

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 13, 2015  
Board Room  
4:00 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of March 16, 2015 and the Special Board Meeting of March 30, 2015  
Pages vi-xii**
- III. Presentations**
  - A. Citizens' Bond Oversight Committee Annual Report – Kirk J. Retz  
Posted at:  
[www.elcamino.edu/administration/bond/docs/2014\\_CBOC\\_AnnualReport.pdf](http://www.elcamino.edu/administration/bond/docs/2014_CBOC_AnnualReport.pdf)
    - 1. Public Comment
    - 2. Receive the El Camino College Citizens' Bond Oversight Committee Annual Report
  - B. PlanNet Report – Mark Berg  
Posted at:  
<http://www.elcamino.edu/administration/president/ITassessment.asp>
    - 1. Public Comment
- IV. Public Hearing - none**
- V. Public Comment on Consent Agenda**
- VI. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
  - A. Academic Affairs (AA)  
*See Academic Affairs Agenda,  
Pages AA 1- AA 6*

- B. Student and Community Advancement (SCA)  
*See Student Services Agenda,  
Pages SCA 1- SCA 8*
- C. Administrative Services (AS)  
*See Administrative Services Agenda,  
Pages AS 1- AS 20*
- D. *See Measure "E" Bond Fund Agenda, (E)  
Pages E 1- E 11*
- E. Human Resources (HR)  
*See Human Resources Agenda,  
Pages HR 1- HR 15*
- F. Superintendent/President (P/B)  
*See Superintendent/President Agenda,  
Pages P/B 1- P/B 33*

## **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. Conference with Legal Counsel, Existing Litigation, Brown Act Section 54956.9(a)
  - 1. Case # AAA-72110Y-00348-13MRP
- B. Anticipated Litigation, Brown Act Section 54956.9 – Significant Exposure to Litigation
  - 1. 3 Cases
- C. Student Expulsion, Brown Act Section 54954.5
  - 1. Student Expulsion – 1 case
- D. Personnel Matters, Brown Act Section 54957
  - 1. Public Employee Performance Evaluation - Superintendent/President

**Board of Trustees Meeting Schedule for 2015**  
**4:00 p.m. Board Room**

Monday, May 18, 2015  
Monday, June 15, 2015  
Monday, July 20, 2015  
Monday, August 17, 2015  
Tuesday, September 8, 2015  
Monday, October 19, 2015  
Monday, November 16, 2015  
Monday, December 14, 2015

### Mission Statement

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

### Vision Statement

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

### 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.

**BOARD PRESENTATIONS AND REPORTS 2014-2015**

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

Nov. 19, 2014

EL CAMINO COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING OF  
Monday, March 16, 2015

The Board of Trustees of the El Camino Community College District met at 4:00 p.m. on Monday, March 16, 2015, in the Board Room at El Camino College.

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

Also present were: Dr. Francisco Arce, Vice President/Academic Affairs; Ms. Linda Beam, Vice President/Human Resources; Ms. Jo Ann Higdon, Vice President/Administrative Services; and Dr. Jeanie Nishime, Vice President/Student and Community Advancement. Dr. Thomas Fallo, Superintendent/President, and Ms. Barbara Perez, Vice President/Compton Education Center, were absent.

Minutes of the Regular Board Meeting of February 17, 2015

It was moved by Trustee Vargas, seconded by Trustee Brown, that the Minutes of the Regular Board meeting of February 17, 2015 be approved as presented.

Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

Presentation – Ethics -- Dr. Jaynie Ishikawa

Dr. Jaynie Ishikawa gave an informational presentation on Ethics.

Consent Agenda

The Board agreed to revise Board Policy 2350 (Speakers) as follows:

- #4: “Each speaker will be allowed a maximum of three minutes per topic. ~~Twenty~~ Thirty minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one Board meeting. At the discretion of a majority of the Board, these time limits may be extended.”

It was moved by Trustee Combs, seconded by Trustee Vargas, that the Board adopt the items presented on the agenda as noted below.

Academic Affairs

Mathematics, Engineering, Science Achievement (MESA) Conference  
Proposed Curriculum Changes Effective 2015-2016 Academic Year

### Student and Community Advancement

Journalism Association of Community Colleges State Conference

Western Regional Honors Conference

Grants – Applications

Grant – Acceptance

Board Policy 2105 (Election of Student Member) – First Reading

Board Policy 5400 (Associated Students Organization) – First Reading

### Administrative Services

Contracts Under \$86,000

Personal Services Agreements

Amendments

Purchase Orders and Blanket Purchase Orders

### Measure E 2002 & 2012 Bond Fund

Category Budgets and Balances

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

Contract Amendment – Prestige Security Services – Industry & Technology Building Modernization Project

Contract Amendment – The Vinewood Company – Athletic Education & Fitness Complex (Stadium) Phase 2 Project

Notice of Job Completion – Pinner Construction, Inc. – Shops Building Replacement Project

Purchase Orders and Blanket Purchase Orders

### Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

### President and Board of Trustees

California Community College Trustees Board of Directors Election

Board Policy 2340 (Agendas) – First Reading

Board Policy 2345 (Public Participation at Board Meetings) – First Reading

Board Policy 2350 (Speakers) – First Reading (with revision noted above)

Board Policy 2355 (Decorum) – Review Only

Board Policy 2360 (Minutes) – First Reading

Board Policy 2431 (Superintendent/President Selection) – First Reading

Board Policy 2435 (Evaluation of Superintendent/President) – First Reading

Board Policy 2710 (Conflict of Interest) – Review Only

Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

### Public Comment on Committee of the Whole

Dr. Ray Gen spoke on the Superintendent/President Search process.

### Committee of the Whole

The Board discussed the process for Search Consultant Selection, tentative timeline and composition of the Superintendent/President interview committee.

### Non-Consent Agenda – Superintendent/President Search Process

It was moved by Trustee Vargas, seconded by Trustee Brown, that a special Board meeting be held on Monday, March 30, 2015 at 4:00 p.m. to approve the composition of the Superintendent/President interview committee members and interview the search consultants.

Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

### Tentative Timeline

It was moved by Trustee Combs, seconded by Trustee Brown, that the timeline for the Superintendent/President Search be approved as written with the following revision to April 13, 2015:

4/13/2015 Approval of Consultant and ~~Selection~~ **Ratification and Appointment** of Interview Committee Members

Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

### Selection of Search Consultants

It was moved by Trustee Vargas, seconded by Trustee Combs, that the following search firms be invited to interview on March 30, 2015:

1. College CEO's
2. Community College Search Services (CCSS)
3. Educational Leadership Search (ELS Group)
4. PPL, Inc.
5. Ralph Anderson & Associates

Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

### Closed Session

Regular Meeting adjourned to a Closed Session at 5:55 p.m. which ended at 6:18 p.m.



Closed Session Readout

It was moved by Trustee Vargas, seconded by Trustee Combs, that the Board authorize payment to Employee number VV1978249 in consideration for a settlement agreement and release of all claims.

Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

---

John Vargas, 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  
Monday, March 30, 2015

The Board of Trustees of the El Camino Community College District met at 4:00 p.m. on Monday, March 30, 2015, in the Board Room at El Camino College.

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

Also present were: Dr. Francisco Arce, Vice President/Academic Affairs; Ms. Linda Beam, Vice President/Human Resources; Ms. Jo Ann Higdon, Vice President/Administrative Services; and Ms. Barbara Perez, Vice President/Compton Education Center. Dr. Thomas Fallo, Superintendent/President and Dr. Jeanie Nishime, Vice President/Student and Community Advancement, were absent.

Search Consultant Presentations

Search consultants from the following firms were invited to make presentations to the Board:

- College CEOs
- Community College Search Services (CCSS)
- Educational Leadership Search (ELS)
- PPL, Inc.
- Ralph Anderson & Associates

Public Comment

Ms. Luukia Smith and Dr. Angela Simon spoke about the different search firms.

Search Consultant Selection

It was moved by Trustee Vargas, seconded by Student Member Garcia, that Community College Search Services (CCSS) be selected to conduct the presidential search.

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

### Screening Committee Composition

It was recommended that the President's Search Committee Members include the following:

- 4 Faculty (2 Academic Senate and 2 Federation of Teachers)
- 4 Management
- 3 Associated Students Organization
- 3 Classified Employees (2 Classified Employees Union and 1 Police Officers Association)
- 3-5 Community members (as determined by the Board of Trustees)

Ex-officio committee member: VP Human Resources

### Motion #1

It was moved by Trustee Brown, seconded by Trustee Vargas, to add an additional seat as a voting member designated to the Compton Education Center and to be selected by the Special Trustee.

Student Member Garcia recorded a yes advisory vote. Trustees Brown, Combs, Numark and Vargas voted yes. Trustee Beverly voted no. Motion carried.

### Motion #2

It was moved by Trustee Brown, seconded by Trustee Vargas, to include an additional seat from the unrepresented confidential group.

### Motion #3

Trustee Numark moved to amend the motion, seconded by Student Member Garcia, that "Management" representatives include staff from the Management/Supervisory/Confidential groups.

Student Member Garcia recorded a no advisory vote. Trustees Numark and Vargas voted yes. Trustees Beverly, Brown and Combs voted no. Motion failed.

### Return to Motion #2

It was moved by Trustee Brown, seconded by Trustee Vargas, to include an additional seat from the unrepresented confidential group.

Student Member Garcia recorded an abstained advisory vote. Trustees Brown, Combs and Vargas voted yes. Trustees Beverly and Numark voted no. Motion carried.

Motion #4

It was moved by Trustee Beverly, seconded by Trustee Vargas, that the category of “Management” include Supervisorial staff.

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

Motion #5

It was moved by Trustee Beverly, seconded by Trustee Combs, that all unrepresented seats (Confidential and Management/Supervisory) be appointed by the Superintendent/President.

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

Final composition of the President’s Search Committee Members:

- 4 Faculty (2 Academic Senate and 2 Federation of Teachers)
- 4 Management/Supervisory
- 1 Confidential
- 3 Associated Students Organization
- 3 Classified Employees (2 Classified Employees Union and 1 Police Officers Association)
- 3-5 Community Members (as determined by the Board of Trustees)
- 1 Compton Education Center

Ex-officio committee member: VP Human Resources

Meeting adjourned at 8:45 p.m.

---

John Vargas, 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. Proposed Curriculum Changes Effective 2015-2016 Academic Year.....AA 2

## **ACADEMIC AFFAIRS**

### **A. PROPOSED CURRICULUM CHANGES EFFECTIVE 2015-2016 ACADEMIC YEAR**

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

### **BEHAVIORAL AND SOCIAL SCIENCES**

CTE Two-Year Course Review; Distance Education Update

1. Child Development 103 – Child Growth and Development
2. Child Development 108 – Principles and Practices of Teaching Young Children
3. Child Development 110 – Child Health, Safety, and Nutrition

### **FINE ARTS**

CTE Two-Year Course Review

1. Film/Video 120 – Introduction to Film/Video Production
2. Film/Video 122 – Production I
3. Film/Video 124 – Production Planning

Inactivate Courses

1. Art 50 – Special Topics in Art
2. Communication Studies 50 – Special Topics in Communication Studies
3. Theatre 50 – Special Topics in Theatre

### **HEALTH SCIENCES AND ATHLETICS**

New Course

1. Physical Education 140abc – Intercollegiate Sand Volleyball Team  
Units: 3.0    Lecture: 0    Lab: 10.0    Faculty Load: 50.00%  
Recommended Preparation: High school varsity experience or equivalent skill  
Grading Method: Letter  
Credit Status: Associate Degree Credit  
CSU Transfer  
Proposed UC Transfer

Associate in Arts/Associate in Science Degree General Education – Area 5  
Proposed CSU General Education Requirement - Area E

This course provides instruction, training and practice in the advanced techniques of sand volleyball and the opportunity for intercollegiate competition. Student athletes will compete against member schools in their designated conference and against other colleges.

Note: This course is offered in the spring only

Course Review; Changes in Catalog Description

1. Physical Education 250 – Techniques of Surfboard Riding

*Current Status/Proposed Changes*

This course offers instruction in handling of surfboards and practice of safe riding in the surf. Topics such as ocean safety, hazards, currents, tides, weather conditions, wave selection, surfing etiquette, board and wetsuit selection, and paddle technique will be emphasized.

Note: Students may furnish their own surfboards and protective wetsuits to off-campus sites at local beaches. Surfboards and wetsuits are also available for rent on a daily basis.

*Recommendation*

This course offers instruction in handling of surfboards and practice of safe riding in the surf. Topics such as ocean safety, hazards, currents, tides, weather conditions, wave selection, surfing etiquette, board and wetsuit selection, and paddle technique will be emphasized.

Note: Students may furnish their own surfboards and protective wetsuits to off-campus sites at local beaches. Surfboards and wetsuits are also available for rent on a daily basis.

2. Physical Education 409 – Adapted Yoga

*Current Status/Proposed Changes*

This course is designed for students with disabilities. ~~Emphasis is placed on personalized programs to meet each student's abilities. Improvements in core and~~ provides personalized instruction in yoga. Modified yoga postures (asanas) and breathing practices are introduced to improve strength, flexibility, balance, relaxation, and stress reduction through mind and body integration will be stressed. ~~Yoga postures (asanas) will be introduced and modified when necessary. Breathing patterns while performing the asanas will be emphasized.~~ This course will give the

student both the knowledge and practice ~~to move toward~~ for improved health and greater mind and body awareness.

*Recommendation*

This course is designed for students with disabilities and provides personalized instruction in yoga. Modified yoga postures (asanas) and breathing practices are introduced to improve strength, flexibility, balance, and stress reduction. This course will give the student both the knowledge and practice for improved health and greater mind and body awareness.

Inactivate Course

1. Radiologic Technology 50 – Special Topics in Radiologic Technology

**HUMANITIES**

Course Review; Changes in Lab Contact Hours

1. English 100 – Supervised Tutoring: Writing Center Laboratory  
*Current Status/Proposed Changes*  
Units: 0            Lab: ~~72~~ 216 maximum hours lab per semester

*Recommendation*

Units: 0            Lab: 216 maximum hours lab per semester

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

1. English 39 – Literature and Film  
*Current Status/Proposed Changes*  
~~Recommended Preparation~~ Prerequisite: eligibility for English 1A

*Recommendation*

Prerequisite: eligibility for English 1A

Inactivate Courses

1. Academic Strategies 50 – Special Topics in Academic Strategies
2. English 50 – Special Topics in English
3. French 50 – Special Topics in French



## INDUSTRY AND TECHNOLOGY

### CTE Two-Year Course Review

1. Automotive Collision Repair/Painting 2B – Automotive Refinishing Materials and Equipment
2. Automotive Collision Repair/Painting 26 – Automotive Accident Reconstruction

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

1. Fashion 44 – Fashion Show Production and Promotions

#### *Current Status/Proposed Changes*

Prerequisite: ~~one of the following courses: Fashion 1 or Fashion 15 or Fashion 20 or Fashion 28 or Fashion 31 or Fashion 10 or~~ and Fashion 41 or Fashion 27 or Fashion 35 or Fashion 4 or equivalent experience

#### *Recommendation*

Prerequisite: Fashion 10 and Fashion 41

## NATURAL SCIENCES

### Course Review; Changes in Catalog Description

1. Physics 1B – Fluids, Heat and Sound

#### *Current Status/Proposed Changes*

~~The~~ This is the second course is in a four-semester calculus-based course which covers principles of hydrostatics, Bernoulli's Principle, viscous forces, thermometry, calorimetry physics sequence designed for students with majors in engineering and the physical sciences. This course focuses on fluids, thermodynamics, and wave phenomena, with topics including fluids statics and dynamics, gas laws, heat transfer, basic processes, Carnot cycle, First and Second Laws of Thermodynamics, entropy, kinetic theory, sound and wave motion, resonance in strings and tubes, Doppler effect, and acoustics engines, the first and second laws of thermodynamics, and sound.

#### *Recommendation*

This is the second course in a four-semester calculus-based physics sequence designed for students with majors in engineering and the physical sciences. This course focuses on fluids, thermodynamics, and wave phenomena, with topics including fluids, statics and dynamics, gas laws, heat transfer, acoustics engines, the first and second laws of thermodynamics, and sound.

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

1. Horticulture 42 – Plant Propagation

*Current Status/Proposed Changes*

Recommended Preparation: ~~eligibility for English 84~~ 82

*Recommendation*

Recommended Preparation: English 82

2. Horticulture 46 – Pest Control

*Current Status/Proposed Changes*

Recommended Preparation: ~~eligibility for English 84~~ 82 and Mathematics 40

*Recommendation*

Recommended Preparation: English 82 and Mathematics 40

3. Horticulture 53 – Soils and Fertilizers

*Current Status/Proposed Changes*

Recommended Preparation: ~~eligibility for English 84~~ 82 and Mathematics 40

*Recommendation*

Recommended Preparation: English 82 and Mathematics 40

4. Horticulture 54 – Landscape Design

*Current Status/Proposed Changes*

Recommended Preparation: ~~eligibility for English 84~~ 82 and Horticulture 55 ~~and~~ or Horticulture 56

*Recommendation*

Recommended Preparation: English 82 and Horticulture 55 or Horticulture 56

---

---

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

---

---

	<u><b>Page No.</b></u>
A. 2015 Summer Youth Swim Camp .....	SCA 2
B. 2015 Summer Offense/Defense Linemen Competition.....	SCA 2
C. 2015 Summer Youth Football Camp .....	SCA 2
D. Summer 2015 Community Education Classes.....	SCA 2-5
E. Forensic Team Tournament .....	SCA 6
F. Board Policy 5400 – Associated Student Organizations Second Reading and Adoption.....	SCA 6, 7
G. Student Expulsion .....	SCA 8

**A. 2015 SUMMER YOUTH SWIM CAMP**

It is recommended that the Board of Trustees approve the following 2015 Summer Youth Swim Camp.

Camp Director: Corey Stanbury and staff, Carolyn Biedler

Session #1 May 26-June 4, 2015 3:30-6:30pm

Session #2 June 8-June 18, 2015 3:30-6:30pm

Session #3 June 22-July 2, 2015 2:00-6:30pm

Session #4 July 6-July 16, 2015 2:00-6:30pm

Session #5 July 20-July 30, 2015 2:00-6:30pm

(Classes are conducted Monday through Thursday only)

(Session 1 will be Tuesday through Thursday the first week)

(Projected Income - \$82,620, expenses \$38,545. Net income - \$44,075)

**B. 2015 SUMMER OFFENSE/DEFENSE LINEMEN COMPETITION**

It is recommended that the Board of Trustees approve the 2015 Summer Offense/Defense Linemen Competition one-day summer camp for area high school football teams scheduled July 11, 2015, 9:00am -1:00pm.

Camp Director: Andrew Alvillar

**C. 2015 SUMMER YOUTH FOOTBALL CAMP**

It is recommended that the Board of Trustees approve the following 2015 Summer Youth Football Camp.

