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**El Camino Community College District
Board of Trustees
Agenda, Tuesday, September 8, 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 August 17, 2015,
Pages v - vii**
- III. Presentations**
 - A. Superintendent/President Search Update
 - B. Enrollment Management
- IV. Public Hearing and Adoption – 2015-2016 El Camino Community College
District Budget, Page viii**

Posted on web:
[http://www.elcamino.edu/administration/board/agendas/2015/2015-16 ECCD final budget.pdf](http://www.elcamino.edu/administration/board/agendas/2015/2015-16_ECCD_final_budget.pdf)

 - A. Public Comment
 - B. Adoption of 2015-2016 El Camino Community College District Budget
- 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 17*
 - B. Student and Community Advancement (SCA)
*See Student Services Agenda,
Pages SCA 1- SCA 32*
 - C. Administrative Services (AS)
*See Administrative Services Agenda,
Pages AS 1- AS 11*

- D. *See Measure “E” Bond Fund Agenda, (E)*
Pages E 1- E 4
- E. Human Resources (HR)
See Human Resources Agenda,
Pages HR 1- HR 28
- F. Compton Educational Center (CC)
See Compton Educational Center Agenda, Pages CC 1 – CC 3
- G. Superintendent/President (P/B)
See Superintendent/President Agenda,
Pages P/B 1 – P/B 3

VII. Public Comment on Non-Agenda Items

VIII. Oral Reports

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

<p>Board of Trustees Meeting Schedule for 2015 4:00 p.m. Board Room</p>

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 2015-2016

<i>Month</i>	<i>Presentation</i>	<i>Report</i>
July	Compton Center	FTES – Both Locations Outreach Plan
August	Annual Budget	Notice of Public Hearing Quarterly Fiscal Status
September	Enrollment Management	Accreditation Report
October	Student Equity Plan	Student Equity Plan
November	AB86 Adult Education	FTES – Both Locations Quarterly Fiscal Status
December	Foundation Annual Report	
January	Facilities Master Plan	Annual Financial Audit
February	Title IX	Sound Fiscal Management Accountability Reports Annual Factbook End of Year Activities
March	HSI STEM Grant	FTES (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	Tentative Budget	Tentative Budget

June 17, 2015

EL CAMINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING OF
Monday, August 17, 2015

The Board of Trustees of the El Camino Community College District met at 4:00 p.m. on Monday, August 17, 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 Eman Dalili.

Also present were: Dr. Thomas Fallo, Superintendent/President; Ms. Linda Beam, Vice President/Human Resources; Ms. Jo Ann Higdon, Vice President/Administrative Services; Dr. Jeanie Nishime, Vice President/Student and Community Advancement; Dr. Jean Shankweiler, Vice President/Academic Affairs; and Dr. Keith Curry, Provost-CEO/Compton Education Center.

Minutes of the Regular Board Meeting of July 20, 2015

It was moved by Trustee Combs, seconded by Trustee Brown, that the Minutes of the Regular Board meeting of July 20, 2015 be approved as presented.

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

Presentation

Superintendent/President Search Update

Ms. Linda Beam gave an update on the Superintendent/Search process.

El Camino Community College District Budget

Ms. Jo Ann Higdon gave a presentation on the El Camino Community College District Budget.

Consent Agenda

The Board agreed to revise Board Policy 2730 (Health Benefits) as follows:

- #1: “Members of the Board of Trustees, while in office, shall be permitted to participate in the District’s health benefits programs.”

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

Academic Affairs

Proposed Curriculum Changes Effective 2016-2017 Academic Year
Center for the Arts Presentation – 2015-2016 Season
Destruction of Records
FTES Report – Information Item

Student and Community Advancement

Community Education Classes – Fall 2015
International Travel
Grants

Administrative Services

Notice of Public Hearing 2015-16 Budget
Contracts Under \$86,000
Contracts Over \$86,000
Personal Services Agreements
Memorandum of Understanding (MOU)
Purchase Orders and Blanket Purchase Orders

Measure E 2002 & 2012 Bond Fund

Category Budgets and Balances
Contract – HMC Architects – Competition New Pool, Lockers & Classrooms Project
Contract – tBP Architecture – Administration Building Replacement Project
Contract – SPAIC – Technical Arts – Lot C Parking – Shops Demolition Project
Contract – Allana Buick & Bers – Athletic Education and Fitness Complex Stadium
Phase 2 Project
Bid Award 2014-9 – Parking Structure Lot F & E Project – AMG & Associates, Inc.
Contract Amendment – Berkeley Research Groups
Change Order – Sinianian Development, Inc. – Athletic Education & Fitness Complex
Stadium Phase II Project
Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes
Temporary Non-Classified Service Employees

Compton Educational Center

Compton Center Report

President and Board of Trustees

Board Policy 2730 (Health Benefits) – First Reading (with revision noted above)

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

Public Comment on Non-Agenda Items

Mr. Reginald Fagan spoke about water conservation, Horticulture Club, zero waste, and soil contamination.

Adjournment

Regular Meeting adjourned at 6:47 p.m.

John Vargas, Secretary of the Board

Thomas M. Fallo, Secretary to the Board

**EL CAMINO COMMUNITY COLLEGE DISTRICT
AGENDA FOR THE REGULAR BOARD MEETING
TUESDAY, SEPTEMBER 8, 2015**

OFFICE OF THE SUPERINTENDENT/PRESIDENT

FINAL BUDGET

It is recommended that the Board of Trustees adopt the budgets for 2015-16 for the General Funds, Unrestricted and Restricted, General Fund-Compton Center Related, General Fund-Special Programs, Student Financial Aid Fund, Workers' Compensation Fund, Capital Outlay Projects Fund, General Obligation Bond Fund, Property and Liability Self-Insurance Fund, Dental Self-Insurance Fund, Post-Employment Benefits Irrevocable Fund, Bookstore Fund, Associated Students Fund, and Auxiliary Services Fund.

Board members, the general public and numerous college constituency groups have received this budget. A copy of the budget has been on file in the Office of the Vice President of Administrative Services since August 24, 2015, and it can also be viewed on the El Camino College Website at:

http://www.elcamino.edu/administration/board/agendas/2015/2015-16_ECCD_final_budget.pdf

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

Page No.

A. Proposed Curriculum Changes Effective 2016-2017 Academic Year.....AA 2

ACADEMIC AFFAIRS

A. PROPOSED CURRICULUM CHANGES EFFECTIVE 2016-2017 ACADEMIC YEAR

The Chancellor's Office requires colleges to maintain evidence of district board approval for curricular actions. These curricular actions include new courses and programs as well as changes to existing curriculum. Faculty conduct reviews of existing curriculum to ensure compliance with local standards and Title 5 regulations. Courses are reviewed according to the College Curriculum Committee's six- year and two-year review cycles. Courses designated as Career and Technical Education (CTE) are reviewed every two years.

The curricular actions listed below are approved by the College Curriculum Committee. It is recommended that the Board approve the proposed curriculum actions, effective the 2016-2017 academic year.

BEHAVIORAL AND SOCIAL SCIENCES

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

1. Child Development 154 – Role and Responsibilities of the Special Education Assistant

Current Status/Proposed Changes

Recommended Preparation: eligibility for English 1AA

Recommendation

Recommended Preparation: eligibility for English 1A

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

1. Education 101 – Introduction to the Field of Education

Current Status/Proposed Changes

Recommended Preparation: eligibility for English 1A

Recommendation

Recommended Preparation: eligibility for English 1A

Course Review; Change in Catalog Description

1. Education 201 – Foundations in Education

Current Status/Proposed Changes

This course introduces students to concepts and issues related to teaching children with diverse backgrounds in preschool through grade twelve. Course topics include teaching as a profession and career, contemporary educational issues, California's content and performance standards, and credential requirements. Throughout the course, students will contribute materials to their portfolios and will also conduct a minimum of ~~30~~ 45 hours of pre-approved, structured fieldwork in diverse classroom settings.

Recommendation

This course introduces students to concepts and issues related to teaching children with diverse backgrounds in preschool through grade twelve. Course topics include teaching as a profession and career, contemporary educational issues, California's content and performance standards, and credential requirements. Throughout the course, students will contribute materials to their portfolios and will also conduct a minimum of 45 hours of pre-approved, structured fieldwork in diverse classroom settings.

New Distance Education Course Version

1. Education 101 – Introduction to the Field of Education
2. Education 201 – Foundations in Education

FINE ARTS

Course Review; No Substantive Changes

1. Dance 103 – History of Dance in the 20th Century

Course Review; Changes in Units, Lecture Contact Hours, Faculty Load

1. Theatre 188 – Fundamentals of Stage Makeup

Current Status/Proposed Changes

Units: ~~2.0~~ 3.0 Lecture hours: ~~4.0~~ 2.0 Lab hours: 3.0 Faculty Load: ~~21.67%~~
28.33%

Recommendation

Units: 3.0 Lecture hours: 2.0 Lab hours: 3.0 Faculty Load: 28.33%

New Distance Education Course Version

1. Dance 103 – History of Dance in the 20th Century

Change in Major; Changes in Program Description, Course Requirements

1. Theatre Arts AA-T Degree

Current Status/Proposed Changes

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

The Associate in Arts for Transfer (AA-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing the AA-T are given priority consideration for admission to the CSU system, but not to a particular campus or major. In order to earn an AA-T degree, students must complete:

- ~~1) a minimum of 18 semester units in the major with a grade of C or better~~
- ~~2) 60 required semester units of CSU transferable coursework with a minimum GPA of 2.0~~
- ~~3) the CSU General Education Breadth requirements or Intersegmental General Education Transfer Curriculum (IGETC)~~

- 1) Completion of 60 semester units that are eligible for transfer to the California State University.
- 2) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
- 3) A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
- 4) Obtainment of a minimum grade point average of 2.0.
- 5) A grade of “C” or better in all courses required for the major or area of emphasis. Students who have completed the AA-T will have a strong academic foundation in the field and will be prepared for upper division baccalaureate study at the university. The coursework will satisfy most of the lower-division requirements at many institutions within the California State University system. Students transferring to a UC, private, or out of state university should consult with an EI

Camino College counselor when planning to complete the degree since transfer requirements may be slightly different than those required for the AA-T.

Major Requirements		Units
Required Core: 9 units		
THEA 103	Theatre Appreciation	3
THEA 114	Fundamentals of Acting	3

Required Core: Maximum 3 units in Rehearsal and Performance or Technical Theatre Practicum courses

THEA 175abcd	Student Performance/Production Workshop	1
THEA 197abcd	Technical Theatre Production	1
THEA 270abcd	Beginning Theatre Production	1
THEA 274abcd	Musical Theatre Production	1
THEA 297ab	Advanced Technical Theatre Production	1

List A (select three): 9 units

If not used in core requirements, select maximum 3 units from Rehearsal and Performance or Technical Theatre courses.

THEA 104	Dramatic Literature	3
THEA 175abcd	Student Performance/Production Workshop	1
THEA 184	Stagecraft	3
THEA 185	Introduction to Stage Lighting	3
THEA 188	Fundamentals of Stage Makeup	<u>2</u> 3
THEA 189	Costuming for the Stage	3
THEA 197abcd	Technical Theatre Production	1
THEA 214A	Intermediate Acting	3
THEA 270abcd	Beginning Theatre Production	1
THEA 274abcd	Musical Theatre Production	1
THEA 297ab	Advanced Technical Theatre Production	1

Total Units: 18

Recommendation

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

The Associate in Arts for Transfer (AA-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing the AA-T are given priority consideration for admission to the CSU system, but not to a particular campus or major. In order to earn an AA-T degree, students must complete:

- 1) Completion of 60 semester units that are eligible for transfer to the California State University.
- 2) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
- 3) A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
- 4) Obtainment of a minimum grade point average of 2.0.
- 5) A grade of “C” or better in all courses required for the major or area of emphasis.

Students who have completed the AA-T will have a strong academic foundation in the field and will be prepared for upper division baccalaureate study at the university. The coursework will satisfy most of the lower-division requirements at many institutions within the California State University system. Students transferring to a UC, private, or out of state university should consult with an El Camino College counselor when planning to complete the degree since transfer requirements may be slightly different than those required for the AA-T.

Major Requirements Units

Required Core: 9 units

THEA 103	Theatre Appreciation	3
THEA 114	Fundamentals of Acting	3

Required Core: Maximum 3 units in Rehearsal and Performance or Technical Theatre Practicum courses

THEA 175abcd	Student Performance/Production Workshop	1
THEA 197abcd	Technical Theatre Production	1
THEA 270abcd	Beginning Theatre Production	1
THEA 274abcd	Musical Theatre Production	1
THEA 297ab	Advanced Technical Theatre Production	1

List A (select three): 9 units

If not used in core requirements, select maximum 3 units from Rehearsal and Performance or Technical Theatre courses.

THEA 104	Dramatic Literature	3
THEA 175abcd	Student Performance/Production Workshop	1
THEA 184	Stagecraft	3
THEA 185	Introduction to Stage Lighting	3

THEA 188	Fundamentals of Stage Makeup	3
THEA 189	Costuming for the Stage	3
THEA 197abcd	Technical Theatre Production	1
THEA 214A	Intermediate Acting	3
THEA 270abcd	Beginning Theatre Production	1
THEA 274abcd	Musical Theatre Production	1
THEA 297ab	Advanced Technical Theatre Production	1
Total Units: 18		

HEALTH SCIENCES AND ATHLETICS

Course Review; No Substantive Changes

1. Physical Education 3 – Boot Camp Fitness Training

HUMANITIES

Course Review; No Substantive Changes

1. Academic Strategies 1 – Individualized Academic Strategies
2. Academic Strategies 22 – Vocabulary Building for College Students
3. English A –Writing the College Essay

CTE Two-Year Course Review; Changes in Catalog Description

1. Journalism 11abcd – Newspaper Publication

Current Status/Proposed Changes

This course provides instruction and laboratory experience in the writing, assembling, designing, and publishing of the college newspaper. Students receive experience in news, feature, opinion, review and sports writing as well as learn computer software programs to produce all aspects of the student newspaper. All students enrolled in this course produce content for scholastic competition on the regional, state, and national level.

Recommendation

This course provides instruction and laboratory experience in the writing, assembling, designing, and publishing of the college newspaper. Students receive experience in news, feature, opinion, review and sports writing as well as learn computer software programs to produce all aspects of the student newspaper. All students enrolled in this

course produce content for scholastic competition on the regional, state, and national level.

INDUSTRY AND TECHNOLOGY

CTE Two-Year Course Review; No Substantive Changes

1. Architecture 119 – Computer Aided Architectural Drafting
2. Automotive Collision Repair/Painting 24 – Automotive Collision Analysis
3. Electronics and Computer Hardware Technology 140 – Computer Systems and Hardware Technologies I
4. Electronics and Computer Hardware Technology 142 – Computer Systems and Hardware Technologies II
5. Electronics and Computer Hardware Technology 146 – CompTIA Network+ Certification Preparation for Computer Hardware Systems
6. Electronics and Computer Hardware Technology 148 – CompTIA Security+ Certification Preparation for Computer Hardware Systems
7. Fashion 29 – Computer Pattern Design/Patternmaking

CTE Two-Year Course Review; Change in Descriptive Title

Current Status/Proposed Changes

1. Electronics and Computer Hardware Technology 144 – CompTIA A+ Certification Preparation for Computer Hardware Systems

Recommendation

Electronics and Computer Hardware Technology 144 – CompTIA A+ Certification Preparation for Computer Hardware Systems

CTE Two-Year Course Review; Changes in Catalog Description

1. Automotive Collision Repair/Painting 20 – Automotive Collision Investigation

Current Status/Proposed Changes

This is an introductory course in automotive collision investigation designed for students preparing for employment in the fields of automotive collision repair, automotive insurance investigation, and accident reconstruction. Emphasis is placed upon vehicle identification, vehicle design and construction, occupant restraint systems, tire identification and construction, identification of ~~skidmarks~~ tire marks, the coefficient of friction, and speed from skid formulas.

Recommendation

This is an introductory course in automotive collision investigation designed for students preparing for employment in the fields of automotive collision repair,

automotive insurance investigation, and accident reconstruction. Emphasis is placed upon vehicle identification, vehicle design and construction, occupant restraint systems, tire identification and construction, identification of tire marks, the coefficient of friction, and speed from skid formulas.

2. Automotive Collision Repair/Painting 22 – Automotive Repair Fraud

Current Status/Proposed Changes

This course covers the elements of fraud encountered in the automotive repair industry and is designed to prepare students for employment in the fields of automotive collision repair, automotive insurance investigation, and accident reconstruction. ~~Topics covered include~~ fraud detection, investigation procedures and collection of evidence related to staged traffic accidents, Vehicle Identification Number (VIN) swapping, title washing, VIN cloning, National Highway Traffic Safety Administration (NHTSA), Federal Motor Vehicle Safety Standards, National Insurance Crime Bureau (NICB), automotive insurance industry, fraud detection and investigation procedures, collection of evidence, witness marks and material transfer, identification and implications of prior damage, vehicle crush analysis, traffic accident photography, vehicle lamp analysis, and vehicle fires. fraud, and auto insurance fraud.

Recommendation

This course covers the elements of fraud encountered in the automotive repair industry and is designed to prepare students for employment in the fields of automotive collision repair, automotive insurance investigation, and accident reconstruction. Topics include fraud detection, investigation procedures and collection of evidence related to staged traffic accidents, Vehicle Identification Number (VIN) fraud, and auto insurance fraud.

CTE Two-Year Course Review; Changes in Catalog Description Note

1. Construction Technology 200 – General Cabinet Making

Current Status/Proposed Changes

This course is one in a series of courses designed for students to develop a solid background in the fundamentals of woodworking technology. Students will learn to operate stationary woodworking equipment, hand held power tools and sanding equipment safely. Topics include lumber characteristics, gluing and clamping techniques, filing and chiseling, and fasteners. Students will fabricate free standing woodworking projects.

Note: ~~Four years of journey level experience is required to be eligible to take the California State Contractor's License for~~ Completion of the degree or certificate requirements qualifies students to receive a maximum of two years credit toward the California State Contractor's License for the C-6 Cabinet, Millwork and Finish

Carpentry examination. ~~Credit toward the four-year requirement is given for construction technology courses.~~

Recommendation

This course is one in a series of courses designed for students to develop a solid background in the fundamentals of woodworking technology. Students will learn to operate stationary woodworking equipment, hand held power tools and sanding equipment safely. Topics include lumber characteristics, gluing and clamping techniques, filing and chiseling, and fasteners. Students will fabricate free standing woodworking projects.

Note: Completion of the degree or certificate requirements qualifies students to receive a maximum of two years credit toward the California State Contractor's License for the C-6 Cabinet, Millwork and Finish Carpentry examination.

2. Construction Technology 201 – Upper Residential Cabinets

Current Status/Proposed Changes

This course is one in a series of courses designed for students to develop a solid background in the fundamentals of woodworking technology. Topics covered include properties of wood and wood products, and the fabrication and installation of upper residential cabinets. Students will learn construction techniques and the multiple support systems used to attach wall or ceiling mounted cabinets.

Note: ~~Four years of journey level experience is required to be eligible to take the California State Contractor's License for~~ Completion of the degree or certificate requirements qualifies students to receive a maximum of two years credit toward the California State Contractor's License for the C-6 Cabinet, Millwork and Finish Carpentry examination. ~~Credit toward the four-year requirement is given for construction technology courses.~~

Recommendation

This course is one in a series of courses designed for students to develop a solid background in the fundamentals of woodworking technology. Topics covered include properties of wood and wood products, and the fabrication and installation of upper residential cabinets. Students will learn construction techniques and the multiple support systems used to attach wall or ceiling mounted cabinets.

Note: Completion of the degree or certificate requirements qualifies students to receive a maximum of two years credit toward the California State Contractor's License for the C-6 Cabinet, Millwork and Finish Carpentry examination.

