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

**Agenda, Monday, November 28, 2011  
Campus Theatre  
4:00 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of October 17, 2011,  
Pages 4-6**
- III. Presentation – Resolution to Honor Coach John Featherstone**
- IV. Public Comment on Closed and Open Session Agenda Items**
- V. Closed Session**
  - A. Labor Relations, Brown Act Section 54957.6, Mr. Spencer Covert, District Labor Negotiator
    1. El Camino College Federation of Teachers, Local 1388
- VI. Open Session**

Adopt Resolution Regarding Implementation of Recommendations Made by the Impartial Factfinding Chair to the Agreement Between the El Camino Community College District and the El Camino College Federation of Teachers
- VII. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
  1. Academic Affairs  
*See Academic Affairs Agenda,  
Pages 18-31*
  2. Student and Community Advancement  
*See Student Services Agenda,  
Pages 32-36*

3. Administrative Services  
*See Administrative Services Agenda, Pages 37-51*
4. *See Measure "E" Bond Fund Agenda, Pages 52-56*
5. *See Human Resources Agenda, Pages 57-64*
6. Compton Community Educational Center  
*See Compton Community Educational Center Agenda, Pages 65-68*
7. Superintendent/President  
*See Superintendent/President Agenda, Pages 69-75*

## **VIII. Public Comment on Non-Agenda Items**

### **IX. Oral Reports**

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

### **X. Closed Session**

- A. Labor Relations, Brown Act Section 54957.6, Mr. Spencer Covert, District Labor Negotiator
  1. El Camino Classified Employees Local 6142
  2. El Camino College Police Officers Association
- B. Anticipated Litigation, Brown Act Section 54956.9 – Significant Exposure to Litigation
  1. 1 Case
- C. Student Expulsion, Brown Act Section 54954.5
  1. Student Expulsion – 1 case

<b>Board of Trustees Meeting Schedule for 2011</b> <b>4:00 p.m. Board Room</b>
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Monday, December 12, 2011

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

### **Vision Statement**

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

### **Mission Statement**

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

### **Statement of Philosophy**

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

### **Statement of Values**

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

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

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

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

**Diversity** – We recognize and appreciate our similarities and differences.

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

### **Guiding Principles**

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

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

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

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

### **Strategic Initiatives**

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

EL CAMINO COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING OF  
Monday, October 17, 2011

The Board of Trustees of the El Camino Community College District met at 4 p.m. on Monday, October 17, 2011, in the Campus Theatre at El Camino College.

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

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

Minutes of the Regular Board Meeting of September 8, 2011

It was moved by Trustee Brown, seconded by Trustee O'Donnell that the Minutes of the Regular Board Meeting of September 8, 2011 be approved as amended. Student Trustee Casper recorded a yes advisory vote. Motion carried.

Redistricting Trustee Areas

Ms. Ann Garten made a presentation on Redistricting Trustee Areas.

Consent Agenda

It was moved by Trustee Combs, seconded by Trustee Gen, that the Board adopt the items presented on the agenda in the following areas.

Academic Affairs

Board Policy 4055-Academic Accommodations for Students with Disabilities – First Reading

Administrative Procedure-Academic Accommodations for Students with Disabilities – Information Item

Proposed Curriculum Changes: Effective 2012/2013 Academic Year

Student and Community Advancement

Fall 2011 Forensics Team Tournaments

Journalism Association of Community Colleges Regional Conference

Community Education Classes – Winter/Spring 2012

International Travels

## Grants

### Administrative Services

AB 2910-Quarterly Fiscal Status Report  
Contracts Under \$78,900  
Contract Over \$78,900  
Personal Services Agreement  
Declaration of Surplus Property  
Revised Final Budget 2011-2012  
Chancellor's Office Tax Offset Program  
Purchase Orders and Blanket Purchase Orders

### Measure E Bond Fund

Category Budgets and Balances  
Contract-Flewelling & Moody-Bookstore Assessment and Remediation  
Change Order-American Gardens-Baseball Field Improvements  
Change Order-Bomel Construction-Lot H Parking Structure & Athletic Complex Project  
Change Order-Taisei Construction Corporation-Math Business Allied Health Project  
Notice of Job Completion-Bomel Construction-Lot H Parking Structure & Athletic Complex Project  
Notice of Job Completion-Southland Construction-Brick Veneer Replacement Project  
Purchase Orders and Blanket Purchase Orders

### Human Resources

Employment and Personnel Changes  
Temporary Non-Classified Service Employees  
New Classification Specifications for Administrator Position  
New Classification Specifications for Classified Position

### President/Board of Trustees

Recommendation for 65<sup>th</sup> Anniversary Sculpture  
2010-2011 Board of Trustees Evaluation

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

### November Board Meeting

It was moved by Trustee Combs, seconded by Trustee Gen that the November Board meeting be held on Wednesday, November 16, 2011 at 4 p.m. Student Trustee Casper recorded a yes advisory vote. Motion carried.

### Compton Community Educational Center

Compton Community Educational Center Education Master Plan was presented as an informational item.

Public Comment

Mr. Nehasi Lee spoke of the El Camino Community College District Board of Trustees Meeting Agenda, the Compton Community Education Center Education Master Plan report, and the El Camino Community College District and Compton Community College District partnership and Memorandum of Understanding. Mr. Don Brown, Ms. Kate Beley, Dr. Emily Rader, Dr. Margaret Quinones-Perez, Ms. Darilyn Rowan, Ms. Chris Jeffries, Mr. Vic Coutin, Ms. Georgiana Coughlan, Dr. Elizabeth Shadish, Mr. Yotam Ravid, Ms. Sara Blake, Ms. Valencia Rayford, Ms. Sabra Sabio, Ms. Sue Oda-Omori, Dr. Joanna Nacheff, Mr. Ken Key, Ms. Ann Ashcraft, and Dr. Elaine Moore spoke of various negotiation issues. Dr. Joanna Nacheff, Dr. Hockwood, Ms. Helena Magdalena, and Mr. Vic Coutin spoke of music classes. Ms. Luukia Smith spoke of Board of Trustee supplemental materials.

Closed Session

Regular Meeting adjourned to a Closed Session at 6:17 p.m. which ended at 7:50 p.m.

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Maureen O'Donnell, Secretary of the Board

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Thomas M. Fallo, Secretary to the Board

**EL CAMINO COMMUNITY COLLEGE DISTRICT**

**RESOLUTION REGARDING IMPLEMENTATION OF RECOMMENDATIONS  
MADE BY THE IMPARTIAL FACTFINDING CHAIR TO  
THE AGREEMENT BETWEEN THE  
EL CAMINO COMMUNITY COLLEGE DISTRICT AND THE  
EL CAMINO COLLEGE FEDERATION OF TEACHERS**

**WHEREAS**, the El Camino Community College District (“District”) and the El Camino College Federation of Teachers (“Federation”) have engaged in negotiations for a successor collective bargaining agreement to the agreement that was for the term from July 1, 2007 through June 30, 2010; and

**WHEREAS**, the District and the Federation have exhausted impasse proceedings, including mediation and factfinding in PERB Case No LA-IM-3649-e; and

**WHEREAS**, the District and the Federation are in receipt of and have considered the “Factfinding Discussion and Recommendations” dated November 4, 2011; and

**WHEREAS**, the District and the Federation conducted post-factfinding negotiations and a second impasse was reached on November 16, 2011.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. The Board of Trustees concurs with the impartial chair’s factfinding recommendations for adoption.

2. The Board of Trustees adopts and implements the impartial chair’s factfinding recommendations. (The text below that is in bold and underlined is revised language. Strikethroughs represent deleted language.)

3. The following revisions are deemed effective upon adoption of this Resolution, unless otherwise specifically stated:

A. **Article 7, Section 2. Committee Recommendations**

The calendar committee shall make recommendations for a school year in compliance with the Education Code. The calendar shall include an academic year consisting of fall and spring semesters, summer and winter sessions, and other academic sessions as may be developed in the future. **It is understood that the District has the option to not offer or modify the length of winter or summer sessions commencing with summer session 2012.**

**It is understood that the District may add an additional unscheduled day or days to the calendar in the event that any day or days are "lost" due to uncontrollable circumstances. The recommended calendar shall include the stipulated holidays as provided by Article 15.**

B. Article 8, Section 15. Counselors

~~(a) Counselors may be employed either on an academic year basis of one hundred seventy five (175) days of service or a fiscal year basis. Fiscal Year Counselors are covered by the provisions of Article 14, Vacations, and Article 15, Holidays.~~

~~(b) Counselors employed on a fiscal year basis for the 1995-1996 year have the option of remaining on a fiscal year basis or converting to an academic year basis as of July 1, 1996, or any subsequent July 1. Such election shall be effective as of the appropriate July 1 by written notification to the Vice President Student and Community Advancement, prior to May 15 of such year. Such election is irrevocable.~~

~~(c)~~ **(a) Effective July 1, 2012, Counselors will transition from a fiscal year basis to a work year calendar during 2012-13 of 197 work days, with one additional sick leave day, but no vacation or holiday pay. Within the 197 work days, 175 work days will coincide with the modified academic year consisting of two 18-week semesters. Twenty-two (22) additional days will be assigned to be worked during the summer and/or intersession in consultation with the Dean of Counseling and Matriculation.** Each ~~fiscal year~~ Counselor will formulate and maintain a schedule, subject to the approval of the Dean of Counseling and Matriculation, consisting of a basic forty (40) hour work week of professional counseling services. The schedule may be changed or adjusted, subject to the approval of the Dean. The schedule shall include twenty-six (26) hours of student contact a week with a possible reduction of these hours at the Dean's discretion and two (2) hours of on-campus, non-student contact a week. The Dean may require up to thirty (30) hours of student contact a week, during periods of in-person registration, not to exceed four (4) weeks per fiscal year. Each Counselor will spend no less than thirty-two hours per week on campus (or at the location where a Counselor's work is scheduled) fulfilling contractual requirements for scheduled and unscheduled time. Twenty-eight (28) of the thirty-two (32) hours must be scheduled on a weekly basis.

~~(d)~~ **(b) Effective July 1, 2013, For Counselors shall be employed on a modified academic year basis of 175 days, basic service hours per week under the 16 an 18-week compressed calendar shall be expanded by 12.5% (45) 40 hours per week. Each Counselor will formulate and maintain a schedule, subject to the approval of the appropriate Dean, consisting of a basic forty (40) hour work week of professional counseling services. Student contact hours within the week shall be increased proportionally, rounding down to the nearest half-hour. The weekly schedule shall include twenty-nine (29) twenty-six (26) hours of student contact a week consisting of one-on-one counseling, group counseling/workshops and classroom presentations with a possible reduction of these hours at the Dean's discretion and two (2) hours of on-campus, non-student contact a week. The Dean may require up to thirty three and a half (33.5) thirty (30) hours of student contact a week, during periods of in-person peak**



registration, not to exceed four (4) weeks per fiscal year. Each Counselor will spend no less than ~~thirty-six (36)~~ **thirty-two (32)** hours per week on campus (or at the location where a counselor's work is scheduled) fulfilling contractual requirements for scheduled and unscheduled time. ~~Thirty one and a half (31.5)~~ **Twenty-eight (28)** hours of the ~~thirty-six (36)~~ **thirty-two (32)** hours must be scheduled on a weekly basis.

~~(e)~~ **(c)** Counselors are entitled to all professional privileges afforded to teaching faculty, such as professional development activities. ~~The twenty-six (26) student contact hours (29 hours under the modified academic year contract may be reduced, with the approval of the Dean, by up to forty (40) hours (as pro-rated by workload) during the fiscal year (45 hours under the compressed 16 week calendar). These~~ **Counselors will have up to** forty (40) hours ~~(45 hours under the modified academic year contract)~~ **per academic year to** ~~may~~ be used for conferences, workshops (on or off campus), or other professional development, excluding campus committees. Any hours in excess of the forty (40) which are approved for conferences, workshops, etc., will require the counselor to establish additional student contact hours on an hour-for-hour basis. These hours shall be rescheduled within thirty (30) days from the hours missed.

~~(f)~~ **(d)** A Counselor who is also assigned a teaching load during the academic year shall have the option to count the teaching load as overload up to 13.34 percent, or to be governed by the provisions of this Article for such period in the proportion that the Counselor's teaching assignment bears to the normal teaching load as defined in Section 6 of this Article. The balance of that percentage will be assigned as counseling duties as provided by this subsection.

~~(g)~~ ~~In the event a Counselor is scheduled to work Saturday registration, the appropriate Dean shall not deny any reasonable request to be excused from such Saturday assignment, provided adequate staffing needs are met. A Counselor who is assigned Saturday registration will receive equal compensatory time off at another time as mutually agreed between the Counselor and the appropriate Dean.~~

~~(h)~~ **(e)** The ~~modified~~ academic year is comprised of 175 days of service. The District may schedule no more than twenty (20) of the 175 days of service prior to and contiguous with the beginning of the fall and/or spring semesters. The modified academic year schedule will be communicated to the affected Counselor by May 1 of the prior academic year. Each counselor will prepare a schedule of substitute days off during the academic year and shall discuss the proposed schedule with the Dean who will approve the schedule if it meets the needs of the District. If not approved, the Dean and the Counselor will develop an alternative acceptable schedule. The schedule of alternative days off shall be determined in writing prior to June 1, of each year, but may be changed by mutual agreement during the year.

(f) A Counselor may request to be relieved of counseling duties and assigned as an Instructor. Such request shall be submitted in writing to the Dean of the Division who shall promptly forward the request with a recommendation to the appropriate Vice President who shall meet with the appropriate dean and the counselor requesting such assignment. Upon review of all the circumstances, the appropriate Vice President shall grant or deny the request in writing.

C. Article 10, Section 9. Part-Time Faculty Members

~~(j) The Chancellor's Office plans on the current appropriation of part-time equity funds to continue in future years by adding money to the base for the 2002-03 fiscal year. However, should this appropriation be reduced in whole or in part, the Part-Time Faculty Schedules will be reduced in proportion to the funding available as determined by the final budget adopted by the Board of Trustees at their September 2002 meeting.~~ **Any further reductions or discontinuances in the State's part-time categorical equity funding for community colleges that is implemented in the State budget on or after July 1, 2012 shall also reduce the part-time hourly rate in the fiscal year(s) in which the reduction occurs.** The District and the Federation will meet and confer to determine in what proportion the schedules should be reduced.

D. Article 17, Insurance Benefits

Section 1. Medical Plans

**Effective January 1, 2012, the District shall contribute (not to exceed) the following amounts for the medical insurance: \$590 per month for single, \$1,022 per month for 2-party, and \$1,328 per month for family. Any difference in the amount between the District contribution for medical insurance and the CalPERS medical insurance premium cost shall be paid by the employee through monthly payroll deductions.** ~~Effective July 1, 1996, and annually thereafter, the District shall contribute the minimum payment required, in order to participate in CalPERS medical plan, toward payment of the premium of a medical plan selected by the eligible permanent Faculty Member.~~ The medical plan chosen by the Faculty Member shall be one of those offered by CalPERS under the Public Employees Medical and Hospital Care Act **unless the District and the Federation negotiate a change in the carrier for health benefit insurance.**

(a) ~~The District shall provide as a supplemental benefit plan for each permanent Faculty Member an amount equal to the difference between the minimum premium payment made by the District and the total cost of the medical plan selected by the Faculty Member.~~ **For the insurance year commencing January 1, 2013, the District or the Federation may commence negotiations in April 2012 to consider different medical and health insurance providers and/or carriers. If a timely request to bargain a change in insurance plans is**

**not provided to the other party by May 1, 2012, then the parties will continue to utilize the CalPERS medical plan for 2013.**

(b) The ~~supplemental~~ **health** benefit plan ~~is~~ applicable to ~~all~~ eligible retirees ages 55 – 65 **who have ten (10) years of service with the District will be** in accordance with Section 7 of this Article. The CalPERS system will deduct the monthly insurance premium only from the retiree's STRS or PERS retirement check and the District will reimburse the retiree for the **applicable District contribution per Section 7.** ~~cost of the employee's health insurance premium.~~

(c) The Faculty Member may elect to have his/her eligible dependents covered under the medical plan the Faculty Member selects. ~~If the Faculty Member selects either of the two CalPERS PPO/indemnity plans offered by the District, the Faculty Member shall pay thirty percent (30%) of the cost of such dependent coverage and the District shall pay the remaining seventy percent (70%) of such cost. If the Faculty Member selects any of the CalPERS HMO plans offered by the District, the District will pay one hundred percent (100%) of the coverage.~~

(d) **Until December 31, 2011, a** Faculty Member whose spouse is a District employee and who selects PERSCare or PERSChoice medical plans may opt to have one (1) medical plan which covers both the employee and the employee's spouse. The District shall pay the difference between two-party and family coverage in order to equalize the paid coverage for this situation. Under this option, an employee spouse would not select his/her own coverage but would opt to be covered under the Faculty Member's Primary Coverage.

