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Board of Trustees
El Camino Community College District
Agenda, Monday, March 10, 2003
4:00 p.m.

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of February 18, 2003**
- 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 – 14
See Human Resources Agenda, Pages 1 – 12
 - E. Superintendent/President
See Superintendent/President Agenda,
Page 1
- VI. Public Comment on Non-Agenda Items**
- VII. Oral Reports**
 - A. Board of Trustees Report
 - B. President's Report
 - C. Academic Senate Report
- VIII. 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 BS 047821
 - C. Personnel Matters, Brown Act Section 54957
 - 1. Personnel Matters – 3 Cases

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

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C. Board Policy 4300 (Field Trips and Excursions) – Second Reading and Adoption.....	1
D. Center for the Arts Presentation – 2002/2003	1
E. Instructional Field Trips – Spring 2003	1
F. Sabbatical Leaves of Absence – 2003/2004.....	2

A. ACCREDITATION PROGRESS REPORT

It is recommended that the Board accept the Accreditation Progress Report, as presented on pages 3-12, subject to final edits.

B. BOARD POLICY 4050 (ARTICULATION) – FIRST READING

It is recommended that the Board receive for First Reading new Board Policy 4050 (Articulation), as shown on page 13.

A. BOARD POLICY 4300 (FIELD TRIPS AND EXCURSIONS) – SECOND READING AND ADOPTION

It is recommended that the Board receive for Second Reading and Adoption Board Policy 4300 (Field Trips and Excursions), as shown on pages 14-15.

D. CENTER FOR THE ARTS PRESENTATION – 2002/2003

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

Performance

Date

Amount

Addition

1. **Steven Scott**

March 21, 2003

\$750

Payable to: Steven Scott

Mr. Scott, a stand-up comedian, will be the opening act, as required by contract for Gregory Hines' performance in the Marsee Auditorium.

E. INSTRUCTIONAL FIELD TRIPS – SPRING 2003

It is recommended that the Board approve the following instructional field trips for Spring 2003:

1. March 22, 2003 – Mr. Jack Horn – Horticulture 44 Class, estimated students 18, Living Desert Museum, Palm Desert – depart 9:00 a.m., return 4:00 p.m. – Van transportation.
2. March 28-31, 2003 – Mr. Joseph Holliday – Geology 30 Class, estimated students 22, Death Valley National Park – depart 9:00 a.m. (3/28), return 4:00 p.m. (3/31), Van transportation.
3. March 29, 2003 – Mr. Matt Ebner – Geography 6 Class, estimated students 30, Mojave National Preserve, Baker, CA – depart 7:00 a.m., return 8:00 p.m. – Van transportation.

4. April 26, 2003 – Mr. Jack Horn – Horticulture 44 Class, estimated students 18, Angeles National Forest and/or Los Padres National Forest – depart 9:00 a.m., return 4:00 p.m. – Van transportation.
1. May 1-4, 2003 – Mr. Matt Ebner – Geography 20 Class, estimated students 25, Monterey, Big Sur, Hearst Castle, San Francisco – depart 7:00 a.m. (5/1), return 7:00 p.m. (5/4) – Van transportation.
2. May 12, 2003 – Mr. Jack Horn – Horticulture 44 Class, estimated students 18, Angeles National Forest near Wrightwood – depart 9:00 a.m., return 4:00 p.m. – Van transportation.

F. SABBATICAL LEAVES OF ABSENCE – 2003/2004

It is recommended that the Board approve the following faculty members for Sabbatical Leaves of Absence during 2003/2004:

1. Traditional Sabbatical

John Martinelli	Spring 2004
Georgiana Coughlan	Fall 2003
Francis Rang	Spring 2004
Ellen Antoine	Fall 2003
Margaret Quinones	Spring 2004
William Doyle	Fall 2003
Susan Oda-Omori	Spring 2004
Vince Robles	Spring 2004
2. Half-Pay Sabbatical

Arthur Verge	Spring 2004
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ACCREDITATION PROGRESS REPORT

**El Camino College
16007 Crenshaw Boulevard
Torrance, California 90506**

April 1, 2003

March 10, 2003

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STATEMENT OF REPORT PREPARATION

Preparation of the Progress Report began in January 2003 with a meeting of the Vice President-Academic Affairs and the 2002 Accreditation Steering Committee Co-Chairs. All three vice presidents solicited input regarding the progress on the four recommendations cited in the Evaluation Accreditation Report. The Vice President-Academic Affairs and one of the Accreditation Steering Committee co-chairs compiled the early drafts. The second co-chair of the Accreditation Steering Committee, standard co-chairs, and the College Council reviewed subsequent drafts. The Board of Trustees accepted the final report on March 10, 2003.

Contributors to this Report:

~~*Ann Ashcraft, Administrative Assistant Division of Humanities~~

Jan Caldwell, Campus Police Officer, President of ECC Police Officer Association and Member of College Council

Patricia Caldwell, Vice President-Student and Community Advancement and Member of College Council

Janice Ely, Accounting Director and Member of College Council

Suzanne Gates, Instructor of English

Victor Hanson, Vice President-Administrative Services and Member of College Council

Donna Manno, Staff Development Coordinator

Leo Middleton, Director of Student and Staff Diversity

Brian Neesby, Student Trustee and Member of College Council

Susan Pickens, Administrative Assistant-President's Office and Member of College Council

Allene Quarles, Assistant Director of Human Resources

Angela Simon, Associate Professor of Psychology, Co-President of ECC Federation of Teachers and Member of College Council

Luukia Smith, Accounting Technician, President of El Camino Classified Employees and Member of College Council

Julie Stewart, Associate Professor of Chemistry, President of Academic Senate and Member of College Council

Bobbi Villalobos, Director of Humanities

Marcia Wade, Director of Human Resources

Steering Committee Co-Chairs:

Barbara Perez, Professor of Chemistry and Acting Dean of Natural Sciences

Thomas Lew, Dean of Humanities

Administration:

Nadine Hata, Vice President-Academic Affairs

~~*Deleted prior to Board Meeting.~~

RESPONSES TO THE REQUESTS OF THE COMMISSION IN THE ACTION LETTER OF JUNE 14, 2002

In its Action Letter of June 14, 2002, the Commission asked the College to respond to the four recommendations listed below, paying particular attention to recommendations 1 and 3 which remain from previous accreditation cycles. The College is making substantial progress toward meeting all recommendations.

1. *As cited in previous (1990,1996) accreditation recommendations, the college must improve and implement effective program review processes. All segments of the college community need to collaborate to develop and implement a streamlined, meaningful, and timely program review process for Academic Affairs and Administrative Services, and link the outcomes to planning and budget processes. (Standards 3A.4, 3B.3)*

Response and Assessment of Progress: Academic Affairs

In Summer 2002, the Vice President-Academic Affairs met with the incoming President of the Academic Senate and the Dean of Planning, Research and Development to develop a timeline for the review and revision of the program review process for Academic Affairs. To encourage a collaborative process among administration and faculty that was broad based, the Academic Senate President then issued a call for Senate volunteers to serve on a joint task force to select a new program review model.

In Fall 2002, the Vice President-Academic Affairs assigned the faculty coordinator in her office with 50% release time to assist in developing a program review model and implementation timeline for Academic Affairs. This included a review of program review models used by other community colleges. Certainly, the development of a program review process that was more efficient and less time-intensive than the previous model was a principal consideration. The previous model mirrored the accreditation process and required the development of a self-study, a validation report, and an executive summary for each department conducting program review. This process, for many departments, frequently demanded many months of preparation.

The Academic Affairs faculty coordinator began by studying existing program review models recommended by the Academic Senate of the California Community Colleges in 1996, as well as other literature in the field. This review produced criteria that will guide the College's development of a program review model that blends the characteristics of the four models recommended by the California Community Colleges Academic Senate as well as a list of best practices criteria developed by the faculty coordinator. The search to identify an effective program review process also included consulting with the Accreditation Commission, which recommended a model currently employed by Riverside Community College.¹ The research phase also included interviews with all the academic deans, who expressed a desire for formative review methods that address the changing needs of the college community in areas such as transfer institutions, cultural

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¹ See Suzanne Gates to Nadine Hata, "Recommended Program Review Models," October 1, 2002. Also see Gates, "Metaevaluation of Program Review Models," Fall 2002.

diversity and demographic changes, industry needs, and changes in technology.² The input provided by the deans suggests that the new program review will contrast directly with the college's previous academic program review model, which used only summative review methods.

By October 2002, the evaluation phase was completed and its results discussed with such campus bodies as the President's Cabinet, the Council of Deans, and the Academic Senate. The Council of Deans reacted favorably to the findings of the review and its resulting list of best practices and ranked list of program review models. The Academic Senate responded positively to the presentation of the report and the fact that program review was being addressed. The following November, the Vice President-Academic Affairs and the Academic Senate President appointed a joint Program Review Task Force to review the findings of the faculty coordinator and recommend a pilot model.³ The timeline anticipates that the task force will complete its work in Spring 2003 with the first pilot to be implemented in Fall 2003. One program has already consented to be part of the pilot.

To ensure that program review outcomes would be linked to planning and budgeting processes, the faculty coordinator met twice a month with the Planning and Budgeting Committee, formed last fall. The faculty coordinator gave reports on the results of the evaluation and interview research. This semester, she continues to meet with the Planning and Budgeting Committee so that the link to the new program review model developed this spring will be maintained. Additional comments on the College's progress in connecting program review to the budget process appear in the response to recommendation 3.

The faculty coordinator has also surveyed the program reviews completed under the former model.⁴ From her analysis of the existing self-studies and their timelines, she has devised a rotating timeline of program review for all applicable programs. This timeline will be instituted when the new program review model is approved to ensure that new reviews are performed in an efficient and timely manner.

Because of budget constraints, the Vice President-Academic Affairs will not have the services of the faculty coordinator in Spring 2003 to complete the process. Fortunately, she has been reassigned to the Humanities Division whose director has agreed to allocate her time so that she may continue to work on the implementation of a viable program review process for Academic Affairs.

Response and Assessment of Progress: Administrative Services

The Administrative Services area has also taken effective measures in shaping its program review process. In 1998-99, the area attempted to initiate an assessment mechanism that involved the distribution of hard copy evaluation forms to college administrators, staff, and faculty. Campus response to the survey was modest, and the data analysis process, performed manually, was extremely labor- and time-intensive. In March 2003 Administrative Services made available an on-line administrative services program review

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² See Gates, "Developing Program Review Specifics for El Camino," and Results of "Stated Outcomes for Project Questions," November 14, 2002. See also Gates, "Developing an Integrated Program Review Process at ECC: A Timeline."

³ See Hata to Julie Stewart, "Academic Affairs Program Review Task Force," 22 November 2002.

⁴ See "Program Review. List of Programs Due for Review According to Years," and "Program Review Status," October 2002. Also see Gates to Hata, "Tracking Down Missing Program Review Self-Studies," October 15, 2002.

survey.⁵ This survey allows all campus constituencies to evaluate the area's departments, including the bookstore, campus police, facilities and maintenance, fiscal services and accounting, human resources, information technology services, purchasing and accounts payable, safety and health, and staff development. The Office of Staff Development has also begun to work with the college's student leadership to make a version of the survey available to students campus-wide.

The automation of the Administrative Services program review assessment instrument will produce many times more the number of responses provided by the earlier instrument. Data will be sorted and summarized immediately, and each office within the area will be able to access information relevant to its own department, monitor the public's perception of the quality of its services, and develop strategies for improvement. Because the reduction of the number of complaints received by its departments is a key performance indicator for Administrative Services, the automated survey will be one means of measuring campus satisfaction on a continuing basis.

Data collection and analysis should start as soon as April, and the periodic evaluation of each department's performance, along with recommendations from each department's managers and staff, will help to establish a hierarchy for prioritizing funding and budgeting requests for improvement projects requiring support beyond existing budgets. The cycle of continuous assessment made possible by the system of automated feedback, as well as each department's focus on identifying problems and developing solutions, will be refined further once information from the survey instrument becomes available.

- 2. The team recommends that the college review and establish a consistently applied, thorough, objective, and accountable system of classified staff performance review, focused on individual growth and performance improvement. (Standards 7B.1, 7B.2, 7B.3)*

One of the first accreditation team recommendations addressed by the College was the charge to establish a consistently applied, thorough, objective, and accountable system of classified staff performance review. Beginning in Spring 2002, the Office of Human Resources began reinforcing to all managers the importance of a timely performance evaluation review for all classified employees. To ensure that managers complete employee evaluations in a timely manner and on a consistent basis, Human Resources designed a systematic process whereby managers are sent an e-mail list of classified employees whose evaluations are due that month. The managers can download the performance information form directly from the Infonet.⁶ They have a month to prepare the evaluations. If Human Resources has not received the evaluations by the due date, the office sends a reminder notice to the manager. If the manager has not returned the evaluations within two weeks, Human Resources notifies the appropriate vice president by e-mail. To date, approximately 80 percent of the divisions have completed their past-due evaluations. Human Resources will continue to work with the other 20 percent who have outstanding evaluations.

To satisfy the recommendation to focus on individual growth and performance improvement, the College plans to negotiate with ECCE (El Camino Classified Employees), the classified bargaining unit, in June 2003 to revise the performance evaluation process to include a self-evaluation component. It will be proposed that

⁵ See Administrative Services Program Review Survey.

⁶ See Urania Yuan, e-mail, January 9, 2003.

employees, in collaboration with their supervisors, will set individual goals and objectives to enhance their individual growth and/or improve performance.

In addition, the College continues to encourage and assist employees to improve their skills and talent in relationship to their current job duties and responsibilities by participating in on-campus staff development and the Professional Growth Program. The Professional Growth Program has been in existence for twenty-five years. The program's intent is to encourage and assist employees with improving their skills and talent in their current jobs. Each fiscal year, the program provides \$15,000 to fund attendance at conferences and seminars that assist employees in their current classifications. For fiscal year 2000-01, 81 employees participated; in 2001-02, 72 employees were funded. The monies are usually exhausted by May of the fiscal year.⁷ There is currently no mechanism in place to assess the benefits, if any, derived from an employee's participation in the program. However, Human Resources is in the process of developing and implementing a survey to measure the effectiveness of this program.

One of the Staff Development Office's chief assignments is to find opportunities for individual growth and performance improvement. The Administrative Services Area Council, in consultation with the CQIN (Continuous Quality Improvement Network) leadership team, developed an El Camino College Professional Development Program in late Spring 2002 to supplement the Professional Growth Program. The initial proposal was to require the participation of classified staff, managers, and supervisors in up to twenty-four hours of approved professional development activities from September 1, 2002, through August 31, 2003. In addition to required attendance at the annual Fall all-campus convocation, the program would have included participation in various institutional/core activities/courses, technology training, professional development workshops/courses, and health/wellness courses. In July 2002, however, the College delayed implementation of the program for the following reasons: the campus climate was not ready to embrace it due to staff misunderstandings regarding the purpose of the program, questions arose concerning whether or not such a program constituted a change in working conditions and was therefore a negotiable item, and financial resources proved to be inadequate.⁸ Reductions in state support eliminated approximately \$200,000 in funding through AB 1725 faculty and staff development monies, as well as funds provided by the Human Resources Technology Fund, a component of the TTIP (Telecommunication Technology Infrastructure Program).

While the proposal for a 24-hour-a-year professional development program remains on hold, the Staff Development Office continues to offer, support, and coordinate flex/professional development activities for all employees. Many technology training and technology assistance classes are available to faculty and staff, with on-line training courses currently being developed. In addition, the Office of Safety and Health presents on-going workshops for all employees.

Between April and August 2002, all managers, supervisors, and staff attended a full-day customer service workshop especially designed for their areas. Management and staff responses

⁷ See "Guidelines, Professional Growth Program."

⁸ See Donna Manno, "ECC Professional Development Program Description: Draft." Also see Minutes of the CQIN LT 2001, June 15 and June 24, 2002.

were compared in the following customer service quotient areas: Our Culture, Customer Alignment, Error Reduction, Using Customer Feedback, Customer Outreach, Qualified and Empowered Staff, and Customer Service Attitude. The President's Cabinet and the CQIN leadership team reviewed the results of these nineteen customized workshops. Follow-up activities included summarizing the recommendations and suggestions for continuing to assess and improve the level of customer service at El Camino. These were compiled for each vice presidential area into a booklet and distributed and discussed at a Management Forum in December 2002.⁹

3. *As cited in both the 1990 and 1996 accreditation recommendations, the budget development process needs to be structurally linked to the institutional planning and program review processes. This linkage should include the Educational Master Plan, Facilities Master Plan, Technology Plan, staffing plan, and other institutional planning efforts. (Standards 9A.1, 9A.3)*

The College has made substantive progress toward linking budgeting and planning and program review through structural changes and implementation timelines.¹⁰ The creation of the Planning and Budgeting Committee (PBC), which reports directly to the College President, attests to the College's determination to ensure that strong and meaningful linkages exist between budgeting and planning. Budget discussions at the College Council and at the PBC, in particular, are intense and probing. As members of both committees become more aware of planning issues and the importance of linking planning in an era of diminishing resources, they have begun to question how budget decisions are linked to the College's planning priorities.

Creation of the Planning and Budgeting Committee

The February 2001 planning retreat referenced in the 2002 Self Study resulted in the creation of a task force consisting of members from District Planning Council (DPC), the Budget Development Committee (BDC), Academic Senate, classified staff, management, and students. Under the direction of the Vice President for Student and Community Advancement, the task force generated recommendations for improving the linkage between planning and budgeting.

In November 2001, a report was submitted to the DPC and BDC for review and feedback.¹¹ The item of controversy was whether or not both committees would remain as individual committees or be merged into one committee. The DPC supported the merger of both committees while the BDC agreed with the task force that the two committees should continue as constituted with clearly defined roles and a process to ensure that both committees would work closely together. The task force submitted its recommendation to the President's Cabinet and to College Council in January 2002.¹²

⁹ See "Creating a Spirit of Customer Service--Academic Affairs Customer Service Training Report," "Creating a Spirit of Customer Service--Administrative Services Customer Service Training Report," and "Creating a Spirit of Customer Service Student and Community Advancement Customer Service Training Report," Prepared by the Staff Development Office, November 2002.

¹⁰ See "Proposed Process for Linking Planning to Budgeting," February 2003.

¹¹ See "Linking Planning to Budgeting Report and Recommendations," October 3, 2001.

¹² See "Questions Regarding the Linking Planning to Budgeting Report," November 30, 2001.

The College Council discussed the options in Spring 2002. The council's recommendation to the College President in May was to merge both committees into the Planning and Budgeting Committee (PBC). At that same meeting, the College President concurred and the newly merged PBC began its transition activities in Summer 2002.¹³ The vote was four yeas,¹⁴ three nays (including the out-going Senate President), and one "no preference." The current President of the Academic Senate continues to take exception to this decision because the Senate supported the task force's recommendation that the two separate committees co-exist and work closely together. She believes that such a large committee would require an enormous commitment of time and energy from its representatives. She also feels that the Senate does not have sufficient representatives on the committee. In addition, the Senate President asserts that under its AB 1725 mandate, the Senate has primary responsibility for making recommendations in the area of academic and professional matters. Therefore, in her opinion, the creation of the PBC over the Senate's objections is a violation of the Senate's primary responsibility to make recommendations in academic and professional matters.¹⁵

Linking the Budget Development Process to the Institutional Planning and Program Review

There are nine members of the PBC, including the non-voting chair who is the Acting Dean of Humanities. The following constituencies are represented on the committee: Academic Senate, El Camino College Federation of Teachers, El Camino College Classified Employees, Academic Affairs, Student and Community Advancement, Administrative Services, management, and the Associated Students. The PBC has adopted the following statement of purpose:

The Planning and Budgeting Committee serves as the steering committee for campus-wide planning and budgeting. The PBC assures that planning and budgeting are interlinked and that the process is driven by the institutional priorities set forth in the Educational Master Plan and other plans adopted by the college. The PBC makes recommendations to the President on all planning and budgeting issues and reports all committee activities to the campus community.¹⁶

As part of its organizational activities, the PBC adopted parameters for the model to link planning to budgeting. It also reviewed and adopted planning and budgeting definitions. Committee members stress the need to link planning to program review and have received regular updates on the development of new program review processes for Academic Affairs and Administrative Services. As part of its effort to update the Educational Master Plan, the PBC initiated the process of external scanning through six scanning teams. By the end of March 2003, the College President will appoint a thirty-member planning team with input from the PBC. This team will review the scanning reports prior to a May 2003 retreat where it will develop new institutional strategic goals and key performance indicators (KPIs) and then share them with all constituent groups. The PBC will confirm strategic goals after these groups review and comment on the work produced by the retreat participants. The next step in the planning process will be the development of measurable objectives by all college divisions after which the divisions will develop unit action plans to implement these objectives.

