

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.

Board of Trustees
El Camino Community College District
Agenda, Monday, January 20, 2004
4:00 p.m.

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of December 15, 2003**
- III. Presentations (none)**
- VII. Public Hearing – Negotiations – El Camino Community College District and the El Camino Police Officers Association**
- VIII. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
 - A. Public Comment
 - B. Academic Affairs
 - See Academic Affairs Agenda, Pages 1-5*
 - Student and Community Advancement
 - See Student & Community Advancement Agenda, Pages 1-7*
 - Administrative Services
 - See Administrative Services Agenda, Pages 1-7*
 - See Measure "E" Bond Fund Agenda, Pages 1-6*
 - See Human Resources Agenda, Pages 1-25*
 - C. Superintendent/President
 - See Superintendent/President Agenda*
 - None*
- IX. Public Comment on Non-Agenda Items**
- X. Oral Reports**
 - A. Board of Trustees Report
 - B. President's Report
 - C. Academic Senate Report
- XI. Closed Session**
 - A. Complaints or Charges Against Employees, Brown Act Section 54957
 - 1. Complaints or Charges Against Employees – 1 case
 - B. Labor Relations, Brown Act Section 54957.8

1. American Federation of Teachers,
Local 1388
 2. El Camino Classified Employees
Local 6142
 3. El Camino Police Officers Association
- C. Personnel Matters, Brown Act Section 54957
1. Personnel Matters – 3 cases

Agenda for the El Camino Community College District Board of Trustees
from
Academic Affairs
Nadine Ishitani Hata, Ph.D., Vice President

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A.	Conference Attendance – California Association for the Education of Young Children (CAEYC)	1
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C.	Sabbatical Leaves of Absence – 2004/2005 Academic Year	5

A. CONFERENCE ATTENDANCE – CALIFORNIA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN (CAEYC)

It is recommended that the Board approve the advisor and students listed below to attend the California Association for the Education of Young Children Conference for the period February 21-22, 2004 in San Diego, California. All expenses will be paid for through the Careers in Childcare Grant, total not to exceed \$2,800.

Advisor: Alba Martinez
Students: Lavin Esteen
Dominica Givens
Sheila Powell
Rita Romero
Nicole Turner
Kathy Underwood

B. PROPOSED CURRICULUM CHANGES – EFFECTIVE 2004-2005 ACADEMIC YEAR

It is recommended that the Board approve the proposed curriculum additions, revisions and inactivations, effective the 2004-2005 academic year, listed below:

BUSINESS DIVISION

CHANGE IN CATALOG DESCRIPTION; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

1. Business 29 – Oral Business Communications

Current Status/Proposed Change

In This course applies students will learn the principles of effective speaking to in business situations, including interviews, conferences, briefings, and group discussions will be covered. Techniques of research, preparation, presentation, and evaluation are emphasized.

Note: This course is the same as Supervision 27.

2. Business 41 – Records/Information Management

Current Status/Proposed Change

Understand In this course the student will be introduced to the field of records/ systems and control, incorporating alphabetic, subject, numeric, and geographic filing procedures. Understanding information management. Students learn the procedures of alphabetic, geographic, subject, and numeric filing and how to apply the alphabetic rules to the computer. Students also learn the principles, operations, of records retention and organization transfer and the various controls of a records/information management program.

Note: This course is offered in the spring semester only.

3. Supervision 27 – Oral Business Communications

Current Status/Proposed Change

In This course applies students will learn the principles of effective speaking to in business situations, including interviews, conferences, briefings, and group discussions will be covered. Techniques of research, preparation, presentation, and evaluation are emphasized.

Note: This course is the Same as Business 29.

CHANGES IN DESCRIPTIVE TITLE, CONDITIONS OF ENROLLMENT (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation), CATALOG DESCRIPTION; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

Current Status/Proposed Change

1. Computer Information Systems 18 – Systems Development and Analysis and Design

Recommended Preparation: Computer Information Systems 13 or CIS 60 or equivalent experience

In This course is a the student will study of structured systems analysis, design, and development as applied to business data processing. Topics will include structured systems analysis and design, emphasize tools of the analyst, case studies featuring and the systems development life cycle, which includes problem definition, feasibility study, analysis, system design, detailed design, process modeling, data modeling, logic modeling, software development choices, and implementation and maintenance of systems.

CHANGES IN TITLE AND NUMBER, DESCRIPTIVE TITLE, CATALOG DESCRIPTION; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

Current Status/Proposed Change

1. Legal Assistant Paralegal Studies 1 – Introduction to Legal Assistant Paralegal Studies

In This course concentrates the student will concentrate on the background and requirements of the legal assistant paralegal, including growth in Included will be the expanded use of paralegals, basic qualifications, and training, nature of the work, and other career considerations. The student Topics will study include the American Legal System, and methods of finding and interpreting the law; There will be an overview of basic legal concepts and legal terminology; and Legal procedures will be studied with regard to of litigation, mediation, and other non-judicial settlements. Organization and management of the law office will be included with a heavy an emphasis on this ethics for the lawyer and the legal assistant paralegal. The course will also include Resumes, and interviewing skills, and demeanor in the law office will also be covered.

HUMANITIES DIVISION

CHANGE IN CATALOG DESCRIPTION; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

1. English 34 – The Short Story

Current Status/Proposed Change

This course will focus on reading and interpreting the short story as a and analyzing the evolution, scope, and form of the genre: its evolution, scope, and form. Students will study the elements, themes, and styles of American and English short stories, as well as literature in translation.

2. Japanese 21ab – Beginning Conversational Japanese

Current Status/Proposed Change

This course is designed to develop competency fluency in oral expression, increases oral comprehension, and comprehension strategies improves pronunciation.

3. Japanese 25 – Cultural Aspects of the Japanese Language

Current Status/Proposed Change

A This course provides a study of the cultural aspects of the Japanese language, including the origin of the Japanese people and their language, art, religion, and philosophy, and the influence of the geography. Also covers the anthropological and sociological characteristics relating to the language and studies the a comparison of Japanese to and Western languages and literatures, for greater understanding of and better communications with Japanese people cultures are also covered.

4. Journalism 5 – Broadcast News Writing

Current Status/Proposed Change

The This course is an introduction to the provides instruction in news writing and reporting for radio and television outlets. Principles and techniques of broadcast news, including gathering, interviewing, writing, and presenting materials for radio and television stations, are covered. An emphasis is placed on methods of gathering information, preparing broadcast news scripts, covering community news events and discussing media the ethics and laws that governing broadcasters.

CHANGES IN DESCRIPTIVE TITLE, CATALOG DESCRIPTION; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

Current Status/Proposed Change

1. English 39 – Literature and Film and Literature

This course provides an Exploration of selected major literary works and corresponding feature-length films, and books. Students analyze selected novels and short stories, and short novels. Oral and written analysis based upon the study of writing and as well as filming techniques. Course cultivates and develops media competency that parallels Oral and written analyses will feature comparisons of the original literary competency work and its film adaptation.

Current Status/Proposed Change

2. Human Development 15 – Student Athlete Orientation to College and Educational Planning

This course provides student athletes with the knowledge, skills, and self-awareness necessary for the student athlete to succeed success in the college setting. The student athlete will have an opportunity to establish academic and career goals, learn requirements for participation becomes familiar with eligibility rules required to participate in intercollegiate athletics, and transfer requirements to four-year institutions. Students are introduced to services and resources on campus, develop time management and study skills, and develop design a personalized educational plan.

INDUSTRY AND TECHNOLOGY DIVISION

CHANGES IN CONDITIONS OF ENROLLMENT (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation), CATALOG DESCRIPTION; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

1. Architecture 100 – An Orientation to Architecture

Current Status/Proposed Change

Recommended Preparation: ~~None~~ eligibility for English 2R

This course is an orientation in to Architecture for the beginning student. ~~Various Architectural related occupations will be discussed. A review of transfer to university programs and lectures on various types of Architectural offices will be some of the main items~~ The student will learn how architecture is created and understood as well as how it shapes the social and urban environment. Opportunities for further education and career options will be discussed.

CHANGE IN CATALOG DESCRIPTION; COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

1. Architecture 158 Structures Analysis – Timber

Current Status/Proposed Change

~~In This course is an~~ students are introduced to the analysis of structural components for in residential buildings. Topics of study covered include: vertical and horizontal loadings, shear and moment diagrams, wood, laminated wood and steel beams, wood and steel columns, foundation sizing, and lateral bracing systems.

2. Machine Tool Technology 46 – Basic Machine Tool Operation

Current Status/Proposed Change

~~In This course covers the study of~~ students are introduced to the basic principles and operation of machine tools with emphasis on bench operations, drilling, engine lathe, milling, and grinding machines. ~~stressing~~ Standard industry practices and tool set-ups used in the industry are emphasized. Laboratory projects and exercises related to the lectures and demonstrations will be assigned.

**CHANGES IN DESCRIPTIVE TITLE, CATALOG DESCRIPTION; COURSE OUTLINE
REVISED TO MEET TITLE 5 REQUIREMENTS**

Current Status/Proposed Change

1. Manufacturing Technology 3 – ~~Introduction to Computer~~ Integrated Manufacturing Systems

In ~~This course covers the study of~~ students are introduced to the use of computers to organize the flow of materials and information in a manufacturing organization. ~~Concepts explored~~ Topics covered include: ~~computer aided design (CAD), production planning and control, material requirements planning (MRP), numerical control (NC), computer aided systems, process engineering, management theory, materials management, manufacturing (CAM) and shop floor control~~ economics, quality assurance, CAD (Computer Aided Design), and CAM (Computer Aided Manufacturing). The course will assist the student in preparing for certification as a CMT (Certified Manufacturing Technologist) sponsored by the SME (Society of Manufacturing Engineers).

C. SABBATICAL LEAVES OF ABSENCE – 2004/2005 ACADEMIC YEAR

It is recommended that the Board approve the following faculty members for Sabbatical Leaves of Absence during 2004/2005:

1. Traditional Sabbatical

Marilyn Anderson	Fall 2004
Dick Barton	Fall 2004
Lutchminia Bilici	Spring 2005
Timothy Miller	Fall 2004
Sue Oda-Omori	Spring 2005
Leonard Wapner	Fall 2004
Phyllis West	Fall 2004

2. Half-Pay Sabbatical

Douglas Glenn	Fall 2004 OR Spring 2005
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Agenda for the El Camino Community College District Board of Trustees
From
Student and Community Advancement
Patricia F. Caldwell, Ph.D., Vice President

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F.	International Travel to Provide Contract Training.....	2, 7
G.	Board Policy 1600 – Full Inclusion of People with Disabilities Second Reading and Adoption.....	2,

A. COMMUNITY EDUCATION – FALL 2003

It is recommended that the Board ratify the following course for Community Education – Fall 2003. Instructor to be paid at \$40 per hour for eight hours.

David Winkler Introduction to Fire Service Tools 1/16/2004
and Equipment

B. GRANT - INFORMATION

It is recommended that the Board receive information regarding the following grant:

United States Department of State, Bureau of Educational and Cultural Affairs – Using Technology to Improve Student Learning and Access to Education. This proposal focuses on increasing Dnipropetrovsk National University’s (DNU) capacity for preparing current and future teachers (as well as psychologists and social workers) to use technology as a comfortable and effective tool which improves and enhances student learning as well as improve access to education for people with disabilities. The project will accomplish the following objectives: 1) train and assist DNU faculty in various departments, 2) assist DNU in making education more accessible to students with disabilities, 3) provide Teacher Education Program students at El Camino with opportunities to learn practices in Ukraine by developing joint on-line components in at least three courses taught by the participating faculty.

Amount of Grant Funding from Granting Agency	\$114,158
Amount of College Match (In-kind)	<u>\$ 73,577</u>
Total Amount of Grant	\$187,735

Performance Period: September 1, 2004 through August 31, 2007

C. TEMPORARY CASUALS EMPLOYMENT

It is recommended that the Board authorize employment of the following temporary Casual employees, subject to funding, as shown on pages 3-6.

