

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



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

**Agenda, Monday, March 12, 2012
Bookstore Building, East Dining Room
4:00 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of February 21, 2012, Pages 6-8**
- III. Presentation – Community Advancement
*Postponed**
- IV. Public Hearings**
 1. Public Hearing And Adoption Of Amendments To The Previously Adopted Subjects For Negotiations – El Camino Community College District And The El Camino College Federation Of Teachers, Local 1388, AFT, AFL~CIO
 - A. Public Comment
 - B. Adoption
 2. Public Hearing And Adoption Of Federation Proposals: Negotiations - The El Camino College Federation Of Teachers, Local 1388, AFT, AFL~CIO And The El Camino Community College District
 - A. Public Comment
 - B. Adoption
- V. Public Comment on Consent Agenda**
- VI. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
 1. Academic Affairs
*See Academic Affairs Agenda,
Pages 9-16*

2. Student and Community Advancement
*See Student Services Agenda,
Pages 17-34*
3. Administrative Services
See Administrative Services Agenda, Pages 35-50
4. *See Measure "E" Bond Fund Agenda,
Pages 51-55*
5. *See Human Resources Agenda,
Pages 56-62*
6. Compton Community Educational Center
*See Compton Community Educational Center
Agenda, Pages 63-66*
7. Superintendent/President
*See Superintendent/President Agenda,
Pages 67-68*

VII. Public Comment on Non-Agenda Items

VIII. Oral Reports

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

IX. Closed Session

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

Board of Trustees Meeting Schedule for 2012

4:00 p.m. Board Room

Monday, April 16, 2012

Monday, May 21, 2012

Monday, June 18, 2012

Monday, July 16, 2012

Monday, August 20, 2012

Tuesday, September 4, 2012

Monday, October 15, 2012

Monday, November 19, 2012

Monday, December 17, 2012

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

Vision Statement

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

Mission Statement

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

Statement of Philosophy

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

Statement of Values

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

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

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

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

Diversity – We recognize and appreciate our similarities and differences.

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

Guiding Principles

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

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

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

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

Strategic Initiatives

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

BOARD PRESENTATIONS AND REPORTS 2011-2012

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

Revised: Jan. 24, 2012

EL CAMINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING OF
Tuesday, February 21, 2012

The Board of Trustees of the El Camino Community College District met at 4 p.m. on Tuesday, February 21, 2012, in the Board Room at El Camino College.

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

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

Minutes of the Regular Board Meeting of January 17, 2012

The Minutes of the Regular Board Meeting of January 17, 2012 were approved.

Public Hearing – Resolution to Establish Trustee Areas and to Approve the Election of Board members in a By-Trustee Area Election Process

It was moved by Trustee Combs, seconded by Trustee O'Donnell, that the Board open a Public Hearing at 4:35 p.m. Motion carried.

Mr. Ali Ahmadpour and Ms. Antonie Churn made comments.

Public Hearing closed at 5 p.m.

It was moved by Trustee Casper, seconded by Trustee Combs, that the Board adopt the Resolution to Establish Trustee Areas and to Approve the Election of Board Members in a By-Trustee Area Election Process. Student Trustee Casper recorded a yes advisory vote. Trustees Beverly, Combs, Brown, Gen, voted yes. Trustee O'Donnell voted no.

Amendment to motion. Trustee O'Donnell moved that the numbers on the map showing Trustees areas 4 and 5 be reversed. Trustee Beverly seconded the motion. Trustee Casper did not accept (denied) the amended motion.

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

Public Hearing opened at 5:01 p.m. No comments were made. Public hearing closed at 5:02 p.m.

It was moved by Trustee Brown, seconded by Trustee Combs, that the Board adopt subjects for negotiations with the El Camino College Federation of Teachers, Local 1388, AFT, AFL-CIO as shown on the agenda. Student Trustee Casper abstained from advisory vote. Motion carried.

Consent Agenda

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

Academic Affairs

Board Policy 4231 – Grade Change – Second Reading & Adoption
Center for the Arts Presentation – 2011-2012 Season
Sabbatical Leaves of Absence – 2012-2013

Student and Community Advancement

Destruction of Records
International Travel
Journalism Association of Community Colleges

Administrative Services

Contracts Under \$81,000
Contracts Over \$81,000
Bid Award – Utility Infrastructure Phase 1, Central Plant & Stadium Lighting Projects
Personal Service Agreements
Purchase Orders and Blanket Purchase Orders

Measure E Bond Fund

Category Budgets and Balances
Bid Award 2011-3 – Audiovisual System – Fine Arts and Behavioral and Social Science Departments
Change Order – Taisei Construction Corporation – Math Business & Allied Health Project
Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes
Temporary Non-Classified Service Employees

Notice and Scheduling of Hearing: Negotiations – El Camino Community College District and the El Camino College Federation of Teachers, Local 1388, AFT, AFL-CIO

President/Board of Trustees

Absence of a Board Member

Travel

California Community Colleges Chancellor's Office Redevelopment Committee

Bid Award – Utility Infrastructure Phase 1, Central Plant and Stadium Lighting Project

Attorney Timothy Pierce and Ms. Patricia McNicholas protested awarding of bid to Pinner Construction. Attorney Brian Bergman responded to questions of the Board.

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

Compton Community Educational Center

Compton Community Educational Center Status Report on Academic Affairs Area Plan was presented as an informational item.

Public Comment on Non-Agenda Items

Ms. Joyce Dallal, Ms. Heather Allison, Mr. Nicholas Castro, Mr. John Catlin, Mr. Muhammad Talead, Mr. George Torres, Ms. Lourdes Asperes, Ms. Jennifer Chan, Mr. Ali Ahmadpour, and Mr. Luciano Mio addressed a faculty evaluation.

Closed Session

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

Mary E. Combs, Secretary of the Board

Thomas M. Fallo, Secretary to the Board

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

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A. FTES Goals – Information Item.....	10
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C. Mathematics, Engineering, Science Achievement (MESA) Program – Santa Cruz Leadership Retreat	12
D. Proposed Curriculum Changes Effective 2012-2013 Academic Year.....	13

ACADEMIC AFFAIRS

A. FTES GOALS – INFORMATION ITEM

The FTES report for El Camino College (ECC) and Compton Center are presented as an information item (Pages 15-16). The two attached tables give the history of the projected and actual FTES for six years. This year the FTES goal was reduced from the previous year reflecting the reduction of state support for enrollment. Last year ECC's enrollment goal dropped 7.3% from 19,400 FTES to 18,000. For the same period, the Compton Center goal dropped 7% from 6,400 FTES to 6,000. It is projected that ECC will exceed its FTES goal by 346 and the Compton Center will exceed its FTES goal by 416.

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

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

2011-2012 Performances

<u>Performances</u>	<u>Date</u>	<u>Amount</u>
1. <i>Africa to America Concert</i> Payable to: George Friebe-Makinto George Friebe-Makinto, aka Makinto, with his melodic voice will team up and perform with the El Camino College Chorale and Concert Choir, and will also hold two Master Classes for vocal students.	June 3, 2012	\$3,500

2012-2013 Discovery Travel Cinema Series

Performances

1. <i>Korea Today</i> Payable to: Buddy Hatton Payable to: Windoes Travelogues This travel lecture/film will show the nation of Korea as it is today.	September 10, 2012	\$2,000 1,480 520
2. <i>America's Parkland 2</i> Payable to: Gray Warriner Payable to: Windoes Travelogues	September 24, 2012	\$2,000 1,480 520

ACADEMIC AFFAIRS

Gray Warriner continues with his travel of America's parks with this film.

3. *The Road Less Traveled*
Hunger for the Holy Land October 8, 2012 \$2,000
Payable to: Brandon Trones 1,480
Payable to: R.J. Enterprises 520
This film is new to the Marsee and will cover the historical areas of the Holy Land.

4. *Eastern Canada,*
The Maritime Provinces October 22, 2012 \$2,000
Payable to: John Holod
In this film, John Holod travels to Canada's eastern seaboard, rivers and lakes.

5. *Italian Lakes Adventure* November 5, 2012 \$2,000
Payable to: Stan Walsh 1,480
Payable to: R. J. Enterprises 520
The film explores the beautiful and renowned lake district of Italy.

6. *Wales: Land of Song* November 19, 2012 \$2,000
Payable to: Monty Brown 1,480
Payable to: Windoes Travelogues 520
This film depicts the rich cultural traditions of Wales.

7. *Great Trans American Train Ride* January 28, 2013 \$2,000
Payable to: Doug Jones 1,480
Payable to: Windoes Travelogues 520
In this film, Doug Jones traverses the American country via terrain travel.

8. *Northern Europe* February 11, 2013 \$2,000
Payable to: Marlin Darrah 1,480
Payable to: Windoes Travelogues 520
This film will explore northern Europe with its terminus in St. Petersburg, Russia.

ACADEMIC AFFAIRS

9. *Steamboating Alaska's Inside Passage* February 25, 2013 \$2,000
Payable to: Dennis Burkhart 1,480
Payable to: The Lewis Williams Agency 520
 Film guests will travel Alaska's inside passage close-up by a paddle-wheel steamer.
10. *Cuba: The Inside Story* March 11, 2013 \$2,000
Payable to: Karin Muller 1,480
Payable to: The Lewis Williams Agency 520
 Ms. Muller is a filmmaker for National Geographic. This film was originally produced for TV but it has been edited for the Travel Discovery guest to learn about Cuba.
11. *Hawaii, America's Paradise* March 25, 2013 \$2,000
Payable to: Don Van Polen 1,420
Payable to: R.J. Enterprises 520
 The beauty of our 50th state is explored with all its traditions and splendor.
12. *Budapest to Istanbul and Cruising the Danube* April 8, 2013 \$2,000
Payable to: Clint Denn 1,480
Payable to: R. J. Enterprises 520
 Guests will see the sights from a Danube River cruise traveling from Budapest, Romania to Istanbul, Turkey.

C. MATHEMATICS, ENGINEERING, SCIENCE ACHIEVEMENT (MESA) PROGRAM – SANTA CRUZ LEADERSHIP RETREAT

It is recommended that the Board approve the following students to participate in the Santa Cruz Leadership Retreat on April 13-15, 2012, at the Happy Valley Conference Center in Santa Cruz, California. Lodging and registration will be covered by MESA Statewide. Students will be accompanied by Arturo Hernandez, MESA Director, Elizabeth Bermudez, SSS-STEM Coordinator, and/or Ann Libadisos, SSS-STEM Administrative Assistant. Transportation will be by van.

Sandy Cerna	Joseph Montes	Yvonne Reyes
Freddy Cisneros	Daniel Montoya	Jennifer Sanchez
Garcia Gustavo	Lizbeth Morales	Jaime Smith

ACADEMIC AFFAIRS

Antonio Hernandez
Gilberto Hernandez
Amilcar Lara
Elias Macias

Elias Nava
Steffen Paiva
Alex Portillo
Gael Reyes

Araceli Torres-Montes
Azucena Valadez
Ana Valdivia

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.

NATURAL SCIENCES

NEW MAJOR

1. Geology A.S. Degree for Transfer (AS-T)

The program is designed to provide students the opportunity to obtain a transfer degree upon successful completion of the geology major requirements. The student will acquire the ability to apply the theory of plate tectonics, knowledge of geologic hazards, and principles of geologic time to natural phenomena. Laboratories complement the lecture material providing the student with a foundation in observational and interpretive techniques. Competencies are assessed by examining the student's ability to make careful observations of earth materials and processes, explain observations, predict future outcomes of earth processes, and successfully complete laboratory and field trip activities.

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

ACADEMIC AFFAIRS

Required Core:

Geology 1, 2, 3, 4, Chemistry 1A, 1B, Mathematics 190, 191

Total Units: 28

INACTIVATE MAJOR

1. Pre-Dentistry
2. Pre-Medicine
3. Pre-Optometry
4. Pre-Pharmacy

El Camino College
FTES Goal and Actual -- 2011-2012

Fiscal Year	Total FTES Goal	Total FTES Revised Actual March 2012
2006-2007	Goal	Actual
Summer 06	1,806	1,806
Fall 06-Spring 07	16,400	16,453
Summer 07	1,100	1,054
Total	19,306	19,312
2007-2008	Goal	Actual
Summer 07	710	873
Fall 07 - Spring 08 (3% increase)	16,892	17,577
Summer 08	1,800	887
Total	19,402	19,337
2008-2009	Goal	Actual
Summer 08 (886.65 FTES Shifted to 2007-08)	0	1,295
Fall 08 - Spring 09 (3% increase)	17,399	19,177
Summer 09	1,800	0
Total	19,199	20,472
2009-2010	Goal	Actual
Summer 09	1,900	2,338
Fall 09 - Spring 10	17,100	18,194
Total	19,000	20,533
2010-2011	Goal	Actual
Summer 10	1,620	1,693
Fall 10 - Spring 11	17,780	17,798
Summer 11	0	0
Total	19,400	19,491
2011-2012	Goal	Projection
Summer 11	1,550	1,660
Fall 11 - Spring 12	16,450	16,686
Total	18,000	18,346

Fall - Spring FTES numbers include the Winter Intersession.