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¹³ See Minutes, College Council, May 6, 2002.

¹⁴ The three vice presidents voted "aye." Their combined votes constitute one vote on the council.

¹⁵ See Julie Stewart, "Response to Accreditation Recommendation #3: Linking Planning to Budgeting and #4: Governance Policy and Consultation Procedure," 20 Feb 2003, rev.

¹⁶ See Planning and Budgeting Committee purpose statement, August 1, 2002.

The strategic goals drive the budget development process through discussions of institutional priorities when the College establishes the annual budget. These discussions will occur at the PBC, College Council, and President's Cabinet. Linkages to budget development will also occur when unit action plans are developed. When divisions and departments submit plans that include a budget augmentation or enhancement, these budget requests will be submitted to the PBC for their review and recommendation to the College President.¹⁷

The PBC has also focused on developing new criteria for making budget recommendations. The Budget Development Decision-Making Matrix integrates planning and budgeting elements in the criteria to assure that the committee reviews both planning and budgeting considerations when it develops budget recommendations. The PBC has also begun to develop and prioritize planning and budgeting goals that it will incorporate into the matrix.¹⁸

4. *The college's 1992 governance policy and current consultation procedure needs to be updated and clarified into one governance policy and procedure system in order to create an understandable and more effective governance system that clearly reflects the roles and responsibilities of all constituents. (Standard 10B.8)*

In 1992, the Board of Trustees adopted the Shared Governance Recommendations, prepared by the shared governance task force. The acceptance of the recommendations signaled a significant step forward in the development of a governance structure that reflected the spirit of collegial consultation promoted in AB 1725, as well as the College's desire to incorporate Academic Senate, staff, and student participation in a process of communication that helped to influence Board policy. The Board of Trustees also adopted board policy 3605, outlining collegial consultation between the Board and the Academic Senate, the same year.

The new governance structure was elaborate and many of its constituent committees, or councils, were assigned responsibilities that proved to be too ambitious in scope. The College Council, for example, initially had a purview that included institutional planning, budget development, and the development and revision of college policies and procedures, as well as coordination of campus-wide committees. Its initial composition featured twenty-four participants, eighteen of whom were voting members. As years passed, other committees assumed areas of review originally delegated to either the College Council or various Area Councils. A District Planning Council, for example, was created to focus on planning. A Budget Development Committee formed to make recommendations regarding finances.

In Spring 2002, however, the College Council completed its review and revision of the existing consultation policy (BP 3605), as well as the college consultation procedure (801), written in 1999. From this collaborative effort by the constituencies represented on the College Council, now consisting of only eleven members, eight of whom vote, came a new Board of Trustees policy (2510). Board policy 2510 addresses the Academic Senate's relationship with the Board and includes guidelines for staff and student participation in the formulation and development of district policies and procedures. Also developed was a new administrative procedure, also numbered 2510, which delineated a collaborative and collegial consultation

¹⁷ See "Report on Linking Planning to Budgeting," November 30, 2001 (final revision, May 7, 2002).

¹⁸ See Budget Development Decision-Making Matrix, January 21, 2003 (work in progress).

process that involves representatives from faculty, classified, confidential, administrative, and student ranks. The Board of Trustees reviewed both Board policy 2510 (Participation in Local Decision-Making) and administrative procedure 2510 (Collegial Consultation) at its June 24, 2002, meeting.¹⁹ The Board subsequently adopted Board policy 2510 at its July 15, 2002, meeting.

3-3-03

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¹⁹ See Minutes, College Council, April 9, April 15, April 22, April 29, May 6, May 13, May 20, 2002. Also see Administrative Procedure 2510, presented to the Board of Trustees on June 24, 2002. The Minutes of May 20, 2002 state that Academic Senate President “reported no objections in final review by the Senate representatives; therefore this procedure [Procedure 801 which became Procedure 2510] will be publicized in the fall and presented to the Board for information only.”

The current Academic Senate President believes that Procedure 2510 “needs to delineate bilateral processes-- one for issues in the purview of the AS [Academic Senate], one for other issues.” In her opinion, the statement that “recommendations from the Academic Senate are shared with the College Council” devalues the role of the Academic Senate. She believes that the word “share” devalues the role of the Academic Senate and that the current procedure and practice fails to recognize the legal mandate giving the senate a different status than other collegial consultation groups in specific matters relating to academic and professional matters. See Julie Stewart, “Response to Accreditation Recommendation #3: Linking Planning to Budgeting and #4: Governance Policy and Consultation Procedure,” 20 Feb 2003, rev. The College Council is currently addressing this issue.

Board Policy 4050

Articulation

The District will articulate baccalaureate level courses and programs with colleges and universities in its transfer region. It will also establish appropriate articulation for courses with area high schools and occupational centers.

Because of the size, complexity, and diversity of secondary and postsecondary education in California, articulation procedures will be used to enable students to achieve a seamless transfer. For articulation with colleges and universities, El Camino College follows the latest version of the Handbook of California Articulation Policies and Procedures. For articulation of courses with high schools and the Southern California Regional Occupational Center (SCROC), it follows procedures established by the College Curriculum Committee.

Reference:

Title 5, Section 51022(b)

El Camino College

Policy

Adopted:

1. It shall be the policy of El Camino College to conduct field trips or designate alternate class sites to extend the educational value of the instructional program under procedures established for that purpose.
2. Definitions
 - . An Instructional Field Trip, referred to as Field Trip, shall be defined as a trip away from the El Camino College campus for a specified period of time that provides for registered students to attend a designated program that is in conjunction with a course of instruction and for which the instructor arranges transportation that is provided by the District.
 - . An Alternate Class Site Meeting shall be defined as one in which the regularly scheduled class location is changed and for which students arrange their transportation. The class shall be conducted entirely at the specified site (the class may not be moved during the class period between several sites). It is intended to replace a regularly scheduled class. An alternate class site meeting must be located within a 50-mile radius of the District and last no more than seven hours.
3. All field trips shall require the approval of the Division Dean, the V.P. of Academic Affairs and the Board of Trustees. Alternate class site meetings require the approval of the Division Dean.
4. For field trips the District shall provide transportation by use of District equipment or contracted transportation. When District equipment is used, the Board of Trustees, through its designated representatives, shall secure liability insurance as appropriate.
5. The following activities do not come under the scope of this policy and must be coordinated with the Area of Student and Community Advancement: athletic activities, field trips in the Counseling Division, activities in which student organizations, clubs, etc. participate and all non-District sponsored events.
6. A certificated employee, who is the representative of the District, shall supervise each field trip or alternate class site meeting. This instructor shall be responsible for directing the trip while in transit and for the enforcement of administrative rules and regulations.

Board Policy 4300

Field Trips and Excursions

7. The District shall have liability insurance to protect itself and its employees in the performance of their approved, legitimate duties as described in the relevant procedures. In addition, the District shall provide or make available medical, hospital service or accident insurance for students participating in field trips or alternate site class meetings.
8. Field trips and alternate class site meetings are intended to serve as extensions of the classroom whereby authorized faculty and students are provided with opportunities to “travel to locations where materials of instruction may be observed and studied directly in their functional settings.”
9. All persons attending field trips or alternate class site meetings “shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness, or death during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents or guardians of students taking out-of-state field trips or excursions shall sign a statement waiving such claims.” (Title 5 §55450)
1. “No group shall be authorized to take a field trip or excursion authorized by this policy section if any student who is a member of such an identifiable group will be excluded from participation in the field trip or excursion because of lack of sufficient funds.” (Title 5 §55450) All students shall be given an equal opportunity to participate.
11. Every effort shall be made to allow students with disabilities to participate in field trips and alternate class site meetings. In the event that a student with a disability is unable to participate, an alternate activity shall be provided.

Reference:

Title 5, Section 55450

El Camino College

Adopted:

Replaces Board Policy #6132

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

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A. STUDENT FIELD TRIPS

It is recommended that the Board approve the following student field trips coordinated through Counseling and the Career Center and through the El Camino College Language Academy. The purpose of the trips is to provide career orientation and exploration and university experience for students of El Camino College. Additional supervisory staff that may be needed: Victoria Martinez, Rene Lozano.

1. March 7, 2003 – Destyn LaPorte – Exposition Park Museums and Titanic Exhibit/IMAX Movie, Los Angeles, California. Estimated students 32. Depart 11am. Return 4pm. Transportation by bus.
2. March 18, 2003 – Sue Oda-Omori – Laguna College of Art & Design, Laguna, California. Estimated students 15. Depart 8am. Return 3pm. Transportation by ECC campus van.
3. March 19, 2003 – Sue Oda-Omori – California ARTS, Valencia, California. Estimated students 15. Depart 8am. Return 3pm. Transportation by ECC campus van.
4. March 24, 2003 – Sue Oda-Omori – OTIS College of Art and Design, Los Angeles, California. Estimated students 15. Depart 8am. Return 3pm. Transportation by ECC campus van.
5. March 25, 2003 – Sue Oda-Omori – Art Center, Pasadena, California. Estimated students 15. Depart 8am. Return 3pm. Transportation by ECC campus van.
6. March 27, 2003 – Sue Oda-Omori – California State University, Long Beach, California. Estimated students 20. Depart 8am. Return 3pm. Transportation by ECC campus van.
7. March 27, 2003 – Van Nguyen – Inglewood Superior Court, Inglewood California. Estimated students 15. Depart 9am. Return 12 pm. Transportation by ECC campus van.
8. April 11, 2003 – Sue Oda-Omori – University of California Los Angeles, Los Angeles, California. Estimated students 15. Depart 7am. Return 4pm. Transportation by ECC campus van.
9. April 13-14, 2003 – Sue Oda-Omori – University of California Davis, Davis, California. Estimated students 25. Depart 8am. Return 12 midnight. All expenses to be paid by University of California Davis. Transportation by ECC campus bus.

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10. April 18, 2003 – Sue Oda-Omori – University of California San Diego, San Diego, California. Estimated students 15. Depart 7am. Return 5pm. Transportation by ECC campus van.
 11. April 18, 2003 – Van Nguyen – Artist Village, Santa Ana, California. Estimated students 15. Depart 9am. Return 1pm. Transportation by ECC campus van.
 12. April 19, 2003 – Sue Oda-Omori – University of California, Irvine, California. Estimated students 15. Depart 7:30am. Return 3pm. Transportation by ECC campus van.
 13. April 25, 2003 – Sue Oda-Omori – CalPoly, Pomona, California. Estimated students 15. Depart 7:30am. Return 3pm. Transportation by ECC campus van.
 14. May 16, 2003 – Van Nguyen – Los Angeles Sheriff's Office, Lawndale, California. Estimated students 15. Depart 9am. Return 1pm. Transportation by ECC campus van.

B. EL CAMINO COLLEGE PEP SQUAD COMPETITIONS FOR SPRING 2003 - AMENDMENT

It is recommended that the Board approve attendance of the following students at the El Camino College Pep Squad Cheer and Dance National Championships Competitions scheduled February 7-10, 2003, Las Vegas, Nevada and April 4-7, 2003, Daytona Beach, Florida:

Maria Bernaudez, Brian Meredith, Yolanda Jordan, Ezekiel Mendoza, Michael Gauardo, Roger Gomez

(Previously Board Approved January 21, 2003)

C. INTERNATIONAL TRAVELS

It is recommended that the Board approve the following international travels:

1. Ms. Antoinette Phillips, to travel to Dnipropetrovsk National University (DNU) in Ukraine, April 5 through 19, 2003. Ms. Phillips will participate in the faculty exchange program funded by the Department of State NIS Community College Partnership grant. Ms. Phillips will assist DNU faculty in developing curricula for their Childhood Education courses and conduct professional development activities for the DNU faculty in the Department of Educational Psychology and English. All expenses for the trip will be covered from grant funds and are not expected to exceed \$4,500.

2. Dr. Elizabeth Shadish to travel to Dnipropetrovsk National University (DNU) in Ukraine, April 5 – April 19, 2003. Dr. Shadish will participate in the faculty exchange program funded by the Department of State NIS Community College Partnership grant. Dr. Shadish will assist DNU faculty in developing hybrid and distance education courses and conduct professional development activities for the DNU faculty in the Department of Educational Psychology and English. All expenses for the trip will be covered from grant funds and are not expected to exceed \$4,500.

D. FORENSICS TOURNAMENTS

It is recommended that the Board approve the following Forensics Team Tournaments for Spring 2003. Expenses to be paid from District and Auxiliary Services Funds.

<u>Date</u>	<u>Tournament</u>	<u>Location</u>	<u>Cost*</u>
February 14-15	Tabor-Vetinsky Invite	Cerritos	\$ 800
February 28 – March 2	PSCRA Spring Champs	Pasadena	\$ 800
March 14-17	CCCFA State Championship	Costa Mesa	\$ 4,000
April 13-20	Phi Rho Phi Nationals	Portland, Oregon	\$12,000
April 26-27	Cool Off	San Diego	\$ 1,000

*Cost not to exceed

E. TEMPORARY CASUAL EMPLOYEES

It is recommended that the Board approve employment for the following temporary Casual employees as shown on pages 3-33:

1. Ms. Melanie Lewis--Program Assistant II, \$9.00 per hour, two days per week, five hours per day, Behavioral and Social Sciences, Academic Affairs Area, effective March 3 through June 30, 2003, to provide office coverage for the Study Abroad program, funded by District funds.
2. Mr. Timothy Aguirre--Program Assistant II, \$9.00 per hour, four days per week, eight hours per day, Bookstore, Administrative Services Area, effective March 3 through June 30, 2003, to work as a convenience store cashier, funded by District funds.

3. Ms. Leslie Bernstein--Bookstore Aide I, \$6.75 per hour, two days per week, two hours per day, Bookstore, Administrative Services Area, effective March 3 through June 30, 2003, to clean up the areas outside the convenience stores, Deli, and coffee carts, funded by District funds.
4. Mr. Derek Reed--Program Assistant I, \$8.00 per hour, four days per week, five hours per day, Bookstore, Administrative Services Area, effective March 3 through June 30, 2003, to work in the campus convenience stores, funded by District funds.
5. Ms. Kimberly Eatmon--Program Assistant I, \$9.00 per hour, three days per week, seven hours per day, Bookstore, Administrative Services Area, effective March 3 through June 30, 2003, to work in the Bookstore and campus convenience stores providing sales floor and stockroom assistance, and cashiering, funded by District funds.
6. Mr. Michael Okada--Program Assistant II, \$9.00 per hour, four days per week, twenty-two hours per week, Bookstore, Administrative Services Area, effective March 3 through June 30, 2003, to work in the Bookstore providing office and stockroom assistance, funded by District funds.
7. Mr. Michael Osborne--Program Assistant II, \$9.00 per hour, up to four days per week, eight hours per day as needed, Bookstore, Administrative Services Area, effective March 3 through June 30, 2003, to work in the Bookstore stockroom, funded by District funds.
8. Mr. Nathaniel Roberts--Bookstore Aide III, \$7.25 per hour, two days per week, four hours per day, Bookstore, Administrative Services Area, effective March 3 through June 30, 2003, to assist in the Bookstore stockroom area, funded by District funds.
9. Ms. Edith Shimane--Program Assistant II, \$9.00 per hour, two days per week, three hours per day as needed, Bookstore, Administrative Services Area, effective March 1 through June 30, 2003, to provide assistance in the campus convenience stores, funded by District funds.
10. Mr. Nolan Kyle Wall--Bookstore Aide III, \$7.25 per hour, two days per week, two hours per day, Bookstore, Administrative Services Area, effective March 3 through June 30, 2003, to provide assistance in keeping the Bookstore sales floor clean, funded by District funds.

11. The following individuals to work as Bookstore Aide I, \$6.75 per hour, two days per week, two hours per day, Bookstore, Administrative Services Area, effective March 3 through June 30, 2003, to clean up the areas outside the convenience stores, Deli, and coffee carts, funded by District funds.

Michelle Anderson
Stephanie Berk

Bobby Hoeck

Stephanie Shaw

12. The following individuals to work as Bookstore Aide I, \$6.75 per hour, two days per week, two hours per day, Bookstore, Administrative Services Area, effective March 3 through June 30, 2003, to assist in keeping the Bookstore and stockroom areas organized and clean funded by District funds.

Tina Griswold

Brenda Naito

13. The following individuals to work as Program Assistant I, \$8.00 per hour, four days per week, seven hours per day, Bookstore, Administrative Services Area, effective March 3 through June 30, 2003, to work as Bookstore cashiers, funded by District funds.

Adrian Fox

Carlos Villasenor

14. Ms. Liana Filishtiner--Tutor I, \$7.50 per hour, thirty hours per week to be arranged, Business Division, Academic Affairs Area, effective March 3 through June 30, 2003, to assist students in the open computer lab, funded by District funds.

15. Ms. Katrina Matthews--Program Assistant III, \$10.00 per hour, twenty-five to thirty hours per week to be arranged, Business Division, Academic Affairs Area, effective March 3 through June 30, 2003, to provide clerical assistance to the division, paid from District funds.

16. Ms. Karla Aguilar--Live Scan Operator II, \$10.50 per hour, three days per week, six hours per day, Campus Police, Administrative Services Area, effective March 3 through June 30, 2003, to provide Life Scan fingerprint services, funded by Parking funds.

17. Mr. Daniel McPheeters--Community Service Officer II, \$11.00 per hour, four days per week, seven hours a day, Campus Police, Administrative Services Area, effective March 3 through June 30, 2003, to coordinate the police cadets and service the parking machines, funded by Parking funds.

18. Mr. James Reynolds--Police Communications Operator I, \$10.00 per hour, four days per week, eight hours per day, Campus Police, Administrative Services Area, effective March 11 through June 30, 2003, to provide police dispatching services, funded by Parking funds.
19. Mr. Francisco Ramos--Police Cadet IV, \$9.50 per hour, five days per week, five hours per day, Campus Police, Administrative Services Area, effective March 11 through June 30, 2003, to provide assistance to campus police, funded by Parking funds.
20. Ms. Shamar Batiste--Paraprofessional, \$13.75 per hour, to work three days per week, eight hours per day, Community Advancement, Student and Community advancement Area, effective March 3 through June 30, 2003, to provide administrative support at the LA One Stop Capital Shop offsite location, funded by Small Business Administration/California Trade and Commerce Agency funds.
21. Ms. Alisa Bogane--Paraprofessional, \$14.75 per hour, to work three days per week, eight hours per day, Community Advancement, Student and Community advancement Area, effective March 3 through June 30, 2003, to provide administrative and promotional support to the Community Education program, funded by Community Education income.
22. Mr. Gerald Boykin--Professional II, \$37.00 per hour, to work one day per week, six hours per day, Community Advancement, Student and Community advancement Area, effective March 3 through June 30, 2003, to provide one-on-one small business client consulting and workshop presentations for the Small Business Development Center, funded by Chancellor's Office funds.
23. Ms. Madeleine Bruning--Professional III, \$55.00 per hour, sixty-four hours to be arranged, Community Advancement, Student and Community advancement Area, effective February 25 through June 30, 2003, to conduct Post-Licensure nursing courses, funded by the LA County Health Services Administration.
24. Ms. Carla Chavarria--Paraprofessional, \$13.00 per hour, to work three or four days per week as needed, eight hours per day, Community Advancement, Student and Community Advancement Area, effective March 3 through June 30, 2003, to provide administrative support to the El Camino Language Academy, funded by El Camino Language Academy income.
25. Mr. Geraldo De Los Rios--Professional II, \$37.00 per hour, to work five days per week, five hours per day, Community Advancement, Student and Community Advancement Area, effective March 1 through June 30, 2003, to assist in the development of Mexico Export Enabler contacts with senior Mexican Government officials at central and provincial levels, funded by the California-Mexico Trade Assistance Center grant.