D. SOCIETY OF HISPANIC PROFESSIONAL ENGINEERS CLUB NATIONAL TECHNICAL AND CAREER CONFERENCE

It is recommended that the Board ratify attendance of the following seven (7) students at the Society of Hispanic Professional Engineers Club (SHPE) National Technical and Career Conference, January 7-11, 2004, Chicago, Illinois. Expenses in the amount of \$1,400 for five (5) students will be paid from the Interclub Council budget. The two remaining students, representing MESA, will pay their own expenses. Arturo Hernandez, Advisor.

Steven Lopezlavalle, Fredy Primero, Michael Arzate, Samuel Nieva, Jorge Hernandez
Lorenza Tupaz, Marlon Medina, Cristino Molina

E. EL CAMINO COLLEGE ROTARACT CLUB FIELD TRIP

It is recommended that the Board approve the attendance of the following El Camino College Rotaract Club officers to serve the homeless and urban poor of the streets of Los Angeles through an extended stay over the weekend of January 23-25, 2004, at the Union Rescue Mission, Los Angeles, California. No expense to the District. Club adviser, Mr. Leo Middleton.

Erin Fisher, Yanet Martinez, Teresa Alvarez, *Amanda Ramirez

*President Fallo read name in during meeting.

F. INTERNATIONAL TRAVEL TO PROVIDE CONTRACT TRAINING

It is recommended that the Board approve international travel to provide contract training for Maurice Kogon, Director of the Center for International Trade Development, February 16-20, 2004 or March 15-20, 2004, to Lagos, Nigeria. Expenses for the trip in the amount of \$2,300, and the cost for the training will be paid by Global Business Exports.

This project is a follow-up to the successful training program for 17 bank executives and key small business owners from Nigeria at the El Camino College Business Training Center (BTC) on December 5 – 10, 2003. As a result of this training, the Global Business Export group has requested that the Business Training Center provide this same training to potential Nigerian exporters. The Nigeria Export Enabler Program is sponsored by Global Business Export. Mr. Kogon coordinated the last program and has been requested to be one of the experts for the upcoming training. Mr. Kogon has selected two other experts to provide the remaining components of the training. Mr. Jim Foley, Director of the Small Business Development Center at Bradley University in Illinois, and Dr. Sarah McCue, Senior Consultant on International Trade for the United Nations. The contract will include the following components: 1) Payment for all expenses for the three consultants, 2) Payment to the Business Training Center of 75% of the gross fees collected from the project, with a minimum of \$20,000, 3) Payment of \$5,000 deposit to be received one week prior to the event, and 4) Payment of preparation time at the rate of \$25 per hour not to exceed 40 hours and \$1,000. The Business Training Center is expected to receive \$13,500 net profit from this project.

**G. BOARD POLICY 1600 – FULL INCLUSION OF PEOPLE WITH DISABILITIES
Second Reading and Adoption**

It is recommended that the Board receive for Second Reading and Adoption Board Policy 1600 – Full Inclusion of People with Disabilities as shown on page 7.

1. Thomas Bergeron--Coaching Assistant, \$16.25 per hour, 2:00 to 4:00 p.m., Monday through Friday, effective January 15 through May 15, 2004, Health Sciences and Athletics, Academic Affairs Area, to assist with coaching the baseball team, funded by District funds.
2. David Brock--Professional II, \$32.00 per hour, 7:30 a.m. to 4:30 p.m. (varies), Saturday and Monday (varies), effective January 21 through June 30, 2004, Industry and Technology, Academic Affairs Area, to provide training, expertise, and leadership in the Police Academy program, funded by District funds.
3. Kim Burlingame--Reader, \$6.75 per hour, noon to 5:00 p.m., Monday and Wednesday and Friday, effective October 20, 2003, through June 19, 2004, Behavioral and Social Sciences, Academic Affairs Area, to assist in grading student assignments, funded by District funds.
4. Philip Cable--Library Media Aide III, \$7.75 per hour, noon to 7:00 p.m., Monday through Thursday, effective February 17 through June 10, 2004, Humanities, Academic Affairs Area, to assist students in the computer classrooms, funded by District funds.
5. Cristina Coria--Professional II, \$32.00 per hour, 7:30 a.m. to 4:30 p.m. (varies), Saturday and Monday (varies), effective January 22 through June 30, 2004, Industry and Technology, Academic Affairs Area, to provide training, expertise, and leadership in the Police Academy program, funded by District funds.
6. Raymond Diaz--Teacher's Assistant I, \$6.75 per hour, 9:00 a.m. - 7:00 p.m. (varies), Monday through Friday (varies), effective November 28 through December 13, 2003, Behavioral and Social Sciences, Academic Affairs Area, to assist in setting up Anthropology Museum exhibits, funded by District funds.
7. Felicia Hayes--Paraprofessional, \$17.00 per hour, 9:00 a.m. to 9:00 p.m. (varies), Monday through Thursday (varies), effective February 18 through June 30, 2004, Fine Arts, Academic Affairs Area, to work as a model for the life drawing and life painting classes, funded by District funds.
8. Ryan Kisner--Coaching Assistant, \$16.25 per hour, 2:00 to 4:00 p.m., Monday through Friday, effective January 15 through May 15, 2004, Health Sciences and Athletics, Academic Affairs Area, to assist with coaching the baseball team, funded by District funds.
9. Maria Maciel--Teacher's Assistant IV, \$11.50 per hour, 6:45 a.m. to 12:45 p.m., Monday through Friday, effective October 7, 2003, through June 30, 2004, Child Development Center/Enrollment Services, Student and Community Advancement Area, assists teachers in the Child Development Center, funded by Department of Education, Child Development Division funds.

10. Sean Patrick--Reader, \$6.75 per hour, 8:00 a.m. to 8:00 p.m. (varies), Monday through Friday (varies), effective February 17 through June 11, 2004, Humanities, Academic Affairs Area, to assist faculty in grading student assignments, funded by District funds.
11. Stephanie Paz--Lifeguard, \$9.00 per hour, 2:00 to 6:00 p.m., Saturday as needed, Community Advancement, Student and Community Advancement Area, effective September 20, 2003, through June 30, 2004, to provide lifeguard-on-duty requirements for the Standards for Training Certification and Watch Keeping (STWC) program, funded by STWC income.
12. Jonathan Poiry--Teacher's Assistant IV, \$11.50 per hour, 8:00 a.m. to 5:00 p.m. (varies), Monday through Saturday (varies), effective January 22 through June 30, 2004, Industry and Technology, Academic Affairs Area, to maintain Fire Academy equipment and assist faculty in class preparation, funded by District funds.
13. Robert Rosa--Coaching Assistant, \$16.25 per hour, 2:00 to 5:00 p.m., Monday through Friday, effective January 13 through March 15, 2004, Health Sciences and Athletics, Academic Affairs Area, to assist with coaching the men's volleyball team, funded by District funds.
14. Shane Schumaker--Coaching Assistant, \$16.25 per hour, 2:00 to 4:30 p.m., Monday through Friday, effective January 15 through May 15, 2004, Health Sciences and Athletics, Academic Affairs Area, to assist with coaching the baseball team, funded by District funds.
15. Jessica Rae Sickle--Assistant House Manager, \$8.50 per hour, 6:00 a.m. to midnight (varies), Monday through Sunday (varies), effective January 20 through June 30, 2004, Fine Arts, Academic Affairs Area, to assist the House Manager in preparing facilities for events and providing customer service for events at the Center for the Arts, funded by District funds.
16. Mona Tanji--correcting job title and salary from Interpreter IV, \$24.25 per hour to Interpreter II, \$19.25 per hour, 7:00 a.m. to 10:00 p.m. (varies), Monday through Sunday (varies), effective September 24, 2003, through June 30, 2004, Special Resource Center/Health Sciences and Athletics, Academic Affairs Area, to provide accommodation for students with disabilities, funded by District and VATEA funds (originally Board approved 10/20/03).
17. Erxiang Wang--Professional I, \$27.50 per hour, 10 a.m. to 4:30 p.m. (varies), Monday through Friday, effective February 2 through June 13, 2004, Mathematical Sciences, Academic Affairs Area, to supervise and coordinate the math tutoring program, funded by District funds.

18. Harue Williams--Coaching Assistant, \$16.25 per hour, 2:00 to 4:30 p.m., Monday through Friday, effective January 15 through May 15, 2004, Health Sciences and Athletics, Academic Affairs Area, to assist with coaching the tennis team, funded by District funds.
19. David Winkler--Professional II, \$40.00 per hour, 8:00 a.m. to 5:00 p.m., Saturday and Sunday, effective January 10 through June 30, 2004, Community Education/Community Advancement, Student and Community Advancement Area, to teach an introduction to fire science tools and equipment class, funded by Community Education income.
20. The following individuals to work as Paraprofessional, \$13.00 per hour, Monday through Thursday (varies), 7:30 a.m. to 8:30 p.m. (varies), effective February 17 through June 11, 2004, Humanities, Academic Affairs Area, under the direction of a classroom instructor, to assist students with writing assignments, funded by District funds.

Robert DeFrance	Vanessa Penales	William Sambolich
Tina Ji	Gerald Roberts	Judy Sunderland
Carl Johnson	William Robertson	Kathy Vertullo
Sean Patrick	Kim Runkle	Leah Weed

20. The following individuals to work as Paraprofessional, \$15.00 per hour, Monday through Thursday (varies), 8:00 a.m. to 8:00 p.m., effective February 17 through June 11, 2004, Humanities, Academic Affairs Area, to assist students in the Writing Center and computer lab with all phases of writing assignments, funded by District funds.

Garner Eastham	Kim Runkle	Susan Wade
Sean Patrick	Beth Shibata	Mark Walch
William Robertson	Katie Traeger	Leah Weed

21. The following individuals to work as Program Assistant I, \$8.00 per hour, Monday through Friday (varies), not to exceed 40 hours per week, effective January 21, 2004 through June 30, 2004, Bookstore, Administrative Services Area, to assist in Bookstore Cashier and sales floor assistance, funded by Bookstore funds.

Linda Ohara,	Linda Inouye	Ama Wafer
Kazuko Tatsumi,	Mary Tran	Grant Parks

22. The following individuals to work as Program Assistant II, \$9.00 per hours, Monday through Friday (varies), not to exceed 40 hours per week, effective January 21, 2004 through June 30, 2004, Bookstore, Administrative Services Area, to assist in Bookstore Cashier and sales floor assistance, funded by Bookstore funds.

Ruben Guillen and Sherifat Hassan

23. Jonathan Poiry – Professional II, \$32.00 per hour, 8:00 a.m. to 5:00 p.m. Wednesdays as needed, effective January 21, 2004 through June 30, 2004, Workplace Learning Resource Center, Community Advancement, Student and Community Advancement Area, to team teach the Basis Fire Fighting course for the Standards of Training Certification and Watch Keeping (STCW) program, funded by STCW income generating program.
24. Irma Rayas – Professional II / Public Safety Trainer, \$32.00 per hour, 7:30 a.m. to 4:30 p.m., (varies), Saturdays and Mondays (varies), effective January 21, 2004 through June 30, 2004, Industry & Technology, Academic Affairs Area, to provide training, expertise, leadership and professional service in the Police Academy program, funded by District funds.
25. Man Tung – Tutor, \$7.50 per hour, 1:00 p.m. to 3:00 p.m., Monday through Thursday, effective February 18, 2004 through June 30, 2004, Learning Resources Center / Learning Resources Unit, Academic Affairs Area, to provide tutoring services in the Learning Resources Center, funded by District funds.

The District is committed to the full inclusion of and effective communication with people with disabilities. ~~It is the responsibility of all employees and designees of the District to design information and services to achieve universal accessibility, and to become familiar with the guidelines and procedures for designing, creating, purchasing, and disseminating any publication materials which are utilized in communicating to the community we serve. Procedures will specify the standards for production of alternative formats.~~

It is the responsibility of all employees and designees of the District to become familiar with their role in achieving universal access and effective communication. Procedures will be developed that specify the standards for publication of alternative formats and guidelines for designing, creating, purchasing, and disseminating materials utilized in communicating to the community we serve. Employees and designees of the District who are delegated the responsibility for designing information and services to achieve universal accessibility are required to become familiar with and utilize these guidelines and procedures.

