

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.

Agenda, Tuesday, January 21, 2003
4:00 p.m.

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of December 9, 2002**
- III. Presentations - (none)**
- IV. Public Hearing (none)**
- V. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
 - A. Public Comment
 - B. Academic Affairs
See Academic Affairs Agenda, Pages 1 - 15
 - C. Student and Community Advancement
See Student & Community Advancement Agenda, Pages 1- 34
 - D. Administrative Services
See Administrative Services Agenda, Pages 1 – 31
See Human Resources Agenda, Pages 1 – 10
- VI. Other Action Items**
 - A. Public Comment
 - B. State Budget: Informative Report
 - C. Board of Trustees Self-Evaluation
 - D. Board of Trustees: Establish Goals
- VII. Public Comment on Non-Agenda Items**
- VIII. Oral Reports**
 - A. Board of Trustees Report
 - B. President's Report
 - C. Academic Senate Report
- IX. Closed Session**
 - A. Labor Relations, Brown Act 54957.8
 - 1. American Federation of Teachers, Local 1388
 - 2. El Camino Classified Employees, Local 6142
 - 3. El Camino Police Officers Association
 - B. Personnel Matters, Brown Act Section 54957
 - 1. Personnel Matters – 4 Cases

Agenda for the El Camino Community College District Board of Trustees

**from
Academic Affairs
Nadine Ishitani Hata, Ph.D., Vice President**

Page No.

- A. Center for the Arts Presentation – 2002/2003 1
- B. Proposed Curriculum Changes – Effective 2003/2004 Academic Year 1

A. CENTER FOR THE ARTS PRESENTATIONS – 2002/2003

It is recommended that the Board approve the Center for the Arts presentations as listed below. Costs for each presentation are established as negotiated between the artist and his/her management representative and the District.

<u>Performance</u>	<u>Date</u>	<u>Amount</u>
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Additions

- | | | |
|--|----------------|---------|
| 1. William Allen Young
Payable to: William Allen Young
Mr. Young, award-winning actor-director and El Camino graduate, returns to campus to present his motivational and inspirational message, “The Journey: Life Lessons Learned Growing Up in South Central Los Angeles,” for our students. | March 1, 2003 | \$3,000 |
| 2. Wakako Yamauchi
Payable to: Wakako Yamauchi
Ms. Yamauchi will engage in conversation and present excerpts from her play “And the Soul Shall Dance.” | April 26, 2003 | \$2,000 |

**B. PROPOSED CURRICULUM CHANGES – EFFECTIVE 2003-2004 ACADEMIC
I. —YEAR**

It is recommended that the Board approve the proposed curriculum additions, revisions and inactivations, effective the 2003-2004 academic year, listed below:

BEHAVIORAL AND SOCIAL SCIENCES DIVISION

NEW COURSE

1. Child Development 32 – Disabilities in the Developing Child
Units: 3 Lecture: 3 hours Faculty Load: 20%
Recommended Preparation: eligibility for English A
Credit, degree applicable; Transfer CSU
In this course students will study childhood disabilities, the effects of these conditions on the child’s development, and the overall impact on the family system. Topics will include typical and atypical development in the physical, cognitive, social, and emotional domains as well as the recognition, treatment, and care for children with disabling conditions. Students will also explore the role and responsibilities of the classroom special education assistant and the in-home respite care provider.
Note: This course is the same as Nursing 116.

January 21, 2003

Academic Affairs – 1

CHANGE IN MAJOR

1. Political Science

Political Science 1 ~~or 16, 12 units~~ **four courses** from the following: Political Science 2, 3, 5, **6, 8, 10**, ~~History 3 and 4 or 10A-10B or 1A-1B~~; ~~3 units~~ **two** courses from ~~Anthropology 2~~, Economics 1, 2, History **1A, 1B, 3, 4, 6, 10A, 10B, 14A**, Philosophy **8, 10**, Psychology **5**, Sociology **4, 5**
Total Units: ~~18~~ **21**

NEW DISTANCE EDUCATION COURSE VERSIONS

1. Anthropology 1 – Introduction to Physical Anthropology (Online)
2. Anthropology 2 – Cultural Anthropology (Online)

BUSINESS DIVISION

CHANGES IN DESCRIPTIVE TITLE, CATALOG DESCRIPTION

Current Status/Proposed Change

1. Business 56abcd – Preparation for ~~MOUS~~ **Microsoft Office Specialist** Certification in Word

This course provides students with the problem-solving concepts and skills required to qualify for ~~MOUS~~ (Microsoft Office ~~User~~ Specialist) certification in Microsoft Word. Students will build proficiency in ~~Microsoft~~ Word and learn to integrate all the features of the Microsoft Word program. An optional ~~MOUS~~ **Microsoft Office Specialist** certification test is offered on completion of the course for an additional fee.

Current Status/Proposed Change

2. Business 57abcd - Preparation for ~~MOUS~~ **Microsoft Office Specialist** Certification in PowerPoint

This course provides students with the problem-solving concepts and skills required to qualify for ~~MOUS~~ (Microsoft Office ~~User~~ Specialist) certification in ~~MicroSoft~~ PowerPoint. Students will build proficiency in Microsoft PowerPoint and learn to integrate all the features of the Microsoft PowerPoint program. An optional ~~MOUS~~ **Microsoft Office Specialist** certification test is offered on completion of the course for an additional fee.

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

1. Real Estate 25A – Real Estate Appraisal Computer Applications

Current Status/Proposed Change

Units: 4.5 Lecture: .5 hour Lab: .5 1.5 hours Faculty Load: 5.833 7.5%

Recommended Preparation: Real Estate 40 or equivalent or concurrent enrollment (The Office of Real Estate Appraisal (OREA) appraisal license or the California Department of Real Estate (DRE) license is equivalent.)

This course uses ~~the computer as a tool in the processes found in~~ appraisal software to process a typical real estate appraisal report. Applications will include sales comparison adjustment grid, statistical analysis ~~applications in appraising,~~ and using simple linear regression, ~~as well as completion of~~ cost estimation data, a sketch program, and database research. Students will complete a typical appraisal report Uniform Residential Appraisal Report (URAR) form on the computer, ~~such as the URAR form.~~

Note: OREA #95ECC011 – 17 hours

FINE ARTS DIVISION

INACTIVATE COURSES

1. Dance 9 – Creative Movement for the Child
2. Dance 12 – Folk and Square Dance
3. Dance 100Labcd – Dance Event Attendance Laboratory
4. Music 51abcd – Mixed Chorus
5. Music 51Labcd – Mixed Chorus Performance Laboratory
6. Music 54abcd – Chamber Singers
7. Music 54Labcd – Chamber Singers Performance Laboratory
8. Speech Communication 9 – Readers' Theatre
9. Speech Communication 9L - Readers' Theatre Performance Laboratory
10. Speech Communication 101abcd – Speakers Practicum

CHANGE IN DESCRIPTIVE TITLE

Current Status/Proposed Change

1. Art 6L – Cross-Cultural Art Performance/~~Speaker~~ Gallery Attendance Laboratory

CHANGES IN NUMBER, 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. Dance 18abcd – Asian and Pacific Dance
Corequisite: ~~enrollment in Dance 100 18Labcd~~
~~The study of~~ This course introduces selected national and regional dance styles of ~~dance~~ of Asia and the Pacific Islands, including music, artifacts, costumes, and ~~culture~~ cultural contexts. Attendance at selected dance events at ~~offered by the El Camino College sponsored by the~~ Center for the Arts is required.

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

1. Speech Communication 24abcd – Forensic Workshop
Current Status/Proposed Change
~~Instruction in procedures preparatory for inter-collegiate forensic competition. Debate, oratory, extemporaneous, impromptu, and oral~~ Students will be introduced to competitive public speaking, including debate, platform speeches, limited-preparation speaking, and oral interpretation of literature. ~~Opportunity~~ Students will have the opportunity to observe and participate in ~~intercollegiate speech tournaments~~ forensic competitions.
2. Speech Communication 24Labcd - Forensic Workshop Performance Laboratory
Current Status/Proposed Change
~~Laboratory for additional hours as required in Speech Communication 24abcd relating to elements of performance including, but not limited to,~~ In this course students prepare for various forensic events through additional rehearsal time, participation in ~~public performance, and observation of performance through attendance at selected events at El Camino College offered by the South Bay Center for the Arts~~ intramural competition, and observation of performances.

NEW COURSES

1. Art 9 – History of African Art
Units: 3 Lecture: 3 hours Faculty Load: 20%
Recommended Preparation: eligibility for English 1A
Credit, degree applicable; Transfer CSU
This course is an introductory survey of African art in relation to its historical and cultural contexts. It focuses on specific groups and regions with an emphasis on sub-Saharan West and Central Africa, stressing the different roles of the visual arts within each culture.
2. *Dance 17abcd – Intermediate African Dance*
Units: 2 Lecture: 1 hour Lab: 3 hours Faculty Load: 21.667%

Prerequisite: one semester of Dance 16ab with a minimum grade of C

Recommended Preparation: Dance 22ab or Dance 42ab

Credit, degree applicable; Transfer CSU

As a continuation of Dance 16ab, this course will introduce new movement patterns focusing on technical skills and traditional dances that are found in African dance. The class will also explore Dunham Technique as a means for providing a basic foundation in African dance, focusing on torso movements, isolations, and feet movements.

3. Dance 18Labcd – Asian and Pacific Dance Event Attendance Laboratory

Units: 0 Lab: minimum 7.5 hours per semester to be arranged Faculty Load: 0%

Corequisite: Dance 18abcd

Credit, degree applicable

Students will attend selected dance performances, master classes, or other designated events offered by the El Camino College Center for the Arts.

4. Dance 52abcd – Intermediate Latin Social Dance

Units: 2 Lecture: 1 hour Lab: 3 hours Faculty Load: 21.667%

Prerequisite: one semester of Dance 51ab with a minimum grade of C

Credit, degree applicable; Transfer CSU

This course builds on the basic vocabulary and steps of the Latin social dances including salsa, cha cha, tango, rumba, samba, mambo, and selected folk and regional dances. Areas of study include movement theory, dance vocabulary, dance courtesy, and musical rhythms as they relate to dance and dance history. Students will be exposed to vintage dance forms as well as current trends.

Attendance is required at selected events presented by the El Camino College Center for the Arts.

5. Dance 54abcd – Intermediate American Social Dance

Units: 2 Lecture: 1 hour Lab: 3 hours Faculty Load: 21.667%

Prerequisite: one semester of Dance 53ab with a minimum grade of C

Credit, degree applicable; Transfer CSU

This course builds on the basics of American social dance in the 20th century including West Coast swing, East Coast swing, Lindy hop, and country line dance. Areas of study include movement theory, dance vocabulary, dance courtesy, and musical rhythms as they relate to dance and dance history. Students will be exposed to vintage dance forms as well as current trends.

Attendance is required at selected events presented by the El Camino College Center for the Arts.

6. Music 41abcd – Opera Workshop

Units: 2 Lecture: 1 hour Lab: 3 hours Faculty Load: 21.667%

Corequisite: Music 41Labcd

Enrollment Limitation: audition

Credit, degree applicable; Transfer CSU

This course develops vocal, musical, and dramatic skills through the research, rehearsal, and performance of selected works and scenes from the standard operatic literature.

7. Music 41Labcd - Opera Workshop Concert Attendance Laboratory
 Units: 0 Lab: Minimum 5.0 hours per semester to be arranged Faculty Load: 0%
 Corequisite: Music 41abcd
 Credit, degree applicable
 Students will attend selected musical events offered by the El Camino College Center for the Arts.

NEW DISTANCE EDUCATION COURSE VERSION

1. Speech Communication 14 – Introduction to Intercultural Communication (Online)

CHANGE IN MAJORS

1. Art - Art History

Current Status/Proposed Change

Art 10ab, 31abcd, ~~34ab~~, 37ab (only one semester of a course will be credited toward the major requirements); ~~9~~ 15 units from: Art 2, 3, 4, 5A, 5B, 6, 7, 9, 34ab (only one semester of); ~~8~~ 2-3 units from: Art 11abcd, 17ab, 18abcd, 19ab, 20abcd, 22ab, 23abcd, 29ab, ~~34ab~~, 35ab, ~~36abcd~~, 38abcd, 39ab, 40abcd, 41ab, 42abcd, ~~44abcd~~, 52abcd, 53ab, 54abcd, 61ab, 62abcd, 63abcd, 73ab, 74abcd, 75abcd, 81ab, 82abcd, 83abcd, 87ab, 88abcd, 89abcd, ~~99abc~~, ~~141ab~~, 141abcd, 142abcd, 143abcd, 144abcd, 145abcd, 146abcd, 147abcd, Photography 51 (only one semester of a course will be credited toward the major requirements)

Note: Most transfer colleges will also require a foreign language for a B.A. degree in Art History.

Total Units: ~~30~~ 26-28

2. Art - Studio Art

Current Status/Proposed Change

Art 10ab, 31abcd, 37ab (only one semester of a course will be credited toward the major requirements); 6 units from: Art 2, 3, 4, 5A, 5B, 6, 7, 9; 12 units from: Art 11abcd, 17ab, 18abcd, 19ab, 20abcd, 22ab, 23abcd, 24ab, 25abcd, 29ab, 34ab, 35ab, ~~36abcd~~, 38abcd, 39ab, 40abcd, 41ab, 42abcd, ~~44abcd~~, 52abcd, 53ab, 54abcd, 61ab, 62abcd, 63abcd, 73ab, 74abcd, 75abcd, 81ab, 82abcd, 83abcd, 87ab, 88abcd, 89abcd, ~~99abc~~, 141abcd, 142abcd, 143abcd, 144abcd, 145abcd, 146abcd, 147abcd (only one semester of a course will be credited toward-the major requirements)

Total Units: 27

3. Dance

Current Status/Proposed Change

Theory: Dance 3, 5, 7lab; Technique: 32ab, 42ab; 8 units from Dance 22ab*, 23abcd*, 25abcd, 33abcd, 35abcd, 43abcd; 4 units from Dance 83abcd** (can be taken a maximum of 3 semesters for major credit), 87abcd***, 89abcd; 3 units from Dance 10, 14ab, 16ab, 18abcd, 51ab, 52abcd, 53ab, 54abcd, 61ab, 62abcd;

strongly recommended: Dance 72abcd

Total Units: 26

It is essential for ~~that~~ the transfer student to see a counselor for appropriate curriculum.

*Most four-year colleges/universities do not accept jazz for transfer credit.

**Can be taken a maximum of 3 semesters for major credit.

***Students are advised that at least one semester of Dance 87abcd is required for transfer students.

4. Music

Current Status/Proposed Change

8 units from Music Theory: Music 3A, 3B, 3C

6 units from History: Music 15A, 15B

4 units from Keyboard: Music 31A, 31B, 31C, 31D, 32abcd

2 units from Voice: Music 18ab, 19abcd, 40abcd, 41abcd;

4 units from Music 23abcd

Performance - minimum of six units: Music ~~51abcd, 52abcd, 53abcd, 54abcd, 55abcd, 57abcd, 64abcd, 65abcd, 67abcd, 68abcd, 69abcd, 70abcd, 71abcd, 72abcd~~

Total Units: 30

Recommended Electives: Music 2A, 2B, 5, 8A, 8B, 20abcd, 22abcd, 30ab, 60abcd, 61abcd, 62abcd, 63abcd, 76abcd, 79abcd, 80, 81A, 81B, 90abcd, 131ab

5. Photography

Current Status/Proposed Change

Photography 10 or 51 or equivalent; Photography 1, 2, 3, 23A; a minimum of six units from the following: Photography 4, 11ab*, 23B, 54, 57, 60ab*, Art 141abcd*, Film/Video 22, ~~Television and Media Communications 10, 11; one course~~ three units from the following: Art 37ab, 142abcd, Business 11, 12, 28, Journalism 4, Physics 11

*Only one semester of the course will be credited toward the major requirements.

Recommended Electives: Art 1, 2, 3, 4, 10ab, 87ab, 143abcd; Business ~~11, 13, 14, 20, 24, 27~~; Journalism 1, 2, 11abcd, Supervision 52A, additional art or photography courses.

6. Speech Communication

Current Status/Proposed Change

Speech Communication 1, English 1A; ~~12~~ a minimum of 15 units from Speech Communication 3, 4, 5, 7, 8, 9, 12, 14, 24abcd, 25abcd (4 semesters of Speech Communication 24abcd and 4 semesters of Speech Communication 25abcd can be applied toward the major requirements)

Total Units: ~~19~~ 22

NEW COURSES

1. Nursing 116 – Disabilities in the Developing Child
Units: 3 Lecture: 3 hours Faculty Load: 20%
Recommended Preparation: eligibility for English A
Credit, degree applicable; Transfer CSU
In this course students will study childhood disabilities, the effects of these conditions on the child’s development, and the overall impact on the family system. Topics will include typical and atypical development in the physical, cognitive, social, and emotional domains as well as the recognition, treatment, and care for children with disabling conditions. Students will also explore the role and responsibilities of the classroom special education assistant and the in-home respite care provider.
Note: This course is the same as Child Development 32.
2. Nursing 118 – Respite Care for Children and Adolescents
Units: 3 Lecture: 3 hours Faculty Load: 20%
Recommended Preparation: eligibility for English A
Credit, not degree applicable
This course introduces the student to the role and responsibilities involved in providing in-home respite care for the disabled child. Topics will include personal safety, community resources, legal parameters, ethical considerations, nutrition, physical positioning, activities, and procedures for home visits. Students will develop the skills necessary to organize and implement daily living activities in the client’s home.

HUMANITIES DIVISION

DISTANCE EDUCATION COURSE VERSION UPDATE

1. English 7 – Speed and Power Reading (Online)

NEW DISTANCE EDUCATION COURSE VERSION

1. English 1B – Literature and Composition (Online)

INDUSTRY AND TECHNOLOGY DIVISION

COURSE OUTLINE REVISED TO MEET TITLE 5 REQUIREMENTS

1. Computer Aided Design/Drafting 5 – Introduction to Mechanical Drafting

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

Current Status/Proposed Change

1. Construction Technology 7abcd 107abcd – Mill Cabinet and Furniture Making
This course covers the study of the elements of cabinet and furniture design. elementary drafting, isometric and cabinet projection, Properties of wood and wood products, fabrication and installation of house cabinets, along with the and fabrication of furniture will be covered.

Note: ~~The expense of the class to the student will be determined by the personal project of the student and approved by the instructor.~~ Class expenses will be determined by each student's personal project.

CHANGE IN CATALOG DESCRIPTION

1. Cosmetology 12 – Intermediate Cosmetology

Current Status/Proposed Change

This is ~~the first of a two-course~~ an intermediate ~~course~~ series covering the principles and practical operations of cosmetology techniques, procedures, and equipment. Topics include wet and thermal styling, permanent waving, chemical straightening, hair coloring, scalp treatments, facials, and manicuring and pedicuring. This is the third course in a sequence of courses that prepares students for the State Board of Cosmetology examination and employment.