3. Construction Technology 202 – Base Residential Cabinets

Current Status/Proposed Changes

This course is one in a series of courses designed for students to develop a solid background in the fundamentals of woodworking technology. Topics covered include properties of wood and wood products, and the fabrication and installation of base residential cabinets. Students will learn correct construction techniques for load bearing cabinets, appropriate use of toe kicks, and use of sub tops for multiple types of counter top materials.

Note: ~~Four years of journey level experience is required to be eligible to take the California State Contractor's License for~~ Completion of the degree or certificate requirements qualifies students to receive a maximum of two years credit toward the California State Contractor's License for the C-6 Cabinet, Millwork and Finish Carpentry examination. ~~Credit toward the four year requirement is given for construction technology courses.~~

Recommendation

This course is one in a series of courses designed for students to develop a solid background in the fundamentals of woodworking technology. Topics covered include properties of wood and wood products, and the fabrication and installation of base residential cabinets. Students will learn correct construction techniques for load bearing cabinets, appropriate use of toe kicks, and use of sub tops for multiple types of counter top materials.

Note: Completion of the degree or certificate requirements qualifies students to receive a maximum of two years credit toward the California State Contractor's License for the C-6 Cabinet, Millwork and Finish Carpentry examination.

4. Construction Technology 203 – Dedicated Use Cabinets

Current Status/Proposed Changes

This course is one in a series of courses designed for students to develop a solid background in the fundamentals of woodworking technology. Topics covered include properties of wood products, and fabrication and installation of residential dedicated use cabinets. Students will learn correct construction techniques for specialty cabinets such as built in oven, appliance garage, pantry, and wine storage.

Note: ~~Four years of journey level experience is required to be eligible to take the California State Contractor's License for~~ Completion of the degree or certificate requirements qualifies students to receive a maximum of two years credit toward the California State Contractor's License for the C-6 Cabinet, Millwork and Finish Carpentry examination. ~~Credit toward the four year requirement is given for construction technology courses.~~

Recommendation

This course is one in a series of courses designed for students to develop a solid background in the fundamentals of woodworking technology. Topics covered include properties of wood products, and fabrication and installation of residential dedicated use cabinets. Students will learn correct construction techniques for specialty cabinets such as built in oven, appliance garage, pantry, and wine storage.

Note: Completion of the degree or certificate requirements qualifies students to receive a maximum of two years credit toward the California State Contractor's License for the C-6 Cabinet, Millwork and Finish Carpentry examination.

5. Construction Technology 210 – Furniture Making Laboratory - Interpreting Commercial Plans

Current Status/Proposed Changes

This course is one in a series of courses that will give students the opportunity to develop problem solving advanced skills in the design and fabrication of furniture with an emphasis on interpreting commercial plans. Students will learn how to read and understand furniture construction plans. Topics will include the meaning of symbols and calculations, reading dimensions, and verifying accuracy of stacked dimensions in relationship to the overall dimension. Students will produce a furniture piece without any deviation from the original plans.

Note: ~~Four years of journey level experience is required to be eligible to take the California State Contractor's License for~~ Completion of the degree or certificate requirements qualifies students to receive a maximum of two years credit toward the California State Contractor's License for the C-6 Cabinet, Millwork and Finish Carpentry examination. Credit toward the four year requirement is given for construction technology courses.

Recommendation

This course is one in a series of courses that will give students the opportunity to develop problem solving advanced skills in the design and fabrication of furniture with an emphasis on interpreting commercial plans. Students will learn how to read and understand furniture construction plans. Topics will include the meaning of symbols and calculations, reading dimensions, and verifying accuracy of stacked dimensions in relationship to the overall dimension. Students will produce a furniture piece without any deviation from the original plans.

Note: Completion of the degree or certificate requirements qualifies students to receive a maximum of two years credit toward the California State Contractor's License for the C-6 Cabinet, Millwork and Finish Carpentry examination.

6. Construction Technology 211 – Furniture Making Laboratory - Plan Modifications
Current Status/Proposed Changes

This course is one in a series of courses that will give students the opportunity to develop advanced problem solving skills in the design and fabrication of furniture with an emphasis on plan modification. Students will learn how to modify an existing plan. Topics will include using Golden Mean for proper proportion, ergonomics, joinery and construction techniques to achieve a finished piece to the student's specific needs.

Note: ~~Four years of journey level experience is required to be eligible to take the California State Contractor's License for~~ Completion of the degree or certificate requirements qualifies students to receive a maximum of two years credit toward the California State Contractor's License for the C-6 Cabinet, Millwork and Finish Carpentry examination. ~~Credit toward the four year requirement is given for construction technology courses.~~

Recommendation

This course is one in a series of courses that will give students the opportunity to develop advanced problem solving skills in the design and fabrication of furniture with an emphasis on plan modification. Students will learn how to modify an existing plan. Topics will include using Golden Mean for proper proportion, ergonomics, joinery and construction techniques to achieve a finished piece to the student's specific needs.

Note: Completion of the degree or certificate requirements qualifies students to receive a maximum of two years credit toward the California State Contractor's License for the C-6 Cabinet, Millwork and Finish Carpentry examination.

7. Construction Technology 212 – Furniture Making Laboratory - Developing Original Plans
Current Status/Proposed Changes

This course is one in a series of courses that will give students the opportunity to develop problem solving advanced skills in the design and fabrication of furniture with an emphasis on developing original detailed plans. Students will create, draw and construct their own furniture design. Topics will require creating Bill of Materials, Plan of Procedure and wood and fastener selection.

Note: ~~Four years of journey level experience is required to be eligible to take the California State Contractor's License for~~ Completion of the degree or certificate requirements qualifies students to receive a maximum of two years credit toward the California State Contractor's License for the C-6 Cabinet, Millwork and Finish Carpentry examination. ~~Credit toward the four year requirement is given for construction technology courses.~~

Recommendation

This course is one in a series of courses that will give students the opportunity to develop problem solving advanced skills in the design and fabrication of furniture with an emphasis on developing original detailed plans. Students will create, draw and construct their own furniture design. Topics will require creating Bill of Materials, Plan of Procedure and wood and fastener selection.

Note: Completion of the degree or certificate requirements qualifies students to receive a maximum of two years credit toward the California State Contractor's License for the C-6 Cabinet, Millwork and Finish Carpentry examination.

8. Construction Technology 213 – Furniture Making Laboratory - Building without Plans

Current Status/Proposed Changes

This course is one in a series of courses structured as a problem-solving approach to furniture making with an emphasis on building without plans. Abandoning formal detailed plans, students will use thumbnail sketching techniques to create a furniture design. Thumbnail sketches will be used to create a full size drawing detailing joinery and using coloring techniques to emphasize wood contrasts. Taking measurements directly from full size drawings and referencing joinery details, students will fabricate a furniture piece.

Note: ~~Four years of journey level experience is required to be eligible to take the California State Contractor's License for~~ Completion of the degree or certificate requirements qualifies students to receive a maximum of two years credit toward the California State Contractor's License for the C-6 Cabinet, Millwork and Finish Carpentry examination. Credit toward the four year requirement is given for construction technology courses.

Recommendation

This course is one in a series of courses structured as a problem-solving approach to furniture making with an emphasis on building without plans. Abandoning formal detailed plans, students will use thumbnail sketching techniques to create a furniture design. Thumbnail sketches will be used to create a full size drawing detailing joinery and using coloring techniques to emphasize wood contrasts. Taking measurements directly from full size drawings and referencing joinery details, students will fabricate a furniture piece.

Note: Completion of the degree or certificate requirements qualifies students to receive a maximum of two years credit toward the California State Contractor's License for the C-6 Cabinet, Millwork and Finish Carpentry examination.

9. Construction Technology 220 – Hinging Systems and Doors

Current Status/Proposed Changes

This course is the study of principles and operation of hinge mortising and insertion machine (eco-press). Topics include working with hinges, hinging plates, appropriate door construction and installation.

Note: ~~Four years of journey level experience is required to be eligible to take the California State Contractor's License for~~ Completion of the degree or certificate requirements qualifies students to receive a maximum of two years credit toward the California State Contractor's License for the C-6 Cabinet, Millwork and Finish Carpentry examination. ~~Credit toward the four year requirement is given for construction technology courses.~~

Recommendation

This course is the study of principles and operation of hinge mortising and insertion machine (eco-press). Topics include working with hinges, hinging plates, appropriate door construction and installation.

Note: Completion of the degree or certificate requirements qualifies students to receive a maximum of two years credit toward the California State Contractor's License for the C-6 Cabinet, Millwork and Finish Carpentry examination.

10. Construction Technology 221 – Drawer Systems

Current Status/Proposed Changes

This course is the study of dimensioning and fabrication of drawer boxes, use and installation of slide systems, and commercial jigs and installation tools.

Note: ~~Four years of journey level experience is required to be eligible to take the California State Contractor's License for~~ Completion of the degree or certificate requirements qualifies students to receive a maximum of two years credit toward the California State Contractor's License for the C-6 Cabinet, Millwork and Finish Carpentry examination. ~~Credit toward the four year requirement is given for construction technology courses.~~

Recommendation

This course is the study of dimensioning and fabrication of drawer boxes, use and installation of slide systems, and commercial jigs and installation tools.

Note: Completion of the degree or certificate requirements qualifies students to receive a maximum of two years credit toward the California State Contractor's License for the C-6 Cabinet, Millwork and Finish Carpentry examination.

Inactivate Courses

1. Fashion 17 – Decorative Textiles
2. Fashion 24 – Tailoring
3. Fire and Emergency Technology 60A – Basic Chemistry for Hazardous Materials
4. Fire and Emergency Technology 60B – Hazardous Materials, Applied Chemistry
5. Fire and Emergency Technology 60C – Hazardous Materials, Incident Organization
6. Fire and Emergency Technology 60D – Hazardous Materials, Tactical Field Operations
7. Fire and Emergency Technology 60F – Special HAZMAT Mitigation Techniques
8. Fire and Emergency Technology 60G – HAZMAT Field Operations

MATHEMATICAL SCIENCES

Course Review; No Substantive Changes

1. Engineering 1 – Introduction to Engineering

NATURAL SCIENCES

Course Review; No Substantive Changes

1. Chemistry 7A – Organic Chemistry I

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

1. Horticulture 41 – General Horticulture

Current Status/Proposed Changes

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

Recommendation

Recommended Preparation: English 82

2. Horticulture 44 – Ecology of Edible, Medicinal and Poisonous Plants

Current Status/Proposed Changes

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

Recommendation

Recommended Preparation: English 82

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

1. Astronomy 25 – Stars and Galaxies

Current Status/Proposed Changes

Recommended Preparation: ~~eligibility for~~ English 84

This course is an introduction to the universe and its history. The main focus is on our view of the heavens and how astronomers learn about stars and galaxies. The formation, life histories, and fates of different kinds of stars, including the sun, are examined. Exotic stars as well as black holes are explored. The structure and distribution of galaxies are discussed, with a focus on our own Milky Way Galaxy. The possibility of simple and intelligent life in the Milky Way Galaxy will be examined. The history of the Universe, starting with the Big Bang, is also investigated.

Recommendation

Recommended Preparation: English 84

This course is an introduction to the universe and its history. The main focus is on our view of the heavens and how astronomers learn about stars and galaxies. The formation, life histories, and fates of different kinds of stars, including the Sun, are examined. Exotic stars as well as black holes are explored. The structure and distribution of galaxies are discussed, with a focus on our own Milky Way Galaxy. The possibility of simple and intelligent life in the Milky Way Galaxy will be examined. The history of the Universe, starting with the Big Bang is also investigated.

Inactivate Program

1. Geology A.S. Degree

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

Page No.

- A. Student Conferences SCA 2
- B. Grant - Application SCA 3
- C. Accreditation Follow-Up Report SCA 3

1. STUDENT CONFERENCES

It is recommended that the Board of Trustees approve attendance of no more than 20 of the following students to attend the Online News Association National Conference, September 24-26, 2015, at the Hyatt Regency Century Plaza, Los Angeles, California. Registration and transportation expenses will be provided by the students.

It is further recommended that the Board of Trustees approve attendance of the same 20 students at the following conference/convention:

1. Journalism Association of Community Colleges (JACC) State Conference on Saturday, October 3, 2015 at Fullerton College in Fullerton, California. Registration expenses (approximately \$80 per person) will be paid out of the Auxiliary Services Union Conference Account for an amount not to exceed \$1600 for students attending the JACC State Conference.
2. Associated Collegiate Press/College Media Association National College Media Convention, October 28 – November 1, 2015, at the Hilton in Austin, Texas. Students attending convention will provide their own transportation and pay their own conference expenses.

Any student transporting another student will be instructed and required to take the safe driving course through the El Camino College Police Department.

Kate McLaughlin and Stefanie Frith, Advisers

Juan Lorenzo Gutierrez, Lauren Avedon, Giselle Ayon, Elizabeth Camacho, Andrea Delgado, Maribel Diaz, Adam Earle, Deanette Eze, Hector Gonzalez, Monica Hernandez, Jason Leal, Adam Lund, Ryo Rankin, Janna, Walker, Joh'nysha Vercher, Joshua Walker, Jay Bamba, Amira Petrus, Chloe Chetty, Mario Sosa, Kyle Downen, DeMira Pierre, Miranda Hall, Jessica Silva, Cheyanne Davis, Grant Hermanns, Trent Ledford, Sydnie Mills, Patrice Moore, Eric Ramos, Lanaye Tinsley, Jorge Villa, Jerome Casio, Kailiokalani Davion, Johmathan Fordiani, Alba Mejia, Armando Zelaya, Tristan Bellissimo, Tayler Dahm, Roy Garza, Rocky Rivera, Sidavong Kinnakone, Shirley Simmons, Alexis Torres, Selvin Rodas, Karli Dreizler, Ana Ingles, Diego Ortiz, Lanea Shimizu, Dannia Better, Ceaser Canal, Erik Cortez Ecobedo, Joshua Davila Munoz, Ryan Guitare, Laura Jines, Christopher Martinez, Timothy Ng, Caleb Okoye, Jonathan Ortiz, Brandon Park, Oscar Rodriguez, Wendy Silva, Brianna Stokes, Narihiko Kumagae, Shontel Leake, Hunter Lee, Victor Liptzin, Claire Nitchman, Betty Norman, Jackie Romano, Jed Fernandez

2. GRANT – APPLICATION

It is recommended that the Board of Trustees approve the following grant: Department of Defense, Office of Economic Adjustment via the State of California and University of Southern California (USC) – Southern California AMP (Advanced Manufacturing Partnership. This is part of a U. S. Department of Defense, Community Planning Assistance Fund federal grant award of \$3,748,103 to the State of California to undertake economic adjustment activities. The project lead is the University of Southern California (USC). The sub-award/sub-project involves providing technical assistance to companies via three avenues: Growth Acceleration, Export Acceleration, and Accessible Smart Digital One-Stop; and by partnering with the California Manufacturing Technology Consulting (CMTC) and University of California, Los Angeles (UCLA). The growth projects will introduce qualifying suppliers to new technologies, markets and strategies to enhance capabilities and provide the capacity to expand their businesses.

Administrator: Jose Anaya

Amount of Grant Funding from Granting Agency:	\$319,059
Amount of Match:	<u>69,780</u>
Total Amount of Project Funding:	\$388,839
Source of Matching Funds:	BTC and Partner in-Kind
Indirect Rate:	\$14,275 (37.5%)
Performance Period:	September 1, 2015 through August 31, 2017

3. ACCREDITATION FOLLOW-UP REPORT

It is recommended that the Board of Trustees accept the El Camino College Accreditation Follow-Up Report in Response to Recommendations 1, 2 and 3 as shown below:

- a. Institutional Effectiveness and Leadership and Governance
- b. Financial Resources
- c. Planning and Decision-Making Processes

EL CAMINO COLLEGE



Follow-Up Report 2015

Submitted By

**El Camino College
16007 Crenshaw Boulevard
Torrance, California 9056**

310-532-3670

www.elcamino.edu

To

**Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges**

October 15, 2015

Certification Page

To: Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges

From: Thomas M. Fallo, Superintendent/President
El Camino College
16007 Crenshaw Boulevard
Torrance, California 90506

I certify there was broad participation by the campus community and believe this Report accurately reflects the nature and substance of this institution.

Signatures:

Thomas M. Fallo, Superintendent/President Date

William Beverly, President, Board of Trustees, El Camino College Date

Jeanie M. Nishime, Accreditation Liaison Officer Date

Chris Jeffries, Co-President, Academic Senate, El Camino College Date

Claudia Striepe, Co-President, Academic Senate, El Camino College Date

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Statement of Report Preparation

This Follow-Up Report is in response to the Accreditation Commission for Community and Junior Colleges (ACCJC) Action Letter dated February 6, 2015.

The Follow-up Report 2015 was prepared by Jeanie M. Nishime, Vice President, Student & Community Advancement; Jean Shankweiler, Vice President, Academic Affairs; Rory Natividad, Dean, Health, Sciences and Athletics; Keith Curry, Provost/CEO of El Camino College Compton Center; and Felipe Lopez, Chief Business Officer of El Camino College Compton Center.

In addition, the report was accepted by the El Camino Community College District Board of Trustees at their meeting on _____, and is published on the College website.

Response to Recommendation 1

Recommendation 1 : Institutional Effectiveness and Leadership and Governance

In order to meet the Standard, the team recommends the College complete its integrated planning cycle by ensuring the planning process offers opportunities for purposeful dialogue in which stakeholders participate in the exchange of different points of view and reflections; clearly ties resource allocation to the planning goals; clarifies how priorities are decided and decisions are communicated to stakeholders, leading to genuine communication. The team recognizes that the College has done a great deal of work addressing the previous Recommendation (ER 19, I.B.3, I.B.4, I.B.6, II.A.2.f, II.B.4, III.C.2, III.B.1.a, III.D.1.a, IV.A.3).

El Camino College has conducted broadly participative annual planning cycles for more than ten years. Planning processes have been periodically evaluated and revised, as needed, to strengthen integration and participation. Most recently, the planning model and processes were reviewed and revised in 2011 and 2014. The 2011 review included a College-wide feedback survey to assess constituents' understanding of the planning and budgeting process.¹ Findings from the survey and other evaluations resulted in more explicit information and linkages between planning and institutional improvement processes. In addition, in spring 2014 a daylong planning workshop was held for plan leaders in lieu of a summit. The 2014 review resulted in the revision of Board Policy 3250 (Institutional Planning) and a formalized description of processes in a new [Administrative Procedure \(AP\) 3250](#). AP 3250 updated and further clarified budgeting priorities, strengthened integration of plans, and codified existing processes for institutional evaluation. The development of BP/AP 3250 was supported by a thorough collegial consultation process.²

The annual planning process is facilitated by an improved online system, called TracDat, which manages the prioritization process and documents participation. Using the TracDat platform, the College developed an integrated Program Review & Planning (PRP) module to directly link Program Review recommendations to annual plans and budget requests.

Resource allocation is tied to planning goals in two ways: 1) through program review recommendations and 2) through College-wide Strategic Initiatives. Programs undergoing review record their top goals and funding priorities arising out of SLO assessments and data analysis. Since program review is completed on a four-year cycle, ECC has developed an annual program review update which is recorded in TracDat as annual Program Plans. These annual program plans form the basis of unit (division)

¹ [..\Evidence\PlanningFeedback_Spring2011.pdf](#).

