

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

Board of Trustees
El Camino Community College District
Agenda, Tuesday, February 18, 2003
4:00 p.m.
Campus Theatre

I. Roll Call, Pledge of Allegiance to the Flag

II. Approval of Minutes of the Regular Board Meeting of January 21, 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, Page 1

C. Student and Community Advancement

See Student & Community Advancement Agenda, Pages 1- 4

D. Administrative Services

See Administrative Services Agenda, Pages 1 – 10

See Human Resources Agenda, Pages 1 – 17

VI. Public Comment on Non-Agenda Items

VII. Committee of the Whole

A. Public Comment

B. Citizens' Bond Oversight Committee

VII. Oral Reports

Board of Trustees Report

President's Report

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. Existing Litigation, Brown Act Section 54946.9

1. Case B150910

C. Personnel Matters, Brown Act Section 54957

1. Personnel Matters – 2 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. Restructuring and Reassignment of Functions in the Academic Affairs Area 1

**A. RESTRUCTURING AND REASSIGNMENT OF FUNCTIONS
IN THE ACADEMIC AFFAIRS AREA**

It is recommended that the Board approve the following changes in the Academic Affairs Area, effective March 1, 2003. These changes are necessary to ensure continuation of service and support to the campus and community and are a part of the college's reduction effort due to the state's budget crisis:

1. Dissolution of the Instructional Services Division.
2. Creation of a new unit, Learning Resources, to include Library Services, the Librarians, Media Services, the Distance Education program, the Library Media Technology Center, and the Learning Resources Center.
3. Reassignment of the clerical assistant in the Instructional Services Division to the vacant clerical assistant position in the Natural Sciences Division.
4. Reassignment of the Special Resources Center, including all faculty, staff, programs and courses, to the Division of Health Sciences and Athletics.
5. Reassignment of the faculty and courses in Academic Strategies, Human Development, and Tutor Training, to the Humanities Division.
6. Reassignment of courses in Library Information Science to the Humanities Division.
7. Reassignment of the General Studies program to the Behavioral and Social Sciences Division.

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 Trips.....	1
B. Student International Service Travel – Rotaract Club.....	1
C. Board Policy 5205 – Student Accident Insurance Second Reading and Adoption.....	1, 3
D. Restructuring and Reassignment of Functions in the Student and Community Advancement Due to Budget Reductions.....	2, 4

A. STUDENT FIELD TRIPS

It is recommended that the Board approve the following student field trips coordinated through the Counseling and Student Services Transfer Center and Puente Project. The purposes of the trips are to provide university experience and cultural enrichment.

March 14, 2003 – Sue Oda-Omori and Rene´ Lozano – University of California at San Diego, San Diego, California. Estimated students 15. Depart 7am; return 5pm. Transportation by El Camino College Van.

March 14, 2003 – Stephanie Rodriguez – University of California at Riverside, Riverside, California. Estimated students 35. Depart 7am; return 4:30pm. Transportation by bus.

March 25, 2003 – Barbara Jaffe and Stephanie Rodriguez – Museum of Tolerance, Los Angeles, California. Estimated students 35. Depart 7am; return 2pm. Transportation by bus.

April 19, 2003 – Barbara Jaffe and Stephanie Rodriguez – California State University at Dominguez Hills, Carson, California. Depart 7am; return 4pm. Transportation by El Camino College Van.

B. STUDENT INTERNATIONAL SERVICE TRAVEL – EL CAMINO COLLEGE ROTARACT CLUB

It is recommended that the Board approve International Service Travel of the Rotaract Club to join the Rotary Clubs of Hawthorne and Lawndale in partnering with Club Rotario de Tijuana, sister club, in an international service project to distribute shoes to orphans and make repairs to the orphanage facility in Tijuana, B.C., Mexico. The club members will depart March 15, 2003 at 7:30am and return March 16, 2003 at 3:30pm. No expense to the District. Club Adviser: Leo Middleton.

Shirley Biratu, Candace Catalina, Erin Fisher, Adaobi Nnoli Philippa, Maria Pulido

C. BOARD POLICY 5205 – STUDENT ACCIDENT INSURANCE - SECOND READING AND ADOPTION

It is recommended that the Board receive for Second Reading and Adoption Board Policy 5205 – Student Accident Insurance as shown on page 3.

D. RESTRUCTURING AND REASSIGNMENT OF FUNCTIONS IN THE STUDENT AND COMMUNITY ADVANCEMENT AREA

It is recommended that the Board approve the following changes in the Student and Community Advancement Area, effective March 1, 2003. These changes are necessary to ensure the continuation of services to the campus and the community and are a part of the reduction effort for the campus due to the state's budget crisis. A revised organizational chart is shown on page 4.

1. Dissolution of the Planning, Research and Development Division. All functions will report to the Vice President of Student and Community Advancement.
2. Co-locate the Foundation and Grants Development/Management Offices to function out of the newly established Office of Resource Development.
3. Other changes and reassignment of staff are also a part of the effort to meet the existing budget crisis.

Board Policy 5205

STUDENT ACCIDENT INSURANCE

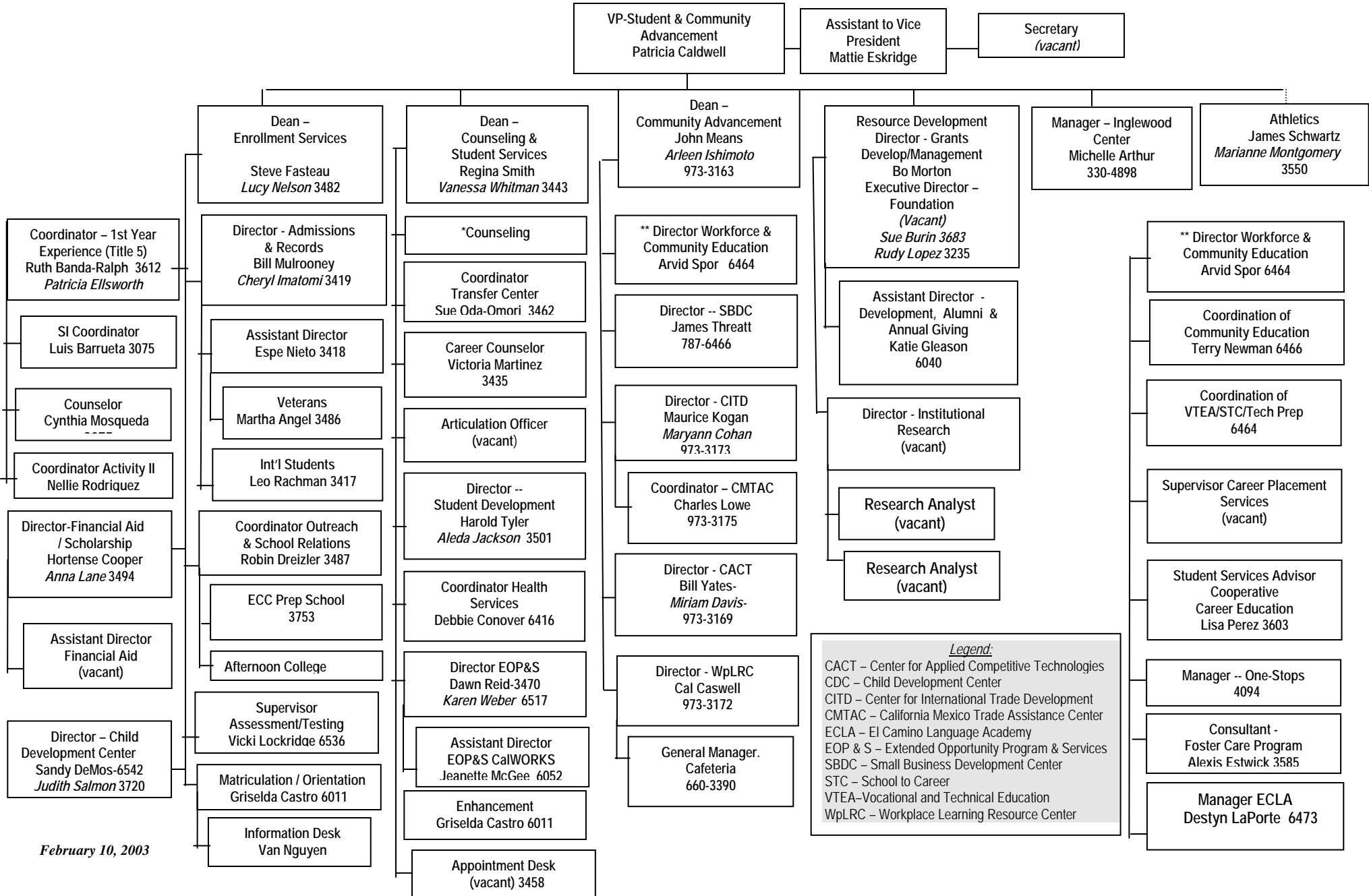
The District shall assure that students are covered by accident insurance in those instances and activities required by law or contract. The insurance program shall be managed by the Vice President Administrative Services or designee.