2. Cosmetology 13 – Advanced Cosmetology I

Current Status/Proposed Change

This is the ~~second~~ ~~first~~ of a two-course ~~intermediate~~ ~~advanced~~ series covering the principles and practical operations of cosmetology techniques, procedures, and equipment. Topics include wet and thermal styling, permanent waving, chemical straightening, hair coloring, scalp treatments, facials, and manicuring and pedicuring. This is the fourth course in a sequence of courses that prepares students for the State Board of Cosmetology examination and employment.

3. Cosmetology 14abcd – Advanced Cosmetology II

Current Status/Proposed Change

This is ~~an advanced~~ the second of a two-course ~~advanced~~ series covering the principles and practical operations of cosmetology techniques, procedures, and equipment. Topics include wet and thermal styling, permanent waving, chemical straightening, hair coloring, scalp treatments, facials, and manicuring and pedicuring. This is the fifth and final course in a sequence of courses that prepares students for the State Board of Cosmetology examination and employment.

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

1. Fire and Emergency Technology 8 – Fire Service Hydraulics

Current Status/Proposed Change

Recommended Preparation: Fire and Emergency Technology 1 or Fire and Emergency Technology 15 or equivalent; English 2R or eligibility for English 1A; Mathematics R 40 or 41A

This course covers the theory and practical application of fluids at rest and the laws of water hydraulics used in motion as they pertain to the fire service.

Included in the course are calculations for friction loss and flow in fire hoses, fire engine pump operations, and the general study of fluids at rest and in motion.

2. Fire and Emergency Technology 19 – Fire Service Entrance Preparation

Current Status/Proposed Change

Recommended Preparation: Fire and Emergency Technology 1; English A and Mathematics 40 or 41A

This course will explore all aspects of typical commonly used hiring procedures experienced by the student in the field of fire service. Fire service diagnostic tests will be used to identify any deficiencies weaknesses in fire service entry-level skills. Students will research hiring practices, take practice written examinations, participate in mock oral board examinations, and receive instruction which will enhance students' their fire technology career opportunities.

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

1. Fire and Emergency Technology 7 – Fire Protection Engineering

Current Status/Proposed Change

Recommended Preparation: Fire and Emergency Technology 1 or Fire and Emergency Technology 15 or equivalent; English 2R or eligibility for English 1A; Mathematics R 40 or 41A

CHANGE IN MAJOR

Current Status/Proposed Change

1. Quality Assurance

~~Students will complete the required core courses and courses in one of the following options: Quality Assurance Technician or Quality Assurance Engineering.~~

At least 50% of the major requirements for the Associate of Science Degree must be completed at El Camino College.

Required Core Courses:

Quality Assurance 1, 4A, 4B, 7, 8, 9, 10; Machine Tool Technology 2, 40;
Manufacturing Technology 2, 25; Technical Mathematics 1; Business 27
Total Units: 29

Quality Assurance Technician Option:

Manufacturing Technology 1, Technical Mathematics 2

Core Courses: 29 units

Total Units: 33

Quality Assurance Engineering Option:

Quality Assurance 2, 8;

Core Courses: 29 units;

Total Units: 35

CHANGE IN CERTIFICATE OF COMPETENCE

Current Status/Proposed Change

1. Quality Assurance

A Certificate of Competence will be issued awarded to a student completing the Required Core following courses and courses in one of the following options: Quality Assurance Technician or Quality Assurance Engineering, with a grade average of B or better.

At least 50% of the courses required for the Certificate of Competence must be completed at El Camino College.

Required Core Courses:

Quality Assurance 1, 4A, 4B, 7, 8, 9, 10; Machine Tool Technology 2, 40;
Manufacturing Technology 2, 25; Technical Mathematics 1; Business 27

Total Units: 29

Quality Assurance Technician Option:

Manufacturing Technology 1, Technical Mathematics 2

Core Courses: 29 units

Total Units: 33

Quality Assurance Engineering Option:

Quality Assurance 2, 8;

Core Courses: 29 units

Total Units: 35

CHANGE IN CERTIFICATE OF COMPLETION

1. Quality Assurance

A Certificate of Completion will be issued awarded to a student completing the following courses with a grade average of C.

At least 50% of the courses required for the Certificate of Completion must be completed at El Camino College

Required Core Courses:

Quality Assurance 1, 4A, 4B, 7, 8, 9, 10; Machine Tool Technology 2, 40;
Manufacturing Technology 2, 25; Technical Mathematics 1; Business 27

Total Units: 29

Quality Assurance Technician Option:

~~Manufacturing Technology 1, Technical Mathematics 2~~

~~Core Courses: 29 units~~

Total Units: 33

Quality Assurance Engineering Option:

~~Quality Assurance 2, 8;~~

~~Core Courses: 29 units~~

Total Units: 35

INSTRUCTIONAL SERVICES DIVISION

NEW COURSES

1. Academic Strategies 60ab – Strategies for Success in Distance Education
Units: 1 Lecture: 1 hour Faculty Load: 6.667%
Credit, not degree applicable
The goal of this course is to prepare students for taking distance education classes. This course covers the basics of taking an interactive, asynchronous distance education course via the Internet or other computer and instructional television based systems. Use of email, online class interactions such as discussion groups, World Wide Web access, equipment needs and differences between online and onsite courses will be covered.
2. Library Information Science 105 – Information Services and Resources
Units: 3 Lecture: 3 hours Faculty Load: 20%
Credit, degree applicable
This course will familiarize students with the role of library paraprofessionals in library information science. The role of information in today's society will be discussed, and various types of information tools and resources will be evaluated. The course will cover basic strategies for providing answers to information questions in different library settings, including the use of standard print resources, online databases, and the Internet as reference tools.
3. Library Information Science 110 – Technical Services in Libraries
Units: 3 Lecture: 3 hours Faculty Load: 20%
Credit, degree applicable
This course introduces the techniques of ordering and receiving library materials. It outlines the principles of subject classification and description cataloging of both print and non-print materials. It will provide students with the practical skills necessary to assist the technical services librarian in bibliographic verification, preparation of orders, processing of materials for the shelves and maintenance of a card and/or online catalog.
4. Sign Language/Interpreter Training 22
Units: 2 Lecture: 1 hour Lab: 3 hours Faculty Load: 21.667%

Prerequisite: Sign Language/Interpreter Training 18A with a minimum grade of C Credit, degree applicable

This course will prepare students for interpreting in the educational field. It will prepare students for the roles needed to function in the K-12 setting as well as enhance their knowledge of technical and academic sign language vocabulary for high school and college. This course is strongly recommended for students interested in interpreting for schools, vocational programs, colleges, and universities.

5. Sign Language/Interpreter Training 202 – Cultural Issues of the Deaf Community

Units: 3 Lecture: 3 hours Faculty Load: 20%

Recommended Preparation: eligibility for English 2R

Credit, degree applicable

This course is designed to explore the anthropologic, political, and linguistic aspects of the culture of the deaf. Discussion and topics will provide the student with an understanding of the issues of being a deaf individual in a hearing world and trends of the deaf culture.

CHANGE IN MAJOR

1. Sign Language/Interpreter Training

Current Status/Proposed Change

Sign Language/Interpreter Training 15, 16, 17A, 17B, 18A, 18B, 19, 20, 201 or 202, 214, 263, 264; choose one: Child Development 4, Speech Communication 1, Theatre 8, 30

Totals Units: 32

CHANGE IN CERTIFICATE OF COMPETENCE

1. Sign Language/Interpreter Training

Current Status/Proposed Change

A Certificate of Competence will be granted to the student who completes the following courses with a minimum grade average of B: Sign Language/Interpreter Training 15, 16, 17A, 17B, 18A, 18B, 19, 20, 201, or 202, 214, 263, 264, English 1A; choose one: Child Development 4, Speech Communication 1, Theatre 8, 30

Total Units: 36

MATHEMATICAL SCIENCES DIVISION

CHANGES IN DESCRIPTIVE TITLE, CONDITIONS OF ENROLLMENT (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation), CATALOG DESCRIPTION, COURSE CONTENT

Current Status/Proposed Change

1. Computer Science 30 – ~~Advanced~~ Programming in C++

Prerequisite: Computer Science 2 or ~~Computer Science 25~~ with a minimum grade of C in prerequisite

This course presents a detailed **an advanced** coverage of the C++ programming language. Topics presented include **classes, constructors, destructors, member functions,** templates, **and the Standard Template Library, abstract data types, data abstraction, operator-overloading,** inheritance, **friend functions,** virtual functions, **multiple inheritance,** and **virtual base classes.** **and an introduction to** **An emphasis** will be placed on **object-oriented programming.**

CHANGES IN CATALOG DESCRIPTION, CSU GENERAL EDUCATION REQUIREMENT; COURSE REVIEW

1. Mathematics 110 – Mathematics for Elementary School Teachers – The Real Number System

Current Status/Proposed Change

CSU General Education Requirement – Area B.3.

This course, **is** designed for preservice elementary school teachers. **The course** will examine **six** content areas: Numeration (historical development of numeration systems); Set Theory (**descriptions of sets,** operations of sets, Venn Diagrams); Number Theory (divisibility, primes and composites, greatest common divisor, least common multiple); Patterns (**number arithmetic** and geometric **patterns**); Properties of **Real** Numbers (whole numbers, integers, rational numbers, and models for teaching binary operations); and Problem Solving (strategies and models **to solve problems**).

CHANGES IN DESCRIPTIVE TITLE, CATALOG DESCRIPTION, CSU GENERAL EDUCATION REQUIREMENT; COURSE REVIEW

Current Status/Proposed Change

1. Mathematics 111 – Mathematics for Elementary School Teachers – Geometry, Probability, and Statistics

CSU General Education Requirement – Area B.3.

This course, **is** designed for preservice elementary school teachers. **The course** will examine four content areas: Geometry (plane, solid, and coordinate geometry, congruence, similarity, and tessellations); Measurement and Estimation (**units of length, area, and volume**); Statistics (graphs, measures of central tendency, **normal distribution**); and Probability (single and multistaged events, odds and expected values, **and normal distributions**).

NATURAL SCIENCES DIVISION

DISTANCE EDUCATION COURSE VERSION UPDATE

1. Geology 1 – Physical Geology (Online)

NEW DISTANCE EDUCATION COURSE VERSION

1. Oceanography 10 – Introduction to Oceanography (Online)

Agenda for the El Camino Community College District Board of Trustees
From
Student and Community Advancement
Patricia F. Caldwell, Ph.D., Vice President

	<u>Page No.</u>
A. Student Field Trip.....	1
B. Community Education Programs for spring 2003.....	1, 4-27
C. El Camino College Chorale Performance.....	1
D. Forensics Team Tournament for spring 2003.....	1
E. El Camino College Pep Squad Competitions for spring 2003.....	2
F. Grant – Information.....	2
G. Child Development Center Resolution	2, 28
H. Board Policy 5205 – Student Accident Insurance – First Reading.....	3, 29
I. Board Policy 5055 – Enrollment Priorities – Second Reading and Adoption.....	3, 30
J. Board Policy 5300 – Student Equity – Second Reading and Adoption.....	3, 31
K. Revised Board Policy 5500 – Standards of Student Conduct – Second Reading and Adoption.....	3, 32-33
L. Revised El Camino Community College District School Calendar 2003-2004.....	3, 34

**** Items J. & K. withdrawn and no substitutions were made.**

A. STUDENT FIELD TRIP

It is recommended that the Board approve the following student field for Project Success students. The purpose of the trip is to provide university experience and exposure to transfer options.

February 14, 2003 – E. Elaine Moore – University of California at Riverside, Riverside, California. Estimated students 30. Depart 8am; return 5pm. Transportation by bus.

B. COMMUNITY EDUCATION PROGRAM FOR SPRING 2003

It is recommended that the Board approve the Community Education Program for spring 2003 as shown on pages 4-27. It is further recommended that payment to the instructor for the class be based on specifications in the contract. The specification is either 1) a 50-50 split revenue collected from student enrollments after a 30% overhead fee is deducted from the gross amount of enrollment fees collected; OR 2) a percentage split of revenue or hourly rate deemed appropriate by mutual agreement.

C. EL CAMINO COLLEGE CHORALE PERFORMANCE

It is recommended that the Board approve attendance for the following students to perform at Carnegie Hall, New York City, New York, April 9-14, 2003. Expenses will be paid by each participant with support from fund raising activities and support from Auxiliary Services not to exceed \$4,300. Dr. Joanna Nacheff, Director.

Carlos Ahmad, Jeremiah Allen, Leah Anderson, Myra Awad, Christine Burris, Emily Callahan, Leslie Cruel, Francine Davey, Nedra Ford, Agnes Garcia, Patrice Hamilton, Mary Holdefer, Mandy Juarez, Susan Kabelitz, Anne Kazarian, DeForest Kirkwood, Laura Krothapalli, Candace Lee, Colleen Magera, Edwin Rohweller, Rodney Rose, Apryl Ryder, Crystal Sepulveda, Jennifer Schwartz, Ashley Stanbury, Rod Tan, Chris Tormo, Christina Van Hook, Joseph Ward, Charles Welker

D. FORENSICS TEAM TOURNAMENT FOR SPRING 2003

It is recommended that the following Forensics Team Tournaments for spring 2003 be approved. Expenses to be paid from Auxiliary Services funds. Francesca Bishop or Mark Crossman will attend as advisors.

<u>Date</u>	<u>Tournament</u>	<u>Location</u>	<u>Cost*</u>
Jan 2-3, 2003	Titan Invitational	CalState University Fullerton	\$ 700
Jan 25-26, 2003	Long Beach Invitational	CalState University Long Beach	\$ 700
Feb 2-3, 2003	Sunset Cliffs Classic	Point Loma, San Diego	\$3,000

It is further requested that the following students be approved as participants:

Brian Neesby, Tamsen Francis, Jessalee Samar, Carl Uebelhart, Brad Rumery, Hugh Carlson, Joanna Lamkins, Grace Wilson, Ryan Stalder, Stephanie Rhodes, John Suzuki, Mark Urista, Rideaux Baldwin, Andrea Danihel, Cameron Samimi

E. EL CAMINO COLLEGE PEP SQUAD COMPETITIONS FOR SPRING 2003

It is recommended that the Board approve attendance of the El Camino College Pep Squad to attend the following two Cheer and Dance National Championship Competitions during the spring 2003: 1) February 7-10, 2003, Las Vegas, Nevada and 2) April 4-7, 2003, Daytona Beach, Florida. Expenses in the amount of \$4,000 will be paid from the Auxiliary Championship fund. The Pep Squad will obtain by fund-raising the additional funding needed to pay for the two trips. Sacha Bryant, ECC Pep Squad Advisor and Coach.

Carlos Perez, Gabriel Perez, Daniel Sandoval, Brian Meredith, Tresvon, Roger Gomez, Quatina Burt, Haidee Jonas, Megan Cunningham, Marisol Barraza, Christina Wood, Jenna Alarcom, Sarah Schuster, Kim Wallis, Kim Bunce, Hazuki Miya, Kendra Wisner, Lara Sheridan, Yolanda Jordan, Darryl Curtis

F. GRANT - INFORMATION

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

United States Department of State, Bureau of Educational & Cultural Affairs – Preparing Educators for the Global Society. The proposed faculty exchange program between El Camino College and the University of Silesia, Cieszyn Branch focuses on strengthening both institutions' Teacher Education programs. The participating El Camino College faculty will assist the Polish partner in infusing new methodologies into existing courses, and in developing new courses on diversity and multiculturalism. They will also integrate international perspectives into their own teacher education courses at El Camino College.

Amount of Grant Funding from Granting Agency:	\$ 97,192
Amount of College Match (In-kind):	<u>\$122,476</u>
Total Amount of Grant:	\$219,668
Performance Period:	September 1, 2003 through August 31, 2006

G. CHILD DEVELOPMENT CENTER INSTRUCTIONAL MATERIALS CONTRACT

It is recommended that the Board approve the Resolution that comes from the California State Department of Education. The purpose of the Resolution is to certify the approval of the governing board to enter into an agreement with the California State Department of Education for the purpose of providing funds for one-time only instructional supplies during fiscal year 2002-2003. During fiscal year 2002-2003, the District will be required to sign various documents from the California State Department of Education regarding the El Camino College Child Development Center. This Resolution, shown on page 28, entitles appropriate District personnel to initiate and authorize required transactions.

H. BOARD POLICY 5205 – STUDENT ACCIDENT INSURANCE -

First Reading

It is recommended that the Board receive for First Reading Board Policy 5205 – Student Accident Insurance as shown on page 29.

I. BOARD POLICY 5055 – ENROLLMENT PRIORITIES –

Second Reading and Adoption

It is recommended that the Board receive for Second Reading and Adoption Board Policy 5055 – Enrollment Priorities as shown on page 30.

J. BOARD POLICY 5300 – STUDENT EQUITY – Second Reading and Adoption

It is recommended that the Board received for Second Reading and Adoption Board Policy 5300 – Student Equity as shown on page 31.

K. REVISED BOARD POLICY 5500 – STANDARDS OF STUDENT CONDUCT -
Second Reading and Adoption

It is recommended that the Board receive for Second Reading and Adoption Board Policy 5500 – Standards of Student Conduct as shown on page 32.

L. REVISED EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL CALENDAR FOR 2003-2004

It is recommended that the Board approve the following change in the El Camino Community College District School Calendar for 2003-2004 to show November 29 and 30, 2003 as non-class days, campus closed, as shown on page 34. No other changes to the Calendar. (Previously Board approved May 20, 2002.)