Reference:

El Camino College Board Policy 3410, 3420, 7100
California Government Code Section 11135
California Education Code Sections 66250, 72010
Title 5, Section 53000
Title 5, California Code of Regulations, Section 59300 et seq.
Title 34
Title 36 CFT Part 1194
Public Law 104-197 (Chafee Amendment)
California Education Code, Section 67302 (added by passing of California
Assembly Bill 422, 1999)
Rehabilitation Act 1973 inclusive of Section 504 and 508 (29 U.S.C. 794d)
Title II, Americans with Disabilities Act, 1990

El Camino College
Adopted:

**Agenda for the El Camino Community College District Board of Trustees
from
Administrative Services
Victor Hanson, Vice President**

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F. Purchase Orders	3

* Item pulled and no substitutions were made.

A. 2002-2003 AUDIT REPORT

It is recommended that the Board accept the annual financial audit report prepared by Vicenti, Lloyd & Stutzman for the El Camino Community College District. Copies of the audit report for the 2002-2003 fiscal year have been distributed to the Board of Trustees. The public may review the audit report in the Office of the Vice President-Administrative Services, Room AD 106.

B. NON-RESIDENT TUITION FEE FOR 2003-2004

It is recommended that the Board of Trustees adopt the non-resident tuition fee for the fiscal year 2003-2004, commencing with the summer session of 2004, in the amount of \$149.00 per unit of course work pursuant to Education Code Section 76140. Pursuant to Education Code Section 76141 (a), it is also recommended that the Board of Trustees adopt a non-resident tuition fee for non-resident students who are both citizens and residents of a foreign country for the fiscal year 2003-2004, commencing with summer session 2004, in the amount of \$153.00 per unit of course work. The additional \$4.00 for non-resident aliens is permitted to be charged for capital outlay purposes. El Camino College will set aside these additional dollars for the purpose of capital outlay, maintenance, and equipment.

C. NOTICE OF JOB COMPLETION

It is recommended that the Board approve payment for work performed on the projects listed below. The required work has been completed in accordance with the conditions and specifications of the subject Bids and have been accepted by District Representative David Miller. Payment is to be paid as indicated below.

<u>Project Name/Vendor</u>	<u>Cost</u>
<u>Water Main Replacement Project, Phase II</u>	\$159,226.82

Bid No. 2002-09 BPO

#58060

Payable to: Atlas-Allied, Inc.
1210 N. La Brisas
Anaheim, CA 92806

~~*D. CONTRACTS - AMENDMENTS~~

~~C. W. Driver~~ - It is recommended that the Board of Trustees approve ~~C. W. Driver's~~ Additional Services Request #1 in the amount of \$156,069 resulting in a revised contract amount of \$1,502,069.

Original contract	\$1,346,000
This request	156,069
Revised contract	\$1,502,069

~~This additional compensation results from additional pre construction services being requested by the Director of Facilities Planning Services and performed by C. W. Driver staff due to construction plan changes required by the Division of the State Architect.~~

* Item pulled and no substitutions were made.

E. PUBLIC WORKS PROJECT – CHANGE ORDERS

It is recommended that the contracts of the prime trade contractors listed below be increased by the amounts indicated due to the requested change orders.

Contractor	Change Order Amount
Bickerton Iron	\$47,076
Conrod	4,025
DK Mechanical	282,392
Dynalectric	46,541
Environmental Acoustics	16,150
Felmar	5,510
Isec	15,560
John Jory	39,130
Padua	<u>1,673</u>
TOTAL	\$468,189

Description of Change Orders:

1. Modification of Chemistry lecture rooms to include stationary lab benches which were omitted from the original construction drawings due to space limitations. These limitations were resolved with the use of different student desks. \$149,738
2. Additional structural strengthening of walls and roof required after demolition exposed unforeseen weakness and wall penetrations. \$50,130
3. Replacement of the existing courtyard underground piping not originally included in the project due to budget constraints. Funding for this work was included in Measure E categories. \$35,503
4. Added floor drains and trap primers required due to new building code interpretation. \$36,817
5. Revisions to the buildings plumbing systems necessitated by revised fixture quantities and flow requirements. \$63,441
6. Addition of locks to student storage cabinets, an item which was originally intended to be included in the work but was inadvertently deleted from the construction plans. \$23,799
7. Replacement of the storm drain line under the Chemistry South building which was discovered to be broken in places and generally in poor condition. \$16,679
8. Various modifications and additions to the plans due to unforeseen conditions or determined to be necessary to enhance the buildings functionality or ascetics. \$92,082

F. PURCHASE ORDERS

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

Run Date
1/5/2004

**El Camino Community College District
BOARD OF TRUSTEES PURCHASE ORDER LISTING**

Meeting Date: 1-20-2004

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 be approved and that payment be authorized upon delivery and acceptance of the items ordered.

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
P0061265	Xerox Corporation		Title V Management	Supplies \$681.94
P0061266	Dell Marketing L. P.		Careers in Child Car	New Equipment – Instruc. \$1,396.84
P0061267	Image IV Systems		Division Office Huma	Supplies \$155.88
P0061268	Argo World Travel Inc.		Division Office Fine	Conferences Faculty \$99.00
P0061269	Johnson Company		Health, Safety	Supplies \$49.95
P0061270	Stylografics		Title V Activity II	Supplies \$194.85
P0061271	Marcia Dickstein		Fine Arts	Supplies \$475.00
P0061272	Campus Concerts		Fine Arts	Supplies \$3,000.00
P0061273	Mass Press		El Camino Language	Printing \$55.21
P0061274	David White		Fine Arts	Supplies \$100.00
P0061275	Judith Norton		CA Virtual Comm Coll	Supplies \$43.30
P0061276	Paradise Awards		Health Sciences	Supplies \$140.72
P0061277	Western State Design Inc.		V.P. Academic Affairs	Repairs - Instructional \$269.17
P0061278	Acapulco Mexican Restaurant		Health Sciences	Supplies \$1,045.00
P0061279	Grainger		Plumbing Shop	Supplies \$282.44
P0061280	Thomas M. Fallo		Presidents Office	Other Services And Expense \$11.96
P0061281	Mass Press		Admissions/Records	Supplies \$33.56
P0061282	Collegiate Pacific		Physical Education	Supplies \$192.42
P0061283	American Express Travel		SBDC CITD	Transportation/ Mileage \$120.00
P0061284	MSDN Academic Alliance		Computer Sciences	Supplies \$399.00
P0061285	Lsoft International		Information Technolo	Computer Software Account \$200.00
P0061286	Franklin Covey		EOPS	Supplies \$49.43
P0061287	Robbi Henderson		Title V-Activity 1	Contract Services \$150.00
P0061289	Shannon M. Barnes		Title V-Activity 1	Contract Services \$150.00
P0061290	John Reid		Title V-Activity 1	Contract Services \$150.00
P0061291	Educational Resources, Inc		LA Cty Hlth Svc/Mt.	Other Books \$714.00
P0061292	Richard Shaw		Student Affairs	A/P Manually Generated \$125.00
P0061293	Joyce C. Mills		Title V-Activity 1	Contract Services \$150.00
P0061294	Campus Concerts		Fine Arts	Supplies \$2,775.00
P0061295	Delphin Computer Supply		Ed & Community Devel	New Computer Equipment-No \$111.24
P0061296	DL Graphics		Ed & Community Devel	Supplies \$43.30
P0061297	Environmental Recovery Services,		Hazmat Disposal	Other Services And Expense \$6,360.00

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P0061298	Heritage 21st Century Movers	Vehicles	Site Improvements	\$1,152.50
P0061299	Destyn M. LaPorte	El Camino Language	Field Trip Expense	\$374.09
P0061300	San Pedro City Ballet	Artes de El Camino	Contract Services	\$20,000.00
P0061301	Robbins & Piermonte, Llc	Artes de El Camino	Contract Services	\$14.50
P0061302	Redondo Beach Chamber of Commerce	Public Information	Conferences Mgmt	\$35.00
P0061303	North High School C/O Susan Daugh	Public Information	Multi Media Advertising	\$800.00
P0061304	Mira Costa High School	Public Information	Multi Media Advertising	\$300.00
P0061305	Mira Costa High School	Public Information	Multi Media Advertising	\$325.00
P0061307	United Oil Company	Hazmat Transportation	Gasoline	\$6,617.54
P0061309	Heritage 21st Century Movers	Replace South Gym Bl	Site Improvements	\$3,118.11
P0061310	Holiday Inn	Ctr for Arts Promo.	Center For The Arts Misc.	\$811.68
P0061311	T.H. Creears	Facilities/Planning	Repairs Noninstructional	\$133.66
P0061312	Public Agency Law Group Wong & Su	Purchasing and Busin	Contract Services	\$68.08
P0061313	International Education Service	El Camino Language	Multi Media Advertising	\$2,300.00
P0061314	Tony Sotos	CA Virtual Comm Coll	Software	\$50.00
P0061315	Hartford Life Insurance Co.	Purchasing and Busin	Excess Insurance	\$2,000.00
P0061316	Alliance Software Corporation	Artes de El Camino	Contract Services	\$925.83
P0061317	Alliance Software Corporation	Ctr for Arts Promo.	Center For The Arts Misc.	\$944.43
P0061318	Redondo Beach Chamber of Commerce	Public Information	Conferences Mgmt	\$35.00
P0061319	Delphin Computer Supply	Technical Services	Repairs Parts And Supplies	\$108.00
P0061320	Performance Publishing Group	Public Information	Multi Media Advertising	\$437.50
P0061321	Paradise Awards	Health Sciences	Supplies	\$613.34
P0061322	William B. McClure	Honors Program	Contract Services	\$100.00
P0061323	Joyce Cantrell	Fine Arts	Supplies	\$100.09
P0061324	Dawn Sign Press	DSPS	Supplies	\$116.15
P0061325	Apcon International, Inc.	El Camino Language	Multi Media Advertising	\$660.00
P0061327	Pacific Coachways	EOP&S Maint of Effor	Supplies	\$2,100.00
P0061330	Mcmaster Carr	Physics	Supplies	\$376.33
P0061331	Ward's Natural Science Establish	Natural Sci	New Equipment – Instruc.	\$12,284.40
P0061332	Mark Costello Company	Utilities	Waste Disposal	\$214.38
P0061333	Sargent Welch Scientific	Natural Sci	New Equipment – Instruc.	\$1,236.30
P0061335	Rebecca Hall	V.P. Academic Affairs	Contract Services	\$75.00
P0061337	S & B Food Services Catering Serv	MESA Program	Contract Services	\$420.00
P0061338	Athco, Inc.	Health Sciences	Supplies	\$1,557.31
P0061339	A. B. Dick Company	Copy Center	Supplies	\$404.16
P0061340	Xpedx Paper & Graphics	Copy Center	Supplies	\$788.28
P0061341	West Coast Sound Service Inc.	Civic Center Fine	Supplies	\$1,136.63
P0061342	Chau Nguyen	Staff Diversity	Contract Services	\$200.00
P0061343	American Express Travel	Specialty Beverage	Transportation/ Mileage	\$962.51
P0061344	Gyration	Facilities/Planning	Supplies	\$33.54
P0061345	Academic Senate for California Co	Academic Senate	Dues And Memberships	\$3,141.48
P0061346	Collins & Aikman	Facilities	Contract Services	\$17,563.50
P0061347	American Express Travel	Admissions/Records	Conferences Mgmt	\$192.00