Camp Director: Andrew Alvillar and staff, Carolyn Biedler

Session #1 July 20-July 23, 2015 9:00am-12:00pm

Session #2 July 27-July 30, 2015 9:00am-12:00pm

(Classes are conducted Monday through Thursday)

(Projected Income - \$20,000, expenses \$7,610. Net income - \$12,390)

**D. SUMMER 2015 COMMUNITY EDUCATION CLASSES**

It is recommended that the Board of Trustees approve the following Community Education Classes for summer 2015:

<b>Community Education Classes Summer 2015</b>	
<b>Course Name</b>	<b>Tuition Fee</b>
Botanic Gardens, Wayfarer's Chapel & Harbor Cruise Excursion	\$79
Academic Chess: Beginning to Advanced Levels (Grades 6-12)	\$235
Academic Chess: Beginning to Advanced Levels (Grades 1-5)	\$225
Academic Chess: Beginning to Advanced Levels (Grades 6-8)	\$179
Academic Writing to meet Common Core Standards (Grades 6-8)	\$199
Adventures in Archeology (Grades 3-5)	\$205
After Care Grades 1-5	\$30
Afternoon Study Hall Grades 6-12	\$30
Algebra (Grades 9-12)	\$199
Algebra 2 (Intermediate Algebra) (Grades 9-12)	\$179
Basketball Boot Camp (Grades 6-12)	\$225
Basketball Boot Camp (Grades 6-8)	\$179
Bath Products	\$49
Become a Child Visitation Monitor Parts 1 & 2	\$285
Become a Notary Public - Renewing Notaries ONLY	\$50
Become a Notary Public--Prep Class	\$99
Beginning Piano (Grades 1-3)	\$205
Beginning Piano (Grades 3-5)	\$225
Beginning Piano (Grades 6-8)	\$179
Belly Dance (Beginning)	\$75
Bollywood Dance Fitness	\$75
Business Boot Camp	\$39
Candle Making	\$49
Cartooning & Drawing (Grades 6-12)	\$245
Cartooning & Drawing (Grades 6-8)	\$199
Cold Process Soap Making From Scratch	\$49
Conquering High School Grammar (Grades 9 - 12)	\$179
Crash Course To Be Solar Installer	\$189
Creative Writing Camp: Common Core Creativity (Grades 6-8)	\$179
Dance Camp (Grades 1-2)	\$205
Dance Camp (Grades 3-4)	\$225
Dance Camp (Grades 6-12)	\$225
Dance Camp (Grades 6-8)	\$179
Dig It Volleyball Clinic (Grades 3-5)	\$205
Dig It Volleyball Clinic (Grades 6-12)	\$225

<b>Course Name</b>	<b>Tuition Fee</b>
Dig It Volleyball Clinic (Grades 6-8)	\$199
Drums "R" Fun	\$99
Drums "R" Fun (Grades 1-5)	\$205
Food Handler Training Program (online)	\$12.95
Food Manager Certification	\$89
From Page to Screen: Common Core Screen Writing (Grades 6-8)	\$199
Game Designer: Design & Code Your Own Video Game (Grades 6-8)	\$199
Geometry (Grades 9-12)	\$199
Getty Center & Lawry's Excursion	\$99
Glycerin Soap Making	\$49
Grammar Can Be Fun! (Grades 6-8)	\$199
Heartsaver--CPR and AED Course	\$50
Heartsaver--First Aid Course	\$45
Hollywood Bowl July 4 <sup>th</sup> Fireworks Spectacular Featuring Smokey Robinson Excursion	\$95
Improving Reading Comp & Reading skills (Grades 3-4)	\$225
Introduction to Voiceovers	\$59
Kid's College Mini-Olympics (Grades 3-5)	\$225
Kids Rock: Guitar Camp (Grades 3-5)	\$225
Learning How to Create Juicy Sentences and Paragraphs (Grades 3-4)	\$225
Learning with Legos: Machines, Structures & Mechanisms (Grades 3 to 5)	\$225
Learning with Legos: Simple Fun Machines (Grades 1 to 2)	\$225
Lil' Game Designer: Computer Programming (GRADES 3-5)	\$225
Science Explorations (Grades 1-3)	\$225
Makeup Artist 101 Certificate Seminar	\$350
Makeup Artist Tips & Tricks	\$150
Math Tutoring: Algebra, Geometry or Trigonometry (Grades 6-12)	\$179
Math: Easy As 1,2,3 (Grades 1-2)	\$205
Math-Amazing! Addition + Subtraction x Multiplication = Fun! (Grades 3-4)	\$225
Medical Billing and Coding Series: Medical Information Technology (Course 7 of 7)	\$110
Multiplication/Division Facts in a Flash (Grades 3-4)	\$225
Multiplication/Division Facts in a Flash (Grades 3-4)	\$205
Musical Theatre Camp (Grades 1-2)	\$225
Oregon's Coast & Covered Bridges Excursion	\$250

<b>Course Name</b>	<b>Tuition Fee</b>
Pre-Algebra (Grades 6-8)	\$179
Pulitzer Prize Journalism: Common Core News Writing (Grades 6-8)	\$199
Reading Workshop (Grades 1-2)	\$225
Real Life English Language Training Program (Grades 6-12)	\$179
SAT Boot Camp (Grades 9-12)	\$399
School of Rock: Guitar Camp (Beginning to Advanced, Grades 6-12)	\$225
Secrets Of Digital Photography	\$35
Social Security Secrets	\$59
Space Camp (Grades 1-3)	\$205
Study Skills for Success (Grades 6-8)	\$179
California Coast Starlight Train multi-day excursion	\$150
Super Cool Math Camp (Grade 5)	\$205
Tailored Basic Math &/or English Tutoring: 3 to 1 (Grades 1-6)	\$449
The Business of Bartending	\$149
The Deliberate Musician--Mental Skills Training (Grades 9-12)	\$199
Used Vehicle Dealer Certification: Start an Auto Wholesale Business!	\$89
Various Ed2Go <a href="http://www.ed2go.com/elcamino">www.ed2go.com/elcamino</a> courses (online)	\$125 & up/various pricing
What's L.O.V.E. Got To Do With It--Self-Hypnosis Workshop 101	\$59
World Cup Soccer Camp (Grades 4-5)	\$225
Wow, Look What I Wrote Today (Grades 1-3)	\$225
Write On! Writing Camp (Grades 4-5)	\$205
Writing the High School Essay (Grades 9-12)	\$199
Yoga for Health & Relaxation--Beginning	\$88
Yoga For Health & Relaxation--Intermediate	\$88

**E. FORENSIC TEAM TOURNAMENT**

It is recommended that the Board of Trustees ratify/approve the following Forensic Team Tournament:

April 6-11, 2015    Phi Rho Pi Nationals            Cleveland, OH    Cost: \$10,000  
Faculty Attending: Francesca Bishop

**F. BOARD POLICY 5400 – ASSOCIATED STUDENT ORGANIZATIONS – SECOND READING AND ADOPTION**

It is recommended that the Board of Trustees receive for second reading and adoption Board Policy 5400 – Associated Student Organizations as shown.



**Board Policy 5400****Associated Students Organization**

The students of the District are authorized to organize a student body association. The Board hereby recognizes that association as the Associated Students Organization of El Camino College.

The Associated Students Organization is recognized as the official voice for the students in District and College decision-making processes. It may conduct other activities as approved by the Superintendent/President or designee. The Associated Students Organization activities shall not conflict with the authority or responsibility of the Board or its officers or employees.

The Associated Students Organization shall be granted use of District's premises subject to such administrative procedures as may be established by the Superintendent/President or designee. Such use shall not be construed as transferring ownership or control of the premises.

**Reference:**

Education Code 76060

Associated Students Organization Constitution

El Camino College  
Adopted: 1/22/2002  
Amended: 3/18/2013

**G. STUDENT EXPULSION**

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

---

---

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

---

---

	<u>Page No.</u>
A. AB 2910 - Quarterly Fiscal Status Reports.....	AS 2
B. 2013-14 Proposition 39 General Obligation Bonds Audit Report.....	AS 3
C. Categorical Funds Flexibility.....	AS 3
D. Contracts Under \$86,000.....	AS 3
E. Contracts Over \$86,000.....	AS 7
F. Personal Services Agreements .....	AS 8
G. Amendments.....	AS 9
H. Notice of Job Completion – Los Angeles Air Conditioning – Natural Science HVAC Replacement .....	AS 11
I. Purchase Orders and Blanket Purchase Orders .....	AS 11

**A. AB 2910 - QUARTERLY FISCAL STATUS REPORTS**

It is recommended that the Board of Trustees receive the following Quarterly Financial Status Report for the quarter ending March 31, 2015. AB 2910, Chapter 1486, Statutes of 1986, requires that California community college districts report quarterly on their financial condition.

The report for March 15, 2015, is shown on the following Quarterly Financial Status Report for General Fund-Unrestricted (11).

FISCAL YEAR 2013-2014  
 Quarter Ended (Q3) March 31, 2015

<u>General Fund</u>	<u>2014-15 Budget</u>	<u>Year-to-Date Actuals</u>	<u>Percentage</u>
<b>INCOME</b>			
Federal	\$ 145,000	\$ 66,136	45.61%
State	67,915,429	50,220,648	73.95%
Local	41,688,878	31,305,564	75.09%
Interfund Transfers	<u>0</u>	<u>0</u>	
Total Income	\$ 109,749,307	\$ <u>81,592,348</u>	
<b>APPROPRIATIONS</b>			
Academic Salaries	\$ 48,843,963	\$ 37,662,955	77.11%
Classified Salaries	28,047,438	16,738,042	59.68%
Staff Benefits	18,554,940	15,292,040	82.41%
Supplies/Books	1,863,408	855,148	45.89%
Other Operating Expenses	7,934,117 *	6,091,283	76.77%
Capital Outlay	1,855,710	201,421	10.85%
Other Outgo	<u>6,260,876</u>	<u>5,453,727</u>	87.11%
Total Appropriations	\$ <u>113,360,452</u>	\$ <u>82,294,616</u>	
Net Revenue	\$ <u>(3,611,145)</u>	\$ <u>(702,268)</u>	

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

\* Please note amendments in RED made during Board meeting.

**B. 2013-14 PROPOSITION 39 GENERAL OBLIGATION BONDS AUDIT REPORT**

It is recommended the Board accept the annual financial and performance audit reports prepared by Vicenti, Lloyd, & Stutzman, LLP for the El Camino Community College District Revenue Bond Construction fund. Copies of the audit reports for the 2013-14 fiscal year have been distributed to the Board of Trustees and to the Citizens Bond Oversight Committee. The District received an unmodified opinion on its financial and performance audits. The public may view the audit reports in the Office of the Vice-president–Administrative Services, in Administration Room ADM 106, or on the web at: [http://www.elcamino.edu/administration/bond/docs/ECC\\_MeasureE\\_2014-Audit.pdf](http://www.elcamino.edu/administration/bond/docs/ECC_MeasureE_2014-Audit.pdf)

**C. CATEGORICAL FUNDS FLEXIBILITY**

It is recommended the Board of Trustees approve the utilization of the California Community Colleges Categorical Flexibility Provision.

The 2009-2010 Budget Act provides districts with categorical flexibility for specified programs. Under this flexibility provision, districts are allowed to redirect funds from any specified categorical program to any other categorical program funded in the State budget. Districts that elect to redirect categorical funds are deemed to be in compliance with the statutory regulatory and provisional language associated with specified categorical programs. Categorical flexibility for the 2014-15 year is triggered by a transfer of \$100 from the Economic Development funds into EOPS.

**D. CONTRACTS UNDER \$86,000**

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

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

- 1. Contractor:** **ECONOLITE GROUP, INC.**
- Services:** Contractor will receive two classes, 24 hours each, of Computer Skills training.
- Requesting Dept.:** Student and Community Advancement – Community Advancement – Contract and Community Education
- Date(s):** 4/14/15 – 8/21/15
- Financial Terms:** Projected gross income \$13,860

- 2. Contractor:** **FEDERAL BUREAU OF PRISONS, METROPOLITAN DETENTION CENTER LOS ANGELES**

**Services:** Contractor's inmates will receive Blueprint for Workplace Success training sessions administered by the District.

**Requesting Dept.:** Student and Community Advancement – Community Advancement – Workplace Learning Resource Center

**Date(s):** 3/24/15 – 6/30/15

**Financial Terms:** Cost not to exceed \$2,040  
Funded by contractor
  
- 3. Contractor:** **KING'S HAWAIIAN**

**Services:** Contractor will receive 10 classes, 2 hours for each class, of Computer Skills training.

**Requesting Dept.:** Student and Community Advancement – Community Advancement – Contract and Community Education

**Date(s):** 4/14/15 – 6/30/16

**Financial Terms:** Projected gross income \$8,000
  
- 4. Contractor:** **KINKISHARYO INTERNATIONAL, LLC**

**Services:** Contractor will receive ECC's ETP funds to provide Employment Training Panel (ETP) Regular Core Programs training to their employees through an in-house trainer. Training will include, but not limited to, Advanced Manufacturing Skills and Continuous Improvement.

**Requesting Dept.:** Student and Community Advancement – Community Advancement – Contract and Community Education

**Date(s):** 4/14/15 – 11/20/15

**Financial Terms:** Cost not to exceed \$82,000  
Funded by ETP (ET14-0217 two-year core contract)
  
- 5. Contractor:** **M. HUR GENSLER JR. AND ASSOCIATES, INC.**

**Services:** Contractor will collaborate with ECC designated representatives to prepare Five Year Construction Plan and Initial Project Proposals.

**Requesting Dept.:** Administrative Services – Facilities Planning and Services

**Date(s):** 3/30/15 – 7/31/15

**Financial Terms:** Cost not to exceed \$22,000 plus reimbursable

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

- 1. Contractor:** CASABLANCA INTERNATIONAL CONSULTING CENTER (MOROCCO); INTERNATIONAL CROSS CULTURAL COMMITTEE (JAPAN); JTB GAIAREE, INC. (JAPAN); STUDY ABROAD ASSOCIATION (JAPAN); UFRIENDS KOREA (S. KOREA); UHAK.COM (S. KOREA); UKEAS WORLDWIDE LTD dba UKEAS/USEAS (TAIWAN); US-UHAK.COM (S. KOREA)

**Services:** Contractor will serve as F-1 Visa educational agents to recruit F-1 Visa Students for ECC.

**Requesting Dept.:** Student and Community Advancement – Admissions and Records – El Camino Language Academy

**Date(s):** 4/13/15 (Beginning on date of Board approval and continuing month-to-month up to but not exceeding five years)

**Financial Terms:** One-time fee of \$500 per student for either fall or spring semester; and \$300 fee for summer
  
- 2. Contractor:** COLLEGE OF THE DESERT

**Services:** Contractor will establish an industry-based Steering Committee and develop a Community/Contract Education Hospitality Workforce Training Program.

**Requesting Dept.:** Student and Community Advancement – Community Advancement – Workplace Learning Resources

**Date(s):** 4/14/15 – 6/30/15

**Financial Terms:** Cost not to exceed \$20,000  
Funded by California Community Colleges Chancellor's Office Economic and Workforce Development program Retail, Hospitality and Tourism grant
  
- 3. Contractor:** COMMUNITY OUTREACH AND OPPORTUNITY PROGRAMS (CO-OP)

**Services:** Contractor will provide part-time employment for students enrolled in the Federal Work Study Program to work as tutors and office assistants.

**Requesting Dept.:** Student and Community Advancement – Financial Aid

**Date(s):** 3/1/15 – 3/1/16

**Financial Terms:** No cost to the District

4. **Contractor:** **CREATION WORLD SAFETY**  
**Services:** Contractor will provide two OSHA 10 workshops for Career Advancement Academy students in two five-hour sessions, plus two hours for preparation.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – Career Pathways  
**Date(s):** 4/15/15 – 6/30/15  
**Financial Terms:** Cost not to exceed \$1,200  
Funded by Career Advancement Academy Grant from California Community Colleges Chancellor’s Office
  
5. **Contractor:** **LCC3 CONSTRUCTION SERVICES, INC.**  
**Services:** Contractor will provide DSA Project Closeout Consulting Services for various projects throughout campus.  
**Requesting Dept.:** Administrative Services – Facilities Planning and Services  
**Date:** 4/1/15-3/31/16  
**Financial Terms:** Cost not to exceed \$30,000
  
6. **Contractor:** **LOS ANGELES COUNTY PARKS AND RECREATION**  
**Services:** Contractor will provide pool at Alondra Park including two lifeguards and one pool manager for U.S. Coast Guard Certification classes when campus pool is unavailable.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – Workplace Learning Resource Center  
**Date(s):** 5/13/15  
**Financial Terms:** Cost not to exceed \$620
  
7. **Contractor:** **MAJOR LEAGUE MUSIC, INC.**  
**dba KIRSCHNER CREATIVE ARTISTS**  
**Services:** Contractor will perform at the Commencement reception and ceremony.  
**Requesting Dept.:** Student and Community Advancement – Enrollment Services  
**Date(s):** 5/15/15  
**Financial Terms:** Cost not to exceed \$1,250
  
8. **Contractor:** **SAN PEDRO AND PENINSULA YMCA**  
**Services:** Contractor will provide ECC students with state required clinical experience.



**Requesting Dept.:** Academic Affairs – Health Sciences and Athletics  
**Date(s):** 2/1/15 – 1/31/16 with four optional one-year renewal periods, not to exceed five years  
**Financial Terms:** No cost to the District

9. **Contractor:** **TRANSATLANTIC STUDENT AGENCIES LTD (SOUTH AFRICA); US STUDENT SERVICES INC. (JAPAN)**

**Services:** Contractor will recruit F-1 Visa Students for ECC.

**Requesting Dept.:** Student and Community Advancement – Admissions and Records – International Student Program

**Date(s):** 4/13/15 (Beginning on date of Board approval and continuing month-to-month up to but not exceeding five years)

**Financial Terms:** The fee shall be \$250 per student per consecutive semester cycle completed, not to exceed \$500 per student. If applicable, a fee for high-volume admissions at the end of a two consecutive semester cycle will be paid in addition to the regular fee.

10. **Contractor:** **VICENTE LLOYD STUTZMAN, LLP**

**Services:** Contractor will assist in a review of retro-active salary calculations based on negotiated agreements.

**Requesting Dept.:** Administrative Services

**Date(s):** April 15 to completion

**Financial Terms:** Cost not to exceed \$175 an hour plus travel and other expenses.

#### **E. CONTRACTS OVER \$86,000**

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

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

1. **Contractor:** **LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**Services:** Contractor will receive consultation and professional development regarding creating pathways with an emphasis on dual enrollment and collaborating with consortium partners including faculty and industry representatives, using contractor funds.

**Requesting Dept.:** Student and Community Advancement – Community Advancement – Career Pathways

**Date(s):** 2/2/15 – 6/30/16 with three optional one-year renewal periods

**Financial Terms:** Projected gross income \$25,000 per year

2. **Contractor:** **RIO HONDO COMMUNITY COLLEGE DISTRICT**

**Services:** ECC will create a mini-certificate program in Engineering Technology and a mini-certificate program in Engineering Electronics Assembly for contractor.

**Requesting Dept.:** Student and Community Advancement – Community Advancement – Career Pathways

**Date(s):** 1/21/15 – 12/31/16

**Financial Terms:** Projected gross income \$100,000

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

None

## F. PERSONAL SERVICE AGREEMENTS

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

None

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

1. **Contractor:** **ERNESTO MOLINA**

**Services:** Contractor and his group, Mariachi Estrella de Jalisco, will perform music at ECC Celebration of Chicano Culture event titled The Son Mexicano.

**Requesting Dept.:** Academic Affairs – Behavioral and Social Sciences

**Date(s):** 4/28/15

**Financial Terms:** Cost not to exceed \$1,000  
Funded by Student Equity Program Grant

2. **Contractor:** **MOTECUHZOMAH HERRERA**

**Services:** Contractor and his group, Conjunto Hueyapan, will perform a series of Sons “rhythms” at the ECC Celebration of Chicano Culture event titled The Son Mexicano.