**** Items J. & K. withdrawn and no substitutions were made.**

Board of Trustees Community Ed Schedule Spring 2003		E-empl								
Title	Instructor	E/N	#mtgs	First	Day	Start	End	Add'l Dates	Room	
Become a Notary Public in 8 hrs	Notary Public Sem	N-non	2	2/18	T,Th	6:30 PM	9:30 PM	2/20; (S-2/22 9-11a SS106 test)	SS112	
What Were You Born to Do	Adney, Curtis	N-non	1	3/1	Sat	1:00 PM	5:00 PM		SS111	
Natural "A's"	Adney, Curtis	N-non	1	3/1	Sat	9:00 AM	12:00 PM		SS111	
Beginning Yoga	Anderson, David	N-non	12	2/22	Sat	10:30 AM	12:00 PM	thru 5/17; no class 4/12	PE2	
AMA: Leadership Skills/Mgrs	Barnes, Hughie	N-non	5	4/16	Wed	6:30 PM	9:30 PM	4/23,30,5/7,14	BTC	
HT Become a Special Event/Wedding Planner	Binder, Farla	N-non	1	2/25	Tues	6:30 PM	9:30 PM		SS105	
Fundamentals of Export	CITD	N-non	2	2/26	Wed	6:30 PM	9:30 PM	3/5	BTC	
Finding & Entering New Expt Mkts	CITD	N-non	2	3/19	Wed	6:30 PM	9:30 PM	3/26	BTC	
Import Trade Essentials	CITD	N-non	2	4/9	Wed	6:30 PM	9:30 PM	4/16	BTC	
Internet Export Marketing	CITD	N-non	2	4/30	Wed	6:30 PM	9:30 PM	5/7	BTC	
Double Your Achievement IQ	Claire, Marian	N-non	1	4/23	Wed	6:30 PM	9:30 PM		MU133	
Got Rhythm? Music Appreciation for Beginners	Dressler, Brian	N-non	1	3/11	Tues	7:00 PM	9:00 PM	3/18, 3/25	BSC338	
Creating Web Pages (HTML)	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	On line	
Intermed Web Pgs (formerly Adv.)	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	On line	
Advanced Web Pages	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	On line	
Intro to Flash MX	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	On line	
Intro to Adobe Acrobat	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	On line	
Creating Web Graphics	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online	
Intro to Dreamweaver 4	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online	
Achieving Top Search Engine Positions	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online	
Getting Organized with Outlook	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online	

Digital Photography Output	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online
Intro to Adobe Premier 6	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online
Intro to PC Troubleshooting	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online
Beginning Excel	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online
Intermed Excel	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online
Beginning Access	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online
Intermed Access	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online
Beginning Word	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online
Intermed Word	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online
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Windows File & Disk Mgmt	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online
Intro to QuickBooks	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online
Intro to SQL	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online
Intro to Oracle	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online
Intro to Visual Basic 6.0	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online
Intro to Networking	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online
Intermed Networking	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online
Basic A+ Certification Prep	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online
Intermed A+ Certification Prep	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online
Advanced A+ Certification Prep	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online
Fundamentals of Technical Writing	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online
Keys to Effective Editing	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online
Adventures in Editing	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online
Writeriffic: Creativity Training for Writers	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online
eBook Publishing Essentials	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online
Write Your Life Story	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online
History of Women Writers	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online

Travel Writing	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	Online
Leadership Development	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online
High Powered Communication	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online
Individual Excellence 4 Career Enhancement	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online
Grammar Refresher	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online
Philosophy for the Millennium	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online
A to Z Grantwriting	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online
Debt Elimination Tech. That work	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online
Discover Digital Photography	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online
Genealogy Basics	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online
Speed Reading the Merrill Ream Way	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online
Medical Terminology:Word Assn	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online
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ProjMgmt4: Human Element	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online
ProjMgmt5: Putting it Together	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online
Creacion de Paginas Web	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online
Intro a Programacion Java 2	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online
Intro a Internet	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online

Intro a Word	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online
Intro a Excel	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online
Intro a Quickbooks	Ed 2 Go	N-non	12	2/12	W,F			thru 3/15	online
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Intro to Visual Basic 6.0	Ed 2 Go	N-non	12	3/12	W,F			thru 4/19	online

Intro to Networking	Ed 2 Go	N-non	12	3/12	W,F			thru 4/19	online
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Creacion de Paginas Web	Ed 2 Go	N-non	12	3/12	W,F			thru 4/19	online
Intro a Programacion Java 2	Ed 2 Go	N-non	12	3/12	W,F			thru 4/19	online
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Intro a Word	Ed 2 Go	N-non	12	3/12	W,F			thru 4/19	online
Intro a Excel	Ed 2 Go	N-non	12	3/12	W,F			thru 4/19	online
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Beginning Excel	Ed 2 Go	N-non	12	4/9	W,F			thru 5/16	online

Intermed Excel	Ed 2 Go	N-non	12	4/9	W,F			thru 5/16	Online
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Adventures in Editing	Ed 2 Go	N-non	12	4/9	W,F			thru 5/16	online
Writeriffic: Creativity Training for Writers	Ed 2 Go	N-non	12	4/9	W,F			thru 5/16	online
eBook Publishing Essentials	Ed 2 Go	N-non	12	4/9	W,F			thru 5/16	online
Write Your Life Story	Ed 2 Go	N-non	12	4/9	W,F			thru 5/16	online
History of Women Writers	Ed 2 Go	N-non	12	4/9	W,F			thru 5/16	online
Travel Writing	Ed 2 Go	N-non	12	4/9	W,F			thru 5/16	online
Leadership Development	Ed 2 Go	N-non	12	4/9	W,F			thru 5/16	online
High Powered Communication	Ed 2 Go	N-non	12	4/9	W,F			thru 5/16	online
Individual Excellence 4 Career Enhancement	Ed 2 Go	N-non	12	4/9	W,F			thru 5/16	online

Grammar Refresher	Ed 2 Go	N-non	12	4/9	W,F			thru 5/16	Online
Philosophy for the Millennium	Ed 2 Go	N-non	12	4/9	W,F			thru 5/16	online
A to Z Grantwriting	Ed 2 Go	N-non	12	4/9	W,F			thru 5/16	online
Debt Elimination Tech. That work	Ed 2 Go	N-non	12	4/9	W,F			thru 5/16	online
Discover Digital Photography	Ed 2 Go	N-non	12	4/9	W,F			thru 5/16	online
Genealogy Basics	Ed 2 Go	N-non	12	4/9	W,F			thru 5/16	online
Speed Reading the Merrill Ream Way	Ed 2 Go	N-non	12	4/9	W,F			thru 5/16	online
Medical Terminology:Word Assn	Ed 2 Go	N-non	12	4/9	W,F			thru 5/16	online
HT Buy/Lease Car like a pro	Ed 2 Go	N-non	12	4/9	W,F			thru 5/16	online
Accounting Fundamentals	Ed 2 Go	N-non	12	4/9	W,F			thru 5/16	online
Creating a Successful Bus. Plan	Ed 2 Go	N-non	12	4/9	W,F			thru 5/16	online
Start Your Own Consulting Practice	Ed 2 Go	N-non	12	4/9	W,F			thru 5/16	online
Admin Asst Fundamentals	Ed 2 Go	N-non	12	4/9	W,F			thru 5/16	online
Understanding HR Functions	Ed 2 Go	N-non	12	4/9	W,F			thru 5/16	online
Project Management @ e-Speed	Ed 2 Go	N-non	12	4/9	W,F			thru 5/16	online
Intro to Business Analysis	Ed 2 Go	N-non	12	4/9	W,F			thru 5/16	online
ProjMgmt1: Intro & Overview	Ed 2 Go	N-non	12	4/9	W,F			thru 5/16	online
ProjMgmt2: Plan, Execute,Control	Ed 2 Go	N-non	12	4/9	W,F			thru 5/16	online
ProjMgmt3: Techniques	Ed 2 Go	N-non	12	4/9	W,F			thru 5/16	online
ProjMgmt4: Human Element	Ed 2 Go	N-non	12	4/9	W,F			thru 5/16	online
ProjMgmt5: Putting it Together	Ed 2 Go	N-non	12	4/9	W,F			thru 5/16	online
Creacion de Paginas Web	Ed 2 Go	N-non	12	4/9	W,F			thru 5/16	online
Intro a Programacion Java 2	Ed 2 Go	N-non	12	4/9	W,F			thru 5/16	online
Intro a Internet	Ed 2 Go	N-non	12	4/9	W,F			thru 5/16	online
Intro a Word	Ed 2 Go	N-non	12	4/9	W,F			thru 5/16	online
Intro a Excel	Ed 2 Go	N-non	12	4/9	W,F			thru 5/16	online
Intro a Quickbooks	Ed 2 Go	N-non	12	4/9	W,F			thru 5/16	online
Creating Web Pages (HTML)	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online

Intermed Web Pgs (formerly Adv.)	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	Online
Advanced Web Pages	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Intro to Flash MX	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Intro to Adobe Acrobat	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Creating Web Graphics	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Intro to Dreamweaver 4	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Achieving Top Search Engine Positions	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Getting Organized with Outlook	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Digital Photography Output	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Intro to Adobe Premier 6	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Intro to PC Troubleshooting	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Beginning Excel	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Intermed Excel	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Beginning Access	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Intermed Access	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Beginning Word	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Intermed Word	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Advanced Word	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Intermediate PowerPoint 2002	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Windows File & Disk Mgmt	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Intro to QuickBooks	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Intro to SQL	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Intro to Oracle	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Intro to Visual Basic 6.0	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Intro to Networking	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Intermed Networking	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Basic A+ Certification Prep	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Intermed A+ Certification Prep	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online

Advanced A+ Certification Prep	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	Online
Fundamentals of Technical Writing	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Keys to Effective Editing	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Adventures in Editing	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Writeriffic: Creativity Training for Writers	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
eBook Publishing Essentials	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Write Your Life Story	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
History of Women Writers	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Travel Writing	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Leadership Development	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
High Powered Communication	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Individual Excellence 4 Career Enhancement	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Grammar Refresher	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Philosophy for the Millennium	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
A to Z Grantwriting	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Debt Elimination Tech. That work	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Discover Digital Photography	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Genealogy Basics	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Speed Reading the Merrill Ream Way	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Medical Terminology:Word Assn	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
HT Buy/Lease Car like a pro	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Accounting Fundamentals	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Creating a Successful Bus. Plan	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Start Your Own Consulting Practice	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Admin Asst Fundamentals	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Understanding HR Functions	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Project Management @ e-Speed	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online

Intro to Business Analysis	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	Online
ProjMgmt1: Intro & Overview	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
ProjMgmt2: Plan, Execute,Control	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
ProjMgmt3: Techniques	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
ProjMgmt4: Human Element	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
ProjMgmt5: Putting it Together	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Creacion de Paginas Web	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Intro a Programacion Java 2	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Intro a Internet	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Intro a Word	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Intro a Excel	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Intro a Quickbooks	Ed 2 Go	N-non	12	5/21	W,F			thru 6/27	online
Various	Ed 2 Go	N	12	TBA	W,F				Online
Various	Ed 2 Go	N	12	TBA	W,F				Online
Various	Ed 2 Go	N	12	TBA	W,F				Online
Various	Ed 2 Go	N	12	TBA	W,F				Online
Various	Ed 2 Go	N	12	TBA	W,F				Online
Various	Ed 2 Go	N	12	TBA	W,F				Online
Various	Ed 2 Go	N	12	TBA	W,F				Online
Various	Ed 2 Go	N	12	TBA	W,F				Online
Various	Ed 2 Go	N	12	TBA	W,F				Online
Various	Ed 2 Go	N	12	TBA	W,F				Online
Various	Ed 2 Go	N	12	TBA	W,F				Online
Various	Ed 2 Go	N	12	TBA	W,F				Online
Various	Ed 2 Go	N	12	TBA	W,F				Online
Various	Ed 2 Go	N	12	TBA	W,F				Online
Various	Ed 2 Go	N	12	TBA	W,F				Online

Various	Ed 2 Go	N	12	TBA	W,F				Online
Various	Ed 2 Go	N	12	TBA	W,F				Online
Various	Ed 2 Go	N	12	TBA	W,F				Online
Various	Ed 2 Go	N	12	TBA	W,F				Online
Various	Ed 2 Go	N	12	TBA	W,F				Online
Various	Ed 2 Go	N	12	TBA	W,F				Online
Various	Ed 2 Go	N	12	TBA	W,F				Online
Various	Ed 2 Go	N	12	TBA	W,F				Online
Various	Ed 2 Go	N	12	TBA	W,F				Online
Various	Ed 2 Go	N	12	TBA	W,F				Online
Various	Ed 2 Go	N	12	TBA	W,F				Online
Bkping Ser: Journals & GL Posting	Farmer, Kevin	N-non	1	3/11	Tues	6:30 PM	9:30 PM		Inglwd Ctr
Bkping Ser: Income Stmt Analysis	Farmer, Kevin	N-non	1	3/18	Tues	6:30 PM	9:30 PM		Inglwd Ctr
Bkping Ser: Balance Sht Analysis	Farmer, Kevin	N-non	1	3/25	Tues	6:30 PM	9:30 PM		Inglwd Ctr
QuickBooks Quick Start	Farmer, Kevin	N-non	2	4/1	Tues	6:30 PM	9:30 PM	4/8	Inglwd Ctr
Floristry Training Cert-Course 2	Fink, Roxana	N-non	9	2/15	Sat	9:00 AM	12:30 PM	through 4/12	ART15
Floristry Training Cert-Course 3	Fink, Roxana	N-non	9	4/26	Sat	9:00 AM	12:30 PM	through 6/21	ART15
Financial Strat 4 Successful Retirement	Garvin, Calvin	N-non	4	3/18	Tues	6:00 PM	9:00 PM	3/25, 4/1	SS209
Financial Strat 4 Successful Retirement	Garvin, Calvin	N-non	4	3/20	Thur	6:00 PM	9:00 PM	3/27, 4/3	SS209
Hypnotherapy as a Career	Genco, Frank	N-non	10	3/10	Mon	7:00 PM	10:00 PM	3/17,24,31,4/1,14,21,28,5/6,12,19	SS112
Think Thin, Be Thin, Stay Thin	Genco, Frank	N-non	1	3/20	Thur	7:00 PM	9:30 PM		MU133
Neg 1:Art of Getting What You Want	Georgen, Pearl	N-non	1	2/26	Wed	6:30 PM	9:30 PM		MU211
Neg 2:How to Talk, What to Say	Georgen, Pearl	N-non	1	3/5	Wed	6:30 PM	9:30 PM		MU211
Neg 3:Mastery of the Art	Georgen, Pearl	N-non	1	3/12	Wed	6:30 PM	9:30 PM		MU211
Neg 4: Resolving Critical Issues	Georgen, Pearl	N-non	1	3/19	Wed	6:30 PM	9:30 PM		MU211
Neg 5: Secrets-Effective Persuasion	Georgen, Pearl	N-non	1	3/26	Wed	6:30 PM	9:30 PM		MU211
Neg 6: Power Strategies	Georgen, Pearl	N-non	1	4/2	Wed	6:30 PM	9:30 PM		MU211

Neg 7: Putting It Together	Georgen, Pearl	N-non	1	4/16	Wed	6:30 PM	9:30 PM		MU211
Herb Gardening for Beginners	Gerber, Judy	N-non	1	4/5	Sat	9:00 AM	12:00 PM		SS104
Handmade Papermaking-Paper Casting	Goodwin, Jane	N-non	1	4/26	Sat	9:00 AM	12:00 PM		ART7
Soap Bubble Soapmaking Workshop	Goodwin, Jane	N-non	1	4/26	Sat	1:00 PM	4:00 PM		ART7
Aromatherapy & Bath Shoppe	Goodwin, Jane	N-non	1	5/3	Sat	9:00 AM	12:00 PM		ART7
HT Make 100 Unique Gift Baskets	Goodwin, Jane	N-non	1	5/3	Sat	1:00 PM	4:00 PM		ART7
Keyboards Kool 'n Kwik	Hardman, Patrick	N-non	1	3/8	Sat	9:00 AM	12:00 PM		BUS5
Instant Piano	Hardman, Patrick	N-non	1	3/8	Sat	1:00 PM	4:00 PM		BUS5
Building Hi-Performance Teams	Harris, Shirley	N-non	5	3/11	Tues	6:30 PM	9:30 PM	3/18,25,4/1,8	BTC
Mastering Cust. Srv. On Phone	Harris, Shirley	N-non	1	3/12	Wed	6:30 PM	9:30 PM		BSC305
Delivering Dynamic Cust Srv	Harris, Shirley	N-non	1	3/19	Wed	6:30 PM	9:30 PM		BSC305
Effective Interpers Relations at Work	Harris, Shirley	N-non	1	3/26	Wed	6:30 PM	9:30 PM		BSC305
Managing & Achieving Org Goals	Harris, Shirley	N-non	5	4/15	Tues	6:30 PM	9:30 PM	4/22,4/29,5/6,13	BTC
Intro to Supervision	Harris, Shirley	N-non	1	4/16	Wed	6:30 PM	9:30 PM		BSC305
Effective Comm for Spvrs & Mgrs	Harris, Shirley	N-non	1	4/23	Wed	6:30 PM	9:30 PM		BSC305
Performance Management	Harris, Shirley	N-non	1	4/30	Wed	6:30 PM	9:30 PM		BSC305
SAT Preparation	Hines, Fredrick	N-non	4	3/1	Sat	10:00 AM	1:00 PM	3/8,15,22	SS204
SAT Preparation	Hines, Fredrick	N-non	4	3/29	Sat	10:00 AM	1:00 PM	4/5,12,26	SS204
SAT Preparation	Hines, Fredrick	N-non	4	5/3	Sat	10:00 AM	1:00 PM	5/10,17,31	SS204
Introduction to Office XP	Hughes, Charles	N-non	4	2/22	Sat	9:00 AM	12:30 PM	3/1,3/8,3/15	BUS9,11
SBS: Overview/Getting Started	J & B Financial Constulting	N-non	1	3/5	Wed	6:30 PM	9:30 PM		SBDC
SBS: Operations & Management	J & B Financial Constulting	N-non	1	3/12	Wed	6:30 PM	9:30 PM		SBDC
SBS: Planning for Success/Bus Plan	J & B Financial Constulting	N-non	1	3/19	Wed	6:30 PM	9:30 PM		SBDC

SBS: Marketing, Sales & Promo	J & B Financial Constulti ng	N- non	1	3/26	Wed	6:30 PM	9:30 PM		SBDC
SBS: Finances & Record Keeping	J & B Financial Constulti ng	N- non	1	4/2	Wed	6:30 PM	9:30 PM		SBDC
HT Self-Publish Your Book \$200	Johnson, Belma	N- non	1	5/10	Sat	10:00 AM	3:00 PM		SS104
Professional Image	Koze, John	N- non	1	3/18	Tues	6:30 PM	9:30 PM		SS105
Making Time for Time Mgmt	Koze, John	N- non	1	3/25	Tues	6:30 PM	9:30 PM		SS105
Discovering Leadership Style	Koze, John	N- non	1	4/1	Tues	6:30 PM	9:30 PM		SS105
Strat for Setting/Achieving Goals	Koze, John	N- non	1	4/15	Tues	6:30 PM	9:30 PM		SS105
Tools/Tech. Problem Solving	Koze, John	N- non	1	4/22	Tues	6:30 PM	9:30 PM		SS105
Ballet & Lyrical Conditioning	Lee, Angelina	N- non	10	3/1	Sat	12:15 PM	1:45 PM	thru 5/10, no class 4/12	PE230
Effective Fund Raising	Levine, Janet	N- non	1	3/8	Sat	9:00 AM	1:00 PM		SS104
Essentials of Successful Grantwriting	Levine, Janet	N- non	2	3/29	Sat	9:00 AM	4:00 PM	4/5	SS203
Real Estate Appraisal	Levitan, Les	N- non	1	2/26	Wed	6:30 PM	9:30 PM		TorrC C
Tai Chi Chuan	Liu, Benny	N- non	5	2/22	Sat	9:00 AM	10:15 AM	thru 3/22	PE230
Tai Chi Chuan	Liu, Benny	N- non	5	5/3	Sat	9:00 AM	10:15 AM	thru 6/7	PE230
Intermediate Yoga	Market, Simone	N- non	12	2/22	Sat	9:00 AM	10:15 AM	thru 5/17; no class 4/12	PE2
HT Sharpen Your Bus Writing Skills	McClinto k, Roni	N- non	5	3/6	Thur	6:30 PM	9:30 PM	3/13, 20,27, 4/3	BTC
Ethics in Business	McClinto k, Roni	N- non	1	4/17	Thur	6:30 PM	9:30 PM		SS209
Let's Spell It Right	Mikels, Dan	N- non	1	3/1	Sat	9:00 AM	12:00 PM		SS104
Memory Power & Study Skills	Mikels, Dan	N- non	1	3/1	Sat	1:00 PM	4:00 PM		SS104
Clutterology	Miller, Nancy	N- non	1	3/4	Tues	6:30 PM	9:30 PM		SS206
HT Become a Mystery Shopper	Moran, Elaine	N- non	1	4/29	Tues	6:30 PM	9:30 PM		TorrC C
Belly Dancing-Mixed Levels	Nakano, Jeane	N- non	5	3/8	Sat	10:30 AM	12:00 PM	thru 4/5	PE230