² [..\Evidence\College Council 7-21-14.pdf](#); [..\Evidence\College Council 9-8-14.pdf](#); [..\Evidence\PBC 8-21-14.pdf](#); [..\Evidence\ASoet.7minutes.pdf](#)

prioritizations that become part of the Vice Presidents' area plans which are further prioritized into the College's annual budget recommendations. Through a process chosen by each plan leader in consultation with participants, recommendations are ranked for inclusion in the next higher plan.³ Most commonly, plan leaders gather face-to-face to hear justifications for recommendations from others and contribute opinions or secret balloting to contribute to the prioritization of recommendations moving to the next level.⁴ The Student & Community Advancement Area is one example. A meeting is typically held in spring where top priorities are justified, followed by an online anonymous survey of participants to help rank the recommendations.⁵ The Vice President weighs these recommendations against college-wide goals and other priorities and develops a final set of recommendations for an Area Plan. Other Vice Presidents prioritize requests from their units through dialogue and a consensus among their management team.⁶

Programs and units align their plan recommendations and budget priorities to the College's strategic initiatives (SI). In this way, program reviews are themselves linked to and support Strategic Initiatives.⁷ Measurable objectives were developed for each SI which further serve as foundations for prioritization of resource allocations. Implementation of these objectives support the institutional effectiveness outcomes adopted by the [ECC Board of Trustees on December 12, 2014](#) that should lead to greater student achievement over time.

In order to make the prioritization process more transparent, in April 2015 the Vice Presidents reviewed and revised the section of the Budget Book addressing the budget development and prioritization process. This section entitled *Budget Development Process 2015-2020 Strategic Plan* identifies the process of prioritization of budget requests arising from the various plans initiated at the program, unit and area.

The 2015-16 Budget will reflect the goals identified in the El Camino College Strategic Plan 2015-20.

Costs for operational necessities such as utilities, insurance, regular payroll (including step and column and other negotiable items) will be budgeted and funded prior to identifying moneys for priorities developed through the planning process.

Requests are based on needs assessment and/or program review. An augmentation is a one-time addition to the current year's budget. An

³ [..\Evidence\B_SS Division Council Minutes - February 5 2015.pdf](#)

⁴ [..\Evidence\MINUTES - Enrollment Services Division Managers Meeting - February 18, 2015.pdf](#)..[Evidence\MINUTES - Enrollment Services Division Managers Meeting - February 5, 2014.pdf](#)

⁵ [..\Evidence\2015-16 Funding Priorities - Voting Results.pdf](#)

⁶ [..\Evidence\Mar 19 2015 VPAA deans mtg.doc](#)

⁷ [..\Evidence\ProgramReviewMaterials2015.pdf](#)

enhancement is an increase to the base budget. Priorities may also be accomplished by redirecting existing funds.

Budget augmentations will be funded using one or more of the following guidelines:

1. Maintain current level of revenue produced for the District, i.e., achieving FTES target, outreach activities, grant development.
2. Directly impacting objectives or institutional effectiveness outcomes of the Strategic Plan.
3. Maintain the integrity of a program.
4. Fulfill legal mandate requirements.
5. Recognize District employees as valued professionals.

At the May 7, 2015 meeting of the Planning and Budget Committee (PBC), the tentative budget and the revised *Budget Development Process 2015-2020 Strategic Plan* section were presented. Further discussion and adoption of the *Budget Development* section was completed at the August 6, 2015 PBC meeting. The Vice Presidents merged the prioritizations arising from their area plans utilizing the approved criteria. The prioritizations were discussed and endorsed by PBC at the _____, 2015 meeting.

The listing of funded priorities will be widely circulated on campus utilizing the President's Newsletter, informing all consultative committees, and sharing with the Council of Deans for dissemination to division faculty and staff. In September, a survey will be administered to faculty and staff to determine their understanding of how priorities are funded and the level of participation and dialogue taking place at the program and unit level. In November, a training session will be conducted with all managers to ensure that they understand and can lead the planning process for their units.

Response to Recommendation 2

Recommendation 2. In order to meet the standard, the team recommends that the El Camino College Compton Educational Center implement the fiscal management plan to assure financial integrity and disseminate dependable and timely information for sound financial decision making (ER 17, III.D.2).

As outlined in California Assembly Bill (AB) 318, the Compton Community College District (CCCD) funds the Compton Center¹. AB 318 specifies that CCCD is an independent, state-funded jurisdiction, able to receive state funds and raise local funds. CCCD retains fiscal authority of the independent community college district. (Apportionment funding for Compton Center goes to CCCD, not El Camino Community College District.) Since 2004, CCCD has been under the oversight of a state-appointed Special Trustee. The Special Trustee is a seasoned financial professional who has served as Special Trustee and as a fiscal advisor to other community college districts in the State of California.

In collaboration with the CCCD Special Trustee and the Provost/CEO, the El Camino Community College District Superintendent/President monitors CCCD budget development and implementation. All contracts and expenditures must be pre-approved by the Superintendent/ President, in consultation with the Special Trustee, prior to the Special Trustee taking action².

In 2006, CCCD received authorization for a \$30 million emergency loan from the State of California. Since 2006, CCCD has drawn down \$18 million. No funds have been drawn down since 2009. The CCCD budget includes a \$1.3 million annual debt service payment provided from unrestricted general funds. As of June 30, 2014, the outstanding principal balance was \$13.9 million and is scheduled to be paid in full in fiscal year 2029³. In the future, CCCD does not anticipate borrowing from the state emergency loan for fiscal stability.

In August 2015, CCCD revised the five-year fiscal management plan⁴, which is matched to CCCD revenues and projected expenditures, including FTES projections. The five- year fiscal management plan is a working document that is updated annually or when information becomes available that would affect any of the future budget years. Prior to August 2015, the five-year fiscal management plan was updated in December 2014.

¹ http://www.compton.edu/campusinformation/committees-governance/assemblybill318/Documents/ab_318_bill_20060630_chaptered.pdf

² http://district.compton.edu/history/docs/May22_2013_Agreement.pdf

³ <http://www.district.compton.edu/administration/businessadmin/docs/FY%202013-2014.pdf>

⁴ http://www.compton.edu/campusinformation/accreditation/docs/Five-YearFiscalManagementPlanFY2014_12_10_14.pdf

Table 1 show the estimated funded FTES included in the five-year fiscal management plan.

Table 1 – Fiscal Management Plan Estimated Funded FTES

	2013-14	2014-15	2015-16	2016-17	2017-18
Estimated Funded FTES	6,181.20	6,060.00	5,860.00	6,060.00	6,060.00

In the 2014-2015 academic year, Compton Center was funded for 6,060 FTES; however the Compton Center experienced a decline in enrollment of 844 FTES that year. With the decline in enrollment, Compton Center entered into stabilization funding and reported 5,216 FTES, since we would not have been able to generate enough FTES from summer 2015 to reach our funded FTES of 6,060. While in stabilization funding, the Compton Center will be funded for FTES generated up to the 6,060 FTES for a three-year period.

For the 2015-2016 academic year, Compton Center is projecting to reach 5,860 FTES which is approximately 200 FTES below our funded FTES for the 2014-2015 year. For 2015-2016, the fiscal impact from the reduction in FTES was mitigated by additional one-time funding from the State of California. The five-year fiscal management plan reflects a decline in FTES funding for the 2015-2016 year. In order to address the FTES decline, the Enrollment Management Committee at the Compton Center developed a three-year Enrollment Management Plan. The plan addresses strategies to increase enrollment and student retention at the Compton Center. Included in the plan is the implementation of an Early/Middle College High School in partnership with Compton Unified School District for fall 2015. In addition, the plan includes implementing an off-site Cosmetology Program and Fire Academy in the 2016-2017 year.

The five-year fiscal management plan is updated annually to include new growth projections, Cost of Living Adjustment (COLA) estimates, state emergency loan debt service payment, and other significant changes that impact the budget. The five-year fiscal management plan also provides CCCD with information regarding the impact of new employee positions on the budget.

In December 2014, CCCD, through consultation with the Compton Center Planning and Budget Committee, revised Board Policy 6200 (Budget Preparation), increasing the

unrestricted general reserves from no less than five percent to no less than ten percent⁵. This action was based on the Government Finance Officers Association's (GFOA) Best Practices in Community College Budgeting.

Annually, the Compton Center updates and maintains a Planning and Budget Calendar. This calendar was presented to the CCCD Planning and Budget Committee⁶, the CCCD Consultative Council⁷, the CCCD Special Trustee⁸, and the El Camino College Superintendent/President for review, input, and approval.

The CCCD conducts an annual Sound Fiscal Management Self-Assessment to ensure acceptable funding and budget monitoring⁹. As addressed in the 2014 Sound Fiscal Management Self-Assessment Checklist, CCCD has not engaged in deficit spending since fiscal year 2011. As a result, CCCD's unrestricted general fund reserves have increased annually since fiscal year 2011. CCCD's unrestricted general fund reserves have more than doubled over the past few years, increasing from \$3 million in fiscal year 2011 to \$9.3 million in fiscal year 2015. The next Sound Fiscal Management Self-Assessment is scheduled to be completed in December 2015.

⁵ [http://www.boarddocs.com/ca/compton/Board.nsf/files/9RN4Q473407E/\\$file/BP_6200_Budget_PreparationD.pdf](http://www.boarddocs.com/ca/compton/Board.nsf/files/9RN4Q473407E/$file/BP_6200_Budget_PreparationD.pdf)

⁶ <http://www.compton.edu/campusinformation/accreditation/docs/PBCMeetingMinutes012814.pdf>

⁷ <http://www.compton.edu/campusinformation/accreditation/docs/CouncilAgenda02242014.pdf>

⁸ http://district.compton.edu/board_of_trustees/Compton%20District%20Board%20Agenda%203.25.2014.pdf

⁹

<http://www.compton.edu/campusinformation/accreditation/docs/FiscalManagementSelfAssessmentChecklistDec2014.pdf>

Response to Recommendation 3

Recommendation 3: Planning and Decision-Making Processes

In order to meet the Standard, the team recommends that the College implement the planning, governance and decision-making process outlined in board policies and "Making Decisions at El Camino College," a document that explains to the College community the structures, relationships and philosophy for making inclusive, data-driven and well-communicated decisions through collegial consultation; regularly evaluate the process to ensure integrity and effectiveness; communicate the results of the evaluation; and utilize the results for improvement (I.B.4, I.B.6, IV.A.1, IV.A.2.a, IV.A.3, IV.A.5, IV.B.1.b).

The process of collegial consultation was documented in 2013 in *Making Decisions at El Camino College*, a document that describes the roles of college and district constituents in decision-making processes; consultation and other committees; and planning and budgeting processes. The document was developed through a consultative process and is reviewed annually by all consultation committees. In addition to the Academic Senate, consultation committees include College Council, Facilities Steering Committee, Planning & Budgeting Committee (PBC), Calendar Committee, and ECC Technology Committee.

The *Making Decisions* document is reviewed annually by consultation committees. In spring 2015, the document underwent a more thorough review and editing to reflect recent modifications to processes and to incorporate the new Strategic Plan. The review was coordinated through College Council with all consultation committees reviewing their purpose statements for currency.

As a part of this year's annual review of *Making Decisions*, the Vice President of Student and Community Advancement or Director of Research and Planning attended every collegial consultation committee to discuss the *Making Decisions* document after which a Consultation Survey was administered. A summary of the document was also presented at the 2015 Planning Summit which focused on Communication & Collaboration. The purpose of the Consultation Survey was to gauge from members of the consultation committees their familiarity with the *Making Decisions* document, understanding of the decision-making process, and satisfaction with aspects of collegial consultation and decision-making at El Camino College.

Results from this survey are summarized below. A copy of the survey instrument and complete results are found in the Appendix.

Consultation Survey Results

The survey was administered to all six consultation committees with 77 surveys received. Responses were received from a majority of each committee. Overall, respondents consisted of 36 faculty (47%), two students (3%), 13 management (17%), seven Classified (9%), and five Other (6%) (Q 2). Thirteen reported serving in a support capacity, not representing a consultation group (17%). These counts represent slight duplication as surveys may have been completed by the same person more than once; but responses related to separate committees.

Representatives communicate with their constituents in a variety of ways (Q3), but primarily through email (61%) and scheduled meetings (44%).

Understanding of Decision-Making Processes

Over 70% of respondents had read all or most of the *Making Decisions* document (Q4). About 12% had read none of it. Sixty-one percent indicated that they “fully understand” the decision-making process at ECC (Q5). No respondent indicated a complete lack of understanding.

These results indicate that about one third (30%-38%) of consultation committee members may not be sufficiently knowledgeable about decision-making processes for effective participation in the process. Committees may need to discuss ways to ensure that more members understand and fully participate in the process in the future.

Satisfaction with Decision-Making Processes

Question 6 was a multi-part question asking respondents to rate their satisfaction with several aspects of the decision-making process at ECC. For all questions, at least 85% of respondents were Satisfied or Very Satisfied with aspects of the process. Ninety-seven percent were satisfied with issues brought to meetings for discussion (6a). Ninety-two percent were satisfied with meeting discussion periods that afforded time for comment (6b). And 94% were satisfied with time allowed to seek feedback and share information with constituents (6c).

About 90% were satisfied with committee recommendations that were received and acknowledged (and acted upon, as appropriate) (6d). Interestingly, while more than 95% were satisfied with the consultation process for a particular committee, only 86% were satisfied with the overall collegial consultation process at ECC. While this difference

may be related to the lower levels of knowledge about college-wide processes indicated in Questions 4-5, it may be worth discussion to determine if there are issues with processes beyond the purview of specific consultation committees and meetings.

Satisfaction by Committee

Question 6 used a Likert scale to rate satisfaction with the decision-making process, with 1=Very Dissatisfied and 4=Very Satisfied. A value of 2.5 represents neutral, so anything above this value indicates that most were satisfied. Based on the mean (average) ratings in the table below, a majority of respondents from all committees were satisfied to some degree with decision making at ECC. There were no statistically-significant differences from the average for individual committees on any item.

6. Please rate your satisfaction with the following aspects of the decision-making process at ECC.	Count	AS*	Calendar	Coll. Council	Facil. Steer.	PBC	Tech	Overall
	n=77	n=18	n=12	n=14	n=15	n=10	n=6	n=77
a. Issue brought to meetings for discussion and recommendation	74	3.18	3.18	3.50	3.43	3.44	3.50	3.35
b. Discussion periods that afford ample opportunity for comments from all constituents	77	3.00	3.17	3.57	3.27	3.80	3.67	3.35
c. Time allowed to seek feedback or share information with my constituents	72	3.00	3.18	3.58	3.29	3.40	3.33	3.28
d. Committee recommendations received and acknowledged by President / Board of Trustees	69	2.79	3.00	3.46	3.40	3.25	3.00	3.17
e. Collegial consultation process for THIS COMMITTEE	70	3.15	3.20	3.79	3.20	3.40	3.33	3.36
f. Overall collegial consultation process at ECC	69	2.92	3.00	3.45	3.27	3.11	3.00	3.09

*AS=Academic Senate; PBC=Planning & Budgeting Committee

These results suggest more favorable perceptions of consultation and decision-making processes than were recorded in the past. Recent efforts to improve collegial consultation processes by way of the development of the *Making Decisions* document and following its guidelines may have contributed to this improvement.

Ideas for Improvement

The final question on the survey (Q7) solicited ideas for improving the collegial consultation process at ECC. Fewer than 20 comments were made but included the following ideas (paraphrased):

1. Regularly update *Making Decisions* and publish publically.
2. Representatives should maintain regular contact with constituents.
3. Communication still needs improvement—are we as effective as we could be? Post and publish information (minutes, updates, etc.) where it is easily accessible, even to the public. (3 comments)
4. Revisit language regarding revisiting settled topics.
5. When making decisions, keep focus on what is best for students, not just what is expedient for college administration.
6. Sometimes information is difficult to find; perhaps an additional meeting for information would help.
7. Decision-making flow chart needed for all constituents.
8. More explanation of the reasons behind decisions is desired.
9. Lots of plans, but need to improve implementation (weak in some areas).

Conclusion

One respondent indicated that “We are doing great! So much improvement over the years past,” which seems to sum up the results of this Consultation Survey. As a follow-up to this survey and related discussions at the 2015 Planning Summit, a process improvement plan will be created to address any gaps or to further improve the quality of consultation and decision-making processes at El Camino College.

Appendix 1:

El Camino College Consultation Survey 2015

The College is conducting a survey of consultation committees to evaluate satisfaction with and understanding of current decision-making processes, as described in BP/AP 2510 and the document, Making Decisions at El Camino College. Please complete the following survey to help improve our processes.

1. Of which consultation committee are you a member?
 College Council Academic Senate
 Planning and Budget Technology Committee
 Facilities Steering Calendar Committee

2. On this committee, I represent...
 Faculty Classified
 Student Other
 Management None; I serve a supporting role

3. I communicate with my constituents primarily via
 E-mail
 Scheduled meetings
 Personal communication
 In written correspondence (minutes, summary notes, flyers,
etc.)
 Other

4. Have you read the "Making Decisions" document? How much of it?
 All or most of it
 A little of it
 None of it

5. How would you rate your understanding of the decision-making process at ECC?
 Fully understand
 Some understanding
 Don't understand at all

6. Please rate your satisfaction with the following aspects of the decision-making process at ECC.

Very			Very
Satisfied	Satisfied	Dissatisfied	Dissatisfied

- a. Issues brought to meetings for discussion and recommendation (relevant to this committee's purpose)
- b. Discussion periods that afford ample opportunity for comments from all constituents
- c. Time allowed to seek feedback or share information with my constituents
- d. Committee recommendations received and acknowledged (acted upon if appropriate) by the President and/or Board of Trustees
- e. Collegial consultation process for this committee
- f. Overall collegial consultation process at ECC

7. How would you change or improve the collegial consultation process at ECC?

Thank you for your input!

Overall results will be shared back with each consultation committee for discussion before the end of the academic year.