(e) Faculty Members may, during ~~the CalPERS~~ open enrollment period in the Fall of each year, change plan coverage effective January 1 of each such year.

(f) ~~CalPERS~~ **Insurance benefits** coverage begins on the first of the month following the first day the Faculty Member is in paid status. Thus, a Faculty Member whose first day in paid status occurs on August 10 of any year will have coverage beginning on September 1 of that year. The Faculty Member's coverage continues until the first of the month following a full calendar month after the month in which the Faculty Member's last day in paid service occurs. Thus, a Faculty Member whose last day in paid status was March 10 of any year will have coverage through the month of April. Coverage for the dental plans and the vision plan begins and ends in the same manner. An eligible faculty member shall be deemed to be in "paid status" during any summer and/or winter session so long as the faculty member is scheduled to return to paid status at the end of the summer and/or winter sessions.

Section 2. Dental Plans

The District will ~~continue to maintain its current~~ **provide** dental plans for all Full-Time Faculty Members and will continue to pay the monthly premium cost of the Faculty Member's coverage. If the Faculty Member selects the Delta Dental Plan **or equivalent plan** and elects to cover his/her eligible dependents by such plan, the Faculty Member will pay thirty percent (30%) of the cost of such dependent coverage and the District will pay seventy percent (70%) of such cost. If the Faculty Member selects the Delta Care Plan **or equivalent plan** and elects to cover the Faculty Member's eligible dependents by such plan, the District will pay the entire cost of the dependent coverage.

### Section 3. Vision Plan

The District will ~~continue to maintain its current~~ **provide** ~~vision~~ **vision** ~~service~~ **plan** for Full-Time Faculty Members and will pay the entire monthly premium cost for the Faculty Member's coverage. If the Faculty Member elects to have his/her eligible dependents covered by the **plan**, the Faculty Member will pay thirty percent (30%) of the cost of such coverage and the District will pay seventy percent (70%) of the cost of such coverage.

### Section 4. Life Insurance - AD&D

The District will ~~maintain its~~ **provide** life insurance and accidental death and dismemberment insurance plan. The District will pay for the cost of such coverage.

### Section 5. Short-Term Disability Income Insurance

The District will continue to make available to Full-Time Faculty Members a short-term disability income insurance plan. The Faculty Member who elects coverage by this plan shall pay the entire cost of such coverage.

### Section 6. Compensation in Lieu of Dependent Insurance Benefits

The District will pay Four Hundred Twenty Dollars (\$420.00) at the end of each full year of completed service to each Full-Time Faculty Member not electing dependent medical, dental, and vision insurance coverage for such year. The Faculty Member may, pursuant to IRC regulations, use this sum for a tax-sheltered annuity contribution.

### Section 7. Retiree Medical Insurance

(a) **For employees retiring prior to July 1, 2011,** the District will provide medical insurance only for any Full Time Faculty Member who retires pursuant to the regulations of the California State Teachers' Retirement System

after reaching age fifty-five (55) under Article 19, Section 1, or Section 2, from the time of retirement until reaching age sixty-five (65) and provided the Faculty Member remains in retired status. **With respect to employees retiring after June 30, 2011, the District will contribute toward the medical insurance premium the single-only rate specified under Article 17, Section 1 for any employee who has ten (10) years of service with the District and who retires after reaching age fifty-five (55).** Regarding dependent coverage for retirees, the District will also make available to such a retiree medical insurance and dental insurance for eligible dependents with the cost of such coverage to be borne by the retiree, provided such option for dependent coverage is made when the retiree is first eligible.

(b) Effective July 1, 1996, and annually thereafter, per CalPERS regulations, the District shall offer to all eligible retirees sixty-five (65) years and older, the one-time opportunity to participate in the CalPERS medical plan. Retirees who choose not to participate in CalPERS when this one-time offer is made, relinquish all future rights to participate in CalPERS. The District shall contribute ~~the same minimum payment as specified in Section 1 of this Article~~ **the minimum CalPERS premium payment (currently \$108 per month)** for an eligible retiree who elects to participate. The retiree shall be responsible for the cost of the medical coverage equal to the difference between the District's **minimum CalPERS premium** payment and the total cost of the selected medical plan.

#### Section 8. Refund of Premiums

In the event there is a refund of insurance premiums paid, the refund shall be applied to the District's cost for the subsequent year.

#### Section 9. Voluntary Tax-Sheltered Annuities

A Full-Time Faculty Member may, subject to the provisions of the Internal Revenue Code, the California Revenue and Taxation code, and the Education Code, voluntarily elect to purchase a tax-sheltered annuity or annuities and enter into an amendment of his/her contract of employment for this purpose and effect a corresponding reduction in salary.

#### Section 10. Voluntary Employee Organization Insurance Plans

The District shall deduct monthly from a Faculty Member's earnings, where such deduction has been requested by the Faculty Member in a revocable written authorization, for payment of premiums for a group life or disability insurance plan available to the Faculty Member as a result of membership in any employee organization. The written authorization or revocation notice shall be on file with the District at least thirty (30) days in advance.

## Section 11. Disability Coverage

Any Full-Time Faculty Member who has completed ten (10) or more years of service with the District and who is determined by the California State Teachers' Retirement System to be totally disabled and is awarded disability benefits by the California State Teachers' Retirement System, shall be eligible to continue medical coverage in the District's medical insurance plans available to Faculty Members with the cost of such coverage to be borne by the disabled individual. The disabled individual must elect to continue such coverage at the time District sponsored coverage would otherwise lapse. Such coverage will remain in effect, subject to the payment of the premium cost by such disabled individual, until the individual attains the age of sixty-five (65) or chooses at an earlier age to discontinue making payment.

## Section 12. Insurance Benefits Committee

(a) The District has established an Insurance Benefits Committee comprised of representatives of all union-represented employee groups on campus, as well as employees representing other non-represented groups. The Federation agrees to continue its participation in this Committee. This Committee is authorized to review, study and recommend such changes as it deems appropriate in the health benefits (including medical, dental, and vision benefits) and changes, if any, in the sharing of costs for any such coverage between the District and its employees. **Recommendations from the Insurance Benefits Committee may be provided to the respective negotiation teams for the Federation and the District for their review and consideration; however, it is recognized that the ultimate responsibility to evaluate, provide and pay for health benefits is determined through the collective bargaining process.** ~~The Committee has no authority to make available medical insurance coverage to any persons not currently eligible for such coverage, provided that, if the Committee selects a program that mandates some form of coverage for persons not currently eligible for such coverage, this condition is waived to the extent of complying with such mandatory coverage.~~

~~(b) The District and the Federation agree that any proposals concerning health benefits shall be delegated irrevocably to the Committee and shall be removed from collective bargaining. This shall not include any proposals extending health benefits to persons not currently eligible (except as provided in Paragraph (a) of this section). Any recommended changes of the Committee respecting health benefits, which are adopted by the Trustees, shall be final and binding.~~

~~(c) The Committee shall adopt its own by laws that include, but are not limited to, the terms set forth in Appendix L – Insurance Benefits Committee Guidelines.~~

~~(d)~~ **(b)** Effective January 1, 2002, the District will provide \$20,000 to provide for reimbursement for Part-Time Faculty medical insurance premiums. This amount if not used in full in 2002, will be carried over to 2003. It will be included as an “increased cost of medical benefits” in the “Adjusted COLA” formula (Appendix N). The \$20,000 contribution shall be made annually in future years, unless different terms are negotiated in future negotiations.

~~**Section 13. Part-Time Faculty Members’ Plan**~~

~~Prior to July 1, 1997, any Part-Time Faculty Member who had not elected to be covered pursuant to the California STRS or PERS was required to participate in the Zahorik Plan where the Part-Time Faculty Member contributed five percent (5%) of pay to the Zahorik Plan and the District contributed two and one-half percent (2.5%) of the Part-Time Faculty Member’s Pay to Zahorik.~~

**MOVE SECTION 13 TO ARTICLE 19, NEW SECTION 5:**

**Section 5. Part-Time Faculty Members’ Plan**

Effective July 1, 1997, any Part-Time Faculty Member who has not elected to be covered pursuant to the California STRS or PERS plan for the Part-Time Faculty Member is required to participate in the STRS Cash Balance Plan. The Part-Time Faculty Member shall contribute four percent (4%) of pay to the STRS Cash Balance Plan and the District shall contribute five percent (5%) of the Part-Time Faculty Member’s pay to the STRS Cash Balance Plan.

~~**Section 13. Domestic Partners Benefits**~~

1. The District shall provide medical and other benefits to domestic partners in accordance with the Domestic Partner Rights and Responsibilities Act of 2003 (DPRRA). California Education Code Section 297 provides that registered domestic partners shall have the same rights, protections, and benefits, and shall be subject to the same responsibilities and obligations, and duties under the law, whether they derive from statutes, administrative regulations, court rules, government policies, common law, or any other provisions or sources of law, as are granted and imposed upon spouses.

2. In order to be eligible for benefits, partners must register with the Secretary of State, State of California. In addition, the eligible employee and domestic partner must:

- (a) Be unmarried and not related to each other;
- (b) Have lived together for at least six months, sharing the common necessities of life and responsibility for each other's common welfare, including financial interdependence;
- (c) Be at least eighteen (18) years of age and competent to enter into a contract, or, in the case of persons of opposite sex, one or both persons must be over sixty-two (62) years of age.

3. An employee has sixty (60) days from the date of enrollment with the Secretary of State to complete the HBD12 Health Enrollment Form to enroll their domestic partner and eligible dependent children. Refer to Article 17 for further enrollment information.

4. To obtain coverage both employee and their partner must certify their eligibility by completing the District's Affidavit of Domestic Partnership Form.

E. **Appendix L – “Insurance Benefits Committee Guidelines”**

**Amend Section 5 so that recommendations from the IBC should be made to the negotiation teams because health benefits are subject to bargaining between the parties. If no recommendations are made or adopted by the Insurance Benefits Committee, such lack of action or agreement does not prevent either the District or the Federation from being able to negotiate health benefits. The IBC should include the same number of managers and union members on the IBC, for example, a membership of up to 7 members representing the three unions at El Camino and 7 members representing management/supervisory. There will be no requirement for super majority voting.**

**Amend Section 6 to provide that the committee's bylaws are “advisory only.”**

F. **Article 25, Section 5. Effective Date and Duration of Agreement and Reopener Provisions**

(a) This Agreement shall be **for a three-year term, from dated July 1, 2007, July 1, 2011 through June 30, 2014.** ~~as a result of the duly ratified Tentative Agreement dated July 20, 2007 as to Article 10 (Compensation) and Article 17 (Insurance Benefits) only. In as much as the parties have continued to~~



~~negotiate on the remaining outstanding items following ratification of the Tentative Agreement dated July 20, 2007, the remaining terms and conditions of this Agreement shall become effective upon ratification by the parties through June 30, 2010, unless otherwise specified. (See Article 10 and Article 17, Article 20 shall become effective commencing with the 2008-2009 academic year.) In April 2010=~~ **The parties shall commence reopener negotiations for each ensuing fiscal year (2012-2013 and 2013-2014) by April unless another date is mutually agreed upon** ~~in May 2010~~ Both parties shall provide written notice and a proposal to the other party of the nature of the ~~amendment~~ **proposals** sought to the current collective bargaining agreement. This notice shall, in turn, be publicly sunshined on the agenda of the Board of Trustees **with the initial proposals publicly sunshined at the April 2013 and 2014 meetings of the Board of Trustees. In addition, either party retains the right to reopen negotiations during fiscal year 2011-12 in case the District's funding either improves or there is less funding received from Sacramento than was indicated under the Governor's 2011 May revise.**

4. **Future Negotiations:** With respect to the impartial chair's recommendation for limited reopener negotiations for fiscal years 2012-2013 and 2013-2014 (Article 25, Section 5(b)), this Resolution is not intended to, nor does its adoption constitute a waiver of the right of either party to bargain pursuant to the Educational Employment Relations Act with respect to changes or modifications during 2012-2013 and/or 2013-2014.

5. **Other Terms:** Except as amended above, or with respect to previously agreed-upon amendments to the Agreement or MOUs between the District and the Federation as a part of this negotiation process, the remaining provisions of the prior Agreement will continue to remain in effect.

**PASSED AND ADOPTED** by the Board of Trustees of the El Camino Community College District this November \_\_\_\_, 2011.

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President of the Board of Trustees of the  
El Camino Community College District

ATTEST:

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Secretary to the Board of Trustees of the  
El Camino Community College District

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

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	<u>Page No.</u>
A. Board Policy 4055 (Academic Accommodations for Students with Disabilities) – Second Reading .....	19
B. Center for the Arts Presentation – 2011/2012 Season.....	19
C. Destruction of Records .....	19
D. Proposed Curriculum Changes: Effective 2012/2013 Academic Year.....	19

**ACADEMIC AFFAIRS**

**A. BOARD POLICY 4055 (ACADEMIC ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES) – SECOND READING**

It is recommended that the Board accept for a second reading Board Policy 4055, as attached. Administrative Procedure 4055 is presented for informational purpose only.

The Superintendent/President or designee shall establish standards of review for academic requirements to ensure that such requirements do not discriminate against students with disabilities or have the effect of excluding students solely on the basis of disability.

**B. CENTER FOR THE ARTS PRESENTATION – 2011/2012 SEASON**

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

**2011-2012 Performances**

<b>Name Change for Payee</b>	<b><u>Date</u></b>	<b><u>Amount</u></b>
1. <i>The Real World of Fiji</i> <b>Payable to: R. J. Enterprises</b> This Discovery event was previously Board approved on April 18, 2011.	October 17, 2011	\$2,000

**C. DESTRUCTION OF RECORDS**

It is recommended that the Board authorize the destruction of the records listed below. These documents have met the required retention period in accordance with California Code of Regulations, California Community Colleges Subchapter 2.5, Article 2, Period of Retention 59026.

SRC Student Files 2000-2001 Box #70-74 A-Z Destroy date: 12/2011

**D. PROPOSED CURRICULUM CHANGES EFFECTIVE 2012/2013 ACADEMIC YEAR**

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

**FINE ARTS**  
**CHANGE IN MAJOR; CHANGE IN CATALOG PROGRAM DESCRIPTION,**  
**CHANGE IN COURSE REQUIREMENTS**

1. Communication Studies A.A. Degree for Transfer

*Current Status/Proposed Change*

The degree provides students with a thorough foundation in the theory and practice of communication studies. This is achieved through a variety of courses that serve to develop personal, business, and professional communication skills in individual, interpersonal, and group situations, along with skills in research, organization, critical thinking, argumentation, and forensics. Students will demonstrate their proficiency through performance, class projects, research papers, objective tests, critiques, and competitions. Program assessment is measured by completion, evaluation of student learning outcomes, transferability, competitions at the local, state, and national levels, and periodic program review.