**Requesting Dept.:** Academic Affairs – Behavioral and Social Sciences

**Date(s):** 4/28/15

**Financial Terms:** Cost not to exceed \$700  
Funded by Student Equity Program Grant

3. **Contractor:** **SHARLEMAGNE LEWIS**  
**Services:** Contractor will consult in the production and delivery of two animated videos for self-advocacy and college readiness skills.

**Requesting Dept.:** Academic Affairs – Health Sciences and Athletics – Special Resource Center

**Date(s):** 12/9/14 – 6/30/15

**Financial Terms:** Cost not to exceed \$8,200  
Funded by Career Technical Education

4. **Contractor:** **STEVE KASMAR**  
**Services:** Contractor will coordinate and deliver a statewide Culinary Arts Competition including venue, promotion, print materials, and medals and trophies for Community College Culinary Arts students.

**Requesting Dept.:** Student and Community Advancement – Community Advancement – Workplace Learning Resources

**Date(s):** 4/14/15 – 6/30/15

**Financial Terms:** Cost not to exceed \$5,800  
Funded by California Community Colleges Chancellor's Office Economic and Workforce Development program Retail, Hospitality and Tourism grant

5. **Contractor:** **VIRGINIA CARMELO**  
**Services:** Contractor's Aztec dance group Xipe Totec will perform at the ECC Celebration of Chicano Culture event titled Indigeneity and the Chicano Movement.

**Requesting Dept.:** Academic Affairs – Behavioral and Social Sciences

**Date(s):** 4/28/15

**Financial Terms:** Cost not to exceed \$600  
Funded by Student Equity Program Grant

## G. AMENDMENTS

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

None

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

1. **Contractor:** **CEDARS-SINAI MEDICAL CENTER**  
**Services:** Contractor will provide access and assist faculty with supervision of qualified paramedic students in clinical setting for twenty eight-hour shifts in an emergency room.  
**Requesting Dept.:** Academic Affairs – Industry and Technology  
**Date(s):** 4/1/14 – 3/31/16 with optional one-year renewal (Dates of service change only: Board initially approved on 9/8/14 the term of 4/1/14 – 3/31/15)  
**Financial Terms:** No cost to the District
  
2. **Contractor:** **CENTINELA VALLEY UNION HIGH SCHOOL DISTRICT**  
**Services:** Contractor will participate in the Adult Education Consortium to plan and improve adult education programs.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement  
**Date(s):** 5/20/14 – 6/30/15  
**Financial Terms:** Cost not to exceed \$32,000 (Cost increase: Board initially approved on 5/19/14 the cost of \$20,000) Funded by Adult Education Consortium Planning Grant
  
3. **Contractor:** **INGLEWOOD UNIFIED SCHOOL DISTRICT**  
**Services:** Contractor will participate in the Adult Education Consortium to plan and improve adult education programs.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement  
**Date(s):** 5/20/14 – 6/30/15  
**Financial Terms:** Cost not to exceed \$28,000 (Cost increase: Board initially approved on 5/19/14 the cost of \$20,000) Funded by Adult Education Consortium Planning Grant
  
4. **Contractor:** **LONG BEACH COMMUNITY COLLEGE DISTRICT**  
**Services:** Contractor will provide Alternative and Renewable Fuel and Vehicle Technology Program training to various cities and municipalities in Southern California.

**Requesting Dept.:** Student and Community Advancement – Community Advancement – Contract and Community Education  
**Date(s):** 11/19/13 – 8/4/15  
**Financial Terms:** Cost not to exceed \$200,000 (Cost increase: Board initially approved on 11/18/13 the cost of \$75,000) Funded by ETP

- 5. Contractor:** **MARK HULLIBARGER**  
**Services:** Contractor will perform the tuning, repair, maintenance and voicing of the seven grand pianos used in Marsee Auditorium, Campus Theatre and Haag Recital Hall.
- Requesting Dept.:** Academic Affairs – Fine Arts – Center for the Arts  
**Date(s):** 7/1/14 – 6/30/15  
**Financial Terms:** Cost not to exceed \$4,123 (Cost increase: Board initially approved on 7/21/14 the cost of \$3,078)

**H. NOTICE OF JOB COMPLETION – LOS ANGELES AIR CONDITIONING – NATURAL SCIENCE HVAC REPLACEMENT**

It is recommended the Board of Trustees accept as complete the following project and authorize final payment for the work. The required work has been completed in accordance with the conditions and specifications of the subject contract and accepted by a District representative.

<u>Contractor</u>	<u>Contract Amount</u>
Los Angeles Air Conditioning Purchase Order Number: B810616	\$824,012

**I. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS**

It is recommended all purchase orders be ratified as shown.

<b>P.O.</b>	<b>Vendor Name</b>	<b>Site Name</b>	<b>Description</b>	<b>P.O. Cost Number</b>
<b>Fund 11 - Unrestricted - El Camino</b>				
P0802126	Signature Party Rental	Commencement	Other Rentals	\$7,505.30
P0802326	CSI Fullmer	Div Office BSSC	Repairs Noninstructional	\$385.00
P0802465	Unisource Corp.	Operations	Non-Instruct Supplies	\$433.28
P0802469	Thomson Reuters	Sociology	Instructional Supplies	\$61.91
P0802471	CSI Fullmer	History	Other Services And Expenses	\$5,548.85
P0802473	Pocket Nurse	Nursing	Instructional Supplies	\$2,159.71
P0802506	CommLine, Inc	Health,Safety and Risk	New Equipment	\$6,739.83
P0802507	South Bay Regional	Campus Police	New Equipment	\$4,108.49

P0802508	Data 911	Campus Police	New Equipment	\$16,388.10
P0802512	Freeman Manufacturing	Art Department	Instructional Supplies	\$226.80
P0802513	Rio Grande Tool Co.	Art Department	Instructional Supplies	\$521.36
P0802514	John Deere Company	Grounds	New Equipment	\$31,195.53
P0802515	Galls/Quartermaster	Campus Police	New Equipment	\$12,652.70
P0802516	Intermountain Lock	Lock Shop	New Equipment	\$10,638.14
P0802517	Campus Food Services	Study Abroad Program	Other Services And Expenses	\$124.09
P0802519	Hitt Marking Devices	Div Office BSSC	Non-Instruct Supplies	\$100.79
P0802523	Burman	Art Department	Instructional Supplies	\$3,575.12
P0802526	Department of Industrial	Facilities/Planning/Servi	Repairs Noninstructional	\$2,025.00
P0802528	Campus Food Services	TECHNOLOGY	Contract Services	\$389.39
P0802532	Ms. Debbie E. Turano	Operations	Pest Control	\$76.00
P0802533	Amazon.Com Corporate	Ctr for Arts Production	Repairs Parts And Supplies	\$63.43
P0802536	West Coast Netting	Physical Education	Instructional Supplies	\$787.41
P0802551	Amazon.Com Corporate	Music	Instructional Supplies	\$48.61
P0802552	Harland Technology	Information Technology	Maintenance Contracts	\$390.00
P0802557	Dell Marketing L. P.	Information Technology	New Computer	\$33,099.90
P0802563	The Printer Works	Technical Services	Repairs Parts And Supplies	\$92.75
P0802564	CDW-G	Technical Services	Repairs Parts And Supplies	\$232.22
P0802566	School Outfitters	Anthropology	Instructional Supplies	\$191.07
P0802569	Mr. Leonid Rachman	International Students	Conferences Mgmt	\$2,357.32
P0802572	Survey Monkey	Staff Development	Non-Instruct Supplies	\$299.00
P0802573	Lindsay Gambini	Human Resources	Other Services And Expenses	\$600.00
P0802574	Psychological Consulting	Human Resources	Other Services And Expenses	\$1,925.00
P0802576	Fast Deer Bus Charter	Transfer Center	Transportation	\$1,100.00
P0802579	El Camino CollegeyAlpha	Human Resources	Non-Instruct Supplies	\$15.03
P0802580	Xerox Corporation	Copy Center	Repairs Parts And Supplies	\$1,800.68
P0802582	Capitol Enquiry, Inc.	Public Relations	Publications/ Periodicals	\$235.93
P0802583	Hispanic Association	VP-SCA	Dues And Memberships	\$9,575.00
P0802586	CDW-G	SRC Accessibility Fund	New Equipment	\$842.97
P0802589	California Fire	Fire	Dues And Memberships	\$25.00
P0802591	Time Clock Sales and	Admissions/Recors	Maintenance Contracts	\$236.00
P0802596	CDW-G	Campus Police	New Equipment	\$1,185.08
P0802597	Fast Deer Bus Charter	Transfer Center	Transportation	\$725.00
P0802598	South Bay Regional	Campus Police	New Equipment	\$18,034.32
P0802600	Hardy Diagnostics	Life Sciences	Instructional Supplies	\$131.79
P0802602	The Apple Store	Div Office Nat Sciences	New Equipment	\$2,171.11
P0802606	El Segundo Chamber	Public Relations	Dues And Memberships	\$100.00
P0802607	Ms. Ann M. Garten	Public Relations	Conferences Mgmt	\$347.00
P0802608	Manhattan Beach	Public Relations	Conferences Mgmt	\$35.00
P0802611	Freestyle Photographic	Photography	Instructional Supplies	\$2,062.12
P0802612	Scantron	History	Instructional Supplies	\$352.82
P0802613	CCS Presentation	Political Science	Instructional Supplies	\$188.50
P0802614	Salem Press	Div Office Instr.	Library Books	\$409.50
P0802615	Mr. Hieu T. Hoang	Admissions/Recors	Conferences Mgmt	\$338.21
P0802620	CDW-G	Div Office BSSC	Instructional Supplies	\$311.25
P0802622	Spartan Tool Llc	Plumbing Shop	New Equipment	\$1,984.18
P0802623	Grants Professionals	BTC Grants	Dues And Memberships	\$209.00
P0802624	The Markerboard People	Learning Center	Instructional Supplies	\$308.70
P0802626	Collegesource, Inc.	Admissions/Recors	Non-Instruct Supplies	\$2,227.00
P0802652	Uline Shipping Supply	Health,Safety and Risk	Non-Instruct Supplies	\$59.54
P0802653	Uline Shipping Supply	Art Department	Instructional Supplies	\$681.50
P0802656	Gorlitz Sewer & Drain	Plumbing Shop	New Equipment	\$417.18
P0802657	Plumbers Depot Inc.	Plumbing Shop	New Equipment	\$517.75

P0802660	HF Group, LLC	Div Office Instr.	Bookbinding	\$1,000.00
P0802661	Sir Speedy	Institutional Research	Non-Instruct Supplies	\$165.71
P0802664	CDW-G	Div Office BSSC	Non-Instruct Supplies	\$325.91
P0802678	ACCJC	VP-SCA	Conferences Mgmt	\$235.00
P0802682	Williams Sound, Llc	SRC Accessibility Fund	New Equipment - Instructional	\$2,291.70
P0802693	Monterey Graphics	Ctr for Arts Promo	Non-Instruct Supplies	\$54.94
P0802694	Boca Systems, Inc.	Ctr for Arts Ticket Office	Non-Instruct Supplies	\$1,777.45
P0802698	WCT Products	Plumbing Shop	New Equipment	\$2,341.32
P0802701	Lee's Tools	Paint Shop	New Equipment	\$1,178.47
P0802702	Milton Security Group	Information Technology	Maintenance Contracts	\$1,402.00
P0802703	Alldata	Information Technology	Maintenance Contracts	\$975.00
P0802708	E P Enterprises, Llc	Physical Education	New Equipment	\$3,347.00
P0802712	ACCJC	Accreditation Support	Conferences Mgmt	\$185.00
P0802714	Fisher Scientific	Plumbing Shop	New Equipment	\$1,702.19
P0802718	Complete Office	Admissions/Recors	New Equipment	\$5,196.83
P0802719	Complete Office	Admissions/Recors	New Equipment	\$6,058.39
P0802720	Sir Speedy	Admissions/Recors	Non-Instruct Supplies	\$744.61
P0802722	College Specialties	Admissions/Recors	Non-Instruct Supplies	\$2,046.85
P0802723	Herff Jones, Inc.	Admissions/Recors	Non-Instruct Supplies	\$6,806.80
P0802771	CDW-G	Admissions/Recors	New Equipment	\$1,522.00
P0802772	Southern 30	Human Resources	Conferences Mgmt	\$300.00
P0802778	Campus Food Services	History	Other Services And Expenses	\$110.30
P0802779	Western Graphix	Div Office BSSC	Other Instr Supplies	\$257.24
P0802780	Accu Cut	Div Office BSSC	Other Instr Supplies	\$76.58
P0802788	CCCCIO	V.P. Academic Affairs	Conferences Mgmt	\$150.00
P0802797	Q-MATIC Corporation	Fiscal Services	Maintenance Contracts	\$533.40
P0802798	Redondo Technology	Nursing	Instructional Supplies	\$310.65
P0802807	Grainger	Paint Shop	New Equipment	\$590.95
P0802808	MSC Industrial Supply	Machine Tool	Instructional Supplies	\$483.17
P0802809	MSC Industrial Supply	Machine Tool	Instructional Supplies	\$890.29
P0802810	Gupta Permold	Machine Tool	Instructional Supplies	\$535.92
P0802811	Travers Tool Company	Machine Tool	Instructional Supplies	\$657.25
P0802812	American Express Travel	Ed & Community	Transportation/ Mileage	\$253.00
P0802813	Travers Tool Company	Machine Tool	Instructional Supplies	\$408.98
P0802814	Action Wholesale	Machine Tool	Instructional Supplies	\$502.78
P0802815	Northern Tool	Machine Tool	Instructional Supplies	\$949.91
P0802818	Sargent Welch Scientific	Physics	Instructional Supplies	\$998.15
P0802819	Ted Jones Ford Inc	Grounds	New Equipment	\$20,474.59
P0802820	TestPath, Inc.	Physics	Instructional Supplies	\$682.03
P0802821	McMaster Carr	Physics	Instructional Supplies	\$215.90
P0802822	B & H Photo-Video	Physics	Instructional Supplies	\$108.89
P0802829	MSC Industrial Supply	Automotive Collision	Instructional Supplies	\$698.74
P0802838	Alva's Danceware	Dance	Repairs - Instructional	\$130.10
P0802841	Samy's Camera	Internet Assistant	Non-Instruct Supplies	\$481.02
P0802850	Campus Food Services	Ctr for Arts Instr/Admin	Other Services And Expenses	\$338.45
P0802852	Nilfisk Advance, Inc.	Operations	New Equipment	\$41,208.17
P0802863	CCUPCA	Campus Police	Conferences Mgmt	\$375.00
P0802865	L.A. County Ems	Paramedic Academy	Contract Services	\$19,499.02
P0802866	USC Daily Trojan	Public Relations	Multi Media Advertising	\$350.00
P0802868	L.A. County Ems	Paramedic Academy	Contract Services	\$51,602.76
P0802870	UCLA Center	Paramedic Academy	Contract Services	\$5,784.00
P0802871	Media Education	History	Instructional Supplies	\$441.20
P0802872	UCLA Center	Paramedic Academy	Contract Services	\$3,816.00
P0802873	Fermin Herrera	Div Office BSSC	Contract Services	\$100.00

P0802876	Fisher Scientific	Machine Tool	Instructional Supplies	\$802.92
P0802879	United Site Services	Commencement	Other Rentals	\$1,564.19
P0802883	McMaster Carr	Machine Tool	Repairs Parts And Supplies	\$488.97
P0802885	Rockler Woodworking	Machine Tool	Instructional Supplies	\$88.27
P0802888	Uline Shipping Supply	Art Department	Instructional Supplies	\$225.44
P0802890	Demco	Instructional Television	Instructional Supplies	\$1,158.62
P0802891	Demco, Inc.	Div Office Instr.	Instructional Supplies	\$50.13
P0802892	ACBO	Administrative Services	Conferences Mgmt	\$335.00
P0802895	Dell Computer	Information Technology	Maintenance Contracts	\$8,581.02
P0802898	Dell Marketing L. P.	Information Technology	Non-Instruct Supplies	\$425.08
P0802899	Torrance Postmaster	Ctr for Arts Promo	Postage	\$220.00
P0802901	Ms. Debbie E. Turano	Operations	Pest Control	\$80.00
P0802902	Board of Equalization	Hazmat	Waste Disposal	\$234.37
P0802904	CCCCIO	V.P. Academic Affairs	Conferences Mgmt	\$450.00
P0802909	Dr. Jean M. Shankweiler	TECHNOLOGY	Other Services And Expenses	\$3,128.95
P0802910	Dr. Jean M. Shankweiler	TECHNOLOGY	Other Services And Expenses	\$180.00
P0802911	Bernan	Div Office Instr.	Library Books	\$86.11
P0802912	Thomson Reuters West	Div Office Instr.	Library Books	\$529.20
P0802914	Wavefunction, Inc.	Information Technology	Maintenance Contracts	\$7,000.00
P0802917	Sara J. Di Fiori	Hazmat Transportation	Gasoline	\$478.90
P0802919	Lynda.Com	Information Technology	Maintenance Contracts	\$4,875.00
P0802922	Nuventive	Information Technology	Maintenance Contracts	\$42,900.00
P0802923	Knowledgenet	Information Technology	In-Service Training	\$10,580.00
P0802928	Harland Technology	Information Technology	Maintenance Contracts	\$334.00
P0802938	Cal Tech Copier, Inc.	Institutional Research	Maintenance Contracts	\$325.00
P0802941	CDW-G	Information Technology	Non-Instruct Supplies	\$3,026.49
P0802942	St. St. Ciril and	VP-SCA	Contract Services	\$250.00
P0802943	Dibec, Inc	VP-SCA	Contract Services	\$750.00
P0802944	Chongro Overseas	VP-SCA	Contract Services	\$250.00
P0802945	American Academy	VP-SCA	Contract Services	\$250.00
P0802946	Linkturs Rus Llc	VP-SCA	Contract Services	\$500.00
P0802947	Asia-Europe Co., Ltd.	VP-SCA	Contract Services	\$250.00
P0802948	Litz USA Student Service	VP-SCA	Contract Services	\$250.00
P0802949	Seameo Retrac	VP-SCA	Contract Services	\$250.00
P0802950	Alfalink	VP-SCA	Contract Services	\$250.00
P0802951	Li King Consulting	VP-SCA	Contract Services	\$250.00
P0802952	Study Abroad	VP-SCA	Contract Services	\$250.00
P0802953	ISCnet Wada Prep	VP-SCA	Contract Services	\$500.00
P0802954	Overseas Educational	VP-SCA	Contract Services	\$1,500.00
P0802955	CJR Education	VP-SCA	Contract Services	\$1,000.00
P0802956	DaDi Education Group	VP-SCA	Contract Services	\$250.00
P0802957	Ryugakusite.Com, Inc.	VP-SCA	Contract Services	\$1,250.00
P0802958	International Education,	VP-SCA	Contract Services	\$1,250.00
P0802959	GCS Group USA, Inc	VP-SCA	Contract Services	\$250.00
P0802960	WholeRen Education,	VP-SCA	Contract Services	\$750.00
P0802961	Universal Placement	VP-SCA	Contract Services	\$500.00
P0802962	The Center for Advanced	VP-SCA	Contract Services	\$250.00
P0802963	LACT	VP-SCA	Contract Services	\$500.00
P0802964	Kaplan International	VP-SCA	Contract Services	\$1,000.00
P0802965	GTURBK, Inc	VP-SCA	Contract Services	\$250.00
P0802970	JRCERT	Rad Tech	Dues And Memberships	\$1,890.00
P0802974	Bullfrog Films	Anthropology	Instructional Supplies	\$332.45
P0802977	Thomson Reuters West	Human Resources	Non Inst Comp	\$57.75



