502481	Campus Food Services	EOPS CARE	Non-Instruct Supplies	\$247.62
P0502482	Hobart Institute of	Terminal	Other Books	\$435.00
P0502488	Amazon.Com	CITD Int'l Trade Trng	Noninstructional Supplies	\$719.03
P0502489	Campus Food Services	EOPS CARE	Non-Instruct Supplies	\$1,288.14
P0502491	Discount School	Child Development	Instructional Supplies	\$528.50
P0502493	Quality Business	Head Start Partnership	Instructional Supplies	\$330.00
P0502494	One Cycle Control, Inc	Matching - IDRC, etc.	Contract Services	\$462.00
P0502496	AAWCC Conference	TitleV-Improving	Conferences Mgmt	\$45.00
P0502497	Enterprise Rentals	TitleV-Improving	Conferences Mgmt	\$164.99
P0502499	Doubletree Hotel	TitleV-Improving	Conferences Mgmt	\$897.60
P0502500	The Nines	CITD Int'l Trade Trng	Conferences Other	\$894.40
P0502501	CCS Presentation	CITD Int'l Trade Trng	Noninstructional Supplies	\$149.19
P0502502	USB Memory Direct	CITD Int'l Trade Trng	Noninstructional Supplies	\$1,400.00
P0502503	American Express	CalWORKS Regional	Conferences Other	\$100.00
P0502505	Chraft PR	CACT Strategic Hub	Conferences Other	\$175.00
P0502510	American Thermoform	DSPS	Instructional Supplies	\$343.19
P0502511	Zaggs, Inc	CITD Int'l Trade Trng	General Office Supplies	\$217.48
P0502522	Barnes & Nobles at RIT	DSPS	Instructional Supplies	\$813.26
P0502537	American Express	EGADNP-10-0116	Conferences Faculty	\$373.66

P0502544	CASFAA	Adminstration	Workshop Sponsorship	\$450.00
P0502545	American Express	CITD Int'l Trade Trng	Transportation/ Mileage And	\$223.60
P0502554	Riverside Publishing	DSPS	Instructional Supplies	\$256.90
P0502560	Empire Cleaning	Community	Non-Instruct Supplies	\$102.57
P0502562	The Nines	CITD Int'l Trade Trng	Conferences Other	\$502.89
P0502570	Campus Food Services	VATEA Special	Non-Instruct Supplies	\$273.27
P0502590	Dell Marketing L. P.	TitleV-Improving	Non Inst Comp Eq less than	\$1,135.86
P0502593	Office Depot	Aerospace Conference	Non-Instruct Supplies	\$782.35
P0502598	Amazon.Com	Aerospace Conference	Non-Instruct Supplies	\$1,050.00
P0502604	McMaster Carr	Ref & Lane Tech(Smg	New Equipment - Instructional	\$3,446.34
P0502608	San Pedro Chamber of	SBDC Program Income	Dues And Memberships	\$144.00
P0502609	Wilmington Chamber	SBDC Program Income	Dues And Memberships	\$100.00
P0502610	Manhattan Beach	SBDC Program Income	Workshop Sponsorship	\$500.00
P0502611	Gradshirts	MESA Program	Non-Instruct Supplies	\$411.08
P0502620	Apple, Inc.	Aerospace Conference	Non-Instruct Supplies	\$1,319.74
P0502621	Cynthia Mosqueda	First Year Experience	Other Services And Expenses	\$15.00
P0502622	American Nautical	(STCW) Standards for	Other Books	\$923.47
P0502623	Milt Wright &	WPLRC Industry Driven	Other Books	\$483.00
P0502624	Leland	(STCW) Standards for	Non-Instruct Supplies	\$124.47
P0502630	American Express	CITD Int'l Trade Trng	Conferences Other	\$322.20
P0502631	Comfort Inn	Matching - IDRC, etc.	Conferences Mgmt	\$460.98
P0502632	Computerland	CITD Int'l Trade Trng	Software	\$189.00
P0502633	Campus Food Services	MESA Program	Conferences Mgmt	\$625.31
P0502634	Canon Business	Fire Tech Donations	Repairs - Instructional	\$80.99
P0502635	Airport Van Rental	StudentSupptSvcs	Transportation	\$355.61
P0502636	Campus Food Services	EOPS CARE	Bus Passes and Food	\$12,000.00
P0502641	MakerBot Industries	Title III- H S I - STEM	New Equipmen-Instr. \$5k less	\$2,044.40
P0502643	Dulan's Soul Food	Faculty & Staff Diversity	Non-Instruct Supplies	\$845.00
P0502649	Paper Direct	(STCW) Standards for	Non-Instruct Supplies	\$85.05
P0502653	Pacific Cascade	Parking-Student	New Equipment	\$2,814.75
P0502654	AAWCC Conference	Parking-Student	In-Service Training	\$45.00
P0502656	Brownells, Inc.	Parking-Student	New Equipment	\$333.56
P0502657	Bothwell Automotive,	Parking-Student	Repairs Non Instr	\$275.00
P0502658	Grainger	Parking-Student	New Equipment	\$1,056.23
P0502662	Glock, Inc.	Parking-Student	New Equipment	\$616.83
P0502665	Center for Academic	TitleV-Improving	Conferences Mgmt	\$575.00
P0502666	Center for Academic	TitleV-Improving	Conferences Other	\$575.00
P0502669	NCTA Membership	Community Education	Dues And Memberships	\$40.00
P0502681	AAWCC Conference	Adminstration	Travel And Conference	\$270.00
P0502682	CDW Computer	EOPS	Non-Instruct Supplies	\$262.65
P0502684	American Express	EOPS CARE	Conferences Other	\$369.60
P0502685	U.S. Mexico Chamber	CITD Int'l Trade Trng	Conferences Other	\$275.00
P0502686	ACT-Key Train	WPLRC Industry Driven	Other Books	\$1,237.50
P0502708	CLIA Laboratory	Health Services	License Fee/Site Licenses	\$150.00
P0502715	Ricoh	CalWORKs	Non-Instruct Supplies	\$134.84
P0502718	American Express	CalWORKS Regional	Conferences Other	\$369.60
P0502720	American Express	Career & Tech Ed	Conferences Other	\$189.60
P0502722	The College Board	Matriculation	Non-Instruct Supplies	\$30,625.00
P0502726	Dell Marketing L. P.	EOPS CARE	New Equip - Noninstr \$5k less	\$1,584.47
P0502727	Guillermo Hinojosa	EOPS CARE	Contract Services	\$350.00
P0502730	CED/Metropolitan	VTEA-Horticulture	New Equipment - Instructional	\$836.51
P0502744	Discount School	CCAMPIS prior year	Instructional Supplies	\$985.73
P0502747	Dulan's Soul Food	Faculty & Staff Diversity	Non-Instruct Supplies	\$500.00
P0502748	Triangle Engineering,	VATEA I&T	New Equipment - Instructional	\$6,442.51
P0502749	Omni Hotel	TitleV-Improving	Conferences Mgmt	\$715.92
P0502751	Farisa Y. Morales	MESA UCLA CEED	Contract Services	\$300.00

P0502752	Elizabeth M. Canales	MESA UCLA CEED	Contract Services	\$100.00
P0502753	Myron Jimenez	MESA UCLA CEED	Contract Services	\$100.00
P0502754	Gerardo Sandoval	MESA UCLA CEED	Contract Services	\$100.00
P0502755	Ana T. Orellana	MESA UCLA CEED	Contract Services	\$100.00
P0502761	The Apple Store	Industry Driven Reg.	New Equipment	\$1,740.60
P0502776	Doubletree Hotel	EOPS	Non-Instruct Supplies	\$10,375.00
P0502778	A2 Mend	MediCal Administrative	Conferences - Student	\$375.00
P0502780	Campus Food Services	EOPS CARE	Bus Passes and Food	\$1,000.00
P0502793	Angela B. Aghajanian	CalWORKS Regional	Conferences Other	\$95.66
P0502794	American Express	Career & Tech Ed	Conferences Other	\$1,108.80
P0502821	RP Group, the	Basic Skills	Conferences Faculty	\$225.00
P0502831	RP Group, the	Career & Tech Ed	Publications/ Periodicals And	\$7,500.00
P0502832	Midas Auto Repair	Parking-Student	Repairs Non Instr	\$128.48
P0502834	Lou's Golf and	Parking-Student	Repairs Non Instr	\$1,126.58
P0502837	Bothwell Automotive,	Parking-Student	Repairs Non Instr	\$701.71
P0502840	LA Area Chamber of	CITD Int'l Trade Trng	Conferences Other	\$900.00
P0502844	Rockwell Medical	Health Services	New Equip - Noninstr \$5k less	\$205.53
P0502865	Staples Inc	Art Dept Donations	Non-Instruct Supplies	\$1,124.49
P0502879	Amazon.Com	WPLRC Industry Driven	Other Books	\$21.14

Fund 12 Total: 139

\$228,404.16

Fund 15 General Fund -Special Programs

P0502360	Midwest Library	Div Office Instr.	Library Books	\$140.01
P0502361	Midwest Library	Div Office Instr.	Library Books	\$3,390.11
P0502434	State Fire Training	2010-11 VP-Admin Svc	New Equipment - Instructional	\$153.32
P0502436	MSC Industrial Supply	2010-11 VP-Admin Svc	Instructional Supplies	\$153.12
P0502437	Firefighter's Safety	2010-11 VP-Admin Svc	Instructional Supplies	\$244.69
P0502671	Thomson West	Div Office Instr.	Library Books	\$4,667.62

Fund 15 Total: 6

\$8,748.87

Fund 33 Child Development

P0502442	See's Candies	CDC Donations	Non-Instruct Supplies	\$3,135.28
P0502760	Discount School	CDC	Instructional Supplies	\$582.93

Fund 33 Total: 2

\$3,718.21

Fund 41 Capital Outlay

P0502507	Genesis Floor	Flooring Replacements	Buildings	\$2,358.86
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Fund 41 Total: 1

\$2,358.86

Fund 62 Property & Liability

P0502426	SWACC	Purchasing and	Liability - Self Insurance	\$250,000.00
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Fund 62 Total: 1

\$250,000.00

Fund 72 Student Representation Fee

P0502438	American Express	Student Affairs	Conferences - Student	\$2,163.00
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Fund 72 Total: 1

\$2,163.00

Fund 79 Auxiliary Services

P0502352	Go Live	Fine Arts	Non-Instruct Supplies	\$93.50
P0502355	A2 Mend	Counseling Office	Non-Instruct Supplies	\$225.00
P0502382	Amy L. Wolff	Fine Arts	Non-Instruct Supplies	\$100.00
P0502383	Mercede Shamlo	Fine Arts	Non-Instruct Supplies	\$100.00
P0502384	Marie Rodriguez	Fine Arts	Non-Instruct Supplies	\$100.00
P0502385	Sandra J. Nitchman	Fine Arts	Non-Instruct Supplies	\$90.00
P0502386	Valencia Mitchell	Fine Arts	Non-Instruct Supplies	\$100.00
P0502387	Karen Lawrence	Fine Arts	Non-Instruct Supplies	\$100.00
P0502388	Deborah L. Gagnon	Fine Arts	Non-Instruct Supplies	\$100.00
P0502389	Joseph J. Derthick	Fine Arts	Non-Instruct Supplies	\$100.00
P0502390	Katrina M. Castellano	Fine Arts	Non-Instruct Supplies	\$90.00
P0502391	Victoria R. Carr	Fine Arts	Non-Instruct Supplies	\$100.00
P0502392	Allyson Dvir	Fine Arts	Non-Instruct Supplies	\$100.00
P0502393	Paul Baker	Fine Arts	Non-Instruct Supplies	\$350.00
P0502396	Phyllis S. Fowler	Fine Arts	Non-Instruct Supplies	\$400.00
P0502406	Laura Stickney	Fine Arts	Non-Instruct Supplies	\$200.00
P0502416	Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$1,000.00
P0502417	Bryan E. Bates	Fine Arts	Non-Instruct Supplies	\$300.00
P0502418	Kenneth W. Lefort	Fine Arts	Non-Instruct Supplies	\$75.00
P0502515	Easy Reader, the	Fine Arts	Non-Instruct Supplies	\$375.00
P0502516	Dave's Trophies	Radiologic Tech	Non-Instruct Supplies	\$132.67
P0502517	Impact Apparel	Radiologic Tech	Non-Instruct Supplies	\$1,357.20
P0502518	Brandon Baruch	Fine Arts	Non-Instruct Supplies	\$750.00
P0502519	CSMI	Radiologic Tech	Non-Instruct Supplies	\$600.00
P0502521	Norcal Swim Shop	Resp Therapy	Non-Instruct Supplies	\$3,984.46
P0502523	Burbank Airport Hilton	Humanities	Non-Instruct Supplies	\$1,315.71
P0502524	Journalism Association	Humanities	Non-Instruct Supplies	\$600.00
P0502526	Pacific Graphics	Fine Arts	Non-Instruct Supplies	\$659.03
P0502527	Airport Van Rental	Fine Arts	Non-Instruct Supplies	\$948.30
P0502528	American Express	Fine Arts	Non-Instruct Supplies	\$541.80
P0502546	Fast Deer Bus Charter	Counseling Office	Non-Instruct Supplies	\$550.00
P0502561	Monterey Graphics	Student Affairs	Non-Instruct Supplies	\$113.83
P0502566	Fast Deer Bus Charter	Counseling Office	Non-Instruct Supplies	\$554.00
P0502567	Campus Food Services	Counseling Office	Non-Instruct Supplies	\$164.63
P0502571	John L. Ballinger	Fine Arts	Non-Instruct Supplies	\$500.00
P0502574	American Express	Counseling Office	Non-Instruct Supplies	\$619.20
P0502661	Easy Reader, the	Fine Arts	Non-Instruct Supplies	\$375.00
P0502688	Wayne Healy	Fine Arts	Non-Instruct Supplies	\$1,200.00
P0502689	Easy Reader, the	Fine Arts	Non-Instruct Supplies	\$375.00
P0502690	Foundation for	Counseling Office	Non-Instruct Supplies	\$70.00
P0502691	Kelli L. Lundin	Fine Arts	Non-Instruct Supplies	\$350.00
P0502692	Paradise Awards	Counseling Office	Non-Instruct Supplies	\$297.98
P0502756	Visual Art Source, Llc	Fine Arts	Non-Instruct Supplies	\$1,100.00
P0502757	Victor Raphael	Fine Arts	Non-Instruct Supplies	\$100.00
P0502762	Cynthia Mosqueda	First Year Experience	Non-Instruct Supplies	\$21.91