Reference:

Education Code Section 72506

El Camino College
Adopted: February 18, 2003

**EL CAMINO COLLEGE
STUDENT & COMMUNITY ADVANCEMENT ORGANIZATIONAL CHART**



February 10, 2003

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

	<u>Page No.</u>
A. AB 2910 – Quarterly Fiscal Status Report	1
B. Mid-Year Budget Reductions	2
C. Renewal of Auditor Contract	2
*D. Contracts Valued at \$50,000 or Higher	2
E. Contract Amendment	3
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G. Notice of Job Completion	4
H. Purchase Orders	4

* Item D-4 was withdrawn, and no substitutions were made.

A. AB 2910 - QUARTERLY FISCAL STATUS REPORT

It is requested that the Board of Trustees receive the following Quarterly Financial Status Report for the quarter ending December 31, 2002.

AB 2910, Chapter 1486, Statutes of 1986, requires that California community college districts report quarterly on their financial condition.

Starting with the quarter ending September 30, 1987, and quarterly thereafter, districts are required to prepare a Quarterly Financial Status Report, certified for accuracy by the district chief executive officer and chief business officer, and present this report to the governing board. The report is to be reviewed by the District governing board at a regularly scheduled meeting and entered into the minutes of the meeting. Within five working days following the governing board meeting, the fiscal year status report and a copy of a report of the district's financial condition are to be submitted to the Chancellor's Office and the County Superintendent of Schools. The quarterly reports will be reviewed and districts will be notified if further action is necessary.

The report for December 31, 2002, is shown on the following Quarterly Financial Status Report.

**FISCAL YEAR 2002-03
Quarter Ended (Q1) December 31, 2002**

<u>General Fund</u>	<u>2002-03 Budget</u>	<u>Year-to-Date Actuals</u>	<u>Percentage</u>
INCOME			
Federal	\$ 3,659,187	\$482,834	13.2%
State	57,400,028	25,921,607	45.16%
Local	33,419,708	16,878,261	50.50%
Interfund Transfers	<u>350,000</u>	<u>63,089</u>	18.03%
Total Income	\$94,828,923	\$43,345,791	45.71%
APPROPRIATIONS			
Academic Salaries	\$41,549,407	\$ 16,349,483	39.35%
Classified Salaries	27,213,764	11,528,677	42.36%
Staff Benefits	13,111,891	4,971,187	37.91%
Supplies/Books	3,039,865	1,133,317	37.28%
Other Operating Expenses	10,013,996	5,082,755	50.76%
Capital Outlay	140,022	252,949	180.65%
Other Outgo	<u>720,000</u>	<u>252,155</u>	35.02%
Total Appropriations	\$95,788,945	\$39,570,523	41.31%

B. MID-YEAR BUDGET REDUCTIONS

In anticipation of reduced funding during the 2002-03 fiscal year, it is requested that the Board of Trustees approve the following budget reductions:

Revenue		
	Apportionment Income	\$3,500,000
Expenditures		
	Academic Salaries	\$1,500,000
	Classified Salaries	1,500,000
	Employee Benefits	292,000
	Supplies	100,000
	Equipment	108,000

The impact of these reductions will be reflected in the following:

1.	Partnership for Excellence programs	\$1,390,000
2.	Reduced Spring class offerings	1,000,000
3.	Categorical programs	400,000
4.	Hiring freeze – permanent positions	400,000
5.	Reduced use of casual, temporary, and students	310,000

Upon precise notification by the State of total reductions needed, a subsequent Board action will be presented.

C. RENEWAL OF AUDITOR CONTRACT

It is requested that the contract entered into for fiscal year 2002-2003 with the audit firm of Vicenti, Lloyd, and Stutzman be renewed for the period of July 1, 2003, through June 30, 2004, per the Agreement stating the option to renew annually, at a mutually negotiated rate, for four (4) additional one-year periods, not to exceed a total of five (5) years. The total cost for the 2001-2002 audit and other related services was \$49,593.69 out of an authorization not to exceed \$65,000. The cost for the 2003-04 year will not exceed \$70,000, exclusive of mileage.

D. 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 agreements with the following contractors and that the Vice President -Administrative Services, or his designee, be authorized to execute the necessary documents.

1. **C. W. Driver** – Provide pre-construction services consisting of constructability review, cost estimating, value engineering, project phasing and scheduling and participate in program team meetings. Dates: March 1, 2003 – February 28, 2005; with three (3) additional one-year renewable options, subject to mutual agreement. Cost:

\$660,000, includes \$60,000 reimbursable expenses. Account #41-55130-00-710000-9916.

2. **Computer Answers, Inc.** – Provide the Small Business Development Center (SBDC) content management and outreach, (2) Technology Initiative – CA SBDC License (portal design & development & maintenance), Portal Customization for Accreditation Standards and (3) with (1) L.A. Inner City Initiative (strategic planning, communication and outreach; website Business Office Call Center (facilitate calls from 1-866-U-AskSBDC). The cost, \$80,970, is covered under Contract #C1-0119 between the State and the SBDC. Dates of contract: January 1, 2002 through December 31, 2002.
3. **Dynamic Engineering and Inspection Inc.** – A California state-certified Inspector of Record will provide state-certified, Class 1 inspection services for the District on various projects, as assigned. Dates: March 3, 2003 – March 1, 2005 two-year (2) contract with three (3) additional one-year options. Cost: \$150,000 per fiscal year at \$70/hour FY 2003/2004. Increase to \$72.50/hour for FY 2004/2005.
4. **Maas Companies** - Provide program management services related to facilities master plan implementation and project management service for projects implemented with first issuance bond funds. Dates: January 1, 2003 – December 31, 2007 (subject to renewal upon mutual agreement). Total Cost: NTE \$1,985,000; Program Management: fees & hourly billing NTE \$535,000; Project Management: Hourly billing NTE \$1,450,000. Account #41-55130-00-710000-9916.
5. **tBP Architects** – Provide architectural services in relation to finalizing the campus facilities master plan, preparing campus and project programming, preparation of an environmental impact report, development of a program implementation strategy and campus standards, and to support District staff. Dates: January 2, 2003 – December 31, 2003. Cost: NTE \$160,000, including up to \$10,000 for reimbursable expenses. Account #41-55130-00-710000-9916.
6. **Toft Wolf Farrow, Inc.** – Provide engineering services related to campus programming and project implementation. Dates: February 1, 2003 – January 31, 2004. Cost NTE \$330,000 including \$30,000 reimbursable expenses. To be billed hourly. Renewal rates subject to negotiation.

E. CONTRACT AMENDMENT - PO #57166 – Change vendor name from Pivot Management Consultants to Akhilesh Gulati. This is a Personal Services Agreement (not a contract) to develop and deliver Lean Manufacturing training courses for the CACT. Also, the cost for service is amended from \$35,000 to \$60,000.

F. CONTRACTS - CHANGE ORDERS
West Star Construction (B48259)

Portable Classroom Site and Utilities Cost: \$2,903.75
Account: 41-55130-00-710000-9714
01-27-03

*Item D-4 was withdrawn, and no substitutions were made.

Contract Coordinator: Janet Clarke

#1/Add cost to expedite electrical load interrupter switch from G.E. per change order #1

2. **West Star Construction (B48259)** Cost: \$2,241.70
Portable Classroom Site and Utilities Account: 41-55130-00-710000-9714

01-27-03

Contract Coordinator: Janet Clarke

#1/Increase the blanket purchase order by \$2,241.70 for extra concrete work per change order 2.

3. **West Star Construction (B44710)** Cost: \$35,846.78
Portable Site Work Account: 41-55130-00-710000-9714

01-27-03

Contract Coordinator: Janet Clarke

#1/ Extra work for Fire Alarm including demo and removal and carpentry

4. **Tri Span Inc. Environmental (B57933)** Cost: \$3,355.00
Science Complex-Hazardous Waste Removal

01-27-03

Contract Coordinator: Janet Clarke

#1/ Add \$3,355.00 to the purchase order to compensate Tri-Span for removal of cabinetry, carpet, floor tile and mastic not previously identified in Bid #2002-05.