Belly Dancing-Mixed Levels	Nakano, Jeane	N-non	5	4/26	Sat	10:30 AM	12:00 PM	thru 6/7 no class 5/24	PE230
Become a Notary Public in 8 hrs	Notary Public Sem	N-non	2	5/13	T,Th	6:30 PM	9:30 PM	5/15; (S-5/17 9-11a SS106 test)	SS112
Earn Big \$\$ Freelance Bookkeeper	Railsback, Sherrie	N-non	1	3/3	Mon	6:30 PM	9:30 PM		SS109
HT Talk to Practically Anybody	Railsback, Sherrie	N-non	1	3/10	Mon	6:30 PM	9:30 PM		SS111
Making a Fortune Buying Distessed...	Reddick, Marshall	N-non	1	3/9	Sun	9:00 AM	3:30 PM		BUS2
Reiki 1: Intro to Energy Healing	Rientord, Marie	N-non	1	4/5	Sat	10:00 AM	6:00 PM		SS108
Fair, Square & Legal: Mgrs Guide...	Rose, Shelley	N-non	5	5/1	Thur	6:30 PM	9:30 PM	5/8,15, 22,29	BTC
Creating Lo-Cost,Hi-Profit Info to Sell	Rounds, Mike	N-non	1	3/4	Tues	6:30 PM	9:30 PM		SS209
File Management & Troubleshooting	Rue, Jim	N-non	1	3/15	Sat	9:00 AM	4:00 PM		BUS4
Dsktp Comp Security, Home/sml Bus	Rue, Jim	N-non	1	3/29	Sat	9:00 AM	4:00 PM		BUS4
Developmental Reading GR 2-6	SCRM	N-non	4	1/6	Mon	3:30 PM	5:30 PM	1/13, 21,27	off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	1/6	Mon	5:30 PM	7:30 PM	1/13, 21,27	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	1/6	Mon	3:30 PM	5:30 PM	1/13, 21,27	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	1/6	Mon	5:30 PM	7:30 PM	1/13, 21,27	off-campus
Reading & Math Skills Gr 4-8	SCRM	N-non	4	1/6	Mon	3:30 PM	5:30 PM	1/13, 21,27	off-campus
Reading & Math Skills Gr 4-8	SCRM	N-non	4	1/6	Mon	5:30 PM	7:30 PM	1/13, 21,27	off-campus
Algebra 1	SCRM	N-non	4	1/6	Mon	3:30 PM	5:30 PM	1/13, 21,27	off-campus
Algebra 1	SCRM	N-non	4	1/6	Mon	5:30 PM	7:30 PM	1/13, 21,27	off-campus
Academic Testing	SCRM	N-non	4	1/6	TBA				off-campus

Developmental Reading GR 2-6	SCRM	N-non	4	1/7	Tues	3:30 PM	5:30 PM	1/14, 21,28	off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	1/7	Tues	5:30 PM	7:30 PM	1/14, 21,28	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	1/7	Tues	3:30 PM	5:30 PM	1/14, 21,28	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	1/7	Tues	5:30 PM	7:30 PM	1/14, 21,28	off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	1/8	Wed	3:30 PM	5:30 PM	1/15, 22, 29	off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	1/8	Wed	5:30 PM	7:30 PM	1/15, 22,29	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	1/8	Wed	3:30 PM	5:30 PM	1/15, 22, 29	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	1/8	Wed	5:30 PM	7:30 PM	1/15, 22,29	off-campus
Reading & Math Skills Gr 4-8	SCRM	N-non	4	1/8	Wed	3:30 PM	5:30 PM	1/15, 22, 29	off-campus
Reading & Math Skills Gr 4-8	SCRM	N-non	4	1/8	Wed	5:30 PM	7:30 PM	1/15, 22,29	off-campus
Algebra 1	SCRM	N-non	4	1/8	Wed	3:30 PM	5:30 PM	1/15, 22, 29	off-campus
Algebra 1	SCRM	N-non	4	1/8	Wed	5:30 PM	7:30 PM	1/15, 22,29	off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	1/9	Thur	3:30 PM	5:30 PM	1/16, 24, 30	off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	1/9	Thur	5:30 PM	7:30 PM	1/16, 24, 30	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	1/9	Thur	3:30 PM	5:30 PM	1/16, 24, 30	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	1/9	Thur	5:30 PM	7:30 PM	1/16, 24, 30	off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	2/3	Mon	3:30 PM	5:30 PM	2/10,21 Fri,24	off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	2/3	Mon	5:30 PM	7:30 PM	2/10, 21 Fri, 24	off-campus

Reading & Math Skills Gr 1-3	SCRM	N-non	4	2/3	Mon	3:30 PM	5:30 PM	2/10,21 Fri,24	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	2/3	Mon	5:30 PM	7:30 PM	2/10,21 Fri,24	off-campus
Reading & Math Skills Gr 4-8	SCRM	N-non	4	2/3	Mon	3:30 PM	5:30 PM	2/10,21 Fri,24	off-campus
Reading & Math Skills Gr 4-8	SCRM	N-non	4	2/3	Mon	5:30 PM	7:30 PM	2/10,21 Fri,24	off-campus
Algebra 1	SCRM	N-non	4	2/3	Mon	3:30 PM	5:30 PM	2/10,21 Fri,24	off-campus
Algebra 1	SCRM	N-non	4	2/3	Mon	5:30 PM	7:30 PM	2/10,21 Fri,24	off-campus
Academic Testing	SCRM	N-non	4	2/3	TBA				off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	2/4	Tues	3:30 PM	5:30 PM	2/11,18,25	off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	2/4	Tues	5:30 PM	7:30 PM	2/11,18,25	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	2/4	Tues	3:30 PM	5:30 PM	2/11,18,25	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	2/4	Tues	5:30 PM	7:30 PM	2/11,18,25	off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	2/5	Wed	3:30 PM	5:30 PM	2/12,19,26	off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	2/5	Wed	5:30 PM	7:30 PM	2/12,19,26	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	2/5	Wed	3:30 PM	5:30 PM	2/12,19,26	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	2/5	Wed	5:30 PM	7:30 PM	2/12,19,26	off-campus
Reading & Math Skills Gr 4-8	SCRM	N-non	4	2/5	Wed	3:30 PM	5:30 PM	2/12,19,26	off-campus
Reading & Math Skills Gr 4-8	SCRM	N-non	4	2/5	Wed	5:30 PM	7:30 PM	2/12,19,26	off-campus
Algebra 1	SCRM	N-non	4	2/5	Wed	3:30 PM	5:30 PM	2/12,19,26	off-campus

January 21, 2003

Algebra 1	SCRM	N-non	4	2/5	Wed	5:30 PM	7:30 PM	2/12,19,26	off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	2/6	Thur	3:30 PM	5:30 PM	2/13,20,27	off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	2/6	Thur	5:30 PM	7:30 PM	2/13,20,27	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	2/6	Thur	3:30 PM	5:30 PM	2/13,20,27	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	2/6	Thur	5:30 PM	7:30 PM	2/13,20,27	off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	3/3	Mon	3:30 PM	5:30 PM	3/10,17,24	off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	3/3	Mon	5:30 PM	7:30 PM	3/10,17,24	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	3/3	Mon	3:30 PM	5:30 PM	3/10,17,24	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	3/3	Mon	5:30 PM	7:30 PM	3/10,17,24	off-campus
Reading & Math Skills Gr 4-8	SCRM	N-non	4	3/3	Mon	3:30 PM	5:30 PM	3/10,17,24	off-campus
Reading & Math Skills Gr 4-8	SCRM	N-non	4	3/3	Mon	5:30 PM	7:30 PM	3/10,17,24	off-campus
Algebra 1	SCRM	N-non	4	3/3	Mon	3:30 PM	5:30 PM	3/10,17,24	off-campus
Algebra 1	SCRM	N-non	4	3/3	Mon	5:30 PM	7:30 PM	3/10,17,24	off-campus
Academic Testing	SCRM	N-non	4	3/3	TBA				off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	3/4	Tues	3:30 PM	5:30 PM	3/11,18,25	off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	3/4	Tues	5:30 PM	7:30 PM	3/11,18,25	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	3/4	Tues	3:30 PM	5:30 PM	3/11,18,25	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	3/4	Tues	5:30 PM	7:30 PM	3/11,18,25	off-campus

January 21, 2003

Developmental Reading GR 2-6	SCRM	N-non	4	3/5	Wed	3:30 PM	5:30 PM	3/12,19,26	off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	3/5	Wed	5:30 PM	7:30 PM	3/12,19,26	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	3/5	Wed	3:30 PM	5:30 PM	3/12,19,26	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	3/5	Wed	5:30 PM	7:30 PM	3/12,19,26	off-campus
Reading & Math Skills Gr 4-8	SCRM	N-non	4	3/5	Wed	3:30 PM	5:30 PM	3/12,19,26	off-campus
Reading & Math Skills Gr 4-8	SCRM	N-non	4	3/5	Wed	5:30 PM	7:30 PM	3/12,19,26	off-campus
Algebra 1	SCRM	N-non	4	3/5	Wed	3:30 PM	5:30 PM	3/12,19,26	off-campus
Algebra 1	SCRM	N-non	4	3/5	Wed	5:30 PM	7:30 PM	3/12,19,26	off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	3/6	Thur	3:30 PM	5:30 PM	3/13,20,27	off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	3/6	Thur	5:30 PM	7:30 PM	3/13,20,27	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	3/6	Thur	3:30 PM	5:30 PM	3/13,20,27	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	3/6	Thur	5:30 PM	7:30 PM	3/13,20,27	off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	3/31	Mon	3:30 PM	5:30 PM	4/7,14,21	off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	3/31	Mon	5:30 PM	7:30 PM	4/7,14,21	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	3/31	Mon	3:30 PM	5:30 PM	4/7,14,21	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	3/31	Mon	5:30 PM	7:30 PM	4/7,14,21	off-campus
Reading & Math Skills Gr 4-8	SCRM	N-non	4	3/31	Mon	3:30 PM	5:30 PM	4/7,14,21	off-campus
Reading & Math Skills Gr 4-8	SCRM	N-non	4	3/31	Mon	5:30 PM	7:30 PM	4/7,14,21	off-campus

January 21, 2003

Algebra 1	SCRM	N-non	4	3/31	Mon	3:30 PM	5:30 PM	4/7,14,21	off-campus
Algebra 1	SCRM	N-non	4	3/31	Mon	5:30 PM	7:30 PM	4/7,14,21	off-campus
Academic Testing	SCRM	N-non	4	3/31	TBA				off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	4/1	Tues	3:30 PM	5:30 PM	4/8,15,22	off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	4/1	Tues	5:30 PM	7:30 PM	4/8,15,22	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	4/1	Tues	3:30 PM	5:30 PM	4/8,15,22	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	4/1	Tues	5:30 PM	7:30 PM	4/8,15,22	off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	4/2	Wed	3:30 PM	5:30 PM	4/9,16,23	off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	4/2	Wed	5:30 PM	7:30 PM	4/9,16,23	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	4/2	Wed	3:30 PM	5:30 PM	4/9,16,23	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	4/2	Wed	5:30 PM	7:30 PM	4/9,16,23	off-campus
Reading & Math Skills Gr 4-8	SCRM	N-non	4	4/2	Wed	3:30 PM	5:30 PM	4/9,16,23	off-campus
Reading & Math Skills Gr 4-8	SCRM	N-non	4	4/2	Wed	5:30 PM	7:30 PM	4/9,16,23	off-campus
Algebra 1	SCRM	N-non	4	4/2	Wed	3:30 PM	5:30 PM	4/9,16,23	off-campus
Algebra 1	SCRM	N-non	4	4/2	Wed	5:30 PM	7:30 PM	4/9,16,23	off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	4/3	Thur	3:30 PM	5:30 PM	4/10,17,24	off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	4/3	Thur	5:30 PM	7:30 PM	4/10,17,24	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	4/3	Thur	3:30 PM	5:30 PM	4/10,17,24	off-campus

Reading & Math Skills Gr 1-3	SCRM	N-non	4	4/3	Thur	5:30 PM	7:30 PM	4/10,17,24	off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	4/28	Mon	3:30 PM	5:30 PM	5/5,12,19	off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	4/28	Mon	5:30 PM	7:30 PM	5/5,12,19	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	4/28	Mon	3:30 PM	5:30 PM	5/5,12,19	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	4/28	Mon	5:30 PM	7:30 PM	5/5,12,19	off-campus
Reading & Math Skills Gr 4-8	SCRM	N-non	4	4/28	Mon	3:30 PM	5:30 PM	5/5,12,19	off-campus
Reading & Math Skills Gr 4-8	SCRM	N-non	4	4/28	Mon	5:30 PM	7:30 PM	5/5,12,19	off-campus
Algebra 1	SCRM	N-non	4	4/28	Mon	3:30 PM	5:30 PM	5/5,12,19	off-campus
Algebra 1	SCRM	N-non	4	4/28	Mon	5:30 PM	7:30 PM	5/5,12,19	off-campus
Academic Testing	SCRM	N-non	4	4/28	TBA				off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	4/29	Tues	3:30 PM	5:30 PM	5/6,13,20	off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	4/29	Tues	5:30 PM	7:30 PM	5/6,13,20	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	4/29	Tues	3:30 PM	5:30 PM	5/6,13,20	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	4/29	Tues	5:30 PM	7:30 PM	5/6,13,20	off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	4/30	Wed	3:30 PM	5:30 PM	5/7,14,21	off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	4/30	Wed	5:30 PM	7:30 PM	5/7,14,21	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	4/30	Wed	3:30 PM	5:30 PM	5/7,14,21	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	4/30	Wed	5:30 PM	7:30 PM	5/7,14,21	off-campus

Reading & Math Skills Gr 4-8	SCRM	N-non	4	4/30	Wed	3:30 PM	5:30 PM	5/7,14,21	off-campus
Reading & Math Skills Gr 4-8	SCRM	N-non	4	4/30	Wed	5:30 PM	7:30 PM	5/7,14,21	off-campus
Algebra 1	SCRM	N-non	4	4/30	Wed	3:30 PM	5:30 PM	5/7,14,21	off-campus
Algebra 1	SCRM	N-non	4	4/30	Wed	5:30 PM	7:30 PM	5/7,14,21	off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	5/1	Thur	3:30 PM	5:30 PM	5/8,15,22	off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	5/1	Thur	5:30 PM	7:30 PM	5/8,15,22	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	5/1	Thur	3:30 PM	5:30 PM	5/8,15,22	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	5/1	Thur	5:30 PM	7:30 PM	5/8,15,22	off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	5/27	Tues	3:30 PM	5:30 PM	6/3,10,17	off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	5/27	Tues	5:30 PM	7:30 PM	6/3,10,17	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	5/27	Tues	3:30 PM	5:30 PM	6/3,10,17	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	5/27	Tues	5:30 PM	7:30 PM	6/3,10,17	off-campus
Academic Testing	SCRM	N-non	4	5/27	TBA				off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	5/28	Wed	3:30 PM	5:30 PM	6/4,11,18	off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	5/28	Wed	5:30 PM	7:30 PM	6/4,11,18	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	5/28	Wed	3:30 PM	5:30 PM	6/4,11,18	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	5/28	Wed	5:30 PM	7:30 PM	6/4,11,18	off-campus
Reading & Math Skills Gr 4-8	SCRM	N-non	4	5/28	Wed	3:30 PM	5:30 PM	6/4,11,18	off-campus

January 21, 2003

Reading & Math Skills Gr 4-8	SCRM	N-non	4	5/28	Wed	5:30 PM	7:30 PM	6/4,11,18	off-campus
Algebra 1	SCRM	N-non	4	5/28	Wed	3:30 PM	5:30 PM	6/4,11,18	off-campus
Algebra 1	SCRM	N-non	4	5/28	Wed	5:30 PM	7:30 PM	6/4,11,18	off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	5/29	Thur	3:30 PM	5:30 PM	6/5,12,19	off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	5/29	Thur	5:30 PM	7:30 PM	6/5,12,19	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	5/29	Thur	3:30 PM	5:30 PM	6/5,12,19	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	5/29	Thur	5:30 PM	7:30 PM	6/5,12,19	off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	*5/30/2002	Mon	3:30 PM	5:30 PM	1st Fri 5/30; 6/2,9,16	off-campus
Developmental Reading GR 2-6	SCRM	N-non	4	*5/30/2002	Mon	5:30 PM	7:30 PM	1st Fri 5/30; 6/2,9,16	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	*5/30/2002	Mon	3:30 PM	5:30 PM	1st Fri 5/30; 6/2,9,16	off-campus
Reading & Math Skills Gr 1-3	SCRM	N-non	4	*5/30/2002	Mon	5:30 PM	7:30 PM	1st Fri 5/30; 6/2,9,16	off-campus
Reading & Math Skills Gr 4-8	SCRM	N-non	4	*5/30/2002	Mon	3:30 PM	5:30 PM	1st Fri 5/30; 6/2,9,16	off-campus
Reading & Math Skills Gr 4-8	SCRM	N-non	4	*5/30/2002	Mon	5:30 PM	7:30 PM	1st Fri 5/30; 6/2,9,16	off-campus
Algebra 1	SCRM	N-non	4	*5/30/2002	Mon	3:30 PM	5:30 PM	1st Fri 5/30; 6/2,9,16	off-campus
Algebra 1	SCRM	N-non	4	*5/30/2002	Mon	5:30 PM	7:30 PM	1st Fri 5/30; 6/2,9,16	off-campus
Conversational Spanish Beg 1	Shimko, Celina	N-non	6	2/25	T,Th	7:00 PM	9:00 PM	thru 3/13	PE204

Conversational Spanish Beg 2	Shimko, Celina	N-non	6	3/18	T,Th	7:00 PM	9:00 PM	thru 4/3	PE204
Conversational Spanish Inter 1	Shimko, Celina	N-non	6	4/15	T,Th	7:00 PM	9:00 PM	thru 5/1; no class 4/12	PE204
C-Best Prep & Review	Steiman, Henry	N-non	3	2/22	Sat	9:00 AM	4:00 PM	3/1, 3/8	SS105
C-Best Prep & Review-Math only	Steiman, Henry	N-non	1	3/8	Sat	9:00 AM	4:00 PM		SS105
C-Best Prep & Review	Steiman, Henry	N-non	3	5/3	Sat	9:00 AM	4:00 PM	5/10, 5/17	SS105
C-Best Prep & Review-Math only	Steiman, Henry	N-non	1	5/17	Sat	9:00 AM	4:00 PM		SS105
HT Plan & Organize a Wedding	Tucker, Cynthia	N-non	2	3/10	Mon	6:30 PM	9:30 PM	3/17	TorrC C
Feng Shui for Living Well	Zimmerman, Kathy	N-non	1	3/3	Mon	6:30 PM	9:30 PM		SS111
Spanish for the Physician's Office	Landry, Laura	Y	6	2/27	Thur	7:00 PM	9:00 PM	3/6,13, 20,27,4/3	SS203
Survival Span. 4 Paramedics/EMTs	Landry, Laura	Y	6	4/17	Thur	7:00 PM	9:00 PM	4/24,5/1,8,15, 22	SS203
Health Care Data Content/Structure	Moore, Jo	Y	4	2/25	T,Th	6:30 PM	9:30 PM	2/27,3/4, 6	BSC3 13
Medical Office Procedures	Moore, Jo	Y	1	3/2	Sun	9:00 AM	4:00 PM		SS104
Medical Info Tech (Microcomp Appl)	Moore, Jo	Y	4	3/9	Sun	9:00 AM	4:00 PM	3/16, 23,30	BUS9, 11
Health Care Dely Systems	Moore, Jo	Y	4	3/11	T,Th	6:30 PM	9:30 PM	3/13, 18, 20	SS206
Medical Coding & Compl 1:ICD9CM	Moore, Jo	Y	4	4/6	Sun	9:00 AM	4:00 PM	4/13, 27, 5/4	SS206
Medical Billing & Reimbursement	Moore, Jo	Y	8	4/15	T,Th	6:30 PM	9:30 PM	4/17,22, 24,29, 5/1,6,8	SS206

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The District shall assure that students are covered by accident insurance in those instances required by law or contract. The insurance program shall be managed by the Vice President Administrative Services or designee.