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 guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn an AA-T degree, students must complete a minimum of 18 semester units in the major, a minimum 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0, and the CSU General Education Breadth requirements or Intersegmental General Education Transfer Curriculum (IGETC). This degree may not be the best option for students intending to transfer to a particular university or college that is not part of the CSU system. Students should consult with an El Camino College counselor when planning to complete the degree for more information on university admission and transfer requirements.

Required Core: 3 units  
Communication Studies 1

Select two courses: 6 units  
Communication Studies 3, 4, 12

~~Select two courses: 6 units a minimum of nine units from the following two groups of courses, with no more than three units from Group 2:~~

~~Group 1~~

~~Communication Studies 5, 6<sup>abcd\*</sup>, 7, 8, 9, 11, 14, 22<sup>abcd\*</sup>, 23<sup>abcd\*</sup>, 24<sup>abcd\*</sup>~~  
(\*one semester)

~~Group 2~~

~~Select one course: 3 units~~

Anthropology 2, 4, Communication Studies 6abcd\*, 9, 11, 22abcd\*, 23abcd\*,  
English 1B, Psychology 5, Sociology 101 (\*one semester)

Total Units: 18

At least 12 units must be completed at El Camino College.

*Recommendation*

The degree provides students with a thorough foundation in the theory and practice of communication studies. This is achieved through a variety of courses that serve to develop personal, business, and professional communication skills in individual, interpersonal, and group situations, along with skills in research, organization, critical thinking, argumentation, and forensics. Students will demonstrate their proficiency through performance, class projects, research papers, objective tests, critiques, and competitions. Program assessment is measured by completion, evaluation of student learning outcomes, transferability, competitions at the local, state, and national levels, and periodic program review.

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 guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn an AA-T degree, students must complete a minimum of 18 semester units in the major, a minimum 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0, and the CSU General Education Breadth requirements or Intersegmental General Education Transfer Curriculum (IGETC). This degree may not be the best option for students intending to transfer to a particular university or college that is not part of the CSU system. Students should consult with an El Camino College counselor when planning to complete the degree for more information on university admission and transfer requirements.

Required Core: 3 units

Communication Studies 1

Select two courses: 6 units

Communication Studies 3, 4, 12

Select two courses: 6 units

Communication Studies 5, 8, 14, 24abcd\* (\*one semester)

Select one course: 3 units

Anthropology 2, 4, Communication Studies 6abcd\*, 9, 11, 22abcd\*, 23abcd\*,  
English 1B, Psychology 5, Sociology 101 (\*one semester)

Total Units: 18

At least 12 units must be completed at El Camino College.

**MATHEMATICAL SCIENCES**  
**NEW EXPERIMENTAL FULL-TERM COURSE (SPECIAL TOPICS)**

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

An experimental course must be forwarded to the Board of Trustees for final approval. After approval, an experimental course will remain active for a period of 24 months beginning with the date of Board approval. An experimental course may be offered a maximum of three (3) academic sessions, including intersessions. Experimental courses, without exception, will be inactivated at the end of the 24th month. Departments wishing to introduce an experimental course into the permanent curriculum must initiate this action as soon as possible. (Note: Procedure Adopted by the College Curriculum Committee: May 7, 2002)

1. Mathematics 50D – Basic Accelerated Mathematics

Units: 5      Lecture: 4 hours      Lab: 4 hours      Faculty Load: 46.67%

Grading Method: Letter

Credit, not degree applicable

This elementary algebra course provides motivated students who place in basic arithmetic the opportunity to complete elementary algebra and develop numeracy skills in a single semester. There are two components to the course: a laboratory, in which students use a self-paced, mastery-learning online program designed to reinforce procedural knowledge, and a classroom experience comprising group activities and punctuated lectures designed to strengthen the numeracy, problem solving skills, and conceptual understanding of the students. Students enrolling in this course agree to participate in two hours of Supplemental Instruction every week on their own time.

## **BOARD POLICY 4055**

### **Academic Accommodations for Students with Disabilities**

The El Camino Community College District provides reasonable accommodations for students with disabilities in accordance with compliance measures established by the Rehabilitation Act of 1973, sections 504 and 508, the Americans with Disabilities Act (ADA), and the ADA Amendments Act of 2008 (ADAAA). El Camino College shall provide reasonable accommodations to students with documented disabilities without compromising the student's course of study or the integrity of the college's academic standards. Reasonable accommodations are determined on an individual basis.

The Superintendent/President or designee shall establish standards of review for academic requirements to ensure that such requirements do not discriminate against students with disabilities or have the effect of excluding students solely on the basis of disability.

Reference: Title 5, Section 56006 (DSPS Regulations), 56027 (Academic Accommodations), 55063 (Minimum requirements for the Associate Degree)  
Rehabilitation Act of 1973, Section 504 and Section 508  
Americans with Disabilities Act of 1990 (ADA)  
ADA Amendments Act of 2008  
Title 5

El Camino College  
Policy  
Adopted: October 20, 2003

## **ADMINISTRATIVE PROCEDURE 4055**

### **Procedure on Academic Accommodations for Students with a Disability**

#### **Background:**

The El Camino Community College District intends that its graduates master the competencies required by Title 5 of the California Code of Regulations. This entails the completion of required courses to obtain a degree or certificate with appropriate documentation as specified in Title 5, Section 56006 (DSPS Regulations). El Camino Community College District's policy is to respond to a student request for reasonable accommodations in a timely manner. However, provision of these accommodations does not guarantee the outcome of the student's endeavors.

Verification of educational limitations and prescriptive planning of academic accommodations with otherwise qualified students with a disability is the responsibility of the Special Resource Center (SRC). The El Camino College District shall provide students with a disability a process to request reasonable accommodations, which may include course substitution of degree requirements. As outlined in the SRC student handbook, it is the student's responsibility to request accommodations. Additionally, it is the student's responsibility to provide documentation of disability along with identified educational limitations to support their request for accommodations. Accommodation requests are considered on an individual basis. Considerations include, but are not limited to, whether the student is an otherwise qualified student with a disability, documentation of educational limitations, the essential nature of the course and program, accommodations and disability management strategies previously utilized by the student.

#### **Academic Accommodations Committee:**

The Committee shall be constituted as follows:

1. The El Camino College 504/Americans with Disabilities Compliance Officer or representative (chair)



## **ADMINISTRATIVE PROCEDURE 4055**

2. The dean of the division or a designee from the department in which the course is taught
3. A full-time instructor who teaches the course in question or an instructor from the department in which the course is taught, or if not available, from a closely related discipline
4. A full-time faculty member or representative from the department of the student's major or field of concentration
5. The El Camino College DSP&S faculty member knowledgeable with the disability and/or educational limitations of the student.

### **Requests for Academic Accommodations:**

There are two types of request for academic accommodations:

1. Request for Reasonable Accommodations – an adjustment that allows a student with a disability an equal opportunity to complete course requirements;
2. Request for Course Substitution – the replacement of a required course with an approved alternative course.

### **Reasonable Accommodations**

The District recognizes the provision of reasonable accommodations is intended to mitigate functional limitations to facilitate student's academic access and ability to complete a course or achieve proficiency. For most students with documented disabilities, this first level of accommodation will involve an attempt to complete the course with additional help such as learning facilitation, in-class support services, educational material in alternate formats, assistive technology, auxiliary aids, test accommodations, and note-taking assistance. Other options may include a request to

## **ADMINISTRATIVE PROCEDURE 4055**

complete an extended version of the course, and/or advisement to complete developmental courses or courses in an alternate format to promote academic success.

Procedure for requesting an accommodation:

1. It is the student's responsibility to provide appropriate documentation of a disability and to request course accommodations with a counselor or disability specialist in the Special Resource Center. As an alternative, students who do not want to use the services of the SRC may contact the Dean of Enrollment Services and request reasonable accommodations.
2. The SRC professional staff, in collaboration with the student, will evaluate and determine reasonable accommodations based upon the student's educational limitation(s) related to a documented disability. Reasonable accommodations will commence in a timely manner relative to the term of enrollment, and are not retroactive.
3. After consulting with the SRC, if the student disagrees with the SRC's recommendation for accommodations, the student may request a review of the accommodations through the grievance procedure outlined in the SRC student handbook. Additionally, if a conflict arises regarding the recommended accommodations at this level with the instructor, the SRC will initially attempt to resolve the conflict. If a resolution is not attained regarding the accommodation, the student, instructor, or SRC professional staff will refer the matter to the 504/Americans with Disabilities Compliance Officer or representative for review.
4. The 504/Americans with Disabilities Compliance Officer or representative will convene an Academic Accommodations Committee to investigate and resolve the issue within ten business days.
  - a. The Academic Accommodations Committee will evaluate and determine the appropriateness and feasibility of the accommodation to ensure access,

## **ADMINISTRATIVE PROCEDURE 4055**

and whether the requested academic adjustment fundamentally alters the course or program of instruction, or if implemented, will conflict with a direct licensing requirement or jeopardize a requirement essential to the program of instruction.

- b. If necessary, the Academic Accommodations Committee will evaluate and determine alternative academic adjustments that may be considered to ensure the student is not denied the benefits of, or is excluded from participation in the academic program without impacting the integrity of the course.
- c. During this time period the SRC will continue to provide interim accommodations pending a final resolution.

### **Course Substitution**

A course substitution is the replacement of a required course with an approved alternative course. The substituted course must provide concept mastery comparable to that of the required course.

1. A course substitution may be appropriate provided that a student with a verified disability believes that a) reasonable accommodations offered do not enable him/her to successfully complete a required course and b) that attempts with additional or different accommodations have been exhausted or if that his/her identified educational limitations are of such magnitude that any attempt at completing the course would be futile.
2. A course substitution can be granted under the following conditions:
  - a. The required course is found by the Academic Accommodations Committee to be nonessential to the student's course of study.

## **ADMINISTRATIVE PROCEDURE 4055**

- b. The student is not likely to successfully complete the required course even with the provision of all reasonable accommodations by the college.
  - c. A suitable course for substitution exists.
3. The institution shall explore alternatives such as Independent Study, but is not required to develop a substitute course should one not exist. Academic requirements essential to the program of instruction or major being pursued by the student, or directly related to licensing requirements, will not be regarded as discriminatory.
4. As specified in Title 5, Section 56006 and the Special Resource Center's student handbook, the student submits an Academic Accommodations Request form with supporting documentation to the 504/Americans with Disabilities Compliance Officer or representative.
5. Once a complete request is received, the Academic Accommodations Committee shall meet and resolve the issue within twenty business days within the primary (fall and spring) term.
6. Completion of a substitute course shall not be construed as meeting the prerequisite for other courses.
7. A course waiver is the elimination of a required course from a student's program of study. Academic Accommodations committee may consider course waiver under the following conditions:
  - a. There is evidence the student has met all of the requirements noted above for substitution.
  - b. There are no viable alternative courses offered at El Camino College, as determined by judgment of the Academic Accommodations Committee.

## **ADMINISTRATIVE PROCEDURE 4055**

- c. The required course is peripheral to the student's course of study or major, and the student must not require any further classes or training in the specified area.
8. A waiver of the course requirement will not be considered a waiver of the student's responsibility to complete the minimum number of units required by the institution for completion of the course of study. A waiver of a course requirement shall not be construed as a waiver of any prerequisite for any other course. The absence of a substitute course does not automatically establish grounds for a waiver.

### **Exceptions to Timeline:**

An exception to the timeline will be made if the petition is received so late in a primary term creating a challenge for the committee to complete its process within the term. In such case, the Chair of the Academic Accommodations Committee would convene the committee at the earliest possible time during the following primary term. The timeline for the committee's decision will remain the same and begin the first day of instruction of the following primary term. Pending the decision of the Academic Accommodations Committee, accommodations will be made in this interim period as recommended by the 504/Americans with Disabilities Compliance Officer or representative.

### **Recognition by Other Institutions:**

A course substitution or waiver applies to El Camino College courses exclusively. Students shall be informed that a substitution or waiver granted by El Camino College may not be recognized by another educational institution. Similarly, the college does not recognize substitutions or waivers granted by another institution. It is the responsibility of

## **ADMINISTRATIVE PROCEDURE 4055**

the student for contacting potential transfer institutions regarding the acceptability of the substitution to meet transfer requirements.

### **Review Meeting**

An appropriately qualified DSP&S Specialist will review all submitted documents for accuracy and completeness prior to submission to the Academic Accommodations Committee. The Academic Accommodations Committee will convene to review the student's request in the specified time frame. The student will have an opportunity to present his/her request accompanied by any relevant documentation for academic accommodations to the committee. If desired by the student, an advocate of the student's choice may accompany the student. Thereafter, the committee will deliberate and reach a consensus for the appropriate academic accommodations - course adjustments or substitution. The El Camino College 504/Americans with Disabilities Compliance Officer or representative shall maintain records of all decisions of the Committee and notify the student of decisions.

### **Notification:**

The El Camino College 504/Americans with Disabilities Compliance Officer or representative shall notify the student, the Special Resource Center, the Director of Admissions and Records and all other pertinent offices of any changes allowed by the Academic Accommodations Committee to the student's course of study in writing within five business days after a decision has been determined.

### **Appeals:**

In the event a request for academic accommodations is denied, the student may appeal the Academic Accommodations Committee's decision. If there is new information

## **ADMINISTRATIVE PROCEDURE 4055**

for consideration by the Academic Accommodations Committee, the student may only appeal the decision one (1) time and submit documents or information not previously submitted that s/he and DSPS specialist believes are pertinent in support of the appeal. If the appeal is denied, the student may submit a written request to the 504/Americans with Disabilities Compliance Officer that the appeal be forwarded to the Vice President of Academic Affairs for review. This request must be submitted within 30 days of notification of the committee's decision. The decision of the Vice President of Academic Affairs is final.

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

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	<u>Page No.</u>
A. 2012 Cheer Competitions.....	33
B. Grant – Acceptance.....	33
C. 2011/2012 Planning and Budgeting Calendar, Revised.....	34
D. Expulsion – 2011-#1.....	36



## STUDENT AND COMMUNITY ADVANCEMENT

### A. 2012 CHEER COMPETITIONS

It is recommended that the Board of Trustees approve the following 2012 Cheer Competitions: Cheer Pros Competition – January 22, 2012, Cal State Long Beach, Long Beach, CA, US Sprint Club State Championship Competition - March 10, 2012, Universal Studio, Hollywood, CA, and USA National Cheerleading & Dance Championship – March 18-19, 2012, Anaheim Convention Center, Anaheim, CA.

Expenses are to be paid from fees generated from Pep Squad competitions and program support funds.

Advisor: Diana Galias. Assistants: Crystal Oropeza and David Oropeza

Imani Chrenshaw, Skylar Feist, Ashley Green, Sydnee Hopper, Alecia Johnson, Jazzlyn Logan, Andrea Martinez, Erica Ortiz, Tim Rivera, Jessica Rosas, Shannon Scott, Sabrina Silver, Cassandra Dewey, Celeste Flores, Victor Herrera, Chris Jocson, Tim King, Caitlyn Lombardo, Ruben Martinez, Shyra Phillips, Angela Rosas, Erica Sanchez, Gabrielle Serrano

### B. GRANT - ACCEPTANCE

It is recommended that the Board of Trustees accept the following grant:

California Community Colleges Chancellor's Office Economic and Workforce Development – Center for International Trade Development (CITD) Responsive Training Fund. El Camino College has been awarded funds for an extensive training program on international trade regulations. U.S. and foreign trade regulations have a major impact on California's international trade. The training will be delivered in four forms: 1) group seminars open to all participants, 2) company-specific workshops tailored to management needs, 3) customized training to help companies set up in-house compliance systems, and 4) a series of webinars accessible via computer. A minimum of 75 businesses and 300 employees in the most impacted industries will receive the training.