P0802981	National Association for	Out of State	Dues And Memberships	\$4,130.00
P0802982	Los Angeles	Life Sciences	Field Trip Expense	\$185.00
P0802983	Ingram Library Service	Div Office Instr.	Library Books	\$67.59
P0802987	Masque Sound	Ctr for Arts Production	Non-Instruct Supplies	\$564.89
P0802988	Ms. Kimberly Wilkinson	Ctr for Arts Production	Non-Instruct Supplies	\$363.36
P0803075	Time Clock Sales and	VP-SCA	Repairs Noninstructional	\$88.63
P0803076	Campus Food Services	Ctr for Arts Instr/Admin	Other Services And Expenses	\$280.78
			<b>Fund 11 Total: 176</b>	<b>\$494,098.98</b>

### Fund 12 - Restricted - El Camino

P0802414	Fireblast Global	I&T	New Equipment - Instructional	\$74,323.29
P0802498	U.S. Armor Corp.	Parking Services	Non-Instruct Supplies	\$107.91
P0802502	School Savers	Math	Instructional Supplies	\$9,490.19
P0802509	Academic Senate	Student Equity	Conferences Mgmt	\$435.00
P0802510	Academic Senate	Student Equity	Conferences Mgmt	\$435.00
P0802511	Orange Aluminum	CAA (10-091-002)	Non-Instruct Supplies	\$677.63
P0802521	Newegg Business, Inc.	I&T	Instructional Supplies	\$14,488.83
P0802522	Allstar Fire Equipment	I&T	New Equipment - Instructional	\$12,518.69
P0802524	Ace Lawn Mower & Saw	I&T	New Equipment - Instructional	\$2,910.20
P0802527	CCUPCA	Parking Services	Dues And Memberships	\$125.00
P0802534	UC Regents	Student Equity	Transportation	\$1,050.00
P0802535	Sodexhoýc/o UC Davis	Student Equity	Transportation	\$525.14
P0802538	Complete Office	Health Services	Non-Instruct Supplies	\$200.89
P0802539	School Outfitters	Fine Arts	New Equipment - Instructional	\$1,468.60
P0802540	B & H Photo-Video	Fine Arts	New Equipment - Instructional	\$19,182.09
P0802541	Fisher Scientific	Natural Sci	Instructional Supplies	\$1,080.98
P0802542	Carolina Biological	Natural Sci	Instructional Supplies	\$754.15
P0802543	Ward's Natural Science	Natural Sci	Instructional Supplies	\$1,674.87
P0802544	One World Globes	Natural Sci	New Equipment - Instructional	\$1,256.82
P0802546	Academic Senate	Student Equity	Conferences Other	\$820.00
P0802548	Classic Party Rentals	Historically Blck	Conferences Other	\$616.43
P0802550	Campus Food Services	TitleV-Improving	Non-Instruct Supplies	\$130.80
P0802554	Accommodating Ideas	DSPS	Contract Services	\$20,825.85
P0802555	B & H Photo-Video	Business	New Equipment - Instructional	\$519.70
P0802561	Baudville, Inc.	(STCW) Standards for	Non-Instruct Supplies	\$97.64
P0802571	Cal Tech Copier, Inc.	Community	Repairs Noninstructional	\$509.05
P0802575	American Express Travel	MediCal Administrative	Conferences Other	\$225.00
P0802578	El Camino College	Career Pathways	Other Payments To/For	\$7,911.00
P0802581	Complete Office	Business	Instructional Supplies	\$995.72
P0802585	Dell Marketing L. P.	VATEA Business	New Equipment - Instructional	\$16,615.16
P0802587	American Express Travel	CAA (10-091-002)	Transportation/ Mileage	\$447.20
P0802590	B & H Inglewood Tow	Parking Services	Repairs Non Instr	\$100.00
P0802594	Dell Marketing L. P.	StudentSuccess	Non Inst Comp	\$1,937.03
P0802595	CDW-G	StudentSuccess	New Equip - Noninstr	\$311.25
P0802601	Victoria Stehl	Historically Blck	Conferences Other	\$74.87
P0802604	Tres Hermanas	Student Equity	Transportation	\$759.00
P0802605	CCCAOE	Teacher Preparation	Multi Media Advertising	\$750.00
P0802609	CRC Sign Language	DSPS	Contract Services	\$960.00
P0802616	Bothwell Automotive, Inc.	Parking Services	Repairs Non Instr	\$463.93
P0802658	School Savers	Basic Skills	Instructional Supplies	\$6,711.73
P0802662	New Orleans Jazz Band,	Community Education	Contract Services	\$599.99
P0802663	American Express Travel	Teacher Preparation	Transportation/ Mileage	\$212.20
P0802665	Lakeshore Learning	Child Development	Instructional Supplies	\$1,432.23

P0802666	Complete Office	Child Development	Instructional Supplies	\$280.73
P0802667	Campus Food Services	EOPS	In-Service Training	\$285.17
P0802668	CDW-G	TANF	New Equipment	\$1,396.89
P0802669	Higher Dimension	TANF	Other Books	\$1,440.91
P0802670	Complete Office	EOPS	Non-Instruct Supplies	\$520.99
P0802677	Cal Tech Copier, Inc.	Fire Tech Donations	Instructional Supplies	\$323.03
P0802680	Griselda's Catering	Historically Blck	Conferences Other	\$116.53
P0802683	Campus Food Services	Basic Skills	Contract Services	\$188.02
P0802684	Ms. Susan D. Brouillette	WRIEC Year 5	Non-Instruct Supplies	\$48.75
P0802688	California Health	Fire Tech Donations	Repairs - Instructional	\$675.00
P0802690	Accommodating Ideas	DSPS	Contract Services	\$30,558.75
P0802692	Dell Marketing L. P.	Basic Skills	New Computer	\$17,150.40
P0802695	Ms. Lindsey Ludwig	El Camino Language	Non-Instruct Supplies	\$217.51
P0802696	Schaller Corporation	CAA (10-091-002)	Non-Instruct Supplies	\$637.61
P0802697	Victoria Stehl	Historically Blck	Conferences Other	\$10.85
P0802704	Vernier Software	Natural Sci	Instructional Supplies	\$22,551.59
P0802705	L N Curtis	I&T	New Equipment - Instructional	\$3,978.54
P0802706	Grainger	I&T	New Equipment - Instructional	\$567.39
P0802707	Ace Lawn Mower & Saw	I&T	New Equipment - Instructional	\$512.25
P0802713	Steven Hellon	Historically Blck	Conferences Other	\$437.50
P0802716	California Pro Sports	HSA	New Equipmen-Instr.	\$14,422.87
P0802773	Campus Food Services	Faculty & Staff Diversity	Non-Instruct Supplies	\$349.73
P0802774	Taiko Center of Los	Faculty & Staff Diversity	Contract Services	\$350.00
P0802775	USC Hospitality	MESA Program	Conferences - Student	\$421.83
P0802776	Fast Deer Bus Charter	MESA Program	Transportation	\$700.00
P0802791	iStockphoto LP.	TitleV-Improving	Non-Instruct Supplies	\$520.00
P0802792	Campus Food Services	TitleV-Improving	Non-Instruct Supplies	\$130.80
P0802801	Altex Computers	Title III- H S I - STEM	Non-Instruct Supplies	\$185.51
P0802803	Mario Aguilar	Student Equity	Contract Services	\$300.00
P0802804	Nuestras Raices	Student Equity	Contract Services	\$500.00
P0802805	Dell Computer	Instructional Services	New Equipment - Instructional	\$5,999.64
P0802806	Dell Marketing L. P.	Instructional Services	New Equipment - Instructional	\$1,489.99
P0802816	Jamison Equipment, Inc.	Ref & Lane Tech(Smg	Instructional Supplies	\$1,046.78
P0802817	Cal Tech Copier, Inc.	Fire Tech Donations	Instructional Supplies	\$378.23
P0802824	CCS Presentation	Instructional Services	New Equipment - Instructional	\$1,851.65
P0802826	B & H Photo-Video	Music Donations	Instructional Supplies	\$435.78
P0802828	Oriental Trading	Community Education	Non-Instruct Supplies	\$413.83
P0802830	Campus Food Services	Sign Language	Conferences Other	\$2,792.16
P0802836	Leadership Strategies	CMTA-H1B	Conferences Other	\$5,988.00
P0802839	US Armor Corp	Parking Services	New Equipment	\$107.91
P0802840	Nuvusolutions	SBDC Program Income	Workshop Sponsorship	\$300.00
P0802843	Mr. Philip J. Sutton	Retail/Hospitality/Touris	Printing	\$935.00
P0802845	Milt Wright & Associates	MDC-Parenting Classes	Other Books	\$387.20
P0802846	JMJ Manufacture, Inc.	(STCW) Standards for	Repairs Noninstructional	\$320.00
P0802851	American Hotel and	Retail/Hospitality/Touris	Non-Instruct Supplies	\$19,421.84
P0802853	Dell Marketing L. P.	Retail/Hospitality/Touris	New Equipment	\$4,749.51
P0802854	Maritime Training	(STCW) Standards for	Non-Instruct Supplies	\$272.50
P0802858	Bothwell Automotive, Inc.	Parking Services	Repairs Non Instr	\$75.00
P0802859	South Bay Regional	Parking Services	Maintenance Contracts	\$8,748.18
P0802860	City of Hawthorne	Parking Services	Maintenance Contracts	\$3,270.14
P0802861	South Bay Regional	Parking Services	Maintenance Contracts	\$8,096.76
P0802862	I.A.T. Auto Repair	Parking Services	Repairs Non Instr	\$75.00
P0802864	City of Hawthorne	Parking Services	Maintenance Contracts	\$1,485.36
P0802875	Los Angeles Superior	Parking Violations DMV	Other Services And Expenses	\$3,575.00

P0802877	South Bay Fire	Fire Tech Donations	Repairs - Instructional	\$282.70
P0802878	Napa Auto & Truck Parts	Fire Tech Donations	Instructional Supplies	\$193.39
P0802881	EMSI	Career & Tech Ed	Publications/ Periodicals	\$7,500.00
P0802889	Videotape Products	Instructional Services	New Equipment - Instructional	\$6,691.15
P0802896	The Apple Store	Humanities	New Computer	\$32,341.00
P0802897	Samy's Camera	Humanities	New Equipment - Instructional	\$751.01
P0802903	CDW-G	TANF	New Equipment	\$651.82
P0802918	Campus Food Services	EOPS	Non-Instruct Supplies	\$639.29
P0802921	American Red Cross	Parking Services	In-Service Training	\$390.00
P0802924	American Nautical	(STCW) Standards for	Other Books	\$48.07
P0802925	Lou's Golf and Industrial	Parking Services	Repairs Non Instr	\$228.84
P0802937	California Community	Foster Care Ed	Conferences Other	\$545.00
P0802939	The Apple Store	Humanities	New Computer	\$60,028.57
P0802940	Guillermo Hinojosa	CalWORKs	Contract Services	\$350.00
P0802966	American Express Travel	Foster Care Ed	Conferences Other	\$371.00
P0802979	MSC Industrial Supply	CAA (10-091-002)	Non-Instruct Supplies	\$607.18
P0802994	Cengage Learning	Instructional Services	Library Books	\$6,620.85
P0802996	Campus Food Services	Student Equity	Non-Instruct Supplies	\$140.06
P0803000	FIRE ETC	Fire Tech Donations	New Equipment - Instructional	\$1,667.70
P0803001	Failsafe Testing	Fire Tech Donations	Repairs - Instructional	\$1,203.20
P0803003	Parker Lighting, Inc.	Fire Tech Donations	Instructional Supplies	\$194.91
P0803004	Sun Badge Co.	Fire Tech Donations	Instructional Supplies	\$547.65
P0803079	Midas Auto Repair - Aap	Parking Services	Repairs Non Instr	\$778.31
P0803081	LLM Publications, Inc	Retail/Hospitality/Tourist	Multi Media Advertising	\$935.00
P0803082	American Express Travel	Retail/Hospitality/Tourist	Conferences Other	\$281.00
			<b>Fund 12 Total: 122</b>	<b>\$502,713.37</b>

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

P0802679	Honors Transfer	Honors Program	Conferences Mgmt	\$1,470.00
P0802926	Vector Resources, Inc.	Campus Police	Other Services And Expenses	\$11,818.27
			<b>Fund 15 Total: 2</b>	<b>\$13,288.27</b>

#### Fund 41 - Capital Outlay

P0802560	Smardan Supply	Building Systems	Buildings	\$417.97
P0802655	Smardan Supply	Building Systems	Buildings	\$4,217.04
			<b>Fund 41 Total: 2</b>	<b>\$4,635.01</b>

#### Fund 62 - Property & Liability

P0802625	El Camino Community	Purchasing and	Excess Insurance	\$4,319.98
P0802654	Monica L. Monarez	Purchasing and	Benefits Paid	\$214.78
			<b>Fund 62 Total: 2</b>	<b>\$4,534.76</b>

#### Fund 71 - Associated Students

P0803011	Alpha Gamma Sigma	Student Affairs	ASB Exp.	\$1,475.00
			<b>Fund 71 Total: 1</b>	<b>\$1,475.00</b>

#### Fund 79 - Auxiliary Services

P0802567	Art & Commerce	Fine Arts	Non-Instruct Supplies	\$653.34
P0802568	Visual Art Source, Llc	Fine Arts	Non-Instruct Supplies	\$630.00

P0802570	J.D. Fields Lumber	Fine Arts	Non-Instruct Supplies	\$1,625.55
P0802592	Artillery Magazine	Fine Arts	Non-Instruct Supplies	\$400.00
P0802593	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$94.01
P0802617	Fast Deer Bus Charter	Counseling Office	Non-Instruct Supplies	\$725.00
P0802618	Chris Kato Screen	Counseling Office	Non-Instruct Supplies	\$653.61
P0802691	Residence Inn	Health Sciences	Non-Instruct Supplies	\$1,897.71
P0802710	Norcal Swim Shop	Health Sciences	Non-Instruct Supplies	\$4,832.80
P0802721	Campus Food Services	Fine Arts	Non-Instruct Supplies	\$626.75
P0802724	RPL Music	Fine Arts	Non-Instruct Supplies	\$75.00
P0802781	Valencia Mitchell	Fine Arts	Non-Instruct Supplies	\$100.00
P0802782	Allyson Bates	Fine Arts	Non-Instruct Supplies	\$100.00
P0802783	Jonathan J. Stehney	Fine Arts	Non-Instruct Supplies	\$151.00
P0802784	Bianca A. Lara	Fine Arts	Non-Instruct Supplies	\$100.00
P0802785	Tim Kunze	Fine Arts	Non-Instruct Supplies	\$100.00
P0802786	Karen Lawrence	Fine Arts	Non-Instruct Supplies	\$100.00
P0802787	Aimee K. Gomez	Fine Arts	Non-Instruct Supplies	\$100.00
P0802790	Ms. Kate L. McLaughlin	Humanities	Non-Instruct Supplies	\$391.78
P0802842	Doubletree by Hilton	Humanities	Non-Instruct Supplies	\$5,542.03
P0802848	JACC Treasurer	Humanities	Non-Instruct Supplies	\$3,250.00
P0802927	I & O Party Rentals	Student Affairs	Non-Instruct Supplies	\$530.50
P0802933	Campus Food Services	Counseling Office	Non-Instruct Supplies	\$392.40
P0803021	Campus Food Services	Student Affairs	Non-Instruct Supplies	\$1,270.83
P0803022	Shannon F. Lew	Student Affairs	Non-Instruct Supplies	\$200.00
P0803024	Amazing Balloons	Student Affairs	Non-Instruct Supplies	\$167.15
P0803025	Rebeca Vargas	Student Affairs	Non-Instruct Supplies	\$200.00
P0803026	Celine M. Vezina	Student Affairs	Non-Instruct Supplies	\$200.00
P0803027	Elaine T. Pham	Student Affairs	Non-Instruct Supplies	\$200.00
P0803030	Jin Zhi Goh	Student Affairs	Non-Instruct Supplies	\$200.00
P0803031	Guillermo A. Chacaltana	Student Affairs	Non-Instruct Supplies	\$200.00
P0803032	Jay A. Burton	Student Affairs	Non-Instruct Supplies	\$200.00
P0803033	Huy Duc Le	Student Affairs	Non-Instruct Supplies	\$200.00
P0803034	Adrian M. Menendez	Student Affairs	Non-Instruct Supplies	\$200.00
P0803035	Maryam Mirzaei	Student Affairs	Non-Instruct Supplies	\$200.00
P0803036	Huy Q. Ho	Student Affairs	Non-Instruct Supplies	\$200.00
P0803037	Pamudi M.	Student Affairs	Non-Instruct Supplies	\$200.00
P0803038	Esther S. Choi	Student Affairs	Non-Instruct Supplies	\$200.00
P0803039	Rachael A. Jones	Student Affairs	Non-Instruct Supplies	\$200.00
P0803040	Wyatt J. Matern	Student Affairs	Non-Instruct Supplies	\$200.00
P0803041	Randy M. James	Student Affairs	Non-Instruct Supplies	\$200.00
P0803042	Kai A. Rhodes	Student Affairs	Non-Instruct Supplies	\$200.00
P0803043	Vanessa J. Hernandez	Student Affairs	Non-Instruct Supplies	\$200.00
P0803044	Saima Fariz	Student Affairs	Non-Instruct Supplies	\$200.00
P0803045	Brian S. Demeules	Student Affairs	Non-Instruct Supplies	\$200.00
P0803046	Hyoungjin Cho	Student Affairs	Non-Instruct Supplies	\$200.00
P0803047	Matthew T. Yun	Student Affairs	Non-Instruct Supplies	\$200.00
P0803048	George J. Sanoja	Student Affairs	Non-Instruct Supplies	\$200.00
P0803049	Mai M. Saleh	Student Affairs	Non-Instruct Supplies	\$200.00
P0803050	June S. Park	Student Affairs	Non-Instruct Supplies	\$200.00
P0803051	Yoshihito Adachi	Student Affairs	Non-Instruct Supplies	\$200.00
P0803053	Maria L. Pena	Student Affairs	Non-Instruct Supplies	\$200.00
P0803054	Timothy S. Franklin	Student Affairs	Non-Instruct Supplies	\$200.00
P0803055	Ryan L. Hom	Student Affairs	Non-Instruct Supplies	\$200.00
P0803056	Brandon C. Petrikowski	Student Affairs	Non-Instruct Supplies	\$200.00
P0803057	Nicholas J. Shepetuk	Student Affairs	Non-Instruct Supplies	\$200.00