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P0061348	Boise Cascade	Title V-Activity 1	Supplies	\$530.43
P0061350	CASBO	Fiscal Services	Conferences Mgmt	\$30.00
P0061351	Abtech Support, Inc.	Information Technolo	Maintenance Contracts	\$9,099.00
P0061352	American Express Travel	Title V CSUDH (Carry	Conferences Other	\$377.91
P0061354	Woodward Equipment Co.	Automotive Technolog	Supplies	\$101.76
P0061355	Y Gloria Nail Products & Academy	Cosmetology	Supplies	\$63.30
P0061356	Pacific Coast Office Products	Fiscal Services	Supplies	\$98.93
P0061357	Thomas Paton & Assoc.	CADD	Data Processing Rentals	\$300.00
P0061358	Jack J. Selph	Construction Technol	Supplies	\$325.00
P0061359	Shiffler	Carpenter Shop	Supplies	\$107.51
P0061360	Harry M. Stockwell	Ref & Lane Tech(Smg	Supplies	\$240.32
P0061361	CASBO	Fiscal Services	Conferences Mgmt	\$401.00
P0061362	Rcuh #1324 Center on Disability	TRIO	Conferences Mgmt	\$210.00
P0061363	Council for Higher Education	Presidents Office	Dues And Memberships	\$1,200.00
P0061364	Medco Sports Medicine	Physical Education	Supplies	\$34.39
P0061365	Henry Schein/Micro-Bio Medics	Physical Education	Supplies	\$253.63
P0061366	Sheraton Grand Sacramento	Presidents Office	Conferences Mgmt	\$458.28
P0061367	Sheraton Grand Sacramento	Presidents Office	Conferences Mgmt	\$152.76
P0061368	NAVPA	Admissions/Records	Dues And Memberships	\$150.00
P0061369	Pump Man	Facilities/Planning	Repairs Noninstructional	\$2,350.00
P0061370	Paradise Awards	Health Sciences	Supplies	\$304.94
P0061375	Thomas Paton & Assoc.	Information Technolo	Computer Software Account	\$13,576.25
P0061376	Creation Engine	Information Technolo	Computer Software Account	\$111.76
P0061389	Staples	Telecommunications	Supplies	\$203.73
P0061390	Janet L. Young	Title V CSUDH	Supplies	\$569.18
P0061392	Marriott Hotel	CalWORKs	Conferences Other	\$2,024.10
P0061393	Cole Parmer Instrument Co.	Natural Sci	New Equipment – Instruc.	\$2,793.90
P0061394	Vwr Scientific	Natural Sci	New Equipment – Instruc.	\$6,978.17
P0061395	Fisher Scientific	Natural Sci	New Equipment – Instruc.	\$2,514.75
P0061396	America's Trophy Company	Humanities	Supplies	\$130.83
P0061399	A-1 Office Plus	Health, Safety	Supplies	\$28.65
P0061400	A-1 Office Plus	Health, Safety	New Equipment – Noninstruc.	\$165.62
P0061401	Archie Ivy, Inc.	Off Campus Facilities	Water - Off Campus	\$750.00
P0061402	Appa Publications	Facilities/Planning	Other Books	\$260.15
P0061403	Kent Industrial Inc.	Machine Tool Technol	Repairs Parts And Supplies	\$539.34
P0061404	A-1 Office Plus	Health, Safety	New Equipment – Noninstruc.	\$179.28
P0061405	Unisource	Operations	Supplies	\$3,899.71
P0061406	Lucks Music Library	Music	Supplies	\$217.84
P0061408	Pepperball Technologies, Inc.	Parking-Student Perm	New Equipment – Noninstruc.	\$1,346.04
P0061409	lparadigms	Information Technolo	Computer Software Account	\$500.00
P0061410	American Express Travel	Campus Police Depart	Conferences Mgmt	\$219.88
P0061411	Marina Security Gate	Parking-Student Perm	Repairs Non Instr	\$246.50
P0061412	South Bay Ford	Campus Police Depart	Repairs Noninstructional	\$326.14

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P0061413	John Wiley & Sons Inc.	T.I. Cul Arts - Yr.	Other Books	\$840.00
P0061415	Applecore Uniforms	Radiologic Tech Dona	Supplies	\$1,114.25
P0061417	United States Postal Service	Ed & Community Devel	Postage	\$150.00
P0061419	Community College League of Calif	Presidents Office	Conferences Mgmt	\$190.00
P0061420	Regents UC	Field Trips and Dona	Field Trip Expense	\$4,950.00
P0061421	Community College League of Calif	Presidents Office	Conferences Mgmt	\$190.00
P0061422	Community College League of Calif	Presidents Office	Conferences Mgmt	\$190.00
P0061423	Thompson Publishing Group Inc.	Staff Diversity	Publications/ Periodicals	\$349.00
P0061424	American Express Travel	Staff Development	Conferences Mgmt	\$112.00
P0061425	Judy Kasabian	ATE-Articulation Par	Supplies	\$423.32
P0061426	California Community College Regi	Faculty & Staff Dive	Conferences Mgmt	\$1,500.00
P0061427	Perry Hacking	ATE-Articulation Par	Supplies	\$75.75
P0061428	Molly Gardner	ATE-Articulation Par	Contract Services	\$200.00
P0061429	Laura Flores	ATE-Articulation Par	Contract Services	\$200.00
P0061430	Leslie Stern	ATE-Articulation Par	Contract Services	\$200.00
P0061431	Danyelle D. Redmond	ATE-Articulation Par	Contract Services	\$200.00
P0061434	Foundation for CA Community Colle	Presidents Office	Conferences Mgmt	\$60.00
P0061435	California Community College Leag	Presidents Office	Conferences Mgmt	\$285.00
P0061436	California Community College Leag	Presidents Office	Conferences Mgmt	\$285.00
P0061437	Maryann Cohan	CITD Program Income	Miscellaneous	\$343.72
P0061438	Neil O. Moss	Art Department	Repairs Parts And Supplies	\$251.51
P0061439	Los Angeles County Department	Hazmat	Other Services And Expense	\$798.00
P0061441	Campus Concerts	Fine Arts	Supplies	\$600.00
P0061442	Keith Poole	Fine Arts Dntn-Dance	Contract Services	\$200.00
P0061443	Joint Review Committee on	Rad Tech	Dues And Memberships	\$1,500.00
P0061445	Taylor-Dunn Manufacturing Co.	Parking-Student Perm	Repairs Noninstructional	\$175.20
P0061447	Debra Tarbos	ATE-Articulation Par	Contract Services	\$100.00
P0061448	Lynda Lemon-Rush	ATE-Articulation Par	Contract Services	\$100.00
P0061449	Hitt Marking Devices	Purchasing and Busin	Supplies	\$148.31
P0061450	Kenneth M. Fowler	Ctr for Arts Adm Pub	Contract Services	\$575.00
P0061451	Press Telegram	Ctr for Arts Promo	Supplies	\$1,012.50
P0061452	Henri Venanzi	Ctr for Arts Adm Pub	Contract Services	\$500.00
P0061454	Doubletree Hotel	model approaches	Conferences Other	\$762.96
P0061455	California Community Colleges	model approaches	Conferences Other	\$800.00
P0061456	American Express Travel	model approaches	Conferences Other	\$632.00

Total : **153** **\$178,935.03**

B0061308	Southern California Roofing	Replace Roof MCS Bui	Repairs Noninstructional	\$34,750.00
B0067277	South Bay Bowling	Physical Education	Contract Services	\$1.00
B0067856	Anika Ridgeway	Foster Care Education	PSA Contract Services	\$222.00
B0067857	Tri-Star Electronics	Cact CA Employee Tra	Contract Services	\$1.00
B0067875	Jennifer Muir	ILP 10/1/03 thru 06	Other Services And Expense	\$3,564.00
B0067880	Nzingha Family Servi	ILP 10/1/03 thru 06	Contract Services	\$5,587.00

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B0067882	Smith Emery Testing	Science Complex Cons	Contract Services	\$27,156.00
B0067897	Jennifer Muir	Foster Care Education	Other Services And Expense	\$1,927.50
B0067928	Miller Floors	North Gym Flooring	Repairs Noninstructional	\$6,800.00
B0067930	Riverside Community	Cact CA Employee Tra	Contract Services	\$14,150.00
B0067931	Osaka Jikei College	Cosmetology	Contract Services	\$1.00
B0067933	Scotch Paint Corpora	Paint Shop	Supplies	\$4,500.00
B0067934	E.C.C. Public Inform	Student Affairs	A/P Manually Generated	\$20.00
B0067936	South Bay Center for	WPLRC PIC Aerospace	Contract Services	\$1.00
B0067937	The Bumper Shop	P4E INGLEWOOD FIRE	Supplies	\$1,000.00
B0067938	South Bay Paint & To	P4E INGLEWOOD FIRE	Supplies	\$700.00
B0067939	Maria V. Barrera	WPLRC PIC Aerospace	PSA Contract Services	\$5,700.00
B0067940	Gerardo D. Rios	SBDC CITD	PSA Contract Services	\$30,000.00
B0067941	E.C.C. Public Inform	Student Affairs	A/P Manually Generated	\$40.00
B0067942	Employment Training	Cact CA Employee Tra	Contract Services	\$1.00
B0067943	National Promotions	Public Information	Multi Media Advertising	\$10,000.00
B0067944	ECC Bookstore 5	DSPS	Supplies	\$200.00
B0067945	Arch Wireless	Telecommunications	Other Services And Expense	\$756.48
B0067946	Nevada Rid	RITC 10/1/03 - 9/30	Contract Services	\$250.00
B0067947	E.C.C.C.D. Continuin	RITC 10/1/03 - 9/30	Contract Services	\$3,870.00
B0067948	Boe Services, Llc	SBDC - Gardena/Long	Other Services And Expense	\$1,200.00
B0067949	National Promotions	SBDC C02-0040 1/03	Reproduction – Noninstruc.	\$5,300.00
B0067950	Lanier Worldwide, In	Job Placement	Supplies	\$500.00
B0067951	Ellen Janapol	Foster Care Education	PSA Contract Services	\$444.00
B0067952	Steve Miller Group	Contract Education	Contract Services	\$1,000.00
B0067953	Teledyne Electronic	ETP Teledyne Electro	Contract Services	\$1.00
B0067954	E.C.C. Public Inform	Bookstore	Supplies	\$1,000.00
B0067955	ECCD Petty Cash	EOPS CARE	Supplies	\$500.00
B0067956	Alondra Park Golf Co	Physical Education	Contract Services	\$1.00
B0067959	Amrex Electrotherapy	CITD Program Income	Contract Services	\$1.00
B0067960	Gamaliel Padilla	SBDC C02-0040 1/03	PSA Contract Services	\$18,000.00
B0067961	Jason D. Vogel	SBDC C02-0040 1/03	PSA Contract Services	\$16,842.00
B0067962	Gerardo D. Rios	SBDC C02-0040 1/03	PSA Contract Services	\$14,560.00
B0067963	Placer County Office	RITC 10/1/03 - 9/30/	Contract Services	\$600.00
B0067967	South Bay Wib	Inglewood One Stop	Building Rental	\$9,507.00
B0067968	Heather E. Brown	Univ- Silesia, Cieszy	PSA Contract Services	\$1,000.00

Total : **41** **\$221,653.98**

Total POs and BPOs : **194** **TOTAL :\$400,589.01**

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**Agenda for the El Camino Community College District Board of Trustees
for
Measure “E” Bond Fund**

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Measure E

I. INFORMATION

A. EQUIPMENT/TECHNOLOGY EXPENDITURES - The following table reports the status of equipment purchase orders issued as of December 31, 2003, compared with the approvals reported at the August 18, 2003 meeting.