Amount of Grant Funding from Granting Agency	\$234,730
Amount of College Match (in-kind)	<u>\$234,858</u>
Total Amount of Grant	\$469,588
Source of Matching Funds: ECC/BTC & Partners in-kind	
Indirect Rate	\$9,028 (4%)
Performance Period:	October 1, 2011 through June 30, 2012

## STUDENT AND COMMUNITY ADVANCEMENT

### C. 2011/12 PLANNING AND BUDGETING CALENDAR, REVISED

It is recommended that the Board of Trustees accept the following revised 2011/12 Planning and Budgeting Calendar:

#### **Planning and Budgeting Committee (PBC) PLANNING and BUDGETING CALENDAR**

<b>Dates</b>	<b>Activities</b>	<b>Responsible</b>
October	1. Review and discuss the status of the 2008 Self-Study Planning Agenda items	1. PBC
October – December	1. Review and revise planning priorities.	1. Program Faculty
December 22 <sup>nd</sup>	1. Submit prioritized Program plans for the next fiscal year.	1. Program faculty, staff, and managers
January	1. Review and discuss the status of the 2004 Comprehensive Master Plan Planning Agenda items	1. PBC
January - February	1. Determine preliminary revenue estimates 2. Begin assessment of key budget issues 3. Identify budget development assumptions. 4. Evaluation of current fiscal year program plan goals and objectives by January 31 <sup>st</sup> .	1. Vice President of Administrative Svcs. 2. PBC 3. Cabinet 4. Program faculty, staff, and managers
February 28 <sup>th</sup>	1. Submit prioritized Unit plans for the next fiscal year.	1. Deans/Directors

<b>Dates</b>	<b>Activities</b>	<b>Responsible</b>
March	1. Review and discuss the status of the 2008 Self-Study Planning Agenda items	1. PBC
March - April	1. Determine enrollment targets, sections to be taught, and full-and part-time FTEF. 2. Vice presidents jointly determine ongoing operational costs including: <ol style="list-style-type: none"> <li>Full-time salaries</li> <li>Benefits, Utilities, GASB</li> <li>Legal and contract obligations</li> </ol> 3. Develop Line Item Budgets for Operational Areas.	1. VP Academic Affairs with Cabinet approval 2. Vice President of Administrative Services and Cabinet for full-time positions 3. Vice Presidents
March 31 <sup>st</sup>	1. Prioritized Area plan recommendations for the next fiscal year submitted to PBC and Cabinet.	1. Vice Presidents
April	1. Tentative budget information completed for PBC review.	1. Vice Presidents
April 15 <sup>th</sup>	1. Proposed tentative budget is reviewed and discussed for recommendation. 2. Initial planning and budget assumptions are finalized.	1. PBC 2. Cabinet
May	1. PBC submits recommended funding request to the President. 2. President submits tentative budget to Board of Trustees for first reading.	1. PBC 2. President
June 20 <sup>th</sup>	1. Tentative Budget is presented to the Board.	1. President

<b>Dates</b>	<b>Activities</b>	<b>Responsible</b>
July 1 <sup>st</sup>	1. Tentative Budget is rolled into active status (purchasing can begin).	1. Accounting
July	1. Final evaluation of current year goals and objectives are entered into plans.	1. Program faculty, staff, and managers
July/August	1. Final revenue and expenditure adjustments are made to budget.	1. PBC and Cabinet
August	1. Review and discussion of the final budget assumptions by the President with the PBC  2. Final Budget line item review with PBC.	1. President and PBC  2. Vice President Administrative Services
September	1. Final Budget submitted to Board.  2. PBC conducts annual evaluation.	1. President  2. PBC

**D. EXPULSION – 2011-#1**

It is recommended that the Board of Trustees approve expulsion of student, 2011-#1 effective September 23, 2011.

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

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	<u>Page No.</u>
A Contracts Under \$78,900.....	38
<del>B BID Award Phase 1 Utility Infrastructure, Central Plant and Stadium ..... Lighting Project</del>	<del>40</del>
C Contract Amendment – Lend Lease Construction – El Camino College ..... District Compton Educational Center	40
D Contract Amendment – Lend Lease Construction, Inc. ....	41
E GASB 43 & 45 Other Post-Employment Benefits (OPEB) Compliance Plan ..... Recommendation	41
F Purchase Orders and Blanket Purchase Orders .....	42

~~\* Item pulled and no substitutions were made.~~

## Administrative Services

### A. Contracts Under \$78,900

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

- 1. Contractor:** **AAA – AMERICAN ACADEMY AGENCY (KOREA)**  
**Services:** Contractor will serve as F-1 Visa educational agents to recruit F-1 Visa Students for El Camino College.  
**Requesting Dept.:** Admissions and Records – El Camino Language Academy  
**Date(s):** 10/1/11 – 6/30/12 with four optional one-year renewal periods  
**Financial Terms:** The fee shall be \$500 per student per 12-14 week session and \$300 per student per 8 week summer session.
- 2. Contractor:** **ABC DAY CARE**  
**Services:** Contractor is a licensed child care facility that will offer part-time work activity opportunities to students to work as teachers and teacher assistants.  
**Requesting Dept.:** Student and Community Advancement – Counseling and Student Services  
**Date(s):** 7/1/11 – 6/30/12  
**Financial Terms:** No cost to the District
- 3. Contractor:** **ANNETTE YEE AND COMPANY, LLC**  
**Services:** Contractor will assist the District in distributing notifications and providing disclosure obligations to various agencies and clearing houses in compliance with the District Bond issue.  
**Requesting Dept.:** Administrative Services – Fiscal Services  
**Date(s):** 10/1/11 – 6/30/12  
**Financial Terms:** Costs not to exceed \$5,000
- 4. Contractor:** **CENTURY CENTER FOR ECONOMIC OPPORTUNITY – YOUTHBUILD**  
**Services:** Contractor will assist the District to help prepare at-risk youth students to transition smoothly to the Career Advancement Academy, First Year Experience, or become a general ECC student.  
**Requesting Dept.:** Academic Affairs – Industry and Technology  
**Date(s):** 12/1/11 – 11/30/14

- Financial Terms:** No cost to the District
5. **Contractor:** **CITY OF TORRANCE COMMUNITY SERVICES DEPARTMENT**
- Services:** Contractor will provide its swimming pool facility for Workplace Learning Resource Center (WpLRC) US Coast Guard certification classes in personal survival.
- Requesting Dept.:** Student and Community Advancement – WpLRC
- Date(s):** 9/23/11 – 12/31/11
- Financial Terms:** Cost not to exceed \$5,096  
Funded by Disney Cruise Lines
6. **Contractor:** **GRACE EDU SERVICES (YANGON MYANMAR); ISRS PTE LTD. (SINGAPORE); LOS ANGELES INFO INC. (USA); and WORLD INTEGRATED NETWORKING GROUP JAPAN UNLIMITED (JAPAN)**
- Services:** Contractors will serve as F-1 Visa educational agents to recruit F-1 Visa Students for El Camino College.
- Requesting Dept.:** Admissions and Records – International Student Program
- Date(s):** 7/1/11 – 6/30/12 with four optional one-year renewal periods
- Financial Terms:** The fee shall be \$250 per student per consecutive semester completed, not to exceed \$500 per student
7. **Contractor:** **MEITETSU TRAVEL U.S.A. CORPORATION**
- Services:** Contractor will provide visiting students to observe instruction in manicuring through the ECC Cosmetology Department.
- Requesting Dept.:** Academic Affairs – Industry and Technology
- Date(s):** 12/1/11
- Financial Terms:** Projected gross income \$500
8. **Contractor:** **THE ELS GROUP LLC**
- Services:** Contractor will assist the District with expertise to assist the District Administration with fiscal/financial services including, but not limited to, audit preparation, audit oversight and drafting audit report.
- Requesting Dept.:** Administrative Services – Fiscal Services
- Date(s):** 11/2/11 – 12/31/12
- Financial Terms:** Costs not to exceed \$35,000, plus lodging
9. **Contractor:** **UNIVERSAL COLLEGE OF BEAUTY**

**Services:** Contractor will provide applicable credits and certificates to students enrolled in the Career Technology & Education Program.

**Requesting Dept.:** Academic Affairs – Compton Education Center

**Date(s):** 7/1/11 – 6/30/12

**Financial Terms:** Potential Gross Income \$594,227 for Compton Community College District.

**\* B. BID Award – Phase 1 Utility Infrastructure, Central Plant And Stadium Lighting Project**

It is recommended the Board of Trustees award to Stronghold Engineering, the Phase 1 Utility Infrastructure, Central Plant and Stadium Lighting bid in accordance with the specifications, terms and conditions of the bid. The award is contingent on approval by the State Department of Finance and the Community College Chancellor’s Office and there being no bid protest.

The work will be performed at the El Camino College District Compton Community Educational Center.

<b>RECOMMENDED BIDDER</b>	<b>AMOUNT</b>
Stronghold Engineering	\$28,800,000

<b>OTHER BIDDERS</b>	<b>AMOUNT</b>
Pinner Construction	\$30,048,000
Bernards	\$31,500,000
Swinerton Builders	\$31,047,229
S. J. Amoroso	\$31,397,000
West Coast Air	\$36,200,000

\* Item pulled and no substitutions were made.

**C. Contract Amendment – Lend Lease Construction, Inc.**

It is recommended the Board of Trustees approve amending the District’s contract with Lend Lease Construction, Inc., to provide professional services as the District’s College Advocate/Owner Representative pertaining to the District’s construction program and other related matters.

The original contract, entered into in 2009, was based on a project list and schedule coinciding with the Facilities Master Plan in place at that time. In June 2010, the Board of Trustees approved the 2010 Facilities Master Plan. The project



list and schedule of the new plan substantially increased the amount of services required beginning December 2011.

The cost for the added services is \$473,705. Funding for this increase is contained in the current project budgets.

	Dates of Service	
Current Contract Amount	10/22/09 - 11/30/12	\$ 6,579,693
Added Services	12/01/11 - 11/30/12	<u>473,705</u>
<b>Revised Contract Amount</b>		<b><u>\$ 7,053,398</u></b>

**D. Contract Amendment – Lend Lease Construction - El Camino College District Compton Educational Center**

It is recommended the Board of Trustees approve amending the District’s contract with Lend Lease Construction, Inc., to provide professional services as the District’s College Advocate/Owner Representative.

El Camino Community College requires services to be performed at El Camino College Compton Center for the following projects: Infrastructure Replacement Phase One, Infrastructure Replacement Phase Two and the Allied Health Renovation.

The cost for the added services to our existing contract is \$1,843,833. Funding for these services will be from the State Capital Construction Appropriations and the Compton Center Related Expenses Fund (Fund 14).

	Dates of Service	
Current Contract Amount	10/22/09 - 11/30/12	\$ 7,053,398
Added Services - Compton Center	12/01/11 - 11/30/14	<u>1,843,833</u>
<b>Revised Contract Amount</b>		<b><u>\$ 8,897,231</u></b>

**E. GASB 43 & 45 Other Post-Employment Benefits (OPEB) Compliance Plan Recommendation**

The District’s Retirement Board of Authority recommends the Board of Trustees approve Futuris as the most qualified and preferred firm to provide the District with trust, investment management and administration services for a GASB 43 & 45 Other Post-Employment Benefit (OPEB) Plan.

The District's Retirement Board of Authority directed that a Request for Proposal (RFP 11-01) be sought from qualified entities to provide trust, investment management and administration services for a GASB 43 & 45 Other Post-Employment Benefit (OPEB) Plan. On October 21, 2011 the District invited proposals from the following firms:

CSBA/PARS (Public Agency Retirement Services), Newport Beach, CA  
 Wells Fargo Institutional Trust Co., Denver, CO  
 Futuris, Torrance, CA  
 CCLC, Sacramento, CA  
 CalPERS, Sacramento, CA

The due date for submittal to the District was Monday, November 14, 2011 at 2 p.m. The following 3 firms submitted responsive RFPs:

Wells Fargo Institutional Trust Co., Denver, CO  
 Futuris, Torrance, CA  
 Cal/PERS, Sacramento, CA

On November 16, 2011 telephonic interview was conducted and on November 18, 2011 the Retirement Board of Authority reviewed the three proposals as well as the interview results. After extensive review and careful consideration, the Board, by majority vote, unanimously recommended that the Board of Trustees approve Futuris.

**F. Purchase Orders And Blanket Purchase Orders**

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

<b>P.O. Number</b>	<b>Vendor Name</b>	<b>Site Name</b>	<b>Description</b>	<b>P.O. Cost</b>
<b>Fund 11</b>	<b>Unrestricted</b>			
P0500903	CCCCSSAA	VP-SCA	Dues And Memberships	\$300.00
P0500904	Scantron	Div Office Nat Sciences	Non-Instruct Supplies	\$237.49
P0500907	CDW-G	Information Technology	Non-Instruct Supplies	\$422.40
P0500909	Dell Computer	Counseling Office	Non-Instruct Supplies	\$309.93
P0500910	Doubletree Hotel	First Year Experience	Conferences Mgmt	\$261.92
P0500912	Xpedx Paper &	Warehouse	Inventories, Stores, Prepaid I	\$9,017.55
P0500915	American Express	First Year Experience	Conferences Mgmt	\$168.40
P0500918	Monterey Graphics	Fire	Instructional Supplies	\$70.69
P0500920	KLM Bioscientific	Life Sciences	Instructional Supplies	\$465.85
P0500925	PC Mall Gov Inc.	Learning Center	Instructional Supplies	\$295.11
P0500926	PC Mall Gov Inc.	Learning Center	Instructional Supplies	\$143.50
P0500927	Thomson West	Div Office Instr.	Library Books	\$8,548.30
P0500928	Thomson Reuters	Counseling Office	Publications/ Periodicals And	\$290.00
P0500929	Thomson-Reuters/Barc	VP-SCA	Publications/ Periodicals And	\$290.00