P0803058	Daniel T. Obejas	Student Affairs	Non-Instruct Supplies	\$200.00
P0803059	Jamie H. Gilman	Student Affairs	Non-Instruct Supplies	\$200.00
P0803060	Abigail Y. Yeo	Student Affairs	Non-Instruct Supplies	\$200.00
P0803061	Emily R. Ploch	Student Affairs	Non-Instruct Supplies	\$200.00
P0803062	Gerardo G. Gamez	Student Affairs	Non-Instruct Supplies	\$200.00
P0803063	Liliana A. Banuelos	Student Affairs	Non-Instruct Supplies	\$200.00
P0803064	Tamra A. Flores	Student Affairs	Non-Instruct Supplies	\$200.00
P0803065	Karen E. Allen	Student Affairs	Non-Instruct Supplies	\$200.00
P0803066	Irene F. Sanchez	Student Affairs	Non-Instruct Supplies	\$200.00
P0803067	Samantha F. Hanken	Student Affairs	Non-Instruct Supplies	\$200.00
P0803068	Adam J. Pelkie	Student Affairs	Non-Instruct Supplies	\$200.00
P0803070	Brian D. Boyce	Fine Arts	Non-Instruct Supplies	\$1,300.00

**Fund 79 Total: 68 \$34,209.46**

**Fund 81 - Student Organizations**

P0802588	Airport Van Rental	Student Affairs	A/P Manual.Gen.	\$372.65
P0802709	Phi Rho Pi	Student Affairs	A/P Manual.Gen.	\$275.00
P0802711	American Express Travel	Student Affairs	A/P Manual.Gen.	\$6,036.96
P0802717	Rio Grande Tool Co.	Student Affairs	A/P Manual.Gen.	\$470.73
P0802880	Renaissance Cleveland	Student Affairs	A/P Manual.Gen.	\$1,548.36

**Fund 81 Total: 5 \$8,703.70**

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

P0802685	Norcal Swim Shop	Health Sciences	Fundraising	\$211.30
P0802689	Norcal Swim Shop	Health Sciences	Fundraising	\$4,947.03
P0802799	International E-Z Up, Inc.	Health Sciences	Fundraising	\$477.00
P0802800	Beacon Athletics	Health Sciences	Fundraising	\$359.37

**Fund 82 Total: 4 \$5,994.70**

**PO Funds Total: 382 1,069,653.25**

**Fund 11 - Unrestricted - El Camino**

B0810798	ECCD Petty Cash	Architectural	Instructional Supplies	\$300.00
B0810808	E.C.C.C.D. Bookstore	Commencement	Non-Instruct Supplies	\$1,500.00
B0810809	E.C.C.C.D. Bookstore	Commencement	Other Rentals	\$1,500.00
B0810818	E.C.C. Public Information	Study Abroad Program	Non-Instruct Supplies	\$92.50
B0810830	Climatec	Facilities/Planning/Servi	Repairs Noninstructional	\$3,631.70
B0810833	Graphaids	Architectural	Instructional Supplies	\$2,500.00
B0810834	ARC Imaging Resources	Architectural	Instructional Supplies	\$1,500.00
B0810838	Servpro of Downey	Facilities/Planning/Servi	Repairs Noninstructional	\$5,000.00

**Fund 11 Total: 8 \$16,024.20**

**Fund 12 - Restricted - El Camino**

B0810797	E.C.C. Public Information	Retail/Hospitality/Touris	Printing	\$100.00
B0810800	E.C.C. Public Information	In-Region Investments	Non-Instruct Supplies	\$120.00
B0810807	James S. Robinson	Basic Skills	PSA Contract Services	\$929.85
B0810810	ECCD Petty Cash	Retail/Hospitality/Touris	Non-Instruct Supplies	\$1,000.00
B0810817	E.C.C. Public Information (STCW)	Standards for	Printing	\$204.00
B0810819	E.C.C. Public Information	Retail/Hospitality/Touris	Printing	\$90.00

B0810831	Midwest Library Service	Instructional Services	Library Books	\$20,000.00
B0810835	McMaster Carr	CAA (10-091-002)	Non-Instruct Supplies	\$2,500.00
B0810836	Campus Food Services	Teacher Preparation	Non-Instruct Supplies	\$2,000.00
B0810837	ECCD Petty Cash	Teacher Preparation	Non-Instruct Supplies	\$500.00
B0810841	Ricoh	Basic Skills	Copiers	\$5,748.48
<b>Fund 12 Total: 11</b>			<b>\$33,192.33</b>	
<b>Fund 15 - General Fund -Special Programs</b>				
B0810814	Midwest Library Service	Div Office Instr.	Library Books	\$20,000.00
			<b>Fund 15 Total: 1</b>	<b>\$20,000.00</b>
<b>Fund 41 - Capital Outlay</b>				
B0810805	Facilities Planning	Architect Fees	Contract Services	\$10,000.00
B0810829	ACCO Engineered	Building Systems	Buildings	\$12,190.00
			<b>Fund 41 Total: 2</b>	<b>\$22,190.00</b>
<b>BPO Funds Total: 22</b>				<b>91,406.53</b>
<b>Grand Total POs and BPOs: 404</b>				<b>1,161,059.78</b>

---

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

---

	<u>Page No.</u>
A. Category Budgets and Balances.....	E 2
B. Contract – KPFF Consulting Engineers Technical Arts – Lot C Parking –Shops Demolition.....	E 5
C. Contract – Leighton Consulting, Inc. – Technical Arts – Lot C Parking – Shops Demolition.....	E 6
D. Contract – SPAIC – Lot E & F Parking Structure Upgrade Project.....	E 6
E. Contract – Twining Consulting – Parking Structure F & E Upgrade Project.....	E 6
F. Change Order – S.J. Amoroso – Industry and Technology Project.....	E 7
G. Change Order – Sinanian Development, Inc. – Athletic Education & Fitness Complex – Stadium Phase II Project.....	E 10
H. Bid Rejection 2014-5.....	E 11
I. Purchase Orders and Blanket Purchase Orders.....	E 11

**Administrative Services – Measure E Bond Fund**

**A. CATEGORY BUDGETS AND BALANCES**

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

The following tables report Measure E 2002 and Measure E 2012 expenditures and commitments through March 31, 2015, at the April 2015 Board Meeting.

**2002 Measure E Expenditures:**

<b>CATEGORY</b>	<b>CURRENT BUDGET</b>	<b>EXPENDED</b>	<b>COMMITTED</b>	<b>BALANCE</b>
<b><u>Additional Classrooms/Modernization</u></b>				
Acquisitions	\$705,867	\$705,867	\$0	\$0
Architectural Barrier Removal Phase 2	18,520	18,520	0	0
Athletic Education and Fitness Complex	45,846,456	18,814,940	26,522,056	509,461
Bookstore/Cafeteria Conversion to Admin	10,868,608	10,867,674	50,503	-49,569
Math Business & Allied Health Building	38,376,392	38,151,238	678,488	-453,334
Central Plant	14,545,000	14,344,032	0	200,968
Child Development Center Phase 2	30,470	30,470	0	0
Crenshaw Blvd. Frontage Enhancement	13,373	13,373	0	0
Fire Academy Structure	164,893	164,893	0	0
Fire Program Facility	1,651	1,651	0	0
Humanities Complex Replacement	30,355,936	30,044,566	0	311,370
Learning Resource Center Addition	5,067,287	5,043,165	0	24,122
Lot C Parking Structure	3,106,257	1,193,779	359,742	1,552,736
Remodeling Phase One-Three	851,513	851,513	0	0
Science Complex Renovation	10,369,136	10,211,230	25,706	132,201
Student Services Center	37,359,209	3,574,386	992,272	32,792,552
Temporary Space and Relocation Costs	3,844,653	3,656,824	997	186,832
Signage and Wayfinding	1,295,309	657,928	0	637,381
Gymnasium	3,000,000	1,218,738	820,778	960,484
Architectural Planning Contingency	600,000	519,676	20,302	60,022
<b>Total Add'l Classrooms/Modernization</b>	<b><u>\$206,420,530</u></b>	<b><u>\$140,084,463</u></b>	<b><u>\$29,470,842</u></b>	<b><u>\$36,865,225</u></b>
<b><u>Campus Site Improvements:</u></b>				
<b><u>Accessibility, Safety / Security</u></b>				
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



<b>CATEGORY</b>	<b>CURRENT BUDGET</b>	<b>EXPENDED</b>	<b>COMMITTED</b>	<b>BALANCE</b>
Fencing Replacement and Additions	105,777	5,777	0	100,000
Landscaping/Irrigation System Replacement	549,932	49,932	0	500,000
Lighting - Upgrade / Replace All Lots	3,059,807	2,455,935	4,569	599,303
Lot F Parking Structure Improvements	33,028,756	4,391,596	594,587	28,042,573
Lot H Parking Structure	24,371,895	24,198,519	0	173,376
Paving Replacement-All Walks/Driveways	1,110,695	753,303	0	357,392
Pedestrian Walks at MB Blvd. & Lot E	7,898	7,898	0	0
Security Video	2,007,831	1,114,906	40,058	852,867
Voice / Data / Signal Site Duct Bank	<u>117,130</u>	<u>117,130</u>	<u>0</u>	<u>0</u>
<b>Total Campus Site Improvements: Accessibility, Safety / Security</b>	<b><u>\$64,910,391</u></b>	<b><u>\$33,260,640</u></b>	<b><u>\$639,214</u></b>	<b><u>\$31,010,537</u></b>
<b><u>Energy Efficiency Improvements</u></b>				
Energy Efficiency Improvements Phase 2	\$2,700,980	\$2,700,980	\$0	\$0
<b>Total Energy Efficiency Improvements</b>	<b><u>\$2,700,980</u></b>	<b><u>\$2,700,980</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b><u>Health and Safety Improvements</u></b>				
Administration	\$112,738	\$112,738	\$0	\$0
Art & Behavioral Sciences	369,585	369,585	0	0
Infrastructure Phase 1-3	41,599,478	41,600,377	0	-899
Auxiliary Warehouse	1,301	1,301	0	0
Communications	219,262	219,262	0	0
Construction Technology	16,466	16,466	0	0
Domestic Water System	1,610,208	110,208	0	1,500,000
Facilities and Receiving	215,159	215,159	0	0
Fire Alarm	277,817	277,817	0	0
Firelines	119,905	119,905	0	0
Hazardous Materials Abatement	176,465	175,573	0	892
Restroom Access Compliance	2,200,000	1,988,212	1,813	209,975
Library	452,759	452,759	0	0
Marsee Auditorium	460,474	460,474	0	0
Industry & Technology Building	38,309,701	34,639,057	3,260,283	410,362
Music	240,600	240,600	0	0
Natural Gas System	13,852	13,852	0	0
North Gymnasium	262,214	262,214	0	0
Physical Education and Men's Shower	78,178	78,178	0	0
Planetarium	12,815	12,815	0	0
Pool and Health Center	502,185	502,185	0	0
Primary Electrical Distribution System	5,061,211	5,061,211	0	0
Reimbursements	1,414,353	1,414,353	0	0
Security Systems	30,245	30,245	0	0
Sewer System	55,449	55,449	0	0
Social Sciences	4,584,449	4,564,450	0	19,999

<b>CATEGORY</b>	<b>CURRENT BUDGET</b>	<b>EXPENDED</b>	<b>COMMITTED</b>	<b>BALANCE</b>
Storm Drain System	30,644	30,644	0	0
Technical Arts	405,147	405,147	0	0
Shops	29,891,195	28,044,718	443,943	1,402,534
<b>Total Health and Safety Improvements</b>	<b><u>\$128,723,855</u></b>	<b><u>\$121,474,952</u></b>	<b><u>\$3,706,039</u></b>	<b><u>\$3,542,864</u></b>
<b><u>Information Technology and Equipment</u></b>				
Behavioral and Social Sciences	\$554,077	\$195,053	\$0	\$359,024
Business	643,650	489,657	0	153,993
Facilities Planning and Services	625,724	400,970	0	224,754
Fine Arts	1,032,522	959,764	0	72,758
Health Sciences and Athletics	865,707	772,110	0	93,597
Humanities	425,978	217,287	0	208,691
Industry and Technology	983,641	671,978	0	311,663
Information Technology	12,957,510	10,631,239	0	2,326,271
Learning Resources	3,045,057	515,255	0	2,529,802
Math	723,061	231,191	0	491,870
Natural Sciences	1,863,431	727,042	0	1,136,389
Nursing	252,651	116,478	0	136,173
Student and Community Advancement	560,796	260,216	0	300,580
Interfund Transfer	141,150	141,150	0	0
Campus Police	66,650	66,650	0	0
Purchasing	9,418	9,418	0	0
Phase II, III, IV Purchases	0	0	0	0
Installation Contingency	349	349	0	0
<b>Total I.T./Equipment</b>	<b><u>\$24,751,372</u></b>	<b><u>\$16,405,806</u></b>	<b><u>\$0</u></b>	<b><u>\$8,345,566</u></b>
<b><u>P.E. Facilities Improvements</u></b>				
Baseball Field	\$572	\$572	\$0	\$0
North Field	0	0	0	0
Sand Volleyball	0	0	0	0
Reserve for Contingencies	0	0	0	0
<b>Total Physical Education Facilities</b>	<b><u>\$572</u></b>	<b><u>\$572</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b>Unallocated Interest (as of 6/30/14)</b>	<b><u>\$1,481,240</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$1,481,240</u></b>
<b>TOTAL</b>	<b><u>\$428,988,940</u></b>	<b><u>\$313,927,413</u></b>	<b><u>\$33,816,095</u></b>	<b><u>\$81,245,433</u></b>

### 2012 Measure E Expenditures:

<b>CATEGORY</b>	<b>BUDGET</b>	<b>EXPENDED</b>	<b>COMMITTED</b>	<b>BALANCE</b>
<b><u>Additional Classrooms/Modernization</u></b>				
Gymnasium	\$34,979,151	\$0	\$0	\$34,979,151
Demo P.E./Mens Locker Room	1,360,210	0	0	1,360,210

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

**B. CONTRACT – KPFF CONSULTING ENGINEERS - TECHNICAL ARTS - LOT C PARKING - SHOPS DEMOLITION**

It is recommended the Board of Trustees approve entering into a contract with the above firm to provide consulting services associated with the Qualified Storm Water Pollution Prevention Plan (SWPPP) for the Technical Arts - Lot C Parking - Shops Demolition.

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

Date of Service: May 2015 – Project Completion.

Cost: Not to Exceed \$75,000

**C. CONTRACT – LEIGHTON CONSULTING, INC. – TECHNICAL ARTS – LOT C PARKING – SHOPS DEMOLITION**

It is recommended the Board of Trustees approve entering into a contract with the above firm to provide geotechnical testing & inspection services for the Technical Arts – Lot C Parking – Shops Demolition.

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

Date of Service: May 2015 – Project Completion

Cost: Not to exceed \$50,000. Reimbursable costs included.

**D. CONTRACT – SANDY PRINGLE ASSOCIATES, INSPECTION CONSULTANTS, INC. – LOT E & F PARKING STRUCTURE UPGRADE PROJECT**

It is recommended the Board of Trustees approve entering into a contract with SPAIC to provide a Division of State Architects (DSA) certified inspector for the Shops Building Replacement Project.

The inspection firm was selected based upon previous experience, staff qualifications, responses to questions and the proposed fee structure.

Date of Service: May 2015 – Project Completion

Cost: Not to Exceed \$300,000

**E. CONTRACT – TWINING CONSULTING – PARKING STRUCTURE F & E UPGRADE PROJECT**

It is recommended the Board of Trustees approve entering into a contract with the above firm to provide specialty testing and inspection for Parking Structure F & E Upgrade Project.

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

**Dates of Service:** May 2015 – Project Completion

**Cost:** Not to exceed \$230,000

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

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

1. Additional floor prep for static dissipative tile. Unforeseen condition.	\$ 2,000
2. In conflict with hardscape. Omit two 36” box trees at the west plaza. Unforeseen condition.	-1,000
3. Credit for size adjustment of three-way mirror in Fashion. District request.	-138
4. Wall mount projection screens due to overhead congestion. Unforeseen condition.	2,641
5. Demolish existing concrete fire water valve box at west plaza. Unforeseen condition.	3,288
6. Re-route existing storm drain line around new trash enclosure. Unforeseen condition.	1,238
7. Replace pendant fixture in conflict with casework with recessed fixture in room 108. Architecture & Engineering requirement.	546
8. Change from wall to ceiling mounted occupancy sensor in room 6. Architecture & Engineering requirement.	834
9. Install solid surface panels behind wall mounted shampoo sink and end of adjacent cabinet in room 149. Architecture & Engineering requirement.	1,445

10. Rework roof membrane for installation of temp elevator hoist beams and existing beams for new beams at elevators 1, 2, 3. Unforeseen condition.	27,105
11. Provide 75° safety closure panels at setbacks & recesses in elevator shafts 2 & 3. State elevator inspection request.	9,200
12. Modify existing steel beam at top of shaft 3 impacting elevator operating clearance. Unforeseen condition.	2,440
13. Remove and infill above ceiling access panel in elevator shaft 2 per elevator inspector. Unforeseen condition.	2,012
14. Rework elevator 3 guiderails at roof level shaft framing & modify three machine beams, provide additional support at machine beams in elevator 1 & 2, adjust & repair fire rated wall enclosure. Unforeseen condition.	37,440
15. Notch C-channels at west side & add shear plates on north side of elevator 1. Reinforce C-channel at north side of elevator 2. Unforeseen condition.	4,328
16. Repair/patch existing holes and gaps in elevator 2 & 3 machine room floor. Add 5/8" plywood subfloor to elevators 1 & 3 to accommodate flooring. Unforeseen condition.	899
17. Notch beams at elevator 3. Unforeseen condition.	783
18. Provide sill/closure angles at floor slab on level 1, 2 & roof for elevator 3. Unforeseen condition.	8,283
19. Provide new wide flange beam strong back on roof level to allow existing concrete roof girder to be saw cut to provide clearance for elevator machine 2. Unforeseen condition.	41,399
20. Modify the support beam thru-bolt projections & fireproofing depth inside of elevator 3 hoistway. Unforeseen condition.	3,385
21. Locate alternate point of connection and reroute north west sanitary sewer line. Unforeseen condition.	3,331

22. Change corridor suspended ceiling system to Armstrong Single Span to accommodate severe Mechanical, Electrical, Power congestion in corridors. Replace type “C” light fixtures with type “E.” Architecture & Engineering requirement.	42,832
23. Provide flush floor outlets in lieu of guardrail mount to eliminate installation conflicts. Unforeseen condition.	2,333
24. Provide 120V power to three sliding entry door assemblies on the first floor. Architecture & Engineering requirement.	5,398
25. Provide shunt trip main breaker at Data Center and re-feed the room lighting from emergency panel and provide 120V power from Power Distribution Unit to eight-in-row cooling units. Changes to Emergency Panel Main Switch. Architecture & Engineering requirement.	3,722
26. Reroute added circuit for machinery through the Electrical Power Outlet safety system in classroom 207. Architecture & Engineering requirement.	623
27. Final over excavation, utility location, survey and backfill work for Architectural Supplemental Instruction number 19. Unforeseen condition.	59,351
28. Furnish and install Geofabric under all site flatwork to minimize impact of expansive soil in lieu of over excavation. Architectural & Engineering requirement.	11,000
29. Remove existing storm drain catch basin at northwest plaza in conflict with new hardscape and replace with new trench drain. Unforeseen condition.	6,351
30. Reroute new 6” fire line to avoid unforeseen subsurface conditions and locate new point of connection. Unforeseen condition.	6,851
31. Locate alternate point of connection for new sewer line and reroute piping. Unforeseen condition.	15,683

32. Point of connection to existing sanitary sewer line at the northeast plaza proved unusable. Locate and reroute piping to new point of connection. Unforeseen condition.	16,000
33. Remove existing abandoned electrical vault impacting installation of new hardscape. Unforeseen condition.	<u>1,002</u>
Total Change Order Amount	<u>\$322,605.00</u>
Original Contract Amount	\$25,427,000
Prior Changes	901,703
This Change Order Amount	<u>322,605</u>
New Contract Amount	<u>\$26,651,308</u>

**G. CHANGE ORDER – SINANIAN DEVELOPMENT, INC. – ATHLETIC EDUCATION & FITNESS COMPLEX – STADIUM PHASE II PROJECT**

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

1. Contractor to provide labor, material, and equipment to reroute the underground hydronics on east side by Central Plant. Owner request.	\$62,877
2. Contractor to provide labor, material, and equipment to install two additional expansion loops. Pipe manufacturer requirement.	33,672
3. Contractor to provide labor, material, and equipment to haul away extra spoils associated with hydronics installation. Architecture & Engineering requirement.	23,429
4. Contractor to provide labor, material, and equipment to install geo-grid fabric at fire road east of Central Plant. Architecture & Engineering requirement.	<u>4,349</u>
Total Change Order Amount	<u>\$125,327</u>
Original Contract Amount	\$32,880,000
Prior Changes	636,224
This Change Order Amount	<u>125,327</u>
New Contract Amount	<u>\$33,641,551</u>



## H. BID REJECTION 2014-5

It is recommended the Board of Trustees reject all Bid Proposals submitted for Parking Structure Upgrade Lot “F” and “E” (Bid #2014-5) pursuant to Public Contract Code §20651(b).