26. Mr. Timothy Dennis--Professional II, \$32.00 per hour, eight hours per week as needed, Community Advancement, Student and Community Advancement Area, effective March 5 through June 25, 2003, to team-teach with the instructor of the Basic Fire Fighting course, funded by Standards for Training Certification and Watch Keeping income.
27. Ms. Jennifer Frank--Professional II, \$37.00 per hour, to work five days per week, eight hours per day, Community Advancement, Student and Community Advancement Area, effective March 1 through June 30, 2003, to administer the Center for International Trade Development's (CITD) International Trade Careers Program, funded by CITD grant.
28. Ms. Lilly Gill--Professional II, \$31.50 per hour, to work up to ten hours per week, days to be arranged, Community Advancement, Student and Community Advancement Area, effective March 3 through June 30, 2003, to develop curriculum for the El Camino Language Academy, funded by El Camino Language Academy income.
29. Ms. Lily Gill--Professional III, \$42.00 per hour, to work up to ten hours per week, days to be arranged, Community Advancement, Student and Community Advancement Area, effective March 3 through June 30, 2003, to teach English as a Second Language courses for the El Camino Language Academy, funded by El Camino Language Academy income.
30. Ms. Susette Horspool--Professional II, \$37.00 per hour, to work twenty-five hours per week, days to be arranged, Community Advancement, Student and Community Advancement Area, effective March 1 through June 30, 2003, to assist in the coordination of the Center for International Trade Development's (CITD) 7-Step Export Enabler Program, funded by CITD grant.
31. Mr. Ted Johnson--Professional II, \$37.00 per hour, twenty four hours per week to be arranged, Community Advancement, Student and Community Advancement Area, effective March 1 through June 30, 2003, to offer Center for International Trade Development (CITD) workshops, funded by the CITD grant.
32. Ms. Susan Macias--Professional II, \$31.50 per hour, to work up to eight hours per week, days to be arranged, Community Advancement, Student and Community Advancement Area, effective March 3 through June 30, 2003, to develop curriculum for the El Camino Language Academy, funded by El Camino Language Academy income.

33. Ms. Susan Macias--Professional III, \$42.00 per hour, to work up to eight hours per week, days to be arranged, Community Advancement, Student and Community Advancement Area, effective March 3 through June 30, 2003, to teach English as a Second Language courses for the El Camino Language Academy, funded by El Camino Language Academy income.
34. Mr. Benjamin, Martin--Professional II, \$30.00 per hour, to work two days per week, eight hours per day, Community Advancement, Student and Community Advancement Area, effective March 3 through June 30, 2003, to provide one-on-one small business client consulting and workshop presentations for the Small Business Development Center, funded by Chancellor's Office funds.
35. Mr. John Moran--Professional II, \$37.00 per hour, to work one day per week, six hours per day, Community Advancement, Student and Community Advancement Area, effective March 3 through June 30, 2003, to provide one-on-one small business client consulting and workshop presentations for the Small Business Development Center, funded by Small Business Administration/California Trade and Commerce Agency funds.
36. Ms. Kathleen Morton--Paraprofessional, \$13.00 per hour, to work five days per week, eight hours per day, Community Advancement, Student and Community Advancement Area, effective March 3 through June 30, 2003, to provide program support to the Community Education program, funded by Community Education income.
37. Ms. Lisa Moore--Paraprofessional, \$18.50 per hour, to work five days per week, five hours per day, Community Advancement, Student and Community Advancement Area, effective March 3 through June 30, 2003, to provide program support and database maintenance for the Foster Care Education Program, funded by The Community College Foundation and the Chancellor's Office.
38. Mr. Christopher Murphy--Professional II, \$31.50 per hour, to work up to eight hours per week, days to be arranged, Community Advancement, Student and Community Advancement Area, effective March 3 through June 30, 2003, to develop curriculum for the El Camino Language Academy, funded by El Camino Language Academy income.
39. Mr. Christopher Murphy--Professional III, \$42 per hour, to work up to four hours per week, days to be arranged, Community Advancement, Student and Community Advancement Area, effective March 3 through June 30, 2003, to teach English as a Second Language courses for the El Camino Language Academy, funded by El Camino Language Academy income.

40. Mr. Curren Price--Professional II, \$37.00 per hour, to work two days per week, eight hours per day, Community Advancement, Student and Community Advancement Area, effective March 3 through June 30, 2003, to provide one-on-one small business client consulting and workshop presentations for the Small Business Development Center, funded by Small Business Administration/California Trade and Commerce Agency funds.
41. Mr. William Rice--Paraprofessional, \$9.00 per hour, to work two days per week, eight hours per day, Community Advancement, Student and Community Advancement Area, effective March 3 through June 30, 2003, to provide clerical support to the Community Education program, funded by Community Education income.
42. Mr. Ralph Sainz--Paraprofessional, \$11.25 per hour, to work three or four days per week as needed, eight hours per day, Community Advancement, Student and Community Advancement Area, effective March 3 through June 30, 2003, to provide clerical support for the El Camino Language Academy, funded by El Camino Language Academy income.
43. Ms. Beth Siapkas--Professional II, \$37.00 per hour, twenty hours per week to be arranged, Community Advancement, Student and Community Advancement Area, effective March 1 through June 30, 2003, to offer Center for International Trade Development (CITD) workshops, funded by the CITD grant.
44. Mr. Jose Vega--Professional II, \$30.00 per hour, to work one day per week, eight hours per day, Community Advancement, Student and Community Advancement Area, effective March 3 through June 30, 2003, to provide one-on-one small business client consulting and workshop presentations for the Small Business Development Center, funded by Small Business Administration/California Trade and Commerce Agency funds.
45. Mr. Thong Vo--Paraprofessional, \$15.00 per hour, to work five days per week, thirty-six hours per week to be arranged, Community Advancement, Student and Community Advancement Area, effective March 3 through January 30, 2003, to run and maintain the Career Placement Services computer lab, funded by District funds.
46. Mr. William Warren III--Professional II, \$34.00 per hour, sixteen hours per week as needed, Community Advancement, Student and Community Advancement Area, effective March 4 through June 25, 2003, to teach Basic Fire Fighting, funded by Standards for Training Certification and Watch Keeping income.

47. Mr. Federico Weaver--Professional II, \$37.00 per hour, to work five days per week eight hours per day, Community Advancement, Student and Community Advancement Area, effective March 1 through June 30, 2003, to provide consulting services on projects relating to the textile and apparel sector and/or trade with Mexico, funded by California-Mexico Trade Assistance Center grant.
48. Ms. Brenda White--Professional II, \$37.00 per hour, to work five days per week, twenty-two to twenty-five hours per week as needed, Community Advancement, Student and Community Advancement Area, effective March 3 through June 30, 2003, to provide coordination for the Foster/Kinship Care Education and Model Approaches to Partnerships in Parenting and Kinship Education, Preparation, and Support programs, funded by The Community College Foundation and Chancellor's Office.
49. Ms. Nabila Zaidi--Paraprofessional, \$11.00 per hour, to work three days per week, eight hours per day, Community Advancement/Small Business Development Center, Student and Community Advancement Area, effective March 3 through June 30, 2003, to provide administrative support, funded by Small Business Administration/California Trade and Commerce Agency funds.
50. The following individuals to work as Lifeguard, \$9.00 per hour, to work four hours per week as needed, Community Advancement, Student and Community Advancement Area, effective March 1 through June 30, 2003, to provide lifeguard-on-duty requirements for the Standards for Training Certification and Watch Keeping (STCW) program, funded by STCW income.

Jorge Cresto

Vincent Davis

Kenneth Fuerstinger

51. Ms. Marta Alvarez--Office Aide II, \$7.25 per hour, two days per week, hours to be arranged up to eight hours per day, Counseling Services Division, Student and Community Advancement Area, effective March 3 through June 30, 2003, to provide support in the Counseling appointment center, funded by District funds.
52. Ms. Lauren Coolidge--Paraprofessional, \$16.60 per hour, five days per week, eight hours per day, Counseling Services Division/CalWORKS, Student and Community Advancement Area, effective March 3 through June 30, 2003, to provide support for the daily operations of the CalWORKS program, funded by CalWORKS funds.

53. Ms. Dora Gomez--Paraprofessional, \$18.00 per hour, three to four days per week, twenty-four to thirty-two hours per week as needed, Counseling Division/CalWORKS, Student and Community Advancement Area, effective March 3 through June 30, 2003, to coordinate contractual relationships for the CalWORKS program and assist job-seeking students, funded by CalWORKS funds.
54. Ms. Michelle Houston--Paraprofessional, \$10.00 per hour, ten hours per week to be arranged, Counseling Services Division, Student and Community Advancement Area, effective March 3 through June 30, 2003, to provide assistance to Project Success, funded by the Project Success Foundation account.
55. Mr. Vu Le--Program Assistant II, \$9.00 per hour, two days per week, hours to be arranged up to eight hours per day, Counseling Services Division, Student and Community Advancement Area, effective March 3 through June 30, 2003, to provide support in the Counseling appointment center, funded by District funds.
56. Ms. Nhung Nguyen--Program Assist II, \$9.00 per hour, three days per week, up to twenty hours per week to be arranged, Counseling Services Division, Student and Community Advancement Area, effective March 3 through June 30, 2003, to provide support in the Counseling appointment center, funded by District funds.
57. Ms. Ana Nogal--Paraprofessional, \$10.00 per hour, ten hours per week to be arranged, Counseling Services Division, Student and Community Advancement Area, effective March 3 through June 30, 2003, to provide assistance to the Puente Project, funded by the Puente State grant and the Puente Foundation account.
58. Ms. Alin Sanchez--Paraprofessional, \$18.20 per hour, five days per week, eight hours per week, CalWORKS/Counseling Services Division, Student and Community Advancement Area, effective March 3 through June 30, 2003, to provide advising services to students in the CalWORKS program, funded by CalWORKS funds.
59. Ms. Mayra Sanchez--Program Assistant III, \$10.00 per hour, five days per week, hours to be arranged up to eight hours per day, Counseling Services Division, Student and Community Advancement Area, effective March 3 through June 30, 2003, to provide support in the Counseling appointment center, funded by District funds.
60. Ms. Ursula Albath-Ouzts--Paraprofessional, \$12.00 per hour, four days per week, eight hours per week, Enrollment Services Division, Student and Community Advancement Area, effective March 3 through June 30, 2003, to provide general office support to the International Students Program, funded by District funds.

61. Ms. Martha Burdick--Teacher's Assistant IV, \$11.50 per hour, to work five days per week, eight hours per day, Child Development Center/Enrollment Services Division, Student and Community Advancement Area, effective March 3 through June 30, 2003, to provide assistance to the Child Development Center teachers in planning, organizing, teaching, and managing classroom environment, funded by parent fees/Department of Education, Child Development Division.
62. Mr. Damyuhn Campbell--Program Assistant II, \$9.00 per hour, four days per week, eight hours per day, Enrollment Services Division, Student and Community Advancement Area, effective March 3 through May 1, 2003, to provide assistance in the student application process, funded by division funds.
63. Ms. Laura Gibson--Program Assistant II, \$9.00 per hour, four days per week, eight hours per day, Enrollment Services Division, Student and Community Advancement Area, effective May 5 through June 30, 2003, to provide assistance in the student application process, funded by division funds.
64. Ms. Shahigul Haidari, Teacher's Assistant III, \$7.50 per hour, to work five days per week, hours not to exceed thirty hours per week, Enrollment Services Division, Student and Community Advancement Area, effective March 3 through June 30, 2003, to provide assistance to the Child Development Center teachers funded by parent fees/Department of Education, Child Development Division.
65. Ms. Chie Kanazawa--Paraprofessional, \$8.00 per hour, to work sixty hours to be arranged between March 14 through June 30, 2003, Enrollment Services Division, Student and Community Advancement Area, to assist with the preparation and orientations for English as a Second Language assessment tests, funded by District funds.
66. Ms. Hoang-Linh Nguyen--Program Assistant II, \$9.00 per hour, to work five days per week, eight hours per day, Financial Aid/Enrollment Services Division, Student and Community Advancement Area, effective March 3 through June 30, 2003, to provide assistance to Financial Aid Advisors, assisting financial aid students, and data entry, funded by District funds.
67. Ms. Naoko Otani--Paraprofessional, \$12.50 per hour, four days per week, hours to be arranged, International Student Program/Enrollment Services, Student and Community Advancement Area, effective March 3 through June 30, 2003, to provide general office assistance to the International Students Program, funded by District funds.

68. Ms. Van Pham--Paraprofessional, \$15.00 per hour, to work five days per week, eight hours per day, Financial Aid/Enrollment Services Division, Student and Community Advancement Area, effective March 3 through June 30, 2003, to provide assistance to Financial Aid Advisors, assisting financial aid students, and data entry, funded by District funds.
69. Ms. Brenda Rodriguez--Paraprofessional, \$18.00 per hour, to work three to four days per week, twenty-four to thirty-two hours per week as needed, Outreach and School Relations/Enrollment Services Division, Student and Community Advancement Area, effective March 3 through June 30, 2003, to assist with the day-to-day operations of the office of Outreach and School Relations, funded by District funds.
70. Ms. Samantha Smith--Program Assistant II, \$9.00 per hour, to work two to three days per week, fifteen hours per week, Enrollment Services Division, Student and Community Advancement Area, effective March 3 through June 30, 2003, to provide assistance to the Cal Grant program, funded by District funds.
71. Ms. Lujana Washington--Paraprofessional, \$12.50 per hour, four days per week, hours to be arranged, Enrollment Services Division, Student and Community Advancement Area, effective March 3 through June 30, 2003, to provide assistance for the online application process, funded by Districted funds.
72. The following individuals to work as Program Assistant I, \$8.00 per hour, four days per week, eight hours per day, Admissions & Records/ Enrollment Services Division, Student and Community Advancement Area, effective March 3 through June 30, 2003, to provide general office assistance in Admissions and Records, funded by District funds.

Angela Farthing

Mary Lou Miranda

73. The following individuals to work as Program Assistant I, \$8.00 per hour, seven to fifteen eight-hour days to be arranged, Admissions & Records/Enrollment Services Division, Student and Community Advancement Area, effective March 3 through June 30, 2003, to provide assistance during the grade check process, funded by District funds.

Freda Baker

Louann Shaw

74. The following individuals to work as Program Assistant II, \$8.00 per hour, eight hours per day, Admissions & Records/Enrollment Services Division, Student and Community Advancement Area, May 12-15, 27-29, and June 2, 2003, to provide assistance during registration, funded by District funds.

Edwina Biggs

Rose Brown

75. Ms. Mary Ahmadian--Tutor IV, \$11.50 per hour, one day per week, five and one-half hours per week to be arranged, EOP&S/Counseling Services Division, Student and Community Advancement Area, effective March 3 through June 30, 2003, to provide tutoring services to EOPS/CARE students, funded by EOPS funds.

76. Mr. David Brown II--Paraprofessional, \$14.00 per hour, four days per week, eight hours per day, EOP&S/Counseling Services Division, Student and Community Advancement Area, effective March 3 through June 30, 2003, to provide support for the various components of EOPS and CARE, funded by EOPS funds.

77. Ms. Huong Duong--Tutor IV, \$11.50 per hour, eighteen hours per week, days to be arranged, EOP&S/Counseling Services Division, Student and Community Advancement Area, effective March 3 through June 30, 2003, to provide tutoring services to EOPS/CARE students, funded by EOPS funds.

78. Mr. Jaron Hamilton--Tutor III, \$9.50 per hour, seventeen hours per week, days to be arranged, EOP&S/Counseling Services Division, Student and Community Advancement Area, effective March 3 through June 30, 2003, to provide tutoring services to EOPS/CARE students, funded by EOPS funds.

79. Ms. Janette Kuvhenguhwa--Tutor IV, \$11.50 per hour, sixteen hours per week, days to be arranged, EOP&S/Counseling Services Division, Student and Community Advancement Area, effective March 3 through June 30, 2003, to provide tutoring services to EOPS/CARE students, funded by EOPS funds.

80. Ms. Queenie Le--Paraprofessional, \$14.00 per hour, twenty hours per week, days to be arranged, EOP&S/Counseling Services Division, Student and Community Advancement Area, effective March 3 through June 30, 2003, to provide support to the various components of EOPS and CARE, funded by EOPS funds.

81. Mr. John Lewis--Tutor III, \$9.50 per hour, sixteen hours per week, days to be arranged, EOP&S/Counseling Services Division, Student and Community Advancement Area, effective March 3 through June 30, 2003, to provide tutoring services to EOPS/CARE students, funded by EOPS funds.

82. Ms. Nancy Rangel--Paraprofessional, \$14.00 per hour, twenty-one hours per week, days to be arranged, EOP&S/Counseling Services Division, Student and Community Advancement Area, effective March 3 through June 30, 2003, to provide support to the various components of EOPS and CARE, funded by EOPS funds.
83. Ms. Sharon Sylvers--Tutor III, \$9.50 per hour, ten hours per week, days to be arranged, EOP&S/Counseling Services Division, Student and Community Advancement Area, effective March 3 through June 30, 2003, to provide tutoring services to EOPS/CARE students, funded by EOPS funds.
84. The following individuals to work as Tutor III, \$9.50 per hour, eight hours per week, days to be arranged, EOP&S/Counseling Services Division, Student and Community Advancement Area, effective March 3 through June 30, 2003, to provide tutoring services to EOPS/CARE students, funded by EOPS funds.

Hector Ruiz

Bridgett Smith

85. Ms. Amber Alarcon--Teacher's Assistant III, \$7.50 per hour, four hours per week to be arranged, Fine Arts, Academic Affairs Area, effective March 1 through June 30, 2003, to provide teaching assistance for the South Bay Children's Choir, funded by private donations and fundraising activities.
86. Ms. Bertha Alvarez--Assistant House Manager, \$8.50 per hour, hours arranged as needed, Fine Arts, Academic Affairs Area, effective March 1 through June 30, 2003, to assist the house manager in organizing staff and preparing venue for events at the Center for the Arts, funded by District funds.
87. Ms. Marcia Armstrong--Paraprofessional, \$10.00 per hour, up to thirty hours per week to be arranged, Fine Arts, Academic Affairs Area, effective March 1 through June 30, 2003, to assist with choral program activities, funded by private donations and fundraising activities.
88. Ms. Rachel Bitterfield--Stage Assistant III, \$8.00 per hour, hours and days per week as needed, Fine Arts, Academic Affairs Area, effective March 1 through June 30, 2003, to provide support for the Center for the Arts stage productions, funded by District funds.
89. Ms. Pamela Blanc--Professional III, \$55.00 per hour, hours and days per week as needed, Fine Arts, Academic Affairs Area, effective March 1 through June 30, 2003, to provide instruction and training for the South Bay Children's Choir, funded by private donations and fundraising activities.