P0502763	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$96.30
P0502764	HL Corporation	Resp Therapy	Non-Instruct Supplies	\$1,712.81
P0502765	Nancy A. Adler	Fine Arts	Non-Instruct Supplies	\$92.35
P0502783	Easy Reader, the	Fine Arts	Non-Instruct Supplies	\$375.00
P0502785	Michael	Fine Arts	Non-Instruct Supplies	\$500.00
P0502786	Herff Jones, Inc.	Student Affairs	Non-Instruct Supplies	\$860.85
P0502788	Honors Transfer	Honors Program	Non-Instruct Supplies	\$330.00
P0502791	Artillery Magazine	Fine Arts	Non-Instruct Supplies	\$1,400.00
P0502876	Journalism Association	Humanities	Non-Instruct Supplies	\$200.00
P0502877	California College	Humanities	Non-Instruct Supplies	\$125.00
P0502880	Artscene	Fine Arts	Non-Instruct Supplies	\$525.00

Fund 79 Total: 56

\$27,596.53

Fund 81 Student Organizations

P0502549	American Express	Student Affairs	A/P Manual.Gen.	\$2,098.50
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Fund 81 Total: 1

\$2,098.50

Fund 82 Scholarships & Trust/Agency

P0502492	Norcal Swim Shop	Health Sciences and	Fundraising	\$4,960.07
P0502548	Sports Chalet Team	Health Sciences and	Fundraising	\$140.64
P0502713	Campus Food Services	Staff Development	Fundraising	\$539.82

Fund 82 Total: 3

\$5,640.53

PO Funds Total: 416

\$1,967,344.51

Fund 11 Unrestricted - El Camino

B0510912	Parker & Covert Llp	Institutional Services	Legal	\$80,000.00
B0510920	Crenshaw Lumber	Environmental Tech	Instructional Supplies	\$2,400.00
B0510929	Lisa's Gallery	Public Relations	Non-Instruct Supplies	\$375.00
B0510935	Robert H. Watson	Commencement	PSA Contract Services	\$125.00
B0510939	Bennett Gardening	Grounds	Repairs Noninstructional	\$6,235.00
B0510942	Compressed Air	Fire Academy 06-07	Repairs - Instructional	\$1,600.00
B0510943	Westwood Building	Architectural	Instructional Supplies	\$300.00
B0510944	Crenshaw Lumber	Architectural	Instructional Supplies	\$1,200.00
B0510947	Statewide Traffic Safety	Facilities/Planning/Serv	Repairs Noninstructional	\$2,459.00
B0510953	ECCD Petty Cash	Technology	Non-Instruct Supplies	\$450.00
B0510964	All Electronics	Electronics	Instructional Supplies	\$200.00

Fund 11 Total: 11

\$95,344.00

Fund 12 Restricted - El Camino

B0501893	Fast Deer Bus Charter	CAA (10-091-002)	Transportation/ Mileage And	\$2,586.00
B0510922	E.C.C. Public	Title III- H S I - STEM	Non-Instruct Supplies	\$500.00

B0510933	E.C.C. Public	VATEA Special	Non-Instruct Supplies	\$50.00
B0510936	ECCD Petty Cash	CTE Supp IV	Non-Instruct Supplies	\$200.00
B0510940	Compressed Air	Fire Tech Donations	Repairs - Instructional	\$1,900.00
B0510941	Southland Lumber	Fire Tech Donations	Instructional Supplies	\$1,500.00
B0510945	FIRE ETC	Fire Tech Donations	Instructional Supplies	\$1,850.00
B0510946	Sysco Food Services	CCAccessMeansParen	Non-Instruct Supplies	\$5,343.54
B0510948	Mutual Liquid Gas &	Fire Tech Donations	Repairs - Instructional	\$1,000.00
B0510952	E.C.C. Public	IDRC Green	Non-Instruct Supplies	\$67.50
B0510965	A & A Ready Mix	Community	Non-Instruct Supplies	\$1,500.00

Fund 12 Total: 11

\$16,497.04

Fund 15 General Fund -Special Programs

B0510934	E.C.C. Public	Div Office-Studnt	Printing	\$70.00
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Fund 15 Total: 1

\$70.00

Fund 41 Capital Outlay

B0510915	Commercial Door	Door&Window Syst	Buildings	\$12,995.00
B0510937	Pump Man	Building Systems	Buildings	\$9,989.00
B0510938	Pump Man	Building Systems	Buildings	\$1,399.00

Fund 41 Total: 3

\$24,383.00

Fund 79 Auxiliary Services

B0510913	E.C.C. Public	Counseling Office	Non-Instruct Supplies	\$100.00
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Fund 79 Total: 1

\$100.00

BPO Funds Total: 27

\$136,394.04

Grand Total POs and BPOs: 443

\$2,103,738.55

**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 March 31, 2012.

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
<u>Additional Classrooms and Modernization</u>				
Acquisitions	\$705,867	\$705,867	\$0	\$0
Architectural Barrier Removal Phase 2	18,520	18,520	0	0
Athletic Education and Fitness Complex	42,223,638	1,522,459	1,162,546	39,538,633
Bookstore/Cafeteria Conversion to Admin.	10,868,608	9,193,731	139,655	1,535,222
Math Business & Allied Health Building	36,942,427	24,870,398	6,943,620	5,128,409
Central Plant	14,545,000	14,305,057	3,175	236,768
Child Development Center Phase 2	30,470	30,470	0	0
Crenshaw Blvd. Frontage Enhancement	13,373	13,373	0	0
Fire Academy Structure	164,893	164,893	0	0
Fire Program Facility	1,651	1,651	0	0
Humanities Complex Replacement	30,552,368	30,036,015	313,834	202,519
Learning Resource Center Addition	5,099,964	5,041,952	27,456	30,556
MBB Parking Structure & Entrance	35,431,214	86,990	0	35,344,224
Remodeling Phase One-Three	850,766	842,216	8,549	0
Science Complex Renovation	8,869,136	6,905,250	57,435	1,906,452
Student Services and Activities Replacement	41,077,921	1,985,784	0	39,092,137
Temporary Space and Relocation Costs	3,668,293	3,475,713	9,820	182,760
Signage and Wayfinding	1,295,309	630,876	18,414	646,019
Architectural Planning Contingency	<u>5,000,000</u>	<u>8,365</u>	<u>1,605</u>	<u>4,990,031</u>
Total Additional Classrooms and Modernization	<u>\$237,359,418</u>	<u>\$99,839,580</u>	<u>\$8,686,109</u>	<u>\$128,833,730</u>
<u>Campus Site Improvements: Accessibility, Safety / Security</u>				
Asphalt Resurfacing - All Lots	\$400,000	\$14,975	\$0	\$385,025
Emergency Generators and Distribution	116,173	116,173	0	0
Emergency Power to Security Lighting	4,289	4,289	0	0
Entrance - Redondo Beach Blvd. to Lot H	30,208	30,208	0	0
Fencing Replacement and Additions	105,777	5,777	0	100,000
Landscaping/Irrigation System Replacements	1,049,932	49,932	0	1,000,000
Lighting - Upgrade / Replace All Lots	3,059,807	375,866	2,138,140	545,801
Lot F Parking Structure Improvements	34,926	34,926	0	0
Lot H Parking Structure	24,371,895	24,137,970	5,678	228,247
Paving Replacement - All Walks/Driveways	1,110,695	705,535	26,174	378,986

Pedestrian Walks at MBB & Lot E	7,898	7,898	0	0
Security Video	2,007,831	234,677	517,058	1,256,096
Voice / Data / Signal Site Duct Bank	<u>117,130</u>	<u>117,130</u>	<u>0</u>	<u>0</u>
Total Campus Site Improvements:				
Accessibility, Safety / Security	<u>\$32,416,561</u>	<u>\$25,835,355</u>	<u>\$2,687,050</u>	<u>\$3,894,157</u>
<u>Energy Efficiency Improvements</u>				
Energy Efficiency Improvements Phase Two	\$2,818,000	\$2,756,836	\$0	\$61,164
Total Energy Efficiency Improvements	<u>\$2,818,000</u>	<u>\$2,756,836</u>	<u>\$0</u>	<u>\$61,164</u>
<u>Health and Safety Improvements</u>				
Administration	\$112,740	\$112,740	\$0	\$0
Art & Behavioral Sciences	369,585	369,585	0	0
Infrastructure Phase 1-3	45,470,718	39,959,383	1,003,709	4,507,626
Auxiliary Warehouse	1,301	1,301	0	0
Communications	219,262	219,262	0	0
Construction Technology	16,466	16,466	0	0
Domestic Water System	110,208	110,208	0	0
Facilities and Receiving	215,159	215,159	0	0
Fire Alarm	277,817	277,817	0	0
Firelines	119,905	119,905	0	0
Hazardous Materials Abatement	176,465	175,573	0	892
Restroom Access Compliance	2,000,000	1,079,274	687,069	233,658
Library	452,759	452,759	0	0
Marsee Auditorium	460,474	460,474	0	0
Industry & Technology Building	34,309,701	2,158,422	840,460	31,310,819
Music	240,600	240,600	0	0
Natural Gas System	13,852	13,852	0	0
North Gymnasium	262,214	262,214	0	0
Physical Education and Men's Shower	78,178	78,178	0	0
Planetarium	12,815	12,815	0	0
Pool and Health Center	505,821	502,185	0	3,636
Primary Electrical Distribution System	5,062,019	5,061,211	0	808
Reimbursements	1,414,353	1,414,353	0	0
Security Systems	30,245	30,245	0	0
Sewer System	55,449	55,449	0	0
Social Sciences	4,484,449	4,262,204	219,946	2,299
Storm Drain System	30,644	30,644	0	0
Technical Arts	405,147	405,147	0	0
Shops	<u>31,891,195</u>	<u>1,795,289</u>	<u>628,125</u>	<u>29,467,781</u>
Total Health and Safety Improvements	<u>\$128,799,541</u>	<u>\$59,892,712</u>	<u>\$3,379,309</u>	<u>\$65,527,520</u>
<u>Information Technology and Equipment</u>				
Behavioral and Social Sciences	\$554,077	\$195,053	\$0	\$359,024
Business	643,650	489,657	0	153,993
Facilities Planning and Services	625,724	400,970	0	224,754
Fine Arts	1,094,948	919,154	28,291	147,503
Health Sciences and Athletics	926,427	771,896	-50	154,580

Humanities	425,978	217,287	0	208,691
Industry and Technology	983,641	603,958	-987	380,670
Information Technology	12,857,370	7,361,931	163,309	5,332,130
Learning Resources	3,025,003	515,255	0	2,509,748
Math	723,061	231,191	0	491,870
Natural Sciences	1,860,479	673,930	0	1,186,549
Nursing	252,651	116,478	0	136,173
Student and Community Advancement	645,925	259,761	0	386,164
Interfund Transfer	141,150	141,150	0	0
Campus Police	66,650	66,650	0	0
Purchasing	9,418	9,418	0	0
Phase II, III, IV Purchases	0	0	0	0
Installation Contingency	<u>349</u>	<u>349</u>	<u>0</u>	<u>0</u>
Total Information Technology and Equipment	<u>\$24,836,501</u>	<u>\$12,974,088</u>	<u>\$190,564</u>	<u>\$11,671,850</u>
<u>Physical Education Facilities Improvements</u>				
Baseball Field	\$572	\$572	\$0	\$0
North Field	0	0	0	0
Sand Volleyball	0	0	0	0
Reserve for Contingencies	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Physical Education Facilities	<u>\$572</u>	<u>\$572</u>	<u>\$0</u>	<u>\$0</u>
TOTAL	<u>\$426,230,593</u>	<u>\$201,299,143</u>	<u>\$14,943,031</u>	<u>\$209,988,420</u>

B. INFORMATIONAL ITEM – ATHLETIC EDUCATION AND FITNESS CENTER – TRACK SURFACES

The District intends to use the following multiple party purchasing agreement to acquire synthetic turfs and track surface products and installation services for both the practice and the stadium field projects. The total area included for the synthetic turf for both fields is approximately 187,621 square-feet and the total area for the running lanes around the stadium and jogging trail around the practice field is 8,669 square-yards and 3,100 square-yards respectively.