Appendix 2

El Camino College Consultation Survey 2015

Filter: Academic Senate

1. Of which consultation committee are you a member?

Response	Frequency	Percent	
College Council	0	0.00	<input type="text"/>
Planning and Budget	0	0.00	<input type="text"/>
Facilities Steering	0	0.00	<input type="text"/>
Academic Senate	18	100.00	<input style="background-color: blue;" type="text"/>
Technology Committee	0	0.00	<input type="text"/>
Calendar Committee	0	0.00	<input type="text"/>
Missing	0	0.00	<input type="text"/>

2. On this committee, I represent ...

Response	Frequency	Percent	
Faculty	18	100.00	<input style="background-color: blue;" type="text"/>
Student	0	0.00	<input type="text"/>
Management	0	0.00	<input type="text"/>
Classified	0	0.00	<input type="text"/>
Other	0	0.00	<input type="text"/>
None; I serve a supporting role.	0	0.00	<input type="text"/>
Missing	0	0.00	<input type="text"/>

3. I communicate with my constituents primarily via

Response	Frequency	Percent	
Email	9	50.00	<input style="background-color: blue;" type="text"/>
Scheduled meetings	7	38.89	<input style="background-color: blue;" type="text"/>
Personal communication	6	33.33	<input style="background-color: blue;" type="text"/>
In written correspondence [minutes-summary notes-flyers- etc.]	2	11.11	<input style="background-color: blue;" type="text"/>
Other	0	0.00	<input type="text"/>
Missing	0	0.00	<input type="text"/>

4. Have you read the "Making Decisions" document? How much of it?

Response	Frequency	Percent	
All or most of it	7	38.89	<input style="background-color: blue;" type="text"/>
A little of it	7	38.89	<input style="background-color: blue;" type="text"/>
None of it	4	22.22	<input style="background-color: blue;" type="text"/>
Missing	0	0.00	<input type="text"/>

5. How would you rate your understanding of the decision-making process at ECC?

Response	Frequency	Percent	
Fully Understand	4	22.22	<input style="background-color: blue;" type="text"/>
Some understanding	14	77.78	<input style="background-color: blue;" type="text"/>
Dont understand at all	0	0.00	<input type="text"/>
Missing	0	0.00	<input type="text"/>

a. Issues brought to meetings for discussion and recommendation [relevant to this committee's purpose]

Response	Frequency	Percent	Mean: 3.18
Very Satisfied	4	22.22	<input style="background-color: blue;" type="text"/>
Satisfied	12	66.67	<input style="background-color: blue;" type="text"/>
Dissatisfied	1	5.56	<input style="background-color: blue;" type="text"/>
Very Dissatisfied	0	0.00	<input type="text"/>
Missing	1	5.56	<input style="background-color: blue;" type="text"/>

Appendix 2

b. Discussion periods that afford ample opportunity for comments from all constituents

Response	Frequency	Percent	Mean: 3.00
Very Satisfied	3	16.67	
Satisfied	12	66.67	
Dissatisfied	3	16.67	
Very Dissatisfied	0	0.00	
Missing	0	0.00	

c. Time allowed to seek feedback or share information with my constituents

Response	Frequency	Percent	Mean: 3.00
Very Satisfied	2	11.11	
Satisfied	13	72.22	
Dissatisfied	2	11.11	
Very Dissatisfied	0	0.00	
Missing	1	5.56	

d. Committee recommendations received and acknowledged [acted upon if appropriate] by the President and/or Board of Trustees

Response	Frequency	Percent	Mean: 2.79
Very Satisfied	2	11.11	
Satisfied	7	38.89	
Dissatisfied	5	27.78	
Very Dissatisfied	0	0.00	
Missing	4	22.22	

e. Collegial consultation process for THIS COMMITTEE

Response	Frequency	Percent	Mean: 3.15
Very Satisfied	2	11.11	
Satisfied	11	61.11	
Dissatisfied	0	0.00	
Very Dissatisfied	0	0.00	
Missing	5	27.78	

f. OVERALL collegial consultation process at ECC

Response	Frequency	Percent	Mean: 2.92
Very Satisfied	2	11.11	
Satisfied	9	50.00	
Dissatisfied	1	5.56	
Very Dissatisfied	1	5.56	
Missing	5	27.78	

Appendix 2

El Camino College Consultation Survey 2015

Filter: Calendar Committee

1. Of which consultation committee are you a member?

Response	Frequency	Percent	
College Council	0	0.00	<input type="text"/>
Planning and Budget	0	0.00	<input type="text"/>
Facilities Steering	0	0.00	<input type="text"/>
Academic Senate	0	0.00	<input type="text"/>
Technology Committee	0	0.00	<input type="text"/>
Calendar Committee	12	100.00	<input style="background-color: blue;" type="text"/>
Missing	0	0.00	<input type="text"/>

2. On this committee, I represent ...

Response	Frequency	Percent	
Faculty	5	41.67	<input style="background-color: blue;" type="text"/>
Student	1	8.33	<input type="text"/>
Management	1	8.33	<input type="text"/>
Classified	2	16.67	<input style="background-color: blue;" type="text"/>
Other	1	8.33	<input type="text"/>
None; I serve a supporting role.	2	16.67	<input style="background-color: blue;" type="text"/>
Missing	0	0.00	<input type="text"/>

3. I communicate with my constituents primarily via

Response	Frequency	Percent	
Email	6	50.00	<input style="background-color: blue;" type="text"/>
Scheduled meetings	5	41.67	<input style="background-color: blue;" type="text"/>
Personal communication	2	16.67	<input style="background-color: blue;" type="text"/>
In written correspondence [minutes-summary notes-flyers- etc.]	1	8.33	<input style="background-color: blue;" type="text"/>
Other	1	8.33	<input style="background-color: blue;" type="text"/>
Missing	0	0.00	<input type="text"/>

4. Have you read the "Making Decisions" document? How much of it?

Response	Frequency	Percent	
All or most of it	7	58.33	<input style="background-color: blue;" type="text"/>
A little of it	2	16.67	<input style="background-color: blue;" type="text"/>
None of it	3	25.00	<input style="background-color: blue;" type="text"/>
Missing	0	0.00	<input type="text"/>

5. How would you rate your understanding of the decision-making process at ECC?





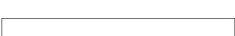
Response	Frequency	Percent	
Fully Understand	5	41.67	<input style="background-color: blue;" type="text"/>
Some understanding	7	58.33	<input style="background-color: blue;" type="text"/>
Dont understand at all	0	0.00	<input type="text"/>
Missing	0	0.00	<input type="text"/>

a. Issues brought to meetings for discussion and recommendation [relevant to this committee's purpose]





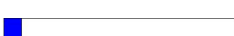
Response	Frequency	Percent	Mean: 3.18
Very Satisfied	3	25.00	<input style="background-color: blue;" type="text"/>
Satisfied	7	58.33	<input style="background-color: blue;" type="text"/>
Dissatisfied	1	8.33	<input style="background-color: blue;" type="text"/>
Very Dissatisfied	0	0.00	<input type="text"/>
Missing	1	8.33	<input style="background-color: blue;" type="text"/>

Appendix 2





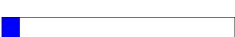
b. Discussion periods that afford ample opportunity for comments from all constituents

Response	Frequency	Percent	Mean: 3.17
Very Satisfied	4	33.33	
Satisfied	6	50.00	
Dissatisfied	2	16.67	
Very Dissatisfied	0	0.00	
Missing	0	0.00	





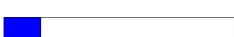
c. Time allowed to seek feedback or share information with my constituents

Response	Frequency	Percent	Mean: 3.18
Very Satisfied	2	16.67	
Satisfied	9	75.00	
Dissatisfied	0	0.00	
Very Dissatisfied	0	0.00	
Missing	1	8.33	






d. Committee recommendations received and acknowledged [acted upon if appropriate] by the President and/or Board of Trustees

Response	Frequency	Percent	Mean: 3.00
Very Satisfied	2	16.67	
Satisfied	7	58.33	
Dissatisfied	2	16.67	
Very Dissatisfied	0	0.00	
Missing	1	8.33	

e. Collegial consultation process for THIS COMMITTEE

Response	Frequency	Percent	Mean: 3.20
Very Satisfied	4	33.33	
Satisfied	5	41.67	
Dissatisfied	0	0.00	
Very Dissatisfied	1	8.33	
Missing	2	16.67	

f. OVERALL collegial consultation process at ECC

Response	Frequency	Percent	Mean: 3.00
Very Satisfied	2	16.67	
Satisfied	6	50.00	
Dissatisfied	2	16.67	
Very Dissatisfied	0	0.00	
Missing	2	16.67	

Appendix 2

El Camino College Consultation Survey 2015

Filter: College Council

1. Of which consultation committee are you a member?

Response	Frequency	Percent	
College Council	14	100.00	<div style="width: 100%; height: 10px; background-color: blue;"></div>
Planning and Budget	0	0.00	<div style="width: 0%; height: 10px; background-color: blue;"></div>
Facilities Steering	0	0.00	<div style="width: 0%; height: 10px; background-color: blue;"></div>
Academic Senate	0	0.00	<div style="width: 0%; height: 10px; background-color: blue;"></div>
Technology Committee	0	0.00	<div style="width: 0%; height: 10px; background-color: blue;"></div>
Calendar Committee	0	0.00	<div style="width: 0%; height: 10px; background-color: blue;"></div>
Missing	0	0.00	<div style="width: 0%; height: 10px; background-color: blue;"></div>

2. On this committee, I represent ...

Response	Frequency	Percent	
Faculty	5	35.71	<div style="width: 35.71%; height: 10px; background-color: blue;"></div>
Student	1	7.14	<div style="width: 7.14%; height: 10px; background-color: blue;"></div>
Management	3	21.43	<div style="width: 21.43%; height: 10px; background-color: blue;"></div>
Classified	2	14.29	<div style="width: 14.29%; height: 10px; background-color: blue;"></div>
Other	2	14.29	<div style="width: 14.29%; height: 10px; background-color: blue;"></div>
None; I serve a supporting role.	1	7.14	<div style="width: 7.14%; height: 10px; background-color: blue;"></div>
Missing	0	0.00	<div style="width: 0%; height: 10px; background-color: blue;"></div>

3. I communicate with my constituents primarily via

Response	Frequency	Percent	
Email	10	71.43	<div style="width: 71.43%; height: 10px; background-color: blue;"></div>
Scheduled meetings	5	35.71	<div style="width: 35.71%; height: 10px; background-color: blue;"></div>
Personal communication	2	14.29	<div style="width: 14.29%; height: 10px; background-color: blue;"></div>
In written correspondence [minutes-summary notes-flyers- etc.]	0	0.00	<div style="width: 0%; height: 10px; background-color: blue;"></div>
Other	0	0.00	<div style="width: 0%; height: 10px; background-color: blue;"></div>
Missing	1	7.14	<div style="width: 7.14%; height: 10px; background-color: blue;"></div>

4. Have you read the "Making Decisions" document? How much of it?

Response	Frequency	Percent	
All or most of it	14	100.00	<div style="width: 100%; height: 10px; background-color: blue;"></div>
A little of it	0	0.00	<div style="width: 0%; height: 10px; background-color: blue;"></div>
None of it	0	0.00	<div style="width: 0%; height: 10px; background-color: blue;"></div>
Missing	0	0.00	<div style="width: 0%; height: 10px; background-color: blue;"></div>

5. How would you rate your understanding of the decision-making process at ECC?






Response	Frequency	Percent	
Fully Understand	12	85.71	<div style="width: 85.71%; height: 10px; background-color: blue;"></div>
Some understanding	1	7.14	<div style="width: 7.14%; height: 10px; background-color: blue;"></div>
Dont understand at all	0	0.00	<div style="width: 0%; height: 10px; background-color: blue;"></div>
Missing	1	7.14	<div style="width: 7.14%; height: 10px; background-color: blue;"></div>

a. Issues brought to meetings for discussion and recommendation [relevant to this committee's purpose]






Response	Frequency	Percent	Mean: 3.50
Very Satisfied	7	50.00	<div style="width: 50%; height: 10px; background-color: blue;"></div>
Satisfied	7	50.00	<div style="width: 50%; height: 10px; background-color: blue;"></div>
Dissatisfied	0	0.00	<div style="width: 0%; height: 10px; background-color: blue;"></div>
Very Dissatisfied	0	0.00	<div style="width: 0%; height: 10px; background-color: blue;"></div>
Missing	0	0.00	<div style="width: 0%; height: 10px; background-color: blue;"></div>

Appendix 2






b. Discussion periods that afford ample opportunity for comments from all constituents

Response	Frequency	Percent	Mean: 3.57
Very Satisfied	8	57.14	
Satisfied	6	42.86	
Dissatisfied	0	0.00	
Very Dissatisfied	0	0.00	
Missing	0	0.00	






c. Time allowed to seek feedback or share information with my constituents

Response	Frequency	Percent	Mean: 3.58
Very Satisfied	8	57.14	
Satisfied	3	21.43	
Dissatisfied	1	7.14	
Very Dissatisfied	0	0.00	
Missing	2	14.29	






d. Committee recommendations received and acknowledged [acted upon if appropriate] by the President and/or Board of Trustees

Response	Frequency	Percent	Mean: 3.46
Very Satisfied	6	42.86	
Satisfied	7	50.00	
Dissatisfied	0	0.00	
Very Dissatisfied	0	0.00	
Missing	1	7.14	

e. Collegial consultation process for THIS COMMITTEE

Response	Frequency	Percent	Mean: 3.79
Very Satisfied	11	78.57	
Satisfied	3	21.43	
Dissatisfied	0	0.00	
Very Dissatisfied	0	0.00	
Missing	0	0.00	

f. OVERALL collegial consultation process at ECC

Response	Frequency	Percent	Mean: 3.45
Very Satisfied	6	42.86	
Satisfied	4	28.57	
Dissatisfied	1	7.14	
Very Dissatisfied	0	0.00	
Missing	3	21.43	

Appendix 2

El Camino College Consultation Survey 2015

Filter: Facilities Steering

1. Of which consultation committee are you a member?

Response	Frequency	Percent	
College Council	0	0.00	<input type="text"/>
Planning and Budget	0	0.00	<input type="text"/>
Facilities Steering	15	100.00	<input style="background-color: blue;" type="text"/>
Academic Senate	0	0.00	<input type="text"/>
Technology Committee	0	0.00	<input type="text"/>
Calendar Committee	0	0.00	<input type="text"/>
Missing	0	0.00	<input type="text"/>

2. On this committee, I represent ...

Response	Frequency	Percent	
Faculty	2	13.33	<input style="background-color: blue;" type="text"/>
Student	0	0.00	<input type="text"/>
Management	3	20.00	<input style="background-color: blue;" type="text"/>
Classified	2	13.33	<input style="background-color: blue;" type="text"/>
Other	0	0.00	<input type="text"/>
None; I serve a supporting role.	8	53.33	<input style="background-color: blue;" type="text"/>
Missing	0	0.00	<input type="text"/>

3. I communicate with my constituents primarily via

Response	Frequency	Percent	
Email	9	60.00	<input style="background-color: blue;" type="text"/>
Scheduled meetings	7	46.67	<input style="background-color: blue;" type="text"/>
Personal communication	4	26.67	<input style="background-color: blue;" type="text"/>
In written correspondence [minutes-summary notes-flyers- etc.]	5	33.33	<input style="background-color: blue;" type="text"/>
Other	2	13.33	<input style="background-color: blue;" type="text"/>
Missing	1	6.67	<input style="background-color: blue;" type="text"/>

4. Have you read the "Making Decisions" document? How much of it?

Response	Frequency	Percent	
All or most of it	13	86.67	<input style="background-color: blue;" type="text"/>
A little of it	1	6.67	<input style="background-color: blue;" type="text"/>
None of it	1	6.67	<input style="background-color: blue;" type="text"/>
Missing	0	0.00	<input type="text"/>

5. How would you rate your understanding of the decision-making process at ECC?






Response	Frequency	Percent	
Fully Understand	13	86.67	<input style="background-color: blue;" type="text"/>
Some understanding	2	13.33	<input style="background-color: blue;" type="text"/>
Dont understand at all	0	0.00	<input type="text"/>
Missing	0	0.00	<input type="text"/>

a. Issues brought to meetings for discussion and recommendation [relevant to this committee's purpose]






Response	Frequency	Percent	Mean: 3.43
Very Satisfied	6	40.00	<input style="background-color: blue;" type="text"/>
Satisfied	8	53.33	<input style="background-color: blue;" type="text"/>
Dissatisfied	0	0.00	<input type="text"/>
Very Dissatisfied	0	0.00	<input type="text"/>
Missing	1	6.67	<input style="background-color: blue;" type="text"/>

Appendix 2






b. Discussion periods that afford ample opportunity for comments from all constituents

Response	Frequency	Percent	Mean: 3.27
Very Satisfied	5	33.33	
Satisfied	9	60.00	
Dissatisfied	1	6.67	
Very Dissatisfied	0	0.00	
Missing	0	0.00	






c. Time allowed to seek feedback or share information with my constituents

Response	Frequency	Percent	Mean: 3.29
Very Satisfied	5	33.33	
Satisfied	8	53.33	
Dissatisfied	1	6.67	
Very Dissatisfied	0	0.00	
Missing	1	6.67	






d. Committee recommendations received and acknowledged [acted upon if appropriate] by the President and/or Board of Trustees

Response	Frequency	Percent	Mean: 3.40
Very Satisfied	6	40.00	
Satisfied	9	60.00	
Dissatisfied	0	0.00	
Very Dissatisfied	0	0.00	
Missing	0	0.00	

e. Collegial consultation process for THIS COMMITTEE

Response	Frequency	Percent	Mean: 3.20
Very Satisfied	5	33.33	
Satisfied	8	53.33	
Dissatisfied	2	13.33	
Very Dissatisfied	0	0.00	
Missing	0	0.00	

f. OVERALL collegial consultation process at ECC

Response	Frequency	Percent	Mean: 3.27
Very Satisfied	6	40.00	
Satisfied	7	46.67	
Dissatisfied	2	13.33	
Very Dissatisfied	0	0.00	
Missing	0	0.00	

Appendix 2

El Camino College Consultation Survey 2015

Filter: Planning and Budget

1. Of which consultation committee are you a member?

Response	Frequency	Percent	
College Council	0	0.00	<input type="text"/>
Planning and Budget	10	100.00	<input style="background-color: blue;" type="text"/>
Facilities Steering	0	0.00	<input type="text"/>
Academic Senate	0	0.00	<input type="text"/>
Technology Committee	0	0.00	<input type="text"/>
Calendar Committee	0	0.00	<input type="text"/>
Missing	0	0.00	<input type="text"/>

2. On this committee, I represent ...

Response	Frequency	Percent	
Faculty	3	30.00	<input style="background-color: blue;" type="text"/>
Student	0	0.00	<input type="text"/>
Management	3	30.00	<input style="background-color: blue;" type="text"/>
Classified	1	10.00	<input style="background-color: blue;" type="text"/>
Other	1	10.00	<input style="background-color: blue;" type="text"/>
None; I serve a supporting role.	1	10.00	<input style="background-color: blue;" type="text"/>
Missing	1	10.00	<input style="background-color: blue;" type="text"/>

3. I communicate with my constituents primarily via

Response	Frequency	Percent	
Email	7	70.00	<input style="background-color: blue;" type="text"/>
Scheduled meetings	5	50.00	<input style="background-color: blue;" type="text"/>
Personal communication	4	40.00	<input style="background-color: blue;" type="text"/>
In written correspondence [minutes-summary notes-flyers- etc.]	3	30.00	<input style="background-color: blue;" type="text"/>
Other	1	10.00	<input style="background-color: blue;" type="text"/>
Missing	0	0.00	<input type="text"/>

4. Have you read the "Making Decisions" document? How much of it?

Response	Frequency	Percent	
All or most of it	8	80.00	<input style="background-color: blue;" type="text"/>
A little of it	1	10.00	<input style="background-color: blue;" type="text"/>
None of it	0	0.00	<input type="text"/>
Missing	1	10.00	<input style="background-color: blue;" type="text"/>

5. How would you rate your understanding of the decision-making process at ECC?






Response	Frequency	Percent	
Fully Understand	8	80.00	<input style="background-color: blue;" type="text"/>
Some understanding	2	20.00	<input style="background-color: blue;" type="text"/>
Dont understand at all	0	0.00	<input type="text"/>
Missing	0	0.00	<input type="text"/>

a. Issues brought to meetings for discussion and recommendation [relevant to this committee's purpose]






Response	Frequency	Percent	Mean: 3.44
Very Satisfied	4	40.00	<input style="background-color: blue;" type="text"/>
Satisfied	5	50.00	<input style="background-color: blue;" type="text"/>
Dissatisfied	0	0.00	<input type="text"/>
Very Dissatisfied	0	0.00	<input type="text"/>
Missing	1	10.00	<input style="background-color: blue;" type="text"/>

Appendix 2






b. Discussion periods that afford ample opportunity for comments from all constituents

Response	Frequency	Percent	Mean: 3.80
Very Satisfied	8	80.00	
Satisfied	2	20.00	
Dissatisfied	0	0.00	
Very Dissatisfied	0	0.00	
Missing	0	0.00	






c. Time allowed to seek feedback or share information with my constituents

Response	Frequency	Percent	Mean: 3.40
Very Satisfied	4	40.00	
Satisfied	6	60.00	
Dissatisfied	0	0.00	
Very Dissatisfied	0	0.00	
Missing	0	0.00	






d. Committee recommendations received and acknowledged [acted upon if appropriate] by the President and/or Board of Trustees

Response	Frequency	Percent	Mean: 3.25
Very Satisfied	2	20.00	
Satisfied	6	60.00	
Dissatisfied	0	0.00	
Very Dissatisfied	0	0.00	
Missing	2	20.00	

e. Collegial consultation process for THIS COMMITTEE

Response	Frequency	Percent	Mean: 3.40
Very Satisfied	4	40.00	
Satisfied	6	60.00	
Dissatisfied	0	0.00	
Very Dissatisfied	0	0.00	
Missing	0	0.00	

f. OVERALL collegial consultation process at ECC

Response	Frequency	Percent	Mean: 3.11
Very Satisfied	1	10.00	
Satisfied	8	80.00	
Dissatisfied	0	0.00	
Very Dissatisfied	0	0.00	
Missing	1	10.00	