90. Ms. Verna Bolton--Office Aide II, \$7.25 per hour, seven hours per week to be arranged, Fine Arts, Academic Affairs Area, effective March 3 through June 30, 2003, to work as an Art Gallery attendant, funded by District funds.
91. Ms. Mary Anne Chappellear--Office Aide II, \$7.25 per hour, hours and days per week as needed, Fine Arts, Academic Affairs Area, effective March 1 through June 30, 2003, to assist with student attendance reporting at required performance events, funded by District funds.
92. Ms. Kristina Christian--Office Aide II, \$7.25 per hour, six hours per week to be arranged, Fine Arts, Academic Affairs Area, effective March 3 through June 30, 2003, to provide assistance in the jewelry/metalsmithing lab, funded by District funds.
93. Ms. Pirrko DeBar--Office Aide II, \$7.25 per hour, six hours per week to be arranged, Fine Arts, Academic Affairs Area, effective March 3 through June 30, 2003, to work as an Art Gallery attendant, funded by District funds.
94. Ms. Ruth Dennis—Office Aide II, \$7.25 per hour, four hours per week to be arranged, Fine Arts, Academic Affairs Area, effective March 3 through June 30, 2003, to work as an Art Gallery attendant, funded by District funds.
95. Ms. Yolanda Hudson--Office Aide II, \$7.25 per hour, four hours per week to be arranged, Fine Arts, effective March 3 through June 30, 2003, to assist in the printmaking lab, funded by District funds.
96. Mr. Christopher Lee--Teacher's Assistant IV, \$11.50 per hour, four hours per week to be arranged, Fine Arts, Academic Affairs Area, effective March 1 through June 30, 2003, to provide teaching assistance for the South Bay Youth Orchestra, funded by private donations and fundraising activities.
97. Ms. Karen Nishie--Teacher's Assistant III, \$7.50 per hour, six hours per week to be arranged, Fine Arts, Academic Affairs Area, effective March 3 through June 30, 2003, to provide teaching assistance for the forensics class, funded by District funds.
98. Mr. Jeffrey Perez--Teacher's Assistant IV, \$11.50 per hour, four hours per week to be arranged, Fine Arts, Academic Affairs Area, effective March 3 through June 30, 2003, to provide teaching assistance for instrumental ensembles, funded by District funds.
100. Mr. Aaron Rose--Teacher's Assistant II, \$7.00 per hour, four hours per week to be arranged, Fine Arts, Academic Affairs Area, effective March 1 through June 30, 2003, to provide teaching assistance for the South Bay Youth Orchestra, funded by private donations and fundraising activities.

1. Mr. Marc Shahbazian--Teacher's Assistant II, \$7.00 per hour, six hours per week to be arranged, Fine Arts, Academic Affairs Area, effective March 3 through June 30, 2003, to provide teaching assistance in the sculpture and foundry lab, funded by District funds.
1. Ms. Wendy Stockstill--Teacher's Assistant IV, \$11.50 per hour, hours and days per week as arranged up to twenty hours per week, Fine Arts, Academic Affairs Area, effective March 1 through June 30, 2003, to provide teaching assistance for the South Bay Youth Orchestra, funded by private donations and fundraising activities.
2. The following individuals to work as House Manger, \$12.50 per hour, hours to be arranged, Fine Arts, Academic Affairs Area, effective March 1 through June 30, 2003, to organize and coordinate the paid and volunteer front-of-house personnel for Center for the Arts events, funded by District funds.

Shameka Cunningham	Su Hiraga	Terry Klauck
Joy Griffith	Louise Kirst	

3. The following individuals to work as House Staff I, \$7.00 per hour, hours to be arranged as needed, Fine Arts, Academic Affairs Area, effective March 3 through June 30, 2003, to perform duties of an usher and/or ticket taker for Center for the Arts events, funded by District funds.

William Buchanan	Naysa Layman	Christe Scott
Brenda Burke	Victoria Lewis	Julia Silvas

4. The following individuals to work as House Staff II, \$7.25 per hour, hours to be arranged as needed, Fine Arts, Academic Affairs Area, effective March 3 through June 30, 2003, to perform duties of an usher and/or ticket taker for Center for the Arts events, funded by District funds.

Verna Bolton	Joan Henderson	Ruth Rounsefell
Gwendolyn Dunn	William Henderson Jr.	Joyce Stern
Julia Durante	Michael Lopchuk	Gail Vasquez
Wilma Haynes	Chere Price	

102. The following individuals to work as Paraprofessional, \$17.00 per hour, days and hours per week to be arranged, Fine Arts, Academic Affairs Area, effective March 3 through June 30, 2003, to work as models for the life drawing and life painting classes, funded by District funds.

Xavier Alderette	Trace Devai	Paul Nahra
Patty Arquette	Michelle DuPont	Cornelia Nitzshner
Jose Artiga	Sherry Eckart	Helena Rowe
Amy-Katherine Ayala	Anne Galbraith	Melissa Safady
Pamela Blackwell	Rebecca Humphrey	Kreston Savellano
Deborah Bowers	Steven Jacobsen	Marc Shahbazian
Andrew Caudillo	Krissy Krissanayuth	Eric Underwood
Ernandes DeSilva	Scott Miller	Karen Wright

6. The following individuals to work as Stage Assistant IV, \$9.00 per hour, hours and days per week to be arranged, Fine Arts, Academic Affairs Area, effective March 1 through June 30, 2003, to provide support for the Center for the Arts stage productions, funded by District funds.

Shin Hee Chong	Mary Lou Holmes	Christa Parker-Caban
Mary DuVall	Joyce Littrell	Amoreena Vera
Agnes Garcia	Sharon McNeil	Krista Zaloudek
Sandra Gutierrez	Wilma Michler-Sears	

7. The following individuals to work as Teacher's Assistant IV, \$11.50 per hour, hours and days per week as needed, Fine Arts, Academic Affairs Area, effective March 3 through June 30, 2003, to provide teaching assistance for Art Gallery installations, funded by District funds:

Pirrko DeBar	Michael Griffin	Kevin Tuxford
Ruth Dennis	Randy Kiefer	

8. The following individuals to work as Ticket Clerk, \$9.25 per hour, hours to be arranged, Fine Arts, Academic Affairs Area, effective March 3 through June 30, 2003, to perform a variety of tasks related to ticket sales and general office procedures, funded by District funds.

Rigoberto Castro	Niesha Kinard	Bruce Tran
Jacqueline Estillore	Wendy Lembke	
Heidi Fuller	Linda Mikell-Hoyt	

103. The following individuals to work as Professional II, \$37.00 per hour, four hours per week to be arranged, Fine Arts, Academic Affairs Area, effective March 3 through June 30, 2003, to serve as assistant director for the South Bay Children's Choir, funded by private donations and fundraising activities:

Bud Bisbee
Megan Eddy

Taryn Koch

Ellen Steinmetz

10. Ms. Uyen Nguyen--Program Assistant III, \$10.00 per hour, not to exceed sixteen hours per month as needed, Fiscal Services, Academic Affairs Area, effective March 3 through June 30, 2003, to provide assistance in a variety of areas in the Accounting Office, funded by District funds.

11. The following individuals to work as Program Assistant III, \$10.00 per hour, not to exceed twenty hours per week as needed, Fiscal Services, Academic Affairs Area, effective March 3 through June 30, 2003, to provide assistance in a variety of areas in the Accounting Office, funded by District funds.

Hsiaoling Chiu

Lechi Vo

12. The following individuals to work as Registration Cashier/Clerk I, \$8.50 per hour, not to exceed forty hours per week to be arranged as needed, Fiscal Services, Academic Affairs Area, effective March 3 through June 30, 2003, to provide cashiering and clerk services in the Accounting Office, funded by District funds (if reinstated, will be paid from the refund processing fee).

Sam Abrams
Leticia Bowers
Erlene Brooks
Esther Gamez
Darryl Green

Tonya Howard
Rita Jimenez
Dena Langowski
Elizabeth Matusak
Uyen Nguyen

Angela Pagtama
Sandra Pierre
Latosha Toler
Kathy Torres

13. The following individuals to work as Registration Cashier/Clerk II, \$9.50 per hour, not to exceed forty hours per week to be arranged as needed, Fiscal Services, Academic Affairs Area, effective March 3 through June 30, 2003, to provide cashiering and clerk services, funded by District funds (if reinstated, will be paid from the refund processing fee).

Annette Abelin
Ivan Castillo

Lovetta Kelly
Debra Muhammad

Barbara Romano
Kevan Wilkes

14. Ms. Rachael Abbatiello--Real Time Captionist III, \$25.75 per hour, hours and days per week to be arranged as needed, Health Services and Athletics, Academic Affairs Area, effective March 3 through June 30, 2003, to provide accommodation to students with disabilities, funded by Disabled Student Programs and Services funds and District funds.
15. Ms. Lucila Angel--Paraprofessional, \$11.00 per hour, to work five days per week, eight hours per day, Health Services and Athletics, Academic Affairs Area, effective March 3 through June 30, 2003, to provide clerical support in the Nursing Office, funded by District funds.
16. Ms. Kari Brody--Paraprofessional, \$12.00 per hour, five hours per week, one day per week, Health Services and Athletics, Academic Affairs Area, effective March 3 through June 30, 2003, to supervise students, develop exercise training programs, and maintain attendance records for the Fitness Center, funded by District funds.
17. Mr. Michael Collins--Paraprofessional, \$17.50 per hour, hours and days per week to be arranged as needed, Health Services and Athletics, Academic Affairs Area, effective March 3 through June 30, 2003, to provide interpreting accommodation to students with disabilities, funded by Disabled Student Programs and Services funds and District funds.
18. Mr. Gabriel Diaz--Coaching Assistant, \$16.25 per hour, to work five days per week, thirteen hours per week, Health Services and Athletics, Academic Affairs Area, effective March 3 through June 30, 2003, to provide coaching assistance to the women's softball team, funded by District funds.
19. Mr. Scott Hild--Coaching Assistant, \$16.25 per hour, to work five days per week, thirteen hours per week, Health Services and Athletics, Academic Affairs Area, effective March 3 through June 30, 2003, to provide coaching assistance to the baseball team, funded by District funds.
20. Mr. Keith Kamps--Paraprofessional, \$12.00 per hour, eighteen hours per week, three days per week, Health Services and Athletics, Academic Affairs Area, effective March 3 through June 30, 2003, to supervise students, develop exercise-training programs, and maintain attendance records for the Fitness Center, funded by District funds.
21. Mr. Keith Kamps--Paraprofessional, \$17.64 per hour, to work two days per week, six hours per day, Health Services and Athletics, Academic Affairs Area, effective March 3 through June 30, 2003, to perform comprehensive fitness assessments, develop fitness profiles, and assist with exercise prescriptions, funded by District funds.

22. Dr. William Mealer--Physician, \$56.00 per hour, one day per week, five hours per day, plus additional hours to be arranged, Health Services and Athletics, Academic Affairs Area, effective March 3 through June 30, 2003, to meet with injured athletes and administer physical exams to spring sport athletes, funded by District funds.
23. Mr. Carlos Ristorcelli--Paraprofessional, \$12.00 per hour, four days per week, eight hours per day, Health Services and Athletics, Academic Affairs Area, effective March 3 through June 30, 2003, to do daily checks of athletes' eligibility and arrange team transportation, team schedules, and team pictures, funded by District funds.
24. Mr. Luis Ruiz--Paraprofessional, \$12.00 per hour, to be available on call as a substitute, Health Services and Athletics, Academic Affairs Area, effective March 3 through June 30, 2003, to supervise students, develop exercise training programs, and maintain attendance records for the Fitness Center, funded by District funds.
25. Mr. Humberto Sanchez--Coaching Assistant, \$16.25 per hour, to work five days per week, six hours per week, Health Services and Athletics, Academic Affairs Area, effective March 3 through June 30, 2003, to provide coaching assistance to the men's and women's track teams, funded by District funds.
26. Mr. Humberto Sanchez--Paraprofessional, \$12.00 per hour, fifteen hours per week, two days per week, Health Services and Athletics, Academic Affairs Area, effective March 3 through June 30, 2003, to supervise students, develop exercise-training programs, and maintain attendance records for the Fitness Center, funded by District funds.
27. Mr. Humberto Sanchez--Paraprofessional, \$17.64 per hour, to work three days per week, six hours per day, Health Services and Athletics, Academic Affairs Area, effective March 3 through June 30, 2003, to perform comprehensive fitness assessments, develop fitness profiles, and assist with exercise prescriptions, funded by District funds.
28. Mr. Shane Schumaker--Coaching Assistant, \$16.25 per hour, to work five days per week, five and one-half hours per week, Health Services and Athletics, Academic Affairs Area, effective March 3 through June 30, 2003, to provide coaching assistance to the men's baseball team, funded by District funds.
29. Ms. Laura Stein--Computer Systems Support Assistant III, \$9.50 per hour, days and hours per week to be arranged as needed, Health Services and Athletics, Academic Affairs Area, effective March 3 through June 30, 2003, to provide accommodation for students with disabilities, funded by Disabled Student Programs and Services funds and District funds.

30. Dr. George Thompson--Physician, \$56.00 per hour, days and hours to be arranged, Health Sciences and Athletics, Academic Affairs Area, effective March 3 through June 30, 2003, to assist with the physical exams of spring sports athletes, funded by District funds.
31. Ms. Harue Williams--Coaching Assistant, \$16.25 per hour, to work five days per week, thirteen hours per week, Health Sciences and Athletics, Academic Affairs Area, effective March 3 through June 30, 2003, to provide coaching assistance to the women's tennis team, funded by District funds.
32. The following individuals to work as Interpreter-Novice, \$13.75 per hour, hours and days per week to be arranged as needed, Health Sciences and Athletics/Special Resource Center, Academic Affairs Area, effective March 3 through June 30, 2003, to provide accommodation to students with disabilities, funded by Disabled Student Programs and Services funds and District funds.

Steven Cikos

Tamisha Walker

33. The following individuals to work as Interpreter I, \$17.25 per hour, hours and days per week to be arranged as needed, Health Sciences and Athletics/Special Resource Center, Academic Affairs Area, effective March 3 through June 30, 2003, to provide accommodation to students with disabilities, funded by Disabled Student Programs and Services funds and District funds.

Andrea Donnell

Kathleen Miller

34. The following individuals to work as Interpreter II, \$19.25 per hour, hours and days per week to be arranged as needed, Health Sciences and Athletics/Special Resource Center, Academic Affairs Area, effective March 3 through June 30, 2003, to provide accommodation to students with disabilities, funded by Disabled Student Programs and Services funds and District funds.

Krystal Armstrong
Veronica Arvizu
Pamela Ashe

Lisa Hemenway
James Lunsford
Gina Miller

Paola Morales
Shawna Peacock
Erica Rudnick

35. The following individuals to work as Interpreter III, \$21.75 per hour, hours and days per week to be arranged as needed, Health Sciences and Athletics/Special Resource Center, Academic Affairs Area, effective March 3 through June 30, 2003, to provide accommodation to students with disabilities, funded by Disabled Student Programs and Services funds and District funds.

Lisa Cantu	Ann Nix	Ronneisah Phylow
Ken Marumoto	Siri Parrent	Mandy Reed
Janine Nelson	Alejandro Perez	Niccki Wells

36. The following individuals to work as Interpreter IV, \$24.25 per hour, hours and days per week to be arranged as needed, Health Sciences and Athletics/Special Resource Center, Academic Affairs Area, effective March 3 through June 30, 2003, to provide accommodation to students with disabilities, funded by Disabled Student Programs and Services funds and District funds.

Astrid Hagen	Ethel Smith
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37. The following individuals to work as Respiratory Clinical Supervisor, \$20.00 per hour, days and hours per week to be determined, Health Sciences and Athletics, Academic Affairs Area, effective March 3 through June 30, 2003, to provide bedside-patient-care experience, instruction, and patient assignments to students in the respiratory care program at various hospital clinical affiliates, funded by District funds.

Denise Anderson	Salomay Dyer	J. Alexander Montiel
Betsy Baines	Yakoub Gorgi	Nathaniel Roque
Ed Beeman	Michele Krokes	Jacki Tosalini
David Bermudez	Manual Lozano	Aiping Zhou
Mary Burn	Robert Manuel	
Rickey Davis	Artee Martin	

38. The following individuals to work as Teacher's Assistant I, \$6.75 per hour, hours and days per week to be arranged as needed, Health Sciences and Athletics/Special Resource Center, Academic Affairs Area, effective March 3 through June 30, 2003, to provide accommodation to students with disabilities, funded by Disabled Student Programs and Services funds and District funds.

Shirley Bernestine	Rachel Mack	Kevin Ray
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39. The following individuals to work as Teacher's Assistant III, \$8.00 per hour, hours and days per week to be arranged as needed, Health Sciences and Athletics/Special Resource Center, Academic Affairs Area, effective March 3 through June 30, 2003, to provide accommodation to students with disabilities, funded by Disabled Student Programs and Services funds and District funds.

Tina Gallman

Mary Kretzmar

Scott McIlroy

40. The following individuals to work as Teacher's Assistant IV, \$11.50 per hour, hours and days per week to be arranged as needed, Health Sciences and Athletics/Special Resource Center, Academic Affairs Area, effective March 3 through June 30, 2003, to provide accommodation to students with disabilities, funded by Disabled Student Programs and Services funds and District funds.

Saleem Akhtar

Michelle Joye

Dennis

Vaughn

Wanda Gastelum

Beth Nelson

Katherine Howe

Joan Treat

41. Mr. Phil Cable--Library/Media Aide III, \$7.75 per hour, four days per week, thirty-six hours per week, Humanities Division, Academic Affairs Area, effective March 3 through June 30, 2003, to assist students in the Writing Center and those enrolled in the Computer Classrooms, funded by District funds.
42. Mr. Mike Ebner--Office Aide I, \$6.75 per hour, four days per week, seventeen hours per week, Humanities Division, Academic Affairs Area, effective February 24 through June 30, 2003, to provide receptionist duties for the Writing Center/Computer lab, funded by District funds.
43. Ms. Barbara Hessenius--Paraprofessional, \$13.00 per hour, one day per week, two hours per day, Humanities Division, Academic Affairs Area, effective March 3 through June 30, 2003, to work with a classroom instructor and assist students on essay assignments, funded by District funds.
44. Mr. Sean Patrick--Paraprofessional, \$13.00 per hour, four days per week, six hours per day, Humanities Division, Academic Affairs Area, effective March 3 through June 30, 2003, to work with a classroom instructor and assist students on essay assignments, funded by District funds.

45. Mr. Sean Patrick--Paraprofessional, \$15.00 per hour, one day per week, two hours per day, Humanities Division, Academic Affairs Area, effective March 3 through June 30, 2003, to assist students with writing assignments and lead group workshops on grammar and rhetoric in the Writing Center and computer classrooms, funded by District funds.
46. Ms. Kim Runkle--Paraprofessional, \$13.00 per hour, four days per week, four hours per day, Humanities Division, Academic Affairs Area, effective March 3 through June 30, 2003, to work with a classroom instructor and assist students on essay assignments, funded by District funds.
47. Mr. William Sambolich--Library/Media Aide III, \$7.75 per hour, four days per week, two hours per day, Humanities Division, Academic Affairs Area, effective March 3 through June 30, 2003, to assist students in the Writing Center and those enrolled in the Computer Classrooms, funded by District funds.
48. Mr. Willaim Sambolich--Paraprofessional, \$13.00 per hour, two days per week, two hours per day, Humanities Division, Academic Affairs Area, effective March 3 through June 30, 2003, to work with a classroom instructor and assist students on essay assignments, funded by District funds.
49. Ms. Beth Shibata--Paraprofessional, \$15.00 per hour, four hours per week to be arranged, Humanities Division, Academic Affairs Area, effective March 3 through June 30, 2003, to assist students with writing assignments and lead group workshops on grammar and rhetoric in the Writing Center and computer classrooms, funded by District funds.
50. Ms. Judy Sunderland--Paraprofessional, \$13.00 per hour, three days per week, eight hours per week, Humanities Division, Academic Affairs Area, effective March 3 through June 30, 2003, to work with a classroom instructor and assist students on essay assignments, funded by District funds.
51. Ms. Katie Traeger--Paraprofessional, \$15.00 per hour, three days per week, sixteen hours per week, Humanities Division, Academic Affairs Area, effective March 3 through June 30, 2003, to assist students with writing assignments and lead group workshops on grammar and rhetoric in the Writing Center and computer classrooms, funded by District funds.
52. Ms. Kathy Vertullo--Paraprofessional, \$13.00 per hour, two days per week, three hours per day, Humanities Division, Academic Affairs Area, effective March 3 through June 30, 2003, to work with a classroom instructor and assist students on essay assignments, funded by District funds.