Authority of the District’s Board of Trustees to award public works contracts or to reject all bid proposals for public works projects is established in Public Contract Code §20651(b):

“The governing board shall let any contract for a public project, as defined in subdivision (c) of Section 22002, involving an expenditure of fifteen thousand dollars (\$15,000) or more to the lowest responsible bidder who shall give security as the board requires, or else reject all bids”.

Section 20651(b) confers unfettered discretion to the Board of Trustees to reject all Bid Proposals for a public works project. Exercise of the right to reject all Bid Proposals under Section 20651 does not require articulation of reasons for rejecting all Bid Proposals. Action of the Board of Trustees to reject all Bid Proposals for the Project in the consent agenda portion of the Board of Trustees meeting is appropriate in light of the authority conferred under Section 20651 and the broad discretion afforded the Board of Trustees thereunder.

## I. 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.

<b>PO #</b>	<b>VENDOR NAME</b>	<b>SITE NAME</b>	<b>DESCRIPTION</b>	<b>COST</b>
P802038	Waxie Sanitary Supply	Shops Building	Non-Instructional Supply	\$19,498.43
P802092	Waxie Sanitary Supply	Industry & Technology	Group II Equipment	\$6,104.00
P802537	Public Agency Law	Math Business Allied Health	Legal	\$517,222.24
P802558	Concord Document	Math Business Allied Health	Legal	\$241.82
P802559	Public Agency Law	Math Business Allied Health	Legal	\$239.80
P802659	Climatec	Shops Building	Buildings	\$2,661.17
P802699	Legalink	Math Business Allied Health	Legal	\$1,852.73
P802700	American Arbitration	Math Business Allied Health	Legal	\$2,300.00
P802849	Action Wholesale	Industry & Technology	Construction Material	\$1,227.06
P802906	DGS	Student Services	Architecture & Engineering	\$199,031.00
B802525	Legalink	Math Business Allied Health	Legal	\$21,967.87
B810747	IDS Group	Master Planning	Architecture & Engineering	\$198,400.00
B810806	HMC	Master Planning	Architecture & Engineering	\$10,000.00
B810828	Legalink	Math Business Allied Health	Legal	\$2,000.00
				<b><u>\$982,746.12</u></b>

---

---

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

---

---

**Page No.**

- A. Employment and Personnel Changes.....HR 2
- B. Temporary Non-Classified Service Employees .....HR 13
- C. Declaration of Indefinite Salaries For Retroactive Pay.....HR 15

## **A. EMPLOYMENT AND PERSONNEL CHANGES**

It is recommended that the Board ratify/approve the employment and personnel changes for academic, classified, special services professionals and temporary classified service employees as shown in items 1- 40 and 1- 12

### **Academic Personnel:**

1. Retirement – Alice Grigsby, Director, Learning Resources, effective July 30, 2015, first day of retirement August 1, 2015, and that a plaque be prepared and presented to her in recognition of her years of services to the District since 1984.
2. Retirement – Robert Horvath, full-time instructor of Mathematics, Mathematical Sciences Division, effective May 15, 2015, first day of retirement May 16, 2015, and that a plaque be prepared and presented to him in recognition of his years of services to the District since 1969.
3. Retirement – Hiram Hironaka, full-time instructor of Technology, Industry and Technology Division, effective May 15, 2015, first day of retirement May 16, 2015, and that a plaque be prepared and presented to him in recognition of his years of services to the District since 1983.
4. Employment – Amy Grant, Interim Dean, Natural Sciences Division, Range 16, Step 1, Administrator Salary Schedule, effective June 1, 2015 through December 31, 2015.
5. Employment – Kathryn Holmes, Interim Director, Special Resource Center, Health Sciences & Athletics Division, Range 13, Step 1, Administrator Salary Schedule, effective April 6, 2015 through August 14, 2015 or until position filled.
6. Special Assignment – Bonnilee Kaufman, part-time instructor of Disability Specialist, Special Resource Center/Health Sciences and Athletics, to perform learning disability assessments for students with disabilities, to be paid \$46.95 an hour, not to exceed 25 hours or \$1,174, effective April 4, 2015 through June 30, 2015, in accordance with Article 10, section 9(m).
7. Special Assignment – Bonnilee Kaufman, part-time instructor of Disability Specialist, Special Resource Center/Health Sciences and Athletics, to perform learning disability assessments for students with disabilities, to be paid \$46.95 an hour, not to exceed 50 hours or \$2,325, effective July 1, 2015 through June 30, 2016, in accordance with Article 10, section 9(m).

8. Special Assignment – Julia Land, full-time instructor of Disability Specialist, Special Resource Center/Health Sciences and Athletics, to provide services and accommodations to students with disabilities, to be paid \$46.95 an hour, not to exceed 50 hours or \$2,325, effective July 1, 2015 through June 30, 2016, in accordance with Article 10, section 9(m).
9. Special Assignment – William Hoanzl, full-time instructor of Learning Disability Specialist, Special Resource Center/Health Sciences and Athletics, to perform learning disability assessments for students with disabilities, to be paid \$46.95 an hour, not to exceed 50 hours or \$2,325, effective July 1, 2015 through June 30, 2016, in accordance with Article 10, section 9(m).
10. Special Assignment – Andrew Avillar, full-time instructor of Kinesiology, Health Sciences and Athletics Division, to oversee the Youth Football Camp Summer 2015 as the Program Director, to be paid \$25.00 an hour, not to exceed 24 hours or \$600, effective July 1 through July 30, 2015, in accordance with Article 10, section 14(c).
11. Special Assignment – Corey Stanbury, full-time instructor of Kinesiology, Health Sciences and Athletics Division, to oversee the Swim Lessons in Summer 2015 as the Program Director, to be paid \$25.00 an hour, not to exceed 135 hours or \$3,825, effective May 26, 2015 through July 30, 2015, in accordance with Article 10, section 14(c).
12. Special Assignment – Ana Milosevic, full-time instructor of Accounting, Business Division, to provide support to business faculty in Student Learning Outcomes (SLOs), to be paid \$46.95 an hour, not to exceed 40 hours or \$1,878, effective January 21, 2015 through May 15, 2015, in accordance with Article 10, section 14(a).
13. Special Assignment – Mickey Harrison, part-time instructor of English, Humanities Division, to facilitate the Graduation Initiative (Title V) Learning Teams for Humanities in the Spring 2015, to be paid \$62.61 an hour, not to exceed 17 hours or \$1,065, effective April 21, 2015 through May 30, 2015, in accordance with Article 10, section 9(m).
14. Special Assignment – Michelle Funderburk, part-time instructor of Dance, Fine Arts Division, to participate as a Resident Artist Spring 2015, to be paid \$62.61 an hour, not to exceed 8 hours or \$500, effective April 18, 2015, in accordance with Article 10, section 9(m).
15. Special Assignment – Hiroshi Hamanishi, part-time instructor of Dance, Fine Arts Division, to participate as a Resident Artist Spring 2015, to be paid \$62.61 an

hour, not to exceed 8 hours or \$500, effective April 18, 2015, in accordance with Article 10, section 9(m).

16. Special Assignment – Francesca Bishop, full-time instructor of Speech Communication, Fine Arts Division, to participate as a Resident Artist Spring 2015, to be paid \$62.61 an hour, not to exceed 8 hours or \$500, effective April 30, 2015, in accordance with Article 10, section 14(a).
17. Special Assignment – Polli Chambers-Salazar, full-time instructor of Music, Fine Arts Division, to participate as a Resident Artist Spring 2015, to be paid \$62.61 an hour, not to exceed 8 hours or \$500, effective April 25, 2015, in accordance with Article 10, section 14(a).
18. Special Assignment – Diana Crossman, full-time instructor of Speech Communication, Fine Arts Division, to participate as a Resident Artist Spring 2015, to be paid \$62.61 an hour, not to exceed 8 hours or \$500, effective April 30, 2015, in accordance with Article 10, section 14(a).
19. Special Assignment – Elizabeth Hall, part-time instructor of Art, Fine Arts Division, to participate as a Resident Artist Spring 2015, to be paid \$62.61 an hour, not to exceed 3 hours or \$200, effective February 3, 2015, in accordance with Article 10, section 9(m).
20. Special Assignment – Teresa Palos, full-time instructor of Biology, Natural Sciences Division, as a MSMC – ECC STEM Grant Activity Coordinator will be in charge of grant activities and responsibilities, to be paid \$62.61 an hour, not to exceed 100 hours or \$6,261, effective May 15, 2015 through August 19, 2015, in accordance with Article 10, section 14(a).
21. Special Assignment – Julienne Gard, full-time instructor of Geography, Natural Sciences Division, as a MSMC – ECC STEM Grant Activity Coordinator for workshops will provide assistance for the 2015 Summer professional development workshops for STEM fields, to be paid \$62.61 an hour, not to exceed 60 hours or \$3,757, effective May 15, 2015 through August 19, 2015, in accordance with Article 10, section 14(a).
22. Special Assignment – Sara DiFiori, full-time instructor of Geology, Natural Sciences Division, as a MSMC – ECC STEM Grant Project Developer to carry out professional development workshops for faculty and preparation of activity reports, to be paid \$62.61 an hour, not to exceed 150 hours or \$9,392, effective May 15, 2015 through August 19, 2015, in accordance with Article 10, section 14(a).

23. Special Assignment – Soshanna Potter, full-time instructor of Chemistry, Natural Sciences Division, as a MSMC – ECC STEM Grant Project Developer to develop and carry out “Chem 4 Boot Camp” for Chemistry 4 Fall 2015 class students, to be paid \$62.61 an hour, not to exceed 100 hours or \$6,261, effective May 15, 2015 through August 19, 2015, in accordance with Article 10, section 14(a).
24. Special Assignment – Theresa Yeomans, part-time instructor of Nursing, Nursing/Health Sciences and Athletics, to participate in hospital orientation and training, to be paid \$62.61 an hour, not to exceed 24 hours or \$1,503, effective January 2 through January 31, 2015, in accordance with Article 10, Section 9(m).
25. Special Assignment – Shiny Johnson, full-time instructor of Nursing, Nursing/Health Sciences and Athletics, to participate in hospital orientation and training, to be paid \$62.61 an hour, not to exceed 24 hours or \$1,503, effective January 2 through January 31, 2015, in accordance with Article 10, Section 14(a).
26. Special Assignment – Mark Lipe, full-time instructor of Physical Education, Health Sciences & Athletics, to conduct summer-work on curriculum matters – SLO, to be paid \$46.95 an hour, not to exceed 20 hours or \$939, effective May 18, 2015 through June 30, 2015, in accordance with Article 10, Section 14(a).
27. Special Assignment – Mark Lipe, full-time instructor of Physical Education, Health Sciences & Athletics, to conduct summer-work on curriculum matters – SLO, to be paid \$46.95 an hour, not to exceed 20 hours or \$939, effective July 1, 2015 through August 1, 2015, in accordance with Article 10, Section 14(a).
28. Special Assignment – Daissa Lee, part-time counselor, Counseling and Student Success, to present interactive workshops to high school students, to be paid \$62.61 an hour, not to exceed 5 hours or \$314, effective July 1 through July 31, 2015, in accordance with Article 10, Section 9(m).
29. Special Assignment – Steve Cocca, full-time instructor of technology, Industry & Technology, to present interactive workshop to high school Science Technology Engineering Mathematics (STEM) program students, to be paid \$62.61 an hour, not to exceed 10 hours or \$627, effective July 1 through July 31, 2015, in accordance with Article 10, Section 14(a).
30. Special Assignment – Arturo Martinez, full-time instructor of Mathematics, Mathematical Science Division, to work on Science Technology Engineering Mathematics (STEM) program activities when classes are not in session, to be paid \$62.61 an hour, not to exceed 50 hours or \$3,131, effective May 18, 2015 through August 21, 2015, in accordance with Article 10, Section 14(a).

31. Special Assignment – Teresa Palos, full-time instructor of Biology, Natural Science Division, to work on Science Technology Engineering Mathematics (STEM) program activities when classes are not in session, to be paid \$62.61 an hour, not to exceed 50 hours or \$3,131, effective May 18, 2015 through August 21, 2015, in accordance with Article 10, Section 14(a).
32. Special Assignment – Susan Stolovy, full-time instructor of Physics, Natural Science Division, to develop and present planetarium shows for Science Technology Engineering Mathematics (STEM) curriculum activities when classes are not in sessions, to be paid \$62.61 an hour, not to exceed 50 hours or \$3,131, effective May 18, 2015 through August 21, 2015, in accordance with Article 10, Section 14(a).
33. Special Assignment – Shimonee Kadakia, part-time instructor of Astronomy, Natural Science Division, to develop and present planetarium shows for Science Technology Engineering Mathematics (STEM) curriculum activities when classes are not in sessions, to be paid \$62.61 an hour, not to exceed 50 hours or \$3,131, effective May 18, 2015 through August 21, 2015, in accordance with Article 10, Section 9(m).
34. Special Assignment – Janet Schaeffer, full-time Clinical Psychologist, Health Sciences & Athletics, to conduct learning disability assessment for students with disabilities, to be paid \$46.95 an hour, not to exceed 20 hours or \$939, effective May 19, 2015 through June 30, 2015, in accordance with Article 10, Section 14(a).
35. Special Assignment – Janet Schaeffer, full-time Clinical Psychologist, Health Sciences & Athletics, to conduct learning disability assessment for students with disabilities, to be paid \$46.95 an hour, not to exceed 50 hours or \$2,348, effective July 1, 2015 through June 30, 2016, in accordance with Article 10, Section 14(a).
36. Special Assignment – Renee Newell, full-time instructor of Welding, Industry & Technology Division, to plan contextualized lessons with other CAA instructors and track academic progress of past and present CAA students, to be paid \$62.61 an hour, not to exceed 20 hours or \$1,253, effective May 1, 2015 through June 30, 2015, in accordance with Article 10, Section 14(a).
37. Special Assignment – The following part-time faculty to facilitate the Graduation Initiative’s Summer Math Academy 2015, to each be paid \$62.61 an hour, not to exceed 61 hours each or \$3,819, effective May 1, 2015 through July 31, 2015, in accordance with Article 10, Section 9(m).

Miguel Ornelas

Jose Villalobos

38. Special Assignment – The following part-time faculty to participate in the Humanities English A College Consistency Project, professional development training workshops for Spring 2015, to be paid \$46.49 each an hour, not to exceed 4 hours or \$1,674 each, effective April 1 through June 30, 2015, in accordance with Article 10, Section 9(m).

Lisa Gaydosh  
Christopher Glover  
Kathryn Hall  
Mickey Harrison  
Katrina Jalloh

Kathleen Motoike  
Danielle Panto  
Jelena Savina  
Leslie Tejada

39. Employment – The following on-call, part-time/temporary counselors to be hired as needed, not to exceed 67% and/or not to exceed 25 hours per week cumulative employment at ECC, effective January 2 through June 30, 2015, in accordance with the Agreement, Article 10, Section 9(e), to be paid through District, EOP&S or grant funds.

Jamila Guerrero-Cantor

40. Employment – The following part-time temporary instructs to be hires as needed for the 2015 summer semester, not to exceed 67% FTE and/or 25 hours per week cumulative employment at ECC.