El Camino College Compton Center
FTES Goal and Actual – 2011-2012

	Total FTES Goal	Total FTES Revised Actual March 2012
Fiscal Year		
2006-2007		
	Goal	Actual
Summer 06	343	348
Fall 06-Spring 07	<u>2,346</u>	<u>2,347</u>
Total	2,689	2,695
2007-2008		
	Goal	Actual
Summer 07	412	422
Fall 07 - Spring 08 (includes 20% inc over	<u>2,807</u>	<u>2,925</u>
Total	3,219	3,347
2008-2009		
	Goal	Actual
Summer 08	479	624
Fall 08 - Spring 09 (includes 18% inc over	3,521	3,924
Summer 09 (Shifted to 08/09)	<u>0</u>	<u>452</u>
Total	4,000	5,000
2009-2010		
	Goal	Actual
Summer 09	310	243
Fall 09 - Spring 10	5,290	5,060
Summer 10 (Shifted to 09/10)	<u>0</u>	<u>0</u>
Total	5,600	5,303
2010-2011		
	Goal	Actual
Summer 10	900	941
Fall 10 - Spring	<u>5,500</u>	<u>5,685</u>
Total	6,400	6,626
2011-2012		
	Goal	Projection
Summer 11	1,035	1,026
Fall 11 - Spring 12	<u>4,965</u>	<u>5,391</u>
Total	6,000	6,416

Fall - Spring FTES numbers include the Winter Intersession.

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

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STUDENT AND COMMUNITY ADVANCEMENT

A. 2012 HIGH SCHOOL WATER POLO LEAGUE

It is recommended that the Board of Trustees approve the 2012 High School Water Polo League sponsored by the Health, Sciences & Athletics Division:

2012 High School Water Polo League

June 21 – July 26 (Thursday only) – 6:30pm – 10:30pm

Corey Stanbury – Camp Director

B. 2012 SUMMER YOUTH SWIM CAMP

It is recommended that the Board of Trustees approve the 2012 Summer Youth Swim Camp sponsored by the Health, Sciences & Athletics Division:

2012 Summer Youth Swim Camp

Session #1 June 11 – June 21 3:00pm – 6:30pm

Session #2 June 25 – July 5 2:00pm – 6:30pm

Session #3 July 9 – July 19 2:00pm – 6:30pm

Session #4 July 23 – August 2 2:00pm – 6:00pm

(Classes are conducted Monday through Thursday only.

First week of Session #2 includes Friday, June 29. No class on July 4.

Classes consist of eight, 30-minute group lessons.)

Corey Stanbury – Camp Director

C. GRANTS – APPLICATION

It is recommended that the Board of Trustees receive the following grant information:

1. California Community Colleges Chancellor’s Office Career and Technical Education, Economic Development and Workforce Preparation Division. CACT Workforce Innovation Partnerships (WIPs). The purpose of the Workforce Innovation Partnerships (WIPs) grant is to develop projects that are aligned with Economic and Workforce Development (EWD) Program Strategic Priority Areas. This project will provide 60 students with training in Machine Tool Tech, with exam preparation and testing in the National Institute of Metalworking Skills (NIMS) Level I Machining Certification. The program will align students from partner high schools to Eng Tech, Manufacturing Tech, Fastener Manufacturing Tech, as well as the core program, Machine tool Tech. Training will be a minimum of four days per week and will include course work in Manufacturing Science Mathematics.

Amount of Grant from Grant Funding Agency: \$218,500
Amount of Match: \$109,250
Total Amount of Grant: \$327,750
Source of Matching Funds: (ECC/BTC & Partners in-kind)
Indirect Rate: \$8,404 (4%)
Performance Period: February 1, 2012 through February 28, 2014

2. California Community Colleges Chancellor’s Office – Career Technical Education (CTE) Community Collaborative Grant). The purpose of this Career Technical Education grant is to expand the Community Collaborative between El Camino and Cerritos Colleges and Compton Center to include five additional high schools and one Middle school. The grant is designed to enhance the existing projects that comprise the following four program areas: 1) Career Exploration Development for 7th & 8th Graders, 2) Career Technical Education Sectors, 3) Teacher and Faculty Externships in Business and Industry, and 4) Career Technical Education Professional Development.

Amount of Grant from Grant Funding Agency: \$411,350
Amount of Match: \$ 80,251
Total Amount of Grant: \$491,601
Source of Matching Funds: (ECC, Cerritos & Partners in-kind)
Indirect Rate: \$15,821 (4%)
Performance Period: February 1, 2012 through February 28, 2014

3. California Community Colleges Chancellor’s Office – Career Technical Education Teacher Preparation Pipeline. The El Camino College Career Technical Education Pipeline has spent four years building partnerships and solidifying the pathway from a single subject teaching credential for Industrial Technology Education to a designated subjects credential for industry experienced adults and to community college teaching. The primary focus of the grant is to provide pre-professional experiences in CTE classrooms for students. Student interns serve as teaching assistants in local middle schools, high schools, regional occupational programs and at El Camino College.

Amount of Grant from Grant Funding Agency:	\$120,000
Amount of Match:	\$ -0-
Total Amount of Grant:	\$120,000
Source of Matching Funds:	N/A
Indirect Rate:	\$4,615 (4%)
Performance Period:	February 1, 2012 through June 28, 2013

4. California Community Colleges Chancellor’s Office via the U.S. Department of Labor – Workplace Learning Research Center SB 70 – Career Technical Education Initiative Hub Grant. The funding for 2012 is \$150,000 with Indirect of \$5,769 at 4%. The goal of the project is to promote the Economic Workforce Development model of integrating business and emerging industries with career technical education programs and courses provided in high schools. This goal is enhanced by expanding business and industry engagement in Career Technical Education.

Amount of Grant from Grant Funding Agency:	\$150,000
Amount of Match:	\$ -0-
Total Amount of Grant:	\$150,000
Source of Matching Funds:	N/A
Indirect Rate:	\$5,769 (4%)
Performance Period:	January 10, 2012 through October 14, 2014

D. GRANTS - ACCEPTANCE

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

1. California Community Colleges Chancellor's Office Career and Technical Education, Economic Development and Workforce Preparation Division. CACT Workforce Innovation Partnerships (WIPs). This project will provide 60 students with training in Machine Tool Tech, with exam preparation and testing in the National Institute of Metalworking Skills (NIMS) Level I Machining Certification. The program will align students from partner high schools to Eng Tech, Manufacturing Tech, Fastener Manufacturing Tech, as well as the core program, Machine tool Tech. Training will be a minimum of four days per week and will include course work in Manufacturing Science Mathematics.

Amount of Grant from Grant Funding Agency:	\$218,500
Amount of Match:	<u>\$109,250</u>
Total Amount of Grant:	\$327,750
Source of Matching Funds: (ECC/BTC & Partners in-kind)	
Indirect Rate:	\$8,404 (4%)
Performance Period:	February 1, 2012 through February 28, 2014

2. California Community Colleges Chancellor's Office – Career Technical Education (CTE) Community Collaborative Grant). The grant will enhance the existing projects that comprise the following four program areas: 1) Career Exploration Development for 7th & 8th Graders, 2) Career Technical Education Sectors, 3) Teacher and Faculty Externships in Business and Industry, and 4) Career Technical Education Professional Development. Processes/activities are currently underway with the previously funded CTE Community Collaborative projects, and will be expanded to five additional high schools and one middle school with this new round of funding.

Amount of Grant from Grant Funding Agency:	\$411,350
Amount of Match:	<u>\$ 80,251</u>
Total Amount of Grant:	\$491,601
Source of Matching Funds: (ECC, Cerritos & Partners in-kind)	
Indirect Rate:	\$15,821 (4%)
Performance Period:	February 1, 2012 through February 28, 2014

3. California Community Colleges Chancellor’s Office – Career Technical Education Teacher Preparation Pipeline. The El Camino College Career Technical Education Pipeline has spent four years building partnerships and solidifying pathways. From a single subject teaching credential for Industrial Technology Education, designated subject credentials have been established for industry experienced adults for community college teaching. Testimonies from students most active in the pipeline have indicated that internships have been the most important factor in helping them decide to become a teacher.

Amount of Grant from Grant Funding Agency:	\$120,000
Amount of Match:	\$ <u>-0-</u>
Total Amount of Grant:	\$120,000
Source of Matching Funds:	N/A
Indirect Rate:	\$4,615 (4%)
Performance Period:	February 1, 2012 through June 28, 2013

4. California Community Colleges Chancellor’s Office via the U.S. Department of Labor – Workplace Learning Research Center SB 70 – Career Technical Education Initiative Hub Grant. The funding for 2012 is \$150,000 with Indirect of \$5,769 at 4%. The Economic Workforce Development networks of initiatives and centers are established to be responsible to the needs that the Liaison brings back from the traditional Career Technical Education programs. The CTE Initiative Hub Project Director has a statewide obligation and is required to work collaboratively with the Chancellor’s Office, the Initiative Director, and other Initiative Regional Centers.

Amount of Grant from Grant Funding Agency:	\$150,000
Amount of Match:	\$ <u>-0-</u>
Total Amount of Grant:	\$150,000
Source of Matching Funds:	N/A
Indirect Rate:	\$5,769 (4%)
Performance Period:	January 10, 2012 through October 14, 2014

E. 2012 ACCREDITATION FOLLOW-UP REPORT TIMELINE

It is recommended that the Board of Trustees approve the 2012 Accreditation Follow-up Report Timeline as shown in attachment (Pages 23-30).

F. REVISED 2012/2013 EL CAMINO COLLEGE SCHOOL CALENDAR

It is recommended that the Board of Trustees approve revisions to the 2012/2013 School Calendar as shown in attachments. Because of severe reductions in apportionment funding from the state for community colleges, it is recommended that the Board approve elimination of the 2013 winter session and to move the spring semester up to begin January 19, 2013. This adjustment will eliminate the extended break between the winter break and the start of the spring semester.

G. 2013/2014 EL CAMINO COLLEGE SCHOOL CALENDAR

It is recommended that the Board of Trustees approve the 2013/2014 El Camino College School Calendar as shown in attachments. At the Board's meeting in December 2011, the Calendar Committee was charged with investigating and determining the impact, if any, the Academic, Economic, and Efficiency issues would have on decisions regarding the calendar. Subcommittees were formed and developed a Summary of Recommendations for the Board's information. The Summary of Recommendations is attached as well as recent research regarding the Winter Intersession.

**EL CAMINO COLLEGE
ACCREDITATION FOLLOW-UP REPORT
TIMELINES - 2012**

<i>Date</i>	<i>Activity</i>	<i>Person Responsible</i>
February, 2012	1. Circulate ACCJC Letter and Action Plan to constituencies at ECC and CEC 2. Select Faculty Co-Chair from CEC	Jeanie Nishime, Cabinet in consultation with Academic Senate
March, 2012	3. Training at Compton on goals, objectives, how to write an evaluative statement (managers and department chairs who will be expected to train faculty and staff) 4. Draft response to Recommendations 1 & 4 (Program Review; On-line courses)	Arvid Spor & Donna Manno Jeanie Nishime, Barbara Perez, Jean Shankweiler, Faculty Co-Chair
April, 2012	5. Training at ECC on goals, objectives, how to write an evaluative statement (managers and supervisors who will be expected to train faculty and staff) 6. Draft response to Recommendations 2 & 5 (SLO)	Arvid Spor & Donna Manno Francisco Arce, Barb Perez, Jean Shankweiler, Faculty Co-Chair
May, 2012	7. Begin collecting data to show program review, planning and budgeting linkages and evaluation processes 8. Draft response to Recommendation 6 (Fiscal)	Arvid Spor Jo Ann Higdon, Keith Curry , Compton CBO, Jean Shankweiler, Faculty Co-chair
June, 2012	First Draft of Follow-up Report	Jeanie Nishime, Jean Shankweiler, Faculty Co-chair

Summer, 2012	Editing of Follow-up Report	Jean Shankweiler, Faculty Co-chair
August, 2012	Cabinet review of Follow-up Report	Jeanie Nishime
September, 2012	Board reading of Follow-up Report	Jeanie Nishime
October, 2012	Submission of Follow-up Report to ACCJC	

EL CAMINO COLLEGE
Calendar Committee Recommendations

The three subcommittees tasked with addressing calendar issues associated with academics, economics, and efficiency met on February 1, 2012. During its meeting, the Academic Subcommittee asked that academic matters be the primary consideration in any calendar decision. The Economics Subcommittee agreed that there was very little at stake financially since the calendar change would have a net effect of 1 week difference – 13 weeks (current) versus 12 weeks (proposed). The Efficiency Subcommittee struggled with the definition of “efficiency” which resulted in two perspectives:

- Instructor/Student definition: How well is it working for the students? Are they able to pick up more units and get through the system faster?
- College definition: Need to look at the College’s resources, funding for staff, facilities, maintenance, and cost per FTES.