53. Ms. Helen Wada--Paraprofessional, \$12.00 per hour, five days per week, five hours per day, Humanities Division, Academic Affairs Area, effective March 3 through June 30, 2003, to provide general office assistance in the Humanities Division office, funded by District funds.
54. Ms. Susan Wade--Paraprofessional, \$15.00 per hour, four days per week, nineteen hours per week, Humanities Division, Academic Affairs Area, effective March 3 through June 30, 2003, to assist students with writing assignments and lead group workshops on grammar and rhetoric in the Writing Center and computer classrooms, funded by District funds.
55. Mr. Mark Walch--Paraprofessional, \$15.00 per hour, four days per week, six hours per day, Humanities Division, Academic Affairs Area, effective March 3 through June 30, 2003, to assist students with writing assignments and lead group workshops on grammar and rhetoric in the Writing Center and computer classrooms, funded by District funds.
56. Ms. Leah Weed--Paraprofessional, \$13.00 per hour, three days per week, fourteen hours per week, Humanities Division, Academic Affairs Area, effective March 3 through June 30, 2003, to work with a classroom instructor and assist students on essay assignments, funded by District funds.
57. Ms. Vicki Alvarado--Paraprofessional, \$14.00 per hour, thirty-two hours per week to be arranged, Industry and Technology, Academic Affairs Area, effective March 3 through June 30, 2003, to provide program assistance to the Reserve Academy coordinator and instructors, funded by District funds.
58. Mr. Timothy Dennis--Teacher's Assistant IV, \$11.50 per hour, hours and days to be arranged as needed, Industry and Technology, Academic Affairs Area, effective February 10 through June 30, 2003, to perform repairs on the Fire Academy equipment and assist faculty in class preparation, funded by District funds.
59. Ms. Joyce Joaquin--Teacher's Assistant III, \$7.50 per hour, ten hours per week to be arranged, Industry and Technology, Academic Affairs Area, effective March 3 through June 30, 2003, to assist fashion design faculty members, funded by District funds.
60. Ms. Gloria McPeake--Paraprofessional, \$13.75 per hour, twenty hours per month to be arranged, Industry and Technology, Academic Affairs Area, effective March 3 through June 30, 2003, to provide assistance to the Fire Academy coordinator, funded by Division funds.

61. Mr. Daniel Nichols--Professional II, \$32.00 per hour, hours and days per week to be arranged as needed, Industry and Technology, Academic Affairs Area, effective

February 19 through June 30, 2003, to provide training, expertise, leadership, and professional services in the Fire Academy Program, funded by District funds.

62. Mr. Gary Nelson--Professional II, \$37.00 per hour, hours to be arranged as needed, Industry and Technology, Academic Affairs Area, effective March 3 through June 30, 2003, to provide specialized training, expertise, leadership and professional services in the Fire Academy Program, funded by District funds.
63. Ms. Irma Rayas--Paraprofessional, \$12.00 per hour, one day per week, eight hours per day, Industry and Technology, Academic Affairs Area, effective March 1 through June 30, 2003, to provide assistance to the Reserve Academy, funded by District funds.
64. Mr. Robert Tyler--Paraprofessional, \$13.00 per hour, four days per week, ten hours per day, Industry and Technology, Academic Affairs Area, effective February 24 through June 30, 2003, to provide assistance in the cosmetology lab, funded by District funds.
65. Mr. Terry Wilson--Paraprofessional, \$13.00 per hour, hours to be arranged as needed, Industry and Technology, Academic Affairs Area, effective March 12 through June 30, 2003, to provide assistance in the cosmetology lab, funded by District funds.
66. Ms. Debra Zavala--Paraprofessional, \$14.00 per hour, four days per week, eight hours per day, Industry and Technology, Academic Affairs Area, effective March 3 through June 30, 2003, to provide program assistance to the Fire Tech coordinator, Fire Academy coordinator, Paramedic Training coordinator, Fire In-Service coordinator, and Continuing Professional In-Service coordinator, funded by District funds.
67. The following individuals to work as Professional II, \$32.00 per hour, hours and days to be arranged as needed, Industry and Technology, Academic Affairs Area, effective February 19 through June 30, 2003, to provide training of law enforcement personnel at the Skills Center: Firearms Training System, Defensive Driving and Skid Car.

Steven Cruickshank
Stephen D'Anjou
Frank DiBenedetto
Dave Ferguson
Garth Gaines
Joe Gaines
David Gregor

Todd Heywood
Brian Juckett
Robin Kakumu
Bryan Klatt
John Lay
Mark Littlestone
Mark Matsuda

David Nemeth
Robert Rios
Tom Stark
Ken Swain
Marc Wilkins

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68. The following individuals to work as Professional II, \$32.00 per hour, hours and days to be arranged as needed, Industry and Technology, Academic Affairs Area, effective March 3

through June 30, 2003, to provide training, expertise, leadership and professional services in the Fire Academy Program, funded by District funds.

Eric Baker	Robert Franck	William Sheridan
Jennifer Baron	Scott Hafdell	Breck Slover
Michael Brownlie	Christopher Mays	Ralph Sproul
Clark Carney	Andrew Olvera	John Stangl
Joe Coory	John Pender	James Tulette
Antonio Del Castillo	Harold Scoggins	David Winkler

69. The following individuals to work as Professional II, \$32.00 per hour, hours and days per week to be arranged, Industry and Technology, Academic Affairs Area, effective March 3 through June 30, 2003, to provide training, expertise, leadership, and professional services in the Police Academy program, funded by District funds.

Michael Clifton	Willie Robinson	Anthony Ward
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70. The following individuals to work as Teacher's Assistant IV, \$11.50 per hour, hours and days to be arranged as needed, Industry and Technology, Academic Affairs Area, effective March 3 through June 30, 2003, to assist Emergency Medical Technology (EMT) faculty with teaching and testing in the EMT lab classes, funded by District funds.

James Amentler	Robert Hasty	Michael Witzerman
Micah Borrett	Rhonda Rhodes	
Steve Fernandez	Emine Sarikaya	

71. Ms. Michelle Baez--Library Media Technical Aide, \$9.00 per hour, four days per week, seven hours per day, Instructional Services, Academic Affairs Area, effective March 3-June 30, 2003, to be responsible for the daily activities of the circulation department under the direction of the public access librarian, funded by District funds.
72. Ms. Dorothy Caswell--Library Media Aide III, \$7.75 per hour, twenty hours per week to be arranged, Instructional Services, Academic Affairs Area, effective March 1 through June 30, 2003, to provide assistance in the Basic Skills Study Area, funded by District funds.
73. Mr. Esmond Cheung--Library Media Technical Aide, \$9.00 per hour, five days per week, twenty hours per week, night and weekend lead staff member responsible for the overall activities of the Circulation Department, Instructional Services, Academic Affairs Area, funded by District funds.

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74. Ms. Eter del Rosario--Library Media Aide III, \$7.75 per hour, four days per week, five hours per day, to provide assistance in the computer centers of the Learning Resources Center, Instructional Services Division, Academic Affairs Area, funded by District funds.

75. Mr. Norman Foster--Library Media Technical Aide, \$9.00 per hour, ten hours per week, days to be arranged, to assist with the video services offered by the Learning Resource Center, Instructional Services Division, Academic Affairs Area, funded by District funds.
76. Ms. Donna Helstrom--Paraprofessional, \$18.50 per our, four days per week, eight hours per day, Instructional Services Division, Academic Affairs Area, effective March 1 through June 30, 2003, to oversee all employees and coordinate services in the Basic Skills Study Center, funded by District funds.
77. Mr. Dung Huynh--Library Media Aide III, \$7.75 per hour, one day per week, five hours per day, Instructional Services Division, Academic Affairs Area, effective March 1 through June 30, 2003, to provide weekend assistance in the Learning Resource Center, funded by District funds.
78. Ms. Leonila Javier--Library Media Aide III, \$7.75 per hour, fifteen hours per week to be arranged, Instructional Services Division, Academic Affairs Area, effective March 1 through June 30, 2003, to provide assistance in the Learning Resources Center, funded by District funds.
79. Mr. James Park--Tutor I, \$7.50 per hour, three to fifteen hours per week based on available budget, Instructional Services Division, Academic Affairs Area, effective March 3 through June 30, 2003, to provide tutoring services in the Learning Resources Center, funded by District and VATEA funds.
80. Ms. Charrissa Penn--Library Media Technical Aide, \$9.00 per hour, four days per week, eight hours per day, Instructional Services Division, Academic Affairs Area, effective March 1 through June 30, 2003, to assist in coordination of the tutoring programs, funded by District funds.
81. Mr. Gerald Schlosser--Tutor V, \$13.50 per hour, three to fifteen hours per week based on available budget, Instructional Services Division, Academic Affairs Area, effective March 3 through June 30, 2003, to provide tutoring services in the Learning Resources Center, funded by District and VATEA funds.
82. Mr. Tommy Sweet--Library Media Technical Aide, \$9.00 per hour, twenty-five hours per week to be arranged, Instructional Services Division, Academic Affairs Area, effective March 1 through June 30, 2003, to assist in the coordination of services offered in the Learning Resources Center, funded by District funds.

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83. Mr. Tommy Sweet--Tutor V, \$13.50 per hour, five hours per week to be arranged, Instructional Services Division, Academic Affairs Area, effective March 1 through June 30, 2003, to provide tutoring services in the Learning Resources Center, funded by District funds.

84. Ms. Erika Yates--Teacher's Assistant IV--\$11.50 per hour, Instructional Services Division, Academic Affairs Area, effective March 1 through June 30, 2003, to assist in the coordination of Learning Resources Center services, funded by District funds.

85. The following individuals to work as Tutor II, \$8.50 per hour, three to fifteen hours per week based on available budget, Instructional Services Division, Academic Affairs Area, effective March 3 through June 30, 2003, to provide tutoring services in the Learning Resources Center, funded by District and VATEA funds.

Jill Bryant

Mary Anne Chappellear

Karyn Kerkhoff

Michael Carter

Ae Cho

86. The following individuals to work as Tutor III, \$9.50 per hour, three to fifteen hours per week based on available budget, Instructional Services Division, Academic Affairs Area, effective March 3 through June 30, 2003, to provide tutoring services in the Learning Resources Center, funded by District and VATEA funds.

Saburo Hora

Mariko Takayama

Dennis Thompson

John Shawstad

87. The following individuals to work as Tutor IV \$11.50 per hour, three to fifteen hours per week based on available budget, Instructional Services Division, Academic Affairs Area, effective March 3 through June 30, 2003, to provide tutoring services in the Learning Resources Center, funded by District and VATEA funds.

Melissa Juarez

John Kagdis

Ida Nazon

Andre-David Kahwach

88. Mr. Mark Burgin--Tutor VII, \$18.50 per hour, twelve hours per week to be arranged, Mathematical Sciences, Academic Affairs Area, effective February 20 through June 30, 2003, to provide math tutoring, funded by District funds.

89. Ms. Manolita Formanes--Tutor VII, \$18.50 per hour, eighteen hours per week to be arranged, Mathematical Sciences, Academic Affairs Area, effective February 20 through June 30, 2003, to provide math tutoring, funded by District funds.

March 10, 2003

Student and Community Advancement – Page 30

90. Mr. Mohammad Rhanavard--Tutor VII, \$18.50 per hour, fifteen hours per week to be arranged, Mathematical Sciences, Academic Affairs Area, effective February 20 through June 30, 2003, to provide math tutoring, funded by District funds.

91. Mr. Jim Taylor--Tutor VII, \$18.50 per hour, twenty hours per week to be arranged, Mathematical Sciences, Academic Affairs Area, effective February 20 through June 30, 2003, to provide math tutoring, funded by District funds.
92. Mr. Ron Wax--Tutor VII, \$18.50 per hour, five hours per week to be arranged, Mathematical Sciences, Academic Affairs Area, effective February 20 through June 30, 2003, to provide math tutoring, funded by District funds.
93. The following individuals to work as Tutor VII, \$18.50 per hour, four hours per week to be arranged, Mathematical Sciences, Academic Affairs Area, effective February 20 through June 30, 2003, to provide math tutoring, funded by District funds.

Jose Martinez

Eric Wang

Christie Yang

94. Mr. Jason Fournier--Teacher's Assistant IV, \$11.50 per hour, two days per week, three hours per day, Natural Sciences, Academic Affairs Area, effective March 1 through June 8, 2003, to assist astronomy instructors with the night labs including setting up telescopes and assisting students with their operation and to assist in the telescope making class, funded by District funds.
95. Mr. James Lund--Professional II, \$37.00 per hour, hours and days per week to be arranged as needed, Natural Sciences, Academic Affairs Area, effective March 1 through June 30, 2003, to service and maintain the Planetarium equipment, funded by District funds.
96. Mr. Steve Schrier--Teacher's Assistant III, \$7.50 per hour, one day per week, three hours per day, Natural Sciences, Academic Affairs Area, effective March 3 through June 8, 2003, to assist astronomy instructors with the night labs including setting up telescopes and assisting students with their operation, funded by District funds.
97. The following individuals to work as Teacher's Assistant II, \$7.00 per hour, one day per week, three hours per day, Natural Sciences, Academic Affairs Area, effective March 3 through June 8, 2003, to assist astronomy instructors with the night labs including setting up telescopes and assisting students with their operation, funded by District funds.

Joseph Haberman

Matthew Steele

March 10, 2003

Student and Community Advancement – Page 31

98. Ms. Melissa Courtright--Paraprofessional, \$17.50 per hour, five days per week, eight hours per day, Enrollment Services, Student and Community Advancement Area, effective March 3 through June 30, 2003, to provide day-to-day program support for Careers in Child Care program, funded by County Department of Public Social Services grant.

99. Ms. Laura Gollner--Paraprofessional, \$12.50 per hour, to work five days per week, seventeen hours per week, Enrollment Services, Student and Community Advancement Area, effective March 3 through June 30, 2003, to facilitate weekly review sessions for students in the First Year Experience Program, funded by Title V Grant funds.
100. Ms. Brandi Pim-Hargett--Paraprofessional, \$17.50 per hour, to work three days per week, eight hours per day, Enrollment Services, Student and Community Advancement Area, effective February 19 through June 30, 2003, to provide program support for the Title V, Hispanic-Serving Institutions Partnership Grant, funded by Title V Grant funds.
101. Ms. Maribel Hernandez--Program Assistant II, \$9.00 per hour, to work three days per week, twenty hours per week, Enrollment Services, Student and Community Advancement Area, effective March 3 through June 30, 2003, to provide assistance for the First Year Experience Program, funded by Title V Grant funds.
102. Ms. Beth Schwartz--Paraprofessional, \$8.50 per hour, to work five days per week, seventeen hours per week, Enrollment Services, Student and Community Advancement Area, effective March 3 through June 30, 2003, to facilitate weekly review sessions for students in the First Year Experience Program, funded by Title V Grant funds.
103. Mr. Michael Wilson--Professional I, \$27.50 per hour, to work two days per week, eight hours per day, Resource Development, Student and Community Advancement Area, effective March 3 through June 30, 2003, to prepare reports, conduct research, and assist in designing surveys, funded by District funds.
104. The following individuals to work as Program Assistant II, \$9.00 per hour, twenty hours per week to be arranged, Student Development/Enrollment Services, Student and Community Advancement Area, effective March 3 through June 30, 2003, to work photo ID, funded by auxiliary services funds.

Michael Carter

Andrea Keldrauk

March 10, 2003

Student and Community Advancement – Page 32

105. Mr. John Campbell--Paraprofessional, \$15.00 per hour, up to twenty-four hours per week to be arranged, Vice President-Academic Affairs, effective March 3 through June 30, 2003, to provide assistance In designing, programming, testing, maintaining, and supporting Web servers and services provided by the California Virtual University (CVC), funded by the CVC grant.

106. Mr. Jose Cue--Professional II, \$35.00 per hour, up to four hours per week to be arranged, Vice President-Academic Affairs, effective March 3 through June 30, 2003, to provide program administration services for the California Virtual University (CVC), funded by the CVC grant.
107. Ms. Nancy Bradbury--Paraprofessional, \$18.50 per hour, three days per week, eight hours per day, Vice President-Academic Affairs, effective March 3 through June 30, 2003, to provide administrative assistance to the California Virtual Campus (CVC) director, funded by the CVC grant.
108. Ms. Margarita Richards--Paraprofessional, \$18.50 per hour, Monday through Saturday, thirty-two to forty hours per week to be arranged, Inglewood Center/Vice President-Student and Community Advancement, effective March 1 through June 30, 2003, to provide administrative support to the Inglewood Center, funded by Partnership for Excellence funds.
109. The following individuals to work as General ITS Lab Assistant II, \$8.00 per hour, Monday through Saturday, twenty-four to thirty-two hours per week to be arranged, Inglewood Center/Vice President-Student and Community Advancement, effective March 1 through June 30, 2003, to perform a variety of basic clerical, general typing, computer duties, and other related work as required to support the Inglewood Center, funded by Partnership for Excellence funds.

George Alvarez

Muoi Gallinger

March 10, 2003

Student and Community Advancement – Page 33

F. JOURNALISM ASSOCIATION OF COMMUNITY COLLEGES CONFERENCE

It is recommended that the Board approve attendance of the following students at the Journalism Association of Community Colleges state conference April 3 – 6, 2003, Sacramento, California. Registration and lodging expenses in the amount of \$6,778 to be paid from Auxiliary Services funds. Transportation by three vans. Each student will contribute

\$125 towards food and transportation costs. Advisers: Jolene Combs, Lori Medigovich and Don Treat.

Liz Guiting, Brandie Glass, Jeff Larson, Sarrah Harris, Brianna Christy, Barry Cossette, Ronda Ayers, Jack Clark, Adam Cocoran, Kym Parsons, Crystal Lafata, Ted Goslin, John Hill, Angela Generoso, Wendalyn Lazarte, Laura Lester, David Scarpero, Jess McCann, Gabriela Raguay, Veronica Weber

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

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A. Contracts Valued at \$50,000 or Higher.....	1
*B. Contract Termination.....	2
C. Amendments to Contracts	2
D. Bid #2002-08/Natural Sciences Building Renovation	3
E. Bid #2002-12/Computer Purchase	4
F. Amendment to Resolution 2003-2/Bond Oversight Committee Bylaws	4
G. Purchase Orders	5

*Item B pulled and no substitutions were made.

A. 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. **California Technology, Trade & Commerce Agency (CTTCA)** Through agreement with the District, the Small Business Development Center will provide job creation and retention through the provisions of one-on-one consulting and technical assistance, referral and information dissemination, business conferences and workshops to small business owners and prospective owners. ~~*In kind match \$965,500, account #12-000000-00-000000-6422.~~ Amount of Contract: \$965,000.
2. **Certegy Check Services** Contractor to provide check services to the ECC Bookstore beginning 4/1/2003 through 5/31/04. Subject to four (4) optional 1-year renewal options at negotiated rate. Estimated annual cost to the District is \$14,580.
3. **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. The total cost of the contract is not to exceed \$1,985,000 for the five-year period.