Reference:

Education Code Section 72506

All courses shall be open to enrollment, subject to a priority system that may be established. Enrollment also may be limited to students meeting properly validated prerequisites and co-requisites, or subject to other restrictions established by the District.

Procedures shall be established defining enrollment priorities, limitations, restrictions, and processes for student challenge, which shall comply with Title 5 regulations.

Reference:

Title 5, Sections 58106; 51801

El Camino College
Adopted: 1/21/03

All students who can benefit from the educational programs and services at El Camino College, regardless of educational background and skills or ethnic or cultural heritage, should be provided the necessary services and support to achieve their educational goals. Accordingly, the El Camino Community College District Board of Trustees is committed to assuring student equity in educational programs and college services. The Superintendent/President or designee shall establish and implement a student equity plan that meets the Title 5 standards for such a plan.

Reference:

Education Code Sections 66030; 66250, et seq.; 72010 et seq.
Title 5, Section 54220

El Camino College
Adopted: 1/21/03

**** Board Policy 5300 withdrawn and no substitutions were made.**

General Policy

The El Camino College faculty, staff and administration are dedicated to maintaining an optimal learning environment; environment. The standards of behavior as outlined in this policy are essential to the maintenance of a quality college environment. Conduct at El Camino College must conform to the laws of the state of California, District policies, and campus rules and regulations. The Superintendent/President or designee shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations. Standards will apply to all students on campus, on other college property or while attending any college-sponsored event. Violation of such laws, policies, rules and regulations or behavior adversely affecting suitability as a student, will lead to disciplinary action. Disciplinary actions may be taken against any person who engages in behavior defined as misconduct as listed in Parts A and B.

A. Misconduct for which College Police shall be notified.

1. Possession or use of any weapon, firearm or explosives.
2. Possession or use of alcoholic beverages on college property or at any college-sponsored event except where allowed as noted in Section 25608 of the Business and Professions Code.
3. The use, sale, or possession on campus of, or presence on campus under the influence of any controlled substance, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code.
4. Disruptive behavior, willful disobedience, profanity or vulgarity, or defiance of the authority of, or abuse of, college personnel or anyone on campus or District facilities.
5. Willful misconduct, which results in injury or death to a student or college personnel.
6. Assault, battery, sex crimes including sexual assault or rape, or any threat of force or violence upon a student or college personnel.
7. Unauthorized entry to or use of college facilities, equipment or supplies.
8. Theft or deliberate damage to property of a college staff member, a student, or a visitor to the college.
9. Defacing or damaging any college real or personal property.

B. Misconduct for which College Police may be notified if, in the judgment of the reporting person or a student disciplinary administrator, the safety and well-being of the college is at stake.

1. Dishonesty, including but not limited to cheating, plagiarism or knowingly furnishing false information to the College or any of its programs or services.
2. Forgery, alteration, or misuse of college documents, records, or identification.

3. Violation of college policies or off-campus regulations, including but not limited to campus regulations concerning student organizations, the use of college facilities, or time, place, and manner of public expression.
4. Sexual harassment, which includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
5. Participation in hazing or commitment of any act that tends to injure, degrade or disgrace a student or college personnel.
6. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other authorized college activities including but not limited to its community service functions or to authorized activities held off campus. Obstruction or disruption includes but is not limited to the use of skateboards, bicycles, radios, and roller skates, or verbal behavior which interferes with teaching, counseling, or office functions.
7. Failure to comply with the directions of or provide identification upon request to campus police or college personnel acting within the scope of their duties.
8. Smoking in any area where prohibited by law or by regulation of the Governing Board.
9. The commission of any act constituting a crime under California law, on the campus or at a college-sponsored event.
10. Leaving a field trip or Study Abroad program without notifying the appropriate college official.
11. Persistent misconduct not otherwise listed in this policy.
12. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedure.

The Superintendent/President shall have the authority to extend the lists in articles A and B by posting them widely on campus or through generally available electronic means. Such additions shall expire in 90 days unless the Board of Trustees amends this policy to adopt them.

Reference:

Education Code 66300

El Camino College

Adopted: 1/21/03

Replaces Board Policy #5138

**** Board Policy 5500 withdrawn and no substitutions were made.**

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR**

2003-2004

JULY 2003

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

NOVEMBER 2003

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

MARCH 2004

S	M	T	W	T	F	S
	1	2	3	4	5	6
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28	29	30	31			

AUGUST 2003

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

DECEMBER 2003

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

APRIL 2004

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

SEPTEMBER 2003

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

JANUARY 2004

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

MAY 2004

S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	*31					

OCTOBER 2003

S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2004

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

JUNE 2004

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						2
						3
						4
						5
6	7	8	9	10	11	12
13	(14)	(15)	(16)	(17)	(18)	[19]
[20]	21	22	23	24	[25]	[26]
[27]	28	29	30	1	[2]	[3]

Fall	Spring	Flex Days	Summer 1	Summer 2	Winter Session	No Classes
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{ } - Staff Development Flex Days – Campus Remains Open – Classes not in session

[] - Campus Closed

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

() - Campus Remains Open – Classes not in session

Board Approved: May 20, 2002, Amended January 21, 2003

Agenda for the El Camino Community College District Board of Trustees

**from
Administrative Services
Victor Hanson, Vice President**

	<u>Page No.</u>
A. 2000-2001 Audit Report.....	1
B. Non-Resident Tuition Fee for 2003-2004	1
C. Contracts Valued at \$50,000 or Higher	1
D. Resolution No. 2003-1.....	2
E. Resolution No. 2003-2	12
F. Resolution No. 2003-3	21
G. Purchase Orders	26

A. 2000-2001 AUDIT REPORT

It is requested 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 2001-2002 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 between the hours of 8:00 a.m. and 4:00 p.m.

B. NON-RESIDENT TUITION FEE FOR 2003-2004

It is requested that the Board of Trustees adopt the non-resident tuition fee for the fiscal year 2003-2004, commencing with the Fall session of 2003, in the amount of \$149 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 Fall session 2003, in the amount of \$156 per unit of course work. The additional \$7 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. CONTRACTS VALUED AT \$50,000 OR HIGHER

It is recommended that the Board of Trustees, in accordance with Board Policy 6340, approve the District entering into the following agreement(s) with the following contractor(s) and that the Vice President of Administrative Services, or his designee, be authorized to execute the necessary documents.

1. **Commerce Thru Digital Technology** – Provide expertise to Small Business Development Center, the Center for Business Innovation and Learning and the Los Angeles Inner City initiative. CDT authorizes the customer a non-exclusive, non-transferable license to operate and use the NetPool data system. The cost of \$68,000 is included in Contract #C01-0119 with the California Technology Trade & Commerce Agency, Board approved March 18, 2002, contract amount \$813,764.
2. **Resort at Squaw Creek (The)** – Serve as host site for the California Virtual Fourth Annual Conference from October 12 – 15, 2002. Services encompass food and partial room subsidization for 280 attendees. The cost is \$54,576.12.
3. **3D/International Inc.** - This company will perform facilities condition assessment, recommend and estimate cost of corrective measures and provide documentation of conditions and corrective costs required by the Chancellor's Office. Dates of service will be from January 22, 2003 to December 31, 2003. The cost will be \$184,081 to be paid from bond funds.

D. RESOLUTION NO. 2003-1

It is recommended that the Board of Trustees adopt the following resolution certifying to the Board of Supervisors of Los Angeles County all proceedings in the November 5, 2002 General Obligation Bond Election.

**EL CAMINO COMMUNITY COLLEGE DISTRICT
RESOLUTION NO. 2003-1**

RESOLUTION OF THE BOARD OF TRUSTEES OF THE EL CAMINO COMMUNITY COLLEGE DISTRICT CERTIFYING TO THE BOARD OF SUPERVISORS OF LOS ANGELES COUNTY ALL PROCEEDINGS IN THE NOVEMBER 5, 2002, GENERAL OBLIGATION BOND ELECTION

WHEREAS, the Board of Trustees of the El Camino Community College District (the "District") previously adopted its Resolution No. 2002-1 requesting Los Angeles County (the "County") to call an election for general obligation bonds (the "Bond Election") to be held on November 5, 2002; and

WHEREAS, Resolution No. 2002-1 was duly delivered to the County Clerk and Registrar of Voters of the County; and

WHEREAS, notice of the Bond Election was duly given; and

WHEREAS, on November 5, 2002, the Bond Election was duly held and conducted for the purpose of voting a measure for the issuance of bonds of the District in the amount of \$394,516,464 (the "Bond Measure"); and

WHEREAS, the Board of Trustees of the District has received from the County Registrar-Recorder/County Clerk Office the Canvass Certificate and Official Statement of Results (the "Canvass") of the election; and

WHEREAS, it appears from the Canvass, a copy of which is attached hereto as Exhibit "A," that more than fifty-five percent of the votes cast on the measure were in favor of issuing the aforementioned bonds.

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE EL CAMINO COMMUNITY COLLEGE DISTRICT DOES HEREBY FIND, DETERMINE AND CERTIFY AS FOLLOWS:

Section 1. That entry be made upon the minutes of the meeting that the Bond Measure has been approved by more than fifty-five percent of the votes cast at the Bond Election.

Section 2. That all proceedings of the District in connection with the Bond Election have been accomplished according to law.

Section 3. That the Secretary to the Board is hereby requested to deliver a copy of this Resolution with the Canvass to the County Superintendent of Schools and the Clerk of the Board of Supervisors of the County.

ADOPTED, SIGNED AND APPROVED this 21st day of January, 2003.

BOARD OF TRUSTEES OF THE EL CAMINO
COMMUNITY COLLEGE DISTRICT

President

ATTEST:

Secretary to the Board

Administrative Services Pages 4 – 11 not available electronically.

E. RESOLUTION NO. 2003-2

It is recommended that the Board of Trustees adopt the following resolution establishing a Citizens' Bond Oversight Committee and approving bylaws.

**EL CAMINO COMMUNITY COLLEGE DISTRICT
RESOLUTION NO. 2003-2**

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE EL CAMINO
COMMUNITY COLLEGE DISTRICT ESTABLISHING CITIZENS'
BOND OVERSIGHT COMMITTEE, AND APPROVING FORM OF
BYLAWS THEREFOR**

WHEREAS, the Board of Trustees (the "Board") of the El Camino Community College District (the "District") previously adopted a resolution requesting Los Angeles County (the "County") to call an election for general obligation bonds (the "Bond Election") to be held on November 5, 2002; and

WHEREAS, notice of the Bond Election was duly given; and on November 5, 2002, the Bond Election was duly held and conducted for the purpose of voting a measure for the issuance of bonds of the District in the amount of \$394,516,464 (the "Bond Measure"); and

WHEREAS, it appears from the Canvass and Statement of Results for the County that more than fifty-five percent of the votes cast on the Bond Measure were in favor of issuing the aforementioned bonds; and

WHEREAS, by Resolution approved by the Board, the Board has certified the Bond Election results and entered such certification into the minutes of the Board; and

WHEREAS, Section 15278 of the Education Code of the State of California provides that the governing board of a community college district shall establish and appoint members to an independent citizens' bond oversight committee, within 60 days of the date that the governing board enters the election results on its minutes; and

WHEREAS, the Board of Trustees of the District wishes hereby to establish such independent citizens' oversight committee in connection with issuance of bonds under the Bond Measure;

**NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE EL CAMINO
COMMUNITY COLLEGE DISTRICT DOES HEREBY FIND, DETERMINE AND
CERTIFY AS FOLLOWS:**

January 21, 2003

Administrative Services 12

Section 1. Bond Election Results. The Board of Trustees of the District has entered the results of the Bond Election results on its minutes within 60 days of the date of this Resolution.

Section 2. Authorization. The Bond Measure was authorized pursuant to paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution and subdivision (b) of Section 18 of Article XVI of the California Constitution in accordance with the requirements of the Strict Accountability In Local School Construction Bonds Act of 2000 (the "Act").

Section 3. Establishment of Committee. An independent citizens' bond oversight committee (the "Committee") is hereby established for the purposes set forth in the Act.

Section 4. Bylaws. The Committee shall operate pursuant to the Board-approved Bylaws. The Committee shall have only those responsibilities granted to them in the Act and in the Bylaws. The Bylaws, as submitted herewith and attached hereto, are hereby approved.

Section 5. Other Actions. Officers of the Board and members of the Committee established hereunder are hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to give effect to and comply with the terms and intent of this Resolution. Such actions heretofore taken by such officers, officials and staff are hereby ratified, confirmed and approved.

ADOPTED, SIGNED AND APPROVED this 21st day of January, 2003.

BOARD OF TRUSTEES OF THE EL
CAMINO COMMUNITY COLLEGE
DISTRICT

President

ATTEST:

Secretary

January 21, 2003

Administrative Services 13

STATE OF CALIFORNIA)
)
LOS ANGELES COUNTY)

I, _____, do hereby certify that the foregoing Resolution No. _____ was duly adopted by the Board of Trustees of the El Camino Community College District at a meeting thereof held on the 21st day of January, 2003 and that it was so adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

By: _____
Secretary of the Board of Trustees of the
El Camino Community College District

CITIZENS' BOND OVERSIGHT COMMITTEE BYLAWS

Section 1. Committee Established. The El Camino Community College District (the "District") was successful at the election conducted on November 5, 2002 (the "Election"), in obtaining authorization from the District's voters to issue up to \$394,516,464 aggregate principal amount of the District's general obligation bonds (the "Bond Measure"). The election was conducted under Proposition 39, being chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 *et seq.* of the Education Code of the State ("Prop 39"). Pursuant to Section 15278 of the Education Code, the District is now obligated to establish the Committee in order to satisfy the accountability requirements of Prop 39. The Board of Trustees of the El Camino Community College District (the "Board") hereby establishes the Citizens' Bond Oversight Committee (the "Committee") which shall have the duties and rights set forth in these Bylaws. The Committee does not have independent legal capacity from the District.

Section 2. Purposes. The purposes of the Committee are set forth in Prop 39, and these Bylaws are specifically made subject to the applicable provisions of Prop 39 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the *Ralph M. Brown Public Meetings Act* of the State of California and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, as set forth in Prop 39.

The proceeds of general obligation bonds issued pursuant to the Election are hereinafter referred to as "bond proceeds." The Committee shall confine itself specifically to bond proceeds generated under the Bond Measure. Regular and deferred maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee's review.

Section 3. Duties. To carry out its stated purposes, the Committee shall perform the duties set forth in Sections 3.1, 3.2 and 3.3 below and shall refrain from those activities set forth in Sections 3.4 and 3.5 below:

- 3.1 **Inform the Public.** The Committee shall inform the public concerning the District's expenditure of bond proceeds.
- 3.2 **Review Expenditures.** The Committee may review quarterly expenditure reports produced by the District to ensure that (a) bond proceeds are expended only for the purposes set forth in the Bond Measure; (b) no bond proceeds are used for any teacher or administrative salaries or other operating expenses.
- 3.3 **Annual Report.** The Committee shall present to the Board, in public session, an annual written report which shall include the following:
 - (a) A statement indicating whether or not the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and
 - (b) A summary of the Committee's proceedings and activities for the preceding year.

3.4 Duties of the Board/Superintendent/President. Either the Board or the Superintendent/President, as the Board shall determine, shall have the following powers reserved to it, and the Committee shall have no jurisdiction over the following types of activities:

- (i) Approval of construction contracts,
- (ii) Approval of construction change orders,
- (iii) Appropriation of construction funds,
- (iv) Handling of all legal matters,
- (v) Approval of construction plans and schedules,
- (vi) Approval of Deferred Maintenance Plan, and
- (vii) Approval of the sale of bonds.

3.5 Voter-Approved Projects Only. In recognition of the fact that the Committee is charged with overseeing the expenditure of bond proceeds, the Board has not charged the Committee with responsibility for:

(a) Projects financed through the State of California, developer fees, redevelopment tax increment, certificates of participation, lease/revenue bonds, the general fund or the sale of surplus property without bond proceeds shall be outside the authority of the Committee.

(b) The establishment of priorities and order of construction for the bond projects shall be made by the Superintendent/President in his sole discretion.

(c) The selection of architects, engineers, soils engineers, construction managers, project managers, California Environmental Quality Act consultants and such other professional service firms as are required to complete the project based on District criteria established by the Board in its sole discretion.

(d) The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent) by the Board in its sole discretion and shall report to the Committee on any cost saving techniques considered or adopted by the Board.

(e) The selection of independent audit firm(s), performance audit consultants and such other consultants as are necessary to support the activities of the Committee.

(f) The approval of an annual budget for the Committee that is sufficient to carry out the activities set forth in Prop 39 and included herein.

(g) The adoption of a plan for publicizing the activities of the Committee and the determination as to whether a mailer, a newspaper notice or website materials would best suit the distribution of the Committee's findings and recommendations.

(h) The amendment or modification of the Bylaws for the Committee as provided herein, subject to the legal requirements of Proposition 39.

(i) The appointment or reappointment of qualified applicants to serve on the Committee, subject to legal limitations, and based on criteria adopted in the Board's sole discretion as part of carrying out its function under Prop 39.

Section 4. Authorized Activities.

4.1 In order to perform the duties set forth in Section 3.0, the Committee may engage in the following authorized activities:

(a) Receive and review copies of the District's annual independent performance audit and annual independent financial audit, required by Article XIII A of the California Constitution.

(b) Inspect college facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the District's Superintendent/President, or his designee.

(c) Review copies of deferred maintenance proposal or plans developed by the District.

(d) Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures.

Section 5. Membership.

5.1 Number.

The committee shall consist of a minimum of seven (7) members appointed by the Board of Trustees from a list of candidates submitting written applications, and based on criteria established by Prop 39, to wit:

- One (1) student enrolled and active in a community college support group, such as student government.
- One (1) member active in a business organization representing the business community located in the District.
- One (1) member active in a senior citizens' organization.
- One (1) member active in a bona-fide taxpayers association.
- One (1) member active in a support organization for the college, such as a foundation.
- Two (2) members of the community at-large.