The Subcommittees found common factors affecting students with either calendar which included:

- Faster progress
- Focus on one difficult class
- Fill gaps in schedule
- Repeat a fall or spring class
- Can go year-round to lighten load in regular semesters
- Difficult to complete maintenance projects – painting odors and noise all affect student learning

Pros and cons of the current calendar with winter versus the proposed with back-to-back six-week summers are listed below:

With Back-to-Back Summers

Pros

Average load 4.6 units with 81% success rate and 89% retention (students enrolled in all 4 terms of the academic year 2009-10)

Beneficial to spring athletes who can begin practice 3 weeks earlier

Serves our community by providing an opportunity for new high school grads. to begin in summer and an additional opportunity for students who return for the summer from other colleges

Reduces gap between fall and spring for the majority of students who do not attend winter session

Beneficial to veteran students who must be enrolled to receive benefits

Summer offers 3 days over the weekend to study

Students available earlier for summer jobs and can work longer.

Provides students with another term where they can complete up to 8 units in summer.

Opportunity to offer courses in various configurations (6 – 12 week formats)

With Winter

Pros

Average load 3.4 units with 86% success rate and 93% retention (students enrolled in all 4 terms of the academic year 2009-10)

Beneficial to athletes who need to complete 24 units to maintain eligibility

Serves our continuing students

Breaking up the intensity of the full semester with an intersession is better academically

Greater student retention and success (Note: math and science courses in which students are typically less successful are not offered)

Complete requirements prior to fall transfer

Academic daily immersion in a topic is pedagogically successful in some courses.

Enrollment in winter session allows Forensics Team members to maintain eligibility to compete for the winter break

Would respect the desire of the Academic Senate (expressed in three resolutions and the Associated Students Organization (expressed in two resolutions).

With Back-to-Back Summers

Cons

Cannot apply summer coursework for the upcoming fall transfer

Continuing students would need to adjust their ed plans to ensure completion of requirements for a fall transfer

Large learning gap between spring and fall for students who do not attend summer (3 months)

Long summer gap may affect students' motivation to return in the fall

More distractions during the summer (job, beach, vacation plans, etc.)

With Winter

Cons

In certain disciplines (e.g. high unit math, science, CTE) 5-week format is not conducive to teaching and learning

Two month break for the majority of students who do not enroll in winter

Curriculum, courses, degrees, and certificate reviews must be completed by 3/1 to assure catalog deadlines are met

Interruption in governance process

Approximately 120 administrators, 400 classified, and 200 temporary staff employed during winter – some of whom have diminishing workloads as winter sections are reduced

Facilities are under-utilized during winter

Purchasing deadlines for the fiscal year (April 1) are more difficult to manage when spring ends mid-June

Faculty evaluation process is difficult when an instructor receives a “needs improvement” in the final semester of the second year.

Reason for offering winter was to grow enrollment, and now it is no longer needed.

**El Camino College
Winter Intersession Research
Recent Findings**

This document summarizes recent research involving the Winter Intersession.

1. Who are our Winter Intersession students?

The Winter Intersession at El Camino College is notable for the predominance of traditional college-aged students and has characteristics similar to this population. Appendix A contains a comparative summary of this Winter Intersession population conducted for Winter 2007 for the Torrance campus. An update is planned, to include Compton Center, for Winter 2011.

2. What type of calendar is supported by employees and students?

Based on the survey of employees and students at the Compton Center and Torrance campus, students were overall slightly favorable toward keeping the current schedule (even when a margin of error was considered). Employees at the Torrance campus were evenly split about the change but a breakout by employment group shows that faculty are much more favorable toward retaining winter. A similar trend was found at the Compton Center but with more support for winter among classified employees. Administrators, managers and supervisors at both locations were more supportive of the elimination of winter in favor of two back-to-back six-week summer sessions.

Survey Question #3: What is your preferred schedule for Winter/Spring sessions?

Location	Employee Group	N	Keep it the way it is now
ECC	Administrator, mgr, supervisor	40	25%
	Classified Staff	94	20%
	Faculty	219	62%
	Other	34	59%
	Total (Torrance Campus)	387	47%
Compton Center	Administrator, mgr, supervisor	11	45%
	Classified Staff	22	59%
	Faculty	41	66%
	Other	31	81%
	Total (Compton Center)	105	67%
All Students *	<i>Students (Both locations)</i>	620	56%

3. How do students perform in winter intersession?

In general, students achieve higher success and retention rates in the winter intersession than in other terms (see performance reports on the IR website). The table below represents the performance of students enrolled in all four terms of an academic year. These students performed much higher than average in all terms but had the greatest success in winter. Note that few math courses (with their lower average success rates) are offered in the winter intersessions.

Students Enrolled in ALL TERMS (Fall 2009, Winter 2010, and Spring 2010) Course Success Rates (N=3937)

Term	Total Grades	% of all grades*	% Success	Avg Load
Summer 2009	3,362	17%	81%	4.6
Fall 2009	14,243	20%	79%	11.2
Winter 2010	4,926	85%	86%	3.4
Spring 2010	14,218	22%	79%	11.1

*Percent of courses taken in each term by this cohort (students enrolled continuously in fall, winter, and spring)

4. How do students do in BASIC SKILLS courses in Winter?

Comparing those taking a basic skills course for the first time in different semesters, students tend to perform best in summer and winter terms and least well in spring. (all distance education excluded; one academic year shown—results may vary across years)

Success and Retention Rates in Basic Skills Courses Summer 2009 - Spring 2010

	Summer 2009		Fall 2009		Winter 2010		Spring 2010	
	Success	Retention	Success	Retention	Success	Retention	Success	Retention
ENGL-80	46%	92%	48%	78%	**	**	32%	81%
ENGL-82	66%	89%	60%	84%	63%	90%	55%	78%
ENGL-B	76%	84%	59%	84%	91%	94%	53%	79%
ENGL-A	67%	87%	63%	84%	84%	93%	53%	75%
MATH-12	55%	82%	51%	74%	**	**	48%	71%
MATH-23	53%	77%	52%	79%	*81%	*92%	51%	81%
MATH-33	**	**	63%	82%	**	**	55%	82%
MATH-43	**	**			**	**	62%	91%
MATH-40	48%	74%	44%	67%	**	**	46%	67%
TOTAL	57%	81%	55%	79%	79%	92%	50%	75%

* In Winter 2010, MATH-25 was offered in place of MATH-23

** Course was not offered during term

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR
2012-2013**

JULY 2012

S	M	T	W	T	F	S
[1]	2	3	*4	5	[6]	[7]
[8]	9	10	11	12	[13]	[14]
[15]	16	17	18	19	[20]	[21]
[22]	23	24	25	26	[27]	[28]
[29]	30	31				

NOVEMBER 2012

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[25]	26	27	28	29	30	

MARCH 2013

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[17]	(18)	(19)	(20)	(21)	22	23
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31						

AUGUST 2012

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[12]	(13)	(14)	(15)	(16)	(17)	[18]
[19]	(20)	(21)	(22)	{23}	{24}	25
26	27	28	29	30	31	

DECEMBER 2012

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[16]	(17)	(18)	(19)	(20)	(21)	[22]
[23]	*24	*25	[26]	[27]	[28]	[29]
[30]	*31					

APRIL 2013

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SEPTEMBER 2012

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JANUARY 2013

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MAY 2013

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[19]	(20)	(21)	22	23	(24)	[25]
[26]	*27	28	29	30	(31)	

OCTOBER 2012

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FEBRUARY 2013

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JUNE 2013

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[16]	17	18	19	20	[21]	[22]
[23]	24	25	26	27	[28]	[29]
[30]						

Fall	Spring	Flex Days	Summer	No Classes
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- { } - Staff Development Flex Days – Campus Remains Open – Classes not in session
- [] - Campus Closed
- * - Holidays (Management, Faculty, Staff, Students) – Campus Closed
- () - Campus Remains Open – Classes not in session

Board Approved: December 12, 2011, Revised:

Resolution-Implementation of Recommendations made by the Impartial Factfinding to the Agreement between El Camino Community College District and El Camino College Federation of Teachers, Article 7, Section 2 – Committee Recommendation adopted by the Board of Trustees November 28, 2011:

It is understood that the District has the option to not offer or modify the length of winter or summer sessions commencing with summer 2012.

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR 2012-2013
SUMMER CALENDAR 2013**

JUNE 2013							JULY 2013							AUGUST 2013							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
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[2]	3	4	5	6	(7)	[8]	[7]	8	9	10	11	[12]	[13]	[4]	5	6	7	8	(9)	[10]	
[9]	10	11	12	13	[14]	[15]	[14]	15	16	17	18	[19]	[20]	[11]	12	13	(14)	(15)	(16)	[17]	
[16]	17	18	19	20	[21]	[22]	[21]	22	23	24	25	[26]	[27]	[18]	(19)	(20)	(21)	{ 22 } { 23 }	24		
[23]	24	25	26	27	[28]	[29]	[28]	29	30	31				25	26	27	28	29	30	31	
[30]																					

Summer Session ----- 2013

Six-Week Session

May 22 through July 3, 2013

July 8 through August 13, 2013

Eight-Week Session

June 17 through August 8, 2013

Summer Four-Day Workweek Schedule – 2013

The 4-day, 8-hours a day workweek for classified and administrative employees will begin Monday, June 10, 2013 and end Friday, August 2, 2013. During this period of time, Fridays are non-work days.

Fall	Spring	Flex Days	Summer	No Classes
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{ } - Staff Development Flex Days – Campus Remains Open – Classes not in session

[] - Campus Closed

***** - Holidays (Management, Faculty, Staff, Students)

() - Campus Remains Open – Classes not in session

Board Approved: December 12, 2011, Revised:

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR
2013-2014**

JULY 2013

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NOVEMBER 2013

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MARCH 2014

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AUGUST 2013

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25	26	27	28	29	30	31

DECEMBER 2013

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[29]	[30]	[31]				

APRIL 2014

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SEPTEMBER 2013

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JANUARY 2014

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MAY 2014

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[25]	*26	27	28	29	(30)	[31]

OCTOBER 2013

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FEBRUARY 2014

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JUNE 2014

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[15]	16	17	18	19	[20]	[21]
[22]	23	24	25	26	[27]	[28]
[29]	30					

Fall	Spring	Flex Days	Summer	No Classes
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- () - Campus Remains Open – Classes not in session

Board Approved:

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR 2013-2014
SUMMER CALENDAR 2014**

JUNE 2014

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[1]	2	3	4	5	(6)	[7]
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[22]	23	24	25	26	[27]	[28]
[29]	30					

JULY 2014

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[27]	28	29	30	31		

AUGUST 2014

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[17]	(18)	(19)	(20)	{21}	{22}	23
	24	25	26	27	28	29 30
						31

Summer Session ----- 2014

***Six-Week Sessions**

May 21 through July 2, 2014

July 7 through August 14, 2014

***Eight-Week Session**

June 16 through August 7, 2014

*These dates are subject to change.

Summer Four-Day Workweek Schedule – 2014

The 4-day, 8-hour a day workweek for classified and administrative employees will begin Monday, June 9, 2014 and end Friday, August 1, 2014. During this period of time, Fridays are non-work days.