I. Program Management

A. Liaison with Chancellor's Office to maximize state funding

1. Update annually the Five-Year Capital Construction Plan - Annual Fee \$10,000
2. Update annually the Five-Year Scheduled Maintenance Plan - Annual Fee \$5,000
3. Develop documentation for Hazardous Materials Abatement Projects – Annual Fee \$2,000
4. Prepare Initial Project Proposals (IPPs) for Phase I projects - Fee \$7,500/proposal
5. Prepare Final Project Proposals (FPPs) for Phase I projects - Fee \$24,000/proposal
6. Prepare Annual Space Inventory Report – Annual Fee - \$5,000
7. Prepare updates to the Educational/Facilities Master Plan to ensure consistency with the Bond Implementation Plan, state-funded projects and related Capital Construction funding - Fee \$50,000/update
8. Coordinate preparation of Environmental Impact Report - Fee \$10,000
 1. Provide support for Bond Oversight Committee, Facilities Steering Committee and develop program budgets, sequence timeline and project budgets for work to be funded by first issuance of bonds. Fee based on services required and hourly rate schedule.

Estimated Annual Fee

\$107,000

II. Project Management - The following will be compensated on an hourly rate schedule for services requested and performed.

1. As part of the planning process, coordinate all regulatory compliance including, California Environmental Quality Act (CEQA), Storm Water runoff and fire authority as required for projects and ensure compliance with all local and state building code requirements.

~~*Changed during Board Meeting.~~

March 10, 2003

Administrative Services – 1

1. Coordinate the Division of State Architect (DSA) approvals as required for capital construction projects.
3. In cooperation with DSA, coordinate on-site inspection services for the DSA approved projects.
4. In cooperation with the Director of Facilities and Planning, coordinate and supervise the selection of architects, engineers, contractors, construction managers and related sub-contractors for each identified project.
5. Develop project budgets and timelines, track and establish a tracking system for reporting the status of each project.
6. Develop a plan and implement a process for the inclusion of affected College faculty and staff in each identified capital construction project.
7. Prepare project files and maintain financial records for each project.
8. Review project invoices and payment requests for accuracy and, if acceptable, recommend for payment.
9. In cooperation with the Director of Facilities Planning and Services and legal counsel, develop a delivery method for each project including public notices, request for proposals, interview procedures, bid documents and Board actions as may be appropriate for each project depending on the selected delivery method.

Estimated Annual Fee \$290,000

Fee Schedule

	<u>Position</u>	<u>Hourly Rate</u>
1.	Principal (Mike Maas)	\$150.00
2.	FDO Director	\$130.00
3.	Senior Project Manager	\$115.00
4.	Project Manager	\$100.00
5.	Accountant/Junior Project Manager	\$ 85.00
6.	Technical Associate	\$ 75.00
7.	Administrative Staff	\$ 50.00

4. **UBS Paine Webber, Inc.** Provide bond investment banking underwriting services to include purchasing, structuring, rating and selling the bonds. Fees and commission rates to be negotiated. Cost TBD. ~~*The current contract with Salomen Smith Barney is terminated and replaced with this contract.~~

****B. CONTRACT TERMINATION**

~~It is requested that the Board of Trustees approve the District terminate its contract for bond underwriting services with Salomon Smith Barney, Inc, Board approved April 15, 2002. There has not been any activity on this contract to date.~~

C. AMENDMENTS TO CONTRACTS

It is recommended that the Board approve the following amendments to the previously approved contracts to cover estimated costs for legal services for FY 2002/2003.

O'Melveny & Myers LLP – Provide the District with legal representation regarding labor negotiations, and other personnel issues for the period from July

~~*Sentence deleted during Board Meeting.~~

~~**Item B pulled and no substitutions were made.~~

1, 2002 – June 30, 2003, cost not to exceed \$50,000, \$98,000 increase to \$128,000. Account #11-55713-00-679900-8102.

Parker & Covert - Provide specific legal representation for the District as directed from July 1, 2002 – June 30, 2003. Cost not to exceed ~~\$90,000~~ increase to \$130,000. Account #11-55713-00-679900-8102.

D. BID 2002-08/NATURAL SCIENCES BUILDING RENOVATION

It is recommended that the following prime contractors be awarded contracts for their respective trades related to Phase I and Phase II of the remodeling and renovation of the science complex buildings, in accordance with the specifications, terms, and conditions, of the above-named bid, subject to final funding approval of the Chancellor’s Office. Construction will begin approximately April 1, 2003 and conclude in the winter of 2005. The project management will be overseen by C. W. Driver Contractors, previously approved by the Board at their July 15, 2002 meeting.

<u>Prime Trade</u>	<u>Contractor</u>	<u>Bid Amount</u>
# 1-1 Final clean-up	MNZ Janitorial [4]	\$ 37,800
# 1-2 Demolition and temp. fencing	G. D. Heil [4]	408,600
# 2-1 Landscaping and irrigation	Pierre Landscape Corp. [4]	114,250
# 3-1 Structural concrete	Conrod Concrete Inc. [1]	1,112,099
# 4-1 Masonry	<i>No award ;Project estimate</i>	40,000
# 5-1 Structural and other steel	<i>No award; Project estimate</i>	270,300
# 6-1 Lab casework, equip. & fixtures	Dow Diversified [3]	2,245,480
# 6-2 Rough carpentry	Felmar Construction [4]	200,000
# 7-1 Roofing and waterproofing	Best Roofing [5]	149,518
# 7-2 Sheet metal	Action Sheet Metal [2]	185,350
# 8-1 Glass and glazing	Padua [4]	534,700
# 9-1 Drywall, framing & hardware	John Jory [4]	1,069,220
# 9-2 Acoustical ceiling	Environmental Acoustics[2]	149,800
# 9-3 Flooring and underlayment	Pacific Carpets [4]	89,413
# 9-4 Ceramic tile	Angeles Contractor [1]	90,050
# 9-5 Painting and floor sealer	Advantage Painting [2]	96,865
#10-1 Boards, screens, signage	ISEC, Inc. [5]	119,333
#10-2 Toilet partitions/Accessories	Global [4]	23,060
#13-1 Greenhouse	Aluminex, Inc. [4]	88,156
#14-1 Elevators	<i>No award; Project estimate</i>	200,000
#14-1 Elevators	<i>No award; Project estimate</i>	200,000
#15-1 Fire sprinkler systems	Qualco Fire Protection [4]	32,200
#15-2 Plumbing and site utilities	D/K Mechanical [8]	2,127,000
#15-3 HVAC	Circulating Air [2]	3,225,000
#16-1 Electrical	Dynalectric [5]	<u>2,437,600</u>
	Prime Bidders Sub-Total	\$15,075,794

Construction Manager General Conditions and Fee [Board approved July 15, 2002]	1,346,000
Construction Manager Contingency 10% of Prime Bidders Sub-Total	<u>1,507,579</u>

TOTAL PROJECT COST \$17,929,373

E. BID #2002-12/COMPUTER PURCHASE – STUDENT LABS

It is recommended that the following vendor be awarded the purchase of 356 computers (Phase I, Spring 2003) and approximately 400 computers (Phase II, Summer 2003), in accordance with the specifications, terms and conditions of the above bid. This purchase is primarily for replacement of computers in student labs throughout the campus. The unit price of \$848.00 is based upon a standard configuration. Separate parts pricing is guaranteed for features and accessories which are necessary for specialized student lab computers.

<u>P.O.#</u>	<u>Vendor</u>	<u>Bid Amount</u>
52378	Dell Computer	[5] Phase I
\$326,793.76		Phase II \$367,184.00
		Total Bid \$693,977.76
		incl. tax and delivery;
		excluding separate parts for
		selected lab PCs

Other bidders: Gateway Companies Inc. [5] \$719,347.23
 MicronPC, LCC [5] \$884,862.56

Affirmative Action Status Codes: [1] Minority owned/Disadvantaged business; [2] Woman-owned business; [3] Small business enterprise; [4] Other; [5] Large business enterprise; [8] Disabled veteran enterprise

F. AMENDMENT TO RESOLUTION 2003-2/BOND OVERSIGHT COMMITTEE BYLAWS

It is recommended that the Board of Trustees approve the following change to Resolution 2003-2, which was adopted at the January 2003 Board meeting.

Add the following to Section 5.5 Appointment:

**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; (d) or by any other process that the Board may establish.*

This amendment is offered in recognition of the discussion of the El Camino Community College District Board of Trustees Committee of the Whole on February 18, 2003.

**Please see minutes for change in wording.*

G. PURCHASE ORDERS

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

Run Date
2/25/03

El Camino Community College District BOARD OF TRUSTEES PURCHASE ORDER LISTING

Meeting Date: 03-10-2003

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
P0052267	Auto Door	Facilities/Planning	Repairs Noninstructional	\$1,268.80
P0052269	Yotam Ravid	Pool	Supplies	\$21.59
P0052270	Keenan & Associates	Purchasing and Bus.	Student Accident Ins	\$382.00
P0052271	Pacific Coachways	Health Sciences	Fundraising	\$1,800.00
P0052272	Bob Gann	Administrative Serv.	Supplies	\$41.57
P0052273	San Pedro City Ballet	Artes de El Camino	Contract Services	\$14,737.57
P0052274	Gunther Athletic Service	Resp Therapy	Supplies	\$994.67
P0052275	Journeys of Discovery	International Educat	Contract Services	\$4,180.00
P0052276	Mass Press	Division Office Math	Supplies	\$33.56
P0052277	Rockliffe Systems, Inc.	Title V-Activity 1	Supplies	\$696.50
P0052278	Imperial International, Inc.	(STCW) Standards	New Equipment – Noninstruc.	\$1,826.71
P0052279	Louis Sinopoli	V.P. Academic Affairs	Supplies	\$984.36
P0052280	Thomas M. Fallo	Presidents Office	Supplies	\$270.60
P0052281	Accu Cut	Title V CSUDH	Supplies	\$1,249.00
P0052282	In the Black Publishing Group-	SBDC T&C 1/1/02 to 1	Multi Media Advertising	\$9,726.27
P0052283	Southbay Inflatables	(STCW) Standards	New Equipment – Noninstruc.	\$1,832.00
P0052284	California Department of Education	ATE-Articulation Par	Supplies	\$514.13
P0052285	ITEA International Technology Edu	ATE-Articulation Par	Supplies	\$127.00
P0052286	Academic Senate	Academic Senate	Dues And Memberships	\$3,204.06
P0052288	Discount School Supply	VATEA Early Childhood	Supplies	\$754.67
P0052289	Proquest	Division Office Inst	Publications Periodicals	\$2,661.75
P0052290	Highsmith Company Inc.	Division Office Inst	Supplies	\$369.74
P0052291	Meridian Education Corp.	Film Rental	Supplies	\$89.13
P0052292	Educational Video Network	Film Rental	Supplies	\$122.97
P0052293	Facets Multimedia, Inc.	Film Rental	Supplies	\$22.68
P0052294	Bullfrog Films	Film Rental	Supplies	\$762.35
P0052295	Intelecom	Film Rental	Supplies	\$217.39
P0052296	El Camino College Warehouse	Learning Center	Supplies	\$252.00

P0052297	Mcm Electronics Parts	Learning Center	Supplies	\$537.13
P0052298	The Tape Company	Learning Center	Supplies	\$95.77
P0052299	Mass Press	Title V-Activity 1	Supplies	\$67.12
P0052300	Jennifer Muir	Foster Care Education	Other Services And Expense	\$200.00
P0052301	Erlinda U. Crisolo	RHORC	Contract Services	\$50.00
P0052302	Laura McVay	RHORC	Contract Services	\$50.00
P0052303	Kitty Lau	RHORC	Contract Services	\$50.00
P0052304	Asa Skaggs	RHORC	Contract Services	\$100.00
P0052305	Sherri Latif	RHORC	Contract Services	\$100.00
P0052306	Megan Breslin	RHORC	Contract Services	\$100.00
P0052307	Mala Reich	RHORC	Contract Services	\$100.00
P0052308	Carol Palladino	RHORC	Contract Services	\$100.00
P0052309	All the Kings Flags	Life Sciences	Supplies	\$235.51
P0052310	Occidental College	Field Trips and Dona	Field Trip Expense	\$4,800.00
P0052311	Mouser Electronics	Physics	Supplies	\$99.07
P0052312	El Camino College Warehouse	Chemistry	Supplies	\$22.73
P0052313	Jeanette Cornejo	RHORC	Contract Services	\$50.00
P0052314	Ellen D. Dizon	RHORC	Contract Services	\$50.00
P0052315	Centinela-South Bay CASBO	Fiscal Services	Conferences Mgmt	\$30.00
P0052316	Mass Press	Fiscal Services	Supplies	\$33.56
P0052317	Ecc Food Service-Catering	TANF	Supplies	\$143.16
P0052318	Kimako Desvignes	RHORC	Contract Services	\$50.00
P0052319	Karla Azzopardi	RHORC	Contract Services	\$50.00
P0052320	Elizabeth Sanderson	RHORC	Contract Services	\$50.00
P0052321	Lisa Scarcello	RHORC	Contract Services	\$50.00
P0052322	Stacey Perler	RHORC	Contract Services	\$50.00
P0052323	Lisa Olson	RHORC	Contract Services	\$50.00
P0052324	Raul Meza	RHORC	Contract Services	\$50.00
P0052325	Nimfa Tambago	RHORC	Contract Services	\$200.00
P0052326	Eufemia Boland	RHORC	Contract Services	\$200.00
P0052327	Mariam Tjongoro	RHORC	Contract Services	\$200.00
P0052328	Ninan Leonardo	RHORC	Contract Services	\$200.00
P0052329	Joecimen Abuyuan	RHORC	Contract Services	\$200.00
P0052330	Deborah Foss	RHORC	Contract Services	\$200.00
P0052331	Tessie Dizon	RHORC	Contract Services	\$200.00
P0052332	Board of Governors California Com	Science Complex Cons	Contract Services	\$36,102.00
P0052333	Ecompany Inc.	SBDC T&C 1/1/02 to 1	Multi Media Advertising	\$16,375.00
P0052334	C. A. Granger Construction	Restroom Renovations	Site Improvements	\$10,390.00
P0052335	Act, Inc.	Ed & Community Devel	Conferences Mgmt	\$1,650.00
P0052336	N2r Active Communications	Ed & Community Devel	Multi Media Advertising	\$7,000.00
P0052337	Interface Financial Group, Inc.	CACT Partnership	Multi Media Advertising	\$750.00
P0052338	Rotary Club of Redondo Bch	Presidents Office	Dues And Memberships	\$170.00
P0052339	Postmaster	CACT Partnership	Postage	\$1,698.00
P0052340	Dramatists Play Services, Inc	Fine Arts	Supplies	\$300.00

P0052341	Eai	Facilities/Planning	Supplies	\$44.10
P0052343	Cal-Ed Optical	Life Sciences	Repairs - Instructional	\$1,695.69
P0052344	B.D. Top Soil Co., Inc.	Horticulture	Supplies	\$178.61
P0052345	Fisher Scientific Education Mater	Life Sciences	Supplies	\$117.34
P0052346	The RP Group c/o Denise Wilkerson	I&T Div Ofc	Conferences Faculty	\$70.00
P0052347	Scantron Corporation	Administrative Of Ju	Maintenance Contracts	\$413.00
P0052348	Ecc Food Service-Catering	I&T Division	Supplies	\$522.85
P0052349	Luz Sangalang	RHORC	Contract Services	\$100.00
P0052350	Nsca Certification Commission	Wellness Center	Supplies	\$145.95
P0052351	Human Kinetics	Wellness Center	Supplies	\$187.17
P0052352	NCS Pearson	Admissions/Records	Supplies	\$3,171.73
P0052353	Ultimate Audio Video Service	Student Affairs	Supplies	\$194.59
P0052354	Museum of Tolerance	Counseling Office	Supplies	\$186.00
P0052355	Pacific Coachways	Counseling Office	Supplies	\$318.64
P0052356	Transfer Center Directors Assoc.	Counseling Office	Dues And Memberships	\$50.00
P0052357	Fast Signs	Recruitment/School	Supplies	\$541.25
P0052358	Athco, Inc.	Resp Therapy	Supplies	\$258.15
P0052359	International Association of	Parking-Student Perm	Dues And Memberships	\$150.00
P0052360	Mass Press	International Student	Supplies	\$33.56
P0052361	ECC Food Service-Catering	PFE 01-02 Project Su	Transportation	\$116.44
P0052362	Pacific Coachways	PFE 01-02 Project Su	Transportation	\$245.68
P0052363	Delphin Computer Supply	P4E 99-00 COMPRE.TRA	Supplies	\$163.46
P0052364	Brodart Co	Music Library	Supplies	\$224.99
P0052365	Aardvark Clay & Supply Co.	Wellness Center	Supplies	\$183.87
P0052366	Laguna Clay Co.	Art Department	Supplies	\$168.39
P0052367	Competitive Aquatic Supply	Physical Education	Supplies	\$17.66
P0052368	Toni Newman	CDC	Conferences Other	\$39.00
P0052369	Victory Cheerleading	Radiologic Tech Dona	Supplies	\$640.94
P0052370	Shahigul Haidari	CDC	Conferences Other	\$46.00
P0052371	Schoolworld Software	Title V-Activity 1	Supplies	\$654.18
P0052372	Hemocue	Health Services	Supplies	\$114.50
P0052373	El Camino College Warehouse	P4E 99-00 COMPRE.TRA	Supplies	\$107.50
P0052374	Dell Marketing L. P.	Title V Activity II	New Equipment – Noninstruc.	\$4,340.33
P0052375	Pat Arlington California Virtual	Ca Virtual Uni. 2nd	Supplies	\$57.95
P0052376	Travers Tree Service	Grounds	Other Services And Expense	\$150.00
P0052377	C. A. Granger Construction	Improve Campus	Contract Services	\$2,973.00
P0052379	El Camino College Warehouse	Matriculation	Supplies	\$107.50
P0052380	Delphin Computer Supply	Career Center	Supplies	\$163.46
P0052381	Arch Wireless	Telecommunications	Other Services And Expense	\$16.00
P0052382	American Express Travel	Ca Virtual Uni. 2nd	Transportation/ Mileage	\$115.50
P0052383	Staples	Telecommunications	Supplies	\$305.59
P0052384	Signs 4 Less	Health Sciences and	Fundraising	\$140.71
P0052385	D & D Sporting Goods	Health Sciences and	Fundraising	\$108.25
P0052386	HI Corporation	Resp Therapy	Supplies	\$1,359.07
P0052387	Jolene Combs	Humanities	Supplies	\$237.38