G. NOTICE OF JOB COMPLETION

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

<u>Project Name/Vendor</u>	<u>Cost</u>
<u>Fire Alarm Replacement –Phase III</u> Bid No. 9899-10	\$283,081 PO #B51211

Payable to: Downey Electric
11205 Imperial Hwy
Norwalk, CA 90650-2229

H. PURCHASE ORDERS

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

Run Date
1/17/03

El Camino Community College District
BOARD OF TRUSTEES PURCHASE ORDER LISTING

Meeting Date: 02-18-2003

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
P0052038	Vwr Science Corporation	Chemistry	Supplies	\$402.04
P0052049	International Historic Films	Film Rental	Supplies	\$37.92
P0052061	America's Trophy Company	Speech Communication	Supplies	\$49.79
P0052062	Campus Concerts	Fine Arts	Supplies	\$2,725.00
P0052063	Alfred Publishing Co	Music	Supplies	\$32.01
P0052064	Marcia Armstrong	Fine Arts	Supplies	\$29.20
P0052065	Pacific Coachways	Fine Arts	Supplies	\$379.97
P0052066	American Express Travel	NIS Partnership Grant	Travel And Conf Exp	\$2,142.52
P0052067	So Cal Water Co, S/W District	Repl Water Mains	Contract Services	\$1,000.00
P0052068	El Camino College Warehouse	Office Administration	Supplies	\$105.00
P0052069	Palomar College C/O Theo Brockett	Contract Education	Conferences Mgmt	\$249.00
P0052070	Long Beach Area Chamber	SBDC Program Income	Conferences Mgmt	\$40.00
P0052071	Micro Warehouse	I&T Auto Collision	New Equipment/Instruc.	\$422.52
P0052072	Homestead Suites	NIS Partnership Grant	Travel And Conf Exp	\$1,875.64
P0052073	Redondo Beach Chamber	Public Information	Conferences Mgmt	\$20.00
P0052074	Quark Distribution Inc.	Public Information	Miscellaneous	\$38.42
P0052075	Stylographics	Annual Appeals	Printing	\$8,758.00
P0052076	R. F. MacDonald	Repl Heat Piping-Nor	Contract Services	\$750.00
P0052078	David Ralicke	Fine Arts	Supplies	\$150.00
P0052079	Bmi, Inc.	Ctr for Arts Product	Other Serv & Expense	\$3,877.00
P0052080	Community College League of Calif	Presidents Office	Conferences Mgmt	\$275.00
P0052081	Ascap	Ctr for Arts Product	Other Serv & Expense	\$896.91
P0052082	Grainger	Lock Shop	Supplies	\$115.98
P0052083	Safelite Auto Glass	Facilities/Planning	Repairs Noninstructional	\$223.76
P0052084	Southern California Boiler	Facilities/Planning	Repairs Noninstructional	\$300.00
P0052085	Theodore Presser Company	Fine Arts	Supplies	\$150.00
P0052086	America's Trophy Company	Humanities	Supplies	\$363.66
P0052087	Jolene Combs	Humanities	Supplies	\$844.90
P0052088	Crystal Lafata	Humanities	Supplies	\$309.00
P0052089	Mass Press	DSPS	Supplies	\$469.84
P0052090	Mass Press	RITC 10/1/01 - 9/30	Supplies	\$67.12
P0052091	Robert Tall & Associates, Inc	Music	Repairs Parts & Supplies	\$50.22
P0052092	The Office Connection	Title V CSUDH	New Equipment – Instruc.	\$758.02
P0052093	Quinlan Publishing Group	Health, Safety	Publications Periodicals	\$80.99
P0052094	School Specialty	Psychology	Supplies	\$39.23
P0052095	Overseas Courier Service	International Student	Conferences Mgmt	\$60.00

P0052096	El Camino College Warehouse	Copy Center	Supplies	\$1,049.30
P0052097	Volodymir Klyuyev	NIS Partnership Grant	Travel And Conf Exp	\$690.00
P0052098	Olena Osadcha	NIS Partnership Grant	Travel And Conf Exp	\$690.00
P0052099	ECC Wplrc/Culinary Arts	VTEA Respiratory	Supplies	\$304.06
P0052100	Embassy Suites Hotel	Foster Care Education	Conferences Other	\$665.28
P0052101	School World Software	VATEA Business Educa	Computer Software Acct	\$717.13
P0052102	El Camino College Warehouse	Financial Aid	Supplies	\$231.00
P0052103	California Community Colleges	Foster Care Education	Conferences Other	\$600.00
P0052104	American Express Travel	Admissions/Records	Conferences Mgmt	\$247.50
P0052105	Progressive business publication	Health, Safety	Publications Periodicals	\$299.00
P0052106	PC Mall	Information Tech.	Computer Software Acct	\$647.18
P0052107	Civic Travel	Presidents Office	Conferences Mgmt	\$146.50
P0052108	Think Ink	Recruitment/School	Printing	\$567.23
P0052109	Boise Cascade	Student Affairs	ASB Exp.	\$412.32
P0052110	Bassco Sporting Goods	Health Sciences	Supplies	\$386.00
P0052111	Centinela-South Bay CASBO	Fiscal Services	Supplies	\$300.00
P0052112	Sheraton Grand Sacramento	Presidents Office	Conferences Mgmt	\$305.52
P0052113	Accca	Staff Development	Conferences Mgmt	\$100.00
P0052114	Battery Specialties	Physics	Supplies	\$194.46
P0052115	California Headwear	Health Sciences	Fundraising	\$2,608.99
P0052116	L.A.C.M.T.A.	EOPS	Bus Passes & Food Vouch	\$270.00
P0052117	Victel Southbay	Student Affairs	ASB Exp.	\$278.49
P0052106	PC Mall	Information Tech.	Computer Software Acct	\$647.18
P0052107	Civic Travel	Presidents Office	Conferences Mgmt	\$146.50
P0052108	Think Ink	Recruitment/School	Printing	\$567.23
P0052109	Boise Cascade	Student Affairs	ASB Exp.	\$412.32
P0052110	Bassco Sporting Goods	Health Sciences	Supplies	\$386.00
P0052111	Centinela-South Bay CASBO	Fiscal Services	Supplies	\$300.00
P0052112	Sheraton Grand Sacramento	Presidents Office	Conferences Mgmt	\$305.52
P0052113	Accca	Staff Development	Conferences Mgmt	\$100.00
P0052114	Battery Specialties	Physics	Supplies	\$194.46
P0052115	California Headwear	Health Sciences	Fundraising	\$2,608.99
P0052116	L.A.C.M.T.A.	EOPS	Bus Passes & Food Vouch	\$270.00
P0052117	Victel Southbay	Student Affairs	ASB Exp.	\$278.49
P0052118	Comfort Inn - La Mesa	Health Sciences	Fundraising	\$1,617.00
P0052119	Minolta Business Systems, Inc.	Information Tech.	Supplies	\$453.83
P0052120	Atlaspen	ATE-Articulation Par	Supplies	\$193.08
P0052121	Vernier Software	Physics	Supplies	\$72.95
P0052122	Mass Press	TANF	Supplies	\$56.29
P0052123	American Express Travel	Staff Development	Conferences Mgmt	\$115.50
P0052124	Cosco Fire Protection Inc.	Fire Sprinkler Modif	Repairs Noninstructional	\$1,400.00
P0052125	Ancon Marine	Hazmat	Other Services & Expense	\$890.00
P0052126	Toft Wolff Farrow, Inc.	Replace Fire Alarm	Contract Services	\$2,700.00
P0052127	Joint Review Committee on Educat	Rad Tech	Dues And Memberships	\$1,200.00
P0052128	American Express Travel	CDC	Conferences Other	\$231.00
P0052129	California Placement Assoc. 34th	TANF	Conferences Other	\$540.00
P0052130	Caeyc Conference Registration	CDC	Conferences Other	\$175.00
P0052132	Radisson Hotel	TANF	Conferences Other	\$398.72

P0052133	Caeyc Conference Registration	CDC	Conferences Other	\$111.00
P0052134	Jamie Jee	Public Information	Other Serv & Expense	\$165.00
P0052135	McHs Girls Soccer Booster Club	Public Information	Multi Media Advertising	\$325.00
P0052136	United States Postal Service	Public Information	Postage	\$150.00
P0052137	Redmond's Key Service	Ctr for Arts Ticket	Other Serv & Expense	\$120.00
P0052138	Hispanic Outlook in Higher Educat	Public Information	Publications Periodicals	\$29.95
P0052139	Boise Cascade	Public Information	Supplies	\$366.10
P0052140	Office Depot	EOP&S Maint	Supplies	\$65.16
P0052141	Leon D. Ralph	Staff Diversity	Contract Services	\$300.00
P0052142	Michael Carter	Student Affairs	Contract Services	\$595.00
P0052143	South Bay Ford	Campus Police Depart	Repairs Noninstructional	\$26.98
P0052144	Ecc Food Service-Catering	Staff Diversity	Supplies	\$875.00
P0052145	Ecc Food Service-Catering	Staff Diversity	Supplies	\$231.75
P0052146	Ecc Food Service-Catering	EOPS CARE	Supplies	\$136.40
P0052147	Rensselaer Polytechnic Institu Ce	Ca Virtual Uni. 2nd	Conferences Other	\$150.00
P0052148	Tony Sotos	Ca Virtual Uni. 2nd	Software	\$49.00
P0052149	Learning Resources Network	Contract Education	Training	\$137.00
P0052150	Venue Sports	Health Sciences	Supplies	\$1,679.80
P0052151	Fairway Volleyball	Health Sciences	Supplies	\$1,221.12
P0052152	Hitt Marking Devices	Testing Center	Supplies	\$76.06
P0052153	American Express Travel	Foster Care Education	Conferences Other	\$193.00
P0052154	Paradise Awards	Resp Therapy	Supplies	\$272.79
P0052155	Simplot Partners	Health Sciences	Fundraising	\$714.45
P0052156	West Coast Baseball School	Health Sciences	Fundraising	\$2,500.00
P0052157	Super-Net	Health Sciences	Fundraising	\$294.78
P0052158	Memorial Hospital of Gardena	Health, Safety	Hospital & Medical	\$405.00
P0052159	Westmed Ambulance, Inc. Dbacor	Health, Safety	Hospital & Medical	\$415.75
P0052160	Beach Cities Emerg Phy	Health, Safety	Hospital & Medical	\$300.00
P0052161	Infinite Concepts	CACT Partnership	Multi Media Advertising	\$1,200.00
P0052162	Southpaw Promotions	00-01 P4E Marketing	Multi Media Advertising	\$600.00
P0052163	Solutionwhere, Inc.	CACT Partnership	Multi Media Advertising	\$1,200.00
P0052164	Graphics Corps, the	00-01 P4E Marketing	Multi Media Advertising	\$1,678.05
P0052165	Farr Filters Sales & Services	HVAC Shop	Supplies	\$508.73
P0052166	American Express Travel	SBDC T&C 1/1/02 to 1	Transportation/ Mileage	\$186.50
P0052167	American Express Travel	RITC 10/1/02 - 9/30	Conferences Mgmt	\$593.68
P0052168	Postmaster	00-01 P4E Marketing	Postage	\$25,000.00
P0052169	Fancy Floors	Carpenter Shop	Supplies	\$434.55
P0052170	American Express Travel	Ed & Community Devel	Transportation/ Mileage	\$116.50
P0052171	Xerox Corporation	Ed & Community Devel	Supplies	\$281.43
P0052172	Electronic Pipe Locator	Facilities/Planning	Repairs Noninstructional	\$350.00
P0052173	El Camino College Foundation	Ctr for Arts Adm Pub	Postage	\$5,463.33
P0052174	Aacc	Presidents Office	Conferences Mgmt	\$30.00
P0052175	Pacific Coachways	Student Affairs	Contract Services	\$1,565.76
P0052176	South Bay Ford	Campus Police Depart	Repairs Noninstructional	\$125.58
P0052177	Prentice Dabney	Student Affairs	Contract Services	\$200.00