Fall	Spring	Flex Days	Summer	No Classes
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{ } - Staff Development Flex Days – Campus Remains Open – Classes not in session

[] - Campus Closed

*** []** - Holidays (Management, Faculty, Staff, and Students) – Campus Closed

() - Campus Remains Open – Classes not in session

Board Approved:

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

	<u>Page No.</u>
A Contracts Under \$81,000.....	36
B Personal Service Agreements	38
C Notice of Job Completion – Best Contracting Services Roofing Project; Summer 2011	38
D Notice of Job Completer – Letner Roofing Roofing Project; Summer 2011	39
E Declaration of Surplus Property	39
F Purchase Orders and Blanket Purchase Orders	46

Administrative Services

A. Contracts Under \$81,000

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

- 1. Contractor:** **BARSTOW COMMUNITY COLLEGE**
Services: Contractor will provide Alternative and Renewable Fuel and Vehicle Technology Program training to various companies.
Requesting Dept.: Student and Community Advancement – Center for Applied Competitive Technologies (CACT)
Date(s): 3/13/12 – 2/28/13
Financial Terms: Cost not to exceed \$75,000
Funded by Employment Training Panel (ETP)
- 2. Contractor:** **CERRITOS COMMUNITY COLLEGE DISTRICT**
Services: Contractor will provide several training services to various companies. Training will include, but not limited to, Business and Management Skills, Continuous Improvement, Manufacturing Skills, and Advanced Technology.
Requesting Dept.: Student and Community Advancement – CACT
Date(s): 3/20/12 – 10/2/13
Financial Terms: Cost not to exceed \$75,000
Funded by ETP
- 3. Contractor:** **CITY OF TORRANCE**
Services: Contractor will receive a series of training classes using Development Dimensions International Training materials.
Requesting Dept.: Student and Community Advancement – Contract Education
Date(s): 2/20/12 – 8/31/12
Financial Terms: Projected Gross Income \$18,000
- 4. Contractor:** **DEL AMO HOSPITAL**
Services: Contractor will provide ECC students with state required clinical experience.
Requesting Dept.: Academic Affairs – Health Sciences and Athletics
Date(s): 1/1/12 – 12/31/12
Financial Terms: No cost to the District

5. **Contractor:** **HONEYWELL INTERNATIONAL**
Services: Contractor will receive twenty-four (24) hours of Communication Skills and twenty-four (24) hours of Finance for Non-Finance People training.
Requesting Dept.: Student and Community Advancement – CACT
Date(s): 3/13/12 – 6/30/13
Financial Terms: Projected Gross Income \$16,162
6. **Contractor:** **INSTITUTE OF READING**
Services: Contractor will offer reading development classes through the El Camino College Community Education.
Requesting Dept.: Student and Community Advancement – Community Education
Date(s): 3/13/12 – 12/31/12
Financial Terms: Projected Gross Income \$8,000
7. **Contractor:** **LEAN BUSINESS SOLUTIONS**
Services: Contractor will provide several training services to various companies. Training will include, but not limited to, Business and Management Skills, Continuous Improvement, Manufacturing Skills, and Advanced Technology.
Requesting Dept.: Student and Community Advancement – CACT
Date(s): 3/13/12 – 10/2/13
Financial Terms: Cost not to exceed \$75,000
Funded by ETP
8. **Contractor:** **LOS ANGELES METROPOLITAN MEDICAL CENTER**
Services: Contractor will provide ECC students with state required clinical experience.
Requesting Dept.: Academic Affairs – Health Sciences and Athletics
Date(s): 1/1/12 – 12/31/12
Financial Terms: No cost to the District
9. **Contractor:** **SMALL MANUFACTURERS' INSTITUTE**
Services: Contractor will advise faculty on the development of curriculum and online version of Introduction to Aerospace Fasteners Manufacturing.
Requesting Dept.: Student and Community Advancement – CACT
Date(s): 2/22/12 – 6/30/12
Financial Terms: Cost not to exceed \$25,000
Funded by a grant from the Chancellor's Office

- 10. Contractor:** U.S. COMMERCIAL SERVICE, U.S. DEPARTMENT OF COMMERCE
- Services:** Contractor will provide export promotion and other services to California small businesses that participate in export activities supported by ECC Center for International Trade Development (CITD)
- Requesting Dept.:** Student and Community Advancement – CITD
- Date(s):** 3/15/12 – 6/30/12
- Financial Terms:** Cost not to exceed \$30,100
Funded by the Federally-funded State Trade Export Promotion (STEP) program

B. Personal Service Agreements

- 1. Contractor:** LAURIE QUARLES
- Services:** Contractor will provide graphic design of the Commencement Program.
- Requesting Dept.:** Student and Community Advancement - Enrollment Services
- Date(s):** 5/18/12 – 5/31/12
- Financial Terms:** Cost not to exceed \$800
- 2. Contractor:** ROBERT H. WATSON
- Services:** Contractor will tune the Student Development/Activities Center piano for Commencement Reception.
- Requesting Dept.:** Student and Community Advancement - Enrollment Services
- Date(s):** 6/4/12 – 6/7/12
- Financial Terms:** Cost not to exceed \$125

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

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

<u>Contractor</u>	<u>Contract Amount</u>
Best Contracting Services	\$125,011

Purchase Order Number: B510001

D. Notice of Job Completion – Letner Roofing – Roofing Project; Summer 2011

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

Contractor
Letner Roofing

Contract Amount
\$113,240

Purchase Order Number: B510000

E. Declaration of Surplus Property

It is recommended the Board of Trustees approve the appropriate disposition of the following property. Education Code Sections 81450 through 81460 and Board Policy 6550 provide the method and manner of disposal of personal property no longer required or suitable for District use. Pursuant to Board Policy 6550 and Education Code §81450, the Superintendent /President is delegated authority by the Board to declare surplus property of the District that is unsatisfactory or no longer suitable for school use. The electronic equipment has been “scrubbed” by the District’s Information Technology Division staff and all data has been destroyed beyond any reasonable doubt thereby removing any security concerns. All software including operating software has been deleted from the electronic equipment and the equipment is no longer suitable for resale or donation. The electronic equipment will be transferred and sold to a State approved Electronics Collection and Recycling Company for recycling and disposal of electronic waste.

ECC#	Serial	Manufacturer	Purchase Date	Model	Description	Condition
590	USEC005253	HP	1/1/2000	4000	Printer, Laser	2
601	USQB3B032644	HP	1/1/2000	4050	Printer, Laser	2
645	USDG038656	HP	4/1/1996	6p	Printer, Laser	2
737	G5512	Dell	1/1/2000	GN+	Computer, P4	2
1122	DBNX401	HP	1/1/1998	8000	Printer, Laser	2
1148	DDPX401	Dell	11/1/2000	4100	Computer, P4	2
1216	USQX048392	HP	1/1/2000	4050	Printer, Laser	2
1337	XB741096AHW	Apple	4/1/1994	6500	Computer, G3	2
1460	USQC062076	HP	12/1/1999	4050	Printer, Laser	2

1907	19317	Tagram	1/1/1997	P3	Computer, Clone	2
2071	QT937273EXW	Apple	8/1/1999	G3	Computer, G3	2
2522	USSC010345	HP	1/1/1999	4050	Printer, Laser	2
2940	USEL004852	HP	1/1/1998	4000	Printer, Laser	2
3304	6I61K	Dell	1/1/1998	PE 2300	Computer, Server	2
8006	JPNCB30941	HP	5/21/2001	4550	Printer, Laser	2
8542	GDPKX01	Dell	10/15/2001	4000	Computer, P4	2
8652	BGR8811	Dell	2/25/2002	GX240	Computer, P4	2
8730	B4H9B11	Dell	3/28/2002	GX240	Computer, P4	2
8835	5RR2C11	Dell	4/5/2002	GX150	Computer, P4	2
8843	2RR2C11	Dell	4/5/2002	GX150	Computer, P4	2
8869	2J0VC11	Dell	4/9/2002	GX240	Computer, P4	2
8870	00039379DCF4	Apple	4/9/2002	PM1	Computer, Power PC	2
8885	D7M4D11	Dell	12/5/2005	GX240	Computer, P4	2
8923	8DN1F11	Dell	4/22/2002	GX240	Computer, P4	2
8928	FDN1F11	Dell	4/22/2002	GX240	Computer, P4	2
8930	D2N1F11	Dell	4/22/2002	GX240	Computer, P4	2
8933	BBN1F11	Dell	4/22/2002	GX240	Computer, P4	2
8942	45N1F11	Dell	4/22/2002	GX240	Computer, P4	2
8944	F3N1F11	Dell	4/22/2002	GX240	Computer, P4	2
8948	44N1F11	Dell	4/22/2002	GX240	Computer, P4	2
8952	97N1F11	Dell	4/22/2002	GX240	Computer, P4	2
8959	19N1F11	Dell	4/22/2002	GX240	Computer, P4	2
9020	35SMF11	Dell	4/29/2002	GX240	Computer, P4	2
9058	37JWG11	Dell	5/15/2002	GX240	Computer, P4	2
9060	J7JWG11	Dell	5/16/2002	GX240	Computer, P4	2
9063	6525H11	Dell	5/16/2002	GX240	Computer, P4	2
9084	GYDCH11	Dell	5/21/2004	GX240	Computer, P4	2
9295	7SFCM21	Dell	4/1/2003	PE4600	Computer, Server	2
9381	JPCKF32257	HP	4/1/2003	4600N	Printer, Laser	2
9585	JPBLM61173	HP	5/8/2003	8150	Printer, Laser	2
9660	HMHBT21	Dell	5/20/2003	GX260	Computer, P4	2
9727	9936V21	Dell	5/27/2003	GX260	Computer, P4	2
9746	1QP4V21	Dell	5/28/2003	GX260	Computer, P4	2

9746	1QP4V21	Dell	5/28/2003	GX260	Computer, P4	2
9995	J6X8N31	Dell	10/21/2003	GX270	Computer, P4	2
10036	96K8N31	Dell	10/21/2003	GX270	Computer, P4	2
10134	BY6YT31	Dell	12/2/2003	GX270	Computer, P4	2
10162	90BLT31	Dell	12/11/2003	GX270	Computer, P4	2
10184	HYLJT31	Dell	12/11/2003	GX270	Computer, P4	2
10187	FZ9LT31	Dell	12/11/2003	GX270	Computer, P4	2
10191	91BLT31	Dell	12/11/2003	GX270	Computer, P4	2
10195	70BLT31	Dell	12/11/2003	GX270	Computer, P4	2
10196	21BLT31	Dell	12/11/2003	GX270	Computer, P4	2
10461	CNGY 521588	HP	3/15/2004	4300	Printer, Laser	2
10534	3SQPL41	Dell	3/30/2004	PE4600	Computer, Server	2
10612	6DCPN41	Dell	4/16/2004	GX270	Computer, P4	2
10617	DCCPN41	Dell	4/16/2004	GX270	Computer, P4	2
10618	CCCPN41	Dell	4/16/2004	GX270	Computer, P4	2
10619	FCCPN41	Dell	4/16/2004	GX270	Computer, P4	2
10620	5DCPN41	Dell	4/16/2004	GX270	Computer, P4	2
10621	3NV8P41	Dell	4/16/2004	GX270	Computer, P4	2
10622	6NV8P41	Dell	4/16/2004	GX270	Computer, P4	2
10623	DMV8P41	Dell	4/16/2004	GX270	Computer, P4	2
10624	5NV8P41	Dell	4/16/2004	GX270	Computer, P4	2
10626	GMV8P41	Dell	4/16/2004	GX270	Computer, P4	2
10627	9NV8P41	Dell	4/16/2004	GX270	Computer, P4	2
10628	1NV8P41	Dell	4/16/2004	GX270	Computer, P4	2
10629	7NV8P41	Dell	4/16/2004	GX270	Computer, P4	2
10630	HMV8P41	Dell	4/16/2004	GX270	Computer, P4	2
10631	FNV8P41	Dell	4/16/2004	GX270	Computer, P4	2
10632	2NV8P41	Dell	4/16/2004	GX270	Computer, P4	2
10633	8NV8P41	Dell	4/16/2004	GX270	Computer, P4	2
10634	BNV8P41	Dell	4/16/2004	GX270	Computer, P4	2
10635	GNV8P41	Dell	9/25/2004	GX270	Computer, P4	2
10658	G84170E0NV9	Apple	4/26/2004	PMG5	Computer , Power Mac G5	2
10684	6HTYP41	Dell	4/27/2004	GX270	Computer, P4	2
10691	3HTYP41	Dell	4/27/2004	GX270	Computer, P4	2
10908	JPDLR32470	HP	8/16/2004	8150	Printer, Laser	2