P0500930	CDW-G	Technical Services	Repairs Parts And Supplies	\$823.89
P0500931	Solarwinds.Net	Information Technology	Maintenance Contracts	\$599.00
P0500934	Spectrum Chemical &	Chemistry	Instructional Supplies	\$1,063.16
P0500935	Innovative Interfaces,	Information Technology	Maintenance Contracts	\$30,920.00
P0500939	Hitt Marking Devices	Div Office Fine Arts	Instructional Supplies	\$142.86
P0500940	CDW-G	Information Technology	Non-Instruct Supplies	\$1,544.36
P0500941	Thomson Reuters	Div Office Nat Sciences	Non-Instruct Supplies	\$163.13
P0500945	Dell Computer	Information Technology	Maintenance Contracts	\$896.75
P0500946	Barracuda Networks	Information Technology	Maintenance Contracts	\$5,098.00
P0500956	Commission on	Resp Therapy	Dues And Memberships	\$3,300.00
P0500958	Namifiers	Div Office-Studnt	Non-Instruct Supplies	\$11.75
P0500959	Tomark Sports, Inc.	Physical Education	Instructional Supplies	\$243.24
P0500960	Real Volleyball	Physical Education	Instructional Supplies	\$1,300.35
P0500961	MKH Electronics	Physical Education	Repairs Parts And Supplies	\$51.50
P0500962	The Apple Store	Technical Services	Repairs Parts And Supplies	\$157.69
P0500966	AT&T Mobility	Health,Safety and Risk	Telephone	\$98.45
P0500967	Verizon Wireless	Health,Safety and Risk	Telephone	\$27.98
P0500968	Software House	Information Technology	Maintenance Contracts	\$10,751.48
P0500969	3M	Div Office Instr.	Other Services And Expenses	\$1,482.27
P0500978	Southern California	Counseling Office	Dues And Memberships	\$75.00
P0500982	Concordia University	Speech	Other Services And Expenses	\$1,832.00
P0500984	HCD	Facilities/Planning/Serv	Other Services And Expenses	\$64.00
P0500986	Freestyle Photographic	Photography	Instructional Supplies	\$1,502.46
P0500987	Dennis Hamm	Ctr for Arts Instr/Admin	Contract Services	\$200.00
P0500988	Rachelle E. Delle	Ctr for Arts Instr/Admin	Contract Services	\$200.00
P0500990	Hitt Marking Devices	Fiscal Services	Non-Instruct Supplies	\$266.85
P0500992	B & H Photo-Video	Div Office Business	Instructional Supplies	\$491.05
P0500994	The Apple Store	Div Office Business	Instructional Supplies	\$543.59
P0500995	City of El Segundo	Fire	Contract Services	\$10,200.00
P0500996	City of Hermosa Beach	Fire	Contract Services	\$4,950.00
P0500997	Redondo Beach Fire	Fire	Contract Services	\$10,200.00
P0500998	Santa Monica Fire	Fire	Contract Services	\$19,862.50
P0500999	UCLA Center for	Paramedic Academy	Contract Services	\$5,856.00
P0501000	Displays2go	Ctr for Arts Ticket Office	Non-Instruct Supplies	\$66.03
P0501001	P & O Movers	Ctr for Arts Production	Center For The Arts Technical	\$350.00
P0501003	Amazon.Com	Institutional Research	Publications/ Periodicals And	\$35.06
P0501004	American Association	Construction	Dues And Memberships	\$148.00
P0501007	Axner Pottery Supply	Art Department	Instructional Supplies	\$127.53
P0501014	American Express	Purchasing and	Dues And Memberships	\$55.00
P0501017	Wood Magazine	I&T Div Ofc	Publications-Magazines	\$28.00
P0501018	City of Torrance	Trustee Redistricting	Other Services And Expenses	\$93.75
P0501022	Kater-Crafts	Div Office Instr.	Bookbinding	\$2,998.57
P0501023	Matthew Bender	Div Office Instr.	Library Books	\$1,950.22
P0501024	Thomson Gale	Div Office Instr.	Library Books	\$539.99
P0501025	Thomson-Reuters/Barc	Div Office Instr.	Library Books	\$290.00
P0501026	National Promotions &	Public Relations &	Printing	\$2,479.50
P0501027	Community College	Public Relations &	Conferences Mgmt	\$305.00
P0501029	City of Inglewood	Trustee Redistricting	Other Services And Expenses	\$250.00
P0501030	Pocket Nurse	Nursing	Instructional Supplies	\$1,717.89
P0501032	ACBO	Administrative Services	Conferences Mgmt	\$285.00
P0501033	Amazon.Com	Electronics	Instructional Supplies	\$1,221.84
P0501034	Cal Tech Copier, Inc.	Institutional Research	Maintenance Contracts	\$525.00
P0501035	PBS	Sociology	Instructional Supplies	\$39.24
P0501036	Fisher Scientific	Earth Sciences	Instructional Supplies	\$110.38
P0501037	KLM Bioscientific	Life Sciences	Instructional Supplies	\$316.09

P0501038	International Education	VP-SCA	Contract Services	\$1,500.00
P0501039	Washington Christian	VP-SCA	Contract Services	\$250.00
P0501040	International Education	VP-SCA	Contract Services	\$250.00
P0501041	CJR Education	VP-SCA	Contract Services	\$3,500.00
P0501042	Aim High Education,	VP-SCA	Contract Services	\$250.00
P0501043	Action Sales & Metal	Welding	Instructional Supplies	\$630.75
P0501044	Midpoint Bearing	Welding	Instructional Supplies	\$149.20
P0501045	Etudes, Inc.	Div Office Fine Arts	Conferences Faculty	\$200.00
P0501046	Monterey Graphics	Cosmetology	Instructional Supplies	\$48.94
P0501047	California Fire	Fire	Dues And Memberships	\$75.00
P0501048	Thomson West	Div Office Instr.	Library Books	\$3,482.72
P0501049	American Express	TECHNOLOGY &	Aft Contract Committee	\$264.40
P0501058	Airport Van Rental	Earth Sciences	Transportation	\$118.54
P0501060	Airport Van Rental	Earth Sciences	Transportation	\$257.74
P0501062	Fisher Scientific	Health,Safety and Risk	New Equipment -	\$873.26
P0501064	Konica Minolta	Automotive Technology	Maintenance Contracts	\$581.00
P0501066	Datatel, Inc.	Information Technology	Maintenance Contracts	\$125.00
P0501072	E.G. Brennan & Co.,	Admissions/Recors	Repairs Noninstructional	\$157.69
P0501081	Culver City Fire	Fire	Contract Services	\$11,575.00
P0501084	American Express	Div Office-Stdnt	Conferences Mgmt	\$309.40
P0501085	Five Star Electric Circuit	Ctr for Arts Production	Non-Instruct Supplies	\$271.88
P0501086	John E. Phillips	Facilities/Planning/Serv	Repairs Noninstructional	\$745.00
P0501087	The Dirt Yard	Grounds	Repairs Noninstructional	\$201.19
P0501089	Anixter	Information Technology	Non-Instruct Supplies	\$365.66
P0501090	Grainger	Information Technology	Non-Instruct Supplies	\$70.47
P0501091	Specialized Products	Information Technology	Non-Instruct Supplies	\$485.84
P0501093	Torrance Fire	Fire	Contract Services	\$21,477.50
P0501094	NCMPR	Public Relations &	Instructional Supplies	\$245.00
P0501095	Campus Food Services	Ed & Community	Non-Instruct Supplies	\$500.00
P0501096	Fortune	Presidents Office	Publications/ Periodicals And	\$65.00
P0501097	CPP	Career Center	Non-Instruct Supplies	\$106.54
P0501100	Rancho Janitorial	Operations	Non-Instruct Supplies	\$4,268.44
P0501101	Thompson West	Office Administration	Software	\$350.19
P0501114	Smardan Supply	Facilities/Planning/Serv	Repairs Noninstructional	\$8,481.31
P0501116	B & H Photo-Video	Technical Services	Repairs Parts And Supplies	\$108.74
P0501117	CDW-G	Technical Services	Repairs Parts And Supplies	\$1,887.03
P0501118	I.C.I. Dulux Paint Store	Grounds	Repairs Noninstructional	\$1,176.31
P0501136	City of Gardena	Campus Police	In-Service Training	\$40.00
P0501144	Dell Marketing L. P.	Campus Police	Maintenance Contracts	\$2,265.61
P0501145	South Coast Air Quality	Rideshare	Filing Fee	\$479.82
P0501149	Samy's Camera	Copy Center	Non-Instruct Supplies	\$112.95
P0501155	Maneri Sign	Rideshare	Non-Instruct Supplies	\$473.06
P0501156	Monterey Graphics	Counseling Office	Non-Instruct Supplies	\$48.94
P0501157	Ryugaku Journal, Inc.	VP-SCA	Contract Services	\$1,750.00
P0501158	VWR Scientific	Life Sciences	Instructional Supplies	\$635.11
P0501161	Sciencelab.Com, Inc.	Physics	Instructional Supplies	\$195.60
P0501162	Embassy Suites Hotel	Counseling Office	Conferences Faculty	\$141.50
P0501163	Time Clock Sales and	Purchasing and	Repairs Noninstructional	\$236.00
P0501166	Ricoh Business	V.P. Academic Affairs	Non-Instruct Supplies	\$134.85
P0501177	Honors Transfer	Honors Program	Dues And Memberships	\$90.00
P0501180	Community College	Div Office Instr.	Publications-Magazines	\$3,171.00
P0501181	National Archive	Div Office Instr.	Publications-Magazines	\$9,670.16
P0501182	PBS	Film Rental	Instructional Supplies	\$25.49
P0501183	Eleventh Day	Film Rental	Instructional Supplies	\$311.50
P0501184	Nolo Press	Div Office Instr.	Library Books	\$40.68

P0501185	Matthew Bender	Div Office Instr.	Library Books	\$1,701.55
P0501186	Airport Van Rental	Life Sciences	Field Trip Expense	\$150.08
P0501190	Amazon.Com	Institutional Research	Publications/ Periodicals And	\$39.00
P0501191	Calmet Services	Utilities	Waste Disposal	\$4,207.50
P0501192	Amazon.Com	Institutional Research	Publications/ Periodicals And	\$47.95
P0501193	Grossmont -	Speech	Other Services And Expenses	\$854.00
P0501194	Jeanne W. Houston	Staff Development	Contract Services	\$400.00
P0501198	California Colleges for	Study Abroad Program	Dues And Memberships	\$450.00
P0501199	Thomas G. Blomquist	Ctr for Arts Instr/Admin	Contract Services	\$500.00
P0501200	Aaron Serfaty	Ctr for Arts Instr/Admin	Contract Services	\$150.00
P0501201	Bryan Brock	Ctr for Arts Instr/Admin	Contract Services	\$100.00
P0501202	Elizabeth A. Heider	Ctr for Arts Instr/Admin	Contract Services	\$500.00
P0501203	Monterey Graphics	Div Office Fine Arts	Non-Instruct Supplies	\$48.94
P0501214	The Jankovich	Hazmat Transportation	Gasoline	\$1,902.74
P0501218	National Community	Institutional Research	Publications/ Periodicals And	\$60.00
P0501222	Dell Computer	Transfer Center	Non-Instruct Supplies	\$326.24
P0501231	Thomson Reuters	English	Instructional Supplies	\$70.69
P0501232	ECCTYC	Div Office Humanities	Publications/ Periodicals And	\$250.00
P0501234	Mid City Mailing	Institutional Services	Postage	\$2,072.91
P0501238	New Wave Computer	Ctr for Arts Production	Non-Instruct Supplies	\$541.58
P0501239	Rio Grande Tool Co.	Art Department	Instructional Supplies	\$2,656.44
P0501240	William T. Roper	Ctr for Arts Instr/Admin	Contract Services	\$400.00
P0501241	Customfaqs Solutions	Public Relations &	Non-Instruct Supplies	\$11,340.00
P0501242	Entertainment Lighting	Ctr for Arts Production	Repairs Parts And Supplies	\$65.25
P0501244	CDW-G	Student Affairs	Non-Instruct Supplies	\$241.43
P0501245	International Smog &	Facilities/Planning/Serv	Repairs Noninstructional	\$213.50
P0501246	Law Fire Protection	Facilities/Planning/Serv	Repairs Noninstructional	\$9,368.35
P0501249	New Wave Computer	Fire Academy 06-07	Instructional Supplies	\$194.67
P0501250	Freestyle Photographic	Photography	Instructional Supplies	\$715.21
P0501252	Source Professional	Staff Development	Non-Instruct Supplies	\$102.65
P0501255	SCAQMD	Rideshare	Non-Instruct Supplies	\$156.98
P0501257	B & H Photo-Video	Campus Police	Maintenance Contracts	\$1,101.91
P0501263	L.A. County Ems	Paramedic Academy	Contract Services	\$62,613.54
P0501264	L.A. County Ems	Paramedic Academy	Contract Services	\$59,600.64
P0501265	Grainger	Physical Education	Instructional Supplies	\$309.68
P0501266	Industrial Emergency	Fire	Contract Services	\$3,300.00
P0501267	Beverly Hills Fire Dept.	Fire	Contract Services	\$16,342.50
P0501268	Outer Limit Charters	Fire Academy 06-07	Repairs - Instructional	\$2,917.50
P0501277	Monterey Graphics	Financial Aid	Non-Instruct Supplies	\$48.94
P0501289	AT&T Mobility	Health,Safety and Risk	Telephone	\$101.78
P0501294	School Services of	Institutional Services	Legal	\$6,578.75
P0501295	Orange County	Ctr for Arts Production	Repairs Parts And Supplies	\$94.95
P0501311	International Smog &	Facilities/Planning/Serv	Repairs Noninstructional	\$181.75
P0501317	AASCU	Public Relations &	Conferences Mgmt	\$475.00
P0501319	Solarwinds.Net	Information Technology	Maintenance Contracts	\$395.00
P0501324	Riverside Sheriff's Dept	Campus Police	In-Service Training	\$35.00
P0501325	Foundation for	Information Technology	Maintenance Contracts	\$2,489.05
P0501326	Abtech Systems,	Information Technology	Maintenance Contracts	\$19,844.55
P0501327	L.A. County Ems	Paramedic Academy	Contract Services	\$18,351.30
P0501343	PC Mall Gov Inc.	History	Instructional Supplies	\$408.86
P0501346	College Art Association	Div Office Fine Arts	Conferences Faculty	\$160.00
P0501347	South Coast Air Quality	Hazmat	Other Services And Expenses	\$6,973.00
P0501349	Ceb Passport Program	Legal Assistance	Dues And Memberships	\$1,995.00
P0501351	CJR Education	International Students	Multi Media Advertising	\$1,700.00

P0501352	Ryugaku Journal, Inc.	International Students	Multi Media Advertising	\$1,050.00
P0501353	Doubletree Torrance	Ctr for Arts Promo	Other Services And Expenses	\$122.23
P0501357	RehabWest, Inc	Human Resources	Other Services And Expenses	\$104.50
P0501358	Campus Food Services	Information Technology	Non-Instruct Supplies	\$56.28
P0501359	AYU Tech Solutions	Information Technology	Maintenance Contracts	\$2,065.80
P0501361	Manhattan Beach Fire	Fire	Contract Services	\$2,025.00