<u>Instructional Equipment</u>	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>
Behavioral & Social Science (0601)	61,038	11,288	49,750
Business (0602)	505,750	373	505,377
Fine Arts (0603)	379,300	121,506	257,794
Health Science & Athletics (0605)	178,553	124,722	53,831
Humanities (0606)	207,251	123,356	83,895
Industry & Technology (0607)	494,133	176,276	317,857
Learning Resources (0609)	490,484	18,381	472,103
Mathematical Sciences (0610)	242,547	153,337	89,210
Natural Sciences (0611)	545,757	39,891	505,866
Nursing (0612)	108,000	108,000	0
Total Instructional Equipment	3,212,813	877,130	2,335,683
<u>Technology</u>			
Information Technology Services (0608)	514,652	434,532	80,120
Total Technology	514,652	434,532	80,120
<u>Other Equipment</u>			
Admissions & Records (0613)	146,855	59,592	87,263
Counseling (0613)	3,109	0	3,109
CalWorks (0613)	3,150	460	2,690
EOP&S (0613)	2,825	313	2,512
Facilities Planning & Services (0603)	186,030	112,602	73,428
Health Center (0613)	18,700	8,728	9,972
Financial Aid (0613)	1,600	706	894
Assessment & Testing (0613)	850	0	850
Inglewood Center (0613)	5,500	0	5,500
Total Other Equipment	368,619	182,401	186,218
Grand Total	4,096,084	1,494,063	2,602,021

B. PRELIMINARY PROJECTS BUDGETS

The Facilities Needs Report prepared May, 2002, established preliminary budgets for the renovation or replacement of the buildings reported in the categories identified in the following listing. The needs report was the basis for determining the amount of bond funding required to complete the facilities upgrade/modernization program. The preliminary budgets will be revised as needed, when project scopes and timelines are further defined. Also included in the needs report was a listing compiled by division of equipment and technology that needed to be replaced or upgraded.

The following table reports expenditures through December 31, 2003.

GENERAL OBLIGATION BOND FUND CATEGORIES AND PROJECTS			
	BUDGET	EXPENDED	BALANCE
<u>Additional Classrooms and Modernization (ACM)</u>			
Acquisitions (0201)	5,000,000	706,023	4,293,977
Architectural Barrier Removal Phase 2 (0202)	1,529,000		1,529,000
Athletic Education and Fitness Complex (0203)	15,718,000		15,718,000
Bookstore/Cafeteria Conversion to Administration (0204)	10,700,000		10,700,000
Business Building Replacement (0205)	10,700,000		10,700,000
Central Plant (0206)	14,274,000		14,274,000
Child Development Center Phase 2 (0207)	2,525,000		2,525,000
Crenshaw Blvd. Frontage Enhancement (0208)	1,100,000		1,100,000
Fire Academy Structure (0209)	791,375		791,375
Fire Program Facility (0210)	123,000		123,000
Health Occupations and Wellness Center (0211)	12,200,000		12,200,000
Humanities Complex Replacement (0212)	20,500,000		20,500,000
Learning Resource Center Addition (0213)	7,100,000		7,100,000
Manhattan Beach Blvd. Parking Structure (0214)	10,400,000		10,400,000
Remodeling Phase One (0215)	17,461,625	249,133	17,212,492
Remodeling Phase Two (0216)	8,715,875		8,715,875
Remodeling Phase Three (0217)	20,000,000		20,000,000
Reproduction and Publishing Center (0218)	668,000		668,000
Science Complex Renovation (0219)	3,986,000	2,709,334	1,276,666
Student Services and Activities Renovation (0220)	20,300,000		20,300,000
Temporary Space and Relocation Costs (0221)	2,000,000	45,750	1,954,250
Vocational Building and Manhattan Beach Blvd. Entry (0222)	11,500,000		11,500,000
Master Planning (to be reallocated in Jan. (0223)		1,227,917	
Reserve for Contingencies (0299)	7,339,027		7,339,027
Total Additional Classrooms and Modernization	204,630,902	4,938,157	200,920,662
<u>Campus Site Improvements: Accessibility, Safety/Security (CSI)</u>			
Asphalt Resurfacing - All Lots (0301)	400,000	11,854	388,146
Emergency Generators and Distribution (0302)	1,400,000		1,400,000
Emergency Power to Security Lighting (0303)	175,000		175,000
Entrance - Redondo Beach Blvd. to Lot H (0304)	400,000		400,000
Fencing Replacement and Additions (0305)	375,000		375,000
Landscaping and Irrigation System Replacements (0306)	2,540,000		2,540,000

Lighting - Redondo Beach Blvd. (0307)	230,000		230,000
Lighting - Upgrade/Replace All Lots (0308)	2,500,000		2,500,000
Lot F Parking Structure Improvements (0309)	1,632,000		1,632,000
Lot H Parking Structure (0310)	10,400,000		10,400,000
Paving Replacement - All Walks and Driveways (0311)	2,187,000		2,187,000
Pedestrian Walks at Manhattan Beach Blvd. and Lot E (0312)	81,600		81,600
Security Video (0313)	180,000		180,000
Voice/Data/Signal Site Duct Bank (0314)	1,200,000		1,200,000
Reserve for Contingencies (0399)	4,734,548		4,734,548
Total Campus Site Improvements: Accessibility, Safety/Security	28,435,148	11,854	28,423,294
<u>Energy Efficiency Improvements (EEI)</u>			
Energy Efficiency Improvements Phase One (0401)	9,184,855		9,184,855
Energy Efficiency Improvements Phase Two (0402)	4,496,995		4,496,995
Reserve for Contingencies (0499)	3,137,248		3,137,248
Total Energy Efficiency Improvements	16,819,098	0	16,819,098
<u>Health and Safety Improvements (HSI)</u>			
Administration (0501)	3,736,372		3,736,372
Art & Behavioral Sciences (0502)	5,046,800		5,046,800
Art North Wing (0503)	1,119,716		1,119,716
Auxiliary Warehouse (0504)	105,042		105,042
Campus Theatre (0505)	1,814,262		1,814,262
Chilled Water System (0506)	3,574,600		3,574,600
Communications (0507)	1,359,812		1,359,812
Construction Technology (0508)	1,140,822		1,140,822
Domestic Water System (0509)	2,488,800		2,488,800
Facilities and Receiving (0510)	1,046,150	35,258	1,010,892
Fire Alarm (0511)	286,700		286,700
Firelines (0512)	3,580,700		3,580,700
Hazardous Materials Abatement (0513)	2,400,000	25,824	2,374,176
Heating Water System (0514)	1,252,330		1,252,330
Library (0515)	2,326,540		2,326,540
Marsee Auditorium (0516)	5,225,992		5,225,992
Math & Computer Sciences (0517)	4,330,512		4,330,512
Music (0518)	2,832,840		2,832,840
Natural Gas System (0519)	341,600		341,600
North Gymnasium (0520)	2,145,126	202,920	1,942,206
Physical Education and Men's Shower (0521)	2,462,936		2,462,936
Planetarium (0522)	285,480		285,480
Pool and Health Center (0523)	2,018,573		2,018,573
Primary Electrical Distribution System (0524)	18,934,400	15,000	18,919,400
Reimbursements (0525)	1,800,000	1,456,353	343,647
Security Systems (0526)	1,363,350		1,363,350
Sewer System (0527)	1,964,200		1,964,200
Social Sciences (0528)	1,807,918		1,807,918
South Gymnasium (0529)	733,586		733,586
Storm Drain System (0530)	481,656		481,656
Technical Arts (0531)	1,891,976		1,891,976
Women's Shower and Locker (0532)	2,918,484		2,918,484
Reserve for Contingencies (0599)	1,190,001		1,190,001

Total Health and Safety Improvements	84,007,276	1,735,355	82,271,921
Information Technology and Equipment (ITE)			
Behavioral and Social Sciences (0601)	579,077	11,288	567,789
Business (0602)	1,123,650	373	1,123,277
Facilities Planning and Services (0603)	1,818,724	112,602	1,706,122
Fine Arts (0604)	2,805,096	121,506	2,683,590
Health Sciences and Athletics (0605)	1,203,993	124,722	1,079,271
Humanities (0606)	607,033	123,356	483,677
Industry and Technology (0607)	1,771,641	176,276	1,595,365
Information Technology (0608)	14,557,510	345,795	14,211,715
Learning Resources (0609)	4,665,775	18,381	4,647,394
Math (0610)	688,661	153,337	535,324
Natural Sciences (0611)	3,002,285	39,891	2,962,394
Nursing (0612)	252,651	108,000	144,651
Student and Community Advancement (0613)	567,500	69,799	497,701
Phase II, III, IV Purchases (0697)	17,025,000		17,025,000
Installation Contingency (0698)	4,464,194		4,464,194
Reserve for Contingencies (0699)	3,541,949		3,541,949
Total Information Technology and Equipment	58,674,739	1,494,063	57,180,676
Physical Education Facilities Improvements (PEFI)			
Baseball Field (0701)	1,091,800		1,091,800
North Field (0702)	481,600		481,600
Sand Volleyball Courts (0703)	12,300		12,300
Reserve for Contingencies (0799)	363,601		363,601
Total Physical Education Facilities Improvements	1,949,301		1,949,301
	<u>\$394,516,464</u>	<u>\$7,719,772</u>	<u>\$388,024,609</u>

C. CITIZENS' BOND OVERSIGHT COMMITTEE

The next meeting of the Citizens' Bond Oversight Committee is scheduled for January 28, 2004, at 8 a.m.

II. APPROVAL

A. CONTRACTS/PERSONAL SERVICE AGREEMENTS VALUED AT \$50,000 OR HIGHER

None

B. BID AWARDS

None

III. RATIFICATION

A. PURCHASE ORDERS

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 that payment be authorized upon delivery and acceptance of the items or services ordered.

Run Date
1/5/2004

El Camino Community College District
Measure "E" Purchase Order Listing
Meeting Date : 1-20-2004

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 be approved and that payment be authorized upon delivery and acceptance of the items ordered.

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
P0061391	Neighborhood Escrow, Inc.	Acquisitions	Buildings	\$6,023.02
P0069104	Delphin Computer Supply	Industry & Technology	New Equipment – Noninstruc.	\$42.35
P0069105	A-1 Office Plus	Industry & Technology	New Equipment – Noninstruc.	\$179.68
P0069108	Thomas Paton & Assoc.	Industry & Technology	New Equipment – Noninstruc.	\$44,094.09
Total :		4		\$50,339.14
B0069030	Vantage Technology C	Master Planning	Architecture & Engineering	\$63,000.00
B0069063	Ameritel, Inc.	Information Technology	New Equipment – Noninstruc.	\$77,658.80
B0069086	Moine Brothers	Facilities and Recei	Site Improvements	\$57,000.00
B0069103	Psomas	Master Planning	Professional Services-Bon	\$101,500.00
Total :		4		\$299,158.80
Total POs and BPOs :		8		TOTAL \$349,497.94

B. CHANGE ORDERS

None

January 20, 2004

Measure "E" Bond Fund - 6

**Agenda for the El Camino Community College District Board of Trustees
from
Human Resources - Administrative Services**

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A. EMPLOYMENT AND PERSONNEL

It is recommended that the Board ratify/approve the employment and personnel changes for certificated, classified and temporary classified service employees as shown in items 1-26 and 1-4.

Certificated Personnel:

1. Resignation – Ms. Victoria Corley, CDC Lead Teacher, effective January 30, 2004.
2. Resignation – Mr. Richard Davis, full-time instructor of electronics, effective February 14, 2004.
3. Pre-Retirement – Mr. Raymond Lovell, full-time instructor of Education Development, to work a reduced load of 66.6% in Fall and 69.9% in Spring, for five years beginning Fall 2004 through Spring 2009, in accordance with the Agreement, Article XVIII, Section 2(c).
4. Change in Assignment – Mr. Joseph P. Georges, Project Director, California Virtual College to full-time instructor of Political Science and Philosophy, Class IV, Step 30, effective February 11, 2004.
5. Change in Assignment – Ms. Deborah S. Herzik, Nurse Practitioner in Student Health Service, from 80% to 100%, effective September 2, 2003, in accordance with the Agreement, Article X, Section 2(c).
6. Leave of Absence (50%) – Ms. Cheryl Kroll, full-time instructor of English, to continue working 50% Teacher Education Program Counselor (TEP), and take 50% personal leave of absence, effective February 17 through June 13, 2004.
7. Extra Services – Ms. Leslie Back, Faculty Coordinator and full-time instructor of Music, to coordinate Fine Arts Division /Center For the Arts student attendance education program, to be paid \$53.946 an hour, not to exceed 19 days, 8 hours each day, effective January 20 through February 10, 2004, in accordance with the Agreement, Article X, Section 13(b).
8. Special Assignment – Mr. Harold Hoffman, full-time instructor of Machine Tool Technology, to assist in the development of the Aerospace Manufacturing Skills Center, effective February 17 through June 30, 2004, to be paid \$36.79 an hour for 100 hours, not to exceed \$3,679, in accordance with the Agreement, Article X, Section 14(c).
9. Special Assignment – Mr. Robert Diaz, part-time instructor of Electronics and Computer Hardware Technology to provide support for the development of the Aerospace Manufacturing Skill Center and assist in the development of the South Bay Robotics Academy, effective February 17 through June 30, 2004, to be paid \$36.79 per hour for 100 hours, not to exceed

\$3,679, in accordance with the Agreement, Article X, Section 9(m).