<u>Manufacturer</u>	<u>Agreement</u>
FieldTurf	CMAS 4-06-78-0031A
Atlas-Beynon Sports	CMAS 4-06-78-0031A

The estimated cost of the purchases through this agreement is \$1,950,000.

C. INFORMATIONAL ITEM – MATH BUSINESS ALLIED HEALTH – FURNITURE

The District intends to use the following multiple party purchasing agreement to acquire furniture to equip the new Math Business Health Sciences Building.

Manufacturer
Spectrum Industries

Agreement
National Contract Program PEPPM-CA2011

The estimated cost of the purchases through this agreement is \$163,580.

D. INFORMATIONAL ITEM – MATH BUSINESS ALLIED HEALTH BUILDING

The District intends to use the following multiple party purchasing agreement to acquire network infrastructure, desktop computer workstations, printers, and installation services for the Math, Business, and Health Sciences building.

Manufacturer
AT&T
Dell

Agreement
CALNET II
WSCA +

The estimated cost of the purchases through this agreement is \$2,047,650.

E. INFORMATIONAL ITEM – MATH, BUSINESS, HEALTH SCIENCE BUILDING – NURSING SIMULATION LABORATORY EQUIPMENT

The District intends to purchase high-fidelity Nursing Simulation Laboratory equipment for the Math, Business, Health Science Building.

Currently the high-fidelity nursing simulation laboratory in the Technology Arts building is a one-room lab developed from a former classroom. Over the past 3-4 years the nursing department has obtained 4 patient simulators (including a child, and birthing mother with infant). The software that runs the simulators and records the scenarios is called StudioCode.

In the new building, the simulation laboratory will have 4 patient bed areas. The larger space with its planned configuration will allow for more than one simulation activity to occur simultaneously and will lend itself to interdisciplinary simulation in the future.

Manufacturer
Simtech Systems

Agreement
Sole source

The estimated cost of the purchase is \$100,000.

F. CONTRACT AMENDMENT – LPA ARCHITECTS – MATH BUSINESS ALLIED HEALTH PROJECT

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

Extension of Construction Administration Services Contract, February 15, 2012 – June 30, 2012. Note: This will be back charged to the general contractor.	\$102,000
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Total Increase in Contract Amount	\$102,000
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Original Contract Amount	\$2,750,000
Prior Changes	656,670
This Contract Amendment Amount	<u>102,000</u>
New Contract Amount	<u>\$3,508,670</u>

G. 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
P502279	Dell Marketing	Math Business Allied Health	Group II Equipment	\$71,539.99
P502424	M & K Metal Co.	Health Sciences & Athletics	New Equipment	1,150.13
P502490	Global Distributors, Inc.	Math Business Allied Health	Group II Equipment	6,977.18
P502646	Industrial High Voltage	Infrastructure Phase III	Contract Services	900.00
P502716	CSI Fullmer	Math Business Allied Health	Group II Equipment	1,947.67
P502800	SCE	Infrastructure Phase III	Contract Services	2,586.00
B501938	Bennett Gardening	Math Business Allied Health	Site Improvements	1,275.00
B510917	Sandy Pringle Associates	Lighting-Upgrade	Testing & Inspection	30,000.00
B510918	Heider Engineering	Lighting-Upgrade	Testing & Inspection	30,000.00
B510949	HMC Architecture	Master Planning	Architecture & Engineering	195,000.00
B510955	School Construction	Lighting-Upgrade	Contract Services	22,870.00
B510961	Converse Consultants	Bookstore Building	Testing & Inspection	4,240.00
			TOTAL POs AND BPOs	<u>\$368,485.97</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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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- 27 and 1-10.

Academic Personnel:

1. Resignation - Ms. Angela Willcocks, full-time instructor of Art, Fine Arts Division, effective June 8, 2012.
2. Retirement - Dr. Thomas Fonte, full-time instructor of Spanish, Humanities Division, last day worked June 8, 2012, first day of retirement June 9, 2012, and that a plaque be prepared and presented to him in recognition of his service to the District since 1995.
3. Retirement - Ms. Joan Thureson, full-time instructor of Philosophy, Behavioral & Social Sciences Division, last day worked June 8, 2012, first day of retirement June 9, 2012, and that a plaque be prepared and presented to her in recognition of her service to the District since 1971.
4. Retirement - Ms. Takiko Morimoto, full-time instructor of Japanese, Humanities Division, last day worked June 8, 2012, first day of retirement June 9, 2012, and that a plaque be prepared and presented to her in recognition of her service to the District since 1990.
5. Retirement - Dr. Charles Cowell, full-time instructor of Chemistry, Natural Sciences Division, last day worked June 8, 2012, first day of retirement July 1, 2012, and that a plaque be prepared and presented to him in recognition of his service to the District since 1999.
6. Pre-retirement - Dr. Cecelia "Lisa" Raufman, Counseling Division, to work a reduced load of 50% in Fall 2012 and 50% in Spring 2013, for five years beginning Fall 2012 through Spring 2017, effective July 1, 2012, in accordance with the Agreement, Article XVIII, Section 2(c).
7. Employment - Mr. Robert Uphoff, full-time instructor of Kinesiology/Head Basketball Coach, Class II, Step 4, Academic Salary Schedule, effective August 23, 2012.

8. Employment - Mr. Mark Fields, full-time instructor of Administration of Justice, Industry & Technology Division, Class II, Step 4, Academic Salary Schedule, effective August 23, 2012.
9. Employment - Mr. Eddie Galvan, full-time/temporary instructor of Psychology, Behavioral & Social Sciences Division, Class II, Step 4, Academic Salary Schedule, effective March 20 through June 8, 2012.
10. Employment - Ms. Helene Wagner, full-time/temporary instructor of Communication Studies, Fine Arts Division, Class II, Step 12, Academic Salary Schedule, effective February 11 through June 8, 2012.
11. Employment - Ms. Fariba Saedghi-Tabrizi, full-time/temporary instructor of Communication Studies, Fine Arts Division, Class II, Step 4, Academic Salary Schedule, effective February 11 through June 8, 2012.
- ~~12. *Amend Special Assignment — Mr. Edward Lugo, part time instructor of Technology, Industry & Technology Division, to develop curriculum and coordinate project assistance for the NSF Aerospace Manufacturing Education project for Community Advancement, to be paid \$60.18 an hour, not to exceed 600 hours instead of 360 hours or \$36,108 instead of \$21,665, effective July 1, 2011 through June 30, 2012, in accordance with the Agreement, Article 10, Section 9(m).~~
- *Item pulled and no substitutions were made.**
13. Special Assignment - Mr. William Melendez, full-time instructor Fire & Emergency Technology, Industry & Technology Division, to provide training to first responders under the Alternative and Renewable Fuel and Vehicle Technology Program for Community Advancement, to be paid \$60.18 an hour, not to exceed 130 hours or \$7,824, effective April 1 through June 30, 2012, in accordance with the Agreement, Article 10, Section 14(a).
14. Special Assignment - Ms. Virginia Frazier, part-time instructor of Music, Fine Arts Division, to perform as spring resident artist at concert, to be paid \$200, effective April 29, 2012, in accordance with the Agreement, Article 10, Section 9(m).
15. Special Assignment - Mr. Steven Cocca, full-time instructor of Technology, Industry & Technology Division, to coordinate groups of Engineering, Technology and Math faculty for STEM Grant curriculum activities, to be paid \$60.18 an hour, not to exceed 105 hours or \$6,319, effective April 17 through June 30, 2012, in accordance with the Agreement, Article 10, Section 14(a).

16. Special Assignment - The following instructors in the Industry & Technology Division, to administer credit-by-examinations to be paid \$60.18 an hour, not to exceed 40 hours or \$2,407, effective February 11 through June 8, 2012, in accordance with the Agreement, Article 10, Section 14(a).

Kevin Coffelt
Tim Dennis
Brad Sweatt

Dale Ueda
William Warren

17. Special Assignment - Ms. Barbara Budrovich, full-time instructor of English, Humanities Division to recruit, schedule and training Learning Team Tutors for Enrollment Services Graduation Initiative, to be paid \$60.18 an hour, not to exceed 33 hours or \$1,986, effective March 1 through June 30, 2012, in accordance with the Agreement, Article 10, Section 14(a).
18. Stipend Assignment - Ms. Amy Allen and Ms. Angela Jordan, part-time instructors of Dance, Fine Arts Division, to choreograph the Spring Dance, to be paid \$500 each, effective March 14 through April 26, 2012, in accordance with the Agreement, Article 10, Section 14(a).
19. Stipend Assignment - Ms. Jamie Hammond, part-time instructor of Dance, Fine arts Division, to assist the Director of the Choreography Showcase, to be paid \$900, effective March 1 through May 31, 2012, in accordance with the Agreement, Article 10, Section 14(a).
20. Stipend Assignment - Ms. Christine Stahl, part-time instructor of Theatre, to design hair and make-up for Play #4 - Midsummer, to be paid \$1,000, effective March 19 through May 20, 2012, in accordance with the Agreement, Article 10, Section 14(a).
21. Stipend Assignment - Ms. Ruby Millsap, part-time instructor of Dance, Fine Arts Division, to dance as Spring resident artist, to be paid \$300, effective May 19, 2012, in accordance with the Agreement, Article 10, Section 9(m).
22. Stipend Assignment - Mr. James Mack, part-time instructor of Music, Fine Arts Division, to perform as spring resident artist at musical concert, to be paid \$250, effective April 29, 2012, in accordance with the Agreement, Article 10, Section 9(m).

~~23. *Stipend Assignment - Mr. William Georges, full time instructor of Theatre, Fine Arts Division, to design lights for the Spring Dance Concert, to be paid \$2,000, effective March 21 through April 28, 2012, in accordance with the Agreement, Article 10, Section 14(a).- *Item pulled and no substitutions were made.~~

24. Stipend Assignment - The following instructors of Humanities Division, to participate in Graduation Initiative Learning Teams for Humanities in the Spring 2012 semester, to be paid \$800 each, not to exceed a total of \$7,200, effective March 19 through June 30, 2012, in accordance with the Agreement, Article 10, Section 14(a).

Full-time

Jennifer Annick
Rebecca Bergeman
Britta Halonen

Evelyn Uyemura
Rachel Williams

Part-time

Nancilyn Burruss
Susan Herdzina

Susan Magabo
Sumino Otsuji

25. Stipend Assignment - The following instructors to facilitate the Graduation Initiative (Title V) Learning Teams for Humanities in the Spring 2012 semester, to be paid \$1,000 each, not to exceed \$4,000, effective March 19 through June 30, 2012, in accordance with the Agreement, Article 10, Section 14(a).

Full time:

Sara Blake
Nancy Currey

Rachel Lewis

Part-time:

Kathy Hall

26. Stipend Assignment - The following instructors of Natural Sciences Division to prepare and present demonstrations for the Onizuka Space Science Day, to be paid \$50 each, effective April 21, 2012, in accordance with the Agreement, Article 10, Section 14(a).

Jeanne Bellemin
Bryan Carey
Eric Carlson
Sara DiFior
Peter Doucette
Nancy Freeman
Amy Grant
Perry Hacking
Charles Herzig

Shimonee Kadakia
S. Vincent Lloyd
David Pierce
Soshanna Potter
Michael Stupy
Ana Tontcheva
Karla Villatoro
Paul Yun

27. Employment - The following part-time/temporary instructors to be hired as needed for the 2012 spring semester.

Behavioral & Social Sciences

Lorrie Kato

Health Sciences & Athletics

Joy Bostic

Suzette Frio

Shiny Johnson

Margie Ramos

Aiping Zhou

Classified Personnel:

1. Rescind Employment - Mr. Deladrian Chua, Compton Center Police Officer (10 month), Range 1, Step A, Campus Police Division, Administrative Services Area, effective April 5, 2012.
2. Rescind Employment - Mr. David Pantoja, Campus Police Officer (10 month), Range 1, Step A, Campus Police Division, Administrative Services Area, effective April 5, 2012.
3. Employment - Mr. Michael Clifford, 83.33% Heating and Air Conditioning Mechanic, Range 39, Step A, Facilities Planning and Services Division, Administrative Services Area, effective May 1, 2012.
4. Employment - Ms. Susan Djokic, 83.33% Library Media Technician III, Range 28, Step A, Learning Resources, Academic Affairs Area, effective May 1, 2012.
5. Employment - Mr. Jeffrey Shearen, 83.33% Dispatch Clerk, Range 25, Step A, Campus Police Division, Administrative Services Area, effective May 1, 2012.
6. Extend Work out of Classification - Mr. Thomas Brown, Assistant Director, Facilities Planning and Services, Range 8 Step 5, to Director, Facilities Planning and Services, Range 16, Step 1, Facilities Planning and Services Division, Administrative Services Area, effective April 1 through May 31, 2012.

Special Services Professional

7. Mr. Babatunde Atane - Special Services Professional, Range 10, Step 1, of the Special Services Professional Salary Schedule, not to exceed \$119,860, Vice President, Administrative Services Area, effective March 16 through April 20, 2012.
8. Mr. Babatunde Atane - Special Services Professional, Range ~~10~~ 7, Step ~~1~~ 5, of the Special Services Professional Salary Schedule, not to exceed \$99,580, Vice President, Administrative Services Area, effective April 21, 2012 through January 31, 2013. *Correction made during Board meeting.
9. Correction - Mr. Patrick Imamua, Special Services Professional, Range 1, Step 1, of the Special Services Professional Salary Schedule, not to exceed \$39,490, Community Advancement Division, Student and Community Advancement Area, effective July 1, 2011 through June 30, 2012, instead of June 30, 2011.