P0052178	Maximus	Warehouse	Inventory	\$135.31
P0052179	El Camino College Warehouse	Physical Education	Supplies	\$215.00
P0052180	Environmental Recovery Services	Hazmat Disposal	Other Serv & Expense	\$950.00
P0052181	Boise Cascade	Warehouse	Inventory	\$4,628.77
P0052182	Image Solutions	Admissions/Records	Supplies	\$11,464.14
P0052183	Ecc Food Service-Catering	SBDC Program Income	Other Serv & Expense	\$216.61
P0052184	William Georges	Fine Arts	Supplies	\$500.00
P0052185	Kimberly Deshazo	Fine Arts	Supplies	\$1,000.00
P0052186	Dawn Huntoon	Fine Arts	Supplies	\$500.00
P0052187	Joyce Littrell	Fine Arts	Supplies	\$400.00
P0052188	Csun Deaf Studies	DSPS	Conferences Classified	\$718.00
P0052189	A-1 Office Plus	DSPS	Supplies	\$42.17
P0052190	El Camino College Warehouse	Division Office NSci	Supplies	\$86.00
P0052191	Acey Decy Lighting	Ctr for Arts Adm Pub	Supplies	\$294.40
P0052192	El Camino College Warehouse	Division Office Fine	Supplies	\$440.14
P0052193	National Collegiate Honors	Honors Program	Dues And Memberships	\$250.00
P0052194	American Express Travel	Campus Police Depart	Conferences Mgmt	\$115.50
P0052195	Bicepp Attn: Sponsorship	Health, Safety	Dues And Memberships	\$50.00
P0052196	Datatel, Inc.	Division Ofc Student	Contract Services	\$667.74
P0052197	Http://Asa.Aip.Org	Facilities/Planning	Other Books	\$35.00
P0052198	American Express Travel	Facilities/Planning	Conferences Mgmt	\$115.50
P0052199	Bob Gann	Facilities/Planning	Supplies	\$86.59
P0052200	Synthia Saint James	Title V-Activity 1	Contract Services	\$500.00
P0052201	Minolta Business Systems, Inc.	Physical Education	Supplies	\$133.41
P0052202	Xpedx Paper & Graphics	Copy Center	Supplies	\$1,660.11
P0052203	Golf Apparel Brand	Health Sciences	Supplies	\$379.96
P0052204	El Camino College Warehouse	Copy Center	Supplies	\$286.70
P0052205	El Camino College Warehouse	P4E9900 Director	Supplies	\$17.70
P0052206	Sharon Arnold	Staff Diversity	Contract Services	\$75.00
P0052207	Anji Limon	Staff Diversity	Contract Services	\$75.00
P0052208	Andrew Billingley	Staff Diversity	Contract Services	\$600.00
P0052210	Skillpath Seminars	Fiscal Services	Conferences Mgmt	\$149.00
P0052211	Arvid Spor	Division Ofc Student	Supplies	\$66.32
P0052213	Ecc Food Service-Catering	Information Tech.	Conferences Mgmt	\$34.24
P0052214	Continental Business Machines	Information Tech.	Supplies	\$165.33
P0052215	Black Managers Association	SBDC CMTC Program	Other Serv & Expense	\$650.00
P0052217	Fortune	Presidents Office	Publications/ Periodicals	\$59.95
P0052219	El Camino College Warehouse	P4E 99-00 COMPRE.TRA	Supplies	\$107.50
P0052220	Pacific Coachways	PFE 01-02 Project Su	Transportation	\$573.95
P0052221	Ecc Food Service-Catering	Counseling Office	Supplies	\$465.75
P0052222	El Camino College Warehouse	Information Tech.	Supplies	\$63.00
P0052223	Red Apple Morley	CDC Donations	Supplies	\$2,893.00
P0052224	Charlton	00-01 P4E Marketing	Contract Services	\$25,393.92
P0052226	Harris Infosource	Ed & Community Devel	Multi Media Advertising	\$2,778.19

P0052227	Newleadsusa	Ed & Community Devel	Multi Media Advertising	\$700.00
P0052228	Lynne Miller	Ed & Community Devel	Contract Services	\$250.00
P0052229	Crd	Planning/ Research	Dues And Memberships	\$150.00
P0052230	El Camino College Warehouse	Title V CSUDH	Supplies	\$171.30
P0052231	L.A.C.O.E. - Div. of Interna	Institutional Service	County Contracts	\$1,600.00
P0052232	Daily Breeze	Title V Activity II	Publications/ Periodicals	\$479.88
P0052233	Enterprise Solutions & Consulting	SBDC Program Income	Contract Services	\$500.00
P0052234	American Express Travel	Architect Fees & Eng	Conferences Mgmt	\$120.15
P0052235	Phoenix Marketing Services	00-01 P4E Inglewood	Promotional Supplies	\$1,130.00
P0052241	Patricia Bitker	Family Consumer Stud	Supplies	\$94.53
P0052242	ACCCA ALF 1997	Public Information	Conferences Mgmt	\$325.00
P0052243	California Community College League	Public Information	Conferences Mgmt	\$275.00
P0052244	El Camino College Warehouse	V.P. Academic Affairs	Supplies	\$64.50
P0052245	Casbo	Human Resources	Dues And Memberships	\$250.00
P0052246	Western State Design	Physical Education	Laundry	\$275.54
P0052248	A-1 Doctor Tint	Glass Replacement	Repairs Noninstructional	\$100.00
P0052257	El Camino College Warehouse	Division Office Math	Supplies	\$279.50
P0052259	North High School	Public Information	Multi Media Advertising	\$800.00
P0052260	Herald Publications	Public Information	Multi Media Advertising	\$400.00
P0052261	Ann M. Garten	Public Information	Conferences Mgmt	\$15.00
P0052262	One America	Staff Diversity	Supplies	\$420.00
P0052263	Redondo Union High School	Public Information	Multi Media Advertising	\$800.00
P0052264	Peppermill Hotel	Health Sciences	Fundraising	\$218.40
P0052265	Travel Door	Health Sciences	Fundraising	\$202.00

Total : 185 \$170,941.89

B0051398	Cisco System	00-01 P4E CISCO ACAD	New Equip – Instruc.	\$44,718.40
B0052131	Walden & Associates	Repl Water Mains	Contract Services	\$5,500.00
B0058019	Ace Commercial, Inc.	Ctr for Arts Promo.	Supplies	\$15,000.00
B0058020	In Los Angeles	Ctr for Arts Promo.	Supplies	\$1,500.00
B0058021	Mass Press	Staff Development	Supplies	\$500.00
B0058022	Turning Point Commun	SBDC T&C 1/1/02 to 1	Contract Services	\$43,412.50
B0058024	Arrowhead Mountain	SBDC Program Income	Supplies	\$500.00
B0058025	Lomita Business Mach	SBDC Program Income	Maintenance Contracts	\$500.00
B0058026	Wildhirt Fowlkes Gra	SBDC Program Income	Reproduction /Noninstruc.	\$5,000.00
B0058027	Fervent Charity	Foster Care Education	Contract Services	\$296.00
B0058028	ECCD Petty Cash	Division Office Bus.	Supplies	\$400.00
B0058029	Monterey Graphics	SBDC Program Income	Supplies	\$1,000.00
B0058030	ECCD Petty Cash	SBDC CMTC Program In	Other Serv & Expense	\$2,000.00
B0058031	Torrance Investment	SBDC T&C 1/1/02 to 1	Building Rental	\$35,000.00
B0058032	E.C.C. Public Inform	SBDC Program Income	Reproduction – Noninstruc.	\$4,000.00
B0058033	ECCD Petty Cash	SBDC Program Income	Reproduction – Noninstruc.	\$2,000.00
B0058034	ECCD Petty Cash	SBDC COCCC	Transportation/ Mileage	\$2,000.00
B0058035	ECCD Petty Cash	SBDC Program Income	Other Serv & Expense	\$2,000.00