10980	380RG51	Dell	8/19/2004	SX270	Computer, P4	2
10989	FNTMG51	Dell	8/20/2004	GX270	Computer, P4	2
10991	5LTMG51	Dell	4/16/2004	GX270	Computer, P4	2
11020	3KTMG51	Dell	4/16/2004	GX270	Computer, P4	2
11026	3NTMG51	Dell	4/16/2004	GX270	Computer, P4	2
11039	GWMMG51	Dell	4/16/2004	GX270	Computer, P4	2
11045	DZMMG51	Dell	4/16/2004	GX270	Computer, P4	2
11046	6TMMG51	Dell	4/16/2004	GX270	Computer, P4	2
11048	4XMMG51	Dell	4/16/2004	GX270	Computer, P4	2
11055	HTMMG51	Dell	4/16/2004	GX270	Computer, P4	2
11058	DQMMG51	Dell	4/16/2004	GX270	Computer, P4	2
11112	6GPMG51	Dell	4/16/2004	GX270	Computer, P4	2
11160	7855M51	Dell	9/15/2004	GX270	Computer, P4	2
11162	2955M51	Dell	9/15/2004	GX270	Computer, P4	2
11164	3V65M51	Dell	9/15/2004	GX270	Computer, P4	2
11169	7V65M51	Dell	9/15/2004	GX270	Computer, P4	2
11260	CVJBV51	Dell	9/15/2004	GX280	Computer, P4	2
11262	DVJBV51	Dell	9/15/2004	GX280	Computer, P4	2
11265	2VJBV51	Dell	10/26/2004	GX280	Computer, P4	2
11619	F5TYT61	Dell	2/23/2005	GX280	Computer, P4	2
11649	8X6HX61	Dell	3/8/2005	GX280	Computer, P4	2
11650	3X6HX61	Dell	3/8/2005	GX280	Computer, P4	2
11651	1R6HX61	Dell	3/8/2005	GX280	Computer, P4	2
11653	HQ6HX61	Dell	3/8/2005	GX280	Computer, P4	2
11655	7Y6HX61	Dell	3/8/2005	GX280	Computer, P4	2
11656	1Y6HX61	Dell	3/8/2005	GX280	Computer, P4	2
11657	2R6HX61	Dell	3/8/2005	GX280	Computer, P4	2
11658	GX6HX61	Dell	3/8/2005	GX280	Computer, P4	2
11658	GX6HX61	Dell	3/8/2005	GX280	Computer, P4	2
11659	CX6HX61	Dell	3/8/2005	GX280	Computer, P4	2
11660	5Y6HX61	Dell	3/8/2005	GX280	Computer, P4	2
11662	6R6HX61	Dell	3/8/2005	GX280	Computer, P4	2
11663	5X6HX61	Dell	3/8/2005	GX280	Computer, P4	2
11664	4R6HX61	Dell	3/8/2005	GX280	Computer, P4	2
11667	GL1KX61	Dell	3/8/2005	SX280	Computer, P4	2
11709	G1WJX61	Dell	3/9/2005	SX280	Computer, P4	2
11710	62WJX61	Dell	3/9/2005	SX280	Computer, P4	2

11711	92WJX61	Dell	3/9/2005	SX280	Computer, P4	2
11712	G0WJX61	Dell	3/9/2005	SX280	Computer, P4	2
11713	12WJX61	Dell	3/9/2005	SX280	Computer, P4	2
11714	41WJX61	Dell	3/9/2005	SX280	Computer, P4	2
11715	22WJX61	Dell	3/9/2005	SX280	Computer, P4	2
11716	61WJX61	Dell	3/9/2005	SX280	Computer, P4	2
11717	70WJX61	Dell	3/9/2005	SX280	Computer, P4	2
11718	91WJX61	Dell	3/9/2005	SX280	Computer, P4	2
11719	H1WJX61	Dell	3/9/2005	SX280	Computer, P4	2
11720	21WJX61	Dell	3/9/2005	SX280	Computer, P4	2
11721	B2WJX61	Dell	3/9/2005	SX280	Computer, P4	2
11722	13WJX61	Dell	3/9/2005	SX280	Computer, P4	2
11723	C0WJX61	Dell	3/9/2005	SX280	Computer, P4	2
11724	4BWJX61	Dell	3/10/2005	SX280	Computer, P4	2
11725	5CWJX61	Dell	3/10/2005	SX280	Computer, P4	2
11740	H8WJX61	Dell	3/10/2005	SX280	Computer, P4	2
11741	34WJX61	Dell	3/10/2005	SX280	Computer, P4	2
11746	24WJX61	Dell	3/10/2005	SX280	Computer, P4	2
11749	39WJX61	Dell	3/10/2005	SX280	Computer, P4	2
11753	64WJX61	Dell	3/10/2005	SX280	Computer, P4	2
11756	D4WJX61	Dell	3/10/2005	SX280	Computer, P4	2
11756	D4WJX61	Dell	3/10/2005	SX280	Computer, P4	2
11760	7BWJX61	Dell	3/10/2005	SX280	Computer, P4	2
11765	46WJX61	Dell	3/10/2005	SX280	Computer, P4	2
11768	95WJX61	Dell	3/10/2005	SX280	Computer, P4	2
11771	28WJX61	Dell	3/10/2005	SX280	Computer, P4	2
11772	htpgx1	Dell	3/10/2005	SX280	Computer, P4	2
11773	DWPGX61	Dell	3/10/2005	SX280	Computer, P4	2
11774	1ZPGX61	Dell	3/14/2005	SX280	Computer, P4	2
11775	J1QGX61	Dell	3/14/2005	SX280	Computer, P4	2
11778	11QGX61	Dell	3/14/2005	SX280	Computer, P4	2
11784	7VPGX61	Dell	3/14/2005	SX280	Computer, P4	2
11786	DVPGX61	Dell	3/14/2005	SX280	Computer, P4	2
11805	HVPGX61	Dell	3/14/2005	SX280	Computer, P4	2
11809	4VPGX61	Dell	3/14/2005	SX280	Computer, P4	2
11813	9VPGX61	Dell	3/14/2005	SX280	Computer, P4	2
11843	B77QX61	Dell	3/14/2005	SX280	Computer, P4	2

11848	577QX61	Dell	3/14/2005	SX280	Computer, P4	2
11850	J77QX61	Dell	3/14/2005	WS670	computer, MT, P4	2
11854	F77QX61	Dell	3/24/2005	WS670	computer, MT, P4	2
11893	F7DHX61	Dell	3/30/2005	SX280	Computer, P4	2
11915	78DHX61	Dell	3/30/2005	SX280	Computer, P4	2
11917	4CDHX61	Dell	3/30/2005	SX280	Computer, P4	2
11974	JH3DY61	Dell	3/30/2005	170L	Computer, P4	2
12011	BH3DY61	Dell	3/30/2005	170L	Computer, P4	2
12016	8D3DY61	Dell	3/30/2005	170L	Computer, P4	2
12030	G1XP171	Dell	3/30/2005	GX280	Computer, P4	2
12032	71XP171	Dell	3/30/2005	GX280	Computer, P4	2
12034	72XP171	Dell	3/30/2005	GX280	Computer, P4	2
12035	62XP171	Dell	3/30/2005	GX280	Computer, P4	2
12036	C1XP171	Dell	3/30/2005	GX280	Computer, P4	2
12037	B2XP171	Dell	3/30/2005	GX280	Computer, P4	2
12038	52XP171	Dell	3/30/2005	GX280	Computer, P4	2
12040	H1XP171	Dell	3/30/2005	GX280	Computer, P4	2
12041	12XP171	Dell	3/30/2005	GX280	Computer, P4	2
12048	JPDLR47652	HP	4/4/2005	8150	Printer, Laser	2
12083	9WD9771	Dell	4/13/2005	GX280	Computer, P4	2
12131	CNBXD29271	HP	4/25/2005	4250	Printer, Laser	2
12179	6VY3J71	Dell	5/13/2005	4700	Computer, P4	2
12230	GR5TK71	Dell	6/6/2005	GX280	Computer, P4	2
12258	GZYGR71	Dell	6/27/2005	170L	Computer, P4	2
12259	9ZYGR71	Dell	6/27/2005	170L	Computer, P4	2
12260	CZYGR71	Dell	6/27/2005	170L	Computer, P4	2
12261	7ZYGR71	Dell	6/27/2005	170L	Computer, P4	2
12262	5ZYGR71	Dell	6/27/2005	170L	Computer, P4	2
12263	10ZGR71	Dell	6/27/2005	170L	Computer, P4	2
12264	2ZYGR71	Dell	6/27/2005	170L	Computer, P4	2
12265	FZYGR71	Dell	6/27/2005	170L	Computer, P4	2
12267	2CM9S71	Dell	6/28/2005	GX280	Computer, P4	2
12268	GBM9S71	Dell	6/28/2005	GX280	Computer, P4	2
12344	B57P981	Dell	9/7/2005	GX620	Computer, P4	2
12348	757P981	Dell	9/7/2005	GX620	Computer, P4	2

12360	F77P981	Dell	9/7/2005	GX620	Computer, P4	2
12361	J87P981	Dell	9/7/2005	GX620	Computer, P4	2
12367	B77P981	Dell	9/7/2005	GX620	Computer, P4	2
12368	467P981	Dell	9/7/2005	GX620	Computer, P4	2
12371	367P981	Dell	9/7/2005	GX620	Computer, P4	2
12373	657P981	Dell	9/7/2005	GX620	Computer, P4	2
12374	987P981	Dell	9/7/2005	GX620	Computer, P4	2
12376	C97P981	Dell	9/7/2005	GX620	Computer, P4	2
12377	577P981	Dell	9/7/2005	GX620	Computer, P4	2
12378	377P981	Dell	9/7/2005	GX620	Computer, P4	2
12379	997P981	Dell	9/7/2005	GX620	Computer, P4	2
12380	177P981	Dell	9/7/2005	GX620	Computer, P4	2
12381	C67P981	Dell	9/7/2005	GX620	Computer, P4	2
12382	767P981	Dell	9/7/2005	GX620	Computer, P4	2
12383	4DHN981	Dell	9/7/2005	GX620	Computer, P4	2
12385	BDHN981	Dell	9/7/2005	GX620	Computer, P4	2
12386	JFHN981	Dell	9/7/2005	GX620	Computer, P4	2
12387	5CHN981	Dell	9/7/2005	GX620	Computer, P4	2
12389	9FHN981	Dell	9/7/2005	GX620	Computer, P4	2
12392	9DHN981	Dell	9/7/2005	GX620	Computer, P4	2
12395	3BHN981	Dell	9/7/2005	GX620	Computer, P4	2
12397	GFHN981	Dell	9/7/2005	GX620	Computer, P4	2
12398	5BHN981	Dell	9/7/2005	GX620	Computer, P4	2
12399	8FHN981	Dell	9/7/2005	GX620	Computer, P4	2
12400	BFHN981	Dell	9/7/2005	GX620	Computer, P4	2
12401	2FHN981	Dell	9/7/2005	GX620	Computer, P4	2
12402	1DHN981	Dell	9/7/2005	GX620	Computer, P4	2
12403	GBHN981	Dell	9/7/2005	GX620	Computer, P4	2
12404	1FHN981	Dell	9/7/2005	GX620	Computer, P4	2
12410	8BHN981	Dell	9/7/2005	GX620	Computer, P4	2
12412	4FHN981	Dell	9/7/2005	GX620	Computer, P4	2
12415	2BHN981	Dell	9/7/2005	GX620	Computer, P4	2
12415	2BHN981	Dell	9/7/2005	GX620	Computer, P4	2
12416	CCHN981	Dell	9/7/2005	GX620	Computer, P4	2
12417	7DHN981	Dell	9/7/2005	GX620	Computer, P4	2
12422	HDHN981	Dell	9/7/2005	GX620	Computer, P4	2
12426	DBHN981	Dell	9/7/2005	GX620	Computer, P4	2

12984	4HS22B1	Dell	6/2/2006	P670	Computer, WS	2
12985	7BX32B1	Dell	6/2/2006	P670	Computer, WS	2
13010	1W8J2B1	Dell	6/2/2006	GX620	Computer, P4	2
13023	33YV3B1	Dell	6/12/2006	GX620	Computer, P4	2
14422	G880536TXYL	Apple	2/6/2008	Pro	Computer, MacPro	2
16243	183000129	Lacie	9/24/2008	NAS1	Hard Drive Storage Unit	2
10611	GCCPN41	Dell	4/16/2004	GX270	Computer, P4	2
12039	F1XP171	Dell	3/30/2005	GX280	Computer, P4	2
8542	gpdkx01	Dell	10/15/2001	Insp4000	Computer, notebook	2
11912	d8dhx61	Dell	3/30/2005	SX280	Computer, P4	2

2 = no longer suitable

1 = no longer needed

F. Purchase Orders And Blanket Purchase Orders

It is recommended all purchase orders be ratified as shown.