Appendix 2

El Camino College Consultation Survey 2015

Filter: Technology Committee

1. Of which consultation committee are you a member?

Response	Frequency	Percent	
College Council	0	0.00	<input type="text"/>
Planning and Budget	0	0.00	<input type="text"/>
Facilities Steering	0	0.00	<input type="text"/>
Academic Senate	0	0.00	<input type="text"/>
Technology Committee	6	100.00	<input style="background-color: blue;" type="text"/>
Calendar Committee	0	0.00	<input type="text"/>
Missing	0	0.00	<input type="text"/>

2. On this committee, I represent ...

Response	Frequency	Percent	
Faculty	1	16.67	<input style="background-color: blue;" type="text"/>
Student	0	0.00	<input type="text"/>
Management	3	50.00	<input style="background-color: blue;" type="text"/>
Classified	0	0.00	<input type="text"/>
Other	1	16.67	<input style="background-color: blue;" type="text"/>
None; I serve a supporting role.	1	16.67	<input style="background-color: blue;" type="text"/>
Missing	0	0.00	<input type="text"/>

3. I communicate with my constituents primarily via

Response	Frequency	Percent	
Email	5	83.33	<input style="background-color: blue;" type="text"/>
Scheduled meetings	4	66.67	<input style="background-color: blue;" type="text"/>
Personal communication	4	66.67	<input style="background-color: blue;" type="text"/>
In written correspondence [minutes-summary notes-flyers- etc.]	2	33.33	<input style="background-color: blue;" type="text"/>
Other	0	0.00	<input type="text"/>
Missing	1	16.67	<input style="background-color: blue;" type="text"/>

4. Have you read the "Making Decisions" document? How much of it?

Response	Frequency	Percent	
All or most of it	4	66.67	<input style="background-color: blue;" type="text"/>
A little of it	2	33.33	<input style="background-color: blue;" type="text"/>
None of it	0	0.00	<input type="text"/>
Missing	0	0.00	<input type="text"/>

5. How would you rate your understanding of the decision-making process at ECC?

Response	Frequency	Percent	Mean: 2.67
Fully Understand	4	66.67	<input style="background-color: blue;" type="text"/>
Some understanding	2	33.33	<input style="background-color: blue;" type="text"/>
Dont understand at all	0	0.00	<input type="text"/>
Missing	0	0.00	<input type="text"/>

a. Issues brought to meetings for discussion and recommendation [relevant to this committee's purpose]

Response	Frequency	Percent	Mean: 3.50
Very Satisfied	3	50.00	<input style="background-color: blue;" type="text"/>
Satisfied	3	50.00	<input style="background-color: blue;" type="text"/>
Dissatisfied	0	0.00	<input type="text"/>
Very Dissatisfied	0	0.00	<input type="text"/>
Missing	0	0.00	<input type="text"/>

Appendix 2

b. Discussion periods that afford ample opportunity for comments from all constituents

Response	Frequency	Percent	Mean: 3.67
Very Satisfied	4	66.67	<div style="width: 66.67%; background-color: blue;"></div>
Satisfied	2	33.33	<div style="width: 33.33%; background-color: blue;"></div>
Dissatisfied	0	0.00	
Very Dissatisfied	0	0.00	
Missing	0	0.00	

c. Time allowed to seek feedback or share information with my constituents

Response	Frequency	Percent	Mean: 3.33
Very Satisfied	2	33.33	<div style="width: 33.33%; background-color: blue;"></div>
Satisfied	4	66.67	<div style="width: 66.67%; background-color: blue;"></div>
Dissatisfied	0	0.00	
Very Dissatisfied	0	0.00	
Missing	0	0.00	

d. Committee recommendations received and acknowledged [acted upon if appropriate] by the President and/or Board of Trustees

Response	Frequency	Percent	Mean: 3.00
Very Satisfied	0	0.00	
Satisfied	5	83.33	<div style="width: 83.33%; background-color: blue;"></div>
Dissatisfied	0	0.00	
Very Dissatisfied	0	0.00	
Missing	1	16.67	<div style="width: 16.67%; background-color: blue;"></div>

e. Collegial consultation process for THIS COMMITTEE

Response	Frequency	Percent	Mean: 3.33
Very Satisfied	2	33.33	<div style="width: 33.33%; background-color: blue;"></div>
Satisfied	4	66.67	<div style="width: 66.67%; background-color: blue;"></div>
Dissatisfied	0	0.00	
Very Dissatisfied	0	0.00	
Missing	0	0.00	

f. OVERALL collegial consultation process at ECC

Response	Frequency	Percent	Mean: 3.00
Very Satisfied	0	0.00	
Satisfied	6	100.00	<div style="width: 100%; background-color: blue;"></div>
Dissatisfied	0	0.00	
Very Dissatisfied	0	0.00	
Missing	0	0.00	

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 Report	AS 2
B. Chancellor’s Office Tax Offset Program	AS 3
C. Contracts Under \$86,000.....	AS 3
D. Amendments	AS 4
E. Destruction of Records.....	AS 5
F. Destruction of Records.....	AS 5
G. Notice of Completion	AS 6
H. Purchase Orders and Blanket Purchase Orders	AS 6

A. AB 2910 - QUARTERLY FISCAL STATUS REPORT

It is recommended that the Board of Trustees receive the following Quarterly Financial Status Report for the quarter ending June 30, 2015. AB 2910, Chapter 1486, Statutes of 1986, requires that California community college districts report quarterly on their financial condition.

The report for June 30, 2015, is shown on the following Quarterly Financial Status Report for General Fund-Unrestricted (11).

FISCAL YEAR 2014-2015

Quarter Ended (Q4) June 30, 2015

<u>General Fund</u>	<u>2014-15 Budget</u>	<u>Year-to-Date Actuals</u>	<u>Percentage</u>
INCOME			
Federal	\$145,000	\$162,745	112.24%
State	67,915,429	68,551,538	100.94%
Local	41,688,878	40,777,987	97.82%
Interfund Transfers	<u>0</u>	<u>896,000</u>	
Total Income	\$109,749,307	\$110,388,270	
APPROPRIATIONS			
Academic Salaries	\$48,843,963	\$49,688,683	101.73%
Classified Salaries	28,047,438	24,202,349	86.29%
Staff Benefits	18,554,940	18,815,308	101.40%
Supplies/Books	1,863,408	1,147,674	61.59%
Other Operating Expenses	7,934,117 *	9,618,983	121.24%
Capital Outlay	1,855,710	384,174	20.70%
Other Outgo	<u>6,260,876</u>	<u>6,717,743</u>	107.30%
Total Appropriations	<u>\$113,360,452</u>	<u>\$110,574,914</u>	
Net Revenue	<u>(\$3,611,145)</u>	<u>(\$186,644)</u>	

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

B. CHANCELLOR’S OFFICE TAX OFFSET PROGRAM

It is recommended the Board of Trustees approve the District’s participation in the Chancellor’s Office Tax Offset Program (COTOP). Through this program, unpaid fees of resident students and students paying out-of-state fees will be submitted for collection under the contract with the COTOP. Date(s) of service 10/1/15 – 12/20/16.

C. 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:

None

b. Services Received by District or Its Designee:

- 1. Contractor:** CREATION WORLD SAFETY
Services: Contractor will provide customized safety training courses including OSHA 10 and 30, and Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) 8, 24 and 40 to District's contracted companies.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 9/9/15 – 6/30/16
Financial Terms: Cost not to exceed \$30,000
Funded by Contract and Community Education
Training contracts with manufacturing companies
- 2. Contractor:** HANGER 18 SOUTH BAY
dba BEACH CITY ROCKS CLIMBING GYM
Services: Contractor will allow use of its facility and provide the necessary rock climbing equipment, ropes, harness, shoes, and chalk bag for students enrolled in the District’s physical education program credit courses.
Requesting Dept.: Academic Affairs – Health Sciences and Athletics
Date(s): 8/1/15 – 6/30/16

Financial Terms: No cost to the District

3. **Contractor:** **HOBSON, INC.**
Services: Contractor will provide Starfish Degree Planner, Starfish Early Alert, Starfish Connect and professional services to support educational planning, early alert and communication tools for student success and retention.
Requesting Dept.: Student and Community Advancement – Counseling and Student Success
Date(s): 8/6/15 – 8/5/16
Financial Terms: No cost to the District
Funded by California Community Colleges Technology Center grant

4. **Contractor:** **READING PARTNERS**
Services: Contractor is a non-profit organization that will employ Federal Work study Students who attend ECC to tutor elementary school students.
Requesting Dept.: Student and Community Advancement – Financial Aid
Date(s): 7/1/15 – 6/30/18
Financial Terms: No cost to the District

5. **Contractor:** **UPPER HAND TO COLLEGE**
dba NAIYMA HOUSTON
Services: Contractor will provide event planning services including keynote speaker, workshop leaders, recruitment, materials and supplies, and registration data for the ECC Fall STEM Conference on 10/3/15.
Requesting Dept.: Academic Affairs – Natural Sciences
Date(s): 8/12/15 – 11/3/15
Financial Terms: Cost not to exceed \$5,500
Funded by Title III Hispanic Serving Institution- Science, Technology, Engineering and Mathematics (HSI-STEM)

D. AMENDMENTS

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

None

b. Services Received by District or Its Designee:

Contractor: ARAMARK SPORTS AND ENTERTAINMENT SERVICES, LLC

Services: Contractor will provide facilities and services for 19 Science, STEM instructors at the Asilomar Conference Grounds during a week-long faculty development workshop.

Requesting Dept.: Academic Affairs – Natural Sciences

Date(s): 7/13/15 – 7/17/15

Financial Terms: Cost not to exceed \$24,296 (Cost increase: Board initially approved on 1/15/15 the cost of \$12,517; 1st amendment on 6/15/15 to increase cost to \$20,915 to cover 9 additional participants. This 2nd amendment is to increase the cost by \$3,381 which adjusts for both attendance and incidental expenses such as room rental and audio-visual.)
Funded by Title III HSI STEM Grant in partnership with Mt. St. Mary's College

E. DESTRUCTION OF RECORDS

It is recommended the Board of Trustees authorize the destruction of Class II disposable records for Business Services Division. These records have met the retention period requirement and are not in conflict with Education Code Title 5, Education Code Sections 59020 through 59029.

Invoices: 2009-2010
Check Copies: 2009-2010
Purchase Orders: 2009-2010

F. DESTRUCTION OF RECORDS

It is recommended the Board of Trustees authorize the destruction of Class III disposable records for Fiscal Services Division. These records have met the retention period requirements and are not in conflict with Education Code Title 5, Education Code Sections 59020 through 59029.

Datatel & PeopleSoft Financial System Budget Transfers: 2009-2010

G. NOTICE OF JOB COMPLETION – PACIFIC FLOOR COMPANY – NORTH GYM & SOUTH GYM FLOOR REFINISHING PROJECT

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>
Pacific Floor Company	\$17,900.00

Purchase Order Number: B910305

H. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS

It is recommended all purchase orders be ratified as shown.

P.O.	Vendor Name	Site Name	Description	P.O. Cost Number
Fund 11 - Unrestricted - El Camino				
P0803376	SoCal Fitness Services	Physical Education	Repairs Parts And Supplies	\$1,434.55
P0900190	Forest Plywood	Machine Tool	Instructional Supplies	\$369.00
P0900192	McMaster Carr	Machine Tool	Repairs Parts And Supplies	\$43.95
P0900202	Servpro of Downey	Facilities/Planning/Servi	Repairs Noninstructional	\$8,940.00
P0900203	Thomson Reuters	Rad Tech	Instructional Supplies	\$287.75
P0900216	VWR International	Chemistry	Instructional Supplies	\$3,063.98
P0900250	Johnstone Supply	Air Conditioning	Instructional Supplies	\$1,201.67
P0900276	E.D. Luce Packaging	Life Sciences	Instructional Supplies	\$428.12
P0900279	Layne Laboratories, Inc	Life Sciences	Instructional Supplies	\$211.59
P0900280	Carolina Biological	Life Sciences	Instructional Supplies	\$269.56
P0900281	Wawak	Ctr for Arts Production	Non-Instruct Supplies	\$297.81
P0900282	Richard the	Ctr for Arts Production	Non-Instruct Supplies	\$202.74
P0900290	Airgas USA, LLC	Welding	Instructional Supplies	\$3,585.08
P0900310	Hispanic Association	Student Support	Conferences Mgmt	\$721.00
P0900312	Source 4	Fiscal Services	Non-Instruct Supplies	\$391.10
P0900314	Ms. Linda Beam	Human Resources	Transportation/ Mileage	\$270.00
P0900315	Campus Food Services	Outreach and School	Non-Instruct Supplies	\$396.11
P0900316	Freestyle Photographic	Photography	Instructional Supplies	\$794.93
P0900317	Uline Shipping Supply	Health,Safety and Risk	Non-Instruct Supplies	\$879.79
P0900319	HSM of America, LLC	Fiscal Services	Maintenance Contracts	\$330.00
P0900323	Thomson Reuters West	Div Office Instr.	Library Books	\$2,582.21
P0900324	Matthew Bender & Co.	Div Office Instr.	Library Books	\$1,106.35
P0900325	California Dept. of Public	Rad Tech	Dues And Memberships	\$224.00
P0900328	Matthew Bender & Co.	International Students	Non-Instruct Supplies	\$488.61
P0900344	Hardy Diagnostics	Life Sciences	Instructional Supplies	\$4,891.67
P0900346	Amazon.Com Corporate	Physics	Instructional Supplies	\$405.32
P0900347	Carolina Biological	Life Sciences	Instructional Supplies	\$774.99
P0900348	VWR International	Life Sciences	Instructional Supplies	\$3,505.74
P0900353	CCCSAA	Student Affairs	Dues And Memberships	\$75.00
P0900354	Climatec	Facilities/Planning/Servi	Repairs Noninstructional	\$5,432.00

P0900355	Dept.Of Toxic Substance	Hazmat	Waste Disposal	\$317.50
P0900356	Uline Shipping Supply	Health,Safety and Risk	Non-Instruct Supplies	\$1,115.01
P0900361	American Express Travel	First Year Experience	Conferences Mgmt	\$242.00
P0900363	Choura Events	Staff Development	Other Rentals	\$961.26
P0900364	Image IV Systems	Div Office Humanities	Copiers	\$1,169.82
P0900365	McMaster Carr	Cosmetology	Instructional Supplies	\$1,190.51
P0900366	Monterey Graphics	Fire	Instructional Supplies	\$54.94
P0900367	Milestone Products	Fire Academy	Instructional Supplies	\$552.37
P0900369	Carolina Biological	Life Sciences	Instructional Supplies	\$1,584.19
P0900370	VWR International	Life Sciences	Instructional Supplies	\$824.39
P0900373	Mount St Mary's College	Institutional Research	Conferences Classified	\$65.00
P0900374	Constant Contact	Ed & Community	Multi Media Advertising	\$462.00
P0900375	American Express Travel	Ed & Community	Transportation/ Mileage	\$171.20
P0900376	CCBC/ALP	Institutional Research	Conferences Classified	\$350.00
P0900378	Xpedx	Copy Center	Instructional Supplies	\$2,271.75
P0900379	Dell Software Inc	Information Technology	Maintenance Contracts	\$13,126.25
P0900380	CDW-G	Information Technology	Non-Instruct Supplies	\$919.96
P0900381	CCCAOE	Ed & Community	Conferences Mgmt	\$990.00
P0900382	Scantron	Div Office Nat Sciences	Non-Instruct Supplies	\$146.10
P0900383	Smarter Shows Limited	Ed & Community	Conferences Mgmt	\$2,100.00
P0900384	Monterey Graphics	Ed & Community	Multi Media Advertising	\$1,597.00
P0900387	CCCSAA	Student Affairs	Dues And Memberships	\$75.00
P0900388	American Express Travel	Student Support	Conferences Mgmt	\$511.20
P0900390	Sirsidynix	Div Office Instr.	Publications-Magazines	\$1,500.00
P0900393	Amazon.Com Corporate	Staff Development	Other Books	\$631.31
P0900394	Monterey Graphics	Purchasing and	Non-Instruct Supplies	\$54.94
P0900396	Ms. Debbie E. Turano	Operations	Pest Control	\$125.00
P0900397	McMaster Carr	Welding	Instructional Supplies	\$299.13
P0900398	McMaster Carr	Air Conditioning	Instructional Supplies	\$197.87
P0900402	Coller Industries	Staff Development	Non-Instruct Supplies	\$53.25
P0900403	Access Display Group	Ctr for Arts Promo	Non-Instruct Supplies	\$2,201.32
P0900405	Percontor, Llc	Institutional Research	Conferences Classified	\$447.00
P0900411	Daily Breeze, the	Fiscal Services	Other Services And Expenses	\$140.00
P0900412	Cummins-Allison	Fiscal Services	Maintenance Contracts	\$615.64
P0900415	Action Sales & Metal Co.	Welding	Instructional Supplies	\$1,714.03
P0900416	CCCCIO	V.P. Academic Affairs	Dues And Memberships	\$300.00
P0900417	CCCCIO	V.P. Academic Affairs	Conferences Mgmt	\$375.00
P0900419	Enterprise Rent-A-Car	Ed & Community	Transportation/ Mileage	\$39.44
P0900420	CDW-G	SRC Accessibility Fund	New Equipment	\$476.77
P0900421	Monterey Graphics	Financial Aid	Non-Instruct Supplies	\$219.76
P0900422	National Association	Career Center	Other Services And Expenses	\$425.00
P0900423	Amazon.Com Corporate	Career Center	Non-Instruct Supplies	\$20.93
P0900426	Bank of America	Presidents Office	Non-Instruct Supplies	\$325.94
P0900438	Hyland Software, Inc.	Information Technology	Maintenance Contracts	\$28,423.42
P0900442	Tyco Integrated Security	Art Department	Maintenance Contracts	\$863.12
P0900444	EBSCO SUBSCRIPTION	Music Library	Dues And Memberships	\$638.19
P0900445	Southpoint Photo	Photography	Instructional Supplies	\$269.02
P0900446	Sitler's Suppliers, Inc.	Civic Center Fine Arts	Non-Instruct Supplies	\$2,344.31
P0900447	Masque Sound	Ctr for Arts Production	Non-Instruct Supplies	\$612.97
P0900462	Banksupplies, Inc.	Fiscal Services	Non-Instruct Supplies	\$1,101.07
P0900464	Complete Office	Admissions/Recors	Non-Instruct Supplies	\$24.42
P0900467	Dell Marketing L. P.	Technical Services	Repairs Parts And Supplies	\$8,023.27
P0900474	FARONICS	Information Technology	Maintenance Contracts	\$4,200.00
P0900475	William L. Garcia	Financial Aid	Non-Instruct Supplies	\$177.52

P0900476	Monterey Graphics	Div Office Fine Arts	Non-Instruct Supplies	\$54.94
P0900478	VWR International	Life Sciences	Instructional Supplies	\$658.19
P0900479	California Stage Lighting	Ctr for Arts Production	Non-Instruct Supplies	\$924.68
P0900480	Hispanic Association	First Year Experience	Conferences Mgmt	\$721.00
P0900488	NCMPR	Public Relations	Non-Instruct Supplies	\$385.00
P0900490	American Express Travel	First Year Experience	Conferences Mgmt	\$563.00
P0900501	L.A. County EMS	Paramedic Academy	Contract Services	\$16,105.47
P0900504	Janelle DeStefano	Ctr for Arts Instr/Admin	Contract Services	\$200.00
P0900514	Governet	Information Technology	Maintenance Contracts	\$14,520.00
			Fund 11 Total: 93	\$165,373.99