B0058036	ECCD Petty Cash	SBDC Program Income	Conferences Mgmt	\$1,000.00
B0058037	ECCD Petty Cash	SBDC COCCC	Supplies	\$2,000.00
B0058038	Sysco	CDC	Supplies	\$10,000.00
B0058039	Sysco	CDC	Supplies	\$800.00
B0058040	Smith Emery Testing	Science Complex Cons	Contract Services	\$49,500.00
B0058041	Wolfram Research	PFE Maximizing Math	License Fee/Site Licenses	\$4,025.00
B0058042	Susan Tucker	Foster Care Education	PSA Contract Services	\$148.00
B0058043	Sachidanand Sinha	SBDC T&C Contract C0	PSA Contract Services	\$33,000.00
B0058044	Jason D. Vogel	SBDC T&C 1/1/02 to 1	PSA Contract Services	\$20,000.00
B0058045	Howard Gin	SBDC T&C 1/1/02 to 1	PSA Contract Services	\$27,000.00
B0058046	Sandra B. Chase	Foster Care Education	PSA Contract Services	\$396.00
B0058047	ECCD Petty Cash	Information Tech.	Supplies	\$200.00
B0058048	Dynamic Imaging	Architect Fees & Eng	Contract Services	\$2,500.00
B0058049	Gerber Ambulance	Fire Academy/Emergen	Contract Services	\$1.00
B0058050	Bank of America	Administrative Serv.	Supplies	\$2,000.00
B0058051	Deanna Quesada	00-01 Early Steps To	PSA Contract Services	\$3,552.00
B0058053	Institute of Reading	Contract Education	Contract Services	\$1.00
B0058054	FCI Terminal Island	T.I. Cul Arts - Yr.	Contract Services	\$1.00
B0058055	Sacramento Valley	RITC 10/1/02 - 9/30	Contract Services	\$410.00
B0058056	Phoenix College	RITC 10/1/02 - 9/30	Contract Services	\$1,151.00
B0058057	American River College	RITC 10/1/02 - 9/30	Contract Services	\$4,393.00
B0058058	Norcrd	RITC 10/1/02 - 9/30	Contract Services	\$600.00
B0058059	National Family Life	Foster Care Education	Contract Services	\$992.00
B0058060	Atlas-Allied, Inc.	Repl Water Mains	Contract Services	\$198,202.00
B0058062	Ecc Food Service-Cat	Presidents Office	Other Serv & Expense	\$500.00
B0058063	North Star	Cact CA Employee	Contract Services	\$1.00
B0058064	Precision Coil Sprin	Cact CA Employee	Contract Services	\$1.00
B0058065	Tri-Star Electronics	Cact CA Employee	Contract Services	\$1.00
B0058066	Arroyo Fire Protecti	(STCW) Standards	Supplies	\$600.00
B0058068	Thomson Learning	T.I. Cul Arts - Yr.	Other Books	\$4,800.00
B0058072	T-Mobile	Operations	Pest Control	\$1,700.00
B0058073	Inglewood Wholesale	VATEA I&T	Supplies	\$450.00
B0058074	Ecccd Center	Artes de El Camino	Contract Services	\$57,500.00

Total : **51** **\$592,751.90**

Total POs and BPOs : **236** **TOTAL :**
\$763,693.79

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

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A. EMPLOYMENT AND PERSONNEL

It is recommended that the Board ratify/approve the employment and personnel changes for certificated, classified and temporary classified personnel as shown in items 1-50 and 1-27.

Certificated Personnel:

1. Pre-retirement – Ms. Carolyn Kalil, full-time Counselor, to work a reduced load of 50% for five years, effective Fall 2003 through Spring 2008, in accordance with the Agreement, Article XVIII, Section 2(c).
2. Pre-retirement – Ms. Sharen Kokaska, full-time instructor in the Special Resource Center, to work a reduced load of 50-75% for five years, effective Fall 2003 through Spring 2008, in accordance with the Agreement, Article XVIII, Section 2(c).
3. Promotion – Ms. Dawn Reid, from Acting Director, EOP&S/CalWORKS, to Director EOP&S/CalWORKS, Counseling and Student Services Division, Range 11, Step 5, Administrator Salary Schedule, effective March 1, 2003.
4. Reassignment – Ms. Alice Grigsby, Acting Director of Learning Resources, Administrator Salary Schedule, Range 13, Step 5, from Acting Dean Instructional Services, effective March 1, 2003.
5. Reassignment – Dr. Steven Fasteau, Dean of Enrollment Services, from Dean, Planning, Research and Development, effective March 1, 2003.
6. Reassignment – Ms. Stephanie Rodriguez, full-time Learning Community Coordinator (80%), Faculty Development, Academic Senate (20%) to 30% General Counseling and 50% Puente Program Coordinator, 20% Faculty Development, Academic Senate, effective March 1, 2003.
7. Reassignment – Ms. Susan Oda-Omori, full-time Counselor (100%), to 20% Transfer Center Coordinator, 30% Honors Transfer Program and 50% General Counseling, effective March 1, 2003.
8. Reassignment – Ms. Victoria L. Martinez, full-time/temporary Counselor, from 50% Puente Program Coordinator, 50% Career Center Counseling to 100% Career Center Counseling, effective March 1, 2003.
9. Reassignment – Dr. Cecilia Raufman, full-time Counselor, from 50% Career Center Coordinator, 50% General Counseling, to 100% General Counseling, effective March 1, 2003.
10. Reassignment – The following certificated staff in the Special Resource Center from the Instructional Services Division will now report to the Health Sciences & Athletics Division:

Full-time

Lucinda Aborn
Kate Beley
Sandy Bartiromo

Bill Hoanzl
Sharen Kokaska
Jeff Lenham

Ray Lovell
Susan Marron

Part-time

Maria Armstrong
Geralin Clark
Paul Culton
Patty Dagata

Sue Diamond-Bucher
Barbie Gomez
Ed Kelly
Sheila Lenham

Bryan Ouchi
Kathryn Sutton
Patsy Tebbs

11. Reassignment – The following individuals from the Instructional Services Division will now report to the Humanities Division:

Academic Strategies:

Jan Ball
Susan Duncan
Sharon Van Enoo

Human Development:

Terry Spearman

12. Reassignment – The following Librarians from the Instructional Services Division will now report to Learning Resources:

Don Brown
Alice Grigsby
Judy Harris
Moon Ichinaga

Ed Martinez
Vince Robles
Claudia Striepe

13. Reassignment - The following Faculty Coordinators from the Instructional Services Division will now report to Learning Resources:

Susie Dever

Howard Story

14. Amend Assignment – Ms. Jeanne Bellemin, full-time instructor of Biology, to prepare and conduct instructional seminars for biological science students on Alondra Park Island, effective September 3, 2002 through January 31, 2003 instead of through June 30, 2003, in accordance with the Agreement, Article X, Section 14(a).
15. Amend Employment – Ms. Jessica Padilla, full-time instructor of Anatomy, Class III, Step 6 (instead of Step 5), Academic Salary Schedule, effective February 10, 2003, instead of February 2, 2003.
16. Change in Assignment – Ms. Holly Fall, nurse practitioner in Student Health Services, from 61% to 80%, effective January 1 through June 8, 2003, in accordance with the Agreement, Article VIII, Section 19 (b).

17. Change in Salary – Ms. Carmen R. Calica, full-time instructor of Spanish from Class III, Step 12, to Class IV, Step 14, Academic Salary Schedule, effective March 15, 2003.
18. Change in Salary – Mr. Jeffrey McMahon, full-time instructor of English, from Class III, Step 13 to Class IV, Step 13, Academic Salary Schedule, effective March 15, 2003.
19. Change in Salary – Mr. Joseph Holliday, full-time instructor of Earth Sciences, from Class III, Step 14, to Class IV, Step 14, effective March 15, 2003.
20. Personal Leave of Absence – Ms. Suzanne Alwash, full-time instructor of Geology, to work 75%, effective February 10 through June 8, 2003.
21. Personal Leave of Absence – Dr. Florence Baker, full-time instructor of History, to work 80%, effective February 10 through June 8, 2003.
22. Personal Leave of Absence – Ms. Julie Barden, full-time instructor of English, to work 25%, effective February 10 through June 8, 2003.
23. Special Assignment – The following full-time instructors from Mathematical Sciences and Natural Sciences, to receive a stipend of \$500 each for their participation in the MESA Academic Excellence Workshops. The stipend is to be paid upon receipt of the program evaluation upon the end of the Fall 2002 semester, in accordance with the Agreement, Article X, Section 14(a).