P0502001	Phillips Respironics	Life Sciences	Instructional Supplies	\$92.44
P0502025	Signature Party Rental	Civic Center	Repairs Noninstructional	\$5,965.26
P0502082	Empire Cleaning	Operations	Repairs Noninstructional	\$4,343.89
P0502094	State Board of Equalization	Hazmat	Waste Disposal	\$199.00
P0502102	Battery Specialties	Civic Center Fine Arts	Non-Instruct Supplies	\$569.36
P0502103	Safelite Auto Glass	Facilities/Planning/Serv	Repairs Noninstructional	\$75.37
P0502104	Educational Innovations	Earth Sciences	Instructional Supplies	\$71.65
P0502109	AT&T Mobility	Health,Safety and Risk	Telephone	\$106.22
P0502114	Monterey Graphics	Information Technology	Non-Instruct Supplies	\$48.94
P0502115	NAVPA	Veterans Education	Dues And Memberships	\$200.00
P0502122	NLNAC	V.P. Academic Affairs	Conferences Mgmt	\$690.00
P0502127	Chronicle of	V.P. Academic Affairs	Publications-Magazines	\$82.50
P0502131	Verizon Wireless	Health,Safety and Risk	Telephone	\$27.12
P0502133	Aardvark Clay and	Art Department	Instructional Supplies	\$261.02
P0502134	Geil Kilns Company	Art Department	Instructional Supplies	\$205.76
P0502137	LA County Public Health	Hazmat	Waste Disposal	\$760.00
P0502138	Woodworker's Journal	I&T Div Ofc	Publications-Magazines	\$10.00
P0502139	Laguna Clay Company	Art Department	Instructional Supplies	\$643.49
P0502140	Fine Woodworking	I&T Div Ofc	Publications-Magazines	\$59.95
P0502141	American Welding	I&T Div Ofc	Non-Instruct Supplies	\$215.00
P0502142	Airgas USA, LLC	Automotive Collision	Instructional Supplies	\$325.86
P0502144	Lex USA Corp	Div Office BSSC	Instructional Supplies	\$313.20
P0502146	Society of North	Div Office Fine Arts	Conferences Faculty	\$350.00
P0502152	Dipte D. Patel	SRC Accessibility Fund	Conferences Mgmt	\$103.16
P0502153	Collegesource, Inc.	Counseling Office	Non-Instruct Supplies	\$1,051.00
P0502154	Monterey Graphics	Counseling Office	Non-Instruct Supplies	\$48.94
P0502156	PIHRA	Ed & Community	Conferences Mgmt	\$2,200.00
P0502157	Lexis Nexis	Nursing	Other Books	\$105.44

P0502159	Western Regional	Honors Program	Dues And Memberships	\$75.00
P0502160	Home Fashions U	Ctr for Arts Production	Non-Instruct Supplies	\$223.00
P0502166	American Express	Speech	Transportation	\$3,937.00
P0502169	Full Compass	Music	Instructional Supplies	\$141.80
P0502176	Scantron	Information Technology	Non-Instruct Supplies	\$2,866.63
P0502177	Western Assoc for	Transfer Center	Conferences Faculty	\$50.00
P0502178	Wolfram Research Inc	Information Technology	Maintenance Contracts	\$9,519.04
P0502179	RP Group, the	Institutional Research	Conferences Classified	\$675.00
P0502180	Monterey Graphics	Div Office Fine Arts	Non-Instruct Supplies	\$48.94
P0502181	Complete Office	Warehouse	Inventories, Stores, Prepaid I	\$1,757.40
P0502182	Campus Food Services	Rideshare	Rideshare Incentive	\$75.00
P0502183	College Brain Trust	Human Resources	Dues And Memberships	\$900.00
P0502186	A2 Mend	Counseling Office	Conferences Mgmt	\$225.00
P0502190	Jonathan J. Stehney	Ctr for Arts Instr/Admin	Contract Services	\$300.00
P0502200	Grainger	Art Department	Instructional Supplies	\$170.25
P0502202	Golden West Industries	Art Department	Instructional Supplies	\$50.97
P0502208	Bank of America	Board Of Trustees	Conferences Mgmt	\$166.88
P0502209	Bioquip Products	Life Sciences	Instructional Supplies	\$507.69
P0502210	Fisher Scientific	Life Sciences	Instructional Supplies	\$6,746.10
P0502211	Carolina Biological	Life Sciences	Instructional Supplies	\$168.66
P0502213	Sargent Welch	Chemistry	Instructional Supplies	\$5,717.97
P0502215	American Red Cross	Health,Safety and Risk	Non-Instruct Supplies	\$760.00
P0502216	Ishtar Films	History	Instructional Supplies	\$54.32
P0502217	Sir Speedy	Trustee Redistricting	Other Services And Expenses	\$539.29
P0502223	Xerox Corporation	Copy Center	Non-Instruct Supplies	\$141.59
P0502225	South Coast Air Quality	HazmatWaste Disposal		\$30.45
P0502226	Fisher Scientific	Health,Safety and Risk	Non-Instruct Supplies	\$231.46
P0502227	Xerox Corporation	Copy Center	Non-Instruct Supplies	\$1,326.75
P0502241	RehabWest, Inc	Human Resources	Other Services And Expenses	\$76.00
P0502242	National Women's	Staff Development	Non-Instruct Supplies	\$142.57
P0502244	Dumbell Man Fitness	Physical Education	Repairs Parts And Supplies	\$138.59
P0502246	Quickstart Intelligence	Information Technology	Non-Instruct Supplies	\$2,065.00
P0502248	American Express	V.P. Academic Affairs	Conferences Mgmt	\$291.60
P0502253	Matthew Bender	Div Office Instr.	Library Books	\$864.62
P0502254	Ross Video	Instructional Television	Other Services And Expenses	\$1,200.00
P0502255	Media Distributors	Instructional Television	Instructional Supplies	\$512.05
P0502258	CSI Technology	Information Technology	Maintenance Contracts	\$3,281.25
P0502260	Fast Deer Bus Charter	Transfer Center	Transportation	\$850.00
P0502268	Personalized Classics,	English	Instructional Supplies	\$128.75
P0502269	Steris Corporation	Life Sciences	Instructional Supplies	\$143.73
P0502271	Xpedx Paper	Copy Center	Non-Instruct Supplies	\$671.47
P0502272	Xerox Corporation	Copy Center	Non-Instruct Supplies	\$544.84
P0502274	Campus Food Services	Information Technology	Non-Instruct Supplies	\$12.51
P0502275	West Group Payment	Human Resources	Publications/ Periodicals And	\$54.93
P0502277	Culver City Fire	Fire	Contract Services	\$10,935.00
P0502282	Burmans	Art Department	Instructional Supplies	\$1,132.31
P0502283	Allan C. Fork	Div Office Business	Instructional Supplies	\$189.73
P0502284	Herald Publications	Public Relations	Multi Media Advertising	\$1,300.00
P0502286	CCPRO	Public Relations	Non-Instruct Supplies	\$180.00
P0502287	NCMPR	Public Relations	Conferences Mgmt	\$825.00
P0502288	Full Compass	Ctr for Arts Production	Non-Instruct Supplies	\$564.15
P0502291	El Camino College	Public Relations	Conferences Mgmt	\$35.00
P0502292	Amazon.Com	Staff Development	Other Books	\$42.35
P0502293	Ricoh Business	English	Instructional Supplies	\$134.85
P0502303	NCS IP Solutions, LLC	Study Abroad Program	Other Services And Expenses	\$1,750.00

P0502308	Discount Two-Way	Ctr for Arts Promo	Non-Instruct Supplies	\$408.86
P0502309	Advanced Musical	Music	Repairs Parts And Supplies	\$116.31
P0502310	Keenan & Associates	Hazmat	Other Services And Expenses	\$1,002.00
P0502311	Stericycle, Inc.	Hazmat	Waste Disposal	\$25.00

Fund 11 Total: 87

\$86,149.23

Fund 12 Restricted - El Camino

P0502095	Monterey Graphics	Head Start Partnership	Instructional Supplies	\$97.88
P0502096	Copy R Office Solutions	Head Start Partnership	Instructional Supplies	\$213.04
P0502105	Specialty Coffee	WPLRC State	Dues And Memberships	\$285.00
P0502106	Francis Awe	Faculty & Staff Diversity	Contract Services	\$400.00
P0502107	Teresa Awe	Faculty & Staff Diversity	Contract Services	\$400.00
P0502108	Malik Sow	Faculty & Staff Diversity	Contract Services	\$300.00
P0502112	Association of	Community Education	Conferences Mgmt	\$49.00
P0502117	El Segundo Chamber	CITD Int'l Trade Trng	Promotional Supplies	\$795.00
P0502123	American Assoc of	CITD Int'l Trade Trng	Dues And Memberships	\$650.00
P0502124	Zarc International, Inc.	Parking-Student	Non-Instruct Supplies	\$437.33
P0502125	El Camino College	Community	Contributions	\$350.00
P0502126	Westhost, Inc.	El Camino Language	Multi Media Advertising	\$29.85
P0502128	Development	WPLRC Technical	Other Books	\$8,738.06
P0502129	Women in International	CITD Int'l Trade Trng	Dues And Memberships	\$40.00
P0502132	American Red Cross	Parking-Student	In-Service Training	\$867.00
P0502135	City of Torrance	Parking-Student	Other Services	\$2,500.00
P0502136	Van Lingen Towing	Parking-Student	Repairs Non Instr	\$125.00
P0502143	Borden Decal Co., Inc.	Parking-Student	Non-Instruct Supplies	\$11,197.26
P0502145	Lou's Golf and	Parking-Student	Repairs Non Instr	\$143.47
P0502150	Midas Auto Repair	Parking-Student	Repairs Non Instr	\$29.03
P0502151	Magic's Auto Body &	Parking-Student	Repairs Non Instr	\$250.00
P0502155	Carquest	Ref & Lane Tech(Smg	New Equipment - Instructional	\$19,873.67
P0502158	Sunset Theatre	Artes de El Camino	Contract Services	\$522.83
P0502163	Peter M. Marcoux	First Year Experience	Other Services And Expenses	\$60.92
P0502164	Staples	Faculty & Staff Diversity	Non-Instruct Supplies	\$112.21
P0502165	Delphin Computer	CAA (10-091-002)	New Equipment -	\$1,401.79
P0502168	Campus Food Services	CalWORKS	Non-Instruct Supplies	\$112.56
P0502170	American Express	CalWORKS Regional	Conferences Other	\$263.60
P0502172	Doubletree Hotel	EOPS	Non-Instruct Supplies	\$1,000.00
P0502184	Campus Food Services	Faculty & Staff Diversity	Non-Instruct Supplies	\$207.23
P0502185	Pauline Annarino	WRIEC Year 2	Non-Instruct Supplies	\$24.75
P0502187	Brownells, Inc.	Parking-Student	Non-Instruct Supplies	\$522.27
P0502189	Regina R. Smith	Matriculation	Non-Instruct Supplies	\$158.80
P0502191	CPPA	Parking-Student	Dues And Memberships	\$125.00
P0502192	CCPOA	Parking-Student	Dues And Memberships	\$30.00
P0502193	Bothwell Automotive,	Parking-Student	Repairs Non Instr	\$864.59
P0502194	Campus Food Services	Matriculation	Non-Instruct Supplies	\$50.03
P0502199	Discount School	CCAMPIS prior year	Instructional Supplies	\$300.18
P0502201	William Melendez	Fire Tech Donations	Instructional Supplies	\$105.98
P0502205	KIDFIT, Inc	Fire Tech Donations	Instructional Supplies	\$1,626.36
P0502206	Discount School	CCAMPIS prior year	Instructional Supplies	\$298.07
P0502207	Monterey Graphics	CAA (10-091-002)	Non-Instruct Supplies	\$391.51
P0502212	Robotshop, Inc	Title III- H S I - STEM	Instructional Supplies	\$587.14
P0502218	PMW Associates	Parking-Student	In-Service Training	\$428.00
P0502220	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$42.40
P0502221	South Bay Training	Parking-Student	In-Service Training	\$130.00

P0502222	American Express	WPLRC State	Transportation/ Mileage And	\$157.60
P0502224	American Express	EOPS CARE	Conferences Other	\$258.60
P0502236	PC Mall Gov Inc.	WPLRC Technical	New Equip - Noninstr \$5k less	\$1,065.75
P0502243	Monterey Graphics	Health Services	Non-Instruct Supplies	\$97.88
P0502256	Los Angeles Sparks	Community Education	Non-Instruct Supplies	\$156.00
P0502259	Cintas Uniform Corp.	CACT Strategic Hub	Non-Instruct Supplies	\$846.33
P0502267	Find a Tree Llc	Faculty & Staff Diversity	Contract Services	\$250.00
P0502273	Write Click Media	Matching - IDRC, etc.	Other Services	\$720.00
P0502276	American Express	Matching - IDRC, etc.	Conferences Mgmt	\$436.60
P0502280	Samy's Camera	Art Dept Donations	Non-Instruct Supplies	\$1,473.09
P0502285	Taiko Center of Los	Faculty & Staff Diversity	Contract Services	\$300.00
P0502302	El Camino College	Community	Non-Instruct Supplies	\$300.00
P0502304	Green Living Project	WPLRC Industry Driven	Contract Services	\$500.00
P0502305	Monterey Graphics	Title III- H S I - STEM	Non-Instruct Supplies	\$48.94
P0502306	Fast Deer Bus Charter	TitleV-Improving	Transportation	\$907.29
P0502312	Young Enterprises	EOPS	Contract Services	\$599.00