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

10. Employment - Mr. Richard Gonzalez, Clerical Assistant, Range 22, Step A, Community Advancement Division, Student and Community Advancement Area, not to exceed 10 hours per week, or 8 hours per day, effective May 1 through June 30, 2012.

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 1-14.

The following Temporary, Non-Classified Service Employees are to be hired for the 2011- 2012 fiscal year, paid hourly, effective May 1, 2012 through June 30, 2012, days and hours vary as needed, unless otherwise stated.

Campus Police Aide Series

1. Campus Police Aide IV

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

Brian Hill, \$12.75 per hour (eff. 4/20/12 to 6/30/12)

Instructional Aide Series

2. Instructional Aide II

The following individuals are to provide basic tutoring, support services and accommodations for students.

Zenzell Harris, \$9.25 per hour

Kun Lee, \$9.25 per hour

Rachel Stokes, \$9.25 per hour

Office Aide Series

3. Office Aide I

The following individuals are to assist the staff with basic tasks.

Soo Young Lim, \$8.00 per hour (eff. 4/17/12 to 6/30/12)

Esai Saucedo, \$8.00 per hour (eff. 4/17/12 to 6/30/12)

Program Aide Series

4. Program Aide I

The following individual is to assist the staff with daily operational support.

Brandi Hardy, \$8.00 per hour

5. Program Aide III

The following individual is to assist the Project Director with general office duties and marketing and public relations goals.

Leanna Cortez, \$10.50 per hour

6. 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 per hour

7. Program Aide VI

The following individual is to provide general program support, assist with outreach and recruitment, and student registration for classes.

Monique Randolph, \$18.00 per hour (eff. 4/17/12 to 6/30/12)

Sports Aide Series

8. Sports Aide VI

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

Robert Fernley, \$17.00 per hour (eff. 4/17/12 to 6/30/12)

Kurt Peters, \$17.00 per hour (eff. 4/17/12 to 6/30/12)

Theater Aide Series

9. Theater Aide I

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

LC Grays, \$8.25 per hour (eff. 4/17/12 to 6/30/12)

Collette Mapu, \$8.25 per hour (eff. 4/17/12 to 6/30/12)

Raisa Mataalii, \$8.25 per hour (eff. 4/17/12 to 6/30/12)

Assistive Linguistic Professional Series

10. Assistive Linguistic Professional I

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

Bennie Barber, \$ 25.00 per hour (eff. 3/14/12 to 6/30/12)

Rosa Cruz, \$20.00 per hour (eff. 3/14/12 to 6/30/12)

Lynn Kobert, \$20.00 per hour (eff. 3/27/12 to 6/30/12)

11. Assistive Linguistic Professional II

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

Bobbi Barnfather, \$45.00 per hour (eff. 3/27/12 to 6/30/12)

Katherine Hammons, \$45.00 per hour (eff. 3/21/12 to 6/30/12)

Raena Oshiro, \$35.00 per hour (eff. 4/20/12 to 6/30/12)

Program Professional Series

12. Program Professional I

The following individuals are to provide technical assistance for the Foster and Kinship Care Education Program or the Youth Empowerment Strategies for Success Program.

Bobbie Lanham, \$20.00 per hour (eff. 4/17/12 to 6/30/12)

Monique Randolph, \$20.00 per hour (eff. 4/17/12 to 6/30/12)

Theresa Reed, \$20.00 per hour

The following individual is to be responsible for the operation of the Health Sciences Simulation Center.

Mickey Harrison, \$30.00 per hour (eff. 4/17/12 to 6/30/12)

13. Program Professional IV

The following individual is to provide technical manufacturing consultation, program development, and support for the Aerospace Manufacturing Education project.

Martin Mechsner, \$65.00 per hour

Training Professional Series

14. 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 the Foster and Kinship Care Education Program or the Youth Empowerment Strategies for Success Program.

Bobbie Lanham, \$37.00 per hour (eff. 4/17/12 to 6/30/12)

Greg Uba, \$37.00 per hour

C. **REVISED CLASSIFICATION SPECIFICATIONS FOR CERTIFICATED POSITION**

It is recommended that the Board of Trustees approve the revised classification specifications for the Clinical Psychologist as attached (Pages 66-67).

EL CAMINO COMMUNITY COLLEGE DISTRICT

Position Description – Clinical Psychologist

The primary responsibility of a Clinical Psychologist shall be to provide psychological counseling to students for the purposes of resolving problems that interfere with personal and academic success. Under the general direction of the assigned Dean of Student Services Health Sciences & Athletics, the Clinical Psychologists will assist students in the process of self understanding provide personal short-term and crisis counseling services through direct contact with students individually and in groups. Clinical Psychologists are assigned to be supervised by the Student Health Services Center Coordinator and may be under the medical direction of a physician. Under the direction of the the assigned Dean, Each the Clinical Psychologist will discharge the following responsibilities at an optimum level of proficiency:

1. To counsel students who present problems adversely affecting their personal and academic attainment.
2. To provide basically well-functioning students, in acute crises, with appropriate techniques to deal with their problems.
3. To be aware of community resources, and refer students to other resources which the Health Center may be unable to provide.
4. To lead various groups, i.e. stress management, assertiveness training, understanding anxiety, anger ~~arrangement~~ management, dealing with substance abuse related problems, mental health and wellness and disability management among others.
5. To provide consultation and training to with faculty, ~~counselors, clinical staff and administration regarding~~ psychological matters that may influence student behavior, motivation and the learning process student problems.
6. To maintain up-to-date knowledge of psychological counseling practices, methods, and techniques.
7. To maintain high standards of professional conduct and ethics appropriate to the Clinical Psychologists professional position.
8. To take reasonable precautions against the theft, deterioration or destruction of department facilities, equipment and supplies.
9. To maintain confidential records and reports ~~appropriate to the clinical counseling function.~~
10. To engage in no outside employment or other activities that will impair the

effectiveness of professional services and to refrain from authorizing or permitting any commercial exploitation of the Clinical Psychologist's professional position. ~~Ability to work with other Student Support Service staff such as Student Health Center, DSPS, Counseling, Police and others.~~

11. Ability to effectively collaborate with campus faculty, staff and community mental health resources.
12. ~~To provide other psychological services as recommended by the supervising Student Health Services Coordinator and the Dean of Student Services.~~
Serve as a resource and liaison for the college community on issues of health and psychological health promotion which may include classroom presentations, resource material development, committee membership and staff/faculty presentations.
13. ~~To be evaluated according to Article XX.~~ To provide verification of disability and determine eligibility for services and accommodations in accordance with Title 5 of the California Education Code and other pertinent laws and guidelines within the Special Resource Center (DSP&S program).
14. ~~To participate in the Center and Division program review and accreditation process.~~ Develop, coordinate and serve as the clinical supervisor, for mental health internship program.
15. ~~Clinical Psychologists will be involved in Student Health Services Faculty functions and activities as appropriate.~~
15. To perform assigned committee work, including ~~participation~~ participating in program review, of the accreditation process, and ~~to attend~~ attending meetings called by the District, ~~as long as provided~~ such obligations assignments are considered reasonable.
16. To participate in the development and activities of crisis intervention, emergency response and campus safety.

TENTATIVE AGREEMENT

**Between the El Camino Community College District and the
El Camino Police Officers Association**

Updated and Revised: April 3, 2012

Tentative agreement to prior T.A.:

1. Maintain Article 5, Section 1 with ability to use days carried by June 30th of the current year.
2. Delete Article 11, Section 2 effective January 1, 2012.
3. Three year agreement effective January 1, 2012.
4. Limited reopeners in September 2012 and September 2013 for salary and health benefits only.
5. This tentative agreement shall be recommended for ratification and with approval by all bargaining team members

For the District:

By: Ryan Dolome

By: Yate

By: Henry H. H. H.

By: James E. Bennett

For ECCPOA:

By: M. D. S.

By: [Signature]

By: Gary Johnson

By: [Signature]

By: _____

D. APPROVAL AND RATIFICATION BY BOARD OF TRUSTEES: EL CAMINO COMMUNITY COLLEGE POLICE OFFICERS ASSOCIATION CONTRACT RATIFICATION

It is recommended that the Board of Trustees approve and ratify the Agreement between the El Camino Community College Police Officers Association and the El Camino Community College District, effective January 1, 2012 through June 30, 2014, with reopeners for Article 6, Compensation and Article 13, Insurance Benefits and each side can select one additional article for negotiations in 2012/2013 and 2013/2014, commencing Fall 2012.

The specific negotiated article and corresponding sections where language was altered are as follows and indicated in the attached document.

Article 1 – Recognition
Article 2 – Definitions
Article 4 – Rights of POA
Sections 5, 6, 9
Article 5 – Hours of Service
Sections 1, 2, 3, 6
Article 6 – Compensation
Sections 1, 2, 3, 6, 14
Article 7 - Employee Status
Section 4
Article 8 - Performance Evaluation
Section 4
Article 9 – Paid Leaves
Sections 9, 10, 15
Article 11 – Vacation
Section 2
Article 12 – Holidays
Sections 3, 4
Article 13 – Insurance Benefits
Article 16 – Layoff
Sections 1, 2, 7
Article 17 – General Provisions
Section 2, 2.1
Article 19 – Safety
Article 22 – Agreement Conditions and Duration
Section 5, 6
New Article – Transfers & Job Vacancies

AGREEMENT

THIS AGREEMENT made and entered into this 11th day of April 2012 by and between EL CAMINO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "District," and the EL CAMINO COLLEGE POLICE OFFICERS ASSOCIATION, hereinafter referred to as "ECCPOA."

ARTICLE 1 Recognition

Pursuant to the certification of the Public Employment Relations Board of the State of California, dated May 9, 1978, in Case N. LA-R.785, the District recognizes the Association as the exclusive representative of all Regular Classified Campus Police Officers, and Compton Center Police Officers, and ~~P.O.S.T. Police Academy Trainees~~ hereinafter referred to as "Officers" and ~~"Trainees"~~ excluding those designated as supervisory, confidential, and management ~~employees~~officers; and all other ~~employees~~officers of the District designated as members of the classified service who do not hold the position title of Campus Police ~~Officer~~,Officer or Compton Center Police Officer ~~or Police Academy Trainee~~.

ARTICLE 2

Definitions

"Classification" is any group of positions sufficiently similar in duties, responsibilities, and authority that the same job title, minimum qualifications, and salary rate are appropriate for all positions in a classification.

The parties acknowledge and agree that the creation of the separate classifications set forth below, are made in recognition of the differences in normal duty assignment between the current Compton Police Officer classifications and the current El Camino Police Officer classifications. The parties further acknowledge and agree that the creation of separate classifications based on location is necessary to protect the rehire rights of former Compton police officers, should it be determined at a later time that Compton will again provide police services itself, rather than through a separate entity. The parties further agree that the new classification to be created satisfies the definition of classification set forth in Education Code Section 88001(a).

Pursuant to its personnel policies and procedures, however denominated, El Camino shall create separate classifications for the placement of any former Compton police officers who may be employed by El Camino after the effective date of this Agreement. For purposes of this Agreement, El Camino shall establish the classifications of El Camino College Compton Center Police Officer, El Camino College Compton Center Sergeant, and El Camino College Compton Center Lieutenant. Incumbents in the classification of El Camino College Compton Center Lieutenant shall report to the El Camino District's Chief of Police, and be primarily responsible for supervision of police services at the Compton Center.

"Chief of Police or designee" shall be in charge of all law enforcement activities at the Compton Center and the El Camino Community College District, Torrance and shall be the person occupying that position or his specified designee.

"Demotion" is a change in assignment of an employee from a position in one classification to a position in another classification that is allocated to a lower maximum salary.

"Differential" is a salary allowance in addition to the basic rate or schedule based upon hours of his/her employment.

"Displacement Right" is the right of a classified employee, under certain conditions as specified in Article 16, Layoff, to displace an employee with less seniority in a classification.

"Fiscal Year" is July 1 through June 30.

"Job description" is the description of the duties, responsibilities, minimum qualifications, and authority of positions in a classification.

"Minimum qualifications" are qualifications mandated for the position and which must be possessed by an employee or applicant before he or she can be considered for employment in a specific classification.

"Permanent employee" is a regular employee who successfully completes an initial probationary period.

"Probationary employee" is a regular employee who will become permanent upon completion of the prescribed probationary period.

"Promotion" is a change in the assignment of an employee from a position in one classification to a vacant position in another classification with a higher maximum salary.

"Regular employee" is an employee, whether permanent, probationary, full-time, or part-time, who is not a restricted, substitute, short-term or student employee.

"Service Date of Employment" is the first (1st) day of the month following employment or the first (1st) day of the month of employment if the employee began employment on the first work day.

College Police Officer: A sworn Peace Officer as described in California Penal Code 830.32., California Education Code 72330(a) and ECC Job Classification dated 10/20/09. A full time classified employee.

Police Recruit: A student currently enrolled in and attending California POST certified academy. Police recruits may be required to participate in on the job training under the supervision of a full time peace officer.