P0052388	National Coalition of Advanced	CACT COCCC	Conferences Mgmt	\$299.00
P0052389	National Coalition of Advanced	Contract Training	Dues And Memberships	\$600.00
P0052390	Delphin Computer Supply	Financial Aid	Supplies	\$363.61
P0052391	El Camino College Warehouse	Ctr for Arts Ticket	Supplies	\$32.25
P0052392	Boise Cascade	Community Education	New Equipment – Noninstruc.	\$2,722.86
P0052393	Paper Direct, Inc.	Cact CA Employee	Supplies	\$177.58
P0052394	El Camino College Warehouse	Copy Center	Supplies	\$1,470.80
P0052395	Greystone	CACT Partnership	Multi Media Advertising	\$5,101.25
P0052396	Chalmers-Painter, Inc.	CACT Partnership	Postage	\$511.11
P0052397	Peggy Kidwell-Udin	RHORC	Supplies	\$43.95
P0052398	Mary Moon	RHORC	Supplies	\$93.77
P0052399	Jennifer White	RHORC	Supplies	\$285.05
P0052400	Toni Christopherson	VTEA Respiratory / N	New Equipment – Instruc.	\$90.00
P0052401	American Express Travel	Public Information	Transportation/ Mileage	\$280.00
P0052402	Culver -Newlin Inc.	V.P. Academic Affairs	Supplies	\$95.75
P0052403	Toni Christopherson	VTEA Respiratory / N	Supplies	\$141.05
P0052404	Delphin Computer Supply	VATEA Business Educa	New Computer Equipment-No	\$4,514.03
P0052405	School World Software	VATEA Business Educa	Computer Software Account	\$2,425.26
P0052407	Esther Wang	DSPS	Contract Services	\$600.00
P0052408	David Otta Productions	Health Sciences	Fundraising	\$2,385.00
P0052409	D & D Sporting Goods	Health Sciences	Fundraising	\$190.42
P0052410	Embassy Suites Hotel	Health Sciences	Fundraising	\$2,013.82
P0052411	Bassco Sporting Goods	Health Sciences	Fundraising	\$184.87
P0052412	Kalmbach Publishing, Inc.	Astronomy	Publications Periodicals	\$106.95
P0052413	Garrett Wade	Construction Technol	Repairs Parts And Supplies	\$50.84
P0052415	Marshall Music	Music	Supplies	\$66.47
P0052416	Marshall Music	Music	Supplies	\$45.89
P0052417	Independent Foundry Supply/IFSCO	Machine Tool Technol	Supplies	\$224.08
P0052418	Law Enforcement News, Inc.	Administrative Of Ju	Publications Periodicals	\$52.00
P0052420	Taverner & Browne	Copy Center	Repairs - Instructional	\$150.00
P0052421	Telesforo Dacquel	RHORC	Contract Services	\$200.00
P0052422	Filomena Lumaque	RHORC	Contract Services	\$200.00
P0052423	Anita Forgan	RHORC	Contract Services	\$200.00
P0052424	Sargent Welch Scientific	Chemistry	Supplies	\$1,959.52
P0052425	Campbell Shaw Inc	Physics	Repairs Parts And Supplies	\$315.54
P0052426	Badge Printers of America	Parking-Student Perm	Supplies	\$94.95
P0052427	Xpedx	Human Resources	Supplies	\$220.61
P0052428	Thompson Del Mar Learning	Nursing	Fundraising	\$1,521.59
P0052429	Navigator Press Inc.	Ctr for Arts Promo.	Supplies	\$81.18
P0052430	El Camino College Warehouse	Presidents Office	Supplies	\$6.45
P0052431	El Camino College Warehouse	Staff Diversity	Supplies	\$31.12
P0052432	Charles Turner	Fine Arts	Supplies	\$500.00
P0052433	Boyce Forest Products	Fine Arts	Supplies	\$994.25
P0052434	Virco Manufacturing Corp.	Faculty & Staff Dive	New Equipment – Noninstruc.	\$179.35
P0052435	Electronix Express	Electronics	Supplies	\$57.12

P0052436	Grainger	Electronics	Supplies	\$161.29
P0052437	El Camino College Warehouse	I&T Div Ofc	Supplies	\$322.50
P0052438	SESAC Inc.	Ctr for Arts Product	Other Services And Expense	\$399.85
P0052439	Speaking Solutions	VATEA Business Educa	New Computer Equipment-No	\$5,943.96
P0052440	CCS Presentation Systems Inc.	VATEA Business Educa	Computer Software Account	\$2,455.63
P0052441	Micro Warehouse	VATEA Business Educa	Computer Software Account	\$31.97
P0052442	FARONICS Technologies USA Vik Kha	VATEA Business Educa	Computer Software Account	\$387.97
P0052443	FARONICS Technologies USA Vik Kha	VATEA Business Educa	Computer Software Account	\$312.80
P0052445	New Era Solutions	VATEA I&T	Supplies	\$1,646.49
P0052446	Genesis Computer Systems, Inc	VATEA I&T	Supplies	\$4,254.23
P0052447	ECC Food Service-Catering	VATEA Early Childhood	Supplies	\$174.28
P0052448	School-Age Notes	VATEA Early Childhood	Supplies	\$432.64
P0052449	Airgas West	VATEA I&T	Supplies	\$1,694.72
P0052450	Praxair	VATEA I&T	Supplies	\$3,214.65
P0052452	Centrix International	VATEA I&T	Supplies	\$1,353.13
P0052453	Lakeshore Learning Materials	VATEA Early Childhood	Supplies	\$578.40
P0052454	Lippincott Williams & Wilkins Sub	VTEA Respiratory / N	Supplies	\$302.69
P0052455	Career Cruising	Career Center	Supplies	\$395.00
P0052456	Cerro Coso Community College	Counseling Office	Conferences Mgmt	\$240.00
P0052457	El Camino College Trust Fund	RHORC	New Equipment – Instruc.	\$7,852.78
P0052458	Rockwell Medical Supply	RHORC	New Equipment – Instruc.	\$442.66
P0052459	Health Edco Inc	RHORC	New Equipment – Instruc.	\$117.73
P0052460	Medical Plastic Laboratory	RHORC	New Equipment – Instruc.	\$516.78
P0052461	Baxter Anesthesia	RHORC	New Equipment – Instruc.	\$3,512.72
P0052462	Montgomery Hardware Company	Electrical / Mechani	Site Improvements	\$3,519.99
P0052463	Action Contractors Inc.	Foundation	Other Program Services	\$1,960.00
P0052464	Creation Engine	Ca Virtual Uni. 2nd	Software	\$505.79
P0052465	E. G. Brennan & Co., Inc.	Admissions/Records	Repairs Noninstructional	\$211.09
P0052466	Boise Cascade	RHORC	Supplies	\$242.48
P0052467	ECC Food Service-Catering	Careers in Child Car	Conferences Faculty	\$74.69
P0052468	National League for Nursing Accre	Nursing	Dues And Memberships	\$1,460.00
P0052469	American Express Travel	Admissions/Records	Conferences Mgmt	\$186.50
P0052470	Elsie Semsuangco	RHORC	Contract Services	\$200.00
P0052471	Lita Enrique	RHORC	Contract Services	\$200.00
P0052472	Discount School Supply	VATEA Early Childhood	Supplies	\$429.72
P0052473	Enable Mart	VATEA Special Resour	Supplies	\$3,182.56
P0052474	Access Ingenuity	VATEA Special Resour	Supplies	\$698.21
P0052475	Initio Corporation	VATEA Special Resour	Supplies	\$112.53
P0052476	Microsoft Corporation Windows 95	VATEA Business Educa	Computer Software Account	\$799.00
P0052477	School Specialty Inc.	VATEA Business Educa	New Computer Equipment-No	\$4,747.85
P0052478	Micro Warehouse	VATEA Business Educa	Computer Software Account	\$282.10
P0052479	City of Torrance	Contract Education	Building Rental	\$350.00
P0052480	Jw Pepper of Los Angeles	Radiologic Tech Dona	Supplies	\$753.39
P0052481	Janet Young	Title V CSUDH (Carry	Postage	\$592.00
P0052482	California Pro Sports	Student Affairs	Due to/ Invest.	\$349.32

P0052483	Boise Cascade	Division Office Bus.	Supplies	\$205.68
P0052484	El Camino College Warehouse	Division Office Bus.	Supplies	\$69.82
P0052485	Bergwall Productions, Inc.	Smog Test Station	Supplies	\$861.68
P0052486	Scantron	TTIP Plan A/B Plan	Software	\$1,244.66
P0052487	Ncs Pearson Education Tech.	TTIP Plan A/B Plan	Software	\$3,036.41
P0052488	Ncs Pearson Education Tech	TTIP Plan A/B Plan	Software	\$8,654.59
P0052489	Developmentor	TTIP Total Cost	In-Service Training	\$2,595.00
P0052490	Clarence Ross	SBDC Program Income	Other Services And Expense	\$150.00
P0052491	Lakeshore Learning Materials	Ctr for Arts Product	Supplies	\$44.99
P0052492	Southland Lumber	Fine Arts	Supplies	\$607.43
P0052493	Rose Brand	Ctr for Arts Product	Supplies	\$1,261.89
P0052494	Hollywood Rentals	Ctr for Arts Product	Supplies	\$361.32
P0052495	Reginal Utley	SBDC Program Income	Other Services And Expense	\$200.00
P0052496	Developmentor	TTIP Total Cost	In-Service Training	\$2,595.00
P0052497	Delphin Computer Supply	Financial Aid	Supplies	\$120.38
P0052498	Environmental Recovery Service	Hazmat	Waste Disposal	\$4,180.00
P0052499	Deanna Gallagher	EOPS CARE	Contract Services	\$200.00
P0052500	Dorothy Woods	EOPS CARE	Contract Services	\$150.00
P0052501	County of Los Angeles Los Angeles	Hazmat	Other Services And Expense	\$798.00
P0052502	A-1 Office Plus	Faculty & Staff Dive	New Equipment – Noninstruc.	\$1,171.79
P0052503	Image IV Systems	Admissions/Records	Supplies	\$259.31
P0052504	ECC Food Service-Catering	EOPS CARE	Supplies	\$1,008.35
P0052505	El Camino College Warehouse	EOPS	Supplies	\$63.00
P0052506	El Camino College Warehouse	Copy Center	Supplies	\$342.00
P0052507	Arts Council of Torrance	Division Office Fine	Dues And Memberships	\$30.00
P0052508	Frey Scientific	Physics	Supplies	\$281.11
P0052509	CCS Presentation Systems, Inc.	VATEA Business Educa	New Computer Equipment-No	\$1,139.88
P0052510	Transcend Information Inc.	VATEA Business Educa	Computer Software Account	\$3,952.72
P0052511	Tracs	Discovery Series	Dues And Memberships	\$100.00
P0052512	Micro Warehouse	VATEA Business Educa	Computer Software Account	\$3,221.98
P0052513	American Express Travel	CACT COCCC	Conferences Mgmt	\$162.47
P0052514	Lakeshore Learning Materials	CDC	Supplies	\$433.58
P0052515	Eddings Brothers Auto Parts	Automotive Technology	Supplies	\$483.23
P0052516	Machinery Sales Co.	Machine Tool Technol	Supplies	\$64.13
P0052517	South Coast Shingle	Carpenter Shop	Supplies	\$33.45
P0052518	Shiffler	Carpenter Shop	Supplies	\$176.56
P0052519	Hi-Way Safety, Inc.	Repl Water Mains	Site Improvements	\$580.11
P0052520	American Express Travel	Staff Development	Conferences Mgmt	\$261.00
P0052521	California Woodworking Machine	VATEA I&T	New Equipment – Instruc.	\$5,849.94
P0052522	CalSTRS/Employer Institute	Fiscal Services	Conferences Mgmt	\$705.00
P0052523	Monkey Butt	Health Sciences and	Fundraising	\$215.96
P0052524	V. S. D.	Facilities/Planning/	Repairs Noninstructional	\$155.99
P0052525	The Beach Reporter	Ed & Community Devel	Multi Media Advertising	\$175.00
P0052526	Easy Reader, the	Ed & Community Devel	Multi Media Advertising	\$310.00
P0052527	Easy Reader, the	Ed & Community Devel	Multi Media Advertising	\$275.00

P0052528	El Camino College Warehouse	Contract Education	Supplies	\$52.25
P0052529	ECC Food Service-Catering	Staff Diversity	Supplies	\$487.74
P0052530	ECC Food Service-Catering	Staff Diversity	Supplies	\$879.20
P0052531	Easy Reader, the	Ed & Community Devel	Multi Media Advertising	\$310.00
P0052532	Greystone	CACT Partnership	Multi Media Advertising	\$4,250.00
P0052533	Phoenix Marketing Services	CACT Partnership	Postage	\$266.06
P0052534	Joey Ikemoto Photography	EOPS	Supplies	\$37.89
P0052535	Maria V. Carnovale	SBDC Program Income	Other Services And Expense	\$508.00
P0052536	Phyllis S. Fowler	Fine Arts	Supplies	\$200.00
P0052537	Mark Hullibarger	Music	Repairs Parts And Supplies	\$366.00
P0052538	Kamstra Piano Tuning	Music	Repairs Parts And Supplies	\$86.60
P0052539	West Group Payment Center	Division Ofc Student	Other Books	\$50.88
P0052540	High Sierra Embroidery Company	CDC	Supplies	\$419.24
P0052541	Hitt Marking Devices	Admissions/Records	Supplies	\$40.60
P0052542	Kelly Paper Company	Copy Center	Supplies	\$270.74
P0052544	Audio Graphic Systems	Film Rental	Supplies	\$102.84
P0052545	The Tape Company	Audio/Visual	Supplies	\$1,136.56
P0052546	Baxter Healthcare Corp	Nursing	Fundraising	\$2,706.25
P0052547	Datatel, Inc.	TTIP Plan A/B Plan	Conferences Mgmt	\$2,200.00
P0052548	Batchelor Business MachInes	Nursing	Fundraising	\$710.71
P0052549	Thompson Del Mar Learning	Nursing	Fundraising	\$1,041.19
P0052550	Easy Reader, the	Ed & Community Devel	Multi Media Advertising	\$275.00
P0052551	El Camino College Warehouse	Presidents Office	Supplies	\$58.05
P0052553	West Group	Counseling Office	Other Books	\$208.00
P0052554	El Camino College Warehouse	Ctr for Arts Adm Pub	Supplies	\$64.50
P0052555	Pacific Coachways	Counseling Office	Supplies	\$700.00
P0052556	Edgar Landa	Fine Arts	Supplies	\$300.00
P0052557	El Camino College Warehouse	Matriculation	Supplies	\$107.50
P0052558	CPP Consulting Psychologists Pres	Career Center	Supplies	\$73.66
P0052559	CPP Consulting Psychologists Pres	Career Center	Supplies	\$145.31
P0052560	Assist Design	Counseling Office	Supplies	\$238.15
P0052561	Quantum Signs & Graphics	Career Center	Supplies	\$55.00
P0052562	Minolta Business Systems, Inc.	Division Office NSci	Maintenance Contracts	\$242.00
P0052563	Minolta Business Systems, Inc.	Division Office NSci	Maintenance Contracts	\$242.00
P0052564	Full Compass	Artes de El Camino	New Equipment – Noninstruc.	\$1,879.25
P0052565	Ron Evangelista	TANF	Contract Services	\$330.00
P0052566	El Camino College Warehouse	Copy Center	Supplies	\$1,202.00
P0052567	Dow Jones & Co.	SBDC Program Income	Other Books	\$63.87
P0052568	Xerox Corporation	Copy Center	Supplies	\$948.27
P0052569	Marriott Wardman Park Hotel	TTIP Plan A/B Plan	Conferences Mgmt	\$1,658.00
P0052570	South Bay Regional Public Communi	Operations	Pest Control	\$9.09
P0052571	Fire Instructor Testing Software,	P4E Inglewood Fire	Supplies	\$432.13
P0052572	Fire Engineering Penwell Books	Fire Academy/Emergen	Publications Periodicals	\$32.50
P0052573	A-1 Office Plus	Health, Safety	New Equipment – Noninstruc.	\$133.15
P0052574	A-1 Office Plus	Health, Safety	New Equipment – Noninstruc.	\$133.15

P0052575	Delphin Computer Supply	VATEA Special Resour	New Equipment – Instruc.	\$789.14
P0052576	Delphin Computer Supply	VATEA Special Resour	New Equipment – Instruc.	\$486.04
P0052578	Tyner Inc.	VTEA Learning Resour	Supplies	\$572.07
P0052579	Mass Press	TANF	Supplies	\$33.56
P0052580	Knowledgeworks, Inc.	Public Information	Conferences Mgmt	\$1,352.00
P0052581	American Express Travel	TTIP Plan A/B Plan	Conferences Mgmt	\$848.34
P0052582	Computerland of Silicon Valley	Information Technol.	Computer Software Account	\$174.96
P0052583	Intuit Information Tech. Solution	TTIP Plan A/B Plan	Software	\$5,513.23
P0052584	El Camino College Warehouse	Counseling Office	Supplies	\$86.00
P0052585	Sky and Telescope	Astronomy	Supplies	\$133.66
P0052586	Cars Muffler Service	Facilities/Planning	Repairs Noninstructional	\$150.42
P0052587	California Cleaning System	Facilities/Planning	Repairs Noninstructional	\$70.00
P0052589	Nsta	ATE-Articulation	Conferences Other	\$201.00
P0052590	Mass Press	Facilities/Planning	Supplies	\$67.12
P0052591	West-Star Construction	Walkway Lighting	Repairs Noninstructional	\$2,036.18
P0052592	Autodoor	Facilities/Planning	Repairs Noninstructional	\$328.86
P0052593	Note Pads Inc.	ATE-Articulation	Supplies	\$170.70
P0052594	American Express Travel	Campus Police Depart	In-Service Training	\$216.00
P0052595	J P L Bus.Opportunities Office	SBDC Program Income	Conferences Mgmt	\$200.00
P0052596	ECC Food Service-Catering	Staff Diversity	Supplies	\$84.03
P0052598	Vantage Point Productions, Inc	RITC 10/1/02 - 9/30	Supplies	\$1,634.58
P0052599	Arbor Travel Associates, Inc.	RITC 10/1/02 - 9/30	Conferences Mgmt	\$41.68
P0052601	A-1 Office Plus	Health, Safety	New Equipment – Noninstruc.	\$133.15
P0052602	Minolta Business Systems, Inc.	English	Supplies	\$68.46
P0052603	Hec Ramsey Enterprises	Parking-Student Perm	Supplies	\$2,922.75
P0052604	Dept. of Motor Vehicles Mail Supp	Parking-Student Perm	Supplies	\$180.38
P0052605	Carolina Biological	Life Sciences	Supplies	\$115.98
P0052606	Imageologists	Film Rental	Supplies	\$269.37
P0052607	Penn State Univ. Media Tech	Film Rental	Other Rentals	\$20.00
P0052608	Arbor Travel Associates, Inc.	TTIP Plan A/B Plan	Conferences Mgmt	\$21.48
P0052609	American Express Travel	TTIP Plan A/B Plan	Conferences Mgmt	\$248.50
P0052610	Little Company of Mary Hospital	Parking-Student Perm	Other Services And Expense	\$148.00
P0052611	Enforcement Technology, Inc.	Parking-Student Perm	Supplies	\$329.34
P0052612	El Camino College Warehouse	Parking-Student Perm	Supplies	\$26.19
P0052613	Copware	Parking-Student Perm	Publications/ Periodicals	\$102.95
P0052614	Sirchie Fingerprint Lab	Parking-Student Perm	Supplies	\$286.12
P0052615	El Camino College Warehouse	El Camino Language	Supplies	\$344.00
P0052616	West Coast Long Beach Hotel	00-01 P4E Expanded	Conferences Other	\$2,007.58
P0052617	Peggy Kidwell-Udin	00-01 P4E School	Supplies	\$155.16
P0052619	American Express Travel	Ca Virtual Uni. 2nd	Transportation/ Mileage	\$197.50
P0052620	AACC Convention	Ca Virtual Uni. 2nd	Conferences Other	\$398.00
P0052621	4C/SD Annual Conference Attention	Ca Virtual Uni. 2nd	Conferences Other	\$1,100.00
P0052623	El Camino College Warehouse	Information Technol.	Supplies	\$525.00
P0052624	Xpedx Paper & Graphics	Copy Center	Supplies	\$1,478.74
P0052625	A. B. Dick Company	Copy Center	Supplies	\$221.29