Fund 12 Total: 62 \$65,253.89

Fund 15 General Fund -Special Programs

P0502161	History Education	2010-11 VP-Admin Svc	New Equipment - Instructional	\$296.08
P0502162	National Fire Protection	2010-11 VP-Admin Svc	New Equipment - Instructional	\$595.93
P0502249	The Gale Group	Div Office Instr.	Library Books	\$578.05
P0502250	Thomson West	Div Office Instr.	Library Books	\$1,070.65
P0502251	Thomson West	Div Office Instr.	Library Books	\$2,944.95
P0502252	Thomson West	Div Office Instr.	Library Books	\$71.78

Fund 15 Total: 6 \$5,557.44

Fund 41 Capital Outlay

P0502100	Interior Services	Classroom&Office	Buildings	\$2,263.00
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Fund 41 Total: 1 \$2,263.00

Fund 62 Property & Liability

P0502266	Randi S. Winter	Purchasing and	Benefits Paid	\$1,959.14
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Fund 62 Total: 1 \$1,959.14

Fund 72 Student Representation Fee

P0502257	American Express	Student Affairs	Advocacy Activities-ASO Rep	\$3,294.20
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Fund 72 Total: 1 \$3,294.20

Fund 79 Auxiliary Services

P0502147	Christine Stahl	Fine Arts	Non-Instruct Supplies	\$200.00
P0502148	Kenneth W. Lefort	Fine Arts	Non-Instruct Supplies	\$100.00
P0502149	Bryan E. Bates	Fine Arts	Non-Instruct Supplies	\$500.00
P0502237	Rhoadell D. Sudduth	Fine Arts	Non-Instruct Supplies	\$175.00
P0502238	Duane Benjamin	Fine Arts	Non-Instruct Supplies	\$175.00
P0502239	American Express	Fine Arts	Non-Instruct Supplies	\$1,766.00

				Fund 79 Total: 6	\$2,916.00
Fund 82	Scholarships & Trust/Agency				
P0502167	Universal Deziganz	Health Sciences and	Fundraising		\$1,359.38
P0502171	Norcal Swim Shop	Health Sciences and	Fundraising		\$575.76
P0502173	Bonkers	Health Sciences and	Fundraising		\$6,053.25
P0502300	Colorado Time	Health Sciences and	Fundraising		\$1,437.00
				Fund 82 Total: 4	\$9,425.39
				\$176,818.29	PO Funds Total: 168
Fund 11	Unrestricted - El Camino				
B0510892	D & J Media Solutions	Div Office Humanities	Non-Instruct Supplies		\$4,900.00
B0510901	ECCD Petty Cash	Audio/Visual	Instructional Supplies		\$200.00
				Fund 11 Total: 2	\$5,100.00
Fund 12	Restricted - El Camino				
B0510881	Campus Food Services	Head Start Partnership	Instructional Supplies		\$2,000.00
B0510885	Torrance Electronics	RTF - 08/09-332-039	Instructional Supplies		\$450.00
B0510886	ECCD Petty Cash	MediCal Administrative	Non-Instruct Supplies		\$156.00
B0510889	Allstar Fire Equipment	Fire Tech Donations &	Instructional Supplies		\$1,500.00
B0510890	Firefighter's Safety	Fire Tech Donations &	Instructional Supplies		\$2,000.00
B0510899	Broadline Distributing	Fire Tech Donations &	Instructional Supplies		\$800.00
B0510908	E.C.C. Public	Parking-Student	Reproduction -		\$3,000.00
B0510909	ECCD Petty Cash	Artes de El Camino	Non-Instruct Supplies		\$1,200.00
				Fund 12 Total: 8	\$11,106.00
Fund 41	Capital Outlay				
B0510879	Commercial Door	Building Systems	Buildings		\$12,993.00
				Fund 41 Total: 1	\$12,993.00
Fund 82	Scholarships & Trust/Agency				
B0510904	Assessment	Nursing	Fundraising		\$12,428.10
				Fund 82 Total: 1	\$12,428.10
				BPO Funds Total: 12	\$41,627.10
				Grand Total POs and BPOs: 180	\$218,445.39

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

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Administrative Services – Measure E Bond Fund

A. CATEGORY BUDGETS AND BALANCES

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

The following table reports Measure E expenditures and commitments through February 29, 2012

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Additional Classrooms and Modernization	\$237,359,418	\$99,063,088	\$9,275,789	\$129,020,541
Campus Site Improvements	32,416,561	25,829,615	2,609,919	3,977,027
Energy Efficiency Improvements	2,818,000	2,756,836	0	61,164
Health and Safety Improvements	128,799,541	59,417,444	3,851,091	65,531,006
Information Technology and Equipment	24,836,501	12,928,637	72,074	11,835,790
Physical Education Facilities Improvements	<u>572</u>	<u>572</u>	<u>0</u>	<u>0</u>
TOTAL	<u>\$426,230,593</u>	<u>\$199,996,192</u>	<u>\$15,808,874</u>	<u>\$210,425,527</u>

**B. BID AWARD 2011-5 – RESTROOM ACCESSIBILITY RENOVATION
PHASE 2**

It is recommended Bid 2011-5, Restroom Accessibility Renovation Phase 2 Project, be awarded to CJPRO, Inc., in accordance with the specifications, terms and conditions of the above-named bid.

<u>RECOMMENDED BIDDER</u>	<u>BID AMOUNT</u>
CJPRO, Inc.	\$653,600

<u>OTHER BIDDERS</u>	
California Averland Construction*	\$640,000
B-One Construction	\$664,000
De La Riva Construction, Inc.	\$686,344
New Midland Corporation	\$698,500
GDL Best Contracting	\$710,100
Avi Con, Inc.	\$773,000
DB Mechanical, Inc.	\$792,628
Minco Construction	\$883,860
HPS Mechanical	\$1,104,612

*Determined to be non-responsive.

C. CONTRACT AMENDMENT – PRESTIGE SECURITY – MATH BUSINESS ALLIED HEALTH PROJECT

It is recommended that the Board of Trustees approve extending the contract with Prestige Security for an additional four months at the cost listed below.

Additional security services as requested by the District.	\$12,000
Total Increase in Contract Amount	<u>\$12,000</u>
Original Contract Amount	\$50,000
Prior Changes	55,000
This Change Order Amount	<u>12,000</u>
New Contract Amount	<u>\$117,000</u>

D. CHANGE ORDER – TAISEI CONSTRUCTION CORPORATION– MATH BUSINESS ALLIED HEALTH PROJECT

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

- | | |
|--|----------|
| 1. Contractor was directed to provide labor, material, and equipment to repair an existing six inch water line on the southeast side of the Math Business Allied Health Building, going north-south. District request. | \$32,080 |
| 2. Contractor was directed to provide labor and material to revise the restroom shelf heights, from 40” to 44” above finish floor. Conflict in architectural drawings. | 2,800 |
| 3. Contractor was directed to provide labor and material to perform the following: a) remove and replace a portion of curb on east side of valve in order to install bollards to protect valve from accidentally being hit by vehicular traffic, b) provide a concrete pad on the west side of the back-flow valve. Combination of conflict in architectural drawings and local Fire Marshall request. | 6,000 |
| 4. Contractor was directed to provide labor and material for additional framing and connections at grid line “L” to provide for a more rigid and positive connection between exterior and parapet walls. Required due to architectural drawing. | 792 |

5. Elevator and steel contractors were directed to provide labor, material, and equipment to install safety hoist beams for three hydraulic elevators, per DSA comments on elevator submittal. There were conflicting opinions between the architect and DSA on code requirements for this change.	12,068
6. Contractor was directed to provide labor and material to change the framing above all doors from six inch to eight inch on floors one through four. District design request.	20,391
7. Contractor was directed to provide labor, material, and equipment to change the reinforcement and the layout of roof equipment pads on roof. Required due to conflict in architectural drawings.	19,218
8. Contractor was directed to furnish labor, material, and equipment to add corner rebar at waffle walls, waffle slab and at chord bar at the roof level. Conflict in drawings.	34,000
9. Contractor was directed to provide labor and material to frame drywall and tape bottom of shaft on the first floor as a two hour rated shaft wall. Conflict in drawings.	<u>6,363</u>
 Total Change Order	 <u>\$133,712</u>
 Original Contract Amount	 \$20,666,000
Prior Changes	969,983
This Change Order Amount	<u>133,712</u>
New Contract Amount	<u>\$21,769,695</u>

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

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

PO #	VENDOR NAME	SITE NAME	DESCRIPTION	COST
P502080	Barrett Robinson	Restroom Accessibility	Construction Material	\$1,607.44
P502097	CCS Presentation	Fine Arts	New Equipment	5,211.78
P502113	Dell Marketing	Information Technology	New Computer	2,354.64
P502188	Clark Security	Math Business Allied Health	Construction Material	19,686.33
P502195	Keenan & Associates	Lighting Upgrade	Contract Services	4,276.62
P502196	Keenan & Associates	Lighting Upgrade	Contract Services	1,166.00

P502197	Keenan & Associates	Lighting Upgrade	Contract Services	1,866.76
P502198	SEWUP/JPA	Lighting Upgrade	Contract Services	61,154.00
P502278	Dell Marketing	Math Business Allied Health	Group II Equipment	9,750.00
P502313	CCS Presentation	Information Technology	New Computer	27,537.65
B501798	PSOMAS	Athletic Education/Fitness	Architecture & Engineering	129,500.00
B510882	Marc Salazar	Behavioral/Social Science	PSA Contract Services	30,522.00
			TOTAL POs AND BPOs	<u>\$294,633.22</u>

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

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D. Public Hearing and Adoption Of Federation Proposals: Negotiations the El Camino College Federation of Teachers, Local 1388, AFT, AFL~CIO and the El Camino Community College District.....	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- 14 and 1-8.

Academic Personnel:

1. Amend Employment - Ms. Sheryl Kunisaki, full-time/temporary Faculty Coordinator, Learning Resources Division, Class II, Step 6 instead of Step 4, Academic Salary schedule, effective January 3 through June 30, 2012.
2. Employment - Mr. Walter Cox, full-time/temporary instructor of Art, Fine Arts Division, Class II, Step 4, effective February 29 through June 8, 2012.
3. Leave of Absence (33.34% medical) - Ms. Lynn Beckett-Lemus, full-time instructor of Mathematics, effective February 11 through June 8, 2012.
4. Leave of Absence - (46.66% personal, unpaid) - Ms. Martha Sandoval-Martinez, full-time instructor of Mathematics, effective February 11 through June 8, 2012.
5. Special Assignment - Dr. Judith Kasabian, full-time instructor of Mathematics, to work as Project Director of Future Teachers Conference, to be paid \$60.18 an hour, not to exceed 141 hours or \$8,500, effective June 1, 2012 through May 31, 2013, in accordance with the Agreement, Article 10, Section 14(a).
6. Amend 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 \$600 instead of \$500, effective January 28, 2012, in accordance with the Agreement, Article 10, Section 9(m).
7. Stipend Assignment - The following instructors of Music, Fine Arts Division, to perform at LUVN Bloom Performance, effective March 25, 2012, in accordance with the Agreement, Article 10, Section 14(a).

<u>Instructor</u>	<u>Stipend</u>
Polli Chambers-Salazar	\$500
Maria Jaque	\$300
Joseph Mitchell	\$300
Francis Dane Teter	\$500
Patrick Schulz	\$500

8. Special Assignment - The following part-time instructors of Nursing, Health Sciences & Athletics Division, to work in the Nursing Skills Lab, to be paid \$60.18 an hour, not to exceed 332 hours or \$19,980, effective February 11 through June 8, 2012, in accordance with the Agreement, Article 10, Section 9(m).

Karen Hellwig
Elizabeth Leon
Victoria Omuson

Margie Ramos
Amy Scarlet
Stacie Schurman-Wolcott

9. Special Assignment - The following clinical instructors of Respiratory Care, Health Sciences & Athletics Division, to provide clinical supervision to respiratory care students, to be paid \$60.18 an hour, not to exceed 33.23 hours per week or \$2,000 a week for a grand total of \$32,000, effective February 11 through June 8, 2012, in accordance with the Agreement, Article 10, Section 9(m).

Raymond Adoc
Salomay Dyer
Douglas Mizukami
Patrick Moore

Taryn Nicole Parker
Elva Sipin
Darryl Sue

10. Special Assignment - The following full-time instructors to participate on various hiring committees at the Compton Center, to be paid \$45.14 an hour, not to exceed 20 hours or \$903, effective March 1 through June 30, 2012, in accordance with Article 20, Section 6(d).