Fund 12 - Restricted - El Camino

P0900321	California Hotel	Retail/Hospitality/Touris	Dues And Memberships	\$525.00
P0900330	Campus Food Services	Title III- H S I - STEM	Field Trip Expense	\$935.12
P0900332	Josefina Bedolla	Title III- H S I - STEM	Field Trip Expense	\$376.00
P0900333	Karina Peck	Title III- H S I - STEM	Contract Services	\$400.00
P0900334	Victoria E. Navarro	Title III- H S I - STEM	Contract Services	\$400.00
P0900335	Jian M. Chen	Title III- H S I - STEM	Contract Services	\$400.00
P0900336	Jeffrey McCormick	Title III- H S I - STEM	Contract Services	\$400.00
P0900337	Kristofer Marsh	Title III- H S I - STEM	Contract Services	\$400.00
P0900338	Naiyma Houston	Title III- H S I - STEM	Contract Services	\$400.00
P0900339	Joseph A. Gomez	Title III- H S I - STEM	Contract Services	\$400.00
P0900345	Cal Partitions, Inc	Community	Group II Equipment	\$14,249.00
P0900349	Bothwell Automotive, Inc.	Parking Services	Repairs Non Instr	\$598.22
P0900350	Campus Food Services	Parking Services	Non-Instruct Supplies	\$1,002.80
P0900351	Safeguard - So.	Parking Services	Non-Instruct Supplies	\$2,652.40
P0900352	Entenmann Rovin Co.	Parking Services	Non-Instruct Supplies	\$3,664.82
P0900358	The Dibble Institute	EOPS	Other Books	\$454.91
P0900359	Monterey Graphics	EOPS	Non-Instruct Supplies	\$164.82
P0900360	Ms. Lindsey Ludwig	El Camino Language	Field Trip Expense	\$1,079.03
P0900362	Ms. Lindsey Ludwig	El Camino Language	Conferences Mgmt	\$145.00
P0900368	MATCO Tools	Ref & Lane Tech(Smg	Instructional Supplies	\$738.65
P0900371	Dell Marketing L. P.	Staff Development	Non Inst Comp Eq	\$1,952.81
P0900389	John Wiley & Sons Inc.	DSPS	Publications-Magazines	\$148.00
P0900406	American Express Travel	Retail/Hospitality/Touris	Conferences Other	\$247.00
P0900407	Marine Education	STCW	Other Books	\$2,767.61
P0900408	Sars Software Products	StudentSuccess	License Fee/Site Licenses	\$6,300.00
P0900414	The Printer Works	Parking Services	Non-Instruct Supplies	\$258.71
P0900418	NASFAA	BFAP Administration	Dues And Memberships	\$2,012.00
P0900425	Amazon.Com Corporate	Community Education	Non-Instruct Supplies	\$118.31
P0900429	Ms. Sarah E. Leinen	TitleV-Improving	Conferences Other	\$320.00
P0900431	Campus Food Services	ARR for AS Degree	Conferences Faculty	\$211.84
P0900434	Ad Infin Item	BFAP Administration	Other Services And Expenses	\$810.96
P0900435	Augusoft	Community Education	License Fee/Site Licenses	\$11,000.00
P0900440	Amazon.Com Corporate	VATEA Journalism	New Equipment - Instructional	\$1,396.07
P0900450	Westhost, Inc.	El Camino Language	Multi Media Advertising	\$26.85
P0900451	Amazon.Com Corporate	SBDC Program Income	Non-Instruct Supplies	\$457.69
P0900452	Hilton San Diego Resort	Retail/Hospitality/Touris	Conferences Other	\$516.17
P0900453	CCCAOE	Retail/Hospitality/Touris	Conferences Other	\$495.00
P0900455	Bothwell Automotive, Inc.	Parking Services	Repairs Non Instr	\$1,866.55
P0900457	Los Angeles Superior	Parking Violations DMV	Other Services And Expenses	\$5,550.00
P0900458	Los Angeles News Group	Student Equity	Non-Instruct Supplies	\$529.00
P0900459	Khristal E. Barnett	EOPS CARE	Contract Services	\$350.00

P0900460	Amazon.Com Corporate	TitleV-Improving	Non-Instruct Supplies	\$228.89
P0900465	Infogroup Academic	Adv. Mfg. Sector	Other Services And Expenses	\$11,700.00
P0900473	Ms. Darling E. Garcia	Aerospace Conference	Non-Instruct Supplies	\$594.34
P0900477	Monterey Graphics	El Camino Language	Multi Media Advertising	\$632.20
P0900481	Study	El Camino Language	Conferences Mgmt	\$3,450.00
P0900495	El Camino College	El Camino Language	Other Payments	\$494.00
P0900496	American Express Travel	StudentSuccess	Conferences Mgmt	\$217.00
P0900500	American Express Travel	StudentSuccess	Conferences Mgmt	\$238.00
			Fund 12 Total: 49	\$84,274.77

Fund 15 - General Fund -Special Programs

P0900311	Dell Marketing L. P.	Information Technology	New Equipment - Instructional	\$48,719.00
P0900443	CCS Presentation	Administrative Services	New Equipment - Instructional	\$5,155.70
			Fund 15 Total: 2	\$53,874.70

Fund 41 - Capital Outlay

P0900187	Barco Products	Improve Campus	New Equipment	\$6,490.02
P0900386	Tandus Flooring, Inc.	Flooring Replacements	Buildings	\$11,242.20
			Fund 41 Total: 2	\$17,732.22

Fund 62 - Property & Liability

P0900427	El Camino Community	Purchasing	Excess Insurance	\$24,980.58
P0900430	Pacific Elite Collision	Purchasing	Benefits Paid	\$765.33
			Fund 62 Total: 2	\$25,745.91

Fund 79 - Auxiliary Services

P0900313	Sports Chalet Team	Resp Therapy	Non-Instruct Supplies	\$2,015.32
P0900357	Sports Chalet Team	Resp Therapy	Non-Instruct Supplies	\$535.43
P0900399	VS Athletics	Health Sciences	Non-Instruct Supplies	\$1,774.01
P0900400	Sports Chalet Team	Resp Therapy	Non-Instruct Supplies	\$995.90
P0900401	RPL Music	Fine Arts	Non-Instruct Supplies	\$141.70
P0900432	Ergo Direct	Humanities	Non-Instruct Supplies	\$196.20
P0900461	Eastbay, Inc	Health Sciences	Non-Instruct Supplies	\$2,673.37
P0900463	KD Precision	Health Sciences	Non-Instruct Supplies	\$2,992.05
P0900468	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$110.31
P0900469	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$125.35
P0900502	KCACTF	Fine Arts	Non-Instruct Supplies	\$225.00
			Fund 79 Total: 11	\$11,784.64

Fund 82 - Scholarships & Trust/Agency

P0900329	Student Insurance	Health Sciences	Fundraising	\$938.00
P0900454	Sports Chalet Team	Health Sciences	Fundraising	\$297.45
			Fund 82 Total: 2	\$1,235.45

PO Funds Total: 161 **\$360,021.68**

Fund 11 - Unrestricted - El Camino

B0910350	Gna-Brook Fire	Facilities/Planning/Servi	Repairs Noninstructional	\$9,600.00
B0910443	GE Mobile Water, Inc.	Div Office Nat Sciences	Maintenance Contracts	\$9,700.00
B0910446	Torrance Electronics	Theatre	Instructional Supplies	\$500.00
B0910447	Torrance Electronics	Music	Instructional Supplies	\$500.00
B0910448	Old Town Music	Music	Instructional Supplies	\$1,500.00
B0910449	JW Pepper of Los	Music	Instructional Supplies	\$1,000.00
B0910450	Morey's Music Store	Music	Instructional Supplies	\$2,000.00
B0910451	Ejazzlines	Music	Instructional Supplies	\$1,000.00
B0910452	ECCD Petty Cash	Art Department	Instructional Supplies	\$1,000.00
B0910453	Airgas USA, LLC	Art Department	Instructional Supplies	\$2,500.00
B0910455	Parker & Covert Llp	Institutional Services	Legal	\$135,000.00
B0910457	E.C.C.C.D. Center	Ctr for Arts Instr/Admin	Contract Services	\$41,250.00
B0910458	E.C.C.C.D. Center	Discovery Series	Contract Services	\$24,000.00
B0910460	Xerox Corporation	Copy Center	Copiers	\$45,000.00
B0910461	Domestic Linen Supply	Art Department	Instructional Supplies	\$1,750.00
B0910469	Medical Processor	Rad Tech	Maintenance Contracts	\$2,880.00
B0910470	ECCD Petty Cash	BTC Grants	Non-Instruct Supplies	\$100.00
B0910471	Laundauer Inc.	Rad Tech	Maintenance Contracts	\$3,600.00
B0910487	McMaster Carr	Construction	Repairs Parts And Supplies	\$300.00
B0910489	Grainger	Construction	Repairs Parts And Supplies	\$200.00
B0910490	Tool City	Construction	Repairs - Instructional	\$500.00
B0910491	Wurth Louis & Company	Construction	Instructional Supplies	\$1,000.00
B0910492	Tool City	Construction	Instructional Supplies	\$400.00
B0910493	Strata Forest Products	Construction	Instructional Supplies	\$1,500.00
B0910494	Reel Lumber Service	Construction	Instructional Supplies	\$2,000.00
B0910495	Campus Food Services	Human Resources	Other Services And Expenses	\$500.00
B0910496	Rockler	Construction	Instructional Supplies	\$800.00
B0910497	Klingspor	Construction	Instructional Supplies	\$500.00
B0910498	Forest Plywood	Construction	Instructional Supplies	\$1,000.00
B0910499	Craft Supplies U.S.A.	Construction	Instructional Supplies	\$400.00
B0910500	Anderson Saw Company	Construction	Instructional Supplies	\$500.00
B0910502	Gabel's Cosmetics, Inc.	Cosmetology	Instructional Supplies	\$1,000.00
B0910503	Cosmoprof	Cosmetology	Instructional Supplies	\$1,500.00
B0910504	Marianna Industries	Cosmetology	Instructional Supplies	\$1,500.00
B0910505	ECCD Petty Cash	Cosmetology	Instructional Supplies	\$500.00
B0910506	Campus Food Services	Recruitment	Contract Services	\$1,000.00
B0910514	Woodcraft of Orange	Construction	Instructional Supplies	\$1,600.00
B0910517	Campus Food Services	Presidents Office	Other Services And Expenses	\$27,000.00
B0910519	ECCD Petty Cash	Fire	Instructional Supplies	\$200.00
B0910520	Life Assist Inc.	Fire	Instructional Supplies	\$1,500.00
B0910529	ECCD Petty Cash	P.O.S.T.	Instructional Supplies	\$200.00
B0910530	Xerox Corporation	Copy Center	Copiers	\$165,000.00
B0910531	Matheson Tri-Gas Inc	Welding	Other Instr Supplies	\$2,000.00
B0910541	Kelly Paper Company	Copy Center	Non-Instruct Supplies	\$1,000.00
B0910542	Airgas USA, LLC	Physics	Other Instr Supplies	\$200.00
B0910543	ECCD Petty Cash	Physical Education	Instructional Supplies	\$1,500.00
B0910553	Airgas USA, LLC	Chemistry	Instructional Supplies	\$2,000.00
B0910555	Pauls Photo, Inc.	Copy Center	Non-Instruct Supplies	\$2,000.00
B0910563	E.C.C. Public Information	Art Department	Instructional Supplies	\$1,000.00
B0910569	E.C.C. Public Information	Career Center	Non-Instruct Supplies	\$2,000.00
			Fund 11 Total: 50	\$505,180.00

Fund 12 - Restricted - El Camino

B0910438	Tallymark 5 Associates	Contract Training	Contract Services	\$20,000.00
B0910439	Lisi Aerospace	Cact CA Employee	Contract Services	\$51,011.00
B0910440	Custom Corporate	Cact CA Employee	Contract Services	\$40,000.00
B0910442	ECCD Petty Cash	Aerospace Conference	Non-Instruct Supplies	\$1,000.00
B0910454	Antelope Valley College	Cact CA Employee	Contract Services	\$75,000.00
B0910501	E.C.C.C.D. Bookstore	Ref & Lane Tech(Smg	Instructional Supplies	\$500.00
B0910521	Shasta College	Retail/Hospitality/Touris	Contract Services	\$27,346.00
B0910536	ECCD Petty Cash	Community Education	Non-Instruct Supplies	\$2,000.00
B0910538	ECCD Petty Cash	TitleV-Improving	Non-Instruct Supplies	\$100.00
B0910544	ReadyRefresh	Veterans Education	Non-Instruct Supplies	\$500.00
B0910545	Moore Medical Corp	Health Services	Direct Supp	\$40,000.00
B0910546	Pharmedix	Health Services	Direct Supp	\$40,000.00
B0910547	Quest Diagnostics	Health Services	Contract Lab Services	\$20,000.00
B0910548	Western Scientific	Health Services	Repairs Noninstructional	\$1,500.00
B0910549	E.C.C. Public Information	Health Services	Reproduction	\$2,500.00
B0910550	Boiron Inc.	Health Services	Direct Supp	\$2,000.00
B0910551	Sparkletts Water	Health Services	Non-Instruct Supplies	\$2,500.00
B0910552	Gilmore Liquid Air	Health Services	Direct Supp	\$3,000.00
B0910554	Airgas West	Health Services	Direct Supp	\$2,500.00
B0910556	Mindswing	Retail/Hospitality/Touris	Contract Services	\$40,000.00
B0910558	E.C.C. Public Information	Student Equity	Reproduction Instructional	\$800.00
B0910559	ECCD Petty Cash	Student Equity	Non-Instruct Supplies	\$800.00
B0910570	ECCD Petty Cash	Artes de El Camino	Non-Instruct Supplies	\$4,000.00
			Fund 12 Total: 23	\$377,057.00

Fund 41 - Capital Outlay

B0900301	National Roofing	SM 14/15-Nat Sci	Testing & Inspection	\$12,900.00
B0910304	Climatec	Building Systems	Buildings	\$13,433.00
			Fund 41 Total: 2	\$26,333.00

Fund 63 - Dental Self-Insurance

B0910456	California Schools Dental	Dental Self Ins	Benefits And Claims	\$1,161,462.00
			Fund 63 Total: 1	\$1,161,462.00

Fund 74 - Student Financial Aid

B0910522	E.C.C.C.D. Bookstore	EOPS	EOPS/Care	\$143,000.00
			Fund 74 Total: 1	\$143,000.00

BPO Funds Total: 77 2,213,032.00

Grand Total POs and BPOs: 238 2,573,053.68

**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 Amendment – Interstate/Atlantic Relocation Services – Industry and Technology Building Project.....	E 2
C. Contract Amendment – DLR Group – Student Services Center Replacement Project.....	E 3
D. Contract Amendment – S & K Engineers – Ongoing Engineering Services.....	E 3
E. Purchase Orders and Blanket Purchase Orders.....	E 4

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 August 31, 2015, at the September 2015 Board Meeting.

2002 Measure E Expenditures:

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Additional Classrooms and Modernization	\$207,166,278	\$148,507,617	\$26,824,929	\$31,833,732
Campus Site Improvements	64,474,958	33,426,092	1,374,368	29,674,499
Energy Efficiency Improvements	2,700,980	2,700,980	0	0
Health and Safety Improvements	129,894,780	124,999,242	1,147,249	3,748,290
Information Technology and Equipment	24,751,372	16,356,571	0	8,394,801
Physical Education Facilities Improvements	572	572	0	0
Unallocated Interest (6/30/2015)	<u>376,833</u>	<u>0</u>	<u>376,833</u>	<u>0</u>
TOTAL	<u>\$429,365,773</u>	<u>\$325,991,074</u>	<u>\$29,346,545</u>	<u>\$73,651,321</u>

2012 Measure E Expenditures:

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

B. CONTRACT AMENDMENT – INTERSTATE/ATLANTIC RELOCATION SERVICES – INDUSTRY AND TECHNOLOGY BUILDING PROJECT

It is recommended the Board of Trustees approve the following contract amendment.

1. Vendor performed additional relocation services as a result of a delay in the original dates of service.	<u>\$21,173</u>
Total Increase in Contract Amount	<u>\$21,173</u>
Original Contract Amount	\$79,997

Prior Changes	0
This Contract Amendment Amount	<u>21,173</u>
New Contract Amount	<u>\$101,170</u>

C. CONTRACT AMENDMENT – DLR GROUP – STUDENT SERVICES CENTER REPLACEMENT PROJECT

It is recommended the Board of Trustees approve the following contract amendment.

1. Provide additional architectural services to update floor plans and interior elevations. Mechanical, plumbing and electrical drawing revisions will be required. Owner requested change. \$21,450

Total Increase in Contract Amount	<u>\$21,450</u>
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Original Contract Amount	\$2,173,187
Prior Changes	0
This Contract Amendment Amount	<u>21,450</u>
New Contract Amount	<u>\$2,194,637</u>

D. CONTRACT AMENDMENT – S & K ENGINEERS – ONGOING ENGINEERING SERVICES

It is recommended the Board of Trustees approve the extension of the contract with the contractor. Services include, but not limited to, mechanical and electrical studies, design, bidding support and construction support for various projects as needed by the District.

At the September 4, 2012 meeting of the Board of Trustees, the Board approved entering into a contract for the period August 2012 through August 2015.

Dates of Service: September 1, 2015 - August 31, 2017

Cost: \$250,000 plus reimbursables.

E. PURCHASE ORDERS (PO) AND BLANKET PURCHASE ORDERS (BPO)

The following purchase orders have been issued in accordance with the District’s purchasing policy and authorization of the Board of Trustees. It is recommended that the following purchase orders for Measure E expenditures be ratified and payment be authorized upon delivery and acceptance of the items or services ordered.

PO #	VENDOR NAME	SITE NAME	DESCRIPTION	COST
P803922	Grimm Scientific	Athletic Education/Fitness	Group II Equipment	\$45,346.10
P900056	LDP Associates, Inc.	ITEC	Group II Equipment	\$13,924.06
P900322	LeBlond Ltd.	ITEC	Group II Equipment	\$1,234.19
P900377	American Arbitration	Math, Business, Allied Health	Legal	\$200.00
P900413	SWRCB Accounting	Student Services	Permit Processing Fees	\$885.00
P900428	Sewup-JPA	Student Services	Insurance	\$122,186.10
P900433	Alta Environmental	Fire Academy Structure	Testing & Inspection	\$5,371.00
P900439	Flewelling & Moody	Bookstore Building	Architecture & Engineering	\$184.06
B810804	School Construction	Lot F Parking Structure	Contract Services	\$33,750.00
B910374	Berkeley Research	Math, Business, Allied Health	Legal	\$66,236.00
B910444	Alta Environmental	Student Services	Testing & Inspection	\$75,000.00
B910467	School Construction	Student Services	Contract Services	\$8,400.00
B910557	AMG & Associates, Inc.	Lot F Parking Structure	Buildings	\$21,169,350.00
B910561	Sandy Pringle	Student Services	Testing & Inspection	\$15,000.00
				<u>\$21,557,066.51</u>

**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 EmployeesHR 13
- C. Revised Job Classification Specification for Classified PositionHR 20
- D. Revised Job Classification Specification for Administrative Positions.....HR 23

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- 31 and 1- 13.

Academic Personnel:

1. Resignation – Dawn Reid, Director EOPS/CalWORKS, Student Support Services, Student and Community Advancement Area, effective August 26, 2015.
2. Resignation – Bernard Somers, full-time Counselor, Counseling and Student Success Division, Student and Community Advancement Area, effective September 4, 2015.
3. Resignation – Randy Totorp, Director of Kinesiology & Athletics, Health Sciences & Athletics Division, Academic Affairs Area, effective September 11, 2015.
4. Employment – Randal Davis, Interim Associate Dean, Industry & Technology Division, Range 13, Step 1, Administrator Salary Schedule, effective September 9, 2015.
5. Employment – Cheryl Dimson, full-time temporary instructor of Art, Fine Arts Division, Class I, Step 9, Academic Salary Schedule, effective August 22 through December 11, 2015.
6. Amend Employment – Maribel Hernandez, full-time Counselor, Counseling & Student Success Division, from Class II, Step 4 to Class II, Step 9, effective August 20, 2015.
7. Amend Employment – Hong Herrera Thomas, full-time instructor of History, Behavioral & Social Sciences Division, from Class IV, Step 4 to Class IV, Step 5, effective August 20, 2015.
8. Amend Employment – Rhea Lewitzki, full-time instructor of English, Humanities Division, from Class II, Step 4 to Class II, Step 5, effective August 20, 2015.
9. Special Assignment – Debra Breckheimer, full-time instructor of English, Humanities Division, Academic Affairs Area, to coordinate English 1A consistency project, to be paid \$62.61 an hour, not to exceed 50 hours, or \$3131, effective August 28 through December 18, 2015, in accordance with Agreement, Article 10, Section 14(a).