10. Special Assignment – Mr. John Verdugo, part-time instructor of Nursing, to teach First Aid/CPR section of Standards for Training Certification and Watch Keeping (STCW) program, to be paid \$49.05 an hour, not to exceed 80 hours or \$4,000, effective January 21 through June 30, 2004, in accordance with the Agreement, Article X, Section 9(m).
11. Special Assignment – Mr. Craig Neumann, part-time instructor of Fire and Emergency Technology to prepare and conduct firefighter in-service training programs with local agencies, effective January 5 through June 30, 2004, to be paid \$49.05 an hour for 96 hours, not to exceed \$4,168, in accordance with the Agreement, Article X, Section 9(m).
12. Special Assignment – Mr. Tommy Jester, part-time instructor of Administration of Justice, to coordinate the P.O.S.T. program, effective January 5 through June 13, 2004, to be paid \$36.79 an hour for 96 hours, not to exceed \$3,532, in accordance with the Agreement, Article X, Section 9(m).
13. Special Assignment – Mr. Steven R. Jones, part-time instructor of Nursing, to assist students in practice of nursing procedures during lab, effective January 21 through June 30, 2004, to be paid \$36.79 an hour, not to exceed 156 hours or \$5,800, in accordance with the Agreement, Article 10, Section 9(m).
14. Special Assignment – Ms. Sheryl Kunisaki, part-time instructor of English as a Second Language (ESL) to perform ESL assessments, to be paid \$36.79 an hour, not to exceed 8 hours a week or a total of \$7,653, effective January 3 through June 30, 2004, in accordance with the Agreement, Article X, Section 9(m).
15. Special Assignment – Ms. Marisa Chang and Ms. Bonnie Kayser, part-time Skills Lab Educational Specialists, to coordinate nursing retention program, staff nursing skills lab, teach procedures and conduct workshops, to be paid \$36.79 an hour, not to exceed \$740 per week, effective February 17 through June 11, 2004, in accordance with the Agreement, Article X, Section 9(m).
16. Special Assignment – Ms. Norene Gift, part-time Educational Specialist & Coordinator of Skills Lab, to staff nursing skills lab, coordinate scheduling, teach procedures skills and conduct workshops, to be paid \$36.79 an hour, not to exceed \$750 per week, effective February 9 through June 18, 2004, in accordance with the Agreement, Article X, Section 9(m).
17. Special Assignment – Mr. John Erwin and Mr. Jeff Donahue, part-time instructors of Administration of Justice, to provide instruction in the Administration of Justice Reserve Academy, effective February 17 through June 13, 2004, to be paid \$36.79 an hour, for 36 hours, not to exceed \$1,325, in accordance with the Agreement, Article X, Section 9(m).

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Human Resources – Administrative Services-2

18. Special Assignment – Mr. Sergio Borbon and Mr. David Do, part-time instructors in the Administration of Justice Reserve Academy, effective February 17 through June 13, 2004, to be paid \$36.79 an hour, for 84 hours, not to exceed \$3,091, in accordance with the Agreement, Article X, Section 9(m).
19. Special Assignment – Ms. Kathleen Stephens and Ms. Monica Gross, full-time instructors of Nursing, to present 2 seminars each to at-risk Nursing students attending classes funded by VTEA, to be paid \$147.15 each seminar, not to exceed \$295 per instructor, effective January 5 through June 30, 2004, in accordance with the Agreement, Article X, Section 7(c).
20. Special Assignment – Ms. Claudia Striepe, full-time Librarian, to present 2 seminars to at-risk Nursing students attending classes funded by VTEA, to be paid \$147.15 each seminar, not to exceed \$295, effective January 5 through June 30, 2004, in accordance with the Agreement, Article X, Section 7(c).
21. Special Assignment – Ms. Joyce Wise, full-time/temporary instructor of Nursing, to present 2 seminars to at-risk Nursing students attending classes funded by VTEA, to be paid \$147.15 each seminar, not to exceed \$590, effective January 5 through June 30, 2004, in accordance with the Agreement, Article X, Section 7(c).
22. Employment – The following part-time/temporary instructors to provide instruction in the Fire Academy, effective February 17 through June 13, 2004, to be paid \$36.79 an hour, in accordance with the Agreement, Article X, Section 9(m).

<u>Name</u>	<u>Not to Exceed/Hours</u>	<u>Not to Exceed Dollars</u>
Mark Lepore	36 hours	\$1,324
Lee Macpherson	64 hours	\$2,354
Richard Shima	64 hours	\$2,354
Bradley Sweatt	48 hours	\$1,766
Carl Whitaker	24 hours	\$ 883

23. Employment – The following part-time instructors, effective February 17 through June 13, 2004, to be paid by the following agencies:

Beverly Hills Fire Department

Gregory Barton

Culver City Fire Department

Tim Wilson

El Segundo Fire Department

Kevin Scott Smith

Hermosa Beach Fire Department

James Crawford

Manhattan Beach Fire Department
Charles Leroy Wilson

Redondo Beach Fire Department
Richard Martinez

Torrance Fire Department
Leigh McArthur
Gerald Strousse

UCLA – Center for Prehospital Care
Patricia Binder
Josh Binder

Torrance Police Department
Marc Wilkins

24. Employment – Ms. Joyce Wise, full-time/temporary instructor of Nursing, Class II, Step 4, effective February 11 through June 13, 2004.
25. Employment – The following part-time/temporary librarians to be hired as needed for the 2004 Spring semester:

Anita Colby	John Fowler	Jane Terry
Alice Cornelio	Margaret Stevens	Douglas Thompson

26. Employment – The following part-time/temporary instructors to be hired as needed for the 2004 Spring session.

Behavioral & Social Sciences
Elena Taborda-Reigadas

Humanities

Sudeepa Gulati
Susan Pramschufer

Sheryl Kunisaki
Valencia Rayford

Industry & Technology

Linda Schuetze

Classified Personnel:

1. Change of Assignment – Ms. Myrna Mendoza, Secretary, Range 25, Step E, from 100% to 80%, Counseling and Student Services Division, Student and Community Advancement Area, effective January 21 through June 30, 2004.

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2. Rescind Resignation – Ms. Jill McTarsney, Accounting Assistant III, Range 28, Step C, Fiscal Services Division, Administrative Services Area.

Temporary Classified Service Employees:

3. Ms. Dora Gomez - Student Services Specialist, Range 33, Step A, Counseling and Student Services Division, effective January 21 through June 30, 2004, days vary, 8:00 a.m. through 4:30 p.m., to perform a variety of responsible duties involving contact with students regarding the intake process, childcare opportunities and college services.
4. Ms. Shirley Snider - Administrative Assistant II, Range 31, Step E, Mathematical Sciences Division, Academic Affairs Area, effective January 2, through June 30, 2004 as needed Monday through Friday.

B. CLASSIFIED PROFESSIONAL GROWTH

It is recommended that the Board ratify/approve the attendance of the following classified employees' conference and/or seminar paid from the Classified Professional Growth Fund as listed below:

Cal State Dominguez Hills, Spring '04 Session: Master's Degree Program in Counseling - Myrna Mendoza. Jan. 24-May 22, 2004. \$400.00 maximum.

Cal State Dominguez Hills, Spring '04 Session: Master's Degree Program in Counseling - Van Nguyen. Jan. 24-May 14, 2004. \$400.00 maximum.

C. NEW CLASSIFIED POSITION CLASSIFICATION AND SPECIFICATIONS

It is recommended that the Board approve the new classification specifications for the following position:

Evaluations Specialist as shown on pages 13-14.

D. PUBLIC HEARING: EL CAMINO COMMUNITY COLLEGE DISTRICT AND THE EL CAMINO POLICE OFFICERS ASSOCIATION

It is recommended that the Board conduct a Public Hearing regarding the intent to negotiate the following subjects of which the Board and the public received notice at the December 15, 2003 Board of Trustees meeting. These are the subjects/interests which will be discussed:

Article 6, Section 1 – Salary Schedule Step Placement and Advancement
Article 6, Section 10 – Mileage
Article 12, Section 3 – Holiday Scheduling

E. REVIEW BY BOARD OF TRUSTEES: PUBLIC NOTIFICATION & DISCLOSURE OF COSTS FOR SALARY PROPOSAL FOR EL CAMINO COLLEGE FEDERATION OF TEACHERS, LOCAL 1388, AFT, AFL/CIO

In accordance with AB1200 and Government Code 3547.5, El Camino Community College District is required to publicly disclose the provisions of the Federation of Teachers, Local 1388 and any new agreement, before they are finally approved by the Board of Trustees. This is known as the “El Camino College Federation of Teachers Salary Settlement Notification Component of the Statewide Criteria and Standards.”

F. APPROVAL BY THE BOARD OF TRUSTEES: FACULTY SALARY PROPOSAL

It is recommended that the Board of Trustees approve for Faculty a 2.12% on-scale salary increase effective January 1, 2004. The total salary schedule change effective January 1, 2004, is 2.12%, as shown on pages 15-16.

Federation Salary Proposal, Notification Component of the Statewide Criteria and Standards.

I. Summary of Agreement (Major provisions that affect compensation).

A. COMPENSATION:

Effective January 1, 2004, a 2.12% on-scale increase shall be provided to full-time faculty. The cost of the salary of the 2.12% increase is \$328,750 (1/2 year amount) or \$657,500 annually.

B. BENEFITS:

\$65,750 (annual) for changes in health & welfare provisions; added cost for statutory benefits and other required District contributions.

G. REVIEW BY BOARD OF TRUSTEES: PUBLIC NOTIFICATION & DISCLOSURE OF COSTS FOR SALARY PROPOSAL FOR THE CHILD DEVELOPMENT CENTER TEACHERS OF EL CAMINO COLLEGE FEDERATION OF TEACHERS, LOCAL 1388, AFT, AFL/CIO

In accordance with AB1200 and Government Code 3547.5, El Camino Community College District is required to publicly disclose the provisions of the Federation of Teachers, Local 1388 Child Development Center Teachers and any new agreement, before they are finally approved by the Board of Trustees. This is known as the “El Camino College Child Development Center Teachers Salary Settlement Notification Component of the Statewide Criteria and Standards.”

H. APPROVAL BY THE BOARD OF TRUSTEES: CHILD DEVELOPMENT CENTER TEACHERS SALARY PROPOSAL

It is recommended that the Board of Trustees approve for Child Development Center Teachers a 2.12% on-scale salary increase effective January 1, 2004. The total salary schedule change effective January 1, 2004, is 2.12%, as shown on pages 17.

Child Development Center Teachers Salary Proposal, Notification Component of the Statewide Criteria and Standards.

- I. Summary of Agreement (Major provisions that affect compensation).
 - A. COMPENSATION:
Effective January 1, 2004, a 2.12% on-scale increase shall be provided to the Child Development Center Teachers. The cost of the salary of the 2.12% increase is \$2,200 (1/2 year amount) or \$4,400 annually.
 - B. BENEFITS:
\$440 (annual) for changes in health & welfare provisions; added cost for statutory benefits and other required District contributions.