Police Trainee: This is an entry level class for candidates seeking a police officer position. The trainee will attend and must successfully complete training at a District approved POST academy; receive on the job training in patrol procedures, investigation, arrest, search and seizure. Assignment in this class is limited to the duration of the academy period. (ECC job Description: 3/21/94).

Probationary Police Officer: A newly hired sworn peace officer regardless of pre-service or lateral entry experience. Probation is twelve months from date of hire.

Pre-Service: An individual who has satisfactorily completed a California POST certified peace officer academy within three years of completion. This individual may possess only an academy graduation diploma or a diploma, and a basic POST certificate.

Pre-Service Recertification: A California POST peace officer training program designed to provide updated training for those individuals who are no longer in active law enforcement or have not been hired by a law enforcement agency within the past 36 months of their law enforcement agency separation or graduation from a POST certified academy in order to be re-certified by POST.

Lateral: A currently employed experienced California Peace Officer who possesses a California Basic POST certificate.

Honorable Retiree: An honorably retired California Peace Officer as described in California Penal Code.

Reserve Officer: Level 1: Limited duty volunteer Peace Officer assigned to general law enforcement duties or special assignments. 664 hours of basic peace officer training required at a California POST certified academy. Must participate in a 400 hours field training program and required to participate in 24 hours of POST certified training every two years.

Reserve Officer: Level 2: Limited duty volunteer Peace Officer assigned to general law enforcement duties or limited support duties under the immediate supervision by a regular full time peace officer who has completed the regular basic POST academy. Must have successfully completed 333 hours of level 2 and 3 training and required to participate in 24 hours of POST certified training every two years.

Reserve Officer: Level 3: A limited duty volunteer Peace Officer assigned only for duration of specific assignment. These are duties not likely to result in physical arrests. Examples are traffic / crowd control, security at special events, may transport prisoners. Must be under the immediate supervision of a level 1 reserve or full time peace officer. Must have successfully completed 144 hours of POST certified training.

POST: California Peace Officer Standards and Training

Police Academy Graduation Certificate: A certificate issued by a POST certified academy attesting to the fact that the graduate attended and satisfactorily completed the prescribed course of instruction set forth by the California Commission on Peace Officer Standards and Training (POST).

POST Basic Certificate: A California Commission on Peace Officers Standards and Training certificate awarded to a peace officers who has satisfactorily demonstrated proficiency as a California Peace Officer. This proficiency is a result of satisfactorily completing a 12 month probation period in which the Chief must sign a POST Basic Certificate application for award.

ARTICLE 4
Rights of the POA

- a. Posting of information by ECCPOA shall be on designated employee bulletin boards only.
- b. Items posted by ECCPOA shall contain the name of ECCPOA and shall be signed and dated by an official of ECCPOA.
- c. A copy of posted information shall be filed with the ~~Office of Human Resources Office~~ by ECCPOA.

Section 4. Use of Facilities for Meetings

ECCPOA shall have the right to use without charge District facilities at reasonable times for the purpose of meetings concerned with its representation rights at this District, provided that such use shall not interfere with nor interrupt normal District operations, nor shall cause after hour increased maintenance costs to the District, and that arrangement for such use shall be made in accordance with established procedures. Any additional direct cost shall be paid by ECCPOA.

Section 5. Distribution of Information

ECCPOA shall have the right to distribute information to ~~Unit Employees~~Officers on matters related to this Agreement and its representational rights at this District subject to the following provisions:

- a. Any item other than confidential POA information to be placed in the intercampus system or sent by mail or email shall bear the name of ECCPOA and the date. A copy of any general memoranda mailed to all ~~Unit Employees~~Officers shall be filed with the ~~Office of Human Resources Office at El Camino College and Compton Community College~~ by District by ECCPOA.
- b. Usage shall be restricted to distribution of information which is noncommercial and which is not in violation of Article 17, Section 6, Political Activities, and shall be subject to the provisions of regulations governing use of school mail.
- c. District postage or postage machines shall not be used by ECCPOA.

- d. Distribution between District operating locations and employee mail boxes may be made either by the intercampus mail delivery service or by personal delivery to division offices.

Section 6. Use of District Equipment and Supplies

ECCPOA shall not have the right to use District equipment or supplies for the conduct of ECCPOA business, except ECCPOA officers may, with permission of the appropriate Dean, Director or Manager, have limited use of typewriters, computers and copier provided ECCPOA provides its own paper supplies.

Section 7. Documents

Upon written request of ECCPOA, the District shall provide ECCPOA with copies of any documents that are a matter of public record provided that these materials are not confidential. ECCPOA shall bear the expense of duplicating any such materials unless there are existing copies available that are not earmarked for other distribution. Such request shall be submitted to the ~~Office of Human Resources~~ Office.

Section 8. Use of Telephone and Electronic Services

The District will provide POA on-campus telephone service, electronic mail, and internet privileges in accordance with the District's E-Mail, Internet and Network Policy (Board Policy 6160) for the purpose of conducting business.

Section 9. Use of District Personnel During Workday

With prior approval of the employee's supervisor or the Chief of Police, the following time-off during the workday is authorized:

- a. Reasonable time off without pay may be granted to ~~Unit Employees~~Officers to attend monthly ECCPOA meetings. The ~~employee~~officer's supervisor at his/her discretion may authorize the ~~employee~~officer to attend the monthly chapter meeting with pay provided the supervisor schedules make-up time within thirty (30) days.

- b. Reasonable time off without pay may be granted to ECCPOA officers to perform other duties for ECCPOA. The ~~employee~~officer's supervisor at his/her discretion may authorize ECCPOA officers to perform other duties for ECCPOA with pay provided the supervisor schedules make-up time within thirty (30) days.
- c. Reasonable released time with pay may be granted to an ~~Unit Employee~~Officer officially designated to represent ECCPOA to attend public meetings of the Board of Trustees.
- d. Released time with pay for two (2) ECCPOA designated ~~Unit Employees~~Officers on ECCPOA's negotiating committee shall be granted for the purpose of meeting and negotiating in accordance with Government Code Section 3543.1 when such meeting with a designated representative(s) of the District conflicts with the scheduled work hours of such ~~employees~~officers. If the meeting is scheduled during the ~~Unit Employee~~officer's regularly scheduled time off, compensatory time equal to the ~~employees~~officers' regular pay (straight time) will be granted. A Release Time Authorization Form with pay or compensatory time for negotiating committee members shall be submitted by ECCPOA as far in advance as possible to the Chief of Police, who then forwards the form to the Human Resources ~~Division~~Office. The straight time will only be granted for the actual time of the meetings
- e. Attend Grievance Procedure Meeting (w/pay).
- f. Release time with pay for one (1) ECCPOA designated ~~Unit Employee~~Officer to attend Annual Conference with pay up to three days or twenty-four (24) hours.
- g. Reasonable release time with pay may be granted to ~~Unit Employee~~Officer officially designated to attend Grievance Procedure meetings.
- ~~g-h.~~ Release time from regular duties with pay for designated POA officials, per current executive board list, to participate in union business during the regular work days. If the union business takes place at any other time, release time from regular duties during the same 40 hours work week will be granted with no loss of pay. Total cumulative time shall not exceed 50 hours per calendar year. Unless approved by the Chief or his designee, this release time procedure shall not result in payment exceeding the officer's regular hourly rate.

Section 10. Copies of the Agreement

The District will reproduce this Agreement and distribute a copy to each ~~Unit Employee~~ and ~~Officer~~ and will distribute a copy to each newly hired ~~Unit Employee~~ officer at the time of his/her employment.

ARTICLE 5

Hours of Service

Section 1. Work Week

- a. The standard work week for a full-time ~~Unit Employee~~Officer shall be an average of forty (40) hours of scheduled duty per week. Buyback will be consecutive to regular 12 hour days unless otherwise mutually arranged.
- b. The District may establish a work week of less than forty (40) hours for part time ~~employees~~officers, in which case the ~~Unit Employee~~Officer shall be paid that percentage of the full-time monthly salary schedule that is equivalent to the percentage of his/her assignment to a full-time schedule, or at an equivalent hourly rate for actual hours worked, whichever method is designated by the District.
- c. For each five (5) days of unused earned sick leave days earned at ECC and on the record as of June 30 of each fiscal year, each officer shall receive one (1) additional paid day (8-hour) off up to a maximum of eight (8-hour) days. Scheduling will be in accordance to Article 11 (Vacations) and Section 5 (Scheduling). In no case will days be carried beyond ~~December 31~~June 30 of the ~~calendar~~fiscal year in which earned.
- ~~d. Police Officer Trainees shall adhere to the work days and hours of the Police Academy.~~

Section 2. Work Day

- a. The standard work day for a full-time officer shall be 12 hours of scheduled time, except during special assignments, for example, Community Oriented Policing Officers, so long as the work week is an average of 40 hours. If an officer is given a special assignment that lasts less than thirty (30) days, the officer assigned to that special assignment will not lose any shift differential he/she was receiving prior to the special assignment until the end of the shift rotation.
- b. The District may establish a work day of less than twelve (12) hours pursuant to Section 1(b) of this Article.

- c. All officers are required to be dressed in the uniform of the day and have all necessary equipment ready to respond to emergency, as well as general service police calls, at the beginning of their assigned shift. These same requirements apply to overtime assignments along with an additional condition that the officer(s) will be at their venue site upon the start time of the detail.
- d. ~~Police Officer Trainees shall adhere to the Police Academy Schedule.~~

Section 3. Work Schedules

- a. Upon initial employment and any subsequent change of classification, each ~~Unit Employee~~Officer shall be furnished by the District with a notice which shall specify the ~~employee~~officer's duty hours and days of work with POA input assignment or work location, classification description and salary data.
- b. The District may extend the regularly assigned work day or work week of an ~~Unit Employee~~Officer on an overtime basis when such extensions are necessary to carry on the business of the District. Eligibility for compensation for such assigned overtime shall be as provided in Article 6, Section 2. ~~A~~An unit employee~~Officer~~ shall not be required to work in excess of sixteen (16) consecutive hours in any twenty four (24) hour period except under emergency conditions or when an officer is officially subpoenaed to appear in court. If the ~~Unit Employee~~Officer is authorized to work available overtime and it is the ~~Unit Employee~~Officer's last scheduled work day of the week, the officer may work additional overtime above his/her regular hours, not to exceed eight (8) hours.
- c. (1) A shift Reassignment Request Form will be posted two (2) months in advance of each scheduled shift change for officers to express their preferred shifts. Shift changes are effective January 1, May 1, and September 1. Each shift assignment form will include the shift elimination order and department mandated shift assignments, with an explanation, at the time of posting. Forty-five (45) days prior to the posting of the shift bid, a supervisor or designee will contact officers starting with the most senior to junior and request that officers shift bid. If an officer is absent for any reason prior to or during the shift selection process, they will, prior to leaving, submit in some written form to a supervisor requesting their shift selection(s). If an officer cannot be reached to submit a

bid, did not leave a request for a bid(s), or chose not to bid, a supervisor will make a final attempt to contact the officer (email, home phone, cellular phone, etc.) and give them an opportunity to bid for a shift. If more than 24 hours passes and the officer has not responded, the department will select a shift for the officer.

(2) The Department will post the shift schedules no later than one month in advance of the scheduled change.

(3) Assignments and adjustments to schedules by the Department will be determined by the following priorities:

a) The needs of the Department.

Probationary ~~employees~~officers will be assigned one shift rotation after completion of training.

b) Seniority of the requesting officer.

~~Employees~~Officers will make one bid on the shift reassignment form. The bid will be the ~~employee~~officer's preferred choice given the mandated shift assignments as posted on the shift bid and the seniority of the officer. The shift reassignment form will be completed starting with the most senior officer in descending order until all officers have completed a bid.

~~No Unit-Employee~~Officer may be assigned to the night shift in excess of ~~two~~ three schedule rotations ~~without the prior written approval of the Chief, upon written request of the employee. No Officer shall be forced to work more than two consecutive rotations on the night shift. See Article 6, Section 9 for definition of night or graveyard shift. Approval shall not be withheld arbitrarily or capriciously. Any employee who requests to work the night shift in excess of two continuous rotations shall submit their request and obtain approval prior to the shift reassignment request form being posted. Approval to work another shift rotation on graveyard will be noted on the shift reassignment request form.~~

(4) A minimum of eight (8) officers at El Camino College District and seven (7) officers at Compton Community College District is required for the 3 consecutive 3/12 hour day

schedules to be in effect. ~~The s~~Schedule will may revert to either 4 consecutive 10 hour days or 5 consecutive 8 hour days until the minimum number of officers is reached once again. If a reduction below the minimum necessary to maintain the 3/12 schedule occurs and the District chooses to revert to a schedule other than 3/12, a shift bid will be posted immediately and officers will have 5 days to bid. In the event this is necessary, the ECCPOA will ~~work with the~~assist the District to coordinate a smooth transition.

(5) Any adjustments to the approved schedules shall be authorized by the Chief of Police.

Section 4. Adjustment Time

Any ~~Unit Employee~~Officer who works an average of thirty (30) minutes or more per day in excess of his regular part-time assignment for a period of twenty (20) consecutive working days or more shall have his regular assignment adjusted upward to reflect the longer hours, effective with the next pay period.