**Fund 11 Total: 184**

**\$486,169.72**

**Fund 12                    Restricted - El Camino**

P0500902	Campus Food Services	Teacher Preparation	Instructional Supplies	\$885.76
P0500905	Council for Resource	Community	Dues And Memberships	\$285.00
P0500906	B & H Inglewood Tow	Parking-Student	Repairs Non Instr	\$25.00
P0500908	Community College	TitleV-Improving	Non-Instruct Supplies	\$1,867.00
P0500911	Los Angeles Superior	Parking Violations DMV	Other Services And Expenses	\$6,219.50
P0500913	Campus Food Services	CalWORKs	Non-Instruct Supplies	\$137.43
P0500914	Inspiration Software,	TitleV-Improving	Non-Instruct Supplies	\$559.10
P0500916	Bothwell Automotive,	Parking-Student	Repairs Non Instr	\$458.57
P0500917	Bothwell Automotive,	Parking-Student	Repairs Non Instr	\$92.00
P0500919	Cal Tech Copier, Inc.	Fire Tech Donations &	Repairs - Instructional	\$1,301.23
P0500923	CCCAOE	Career & Tech Ed	Conferences Other	\$395.00
P0500932	Dawn Sign Press	Sign Language	Instructional Supplies	\$173.02
P0500933	Amazon.Com	Sign Language	Instructional Supplies	\$480.37
P0500936	The Apple Store	VTEA-Horticulture	Instr.CompEquip less than\$5k	\$6,206.51
P0500937	Registry of Interpreters	Sign Language	Instructional Supplies	\$91.63
P0500947	M L Filters, Inc.	EOPS	Non-Instruct Supplies	\$51.63
P0500948	Konica Minolta	EOPS	Non-Instruct Supplies	\$62.85
P0500949	CDW Computer	EOPS	Non-Instruct Supplies	\$58.29
P0500950	Community College	EOPS	Other Books	\$39.00
P0500951	James Publishing	EOPS	Other Books	\$85.04
P0500957	Hitt Marking Devices	Health Services	Non-Instruct Supplies	\$135.49
P0500972	CDW-G	Parking-Student	New Equipment -	\$287.75
P0500975	Grizzly Industrial	Community	New Equipment -	\$1,040.63
P0500989	Maurice Kogon	Matching - IDRC, etc.	Transportation/ Mileage And	\$385.00
P0500991	Kerry Bonner	IDRC Green	Conferences Mgmt	\$291.00
P0500993	Dell Marketing L. P.	Business	New Equipmen-Instr. \$5k less	\$2,222.99
P0501002	ACCE Conference	Community Education	Conferences Mgmt	\$49.00
P0501005	RP Group, the	TitleV-Improving	Conferences Mgmt	\$375.00
P0501006	Maurice Kogon	IDRC Green	Conferences Mgmt	\$291.00
P0501009	Triangle Engineering,	VATEA I&T	New Equipment - Instructional	\$57,276.07
P0501010	See Point Technology	VATEA I&T	New Equipment - Instructional	\$7,036.94
P0501011	Airgas West	VATEA I&T	New Equipment - Instructional	\$57,486.56
P0501013	Amazon.Com	Community Education	Non-Instruct Supplies	\$30.01
P0501016	NAPA	VATEA I&T	New Equipment - Instructional	\$8,491.77
P0501019	S and B Compton	CAA (10-091-002)	Non-Instruct Supplies	\$135.00
P0501020	Clauzell Stallworth	Parking-Student	In-Service Training	\$95.00
P0501021	Total Media	Parking-Student	Non-Instruct Supplies	\$306.00
P0501031	Campus Food Services	EOPS	Non-Instruct Supplies	\$187.41
P0501053	Quality Business	Community	Repairs Noninstructional	\$75.00
P0501055	AIEF	El Camino Language	Multi Media Advertising	\$500.00
P0501056	Campus Food Services	CACT COCCC	Conferences Mgmt	\$299.21
P0501057	Foundation Center, the	Community	Other Services And Expenses	\$295.00
P0501059	NCATC	Strategic Priority	Conferences Mgmt	\$370.00
P0501063	Olive Tree Publishing,	SBDC Program Income	Publications/ Periodicals And	\$50.00

P0501065	Staples	Head Start Partnership	Instructional Supplies	\$313.20
P0501067	Amazon.Com	VATEA I&T	New Equipment - Instructional	\$263.36
P0501068	Medical Billing	MediCal Administrative	Contract Services	\$3,600.00
P0501070	Amazon.Com	Sign Language	Instructional Supplies	\$148.06
P0501073	Links Sign Language	Sign Language	Contract Services	\$250.00
P0501082	Southbay Fire	(STCW) Standards for	Non-Instruct Supplies	\$917.00
P0501108	Truckntow.Com, Inc.	Parking-Student	New Equipment -	\$287.86
P0501109	Van Lingen Towing	Parking-Student	Repairs Non Instr	\$150.00
P0501110	Riverside County	Parking-Student	In-Service Training	\$199.00
P0501111	School Outfitters	VATEA I&T	New Equipment - Instructional	\$384.19
P0501112	Herald Publications	SBDC Program Income	Multi Media Advertising	\$1,400.00
P0501135	OfficeMax a Boise	Faculty & Staff Diversity	Non-Instruct Supplies	\$56.11
P0501137	Cavanaugh &	Parking-Student	In-Service Training	\$998.00
P0501139	Council for Resource	Community	Conferences Mgmt	\$565.00
P0501142	CDW-G	TitleV-Improving	Non Inst Comp Eq less than	\$407.61
P0501143	Dell Marketing L. P.	TitleV-Improving	Non Inst Comp Eq less than	\$982.97
P0501147	Campus Food Services	EOPS CARE	Non-Instruct Supplies	\$262.63
P0501148	Fast Deer Bus Charter	El Camino Language	Student Transportation Rental	\$800.00
P0501150	CDW-G	I&T General Donations	Non-Instruct Supplies	\$717.73
P0501151	Maurice Kogon	IDRC Green	Conferences Mgmt	\$140.00
P0501153	American Express	Career & Tech Ed	Conferences Other	\$389.40
P0501165	Maurice Kogon	IDRC Green	Conferences Mgmt	\$824.89
P0501168	Quality Council of	Aerospace Conference	Other Books	\$811.25
P0501178	American Express	Strategic Priority	Conferences Mgmt	\$329.40
P0501187	Amazon.Com	Strategic Priority	Non Inst Comp Eq less than	\$749.00
P0501189	Monterey Graphics	Community	Non-Instruct Supplies	\$48.94
P0501197	Susan D. Brouillette	WRIEC Year 2	Non-Instruct Supplies	\$25.90
P0501213	Judithe Hernandez	First Year Experience	Contract Services	\$150.00
P0501216	Westhost, Inc.	El Camino Language	Multi Media Advertising	\$29.85
P0501233	Daily Breeze, the	SBDC Program Income	Publications/ Periodicals And	\$20.00
P0501235	UCLA Rec Outdoor	First Year Experience	Other Services And Expenses	\$1,470.00
P0501236	Ramon J. Franco	First Year Experience	Other Services And Expenses	\$14.29
P0501248	Lynda.Com	VATEA Medial / TV	Computer Software Account	\$2,400.00
P0501251	Emergency Vehicle	Fire Tech Donations &	Repairs - Instructional	\$6,314.53
P0501253	American Express	Adminstration	Training	\$239.40
P0501254	American Express	NSF-Aerospace Mfg Ed	Transportation/ Mileage And	\$287.40
P0501256	Public Safety Training	Parking-Student	In-Service Training	\$110.00
P0501258	Bothwell Automotive,	Parking-Student	Repairs Non Instr	\$796.52
P0501259	Bothwell Automotive,	Parking-Student	Repairs Non Instr	\$167.00
P0501260	Lexipol Llc	Parking-Student	Self Insurance Legal Fees	\$2,850.00
P0501269	American Express	Adminstration	Travel And Conference	\$219.40
P0501270	Renaissance Learning,	VATEA Journalism	Instr.CompEquip less than\$5k	\$666.38
P0501271	Accelerate Computer	VATEA Journalism	Conferences Other	\$3,000.00
P0501272	Camayak	VATEA Journalism	Computer Software Account	\$4,800.00
P0501274	Samy's Camera	VATEA Journalism	Instr.CompEquip less than\$5k	\$1,002.62
P0501275	Web Marketing	Health Services	Other Books	\$249.00
P0501279	Effective Training Inc	Aerospace Conference	Other Books	\$404.54
P0501280	Key Curriculum Press	Title V - SMCC - Math	Instructional Supplies	\$3,702.45
P0501290	Fire Protection	(STCW) Standards for	Other Books	\$3,950.00
P0501291	American Express	Adminstration	Travel And Conference	\$159.40
P0501293	Enterprise Rentals	NSF-Aerospace Mfg Ed	Transportation/ Mileage And	\$94.05
P0501312	Los Angeles Customs	CITD - ECC Exp/Imp	Dues And Memberships	\$350.00
P0501318	Public Safety Training	Parking-Student	In-Service Training	\$110.00
P0501320	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$46.14
P0501321	Los Angeles Superior	Parking Violations DMV	Other Services And Expenses	\$7,004.00
P0501323	Bothwell Automotive,	Parking-Student	Repairs Non Instr	\$100.00

P0501335	Campus Food Services	EOPS CARE	Non-Instruct Supplies	\$262.63
P0501336	American Express	Adminstration	Travel And Conference	\$245.40
P0501337	American Express	Adminstration	Travel And Conference	\$219.40
P0501355	Overseas Educational	El Camino Language	Contract Services	\$1,000.00
P0501360	International Education	El Camino Language	Contract Services	\$500.00
P0501366	Richard Nicholson	Teacher Preparation	Contract Services	\$500.00

**Fund 12 Total: 106**

**\$216,641.66**

**Fund 15 General Fund -Special Programs**

P0501113	Amazon.Com	2010-11 VP-Admin Svc	Instructional Supplies	\$4,166.45
P0501141	Sinca Printers, Parts &	Administrative Services	New Equipment -	\$2,687.50
P0501356	Amazon.Com	2010-11 VP-Admin Svc	Instructional Supplies	\$1,033.13

**Fund 15 Total: 3**

**\$7,887.08**

**Fund 33 Child Development**

P0501119	Discount School	CDC	Instructional Supplies	\$545.29
P0501348	Midland Fund Raising,	CDC Donations	Non-Instruct Supplies	\$1,356.58

**Fund 33 Total: 2**

**\$1,901.87**

**Fund 41 Capital Outlay**

P0500921	CSI Fullmer	Classroom&Office	Buildings	\$617.18
P0500922	CSI Fullmer	Classroom&Office	Buildings	\$693.88
P0500965	Smardan Supply	Building Systems	Buildings	\$536.16
P0501083	Smardan Supply	Classroom&Office	Buildings	\$2,656.94
P0501167	Smardan Supply	Classroom&Office	Buildings	\$792.04

**Fund 41 Total: 5**

**\$5,296.20**

**Fund 44 GO Bond Series 2006B**

P0501054	CSI Fullmer	Information Technology	New Computer	\$23,922.27
P0501152	Insignia	Signage and	Site Improvements	\$2,759.63
P0501221	S D MYERS	Infrastructure Phase I	Testing & Inspection	\$4,561.00
P0501313	Clark Security	Math,Bus,Allied Hlth	Buildings	\$8,080.29
P0501314	Department of General	Shops Building	Architecture & Engineering	\$105,400.00

**Fund 44 Total: 5**

**\$144,723.19**

**Fund 62 Property & Liability**

P0500964	Keenan & Associates	Purchasing and	Liability - Self Insurance	\$310.00
P0501164	Keenan & Associates	Purchasing and	Liability - Self Insurance	\$905.25

**Fund 62 Total: 2**

**\$1,215.25**

**Fund 71 Associated Students**



P0501196	Swank Motion Pictures, Student Affairs		ASB Exp.	\$421.00
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**Fund 71 Total: 1**

**\$421.00**

**Fund 72 Student Representation Fee**

P0500974	Board of Governors	Student Affairs	Conferences - Student	\$1,270.00
P0501195	Doubletree Hotel, San	Student Affairs	Conferences - Student	\$1,002.96
P0501205	American Express	Student Affairs	Conferences - Student	\$1,675.80

**Fund 72 Total: 3**

**\$3,948.76**

**Fund 79 Auxiliary Services**

P0500924	Journalism Association	Humanities	Non-Instruct Supplies	\$560.00
P0500938	Screenworks, Inc.	Counseling Office	Non-Instruct Supplies	\$507.94
P0500973	Quantum Signs &	Counseling Office	Non-Instruct Supplies	\$190.31
P0500976	Steeldeck, Inc	Fine Arts	Non-Instruct Supplies	\$309.94
P0500977	Patty Briles	Fine Arts	Non-Instruct Supplies	\$1,000.00
P0500979	Bryan E. Bates	Fine Arts	Non-Instruct Supplies	\$150.00
P0500981	Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$1,450.00
P0501050	Del Rey Party Rentals	Counseling Office	Non-Instruct Supplies	\$1,203.50
P0501051	American Express	Counseling Office	Non-Instruct Supplies	\$219.40
P0501052	Campus Food Services	Counseling Office	Non-Instruct Supplies	\$171.97
P0501061	Etudes, Inc.	Fine Arts	Non-Instruct Supplies	\$75.00
P0501098	Campus Food Services	Counseling Office	Non-Instruct Supplies	\$220.76
P0501099	ECC Transfer Center	Counseling Office	Non-Instruct Supplies	\$516.95
P0501102	ECC Transfer Center	Counseling Office	Non-Instruct Supplies	\$387.38
P0501140	Fast Deer Bus Charter	Honors Program	Non-Instruct Supplies	\$950.00
P0501159	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$130.07
P0501160	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$400.20
P0501204	CSU Dominguez Hills	Fine Arts	Non-Instruct Supplies	\$2,260.00
P0501224	Campus Food Services	Counseling Office	Non-Instruct Supplies	\$155.71
P0501225	Foundation for	Counseling Office	Non-Instruct Supplies	\$225.00
P0501237	Chris Tornow	Fine Arts	Non-Instruct Supplies	\$1,500.00
P0501243	PC Mall Gov Inc.	Fine Arts	Non-Instruct Supplies	\$107.83
P0501282	Kelli L. Lundin	Fine Arts	Non-Instruct Supplies	\$250.00
P0501292	Torrance Postmaster	Fine Arts	Non-Instruct Supplies	\$536.50
P0501298	E.C.C. Public	Fine Arts	Non-Instruct Supplies	\$552.25
P0501308	Screenworks, Inc.	Resp Therapy	Non-Instruct Supplies	\$816.28
P0501309	Sport Chalet	Resp Therapy	Non-Instruct Supplies	\$1,931.35

**Fund 79 Total: 27**

**\$16,778.34**

**Fund 82 Scholarships & Trust/Agency**

P0500970	Norcal Swim Shop	Health Sciences and	Fundraising	\$953.82
P0500971	Play It Again Sports	Health Sciences and	Fundraising	\$1,079.96
P0501209	Assessment	Nursing	Fundraising	\$532.88
P0501211	Assessment	Nursing	Fundraising	\$639.45
P0501261	Sport Chalet	Health Sciences and	Fundraising	\$1,201.89

P0501281	Spot Up, Inc.	Health Sciences and	Fundraising	\$873.25
P0501296	Tru West Inc	Health Sciences and	Fundraising	\$514.49

**Fund 82 Total: 7**

**\$5,795.74**

**PO Funds Total: 345**

**\$890,778.81**

**Fund 11 Unrestricted - El Camino**

B0510664	Bank of America	Information Technology	Non-Instruct Supplies	\$2,000.00
B0510666	Midwest Library Service	Div Office Instr.	Library Books	\$30,000.00
B0510667	Baker & Taylor, Inc.	Div Office Instr.	Library Books	\$3,000.00
B0510668	ECCD Petty Cash	Div Office Instr.	Library Books	\$325.00
B0510671	Ricoh Corp	Fiscal Services	Copiers	\$2,800.00
B0510677	Westwood Building	Construction	Instructional Supplies	\$1,000.00
B0510688	Cosco Fire Protection	Facilities/Planning/Serv	Repairs Noninstructional	\$8,000.00
B0510711	ECCD Petty Cash	Manufacturing	Instructional Supplies	\$250.00
B0510712	Alta Environmental	Facilities/Planning/Serv	Repairs Noninstructional	\$3,000.00
B0510724	The Jankovich	Hazmat Transportation	Gasoline	\$10,000.00
B0510735	Daily Breeze, the	Ctr for Arts Promo	Multi Media Advertising	\$3,000.00

**Fund 11 Total: 11**

**\$63,375.00**

**Fund 12 Restricted - El Camino**

B0510669	E.C.C. Public	CTE II-grant	Printing	\$250.00
B0510676	ECCD Petty Cash	IDRC Green	Non-Instruct Supplies	\$2,000.00
B0510679	E.C.C. Child Dev.	CCAMPIS prior year	Contract Services	\$46,179.00
B0510683	Snap-On Tools Corp	Ref & Lane Tech(Smg	Repairs - Instructional	\$3,250.00
B0510696	E.C.C. Public	CAA (10-091-002)	Conferences Other	\$1,000.00
B0510698	E.C.C. Public	IDRC Green	Printing	\$356.40
B0510707	ECCD Petty Cash	Community	Non-Instruct Supplies	\$100.00
B0510713	Non Profit Navigators	WRIEC Year 2	Contract Services	\$10,900.00
B0510721	Campus Food Services	YESS Grant	Non-Instruct Supplies	\$1,121.00

**Fund 12 Total: 9**

**\$65,156.40**

**Fund 41 Capital Outlay**

B0510625	Deckrite Waterproofing	Flooring Replacements	Buildings	\$9,800.00
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**Fund 41 Total: 1**

**\$9,800.00**

**Fund 44 GO Bond Series 2006B**

B0510692	Converse Consultants	Math Science & New	Testing & Inspection	\$10,465.00
B0510705	Ricoh	Master Planning	Copiers	\$3,000.00
B0510706	Daily Breeze, the	Master Planning	Advertising-Bond Projects	\$10,000.00

**Fund 44 Total: 3**

**\$23,465.00**

**Fund 74 Student Financial Aid**

B0510672	E.C.C.C.D. Bookstore	EOPS	EOP&S Book Service	\$189,366.00
				<b>Fund 74 Total: 1</b>
		<b>\$189,366.00</b>		
<b>Fund 79</b>	<b>Auxiliary Services</b>			
B0510670	Campus Food Services	V.P. Academic Affairs	Non-Instruct Supplies	\$250.00
B0510714	E.C.C. Public	Counseling Office	Non-Instruct Supplies	\$100.00
				<b>Fund 79 Total: 2</b>
		<b>\$350.00</b>		
			<b>\$351,512.40</b>	<b>BPO Funds Total: 27</b>
		<b>\$1,242,291.21</b>		<b><u>Grand Total POs and BPOs: 372</u></b>

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

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	<u>Page No.</u>
A. Category Budgets and Balances.....	53
B. Measure E Project Budget Changes.....	53
C. Measure E Project Name Changes.....	54
D. Contract - Flewelling & Moody – Restroom Access Compliance Phase 2.....	54
E. Contract – HMC Architects – Master Architect Services.....	54
F. Bid Award 2011-2 – Musical Instruments – Various.....	55
G. Change Order – American Gardens – Baseball Field Improvement Project.....	55
H. Change Order – Taisei Construction, Inc. – Math Business Allied Health Building Project.....	55
I. Purchase Orders and Blanket Purchase Orders.....	56

**Administrative Services – Measure E Bond Fund**

**A. Category Budgets And Balances**

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

The following table reports Measure E expenditures and commitments through October 31, 2011.