10. Special Assignment – Alan Chan, part-time instructor of Music, Fine Arts Division, to hold auditions for the applied music program, to be paid \$62.61 an hour, not to exceed 4 hours or \$251, effective August 22, 2015, in accordance with Agreement, Article 10, Section 9(m).
11. Special Assignment – Bernadette Flamenno, full-time Counselor, Counseling and Student Success Division, Student and Community Advancement Area, to serve as functional/training leads to implement degree planning and early alert tools for the EPI team, to be paid \$62.61 an hour, not to exceed 184 hours, or \$11,521 effective August 10, 2015 through May 17, 2016, in accordance with Agreement, Article 10, Section 14(a).
12. Special Assignment – Suzette Frio, part-time instructor of Nursing, Health Sciences & Athletics Division/Nursing, to work as Simulation lab instructor during the Fall 2015 semester, to be paid \$62.61 an hour, not to exceed 64 hours or \$4,008, effective September 1, 2015 through December 31, 2015, in accordance with Agreement, Article 10, Section 9(m).
13. Special Assignment – Nadia Gabaldon, part-time instructor of Educational Development, Learning Disability Specialist, Special Resource Center/Health Sciences & Athletic Division, Academic Affairs Area, to coordinate learning disability assessments, to be paid \$62.61 an hour, not to exceed 130 hours or \$8,140, effective September 9, 2015 through June 30, 2016, in accordance with Agreement, Article 10, Section 9(m).
14. Special Assignment – Jessica Kondrath, part-time instructor of Dance, Fine Arts Division, to be a Resident Artist in the Resident Artist Series, to be paid \$62.61 an hour, not to exceed 27 hours or \$1,650, effective September 1, 2015 through September 11, 2015, in accordance with Agreement, Article 10, Section 9(m).
15. Special Assignment – Sabria, Sabio, full-time Counselor, Counseling and Student Success Division, Student and Community Advancement Area, to serve as functional/training leads to implement degree planning and early alert tools for the EPI team, to be paid \$62.61 an hour, not to exceed 184 hours or \$11,521, effective August 10, 2015 through May 17, 2016, in accordance with Agreement, Article 10, Section 14(a).

16. Special Assignment – Poy Sakjirapapong, full-time instructor of Nursing, Health Sciences & Athletics Division, Academic Affairs Area, to perform Hospital Orientation & Training, to be paid \$62.61 an hour, not to exceed 27 hours or \$1,691, effective August 28 through October 31, 2015, in accordance with Agreement, Article 10, Section 14(a).
17. Special Assignment – Erin Wood, part-time instructor of Music, Fine Arts Division, to hold auditions for the applied music program, to be paid \$62.61 an hour, not to exceed 4 hours or \$251, effective August 22, 2015, in accordance with Agreement, Article 10, Section 9(m).
18. Special Assignment – The following instructors to work in collaboration with counselors in the Counselor Intervention program, to conduct presentations on student support services and schedule appointment for education plans, to be paid \$46.95 an hour, not to exceed 4 hours or \$188 per instructor, effective August 23, 2015 through December 11, 2015, in accordance with Agreement, Article 10, Section 9(m).

Math 12

Hoang-Linh Nguyen

James Wan

Azam Shihabi

Dia Eldanaf

Henry Feiner

Christina Watson

Mahammadreza Mirbeik Sabzezevary

Bruce Dovner

Gerson Valle

Gizaw Tadele

Abdelwahab El-Abyad

David Yee

Math 23

Manolita Formanes

Terri Malouf

Mkonen Tesfom

Dolores Owens

Matthew Ryan

Catherine Schult-Roman

Lernick Saakian

Jack Gill

Ruth Zambrano

Robert Caldwell

Christie Yang

Marilyn Cortez

Timothy Ferguson

Math 37

Chris Dean

Trudy Meyer

Lars Kjeseth

Tatiana Roque

Ambika Silva

Jose Villalobos

Juan P. Ortiz

Dan Strivewell

Jacob Epstein

19. Special Assignment – The following part-time instructors to offer math review workshops for STEM topics in Developmental Mathematics and Elementary Algebra, to be paid \$62.61 an hour, not to exceed 32 hours or \$2,004 per instructor, effective August 22, 2015 through December 11, 2015.

Timothy Ferguson
Juan Ortiz
Abdelwahab El-Abyad
Akram Esmaeili

Natalie Koch
Laura Hinckley
Kristin Ross
Elizabeth Schwartz

20. Special Assignment – The following part-time instructors to offer math review workshops for STEM topics in Intermediate Algebra, Trigonometry, Pre-Calculus and Calculus, to be paid \$62.61 an hour, not to exceed 32 hours or \$2,004 per instructor, effective August 22, 2015 through December 11, 2015.

Timothy Ferguson
Juan Ortiz
Abdelwahab El-Abyad
Akram Esmaeili

Natalie Koch
Laura Hinckley
Kristin Ross

21. Special Assignment – The following part-time instructors to participate in the Humanities Spanish College Consistency Project, to be paid \$46.95 an hour, not to exceed 8 hours or \$376 per instructor, effective August 19, 2015 through December 30, 2015, in accordance with Agreement, Article 10, Section 9(m).

Maria Barrio de Mendoza
Veronica Quezada
Silvia Ribelles de la Vega
Robert Jimenez
Yolanda Cuesta
Miriam Houssels

Cynthia Quintero
Claudia Prada
Irma Hernandez
Norma Parker
Juan Tavarez
Andres Brabbee

22. Special Assignment – The following part-time instructors to participate in Humanities Reading Consistency Project, to be paid 46.95 an hour, not to exceed 8 hours or \$376 per instructor, effective August 19, 2015 through December 30, 2015, in accordance with Agreement, Article 10, Section 9(m).

English 80

Sylwia Kulczak

Robert Puglisi

English 82

Geoffrey Aguirre

Robin Arehart

Nancilyn Burruss

Susanna DeSimone

Khairunessa Dossani

Kendra Hatchett

Nida Husain

Susan Johnson

Angie Kirk

Karen Lugo

Susan Magabo

Danielle Panto

Lana Phillips

Elayne Rodriguez-Haven

Jennifer Triplett

English 84

Robin Arehart

Erin Cole

Judy Crozier

Allison DeVaney

Yvette Hawley

Sumino Otsuji

Elayne Rodriguez-Haven

Catherine Schaeffer

Katherine Sentz

Terry Wright

23. Special Assignment – The following instructors to participate in development content for research for an African American Support program, to be paid \$46.95 an hour, not to exceed 30 hours or \$1,409 per instructor, effective September 9, 2015 through December 30, 2015, in accordance with Agreement, Article 10, Section 14(a).

Behavioral & Social Sciences

Jason Suarez

Kristie Daniel-DiGregorio

Counseling

Kenneth Key

Cynthia Mosqueda

Humanities

Katrina Jalloh
Scott Kushigemachi

Darrell Thompson
Allison Carr

Mathematical Sciences

Gregory Scott

24. Special Assignment – The following part-time instructors to participate in Humanities English 1A Consistency Project, to be paid \$46.95 an hour, not to exceed 8 hours or \$376 per instructor, effective August 19, 2015 through December 30, 2015, in accordance with Agreement, Article 10, Section 9(m).

Amanda Ackerman
Jay Adler
Jaclyn Joelle Adams
Natasha Bauman
Jason Bostick
Elizabeth Craig
Agnes Davies
Jeffrey Douglas
Angela Florschuetz
Katie Friedman
Lisa Gaydosh
Joanne Hall
Kathryn Hall
Yvette Hawley
Susan Herdzina
Greta Hendricks
Elizabeth Hindman
Tiffany Huynh
Aura Imbarus
Katrina Jalloh
Susan Johnson
Angie Kirk

Kim Krizan
Miles Magnesi
Clinton Margrave
Mora Mattern
Anna Mavromati
Adam McOmbre
John Millea
Kathleen Motoike
Megan Ozima
Daneille Panto
Lana Phillips
Ryan Sandowicz
Katharine Sentz
Amir Sharifi
Deanna Stansbury
Eric Takamine
Cindy Tino-Sandoval
Kathy Vertullo
Laura Warrell
John Weitting
Alford Zucker

25. Special Assignment – The following Nursing instructors to supervise practice labs to work as skills lab instructors during the Fall 2015 semester, to be paid \$62.61 an hour, not to exceed 64 hours or \$4,008 per instructor, effective September 1, 2015 through December 31, 2015, in accordance with Agreement, Article 10, Section 14(a).

Nina Collins
Octavia Hyacinth
Yeon Kim

Elizabeth Leon
Clara Sic Alonzo

26. Special Assignment – The following full-time Nursing instructors to work as Student Success facilitators for the Student Success Center during the Fall 2015 semester, to be paid \$62.61 an hour, not to exceed 50 hours or \$3,131 per instructor, effective September 1, 2015 through December 31, 2015, in accordance with Agreement, Article 10, Section 14(a).

Michelle Guta

Kathy Morgan

27. Special Assignment – The following full-time Nursing instructors to work as Student Success facilitators for the Student Success Center during the Fall 2015 semester, to be paid \$62.61 an hour, not to exceed 20 hours or \$1,253 per instructor, effective September 1, 2015 through December 31, 2015, in accordance with Agreement, Article 10, Section 14(a).

Victoria Orton

Maria White

28. Special Assignment – The following full-time instructors to support the El Camino College – American Mathematical Associate of Two-Year Colleges (AMATYC) Students Mathematics League (SML) competition preparation program, to be paid \$62.61 an hour, not to exceed 33 hours or \$2,067 per instructor, effective September 8, 2015 through December 11, 2015, in accordance with Agreement, Article 10, Section 14(a).

Gregory Fry
Linda Ho
Zachary Marks
Matthew Mata

Benjamin Mitchell
Jasmine Ng
Paul Yun

29. Special Assignment – The following part-time instructors to participate in the various Fall 2015 Basic Skills Workshops on Developmental Reading and Writing, to be paid \$46.95 an hour, not to exceed 12 hours or \$564 per instructor, effective August 20, 2015 through May 13, 2016, in accordance with Agreement, Article 10, Section 9(m).

Amanda Ackerman
Jay Adler
Jaclyn Joelle Adams
Geoffrey Aguirre
Robin Arehart
Natasha Bauman
Vicki Blaho
Jason Bostick
Nancilyn Burruss
Erin Cole
Elizabeth Craigg
Judith Crozier
Cathleen Daniels
Agnes Davies
Susanna DeSimone
Allison DeVaney
Khairunessa Dossani
Jeffrey Douglas
Angela Florschuetz
Katie Friedman
Lisa Gaydosh
Tiffani Gebhard
Joanne Hall
Kathryn Hall
Kendra Hatchett
Yvette Hawley
Greta Hendricks
Susan Herdzina
Elizabeth Hindman
Jennifer Holt-Molina
Nida Hussain
Tiffany Huynh
Aura Imbarus
Katrina Jalloh
Susan Johnson
Angie Kirk

Kim Krizan
Sylwia Kulczak
Karen Lugo
Meagan Madigan
Susan Magabo
Miles Magnesi
Clinton Margrave
David Maruyama
Mora Mattern
Anna Mavromati
Adam McOmbre
John Millea
Melissa Moran
Kathleen Motoike
Susan Nozaki
Sumino Otsuji
Megan Ozima
Kendyl Palmer
Daneille Panto
Jennifer Peters
Lana Phillips
Robert Puglisi
Elayne Rodriguez-Haven
Kim Runkle
Ryan Sandowicz
Jelena Savina
Catherine Schaeffer
Katharine Sentz
Amir Sharifi
Grace Shibata
Gary Smith
DeAnna Stansbury
Eric Takamine
Cindy Tino-Sandoval
Jennifer Triplette
Kathy Vertullo

Laura Warrell
John Weitting

Terry Wright
Alford Zucker

30. Stipend Assignment – The following part-time coaches to be hired for the Fall 2015, to be paid \$62.61 an hour, in accordance with Agreement, Article 10, Section 11(e).

<u>Coach</u>	<u>Dates</u>	<u>Max Hrs Per Week</u>	<u>Team</u>	<u>Stipend</u>
Darin Dunn	1/15/16 – 6/15/16	2.3	Tennis	\$3,000
Darin Dunn	8/15/15 – 1/18/16	2.3	Soccer	\$3,000
John Hall	8/15/15 – 6/15/16	1.8	Track & Field	\$5,000
Keith Crenshaw	8/15/15 – 6/15/16	2.9	Basketball	\$8,000

31. Employment – The following part-time/temporary instructors to be hires as needed for the fall 2015 semester, not to exceed 67% FTE or 25 hours per week.

Behavioral & Social Services

Baxter, Susan
Jaaska, Arne

LaCoe, Amy

Business

John Hill

Nagpal, Pavan

Counseling

Estrada, Maria

Nunez-Mason, Rebecca

Fine Arts

Barone, Katie
Hale, David
Kondrath, Jessica

Roman-Rodriguez, Dorcas
Taylor, Katrina

Health Sciences & Athletics

Alvillar, Marc

Komai, Stacy

Health Center

Smalling, Lisa

Humanities

Adams, Jaclyn
Triplett, Jennifer
Craig, Elizabeth

Magnesi, Miles
Oliva, Cedric

Industry & Technology

Brewer-Smith, Charlene
Davis, Randal
Ereiyski, Rumen
Hamilton, Charles
Thomas, Kurth
Lopez, Richard
Martinez, Richard

Mason, Donald
Meek, Dylan (Sub)
Owens, Charles
Padin, Jeffrey
Robinson, Ken
Warren, Shirley

Mathematical Sciences

Ambrosio, Edwin
Akins, David
Esmaeili, Akram
Koch, Natalie
McDonnell, Perry
Robertson, Matthew

Ross, Kristin
Sampson, Allen
Schwartz, Elizabeth
Tadele, Gizaw
Nguyen, Diem
Owens, Delores

Natural Science

Dhar, Gautam
McLain, Nathan

Coffey, Kevin
Raval, Gira

Classified Personnel:

1. Retirement – Carlos Mena, Skilled Trades Assistant, Range 28, Step F, Facilities Planning and Services Division, Administrative Services Area effective December 31, 2015.
2. Resignation – Wendy Macias, Student Services Advisor, Range 35, Step E, STEM/Natural Sciences Division, Academic Affairs Area, effective August 31, 2015.
3. Promotion – David Brown, from Program Coordinator, Range 36, Step C, to Assistant Director EOPS/CalWORKS, Range 8, Step 1 (Administrator Salary Schedule), Student Support Services Division, Student and Community Advancement Area, effective September 1, 2015.

4. Extend Work Out of Classification – Susan Pickens, Administrative Assistant I, Range 7, Step F, to Executive Assistant to the President, Range 13, Step A (Confidential Salary Schedule), effective September 1 through September 30, 2015.
5. Work Out of Classification – Debra Robertson, Bookstore Technical Assistant, Range 29, Step F, Bookstore Division, Administrative Services Area, to Bookstore Supervisor, Range 16, Step C (Supervisory Salary Schedule), to oversee daily operation of the Compton Bookstore, effective July 1, 2015 through June 30, 2016.
6. Employment – Gerel Purevkhoo, Senior Clerical assistant, Range 24, Step A, fine arts Division, Academic Affairs Area, effective September 9, 2015.
7. Employment – Anya Wilcox, Human Resources Technician III, Range 9, Step A (Confidential Salary Schedule), Human Resources Division, Human Resource Area, effective October 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:

8. Change of Assignment – Portia Rushin Sorunke, from Administrative Assistant I, Range 28, Step A, to Administrative Assistant II, Range 31, Step A, Academic Affairs Area, to work on Curriculum, Curricunet, SLOs, effective August 1, 2015.
9. Patricia Foronda – Library Media Technician I, Range 19, Step A, Learning Resources, Academic Affairs Area, effective September __, 2015 through June 30, 2016.
10. Barbara Siegel – Accompanist – Piano, Range 32, Step A, Fine Arts Division, Academic Affairs Area, effective August 31, 2015 through June 30, 2016.
11. Jacob Wendt – Accompanist – Percussion, Range 27, Step A, Fine Arts Division, Academic Affairs Area, effective August 22, 2015 through June 30, 2016.
12. David Wright – Lab Supervisor, Range 21, Step A (Supervisory Salary Schedule), Natural Sciences Division, Academic Affairs Area, effective July 1, 2015 through June 30, 2016.

Special Services Professional

13. Susan Warshaw – 60% Special Services Professional, Range 1, Step 1, Foundation Division, Student and Community Advancement Area, effective August 25, 2015 through June 30, 2016, not to exceed \$33,000.

B. TEMPORARY, NON-CLASSIFIED SERVICE EMPLOYEES

It is recommended that the Board authorize employment of the following Temporary, Non-Classified Service Employees, subject to funding, not to exceed 170 days per year, 25 total work hours per week and/or the equivalent of 67% faculty load per week, effective September 9, 2015 through June 30, 2016, unless otherwise stated, as shown in items 1- 23.

Campus Police Aide Series

1. Campus Police Aide II

The following individual is to be responsible for non-hazardous police services to the students, staff and faculty of El Camino College and other departmental duties at the rate of \$10.00 per hour, effective 7/1/15 to 6/30/16.

Amanda Baldonasa

2. Campus Police Aide III

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

Alexis Alvarez, \$11.00 per hour

Eliana Montelongo, \$11.50 per hour

Alexandra Sandoval, \$11.00 per hour

3. Campus Police Aide V

The following individual is to assist sworn and non-sworn personnel of the El Camino Police Department in performing general law enforcement duties at the rate of \$13.75 per hour.

Jennifer Valle

Instructional Aide Series

4. Instructional Aide I

The following individuals are to assist instructors or other staff in a classroom or laboratory setting with basic tutoring, support services, and accommodations for students at the rate of \$9.00 per hour.

Tiffany Finau

Marcial Martinez (eff. 8/24/15 to 6/30/16)

5. Instructional Aide II

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

Roderick Almazan, \$10.00 per hour

Sascha Bottoms, \$10.00 per hour (eff. 8/20/15 to 6/30/16)

Steven Solomon, \$9.50 per hour (eff. 7/1/15 to 6/30/16)

6. Instructional Aide III

The following individuals are to provide intermediate level tutoring, record maintenance, and other accommodations for students at the rate of \$10.50 per hour, effective 8/1/15 to 6/30/16.

Ana Felix

Patricia Tyree

Amber Grace

7. Instructional Aide VI

The following individual is to provide instructional assistance and assist with the daily operations of the Student Equity Plan activities in the Learning Resources Center, at the rate of \$15.00 per hour.

Shelley Spearman

Office Aide Series

8. Office Aide III

The following individuals are to assist with appointments, and scheduling, payment processing, daily operations and maintenance such as compile, input, maintain data, payment process, customer service, and supporting the division staff as needed at the rate of \$10.50 per hour, effective 8/10/15 to 6/30/16.

Layne Hannemann

Alex Trujillo

Program Aide Series

9. Program Aide III

The following individual is to assist staff with duties to support the needs of a program or specialized area at the rate of \$10.50 per hour.

Breonca Johnson

Program Aide VI

The following individual is to assist in working with selected students to increase knowledge of college requirements, college success skills strategies, enrollment procedures and transfer information at the rate of \$19.00 per hour, effective 8/10/15 to 6/30/16.