5.2 Qualification Standards.

(a) To be a qualified person, he or she must be at least 18 years of age and reside within the District's geographic boundary, in accordance with Government Code Section 1020.

(b) The committee may not include any employee, official of the District or any vendor, contractor or consultant of the District.

5.3 Ethics: Conflicts of Interest. By accepting appointment to the Committee, each member agrees to comply with Articles 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code and the Political Reform Act (Gov. Code §§ 81000 *et seq.*), and to complete the Form 700 as required by all "designated employees" of the District. Additionally, each member shall comply with the Committee Ethics Policy attached as "Attachment A" to these Bylaws.

5.4 Term. Except as otherwise provided herein, each member shall serve a term of two (2) years, beginning April 1. No member may serve more than two (2) consecutive terms. At the Committee's first meeting, members will draw lots to select a minimum of two members to serve for an initial one (1) year term and the remaining members for an initial two (2) year term.

5.5 Appointment. Members of the Committee shall be appointed by the Board through the following process: (a) advertise for applications in local newspapers; (b) the Superintendent/President or his designee will review the applications; (c) the Superintendent/President or his designee will make recommendations to the Board.

5.6 Removal; Vacancy. The Board may remove any Committee member for any reason, including failure to attend two consecutive Committee meetings without reasonable excuse or for failure to comply with the Committee Ethics Policy. Upon a member's removal, his or her seat shall be declared vacant. The Board, in accordance with the established appointment process shall fill any vacancies on the Committee.

5.7 Compensation. The Committee members shall not be compensated for their services.

5.8 Authority of Members. (a) Committee members shall not have the authority to direct staff of the District unless a majority of the members of the Committee have voted express authority to do so. (b) Individual members of the Committee retain the right to address the Board, either on behalf of the Committee or as an individual.

Section 6. Meetings of the Committee.

6.1 Regular Meetings. The Committee is required to meet at least once a year including an annual organizational meeting to be held in April.

6.2 Location. All meetings shall be held within the El Camino Community College District, located in Los Angeles County, California.

6.3 Procedures. All meetings shall be open to the public in accordance with the *Ralph M. Brown Act*, Government Code Section 54950 *et seq.* Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business except adjournment.

Section 7. District Support.

7.1 The District shall provide to the Committee necessary technical and administrative assistance as follows:

- (a) preparation of and posting of public notices as required by the *Brown Act*, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board;
- (b) provision of a meeting room, including any necessary audio/visual equipment;
- (c) preparation and copies of any documentary meeting materials, such as agendas and reports; and
- (d) retention of all Committee records, and providing public access to such records on an Internet website maintained by the District.

7.2 District staff and/or District consultants shall attend all Committee proceedings in order to report on the status of projects and the expenditures of bond proceeds.

7.3 No bond proceeds shall be used to provide District support to the Committee.

Section 8. Reports. In addition to the Annual Report required in Section 3.2, the Committee may report to the Board at least semi-annually in order to advise the Board on the activities of the Committee. Such report shall be in writing and shall summarize the proceedings and activities conducted by the Committee.

Section 9. Officers. The Superintendent/President shall appoint the initial Chair. Thereafter, the Committee shall elect a chair and a vice-chair who shall act as chair only when the chair is absent, which positions shall continue for two (2) year terms. No person shall serve as chair for more than two consecutive terms.

Section 10. Amendment of Bylaws. Any amendment to these Bylaws shall be approved by a two-thirds vote of the entire Board.

Section 11. Termination. The Committee shall automatically terminate and disband at the earlier of the date when (a) all bond proceeds are spent, or (b) all projects funded by bond proceeds are completed.

CITIZENS' BOND OVERSIGHT COMMITTEE ETHICS POLICY STATEMENT

This Ethics Policy Statement provides general guidelines for Committee members to follow in carrying out their roles. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

POLICY

- **CONFLICT OF INTEREST.** A Committee member shall not make or influence a District decision related to: (1) any contract funded by bond proceeds or (2) any construction project which will benefit the committee member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.
- **OUTSIDE EMPLOYMENT.** A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds, or (2) any construction project. A Committee member shall not make or influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two (2) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (1) bidding on projects funded by the bond proceeds; and (2) any construction project.
- **COMMITMENT TO UPHOLD LAW.** A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the El Camino Community College District;
- **COMMITMENT TO DISTRICT.** A Committee member shall place the interests of the District above any personal or business interest of the member.

F. RESOLUTION NO. 2003-3

It is recommended that the Board of Trustees adopt the following resolution authorizing the issuance of El Camino community College, Los Angeles County, California General Obligation Bonds, Election of 2002, Series 2003A.

**EL CAMINO COMMUNITY COLLEGE DISTRICT
RESOLUTION NO. 2003-3**

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE EL CAMINO COMMUNITY COLLEGE DISTRICT, LOS ANGELES COUNTY, CALIFORNIA, AUTHORIZING THE ISSUANCE OF EL CAMINO COMMUNITY COLLEGE DISTRICT, LOS ANGELES COUNTY, CALIFORNIA GENERAL OBLIGATION BONDS, ELECTION OF 2002, SERIES 2003A.

WHEREAS, a duly called special municipal election was held in the El Camino Community College District (the "District"), County of Los Angeles, State of California, on November 5, 2002 (the "Election") and thereafter canvassed pursuant to law;

WHEREAS, at such election there was submitted to and approved by the requisite fifty-five percent of the voters of the District voting on a question as to the issuance and sale of general obligation bonds of the District for various purposes set forth in the ballot submitted to the voters, in the maximum amount of \$394,516,464 payable from the levy of an ad valorem tax against the taxable property in the District;

WHEREAS, at this time this Board has determined that it is necessary and desirable to request the Board of Supervisors of the County of Los Angeles to issue a first series of such bonds in an aggregate principal amount not to exceed \$75,000,000 to be styled as "El Camino Community College District, Los Angeles County, California General Obligation Bonds, Election of 2002, Series 2003A" (the "Bonds") on behalf of the District;

WHEREAS, the Board of Supervisors of the County of Los Angeles shall issue the Bonds on behalf of the District pursuant to Chapter 1.5 of Part 10 of Division 1 of Title 1 (commencing with Section 15100 *et seq.*) of the California Education Code; and

WHEREAS, all acts, conditions and things required by law to be done or performed have been done and been performed in strict conformity with the laws authorizing the issuance of general obligation bonds of the District, and the indebtedness of the District, including this proposed issue of Bonds, is within all limits prescribed by law;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE EL CAMINO COMMUNITY COLLEGE DISTRICT AS FOLLOWS:

SECTION 1. Purpose. To raise money for the purposes authorized by voters of the District at the Election and to pay all necessary legal, financial and contingent costs in connection with issuing the Bonds, this Board hereby petitions the Board of Supervisors of the

County of Los Angeles to authorize the issuance of the Bonds and to order such Bonds sold at a negotiated sale such that the Bonds shall be dated as of a date to be determined by said Board of Supervisors, shall bear interest at a rate not to exceed that authorized at the Election, and shall be payable upon such terms and provisions as shall be set forth in the Bonds.

SECTION 2. Paying Agent. This Board does hereby authorize the appointment of the Treasurer and Tax Collector of the County of Los Angeles as the authenticating agent, bond registrar, transfer agent and paying agent (collectively, the “Bond Registrar”) for the Bonds issued by the Board of Supervisors of the County on behalf of the District. The Treasurer is authorized to contract with any third party to perform the services of the Bond Registrar. The District acknowledges that ongoing expenses and fees of the Bond Registrar and all other fees and costs incurred in connection with the Bonds will be paid by the District.

SECTION 3. Tax Covenants. The District hereby covenants with the holders of the Bonds that, notwithstanding any other provisions of this Resolution, it will (1) comply with all of the provisions of the resolution of the Board of Supervisors of the County authorizing the issuance of the Bonds relating to the Rebate Fund (as defined therein) and perform all acts necessary to be performed by the District in connection therewith, and (2) make no use of the proceeds of the Bonds or of any other amounts, regardless of the source, or of any property or take any action, or refrain from taking any action, that would cause the Bonds to be “arbitrage bonds” within the meaning of Section 148 of the Code.

The District will not make any use of the proceeds of the Bonds or any other funds of the District, or take or omit to take any other action, that would cause the Bonds to be “private activity bonds” within the meaning of Section 141 of the Code or “federally guaranteed” within the meaning of Section 149(b) of the Code. To that end, so long as any Bonds are unpaid, the District, with respect to such proceeds and such other funds, will comply with all requirements of such Sections and all regulations of the United States Department of the Treasury issued thereunder and under Section 103 of the Internal Revenue Code of 1954, as amended, to the extent such requirements are, at the time, applicable and in effect.

The District will not use or permit the use of its facilities or any portion thereof by any person other than a governmental unit as such term is used in Section 141 of the Code, in such manner or to such extent as would result in the loss of exclusion from gross income for federal income tax purposes of the interest paid on the Bonds. In furtherance of the foregoing tax covenants of this Section 3, the District covenants that it will comply with the instructions and requirements of the Tax Certificate to be executed and delivered by the District on the date of issuance of the Bonds, which is incorporated herein as if fully set forth herein. These covenants shall survive the payment in full or defeasance of the Bonds.

SECTION 4. Legislative Determinations. This Board determines that all acts and conditions necessary to be performed by the Board or to have been met precedent to and in the issuing of the Bonds in order to make them legal, valid and binding general obligations of the District have been performed and have been met, or will at the time of delivery of the Bonds have been performed and have been met, in regular and due form as required by law; that the full faith, credit and revenues of the District are hereby pledged for the timely payment of the principal of and interest on the Bonds; and that no statutory or constitutional limitation of indebtedness or taxation will have been exceeded in the issuance of the Bonds.

SECTION 5. Official Statement. The Board approves the preparation of a Preliminary Official Statement and an Official Statement relating to the Bonds on file with the Clerk of the Board. The Superintendent/President and the Vice President, Administrative Services, each alone, are hereby authorized and directed, for and in the name and on behalf of the District, to execute and deliver to the Underwriters, defined below, said Official Statement which any such changes that are necessary to comply with applicable law. The Underwriters are hereby authorized to distribute copies of the Official Statement to persons who may be interested in the purchase of the Bonds and are directed to deliver copies of any final Official Statement to the purchasers of the Bonds. The Superintendent/President and the Vice President, Administrative Services, each alone, is authorized to deem the Official Statement final prior to its distribution. Execution of the Official Statement shall conclusively evidence the District's approval of the Official Statement.

SECTION 6. Purchase Contract. The form of Purchase Contract on file with the Clerk is hereby approved. In connection with the negotiated sale of the Bonds the Board authorizes the Superintendent/President and the Vice President, Administrative Services, each alone, on behalf of the District, to execute and deliver to the underwriters named therein (the "Underwriters"), a Purchase Contract for the Bonds, with such terms and conditions as may be acceptable to the Superintendent/President; provided, however, that the true interest cost of the Bonds shall not exceed 8% per annum, the underwriting discount (excluding original issue discount) shall not exceed 2.0%, and the aggregate principal amount of the Bonds shall not exceed \$75,000,000.

SECTION 7. Continuing Disclosure. The form of the Continuing Disclosure Certificate is hereby approved. The District hereby covenants and agrees that it will comply with and carry out all of the provisions of that certain Continuing Disclosure Certificate executed by the District and dated the date of issuance and delivery of the Bonds, as originally executed and as it may be amended from time to time in accordance with the terms thereof. Any Bondholder may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the District to comply with its obligations under this Section. Noncompliance with this Section shall not result in acceleration of the Bonds.

SECTION 8. Authorized Actions. Officers of the Board and District officials and staff are hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to proceed with the issuance of the Bonds and otherwise carry out, give effect to and comply with the terms and intent of this Resolution. Such actions heretofore taken by such officers, officials and staff are hereby ratified, confirmed and approved.

SECTION 9. Recitals. All the recitals in this Resolution above are true and correct and this Board so finds, determines and represents.

SECTION 10. Effective Date. This Resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this 21st day of January, 2003, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

**BOARD OF TRUSTEES OF THE EL
CAMINO
COMMUNITY COLLEGE DISTRICT**

President

Attest:

Secretary to the Board

January 21, 2003

Administrative Services 24

SECRETARY'S CERTIFICATE

I, Thomas M. Fallo, Secretary to the Board of Trustees of the El Camino Community College District, hereby certify as follows:

The foregoing is a full, true and correct copy of a resolution duly adopted at a regular meeting of the Board of Trustees of said District duly and regularly and legally held at the regular meeting place thereof on January 21, 2003, of which meeting all of the members of the Board of said District had due notice and at which a quorum was present.

I have carefully compared the same with the original minutes of said meeting on file and of record in my office and the foregoing is a full, true and correct copy of the original resolution adopted at said meeting and entered in said minutes.

Said resolution has not been amended, modified or rescinded since the date of its adoption, and the same is now in full force and effect.

Dated: January 21, 2003

Thomas M. Fallo
Secretary to the Board

G. PURCHASE ORDERS

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

Run Date

12/18/02

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

Meeting Date : 01-21-2003

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
P0051776	Joseph L. Smith	Student ID Card -PFE	Supplies	\$1,225.25
P0051799	Matson Printing	Warehouse	Inventory	\$1,754.52
P0051804	Rio Grande	Art Department	Supplies	\$688.11
P0051810	Lucks Music Library	Music	Supplies	\$163.96
P0051820	Thortek Company	Nursing	Liabilities/Fundraising	\$613.06
P0051832	Mailers Co.	Admissions/Records	Supplies	\$1,159.38
P0051833	Provantage	Health Sciences	Supplies	\$820.81
P0051834	South Bay Regional Public Commun	Parking-Student Perm	New Equipment – Noninstruc.	\$1,275.00
P0051835	Hartford Insurance Company P. O.	Purchasing and Busin	Excess Insurance	\$2,000.00
P0051836	El Camino College Warehouse	Fiscal Services	Supplies	\$537.50
P0051837	AMI Electrical & Telecom, Inc.	Telecommunications	Contract Services	\$665.00
P0051838	Lakeshore Learning Materials	Child Development	Supplies	\$239.36
P0051839	Boise Cascade	Information Tech.	Supplies	\$121.78
P0051840	LRP Publications	DSPS	Supplies	\$110.25
P0051841	Athco, Inc.	Health Sciences	Supplies	\$1,650.16
P0051842	South Coast Shingle	Carpenter Shop	Supplies	\$302.29
P0051843	American Express Travel	Purchasing and Busin	Conferences Mgmt	\$277.66
P0051844	Ucla - Obee Dr. William Hammer	Field Trips and Dona	Field Trip Expense	\$1,575.00
P0051845	El Camino College Warehouse	Facilities/Planning	Supplies	\$136.40
P0051846	Ecc Food Service-Catering	00-01 P4E Expanded	Other Services And Expense	\$28.02
P0051847	Xpedx	Copy Center	Supplies	\$1,301.92
P0051848	El Camino College Warehouse	Copy Center	Supplies	\$1,076.00
P0051849	T-Mobile	Operations	Pest Control	\$1,623.72
P0051850	Pacific Coachways	EOP&S Maint of Effor	Supplies	\$315.00
P0051852	Denise Miscoski	EOPS	Contract Services	\$164.00
P0051853	Joseph M. Aguirre	EOPS	Contract Services	\$250.00
P0051854	Tom's Machinery Mover, Inc.	Machine Tool Tech	Other Services And Expense	\$325.00
P0051855	Tru West Inc	Resp Therapy	Supplies	\$939.82
P0051856	Prescribing Reference Inc.	Health Services	Publications/ Periodicals	\$79.00

January 21, 2003

Administrative Services 26

P0051857	El Camino College Warehouse	Foundation	Supplies	\$135.00
P0051858	American Express Travel	EOPS	Conferences Mgmt	\$188.50
P0051860	Panasonic Broadcast System	Audio/Visual	Repairs - Instructional	\$115.00
P0051861	Presentations Systems	Television/Media Com	Supplies	\$293.36
P0051862	Van Nguyen	Counseling Office	Supplies	\$36.40
P0051863	Atlas Pen & Pencil Corp.	ILP 2002-03 10/01/02	Supplies	\$967.99
P0051864	Delta Machinery	Ctr for Arts Product	Repairs Parts And Supplies	\$448.91
P0051865	El Camino College Warehouse	Division Office Huma	Supplies	\$378.00
P0051866	Highsmith Company Inc.	Division Office Inst	Supplies	\$21.67
P0051867	Brodart Co.	Division Office Inst	Supplies	\$290.26
P0051868	Demco, Inc.	Division Office Inst	Supplies	\$480.15
P0051869	Gaylord Brothers, Inc.	Division Office Inst	Supplies	\$268.98
P0051870	Gaylord Brothers, Inc.	Division Office Inst	Supplies	\$140.35
P0051871	Tru West Inc	Health Sciences	Liabilities/Fundraising	\$2,824.20
P0051872	Tru West Inc	Health Sciences	Liabilities/Fundraising	\$3,347.33
P0051873	Snap Lock Industries	Health Sciences	Liabilities/Fundraising	\$600.32
P0051874	Ecc Food Service-Catering	Health Sciences	Liabilities/Fundraising	\$2,172.30
P0051875	Hitt Marking Devices	Fiscal Services	Supplies	\$53.98
P0051876	Ecc Food Service-Catering	EOPS	Supplies	\$1,518.75
P0051877	Lab Safety Supply Company	Automotive Collision	Supplies	\$121.29
P0051878	El Camino College Warehouse	Copy Center	Supplies	\$1,777.25
P0051879	Dion & Sons	Automotive Technology	Supplies	\$300.30
P0051880	Hitt Marking Devices	Purchasing and Bus.	Supplies	\$66.80
P0051881	Paradise Awards	Health Sciences	Supplies	\$573.73
P0051882	Paradise Awards	Health Sciences	Supplies	\$305.27
P0051883	Paradise Awards	Health Sciences	Supplies	\$155.88
P0051884	Offside	Resp Therapy	Supplies	\$173.20
P0051885	ECC Wplrc/Culinary Arts	Community Advancement	Conferences Mgmt	\$119.51
P0051886	The Salvation Army	Community Advancement	Conferences Mgmt	\$100.00
P0051887	PC Mall	Technical Services	Repairs Parts And Supplies	\$409.66
P0051888	Delphin Computer Supply	Technical Services	Repairs Parts And Supplies	\$2,750.00
P0051889	D & D Sporting Goods	Health Sciences	Liabilities/Fundraising	\$1,677.22
P0051890	Pacific Coachways	Radiological Tech Dona	Supplies	\$130.00
P0051891	Joyce Littrell	Fine Arts	Supplies	\$100.98
P0051892	Hitt Marking Devices	Purchasing and Bus.	Supplies	\$574.06
P0051893	Pdn	Public Information	Publications/ Periodicals	\$55.00
P0051894	Awards Rex Group	Public Information	Miscellaneous	\$86.60
P0051895	California Journal	Public Information	Publications/ Periodicals	\$43.00
P0051896	Robby Longley	Student Affairs	Contract Services	\$150.00
P0051897	Bruce Tell	Fine Arts	Supplies	\$200.00
P0051898	El Camino College Warehouse	Division Office Inst	Supplies	\$252.00
P0051899	Mr. Harvey Johnson	WPLRC Technical Inst	Miscellaneous	\$25.00
P0051900	Computerland of Silicon Valley	Information Tech.	Computer Software Account	\$2,060.67
P0051901	American Express Travel	Ca Virtual Uni. 2nd	Transportation/ Mileage	\$196.00