Mathematical Sciences

Chitra Adarkar
Susan Taylor

Lars Kjeseth
Kristine Numrich

Natural Sciences:

Irv Drew
Jean Shankweiler
Amy Waldman
Steve Leonelli

Lester Scharlin
David Vakil
Norm Kadomoto

24. Special Assignment – Dr. Elizabeth Shadish, full-time instructor of Philosophy, to work on California Virtual Campus projects 5 hours a week for 16 weeks, to be paid \$36.79 an hour, not to exceed \$3,532, effective February 10 through May 30, 2003, in accordance with the Agreement, Article X, Section 14 (c).
25. Special Assignment – Mr. Harold Hofmann, full-time instructor of Machine Tool Technology, to assist in the development of the Aerospace Manufacturing Skill Center, effective February 19 through June 30, 2003, to be paid \$36.79 an hour for 100 hours, not to exceed \$3,679, in accordance with the Agreement, Article X, Section 14(a).

26. Special Assignment – Mr. Zahid Hossain, part-time instructor of English as a Second Language (ESL), to prepare teaching and learning components for intensive English program, to be paid \$49.05 an hour for lecture and \$36.79 an hour for preparation and assessment, not to exceed \$13,000, effective February 1 through June 30, 2003, in accordance with the Agreement, Article X, Section 9(m).
27. Special Assignment – Mr. Robert Diaz, part-time instructor of Electronics and Computer Hardware Technology to provide support for the development of the Aerospace Manufacturing Skill Center and assist in the development of the South Bay Robotics Academy, effective February 19 through June 30, 2003, to be paid \$36.79 an hour for 100 hours and not to exceed \$3,679 in accordance with the Agreement, Article X, Section 9(m).
28. Special Assignment – Ms. Susanna Meiers, part-time/temporary instructor Art Gallery laboratory and curator to be paid \$43.41 an hour, not to exceed 24 hours a week for 16 weeks, effective February 10 through June 8, 2003, in accordance with the Agreement, Article X, Section 9(m).
29. Special Assignment - Mr. Michael Miller, part-time/temporary instructor, Art Gallery student lab and installations, to be paid \$43.41 an hour for 12 hours a week for 16 weeks, effective February 10 through June 8, 2003, in accordance with the Agreement, Article X, Section 9(m).
30. Special Assignment – The following faculty to perform special services by participating in Learning Communities staff development, workshops, planning and evaluation meetings, effective September 3 through December 22, 2002, to be paid \$22.96 an hour, not to exceed \$1,620 and upon submission of a final report due on June 30, 2003, in accordance with the Agreement, Article X, Section 14 (c).

Full-time

Jan Ball
 Jeff Cohen
 Trudy Meyer

Part Time

Mashari Muir

31. Special Assignment – Ms. Geralin Clark, part-time Counselor, to coordinate Tech Prep Program especially non-traditional Career component, to work 10 hours a week, to be paid \$37.51 an hour, not to exceed \$9,600, effective January 21, 2003, in accordance with the Agreement, Article X, Section 9(m).
32. Special Assignment – Ms. Maria Teresa Martinez, full-time instructor of Nursing, to work as project coordinator and planner of Ella Rose Madden 11th Annual Oncology Conference, to be paid \$49.05 an hour, not to exceed \$1,500, effective February 19 through June 30, 2003, in accordance with the Agreement, Article X, Section 14(c).
33. Special Assignment – Ms. Kathleen Rosales, part-time instructor of Nursing, to provide consulting services for critical care course, to be paid \$49.05 an hour, not to exceed

\$1,800, effective January 6 through January 31, 2003, in accordance with the Agreement, Article X, Section 9(m).

34. Special Assignment – Ms. Toni Christopherson, full-time instructor of Nursing, to work as Grant Coordinator, VTEA, assisting at-risk students, to be paid \$49.05 an hour, not to exceed \$5,300, effective July 1 2002 through June 30, 2003, in accordance with the Agreement, Article X, Section 7(c).
35. Special Assignment – Ms. Margaret Kidwell-Udin, part-time instructor of Nursing, to develop protocols and format of individualized student learning contract, testing and assisting with CNET results, to be paid \$49.05 an hour, not to exceed \$5,000, effective July 1, 2002 through June 30, 2003, in accordance with the Agreement, Article X, Section 9(m).
36. Special Assignment – Ms. Marisa Chang, part-time instructor of Nursing, to coordinate individualized learning needs of at-risk students, meet with students, assist with protocol development, to be paid \$36.79 an hour, not to exceed \$5,000, effective June 30, 2003, in accordance with the Agreement, Article X, Section 9(m).
37. Special Assignment – Mr. Sergio Borbon and Mr. David Do, part-time instructors of Administration of Justice, to provide instruction in the Administration of Justice Reserve Academy from February 10 through June 8, 2003, to be paid \$36.79 an hour, for 70 hours each, not to exceed \$2,575 each, in accordance with the Agreement, Article X, Section 9(m).
38. Special Assignment – Mr. Jeff Donahue, part-time instructor of Administration of Justice, to provide instruction in the Fire Arms Range, from February 10 through June 8, 2003, to be paid \$36.79 an hour for 36 hours, not to exceed \$1,324, in accordance with the Agreement Article X, Section 9(m).
39. Special Assignment – Mr. Craig Neumann, part-time instructor of Fire and Emergency Technology, to coordinate affiliate and in-service programs from February 10 through June 8, 2003, to be paid \$43.41 an hour, for 180 hours, not to exceed \$8,000, in accordance with the Agreement, Article X, Section 9(m).
40. Special Assignment – Mr. Tommy Jester, part-time instructor of Administration of Justice, to coordinate the POST program February 10 through June 8, 2003, to be paid \$36.79 an hour, for 56 hours, not to exceed \$2,060, in accordance with the Agreement, Article X, Section 9(m).
41. Special Assignment – The following part-time instructors of Fire and Emergency Technology, to provide supplemental instruction in the Fire Academy, effective February 10 through June 8 2003, to be paid \$36.79, in accordance with the Agreement, Article X, Section 9(m).

<u>Name</u>	<u>Not to exceed/hours</u>	<u>Not to exceed dollars</u>
Mark Early	72 hours	\$2,648
Robert Engler	64 hours	\$2,354
Mark Lepore	36 hours	\$1,324
Lee Macpherson	64 hours	\$2,354
Michael Nothern	24 hours	\$883
David Richardson	24 hours	\$883
Richard Shima	24 hours	\$883
Bradley Sweatt	24 hours	\$883

42. Special Assignment – Ms. Sharen Kokaska, full-time instructor of Educational Development, to coordinate grant activities for DSPS (Disabled Students Program and Services) student assessment of learning disabilities as specified in the ADAPT-TRIO grant, to be paid \$49.05 an hour, not to exceed 100 hours, effective February 18 through June 30, 2003, in accordance with the Agreement, Article X, Section 14(a).
43. Special Assignment – Mr. Bryan Ouchi, part-time instructor of Education Development to conduct grant activities for DSPS (Disabled Students Program and Services) student assessment of learning disabilities as specified in the ADAPT-TRIO grant, to be paid \$49.05 an hour, not to exceed 60 hours, effective February 18 through June 30, 2003, in accordance with the Agreement, Article X, Section 9(m).
44. Special Assignment - Mr. Raymond Lovell, full-time instructor of Educational Development/Physically Impaired Specialist, to coordinate High Tech Center referrals and assessment of assistive technology accommodations as specified in DSPS (Disabled Students Programs and Services) regulations, to be paid \$36.79 an hour, not to exceed 50 hours, effective February 18 through June 30, 2003, in accordance with the Agreement, Article X, Section 14(a).
45. Special Assignment – The following instructors to conduct English as a Second Language (ESL) assessment interviews for the Assessment Center – Enrollment Services Division, effective January 1 through June 30, 2003, to be paid \$36.79 an hour, instead of \$23.74 an hour, not to exceed 8 hours per week, in accordance with the Agreement, Article X, Section 14(a).

Maria Bauer	Zadhid Hossain	Ummey Salma
Ottillie Boboc	Nitza Llado	Jan Shimaura
Gina Burgess	Debbie Mochidome	Gary Smith
Alicia Class	Kareema Nasouf	Karen Sosa
David Cron	Sasan Nozaki	Grace Shibata
Venice Hong	Sharon Osburg	Evelyn Uyemura
Rita Fork	Robert Puglisi	Aimee Wang-Chen
Paul Freeborn	Ellen Reddingius	Xiao Wen

46. Stipend Assignment – Mr. William Georges, full-time instructor of Technical Theatre to (1) perform lighting design for Play #3 “One Flew Over Cuckoo’s Nest”, to be paid

\$1,500, and (2) sound design for Play #3 “One Flew Over Cuckoo’s Nest”, to be paid \$500, effective February 7 through March 28, 2003, in accordance with the Agreement, Article X, Section 14(a).

- 47. Stipend Assignment – Ms. Monica Gross, full-time instructor of Nursing, to perform presentation on documentation to at-risk students attending seminar classes funded by VTEA, to be paid \$147.15, effective January 6 through June 30, 2003.
- 48. Employment – The following part-time/temporary instructors to be hired as needed for the 2003 Winter session, concluding February 7, 2003.

Industry & Technology

Mr. James Mock, Class I, Step 4

Mr. Tom Jester, Class I, Step 4

Nursing

Joyce Wise, Class II, Step 4

Peggy Kidwell-Udin, Class II, Step 7

Marie Mendiondo, Class 2, Step 4

- 49. Employment – The following part-time/temporary instructors to be hired as needed for the 2003 Spring session, concluding June 8, 2003.