I. REVIEW BY BOARD OF TRUSTEES: PUBLIC NOTIFICATION & DISCLOSURE OF COSTS FOR SALARY PROPOSAL FOR ADMINISTRATORS

The provisions of AB1200 and Government Code 3547.5 apply to employees covered under a collective bargaining agreement. Although Administrators are not covered by a collective bargaining agreement, the El Camino College District believes it is appropriate to disclose this information by any employee group.

Therefore, in the spirit of AB1200 and Government Code 3547.5, El Camino Community College District is publicly disclosing the provisions of the Administrators salary proposal before it is finally approved by the Board of Trustees. This is known as the “El Camino College Administrators Salary Proposal Notification Component of the Statewide Criteria and Standards”. This ensures that the public is aware of the costs associated with a collective bargaining agreement before it becomes binding on the District.

The information provided in the attachment follows the public disclosure format by the State Superintendent of Public Instruction, and must be reviewed by the Board of Trustees prior to approval of the salary proposal for Administrators.

The “Administrators” Salary Proposal Notification Component of the Statewide Criteria and Standards” includes the following information:

- 1. The summary of the costs of the salary proposal;
- 2. The summary of the costs of Benefits.

J. APPROVAL BY THE BOARD OF TRUSTEES: ADMINISTRATORS SALARY PROPOSAL

It is recommended that the Board of Trustees approve for Administrator's a 2.60% on-scale salary increase effective January 1, 2004. The total salary schedule change effective January 1, 2004, is 2.60%, as shown on page 18-19.

Administrator's Salary Proposal, Notification Component of the Statewide Criteria and Standards

To ensure that the public is aware of the costs of a salary proposal for Administrators, in the spirit of AB1200 and Government Code 3547.5, El Camino Community College District is publicly disclosing the Administrator's salary proposal prior to approval by the Board of Trustees.

For Administrators, the recommended salary proposal is as follows:

I. Summary: (Major provisions that affect compensation)

A. COMPENSATION:

Effective January 1, 2004, a 2.60% on-scale increase shall be provided to Administrators. The cost of the 2.60% salary increase is \$50,525 (1/2 year amount); or \$101,050 annually thereafter.

B. BENEFITS:

\$10,000 (annual) for changes in health & welfare provisions; added cost of for statutory benefits, and other required District contributions.

K. REVIEW BY BOARD OF TRUSTEES: PUBLIC NOTIFICATION & DISCLOSURE OF COSTS FOR SALARY PROPOSAL FOR SUPERVISORS

The provisions of AB1200 and Government Code 3547.5 apply to employees covered under a collective bargaining agreement. Although Supervisors are not covered by a collective bargaining agreement, the El Camino College District believes it is appropriate to disclose this information by any employee group.

Therefore, in the spirit of AB1200 and Government Code 3547.5, El Camino Community College District is publicly disclosing the provisions of the Supervisor salary proposal before it is finally approved by the Board of Trustees. This is known as the "El Camino College Supervisor Salary Proposal Notification Component of the Statewide Criteria and Standards". This ensures that the public is aware of the costs associated with a collective bargaining agreement before it becomes binding on the District.

The information provided in the attachment follows the public disclosure format by the State Superintendent of Public Instruction, and must be reviewed by the Board of Trustees prior to approval of the salary proposal for Supervisors.

The "Supervisors' Salary Proposal Notification Component of the Statewide Criteria and Standards" includes the following information:

1. The summary of the costs of the salary proposal;
2. The summary of the costs of Benefits.

L. APPROVAL BY THE BOARD OF TRUSTEES: SUPERVISOR SALARY PROPOSAL

It is recommended that the Board of Trustees approve for Supervisors a 2.60% on-scale salary increase effective January 1, 2004. The total salary schedule change effective January 1, 2004, is 2.60%, as shown on page 20-22.

Supervisor Salary Proposal, Notification Component of the Statewide Criteria and Standards

To ensure that the public is aware of the costs of a salary proposal for Supervisors, in the spirit of AB1200 and Government Code 3547.5, El Camino Community College District is publicly disclosing the Supervisors' salary proposal prior to approval by the Board of Trustees.

For Supervisors, the recommended salary proposal is as follows:

- I. Summary: (Major provisions that affect compensation)
- A. COMPENSATION:
Effective January 1, 2004, a 2.60% on-scale increase shall be provided to supervisors. The cost of the 2.60% salary increase is \$12,875 (1/2 year amount); or \$25,750 annually thereafter.
- B. BENEFITS:
\$2,600 (annual) for changes in health & welfare provisions; added cost of for OASDI, PERS, and other required District contributions.

M. REVIEW BY BOARD OF TRUSTEES: PUBLIC NOTIFICATION & DISCLOSURE OF COSTS FOR SALARY PROPOSAL FOR CONFIDENTIAL EMPLOYEES

The provisions of AB1200 and Government Code 3547.5 apply to employees covered under a collective bargaining agreement. Although Confidential Employees are not covered by a collective bargaining agreement, the El Camino Community College District believes it is appropriate to disclose this information by any employee group.

Therefore, in the spirit of AB1200 and Government Code 3547.5, El Camino Community College District is publicly disclosing the provisions of the Confidential Employees salary proposal before it is finally approved by the Board of Trustees. This is known as the “El Camino College Confidential Employee Salary Proposal Notification Component of the Statewide Criteria and Standards.” This ensures that the public is aware of the costs associated with a collective bargaining agreement before it becomes binding on the District.

The information provided in the attachment follows the public disclosure format by the State Superintendent of Public Instruction, and must be reviewed by the Board of Trustees prior to approval of the salary proposal for Confidential Employees.

The “Confidential Employee Salary Proposal Notification Component of the Statewide Criteria and Standards” includes the following information:

1. The summary of the costs of the salary proposal;
2. The summary of the costs of Benefits.

N. **APPROVAL BY THE BOARD OF TRUSTEES:
CONFIDENTIAL EMPLOYEE SALARY PROPOSAL**

It is recommended that the Board of Trustees approve for Confidential Employees a 2.60% on-scale salary increase effective January 1, 2004. The total salary schedule change effective January 1, 2004, is 2.60%, as shown on page 23.

Confidential Employees Salary Proposal, Notification Component of the Statewide Criteria and Standards

To ensure that the public is aware of the costs of a salary proposal for Confidential Employees, in the spirit of AB1200 and Government Code 3547.5, El Camino Community College District is publicly disclosing the Confidential Employees’ salary proposal prior to approval by the Board of Trustees.

For Confidential Employees, the recommended salary proposal is as follows:

- I. **Summary:** (Major provisions that affect compensation)
 - A. **COMPENSATION:**
Effective January 1, 2004, a 2.60% on-scale increase shall be provided to confidential employees. The cost of the 2.60% salary increase is \$6,400 (1/2 year amount); or \$12,800 annually thereafter.
 - B. **BENEFITS:**
\$1,300 (annual) for changes in health & welfare provisions; added cost of for statutory benefits, and other required District contributions.

O. REVIEW BY BOARD OF TRUSTEES: PUBLIC NOTIFICATION & DISCLOSURE OF COSTS FOR SALARY PROPOSAL FOR VICE PRESIDENTS

The provisions of AB1200 and Government Code 3547.5 apply to employees covered under a collective bargaining agreement. Although Vice Presidents are not covered by a collective bargaining agreement, the El Camino College District believes it is appropriate to disclose this information by any employee group.

Therefore, in the spirit of AB1200 and Government Code 3547.5, El Camino Community College District is publicly disclosing the provisions of the Vice President salary proposal before it is finally approved by the Board of Trustees. This is known as the “El Camino College Vice President Salary Proposal Notification Component of the Statewide Criteria and Standards”. This ensures that the public is aware of the costs associated with a collective bargaining agreement before it becomes binding on the District.

The information provided in the attachment follows the public disclosure format by the State Superintendent of Public Instruction, and must be reviewed by the Board of Trustees prior to approval of the salary proposal for Vice Presidents.

The “Vice Presidents’ Salary Proposal Notification Component of the Statewide Criteria and Standards” includes the following information:

1. The summary of the costs of the salary proposal;
2. The summary of the costs of Benefits.

P. APPROVAL BY THE BOARD OF TRUSTEES: VICE PRESIDENT SALARY PROPOSAL

It is recommended that the Board of Trustees approve to amend the Vice Presidents’ contract to include a 2.60% on-scale salary increase effective January 1, 2004, for a total annual salary of \$123,783.

Vice President Salary Proposal, Notification Component of the Statewide Criteria and Standards

To ensure that the public is aware of the costs of a salary proposal for Vice Presidents, in the spirit of AB1200 and Government Code 3547.5, El Camino Community College District is publicly disclosing the Vice Presidents’ salary proposal prior to approval by the Board of Trustees.

For Vice Presidents, the recommended salary proposal is as follows:

I. Summary: (Major provisions that affect compensation)

A. COMPENSATION:

January 20, 2004

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Effective January 1, 2004, a 2.60% on-scale increase shall be provided to the Vice Presidents. The cost of the 2.60% salary increase is \$4,750 (1/2 year amount); or \$9,500 annually thereafter.

B. BENEFITS: \$950 (annual) for changes in health & welfare provisions; added cost of for statutory benefits, and other required District contributions.

Q. VOLUNTEERS

The following persons have volunteered to perform unsalaried services for the El Camino Community College District pursuant to Education Code Section 72401 and 82365. In accordance with Labor Code Section 3364.5, Worker's Compensation coverage is being provided for the following persons:

Dustin Abelin	Julia Heard	Ruth Ann Ploen
Dale Anderson	Paul Holmstrom	Miles Propp
Bart Barisa	Sharon Holmes	Jaime Rayas
Jenny Bokowski	Ketung Hsiao	Ken Retzack
David Block	Karen Husmann	Abel Rios
Robert Boren	Audrey Irwin	Linda Richardson
Richard Bosanko	Jisook (Esther) Kim	Yong Roh
Joshua Braun	John Kim	Silverio Rojas
Jewel Bumpas	Wendy Knowles	Kanji Sahara
Valdeci Cannon	Johannas Lampkins	Jack Seaman
Helen Capaldi	Kyung Lee	Mercede Shamlo
Arthur Carey	Joann Levison	Roberta Shanman
Michelle Carvellas	Brian Lim	Stephen Smith
Victor Carvellas	Darrell Lim	Lindsey Snits
Mike Cason	Bryan Lund	Nick Sobko
Grace Cho	Michael Lyon	Daryl Stover
Adriana Coronado	Nancie Mack	Robert Tomlinson
Carrie Chuang	Rachel Maki	Kim Vinson
Pamela Conde	Akira Mamada	Sachihiko Watanabe
Joanne Davidson	Van McConnell	Karen Werfelmann
Joseph Derthick	Travis Melvin	Rachelle Wirth
Marcella Derthick	Charles Minetree	Ellen Woodyard
Neil Dewhurst	Iris Mun (Jaewon)	Walter Yogi
Robert Duhe	Byron Myhre	Naree Yoon
Katherine(Katie) Eninger	Satsuki Nakamura	
Marcia Fierro	Yoko Nakase	
Sierra Frazier	Stephen Nunberg	
Tracey Gowdy	Walter Peale	
Christopher Gray	David Perkins	
Jamie Griffis	Pamela Perkins	
Shoto Hanmi	Alfonso Pimentel	
James Heard	David Ploen	

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: EVALUATIONS SPECIALIST

BASIC FUNCTION:

Under the direction of the Assistant Director within the Admissions and Records Division, evaluate student records to determine graduation eligibility, certification of general education transfer requirements, and eligibility for certificates of completion and competence and perform related duties as assigned.

REPRESENTATIVE DUTIES:

Review and evaluate academic records and transcripts to determine graduation eligibility and completion of general education transfer requirements.

Determine eligibility for certificates of completion and competence.

Determine equivalency of courses taken at other colleges and institutions.

Interpret, apply, and explain complex rules, state regulations, District policies and procedures related to degrees, certificates, transfer, and probation/dismissal rules and status.

Answer questions and provide technical information and assistance to students, counselors, faculty, and others concerning the evaluation of student records.