Behavioral & Social Science

Mohammed Abdelhamid – Class IV, Step 12

Peter Aguilera – Class II, Step 12

Jose Arrieta – Class II, Step 7

Dustin Black – Class II, Step 7

Levenae Buggs – Class III, Step 5

Van Chaney – Class III, Step 6

Ismael De La O – Class II, Step 4

Darla Fjeld – Class V, Step 6

Eddie Galvan – Class II, Step 6

Roberto Garcia – Class II, Step 4

Shireetha Gethers – Class II, Step 4

Shahrokh Haghighi – Class V, Step 20

Paul Harley – Class II, Step 12

Katie Heaton – Class II, Step 5

Hong Herrera-Thomas – Class IV, Step 4

Scott Hoaby – Class V, Step 4

Lorrie Kato – Class V, Step 6

Meric Keskinel – Class V, Step 8



Thomas Keville – Class II, Step 16  
Christopher Lee – Class V, Step 4  
Marco Llaguno – Class II, Step 4  
Roberto Montes – Class II, Step 5  
Farshid Moshrefi – Class V, Step 4  
Kim-Lien Nguyen – Class II, Step 5  
Worku Nida – Class V, Step 4  
Robert Osterman – Class II, Step 4  
Edgar Pacas – Class II, Step 7  
Saul Panski – Class III, Step 9  
Jalpa Parikh – Class IV, Step 14  
Kirsten Resnick – Class III, Step 8  
Lance Robert – Class II, Step 4  
Sergio Soto – Class II, Step 9  
Karl Striepe – Class II, Step 4  
Kell Stone – Class II, Step 9  
Paul Swendson – Class II, Step 16  
Farshid Tahemia – Class IV, Step 6  
Jocelyn Tucker – Class II, Step 4  
Alberto Vigil – Class II, Step 9  
Kofi Yankey – Class II, Step 16

#### Business

Lovell Alford – Class II, Step 4  
Lena Baltakian – Class II, Step 4  
Paulette Baugardner – Class II, Step 5  
Arnold Blanshard – Class II, Step 5  
Pebble Carballo – Class II, Step 9  
Loretta Daniels – Class I, Step 4  
Edwin Dimaculangan – Class II, Step 6  
Karen Green – Class II, Step 4  
Xavier Miranda – Class II, Step 4  
Jerry Muraoka – Class V, Step 14  
Richard Perkins – Class II, Step 4  
John Slawson – Class V, Step 10

#### Fine Arts

Amy Allen – Class II, Step 5  
Walter Cox – Class III, Step 9  
Anthony Cuomo – Class II, Step 4  
Joy Curtis-Urlik – Class II, Step 5  
Jackie Freedman – Class II, Step 24

Michelle Funderburk – Class IV, Step 13  
Glorianne Harris – Class III, Step 9  
Kelly Janke – Class II, Step 7  
Emma Kheradyar – Class III, Step 6  
Jennifer La Curan – Class II, Step 6  
Margot Martin – Class V, Step 13  
Julia Matthews – Class V, Step 5  
Minodora Moldoveanu – Class II, Step 4  
Gretchen Potts – Class II, Step 8  
Michael Quinn – Class II, Step 12  
Gary Robertson – Class II, Step 20  
Fariba Sadeghi-Tabrizi – Class II, Step 4  
Katherine Sheehan – Class II, Step 8  
Erin Wood – Class IV, Step 4  
Lucretia Wright – Class II, Step 11  
Deborah Zipnick – Class V, Step 4

#### Health Sciences & Athletics

Raymund Adoc – Class I, Step 4  
Brandon Alcocer – Class II, Step 7  
Richard Blount – Class II, Step 9  
Kathryn Cass – Class II, Step 4  
Juan Diaz – Class II, Step 4  
Heather Dohy – Class II, Step 4  
Diana Galias – Class I, Step 7  
Elizabeth Hazell – Class II, Step 5  
William Hood – Class II, Step 8  
Nicholas Jones – Class II, Step 4  
Douglas Mizukami – Class I, Step 5  
Kurt Peters – Class II, Step 4  
Danielle Roman – Class III, Step 12  
Krysti Rosario – Class II, Step 8  
Jennifer Sears – Class II, Step 4  
Stephen Shaw – Class II, Step 7  
Sean Sheil – Class II, Step 12  
Daniel Speltz – Class II, Step 4  
Steven Van Kanegan – Class II, Step 12  
Joel Weiss – Class III, Step 6

#### Humanities

Arnold Adler – Class II, Step 9  
Geoffrey Aguirre – Class V, Step 4  
Allison DeVaney – Class II, Step 12

Christopher Glover – Class II, Step 4  
Kendra Hatchett – Class II, Step 4  
Yvette Hawley – Class II, Step 6  
Jeremy Hector – Class III, Step 8  
Elizabeth Hindman – Class II, Step 10  
Jennifer Holt-Molina – Class II, Step 8  
Patricia Hoovler – Class III, Step 28  
Tiffany Huynh – Class II, Step 4  
Kim Krizan – Class III, Step 9  
Susan Magabo – Class II, Step 10  
Clinton Margrave – Class III, Step 12  
Mora Mattern – Class III, Step 4  
Anna Mavromati – Class II, Step 4  
Francisca Mejia – Class II, Step 7  
Kathleen Motoike – Class II, Step 4  
Rossella Pescatori – Class V, Step 10  
Cynthia Quintero – Class V, Step 13  
Elayne Rodriguez-Haven – Class II, Step 4  
Eric Takamine – Class II, Step 10  
Kanzo Takemori – Class III, Step 12  
Maragarita Talavera-Hoferer – Class III, Step 9  
Laura Warrell – Class II, Step 4

#### Industry & Technology

Phyllis Barthel – Class I, Step 4  
Kevin Coffelt – Class III, Step 11  
Timothy Dennis – Class II, Step 7  
Jill Gray – Class II, Step 4  
James Lemmon – Class II, Step 12  
John Louie – Class I, Step 9  
Mary Lyons – Class II, Step 5  
Sheila Murray – Class II, Step 4  
Priscilla Ratcliff – Class I, Step 4  
Bradley Sweatt – Class I, Step 8  
Sue Ellen Warren – Class II, Step 12  
William Warren – Class II, Step 8

#### Learning Center

Douglas Thompson – Class II, Step 6

#### Mathematics

Vage Avakyan – Class V, Step 28  
Diaa Eldanaf – Class II, Step 4

Jacob Epstein – Class II, Step 4  
Farrah Esmaeili – Class II, Step 5  
Henri Feiner – Class II, Step 28  
Manolita Formanes – Class II, Step 9  
Jack Gill – Class III, Step 20  
Marc Glucksman – Class V, Step 30  
Laura Hinckley – Class II, Step 6  
Carrie Huang – Class II, Step 4  
Juan Leon – Class IV, Step 4  
Terri Malouf – Class II, Step 4  
Perry McDonnell – Class III, Step 11  
Hang Nguyen – Class V, Step 13  
Ann Pham – Class II, Step 8  
Matthew Robertson – Class II, Step 24  
Tatiana Roque – Class II, Step 4  
Lemik Saakian – Class V, Step 28  
Azzam Shihabi – Class V, Step 12  
Jose Villalobos – Class II, Step 6  
Christina Watson – Class II, Step 4  
Christie Yang – Class III, Step 10

Natural Sciences

Permillia Arasasingham – Class IV, Step 9  
Andrey Balakin – Class V, Step 12  
Nicholas Bonness – Class V, Step 4  
Robin Bouse – Class V, Step 6  
Michael Brennan – Class III, Step 8  
Rebecca Donegan – Class II, Step 6  
Shimonee Kadakia – Class II, Step 4  
Lida Latifzadeh – Class V, Step 9  
Octavian Le – Class V, Step 12  
Adam Murdock – Class V, Step 4  
Marie Nagaya – Class V, Step 4  
Sanda Oswald – Class II, Step 4  
Peter Reonisto – Class V, Step 4  
Razmic Shirvanian – Class II, Step 4  
Kyle Strohmaier – Class II, Step 5  
Rosmery Tajiboy – Class I, Step 6

**Classified Personnel:**

1. Retirement – Murriel Franklin, Human Resources Technician II, Range 6, Step F, Human Resources Division, Human Resources Area, effective April 8, 2015.

2. Resignation – Jeanette Magee, Assistant Director EOPs/Calworks/CARE, Range 8, Step 6, Counseling and Student Services Division, Student and Community Advancement Area, effective March 13, 2015, plus accrued vacation.
3. Change of Assignment - Jill Dohy, from 58% to 100% Operations Officer Regional Interpreter Training Center (RITC), Range 39, Step E, Special Resources Center, Health Sciences & Athletics Division, Academic Affairs Area, effective March 1 through June 30, 2015.
4. Amend Employment - Maria Ruiz, Night Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective April 1, instead of March 17, 2015.
5. Employment – Angela Embry, Student Services Technician, Range 28, Step A, Admission and Records Division, Student and Community Advancement Area, effective April 1, 2015.
6. Employment – Darlene Esquivel, Night Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective April 1, 2015.
7. Employment – Mario Lopez Casas, HVAC Mechanic, Range 39, Step A, Facilities Planning and Services Division, Administrative Services Area, effective April 1, 2015.
8. Employment – Hoang-Linh Nguyen, Financial Aid Advisor, Range 35, Step A, Financial Aid/Enrollment Services Division, Student and Community Advancement Area, effective April 20, 2015.
9. Employment – Rosanna Merrill, Student Services Technician, Range 28, Step A, Admission and Records Division, Student and Community Advancement Area, effective April 1, 2015.

**Temporary Classified Services Employees** – not to exceed 170 days per year, 25 total work hours and/or the equivalent of 67% faculty load per week:

10. Maia Espinoza – Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective March 24, 2015.
11. Amanda Webb – Administrative Assistant II, Range 31, Step A, Industry and Technology Division, Academic Affairs Area, effective March 17, 2015.

12. Mark Walker – Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective March 24, 2015.

## **B. TEMPORARY NON-CLASSIFIED SERVICE EMPLOYEES**

It is recommended that the Board authorize employment of the following Temporary Non-Classified Service Employees, not to exceed 170 days per year, 25 total work hours and/or the equivalent of 67% faculty load per week, effective April 13, 2015, through June 30, 2015, unless otherwise stated, as shown in items 1- 10.

### **Instructional Aide Series**

1. Instructional Aide III  
The following individuals are to provide intermediate level tutoring, record maintenance, and other accommodations for students.

Mairin O’Connell, \$10.50 per hour (eff. 3/20/15 to 6/30/15)

Alyssa Cooper-Whitley, \$10.50 per hour (eff. 3/20/15 to 6/30/15)

2. Instructional Aide V  
The following individual is to provide high level tutoring, student assistance, classroom support services, and online support.

Teresa Tuegh, \$13.00 per hour

Georgios Parapouras, \$13.00 per hour

### **Office Aide Series**

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

Ebony Perry, \$11.00 per hour (eff. 3/17/15 to 6/30/15)

4. Office Aide IV  
The following individual is to perform routine and general clerical duties, support the front desk, process and prepare simple forms, copy and distribute bulletins, and create flyers.

Daniel Outlaw, \$12.00 per hour

## **Program Aide Series**

### 5. Program Aide VI

The following individual is to perform as a primary recruiter for the Career Pathways programs.

Jean Yoshii, \$15.00 per hour (eff. 4/1/15 to 6/30/15)

The following individual is responsible for organizing and managing the Academic Excellence Workshop for students who are participating in the MESA/STEM program.

Michael Arzate, \$19.00 per hour

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

Benjamin Ceja, \$18.00 per hour

## **Education Professional Series**

### 6. Education Professional I

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

Esther Lee, \$22.00 per hour

### 7. Education Professional III

The following individual is to instruct the STCW Tankerman Person in Charge class for the Workplace Learning Resource Center, covering procedures and guidelines for cargo/product transfer and discharge operations.

Antonio Amalfitano, \$50.00 per hour

### 8. Education Professional V

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

Lina Vidal, lump sum amount based on percentage of enrollment fees

## **Program Professional Series**

9. Program Professional I

The following individual is to assist in the planning, development, and coordination of projects for the STEM program including maintenance of records and outreach.

Jessica Asbell, \$22.00 per hour (eff. 3/20/15 to 6/30/15)

The following individual is responsible for coordination, supervision and maintenance of assigned Community Education projects and programs.

Jennylyn Adviento, \$22.00 per hour

## **Training Professional Series**

10. Training Professional IV

The following individual is to conduct workshops about obtaining Designated Subject and Single Subject credentials for students and community members.

Richard Nicholson, \$62.00 per hour

## **C. DECLARATION OF INDEFINITE SALARIES FOR RETROACTIVE PAY**

As a result of financial uncertainties, negotiations, legislation and other factors, the governing board hereby declares that all management, certificated, classified, confidential and other unrepresented employee salaries are declared indefinite for 2015-2016.



---

**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**

---

	<u><b>Page No.</b></u>
A. Order Biennial Governing Board Election .....	Page P/B 3-4
B. Contract for Executive Search Services.....	Page P/B 5
C. Superintendent/President Search Committee Representation and Composition .....	Page P/B 6-7
D. Citizens’ Bond Oversight Committee .....	Page P/B 8
E. Travel .....	Page P/B 8
F. Absence of Student Member.....	Page P/B 8
G. Board Policy 2105 (Election of Student Member) Second Reading and Adoption.....	Page P/B 8, 12
H. Administrative Procedure (Election of Student Member) Information Item .....	Page P/B 8, 13
I. Board Policy 2340 (Agendas) – Second Reading & Adoption .....	Page P/B 8, 14-15
J. Board Policy 2345 (Public Participation at Board Meetings) Second & Reading & Adoption .....	Page P/B 8, 16
K. Board Policy 2350 (Speakers) – Second Reading & Adoption .....	Page P/B 9, 17
L. Board Policy 2360 (Minutes) – Second Reading & Adoption .....	Page P/B 9, 18
M. Board Policy 2410 (Board Policy and Administrative Procedure) Second Reading & Adoption .....	Page P/B 9, 19
N. Administrative Procedure 2410 (Board Policies and Administrative Procedures) Information Item .....	Page P/B 9, 20

O. Board Policy 2431 (Superintendent/President Selection) Second Reading & Adoption .....	Page P/B 9, 21
P. Board Policy 2435 (Evaluation of Superintendent/President) Second Reading & Adoption .....	Page P/B 9, 22
Q. Board Policy 2716 (Political Activity – Board Members) First Reading .....	Page P/B 9, 23
R. Board Policy 2720 (Communications Among Board Members) First Reading .....	Page P/B 10, 24
S. Board Policy 2725 (Board Member Compensation) – First Reading....	Page P/B 10, 25
T. Board Policy 2730 (Health Benefits) – First Reading .....	Page P/B 10, 26
U. Board Policy 3101 (Administrative Organization) First Reading .....	Page P/B 10, 27-28
V. Board Policy 2735 (Board Member Travel) – Review Only.....	Page P/B 10, 29
W. Board Policy 3100 (Organizational Structure) – Review Only .....	Page P/B 10, 30
X. Board Policy 3102 (Administrative Authority) – Review Only .....	Page P/B 10, 31
Y. Board Policy 3260 (College Consultation) – Deletion .....	Page P/B 11, 32
Z. Board Policy 3850 (Purchase of Commencement Attire) – Deletion....	Page P/B 11, 33

## **A. ORDER BIENNIAL GOVERNING BOARD ELECTION**

It is recommended that the Board adopt the following resolution ordering the Biennial Governing Board Election.

### **RESOLUTION TO ORDER BIENNIAL GOVERNING BOARD ELECTION**

Order of Election for the El Camino Community College District of Los Angeles, County, California

### **RESOLUTION ORDERING GOVERNING BOARD MEMBER ELECTION**

RESOLVED that pursuant to Education Code (EC) Sections §§5000-5030, the Los Angeles County Superintendent of Schools (County Superintendent) is hereby ORDERED to call an election for the purpose, and in accordance with the designations contained in the following specifications of the Election Order made under the authority of EC Sections §5302, §5304, and §5322.

#### **SPECIFICATIONS OF THE ELECTION ORDER**

The election shall be held on Tuesday, November 3, 2015. The polling hours shall be from 7 a.m. to 8 p.m.

The purpose of the election is to submit to the voters of the District the question of whether three members shall be elected to the Governing Board of the El Camino Community College District.

The Los Angeles County Registrar-Recorder/County Clerk (Registrar-Recorder) will perform all the duties incident to the preparation for and holding of the above-mentioned election. The El Camino Community College District will pay the costs of the election. If any agency holds an election on November 3, 2015, the El Camino Community College District shall pay its pro rata share pertaining to the conduct of this election and shall be under the provisions of the appropriate sections of the Education and Election Codes.

IT IS FURTHER ORDERED that the Clerk of the District is hereby directed to furnish two copies of this order to the County Superintendent not less than 130 days prior to the date set for the election.

The foregoing Resolution and Order was adopted and affirmed by the Governing Board of the El Camino Community College District of Los Angeles County, being the Board authorized by law to make the designations contained therein, by formal votes as follows:

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Absent \_\_\_\_\_

\_\_\_\_\_  
Clerk of the Governing Board  
Thomas M. Fallo

\_\_\_\_\_  
I hereby certify that the foregoing is a full, true, and correct transcript of a resolution duly adopted by the Governing Board named therein at a duly constituted meeting of the said Governing Board, held on April 13, 2015, as it appears upon the minutes of the said meeting April 13, 2015.

\_\_\_\_\_  
Clerk of the Governing Board, Thomas M. Fallo

\_\_\_\_\_  
**REGISTRAR-RECORDER INFORMATION**

Public Notice Election Announcement

Listing of (2) local newspapers:   The Daily Breeze  
  Los Angeles Sentinel

## **B. CONTRACT FOR EXECUTIVE SEARCH SERVICES**

As a result of a request for qualification and subsequent interviews of qualified executive search firms, it is recommended that the Board approve the following contract for services:

<b>Contractor:</b>	Community College Search Services
<b>Services:</b>	Assist the Board of Trustees in the search for a new Superintendent/President for the El Camino College Community College District.
<b>Requesting Dept.:</b>	Human Resources
<b>Date(s):</b>	4/14/15 – 1/1/16
<b>Financial Terms:</b>	Costs not to exceed \$21,500

## **C. SUPERINTENDENT/PRESIDENT SEARCH COMMITTEE REPRESENTATION AND COMPOSITION**

At the Board of Trustees' meeting held on March 30, 2015, the presidential search committee composition was determined:

### **President's Search Committee Members:**

- 4 Faculty (2 for the Academic Senate and 2 for the Federation of Teachers)
- 4 Management/Supervisory Representatives
- 3 Associated Students Organization
- 3 Classified Employees (2 Classified Employees Union and 1 Police Officers Association)
- 1 Confidential Representative
- 1 Compton Educational Center Representative
- 3-5 Community members (as determined by the Board of Trustees)

Ex-officio committee member: Vice President of Human Resources

### **Selection of Committee Members:**

Each represented group will select its participants; the Superintendent/President will appoint the representatives from the Management, Supervisory, and Confidential groups. Compton CCD's Special Trustee will appoint the center's representative. *The committee members must be able to attend all the scheduled meetings (including potential daytime, evening, and weekend meetings) and be willing to commit a significant amount of time to this hiring process.* The committee will be best served by members who are flexible and willing to balance the interests of their constituent group with the best interest of the college as a whole.

### **Community Involvement in the Search Process:**

The community will be included in the process through membership on the committee and invitations to attend the open forums to meet the candidates. In addition the Board will consider the community interest in making its final hiring decision.

### **Consensus:**

The President's Search Committee will operate, as much as possible, on a consensus basis. The committee should actively seek and consider feedback from all members, recognizing that each member brings unique expertise to the committee.

**2015 President's Search Committee Members:**

**4 Faculty (2 for Academic Senate and 2 for Federation of Teachers)**

Kjeseth, Lars	Academic Senate
Wells, Chris	Academic Senate
Key, Ken	Federation of Teachers
Young, Janet	Federation of Teachers

**3 Classified Employees (2 Classified Employees Union and 1 Police Officers Association)**

Pelayo, Laurie	ECCE
Turano, Debbie	ECCE
Melvin, Stuart	POA

**1 Compton Educational Center Representative**

Flor, Paul

**3-5 Community members (as determined by the Board of Trustees)**

Cain, Kiwiana	Trustee Brown
Krank, Eugene	Trustee Vargas
Jones, Joan	Trustee Beverly
Reid, Dan	Trustee Combs
<u>Nakano, George</u>	Trustee Numark

**1 Confidential Representative**

Constantino, Cindy

**4 Management/Supervisory Representatives**

Curry, Keith  
Garten, Ann  
Lew, Tom  
Perez, Barbara

**3 Associated Students Organization**

Dalili, Eman  
Gupta, Vishu  
Pedrahita, Stephanie

**Ex-officio committee member:** Linda Beam, Vice President of Human Resources

\*Please note amendments in RED made during Board meeting.

#### **D. CITIZENS' BOND OVERSIGHT COMMITTEE**

It is recommended that the Board re-appoint the following individual to serve on the Citizen's Bond Oversight Committee: Senior Citizen Organization Representative – Gloria Dumais, 3-year term.

#### **E. TRAVEL**

It is recommended that the Board approve attendance of Trustee Brown for the Community College League of California Annual Trustee Conference, May 1-2, 2015 in Monterey, California, with transportation and necessary expenses paid.

#### **F. ABSENCE OF STUDENT MEMBER**

It is recommended that the Board excuse Student Member Garcia from the March 16, 2015 Board Meeting with no loss of salary due to her attendance at the National Student Advocacy Conference hosted by the American Student Association of Community Colleges (ASACC) on March 13-18, 2015 in Washington D.C.

#### **G. BOARD POLICY 2105 (ELECTION OF STUDENT MEMBER) – SECOND READING AND ADOPTION**

It is recommended that the Board receive for second reading & adoption, new Board Policy (Election of Student Member) as shown on Pages P/B 12.

#### **H. ADMINISTRATIVE PROCEDURE 2105 (ELECTION OF STUDENT MEMBER) INFORMATION ITEM**

It is recommended that the Board receive for informational purposes, new Administrative Procedure 2105 (Election of Student Member) as shown on Page P/B 13.

