



EL CAMINO COMMUNITY COLLEGE DISTRICT

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March 24, 2011

Board of Trustees
El Camino Community College District

Dear Members of the Board:

The following information is provided in response to Board Member questions at the March 21, 2011 meeting. Please remember that if you ask questions specific to purchase orders a few days prior to the meeting, we will have ample time to research your question and provide an answer at the Board meeting.

1. Measure E Fund:

Item D-7 – Change Order - Mackone Development, Inc. – Bookstore Renovation
#7 - Additional HVAC modifications required for to the Public Relations / PR Manager and Purchasing Directors office areas. District request - \$26,000

The cost is greater than if the work had been included in the original construction plans. Unfortunately construction was complete, but prior to occupancy, when it was discovered these office areas did not have separate heating and air conditioning controls. The temperature for these offices was controlled by thermostats in the adjacent open office areas, unlike all other offices which were provided with individual controls. Realizing occupant comfort would be greatly compromised by this situation, the decision was made to provide the offices with individual controls. To accomplish this required additional duct work, variable air volume terminals, hot water piping and electrical modifications. Since the ceilings were installed it was also necessary to remove and reinstall portions of the ceiling. Although the office areas are not large in total square footage, it was necessary to run additional duct work from the main air supply duct work which is located a substantial distance from these offices.

2. Board Presentation:

Question about how students will be recruited into the Title V summer Math Academy.

The El Camino College Outreach and School Relations Department recruits students when they visit the area high schools. Additionally, all students who place into Elementary Algebra will be informed of our summer program and given an informational flyer. In April, the Mathematics Division will mail and email all students who placed into Elementary Algebra.

3. Purchase Orders:

Purchase Order B410940 for Heider Engineering

This purchase order in the amount of \$25,000 is for special testing and inspections required by the Division of the State Architect (DSA) for the Restroom Accessibility project. The amount is a “not to exceed” amount and the College will only pay for actual tests performed. Part of the approved plans for this project includes modifications to existing parking areas to incorporate handicapped parking.

spaces. The types of special inspections include soil and asphaltic concrete testing, concrete testing and reinforcing steel testing.

Purchase Order BO410941 for Pringle Associates

This purchase order in the amount of \$133,000 is for continuous inspection by a DSA certified inspector as required by DSA for the Restroom Accessibility project. The total cost of the construction contract is \$1,247,000. The contract is for a nine month period, at \$15,000 per month. The monthly rate is higher than the College's other contract with this firm because this project work will be performed primarily from 10:00 p.m. to 6:30 a.m. in order to avoid disrupting classrooms and offices with the noise from this project.

Purchase Order P0402767 for See's Candies

This PO is associated with a fundraiser for the ECC Child Development Center (CDC). The fundraiser generated \$2,817.70 from the sales of candy and gift certificates. The check in the amount of \$1,960.04 issued to See's candy is to pay for the candy and gift certificates sold. The profit for the CDC was the difference between the cost to purchase the candy from See's and the money raised, plus an extra 5% for a total of \$903.81. A portion of the funds raised will be used for the CDC children to participate in the Mad Science of Los Angeles workshops scheduled for 6/3/11. The remainder of the funds will remain in the CDC fundraising account.

Purchase Order P04402523 for American Express

This Purchase Order in the amount of \$670.20 is for roundtrip airfare LAX to Sacramento April 6 – 8, for three to attend CA Learning Community Consortium at American River College.

Purchase Order PO402525 for American Express

This Purchase Order in the amount of \$442.90 is for roundtrip airfare LAX to Idaho Falls. Faculty member Claudia Saddul to receive training in CurricuNet at GovernNet March 30 – April 2.

Purchase Order PO402526 for American Express

This Purchase Order in the amount of \$486.80 is for roundtrip airfare LAX to Idaho Falls. Faculty member Lars Kjeseth to receive training in CurricuNet at GovernNet March 30 – April 2.

Purchase Order PO402527 for Hilton Garden Inn

This Purchase Order in the amount of \$771.12 is for hotel accommodations in Idaho Falls for Claudia Saddul and Lars Kjeseth, March 30 - April 2 for CurricuNet training at GovernNet.

Please contact Kathy or me with any questions, comments or concerns.

Sincerely,



Thomas M. Fallo
Superintendent/President