<b>CATEGORY</b>	<b>BUDGET</b>	<b>EXPENDED</b>	<b>COMMITTED</b>	<b>BALANCE</b>
Additional Classrooms and Modernization	\$235,406,433	\$94,763,292	\$11,155,319	\$129,487,822
Campus Site Improvements	32,416,561	25,597,611	292,037	6,526,913
Energy Efficiency Improvements	2,818,000	2,756,836	0	61,164
Health and Safety Improvements	129,899,135	56,428,296	6,568,781	66,902,058
Information Technology and Equipment	24,678,355	12,553,253	282,830	11,842,271
Physical Education Facilities Improvements	<u>572</u>	<u>572</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b><u>\$425,219,056</u></b>	<b><u>\$192,099,860</u></b>	<b><u>\$18,298,968</u></b>	<b><u>\$214,820,228</u></b>

**B. Measure E Project Budget Changes**

It is recommended the Board of Trustees approve the budget changes shown in Table A.

The reasons for the recommendation are; (1) recognize and allocate interest income, \$1,011,537, earned from July 1, 2010 through June 30, 201, (2) reallocate excess budget from the Social Science Modernization project and (3) increase underfunded project budgets.

**Table A - Measure E Project Budget Changes**

<b>PROJECTS</b>	<b>BUDGET BALANCE 09/30/11</b>	<b>CHANGE</b>	<b>REVISED BALANCE</b>
Social Sciences (0528)	\$1,204,680	\$1,100,000	\$104,680
Fine Arts (0604)	195,071	62,426	257,497
Health Sciences and Athletics (0605)	78,351	95,720	174,071
Temporary Space and Relocation Costs	-575	200,575	200,000
Art & Behavioral Science (0502)	-406	406	0
Science Complex Renovation (STEM)	184,842	1,752,410	1,937,252
Unallocated Interest	<u>1,011,537</u>	<u>-1,011,537</u>	<u>0</u>
	<b><u>\$2,673,500</u></b>	<b><u>\$0</u></b>	<b><u>\$2,673,500</u></b>

**C. Measure E Project Name Changes**

It is recommended the Board of Trustees approve the following project name changes. The new project names reflect the names selected for the new or renovated building.

<u>Current Name</u>	<u>Recommended Name</u>
Math & Business Building	Math Business and Allied Health Building
Math Science & New Tech Arts	Industry & Technology Building

**D. Contract - Flewelling & Moody- Restroom Access Compliance Phase 2**

It is recommended the Board of Trustees approve entering into a contract with the above firm to provide architectural and construction administration services to support rebidding and construction of the above project.

This firm performed the design of the entire Restroom Access Compliance project, bid support and construction administration for the Phase 1 portion of the project. The additional fee is necessary due to the College's decision to terminate the contract with the general contractor performing the construction upon completion of the Phase 1 work.

**Dates of Services:** October 2011 through project completion.

**Cost:** Cost not to exceed \$35,500.

**E. Contract – HMC Architects – Master Architect Services**

It is recommended the Board of Trustees approve entering into a contract with HMC Architects to provide on-going Master Architect Services to the District. These services will include, but are not limited to, College support in the preparation of the State Five-Year construction plan and Initial Project Proposals and Final Project Proposals; attend Chancellor's Office and DSA meetings as requested by the College; attend College meetings as requested by the College; review architectural designs for conformance with the Campus Standards and Design Guidelines and for conformance with Chancellor's Office requirements; provide support to campus staff; provide support to the Citizens' Oversight Committee; provide assistance in the preparation of the appropriate sections of the College's updated educational master plan; and provide other support services for the College as needed. Funding will come from the General Obligation Fund.

**Dates of Service:** November 2011 through November 2014

**Cost:** Cost not to exceed \$195,000, plus reimbursables, on an annual average basis unless specifically approved by the Board.

**F. BID Award 2011-2 – Musical Instruments - Various**

It is recommended Bid No. 2011-2 be awarded to the following vendors in accordance with the specifications, terms and conditions of the above-named bid for the purchase of Musical Instruments for the Fine Arts Department.

<b><u>RECOMMENDED BIDDERS</u></b>	<b><u>BID AMOUNT</u></b>
Professional Drum Shop	\$7,710.38
RDG Woodwinds	\$17,389.13
Music	\$33,028.66
Morey’s Music Store	\$41,119.46
<b>TOTAL</b>	<b><u>\$99,247.63</u></b>

**G. Change Order – American Gardens – Baseball Field Improvement Project**

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

- |  |              |
|--|--------------|
| 1. Install new wood benches at two dug outs.                             | \$750        |
| 2. Install 2700 square feet of GN-1 hybrid turf grass around home plate. | <u>5,400</u> |

Total Change Order Amount	<u>\$6,150</u>
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Original Contract Amount	\$198,178
Prior Changes	10,700
This Change Order Amount	<u>\$6,150</u>
New Contract Amount	<u>\$215,028</u>

**H. Change Order – Taisei Construction, Inc. – Math Business Allied Health Project**

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

- |  |          |
|--|----------|
| 1. Contractor was directed to grind down an area of approximately 270 square feet of asphalt in Lot K. Work was needed due to settling of existing road. | \$12,000 |
| 2. Contractor was directed to modify all office doors from a single frost glass finish to add a clear glass finish at the                                | 26,160   |

bottom eight inches of the door. District request.

- |   |              |
|---|--------------|
| 3. Contractor was directed to add necessary copper piping to vent existing vacuum exhaust equipment. Piping was not shown on plans.             | 7,000        |
| 4. Contractor was directed to reroute an existing sanitary sewer line from the south side of the Administration Building. District Request.     | 19,500       |
| 5. Contractor was directed to raise urinal walls approximately ten inches in the student restrooms. This wall extension was not shown on plans. | <u>4,850</u> |

Total Change Order Amount	<u>\$69,510</u>
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Original Contract Amount	\$20,666,000
Prior Changes	646,250
This Change Order Amount	<u>69,510</u>
New Contract Amount	<u>\$21,381,760</u>

**I. Purchase Orders (PO) And Blanket Purchase Orders (BPO)**

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

<b>PO #</b>	<b>VENDOR NAME</b>	<b>SITE NAME</b>	<b>DESCRIPTION</b>	<b>COST</b>
P501054	CSI Fullmer	Information Technology	New Computer	\$23,922.27
P501152	Insignia	Signage and Wayfinding	Site Improvements	2,759.63
P501221	S.D. Meyers	Infrastructure Phase III	Testing & Inspection	4,561.00
P501313	Clark Security	Math Business Allied Health	Buildings	8,080.29
P501314	DGS	Shops Building	Architecture & Engineering	105,400.00
B510692	Converse Consultants	Math Science	Testing & Inspection	10,465.00
B510705	Ricoh	Master Planning	Copiers	3,000.00
B510706	Daily Breeze	Master Planning	Advertising-Bond Projects	10,000.00
			<b>TOTAL POs AND BPOs</b>	<b><u>\$168,188.19</u></b>



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

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	<u>Page No.</u>
A. Employment and Personnel Changes.....	58
B. Temporary Non-Classified Service Employees .....	62

**A. EMPLOYMENT AND PERSONNEL**

It is recommended that the Board ratify/approve the employment and personnel changes for academic, classified, special services professionals and temporary classified service employees as shown in items 1-19 and 1-11.

**Academic Personnel:**

1. Retirement - Mr. Sam Dantzler, full-time instructor of Welding, Industry & Technology Division, last day worked June 8, 2012, first day of retirement June 9, 2012 and that a plaque be prepared and presented to him in recognition of his service to the District since 1977.
2. Retirement - Mr. Michael Eula, full-time instructor of History, Behavioral & Social Sciences Division, last day worked June 8, 2012, first day of retirement June 20, 2012 and that a plaque be prepared and presented to him in recognition of his service to the District since 1989.
3. Retirement - Ms. Julie Feenstra, full-time instructor of Physical Education, Health Sciences & Athletics Division, last day worked June 8, 2012, first day of retirement June 9, 2012 and that a plaque be prepared and presented to her in recognition of her service to the District since 1981.
4. Employment - Mr. Michael Fenison, full-time/temporary instructor of Physical Education, Health Sciences & Athletics Division, Class II, Step 7, Academic Salary Schedule, effective August 25, 2011 through December 16, 2011.
5. Employment - Ms. Loan Le, full-time/temporary instructor of Mathematics, Class II, Step 7, Academic Salary Schedule, effective August 25 through December 16, 2011.
6. Change in Salary - Ms. Sabra Sabio, full-time Counselor, from Class III, Step 10 to Class IV, Step 10, effective November 1, 2011.
7. Amend Special Assignment - Mr. Gregory George, part-time instructor in the Industry & Technology Division, to work on Green Tech program curriculum development in construction and certification research for Community Advancement, to be paid \$60.18 an hour, not to exceed 240 hours instead of 350 hours or \$14,428 instead of \$21,063, effective September 1, 2011 through June 30, 2012, in accordance with the Agreement, Article 10, Section 14(a).

8. Special Assignment - Mr. Matthew Griffin, part-time instructor of Machine Tool Technology, Industry & Technology Division, to work with other instructors on contextualizing Machine Tool Technology courses, meetings and coaching, to be paid \$60.18 an hour, not to exceed 14 hours or \$843, effective December 1, 2011 through June 30, 2012, in accordance with the Agreement, Article 10, Section 9(m).
9. Special Assignment - Mr. Junaid Siddiqui, full-time instructor of Computer Information Systems, Business Division, to participate in an equivalency hearing at Compton Center, to be paid \$45.14 an hour, not to exceed 3 hours or \$136, effective October 26, 2011, in accordance with the Agreement, Article 10, Section 14(a).
10. Rescind Stipend Assignment - Mr. Hedley Nosworthy, full-time instructor of Music, Fine Arts Division, will not perform as solo winter resident artist, effective January 20, 2012, in accordance with the Agreement, Article 10, Section 14(a).
11. Stipend Assignment - Ms. Margot Martin, part-time instructor of Music, Fine Arts Division, will perform as solo winter resident artist, replacing Mr. Hedley Nosworthy, to be paid \$750, effective January 20, 2012, in accordance with the Agreement, Article 10, Section 9(m).
12. Stipend Assignment - The following part-time instructors of Dance, Fine Arts Division, to choreograph the Fall Dance Concert, to be paid \$400 each, effective October 3 through November 11, 2011, in accordance with the Agreement, Article 10, Section 9(m).

Valerie Cabag  
Michelle Funderburk  
Hiroshi Hamanish

Karen Jensen  
Angela Jordan

13. Stipend Assignment - Mr. John DeMita, part-time instructor of Theatre, Fine Arts Division, to design sound for Play #2, to be paid \$500, effective October 7 through November 4, 2011, in accordance with the Agreement, Article 10, Section 9(m).
14. Stipend Assignment - Mr. Joseph Mitchell, part-time instructor of Music, Fine Arts Division, to present a musical concern as winter resident artist, to be paid \$500, effective January 28, 2012, in accordance with the Agreement, Article 10, Section 9(m).
15. Stipend Assignment - Ms. Jamie Hammond, part-time instructor of Dance, Fine Arts Division, to assist the director of choreography to be paid \$900, effective

October 26 through December 8, 2011, in accordance with the Agreement, Article 10, Section 9(m).

16. Employment - Ms. Robin Smilor, full-time instructor of Fire & Emergency Technology/Paramedic Program, Industry & Technology Division, to be paid by the County of Los Angeles, effective November 16, 2011.
17. Employment - Ms. Shane Cook, full-time instructor of Fire & Emergency Technology/Paramedic Program, Industry & Technology Division, to be paid by the County of Los Angeles, effective November 17, 2011.
18. Employment - Ms. Nicole Byrd, part-time/substitute teacher for the Child Development Center, Behavioral & Social Sciences Division, to be hired as needed effective November 17, 2011 through June 30, 2012.
19. Employment - The following part-time/temporary instructors to be hired as needed for the 2011 fall semester:

Fine Arts

Bernice Boseman

Ellie Choate

Health Sciences & Athletics

Ray Asaro

Amy Scarlet

Mathematical Sciences

Karpis Oganyan

Allen Sampson

Natural Sciences  
Robert Lindsay

**Classified Personnel:**

1. Retirement - Ms. Kerry Bossin, Library Media Technician III, Range 28, Step E, Learning Resources, Academic Affairs Area, effective December 31, 2011, and that a plaque be presented to her in recognition of her services to the District since 1985.
2. Retirement - Ms. Carol Quiroz, Administrative Assistant II, Range 31, Step E, Industry and Technology Division, Academic Affairs Area, effective December 31, 2011, and that a plaque be presented to her in recognition of her services to the District since 1985.
3. Retirement - Ms. Martha L. Smith, Administrative Assistant II, Range 31, Step E, Health Sciences & Athletics Division, Academic Affairs Area, effective December 30, 2011, and that a plaque be presented to her in recognition of her services to the District since 1989.
4. Military Leave of Absence 100% (Unpaid) - Mr. Francisco Esqueda, Police Officer, Range 1, Step E, Campus Police Division, Administrative Services Area, effective October 1 through October 31, 2011.
5. Employment - Ms. Rebecca Trotter Greer, Financial Aid Assistant, Range 24, Step A, Financial Aid/Enrollment Services Division, Student and Community Advancement Area, effective December 1, 2011.
6. Employment - Ms. Martha Lopez, 83.33% Human Resources Technician III, Range 9, Step A, (Confidential Salary Schedule), Human Resources Division, Human Resources Area, effective December 1, 2011.
7. Employment - Ms. Joycelynn Pennie, Custodian (10 month), Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective December 1, 2011.
8. Employment - Ms. Susanna Reyes Loeza, Custodian (10 month), Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective December 1, 2011.