Section 5. Voting Time Off

Pursuant to the requirements of Election Code Section 14350 to Section 14352, the District for all statewide and local elections shall provide ~~Unit Employee~~Officers with sufficient time off to vote (not to exceed two (2) hours of paid time) if the voting time available outside of working hours is not sufficient to enable the ~~employee~~officer to vote. The ~~Unit Employee~~Officer shall request such time off from the Chief of Police or designated supervisor.

Section 6. Meal Periods and Rest Periods

- a. Each ~~employee-officer~~ who works a shift of more than five hours shall receive a paid thirty (30) minute meal period, ~~to be taken at a time approved by the employee's supervisor.~~ The department may designate time periods (emergencies, special events, etc.) when obtaining a supervisor's approval is necessary to take a meal period.
- b. Each ~~employee-officer~~ who is scheduled to work for four or more consecutive hours shall receive one paid ~~coffee break~~rest period of twenty minutes each in each such period,

including travel time, ~~to be taken at a time approved by the employee's supervisor.~~ The department may designate time periods (emergencies, special events, etc.) when obtaining a supervisor's approval is necessary to take a rest period.

- c. Meal and rest periods may ~~not~~ be accumulated with the approval of a supervisor, shall be considered as duty time and the ~~Unit Employee Officer~~ shall be subject to all on-call requirements.

ARTICLE 6

Compensation

Section 1. Salary Schedule Step Placement and Advancement

- a. ~~Appendix F is reserved for the Police Officer Association (POA) Salary Schedule effective January 1, 2006. Effective January 1, 2006 the District will adjust the 2005 POA Salary Schedule by the "Adjusted Cost of Living Adjustment (COLA) as described in Appendix E, plus "the Funded Growth Percentage." The "Funded Growth Percentage" shall be computed by comparing the funded FTES in the Final Report (320) in October of the year prior to the year in which the calculation is made, to the funded FTE in the Final Report (320) in October of the year in which the calculation is made, and taking into effect any deficit factor applied by the State.~~
- b. ~~Appendix E is deleted from the Master Agreement effective January 1, 2007. The POA Salary Schedule shall be increased by 5% effective January 1, 2007 and 3% effective January 1, 2008.~~
- c. ~~A unit employee~~An officer shall be employed at Step A of the appropriate salary range in accordance with the POA Salary Schedule in effect as of the ~~unit employees~~officer's date of employment unless the ~~d~~District specifies a step other than Step A.

Section 2. Overtime

- a. Overtime work must be authorized by the Chief of Police or designated supervisor.
- b. ~~All authorized work in excess of the regularly assigned work week regardless if the hours worked are before or after the employee's regular work day (except as provided in subsection (c) of this Section), shall be compensated at one and one half times the unit employee's hourly rate in effect at the time the overtime hours were worked unless compensatory time off at the time and one-half rate is mutually agreed upon between the Chief of Police or designated supervisor. If a Unit Employee is required to commence work before his/her regular work day, the regular work day shall not be shortened except by mutual agreement between the employee and Chief of Police or designated supervisor.~~

~~Compensatory time off shall be taken at a time mutually acceptable to the employee and the supervisor within twelve months following the month in which the overtime was worked or the employee shall be paid.~~

~~of absence shall be For the purpose of computing hours worked, time during which an employee is excused from work because of paid holidays, sick leave, vacation, or other paid leave considered as time worked by the employee.~~

~~e. The following is the procedure for the uniform distribution of overtime in the Campus/Center Police Divisions (hereinafter referred to as "Division"):~~

- ~~1) Overtime shall be awarded to the employee with the lowest hours recorded.~~
- ~~2) Employees with seniority shall be given first opportunity to work when overtime hours are equally distributed.~~
- ~~3) The overtime and seniority list shall be posted in a conspicuous place. Changes will be recorded on a day to day basis.~~
- ~~4) A new employee in the Department shall be credited with the highest amount of hours charged to any employee on the overtime list. A new employee in the Department is eligible for overtime when he/she completes training.~~
- ~~5) All overtime hours will return to zero (0) after every second shift rotation.~~
- ~~6) The overtime sign up sheet for a particular event will be posted at least 72 hours before that event is scheduled to take place or as soon as practical.~~
- ~~7) The Division will inform an employee who has been selected to work a scheduled event by annotating the overtime sign up sheet. It will be the responsibility of the employee to determine if he/she has been selected for a scheduled overtime event.~~
- ~~8) Overtime will be approved and assigned based on date of service and start time of each overtime assignment. Multi-day overtime assignment (bookstore for example) will be assigned as above and not as a block.~~
- ~~9) Sergeant overtime assignments will be included in the uniform distribution of overtime list.~~

~~10) No overtime will be posted for less than three (3) hours.~~

~~1110) If overtime is cancelled with less than eight (8) hours notice, the assigned officer will be paid for a minimum of three (3) hours.~~

~~12) If it is necessary to mandatorily assign an officer to work overtime, for a specific event, the officer who was mandatorily assigned and any officer who volunteered, for that event, will not be charged on the uniform distribution of overtime list.~~

~~d. Campus Police Officers will have preference for overtime assignments at El Camino College and Compton Center Police Officers will have preference for overtime assignments at Compton Center. In the event additional coverage is needed at either site, overtime will be offered in accordance Article 6 Section 2(c).~~

~~e. In the event that no regular officer or sergeant volunteers to work overtime, the overtime will be assigned to the least senior eligible exclusive of those officers on approved leave status.~~

~~f. Police officer trainees who are required to work more than (40) forty hours a week as prescribed by the Police Academy, shall be compensated at one and one half times the hourly rate in effect at the time the overtime hours are worked or compensating time off (at one and one half time) as mutually agreed upon between the Unit Employee Officer and Chief of Police or designated supervisor.~~

The following is the procedure for the uniform distribution of overtime for the divisions of the Campus Police:

1. Overtime shall be awarded to the employee with the lowest hours recorded at time of assignment.

2. When two or more employees have the same number of hours at time of assignment, the employee with the most seniority shall be given first opportunity to work.

3. The overtime and seniority list shall be posted in a conspicuous place. Changes will be recorded on a day-to-day basis.

4. New officers shall be credited with the highest amount of hours charged to any officer on the overtime list. New officers are eligible for overtime at the completion of FTO field training.

5. All overtime hours will return to zero (0) after every second shift rotation.

6. All overtime work assignments where two hours or more notice is given shall be posted and bid by the requirements of this section. All employees shall be contacted (in person/phone) who are not in an approved leave status in order of lowest hours by work location. Employees of the other work location will subsequently be contacted to find a volunteer(s) if necessary. If sufficient volunteers for a mandated overtime work assignment do not come forward, selection will be completed by the requirements of the section.

7. The Department will inform an employee who has been selected to work an overtime assignment by annotating the overtime sign-up sheet. It will be the responsibility of the employee to determine if he/she has been selected to work.

8. For mandated work assignments where one or more employees is required, the least senior employee(s), exclusive or those on an approved leave status, shall be noted on the overtime assignment sheet at the time of posting. The department shall notify the employee who is/are to be mandated to work an overtime assignment in the event insufficient volunteer(s) is/are not found. Mandated overtime assignments will be assigned according to employee duty station (i.e.) ECC Torrance to ECC Torrance, Compton to Compton.

9. Overtime will be approved and assigned based on the date of service and start time of each overtime assignment. Multi-day overtime assignments (bookstore for example) will be assigned as above and not a block.

10. No overtime will be posted for less than three (3) hours in compliance with Section 4 of this article.

11. If overtime is cancelled with less than eight (8) hours notice, the assigned officer will be paid for a minimum of three (3) hours.

12. All overtime hours earned will be accounted for and noted on the El Camino College Police Department Overtime Report.

Section 3. Court Guarantee Pay

When an off-duty Officer is ordered by an Official Subpoena (as determined by the Chief or Sergeant or his Designee) to be placed on call or appear in court or provide testimony by phone due to a departmental-District related incident, the officer may be compensated in the following manner. elect one of the following alternatives: Minimum of two (2) hours of pay at time and one

~~half his/her regular rate of pay, if he/she remains on call at home, or actually goes to court, or minimum of three (3) hours of pay at time and one half his/her regular rate of pay, provided that the officer reports to duty for any time he/she is not required to actually be in court. The Officer will be allowed to choose the option, provided that the choice is made in writing as soon as practicable before the scheduled court appearance. If the Officer does not submit his/her choice prior to the scheduled court appearance, he/she will receive the two (2) hour minimum on call.~~

(a) Minimum of two (2) hours of pay or compensatory time at the officer's overtime rate of one and one half time his/her regular rate of pay. To earn this rate of pay, the officer is in an on-call status of two hours or less or the officer provides telephonic testimony that does not exceed two hours time.

(b) A minimum of three (3) hours of pay or compensatory time at the officer's overtime rate of one and one half time his/her regular rate of pay. To earn this rate of pay, an officer actually appears in court or location stipulated in the subpoena or summons and/or reports for duty for any time he/she is not required to be in court.

(c) In an officer's official subpoena business exceeds these time limits, actual appearance will be paid for hours worked on an overtime rate of pay and on-call (no appearance) shall be paid at a straight time allowance.

Section 4. Guarantee Pay

If a Police Officer is required to work during his or her off-hours to perform department-directed duties or assignments, he or she shall be compensated for a minimum of three (3) hours at a rate of time and one half his or her regular pay. In the event that the Officer is required to perform the department directed duty on assignment immediately before or after the scheduled shift, the Officer will be compensated at a rate of time and one half his or her hourly rate for the period worked.

Section 5. Work Out of Classification

~~An Unit Employee~~Officer may be required to perform duties inconsistent with those assigned to his classification. If such ~~employee~~officer is assigned duties inconsistent with those assigned to

the employee's regular position for a period of more than five (5) work days within a 15 calendar day period, the ~~employee~~officer's salary shall be adjusted as provided in Section 1(c) of this Article for the entire period the ~~employee~~officer is required to work out of classification and such amounts as will reasonably reflect the duties required to be performed outside the normal assigned duties.

Section 6. Pay Period

~~Unit Employees~~Officers compensated on a monthly basis shall be paid twice per month payable on the tenth (10th) and the twenty-fifth (25th) of the month. ~~Unit Employees compensated on an hourly basis shall be paid once a month payable on the tenth (10th) of the month. If the normal pay date falls on a Saturday, Sunday or holiday, the paychecks shall be issued on the preceding workday.~~

Section 7. Reemployment

~~An Unit Employee~~officer who resigned from the service of the District in good standing and who is subsequently reemployed within one calendar year from the date of such termination shall be placed on the experience step of the salary schedule occupied at the time of termination.

Section 8. Payroll Deductions

~~Unit Employee~~Officers, by law, become contributing members of the California Public Employees Retirement System (PERS) and of the Old Age Survivors and Disability Insurance Fund (Social Security). Deductions required by the State and Federal Governments are made monthly. Federal and State income tax deductions are made monthly as are other authorized voluntary deductions.

THIS WAS MOVED TO ARTICLE 13, SECTION 14

Section 14. Compensation in Lieu of Dependent Insurance Benefits

~~The District will pay \$420 at the end of each full year of completed service to each full-time Unit Employee/Officer scheduled to work 20 hours or more per week for 10 months or more per fiscal year who does not elect dependent medical, dental and vision insurance coverage for such a year. The Unit Employee may, pursuant to Internal Revenue Code regulations, use this sum for a tax sheltered annuity contribution.~~

Section 14. Detective Assignment Pay

An Officer who is assigned to work as a Detective for a period of (4) four weeks or more shall be paid special duty pay at the rate of \$150 per each (4) four weeks of such assignment up to a limit of 12 months. Assignment to the Detective position will be rotated annually as needed.

ARTICLE 7
Employment Status

Section 4. Trainee

~~The Police Officer Trainee receives Police Academy and on-the-job training in law enforcement and police methodology in preparation for eligibility to qualify for the Police Officer position. The Police Officer Trainee is an entry-level class for candidates wanting to achieve the police officer position. The Police Officer Trainee will attend and must successfully complete training at a District approved P.O.S.T. certified academy. Assignment to this class is limited to the duration of the Police Academy training period. Change of status to the position of Police Officer is done by recommendation of the Police Chief.~~

b. Police Officer Trainee Probationary Status

~~The police officer trainee will be on probation for the duration of the Police Academy.~~

Section 54. Reserve Officer

A Police Reserve officer is a part-time volunteer/casual employee who has successfully completed a course of training required by the District and approved by the California Commission on Peace Officers Standards and Training. The purpose of a Reserve Police Officer is to supplement and assist, not to supplant full-time Police Officers in their full-time duties.

ARTICLE 8

Performance Evaluation

Section 4. Review Procedure

An Unit Employee Officer in receipt of an evaluation reflecting "needs improvement" for any performance factor may request review by the Chief of Police or designated supervisor who will arrange a conference with the Unit Employee Officer and the Office of Human Resources. This meeting may include a representative from POA within 10 working days if the Officer requests representation. The Chief of Police or designated supervisor will render a written decision to the employee officer within five (5)(10) ten working days. If the decision favors the Unit Employee Officer, that area of complaint shall be stricken modified from the evaluation to reflect the determination.-

If the Chief of Police is absent, the Vice President, Administrative Services will meet with the officer and render a decision.