#### **I. BOARD POLICY 2340 (Agendas) – SECOND READING & ADOPTION**

It is recommended that the Board receive for second reading & adoption, amended Board Policy 2340 (Agendas) as shown on Pages P/B 14-15.

#### **J. BOARD POLICY 2345 (PUBLIC PARTICIPATION AT BOARD MEETINGS) SECOND READING & ADOPTION**

It is recommended that the Board receive for second reading & adoption, amended Board Policy 2345 (Public Participation at Board Meetings) as shown on Page P/B 16.



**K. BOARD POLICY 2350 (SPEAKERS) – SECOND READING & ADOPTION**

It is recommended that the Board receive for second reading & adoption, amended Board Policy 2350 (Speakers) as show on Page P/B 17.

**L. BOARD POLICY 2360 (MINUTES) – SECOND READING & ADOPTION**

It is recommended that the Board receive for second reading & adoption, amended Board Policy 2360 (Minutes) as shown on Page P/B 18.

**M. BOARD POLICY 2410 (BOARD POLICY AND ADMINISTRATIVE PROCEDURE) – SECOND READING AND ADOPTION**

It is recommended that the Board receive for second reading & adoption, amended Board Policy 2410 (Board Policy and Administrative Procedure) as shown on Page P/B 19.

**N. ADMINISTRATIVE PROCEDURE 2410 (BOARD POLICIES AND ADMINISTRATIVE PROCEDURES) – INFORMATION ITEM**

It is recommended that the Board receive for informational purposes, new Administrative Procedure 2410 (Board Policies and Administrative Procedures) as shown on Page P/B 20.

**O. BOARD POLICY 2431 (SUPERINTENDENT/PRESIDENT SELECTION) SECOND READING & ADOPTION**

It is recommended that the Board receive for second reading & adoption, amended Board Policy 2431 (Superintendent/President Selection) as shown on Page P/B 21.

**P. BOARD POLICY 2435 (EVALUATION OF SUPERINTENDENT/PRESIDENT) – SECOND READING & ADOPTION**

It is recommended that the Board receive for second reading & adoption, amended Board Policy 2435 (Evaluation of Superintendent/President) as shown on Page P/B 22.

**Q. BOARD POLICY 2716 (POLITICAL ACTIVITY) – FIRST READING**

It is recommended that the Board receive for first reading, amended Board Policy 2716 (Political Activity) as show on Page P/B 23.

**R. BOARD POLICY 2720 (COMMUNICATION AMONG BOARD MEMBERS)  
FIRST READING**

It is recommended that the Board receive for first reading, amended Board Policy 2720 (Communication Among Board Members) as show on Page P/B 24.

**S. BOARD POLICY 2725 (BOARD MEMBER COMPENSATION) – FIRST READING**

It is recommended that the Board receive for first reading, amended Board Policy 2725 (Board Member Compensation) as shown on Page P/B 25.

**T. BOARD POLICY 2730 (HEALTH BENEFITS) – FIRST READING**

It is recommended that the Board receive for first reading, amended Board Policy 2730 (Health Benefits) as shown on Page P/B 26.

**U. BOARD POLICY 3101 (ADMINISTRATIVE ORGANIZATION) – FIRST READING**

It is recommended that the Board receive for first reading, amended Board Policy 3101 (Administrative Organization) as shown on Pages P/B 27-28.

Typo corrected on 5/26/15. Should be 3101 not 3100.

**V. BOARD POLICY 2735 (BOARD MEMBER TRAVEL) – REVIEW ONLY**

As part of the Board policy and procedure review process, it is recommended that the Board receive Board Policy 2735 (Board Member Travel), for review only with no recommended changes, as shown on Page P/B 29.

**W. BOARD POLICY 3100 (ORGANIZATIONAL STRUCTURE) – REVIEW ONLY**

As part of the Board policy and procedure review process, it is recommended that the Board receive Board Policy 3100 (Organizational Structure), for review only with no recommended changes, as shown on Page P/B 30.

**X. BOARD POLICY 3102 (ADMINISTRATIVE AUTHORITY) – REVIEW ONLY**

As part of the Board policy and procedure review process, it is recommended that the Board receive Board Policy 3102 (Administrative Authority), for review only with no recommended changes, as shown on Page P/B 31.

**Y. BOARD POLICY 3260 (COLLEGE CONSULTATION) – DELETION**

It is recommended that the Board receive for deletion, Board Policy 3260 (College Consultation) as shown on Page P/B 32.

**Z. BOARD POLICY 3850 (PURCHASE OF COMMENCEMENT ATTIRE)  
DELETION**

It is recommended that the Board receive for deletion, Board Policy 3850 (Purchase of Commencement Attire) as shown on Page P/B 33.

## **Board Policy 2105**

## **Election of Student Member**

The student member shall be chosen by the students enrolled in the District as follows: The student member shall be elected by all the students of the student body in a general election held for that purpose. Normally an election will be held in the spring semester so that the office is filled by June 1. The student member may be recalled by all the students of the student body in an election held for that purpose in accordance with administrative procedures established by the Superintendent/ President.

If the seat of a student member becomes vacant during his/her term, the governing board may authorize the officers of the Associated Students Organization, established pursuant to Education Code Section 76060, to appoint a student to serve the remainder of the term in accordance with procedures established by the governing board.

Candidates for the position may nominate themselves or be nominated by others by the filing of an application certifying that the candidate is eligible for service under the criteria set forth in California law and these policies. The election will be conducted in accordance with administrative procedures established by the Superintendent/President.

### References:

Education Code Section 72023.5 and 72103

El Camino College  
Adopted:

The student member shall be elected by a plurality vote of those voting in a regular election of the student body. All members of the student body may vote. Normally, the election will be conducted during the spring semester and will be completed in time for the student member to take office on June 1.

The Student Member may be recalled in an election conducted in the same manner as the election to office. An election will be called upon presentation to the Superintendent/ President of a petition signed by at least 20% of the students enrolled at the time of filing the petition. No recall election will be held if the petition is received within 30 days of a regularly scheduled election for student member.

The office shall become vacant if the student member becomes ineligible for the office, resigns, is recalled, or dies. If the seat of a student member becomes vacant during his/her term, the governing board may authorize the officers of the Associated Students Organization, established pursuant to Education Code Section 76060, to appoint a student to serve the remainder of the term.

Reference:

Education Code Section 72023.5

## **Board Policy 2340**

## **Agendas**

An agenda shall be posted adjacent to the place of meeting at least 72 hours prior to the meeting time for regular meetings. This agenda will also be posted to the El Camino College internal and external web sites. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

1. A majority decides there is an “emergency situation” as defined for emergency meetings;
2. Two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board subsequent to the agenda being posted;
3. An item appeared on the agenda of and was continued from a meeting held not more than five days earlier.

The order of business may be changed by consent of the Board.

The Superintendent/President shall establish administrative procedures that provide for public access to agenda information and may establish reasonable fees for duplication and mailing.

Members of the public may place matters directly related to the business of the District on an agenda for a board meeting by submitting a written summary of the item to the Superintendent/President. The written summary must be signed by the initiator. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

Agendas shall be developed by the Superintendent/President.

Agenda items submitted by members of the public must be received by the office of the Superintendent/President at least one week prior to the regularly scheduled board meeting.

Agenda items initiated by members of the public shall be placed on the Board's agenda following the items of business initiated by the Board and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 90-day period following the initial submission.

Reference:

Government Code Sections 54954, et seq., 6250 et seq.;  
Education Code Sections 72121, 72121.5

El Camino College  
Adopted: 4/16/01  
Amended:

## **Board Policy 2345**

## **Public Participation at Board Meetings**

The Board shall provide opportunities for members of the general public to participate in the business of the Board.

Members of the public may bring matters directly related to the business of the District to the attention of the Board in one of two ways:

1. There will be a time at each regularly scheduled board meeting for the general public to discuss items not on the agenda. No action may be taken on non-agenda issues until they appear on the agenda or are defined as an emergency.
2. Members of the public may place items on the prepared agenda in accordance with Board Policy 2340 (Agendas). A written summary of the item must be submitted to the Superintendent/President at least one week prior to the board meeting. The summary must be signed by the initiator and contain his or her residence or business address, and organizational affiliation, if any.

Members of the public also may submit written communications to the Board on items on the agenda and/or speak to agenda items at the board meeting. Written communication regarding items on the Board's agenda should reach the Office of the President not later than three (3) working days prior to the meeting at which the matter concerned is to be before the Board. All such written communications shall be dated and signed by the author, and shall contain the residence or business address of the author and the author's organizational affiliation, if any.

If requested, writings that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

Claims for damages are not considered communications to the Board under this rule, but shall be submitted to the District.

Reference:

Government Code Section 54954.3 and 54957.5;  
Education Code 72121.5

El Camino College  
Adopted: 4/16/01  
Amended:



## Board Policy 2350

## Speakers

Persons may speak to the Board either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board.

Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before a vote is called on the item.

Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comment on non-agenda items.

Those wishing to speak to the Board are subject to the following:

1. The President of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive.
2. Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.
3. No member of the public may speak without being recognized by the President of the Board.
4. Each speaker will be allowed a maximum of three minutes per topic. Thirty minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one board meeting. At the discretion of a majority of the Board, these time limits may be extended.
5. Each speaker coming before the Board is limited to one presentation on agenda items before the Board, and to one presentation per meeting on non-agenda matters.

Reference:

Government Code Sections 54950, *et seq.*;

Education Code Section 72121.5

El Camino College

Adopted: 6/11/01

Amended:

## **Board Policy 2360**

## **Minutes**

The Superintendent/President shall cause minutes to be taken of all meetings of the Board. The minutes shall record all actions taken by the Board. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

### Reference:

Education Code Section 72121(a)  
Government Code Section 54957.5

El Camino College  
Adopted: 1/16/01  
Amended:

## **Board Policy 2410**

## **Board Policy and Administrative Procedure**

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

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

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

Administrative procedures are to be issued by the Superintendent/President as statements of methods to be used in implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policy. Administrative procedures may be revised as deemed necessary by the Superintendent/President. Administrative procedures will be reviewed through the established collegial consultation process.

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

Copies of all policies and administrative procedures shall be readily available to District employees on the Board of Trustees' webpage.

See Administrative Procedure 2410.

### **References:**

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

El Camino College  
Adopted: 4/16/01  
Amended:

## **Administrative Procedure 2410 Board Policies and Administrative Procedures**

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

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

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

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

### References:

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

## **Board Policy 2431**

## **Superintendent/President Selection**

In the case of a Superintendent/President vacancy, the Board shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.

### References:

Title 5 Sections 53000 et seq.  
Accreditation Standards IV.B and IV.C.3

El Camino College  
Adopted: 12/17/12  
Amended:

## **Board Policy 2435**

## **Evaluation of Superintendent/President**

The Board shall conduct an evaluation of the Superintendent/President at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the Superintendent/President as well as this policy.

The Board shall evaluate the Superintendent/President using an evaluation process developed and jointly agreed to by the Board and the Superintendent/President.

The criteria for evaluation shall be based on Board policy, the Superintendent/President job description, and performance goals and objectives developed in accordance with Board Policy 2430, Delegation of Authority to Superintendent/President.

### **Reference:**

Accreditation Standard IV.C.3

El Camino College  
Adopted: 1/16/01  
Amended:

## Board Policy 2716

## Political Activity – Board Members

Members of the Board shall not use District funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Governing Board.

Initiative or referendum measures may be drafted on an area of legitimate interest to the District. The Board may by resolution express the Board's position on ballot measures. Public resources may be used only for informational efforts regarding the possible effects of District bond issues or other ballot measures.

### Reference:

Education Code Sections 7054, 7054.1, and 7056;  
Government Code Section 8314

El Camino College  
Adopted: 1/22/13

## **Board Policy 2720**

## **Communications among Board Members**

Members of the Board shall not communicate among themselves by the use of any form of communication (*e.g.*, personal intermediaries, e-mail, or other technological device) in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Board. In addition, no other person shall make serial communications to Board Members.

### Reference:

Government Code Section 54952.2

El Camino College  
Adopted: 1/16/01



## **Board Policy 2725**

## **Board Member Compensation**

Members of the Board who attend all Board meetings shall receive \$400 per month and the student member \$200 per month. A member of the Board who does not attend all meetings held by the Board in any month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.

A member of the Board may be paid for a meeting when absent if the Board, by resolution, finds that at the time of the meeting, the member is performing services outside the meeting for the community college district, is ill, on jury duty, or the absence is due to a hardship deemed acceptable by the Board.

### Reference:

Education Code Section ~~72425~~ 72024

El Camino College  
Adopted: 1/16/01

## **Board Policy 2730**

## **Health Benefits**

Members of the Board of Trustees shall be permitted to participate in the District's health benefit programs.

The District shall provide the same insurance program and premiums for elected or appointed members of the Board as the District provides to its management employees.

Premiums for the District medical insurance program shall be provided for members of the Board of Trustees who leave Board service after the age of fifty-five (55) years until the age of sixty-five (65) years who have served twelve years or more on this Board. The District shall also make available to such former trustees medical insurance for eligible dependents with the cost of such coverage to be at the expense of the former trustee, provided such option for dependent coverage is made when the former trustee is first eligible.

Members of the Board of Trustees who served for eight years or more on this Board and leave Board service after age fifty-five (55) years may, at their expense, continue until the age of sixty-five (65) their medical insurance for themselves and eligible dependents.

| Reference: Government Code Section 53201 and 53208.5

Replaces Board Policy 9610

El Camino College  
Adopted: 6/21/04

## **BOARD POLICY 3101**

## **Administrative Organization**

The administrative staff of the College is responsible for the management and daily operation of the College and implementation of policies of the Board of Trustees. The Board of Trustees recognizes that certain clearly defined positions must be assigned responsibility and be held accountable for programs, policies and actions within the scope of operational authority assigned to the position. This group of positions is designated as the administrative organization of the College.

### Composition of Administrative Organization

The following positions are designated as falling within the scope of this Policy:

Superintendent/President

Vice President

Dean

Associate Dean

Business Manager

Chief of Police

Director

Assistant Director

Grants Coordinator

Executive Director

### Job Description

Each management position will have a job description describing responsibility and authority for that position which will be periodically reviewed and approved by the Superintendent/President. The initial job description and any significant changes will be approved by the Board of Trustees. As a job changes, the incumbent will revise the description and recommend the changes to his or her supervisor.

### Principles of Operation

The following principles shall govern the administrative operation of the College:

1. The administration, with the advice of a committee and/or committees as appropriate, shall have specific responsibility for providing an educational program consistent with community needs.
2. Responsibility shall flow simply and clearly from classified employees and non-administrative certificated employees through the appropriate administrators and the Superintendent/President to the Board of Trustees.

3. Each employee shall know to whom he or she is responsible for what functions.
4. Whenever possible, each employee shall be responsible to only one immediate supervisor for any one function.
5. Each employee shall be told to whom he or she can appeal in case of disagreement with the person to whom he or she is responsible.

#### Line of Responsibility

1. Each employee shall refer matters requiring administrative action to the administrator immediately in charge of the area in which the problem arises.
2. Administrators shall refer such matters to the next higher authority when necessary, with a recommendation for action and within a reasonable period of time.
3. Employees who are members of a bargaining unit have a right of appeal through the grievance process described in, and for decisions covered by, the appropriate agreement. When a decision or an employee is not covered under an agreement, the employee will have the right to appeal an administrator's decision to the next higher authority and through appropriate successive steps to the Board of Trustees.
4. Each employee shall be responsible to the Board through the Superintendent/President.

#### Outside Consultants

Consultants (whether temporary, part-time, or full-time) shall exercise no administrative authority over the work of employees in the District, but shall act only as advisors in those fields in which they are qualified to offer expert assistance.

Previous Board Policy Number: 2320

El Camino College

Adopted: 8/31/59

Amended: 5/10/65, 1/12/76, 1/10/83, 6/13/83, 7/11/83, 8/13/84, 2/12/85, 3/25/85,  
4/28/86, 8/10/87, 4/11/88, 1/18/00

Renumbered: 5/16/05

**-REVIEW ONLY-**

**Board Policy 2735**

**Board Member Travel**

Members of the Board shall have travel expenses paid whenever they travel as representatives of and perform services directed by the Board.

Reference:

Education Code Section 72423

El Camino College  
Adopted: 1/16/01

**-REVIEW ONLY-**

**Board Policy 3100**

**Organizational Structure**

The Superintendent/President shall establish the general duties of employees within the District and shall establish organizational charts that delineate the lines of responsibility.

Reference:

Education Code 72400

El Camino College  
Adopted: 4/16/01

Replaces Board Policy # 2310

**-REVIEW ONLY-**

**BOARD POLICY 3102**

**Administrative Authority in the Absence of the  
Superintendent/President and Vice Presidents**

The Board of Trustees will, at its annual reorganization meeting, designate the order of supervision among the Assistant Superintendent/Vice Presidents in the absence of the Superintendent/President. In the unlikely event all four persons are absent, supervision will be assigned to an administrator from the pool of administrators recommended by the Assistant Superintendent/Vice Presidents.

The designated authority under this policy will serve as the Chief Executive Officer.

El Camino College  
Adopted: 9/12/94  
Renumbered: 5/16/05  
Previous Board Policy Number: 2330

**-DELETION-**

**~~BOARD POLICY 3260~~ ~~College Consultation~~**

~~The Board of Trustees charges the Superintendent/President to develop procedures for channeling information and recommendations on District issues through the College Council as a coordinating body.~~

~~Previous Board Policy Number: 3609~~

~~See Procedure 2510~~

~~El Camino College  
Adopted: 5/17/99  
Renumbered: 5/16/05~~



**-DELETION-**

**~~BOARD POLICY 3850 ——— Purchase of Commencement Cap, Gown and Hood  
For Board of Trustee Members and Managers~~**

Whereas the District has previously rented a cap, gown, and a hood for Board of Trustee members and managers participating in the annual commencement ceremony, and because the rental costs are an inefficient utilization of campus dollars, and in order to eventually reduce the annual cap, gown, and hood costs, the District proposes the following policy:

- ~~1. At the discretion of each elected Board of Trustee member (non student), the District shall either rent or purchase a standard cap, gown, and hood, for activities requiring the commencement regalia.~~
- ~~2. The District shall purchase for each non probationary manager (administrators and supervisors) participating in commencement ceremonies a standard cap, gown, and hood. The cap, gown, and hood becomes the sole property of the Board member or manager regardless of the length of tenure at El Camino College.~~
- ~~3. Board of Trustee members and managers shall have the right to accept the standard cap, gown and hood design, or choose to upgrade the selection. The Board member or manager shall pay the cost of the difference between the standard model and that of the upgraded model.~~
- ~~4. It is the responsibility of each manager to maintain care and storage for their cap, gown, and hood. Unless otherwise determined, the cap, gown, and hood for the Board members shall be maintained and stored in the Office of the Superintendent/President.~~
- ~~5. The purchase of the cap, gown, and hood is a one time expense of the District. The Board member or manager is responsible for the cost if it is necessary to replace the cap, gown, or hood.~~
- ~~6. The District shall continue to rent a cap, gown, and hood for non-elected, interim Board members and probationary managers.~~

~~El Camino College~~

~~Adopted: 3/20/95~~

~~Previous Board Policy Number: 4146 (Renumbered: 5/16/05)~~