Health Science & Athletics

Arshad Fazalbhoy

Flora Hauser

Industry & Technology

Eddie Perez

Humanities

Adrian Feuchtwanger

Michiko Hirata

Business

Robert Rooks

Mathematical Sciences

Aida Awainisyan

Vage Avakyan

Borya Celentano

Ashod Minasian

Hai Ngo

Alexa Root

Alan Stillson

Natural Sciences

Chitoh Emetarom

Laurie Lenham

Natalia Lew

John Manley

Timothy Smith

- 50. Employment – The following part-time/substitute instructors to be hired as needed for the 2003 Spring session, concluding June 8, 2003.

Humanities
Kristie DiGregorio

Mathematical Sciences
Henri Feiner

Industry & Technology
Louis Avitabile
Gerald Karpinski
Eris Miller

Oscar Rodriguez
Paul Van Hulle

Classified Personnel:

1. Resignation – Ms. Janet Levine, Executive Director – Foundation, Range 16, Step 5, Student and Community Advancement Area, effective January 31, 2003, plus accrued vacation.
2. Personal Leave of Absence 4.15% - Ms. Kathleen Collins, 83.33% Secretary, Range 25, Step E, Humanities Division, Academic Affairs Area, effective February 10 through June 8, 2003.
3. Personal Leave of Absence 100% - Ms. Phan Tran, Clerical Assistant, Range 20, Step C, Behavioral and Social Sciences Division, Academic Affairs Area, effective March 24, through September 19, 2003.
4. Amend Work Out of Classification - The following employees, currently assigned to work out of classification, are to return to their regular assigned duties listed below, effective March 1, 2003:

Counseling and Student Services

Carole Bush	Clerical Assistant	Range 19, Step E
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Laura Losorelli	Clerk	Range 17, Step E
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Enrollment Services

Robin Dreizler	Student Services Coordinator	Range 38, Step E
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Arvid Spor	Director Workforce & Community Education	Range 11, Step 3
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Facilities Planning and Services

Ruben Baeza	Skilled Trades Assistant	Range 28, Step E
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Oscar Colon	Custodian	Range 18, Step E
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Victor Flores	Stock Clerk	Range 22, Step E
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Mosese Tuitubou	Custodian	Range 18, Step E
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Carl Turano	Custodian	Range 18, Step E
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Information Technology Services

Sheryl Kimball	Information Technology Specialist	Range 37, Step E
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Satish Warriar	Network Supervisor	Range 35, Step D
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February 18, 2003

Human Resources – Administrative Services - 8

5. Extend Work Out of Classification - Mr. Julio Arias, Bookstore Sales Assistant, Range 19, Step B, to Bookstore Lead Sales Associate, Range 23, Step A, Bookstore Division, Administrative Services Area, effective March 1 through April 30, 2003.
6. Extend Work Out of Classification - Ms. Judy Flores, Bookstore Sales Assistant, Range 19, Step C, to Bookstore General Merchandise Buyer Assistant, Range 27, Step A, Bookstore Division, Administrative Services Area, effective March 1 through April 30, 2003.
7. Extend Work Out of Classification - Ms. Laurie Pelayo, Library Media Technician II, Range 26, Step E, Instructional Services Division, Academic Affair Area, to Library Media Technician V, Range 35, Step B, effective March 1 through June 30, 2003.
8. Change of Assignment and Extend Work Out of Classification – Ms. Urania Yuan from 100% to 60%, and extend work out of classification as Human Resources Technician I, (Confidential Salary Schedule) Range 4, Step B, Human Resources Division, Administrative Services Area, effective March 1 through June 30, 2003.
9. Amend Change of Assignment/Stipend – The following employees, currently receiving stipends for additional responsibilities, are to return to their regular assigned duties, effective March 1, 2003:

Roxanne McCoy

Donald Treat

10. Change of Assignment – Ms. Priscilla Baldwin, Clerical Assistant, Range 20, Step E, from Instructional Services Division to Natural Sciences Division, effective March 1, 2003.
11. Change of Assignment – Ms. Patricia Ellsworth, Secretary, Range 25, Step E, from Vice President’s Office, to Title V/Enrollment Services Division, Student and Community Advancement Area, effective March 1, 2003.
12. Change of Assignment – Ms. Laura Landry, Administrative Assistant II, Range 31, Step E, from Planning Research and Development to Public Information, effective March 1, 2003.
13. Change of Assignment – Ms. Jeanette Magee, from Director of Calworks, Range 11, Step 4, to Assistant Director EOP&S and CalWorks, Y-Rated, Student and Community Advancement Area, effective March 1, 2003.
14. Change of Assignment – The following individuals formerly of the Instructional Services Division to Health Sciences and Athletics Division, effective March 1, 2003:

Susan Brouillette

Lyn Clemons

Jill Dohy

Gayla Gifford

Brian Krause

Jo Ann Madden

Cheryl Peacock
Brenda Terry

Leni Sequitin
Robert Sutton

15. Change of Assignment – The following individuals formerly of the Instructional Services Division to the newly authorized Learning Resources, effective March 1, 2003:

Alana Angel	Lisa George	Albert Romero
Jacqueline Booth	Dwayne Hayden	Joan Shannon
Kerry Bossin	Shawn James	Grace Stencil
Michael Carter	Lloyd M. King	Charlotte Thompson
Eddie Christopher	Jane Liu	Dennis Watts
John C. Fox	Kimberly Morrow	Michele Whiting
Wilma Hairston	Laurie Pelayo	Rebecca Wilson

16. Stipend - Ms. Laura Landry, Administrative Assistant II, Range 31, Step E, Planning, Research and Development Division, Student and Community Advancement Area, to be paid \$50 an hour, not to exceed \$1,250, upon submission of a final report on May 31, 2003, for developing materials for the First Year Experience Program.
17. Employment – Mr. Taylor Y. Robbins, Assistant Director, Financial Aid and Scholarships, Range 11, Step 3, Enrollment Services Division, Student and Community Advancement Area, effective March 3, 2003.
18. Employment – Mr. Randi Winter, Plumber, Range 37, Step A, Facilities Planning and Services Division, Administrative Services Area, effective March 3, 2003.

Temporary Classified Personnel:

19. Extend Employment - Ms. Jong-Wha Kim, Temporary Acting Director of Workforce Education, Range 11 Step 1, Workforce and Community Education Division, Student and Community Advancement Area, effective February 1 through February 28, 2003.
20. Extend Employment – Mr. Ruben Solis, Special Project Temporary Administrator, Community Technology Center, Student and Community Advancement Area, effective January 1 through February 28, 2003, to be paid \$202 a day, Range II, Step 2, of the Special Project Temporary Administrator Daily Rate Schedule.
21. Change of Assignment – Ms. Pauline Annarino, Special Project Temporary Administrator, Range 4, Step E, from Special Resource Center/Instructional Services Division to Health Sciences and Athletics Division, effective March 1, 2003.
22. Change of Assignment – Ms. Michelle Arthur, from Acting Director - Inglewood Center, Range 11, Step 1, to Special Project Temporary Administrator, Range 4, Step 5, Student and Community Advancement Area, effective March 1 through June 30, 2003.

23. Employment – Ms. Aki Miura, Theatre Technician, Range 31, Step A, Center for the Arts/Fine Arts, Division, Academic Affairs Area, to work Monday through Friday 8:00 a.m. to 5:00 p.m. effective February 24 through March 21, 2003, to paint scenery for the “One Flew Over the Cuckoo’s Nest” production.
24. Employment - Mr. Michael Sandoval, Bookstore Sales Assistant, Range 19, Step A, Bookstore Division, Administrative Services Area effective February 19 through June 30, 2003 to work Monday through Friday, 40 hours per week to open Common Grounds.
25. The following Special Project Temporary Administrator to be terminated effective February 28, 2003, due to budget cuts:

Catherine Bise Guadalupe H. Cabral

26. The following short-term, as-needed employee assignments have been approved for continued employment through June 30, 2003:

Miriam Alario- Wolski	Donald Frederickson	Nina Oshio
Matthew Alquita	Lorena Garcia	Martha Delagado Perez
Rita Baisley	David Gragg	Christy Perry
Louise Bale	Jennifer Grevais	Brenda Peterson
Bryan Bates	Juan Guerra	Nola Pinter
Keith Berkes	William Guerra	Derek Poepoe
Keith Blanchard	Jason Haddix	Sherry Reed
Kevin Bleuer	Sidney Hammond	Jane Richmond
Michael Boswell	Gerald Hansen Jr.	Claudette Rizkallah
Ronda Brooks	Scott Hartley	Dewain Robinson
Margo Caddell	Tiffanie Hong	Roman Sandoval III
Thomas Carter	Karen Hoopes	Jerry Stratton II
Shinhee Chong	Dawn Huntoon	Karen Swigart
Julia Cibes	Matthew Hutcherson	Takeshi Tokiko
Rhonda Clark	Alice Kennedy	Charles Turner
Joyce Cooper	Kenneth Lefort	Carmen Valley
Maria Cortez	Monique L’Heureux	Michael Van Overbeck
Robert Crutchfield	Stephanie Losleben	Sara Vasquez
Fredrick Dennis	Maria Maciel	Rosa Villatoro
Gloria Dumais	Lucia Magnifico	Sachiko Watari
Judith Elliott	Philip Mariano	Katherine West
Louise Fenn	Hannah Mickelson	Andrew Wolski
Julie Ferrin	Ian Mitchell	Patricia Yanaga
Ffaelin	Yury Najarro	Eunee Yee
Patrick Fisher	Eun Hyoung Nam	Michele Yindrick
Douglas Forsyth	Kathy Nguyen	
	Stephen Norris	