Lucy Alamillo
Kim Baily
Julio Farias
Christina Gold

Cynthia Mosqueda
Inna Newbury
Victoria Orton
Chris Wells

11. Special Assignment - Dr. Christopher Mello, full-time instructor of Music, Fine Arts Division, to work as Applied Music instructor as needed, to be paid \$60.18 an hour, not to exceed 170 hours or \$10,230, effective February 11 through June 8, 2012, in accordance with the Agreement, Article 10, Section 14(a).

12. Stipend Assignment - Ms. Jamie Baquero, part-time instructor of Physical Education, Health Sciences & Athletics Division, to act as Head Badminton Coach, to be paid \$515 per week for 16 weeks, not to exceed \$8,240, effective January 16 through May 4, 2012, in accordance with the Agreement, Article 10, Section 1(a).

13. Stipend Assignment - Ms. Rhonda Dillon, part-time instructor of Music, Fine Arts Division, to perform as Resident Artist, to be paid \$200, effective December 9, 2011, in accordance with the Agreement, Article 10, Section 9(m).
14. Employment -The following part-time/temporary instructors to be hired as needed for the 2012 spring semester.

Behavioral & Social Sciences

Dustin Black

Jessica Schilling

Health Sciences & Athletics

Jaymie Baquero

Elizabeth Leon

Humanities

Yolanda Cuesta

Classified Personnel:

1. Retirement - Ms. Rita Bruce, Accounting Assistant III, Fiscal Services Division, Administrative Services Area, Range 30, Step E, effective June 1, 2012, and that a plaque be presented to her in recognition of her services to the District since 1991.
2. Retirement - Mr. Fredrick Dennis, Telecommunications Technician, Range 37, Step E, Information Technology Services Division, Administrative Services Area, effective March 30, 2012.
3. Resignation - Mr. Crispin Carlos, User Support Technician, Range 37, Step E, Information Technology Services Division, Administrative Services Area, effective March 4, 2012, plus accrued vacation.
4. Extend Work Out of Classification - Ms. Shobhana Warriar, Senior Clerical Assistant Range 24, Step E, to Administrative Assistant II (Confidential), Range 10, Step A, Vice President's Office, Administrative Services Area, effective March 1 through May 31, 2012.
5. Employment - Mr. Deladrian Chua, Compton Center Police Officer (10 month), Range 1, Step A, Campus Police Division, Administrative Services Area, effective April 5, 2012.
6. Employment - Ms. Dianna Ferrell-King, Administrative Assistant II, Range, 31, Step A, Nursing/Health Sciences and Athletics Division, Academic Affairs Area, effective April 2, 2012.

7. Employment - Mr. David Pantoja, Campus Police Officer (10 month), Range 1, Step A, Campus Police Division, Administrative Services Area, effective April 5, 2012.

Temporary Classified Services Employees – (need to exceed 170 days per year)

8. Employment - Mr. Christopher Beyrias, Theatre Technician, Range 31, Step A, Set Designer, Range 36, Step A, Fine Arts Division, Academic Affairs Area, to work on-call as needed, effective April 2, 2012 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 1-6.

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

Instructional Aide Series

1. Instructional Aide II

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

Franchesca Denison, \$9.25 per hour (eff. 2/13/12 to 6/30/12)

2. Instructional Aide IV

The following individuals are to provide assistance at the El Camino College Fire Academy for Standards for Training Certification and Watchkeeping (STCW) maritime training.

Garrett Maestri, \$12.25 per hour

Max Rodriguez, \$12.25 per hour

Assistive Linguistics Professional Series

3. Assistive Linguistics Professional I

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

Kathryn Kelley, \$25.00 per hour (eff. 2/13/12 to 6/30/12)

Education Professional Series

4. Education Professional I

The following individual is to model for the Fine Arts life drawing and painting classes.

Brandon Humphrey, \$25.00 per hour (eff. 3/20/12 to 6/30/12)

Program Professional Series

5. Program Professional I

The following individual is to oversee the primary functions of the day-to-day operations of the Reading Success Center.

Amanda Edwards, \$20.00 per hour (eff. 3/1/12 to 6/30/12)

The following individual is to coordinate the day to day operations of the Career and Technical Education Teacher Pipeline, implement Grant objectives, and interface with other campus programs and partners.

John Weitzel, \$33.00 per hour (eff. 3/13/12 to 6/30/12)

Training Professional Series

6. Training Professional I

The following individual is to assist the instructor of El Camino College Fire Academy for Standards for Training Certification and Watchkeeping (STCW) in the training of students from the maritime industry in a variety of prescribed areas, intended to temporarily replace the Public Safety trainer for the El Camino Fire Academy.

Andrew Behrens, \$32.00 per hour (eff. 3/22/12 to 6/30/12)

C. PUBLIC HEARING AND ADOPTION OF AMENDMENTS TO THE PREVIOUSLY ADOPTED SUBJECTS FOR NEGOTIATIONS – EL CAMINO COMMUNITY COLLEGE DISTRICT AND THE EL CAMINO COLLEGE FEDERATION OF TEACHERS, LOCAL 1388, AFT, AFL~CIO

It is recommended that the Board of Trustees hold a public hearing and amend the previously adopted subjects for negotiations with the El Camino College Federation of Teachers, Local 1388, AFT, AFL~CIO to include:

- Article 3 – Rights of the Federation
 - Section 2 -Delete agency fee
 - Section 11 – Reassigned Time for Negotiations
 - Section 12 – Reduced Load
- Article 8 – Hours and Working Conditions
 - Section 5 – Instructor Workload
 - Section 16 - Librarians

D. PUBLIC HEARING AND ADOPTION OF FEDERATION PROPOSALS: NEGOTIATIONS - THE EL CAMINO COLLEGE FEDERATION OF TEACHERS, LOCAL 1388, AFT, AFL~CIO AND THE EL CAMINO COMMUNITY COLLEGE DISTRICT

It is recommended that the Board of Trustees hold a public hearing and adopt the following subjects for negotiations with the El Camino Community College District. The Federation proposes to discuss and negotiate the subjects listed below.

- Article 8 – Hours and Working Conditions
 - Section 3 - Instructor Office Hours
 - Section 15 - Counselors
- Article 9 – Winter and Summer Assignments
 - New Section – Independent Study (TA'd)
- Article 10 – Compensation
 - Section 2 – Compensation for Full-Time Faculty Members
 - Section 9 – Part-time Faculty Members
 - Section 10 – Reassigned Time
 - Section 11 – Athletic Coaches
- Article 11 – Paid Leaves
 - Section 4 – Pregnancy, Family and Infant Care
 - Section 9 – Jury Duty
 - New Section – SLOs/work product
- Article 16 – Professional Meetings and Conferences
- Article 17 – Insurance Benefits
- Article 20 – Procedures for Faculty Evaluations
- Article 22 – Dispute Resolution Procedures

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

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A. Student Learning Outcomes – Information	64

COMPTON EDUCATIONAL CENTER

A. STUDENT LEARNING OUTCOMES – INFORMATION

It is recommended that the Board receive for information the following report on student learning outcomes at the Compton Center.

Under the leadership of the Student Learning Outcome (SLO) Coordinator and Associate Dean of Academic Affairs significant progress was made on the SLO assessment cycle. They facilitated a flex day event in Spring 2011 to help faculty identify assessment timelines and processes for un-assessed courses. During this time period, the percentage of courses assessed increased from 17% to 32% and percentage of programs assessed increased from 0 to 23%. It is important to note, that with the exception of assessment of Core Competencies, faculty at the Center conduct their own assessments of course and program SLOs. The faculty members at the Center join their colleagues at El Camino when the core competencies are being assessed.

Deadlines and Current Assessment Levels

Deadlines

The SLO leadership team established several intermediate goals and deadlines to ensure SLOs “are in place for courses [and] programs” and “comprehensive assessment reports exist and are completed and updated on a regular basis” by the end of Fall 2012. The SLO team developed the following target percentages for course-level SLO assessment:

Semester	Targeted %
Winter 2011	11%
Spring 2011	25%
Fall 2011	50%
Spring 2012	70%
Summer 2012	85%
Fall 2012	100%

Current Assessment Levels

Overall, 48% of the 397 courses offered at the Center have been assessed as of the start of the spring 2012 semester. Adoption of the facilitator model used by El Camino to assist faculty resulted in a significant improvement in several areas. The Career & Technical Education division went from 26 courses assessed in August 2011 to 59 courses assessed. A similar improvement in the Social Science & Creative Performing Arts division was observed as the division went from 35 to 60 courses assessed. The Health & Human Services division has completed all their SLO statements and prepared a four-year assessment cycle that will be implemented this spring

Division	Number of Courses in the Area	Assessments Completed through Spring 2011	Assessments Completed Fall 2011	Percent of total courses assessed
Total	397	129	63	48%
Humanities	59	30	2	54%
Career & Technical Ed.	136	26	33	43%
Math/Science	44	30	3	75%
Social Science/ Creative Performing Arts	112	35	25	54%
Health & Human Services	46	8	0	17%

Areas for Improvement

While the SLO team has made significant progress in meeting both the internally and externally imposed goals, there is still much work to be done. Specific areas of improvement follow below.

Creating Assessment Timelines

There are still 48 classes needing an assessment timeline. Nearly 70% of these 48 courses with unscheduled assessments are taught exclusively by part-time faculty. Comparing this to 112 courses still needing a timeline as of August 2011, we see that 57% of the Center's offered courses without timelines have now been addressed, which is a significant improvement.

Despite this improvement, it falls short of the SLO team's self-identified goal of setting a timeline for 90% (vs. 57%) of these courses. The nature of the problem (i.e. courses being taught only by adjuncts) was not fully understood when the 90% goal was developed. This goal will be revised in the near future in consideration of this larger-than-expected challenge. The Facilitators will also continue to work with all faculty (full-time and part-time) to ensure student learning outcomes are assessed on a regular basis.

Overdue Assessments

Similarly, there are 70 classes with currently overdue assessment reports and there were 55 courses overdue in August 2011. While 28 of these 55 courses with overdue assessments were completed in Fall 2011, it is still well-short of our self-imposed target of 80% completion (44 courses). As before, the nature of the problem (i.e. courses not being offered or being taught only by adjuncts) was not fully understood when the goal

was developed, and the assessment timelines will be soon adjusted to match scheduled course offerings.

For example, nine of the 13 overdue PE courses were not offered in Fall 2011, so it was not possible to complete these assessments despite those assessments being overdue. On the other hand, some departments have had a consistent problem submitting SLO reports. The SLO Facilitators believe they are nearing the point where administrative oversight and enforcement is probably necessary.

Program-level SLO Assessment

Most of the focus of the SLO team has been on course-level SLO assessment. While the curriculum at ECC and the Compton Center are identical, in Spring 2011 some programs at the Center were consolidated together to make program-related workloads more manageable to the faculty. However, in the year since this consolidation was undertaken, the Center has begun an analysis of which programs are consistent with the recently developed goals in the Educational Master Plan. This analysis has led to two programs being suspended indefinitely and to the suggestion to re-examine what constitutes a “program” at the Center. A recent meeting of the Accreditation Steering Subcommittee on Instruction endorsed this re-examination. For any new or recently consolidated programs, the program will need to create, assess, and reflect on appropriate program-level SLO statements. This will need to be a high priority between now and the end of Fall 2012.

Action Items

The SLO Facilitators are now focusing on courses with overdue assessments; their second priority is creating an assessment timeline for courses and programs without such a timeline. The Academic Affairs area will work with faculty leaders to redefine what constitutes a “program” at the Center.

Summary

Over the past two years, the Compton Center has made significant progress implementing a continuous cycle of assessing student learning. During the 2011 calendar year, specific goals and intermediate deadlines were established to help the Center achieve SLO “proficiency” as defined by the ACCJC. If work continues at the current pace, the faculty at the Center will exceed an internally imposed deadline of assessing 70% of all courses by the end of Spring 2012. The accomplishments described above have been made, in large part, due to the commitment of the new SLO Facilitators. This SLO leadership team has been carefully monitoring progress in each division, department, and course and the team continues to target assistance to those areas that need it most.

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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B. Redistricting Action PlanPage 68

A. Travel

It is recommended that the Board approve the attendance of Trustee Ray Gen at the Community College League of California Advisory Committee on Legislation in Sacramento, California on March 30, 2012, with transportation and necessary expenses paid.

B. Redistricting Action Plan

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

REDISTRICTING ACTION PLAN

Boundary Review Committee (BRC)

February 2012

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

March 2012

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

May 2012

1. Board of Governors takes action on Election Waiver Request

June/July 2012

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

July/August 2012

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

October 2012

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

November 2013

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

November 2015

1. Trustee Areas 1, 3 and 4 elections held