January 21, 2003

Administrative Services 27

P0051903	Micro Warehouse	Ca Virtual Uni. 2nd	New Equipment – Noninstruc.	\$402.13
P0051904	Mgh Records	Fine Arts	Supplies	\$21.50
P0051905	Verisign	Information Tech.	Computer Software Account	\$598.00
P0051906	L Soft International	Information Tech.	Computer Software Account	\$250.00
P0051907	Matson Printing	Warehouse	Inventory	\$2,203.43
P0051908	Destyn Laporte	El Camino Language	Supplies	\$76.50
P0051909	Mel Pierce Camera	Art Department	Repairs Parts And Supplies	\$2,713.42
P0051910	Destyn la Porte	El Camino Language	Field Trip Expense	\$285.79
P0051911	Brodart Co	Music Library	Supplies	\$179.12
P0051912	Western Highway Products, Inc.	Improve Campus	Supplies	\$71.12
P0051913	Campus Concerts	Fine Arts	Supplies	\$858.28
P0051914	J & B Financial	Best	Supplies	\$616.90
P0051915	Knorr Systems	Pool	Supplies	\$18.53
P0051916	New Hermes	Carpenter Shop	Supplies	\$644.44
P0051917	Bob Gann	MCS/Music Classrooms	Supplies	\$221.88
P0051918	Minolta Business Systems, Inc.	Division Office Bus	Copiers	\$612.00
P0051919	El Camino College Warehouse	Division Office Bus	Supplies	\$42.00
P0051920	Knorr Systems	Pool	Supplies	\$111.49
P0051921	Boise Cascade	Student Affairs	ASB Exp.	\$56.08
P0051922	El Camino College Warehouse	EOPS	Supplies	\$84.00
P0051923	Rotary Club of Hawthorne	Presidents Office	Dues And Memberships	\$415.00
P0051924	El Camino College Warehouse	Division Office NSci	Supplies	\$42.00
P0051925	Fluke Networks	Physics	Supplies	\$192.12
P0051926	Hispanic Association of - Members	Presidents Office	Dues And Memberships	\$1,899.00
P0051927	Mr. Joel Bocanegra	WPLRC Local Contract	Supplies	\$118.80
P0051928	American Express Travel	Foundation	Conferences Mgmt	\$116.50
P0051929	Life Assist Inc.	Parking-Student Perm	Supplies	\$116.26
P0051930	South Bay Regional Public Commun	Parking-Student Perm	New Equipment – Noninstruc.	\$7,147.67
P0051931	A.B. Dick	Copy Center	Supplies	\$748.42
P0051932	Inx International Ink Co.	Copy Center	Supplies	\$145.06
P0051933	El Camino College Warehouse	Copy Center	Supplies	\$361.10
P0051934	McKesson Medical	Radiological Tech Dona	Supplies	\$189.22
P0051935	El Camino College Warehouse	Division Office BSSC	Supplies	\$126.00
P0051936	Xpedx Paper & Graphics	Copy Center	Supplies	\$766.52
P0051937	Crucial Technology	VATEA Supplementary	Replacement Computer Equip.	\$72.08
P0051938	Tams-Witmark Music Library	Fine Arts	Supplies	\$9,162.00
P0051940	Bernard Gaddis	Fine Arts Dept Donat	Contract Services	\$100.00
P0051942	Dell Marketing L. P.	Ca Virtual Uni. 2nd	New Computer Equipment-No	\$2,346.86
P0051943	El Camino College Warehouse	Counseling Office	Supplies	\$105.00
P0051944	Mass Press	Counseling Office	Supplies	\$33.56
P0051945	Staples	Counseling Office	Supplies	\$757.74
P0051946	Micro Warehouse	VATEA Supplementary	Replacement Computer Equip.	\$78.29
P0051947	Ecc Food Service-Catering	Health Sciences	Supplies	\$2,632.91

January 21, 2003

Administrative Services 28

P0051948	Pioneer Chemical Company	Civic Ctr Comm Serv	Supplies	\$12,990.01
P0051949	South Coast Shingle	Carpenter Shop	Supplies	\$591.97
P0051950	E. Tseng & Associates	Utilities	Waste Disposal	\$1,261.25
P0051951	Naeyc Membership	CDC	Dues And Memberships	\$50.00
P0051952	Western Arts Alliance	Division Office Fine	Dues And Memberships	\$425.00
P0051953	ECC Wplrc/Culinary Arts	Radiological Tech Dona	Supplies	\$420.15
P0051954	Thomas-York, Inc./Concert	Artes de El Camino	Contract Services	\$720.00
P0051956	ADT Security Services	TTIP Total Cost	Contract Services	\$21,024.00
P0051957	Mt. SAC Auxiliary Services	Fiscal Services	Conferences Mgmt	\$50.00
P0051958	CASBO	Fiscal Services	Conferences Mgmt	\$398.00
P0051959	Continental Business Machines	Information Tech.	Supplies	\$243.33
P0051960	Boise-Cascade Office Supply Div.	Admissions/Records	New Equipment – Noninstruc.	\$181.86
P0051961	Boxlight Co.	CADD	Supplies	\$621.61
P0051962	Greg Flynn	Careers in Child Car	Contract Services	\$300.00
P0051963	Msdn Academic Alliance	Computer Sciences	Supplies	\$799.00
P0051964	Ecc Food Service-Catering	Division Ofc Student	Supplies	\$40.50
P0051965	ECC Wplrc/Culinary Arts	Health Sciences and	Supplies	\$535.30
P0051966	ECC Wplrc/Culinary Arts	Information Tech.	Conferences Mgmt	\$34.24
P0051967	American Express Travel	Public Information	Transportation/ Mileage	\$346.50
P0051968	Minolta Business Systems, Inc.	Information Tech.	Supplies	\$703.06
P0051969	Ecc Food Service-Catering	SBDC Program Income	Other Services And Expense	\$238.09
P0051972	Mass Press	Technical Services	Supplies	\$33.56
P0051973	Datanywhere.Com	Operations	Supplies	\$755.24
P0051975	Creation Engine	Architectural Techno	Supplies	\$322.84
P0051976	Megahous Corp.	VATEA I&T	New Equipment – Instruc.	\$6,492.94
P0051977	Barnes & Noble Bookstore	Community Education	Other Services And Expense	\$556.65
P0051978	D.A.T.A. Computers and Training	SRC High Tech Donati	Supplies	\$684.23
P0051979	Bradley's	Earth Sciences	Supplies	\$151.24
P0051980	El Camino College Warehouse	Ctr for Arts Ticket	Supplies	\$42.00
P0051981	Anji Limon	Staff Diversity	Contract Services	\$50.00
P0051982	John Moreno	Staff Diversity	Contract Services	\$50.00
P0051983	Ecc Food Service-Catering	Community Education	Other Services And Expense	\$1,200.00
P0051984	Postmaster	Community Education	Transportation/ Mileage	\$1,480.00
P0051985	Acct	Presidents Office	Conferences Mgmt	\$515.00
P0051986	El Camino College Warehouse	VP-SCA	Supplies	\$172.00
P0051987	Aadec/Sr	Staff Diversity	Dues And Memberships	\$200.00
P0051988	California Cleaning System	Facilities/Planning	Repairs Noninstructional	\$207.57
P0051989	City of Inglewood	Community Education	Transportation/ Mileage	\$1,950.00
P0051990	Postmaster	00-01 P4E Marketing	Postage	\$300.00
P0051991	South Bay Regional Public Commun.	Parking-Student Perm	New Equipment – Noninstruc.	\$30,954.72
P0051992	Ecc Food Service-Catering	VTEA Title II Tech	Supplies	\$107.37
P0051994	El Camino College Warehouse	Earth Sciences	Supplies	\$64.80
P0051996	Delphin Computer Supply	Nursing	Supplies	\$53.88

January 21, 2003

Administrative Services 29

P0051997	Fastsigns S. Bay	Parking-Student Perm	Site Improvements	\$74.69
P0051998	Video & Audio Center	Parking-Student Perm	New Equipment – Noninstruc.	\$3,517.85
P0051999	Phoenix Marketing Services	CACT Partnership	Multi Media Advertising	\$4,000.00
P0052000	Judy Kasabian	ATE-Articulation Par	Supplies	\$45.49
P0052001	CACCRAO	VP-SCA	Conferences Classified	\$90.00
P0052002	Rcuh #1324 Center on Disability	DSPS	Conferences Mgmt	\$410.00
P0052004	Hinchcliff Int. Group Services	NIS Partnership Grant	Travel And Conference Exp	\$88.00
P0052005	Environmental Recovery Services	Hazmat Disposal	Other Services And Expense	\$1,210.00
P0052006	Arch Wireless	Telecommunications	Other Services And Expense	\$438.66
P0052007	Arch Wireless Net Iq Corporation	Telecommunications	Other Services And Expense	\$179.00
P0052008	Thompson Publishing Group Inc.	Staff Diversity	Publications/ Periodicals	\$297.00
P0052010	NCS Pearson, Inc.	Admissions/Records	Maintenance Contracts	\$2,530.88
P0052011	Woodworker West	Construction Tech.	Publications Periodicals	\$18.00
P0052012	SHOPNOTES Billing Office	Construction Tech.	Publications Periodicals	\$34.95
P0052013	WOODSMITH Billing Office	Construction Tech.	Publications Periodicals	\$35.00
P0052014	Balcony Press/La Architect	Architectural Techno	Publications Periodicals	\$30.00
P0052015	Delphin Computer Supply	Ca Virtual Uni. 2nd	New Computer Equipment-No	\$600.79
P0052016	Micro Warehouse	Ca Virtual Uni. 2nd	Supplies	\$96.97
P0052017	El Camino College Warehouse	V.P. Academic Affairs	Supplies	\$86.00
P0052018	American Express Travel	Technology & Diversi	Aft Contract Committee	\$116.50
P0052021	Jacc Rich Cameron	Humanities	Supplies	\$50.00
P0052022	American Express Travel	CITD/Calif-Mexico	Transportation/ Mileage	\$116.50
P0052023	Infinite Concepts	SBDC CITD	Multi Media Advertising	\$75.00
P0052024	Bassco Sporting Goods	Health Sciences	Liabilities/Fundraising	\$1,278.52
P0052028	Ecc Food Service-Catering	SBDC Program Income	Other Services And Expense	\$171.79
P0052029	Infinite Concepts	TANF	Supplies	\$35.00
P0052030	El Camino College Warehouse	TANF	Supplies	\$84.00
P0052031	Community College League of Calif	Presidents Office	Conferences Mgmt	\$185.00
P0052032	Community College League of Calif	Presidents Office	Conferences Mgmt	\$185.00
P0052033	Westside Sbdc	CITD Program Income	Conferences Mgmt	\$107.00
P0052041	American Express Travel	CITD/Calif-Mexico	Transportation/ Mileage	\$222.64
P0052042	American Express Travel	SBDC CITD	Transportation/ Mileage	\$222.64
P0052055	El Camino College Warehouse	Division Office Inst	Supplies	\$66.19

Total :

192

\$190,858.53

B0050365	League of Innovation	Ca Virtual Uni. 2nd	Conferences Other	\$1,050.00
B0051535	KMR Electronics	Art Department	Repairs Parts And Supplies	\$360.00
B0051634	Dieterich-Post Compa	Architectural Techno	Maintenance Contracts	\$533.00
B0057980	ECCD Petty Cash	00-01 P4E Alondra	Supplies	\$1,825.00
B0057981	Mary A. Keating	Ctr for Arts Adm Pub	PSA Contract Services	\$14,000.00

January 21, 2003

Administrative Services 30

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

	<u>Page No.</u>
A. Employment and Personnel Changes.....	1-8
B. Classified Professional Growth.....	8
C. Resolution – Equivalence to Minimum Qualifications.....	8-9
D. Approval by the Board of Trustees – El Camino College Federation of Teachers, Local 1388, AFT, AFL-CIO, Part-Time Salary Schedule.....	9
E. Volunteers.....	9

A. EMPLOYMENT AND PERSONNEL

It is recommended that the Board ratify/approve the employment and personnel changes for certificated, classified and temporary classified personnel as shown in items 1-26 and 1-16.

1. Employment – Dr. Donald Goldberg, Dean of Mathematical Sciences, Range 16, Step 1, Administrator Salary Schedule, effective January 22, 2003.
2. Employment – Ms. Jessica Padilla, full-time instructor of Anatomy, Class III, Step 5, Academic Salary Schedule, effective February 2, 2003.
3. Employment – Ms. Victoria Corley, full-time Child Development Center Lead Teacher, Class III, Step A, Child Development Center Salary Schedule, effective February 1, 2003.
4. Extra Services – Ms. Leslie Back, full-time instructor of Music, to coordinate Fine Arts Division/CFA student attendance education program, effective January 13 through February 7, 2003, to be paid \$53.946 an hour, not to exceed 8 hours a day for 19 days, in accordance with the Agreement, Article X, Section 13(b).
5. Extra Services – Mr. Mark Crossman or Ms. Francesca Bishop, full-time instructors of Speech, to supervise students at forensics tournaments, effective Winter 2003, to be paid \$24.53 an hour, not to exceed 12 hours a day, total not to exceed 6 days (2 for each tournament), in accordance with the Agreement, Article X, Section 13(a).
6. Special Assignment – Mr. George Rodriguez, full-time instructor of Welding, to conduct not-for-credit courses in Welding at Tosco Corporation, to be paid \$49.05 an hour, not to exceed \$5,000, effective January 6 through June 30, 2003, in accordance with the Agreement, Article X, Section 14(a).
7. Special Assignment – Ms. Barbara Budrovich, part-time instructor of English, to serve as instructor of record for the Writing Center’s English 100 non-credit courses, to be paid \$34.44 an hour, not exceed \$3,788, effective June 11, 2001 through August 1, 2001.
8. Special Assignment – The following instructors to administer credit-by-examination, to be paid \$47.47 an hour, effective August 29, 2002 through December 31, 2002, in accordance with the Agreement, Article X, Section 7(c):

	<u>Not to exceed (total hours)</u>
Toni Christopherson	4
Kathy Morgan	2
Frances Vander Stucken	2
9. Special Assignment – The following full-time instructors to participate in Learning Communities staff development and training workshops, effective January 21, 2003
Human Resources – Administrative Services 1

September 3 through December 22, 2002, to be paid \$22.96 an hour, not to exceed \$1,000 and upon submission of a final report on December 22, 2002, in accordance with the Agreement, Article X, Section 14(a).

Jennifer Annick	Allison De Vaney	Mashari Muir
Florence Baker	Karen Forney	Erendira Ramirez
Julie Barden	Suzanne Gates	Sabra Sabio
Susan Baxter	Brent Isaacs	Jason Suarez
Victor Cafarchia	Betty Littles	
Susan Corbin	Trudy Meyer	

10. Special Assignment – The following part-time/temporary instructors of Applied Music to be paid \$24.53 an hour, effective February 10 through June 8, 2003, in accordance with the Agreement, Article X, Section 9(l).

<u>Name</u>	<u>Not to exceed (hours)</u>	<u>Not to exceed (dollars)</u>
Margot Martin	8 hours per week	\$3,139.84
Susan Helfter	5 hours a week	\$1,986.40
Jeanette Wrate	9 hours a week	\$3,532.32

11. Special Assignment – Ms. Ann Patterson part-time instructor of Music, to be paid \$49.05 an hour, not to exceed 5 hours a week or \$3,924, effective February 10 through June 8, 2003, for Applied Music, in accordance with the Agreement, Article X, Section 9(l).

12. Special Assignment – Ms. Josephine Moore, part-time instructor of Health Sciences & Athletics, to instruct Community Education Classes, to be paid \$50.00 an hour, not to exceed \$5,500, funded by Workplace and Community Education of the Community Advancement Division, effective February 1 through June 30, 2003, in accordance with the Agreement, Article X, Section 9(m).

13. Stipend Assignment – The following full-time coaches to be hired effective February 10 through June 8, 2003, to be paid a weekly stipend in accordance with the Agreement, Article X, Section 11(a).

<i>COACH</i>	<i>TEAM</i>	<i>STIPEND</i>
J. Britton	Badmitton	\$450
S. Calderon	Women's Softball	\$419
T. Granger	Women's Swimming	\$450
D. Lofgren	Men's & Women's Track & Field	\$832
L. Pattison	Men's Volleyball	\$450
C. Stanbury	Men's & Women's Swimming	\$832
T. Titus	Golf	\$419
S. Van Kanegan	Men's & Women's Tennis	\$832
N. Van Lue	Baseball	\$450

14. Stipend Assignment – The following part-time coaches to be hired effective February 10, 2003, through June 8, 2003, to be paid a weekly stipend in accordance with the Agreement, Article X, Section 11(e).

COACH	TEAM	STIPEND
G. Bergeron	Baseball	\$225
R. Blount	Men's Volleyball	\$419
S. Bryant	Pep Squad	\$419
D. Diego	Women's Track & Field	\$250
W. Hood	Softball	\$225
K. Hughley	Men's & Women's Track & Field	\$419
R. Mansfield	Men's & Women's Track & Field	\$225
S. Sheil	Men's & Women's Track & Field	\$419

15. Stipend Assignment – Ms. Sharyn Seaton, part-time instructor of History, to be paid \$500 for lecture presentation, effective January 19, 2003, in accordance with the Agreement, Article X, Section 9(b).

16. Stipend Assignment – Mr. Ron Woolsey, part-time instructor of History, to be paid \$500 for lecture presentation, effective February 2, 2003, in accordance with the Agreement, Article X, Section 9(b).

17. Stipend Assignment – Mr. Jason Suarez, full-time instructor of History, to be paid \$500 for lecture presentation, effective March 16, 2003, in accordance with the Agreement, Article X, Section 14(a).

18. Stipend Assignment – Ms. Maria Jacque, instructor of Applied Music, to be paid \$300 for playing flute for the South Bay Children's Choir at concerts December 21-22, 2002, in accordance with the Agreement, Article X, Section 14(a).

19. Stipend Assignment – Ms. Julie Stewart, full-time instructor and Academic Senate President to be paid \$300 for the period January 2-31, 2003, for duties relating to the Academic Senate during the Fall Semester, in accordance with the Agreement, Article X, Section 14(a).

20. Stipend Assignment – Mr. William Georges, full-time instructor of Technical Theatre, to work as lighting designer for Play #2 One Acts, to be paid \$650, effective October 14 through December 13, 2002, in accordance with the Agreement, Article X, Section 14(a).

21. Employment - The following part-time/temporary instructors to provide instruction in the Fire Academy, effective February 10 through June 8, 2003, to be paid \$36.79 an hour, not to exceed \$3,679 each, in accordance with the Agreement, Article X, Section 9(m).