ARTICLE 9

Paid Leaves

Section 9. Military Duty Leave

An ~~Unit Employee~~Officer who is called for and serves temporary military duty or who enlists or is otherwise ordered or called to active duty in the armed forces of the United States, or the National Guard, if he/she has completed one (1) full year of active classified service with the District and/or in recognized military service, be entitled to a military leave without loss of compensation for up to the first thirty (30) calendar days of necessary absence from duty as ordered provided that such leave shall be applicable each ~~fiscal~~-calendar year for absences due to temporary military service. The applicable state laws can be found at Military & Veterans Codes 389 et seq. (M&V Code). The applicable federal law is the Uniformed Services Employment and Reemployment Right Act (USERRA) and can be found at 38 U.S.C. at 301 et seq.

Section 10. Jury Duty

a. An ~~Unit Employee~~Officer may be absent from duty without loss of pay as a result of having been called for and appearing for jury duty, excluding a grand jury.

~~b. The District may refuse to grant paid leave for jury duty to a Unit Employee at any time when two percent (2%) or more of the total number of employees of the District are on paid jury duty.~~

~~e.b.~~ b. The ~~Unit Employee~~Officer serving on jury duty, who receives pay from the District during such absence, shall be required to collect jury duty fees and remit such fees to the District.

~~d.c.~~ c. The ~~Unit Employee~~Officer shall be required to perform assigned service to the District during any work day or fraction thereof that the ~~employee~~officer is released from jury service, provided that a reasonable period of time shall be allowed for necessary travel.

~~e.~~ d. An ~~Unit Employee~~Officer who is assigned to a weekend, evening or night work schedule who serves on jury duty, shall be reassigned during each day of such service to a day work schedule, Monday through Friday, 8:00 a.m. – 5:00 p.m. If the required jury duty service is less than one week or falls on the ~~Unit Employee~~Officer's regularly scheduled day off, release time shall be granted to the ~~Unit Employee~~Officer.

Section 15. Judicial & Official Appearances

The District will grant paid leave to an Officer for a judicial or other official appearance to which the District is a party so long as the Officer is not a litigant in that proceeding.

ARTICLE 11
Vacations

Section 2. Bonus Vacation Allowance

~~A bonus vacation allowance shall be accrued at the rate of one (1) additional day of annual vacation allowance for each full twenty five (25) days of earned sick leave credited to a Unit Employee's Service Date of Employment up to a maximum of five (5) bonus vacation days. Any bonus vacation allowance shall be credited on the Unit Employee's Service Date of Employment and shall be accrued during the subsequent service year on a monthly basis in accordance with the following schedule:~~

<u>Sick Leave Accrual</u>	<u>Monthly Accrual</u>	<u>Annual Accrual (full 12 months)</u>
25 earned days	0.083	1 day
50 earned days	0.166	2 days
75 earned days	0.250	3 days
100 earned days	0.333	4 days
125 earned days	0.416	5 days

~~Bonus days shall be credited as heretofore and the monthly factor thereby derived~~

~~will remain in effect until the Unit Employee's Service Date of Employment when a changed monthly factor, if applicable, will be implemented for the Unit Employee's next service year~~

ARTICLE 12

Holidays

Section 3. Scheduling

- a. When a holiday falls on a Sunday, the following Monday shall be observed as the holiday. When a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday.
- b. ~~If Christmas Day or Independence Day falls on a Saturday or Sunday, Christmas Day or Independence Day will be observed on the actual weekend day.~~ If Christmas Eve, Christmas Day, New Year's Eve, New Year's Day or Independence Day falls on a Saturday or Sunday, it will be observed on the actual week-end day.

~~Section 4. Scheduling for Police Officer Trainees~~

~~Police Officer Trainees will adhere to the Police Academy holiday schedule, not the District holiday schedule.~~

ARTICLE 13

Insurance Benefits

Article 13 – Insurance Benefits

Modify the District’s medical premium contributions effective January 1, 2012 as follows:

\$590 x 12 = \$7,080	Single
\$1,022 x 12 = \$12,264	2-Party
\$1,328 x 12 = \$15,936	Family

Effective January 1, 2013, the District shall increase these rates by the percentage increase in the District’s funded Cost of Living Adjustment (COLA) on the General Apportionment that is funded by the State of California (“Funded COLA”) in that Fiscal Year.

Section 1. Medical Insurance.

Effective January 1, 2012, the District shall contribute (not to exceed) the following amounts for the medical insurance: \$590 per month for single, \$1,022 per month for 2-party, and \$1,328 per month for family. Any difference in the amount between the District contribution for medical insurance and the CalPERS medical insurance premium cost shall be paid by the employee through monthly payroll deductions. ~~Effective January 1, 1994, and annually thereafter, the District shall contribute the minimum payment required in order to participate in CalPERS medical plan, toward payment of the premium of a medical plan selected by the eligible permanent Unit Member. The medical plan chosen shall be one of those offered by CalPERS under the Public Employees Medical and Hospital Care Act, **unless the District and the ECCPOA agree to change the carrier for health benefit insurance.**~~

Section 2. Dental Maintain

Section 3. Optional HMO Plan Deleted

Section 4. Dependent Coverage Maintain

Section 5. District Supplemental Benefits Plan for Employees

- a. Deleted
- b. Maintain

Section 6. Life Insurance – AD&D Maintain

Section 7. Income Protection Maintain

Section 8. Retiree Medical Insurance.

(a) **For employees retiring prior to January 1, 2012**, the District will provide medical insurance for any employee who has ten (10) years of service with the District and who retires after reaching age fifty-five (55) under the provisions of the Public Employees Retirement System from the time the employee retires until the employee reaches age sixty-five (65) and provided the employee remains fully retired. **With respect to employees retiring on or after January 1, 2012, the District will contribute toward the medical insurance premium the single-only rate specified under Article 13, Section 1 for any employee who has ten (10) years of service with the District and who retires after reaching age fifty-five (55) under the provisions of the CalPERS from the time the employee retires, provided (1) the employee remains fully retired under PERS, and (2) any difference in the amount between the District contribution for medical insurance and the selected medical plan premium cost shall be pre-paid by the retiree.** The District will also make available to such a retiree medical insurance for eligible dependents with the cost of such coverage to be borne by the retiree, subject to the terms of the insurance policy.

(b) Effective January 1, 1994, and annually thereafter if an employee chooses to retire between the ages of fifty (50) and prior to the employee's fifty-fifth (55) birthday, the District shall offer to the retiree a one-time opportunity at the time of retirement to participate in the CalPERS medical plan until the retiree turns age sixty-five (65) as noted in ~~Section 4~~ **subsection (a)**. The District shall contribute the ~~same~~ minimum **CalPERS premium** payment (**currently \$112 per month**) ~~as noted in Section 4~~ for an eligible retiree who elects to participate. At age sixty-five (65), the retiree shall be responsible for the cost of the medical coverage equal to the difference between the District's **minimum CalPERS premium** payment (**currently \$112 per month**) and the total cost of the selected medical plan. **Note: If in the future the District receives medical insurance from other than CalPERS, then the District shall continue to pay the amount equivalent to the minimum CalPERS premium payment, but to a different medical insurance carrier other than CalPERS.**

Section 9. Refund of Premiums Maintain

Section 10. Voluntary TSA Maintain

Section 11. Eligibility Maintain

Section 12. Consultation on Change of Program Maintain

Section 13. Insurance Benefits Committee.

It is understood that the insurance benefits provided by this Article may be changed in accordance with ~~the determinations of the District-wide Insurance Benefits Committee~~ **negotiations between the parties** and approved by the Board of Trustees. **The POA is entitled to one representative on the Insurance Benefits Committee.**

Section 14. Compensation in Lieu of Dependent Insurance Benefits (moved from Article 6, Section 14)

The District will pay \$420 at the end of each full year of completed service to each full-time officer scheduled to work 20 hours or more per week for 10 months or more per fiscal year who does not elect dependent medical, dental and vision insurance coverage for such a year. The Officer may, pursuant to Internal Revenue Code regulations, use this sum for a tax sheltered annuity contribution.

ARTICLE 16

Layoff

Section 1. Notice of Layoff

Upon the decision of the District to reduce a sworn classified position or positions in the classified service of the District, written notice of layoff shall be sent by registered mail or delivered in person to the affected ~~employee-officer or employees-Human Resources~~by the Office of Human Resources.

- a. When, as a result of the expiration of a specially funded program, classified positions are eliminated at the end of a school year, and a ~~Unit Employee~~Officer or ~~Employees~~Officers will be subject to layoff for lack of funds, the ~~employee-officer or employees~~officers to be laid off at the end of such school year shall be given written notice on or before May 29~~15~~. If the termination date of any specially funded program is other than June 30, such notice shall be given not less than ~~thirty (30)~~forty-five (45-calendar) calendar days prior to the effective date of the layoff.
- b. ~~Regular Classified Employees~~Officers shall be subject to layoff only for lack of work or lack of funds. The District shall send written notice of layoff to the affected ~~classified employee~~officer not less than ~~thirty (30)~~forty-five (45) days prior to the effective date of layoff, informing the employee of his displacement rights, if any, and reemployment rights. Any notice of layoff shall specify the reason for layoff and identify by name and classification the ~~employee~~officer designated for layoff.
- c. Should a situation arise in which lack of work or lack of funds results from causes not foreseeable or preventable by the Board of Trustees, the District shall not be bound by the ~~thirty (30)~~forty-five (45) day notice provision in this Section, but ~~employees~~officers will be given as much notice as is reasonably possible.

Section 2. Order of Layoff

- a. ~~Restricted Classified Employees shall be subject to full layoff prior to the layoff of any Regular Classified Employee holding the same classification as the Restricted Classified Employee or employees.~~

- ba. The order of layoff of ~~Regular Classified Employees~~Officers shall be determined by date of hire as ~~probationary employee~~employee sworn campus police officer of the District.
- c. In the case of two or more ~~Regular Classified Employees~~Officers -with the same length of service, a lottery by drawing ~~employee~~officer names within the job classification shall be held to determine the seniority of such ~~employees~~officers.

Section 7. Seniority List

- a. At least forty (40) calendar days prior to the effective date of a layoff, the District will provide ECCPOA with a seniority roster.
- b. Seniority roster in effect as of (date TBD) and which shows seniority for both ECC Torrance and Compton locations is approved.

ARTICLE 17
General Provisions

Section 2. Medical Examination

- a. If the District has cause to believe that a ~~Unit Employee~~Officer's ability to perform his/her duties is impaired by a physical, mental or emotional condition, the appropriate Vice President, or designee shall informally discuss this concern with the ~~Unit Employee~~Officer involved and may, if deemed appropriate, suggest that the ~~Unit Employee~~Officer seek appropriate professional assistance.
- b. ~~If the Unit Employee does not or cannot show adequate improvement, over a reasonable period of time, in the performance of his duties, T~~he ~~Office of Human Resources Office~~ may require the ~~Unit Employee~~Officer to undergo appropriate examinations by a Board Certified or Board Eligible psychiatrist, physician or clinical psychologist selected by the District and specializing in the area of concern at the expense of the District. The ~~Unit Employee~~Officer may request that the psychiatrist, physician or clinical psychologist selected by the District and the ~~employee~~officer's own psychiatrist, physician or clinical psychologist select a third such professional to conduct the examination which shall be at District expense. The ~~Unit Employee~~Officer shall be required to execute a release so that the clinical psychologist, physician or psychiatrist may make a confidential report of his findings to the ~~Office of Human Resources Office~~. In the event the report concludes that the ~~Unit Employee~~Officer is able to perform his/her duties, the ~~Office of Human Resources Office~~ shall destroy the documentation in the presence of the ~~employee~~officer if the ~~employee~~officer requests such destruction.

Section 2.1 Drug and Alcohol Testing

Upon Reasonable suspicion that an Unit Employee Officer cannot safely or effectively perform the duties of the job, or that an on-duty Unit Employee Officer might be under the influence of an intoxicant (as defined in the El Camino Police Department Policies, Procedures and Operations Manual), the District shall have the authority to order a test of that employee officer to determine if the employee officer is under the influence of an intoxicant. An Unit Employee Officer's refusal to submit to any such testing shall be considered insubordinate conduct and subject the Unit Employee Officer to appropriate discipline.

a. Testing: If there is a reasonable suspicion to believe that an officer is under the influence of alcohol or illegal drugs while appearing for work, the officer shall be required to submit to urine, breath and/or other related test for evidence of drug and/or alcohol use. The cost of the tests shall be paid by the District. An Officer's refusal to submit to any such testing should be considered insubordinate conduct and subject the officer to discipline up to and including dismissal. Any discipline recommended shall be subject to provisions of Article 18.

Section 3. Home Address/Telephone Number

An Unit Employee Officer shall be required to keep on file his/her current home address and telephone number in the department office and the Office of Human Resources Office. The employee officer must notify both the department and Human Resources within forty-eight (48) hours of any change, or on the next working day of the employee officer, whichever is shorter.

Section 4. Non-Discrimination

The District and ECCPOA agree not to discriminate against any Unit Employee Officer on the basis of race, religion, national origin, sex, marital status, and age or employee organization affiliation.

ARTICLE 19

Safety

Compliance

The District shall conform to and comply with all safety and sanitation requirements of applicable state or federal law.

Section 1. Compliance.

The District shall provide work and workplaces that are safe and healthful. The District and officers will follow applicable job safety and health laws while conducting District business. ECC POA will cooperate with the District in encouraging officers to maintain a safe and healthy work environment.

Section 2. Safety and Health Committee.

The District's Safety and Health Committee shall include one (1) Officer appointed by POA who shall fully participate in the duties and functions of the Committee. The Safety and Health Committee shall normally meet on a monthly basis.