9. Employment - Mr. William E. Warren III, Assistant Director Information Technology Service, Range 13, Step 1, Information Technology Services Division, Administrative Services Area, effective December 1, 2011.

### **Special Services Professional**

10. Mr. Babatunde Atane - Special Services Professional, Range 10, Step 1, of the Special Services Professional Salary Schedule, not to exceed \$119,860, Vice President, Administrative Services Area, effective November 8, 2011 through March 15, 2012.

### **Temporary Classified Services Employees**

11. Ms. Sherry Reed - Accompanist, Range 32, Step A, Fine Arts Division, Academic Affairs Area, to work as needed for the fiscal year, not to exceed 20 hours per week, effective July 1, 2011 through June 30, 2012.

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

It is recommended that the Board authorize employment of the following Temporary Non-Classified Service Employees, subject to funding, as shown in items 1-7.

The following temporary, non-classified service employees are to be hired for the 2011-2012 fiscal year, paid hourly, effective December 1, 2011 through June 30, 2012, days and hours vary as needed, unless otherwise stated.

### **Instructional Aide Series**

#### **1. Instructional Aide I**

The following individuals are to assist instructors or other staff in the classroom or laboratory setting with basic tutoring, support services, and accommodations for students.

Jeral Bedgood, \$8.00 per hour

Victor Pulido, \$8.00 per hour

#### **2. Instructional Aide II**

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

Jessica Asbell, \$9.25 per hour (eff. 8/25/11 to 6/30/12)

John Silva, \$9.25 per hour (eff. 10/1/11 to 6/30/12)

3. Instructional Aide IV

The following individuals are to provide teaching assistance, technical support, classroom set-up, and care and repair of equipment and instruments.

Dean Ajdukovic, \$12.25 per hour (11/22/11 to 6/30/12)

Ludwin Marroquin-Cifuentes, \$12.25 per hour (eff. 11/17/11 to 6/30/12)

**Program Aide Series**

4. Program Aide I

The following individual is to provide basic assistance with daily program operations.

Robert Adams, \$9.00 per hour (eff. 11/18/11 to 6/30/12)

**Sports Aide Series**

5. Sports Aide VI

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

Michael Grissett, \$17.00 per hour

Daryl Guerin, \$17.00 per hour

Melissa Sanchez, \$17.00 per hour

The following individual is to be responsible for providing a safe and effective environment for exercise training and supervise the Fitness Center.

Nicholas Jones, \$15.00 per hour (eff. 10/01/11 to 6/30/12)

**Theater Aide Series**

6. Theater Aide II

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

Pearl Faumui, \$9.25 per hour (eff. 11/17/11 to 6/30/12)

**Assistive Linguistics Professional Series**

7. Assistive Linguistics Professional I

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

Stephanie Teemer, \$25.00 per hour (eff. 10/18/11 to 6/30/12)



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

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	<u>Page No.</u>
A. Student Success – Information .....	66

## **COMPTON EDUCATIONAL CENTER**

### **A. STUDENT SUCCESS – INFORMATION**

It is recommended that the Board receive for information the following report on actions designed to increase student success and progress at the Compton Center.

#### **First Year Experience**

Based on the success of the First Year Experience (FYE) Program at El Camino College, the Center started a FYE program in fall 2009. Modeled after El Camino, faculty and counselors created learning communities to assist students accomplish three objectives:

- develop essential academic skills,
- ease the transition and adjustment of new students to the college environment, and
- provide a comprehensive orientation to campus resources and facilities.

Research shows that students who take part in a learning community program graduate at faster rates than students who don't participate. The FYE program helps students develop study skills and provides options for studying in groups. FYE students also have access to vital campus resources, and may explore a major, create a career plan, interact in a multicultural environment, and learn how to access electronic information such as e-mail, the Internet and library databases.

We began the program with two cohorts in 2009 and 80% of the students completed the program. Since then, we have established four cohorts. Their learning communities combine English, history, communication studies and human development courses. Initial results are positive as the FYE retention rate is 85.5% compared to 75% for the general population. For the same period, the FYE success rate of 64.3% compares favorably to the 60.8% success rate of the general population.

The faculty and staff participating in the program put in a lot of effort to ensure its success. During their program review, they identified several weaknesses that are being addressed. This includes providing additional tutoring and lab hours for students in English 1A and 1C, and History 102 and improving the screening criteria to properly place the students.

## **Alpha Gamma Sigma**

Under the leadership of Mr. Robert Butler, Dr. Michele Priest and Mr. Dustin Black, a chapter of the Alpha Gamma Sigma (AGS) Honor and Scholarship Society was established in fall 2010. AGS helps students further develop their leadership skills. In addition to supporting the academic endeavors of its members through study groups, tutorials and scholarship opportunities, the honor society offers ways to gain leadership positions, participate in community service, and meet other students with similar academic interests.

Originally founded in 1926 by Dr. William T. Boyce, head administrator of Fullerton Junior College, Alpha Gamma Sigma is an academic honor society and service organization of the California Community College system. Its purpose is to foster, promote and recognize outstanding scholarship, and to encourage and provide opportunities for participation in community service activities.

Students must maintain a GPA of 3.0 or better to be members of AGS and most chapters set a minimum number of hours of community service that members must perform. At its annual convention, AGS awards thousands of dollars in scholarships to members who excel in academics and in service. At this time more than 60 students are participating in AGS.

## **Honors Transfer Program**

A new Honors Transfer Program (HTP) will be established at El Camino College Compton Center in fall 2012. The program will be specifically designed to better prepare the highly motivated student to transfer successfully to a university and complete a bachelor's degree.

The HTP provides a unique learning environment which stresses scholastic excellence and develops the academic awareness necessary to achieve this goal. The major objective of the program is to prepare students for transfer by focusing on enhanced reading, writing, and study skills.

Honors courses are chosen to fulfill the requirements of the associate degree as well as to transfer to the University of California, California State University, and most other universities. Generally, students in the HTP complete the same number of courses as other students planning to transfer.

Honors courses are academically enriched to intellectually stimulate students, encourage independent, critical thinking and promote close interaction between students and faculty.

The HTP will have specific admission and completion requirements including a minimum cumulative GPA and a set number of honors courses that must be completed per semester. Students accepted to the program will be asked to sign a

contract to complete honors-level work in preparation for transfer to a four-year college or university. An advisory committee will establish the exact process during the early part of the spring semester so that students in the local high schools are aware of this opportunity.

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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

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- A. 2012 Community College National Legislative Conference.....Page 70
- B. 2010-2011 Board of Trustees Evaluation and Goals for 2011-2012.....Page 70
- C. Redistricting Action Plan .....Page 74

- A. 2012 Community College National Legislative Conference  
It is recommended that the Board approve the attendance of Thomas M. Fallo at the 2012 Community College National Legislative Conference, Washington, D.C., February 13-16, 2012, with no loss of salary, transportation and necessary expenses paid.
- B. 2010-2011 Board of Trustees Evaluation and Goals for 2011-2012  
Each year the Board of Trustees establishes goals and evaluates its performance on the previous year's goals. The Board of Trustees' remarks are publicly presented and members of the Board may discuss, amend or delete the recommended goals for the forthcoming years.
- I. Participate in community activities and events and bring observations to the Board for policy issues.
- a. Attend events in the community.
  - b. Speak to community groups.
  - c. Make Board presentations.
  - d. Bring copies of community events and activities to other Board members.
  - e. Consider a Board meeting at Compton Center.
- II. Participate in the operation of the College at Board Meetings.
- a. Speak freely and openly on policy issues.
  - b. Solicit opinions of fellow Board members.
  - c. Present ideas during discussion section of Board Meetings.
- III. Continue a Trustee education program.
- a. Attend a conference on Trustee responsibilities.
  - b. Submit materials from various sources to fellow Trustees.
  - c. Read Trustee education materials sent by various organizations.
- IV. Support the 2010 Facilities Master Plan.
- a. Monitor and approve Measure E Fiscal updates.
  - b. Continue construction program.
  - c. Review construction program activities.
  - d. Consider a bond extension and conduct a community survey.
- V. Fiscal Responsibilities.
- a. Monitor 2011-2012 Budget.
  - b. Study, review and approve the 2012-2013 Budget.
  - c. Study, review and approve the 2010-11 annual financial audit.
  - d. Respond to national, state and local fiscal changes.

- VI. Accreditation.
  - a. Receive, review and participate in El Camino College's Accreditation reports and actions.
  - b. Review Student Learning Outcomes update.
  
- VII. Support Student Accessibility.
  - a. Actively support El Camino College Foundation activities.
  - b. Develop community involvement in the Foundation.
  
- VII. Support Redistricting Action Plan.
  - a. Support the Boundary Review Committee.
  - b. Adopt new Trustee Areas.
  - c. Submit new Trustee Areas to Los Angeles County Recorder.
  
- VIII. Required Board Training.
  - a. Ethics, per AB 1234.
  - b. Sexual Harassment.

**EL CAMINO COLLEGE BOARD OF TRUSTEES  
SELF-EVALUATION QUESTIONNAIRE 2010-2011 - RESULTS**

\*MO: I can only speak for myself.

**Individual Trustees' appraisal of all members' activities.**

	Strongly Agree	Agree	Disagree	Strongly Disagree	No Responses
<b>Priorities and Planning</b>	RG,MO	KB,MC	JC		
1. Most of the issues occupying the Board's time and attention are directly related to the mission and goals of the institution.					
2. All members of the Board have a clear understanding of the vision of the college.	RG,MO	KB,MC JC			
3. All members of the Board can articulate the vision of the college to the diverse constituencies of the district.	RG,MO	KB,MC JC			
<b>Board and Chief Executive Officer Relations</b>			KB,JC MC, RG, MO,		
1. The Board and CEO maintain optimum communications.					
2. The roles of the CEO and the Board are clearly defined.	RG	KB,MC JC	MO		
3. Trustees keep the CEO well informed of contacts with the community. *MO: This question is not appropriate.	MO	MC	RG		KB JC
4. Trustees keep the CEO well informed of contacts with college employees.		MC	RG		KB MO JC
<b>Board and College Relations</b>	MO	MC,RG JC	KB		
1. Trustees are knowledgeable about the college's history.					
2. Trustees are well versed concerning the college's strengths and weaknesses.	RG,MO	MC	KB,JC		
3. Trustees are knowledgeable about the mission of the college.	RG,MO	KB,MC JC			
4. The Board is sensitive to the concerns of students.	RG,MO	KB,MC		JC	
5. The Board is sensitive to the concerns of employees.	KB,MO	MC,RG JC			
6. The Board supports the college by attending various events.	MO	KB,MC RG,JC			
<b>Board and Community Relations</b>	RG,MO	KB,MC JC			
1. Trustees are well informed concerning the needs of the community.					
2. Trustees fairly and assertively represent the communities they serve.	RG,MO	KB,MC JC			
3. Trustees use their community ties to promote a positive image of the college	RG,MO	KB,MC JC			
<b>Board Agendas</b>	MO	KB,RG	MC		JC
1. The Board Agendas always focus on policy issues.					
2. The Board Agendas always allow sufficient time and attention for discussion of legislative and state policy issues.		KB,MC RG,JC	MO		
7. The Board Agendas are organized logically which facilitates efficient use of time.	KB,MC MO,JC	RG			

Trustee Kenneth Brown: KB; Student Trustee Joshua Casper: JC; Trustee Mary Combs: MC;  
Trustee Ray Gen: RG; Trustee Maureen O'Donnell: MO



	Strongly Agree	Agree	Disagree	Strongly Disagree	No Respons
<b>Board Organization and Dynamics</b>					
1. Definitions of the roles of the Board chair and other officers are clearly understood by the Trustees.	KB, RG MO, JC	MC			
2. The roles of the Board officers are conscientiously implemented.	RG, MO	KB, JC			MC
3. All public meetings of the Board are conducted in compliance with the Brown Act.	KB, MC RG, MO JC				
<b>Board Decision-Making Processes</b>					
1. Trustees demonstrate respect for the opinions of others at Board meetings.	KB, RG MO	MC, JC			
2. Board meetings are structured to assure that all relevant information is considered before making a decision. *MO: Not sure.	MC	KB, RG JC			MO
3. Board members are provided with adequate information needed to fully understand the issues. *MO: Not sure.		KB, MC RG, JC	RG		MO
<b>Trustee Development and Education</b>					
1. Board members (including the Student Trustee) receive a thorough orientation to their roles and responsibilities.	KB, RG MO	MC	JC		
2. Board members have a thorough understanding of the district's mission and goals.	RG, MO	KB, MC	JC		
3. Board members are well informed and knowledgeable about legislative issues that may impact the college.	KB, RG MO	MC, JC			
4. Board members are well informed and knowledgeable about state policy issues that may impact the college	RG, MO	KB, MC JC			
5. Information about important issues is readily shared among Board members. *MO: Brown Act! In public or private?	RG	KB, MC JC	KB		MO
<b>Board Goals</b>					
1. The Board prepares an annual set of written goals and objectives.	RG, MO	KB, MC			JC
2. The annual objectives of the Board are measurable	RG, MO	KB			MC JC
3. The Board has a set of clearly defined performance standards.	RG, MO	KB	JC, MC		
4. The Board's goals and objectives are clearly communicated to the college community.	RG, MO	MC	JC		KB
<b>Board Evaluation</b>					
1. The Board systematically identifies and reports its accomplishments.	RG, MO		KB		MC JC
2. The Board provides ample opportunity for college employees and citizens of the community to evaluate its performance.		RG	JC		KB MC MO
3. The Board takes appropriate measures to assure that its self-evaluation is objective, impartial and constructive.	MO	KB, RG JC			MC

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

**REDISTRICTING ACTION PLAN**  
**Boundary Review Committee (BRC)**

**October 2011/November 2011**

1. Outreach and publicity for the boundary review process – BRC with assistance from College staff
2. Advertised Public forums in Daily Breeze and LA Wave, Inglewood; email notices sent to all area media, chambers of commerce, elected officials and community groups and organizations provided by BRC members
3. Five Public Forums have been held in the ECCCD – one in each Trustee Area.
4. Web and social media (Facebook and Twitter) have been utilized to provide information to the community and to solicit input from the community
5. Google Earth maps with proposed boundaries outlined for the public to review online and/or print are provided through November 30, 2012
6. Provided proposed plan with info on how to submit input to libraries, schools, via email and newspapers
7. More than 600 unique visitors have viewed the ECC BRC web pages since early October

**December 2011**

1. BRC develops potential redistricting areas based on info from public hearings
2. Mapping Consultant computes population of BRC suggested redistricting areas and reports findings to BRC and College Staff. Mapping Consultant may recommend minor adjustments to balance population totals among suggested redistricting areas. (Mapping process takes 25 days)

**January 2012**

1. BRC and College Staff review Mapping Consultant's recommendations for minor adjustments to balance population totals among suggested redistricting areas and provide Mapping Consultant with second draft map.
2. Mapping Consultant provides final draft plan to BRC
3. Final draft plans posted to El Camino Website

**February 2012**

1. Final proposed plan presented to Board for first reading at Public Hearing
2. Attorney reviews plans for any issues/concerns before submitting for public record

**March 2012**

1. ECCCD Board adopts, by resolution or ordinance, new Trustee Areas

**April 2012**

1. LA County Office of Education conducts feasibility study
2. To have the new trustee areas and voting by trustee area impact the November 2013 election, everything must be submitted to LA County by the end of October 2012.
3. Election Waiver request submitted to the Board of Governors 30 days prior to May Board of Governor's (BOG) meeting.

**May 2012**

1. BOG approves Election Waiver

**June/July 2012**

1. ECCCCD Board submits adopted Trustee Areas to LA County Registrar Recorder's Office