Mark Lepore
David Richardson
Lee Macpherson
Michael Nothern
Mark Early
Richard Shima
Bradley Sweatt
Carl Whitaker

22. Amend Employment – The following part-time instructors, to be hired as needed for the 2003 winter session.

Gary Booher, Class III, Step 4 (instead of Class II)
Norman Looney, Class III, Step 20 (instead of Step 11)

23. Employment – The following part-time instructors of Instructional Services, to be hired as needed for the 2003 Winter session.

Robert Murchison, Class IV, Step 4
Brian Ouchi, Class IV, Step 4

24. Employment - The following part-time instructors, effective January 6 through June 8, 2003, to be paid by the following agencies:

Beverly Hills Fire Department
Raymond Navarro

Culver City Fire Department
Tim Wilson

El Segundo Fire Department
Kevin Scott Smith

Hermosa Beach Fire Department
James Crawford

Los Angeles County Fire Department
Dale Robert Baker
Michael Clemons
Brian Hughes
Michael Lewis
Richard Martinez
David Richardson

Michael Leonard Short, Jr.
David Edward Stone
Chad Sourbeer
Richard Tiberio
Nicholas Tosches

Los Angeles County Life Guards
Eric Nelson
Charles Kissell

Manhattan Beach Fire Department
Charles Leroy Wilson

Redondo Beach Fire Department
Donald R. Herr
January 21, 2003

Torrance Fire Department
Leigh McArthur
Gerald Strousse

Industrial Emergency Council
Robert Henderson
Michael Handman
John Maleta

25. Employment – The following part-time/temporary instructors to be hired as needed for the 2003 Spring session:

Behavioral & Social Sciences

Magan Granich
Marc Mestynek
Julio Torres

Business

Edward Mannes

Instructional Services

Rebeca Nunez-Mason
Sabra Sabio

Fine Arts

Ava Baldwin
Dana Bisignano
Dana Emerson-Lee
Hector Rivas
Helene Wagner
Shanon Zusman

Health Sciences & Athletics

Denise Diego
Donna Green

Industry & Technology

Rudolph Kattan
Mary Lyons
Michael Ryerson
James Shaw
Merriel Winfree

Mathematical Sciences

Fred Petersen
January 21, 2003

Natural Sciences

Marcos Pinho

Yves Tan

26. Employment – The following part-time/substitute instructors to be hired as needed for the 2003 Spring session:

Industry & Technology

Jean Kigorzi

Felicia Smith

Classified Personnel:

1. Military Leave of Absence 100% - Mr. Craig Blum, Groundskeeper/Gardener II, Range 28, Step B, Facilities Planning and Service Division, Administrative Services Area, effective November 21, 2002 through March 31, 2003.
2. Extend Work Out of Classification – Ms. Josephine Cheung, Senior Accounting Technician, Range 36, Step E, to Accounting Officer, Range 39, Step E, Fiscal Services Division, Administrative Services Area, effective February 1 through February 28, 2003.
3. Extend Work Out of Classification - Ms. Lavonne Jackson, Senior Clerical Assistant, Range 24, Step E, to Administrative Assistant II, Range 31, Step C, Business Division, Academic Affairs Area, effective January 1 through January 31, 2003.
4. Promotion – Ms. Lavonne Jackson, Senior Clerical Assistant, Range 24, Step E, to Administrative Assistant II, Range 31, Step C, Business Division, Academic Affairs Area, effective February 3, 2003.
5. Employment – Ms. Brenda Terry, Lead Interpreter Specialist, Range 38, Step A, Special Resource Center/Instructional Services Division, Academic Affairs Area, effective February 3, 2003.

Temporary Non-Certificated Employees:

6. Re-Employment – Ms. Pauline Annarino, Special Project Temporary Administrator, RITC, Special Resource Center/Instructional Services Division, Academic Affairs Area, effective October 1, 2002 through June 30, 2003, to be paid \$242 a day, Range 4, Step 3, of the Special Project Temporary Administrator Daily Rate Schedule, not to exceed, \$62,920.
7. Re-Employment – Ms. Renee Dorn, Special Project Temporary Administrator, Vice President's Office, Student and Community Advancement Area, effective January 24, 2003 through February 28, 2003, to be paid \$269 a day, Range 6, Step 1, of the Special Project Temporary Administrator Daily Rate Schedule, not to exceed \$11,658.

8. Employment – Ms. Nelly Rodriguez, 75% Title 5 Special Project Temporary Administrator, Planning Research and Development Division, Student and Community Advancement Area, effective February 3, 2003 through January 31, 2004, to be paid \$256 a day, Range 5, Step 2, of the Special Project Temporary Administrator Daily Rate Schedule, not to exceed \$49,920.
9. Termination – Mr. Robert Palmer, Special Project Administrator, Food Service Program Cafeteria Manager, Workforce and Community Education/Community Advancement Division, Student and Community Advancement Area, Range 4, Step 1, effective December 31, 2002.
10. Amend Employment - Ms. Mary Anne Fedorchuk - Human Resources Technician III, Range 8, Step A, (Confidential Salary Schedule), Human Resources Division, Administrative Services Area, to work four hours per day, not to exceed ninety days, effective December 16, 2002, instead of January 6 through February 28, 2003, to update faculty HRS and payroll information for the Colleague Program.
11. Employment – Mr. Sidney Hammond, Theatre Technician, Range 31, Step A, Fine Arts Division, Academic Affairs Area, to work intermittently on an as needed basis effective January 22, 2003 through February 28, 2003, to construct stage sets and scenery, and operate lighting and sound systems.
12. Employment – Ms. Magdalena Hughes, Accounting Assistant II, Range 25, Step E, Fine Arts Division, Academic Affairs Area, to work intermittently preparing requisitions, collect and deposit membership fees and maintain account information and deposit donations in the Foundation Office for the South Bay Children’s Choir effective January 22 through February 28, 2003.
13. Employment - Ms. Louise Kirst, Accounting Assistant II, Range 25, Step A, Fine Arts Division, Academic Affairs Area, to work intermittently preparing and maintaining a variety of records, reports and documents related to accounts payable/receivable, and instructional division budget, effective January 22 through February 28, 2003.
14. Employment – Ms. Beverly Rouse, 50% Senior Clerical Assistant, Range 24, Step A, Information Technology Services Division, Administrative Services Area, to work Tuesday through Thursday, eight hours a day, effective January 22 through February 28, 2003, to prepare Information Technology Services Newsletter and documentation for various manuals.
15. Employment – Ms. Patricia Yanaga, Secretary, Range 25, Step A, Student and Counseling Services Division, Student and Community Advancement Area, Monday through Thursday, 8:00 a.m. – 5:00 p.m., effective January 22 through February 28, 2003, to perform secretarial support.
16. Employment – The following individuals to work as Substitute Dietetic Technician, Range 17, Step A, Child Development Center/Enrollment Services Division, Student

and Community Advancement Area, effective January 22 through February 28, 2003 to work as needed forty hours or less per week, when Dietetic Technician is absent.

Maria Maciel

Ester Servin

B. CLASSIFIED PROFESSIONAL GROWTH

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

Quark Xpress Desktop Publishing, Knowledge Works Inc., Los Angeles, CA - Ellen Lorenz.
Jan. 27-28, Jan. 29-30, 2003. \$400.00 maximum.

Web Mathematica Seminar, Hilton Long Beach, CA - Donna M. Post. Jan. 30, 2003. Mileage only.

Calif. Assn. of School Business Officials (CASBO) Job-Alike Workshop, El Segundo, CA. Jan. 23, 2003. \$30.00 plus mileage for each participant listed below:

Delores Buerger
Stephanie DeWitt
Leimomi Elliott
Estella Lee
Jill McTarsney

Marie Stokes
Gary Turner
Catherina Uebele
Lisa Webb

California Association of Community College Registrars and Admissions Officers (CACCRAO) Staff Development Workshop 2003, Burbank, CA. Mar. 7, 2003. \$45.00 plus mileage for each participant listed below:

Martha Angel
Mayda Angel-Reatiga
Robert Carpenter
Angelica Cholico
Victoria de la Torre
Dorothy Fowler
Joyce Fukuchi

Marjorie Hall
Cheryl Imatomi
Adriana Lopez
Margaret Lund
Rachelle Lunney
Willie Ruth McGee
Susan Nickle

Donna Pantaleo
Grace Rodriguez
Clarissa Ryder
David Snowden
Marie Tate

C. RESOLUTION – EQUIVALENCE TO MINIMUM QUALIFICATIONS

It is recommended that the Board of Trustees approve a Resolution of the Board of El Camino Community College District authorized by the California Education Code Section 87359 as shown below:

WHEREAS, California Education Code Section 87359 provides that the governing board upon the advice and judgment of the Academic Senate may approve employment of instructors who possess
January 21, 2003 Human Resources – Administrative Services 8

qualifications at least equivalent to the minimum qualifications specified in the regulations of the Board adopted pursuant to Education Code Section 87356; and

WHEREAS, the El Camino College Policy "Equivalence to the Minimum Qualifications" was adopted June 11, 1990; and

WHEREAS, there are instructors on the staff at El Camino Community College who are eminently qualified to teach in their designated subject area.

NOW, THEREFORE, BE IT RESOLVED, that the El Camino Community College District Board of Trustees hereby approves the assignment of the below listed instructor to teach in the designated discipline(s) during employment at El Camino College:

Donna Green – Nursing
Hector Rivas - Art

**D. APPROVAL BY THE BOARD OF TRUSTEES – EL CAMINO COLLEGE
FEDERATION OF TEACHERS, LOCAL 1388, AFT, AFL-CIO, PART-TIME SALARY
SCHEDULE**

It is recommended that the Board of Trustees approve the Salary Schedule for Part-Time/Temporary Faculty Members, effective January 1, 2003 as shown on page 11.

E. 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:

Michelle Choe
Elias Kary
Danny Lightle, Jr.
Shinichi Obata
Olinda Rivas

PART-TIME FACULTY SALARY SCHEDULE
Effective January 1, 2003

<u>LECTURE (66%)</u>	<u>Class I – BA</u>		<u>Class II - MA</u>	
	Step	Stipend	Hourly	Stipend
1	1006	55.889	1066	59.222
2	1049	58.278	1109	61.611
3	1093	60.722	1153	64.056
4	1136	63.111	1196	66.444
5	1180	65.556	1240	68.889
6	1223	67.944	1283	71.278

<u>LAB (69%)</u>	<u>Class I – BA</u>		<u>Class II - MA</u>	
	Step	Stipend	Hourly	Stipend
1	788	43.778	836	46.444
2	823	45.722	870	48.333
3	857	47.611	904	50.222
4	891	49.500	938	52.111
5	925	51.389	972	54.000
6	959	53.278	1006	55.889

<u>ACTIVITY (73%)</u>	<u>Class I – BA</u>		<u>Class II - MA</u>	
	Step	Stipend	Hourly	Stipend
1	758	42.111	804	44.667
2	791	43.944	836	46.444
3	824	45.778	869	48.278
4	857	47.611	902	50.111
5	890	49.444	935	51.944
6	923	51.278	968	53.778

<u>NON-INSTRUCTIONAL (75%)</u>	<u>Class I – BA</u>		<u>Class II - MA</u>	
	Step	Hourly	Hourly	Hourly
1		34.01		36.04
2		35.48		37.51
3		36.95		38.99
4		38.42		40.46
5		39.90		41.93
6		41.38		43.41

At the time that the Final Budget was adopted on September 9, 2002, it was announced that the State was faced with a budget deficit of more than \$10 billion. At that time, it was reported during the Public Hearing that much of this year's State budget was balanced on uncertain funding sources or by postponement of needed reductions. It was also reported that El Camino College's budget was balanced with Partnership for Excellence funds.

The State problem began to grow between September and mid-October just prior to the election to a reported amount in excess of \$20 billion. During this time period, it was suggested that the deficit would be addressed and implemented in the 2003-04 fiscal year.

Since the election, the deficit has grown to \$34.8 billion and requires that mid-year reductions be made at this time. The direct impact on El Camino College is that we need to reduce expenditures for the remainder of the year by about \$4 million. Identifying the precise target number is difficult because proposals are changing frequently.

Attached is a listing of further actions proposed to address the reductions that must be made immediately.

EL CAMINO COLLEGE
Office of the President
January 6, 2003

Draft considerations in response to state funding reductions:

1. Ask collective bargaining agents to consider reopening contracts.
2. We will not hire any full time faculty members for 2003-2004, as identified through Faculty Identification Priority Committee process.
3. Continue hiring freeze on most positions.
4. Reduction in section and course offerings in spring semester and summer session.
5. Eliminate most funding for Partnership for Excellence projects.
6. Significantly reduce Temporary Project Administrators.
7. Significantly reduce temporary classified employees .
8. Significantly reduce casual employees.
9. Significantly reduce assignments for student workers except those included in employee contracts. Will continue federally funded college work study assignments.
10. Significantly reduce district-funded travel with exception of federally mandated and federally funded travel. All travel requests to be submitted to the appropriate Vice President.
11. Eliminate most “acting” assignments. Return employees to original assignments.
12. Eliminate most working-out-of-classification assignments. Return employees to original assignments.
13. Eliminate overtime. Limited use of compensatory time. Compensatory time to be used within time periods specified in employee contracts.
14. Significantly reduce most release time unless contractual. Return to teaching assignments.

It is recommended that the Board of Trustees accept its Self-Evaluation as shown on pages 4-5.

**EL CAMINO COLLEGE BOARD OF TRUSTEES
SELF-EVALUATION QUESTIONNAIRE**

	Strongly Agree	Agree	Disagree	Strongly Disagree	No Respon
I. Priorities and Planning	RM, LH	GC, DF, RH, NJ			
1. Most of the issues occupying the Board's time and attention are directly related to the mission and goals of the institution.					
2. All members of the Board have a clear understanding of the vision of the college.	RM, LH	GC, DF, RH, NJ			
3. All members of the Board can articulate the vision of the college to the diverse constituencies of the district.	RM, LH	GC, RH, NJ	DF		
II. Board and Chief Executive Officer Relations	RM, DF, NJ, LH	GC, RH			
1. The Board and CEO maintain optimum communications.					
2. The roles of the CEO and the Board are clearly defined.	RM, LH	GC, RH, NJ			DF
3. Trustees keep the CEO well informed of contacts with the community.	RM, DF, LH				GC, NJ, RH
4. Trustees keep the CEO well informed of contacts with college employees.	RM, RH, LH	NJ	DF		GC
III. Board and College Relations	GC, RM, DF, RH, LH	NJ			
1. Trustees are knowledgeable about the college's history.					
2. Trustees are well versed concerning the college's strengths and weaknesses.	DF, LH	GC, RM, RH	NJ		
3. Trustees are knowledgeable about the mission of the college.	RM, LH	GC, DF, RH, NJ			
4. The Board is sensitive to the concerns of students.	DF, LH	RM, NJ			GC, RH
5. The Board is sensitive to the concerns of employees.	RM, LH	RH, NJ			GC, DF
6. The Board supports the college by attending various events.	RM, NJ, LH	DF			GC, RH
IV. Board and Community Relations	RM, RH	GC, NJ, LH			DF
1. Trustees are well informed concerning the needs of the community.					
2. Trustees fairly and assertively represent the communities they serve.	RM, RH, LH	GC, DF, NJ			
3. Trustees use their community ties to promote a positive image of the college	GC, RM, LH	DF, RH, NJ			
V. Board Agendas	RM, DF, RH, LH	GC			NJ
1. The Board Agendas always focus on policy issues.					
2. The Board Agendas always allow sufficient time and attention for discussion of legislative and state policy issues.	LH	GC, RM, DF, NJ			RH
3. The Board Agendas are organized logically which facilitates efficient use of time.	RM, RH, DF, NJ, LH	GC			

	Strongly Agree	Agree	Disagree	Strongly Disagree	No Response
VI. Board Organization and Dynamics					
1. Definitions of the roles of the Board chair and other officers are clearly understood by the Trustees.	RM, DF, LH	GC, RH, NJ			
2. The roles of the Board officers are conscientiously implemented.	RM, RH, LH	GC, DF			NJ
3. All public meetings of the Board are conducted in compliance with the Brown Act.	GC, DF, RH, LH	RM, NJ			
VII. Board Decision-Making Processes					
1. Trustees demonstrate respect for the opinions of others at Board meetings.	GC, RM, DF, RH, NJ, LH				
2. Board meetings are structured to assure that all relevant information is considered before making a decision.	RM, DF, NJ, LH	GC			RH
3. Board members are provided with adequate information needed to fully understand the issues.	DF, LH	GC, RM, RH, NJ			
III. Trustee Development and Education					
1. Board members (including the Student Trustee) receive a thorough orientation to their roles and responsibilities.	RM, RH, LH	GC, DF, NJ			
2. Board members have a thorough understanding of the district's mission and goals.	RM, LH	GC, DF, RH, NJ			
3. Board members are well informed and knowledgeable about legislative issues that may impact the college.	RM, LH	DF, RH	NJ		GC
4. Board members are well informed and knowledgeable about state policy issues that may impact the college	RM, RH, LH		NJ		GC DF
5. Information about important issues is readily shared among Board members.	RM, LH	DF, RH, NJ			GC
IX. Board Goals					
1. The Board prepares an annual set of written goals and objectives.	RM, NJ, LH	GC, RH	DF		
2. The annual objectives of the Board are measurable	RM, RH, LH		DF		GC NJ
3. The Board has a set of clearly defined performance standards.	RM, DF, LH, RH	GC			NJ
4. The Board's goals and objectives are clearly communicated to the college community.	RM, LH	GC, DF, RH, NJ			
X. Board Evaluation					
1. The Board systematically identifies and reports its accomplishments.	RM, LH	RH	DF		GC NJ
2. The Board provides ample opportunity for college employees and citizens of the community to evaluate its performance.	RM, LH	GC, DF, RH, NJ			
3. The Board takes appropriate measures to assure that its self-evaluation is objective, impartial and constructive.	RM, RH, LH	GC	DF	NJ	

EL CAMINO COLLEGE
Agenda for the El Camino Community College District Board of Trustees Meeting

Goals of the Board of Trustees

Each year the Board of Trustees establishes goals and evaluates its performance on the previous years goals. The Community College League of California provides the evaluation instrument. The Board of Trustees remarks are publicly presented and members of the Board may discuss, amend or delete the recommended goals for the forthcoming year.

It is recommended that the Board adopt the following goals for 2003:

- I. Effect implementation of the November 5, 2002 Measure E successful bond election.
 - A. Authorize issuance of bond.
 - B. Select Oversight Committee members.
 - C. Update College Facilities Master Plan.
 - D. Implement construction program.

- II. Participate in community activities and events and bring observations to the Board for policy issues.
 - A. Attend events in the community.
 - B. Speak to community groups.
 - C. Make Board presentations.
 - D. Bring copies of community events and activities to other Board members.

- III. Participate in the operation of the College at Board Meetings.
 - A. Speak freely and openly on policy issues.
 - B. Solicit opinions of fellow board members.
 - C. Present ideas during discussion section of Board Meetings.

- IV. Continue a Trustee education program.
 - A. Attend a conference on Trustee responsibility.
 - B. Submit materials from various sources to fellow Trustees.
 - C. Read Trustee education materials send by various organizations.