Section 3. Reporting Safety Hazards and/or Unsafe Work Conditions.

(a) Upon identification of any hazard that could result in an injury or illness to individuals, each officer is required to report the hazard to his/her immediate supervisor so that appropriate action may be taken. The supervisor, in turn, will generate an El Camino College Facilities Work Order to correct the identified hazard and the officer will be informed of such action taken.

(b) Officers who become concerned as to the safety of any work condition will promptly notify their immediate supervisor or division administrator. The immediate supervisor or division administrator will evaluate the concern and inform the officer of the result. If the immediate

supervisor or division administrator is unable or unwilling to resolve the concern, the officer may ask for a clarification from the Director of Business Services (Risk Management).

(c) The POA President or his/her designee shall have the right to report safety hazards or unsafe work conditions to the Director of Business Services (Risk Management), or designee, and request a joint investigation of such problem.

No officer will be disciplined or discharged for reporting any safety hazards or unsafe work conditions.

Officers who wish to remain anonymous may report unsafe conditions or safety hazards by submitting the Safety Hazard Identification Form (ECC Form # 20185) directly to the Office of Safety and Health. Upon receipt of the form, the Director of Business Services (Risk Management), or designee, will attempt to investigate and request immediate action to abate the safety hazard or alleviate the unsafe condition.

Section 4. Safety/Security Apparel and Equipment.

(a) The District will provide officers with Personal Protective Equipment when and where required to perform the job in a safe manner.

(a) When required, the District will provide identification badges with a photograph to officers for the purpose of maintaining safety and security.

(1) All designated division officers shall be required to wear appropriate apparel at all times during working hours and while conducting District business. Apparel may be worn to and from work. Failure to wear designated apparel may result in disciplinary action except for extenuating circumstances.

(2) During each fiscal year, the District will reimburse each eligible officer up to \$100 for maintenance, repair or replacement of job approved, related footwear. Officers shall be required to submit a receipt together with the request for reimbursement.

Section 5. Safety Training.

The District will provide officer training with regard to general safety procedures and with regard to any hazards or safety procedures specific to that officer's work assignment in order to maintain a safe and healthy work environment and in the prevention of injuries, illnesses, and accidents in the workplace.

Section 6. Video Display Terminals (VDT) and Laptop Computer Users.

Every officer actively working at a VDT or on a laptop computer shall utilize task rotation every hour in order to prevent eye strain and repetitive motion injuries. It must be understood that this is not to be interpreted as a break from job duties, but rather a change in performing job assignments.

Section 7. Emergency Closure.

(a) In the case of a District-determined emergency requiring officers to serve as Disaster Service Workers, the District may close down operations as necessary campus-wide, or in identified areas, and send officers home. Officers needed by the District to respond to emergencies will be required to report to the El Camino College Incident Commander, or other appropriate emergency response official as directed. Officers scheduled to work later in the day, excluding those on personal leave, vacation, sick leave, or any other paid leave, shall be compensated at their regular rate of pay during the emergency shut-down. California Government Code 3100 declares that public officers are Disaster Service Workers subject to such disaster service activities as may be assigned to them by their supervisors or by law.

Section 3100 applies to El Camino College officers in the following cases: 1) when a local emergency has been proclaimed, 2) when a state emergency has been proclaimed, or 3) when a federal disaster declaration has been made by an appropriate official, all Officers required to work in these emergency circumstances shall be compensated at one and one-half times their hourly rate in effect at the time they are required to work.

ADDED ARTICLE to be between Article 13 and Article 14

Transfers and Job Vacancies

Section 1. Transfers.

(a) A transfer is defined as a change of work location and/or supervision either at the same salary range or voluntarily at a lower salary range.

(b) A voluntary change that would result in an increase or decrease in the workday (part time to or from full time) and/or work year (less than twelve (12) month officer to or from twelve (12) month officer) shall be considered a transfer.

(c) The District may transfer officers on a temporary basis.

(d) The District may transfer officers on a permanent basis, provided that prior to any permanent transfer, notice shall be given to the officer(s) and a conference shall be held between the Dean, Director or Manager and the qualified officer(s) in order to discuss the necessities for the transfer.

(e) Any officer may request a transfer at any time. Such request shall be made in writing to the Human Resources Office and shall be kept on file for six (6) months. Requests on file shall be referred to the appropriate Dean, Director or Manager for review and consideration prior to posting a vacancy. The officer shall be notified of the decision to accept or reject the request for transfer including an explanation prior to posting a vacancy. The denial of a transfer request shall not be grievable.

(f) The District will avail itself of transfer opportunities in lieu of laying off an individual.

Section 2. Posting of Notice.

(a) Notice of all job vacancies within the unit shall be posted on designated bulletin boards.

(b) The job vacancy notice shall remain posted for a period of ten (10) full working days, during which time officers within the unit may file for the vacancy.

(e) The District shall forward a copy of all job vacancies to the designated ECCE representative at the time of distribution.

Section 3. Notice Contents.

The job vacancy notice shall include: The job title, a brief description of the position and duties, the minimum qualifications required for the position, the assigned division, the number of hours per day, regular assigned work shift times, days per week, and months per year assigned to the position, the salary range, and the deadline for filing an application for the vacancy.

Section 4. Filing.

Any officer may file for the vacancy by completing a District application form in the Human Resources Office within the filing period. The completed District application form shall remain on active file for a minimum of six (6) months in the Human Resources Office. An officer on leave of absence shall have the right to have another person file for the vacancy on his/her behalf.

Section 5. Consideration of Applicants.

The hiring committee shall determine which qualified officers will be granted an interview. All hiring committees for vacancies in classifications covered by this Agreement shall include at least one officer who will be appointed by ECCE—the appropriate bargaining unit—within five (5) work days of notification from the committee chair.

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

Effective January 1, 2012

	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Monthly:	4579	4814	5063	5332	5607
Hourly:	26.42	27.77	29.21	30.76	32.35

Board Approved: December 17, 2007 effective January 1, 2008

ARTICLE 22

Agreement Conditions and Duration

Section 5. Reopener

~~Either The ECCPOA or the District shall have the right to reopen this Agreement for amendment/change of the compensation salary schedule, Article 6, Section 1(a), medical benefits and/or furlough days/salary reductions.~~

~~The parties also agree to reopen negotiations on two subjects of ECCPOA's choice and/or two subjects of the District's choice. Other subjects may be opened upon mutual agreement.~~

~~The party requesting negotiations shall give the other party notice no later than the month of October 2006 and 2007. month of September 2012 & 2013.~~

Section 6. Duration

This Agreement shall become effective on ~~January 1, 2006~~ January 1, 2012 and shall remain in effect through December 31, 2014 ~~December 31, 2008~~ and shall continue in effect from year to year thereafter, with the provision that should either party desire to amend this Agreement, it shall provide written notice and a proposal to the other party of said desire and the nature of the amendments sought during the month of April 2014. Upon completion of the public notice procedures set forth in Government Code 3547, the parties shall promptly, within ten (10) workdays, commence the meeting and negotiating process in an effort to reach agreement.

Agenda for the El Camino Community College District Board of Trustees
from
Compton Educational Center
Barbara Perez, Vice President

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A. Program Review – Information	69

COMPTON EDUCATIONAL CENTER

A. PROGRAM REVIEW – INFORMATION

It is recommended that the Board receive for information the following report on the status of program review at the Compton Center.

A critical component of institutional effectiveness is program review. It allows programs to assess their progress toward achieving their stated goals and to make decisions based on analyses of quantitative and qualitative data. Program reviews allow for a systematic cycle of evaluation, implementation and re-evaluation. Optimally, the recommendations from program reviews are integrated into the annual plans which ultimately will guide resource allocation.

At the start of the partnership in 2006, many of the academic programs did not participate in program review. Reasons varied but two main factors were the lack of adequate data to effectively assess the programs at the Center and the inability to offer sufficient courses to comprise a program that leads to an educational outcome, such as a degree or certificate. Following El Camino's timetable, 7 programs completed reviews in 2008: automotive technology, chemistry, foreign languages, geology, human development, psychology, and theatre arts. With the exception of automotive technology and psychology, most of the program reviews were hampered by the lack of course offerings. It is difficult to do an effective assessment when you are offering only one course in the discipline.

Over the next 2 years, dance; astronomy; physics; English as a second language; heating, ventilation, air conditioning & refrigeration; and mathematics completed program reviews and have incorporated the recommendations in the annual program plans. One problem was several programs with no full-time faculty members that were scheduled to begin a program review failed to do so. To address this problem, 4 adjunct faculty members have volunteered to conduct program reviews in real estate, fire & emergency technology, philosophy and machine tool technology. They will receive a \$500 stipend upon completion of the process.

In 2010, while the faculty at the Center has continued to conduct reviews, we also redefined what constitutes a program at the Center. Initially, there were over seventy academic programs at El Camino. Working with the Academic Senate, faculty at the Center combined related disciplines into thirty-four new programs. For example, sociology, anthropology, economics, ethnic studies and women studies now comprise the social science program. The courses in this program help students meet the general education requirements for either an associate's or bachelor's degree. A further dialog between administration and faculty is in progress to continue to refine the definition of

programs and to ensure the Center is offering programs commensurate with its scope and available funding.

Many program reviews in Academic Affairs and Student Services identify staffing and facilities needs which are understandable due to the lack of differed maintenance over the years and the rapid expanding student population from 2006 to 2012. Programs have recommendations targeting student success:

1. From Astronomy:
 - a. Consider adding an English pre-requisite to astronomy 20 and 25.
2. From Air Conditioning :
 - a. Purchase variety of equipment so we can provide hands-on learning experiences for students.
 - b. Hire a full-time faculty member to support the program.
3. From ESL and Foreign Languages:
 - a. Create a language lab for students to learn and study.
4. From Human Development:
 - a. Develop courses in service learning and career planning.
 - b. Incorporate service learning into at least two sections.
5. From Math:
 - a. Increase supplemental instruction program for math.
6. From Transfer Center:
 - a. Strengthen collaborations and/or campus partnerships through open communication as efforts to institutionalize transfer as a priority for the Center continues.
 - b. Establish a Transfer Advisory Committee and become more proactive in developing outreach events and programs surrounding the awareness and promotion of transfer.
7. Special Resource Center:
 - a. Develop and implement orientation and/or other workshops to address disability awareness and self advocacy.
 - b. Explore alternative approaches to train faculty on sensitivity, disability awareness and appropriate accommodations for students with disabilities.
8. Many program reviews mentioned:
 - a. Increase technology/smart classrooms available in the classroom.
 - b. Create a faculty resource library or workroom.
 - c. Increase tutoring services especially in the evening.

Some of the recommendations have moved forward. Through funding from the Career Technical Educational Act, equipment has been purchased for the air conditioning & refrigeration program. During the faculty prioritization process in spring 2011, it was recommended that the Center hire a full-time air conditioning instructor who started in fall 2011. Since then the program adjusted its course offerings to allow students to progress through the certificate program in a timely manner. In this year's prioritization

process, the faculty supported an instructional specialist which should improve tutoring services. Faculty continues to work with their colleagues at El Camino to address the curriculum concerns that were identified in the program reviews.

The Center is on target to complete the first round of program reviews in Academic Affairs with the completion of the eight programs that started this fall and the additional seven programs that started this spring. This baseline is critical to show that programs are addressing the issues identified in earlier reviews as they begin a second round starting in spring 2013. A majority of the Student Services programs completed reviews in 2007 and 2008 and will begin their second round of program reviews this year. Beginning this year, the Center's Institutional Effectiveness Committee will be reviewing all program reviews to ensure the questions and implications raised by the data are addressed.

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. California Community College Trustees Board of Directors
Election Page 73
- B. Travel Page 73
- C. Redistricting Action Plan Page 73

A. California Community College Trustees Board of Directors Election

It is recommended that the Board vote for the following persons to serve on the California Community College Trustee Board of Directors.

1. *Janet Chaniot, Mendocino-Lake CCD
2. *Doug Otto, Long Beach CCD
3. *Manny Ontiveros, North Orange County CCD
4. Ann H. Ransford, Glendale CCD
5. *Marcia Zableckis, Barstow CCD

** Incumbent*

B. Travel

It is recommended that the Board approve the attendance of Thomas Fallo at the Manufacturing Innovation Conference 2012 in Orlando, Florida May 5-9, 2012, at no cost to the District.

C. Redistricting Action Plan

It is recommended that the Board review the ongoing Redistricting Action Plan.

REDISTRICTING ACTION PLAN
Boundary Review Committee (BRC)

February 2012

1. El Camino Community College District Board of Trustees adopted new Trustee Areas by resolution, following Public Hearing

March 2012

1. BRC Webpage updated with information on new Trustee Areas
2. Election Waiver Request materials submitted to the Board of Governors

May 2012

1. Board of Governors takes action on Election Waiver Request

June/July 2012

1. Submit adopted Trustee Areas to Los Angeles County Registrar Recorder's Office

July/August 2012

1. Verify receipt and accuracy of information with Los Angeles County Registrar-Recorder's Office

October 2012

1. October 15, 2012, deadline to submit new Trustee Areas to Los Angeles County Registrar Recorder's office to impact November 2013 election

November 2013

1. First election with new Trustee Areas. Trustee Areas 2 and 5 elections held

November 2015

1. Trustee Areas 1, 3 and 4 elections held