Nicholas Bravo

10. The following individual is to create and distribute flyers, assist with orientations, handle correspondence and logistics for the career fair, and assist with staffing and classroom presentations for the Career and Transfer Center at the rate of \$19.00 per hour.

Martha Quezada

11. The following individual is to perform complex tasks related to the Student Equity Program, provide guidance and leadership on program data collection, and help manage program administration at the rate of \$19.00 per hour.

Beth Ceja

Sports Aide Series

12. Sports Aide VI

The following individual is to assist the coaching staff with the coordination of all aspects of practice and competition at the rate of \$17.00 per hour.

Alec Ortiz

Theater Aid Series

13. Theater Aide IV

The following individual is to perform technical theater duties for events at El Camino College, to be paid at the rate of \$12.75 per hour effective 7/1/15 to 6/30/16.

Desmond Sanchez

Assistive Linguistics Professional Series

14. Assistive Linguistics Professional II

The following individual is to provide language interpreting support services between Deaf and Hard-of Hearing students, staff and their hearing peers, the classroom instructor and other personnel, and must possess National Certification at the rate of \$45.00 per hour, effective 8/24/15 to 6/30/16.

Denise Esterley

Education Professional Series

15. Education Professional I

The following individuals are 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 at the rate of \$20.00 per hour.

David Diaz

Katherine Fleming

Jennifer Ly

Andrew Schwagerl

16. The following individual is to provide tutoring assistance for students using the Foreign Language laboratory, monitor equipment and the facility, and assist with computer troubleshooting issues at the rate of \$26.00 per hour.

Silvia Ribelles de la Vega

17. The following individuals are to conduct classes for the El Camino College Community Education and Professional Development program effective 7/1/15 to 6/30/16.

Regine Costello, \$30.00 per hour
Leonard Giachello, \$29.00 per hour
Michael Vanoverbeck, \$29.00 per hour
Charles Wright, \$30.00 per hour

18. Education Professional II

The following individuals are to conduct classes for the El Camino College Community Education and Professional Development program at the rate of \$35 per hour.

Iyaunna Ajiduah-Towery
Paul Lance
John Powers
Dale Fedderson (eff.7/1/15-6/30/16)

19. Education Professional V

The following individuals are to conduct classes for the El Camino College Community Education and Professional Development program effective 7/1/15 to 6/30/16.

Quayum Abdul	Gevork Kazanchyan
Ron Berman	Douglas Morrison
Temtan Bhagwagar	Kellie Nicholson
Jethro Carter	Jack Selph
Regine Costello	Larry Takahashi
Shirley Douglass	Jenessy Tyler
Dale Fedderson	Lina Vidal
Leonard Giachello	Ronald Williams

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

Yoona Cha	Chris Weisbart
Carol Cymerint	Michael Williams
Samuel Rad	

Program Professional Series

20. Program Professional I

The following individual is to perform complex tasks related to the Student Equity Program, provide guidance and leadership on program data collection, and help manage program administration at the rate of \$20.00 per hour effective 8/17/15 to 6/30/16.

Jacqueline Vergara

21. Program Professional IV

The following individual is to manage the progress of the implementation plan for Starfish Early Alert and Starfish Degree Planner and ensure all parties are working together to launch the system according to the timeline to be set forth at the rate of \$75.00 per hour.

Linda Gallucci

Training Professional Series

22. Training Professional II

The following individual is to facilitate groups with youth at risk or foster youth using experiential training strategies and strength-based practices in the Foster and Kinship Care Education Program and the Model Approach to Partnerships in Parenting program at the rate of \$37.00 per hour.

Juan Alvarez (eff. 9/1/15 to 6/30/16)

C. REVISED CLASSIFICATION SPECIFICATION FOR CLASSIFIED POSTIONS

It is recommended that the Board of Trustees approve the revised classification specification for the Help Desk Consultant as shown on pages 20 – 22.

D. REVISED CLASSIFICATION SPECIFICATION FOR ADMINISTRATOR POSTION

It is recommended that the Board of Trustees approve the revised classification specification for the Director of EOPS, CARE and CalWORKS as shown on pages 23 – 25.

E. NEW CLASSIFICATION SPECIFICATION FOR ADMINISTRATOR POSTION

It is recommended that the Board of Trustees approve the new classification specification for the Endowed Chair, Noble Entrepreneurial Studies Program as shown on pages 27 – 28.

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: HELP DESK CONSULTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor or director, assist users of all skill levels in person or by using other assistance technologies, ~~via e-mail, over the phone~~; answer a wide variety of questions concerning hardware and software operation and follow up to ensure customer satisfaction. Serve as the primary user/customer contact and liaison between end users and Information Technology Services staff regarding voice and data technology. Maintain a database of work requests and problem resolutions.

REPRESENTATIVE DUTIES:

Troubleshoot basic computer problems, general Internet and application issues for users in person, ~~via e-mail, and over the phone~~, and or by using other assistance technologies

Recommend or perform minor remedial actions to correct problems based on knowledge of systems operation.

Explain installation, modification, and how to make minor repairs to hardware and software systems. Refer ~~major repairs~~ more complex issues, problems, and repairs to ~~computer systems support technicians~~. appropriate support staff.

Diagnose ~~dial-up~~ computer communication problems for customers using college resources. ~~software the Division distributes~~.

Escalate user problems to ~~a specific~~ appropriate Information Technology Systems staff ~~person~~ or supervisors as needed.

Track user problems and inform the user of the status.

Provide ~~work-related~~ assistance to other Information Systems Technology Services staff as needed.

Distribute dial-in access instructions and software to users.

Gather and publish statistical information regarding Help Desk functions on a regular basis.

~~Build and maintain a database of work request~~ Create, update, and maintain service desk software work requests with documentation for future inquiries.

Answer ~~inquiries~~, and record in service desk software and resolve basic hardware and software problems by walking end-user through simple procedures and processes for resolution of Software, LAN, WAN, PC, and Telephone difficulties. ~~Log inquiries into automation tool to be analyzed for trends~~.

Coordinate on-site technical support for emergency status calls when software and/or equipment failures occur.

Notify end users ~~and~~ of major network or application software system difficulties and provide divisions with status updates of estimated down time.

Provide assistance and instructions for first-time customers.

Help maintain the District's ~~call tracking system~~ service desk software.

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Hardware and associated peripherals (printers, scanners, video, etc.)

Operating systems configuration and problem solving methods

Office automation fundamentals, operating systems, and applications such as Windows, Microsoft Office, Mac OS, **UNIX**, and Internet ~~access~~ browsers

Data system terminology used in job documentation and systems communications.

Emergency procedures related to system malfunctions.

Problem-solving techniques with the ability to assist end users.

ABILITY TO:

Communicate effectively orally and in writing to record data, convey ideas, facts, and information effectively and accurately to faculty, students, staff, and the general public.

Use telephone directories and other resources to quickly locate telephone numbers and related information.

Maintain professionalism and discretion when working with extremely sensitive private or security information (system access, passwords, employee and/or student personal data, etc.)

Ask clear questions, elicit desired information, listen actively, and demonstrate understanding.

Organize and prioritize work and identify and use potential sources of data.

~~Effectively communicate with the campus community at all levels of the organization.~~

Establish and maintain effective working relationships.

Maintain restraint and keep calm when faced with interpersonal conflict.

Distinguish between important and trivial details.

Identify what information is needed by others for effective actions.

Ability to ~~remain current~~ learn new and/or changing technology hardware, software, and support technologies

EDUCATION AND EXPERIENCE:

Two years of course work from an accredited college or university and one year of responsible experience working with computer applications, operations, and systems or; four years of relevant technical support experience.

WORKING CONDITIONS:

Lift and carry up to 25 pounds.
Long periods of standing and sitting.
Extensive use of the telephone.
Move from one location to the other.

Classified Salary Range 30

Revised and Board Approved: September 8, 2015

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOP&S), CARE and / CalWORKS

BASIC FUNCTION:

Under the direction of the designated Dean, plan, organize, control and direct the operations and activities of the EOP&S, and CARE programs and ~~the CalWORKS welfare reform~~ programs; provide leadership in the development and implementation of service delivery systems; coordinate and supervise all personnel involved in the programs.

This position is contingent upon the availability of state ~~and federal~~ funding.

REPRESENTATIVE DUTIES:

The duties of the Director of EOP&S, CARE, and /CalWORKS may include, but not be limited to the following:

Assure the provision of a student-centered, customer-service oriented environment for the delivery of programs and services.

Create a positive environment that fosters creativity.

Develop and monitor the budget for all programs within the department; manage fiscal resources consistent with District policy and sound financial management principles.

Ensure the validity of student eligibility for EOP&S, CARE and CalWORKS programs with supporting documentation of financial and educational criteria required for operational program reviews.

Ensure that the use of EOP&S, /CARE, /CalWORKS funds comply with state guidelines.

Supervise the awarding process of EOP&S grants, CARE grants, child care allowances and book vouchers; ~~supervise the inputting of EOP&S, CARE and CalWORKS awards into the Financial Aids software system.~~

Supervise the outreach recruitment efforts for at-risk individuals in local high schools and within the Community.

Coordinate program planning activities with the state, Los Angeles County and other agencies and serve as the EOP&S, CARE and /CalWORKS liaison with local businesses, community groups and agencies.

Maintain EOP&S, CARE and CalWORKS advisory committees with appropriate membership from community agencies, businesses, high schools and colleges. Conduct the annual meetings of each.

Coordinate priority registration for EOP&S, CARE and CalWORKS students as defined by Title 5 regulations.

Monitor and ensure EOP&S, CARE, and CalWORKS compliance with regulations. Resolve compliance issues when necessary.

Provide support and guidance to faculty members as they design, review and modify courses that assist in the retention and transition of program participants.

Supervise the overall function of the peer advising and tutoring components in the retention and tutorial services.

Conduct and review exit process for students who are no longer eligible for services.

Supervise the data collection, data entry and integrity of MIS reports used to allocate state funds to EOP&S, CARE, and CalWORKS programs; ensure reports are submitted to state in a timely manner.

Provide leadership in the use of technology to ensure the effectiveness and efficiency of the EOP&S, CARE, and CalWORKS programs.

Provide leadership in the development and achievement of annual goals and objectives; submit an annual report.

Supervise early outreach and summer readiness activities to motivate and bridge retention efforts for students in grades 8-12 via tutoring, campus tours, informational and motivational workshops.

Design the curriculum, hire instructors and staff and manage the daily operations for the Early Start Summer Institute.

Maintain and encourage effective communication with division staff by holding regular staff meetings; provide information to staff about issues, programs and practices affecting the college and the department. Foster an environment of collegial consultation.

Develop and provide programs and services aimed at serving current foster youth and former foster youth to assist them in transitioning to college and assist them in meeting their educational goals once enrolled at the college.

Provide clearly written reports and analyses when requested or appropriate.

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Oral and written communication skills.
Principles and practices of supervision and training.
Applicable laws, codes and regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and appropriate software.

ABILITY TO:

Demonstrate sensitivity to and understanding of multi-cultural, diverse environments and college students from diverse academic, socioeconomic, cultural, and ethnic backgrounds.
Supervise and evaluate the performance of assigned staff.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and appropriate office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.
Work independently with little direction.
Plan and organize work.

EDUCATION AND EXPERIENCE:

Must have a Master's degree or the equivalent which includes or is supplemented by a minimum of six units of college level course work predominately relating to ethnic minorities or persons handicapped by educational, language or social disadvantages and two years of full-time experience in management or administration of educational programs, community organizations, government programs, or private industry in which the applicant dealt predominately with ethnic minorities or persons handicapped by language, social or economic disadvantages, or as a community college EOP&S counselor or EOP&S instructor.

LICENSE AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

May be required to drive to offsite locations periodically.
Move from one work area to another.
Hand, wrist, finger dexterity to operate various office machines.
Multicultural, diverse work environment.
Lift up to 25 pounds.

Administrator Salary Schedule – Range 11

~~Board Approved: March 18, 2002~~

Revised and Board Approved: September 8, 2015

EL CAMINO COMMUNITY COLLEGE DISTRICT

JOB TITLE: ENDOWED CHAIR, NOBLE ENTREPRENEURIAL STUDIES PROGRAM

BASIC FUNCTION:

This position is established in support of the Elizabeth and Joe Boyd Noble Endowed Chair for Business. It is a twelve month assignment, renewable on an annual basis.

JOB DESCRIPTION:

Under the direction of the Dean of the Business Division, the Endowed Chair will develop, implement and promote the Noble Entrepreneurial Studies Program in coordination with the existing Management and Marketing programs. The Endowed Chair will develop and implement relationships with industry, local high schools and four year universities. The Endowed Chair will assist the Dean in the administration of the Noble Entrepreneurial Studies Program and lead the faculty in the coordination of curriculum development, program review and assessment of program learning outcomes. The position may require evening and weekend responsibilities.

REPRESENTATIVE DUTIES:

Develop an Entrepreneurial Studies Program working with the Business faculty to develop an honors track degree and certificates. Determine criteria for eligible students.

Create a Business Plan for development of The Entrepreneurial Studies Program.

Provide leadership in the community and recruit key entrepreneurs to form and participate on an advisory board. Establish network of small business contacts.

Develop internship opportunities for students with small and medium businesses.

Establish awareness of entrepreneurial studies program among area high schools, four year institutions, and perform community outreach efforts to attract students to the business programs. Plan special events to launch and market this new program.

Pursue partnership opportunities with public and private four year academic institutions of higher education.

Research and communicate trends in management and small business development as well as interface with the Institutional Research Office.

Identify grants and write grant proposals that further the goals of the business and entrepreneurial programs.

Research and develop class scheduling and curriculum benefitting working and/or entrepreneurial students; coursework may include weekend/evening hours.

Maintain up to a 60% teaching load in the Business Division each semester.

Work with the El Camino College Foundation to pursue fundraising opportunities.

Develop and present workshops that engage students, faculty, and small business professionals and provide learning opportunities.

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

Computer knowledge including, but not limited to, word-processing spreadsheet and database programs.

Excellent oral, written, and interpersonal communication skills using tact, patience, and courtesy.

Excellent organizational skills and a self-starter.

REQUIRED QUALIFICATIONS:

Master's degree in business administration/management, business education, marketing, public administration, or finance or the equivalent and one year of formal training, leadership or leadership experience related to the job assignment.

Sensitivity to and understanding of multi-cultural, diverse environments and college students from diverse academic, socioeconomic, cultural, and ethnic backgrounds.

DESIRED QUALIFICATIONS:

Post-secondary teaching experience.

Experience with owning, developing, and operating a small business.

Clear understanding of business marketing, financial, and operational practices.

Knowledge of local, state and federal resources available to small businesses.

Established network of industry contacts in the local community.

Creative approach to addressing business opportunities.

Experience developing or managing grant-funded projects.

Experience leading or organizing professional development.

LICENSE AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

Interact with a variety of individuals.

May be required to drive to offsite locations periodically.

Move from one work area to another.

Hand, wrist and finger dexterity to operate various machines.

Administrator Salary Schedule - Range 13

Agenda for the El Camino Community College District Board of Trustees
From
Compton Education Center
Keith Curry, Provost

	<u>Page No.</u>
A. Compton Center Report.....	CC 2

A. Compton Center Report

It is recommended that the Board of Trustees receive for information the El Camino College Compton Center Report for the month of September 2015.

- 1. Accreditation:** The Compton Center Candidacy Application and Self-Evaluation is due to the Accrediting Commission for Community and Junior Colleges (ACCJC) in January 2017. We have prepared a timeline for submitting the Candidacy Application and Self-Evaluation. This month, on September 15th and September 29th from 1:00 p.m.-3:00 p.m., we will be hosting Accreditation Writing Workshops for each of the Self-Evaluation standard team members. In addition, on Friday, September 18th from 8:00 a.m.-1:00 p.m., we will hold an Accreditation Self-Evaluation Workshop for all Standard team members. The Accreditation Self-Evaluation Workshop will be conducted by ACCJC staff.

On Friday, August 21, 2015, Dr. Barbara Beno, President/CEO of ACCJC provided the keynote address at the Compton Center annual fall Professional Development (FLEX) Day. A copy of the presentation is available at the following link: <http://www.compton.edu/campusinformation/accreditation/>

- 2. 2015-2016 Compton Community College District Final Budget:** The Compton Community College District Final Budget was developed to achieve 5,860 Full-time Equivalent Students (FTES), which is approximately 200 FTES below our funded FTES from 2014-2015. For 2015-2016, the fiscal impact from the reduction in FTES was mitigated by additional one-time funding from the State of California. Our estimated local, state, and other revenue is \$36,302,401; and we are projecting a reserve for contingency and ending fund balance of \$8,862,000.

The Final Budget includes a Cost of Living Adjustment (COLA) of 1.02% for base apportionment revenue and four new faculty positions funded by the new full-time faculty apportionment. In addition, the Final Budget includes the following expenses to address Compton Community College District long-term liabilities, increasing the Other Post-Employment Benefits (OPEB) payment from \$250,000 to \$750,000; establishing a State Teachers' Retirement (STRS)/Public Employees' Retirement (PERS) fund and transferring \$500,000 to address future STRS/PERS obligations; and increasing the line of credit repayment from \$1,300,000 to \$1,500,000.

The 2015-2016 Final Budget is available online at:
http://district.compton.edu/district_budget/docs/District-Final-Budget-2015-2016.pdf

- 3. Molina Medical Management:** The Compton Center is working in partnership with Molina Medical Management to establish a Health Clinic at the Compton Center. The purpose of the partnership is to provide health care services to El Camino College Compton Center students. Since July 2015, we have established a planning committee, finalized implementation timelines, toured the El Camino College Health Center facility, and begun developing the partnership agreement between El Camino College, Compton Community College District, and Molina Medical Management. We anticipate the partnership agreement completion and recommendation to the El Camino College Board of Trustees by November 2015. The proposed name of the Health Clinic is Molina Health Services at the Compton Center.
- 4. Institutional Effectiveness Partnership Initiative:** In the 2015-2016 year, the Compton Center will be receiving technical assistance in the area of Integrated Planning and Accreditation from the Institutional Effectiveness Partnership Initiative offered by the California Community College Chancellor's Office. Since July 2015, we have held two meetings with the Institutional Effectiveness Partnership Initiative staff. The Institutional Effectiveness Partnership Initiative staff is currently in the process of identifying the Partnership Resource Team members. We anticipate the first visit of the Partnership Resource Team with Compton Center and El Camino College staff sometime in October/ November 2015.
- 5. Facilities:** The Football Field Renovation Project is scheduled to be completed on September 7, 2015. This project includes the removal of the current football field and replacing it with synthetic turf, refinishing the track and surrounding areas. The ribbon cutting for the Football Field Renovation Project is scheduled for Tuesday, September 8, 2015 at 1:00 p.m.

The state funded capital outlay Allied Health Building Project for the nursing program is behind the original completion schedule of December 2015. The construction for this \$12.9 million project is now scheduled to be completed in January/February 2016. We will provide more information about the completion of this project at the October 2015 board meeting.

- 6. Compton Center Technology Infrastructure Project:** The Compton Center Technology Infrastructure Project has been completed. This is a \$4.1 million dollar project funded by the Compton Community College District Measure CC bond fund. This project included infrastructure upgrades, security, cabling, equipment, and campus-wide wireless for students.

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

Page No.

- A. Board Policy 2730 (Health Benefits) – Second Reading & Adoption..... P/B 2

A. BOARD POLICY 2730 (HEALTH BENEFITS) – SECOND READING AND ADOPTION

It is recommended that the Board receive for a second reading and adoption, amended Board Policy 2730 (Health Benefits) as show on Page P/B 3.

Board Policy 2730

Health Benefits

Members of the Board of Trustees, while in office, 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.

Reference: Government Code Section 53201 and 53208.5

Replaces Board Policy 9610

El Camino College

Adopted: 6/21/04

Amended: 5/18/15