P0052626	El Camino College Warehouse	Copy Center	Supplies	\$896.45
P0052628	American Management Assoc.	Community Advancement	Other Books	\$185.89
P0052629	ECC Food Service-Catering	Ed & Community Devel	Conferences Mgmt	\$746.93
P0052630	Porta Phone Co.	Health Sciences	Fundraising	\$372.60
P0052631	D & D Sporting Goods	Health Sciences	Fundraising	\$648.69
P0052632	Red Dot Uniforms	Health Sciences	Fundraising	\$351.55
P0052633	ECC Food Service-Catering	Health Sciences	Fundraising	\$224.08
P0052634	El Camino College Warehouse	CADD	Supplies	\$42.05
P0052635	Canon Business Solutions	Fiscal Services	Maintenance Contracts	\$463.00
P0052636	Bo Morton	NIS Partnership Gran	Travel And Conference Exp	\$100.00
P0052637	National Environmental Training	Environmental Tech	Dues And Memberships	\$100.00
P0052638	Mass Press	DSPS	Supplies	\$33.56
P0052639	El Camino College Warehouse	Foundation	Supplies	\$135.00
P0052640	M & K Metal Co.	Machine Tool Technol	Supplies	\$559.15
P0052641	El Camino College Warehouse	Ca Virtual Uni. 2nd	Supplies	\$42.00
P0052642	Life Assist Inc.	Fire Academy/Emergen	Supplies	\$178.35
P0052643	American Express Travel	Ca Virtual Uni. 2nd	Transportation/ Mileage	\$113.50
P0052644	Industrial Projects Services	Welding	Publications Periodicals	\$95.00
P0052645	Shop Floor Automations	Machine Tool Technol	Maintenance Contracts	\$75.00
P0052646	Marriott Wardman Park Hotel	TTIP Plan A/B Plan	Conferences Mgmt	\$1,865.25
P0052647	CMC Rescue, Inc.	P4E Inglewood Fire	Supplies	\$1,519.23
P0052648	Jan Dickson	Technology & Diversi	Supplies	\$190.55
P0052649	Black Issues in Higher Ed	Staff Diversity	Publications/ Periodicals	\$85.00
P0052650	Abate Tech. International	Hazmat	Other Services And Expense	\$176.00
P0052652	Fisher Scientific	Chemistry	Supplies	\$950.95
P0052653	Dulan's Catering Company	Title V-Activity 1	Supplies	\$650.00
P0052654	Circle K District Convention	Student Affairs	ASB Exp.	\$672.00
P0052655	Warner Center Marriott Hotel	Student Affairs	ASB Exp.	\$328.00
P0052656	Mass Press	Staff Diversity	Supplies	\$33.56
P0052658	Carson Chamber of Commerce	SBDC Program Income	Conferences Mgmt	\$50.00
P0052659	Ca Association for Local Economic	SBDC T&C 1/1/02 to 1	Conferences Mgmt	\$575.00
P0052660	Science News	Earth Sciences	Publications Periodicals	\$98.00
P0052661	Registry of Interpreters	SRC Donations	Conferences Mgmt	\$385.00
P0052662	Gradshirts	ATE-Articulation	Supplies	\$779.40
P0052663	NAFSA: Association of Intnl. Educ	El Camino Language	Dues And Memberships	\$285.00
P0052664	American Express Travel	SBDC CITD	Transportation/ Mileage	\$116.50
P0052665	Xerox Corporation	Testing Center	Maintenance Contracts	\$480.00
Total :		379		\$358,533.02
B0052224	Charlton	00-01 P4E Marketing	Contract Services	\$25,393.92
B0052287	Lakeshore Learning	VATEA Early Childhood	Supplies	\$5,046.57
B0052342	South Bay Heating	HVAC Renovation-Snack	Contract Services	\$14,680.00
B0058075	Zero Time Management	SBDC T&C 1/1/02 to 1	Contract Services	\$49,452.85
B0058076	Deborah L. Imonti	Ed & Community Devel	PSA Contract Services	\$30,000.00
B0058077	Philip J. Sutton	Ed & Community Devel	PSA Contract Services	\$33,000.00

**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 1-13 and 1-14.

Certificated Personnel:

1. Resignation – Dr. Joseph E. Ribal, full-time instructor of Sociology, effective June 8, 2003.
2. Amend Employment – Ms. Cynthia Mosqueda, full-time bilingual counselor, Class II, Step 5, Fiscal Salary Schedule, to reflect 75% be paid by Title V, 25% be paid by the District, effective October 1, 2002 through September 30, 2003; in addition, change the Division from Planning, Research and Development to Enrollment Services, effective March 1, 2003.
3. Amend Employment – Ms. Ruth Banda-Ralph, full-time faculty coordinator, Class IV, Step 10, Fiscal Salary Schedule, to reflect 75% be paid by Title V, 25% be paid by the District, effective October 1, 2002 through September 30, 2003; in addition, change the Division from Planning, Research and Development to Enrollment Services, effective March 1, 2003.
4. Change in Assignment – Mr. Carson Gladson, full-time instructor of Art, to teach 66%, effective February 10 through June 8, 2003.
5. Extra Services – Ms. Victoria Corley, Lead Child Development Center Teacher, to perform extra services rendered during the summer & non-instructional period, Class III, Step A, Child Development Center Salary Schedule, effective February 1 through June 30, 2003.
6. Special Assignment – Mr. Phillip Reno, part-time instructor of Construction Technology, to assist instructor of record in supervising students in a laboratory setting, effective February 10 through June 11, 2003, to be paid \$24.53 an hour for 80 hours, not to exceed \$1,963, in accordance with the Agreement, Article X, Section 9(m).
7. Special Assignment – Mr. Ken Zion, full time instructor of Environmental Technology, to administer credit by examinations, to be paid \$49.05 an hour, not to exceed \$300, effective February 10 through June 8, 2003, in accordance with the Agreement, Article X, Section 14(c).
8. Special Assignment – The following part-time instructors in Industry and Technology, to administer credit by examinations, to be paid \$49.05, not to exceed \$300/each, effective February 10 through June 8, 2003, in accordance with the Agreement, Article X, Section 9(m).

Mark Arnold
Danny Barley
Henry Brown
Kevin Coffelt
Victor De La Torre
Robert Diaz

Mark Early
Greg Guerrero
Glenna Johnson

William Johnson
Jerry Kinnan
Mark Lapore
Ed Lugo
Robert Olmsted

Rey Rojo
Monique Schaefer
John Schwab
Franz Seifert
Michael Smith

Michael Thomas
Dale Ueda
Dan Valladares
Phillip Walls
Sue Ellen Warren

9. Special Assignment – The following faculty to perform special services by participating in Learning Communities staff development, workshops, planning and evaluation meetings, effective February 10 through June 30, 2003, be paid \$24.53 an hour, not to exceed \$1,620 each and upon submission of a final report due on June 30, 2003, per funds for Instructional Improvement grant, in accordance with the Agreement, Article X, Section 14 (c).

Full-time

Jan Ball
Jeff Cohen
Trudy Meyer

Part Time

Mashari Muir

10. Special Assignment – Ms. Helen Sabin, part-time instructor of Reading, to attend special training for CBEST preparation in Reading, effective March 11 through June 30, 2003, to be paid \$49.05 an hour, not to exceed \$275, funded by Title V Partnership Grant, in accordance with the Agreement, Article X, Section 9(m).
11. Special Assignment – Ms. Megan Granich, part-time instructor of Mathematics, to attend special training for CBEST preparation in Mathematics, effective March 11 through June 30, 2003, to be paid \$49.05 an hour, not to exceed \$275, funded by Title V Partnership Grant, in accordance with the Agreement, Article X, Section 9(m).
12. Special Assignment – Ms. Maria Brown, full-time instructor of History, to research and develop the electronic portfolio component for the Liberal Studies 201 course, effective March 11 through June 30, 2003, to be paid \$49.05 an hour, not to exceed \$2,700, funded by Title V Partnership Grant, in accordance with the Agreement, Article X, Section 14(c).
13. Employment – The following part-time/temporary instructors in Health Sciences & Athletics to be hired as needed for the 2003 Spring session, concluding June 8, 2003:

Sheryl Abelew
Steven Jones

Classified Personnel:

1. Change of Assignment – The following individuals formerly of Planning, Research and Development Division to newly authorized Resource Development, Student and Community Advancement Area, effective March 1, 2003:

Susan Burin
Kathleen Gleason
Rudolfo Lopez
Bozena Morton

Change in Classification – Ms. Susan Burin, Administrative Assistant II, Range 31, Step E, to Administrative Assistant I, Range 27, Step E, Resource Development, Student and Community Advancement Area, effective March 1 through June 30, 2003.

3. Change in Classification – Ms. Bozena Morton from Director of Grants Development & Management to Director of Resource Development/Grants Development & Management, Range 13, Step 3, Resource Development, Student and Community Advancement Area, effective March 11, 2003.
4. Stipend – Ms. Victoria De la Torre - Clerk, Range 17, Step B, Enrollment Services, Student and Community Advancement, to be paid one time lump sum of \$233 for additional duties performed, effective June 25 through August 16, 2002.
5. Stipend - Mr. Harnish Patel, Clerical Assistant, Range 20, Step E, Assessment Testing Center/Enrollment Services Division, Student and Community Advancement Area, to be paid one time lump sum of \$3,158 for additional duties performed March 1, 2001 through January 31, 2003.
6. Amend Work Out of Classification - Ms. Laurie Pelayo, Library Media Technician II, Range 26, Step E, Instructional Services Division, Academic Affairs Area, to Library Media Technician V, Range 35, Step B, effective January 1 through June 6, instead of June 30, 2003.
7. Work Out of Classification - Ms. Alana Angel, Assistant Library Media Clerk, Range 14, Step E, to Library Media Technician IV, Range 32, Step A, Learning Resources, Academic Affairs Area, effective March 1, 2001 through February 28, 2003.
8. Work Out of Classification – Ms. Charlotte Thompson, Accounting Assistant III, Range 28, Step E, to Project Specialist, Range 32, Step D, Learning Resources, Academic Affairs Area, effective March 1, 2001 through February 28, 2003.
9. Work Out of Classification – Ms. Rebecca Wilson, Computer Lab Specialist I, Range 34, Step E, to Computer Lab Specialist II, Range 36, Step E, Learning Resources, Academic Affairs Area, effective March 1, 2001 through February 28, 2003.
10. Employment – The following individuals as 50% Telecommunications Technician, Range 37, Step A, Information Technology Services Division, Administrative Services Area, effective April 1, 2003:

Frederick Dennis

Roman Sandoval III

Temporary Classified Personnel

1. Employment – Mr. Arturo Hernandez, Special Project Temporary Administrator III, Step 1, of the Special Project Temporary Administrator Salary Schedule, Mesa Project,

*Item pulled and no substitutions were made.

March 10, 2003

Human Resources – Administrative Services

3

Natural Sciences Division, Academic Affairs Area, to be paid \$202 per day effective March 11 through June 30, 2003.

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

Janice Davis

Mildred Pullman

Pamela Scottini

3. Employment – Ms. Harumi Nakao, Lead Accounting Technician, Range 32, Step D, Bookstore Division, Administrative Services Area, to work no more than two days per week, not to exceed 960 hours assisting with invoicing and shipping and returns with vendors, effective March 11 through June 30, 2003.
4. Employment – Ms. Frances De Benedictis, Accounting Assistant I, Range 22, Step A, Bookstore Division, Administrative Services Area, to work two to three weeks during rush, effective March 11, through June 30, 2003.

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:

Administrative Assistant Fundamentals, ECC Community Education Online Class - Lavonne Jackson. Apr. 9 – May 14, 2003. \$79.00

Technology in Education International Conference and Exposition, Ontario Convention Center, CA - Brian G. Krause. Mar. 24-26, 2003. \$400.00 maximum

Technology in Education International Conference and Exposition, Ontario Convention Center, CA - Robert Sutton. Mar. 24-26, 2003. \$400.00 maximum

2003 Far West Athletic Trainer's Assoc. Annual Symposium, Las Vegas Hilton, NV - Rory Natividad. Mar. 20-23, 2003. \$100.00

6th Annual Commission on Athletics Convention, Peppermill Hotel, Reno, NV - Rory Natividad. Mar. 26-28, 2003. \$ 65.00

C. REVISED POSITION DESCRIPTION AND CLASSIFICATION SPECIFICATIONS

It is recommended that the Board approve the revised classification specifications for the following positions:

Assistant Director of Development – Annual and Alumni Giving as shown on pages 6-7.

Director of Resource Development/Grants Development & Management as shown on pages 8-10.

D. REVISED ADMINISTRATOR SALARY SCHEDULE

It is recommended that the Board approve the revised Administrator Salary Schedule to reflect the change in position title to Director of *Resource Development/Grants Development & Management* as shown on pages 11-12.

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:

Vaioalii Ahkiong
Robynn Bell
John Benoit
Christine Burris
Juan Celio
Jack Cole
Gladys Marie Denninger
Nedra Ford
Porchia Franks
Jessica Hernandez
Teresa Hernandez
Benjamin Hofer
Dasiy Leon
Mary Martin
Linda Massarotti
Nashia McDaniel
L. James Miller
Jonathan Poiry
Bobby Rodriguez
Derik Schwartz
Edna Sillers
Frederick M. Stanton
Nick Stochs
Dawn Suleski

EL CAMINO COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: ASSISTANT DIRECTOR OF DEVELOPMENT –
I. ANNUAL AND ALUMNI GIVING**

BASIC FUNCTION: Under the direction of an assigned administrator, the Assistant Director plans, develops and implements a comprehensive annual giving program to attract current, unrestricted operating support from alumni and friends of El Camino College.

REPRESENTATIVE DUTIES:

Develop and coordinate annual giving campaigns including direct mail and personal solicitations.

Plan, develop and manage special events and programs.

Create, implement and maintain the Stewardship Program.

Assist in establishing and maintaining a Bequest Program.

Prepare reports for prospecting and solicitation.

Assist in writing grant proposals.

Responsible for soliciting corporate sponsors for a variety of programs and events.

Recruit, train and supervise Foundation volunteers.

Oversee data entry and other development services, including donor database.

Assist with identifying fundraising initiatives.

Assign and review the work of assigned staff.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic fundraising concepts.

Basic computer functions including, but not limited to, word-processing spreadsheet and database programs.

Oral, written, and interpersonal communication skills using tact, patience, and courtesy.
Principles of supervising, training and giving work direction.
Rules, regulations, and policies pertaining to conflict of interest issues.

ABILITY TO:

Raise funds for the program.
Coordinate several tasks or activities simultaneously.
Work with a variety of diverse individuals.
Communicate effectively both orally and in writing.
Plan, organize, and complete assignments with a minimal amount of detailed instructions.
Understand and carry out oral and written instructions.
Use modern office equipment.
Use personal computers for typical office applications, such as word processing, spreadsheets, and data base management.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Pay close attention to details.
Conceptualize ideas.

EDUCATION AND EXPERIENCE:

Requires a Bachelor's degree or equivalent and three years of relevant fund development and/or sales and marketing experience.

LICENSE AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

Typical office setting.
Computer and telecommunications work.
Frequently move from one work area to another.
Lift up to 25 pounds.
Extended periods of sitting or standing.

Administrator Salary Schedule - Range 5
Board Approved: June 11, 2001
Board Revised: March 10, 2003

EL CAMINO COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: DIRECTOR OF RESOURCE DEVELOPMENT/GRANTS
DEVELOPMENT & MANAGEMENT**

BASIC FUNCTION:

Under the direction of the Vice President of Student and Community Advancement develop, plan, direct and supervise the Resource Development Office. The Director of Resource Development/Grants Development & Management is responsible for pre-award coordination of all grant applications for the college as well as post-award support for faculty in charge of grant-funded projects thus providing a full spectrum of service to faculty, staff and funding agencies while also communicating effectively with all campus areas. General oversight of Foundation functions as related to Resource Development.

REPRESENTATIVE DUTIES:

Research, identify and recognize external opportunities that present viable funding opportunities and match district goals, college priorities, and search requests.

Create and maintain systems (i.e. grants web site) for dissemination of information about external funding opportunities and other grants-related information.

Provide leadership, plan, and coordinate development and submission of proposals district-wide.

Provide technical assistance in the planning, writing, program design, budget development, evaluation.

Maintain a positive, proactive relationship with Accounting, Purchasing, HR, Payroll and funding agencies to ensure full grant compliance and process efficiency.

Assist faculty in grant implementation to include instruction on internal procedures and funding agency compliance, assistance with all issues of financial, personnel, payroll, purchasing and administration of funded awards, and instruction on cost-sharing documentation. Ensure that all grant expenditures are reasonable, allocable and allowable according to OMB and agency guidelines. Work with faculty to identify and resolve budget and compliance issues.

Serve as a liaison with funding source program and contract officers, resource developers nationally, and with community organizations.

Create, design and implement processes and procedures related to grants management and proposal development.

Hire, plan, direct, review and critique the work of external grant writers developing proposals for the college.

DIRECTOR OF RESOURCE DEVELOPMENT/GRANTS DEVELOPMENT AND MANAGEMENT

Page 2

Conduct research related to needs assessment and background information for proposal development.

Create and write materials related to grants development and grants management.

Conduct one-on-one training and group workshops.

Advise project directors concerning negotiation of new grants, effective startups and grant management issues.

Track college resources allocated to grants (staff assignments, facilities, etc)

General oversight of personnel.

Perform other related job duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Governmental agencies involved in education.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Prepare and manage budgets.

Prepare grant proposals.

Develop and administer policies and procedures.

Analyze, evaluate and recommend innovative solutions to district priorities and goals.

Reconcile divergent views.

Negotiate with funding agents and follow-up on progress of grant activities.

Establish and maintain cooperative working relationships with all segments of the college community and general public.

Direct the work of others.

Use a computer proficiently for word processing, databases, spreadsheets and online research.

Communicate effectively both orally and in writing.

Exercise good judgment, diplomacy, and patience.

EDUCATION AND EXPERIENCE:

Bachelor's Degree and three years experience of successful grant development and monitoring in the field of education or related field.

Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and community college students and to staff and students with physical and learning disabilities.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

Interact with a variety of individuals.

Hand, wrist and finger dexterity to operate various office machines.

Move from one work area to another.

Administrator Salary Schedule – Range 13

Board Approved: February 20, 2001

Board Revised: March 10, 2003

**El Camino Community College District
Administrator Salary Schedule
Effective January 1, 2003 - Board Amended: March 10,, 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	77,128	79,438	81,832	84,287	86,816

Director Workforce Education
 Director, Workplace Learning Resource Center
 Assistant Director Admissions & Records
 CalWORKS & Career Placement Services Director
 Director of EOP&S/CalWORKS
 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 Resource Development/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
Range 18	102,140	105,218	108,371	111,623	114,964

Board Approved: December 9, 2002
Revised: March 10, 2003

Agenda for the El Camino Community College District Board of Trustees
From
The Office of the President and Board of Trustees
Thomas M. Fallo, Superintendent/President

A. California Community College Trustees Board of Directors ElectionPage 1

B. Citizens' Bond Oversight CommitteePage 1

A. California Community College Trustees Board of Directors Election

The Board is to appoint a representative to vote for members to serve on the California Community College Trustee Board of Directors.

B. Citizens' Bond Oversight Committee

In accordance with changes to the Bylaws and based on discussion during the Committee of the Whole on Tuesday, February 18, 2003, the following members are hereby appointed to the El Camino College Citizens' Bond Oversight Committee.

Mr. Cameron Samimi	Torrance	Student Organization Representative
Mr. Leandro Carde	Inglewood	Business Organization Representative
Ms. Frances Stiglich*	El Segundo Senior Club	Senior Citizens' Organization Representative
Mr. Kurt Weideman	Torrance	Taxpayer Organization Representative
Mr. Don Greco	Manhattan Beach	El Camino College Foundation Representative

Other Appointments:

Trustee

Mr. Robert D. Hammond	Manhattan Beach	Mr. Beverly
Mr. Bud Cormier	Hawthorne	Mr. Fox
Mrs. Mary Ann Keating	Redondo Beach	Dr. Haag
Ms. Frances Stiglich*	El Segundo Senior Club	Mrs. Hummel
Mr. Raymond Roney	Ladera Heights	Dr. Jackson