Communicate with other District departments and personnel, educational institutions, community organizations, and other outside organizations and agencies to exchange information and coordinate activities.

Prepare, update, and maintain graduation lists and statistics.

Prepare and maintain a variety of technical and complex records and files related to evaluations activities and functions.

Evaluate military courses and job-related training programs for college credit.

Compile information and data and prepare relevant reports.

Train and provide direction to student assistants and other personnel; assign/review work, and participate in selection/evaluation.

Operate a PC or computer terminal to update records, input data, generate reports, and verify student information; assure accuracy and completeness of data.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures, and equipment.
Record-keeping techniques.
Oral and written communication skills
Interpersonal skills using tact, patience and courtesy
Correct English usage, grammar, spelling, punctuation and vocabulary
Telephone techniques and etiquette
Applicable sections of the State Education Code and other applicable laws
Principles and practices of training and providing work direction
Technical aspects of field of specialty

ABILITY TO:

Evaluate student academic transcripts.
Compute student grade point averages.
Read, interpret, apply/explain rules, regulations, policies/procedures related to student degrees, certificates, and transfer.
Type at an acceptable rate of speed.
Work independently with little direction and confidentially with discretion.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and timelines.
Communicate effectively, both orally and in writing.
Train and provide work direction to others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to two years of college-level course work in social sciences, human services, business, or related field; and two years of increasingly responsible experience in a related student services program.

WORKING CONDITIONS:

Office setting
Some travel may be required
Hand and finger dexterity to operate various office equipment
Days and hours may vary
Additional hours may be required

Classified Salary Range 33
Board Approved: January 20, 2004

January 20, 2004

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**EL CAMINO COMMUNITY COLLEGE DISTRICT
SALARY SCHEDULE FOR FACULTY MEMBERS
EMPLOYED ON ACADEMIC YEAR BASIS**

Effective January 1, 2004

STEP	CLASS I BACHELOR DEGREE	CLASS II MASTERS DEGREE	CLASS III MASTERS 24 UNITS	CLASS IV MASTERS 48 UNITS	CLASS V DOCUMENT DOCTORATE
1					
2					
3					
4	46,675	49,463	52,255	55,044	57,832
5	48,699	51,487	54,274	57,063	59,852
6	50,724	53,508	56,297	59,085	61,879
7	52,741	55,532	58,319	61,114	63,898
8	54,764	57,548	60,342	63,129	65,916
9	56,785	59,576	62,362	65,152	67,939
10	58,809	61,596	64,383	67,174	69,963
11		63,619	66,406	69,195	71,981
12		65,640	68,428	71,223	73,999
13				73,239	76,029
14				75,261	78,050
20	60,673	67,505	70,294	77,126	79,917
24	62,538	69,368	72,160	78,993	81,781
28	64,405	71,235	74,026	80,860	83,649
** Anniversary increment as provided by Article X, Section 18					
30	66,273	73,102	75,895	82,727	85,514

Board Approved: January 20, 2004

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SALARY SCHEDULE FOR FACULTY MEMBERS
EMPLOYED ON FISCAL YEAR BASIS**

Effective January 1, 2004

STEP	CLASS I BACHELOR DEGREE	CLASS II MASTERS DEGREE	CLASS III MASTERS 24 UNITS	CLASS IV MASTERS 48 UNITS	CLASS V DOCUMENT DOCTORATE
1					
2					
3					
4	60,682	64,307	67,934	71,559	75,185
5	63,309	66,933	70,567	74,192	77,814
6	65,941	69,566	73,189	76,819	80,442
7	68,578	72,212	75,821	79,446	83,072
8	71,200	74,829	78,452	82,073	85,700
9	73,830	77,459	81,132	84,709	88,332
10	76,460	80,074	83,713	87,338	90,958
11		82,718	86,343	89,968	93,591
12		85,344	88,969	92,598	96,218
13				95,229	98,851
14				97,855	101,477
20	78,326	87,209	90,834	99,719	103,344
24	80,191	89,084	92,700	101,585	105,208
28	82,059	90,942	94,566	103,451	107,076

** Anniversary increment as provided by Article X, Section 18

30	83,925	92,808	96,434	105,318	108,942
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Board Approved: January 20, 2004

EL CAMINO COMMUNITY COLLEGE DISTRICT
ANNUAL AND HOURLY SALARY SCHEDULE FOR
CHILD DEVELOPMENT CENTER TEACHERS

Effective January 1, 2004

<u>CLASS</u>	<u>EDUCATION</u>	<u>STEPS</u>				
		<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
1.	No Degree	24,879 11.961	25,619 12.317	26,388 12.686	27,169 13.062	27,991 13.457
2.	AA	29,720 14.289	30,599 14.711	31,532 15.160	32,465 15.608	33,452 16.083
3.	BA	34,561 16.616	35,604 17.117	36,674 17.632	37,772 18.160	38,896 18.700
4.	BA+24	39,432 18.958	40,610 19.524	41,872 20.131	43,119 20.730	44,423 21.357

The Lead Child Development Center Teacher will be paid \$200 a month stipend in addition to the appropriate salary on the Child Development Center Teacher Monthly Salary Schedule.

Board Approved: January 20, 2004

**EL CAMINO COMMUNITY COLLEGE DISTRICT
ADMINISTRATOR SALARY SCHEDULE**

Effective January 1, 2004

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
Range 1	49,566	51,101	52,681	54,318	55,975
Range 2	51,101	52,681	54,318	55,975	57,659
Range 3 Planetarium Director	52,681	54,318	55,975	57,659	59,373
Range 4	54,318	55,975	57,659	59,373	61,175
Range 5 Assistant Director of Development, Annual & Alumni Giving	55,975	57,659	59,373	61,175	63,008
Range 6	63,232	65,184	67,137	69,148	71,234
Range 7 Assistant Director, Bookstore Project Director, Regional Interpreter Training Grant Assistant Director, Small Business Development Center Director, Education & Community Development	68,820	70,758	73,290	75,840	78,387
Range 8 Director Center for Applied Competitive Technologies (CACT) Assistant Director for Construction & Maintenance Assistant Director for Grounds and Operations Director, Accounting Director, Child Development Center Assistant Director EOP&S/CalWORKS Director of Outreach & School Relations	72,219	74,394	76,748	79,431	82,112
Range 9	74,468	76,779	79,133	81,503	83,960
Range 10 Director, Institutional Research	76,779	79,133	81,503	83,960	86,478
Range 11 Director, Small Business Services Director, Technical Education Director Workforce Education Director, Workplace Learning Resource Center Assistant Director Admissions & Records	79,133	81,503	83,960	86,478	89,073

January 20, 2004

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Range 11 (continued)

CalWORKS & Career Placement Services Director
 Director of EOP&S/CalWORKS
 Director, International Business Development
 Director, Bookstore
 PACE & Week-end College Director
 Director, Public Information
 Director, Risk Management
 Director, Student Development
 Director of Inglewood Center
 Assistant Director, Financial Aid and Scholarships

Range 12	83,410	85,987	88,581	91,218	93,483
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Range 13	85,987	88,581	91,218	93,483	96,791
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Assistant Director, Human Resources
 Assistant Director, Information Technology Services
 Director, Financial Aid & Scholarship
 Director, Nursing
 Director, Purchasing and Business Services
 Director, Special Resource Center
 Director, Staff and Student Diversity
 Division Director
 Executive Director, El Camino Center for the Arts
 Director of Resource Development/Grants Development & Management
 Director of Learning Resources

Range 14	90,787	93,619	96,421	99,311	102,306
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Range 15	93,619	96,421	99,311	102,306	105,361
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Chief of Police and Director of Public Services Instructional Programs
 Director, Admissions & Records

Range 16	98,789	101,770	104,796	107,954	111,188
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Business Manager
 Dean
 Director, Facilities, Planning & Services
 Director, Human Resources
 Director, Information Technology Services
 Executive Director, Foundation
 Project Director (California Virtual College Grant)

Range 17	101,770	104,796	107,954	111,189	114,525
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Range 18	104,796	107,954	111,189	114,524	117,953
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Board Approved: January 20, 2004
 January 20, 2004

EL CAMINO COMMUNITY COLLEGE DISTRICT
 SUPERVISOR SALARY SCHEDULE
 Effective January 1, 2004

Range	TITLE	Step A	Step B	Step C	Step D	Step E
1		2611	2739	2878	3022	3171
2		2672	2810	2953	3100	3257
3		2739	2878	3022	3171	3333
4		2810	2953	3100	3257	3417
5		2878	3022	3171	3333	3508
6		2953	3100	3257	3417	3603
7		3022	3171	3333	3508	3681
8		3100	3257	3417	3603	3786
9		3171	3333	3508	3681	3872
10	Custodial Supervisor	3257	3417	3603	3786	3983
11		3333	3508	3681	3872	4115
12		3417	3603	3786	3983	4185
13	Head Custodial Operations Supervisor Shipping & Receiving Supervisor	3508	3681	3872	4115	4293
14		3603	3786	3983	4185	4402
15	Grounds/Operations Supervisor Operations Supervisor	3681	3872	4115	4293	4510
16	Bookstore Supervisor Industry & Technology Technical Supervisor Production Services Supervisor Testing Office Supervisor Vocational Education Coordinator	3786	3983	4185	4402	4629
17	Placement Office Supervisor	3872	4115	4293	4510	4746

Range	Title	Step A	Step B	Step C	Step D	Step E
18	Grounds Supervisor Planetarium Manager Theatre Manager	3983	4185	4402	4629	4872
19		4115	4293	4510	4746	4998
20		4185	4402	4629	4872	5134
21	Admissions & Records Supervisor Business Coordinator (SBDC) Computer Operations Supervisor Electrical Supervisor HVAC/Plumbing Supervisor Instructional Services Supervisor Manager of Campus Building Inspection Science Technical Supervisor	4293	4510	4746	4998	5258
22		4402	4629	4872	5134	5401
23		4510	4746	4998	5258	5535
24	Senior Accounting Supervisor Staff Development Coordinator Theatre Production Manager	4629	4872	5134	5401	5683
25	Facilities Services Supervisor	4746	4998	5258	5535	5831
26	Campus Police Sergeant Senior Facilities Supervisor Technical Services Supervisor	4872	5134	5401	5683	5974
27	Financial Aid Supervisor DSPS Support Services Supervisor Facilities Systems Supervisor	4998	5258	5535	5831	6124
28	Booking/Promotion Manager Alternate Media Technology Supervisor	5134	5401	5683	5974	6357

Range	Title	Step A	Step B	Step C	Step D	Step E
29		5258	5535	5831	6124	6517
30		5401	5683	5974	6357	6680
31		5535	5831	6124	6517	6845
32		5683	5974	6357	6680	7017
33		5831	6124	6517	6845	7194
34		5974	6357	6680	7017	7375
35	Network Support Supervisor	6124	6517	6845	7194	7555

NOTE: Longevity: Add \$75 per month to step after 20 years of service.
Add \$150 per month to step after 25 years of service.

El Camino Community College District
Confidential Salary Schedule

Effective January 1, 2004

	STEP A	STEP B	STEP C	STEP D	STEP E
4 (24) Human Resources Technician Human Resources Assistant	2906	3057	3210	3375	3551
5 (25) Secretary	2984	3141	3293	3465	3647
6 (26) Human Resources Technician II 3739	3057	3210	3375	3551	
7 (27) Administrative Assistant I 3823	3141	3293	3465	3647	
8 (28) Human Resources Technician III 3919	3210	3375	3551	3739	
9 (29) Employee Relations Specialist 4022	3293	3465	3647	3823	
10 (31) Administrative Assistant II 4238	3465	3647	3823	4022	
11 (33) No Current Position	3647	3823	4022	4238	4455
12 (35) Assistant to Vice President	3823	4022	4238	4455	4686
13 (44) Assistant to Superintendent	4808	5066	5330	5609	5908

Longevity: Add \$75 per month to step after 20 years of service: \$150 per month to after 25 years of service.

Board Approved: January 20, 2004

January 20, 2004

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