27. The following short-term, as-needed assignments for the following individuals are terminated effective February 28, 2003, due to budget cuts:

February 18, 2003

Human Resources – Administrative Services - 11

Marcel Adjibi
Patricia Arbizio
Stephen Austin
Barney Barbadillo
Steve Beard
Joel Berlin
Leonard Blalark
James Blickensderfer
Luis Bonilla
Steve Braverman
Patricia Breitag
Sonja Browning
Cleo Bruers
Marcelo Cacciagioni
Dean Cameron
John Carbone
Mary Anne Chappellear
Terese Chavez
Mary Combs
Rosaura Constantino
Pauletta Conway
Janice Davis
Frances De Benedictis
Jolene DeYoung-Mitchell
Veronica Donayre
Alan Dorn
Thomas Eason
Alphonso Everly
Kiku Fukuwa
Jewelie Gabriel
Gisell Gonzalez

Cheryl Graue
Lawrence Greene II
Sallie Grippio
Jaqueline Hampton
Tharilyn Helmer
Ella Ruth Howell
Magdalena Hughes
Darrick Jackson
Gwendolyn Jackson
Anita Johnson
Jonelle Jones-Morrison
Carmelo Juarez
Betty Kane
Marlys Kesten
Kunwoo Kim
Louise Kirst
Brian Krause
Jed Laderman
John Lafirenza III
Vu Minh Le
Stephen Lockwood
John Lovick
LaConya Maxwell
Christal Marks
Jack Martin
Barbara Matthews
Chenita McCoy
Paul Millett
Gregg Montgomery
Harumi Nakao
Uyen Thanh Nguyen

Teresa Nunez
Kirk Olescyski
Michael Osborn
Ronda Osburn
Ramon Parra
Betty Jo Pascal-Nieland
Nisha Patel
John Patrick
Nathaniel Phillips
Emeral Price
Mildred Pullman
Peter Roche
Carol Sakanashi
Pamela Scottini
Esther Servin
Shirley Snider
Tammy Starnes
Stephen Tachera
Chi Kuang Tai
William Taira
Leticia Thorsen
Charlyn Trenier
Samantha Twitchell
Jose Valdez
Lander Valdovinos
Kenneth Verdugo
Leticia Velez
Michael Westbrook
Randi Winter
Michele Yindrick

B. NEW ADMINISTRATOR POSITION AND CLASSIFICATION SPECIFICATIONS

It is recommended that the Board approve the classification specifications for the Director of Learning Resources position as shown on pages 14-15.

C. REVISED ADMINISTRATOR SALARY SCHEDULE

It is recommended that the Board approve the revised Administrator Salary Schedule as shown on pages 16-17.

D. 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:

Vaibalii Ahkiong
Anes Bayoudh

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF LEARNING RESOURCES

BASIC FUNCTION:

Under the direction of the Vice President-Academic Affairs, provide leadership and oversight of the operations of Library Services, Media Services, the Distance Education program, the Library Media Technology Center, and the Learning Resources Center. Coordinate the activities of personnel involved in these areas.

REPRESENTATIVE DUTIES:

Provide direction for the College's learning resources in library services, instructional technology, distance learning, information competency, and media services.

Provide leadership for program development and coordinate programs and services to meet student needs.

Supervise diverse faculty and staff in the development and maintenance of programs and services.

Work effectively with faculty, staff, and administrators in a participatory governance environment to accomplish the mission and goals of the College.

Set priorities for various resource needs, provide program analyses and multi-year instructional plans, and participate in strategic and long-range planning for the District.

Recommend and participate in the development of policy, as necessary, for the District to implement, evaluate, augment, and respond to outreach and non-traditional programs and services and needs.

Directly interact with students, faculty, staff, administrators, and advisory councils or groups.

Work closely with applicable stakeholders in developing proposals for grants and contract support.

Organize committees for hiring and ensure compliance with District personnel policies, procedures, and practices.

Supervise and evaluate faculty and staff.

Manage personnel issues and adjudicate faculty, staff, and student concerns.

Provide leadership in developing the area's budget.

Manage financial resources consistent with College policy and sound financial management principles.

Maintain current knowledge of new developments and innovations, and recommend changes to maintain relevance of programs to meet the educational needs of students and the community.

Perform assigned program management responsibilities.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Understand and practice the principles of administration and supervision.

Plan and organize work.

Assess and evaluate programs and personnel.

Communicate effectively orally and in writing.

Work cooperatively with others.

Manage personnel.

EDUCATION AND EXPERIENCE:

Requires a Master's degree or equivalent* in one of the following fields: Library Services, Library Science, Information Technology, Educational Technology, Communication Arts or Instructional Technology. Candidates should also have three full-time years of post-secondary leadership experience or equivalent in one or more of the following areas: library services, educational technology, computer applications support, media support, distance education, or academic support programs. One year of teaching experience in one of the aforementioned areas is desirable.

Must be sensitive to and have an understanding of the diverse academic, socioeconomic, cultural, ethnic backgrounds of students, and of persons with disabilities.

*Equivalency to be determined using the El Camino College District Board Policy 4119—
Equivalence to Minimum Qualifications.

Administrator Salary Schedule - Range 13

Board Approved – February 18, 2003

**El Camino Community College District
Administrator Salary Schedule
Effective January 1, 2003 - Board Amended: February 18, 2003**

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
Range 1	48,310	49,806	51,346	52,942	54,557
Range 2	49,806	51,346	52,942	54,557	56,198
Range 3 Planetarium Director	51,346	52,942	54,557	56,198	57,868
Range 4	52,942	54,557	56,198	57,868	59,625
Range 5 Assistant Director of Development, Annual & Alumni Giving	54,557	56,198	57,868	59,625	61,412
Range 6	61,630	63,532	65,436	67,396	69,429
Range 7 Assistant Director, Bookstore Project Director, Regional Interpreter Training Grant Assistant Director, Small Business Development Center Director, Education & Community Development	67,076	68,965	71,434	73,918	76,401
Range 8 Director Center for Applied Competitive Technologies (CACT) Assistant Director for Construction & Maintenance Assistant Director for Grounds and Operations Director, Accounting Director, Child Development Center Assistant Director EOP&S/CalWORKS Director of Outreach & School Relations	70,389	72,509	74,803	77,418	80,031
Range 9	72,581	74,833	77,128	79,438	81,832
Range 10 Director, Institutional Research	74,833	77,128	79,438	81,832	84,287
Range 11 Director, Small Business Services Director, Technical Education Director Workforce Education Director, Workplace Learning Resource Center Assistant Director Admissions & Records CalWORKS & Career Placement Services Director Director of EOP&S/CalWORKS	77,128	79,438	81,832	84,287	86,816

Range 11 (continued)

Director, International Business Development
 Director, Bookstore
 PACE & Week-end College Director
 Director, Public Information
 Director, Risk Management
 Director, Student Development
 Director of Inglewood Center
 Assistant Director, Financial Aid and Scholarships

Range 12	81,296	83,808	86,336	88,906	91,114
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Range 13	83,808	86,336	88,906	91,114	94,338
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Assistant Director, Human Resources
 Assistant Director, Information Technology Services
 Director, Financial Aid & Scholarship
 Director, Nursing
 Director, Purchasing and Business Services
 Director, Special Resource Center
 Director, Staff and Student Diversity
 Division Director
 Executive Director, El Camino Center for the Arts
 Director of Grants Development & Management
 Director of Learning Resources

Range 14	88,486	91,247	93,978	96,794	99,713
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Range 15	91,247	93,978	96,794	99,713	102,691
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Chief of Police and Director of Public Services Instructional Programs
 Director, Admissions & Records

Range 16	96,286	99,191	102,140	105,218	108,370
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Business Manager
 Dean
 Director, Facilities, Planning & Services
 Director, Human Resources
 Director, Information Technology Services
 Executive Director, Foundation
 Project Director (California Virtual College Grant)

Range 17	99,191	102,140	105,218	108,371	111,623
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Range 18	102,140	105,218	108,371	111,623	114,964
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Board Approved: December 9, 2002
 Revised: February 18, 2003

Citizens' Bond Oversight Committee

In November, the Board indicated to Superintendent/President he should bring forward names of persons who are willing to serve on a Citizen's Bond Oversight Committee.

At the last Board meeting, January 2003, the Board established the Citizens' bond Oversight Committee and approved its bylaws.

The Board members may wish to have a public discussion on the Citizens' Bond Oversight Committee.

They may wish to give the Superintendent/President further direction on ideas or members of the committee.